

Blackfen School for Girls



Behaviour Policy

(Covid-19 Addendum)

This policy is to be read and used in conjunction with the school behaviour charter

September 2020

Addendum date	September 2020	Reviewed carried out
Review period	2 weekly	
Date of 1 st Review	1 st September 2020	Yes
Date of 2 nd Review	15 th September 2020	Yes
Date of 3 rd Review	29 th September 2020	
Date of 4 th Review	13 th October 2020	
Date of 5 th Review	27 th October 2020	
Date of 6 th Review	10 th November 2020	
Date of 7 th Review	24 th November 2020	
Designated Safeguarding Lead	Sarah Cascarino	

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1 DfE Guidance

The government guidance issued to schools is available here:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

The school has also taken into account the checklist for school leaders to support the full opening: behaviour and attendance (DfE – July 2020)

This addendum applies until further notice.

Unless covered in this addendum, our normal Behaviour policy continues to apply.

We may need to amend or add to this addendum as circumstances or guidance changes. We will communicate any changes to staff, governors, parents and students.

2 Our Aims

- To have high expectations that outstanding behaviour is the norm and to promote outstanding behaviour in school at all levels through our rewards system.
- To ensure there is a clear set of rules/boundaries that everyone follows consistently with clear procedures regarding sanctions and clear lines of accountability/responsibility.
- To ensure that the outcomes of incidents of poor behaviour are clearly communicated.
- To ensure that the school is Covid-19 secure and that students support the community in reducing risk of infection and the spread of infection.

3 Our Intentions

Every young person has the right to learn in an environment where outstanding behaviour, self-discipline and respect for others are the expectation. Every young person must feel safe and free to express themselves without fear of bullying or intimidation. Students must understand that actions have consequences, either positive or negative, and that they are responsible for their actions.

All staff have the right to work in an environment where outstanding behaviour, self-discipline and respect for others are the expectation. Staff must feel safe and free to exert their authority.

4 Expectations for students in school

Underpinning this addendum to the behaviour policy is making sure that all members of the school community are safe from harm. The key control measures are to ensure that this happens:

- 1) minimising contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school**
- 2) cleaning hands thoroughly more often than usual**
- 3) ensuring good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach**
- 4) introducing enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach**
- 5) minimising contact between individuals and maintain social distancing wherever possible**

4.1 New rules

When students are in school, we expect them to follow all of the rules set out below to keep themselves and the rest of the school community safe.

Staff will be familiar with these rules and make sure they are followed consistently.

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Parents/Carers should also read the rules and ensure that their daughter/son follow the new procedures that have been put in place. Parents should contact their child's Student Support Officer if they think their child might not be able to comply with some or all of the rules, so we can consider alternative arrangements with them.

4.2 Routines for arriving or leaving the school

- Students have different start times – these are staggered to minimise contact between students and to relieve, as far as possible, congestion on public transport. Students must adhere to these timings. For this reason, students are asked not to arrive more than 10 minutes earlier than their set start time.
- Students on arrival will be instructed to go to their first session. There are no areas for students to gather in and students must not gather at or outside the school gate as this is a no waiting zone.
- The school likewise has a staggered end to the day with specific year groups being dismissed at different times.
- At the end of the day students will be asked to move away from the front of the school and must not wait for friends or siblings. This is to ensure year group and class bubbles do not mix.

4.3 Attendance expectations for students

- Students are expected to attend school from September 2020.
- Students should attend school at the right time (up to 10 minutes before the session start time). Students must not be late to school.
- Students who are late to school are expected to go straight to their session. They will be recorded as late on the register.
- The school's attendance policy is on the school website for further information.

4.4 Hygiene, such as handwashing and sanitising

- Students must clean their hands as they enter the school and before they leave
- Students will be asked to sanitise their hands at the end of every session.
- The school has provided more opportunities for washing / sanitising hands with additional hand washing / sanitising facilities being provided in key places around the school.
- The school expects students to behave in accordance with the school's usual Behaviour policy protocols. Any incidents relating to coughing or spitting at another person will be treated as a serious breach of the behaviour policy as abusive behaviour. This will be dealt with as S3, S4 or S5.

