

# Behaviour policy addendum

Blessed Edward Oldcorne Catholic College



Approved by: Governing  
Body

Date: September 2020

Last reviewed on: June  
2020

Next review due by:  
October 2020

# 1. Scope

This addendum applies until further notice.

It sets out changes and exceptions to our normal behaviour policy. Pupils, parents and staff should continue to follow our normal behaviour policy with respect to anything not covered in this addendum.

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 students in college

### 2.1 New rules

When students are in college, we expect them to follow all of the rules set out below to keep themselves and the rest of the college community safe. The basis of our approach at this time remains the three college rules of Respect, Honesty and Kindness

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 their child's Head of Year 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 and support them to integrate back into school life.

Everyone will be encouraged to either walk, cycle or be brought in by parents and advised to avoid taking public transport during peak times.

Cyclists must dismount at the entrance and wheel their bike to the designated bike rack ensuring that they maintain social distancing while locking up their bicycle.

Students have the option to wear face coverings at lesson changeovers and when in communal areas of the college. All students are asked to bring a face covering with them each day along with a zip lock style bag to store it in. Students who travel to college by bus must wear a face covering at all times during their journey to and from the college. Students are expected to be mindful that some students may have underlying health conditions and that wearing a face covering helps to protect them. Students who persistently do not comply with the wearing of face coverings on college transport will have to find alternative forms of transport.

At the end of the day students waiting for a bus must wear their face mask in preparation for boarding.

Students must not touch or interfere with another student's facecovering. This would be unhygienic, potentially unsafe and may cause anxiety or undue stress. Students must keep their hands to themselves in respect of face coverings.

If a student has a medical condition which prevents them from wearing a face covering or the wearing of the face covering makes them anxious, due consideration will be given to a parental request not to wear them.

Students are not permitted to wear face coverings during lessons unless permission has been given by the headteacher after consultation with parents, Key to any concession on this will be the student's ability to handle the face covering in a safe and hygienic way.

Students are expected to respect the right of students who at this point in time choose to wear or choose not to wear a mask at lesson changeovers or when in communal areas.

Students do not have to wear a mask when outside.

Spitting is prohibited and will result in the loss of breaktime and lunchtime privileges in the first instance. Deliberate coughing on another person or other behaviours deemed unhygienic will be dealt with using the full range of college sanctions. All cases will be dealt with in the best interests of all concerned. The headteacher will have the final say on what is deemed unhygienic.

Everyone in college will:

- Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using NHS guidelines, or use alcohol-based hand sanitiser to cover all parts of their hands. Students will sanitise at the beginning of every lesson and before entering communal food serving areas. Classroom

teachers will monitor this process. Sanitiser will be available in every classroom but students are expected to bring their own

- Clean their hands on arrival, before and after eating, and after sneezing or coughing
- Be encouraged not to touch their mouth, eyes and nose
- Use a tissue or elbow to cough or sneeze, and use bins for tissue waste

Students must use their designated toilet at all points during the day and wash their hands thoroughly before leaving the toilet.

Students must not share equipment with other students.

Students in IT rooms must follow the guidelines and processes for cleaning keyboards and mice at the end of lessons.

Students must move at an appropriate speed to their next lesson or playground area at lesson changeover times. Students who are persistently deemed to be not moving quickly enough to their next lesson will lose breaktime and lunchtime privileges.

Students in KS3 must move quickly to their playground areas at lesson changeover times and at the end of break and lunch and line up in their form group. When a teacher sounds the whistle students must be silent and wait for instructions regarding dismissal. Students are expected to co-operate fully with any member of staff on duty in a holding area.

Students must maintain, where possible a 2m distance from all staff in the college. Students must also not enter the designated teacher zone marked out in all classrooms. Students must also respect the fact that teachers will not be coming round student desks to answer questions.

Teachers will still run breaktime and lunchtime detentions where necessary. If the detention has students from different year groups the students will be socially distanced and expected to wear their face covering for the duration of the detention.

SLT after school detentions will still operate. Detention will take place in the college hall. Students will wear face masks for the duration of the detention if there is more than one year group present and be socially distanced from each other. Students are expected to bring work to complete or have their reading book with them.

Students must make sure they are in their own designated areas at break and lunch times. At the end of the college day students must leave the college building by the nearest available external exit and if they are walking make their way immediately to either the front or rear exits. The closest external exit to each classroom is clearly marked in each classroom. Students are not permitted to wait for friends on the college site. If students are catching a bus they must make their way immediately to the bus bay and line up in their designated year group line. Students are not permitted to wait in the corridors at the end of the day.

At the end of the college day there are staggered finishes

Year 7 leave at 3.12

Year 8 leave at 3.14

Year 9 leave at 3.16

Year 10 leave at 3.18

Year 11 leave at 3.20

Students are expected to continue to work until asked to pack away and get ready to leave by their teacher. Students must make sure they are utilising all the lesson time allocated to them.

In all cases the college will make every effort to distinguish between accidental breaking of rules and purposeful rule breaking.

If a student believes that they are experiencing the symptoms of corona virus they must immediately inform a member of staff. The member of staff will then follow the agreed procedure for dealing with the student.

## 2.3 Changed rules

Until further notice, we will alter the following school rules:

- Expectations for attendance – the [latest government guidance](#) says attendance will be mandatory from September. The college will be reverting back to its normal expectations for attendance and will be dealing with attendance related issues in line with our college attendance policy.
- From September 2020, all students must wear uniform to college and follow normal college rules on uniform as set out in our uniform policy. If students cannot wear their full uniform, parents should contact their child's head of year 3. Expectations for pupils at home

### **3.1 Remote learning rules**

If students are not in college, 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 their child's head of year 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 and support them with their learning.

- Be contactable during the college day. The college recognises that students may not always be in front of a device the entire time.
- Complete work to the deadline set by teachers
- Seek help if they need it, from teachers or Learning Support Mentors
- Alert teachers if they're 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 problems with students adhering to rules around remote learning, including if they don't engage with the remote learning set for them, we will contact parents to check how we can support and address any issues.

## **4. Monitoring arrangements**

We will review this policy as guidance from the local authority or Department for Education is updated, and as a minimum every three weeks. 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:

- Child protection policy
- Behaviour policy
- Health and safety policy
- Attendance Policy
- Uniform policy
- Acceptable use policy