

# West Kirby Grammar School

## Behaviour Policy: Coronavirus Addendum



**Approved by:**

**Date:** 10<sup>th</sup> June 2020

**Last reviewed on:**

12<sup>th</sup> June 2020

**Next review due by:**

12<sup>th</sup> July 2020

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## 1. Scope

This addendum applies until further notice.

Unless covered in this addendum, our normal behaviour 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 and students.

## 2. Expectations for students in school

### 2.1 New rules

When students 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 they are consistently followed.

Parents should also read the rules and ensure that their children follow the new procedures put in place. Parents should contact Mrs K Cliffe (Assistant Headteacher) 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.

- No-one should enter the school grounds or buildings if they are displaying any symptoms of coronavirus. Symptoms include a high temperature, a new continuous cough or loss of taste and/or smell.
- Students should attend in uniform, though blazers are optional.
- Students will be allocated a work station and must not move to a different position within the classroom; they will work at individual computers which are socially distanced from their peers.
- Hand sanitiser is provided on arrival and in key areas around school. Students must sanitise hands on arrival and wash or sanitise hands at key times throughout the day (break, lunch, etc.) and again before they leave.
- Students who attend daily (children of key workers) should arrive at approximately 8.30am and enter the school via the old main reception, they should wait in their allocated seat in the Main Hall until a member of staff escorts them to their workstation in B10, B12 or B13 for the day.
- Students from Year 10/12 should arrive at approximately 9am and enter the school via the Art block entrance. They will remain in G5 at their allocated work station.
- Students must follow rules about where to sit at break and lunch and should maintain appropriate social distancing at all times. Students will only be able to socialise with others in their group or 'bubble'.
- Students must follow the one-way system around school and follow social distancing guidance when queuing in the dining room

- Parents should drop off and pick up students away from the school, minimise contact with others, and not be around the school gates.
- The dismissal of students will be staggered, Year 10/12 will leave the premises at approximately 3.30pm. Key worker students will be dismissed at 3.40pm.
- Students must only use the toilet facilities allocated to their group or 'bubble'. Year 10/12 will use toilets in the Art block and not in the main part of the School; key worker students will use the toilets by the Small Hall.
- Lunch and break times will be staggered so that students in Year 10/12 do not mix with the key worker students and remain in their 'bubble'.
- Students must bring their own stationery and equipment for the day (including headphones), as these cannot be shared.
- Students should use tissues for capturing any coughs or sneezes and should dispose of these appropriately ('catch it, bin it, kill it'). They should avoid touching their mouth, nose and eyes with hands
- If a student is experiencing any symptoms of coronavirus, they should tell an adult. First Aid trained staff have received additional training; they will handle any such situation calmly and sensitively, ensuring that all parties are safe.
- Students should not cough or spit at or towards any other person.
- Students and staff need not wear PPE, but if any member of our community wishes to wear a facemask, we will not object.

We are unable to offer the service of the buses chartered by the school, though some local public buses are operating. If students travel in this way, it is essential that appropriate thought is given to health and safety including wearing a mask, which is a requirement on public transport, and ensuring that social distancing is maintained. If appropriate, parents may wish to encourage their child to walk or cycle to school.

## **2.2 Rewards and sanctions for following rules**

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

- Send praise emails from pastoral staff where possible and subject staff will encourage and support through our online learning platform, using our normal rewards process if they are able to do so
- Provide verbal praise to those attending school

However, if students fail to follow these rules, we will:

- Contact home for those who are not completing work
- Issue verbal warnings to those who accidentally break safety rules. However serious and deliberate breaches of these rules that could put others at risk will be addressed as outlined for any other serious breach of behaviour in our standard behaviour policy

## 2.3 Changed rules

As long as this addendum applies, we will alter the following school rules.

- › Attendance procedures that are normal practice will be suspended and parents/carers will not be penalised if they choose to keep children at home
- › Blazers need not be worn; we recognise that these cannot be machine washed as regularly. If students have outgrown their uniform we will understand that parents may not be able to replace this as quickly as normal

## 3. Expectations for students at home

### 3.1 Remote learning rules

If students 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 Mrs K Cliffe 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.

- › Use proper online conduct, such as using appropriate language in messages
- › Be contactable by staff, although we do not expect students to be in front of a device for the entire school day as we recognise that home working presents a variety of challenges
- › Complete work set by teachers, however, we understand that this will be difficult at times and we do not expect students to be doing more than would be required in a normal school day. We would encourage students to engage with the Pastoral Google Classroom and our community activities to maintain a healthy balance
- › Seek help if they need it, advising pastoral staff when they are experiencing difficulties
- › Alert teachers if they're not able to complete work so that we can support

### 3.2 Dealing with problems

If there are any problems with students adhering to rules around remote learning, including if they do not engage with the remote learning set for them, we will:

- › Contact parents to advise that this is the case, whilst continuing to prompt students and try to support and motivate them
- › Staff will provide advice and support to students via messages and email to engage and motivate
- › Key pastoral staff will provide appropriate support to address issues as they arise

## 4. Monitoring arrangements

We will review this policy as guidance from the local authority or Department for Education is updated, and as a minimum of every 4 weeks by Mrs K Cliffe. At every review, it will be approved by the full governing board.

## 5. Links with other policies

This policy links to the following policies and procedures:

- › Code of Conduct for students and parents
- › Acceptable Use Policy
- › Child protection and Safeguarding Policy
- › Health and Safety Policy
- › Anti-bullying Policy