

Annex 1

Behaviour Management during the Coronavirus (COVID-19) Pandemic

Statement of intent

The School aims to act in accordance with the Behaviour and Inclusion Policy set out above as far as possible. However, we understand the necessity for additional rules and considerations while the school observes social distancing and infection control guidelines. This annex sets out what additional actions the school will take when phased reopening begins.

The information in this annex is under constant review and will be kept updated to reflect any changes to national or local guidance.

1. Enforcing new rules

- 1.1 The school will ensure that infection control and social distancing rules are communicated effectively to all pupils.
- 1.2 Staff will be informed about the measures in place so they can enforce these rules at all times.
- 1.3 The school will inform parents of any changes to provision outlined in this policy.
- 1.4 The school expects pupils to follow these rules at all times, including on school transport, where practicable.
- 1.5 Staff will be informed of discipline and rewards in place to aid enforcement of these rules in line with this policy.
- 1.6 Where required, staff will explicitly teach and supervise health and hygiene arrangements, e.g. hand washing.
- 1.7 The school recognises that pupils may be supervised or taught by members of staff they have had no prior contact with; however, pupils are expected to treat all members of staff with respect and work together to maintain a safe environment.
- 1.8 The school has produced a home school agreement to reiterate the expectations of parents and students.

2. Arrival and departure

- 2.1 The school expects pupils to follow all arrival and departure arrangements to the best of their ability and to arrive at the correct time.
- 2.2 Pupils are expected to participate in any infection control and social distancing measures, e.g. hand washing or use of hand sanitiser, before entering and exiting the school.
- 2.3 The school expects pupils to move immediately to their classrooms in their zones upon arrival.
- 2.4 Upon departure from school, the school expects pupils to move immediately from the school buildings and not to linger on the school premises without good cause, e.g. they are waiting to be picked up.

3. Hygiene and infection control

- 3.1 The school will ensure that a risk assessment is conducted prior to reopening to more pupils in order to enforce adequate and practical measures to safeguard the health and safety of both staff and pupils.
- 3.2 Pupils are expected to wash their hands for at least 20 seconds with soap and water, and/or alcohol-based hand sanitiser:
 - i. Upon arrival at and departure from the school.
 - ii. Before and after consuming food.
 - iii. After using the toilet.
 - iv. After coughing or sneezing.

Pupils are expected to maintain good hand and respiratory hygiene at all times while in school, to the best of their ability.

Pupils are expected to dispose of tissues using the litter bins provided.

- 3.3 Pupils are expected to use infection control provisions responsibly, e.g. using hand sanitiser as directed.
- 3.4 Pupils are discouraged from sharing equipment or learning aids which pose a higher risk of infection
- 3.5 The school prohibits pupils from spitting, biting, purposefully coughing in another person's vicinity, or other behaviours that increase the risk of spreading infection, e.g. purposefully disposing of soiled tissues in an unsafe manner.
- 3.6 Pupils whose behaviour is purposefully contrary to the infection control measures in place will be disciplined in line with the School's Behaviour and Inclusion policy.
- 3.7 Pupils who are deemed unable to fully adhere to infection control rules, e.g. some pupils with SEND or younger children (those on year 6 transition), will not be disciplined for poor behaviour in this regard – positive behaviour will be reinforced using praise and rewards.
- 3.8 Members of staff will encourage pupils who are deemed unable to fully adhere to infection control rules to practise good infection control behaviours to the best of their ability, through teaching, praise and supervision.

4. Social distancing

General

- 4.1 Pupils must adhere to the social distancing measures put in place by the school.
- 4.2 Pupils must form orderly queues, e.g. when waiting to use the toilets, using the two metre floor markings where necessary, and must be respectful and patient towards their peers.
- 4.3 Pupils are expected to:
 - a. Refrain from close contact with people who display symptoms of coronavirus.

