



ARDEN

Academy Trust

Arden Academy (Arden) is an academy maintained by Arden Multi Academy Trust

Name of Policy	Behaviour Policy – COVID19 Addendum
Lead	Mark Hopper, Deputy Headteacher
Level	Local Governing Board
Governor Committee	BSII Committee
Governor Approved	September 2020
Review Frequency	3 months
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Next Review	December 2020
Reviewed	

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/Carers and pupils.

Expectations for pupils in school

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/Carers should also read the rules and ensure that their children follow the procedures that have been put in place.

Amended rules for pupils:

- follow any altered routines for arrival or departure
- follow school instructions on hygiene, such as handwashing and sanitising
- follow instructions on who pupils can socialise with at school
- follow expectations for moving around the school as per specific instructions (for example, one-way systems, out of bounds areas, queuing, break and lunchtime zones)
- follow expectations about sneezing, coughing, tissues and disposal ('catch it, bin it, kill it')
- immediately tell an adult if you are experiencing symptoms of coronavirus
- do not share any equipment or other items including, books, pens, pencils, drinking bottles
- follow amended expectations about breaks and lunchtimes, including where pupils may or may not go
- follow expectations around use of toilets – only going if they absolutely must, following social distancing rules while in the toilet, following handwashing guidance
- follow rules about coughing or spitting at or towards any other person
- follow rules for pupils at home about conduct in relation to remote learning
- follow rewards and sanction system where appropriate

Rewards and sanctions for following rules

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

- Ensure all staff reward with verbal praise and recognition, achievement points, postcards praise cards (please check Edulink)
- Notify Parents/Carers where pupils have demonstrated excellent commitment to the revised school expectations
- Exceptional commitment on return

Dealing with problems

If there are any problems with pupils adhering to rules around in school or remote learning, including if they don't engage with the remote learning set for them, we will respond appropriately and in line with normal expectations, examples of such incidents are provided in the table below

Behaviour concern examples	Consequences/Actions
<p>Not taking responsibility to inform an adult if they are experiencing symptoms of Coronavirus.</p> <p>Not following expectations about coughing, sneezing, tissues and disposal (in line with the 'catch it, bin it, kill it' message)</p> <p>Low level disruption in class</p>	<p>Staff reminder given.</p> <p>Parents/Carers informed by telephone call or email.</p> <p>School consequence system followed with sanctions issued where necessary.</p>
<p>Not following school routine for arrival or departure</p> <p>Not following the rules about sharing equipment or other items</p> <p>Not following instructions on hygiene, such as hand washing or sanitising</p> <p>Not moving around the school as per specific instructions</p> <p>Not lining up or sitting following instructions to remain 2 metres apart wherever possible.</p>	<p>Staff reminder given.</p> <p>Parents/Carers informed by telephone call or email.</p> <p>Head of Year phone calls/meetings</p> <p>School consequence system followed with sanctions issued where necessary, this could lead to internal exclusion</p> <p>Head of Year/Head of Key Stage/Senior staff informed</p>
<p>Not following school routine for arrival or departure</p> <p>Deliberately tampering or touching another child's equipment or belongings</p> <p>Deliberately tampering with hygiene materials such as soap or sanitiser</p> <p>Deliberately tampering with bins or the contents of bins</p> <p>Deliberately entering an area or zone that is out of bounds or which may compromise the health of children and staff in another group.</p> <p>Deliberately attempting to socialise with a child from another group</p> <p>Deliberately misusing the toilet areas and facilities</p>	<p>Parents/Carers informed by telephone call or email.</p> <p>Head of Year phone calls/meetings</p> <p>Head of Year/Head of Key Stage/Senior staff informed</p> <p>Head of Year/Head of Key Stage/Senior staff meeting</p> <p>Behaviour agreement signed by pupil and parents/guardian</p> <p>School sanctions applied, possible internal exclusion</p> <p>Persistent poor behaviour could result in possible fixed term exclusion</p>
<p>Deliberately coughing or spitting at somebody</p> <p>Any action that would usually require the need for restraint and which would severely compromise staff ability to remain socially distanced.</p>	<p>Investigation, Parents/Carers informed by telephone call</p> <p>Possible internal/fixed exclusion, possible permanent exclusion, possible police involvement</p>

All pupils will be supported in the following ways:

- Throughout the school there will be signs/posters/visual prompts to remind pupils and staff of the new safety measures in place that should be followed.
- All adults will explain new routines sensitively and help pupils to feel safe and reassured by the rules in place.
- The new routines and expectations will be explained to pupils. This will reassure all pupils and particularly the most anxious.
- Whilst new expectations are established, we will focus on routines, safety and well-being
- If, despite all appropriate support and guidance, a student repeatedly breaks our current safety rules, the headteacher may, as a last resort, exclude a student either for a fixed period or permanently.

