



**HALL MEAD**  
SCHOOL

# Behaviour and Attendance policy: coronavirus addendum

<b>Approved by:</b>	Simon London	<b>Date:</b> 4 <sup>th</sup> September 2020
<b>Last reviewed on:</b>	1 <sup>st</sup> June 2020	
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## 1. Scope

This addendum applies until further notice; it outlines changes and exceptions to our normal behaviour policy.

Students, 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 students.

This policy appendix is specifically intended to:

- ensure the safety of every member of staff and student during this time
- encourage students take responsibility for their behaviour during this time
- tackle incidents/instances of poor behaviour effectively and fairly during this time
- allow teachers to feel safe and supported during this time
- foster an environment where all members of the school community respect and adhere to the social distancing guidance during this time

## 2. Expectations for students in school

### 2.1 New Expectations

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. Students should adhere to the additional 'Covid-19 Student Code of Conduct'.

Staff will be familiar with our usual student expectations and make sure they are followed consistently.

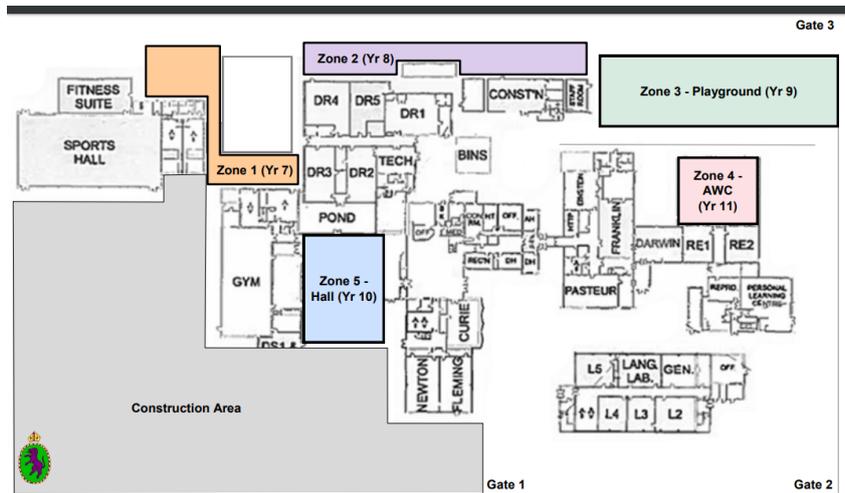
Parents should also read the additional expectations as stated in the 'Covid-19 Student Code of Conduct' and ensure that their children follow the new procedures that have been put in place. Parents should contact their child's Head of Year if they think their child might not be able to comply with some or all of the rules, so we can consider alternative arrangements with them and support them to integrate back into school life.

Head of Year 7	<a href="mailto:glewis@hallmeadschool.com">glewis@hallmeadschool.com</a>
Head of Year 8	<a href="mailto:smorritt@hallmeadschool.com">smorritt@hallmeadschool.com</a>
Head of Year 9	<a href="mailto:etopp@hallmeadschool.com">etopp@hallmeadschool.com</a>
Head of Year 10	<a href="mailto:dshaheed@hallmeadschool.com">dshaheed@hallmeadschool.com</a>
Head of Year 11	<a href="mailto:jswan@hallmeadschool.com">jswan@hallmeadschool.com</a>

### Lunchtime Arrangements

Each year group has been designated a zone for their year group bubble to use during break and lunchtimes. Students should not socialise in an area which is for a different year group other than their own. Students are permitted to eat in these areas.

Lunchtimes and PM registration have been scheduled for different times depending on the year group. There is a total of 45 minutes available to students for both lunchtime and PM registration.



Year Group	Lunch 30 minutes	PM Registration 15 minutes	Year Group Zone
7	1 <sup>st</sup>	2 <sup>nd</sup>	Activity Studio Hard standing area
8	2 <sup>nd</sup>	1 <sup>st</sup>	Containers / Soft
9	1 <sup>st</sup>	2 <sup>nd</sup>	Playground
10	2 <sup>nd</sup>	1 <sup>st</sup>	Main Hall
11	1 <sup>st</sup>	2 <sup>nd</sup>	AWC

**Year Group Assemblies**

Year group assemblies are now held at the end of each school day. They will begin at 3.10pm and conclude at approximately 3.25pm.

Form tutors will attend the year group assembly on the designated day for their form.

Form tutors will remain in the assembly until the assembly is concluded.

**Entering / Exiting the School Site**

Each year group has been designated a specific gate by which they should enter or exit the school site. After an assembly, the year group may use the Main Gate to exit the school site.

