

COVID 19 – Addendum Behaviour Policy

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1. Scope and Principles

This addendum applies until further notice.

It sets out changes and exceptions to our normal Behaviour Policy. Students, parents/carers 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 students, parents/carers and staff.

The Marvell College, in accordance with DfE guidelines, has added this addendum to the existing HCAT and The Marvell College Behaviour Policy. This is in view of the Coronavirus pandemic and the necessity to make some adjustments around behaviour and expectations that are clear, reasonable and proportionate for the safety of all students and staff.

Our principles are set out below:

- 1) Safety and hygiene are paramount. We must ensure that we reduce any possible risks of virus transmission. This has been the first priority in all planning for our return.
- 2) Consistency provides safety and security for students and staff.
- 3) There will be gaps in skills and knowledge, therefore on behalf of all students in school, we must ensure excellent behaviour is in place in order for these gaps to be filled and progress in lessons to be maximised.
- 4) The new, and unique, expectations for behaviour must be communicated to both students and parents/carers. We will explain to students what we expect and hold them to account for their actions.

For further details on the changes to school, relating to the Coronavirus pandemic, please refer to the July letter and September reopening guidance on the school web site.

2. Expectations for Students in School

New Rules

When students are in school, we expect them to follow all of the rules 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/carers should also read the rules and ensure that their children follow the new procedures that have been put in place. Parents/carers 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 and support them to integrate back into school life.

Arrival and Departure

Students should arrive at their allocated time as set out in our guidance for reopening:

- Y7 8.45am Front Entrance
- Y8 9.00am Side Entrance
- Y9 8.45am Side Entrance
- Y10 9.00am Front Entrance
- Y11 8.30am Front Entrance

Students are not permitted to use an alternate entrance. Students arriving late, after their bubble entry time, will need to enter via the front door and press the intercom where they will be brought into school by staff to ensure that students are not exposed to other bubble groups when entering theirs on the allocated floor.

Students may only use their allocated staircase, unless in exceptional circumstances and accompanied by staff:

- Y7 Main stairs
- Y8 Back stairs
- Y9 Back stairs
- Y10 Auditorium stairs to floor 1
- Y11 Main stairs

Students will only leave via their allocated exit at the following times:

- Y7 2.45pm Front Entrance
- Y8 3.00pm Side Entrance
- Y9 2.45pm Side Entrance
- Y10 3.00pm Front Entrance
- Y11 3.15pm Front Entrance

Social Times and bubble areas

Social times will ONLY be within bubble groups. No year group bubbles will mix at any social or lunch times. Students must not attempt to meet students from other year group bubbles in school.

Students must remain in their bubble areas at all times, unless with an adult. On the rare occasion that a lesson is outside a bubble area, students must not leave without a member of staff as entry and exit times are planned by staff and timetabled.

Hygiene and welfare

- If sneezing or coughing, tissues must be used and disposed of carefully ('catch it, bin it, kill it') and avoid touching the mouth, nose and eyes with hands.
- Coughing and sneezing should be done into the crook of the arm.
- Students must inform an adult if they are feeling ill immediately.
- Students must not have their hands on each other, physical contact of any kind is prohibited.
- Fresh air breaks will be provided for all year groups through the day, especially where break or lunch is located in an inside bubble area.
- Students are only permitted to use a toilet that has their year group labelled on it, within the bubble. Y7 have access to ground floor toilets at break and lunchtime.
- Hands must be washed after using the toilet, students should also take the opportunity to wash their hands at break, lunch and during a fresh air break. Even if they do not need the toilet.
- Students must not cough or spit at or towards any other person, or threaten to.
- All students must wear a Marvell College face covering in school. The only place these maybe removed is when eating or drinking, in a classroom, or when outside of the building. Disposable coverings will be provided for students who forget their Marvell covering. Any exemptions to this can only be approved by the SEND Team.
- Students will be provided with two coverings so that one can be washed whilst the other worn.
- Students should only use their own resource packs, not interfering or touching any other resources or equipment.
- Students should only use their own water bottles and eat/drink their own food. No sharing is allowed. Chewing gum is banned.

