

HEALING
SCHOOL



A Science Academy

Healing School – A Science Academy

Behaviour, Rewards and Sanctions Policy: Coronavirus Addendum

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Consultations/Training	SLT, Learning Coordinators, All Staff, Governors.

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 circumstance or official guidance changes. We will communicate any changes to staff, parents and pupils.

2. Expectations for pupils in school

2.1 New rules

When pupils 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 that they are followed consistently.

Parents should also read the rules and ensure that their child follows the new procedures that have been put in place. Parents should contact the Learning Coordinator (Year 7 and 8 – Mr Blockley, Year 9 – Miss Plant, Year 10 and 11 – Mr Goodwin) or Mrs Hall (SENDCo) if they think that 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.

General information and running of the school day:

- Pupils and adults should follow good hygiene routines – if they sneeze or cough they should use tissues and dispose of them in the bins provided ('catch it, bin it, kill it') and they should avoid touching their mouth, nose and eyes with hands. Pupils should then use a hand sanitizer or wash their hands.
- Pupils must tell an adult if they are experiencing symptoms of coronavirus.
- Social distancing (ideally 2 metres) should remain in place with regard to all adults in school.
- Pupils should arrive to the school site no earlier than 8.15am and should make their way to the designated outdoor area to await their tutor. They should not enter the school buildings unless directed to by a member of staff.
- Tutors/class teachers will collect their tutees from the designated area each morning and after break and lunch.
- Pupils should use demarcated entrances and exits to all buildings across the school site and at all times.
- Inside the school building there is a one-way system in place that should be strictly adhered to by all pupils.
- Pupils should use hand sanitisers or wash their hands thoroughly on entering the building at the start of the day, between lessons and before and after lunch.
- Class teachers will escort their class to the year group's designated area at break time, lunchtime and at the end of the day.
- Year groups will eat lunch only in the designated indoor area for their year group.

- Pupils will use the toilet closest to their designated area for break/lunchtime. They must wash their hands thoroughly after toilet use.
- Pupils should use toilets at breaks and lunches to avoid disruption to learning, but in emergency, if a pupil requires the toilet during a lesson they should use the nearest pupil toilets in the teaching block that they are being taught in.
- Between lessons pupils must make their way to their next lesson calmly, quietly and promptly. Pupils must not loiter in corridors.
- On arrival at a classroom, pupils should enter the classroom immediately. If the teacher is still cleaning the desks, pupils are permitted to wait at the back of the classroom until cleaning is finished.
- Ventilation in classrooms, i.e. windows and doors will be open where possible. In cooler weather, this approach will be reviewed. Pupils should not close any windows unless directed to by a member of staff.
- If brought into school, pupils' mobile phones must be handed in at the start of the day (designated area for different year groups). Pupils should collect these from the East Hall at the end of the day using their allocated entrance.
- Pupils who have any detentions or pre-arranged appointments at lunch with a member of staff should be collected from the designated area by the member of staff.

Pupil equipment expectations

- Pupils have been requested to purchase and use their own hand sanitiser throughout the day. This should be used in a respectful manner and for the purpose of sanitising hands.
- Pupils must bring their own equipment to school (including dry-wipe marker pen).
- Pupils should take their bags/coats into the classroom with them and they will remain with them. Lockers/cloakrooms are out of bounds. Bags should be stored under the desk where possible.

2.2 Rewards and sanctions for following rules

To help encourage pupils to follow the above rules, we will:

- Praise pupils for their respectful behaviour
- Award achievement points for being respectful citizens

However, if pupils fail to adhere to the rules and expectations, they will be given an opportunity to conform and will be given a verbal warning about future sanctions should the behaviour persist.

We understand that there may be certain circumstances where pupils accidentally do not follow the procedures, but if a pupil deliberately or persistently breaks the rules on hygiene routines or puts other pupils at risk in other year group bubbles, this will be classed as defiance at the level of C3 and the sanction for this will be a lunchtime detention. Any subsequent incidents of deliberate breaking of the rules is classed as persistent defiance and the sanction will range from an after school detention to a possible fixed-term exclusion, dependent on the severity of the breach.

Serious wilful incidents where other pupils or staff are put at risk will be classed as equivalent to an assault and fixed-term exclusions or even permanent exclusions may be considered.

Detentions and recording information:

All detentions during the school day will be served in the designated area for each year group. There will be a rota for each year group area for the teaching staff to supervise the detention. Departments will provide a bank of general work to be complete in this detention time. The Pastoral Manager / Learning Coordinator will provide a list of the detainees and will record attendance and follow up any missing pupils.

C2 "Break time" (15 minute) detentions will be served during lunchtime at the allocated time (depending on the rota for lunches). Staff should record the BTM in SIMs and allocate a date and a time for this to be served. A brief note should be written in the pupil journal to remind the pupil of the time of the BTM.

C3 Lunchtime detentions will be served as per the C2 detention but for the lengthier amount of time. Staff should record the LTD in SIMs and allocate a date and a time for this to be served. A brief note should be written in the pupil journal to remind the pupil of the time of the LTD.

