



Behaviour for Learning during the COVID-19 pandemic

Annex to Behaviour for Learning Policy – version 3.0 Updated 01-09-2020

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Rationale for this annex to the Behaviour for Learning Policy

In light of the need for children to behave differently when they return to school as part of the full return following the Covid-19 school closure, this annex details revised protocols and systems we have put in place to keep everyone safe.

Arrival and departure

- Students walking, cycling or scooting to school:
 - On arrival, students will enter by the playground gate. They will then go directly to their allocated tutor group form room. When lining up to enter the site, students must observe social distancing markers – maintaining 2-metres distance where possible (1-metre as a minimum).
 - On departure, students will leave by the playground gate and will hand-sanitise before leaving for home.
- Students travelling by school transport:
 - Students must wait at their allocated, designated bus-stop in an orderly manner, observing social distancing rules. Students are expected to board the bus following the driver's instructions. Students must not crowd or push their way onto the bus. Students must sit in the areas designated by the driver. Exemplary behaviour is expected on the bus during the journey at all times. Students must:
 - Wear a seat belt at all times.
 - Wear a face covering during the journey.
 - Stay seated during the journey.

- Remain quiet and civil throughout the journey (no shouting, no use of inappropriate language, no behaviour which would bring their family and/or the school into disrepute)
- On arrival, students will remain seated until a member of Holywell staff organises them to disembark from the bus.
- Disposable face coverings must be discarded and put into a black-bag bin.
- Students will enter by the music room gate. They will then go directly to their allocated tutor group form room. When lining up to enter the site, students must observe social distancing markers – maintaining 2-metres distance where possible (1-metre as a minimum).
- On departure, students will line up in the playground in year groups for each assigned bus route. They will then be escorted by a member of staff to board the bus so as to ensure an orderly embarkation. Students will leave by the music room gate and will hand-sanitise before leaving for home.

Hygiene, including handwashing and sanitizing

- Students must hand-sanitise on their entry to school, at the start of every lesson and before going to break/lunch.
- Students must wash their hands thoroughly after visiting the toilet and will need to hand-sanitise when returning to the classroom.
- There are limited hand-washing facilities on site, so students must use the hand sanitisers. There are hand-sanitisers in every classroom and these are also available around the site.
- When using a classroom previously occupied by another year group, tables will be wiped down with anti-bacterial wipes.

Socialising and social distancing

- Students must only socialize with students within their year group and they should try to limit their interactions to students in their consistent teaching group or 'bubble'.
- Students must try to social distance at all times.
- In class, desks will be set out in rows and students will be allocated specific seats by the teacher. Students must not work 'face-to-face' or talk directly into someone else's face.
- Students must not enter the teacher-zone at the front of the classroom and they must not touch anything on the teacher's desk.
- Imperfect social distancing will happen, however, students who endanger other students by being deliberately 'up-close' (especially for extended periods of time – ie. 15 minutes +) will be removed from the classroom. This will be treated as a serious breach of school expectations.

Moving around the school (including one-way systems, out of bounds areas, queuing)

- Students must observe the one-way system around the site
- Students must stay in their allocated areas at all times and must not mix with students outside of their year group 'bubbles'
- When queuing anywhere in school, students must observe social distancing – 1-2 metres distance where possible.

Breaktime, lunchtime (including play areas)

- Break and Lunchtime are the most challenging times for us and for students. We need students to be co-operative and helpful during these more unstructured times of the day. Exemplary behaviour, kindness and care will be necessary if we are to be successful in social time. We will all need to work together to ensure everyone is safe, whilst being able to socialise with friends (which we know is something students have really missed during lockdown).
- Break: students will have 15 minutes for break and they will be in their year group bubbles. There will be 5 break teams of 14 adults – 3 per year group and 2 additional teachers in support. Year group areas are:
 - Year 5 area and half of field
 - Year 6 half of Field
 - Year 7 Playground
 - Year 8 MUGA
- WET BREAK – students will stay in their classroom with their teacher from Lesson 2
- Catering facilities are to re-open – however, the kitchen will only be open at lunchtime for at least the first half-term and students will need to bring their own breaktime snacks.
- Students will not be allowed to play contact games or ball games during free time at break and lunch.
- Lunchtime: We will have an hour for lunch and the time will be split between lunch and social time. Hot lunches will be available in the Macfarlan Room. Students eating a packed lunch will be supervised in a designated pair of classrooms. Lunch and free-time will alternate between KS2 and KS3.

