



Walthamstow School For Girls

“Neglect not the gift that is in thee”

Behaviour Policy Addendum (COVID-19)

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I. SCOPE

This addendum applies until further notice.

It sets out changes and exceptions to our normal behaviour policy which have been necessitated by the COVID pandemic. Students, parents/carers and staff should continue to follow our normal Positive Behaviour for Learning 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/carers and students via Parent Mail; e-mail; weekly Greensheet; posters and instructions in school.

2. EXPECTATIONS FOR STUDENTS IN SCHOOL

2.1 New rules

When students are in school, we expect them to follow all 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 followed consistently.

Parents/carers should also read the rules and ensure that their children follow the new procedures that have been put in place. Parents/carers should contact the school's front office via e-mail to info@wsfg.waltham.sch.uk if they think their child might not be able to comply with some or all the rules, or if they exempt for the following reasons:

- Their child cannot put on, wear or remove a face covering because of a physical impairment or disability, illness or mental health difficulties
- Their child relies on an adult in school who speak to or provide help to someone who relies on lip reading, clear sound or facial expression to communicate.

Under these circumstances, we can consider alternative arrangements which would usually result in students being issued with an 'exempt' badge.

In line with government guidance, we have put in place the following measures to minimise / prevent the spread of COVID:

- Staggered arrival/departure times for year groups
- Staggered lunch times
- Handwashing on arrival to school and at break/lunch times and sanitising throughout the day
- Year group 'bubbles' in zones for study and break times
- Use of toilets assigned to each year group
- Students to move around the building as directed by the teacher. Students to line up outside for lessons. Teachers to collect and bring students to classrooms following specific route for year group 'bubble'. Seating plans to be followed and changed every 2 weeks
- Sneezing, coughing, tissues and disposal ('catch it, bin it, kill it') and everyone avoiding touching their mouth, nose and eyes with hands
- Face masks to be worn in classroom and communal areas of the school, unless medically exempt. Face masks are only to be removed to eat and drink, when students are in PE lessons and when they are outside. Students should change their face mask during the day if they become damp
- Making sure students know to tell an adult if they are experiencing symptoms of coronavirus
- Students to bring in their own equipment

2.2 Rewards and sanctions for relating to rules

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

- Focus on praise, including publicising examples of students' work, completed both on and off site
- Award GREEN points. Termly prize to be given to the student in each year group with the most points
- Focus on nurture and support for students and their wellbeing, both via online and in school resources.

As we cannot hold detentions as we normally would, we have had to amend our behaviour system and sanctions. If students fail to follow these rules, we will take the following action:

- Quiet word with the student
- SIMS referral form
- Behaviour points
- Phone call home / letter home
- Duty Room - short-term or long-term referral
- Pastoral support plans
- Meeting with parents/carers
- Fixed Term Exclusion

2.3 Changed rules

Until further notice, we will alter the following school rules:

- Mobile phones can no longer be handed into the front office for Health and Safety reasons. Students are allowed to bring mobile phones into school in case of an emergency, at the owner's risk. Mobile phones must be switched off throughout the school day and stored in bags. Usual confiscation rules apply should a student be found using their phone during the school day.
- Students are required to come into school wearing their PE uniform on the day/s that they have PE, so that they do not have to change into their PE kit in the school changing rooms.

The usual expectations for uniform and attendance will apply.

3. Expectations for students at home

3.1 Remote learning rules

If students are not in school, we expect them to follow all the rules set out below. Parents/carers should also read the rules and ensure their child follows them.

Learning in Lessons on Teams Meetings

- Teams is only to be used for online learning.
- Students are permitted to browse, download, upload and forward material that is related to their learning and that is directed by their teacher.
- Students may not use Teams to initiate calls or meetings and they must end the lesson when the teacher instructs them.
- Students should be prepared for the lesson, just as we would expect in school. This means having the appropriate equipment and resources ready, such as books, pencil case, calculator.
- Students must not use their phone or any other device to take photos or record the screen in any way.
- Students are not permitted to record Teams meetings (lessons) but the teacher may do so to share. These lessons will not be made public beyond the class team.

- Students need to keep their camera off (if they have one) and the microphone muted unless their teacher instructs otherwise. The teacher may stop your video or may mute your child, should they need to.
- During online lessons, all students need to ensure:
 - They use a background to obscure their actual setting. This can be done using “blur background” or using one of the background scenes from the “show background” menu.
 - That their environment is quiet and conducive to learning so that it does not distract the student or others in the lesson.
 - They are suitably dressed for the lesson. This does not mean school uniform, but it does mean wearing daywear which would be appropriate for school on a non-uniform day.
 - They are paying full attention to the lesson, the teacher and their learning.
 - They communicate with the teacher and the other students in a polite and respectful manner.

Assessing Learning from Teams Meetings

- Students need to submit their learning outcomes via assignments, ensuring that their work has uploaded.
- They need to ensure they have looked at the rubric, so they understand the assessment criteria.
- Teachers will offer formative feedback to help students improve, progress and be motivated in their learning. Students need to read this feedback carefully and ensure they try to implement it in future learning activities.

Behaviour in Lessons on Teams Meetings

- Students must not say or post anything that may cause offence or hurt others.
- Students must behave appropriately at all times, ensuring they do not disrupt their own learning or that of others.
- All members of the class have the right to be treated with respect and should report any incidents where this has not happened.
- Students must not use content which might distract, offend or inconvenience others.

Safety in Lessons on Teams Meetings

- Students must not engage in a one-to-one meeting with a teacher or any other member of staff.
- Any e-Safety concerns should be reported immediately to your teacher, tutor or SPL.
- Students must not damage, destroy or prevent access to others’ information.
- Students must not post material that may contain pornographic, obscene, indecent, hateful or other offensive content.
- Students must not store or share inappropriate images of others.
- Office 365 Teams is monitored and may be shut down if considered to be inappropriate for educational purposes.

Communication using Teams and Office 365

- Communication on Teams should be as polite and respectful as all other communications within school.
- E-mails to teachers need to be concise and polite at all times.
- E-mails should start by addressing the teacher by name, using “Dear Ms/Mrs/Miss/Mr ...” and sign off using “Best wishes” or “Kind regards” or “Yours sincerely”.
- Trivial, chain and spam e-mails should not be sent or forwarded.

3.2 Dealing with problems

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

- Record the incident on SIMS Behaviour Monitoring.
- The subject teacher will make a phone call home.
- Head of Faculty to be informed.

4. MONITORING ARRANGEMENTS

We will review this policy as guidance from the Local Authority or Department for Education is updated, and as a minimum every term by the Headteacher. At every review, it will be approved by the full governing body.

5. LINKS WITH OTHER POLICIES

This policy links to the following policies and procedures:

- Safeguarding and Child Protection Policy
- Positive Behaviour for Learning Policy
- Health and Safety Policy
- Remote Learning Strategy
- School COVID Risk Assessment – available on the school website

We ask that you support us in these changes so we can keep everyone safe and safeguard their wellbeing whilst maintaining our strong ethos of high levels of achievement for all students.