

Glossopdale School COVID-19 Behaviour Policy Annex

SLT with responsibility: Mary Skillings - Assistant Headteacher – Behaviour, Attendance & Welfare

During these unprecedented times our leading priority is to ensure the safety and welfare of students and staff at all times. This annex to our behaviour policy ensures that a measured approach is being adhered to in order to minimise the risk for both students and staff.

Students must adhere to social distancing measures at all times. Social distancing means staying 2 metres (6ft) apart from other people. At Glossopdale School we will observe the social distancing guidance at all times, as outlined by scientific advice from the Government.

We will adhere to the following rules;

- Students are expected to follow instructions from **all** members of staff at **all** times
- On entering the school grounds, students must keep 2 metres apart. Students must pay attention to **all** 2 metre taped markings and social distancing signs and act accordingly
- Students may have staggered start times to ensure that there is minimal contact with other students and staff. Students must carefully observe their given start and finish times and are not expected to arrive any earlier than 10 minutes before the lesson starts
- Students are expected to arrive on time. For any student arriving significantly late (more than 10 minutes after their first lesson has started) they must sign-in at Main Reception and report straight to Student Services where they will be given instructions (room, teacher etc.). The student will be escorted to their lesson by the member of On Call staff. If the student fails to adhere to this system the student will be instructed to work in isolation / outside an office
- Students must wash their hands for 20 seconds using soap and water on entry to the school building, and must keep 2 metres apart at all times at the sinks and in the toilet areas
- A designated block of classrooms is in place for students. Students must not enter any other area of school unless permitted by a member of staff
- Students must report straight to their designated classroom as indicated on their new part-time timetable / by staff supervising the designated classroom(s) for children of key workers and those defined as vulnerable by the DfE
- When lining up to enter a classroom, students must keep 2 metres apart
- Furniture has been rearranged in classrooms, with the removal of some tables to allow for social distancing. Students must sit on their designated chair and remain seated, as instructed by the member of staff teaching the lesson
- Students will not share any equipment in the classroom. Students need to ensure that they bring a bag (large enough to carry books and folders home) and will need basic equipment – pens, pencil, ruler, calculator and planner. All students are permitted to bring a bottle of water, but must keep this in their bag during lessons
- Food is not allowed in any area of the school building or grounds other than the Heart (canteen) at designated times. Students are reminded that chewing gum is banned inside the school grounds and buildings
- Students must not enter any areas which are taped off and this includes the 2 metre space around the teacher's desk and white board
- During lessons our C1 – C4 behaviour system will be enforced by teaching staff. Any student receiving a C3 Call Out Support will be spoken to by a Year Manager or member of SLT. Any student receiving a C4 will be removed from the lesson and their parent(s)/carer(s) contacted to send home. Detentions will not be set during this phased-return period

- Any student in designated classrooms (due to being the child of a key worker or defined as vulnerable by the DfE) issued with a C4 will be placed in isolation / outside an office to continue with their work
- The C1-5 system for out of class behaviour will be followed from entry on to school grounds through to exit. Sanctions will remain the same for infringements (for example the use of a mobile phone / electronic device, non-compliance with the dress code, smoking including use of e-cigarettes). Students are familiar with this system – please refer to the full Behaviour Policy on our website for further information
- It is important to note that there is an extension to the Behaviour Policy at C5 level to cover COVID-19-related incidents (outlined in this annex to the Behaviour Policy in the next bullet point)
- Glossopdale School is able to sanction, up to and including fixed term or permanent exclusion, students who wilfully refuse to adhere to arrangements of social distancing and deliberately cough or spit at pupils or staff, putting them at risk. All incidents of such a nature will also be reported to the Police
- For any student exhibiting poor behaviour, behaviour points will be added to ClassCharts. Parents/Carers may be contacted by staff over the phone as well as via ClassCharts
- The First Aid system will be used by teaching staff. There will be a designated First Aider on site at all times
- Students using the Heart (canteen) will be expected to line up as guided by the 2 metre markers on the floor. Students must keep 2 metres apart at all times when eating or drinking and wash their hands immediately before and after they have finished
- A minority of students will be asked to read and sign a behaviour contract prior to the phased teaching weeks
- To ensure the safety and welfare of all students and staff, any student who refuses to adhere to the C1-C5 behaviour system and amendments above will be asked to leave-site. Parents / carers will be informed immediately
- Any student refusing to follow the C1-5 system in a designated classroom (the child of a key worker or defined as vulnerable by the DfE) will be isolated for the remainder of the day. Parents / carers will be contacted immediately

Uniform

Students **do not** need to wear school uniform in observance of the government recommendation which is that all clothing should be washed on a daily basis. We ask that students adhere to the basic requirements on entry to the school grounds;

- Appropriate clothing – no vest tops, visible underwear, cropped tops, shorts, tops with offensive slogans
- Discreet make-up, no artificial nails, gel nails, nail varnish or false eyelashes
- Natural hair colouring only – no extreme colours
- Simple jewellery – one set of stud earrings in the earlobe only, a watch, no facial piercings
- Coats, sunglasses, caps and hats must be removed on entry to the school building
- Suitable footwear – no flip flops, high heels, wedges, strapless sandals or sliders

Mobile phones and electronic devices

On entering the school grounds, mobile phones and all other electronic devices e.g. smart watches must be switched off and in school bags.

If there is a need for students to call home, a Call Out member of staff will guide the student (2 metres apart) to student services to use the school phone line.

Students will not be allowed to use their mobile phone to ring, text or message home. All communication with parents, carers, and other family members must be done through Student Services.

As always, we are extremely grateful for the support of parents and carers in ensuring that all of the children in our care are kept safe and well at all times.