

ANNEX TO THE BEHAVIOUR AND REWARDS POLICY

Covid-19 Annex

Updated: August 2020

In the current climate, it is essential that we have a safe learning environment for everyone. If we all follow the rules, everyone will feel safe and happy in school and have the opportunity to thrive.

Set out below are expectations that all pupils at Hebburn Comprehensive must follow.

Please note that there will be serious consequences for anyone who puts the safety of others at risk. Any behaviour that compromises health and safety could result in exclusion from the school. This includes, but is not exhaustive to, spitting at someone, deliberately coughing at someone, deliberately breaking social distancing or deliberately invading someone's personal space.

The information in this addendum will be kept under constant review and updated to reflect any changes in national or local guidance.

Expectations:

- **There will be strict health and safety protocols in place that must be followed by all to minimise the risk of spreading the virus. Extensive work has been carried out in school to have robust systems in place.**
- **A high standard of behaviour is expected at all times, by all members of the school community.**
- **Everyone will treat others with respect and will respect the rules. *Please see the 'Respect' document below.***
- **To ensure the health and safety of everyone, all instructions must be followed.**
- **Everyone must adhere to Public Health England guidance and observe good hygiene etiquette. Failure to do so may result in pupils being sent home and/or the possibility of having sanctions applied.**

CODE OF CONDUCT

- All pupils should follow our Code of conduct at all times.

R

Respond politely to all requests and instructions.



E

Everyone's feelings must be considered.

S

Speak to everyone in our school community in a polite and courteous way.

P

Pride should be taken in our uniform and in our learning.

E

Excellence at all times.

C

Clean up after ourselves and look after our school.

T

Treat others as we would wish to be treated.

learn • achieve • aspire • succeed

Entry into the building

- There will be a staggered start to the school today, so that year group bubbles can be kept separate.

YEAR GROUP	ENTRY TIME	ENTRY POINT	STAFF DUTY
7	8.40	green	Covered Space Door
8	8.50	yellow	West End Door
9	8.45	blue	East End Door
10	8.55	orange	Atrium Entrance A
11	8.35	red	Atrium Entrance B



ALL PUPILS SHOULD:

- Be in full, correct uniform applicable to the first half term: <https://bit.ly/2DteKor>
- If pupils opt not to wear their blazer for the first half-term, they must not replace it with a different outer layer.
- Have all the necessary equipment.
- Bring in a bottle of drinking water.
- Sanitise their hands on entry, and as directed throughout the school day.
- Either bring, or have ordered a packed lunch in advance. (This will be the case for at least 4 weeks and until the lunch service is able to resume.)
- Arrive at school **no more than 5 minutes** before their entry time and make their way to their year group entry point.
- They take responsibility for remaining apart from other year group bubbles; they must not go to any other entry or exit points.
- Pupils must only enter and exit the building through their designated year group door.
- They must move to class in a calm and safe manner, upholding the highest standards of behaviour while on site.
- Pupils should only enter the building if they:
 - have sanitised their hands thoroughly;
 - are at their correct entrance point;
 - do not have any symptoms of COVID-19.

IMPORTANT NOTE: parents must not send their child to school if they have: a high temperature; a new, continuous cough or a loss or change to their sense of taste or smell.

Please arrange for your son/daughter to have a test.

LESSONS

- Key Stage 3 pupils will remain in their designated classroom throughout the day, except for breaktime and lunchtime.
- Key Stage 4 pupils will navigate the building to get from lesson to lesson; however, they must follow the newly adapted one-way system, when moving between lessons, to ensure that there is no cross-over of year group bubbles.

