



## **Behaviour Policy – Covid-19 Addendum**

**School Name: Kingsmead Academy**

**Policy owner:** Andy Dunnett – Deputy Headteacher – Well Being & Diversity

**Date:** September 2020

**Date approved by Governing Body:** September 8<sup>th</sup> 2020

**Date shared with staff:** September 8<sup>th</sup> 2020

## 1. Scope

This addendum applies until further notice.

It sets out changes and exceptions to our normal behaviour policy. Students, parents and staff should continue to follow our normal behaviour policy with respect to anything not covered in this addendum.

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

## 2. Expectations for students in school

### 2.1 New expectations

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

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

Parents should also read the expectations and ensure that their children follow the new procedures that have been put in place. Parents should contact the relevant Head(s) of Year if they think their child might not be able to comply with some or all of the expectations, so we can consider alternative arrangements with them and support them to integrate back into school life.

#### **Additional Expectations at Kingsmead from 7<sup>th</sup> September 2020 until further notice:**

##### **a) General expectations – school site**

- Students are expected to stay in their respective 'bubbles' and not mix with, socialise with or stand close to students in other bubbles. The three bubbles at Kingsmead are Year 7, Years 8 & 9 and Years 10 & 11.
- Students must walk around the school site sensibly and only with their own bubble.
- Students will not shout at, touch or spit towards other students or adults.
- Students must keep 2 metres apart from adults and aim to stay at least a metre apart from other students wherever possible.
- If a student feels unwell at any time, they must tell an adult.

##### **b) Arrival at School**

- On arrival at school all students must wash their hands in designated toilets. (Year 7 boys by M5, Girls by M4 – Year 8 Boys by M6, Girls by M7 – Year 9 in the Science Block – Years 10 & 11 in East Block).
- If students need to pick up a breakfast, Years 10 & 11 must queue by the Dining Room fire door near to the field, and Year 7 must queue by the door closest to the foyer.
- If a bus arrives before 8.35 students must wait in designated areas (Year 7 main Block Corridor, Years 8 & 9 Main Dining Hall, Years 10 & 11 East Block Hall).
- Students arriving after 8.35 must make their way to their first lesson's teaching room and line up in the designated areas. Teachers will open rooms at 8.40.
- If students walk to school or are dropped off by taxi or car, we request that they arrive after 8.45 and make their way to their first lesson's teaching room after washing their hands.

### **c) Lesson time**

- Students must leave and arrive to lessons at the designated times (Year 7 on the first bell, Years 8 & 9 on the second bell and Years 10 & 11 on the final bell).
- Years 7 and Year 8 & 9 must line up in designated areas before entering their teaching rooms. Years 10 & 11 can enter on arrival.
- Students must sanitise their hands at the start and end of every lesson. They may use the sanitizer provided, or their own.
- Students must aim to stay 1 metre from other students in classrooms and must stay at least 2 metres from the teacher.
- Students will face the front of the class unless directed otherwise by teachers.
- Students will not talk at close proximity to other students 'face-on' and will not be allowed to raise their voices in lessons.
- Students will only bring essential stationery to lessons, along with a face covering (If chosen), water, a packed lunch if appropriate and their PE Kit if needed.
- Students must wipe their keyboards and mouse at the end of every ICT lesson with the cleaning products provided by their teacher.
- When requested, students must wipe other equipment as directed by their teachers/ other staff.
- There will be specific rules in place in Music, Drama and PE lessons – These will be explained in detail by teachers and must be observed at all times.

### **d) Break and lunchtime**

- There will be staggered breacktimes and students may only mix in bubbles and in designated areas.
- At Lunchtime, Years 8 & 9 may use the main dining hall between 1.15 and 1.37, Year 7 from 1.37 onwards. Years 10 & 11 may use the east block hall.
- Students must sanitise or wash their hands before and after eating.
- Social areas at lunchtime are segregated into bubbles. Year 7 may use the main block corridor or the turning circle only (this will be coned off for safety). Years 8 & 9 may use The upper playground only and Years 10 & 11 may use the east block hall and lower playground only.
- If the school field is useable, students must only use the areas designated to their bubble.

### **e) The end of the school day**

- Students leaving on the first wave of buses will leave lessons at 3.20 and board the buses immediately.
- Students being picked up by car or taxi will also leave lessons at 3.20 and go straight to their vehicles to travel home.
- Students walking home will leave lessons at 3.25 and walk straight home.
- Students travelling on the second wave of buses will leave lessons at 3.40 and either board their bus immediately or wait in the designated areas until requested to board buses by staff.

The areas to wait are; Year 7 behind the bollards by the Science block, Years 8 & 9 in the main dining hall, and Years 10 & 11 outside the main Block.

## **2.2 Rewards and sanctions for following/ not following expectations**

To help encourage students to follow the above expectations we will always recognise cooperation and sensible behaviour in line with our rewards policy. However, if students fail to follow these expectations, we will follow our usual behaviour policies issuing advice and warnings in a graduated fashion if students 'forget' or are careless in following expectations, or specific sanctions if students openly defy the expectations.

If students repeatedly defy staff requests or behave in a way that puts other students/staff at risk it is likely that they will receive a fixed-term exclusion. Students whose behaviour wilfully or routinely puts others at risk will risk the possibility of being permanently excluded.

## **3. Expectations for students at home**

### **3.1 Remote learning rules**

If students are not in school due to exceptional circumstances, we expect them to follow all of the expectations set out below.

Parents should also read the expectations and ensure their children follow them. Parents should contact the relevant head(s) of year if they think their child might not be able to comply with some or all of the expectations, so we can consider alternative arrangements with them and support them with their learning.

Students must:

- be contactable during required times
- Complete work to the deadline set by teachers
- Seek help if they need it, from teachers or teaching assistants
- Alert teachers if they're not able to complete work
- Use proper online conduct, such as using appropriate language in messages

### **3.2 Dealing with problems**

If there are any problems with students adhering to rules around remote learning, including if they don't engage with the remote learning set for them, we will ensure communication is made with parents and discuss appropriate support.

## **4. Monitoring arrangements**

We will review this policy as guidance from the local authority or Department for Education is updated and the policy will be reviewed at least every 4 weeks by the SLT and an appropriate governors' subcommittee.

## **5. Links with other policies**

This policy links to the following policies and procedures:

- › Child protection and Safeguarding policy
- › Behaviour policy
- › Rewards Policy

➤ Health and safety policy