If a student travels to school on a bike, they should use the Service Road to enter or exit the school site.

Year Group	Designated Gate
7	Main Gate
8	Field Gate
9	Field Gate
10	Service Road
11	Service Road

### **Face Coverings:**

Following further DfE guidance, all students and staff will be required to bring a face covering to the Academy each day. Our Risk Assessment has been updated to reflect these changes.

**We will also be asking students to wear face coverings when using corridors between lessons and in communal areas where they might come into contact with others who are not in their year group bubble.**

Face coverings will **not** be needed in lessons.

It is vital that face coverings are worn correctly and that clear instructions are provided to staff and children on [how to put on, remove, store and dispose of face coverings](#) to avoid inadvertently increasing the risks of transmission. We will be going through these with students as part of their induction.

Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use. Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully. It would be best if face coverings were of the re-usable, washable type and these should be washed or changed daily. They should be plain or have a simple pattern.

Parents or carers for whom bringing or wearing a face covering would present an issue for their child, should contact the relevant Head of Year to confirm arrangements.

### **Risk Assessment:**

A thorough risk assessment for the safe reopening of our school in September 2020 has been carried out and ratified with both Trust and Borough health and safety advisors. An updated copy of this full risk assessment for our September return to school is available on our school website.

### **Year Group Bubbles**

When children return to school in September 2020, an individual year group will be considered as a 'bubble' of children. This will mean that during breaks, lunchtimes, assemblies and lessons, children within a year group can mix.

Year group bubbles will be allocated specific zones in the school for break and lunch times.

Staff will be able to work across a variety of year group bubbles as they will still be following strict social distancing measures.

Classrooms are organised with desks facing the front of the classroom so that all children look directly towards the teaching space. They will be seated next to a classmate and they will have individual equipment for their personal use.

Bubbles of children will not mix with other bubbles other than through incidental passing contact around the school building. This supports the contact tracking system in school and allows for any potential outbreaks to be managed without needing to isolate whole school groups unnecessarily.

### **The School Day – Timing**

8.40 – 8.50am	Self-Management Time Students arrive at designated gate and make their way to the designated year group zone
8.55 – 10am	Period 1 AM Registration
10.05 – 11.05am	Period 2
11.05 – 11.20am	BREAKTIME
11.20 – 12.20pm	Period 3
12.20 – 1.05pm	Lunchtime Staggered Lunch / PM Registration
1.05 – 2.05pm	Period 4
2.10 – 3.10pm	Period 5
3.10 – 3.25pm	Assembly Slot

## 2.2 Rewards and sanctions for not following rules

To help encourage students to follow the above rules, we will continue to award 'Achievement Points' where appropriate.

We will celebrate 100% attendance and punctuality at the end of every half-term. Staff can also nominate a student for a 'Lesson Legend' certificate.

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

*Any student that displays behaviours that demonstrate they are not willing to cooperate with us in maintaining a safe environment will be deemed to have committed a serious breach of the Academy's behaviour policy and therefore an additional sanction, detailed in the Academy's behaviour policy may be considered.*

The following are some examples of what we consider to be unacceptable behaviour specific to the context of the phased return delivery of face-to-face sessions, though the list is not exhaustive:

- refusing to sanitise hands
- not moving directly to the allocated classroom
- deliberately making contact, or attempting to make contact, with another person
- deliberately and unnecessarily performing actions associated with symptoms of Covid-19, for example but not limited to, coughing and/or sneezing
- not attempting to cover the nose and mouth with a tissue or arm when coughing and/or sneezing
- not adhering to social distancing rule particularly when moving around the school site
- not wearing a face covering when asked to do so, unless exempt from doing so

## 2.3 Changed Rules

Until further notice, we will alter the following school rules and have updated our 'Covid-19 Student Code of Conduct' to reflect these new expectations.

You will find a copy of the 'Covid-19 Student Code of Conduct' in Section 6 of this appendix.

- Expectations for attendance – the latest government guidance says attendance will be mandatory from September. We will be reverting back to our normal expectations for attendance.
- From September 2020, all students must wear uniform to school and follow normal school rules on uniform as set out in our behaviour and attendance policy. If students cannot wear their full uniform, parents should contact their child's Head of Year:

Head of Year 7	<a href="mailto:gLewis@hallmeadschool.com">glewis@hallmeadschool.com</a>
Head of Year 8	<a href="mailto:smorritt@hallmeadschool.com">smorritt@hallmeadschool.com</a>
Head of Year 9	<a href="mailto:etopp@hallmeadschool.com">etopp@hallmeadschool.com</a>
Head of Year 10	<a href="mailto:dshaheed@hallmeadschool.com">dshaheed@hallmeadschool.com</a>
Head of Year 11	<a href="mailto:jswan@hallmeadschool.com">jswan@hallmeadschool.com</a>