- b. Remain at least two metres apart from other people, where practicable.
 - c. Remain within their assigned groups.
- 4.4 Where is it not practicable for pupils to remain two metres apart from others, they are expected to maintain as much distance between themselves and others as possible and to ensure their time in close proximity to others is limited.
- 4.5 Pupils are placed into classes of no more than 15 pupils and they are not permitted to mix with other pupils outside this class, unless instructed to do so by their class teacher.
- 4.6 Pupils whose behaviour is purposefully contrary to the school's social distancing measures will be disciplined in line with the School's Behaviour and Inclusion policy.
- 4.7 Pupils who are deemed unable to fully adhere to social distancing measures, e.g. some pupils with SEND or younger pupils, will not be disciplined for poor behaviour in this regard – positive behaviour will be reinforced using praise and rewards.
- 4.8 Members of staff will encourage pupils who are deemed unable to fully adhere to social distancing measures to keep away from others, to the best of their ability, through teaching, praise and supervision.

In the canteen when it is open

- 4.9 The school expects pupils to respect the health and safety of catering and canteen staff and to follow all infection control and social distancing rules put in place while collecting and eating food.
- 4.10 Pupils are allocated specific times to use the canteen to help adhere to social distancing rules. Pupils must not enter the canteen or dining area unless expressly told to do so by a member of staff.

During sports and exercise activities when these are timetabled

- 4.11 The school expects pupils to follow all social distancing and infection control measures during sports and exercise activities, both indoors and outdoors.
- 4.12 Pupils are expected to remain at least two metres apart, or as far as is practicable, from others when using changing rooms or other dressing and washing facilities.
- 4.13 The school does not permit close-contact sports, play or activities at this time.
- 4.14 Pupils who purposefully take part in close-contact sports, play and activities, or whose behaviour purposefully poses a greater risk of infection, will be disciplined in line with the School's Behaviour and Inclusion policy. Some pupils with SEND or younger pupils, will not be disciplined for poor behaviour in this regard – positive behaviour will be reinforced using praise and rewards.

- 4.15 Pupils who are deemed unable to adequately follow social distancing or infection control measures during sports, activities and play will not be disciplined in this regard – positive behaviour will be reinforced using praise and rewards.

5. Moving around the school

- 5.1 The school expects all pupils to move around the school following the school's arrangements.
- 5.2 The school prohibits pupils from lingering in walkways, including stairs, and other communal areas without good cause.
- 5.3 Pupils are expected to move directly from one destination to the next at the times allotted to them and in their assigned groups, e.g. moving from one class to another or using the canteen.
- 5.4 Pupils may leave the classroom to use the toilets or other sanitary facilities one at a time, with permission from a member of staff.
- 5.5 Pupils who purposefully and continuously linger in walkways and communal areas without good cause will be disciplined in line with the School's Behaviour and Inclusion policy.

6. Ill health and infection

- 6.1 The school expects pupils to report to a member of staff as soon as possible if they are feeling unwell and showing symptoms of coronavirus, or believe a peer is showing symptoms of coronavirus.
- 6.2 Any bullying or harassment towards pupils who have had, currently have, or are suspected to have coronavirus will not be tolerated – this behaviour will be addressed in line with the Schools' Behaviour and Inclusion policy and Anti-Bullying Policy.
- 6.3 The school has allocated suitable areas that can be used to isolate pupils who show symptoms of coronavirus whilst they wait for their parent or primary carer to collect them.
- 6.4 Pupils who have been advised to self-isolate at school while waiting to go home are expected to follow all infection control and social distancing rules in place and must not leave the area used to isolate them until their parents or primary carer pick them up.
- 6.5 Pupils who live in the same household as those displaying symptoms of coronavirus will also be sent home.

7. The school premises

- 7.1 Pupils are prohibited from entering areas of the school that have been closed for cleaning, social distancing, or infection control purposes.
- 7.2 Pupils who purposefully access prohibited areas of the school without permission will be disciplined in line with the School's Behaviour and Inclusion policy – pupils

who are deemed unable to fully adhere to these restrictions will not be disciplined in this regard - positive behaviour will be reinforced using praise and rewards.

8. Breaktime and lunchtime arrangements

- 8.1 The school expects pupils to adhere to social distancing and infection control measures, to the best of their ability, during lunchtimes and breaktimes.
- 8.2 Pupils are expected take their breaks and lunchtimes at phased times, within their permitted class groups and only in designated areas.
- 8.3 Pupils must follow the social distancing rules listed in section 4 above.

