



# Penair School Behaviour policy: coronavirus addendum

**Approved by:** Full Governing Board **Date:** 6 October 2021

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**Next review due by:** Spring term Full Governing Board meeting 2022

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## 1. Scope

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 official guidance changes. We will communicate any changes to staff, parents and pupils.

## 2. Expectations for pupils in school

### 2.1 New rules

When pupils 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.

Parents should also read the rules and ensure that their children follow the new procedures that have been put in place. Parents should contact Mr Sharpe (Deputy Headteacher) or Mrs K Finlay (Assistant Headteacher/SENCo) 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.

#### On school site

The presence of pupils on site comes with new risks that are associated with the possible transmission of the Covid-19 virus. Measures have been put in place to reduce the risk of transmission. In which case we want pupils to respect the revised day to day expectations of the class 'bubbles' and wider school so that:

- pupils should adhere to the revised rules and expectations for entering and exiting the school site and follow the one-way system as indicated around the school that have been in force since the time of the first lockdown
- pupils should stay in their own rooms unless directed otherwise
- pupils are encouraged to interact with others in their own year groups throughout the school day
- pupils should stay at their own desks and adhere to the class seating plan unless directed otherwise
- pupils are encouraged to obey social distancing rules at all times, in and out of the classroom
- pupils should follow hygiene rules, including washing hands when asked to throughout the day

#### Be aware of and follow expected Self-care and Health needs

- pupils should inform an adult if they feel they have any Covid-19 symptoms
  - pupils should use tissues when sneezing or coughing and dispose of in bins remembering the 'Catch it, bin it, kill it' guidance and avoid touching their mouth, nose and eyes with their hands
  - pupils are encouraged to go to the toilet areas one at a time and thoroughly (at least 20 seconds) wash their hands after use; it is expected that pupils will queue one at a time, if necessary, and to leave the area immediately after use
  - pupils should only use their own resource packs, not interfering or touching any resources or equipment that belong to others
  - all items used by any pupil should be sanitised / cleaned after each child's use
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- pupils should only use their own water bottles and eat/drink their own food. No sharing is allowed.

## 2.2 Rewards and sanctions for following rules

To help encourage pupils to follow the above rules, we will continue to use ClassCharts to recognise and reward good behaviour. Pupils will be given clear, explicit warnings and reminders of appropriate choices. While it is recognised that there is a difference between accidental and purposeful rule-breaking, in the unfortunate event of misbehaviour and pupils failing to follow these rules, the member of staff who is 'on call' or a member of staff from the Senior Leadership Team will be called to remove the pupil. In the event that there are incidents which pose a risk to pupils and staff, parents will be contacted and the pupil collected from school to ensure the safety of themselves and others. If any adverse behaviours take place that could affect the continued health or safety of individual pupils or staff (eg spitting at/towards another person, physical attacks, refusal to comply with health and safety/social distancing requirements that could heighten the risk of harm to others), then a review of the safety of the pupil on school site during the pandemic restrictions will take place and the pupil may not then return to the school site.

## 2.3 Changed rules

As long as this addendum applies, we will alter the following school rules.

- › Should the school have to introduce a 'rota system' then pupils who are able to attend school they will be expected to attend school on the day of the week when they are scheduled to be present in school
- › School will commence at 8.30am and finish at 2.40pm
- › Parents will indicate if their child is attending school or not. If a child does not attend school then parents/carers will be expected to provide an explanation as to the reason why their child is not in school
- › School attendance has been mandatory from 8 March 2021. This means from that point, the usual rules on school attendance apply, including:
  - parents' duty to secure their child's attendance regularly at school (where the child is a registered pupil at school and they are of compulsory school age)
  - schools' responsibilities to record attendance and follow up absence
  - the availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct

<https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/step-4-update-what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges>

## 3. Expectations for pupils at home

### 3.1 Remote learning rules (where pupils are isolating)

If pupils are not in school, we expect them to follow all of the rules set out below.

Parents should also read the rules and ensure their children follow them. Parents should contact Mrs Eastburn-Cutts, Deputy Headteacher), 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.

- › Pupils should 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 - see below

The following code of conduct outlines the expectations of all Penair students whilst using Microsoft Teams. Your conduct will underpin the success of your learning and development during lockdown, contributing towards your overall progress and success. You have already agreed to the schools Learning agreement and

ICT acceptable use policy to confirm that you will follow the code of conduct. You understand that you must use school ICT systems in a responsible way to ensure that there is no risk to your safety or to the safety and security of the ICT systems and other users.

**Failure to adhere to these rules will result in students being banned from the use of all live broadcast Teams facilities.**

- A classroom standard of behaviour is expected from all participants. In an online environment this means that the following are to be adhered to at all times:
  - No use of memes
  - No use of inappropriate language
  - No spamming in the chat facility
  - The chat facility should not be used for anything other than to ask a question that is RELEVANT to the content of the lesson.
  - Attendance is expected of all students
  - Students should not mute the teacher
  - Students should under no circumstances, share their screen (this is considered a safeguarding issue)
  - Students should have microphones disabled (this is considered a safeguarding issue)
  - Students should have video disabled (this is considered a safeguarding issue)
  - Students should be polite and patient when waiting for a response to your question
- For account settings, students should adhere to the following:
  - Username should not be changed
  - Profile avatars should be appropriate, and not include the following:
    - Personal images
    - Images of weapons
    - Images of narcotics
    - Images of a sexual nature
    - Images including profanity

### **3.2 Dealing with problems**

If there are any problems with pupils adhering to rules around remote learning, including if they don't engage with the remote learning set for them, we will contact parents to discuss the matter further.

## **4. Monitoring arrangements**

We will review this policy as guidance from the local authority or Department for Education is updated, and as a minimum on a termly basis by Mr Sharpe (Deputy Headteacher). At every review, it will be approved by the Full Governing Board

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

This policy links to the following policies and procedures:

- Keeping Children Safe in Education policy
- Health and safety policy
- Acceptable Use of ICT Policy
- Behaviour Policy