- The highest standard of behaviour is expected of pupils at all times, while in class, during break or lunchtime and while navigating the building. *Please refer to the Behaviour and Rewards Policy for further information and details of sanctions to be used throughout the pandemic.*
- To ensure that Year 10 and Year 11 bubbles remain separate, Year 11 will be dismissed first at lesson change-over and they must make their way to the designated waiting area for their next lesson. While they are there, they must wait in a calm and sensible manner, ensuring that they do not encounter pupils from other bubbles. They should follow the one-way system, line up as directed, follow all instructions and ensure that behaviour is of the highest standard.
- When in class, all pupils must remain seated, unless they have been given permission to leave their seat by a member of staff.
- They must face the front of the room.
- Pupils should observe good hygiene practices during lessons.
- Pupils should also follow the rules set out in the 'RESPECT' document.
- Pupils should endeavour to complete the work to the best of their abilities, and they must not do anything to distract other pupils.
- *Sanctions will be issued in the line with the Behaviour and Rewards Policy, where students do not meet expectations.*
- Pupils without pens or pencils will be given replacements; however, pupils should have the relevant equipment with them, to minimise the need for handing out resources. *Please refer to the equipment list, on the website, for further details.*
- Classroom monitors will be appointed; they will help to facilitate the handing out of resources for the lesson, so that there can be a prompt start to class and to enable teachers to keep a safe distance from pupils.
- Merits, postcards and other rewards will continue to be awarded in line with our updated rewards policy. *See the section entitled 'PROMOTING THE POSITIVE ACHIEVEMENTS OF OUR PUPILS' in the Behaviour and Rewards Policy for further information relating to positive achievement.*

- If a pupil lacks concentration and, despite warnings, is not engaging with work, the member of staff should call 403 and ask for corridor support. Corridor support will escort the pupil to the BSR in line with the school's policy.
- If a pupil refuses to attend the BSR when referred, parents will be contacted and the pupil will be excluded. On return to school, the pupil will complete a day in the BSR, prior to returning to lessons. *Please see the Behaviour and Rewards Policy for current procedures and protocols.*
- If there are continued issues while in the BSR, parents will be contacted and the pupil will be excluded. On return to school, the pupil will complete a day in the BSR, prior to returning to lessons. *Please see the Behaviour and Rewards Policy for current procedures and protocols.*

TOILETS

- Pupils must only use the specific toilets that they have been allocated.
- Before entering the toilet, pupils should sanitise their hands and wash them before exiting.
- The highest standards of behaviour will be expected at all times.
- Sanctions will be applied for any behaviour that falls below expectation.

BREAKS

- Breaks will be staggered, to ensure distance between year groups.
- Pupils should go to their designated yard bubble at break time.
- Pupils should keep their distance **and avoid any physical contact.**
- They should also heed advice on good hygiene etiquette.
- Pupils are not allowed to use the water fountains in school; they should bring water to school.
- Behaviour must be calm and sensible during break, or supervised break times will be arranged.
- There should be no physical contact and pupils must keep their distance from others; safety is of paramount importance at this time.

- Failure to adhere to the above stipulations may result in sanctions being applied, including exclusion.

LUNCHTIME

- Lunchtimes will be staggered, so that year group bubbles can safely distance.
- For the first 4 weeks, pupils will require a packed lunch. Pupils in receipt of free school meals will be provided with a school packed lunch, which can be ordered in advance.
- All year groups will have separate yards at lunchtime.
- Pupils should keep their distance **and avoid any physical contact.**
- They should also heed advice on good hygiene etiquette.
- Pupils should not take any food or drink out onto the yard; food and drink should be consumed in the designated year group area only and packaging from packed lunches should be taken home by pupils.
- Behaviour must always be calm and sensible, during lunchtime, or supervised lunchtimes will be arranged. Safety is of paramount importance at this time.
- **From September, all pupils must remain on site for lunch.**
- Failure to adhere to the above stipulations may result in sanctions, including exclusion.

HAND SANITISING

Pupils will need to sanitise at the following times:

- On morning entry
- On entry into each classroom
- Before lunch
- In form rooms before they exit the building at the end of the day

AT THE END OF THE SCHOOL DAY

- Year group exits will be staggered.
- Pupil must exit the building in a responsible manner.
- Pupils must sanitise their hands before exiting the school, ensuring that social distancing is followed until they have left the school premises.
- Pupils should leave the school site immediately and not wait for friends. It is important that crowds do not gather under the current circumstances.

EXIT ARRANGEMENTS

Year Group	Exit Door (Time)	Gate
Year 7	Covered Space (2:43)	Campbell Park Rd or Mountbatten Ave
Year 8	West End Door (2:49) - Tech	Campbell Park Rd or Mountbatten Ave
Year 9	East End Door (2:46) - ICT	Campbell Park Rd <u>ONLY</u>
Year 10	West End Door (2:51) - Tech	Campbell Park Rd or Mountbatten Ave
Year 11	Main Pupil Entrance (2:40)	Campbell Park Rd
	Covered space (2:40)	Mountbatten Ave

BIKES

- Due to limited spaces for bikes on the school site, pupils who live in Hebburn, and those in walking distance, are asked to travel to school on foot. This will allow pupils living outside of the town to travel to school by bike, rather than having to use public transport. We will be monitoring this in school.

