



## Bishop Milner Catholic College Behaviour policy: Covid-19 Addendum

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.

### Expectations for pupils in school

#### 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 and local community safe.*

*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 Form Tutor, Head of Year or Mr Lodge, Assistant Principal 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.***

*Reasonable adjustments will be made for pupils with specific Special Educational Needs and ongoing support put in place for those pupils with more challenging behaviour.*

#### Arriving and Leaving College

1. All pupils are to arrive at College on time specific to their staggered start time. When pupils arrive at College, they are to report immediately to their tutor room. Pupils will not be permitted onto the College premises before their allocated start time and they are not permitted to congregate or socialise outside of the College gates. At the end of the College day pupils will leave College immediately at their designated finish time. Again, pupils will not be permitted to congregate or socialise outside of the College gates and are to begin their journey home immediately.

#### Hygiene

2. Pupils are expected to maintain enhanced levels of personal hygiene. This is to include regular washing and sanitizing of hands and follow the basic Respiratory Hygiene when sneezing or coughing. Pupils are to use tissues and dispose of these appropriately in the bins provided around College (**'catch it, bin it, kill it'**) and avoiding touching their mouth, nose and eyes with hands. Uniform should be washed on a regular basis.

3. If any pupil begins to feel unwell and display symptoms of Coronavirus (High temperature, a new continuous cough, loss or change to sense of smell or taste) they are to report this immediately to a member of staff. No Pupil should attend College if they are displaying symptoms of Coronavirus and Parents should contact 119 or visit Gov.uk to order a test – this needs to be done within the first 5 days of having symptoms
4. Pupils are expected to bring their own equipment to college in order to avoid sharing with others. The current equipment list can be found on page 8 of the student planner.

### Movement around College

5. Pupils will be placed into Year group 'Bubbles' upon their return and will be taught in Year group specific areas of the College (except for practical based subjects). Pupils are not permitted to mix with students from other Year group bubbles. This includes before and after college and at break and lunch time.
6. Pupils are to move around College in a sensible and orderly manner. Shouting and raucous behaviour will not be tolerated. Pupils are to follow any one-way systems that are in place and keep to the left when walking along corridors. Pupils are to enter and exit the College building at the designated doors.

### Break and Lunch time

7. Pupils will be designated a staggered break and lunch time. During these times Pupils are to socialise within their allocated area/zone. Students will not be permitted into another area with students from another Year group and pupils are not allowed unsupervised in the College buildings.

### Toilets

8. During the day any pupils needing the toilet will only be allowed out of lesson in exceptional circumstances and should aim to use the toilet at break or lunch time. If a pupil needs to toilet during the lesson time, they are to get their planner signed and report to the toilet at reception. At break and lunch times the toilets in the quad will be open for students. To limit the number of pupils using the toilets at any time we will operate to a maximum of 3 pupils per toilet and a 1 out 1 in system. Students are expected to keep toilets clean and tidy.

### Respecting others - High Tier Behaviour Expectations

9. Under no circumstance are Pupils allowed to intentionally cough, sneeze or spit in the direction of another individual. Any pupil found to behave in such a manner will be immediately removed and serious sanctions will be applied.
10. Pupils are not to make any inappropriate comments or statements related to Coronavirus. Any student found to be making such comments may be removed and serious sanctions applied.

11. Pupils should not make any purposeful physical contact with any other person. Any pupil found to be in breach of this may be removed and serious sanctions applied.
12. Any pupil who refuses to follow new hygiene rules and routines or adhere to social distancing measures will be removed and serious sanctions applied

### **Rewards and Sanctions for following rules**

To help encourage pupils to follow the above rules, we will continue to remind pupils of the rules and the importance in following to their own and other's health and wellbeing. We will also ensure pupils are taught new routines to enable them to follow any new rules put in place

To further encourage pupils to follow College rules we will continue to use praise, phone calls home and reward PARS to those pupils who continuously follow the system and exhibit exceptional behaviour.

