

HaileyburyTurnford

Haileybury Turnford Behaviour and Discipline Policy 2020 COVID-19 Appendix

At Haileybury Turnford, we aim to maintain a safe, secure and caring environment in which students are always encouraged to be respectful and safe and therefore can learn to the best of their individual ability.

The expectations outlined in our Behaviour and Discipline Policy continue to apply, however, it is necessary, considering the COVID-19 pandemic, to make important adjustments for the safety of our students and staff.

This appendix is to be read alongside the Behaviour and Discipline Policy, Anti-Bullying Policy (Positive Relationships Policy), Online Safety Policy and COVID-19 Home School Agreement.

The named policies can be found on our website: <https://haileyburyturnford.com/information/policies/>

The adjustments to our normal behaviour expectations and routines during the COVID-19 pandemic are set out below:

Arriving, leaving and movement around the school

Students will enter school through the main gate (signposted) and into the designated teaching block and set classroom at the agreed time. Students will not enter or leave the school through the Main Reception entrance.

Students will be asked to use hand sanitiser on entry to the school, before going straight to their designated area, keeping a 2-metre distance from any other individual. Students are expected to keep to the one-way system and walk to and from the designated area by following the signs and clear markers on floors.

Students will be expected to tell a member of staff if they feel unwell. We will also check students' temperatures as they arrive at school. A high temperature is not a diagnosis of COVID-19. Students with a high temperature (above 38 °C) will not enter the main school building and will remain in the medical room. We will contact the parent/carer and ask for the student to be collected and taken home as soon as possible. We would advise the parent arranges for the student to be tested for COVID-19 as a precautionary measure.

At their designated leaving time, students will leave the building via the nearest doors and gate to the allocated classroom. Students should continue to observe social distancing guidelines.

Movement around the school will be limited and there is a strict one-way system in place to minimise the crossover of groups. Students will only be permitted to leave their classroom base during designated break times.

At break time, students will follow an adult from their classroom to the supervised designated break area for the group.

Students must bring in their own equipment, including pens, pencils, subject specific equipment such as a protractor, snacks and a water bottle. Students must ensure that equipment is never shared with other students. We will provide all students with an exercise book.

Please note that student groups will be arriving and leaving at different times during the morning and afternoon. In order to ensure social distancing is in place, students must arrive at the correct time. If a student arrives late in the morning, they will be asked to wait outside Reception until such time as they can be taken to their designated area in the school.

As per government guidance, students should also ensure that they are not meeting or walking with other students to and from school, in order to stay safe and not contribute to the spread of the virus.

Hand washing and hygiene

Students will be expected to follow without question, all hand washing and hygiene routines while in the school. Students will use antibacterial sanitiser gel provided, before entering school, after returning from the outside, before entering the classroom base, before and after eating, and at regular intervals during the day.

We ask all students to follow the catch it, bin it, kill it, mantra when in school, if they need to cough or sneeze, they should use a tissue or crook of their arm. Students will be reminded not to touch their face, mouth, nose, or eyes while at school. Hygiene posters are placed around the school to remind students of the basic hygiene routines.

Should a student refuse to follow these hygiene and safety routines, they will immediately be removed from the school site, and this could result in a period of fixed term exclusion. Parents will be contacted to collect their child from school.

Social distancing

Students will always be expected to practise social distancing from other students and adults whilst in school. Students will have their own computer station or separate desk area to use, spaced a minimum of 2-metres apart. When students enter their classroom; they will be expected to go straight to their computer station or desk area and nowhere else in the room. Students will raise their hand if they need a teacher support; they will not get out of their seats, without permission.

Should a student refuse to follow these routines, they will immediately be removed from the school site, and this could result in a formal fixed term exclusion. Parents will be contacted to collect their child from school.

Toilets

Each group of students will have their own toilets to use. These will be sign posted. Students will only be allowed to use the toilets one at a time and will be escorted by a member of staff. When a student has finished in the toilet, they must follow hygiene routines and ensure they thoroughly wash their hands.

Break time

Students will have a designated area during break time. Students will be expected to remain socially distant from peers and adults during break time. Students must always stay in their designated area.

Rewards

We will continue to reward students, in line with our Behaviour and Discipline Policy, during this period. Teachers welcome opportunities to praise individual students for going above and beyond our minimum expectations. Students will be recognised and rewarded for excellence in their work and for commitment and service to others. Students will continue to be rewarded by receiving Achievement Points, postcards and certificates and House Points. The bi-weekly year group Student Newsletters will recognise and publish

excellent examples of student work. Staff members will continue to recommend students to be acknowledged in the e-Principal's Book, regularly published during this period.

Behaviour in school

If a student's behaviour is deemed high risk (for example, refusing to adhere to safety measures, such as, hand washing, social distancing, or remaining in their classroom) this will be addressed directly with the student in line with our Behaviour and Discipline Policy.

Repeated or deliberate behaviours that put themselves or others at risk, such as repeated failure to follow instructions will result in a student immediately being sent home and could result in a formal fixed term exclusion. Parents will be contacted to collect their child from school. Dangerous and anti-social behaviour for example, coughing or spitting at others, will result in a Fixed Term Exclusion. Permanent Exclusion is reserved for the most serious, repeated and/or defiant misconduct which as a direct result of such behaviour, puts the safeguarding of others at risk.

Students learning from home

If interacting with other students or staff online and remotely, students should always be respectful to each other, and follow staff instructions as is the case in school. Students must conduct themselves as they would in school, as per our Behaviour and Discipline Policy. Any student who is disruptive or rude during online lessons will be removed and have further sanctions applied in line with published procedures for remote learning. This may include the student not being allowed to join future online lessons.

All expectations of students as outlined in our Behaviour and Discipline Policy also fully apply to students when learning from home. Students should never attempt to contact staff on social media or make comments about staff on any social media platform. Any inappropriate comments to staff online, via Microsoft Teams or any other platform will be taken very seriously, and strong action taken. Any online bullying towards other students, or peer-on-peer abuse that the school is made aware of will be taken very seriously by the school, and strong action taken. Students are expected to communicate to staff in a formal manner and by using school email accounts, Microsoft Teams or Class Charts.

Supporting students' mental health and wellbeing

To support students' mental health and wellbeing both in and out of school, we have the following support in place:

- Regular check-ins with all students through Tutors, Year Achievement Coordinators, Assistant Year Achievement Coordinators, SENCO and Link Workers, and the Senior Lead for the Year Group
- Mental Health awareness updates regularly posted on Class Charts
- Mental Health challenge tasks
- Regular check ins from the Mental Health First Aider(s)
- Differentiated project work broken down into daily tasks
- Dedicated Mental Health area on our website signposting advice and support for students and families
- Remote and face-to-face counselling support
- Hoddesdon and Broxbourne Family Liaison Service Consultation Service
- Mental health awareness and wellbeing video support message updates
- YC Herts Supporting You mentoring programme
- 1-1 meetings with all Y10 and Y12 students
- Y7 –10 and Y12 online mental health and wellbeing survey

Students will have the opportunity to discuss face-to-face any concerns or issues they have whilst in school, and any necessary support will be put in place by the pastoral team. We routinely ask students and parents to keep us informed if support is required for a student's mental and health and wellbeing.