

Behaviour and Discipline Policy: Coronavirus Addendum

Approved by: Headteacher

Date: 7th June 2020

Next review due by: 1 September 2020

1. Scope

This addendum applies until further notice.

Unless covered in this addendum, De La Salle School's normal Behaviour and Discipline Policy continues to apply.

We may need to amend or add to this addendum as circumstances or official guidance changes. We will communicate any changes to staff, parents, students and pupils.

2. Expectations for pupils in school

2.1 Basic expectations

- When pupils are in school, we expect them to follow all of the rules set out below to keep themselves, the rest of the school community safe.
- Staff will be familiar with these rules and will ensure they are followed consistently.
- Parents should read the rules and ensure their children follow the new procedures which have been put in place.

2.2 Arriving or leaving the school:

- All students will have their temperature taken before they enter the school, if a high reading is noted on a number of occasions, they will be isolated and they must be picked up from school immediately.
- Pupils should try and not use public transport to travel to and from school. Some school buses will be available, the service of these is provided by enforced by Merseytravel, who control the timetabling of the buses and will monitor passenger numbers.

Schools should give clear messages to pupils about minimising the use of public transport and how to reduce the risks of transmission outside of school. Schools should consider the potential for broader social mixing outside school when deciding their approach and communicate with pupils about not socialising with each other in groups outside school. (Guidance for secondary school provision from 15 June 2020 - Updated 25 May 2020)

- If using public transport, pupils are advised to wear a mask, which covering the nose and mouth. Social distancing procedures must be adhered to when waiting for and traveling on a bus.

Children of critical workers, those with an EHCP or LAC

- The current list of critical workers can be found in the link below:
<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision#critical-workers>
- If a student meets the above criteria and a parent wishes to take up the offered place, they must contact the school at least 48 hours before they wish to attend.
- Students should arrive at school for an 8.30 start. If not in school by 9.00am an attendance phone call will be made to check on welfare.
- Students should enter by the doors in the main reception, where they will sign in and have their temperature taken by a member of staff. Any student with an increased temperature,

will be isolated for a short period and have their temperature retaken; if this is still high they will be expected to be picked up and taken home.)

- If an arrangement has been made for a pupil to attend school and they are absent for any reason, it is expected for a parent to contact school by phone or Parentmail and advise of the absence.

Parents will not be penalized if their child does not attend school.

Year 10 face to face session

- When requested to attend school, pupils should arrive no more than 15 minutes before their due time. Pupils should enter by the gates at performing arts block and make their way to reception area in front of main hall, where they will be greeted by a member of staff and have their temperature taken.
- They will wait for their session in the hall and must observe social distancing rules. When directed to, they will move to an assigned classroom, where they will be met by a member of staff.
- Please note there is no breakfast club, break-time facility or lunch available for Year 10 pupils in school for a face to face meeting.
- Pupils should leave immediately after their session via the main reception and at all times maintain social distance from others. They must not wait for other students or associate in the school building.

2.3 Uniform and Equipment

- Year 10 pupils are allowed to wear their own clothes for their session.
- All pupils need to have any equipment with them they may need; they may carry a bag with them.
- Pupils may bring a bottle of water and tissues for the sessions.
- Mobile phones should be switched off and kept in their bag or pocket, unless allowed by a member of staff.
- **Pupils MUST bring any medication that they may require, for example inhaler/epi-pen**
- Pupils can bring a snack, but they cannot share with another pupil

2.4 Corridors and arrival at the classroom

- There will be a one way system in school, which students must follow at all times.

- Pupils must walk in single file along the corridors respecting social distancing.
- Pupils must not have physical contact with any other student on the corridor or anywhere else within the school.
- The position of furniture in classrooms must not be changed since it has been configured to enable 2m social distancing.

2.5 Pupils with a medical or pastoral issue

- If a pupil needs to leave a classroom they must go direct to first aid, with the permission of the member of staff.

2.6 How pupils can socialise during the time in school, and to/from the College

- Staff and pupils are not allowed to gather in large groups. They must maintain social distancing of 2 metres at all times.

2.7 Hygiene

Equipment

- Pupils are not permitted to share any equipment or other items, including drinking bottles.

Toilet

- Only two pupils can go into the toilets at one time. Pupils will have to queue outside maintaining social distancing rules. During breaks between sessions a member of staff will be present in this area.

Handwashing

- Handwashing (20 seconds) is one of the most important ways of controlling the spread of infections,
- The recommended method is the use of liquid soap, warm water and paper towels (20 seconds)
- Always wash hands (20 seconds) after using the toilet, before eating or handling food.
- Leave the toilets in a clean state and report any issues to any member of staff.

Coughing and sneezing (Catch it / Bin it / Kill it)

- Coughing and sneezing easily spread infections. Children and adults should be encouraged to cover their mouth and nose with a tissue or into elbow.
- Wash hands (20 seconds) after using or disposing of tissues (pupils should bring into school a pack of tissues).

2.8 Unwell

If a pupil is feeling unwell before coming to school: he/she must not attend school

- Parents must inform the school immediately if their child, or anyone in the household, is ill and obliged to self-isolate.

If a pupil is feeling unwell in school:

- Pupils must inform a member of staff if they are experiencing symptoms of coronavirus.

