The Priory School

Behaviour Policy: COVID-19 addendum

Monitoring	Frame of engagement	Date
Member of Staff Responsible	Assistant Headteacher, Student Welfare	
Consultation Parameters	Staff, LA, DfE	July 2021
Approval	Link Governor for Pupil Related Matters,	July 2021
Uploaded to Website		

Content

---

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. These rules pertain to measures such as observing a one-way system when directed, observing social distancing and maintaining good hygiene. Appropriate face coverings must be worn at all times when inside the school building except for when learning or eating.

Staff will be familiar with these rules and will 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 Mr Bucknall, Assistant Headteacher via info@tpstrust.co.uk 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.

Arrival and departure:

- Students must wear full school uniform each day. On days where they have a PE lesson, they should come to school in full PE kit (they may wear a school jumper over their PE kit if the weather is cold).

- Students must not travel to or from school in large groups and should observe appropriate distancing if walking/cycling with others. While traveling to and from school, students must be safe and use cycle paths and pedestrian routes appropriately.

- If students arrive to school by bicycle, they should lock their bikes up in their designated bike sheds, observing the 'small groups at one time' rule. Bikes should be securely locked within the sheds.

In lessons

- Students must stand behind their chairs in silence until directed by the teacher to be seated, if in school. This will apply at the start of each learning session (the start of the day and after breaks). . Students should get their lesson materials out while they are waiting to start their online learning so they are ready to start the school day.

- When accessing online learning in school; devices, software and functionality must not be abused. If there is any inappropriate conduct permissions and access will be reviewed and potentially reduced.

- Students will be placed in a seating plan determined by the teacher or Teaching Assistant and must remain in the seat they are allocated unless the seating plan is changed.

- When a one-way system is in operation, it should be observed at all times unless directed otherwise.

- Students will be expected to observe appropriate distancing measures and will be reminded about this by staff if they are not adhering to this important rule.

- Students must bring in their own equipment as directed as we will not be able to loan out items. Students must not lend their own equipment to others.

- Students will be allowed to leave lessons to go to the toilet (with a toilet pass) in order to reduce numbers of students using cloakroom facilities at break and lunch times. Students must wash their hands carefully before returning to lessons. If students from other year groups (bubbles) are in the cloakroom, 2 metre social distancing must be observed.

- During breaks and lunch times students will remain in their group and not mix with others from different groups. Students will have allocated external areas to use as well as their indoor bubble zone. When staying inside, students must stay in their allocated room.

- If a student displays symptoms of COVID 19, they will be asked to put on their face covering and removed to the medical room where a member of staff will attend to them and call home to ask their parent/carer to collect them and organise a test.

- If a student begins to feel unwell whilst in school they must tell a member of staff immediately.

- Our high expectations of behaviour remain as they always have and we expect students to engage in their learning, using every opportunity to benefit from face-to-face contact with teaching and support staff. Students attending online learning in school, will need to be aware of their surroundings and must be courteous of other learners in the room. Headphones must be worn and an effort to not disturb others should be made.

- Poor behaviour within Covid Secure classrooms will be dealt with by the covering teacher or the Teaching Assistant. A Head of House or a member of the Senior Leadership Team will be called if a student's behaviour requires further intervention.

3. Behaviour in Remote lessons

3.1

It is the responsibility of the class teacher to manage the behaviour of the students in their virtual classroom and class teachers should be proactive in their response to classroom management. Virtual Classrooms are places of learning and we have high expectations of student behaviour in lessons. For instances of low-level disruption, the following process will be applied:

- A verbal warning (e.g. for disruption or inappropriate use of the chat function)
- Teachers will contact HOD (copying in the Head of House)
- Teacher/HOD to make contact with the student's parent/carer
- Further poor behaviour will be referred to HOH and restrictions will be put onto the student's account, (always on Mute, use of Chat rescinded)
- Teachers will log concerns about student behaviour on SIMS as Behaviour Logs

At any point, at the teachers discretion, for extreme behaviour, a student can be isolated into a breakout room or removed from the Virtual Lesson.

3.2 Remote learning expectations

If pupils are not in school, we expect them to engage with the work and tutorial sessions organised for them by their HOH or Tutor, and to contact their teachers and tutors if they are struggling. If parents/carers have concerns about the work set for their child, we would ask that they work with their child to encourage them to contact their teacher to resolve the matter.

When using online forums, such as 'meeting' with their tutor via Microsoft Teams, we expect students to adhere to the guidance set out by their teacher and to be respectful to all in the meeting.

4. SEND

In the event that a pupil's behaviour warrants disciplinary action, the standard Behavior policy will be followed. Permanent exclusion will only be used as a last resort and must be reasonable and fair in relation to the offence. Where a child with a social worker is at risk of exclusion, their social worker will be informed and involved in relevant conversations. We will, as far as we are able, avoid permanently excluding any pupil with an Education, Health and Care Plan.

5. Monitoring arrangements

We will review this policy as guidance from the local authority or Department for Education is updated or when any other official guidance is produced.

6. Links with other policies

This policy links to the following policies and procedures:
  - Behaviour policy
  - Exclusion policy
  - Child protection policy
  - Covid-19 Health and safety policy
  - Blended Learning policy
  - GDPR – Data protection policy