9. School uniform

- 9.1 The school expects all pupils to wear uniform. The tie and blazer have been removed from the uniform list.
- 9.2 Parents should ensure that their children attend school in clean clothes each day. Parents are advised to avoid sending their child to school in clothing that cannot be machine washed in line with government guidance.
- 9.3 Reasonable allowances will be made where pupils cannot, for good reason, wear the correct school uniform, e.g. the pupil has outgrown an item of uniform and their parent is currently unable to replace it.

10. Transport

- 10.1 The school expects all students to adhere to Cambridgeshire County Council's Code of Conduct for Home to School or College Travel.
<https://www.cambridgeshire.gov.uk/asset-library/Home-to-School-Transport-Code-of-Conduct-additional-info-for-COVID-19.pdf>
Main document <https://www.cambridgeshire.gov.uk/asset-library/code-of-conduct-for-home-to-school-or-college-travel.pdf>
- 10.2 All poor behaviour en route to and from school will be addressed under the School's Behaviour and Inclusion policy.

11. Exclusions

- 11.1 All poor behaviour will be addressed in line with the School's Behaviour and Inclusion policy, and discipline remains rational, reasonable, fair and proportionate.
- 11.2 Persistent poor behaviour, including the persistent, purposeful refusal to follow the school's social distancing and infection control rules, may result in the pupil being excluded from school in the interests of the health and safety of the pupil and others.
- 11.3 The headteacher retains the power to exclude pupils on disciplinary grounds – all exclusions and their arrangements are carried out in line with the Exclusions Policy, where practicable.
- 11.4 Where an excluded pupil is considered vulnerable or is the child of a key worker who cannot be safely cared for at home, the headteacher will liaise with the LA and the pupil's parents as soon as possible to discuss what reasonable

adjustments can be put in place, taking into consideration the pupil's safety and the safety of others.

- 11.5 The headteacher will liaise with the LA and the parents of a permanently excluded pupil to arrange alternative provision to minimise any breaks in education.
- 11.6 The timeframes set out in the Exclusions Policy remain in force, where practicable. This applies to all exclusions, including those that were issued before 23 March 2020.
- 11.7 Where a deadline cannot be met, meetings and panel hearings may take place even if the relevant deadline has been missed. Where necessary, the governing board will decide whether any meetings should be delayed.
- 11.8 The governing board will take reasonable steps to ensure that meetings are arranged for a time when all parties are able to attend or attend virtually.

12. Rewards and discipline

- 12.1 Rewards and discipline will be given in line with the School's Behaviour and Inclusion policy, where practicable. Discipline that cannot be given with immediate effect to remote learners will be carried out in a virtual meeting with parents/carers.
- 12.2 Staff will ensure that any rewards given adhere to the school's infection control and social distancing measures.
- 12.3 The school understands that pupils may have had different experiences during the coronavirus pandemic and that this may affect how pupils re-adapt to a school environment and its routines.
- 12.4 Where the school recognises that a pupil's challenging behaviour may be linked to their experiences during the coronavirus pandemic, e.g. bereavement, it will act in line with relevant policies and ensure adequate wellbeing support is offered.

13. Close contact behaviour management

- 13.1 Behaviour management which requires the use of reasonable force or restraint as a last resort will be carried out in line with the School's Physical Intervention Policy.
- 13.2 The school recognises that social distancing and infection control measures cannot be adhered to while using reasonable force or exercising restraint on a pupil to control their behaviour to prevent them posing a significant risk to themselves or others.
- 13.3 Once a pupil no longer needs to be restrained for the safety of others or themselves, staff will continue to adhere to the social distancing and infection control measures put in place.
- 13.4 If a member of staff develops coronavirus symptoms after using restraint or reasonable force, they will be sent home immediately and advised to be tested for coronavirus.

14. Monitoring and review

- 14.1 This annex will be reviewed by the headteacher in response to any new government advice .
- 14.2 The date of the next scheduled review is 2nd September 2020.
- 14.3 Once the school resumes regular activity, and if deemed appropriate by the headteacher, all provisions of this annex will cease to apply.