4.5 Who students can socialise with at school, including at lunch and break times

- Students in Years 7, 8 and 9 will work in class bubbles and at lunch time will go to lunch as a year group bubble. Each year group bubble will have a designated time and venue they can access food from. Students must adhere to the times and spaces allocated to them. All students will have access to hot food.
- Students can socialise in their bubbles at Key Stage 3 – in Years 7, 8 and 9 and will go to their designated area to do this. Students are not permitted to socialise with students from other year groups.

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- For Key Stage 4 and 5 students in (years 10-13) students will be able to socialise in their year group bubbles.

4.6 Moving around the school (e.g. one-way systems, out of bounds areas, queuing)

- Students will be advised on routes that they should follow and areas that are out of bounds. Students should ensure they are only in their designated areas
- When queuing for food students will be clearly guided. All students are expected to follow guidance issued by a member of staff.
- Students must always walk on the left both inside and outside the buildings (where applicable).
- Students must follow the one-way system in the school.

4.7 Litter

In light of the possible transmission of Covid-19 it is vitally important that students use the litter bins provided to dispose of rubbish. They must not ask someone else to put their rubbish in a bin and must not expect someone else to do it for them. Chewing gum is not allowed in school.

4.8 Use of toilets

- Students will be allowed for this interim period to use the toilets, if they need to during sessions. Students will be encouraged to use toilets nearest to their designated group zone. The use of the toilets will be monitored and no more than one student from a teaching group is allowed to go to the toilet at one time.

4.9 Use of lockers

- Please note that students will **not** have access to their lockers at this time and all items will need to be stored in their bags during the day. Any additional clothing items must not be worn during the day and can only be worn on the way to and from school.

4.10 Sharing any equipment or other items, including drinking bottles

- Students are reminded that they must not share equipment and be ready to learn each day – ensuring they have the correct equipment. We ask that parents support the school in ensuring students have all their equipment for each day.

Pencil Case containing:

- Black or Navy Blue Pen (Biro or Fountain pen or similar) +spare
- Pencil + spare (including a 2B pencil for art)
- Eraser
- Pencil Sharpener
- Protractor
- Ruler (30 cm ruler)
- Pair of Compasses
- Scientific Calculator- Casio fx-83GTX
- Green Biro
- Black drywipe pen
- Coloured pencils (recommended good value art set:
<https://www.amazon.co.uk/Evolution-Original-Graphite-ECOolutions->

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[Colouring/dp/B01EQ0XJJS/ref=as_li_tf_tl?ie=UTF8&camp=1634&creative=6738&creativeASIN=B01EQ0XJJS&linkCode=as2&tag=oxfowl-21](https://www.amazon.co.uk/gp/product/B01EQ0XJJS/ref=as_li_tf_tl?ie=UTF8&camp=1634&creative=6738&creativeASIN=B01EQ0XJJS&linkCode=as2&tag=oxfowl-21))

- Round topped/safety scissors
- Glue stick
- Highlighter(s)
- Fine liner (For technology)

Although there is hand sanitiser in the school we advise students to keep a small hand sanitiser in their bags.

Ring bound folder with page dividers x 2 (for art and technology)

A small English dictionary. The Oxford mini dictionary and thesaurus would be a good choice but any small English dictionary would be beneficial.

https://www.amazon.co.uk/gp/product/0192756974/ref=as_li_tf_tl?ie=UTF8&camp=1634&creative=6738&creativeASIN=0192756974&linkCode=as2&tag=oxfowl-21

A small French/Spanish dictionary. (Year 7 should wait till they have their timetable so they know if they are studying French or Spanish) Collins are recommended but any would be beneficial.