## 2.4 Behaviour outside the school during this time

- Students must not congregate in groups with others beyond their household before or after school.
- Students must leave the school site when directed and once through the gate make their way directly to their home.
- Students should maintain social distancing, where possible, walking home and be aware of the public when travelling to and from school.
- Where possible, students should walk or cycle to school.
- Students must meet our expected behaviour for 'Discipline Beyond the School Gates' which are set out in our Behaviour and Attendance Policy. ([https://elatrust.co.uk/cms/resources/download\\_files/elat-behaviour-and-attendance-policy-july-2019-1.pdf](https://elatrust.co.uk/cms/resources/download_files/elat-behaviour-and-attendance-policy-july-2019-1.pdf))
- Students must not attempt to make physical contact with any person.

- Students must not deliberately and unnecessarily perform actions associated with symptoms of Covid-19, for example but not limited to, coughing and/or sneezing.
- Students must follow the government guidance when needing to cough or sneeze by covering their mouth and nose with a tissue or coughing or sneezing into their arm.
- Students should wear face coverings on public transport.

Students must continue to meet the expectations and rules that have been detailed and explained to them during these times. We will not permit any student to not meet any of our expectations.

## 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 their child's Head of Year 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. In addition, parents should contact their child's Head of Year if they have any concerns about their child's emotional wellbeing.

Head of Year 7	<a href="mailto:gLewis@hallmeadschool.com">glewis@hallmeadschool.com</a>
Head of Year 8	<a href="mailto:smorritt@hallmeadschool.com">smorritt@hallmeadschool.com</a>
Head of Year 9	<a href="mailto:etopp@hallmeadschool.com">etopp@hallmeadschool.com</a>
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The school expectations are:

- › Be contactable during required times – although consider that students may not always be in front of a device the entire time
- › Complete work to the deadline set by teachers
- › Seek help when needed from teachers or any school member of staff
- › Alert teachers if they're not able to complete work
- › Use proper online conduct, such as using appropriate language in messages
- › Students should be engaging with their home online learning during normal school day hours.

### 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 contact you to discuss our concerns and identify a way to support your child.

## 4. Monitoring arrangements

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

At every review, the appendix will be approved by the full governing board.

## 5. Links with other policies

This policy appendix links to the following policies and procedures:

- Safeguarding and Child Protection Policy (<https://www.elatrust.co.uk/key-information/>)
- Health and Safety Policy ([https://elatrust.co.uk/cms/resources/download\\_files/elat-trust-hs-policy-sept-2018.pdf](https://elatrust.co.uk/cms/resources/download_files/elat-trust-hs-policy-sept-2018.pdf))
- Behaviour and Attendance policy ([https://elatrust.co.uk/cms/resources/download\\_files/elat-behaviour-and-attendance-policy-july-2019-1.pdf](https://elatrust.co.uk/cms/resources/download_files/elat-behaviour-and-attendance-policy-july-2019-1.pdf))

## 6. Covid-19 Student Code of Conduct

- I will be dressed in full school uniform including wearing appropriate footwear.
- I will only use the entrance I have been assigned to enter the school building.
- I will sanitise my hands on entering the school building. I will sanitise my hands on entering and exiting any classroom.
- I will walk directly to the classroom I have been assigned.
- I will walk directly to my assigned desk; I will only sit at my assigned desk.
- I will not touch any desk assigned to another student or any equipment on a desk assigned to another student.
- I will not attempt to make physical contact with any person.
- I will inform a member of staff immediately if I feel unwell.
- I will not deliberately, and unnecessarily, perform actions associated with symptoms of Covid-19, for example but not limited to, coughing and/or sneezing.
- I will follow government guidance when needing to cough or sneeze by covering my mouth and nose with a tissue or coughing or sneezing into my arm. I will follow the advice of: catch it, bin it, kill it.
- I will only make use of the toilets designated for my use by staff.
- I will follow the one-way system at all times.
- I will be fully equipped for my time in school with my own stationery and drinking water.
- I will adhere to instructions on posters displayed around the school.
- I will not congregate in groups with others before or after school.
- If travelling by public transport to school, I will wear a face covering at all times.
- I will engage fully and appropriately in my learning.
- I will respect other students and our school environment.
- I will continue to meet the expectations and rules that have been detailed and explained to me during these times.
- I will follow instructions and rules, the first time, and every time.
- I will wear a face covering when instructed unless I have an exemption pass.