

# Behaviour policy: coronavirus addendum

Holly Lodge Girls' College



**HOLLY  
LODGE**  
GIRLS' COLLEGE

<b>Approved by:</b>	V. Murray	<b>Date:</b> 1/9/20
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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 pupils.

## 2. Expectations for pupils in school

### 2.1 New rules

When pupils 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 followed consistently.

Parents should also read the rules and ensure that their children follow the new procedures that have been put in place. Parents should contact their Year Leader if they think their child might not be able to comply with some or all of the rules, so we can consider possible alternative arrangements with them.

#### ➤ Altered routines for arriving/leaving the school and movement around the school

Entry to school will be via the designated entrance for each specific year group (Queens Drive for year 7 and 8, Mill Lane for years 9, 10, 11 and either for 6<sup>th</sup> Form). Appropriate social distancing signage will be in place in the car parks, reception area and throughout the school

Members of staff will be on duty at the beginning and end of the day to ensure social distancing is maintained.

Once on-site students should go straight to their designated waiting area or the Hall for assembly and wait to be collected by their form teachers and escorted to their designated zone. Social distancing should always be adhered to. Registers will be taken

Entrances and exits are clearly marked to show which year group is to use them, only the named year group should use these and this must be adhered to. Staircases will also be clearly labelled for specific year groups.

Staff and pupils will be expected to walk on the left-hand side of the corridor or walkway to maximise social distancing.

Students will leave via their designated entrance at the end of the day. The end of the day will be staggered to ease congestion, with Years 8 and 9 leaving at 2.50.

#### ➤ Hygiene.

Hand sanitizer stations are located at the entrances to buildings and available throughout school, these should be used at regular intervals.

There will be signage installed in various areas to remind and encourage people to wash their hands regularly, this is in line with Government guidance

Students will be asked to sanitize their hands on entry and exit from their classroom

Students should avoid touching their mouth, nose and eyes with their hands and should cover their mouths and nose with tissues if sneezing or coughing with these tissues being placed in the bin straight away after use.

Students should not cough or spit at or towards any other person at any time.

If a student begins to feel unwell they should tell an appropriate adult, if they are showing signs of coronavirus then they will be isolated from the rest of the pupil group and their parents will be called to come and collect them.

Students should not share any equipment (pens, pencils etc) or any other items (drinking bottles, mobile phones, headphones etc) at any point.

### › Lesson Time.

Students will be placed in a bubble consisting of their year group only they must remain in this bubble at all times; they must not mix with anyone from another year group (bubble) during the day

Year groups will be based in designated zones and will only use the classrooms in that zone (unless using a specialist room, which will be sanitised beforehand and afterwards)

Students should wait to be escorted into their classroom by their allocated teacher, were they will be given an assigned seat. Students are not permitted to change seats and they will remain in that seat for the duration of the lesson.

Students will be provided with equipment that only their year group can use; they must not swap or lend equipment to anyone else in another year group (bubble)

Students are not permitted to leave their seats unless given permission by the class teacher, this is to conform to social distancing measures.

Students should raise their hands if they need support and the teacher will support them whilst adhering to social distancing.

Teachers will move in between year groups (bubbles) to teach their allocated lessons, they will adhere to social distancing measures when in the classroom and will use only their own equipment which they will carry with them. Teachers will sanitise their hands on entry into the classroom and on exiting it. Teachers are permitted to use PPE if they wish.

Students may use PPE if their parents wish this to be the case. If this is the case, the following guidelines must be followed;

- Students must provide their own masks and have a plastic bag to keep it in when it is not in use
- Masks must be worn in the appropriate way – they must cover the nose and mouth and students must not play with them repeatedly.
- Masks must not have any offensive slogans or images on them.
- Labelled, lidded bins have been provided around the site for the safe disposal of masks – no other bins must be used.

### › Break and Lunch.

During break times students will have an allocated area that they must remain in, this is to prevent mixing with students from other year groups (bubbles). Whilst in this area students should still maintain social

distancing and hygiene rules. There will be a rota in place for students to access the break time service in the food courts

Lunch times will be staggered during the day, this is to ensure that mixing of groups is minimised and to prevent large groups of people on corridors and walkways. Students should only enter their allocated dining area so that they remain in their own bubble and do not mix with other bubbles.

In the food court, students should follow the signage and one-way system. They should queue to be served following the social distancing tape that is in place on the floor

Sitting at tables students should follow the guidelines and signage and ensure that they are sitting the appropriate distance apart (as set out)

Students will be responsible for ensuring that their table is cleared, with rubbish being thrown in the bin and plates and cutlery placed in the appropriate area.

Students will be encouraged to spend as much of their break and lunch time as possible outside (weather permitting) but they must maintain social distancing and remain in their designated area

### › Use of toilets

Students will only be able to use the toilets that are in their designated zone or in their designated food court during lunch time. This will be managed by staff, to ensure that social distancing guidelines are adhered to. Students should sanitise on the way in and out of the toilets

## 2.2 Rewards and sanctions for following rules

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

Praise accordingly

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

Encourage them to keep the social distancing measures by speaking with them if they are seen to be not adhering to the rules.

Verbal warnings and other measures up to and including the full range of sanctions available to the school will be given if students persistently fail to adhere to the social distancing measures. Parents will be contacted in these cases.

Students could be asked to continue to work from home (following a risk assessment) and not be allowed into school if they continue to disregard the social distancing rules or continually move between bubbles and are deemed to be purposeful in doing so.

## 2.3 Changed rules

If this addendum applies, we will alter the following school rules.

Parents should inform school first thing in the morning as normal if they do not intend their child to attend for whatever reason. First day response will be made to all students who do not arrive to school as per the school attendance policy

As students are expected to attend, if students do not attend they will be issued with the appropriate code as per the attendance policy. Normal procedures with regards to attendance will be followed in line with school and Local Authority policy, failure to attend school could result in Fixed Penalty Notices and court action.

Pupils who are symptomatic will not be able to attend school, pupils with parents exhibiting symptoms will not be allowed to attend school and will be requested to isolate per national guidance. Parents should inform school that morning. Students will be issued with the appropriate coding depending on the nature of the illness.

Students are expected to wear full school uniform whilst they are on school site.

### 3. Monitoring arrangements

We will review this policy as guidance from the local authority or Department for Education is updated, and as a minimum every 3 weeks by Miss L Reardon, Assistant Headteacher. At every review, it will be approved by the full governing board or a delegated representative thereof.

### 4. Links with other policies

This policy links to the following policies and procedures:

- Child protection policy
- Health and safety policy
- Attendance policy
- Uniform policy