Abbey College

Home school agreement

The school will do its best to:

- Always put the safety and welfare of our pupils, staff and community at the heart of our decision making.
- Provide a curriculum that meets the needs of your child's well-being, mental health and academic needs;
- Provide an environment which has been risk assessed in response to the Covid-19 infection;
- Adhere to the social distancing rules as set out by the government as much as we reasonably can;
- Contact parents/carers if your child displays symptoms of Covid-19;
- Inform you if staff or children in your child's 'bubble' (zone) has Covid-19 as this will mean you will all need to self-isolate for at least 14 days or until the test comes back negative;
- Continue our clear and consistent approach to rewards and sanctions for children as set out in the Behaviour and Inclusion Policy (annex 1) as well the expectations outlined in this agreement;
- Communicate between home and school through notices, newsletters, emails and the school website;
- Update parents about relevant and recent Government legislation that applies to our school;

Signed on behalf of the school.....

Date 15th June 2020

Parent

Parent/Carer:

To help my child at school, I understand that:

- If my child, or anyone in my household, shows symptoms of Covid-19, I will not send them to school;
- If my child, or another child in the group, shows symptoms of Covid-19 at school, I will collect my child from school immediately;
- On my commute, and when dropping my child off and picking them up, I will adhere to the 2 metre social distancing rules;
- When dropping off and picking up (before the green gates), I will strictly stick to the school timings for my child;
- My child must not bring any items into school with them or take items home from school (except writing equipment);
- I will need to remind my child about social distancing rules but accept they are difficult to follow and that my child may not always do this successfully;
- My child will need to use good respiratory and hand hygiene;
- I will ensure my children wear clean clothing every day and that they have washed between each school day;
- I will not be allowed into the school without a pre- arranged appointment;
- I will read all letters/messages/emails that are sent home;
- I need to inform the school immediately of any changes to parents/carers and emergency contacts details;
- I understand that if my child is deemed unsafe, he/she will be sent home and cannot return to school until they can be safe;
- I will ensure my child does not take any bags into school and that packed lunches will be placed in a disposable bag every day.

Signed by parent/carers.....

Date.....

Child

Child's name:

I will do my best to:

- Adhere to the social distancing rules in class and at break;
- Tell an adult if I feel unwell;
- Travel (or walk) to and from school every day maintaining social distancing
- Not bring unnecessary items in from home;
- Be intuitive to my peers and teachers feelings;
- Not mix with children from other bubbles (zones) in the school;
- Only enter and exit the school building from the designated gate and doorways;
- Follow good respiratory hygiene: coughing and sneezing into elbow or tissue (catch it-bin it-kill it);
- Follow good hand hygiene – use soap and water for 20 seconds/ hand sanitiser;
- Always behave well to maintain the safety of myself and others;
- Follow these expectations and know that if I don't, I will be sent home and will not be able to come back into school until I can be safe;
- Understand that these changes are about keeping everyone safe, including me.

Signed by child.....

Date.....

Virtues



Humility

Intuition

Passion

This 'Home-School Agreement' has been created with our pupils, staff, families and wider community at its heart. The intention is to ensure the safe reopening of our school, allowing children who need to and that can return to enter a safe place. As well as this it is essential that our team feel secure in the knowledge that their safety, as well as that of their pupils or their own family will not be compromised.

Over the past few months we have seen the world change around us. Our children have been very much sheltered from this, remaining at home. The new set up of the school site with different spaces and entrances for groups and staggered start, breaks and home times will all be very new to your child. We will always do our best to ensure that we support your child to feel safe and cared for- this agreement goes some way towards this.

Please discuss the new formats to the school day and changes they can expect in school. If, at any point, your child becomes anxious at the situation around them and their own well-being or mental health appear to be affected then please do talk to us as we will to you.

This will be a different transition but will enable our now virtual community to slowly begin re-connecting in person, and what a wonderful thing that will be.

Thank you for taking the time to read this. Please ensure a completed agreement is returned to school before the end of your child's first week back in school. A collection point for these will be in their form time.

Kind Regards,

A Christoforou

Headteacher

COVID-19

Home School Agreement



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