

HOLLAND PARK SCHOOL 2020 to 2021

POLICY | BEHAVIOUR

STATUS | STATUTORY

COVID 19 ADDENDUM update AUGUST 2020

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| PUBLISHED | Website | | Pre-admission documentation | | Student/Parent Planners | | On Request | |
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This policy is overseen by | **ROSS WILSON** | DEPUTY HEAD

1. SCOPE

This addendum applies until further notice.

It sets out changes and exceptions to the school's normal Behaviour Policy and should be read alongside the school's Behaviour Policy. Students, parents and staff should continue to follow the school's normal behaviour policy with respect to anything not covered in this addendum.

The school may be required to amend or add to this addendum as circumstances or official guidance changes. All changes will be communicated to staff, parents and students.

Our expectations of students in relation to their behaviour and attitudes are always high and we are proud of the fact that the vast majority of students adhere always to excellence. In this heightened period of self-awareness and respect for others, through distancing, personal hygiene and cooperation, it will be essential for all students to review their modus operandi.

2. EXPECTATIONS FOR STUDENTS IN SCHOOL

2.1 Revised expectations

When students are in school, we expect students to meet the expectations set out below to keep themselves and the rest of the school community safe.

Staff will be familiar with these expectations and will seek to ensure that they are followed consistently by all students.

Parents should also read the school's expectations and ensure that their child(ren) follow existing and new procedures that have been put in place. Parents should contact Mr Ross Wilson, Deputy Head, if they think their child might not be able to comply fully, this will enable the school to consider alternative arrangements in support of the student, whilst seeking to reintegrate them back into mainstream school life.

Students with Special Educational Needs and Disabilities will continue to be supported by the SEND Team. Any additional 'adjustments' to routines and support will be discussed individually with students and parents.

In support of students, to create a safe and Covid aware environment, the school has:

- changed the timings of the school day, to include staggered arrival and exit times and lunch times, to ensure that students can appropriately distance from one another;
- offered guidance to students and parents in relation to a range of Covid-19 policies and encouraged all to think about transportation when travelling to and from school;
- utilised both entrances/exits to the school to ensure that students can appropriately distance from one another;
- created designated areas for different 'year group bubbles' at break and lunch times;
- installed hand sanitising stations around school, including at the entrance to the school;
- implemented a one-way system when students are moving around the building, including staircases;
- implemented a different set of expectations of students and staff when in the classroom, which includes minimising movement and the use of Visors by teachers when teaching;

- implemented a seating arrangement in all classrooms to enable students to be able to appropriately distance from one another;
- introduced a teacher desk into all classrooms to facilitate 1:1 support at an appropriate distance;
- purchased additional tissues, to prevent students from needing to touch their mouth, nose and eyes with their hands ('catch it, bin it, kill it');
- purchased additional antibacterial wipes for students in classrooms;
- provided all students with their own pens, to prevent them from needing to borrow pens used by other students; and
- provided clarity for students in relation to what they should do if they think they are experiencing symptoms of coronavirus.

2.2 Rewards and sanctions

To help students understand and follow the school's requirements and expectations, all parents and students have been provided with a *Back to School Handbook*. This is summarised on a laminated bookmark that all students will find as an insert to their Student Planner.

To encourage students to adhere to the above changes to policy and procedures, the school's achievement points reward system will be used to recognise positive, sensible and courteous behaviour.

If students fail to follow expectations, the school will contact parents to discuss any concerns that have arisen and seek resolution. Persistent defiance will incur an internal exclusion and in extremes a student will be considered for a fixed term exclusion.

2.3 Changed expectations

In light of the global pandemic and to ensure the safety of all staff and students the school has made a range of changes to normal arrangements. By signing the expectations section of their Student Planner on the commencement of the autumn term, students are agreeing to comply with the school's behaviour policy and addendum.

Until further notice:

- students in Years 7, 8, 12 and 13 will be expected on site by no later than 08:25;
- students in Years 9, 10 and 11 will be expected on site by no later than 09:25;
- all students will wear full school uniform and all students will be in possession of a school coat for colder and wet days;
- extra-curricular clubs will be delivered virtually and participation is expected;
- students have been assigned designated areas at break and lunch time and are to be in those designated areas at the permitted times (this will be communicated to staff, students and parents in a range of ways, including the *Back to School Handbook*);
- the school will operate a one-way system around the building, this includes staircases – all students will be required to adhere to this system at all times (less an extreme emergency);

- students will take individual responsibility to ensure that they appropriately distance themselves from one another whilst in school and when journeying to and from school;
- students will not socialise with students who are not in their designated 'bubble';
- when queuing, for example for lunch, students will do so in a calm and static fashion, whilst maintaining an appropriate distance from others;
- students will adhere to new expectations in the classroom, for example, not to move around the classroom and to comply fully with seating plans;
- on entry to the classroom, students will stand behind their allocated seat until told to sit by the teacher;
- students will take responsibility for the cleaning of resources if directed to do so by the teacher;
- all students will ensure that their bag contains the required equipment (as identified in the Student Planner) and the additional equipment (identified in the *Back to School Handbook*);
- students will sanitise their hands using the hand sanitising stations, located around the building, as frequently as possible;
- students will wash their hands regularly using the facilities provided; and
- students will not engage in any behaviour that places themselves and/or others at risk, for example, engaging in physical contact;
- students will not cough or spit at or towards any other person.

3. EXPECTATIONS FOR STUDENTS AT HOME

3.1 Remote learning expectations

If students are not in school, we expect them to adhere to the expectations outlined below.

If students have to engage in their learning remotely the school expects them to:

- be contactable via Google Classroom during lesson times;
- complete work to the deadline set by teachers;
- seek support if required, from teachers, mentors or Learning Support Assistants;
- alert teachers if they're not able to complete work; and
- be compliant with the school's Safe Use of Technology Policy, as outlined for students in the Student Planner.

3.2 Responding to difficulties

If a student fails to comply with the school's expectations in relation to their remote learning, including failure on their part to engage with the work, the school will seek to speak with the student and their parent in relation to their conduct. In extremes the school reserves the right to exclude students and for the exclusion to be put in place when the student returns to school.

4. MONITORING ARRANGEMENTS

We will review this policy as guidance from the Department for Education is updated, and as a minimum every four weeks. At every review, it will be approved by the full governing board, or their delegated representative/s.

5. LINKS WITH OTHER POLICIES

This policy links to the following policies and procedures:

- Child Protection and Safeguarding (and addendum)
- Covid 19
- Behaviour
- Attendance
- Health and Safety
- Safe Use of Technology