	KS2	KS3
First half of lunchtime	Packed lunch in a supervised classroom: <ul style="list-style-type: none"> • Year 5 packed lunches in Rooms 4/5 or 10/11. • Year 6 packed lunches in Rooms 15/18 or 16/17. Hot food collected from the Macfarlan Room (in strict year groups – Year 6 served first) <ul style="list-style-type: none"> • Year 6 eat lunch in Rooms 31/32 • Year 5 eat lunch in the Macfarlan Room Supervised by MDDS <i>Tables will be wiped down between year group use.</i>	Free-time in a designated area <ul style="list-style-type: none"> • Year 7 Playground • Year 8 MUGA Supervised by MDDS
Second half of lunchtime	Free-time in a designated area <ul style="list-style-type: none"> • Year 5 area and half of field • Year 6 half of field Supervised by MDDS	Packed lunch in a supervised classroom: <ul style="list-style-type: none"> • Year 7 packed lunches in Rooms 4/5 or 10/11. • Year 8 packed lunches in Rooms 15/18 or 16/17. Hot food collected from the Macfarlan Room (in strict year groups – Year 7 served first)

	KS2	KS3
		<ul style="list-style-type: none"> • Year 7 eat lunch in Rooms 31/32 • Year 8 eat lunch in the Macfarlan Room Supervised by MDDS <i>Tables will be wiped down between year group use.</i>

- We will explore organising activities for students during lunchtime – such as the Holywell Daily Mile Challenge and non-contact activities. PTFA have purchased additional equipment and games for use during social time at lunchtime (which will be wiped down at the end of lunchtime and/or between users). Students can bring card games to play at lunchtime, but this is entirely at their own risk and should be bagged /wiped down when at home. Students are responsible for their cards (NB. There is to be no trading of cards! ... especially expensive Pokemon cards).
- WET LUNCH: Students will remain in the classroom they were in Lesson 4. Students having a hot lunch will be called by tannoy when the kitchen is ready.

Use of toilets

- Students will be allocated specific toilets to use and they must ensure that they are maintained immaculately.
- Students must wash their hands before leaving the toilet and must dry their hands.
- Students who go to the toilet during lesson time will be required to hand-sanitise when returning to the classroom.

Sneezing, coughing, tissues and disposal ('catch it, bin it, kill it') and avoiding touching your mouth, nose and eyes with hands

- "Catch It, Bin It, Kill It" is a slogan used in several public health campaigns of the British government to promote good respiratory and hand hygiene by recommending carrying tissues, using them to catch a cough or sneeze, disposing of them in a waste bin and then killing any remaining germs by washing hands. This must be observed at all times. Students should have their own tissues and tissues will be available in all classrooms. After use, all tissues must be placed in the pedal bins provided.

Sharing any equipment or other items including drinking bottles

- Students must provide (and look after) their own equipment.
- Lockers will not be available for the foreseeable future, so students will need to carry their equipment in a suitable bag at all times. This will be placed under their chair in classrooms and in a designated area for subjects such as PE, Science and Technology.
- Equipment (especially drinking bottles) must not be shared amongst students.
- Drinking bottles are allowed on site but must only be used by individual students.
- Students will be provided with exercise books but these will not be allowed to be taken home.

Challenging behaviour

- The usual school Behaviour for Learning Policy is still in use. We expect all students to behave sensibly, thoughtfully and with due care for each other.
- Serious behavioural issues will result in consequences in line with our Behaviour for Learning Policy. C3 incidents will be dealt with by Senior Leaders and/or Heads of Key Stage. Such incidents will usually result in extended detention after school. Please note that C8 incidents (inc. Serious disruption of learning / Safety issue / Clear intent to cause harm / Behaviour beyond the authority of the school) will usually result in a fixed-term external exclusion and parents will be contacted to collect them from the site as soon as is possible..

Clear rules about coughing or spitting at or towards any other person

- Incidents where students deliberately cough or spit at or towards any other person will be dealt with as a most serious incident (C8). Unless there are significant mitigating circumstances, the student involved will receive a fixed-period exclusion and parents will be contacted to collect them from the site as soon as is possible.

What if someone develops symptoms of coronavirus in the classroom or on site?

- If anyone becomes unwell with a new, continuous cough, a high temperature or loses their sense of taste or smell in school, they will be sent immediately to the main office where they will be quarantined until they can be collected by a parent/carer and advised to follow the COVID-19: guidance for households with possible coronavirus infection.
- If a child is awaiting collection, they will be moved, if possible, to the medical room where they can be isolated behind a closed door and with appropriate adult supervision if required. If it is not possible to isolate them, they will be moved to an area which is at least 2 metres away from other people.
- If they need to go to the toilet while waiting to be collected, they will use the disabled toilet by reception. The toilet will be cleaned and disinfected using standard cleaning products before being used by anyone else.
- DfE Guidance: PPE will be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). A fluid-resistant surgical face mask will be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. PPE is available in the medical room. In addition, key office staff have completed online training on PPE.
- In an emergency, 999 will be called if the child is seriously ill, injured or if their life is at risk.
- Anyone who displays symptoms of coronavirus (COVID-19) will be told to get a test. Tests can be booked online through the NHS Testing and Tracing for Coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.
- The government will ensure that it is as easy as possible to get a test through a wide range of routes that are locally accessible, fast and convenient. We have been informed that we will be provided with a small number of home testing kits that can be given directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where we think providing

one will significantly increase the likelihood of them getting tested. Government advice will be provided alongside these kits.