C4 After-school detentions will be served with the teacher who has issued the detention – these detentions should keep the year group bubbles separate so departments may wish to have allocated rooms / nights for different year groups. Staff should record the ASD in SIMs and allocate a date and a time for this to be served. A brief note should be written in the pupil journal to remind the pupil of the time of the ASD. A letter will be emailed home from Pupil Services and a follow-up text will be sent to the parent. At least 24 hours' notice will be given.

Main School detentions will be served in the West Hall Annexe / West Hall depending on the numbers to keep social distancing between year groups. A letter will be emailed home from Pupil Services and a follow-up text will be sent to the parent.

Where there have been a number of BTM and LTD detentions issued, these may be amalgamated into LTDs or ASDs so that sanctions are completed in a timely manner. This will be done in consultation with the Learning Coordinator / Pastoral Manager.

2.3 Attendance expectations

The [latest government guidance](#) says attendance will be mandatory from September 2020. The school will revert back to its normal expectations for attendance. Please see the school's website for the Attendance and Punctuality policy.

If your child is unable to attend school due to illness, parents should contact the school to inform the reason for absence before 8.35 am every morning. (Guidelines for self-isolation can be found following this link: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>). If parents have queries about school attendance due to Covid-19 concerns, they should contact the relevant Learning Coordinator to discuss.

2.4 Uniform expectations

From September 2020, all pupils must wear uniform to school and follow usual school rules on uniform as set out below. Extra guidance is also available on the school's website. If pupils cannot wear their full uniform, parents should contact the pastoral team to discuss.

*If in any doubt about colours, or styles, please check with the school before purchasing any items. Several local retailers stock our uniform and uniform items.

Parents may purchase items of uniform from the retailer of their choice, provided the items purchased conform to the school's colours and styles. It is a deliberate policy of the school to keep the uniform requirements simple and straightforward in order to allow parents to shop around and obtain best value for their money.

General uniform:

Blazer - Black with School Badge

Tie - School Tie

Boys' uniform:

- Shirt - White (a plain white t-shirt may be worn beneath)
- Trousers - Plain black and tailored; not 'skinny' style, "jean style" or with turn ups, black skinny jeans, bootleg or flares are also not permitted and must be worn off the ground.
- Belt - Plain Black
- Socks - Black
- Footwear - Shoes should be plain black (leather or leather-type). Soft canvas shoes, boots, high heels or trainers are not permitted and shoes with bows or additions are also not acceptable. No plastic shoes.

Girls' uniform:

- Skirt - Must be of an appropriate length (touching the knee), plain black, tailored or pleated, not made from a stretchy material.
- Trousers - Plain black and tailored; not 'skinny' style, "jean style" or with turn ups, black skinny jeans, bootleg or flares are also not permitted and must be worn off the ground.
- Blouse - White, shirt style
- Socks - Black with trousers, white if worn with skirt
- Tights - Neutral colours or black (optional)
- Footwear - Shoes should be plain black (leather or leather-type). Soft canvas shoes, boots, high heels or trainers are not permitted and shoes with bows or additions are also not acceptable. No plastic shoes.

Pupils who do not meet uniform expectations will be given a blue "Uniform issue" slip from their form tutor for matters that will be rectified within 2 days. If the matter cannot be rectified within 2 days, staff should inform the Pastoral Team. The Pastoral Manager and/or the Learning Coordinator will discuss how the situation can be resolved with the pupil and their parent. Pupils who persistently or deliberately fail to meet the uniform (or hairstyle) expectations will be with the Pastoral team during break and lunchtime until the matter is resolved.

3. Expectations for pupils at home

3.1 Remote learning rules

If pupils are not in school, we expect them to follow all of the rules set out below.

Parents should also read the rules and ensure that their children follow them. Parents should contact the relevant Learning Coordinator (Year 7 and 8 – Mr Blockley, Year 9 – Miss Plant, Year 10 and 11 – Mr Goodwin) or Mrs Hall (SENDCo) if they think that 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.

We would expect all pupils to follow guidelines below:

- Be contactable during the school week – this may be via phone or through the school email system or google classroom.
- Complete work to the deadline set by teachers.
- Seek help from staff if they need it.
- Alert teachers if they're not able to complete work.
- Use proper online conduct, such as using appropriate language in messages.
- Use social networking sites responsibly and refrain from any negative discussions about individuals (both pupils and adults). Any concerns about individuals should be passed onto the Pupil Services team or the Senior Leadership team immediately.

3.2 Dealing with problems

If there are any problems with pupils adhering to rules around remote learning, including non-engagement with work set, we will:

- Be in touch with parents to see if there are any issues with technology or accessing work
- Ask subject staff to give guidance to pupils where they are struggling to understand tasks
- Aim to adapt tasks to aid the individual's needs

4. Monitoring arrangements

As guidance from the Local Authority or Department for Education is updated, this policy will be reviewed as a minimum every 3 to 4 weeks during term time by Mrs Gunn, Vice Principal. At every review, it will be shared with the governing body.

5. Links with other policies

This policy links to the following policies and procedures:

- Child Protection and Safeguarding policy
- Behaviour, Sanctions and Rewards policy
- Health and Safety policy
- Attendance and Punctuality policy
- Home School Agreements policy