

Behaviour policy: coronavirus addendum

Daubeney Academy



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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 usual rules, but in addition to this, those 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 the school 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.

At ALL TIMES whilst on site, you must follow staff instructions and the routes set out for movement around the site. Maps of the routes will be clearly displayed along with signs and floor markings.

Travelling to and arrival at Daubeney Academy

- Where possible travel to school on foot or by bike. If you have to use public transport, you must adhere to the social distancing rules and wear appropriate face covering. If you are being dropped by car then you must be dropped off outside of the schools entrance and **NOT in the car park unless permit is provided**. Cycles should be parked by the reception and locked by the available stations, where you will leave a gap of one station where possible. Following this, then walk via assigned entrance to your room (not through reception). You will enter by your designated gate and go directly to assigned room. The same routine will be observed when collecting your bike.
- Arrival at school will be via your assigned gate
 - **Student entrance on Orchard Street:**
 - Year 7 – 8.45am**
 - Year 9 – 9.45am**
 - Year 10 – 9.15am**

- **Laurel Walk Entrance:**

Year 8 – 9.45am

Year 11 – 8.45 am

- You must aim to arrive at the time stated. However, if you arrive before, you must keep to the social distancing markers along the fence. You must not socially gather. Once on site you will need to wash your hands with the **soap and water** or **antibacterial hand** sanitiser provided before entering any classrooms.

Your learning environment

- You will follow the clear signs and go straight to your allocated room (all Classrooms to use the external door except room 6), following the social distancing rules. A teacher will be in the classroom ready to register you and support with your learning. (students for room 6 to line up outside courtyard by room 6)
- For the most part, you will have one allocated classroom for the time you are on site.
- You will have an allocated seat in this classroom which you must always sit in.
- You may be with different students than you are used to.
- You must not stand up, move around, or exit the classroom without permission.
- Desks and chairs will be arranged in rows, facing forwards. You should not be turning around in your seat.

Uniform and equipment

- Students should bring a bag to hold all equipment required for that day, as well as a coat if required. They must bring their own stationery, which should not be shared amongst friends. For those students who do not have their own stationery, this will be provided by the academy and you will keep the same set. A full list of stationery requirements will be sent home.
- Mobile phones can be brought to school but the existing mobile phone policy still stands.
- **Uniform will be as normal from the start of term in September.** The uniform policy can be found on the school website. **On days that students have PE they will come to school in their academy PE kit, therefore avoiding having to use the changing rooms**
- You should bring your own water bottle.

Movement around the site

- Although the current rules will be difficult you will NOT be allowed any physical contact with your friends
- A one-way system will exist where possible and the majority of time you will not have access to the internal corridor/all students will travel around the site externally and gain access to classrooms from all external doors, where possible.
- You will also be expected to move around the Academy in a single file in silence. This is to reduce the risk of airborne transmission of Covid-19.
- You must also adhere to social distancing rules and make your way promptly to your next classroom or offsite at the end of your session.
- Where possible, do not touch surfaces as you move around the site.

Hygiene and first aid

- Personal cleanliness will now become part of our daily routine both inside and outside of the classroom. All necessary hygiene products will be available across the school site and classrooms.
- When sneezing or coughing ('catch it, bin it, kill it') and avoid touching your mouth, nose and eyes with hands. Tissues will be provided by the academy.
- If you are feeling unwell, you must NOT come into school. If you begin to feel ill, you must tell a member of staff immediately and you will **go straight to the medical room** via reception. The first aider will treat you in a non-contact way, as much as possible, and will be wearing PPE.
- If you have Covid-19 symptoms then you should not attend school. If they develop whilst onsite, you should alert your classroom teacher before making your way to reception where you will be placed in the '**Blue**' room. Your parents/carers will be contacted and you will wait in an isolated, but ventilated, space until they collect you or they give permission for you to make your way home independently. You must self-isolate for 7 days.
- If you have symptoms, a track and trace team will be alerted so that a test can be administered

Breaks and toilet use

- During breaks and lunchtime students, weather permitting, will be assigned a specific zone for the duration of the break.
- Use of toilets will be supervised but students should be following the key hygiene rules of 20 seconds of hand washing more frequently.
- The canteen will deliver a normal hot menu. Cold food will be available and will either be served in the canteens. Where possible we would encourage students to bring a packed lunch.

2.2 Rewards and sanctions for following rules

To help encourage pupils to follow the above rules, we will:

- Reward students for achieving the Academy's character points. As during the current situation we will continue to post/deliver reward prizes for good effort and work produced.

However, if pupils fail to follow these rules, we will:

- Ask you to continue your learning in an isolated room or, in serious circumstances, from home and only return when you can adhere to the Covid 19 risk assessments in place.
- There will be no detentions and we will have a zero tolerance to behaviour. Refusal to follow instructions of the Academy staff will result in you failing the student behaviour risk assessment and you will continue your learning remotely for a minimum of 10 days.
- In extreme circumstances a student who purposefully coughs over or spits at another person could be given a fixed term of even a permanent exclusion.

2.3 Changed rules

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

Attendance expectations for pupils who can attend school will remain as it has in the current attendance policy. Students will be expected to attend school unless there are certain personal situations that do not allow this at this time.

A doctor's note or positive Covid test result must be provided if non-attendance occurs

As a school we will put relevant levels of support for students on their return so that attendance remains consistent and high.

3. Expectations for pupils at home

These are further detailed in the Distance Learning Policy

3.1 Remote learning rules

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 the school, 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.

To allow us to work together please;

- Be contactable during the adjusted school hours and via email or text message.
- Complete work to the best of your ability and by the deadline set by teachers
- Seek help if they need it, from teachers or teaching assistants
- Alert teachers if students are 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 difficulties with remote learning or completing work that has been delivered, please contact the class teacher, head of faculty or head of learning for continued support.

4. Policy Monitoring arrangements

We will review this policy as guidance from the local authority or Department for Education is updated, and as a minimum every 4 weeks by the Senior Leadership Team. At every review, it will be approved by the full governing board and the Trust.

5. Links with other policies and documentation

This policy links to the following policies and procedures:

Safeguarding/ Child protection policy

Health and safety policy

Behaviour policy

Mobile phone policy

Distance Learning Policy

E-safety Policy

Acceptable use of ICT Policy

CMAT and Academy Risk Assessments (updated for Covid-19)