3. Expectations and procedures for pupils at home

3.1 Remote learning expectations

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 school if their child is unwell or has any pastoral issues.
- Pupils should complete work to the deadline set by teachers on Show My Homework.
- Pupils should seek help if they need it, from subject teachers or their form tutor via Show My Homework or email.
- Pupils should inform teachers if they are not able to complete work via email or Show My Homework.
- Use proper online conduct, such as using appropriate language in messages or comments made via Microsoft Teams or Firefly
- Behave appropriately online following the school's expectations – IT Acceptable Usage Policy and the Behaviour and Reward Policy.
- Pupils need to be respectful and kind at all times and ensure all communication is courteous and polite.

3.2 Remote learning procedures

Please refer to the 'pupil/parent protocol for remote learning' for a more detailed definition of procedures

- Pupils (initially Year 10) will be invited to join a Microsoft Teams meeting via email by their subject teacher and will have a chance to see and hear their teacher delivering a lesson.
- Pupils should only use Microsoft Teams in a living or communal area, not in bedrooms. Parents should ensure this. If pupils are using their camera during Microsoft Teams, they need to check their background (for example, personal items such as family photographs). Again, parents should ensure this is appropriate.
- Pupils should be appropriately dressed – same standard of dress expected in school (full school uniform is not necessary, but pupils must be fully dressed)
- Pupils should follow the clear instructions and expectations of the subject teacher.
- Instructions on expectations will be given at the beginning of each lesson.
- Pupils can disable their camera facility or the member of staff can at any time. The

teacher is in charge of the session and will run it as they see fit, and has the discretion to record the session if they wish to.

- Pupils' microphones may be muted by the subject teacher, unless the pupil is asking a question or contributing to the session.
- Pupils should be aware that all messages they leave on the chat function can be seen by their classmates, teachers and parents. If they post anything irrelevant or inappropriate, they will be sanctioned.
- Pupils may not screenshot or photograph any portion of an online Microsoft Teams meeting, nor share any aspect of such a meeting on social media or retain it on any personal device; this would be a gross invasion of privacy and breach of trust.
- Pupils will be removed from the session if their behaviour falls below the school's behaviour expectations and the incident will be dealt with appropriately.

4. Rewards and Sanctions

4.1 Rewards:

- Pupils will be rewarded by their subject teacher for their engagement via the Star point system in SIMS.

4.2 Sanctions

- **Remote Learning- Microsoft Teams**

Level	Member of Staff	Incident	Possible Actions
1	Subject teacher	<p>Minor disrespect or inappropriate behaviour below the expectations of acceptable behaviour within school during normal operation.</p> <p>This could include rudeness, disrespect, disruption or not following instructions on Microsoft Teams</p>	<ul style="list-style-type: none"> • Pupil will be given a warning and reminded of our behaviour expectations while accessing remote study. • Behaviour incident logged in SIMS and available for parents to view in Edulink. • Parentmail sent home • Behaviour logs monitored by Head of Year and Head of Department.
2	Middle Leaders (HOD/ HOF)	Repeated instances of inappropriate behaviour	<ul style="list-style-type: none"> • Telephone/email home. • Concern logged in SIMS. • Removal from MST lesson
3	Duty SLT	<p>Repeated instances of "Level 2" or: Inappropriate comment about any member (staff of pupil) on Microsoft teams.</p> <p>Any use of racist, homophobic, discriminatory, or bullying language/behaviour.</p>	<p>Duty SLT to contact home to discuss the incident with parent/carer</p> <ul style="list-style-type: none"> • Duty CLT will carry out one/several of the following, in consultation with the Principal: <p>1) Temporary suspension of</p>

		<p>Any comments towards a member of staff or another pupil that could be construed as inappropriate or sexualised will be treated very seriously.</p> <p>A pupil taking a screenshot image or recording lesson when using Microsoft Teams and/or then sharing on a social media platform or retaining on own device</p>	<p>student access to emails/learning platforms.</p> <p>2) FTE or another appropriate sanction</p> <p>3) Referral to police or another agency if necessary.</p> <p>4) Logging of incident on to SIMS as applicable.</p> <p>5) Implementation of Risk Management Plan (RMP) where necessary.</p>
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• **Pupils attending school**

Level	Member of staff	Concern examples	Possible Action(s)
1	Subject Teacher	<p>Minor disrespect, disruption or inappropriate behaviour below the expectations of acceptable behaviour within school during normal operation.</p> <p>This could include rudeness, disrespect or not following instructions.</p>	<ul style="list-style-type: none"> • Conversation with pupil (s) which could include a verbal warning or other behaviour management strategies • Contact with parents/carers.- telephone or letter • Concern logged in SIMS which will
2	Duty SLT	<p>Repeated instances of inappropriate behaviour " or: Repeated disruption or disrespect towards a member of staff.</p> <p>Unsafe behaviour such as coughing towards or on someone, spitting, or any other dangerous act (this could include persistently, on 3 or more occasions, not following instructions for social distancing)</p>	<ul style="list-style-type: none"> • Duty CLT member will contact with pupil's parents/carers to discuss the incident • Incident will be logged in SIMS. • Pupil will be removed from class and isolated internally • If pupil is deemed MORE 'at risk' studying at school, a temporary suspension from attending school will be considered. • Implementation of Risk Management Plan where needed

5. Monitoring arrangements

We will review this policy as guidance from the local authority or Department for Education is updated.

6. Links with other policies

This policy links to the following policies and procedures:

- Safeguarding Policy
- Behaviour and Reward Policy
- Health and Safety Policy
- IT Acceptable Usage Policy
- Anti-Bullying Policy
- Pupil/Parent protocol for remote learning