

## **Behaviour for Learning Policy COVID-19 Annex**

**Updated January 2021**

This annex has been created in conjunction with the Government's guidance for schools during the COVID-19 pandemic.

This annex should be read alongside the school's Behaviour for Learning (BfL) Policy and the COVID-19 Home School Agreement. Both are available on the school's website.

This annex sets out the behaviour, procedure and expectations for students, parents/carers and staff during the National Lockdown while students are remote learning. It also sets out the behaviour, procedure and expectations for students attending working in school at this time.

### **Behaviour expectations for online lessons**

Whilst taking part in online lessons SWR students are expected to:

- Join the lesson on time ensuring they have left adequate time to log in to Teams.
- Ensure they have access to the relevant resources required for their lesson e.g. pen and paper/textbook etc.
- Mute their microphone during the lesson to avoid disturbing the class with any background noise.
- To keep their camera on during the lesson to enable teachers to check on their progress (unless informed otherwise by subject teacher).
- Use the 'raise your hand' button if they have a question or comment. Students should wait to be acknowledged by the teacher before unmuting their microphone.
- Use the chat function appropriately. This means that they should only use the chat function for the following:
  - To ask relevant questions directly to their teacher
  - To submit any relevant answers as directed by the teacher
  - The chat function should only be used during the lesson
  - Contact IT Support if they have any technical issues (support@swr.school).
  - Be respectful at all times
  - Leave the Teams meeting once the lesson is over.

SWR students should not:

- Interfere or change any of the Teams settings.
- Cause disruption during their online lesson.
- Add any other student to their group/lesson. If a student is unable to access their relevant lesson, they must email their teacher who will then add them to the lesson.

For safeguarding reasons every online lesson will be recorded, students will be reminded of this at the beginning of each lesson. Registers will be taken to help monitor student attendance.

Inappropriate behaviour will be logged and communicated home to parents/carers. This will be via the class teacher or form tutor in the first instance who will offer appropriate support where needed.

Repeated inappropriate behaviour may result in sanctions as outlined below. Where appropriate a support plan will be put in place, led by a member of the Support and Intervention Team.

Any serious breaches of the school Behaviour for Learning policy will be dealt with appropriately and all sanctions set out in the Behaviour for Learning policy are applicable.

## **Vulnerable and key worker students attending “mini school”.**

Students working on site during this time should always follow the school Behaviour for Learning policy and the information highlighted below.

A member of the Senior Leadership Team, the Safeguarding Team and a first aider will always be present on site.

### **Feeling unwell**

- Students must tell a member of staff immediately if they are experiencing any of the symptoms of COVID-19 and then follow staff instructions.

### **Handwashing and sanitising**

- Students must sanitise their hands frequently. The following list provides the minimum list of occasions:
  - When entering the school and a classroom.
  - After using the toilet.
  - After blowing their nose, sneezing or coughing.
  - When entering the canteen or kiosk to buy food.

### **Equipment**

- Students must bring their own school equipment and not share it with others.
- Laptops and headphone will be supplied to students to complete their online lessons. These will be sanitised thoroughly after use.

### **Respiratory hygiene**

- Students must follow the “Catch it, bin it, kill it” protocol, use a tissue, dispose of the tissue safely and sanitise their hands as stated above.
- Students must not cough, sneeze or spit at another person as this puts others safety at risk of catching COVID-19. A deliberate act of coughing, sneezing or spitting at another person will be classed as physical assault.

### **Face coverings**

- Students must store any face masks used on public transport in the way set out in the school's procedure for this.
- Students and staff must wear face coverings in all communal areas of the school.

### **Socialising in and moving around the school**

- Students must come straight onto the school site in the morning and not hang around in groups outside of the school.
- Students must leave the school site at the end of the school day, go straight home and not be in large groups of students.
- Students will be allocated to a “mini school” classroom in which they will work each day.
- Students must follow instructions from staff on who they can mix with at school. Students on site will be placed in smaller learning groups. This is because not all students will have the opportunity to have lunch at the same time. This follows government guidance on limiting the spread of any potential infection by keeping student groups to a low number.
- Students must not leave a classroom without staff permission.
- Students will not be permitted to roam freely around the school site and must remain in areas designated for their use during break and lunchtime.
- Students with a Purple Medical Card issued to them by the School's First Aider will be allowed to leave a classroom unescorted but must go straight to the First Aid Room.
- Students may only use their year group bubble toilets unless told otherwise by a member of staff.

- Students who wish to see a member of staff (Student Support Officer (SSO), Head of Year, class teacher) must email the relevant member of staff before or after school to arrange an appointment. Student Support meetings will take place remotely via Teams during the period of national lockdown.
- Students will be accompanied to use Café Ramsay or the Kiosk during their allocated lunch break.

## **Remote Learning**

- If a student attending “mini school” must self-isolate, then they will be expected to continue with their lessons at home. Details and expectations will be sent to parents/carers and students when necessary.
- All students attending “mini school” will dial into their lessons remotely. They will be supplied with a school laptop and headphones where required.
- Desks in classrooms will have markers to indicate where students will sit maintaining a distance of 2m between themselves. Students must sit in the position indicated at all times.
- All students are expected to follow the online behaviour expectations outlined above. These have been shared with all students and parents/carers.

## **Sanctions**

If any student is not able to follow expected conduct as outlined in the Behaviour for Learning policy and this annex, they will be removed from their online lessons and placed in a supervised area whilst parents/carers are contacted to collect the student. The student will not return until a review of their behaviour has taken place. Where appropriate a support plan will be put in place. Examples of support include, but are not limited to, personalised support from Student Support Officers, PIP/PSP, reduced timetable, support in unstructured time.

Detentions and internal exclusion will not take place as usual. If students are unable to behave as per the Behaviour for Learning policy and this annex they will be supported as highlighted above.

This Annex may be revised at the discretion of the Headteacher and/ or Chair of Governors following any changes in Government guidance. Any revised versions will be publicised to parents/carers, students and staff.