French: https://www.amazon.co.uk/Collins-Gem-French-School-Dictionary/dp/0007569319/ref=as_li_tf_tl?ie=UTF8&camp=1634&creative=6738&creativeASIN=0007569319&linkCode=as2&tag=oxfowl-21

Spanish: https://www.amazon.co.uk/Collins-Gem-Spanish-School-Dictionary/dp/0007569300/ref=as_li_tf_tl?ie=UTF8&camp=1634&creative=6738&creativeASIN=0007569300&linkCode=as2&tag=oxfowl-21

Presentation of exercise books – it is expected that all exercise books will be covered with a plastic wallet or clear sticky-back plastic. Exercise books must be kept neat and tidy.

4.11 Expectations for uniform

- Students are expected to wear school uniform.
- PE kit, as per the Blackfen school PE kit expectations, should be worn to school on the day if your daughter has a PE lesson on that day. We will be reviewing this during the first month of the term.

4.12 Mobile phones (this includes any electronic device including phones, I-pods, speakers, MP3 players, smart watches and ear pods)

- These must not be used on school site. If students are seen using a device the student will be asked to put the device away. An S2 will be issued and this will include a letter home, with a reflection sheet that must be completed by the student.
- The S2 will be recorded. A second occasion in any term will result in an S3 being issued.
- The S3 will be recorded. A third occasion in any term will result in an S3b being issued. There will be a letter and a phone-call home by the Raising Attainment Coordinator- Ms. Hayford KS3, Ms. Hoad KS4 or Ms. Brewer KS5.
- The S3b will be recorded. A fourth occasion in any term will result in an S4 being issued. There will be a letter and a phone-call home by the Deputy Head Teacher Ms. Cascarino.

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5 Rewards and sanctions for following rules

5.1 Rewards. To help encourage students to follow the above rules, we will use the school's reward systems – awarding community points.

5.2 Sanctions However, if students fail to follow these rules, we will distinguish between students who have acted in a way that breached these rules and guidelines accidentally and those that have purposefully broken the rules before issuing a sanction.

Social distancing

S Verbal reminder and warning

S1 Verbal reminder/request 2 Delayed acceptance.

S2 Continued defiance or continues not to social distance (if does not adhere to S1). Added to behaviour log. Letter home re in-detention at home.

S3 Fails to comply despite requests above and continues not to social distance(if does not adhere to S2).

Not following one-way system

S Verbal reminder and warning

S1 Verbal reminder/request 2. Delayed acceptance and student goes the correct way.

S2 Continued defiance or continues to go the wrong way (if does not adhere to S1) Added to behaviour log. Letter home re in-detention at home.

S3 Fails to comply despite requests and does not follow one-way system (if does not adhere to S2).

Using the incorrect entrance or exit to the school or building

S Verbal reminder and warning

S1 Verbal reminder/request 2. Delayed acceptance and student uses the correct entrance/exit

S2 Continued defiance or continues not to use the correct entrance/exit (if does not adhere to S1). Added to behaviour log. Letter home re in-detention at home.

S3 Fails to comply despite requests above and continues not to use the same entrance/exit (if does not adhere to S2).

Refusing to wash or sanitise hands when requested

S Verbal reminder and warning

S1 Verbal reminder/request 2. Delayed acceptance and student washes hands/uses sanitiser.

S2 Continued defiance or continues to not wash hands/use sanitiser (if does not adhere to S1) Added to behaviour log. Letter home re in-detention at home.

S3 Fails to comply despite requests and does not wash hands/use sanitiser (if does not adhere to S2).

Leaving litter at a place following break or lunch

S Verbal reminder and warning

S1 Verbal reminder/request 2. Delayed acceptance and student picks up litter.

S2 Continued defiance or continues to not pick up litter (if does not adhere to S1) Added to behaviour log. Letter home re in-detention at home.

S3 Fails to comply despite requests and does not pick up litter (if does not adhere to S2).

Refusing to move away from a no waiting area at the front of the school

S Verbal reminder and warning

S1 Verbal reminder/request 2. Delayed acceptance and student does not move.

S2 Continued defiance or continues to not move (if does not adhere to S1)

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Added to behaviour log. Letter home re in-detention at home.

S3 Fails to comply despite requests and does not move (if does not adhere to S2).