Remote learning rules

If pupils are not in school, we expect them to follow all of the rules set out in the remote learning guidance. **See Appendix 1.**

Parents/guardians should also read the rules and ensure their children follow them. Parents/guardians should contact the school if they think their child might not be able to comply with some or all of the rules.

Please see further details for live learning in the Covid-19 live learning / Video Learning - Parent/Guardian & Student behaviour agreement

Links with other policies and guidance

This policy links to the following policies and procedures:

- Child protection policy
- Safeguarding Policy
- Safeguarding Policy: Covid19 addendum
- Covid-19 Live learning / Video Learning - Parent/Guardian & Student behaviour agreement

Appendix 1

Covid-19 Live learning / Video Learning - Parent/Guardian & Pupil Agreements

In the event of any future full or partial school closures we will be delivering all of our learning remotely. In order to make this process as effective and as engaging as possible we are utilising a variety of new technologies and teaching strategies. Staff will be making use of video technology to record themselves delivering key concepts, modelling how to complete the activity, providing generic feedback or explaining the next steps of the learning. Some learning will be delivered 'live' over a video platform such as google meets.

This is going to be an important element of our teaching and learning strategy and, as such, we need to ensure that all pupils and parents are aware of, and agree to, the **Remote Learning Behaviour Agreement** outlined below. This will ensure that our staff can be as creative as possible when engaging with our pupils in their learning.

The agreement below is developed within an overarching aim to provide the very best teaching and learning for our pupils whilst at the same time protecting our staff. It is essential that all parties are respectful of each other and that the use of video technology does not become an invasion of privacy.

Parental Agreement

I / We agree to support the teaching and learning strategies and increased use of video lessons and live lessons by discussing and reinforcing the expectations identified below. I / We have read the 'Student Agreement' and understand that the agreement is important for the safeguarding of all parties. I understand that breach of this agreement will lead to sanctions and in the event that videos are taken and placed on social media could lead to exclusions, permanent exclusion or police involvement. The school reserves the right to seek legal advice in situations which may be libelous or result in defamation of character.

Student Agreement

I confirm that I have read the 'Learning Behaviour Agreement' and 'General Learning Expectations' below and agree to adhere to it in order to enable teaching staff to make the best use of technology, to provide purposeful and engaging learning during a period of school closure. I understand that breach of this agreement will lead to sanctions and in the event that videos are taken and placed on social media could lead to exclusions, permanent exclusion or police involvement. The school reserves the right to seek legal advice in situations which may be libelous or result in defamation of character

Learning Behaviour Agreement - where a teacher uses a recorded video / live video or audio message to support learning:

- I agree that I must never use some or all of this material for any purpose other than my own learning.
- I will never place any of a teacher's video or audio file on any on-line platform or social media platform.
- I will not record any part or whole of a live video or pre-recorded lesson.
- I will not edit any part or whole of a live video or pre-recorded lesson.
- I agree that my teacher may record any live video lesson; I understand that this is an agreement to ensure the safety of all pupils and teachers.
- If I am involved in a live lesson I agree to ensure that I am aware of others in my own home and that they know I am engaged in a lesson to avoid unnecessary or inappropriate distractions.
- If I am involved in any live video lesson I will ensure that I am wearing sensible and appropriate clothing that would be deemed acceptable on a school non-uniform day.
- I understand that my teacher will be recording or delivering the lesson from their own home and that I should be respectful that this is their private space and is not a subject that should be discussed with them or with others.
- I understand that other pupils will also be inside their homes, which may also be visible on camera, and that I should be respectful that this is their private space and is not a subject that should be discussed with them or with others.
- I will not attempt to invite anyone to the live video lesson. Only teachers will invite pupils to live lessons.
- During a live video lesson I will use the audio 'mute' function when instructed to do so by the teacher.
- During a live video lesson I will cut the camera feed to stop the visual link when instructed to do so by the teacher.
- I agree that if I am involved in a live video session and I do not adhere to any of the rules above I will be removed from the lesson by the teacher.
- If I am removed from a lesson by a teacher, I will not be permitted to rejoin the class until the teacher or a senior member of staff has spoken with my parent/guardian.

General Learning expectations

- I understand that the normal high expectations of behaviour are expected of me, my interactions and engagement will be focused, polite and respectful at all times.
- I understand that this is a new way of working and that I need to focus even harder and really apply my listening skills to make the most of my learning
- I agree that messages that I post on Google Classroom or any other associated platform are the same as verbal communication in school and should always be positive, polite and respectful.
- I agree to always interact with any other learners in a polite and respectful manner
- I agree that I will always complete the work to the best of my ability and that I will work to the normal expectations of the schools behaviour policy in all interactions and the effort that I apply to my learning.