However, if a pupil fails to follow these rules, we will continue to use our Behaviour for Learning consequence tariff (Amber and Red). For those pupils who accidentally breach our rules they will be verbally reminded and warned. Further, breaches will result in more serious sanctions such as calls home or detentions. For those students who are purposefully breaking the rules, more serious sanctions will be applied, this will include removal from lessons, parental meetings, internal isolation and potential fixed term exclusions.

### **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 their children follow them. Parents should contact the relevant Head of Year or Mr S. Lodge (Assistant Principal) 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.

1. Students working from home should be contactable during the hours of 9.00am – 3.00pm. We recognise, that in some instance not all students will have access to a device during these hours. However, we need to ensure that all students working from home are safe and well.
2. Work that is set by teachers needs to be completed by the deadline set – if there are any issues students should contact their relevant teacher to alert them.
3. Students should seek help from respective Teachers, Form Tutor, Head of Year or Teaching Assistant if it is required. This can be done via email, calling college or through Teams.
4. When completing remote learning activities students must use proper online conduct, these include but are not exclusive to:
  - a. treating others respectfully,
  - b. using appropriate language
  - c. not changing any settings on Teams

5. During live lessons, pupils are expected to behave appropriately by engaging with the student code of conduct for Remote Learning as laid out below:

## **Student Expectation/Code of Conduct for Remote Learning**

Rules regarding the use of technology

- I will only take part in 'live' streaming if my parent/carer knows that I am doing it.
- I will not reveal my passwords to anyone.
- I will be responsible for my behaviour and actions when using technology (Microsoft Teams and Other interactive applications), this includes the resources I access and the language I use.
- I will make sure that all my communication with students, teachers or others using technology is responsible and sensible.
- I will not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material I will report it immediately to my teacher or my parent.
- I will not share resources or videos created by my teachers with anyone.
- I will not use the gif or emoji function within Microsoft Teams.
- I will not record or take photos of my classmates or teachers during a face-to-face session.
- I will not share any college content on social media platforms
- I understand that when using Microsoft Teams and other applications provided by the college that my use can be monitored and logged and can be made available to my teachers.
- I will not create classes, groups or teams within Microsoft Teams
- If audio/video conferencing is used, I understand that this might be recorded by the teacher only in order for this to be forwarded to any student who missed the live conferencing.
- I understand that these rules are designed to help keep me safe and that if they are not followed, college sanctions will be applied and my parent may be contacted.
- During 1:1 conversations / subject check-ins only, use of microphone and camera is permitted during lesson.

When participating in an audio or video conference on Microsoft Teams, or any other video conferencing software, remember that this is an extension of the classroom and you should conduct yourself as you would when on your best behaviour in a classroom.

This includes:

- Be on time for your interactive session
- Be dressed appropriately for learning (e.g. no pyjamas)
- Remain attentive during sessions
- Interact patiently and respectfully with your teachers and peers
- Treating others respectfully
- Muting your microphone when asked
- Turning on the camera only when asked
- Maintaining eye contact when asked

- Raising your hand to ask questions, or using the relevant class participation feature
- Not disrupting the lesson for others, which includes but is not limited to messaging about something other than college work, muting the teacher, removing other students from the online class.
- Provide feedback to teachers about your experiences and any relevant suggestions
- Video conference from an environment that is quiet, safe, public and free from distractions. Please avoid using a bedroom for video conferencing.
- You **MUST NOT** record each other's online interactions. If the lesson is to be recorded, this will be done by the teacher only.
- Make sure you end the session as soon as the teacher indicates to do so and do not stay in the session after the teacher has left.

### **Consequences**

The engagement and interactions of all students in online lessons will be closely monitored. All positive and negative incidents will be logged using ClassCharts. Any violation of the code of conduct will result in either a phone call or a meeting being arranged with parents / carers. This may be conducted virtually or in person.

### **Monitoring arrangements**

We will review this policy as guidance from the local authority or Department for Education is updated, and as a minimum every 3 to 4 weeks during term time by Mr S. Lodge (Assistant Principal). At every review, it will be approved by the full governing board.

### **Links with other policies**

This policy links to the following policies and procedures:

- Safeguarding policy
- Behaviour policy
- Covid risk assessment