Entering into the 2 m exclusion zone at the front of the class

S Verbal reminder and warning

S1 Verbal reminder/request 2. Delayed acceptance and moves

S2 Continued defiance or continues not to move or keeps entering the exclusion zone (if does not adhere to S1)

Added to behaviour log. Letter home re in-detention at home.

S3 Fails to comply despite requests and does not leave exclusion zone (if does not adhere to S2).

Touching another person

S Verbal reminder and warning

S1 Verbal reminder/request 2. Delayed acceptance and student continues to touch another person.

S2 Continued defiance or continues to behave in this manner (if does not adhere to S1)

Added to behaviour log. Letter home re in-detention at home.

S3 Fails to comply despite requests and continues to touch another person (if does not adhere to S2).

For persistent non adherence to any, some or all of these rules an S4 or s5 will be issued.

5.2.1 Detentions

S1 – 10 minute detention

S2 – Letter home – detention at home.

S3 – Year group 60 minute detention. Year 8 – Monday; Years 7 and 9– Tuesday; Year 10 – Wednesday; Year 11 – Thursday - led by Leadership Team and/or Faculty Leader. 2 staff.

S3b – 90 minute detention.

Please note that there is no internal exclusion. However, an S4 will be placed on the student's record if an S4 is issued.

5.2.2 Last call years 10 and 11

If a student is extremely disruptive in a lesson by posing a health and safety risk to themselves or others or they prevent the learning of their peers, the student may be removed by the person on call. The student is removed to a safe room.

5.2.3 Last call years 7-9

This will only be used for students in years 7-9 as a last resort where a student has failed to adhere to requests to conform by the teacher or another adult despite being issued with sanctions S1-S3.

If a student is extremely disruptive in a lesson by posing a health and safety risk to themselves or others or they prevent the learning of their peers, the student may be removed by the person as last call. The student is removed to a safe area.

Parents are asked to inform the school if they believe their child will be not be able to adhere to these rules and guidelines. Refusal to follow these could result in a student being fixed term excluded.

6 If a student is feeling unwell

- Students are reminded not to come to school if they are displaying symptoms related to Covid coronavirus (as outlined in the school risk assessment). These are:

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- Having a high temperature – this means you are hot to touch on your chest or back.
- Having a new, continuous cough – this means you are coughing for more than an hour, or have 3 or more coughing episodes in 24 hours (if you usually have a cough it may be worse than usual).
- Loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything or things smell or taste different to normal.

The school accepts that students may have a cold as usual and ask that students adhere to strict hygiene measures. The school will follow the 'Catch it, Bin it, Kill it' model. and students are advised to avoid touching their mouth, nose and eyes with hands.

Students are asked to tell an adult if they are experiencing symptoms of Covid-19.

7 Expectations for students at home

7.1 Remote learning rules

If students are not in school as a result of self- isolating, we expect them to follow all of the protocols set out below.

Parents/Carers should also read these protocols and ensure their daughter/son follow them. Parents/Carers should contact the form tutor or student support officer if they think their child might not be able to comply with some or all of the rules, so we can consider alternative arrangements with them.

- Be contactable during required times – although we will take into account that students may not always be in front of a device the entire time.
- Complete work to the deadline set by teachers.
- Seek help if they need it from their subject teachers.
- Alert their form tutor and subject teachers if they're not able to complete work.
- Use proper online conduct, such as using appropriate email etiquette and follow the Acceptable Users Policy

7.2 Dealing with problems

If there are any problems with students adhering to our guidelines regarding remote learning, including if they don't engage with the remote learning set for them, we will review and set an appropriate sanction.

8 Monitoring arrangements

We will review this policy as guidance from the local authority or Department for Education is updated, and as a minimum 4 weeks by a member of the senior leadership team. At every review, it will be approved by the full governing board.

9 Links with other policies

This policy links to the following policies and procedures:

- Safeguarding and Child Protection Policy – see the school website.
- Health and Safety Policy – see the school website.
- Behaviour policy

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- Mobile phone policy
- AUP