- We ask parents and staff to inform us immediately of the results of a test. If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case DfE/PHE advise it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.

What if someone tests positive for Covid-19?

- If someone tests positive, they should follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.
- Staff, parents and carers need to understand the NHS Test and Trace process and how to contact their local Public Health England health protection team. This means that staff members and parents/carers understand that they will need to be ready and willing to:
 - book a test if they are displaying symptoms.
 - provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace
 - self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)
- Children, parents, carers and visitors such as contractors are informed not to visit the setting if they are displaying any symptoms of Coronavirus (COVID-19) and limit visitors/contractors to school
- We will provide wellbeing and pastoral support for both staff and students where Covid-19 is confirmed and where outcomes are serious: ie. Life-threatening and life-taking.
- Staff, parents and carers need to be aware of the Bereavement Policy (available on the school website).

Expectations for students at home about conduct in relation to remote education

- Attendance at school is mandatory from the start of the new school year, except where statutory exemptions apply. Only if students are unable to attend due to public health or clinical advice (eg. for mandatory period of self-isolation), will they be provided with access to remote education. Engagement with remote education is expected of all students at home unless they are medically unfit.
- When using the messaging facility on 'Satchel One: Show my Homework' to communicate with the teacher or to discuss feedback, e-safety protocols and the Student Acceptable Use Agreement apply (Appendix 1).
- When taking part in catch-ups or online lessons via Zoom, Teams or any other communication app, 'Online Learning Protocols' apply (Appendix 2).

Appendix 1: Acceptable Use Agreement

1. I will only use Computing and Technology systems in school for school work.
2. I will only log on to the school network with my own user name and password.
3. I will follow the school's Computing security system, not reveal my passwords to anyone and change my passwords regularly.
4. I will use my school messaging facilities responsibly (e.g. Show My Homework)
5. I will make sure that all electronic communications (including school and personal messaging, personal e-mail or blog entries), are responsible and sensible. I will not intend to upset or embarrass anyone. I will not bring the school into disrepute.
6. I will be responsible for my behaviour when using the Internet. This includes resources I access and the language I use.
7. I will not give out any personal information such as name, phone number or address. I will not arrange to meet someone I have met online.
8. I will not take copies of photographs from the school network.
9. I will not publish photographs which compromise the reputation of the school online (eg. Inappropriate photographs when wearing school uniform or on school premises).
10. I will respect other people's work at all times. This means that I won't copy from anyone else and I won't try to delete or change their work either. I will only use my own computer and will not, in any way, interfere with a computer being used by someone else.
11. I will not deliberately look for, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material I will report it immediately to my teacher.
12. I will not download, attempt to download or install software.
13. I will not attempt to bypass the Internet filtering system.
14. I understand that my use of the Internet and mobile technology can be monitored and logged and can be made available to my teachers.
15. I understand that these rules are designed to keep me safe and that if they are not followed, school sanctions will be applied and my parent / carer may be contacted.

Appendix 2: Online learning protocols

When using 'Zoom' or 'Teams'

Before the meeting/lesson

1. Never give out the link or passwords to people outside of your class/group/school.
2. Make sure that you are suitably dressed and that the background is as neutral as possible.
3. Arrange for a parent/carer to be with you during the meeting/lesson.
4. Sound is often best using headphones.

Starting the meeting/lesson

5. Always log in with your full name (ie. This should be the student's first name and family name NOT the parent's name).
6. The moderator of the session (another teacher at school) will allow invited members of the group to enter the meeting/lesson.
7. Mute yourself on being allowed into the online meeting or lesson.

During the meeting

8. Usual school expectations for behaviour are expected – treat others as you wish to be treated. Comments should be relevant, kind, helpful, useful and polite. Offensive language and behaviour will not be tolerated.
9. The teacher will lead the meeting and will invite individuals to unmute and speak.

Ending the meeting

10. The teacher will end the meeting/lesson for all.

Please note that all meetings will be recorded for staff training, monitoring and safeguarding purposes. Recordings will be deleted after five school days if there are no safeguarding issues or behaviour issues which need to be addressed. Recordings are purely for staff training, monitoring and safety purposes and will not be broadcast or shared publicly.