COVID Expectations, Consequences and Reward

Behaviour in school and around the school building and site

The behaviour of students is deemed high risk or disruptive to the learning of other students by an adult when:

- They refuse to adhere to safety measures, such as, hand washing, social distancing, hands on behaviour or refusal to wear a face covering.
- Students not remaining in their designated place, for example: their bubble.
- They display deliberate behaviours that put themselves or others at risk, such as threatening to, or actually spitting on or deliberately coughing at people.
- Leaving the bubble area without an adult.
- Not following the instructions of an adult at any time.
- Disrupting the learning of others from inside or outside the room.
- They receive 2 x C3 Yellow Cards in one day.
- Not attending class in a timely manner when asked, or truanting.
- They are persistently late to school in a morning.
- Students are not permitted to have their hands on each other. This includes friendly gestures such as arms round shoulders and any aggressive hands-on behaviours such as pushing, shoving or rough play.

For any of these behaviours the school will contact parents/carers immediately where parents/carers will also be expected to come to the school, at which point a fixed term exclusion is likely to be applied.

Students who are excluded from school will be issued with home learning resources. Risk Assessments will then be completed for these students to advise further actions.

Student behaviour in class

In class disruption or stalling the teaching and learning of the class due to poor behaviour will result in the following consequences:

- Conversation with student which will include a verbal warning, moving seats if logistically possible and other behaviour management strategies in line with our current Behaviour Policy.
- At this point a CI (warning 1) will be issued to the student.
- If the negative behaviour continues a further conversation will be had with an explanation as to what behaviours we expect to see. A C (warning 2) is then issued and logged on our school tracking system.
- If the student does not address their behaviour following a C then a C3 (yellow card) will be issued. The student will be removed from the lesson and contact will be made with their parent/carer.

For any of these behaviours below the school will contact parents/carers immediately.

Parents/carers may be expected to collect the student if a fixed term exclusion is to be applied in line with exclusion guidance.

- If a student receives two yellow cards (C3) in one day.
- In class, if the health and safety of other student and staff members are put at risk by a student not adhering to social distancing measures, then the parent/carer will also be expected to collect the student and a fixed term exclusion will be applied.
- Breaches of health and safety will not follow the consequence system; removal from class will be immediate.

In our planning and discussions around reopening, the safety and hygiene of students and staff were paramount. We must all ensure that we reduce any possible risks of virus transmission. This has been the first priority in all planning for our return. Within this consistency provides safety and security for students and adults and as a result this code will be implemented with consistency and clarity for students, parents/carers and staff. Our usual functions such as detention and pastoral support rooms will not be in operation for the duration of this policy. Students who receive multiple sanctions or those with a risk assessment who are not able to meet the expectations of this policy may have their full time provision in school adjusted.

Rewards

Our reward system and ability to celebrate successes of students will remain unchanged, although students will not be given stamps in their planner instead, Pride Points will be logged using an electronic system. We are aware that there will be gaps in skills and knowledge, therefore on behalf of all students in school, we must ensure excellent behaviour is in place, in order for these gaps to be filled and progress in lessons to be maximised.

3. Attendance

From the start of the autumn term 2020 student attendance will be mandatory and the usual rules on attendance will apply, including:

- Parents'/carers' duty to ensure that their child of compulsory school age attends regularly at the school where the child is a registered student.
- The ability to issue sanctions, including fixed penalty notices, in line with local authorities' codes of conduct.
- Parents/carers must contact the Attendance Office to inform the school of an absence by 9am on each day of absence. They must state the student's name, year group or form and the reason for the absence.

4. Links with other Policies

This policy links to the following policies and procedures:

- Child Protection Policy
- Behaviour and Reward Policy
- Health and Safety Policy/C19 Risk Assessment