SCHOOL UNIFORM:

- Current expectations for school uniform and equipment can be found on the school website or through the following links:
From 7 September 2020: <https://bit.ly/2DteKor>
From 2 November 2020: <https://bit.ly/2Om0FLG>
Equipment list: <https://bit.ly/3exAnRr>
- On days where pupils have PE, they should wear their PE kit. Dark-coloured tracksuit bottoms and/or sensible dark-coloured sports leggings may be worn.

- Pupils should bring their own equipment to school, so that the sharing of equipment can be avoided.
- Bags should be placed under chairs in classrooms.

SERIOUS BREACHES OF SAFETY/ BEHAVIOUR

If any pupil's behaviour puts the health and safety of others at risk, corridor support should be called for immediately and the matter will be dealt with seriously. Relevant sanctions will be applied, up to and including exclusion, where necessary.

ILLNESS

IMPORTANT:

Students showing signs of illness

The [main symptoms of Covid-19](#) are:

- **a high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- **a new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- **a loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

To help us keep the school safe and remain open, please do not send your child into school if they are feeling ill, especially if they have any of the symptoms listed above. If pupils do not feel well and show any of these symptoms, we will contact parents to come into school to collect them from our Covid-19 isolation room. ***If in any doubt, please keep your child at home and arrange a test.***

Pupils who show any of the main symptoms of Covid-19 must be tested for the virus. Details of how to be tested can be found [here](#). Pupils who are symptomatic will not be allowed back into school until they have been tested for Covid-19 and school has been able to verify the result of the test.

- If a pupil begins to feel unwell at school, they must inform a member of staff immediately.

FACE COVERINGS

UPDATE: Due to the restrictions placed on the North East of England by the government, **from Monday 21 September**, face coverings have been made compulsory in all communal areas in school.

For our school this means:

- when arriving on the school premises at the start of the day.
- in the yard at break and lunchtimes
- on corridors and stairwells.
- In the covered space between the main building and the dining hall (Year 11 should continue to wear their face covering/mask on the one-way system when crossing the yard).
- before and after eating lunch in the dining hall.
- leaving the school premises at the end of the day.
- Pupils do not have to wear face masks/coverings in classrooms, but this will be kept under review.
- Based on government guidance, if a child is exempt from wearing a face covering, parents/carers contact the school at office@hebburn.net outlining the reason.

PROTOCOLS IN SCHOOL

- As soon as pupils enter the school premises, they should be wearing a face covering/mask. Pupils should keep the face covering/mask on until they enter the classroom, where the face/covering mask can be removed.
- Pupils travelling on public transport must wear a different covering/mask in school.
- Please note that, following guidance from the Council's health and safety team, a face shield is not classed as a face covering because it does not fit tightly around the nose and mouth. Therefore, pupils must wear a fabric face covering or mask, **unless pupils that are exempt from wearing masks on medical grounds would prefer to wear a face shield.**
- When wearing a face mask/covering, pupils should still maintain social distancing,
- Pupils should avoid touching or playing with the mask.
- Please ensure that fabric face coverings are washed regularly.

- Masks should be removed using the straps only.
- Hands should be sanitised after handling face masks/coverings.
- When the mask/covering is not being worn, it must be put away in a sealable plastic bag (a sandwich bag would be ideal).
- Pupils should not share face masks/coverings.
- Fabric face coverings should be plain with straps. They should not include any writing, logos or images. Pupils will be asked to remove face coverings that are not appropriate and will be given a disposable one.
- Pupils should bring their own face coverings/masks to school.

It is important to emphasise how crucially important it is that we all play our part in reducing the risk of spreading the virus.

Hygiene Protocols

All pupils are expected to adhere to good hygiene practices, including:

- regular hand sanitising on entry to the building and at the key intervals throughout the day, including exits.
- following the principles of ‘Catch it, Bin it, Kill it.’
- Following the principles of ‘Hands. Face. Space.’
- following recommended good coughing and sneezing etiquette:



Pupils are also expected to maintain a safe distance from others throughout the school day, unless in their bubble.

****IMPORTANT****

In order to ensure the safety of everyone within the school community:

- Pupils must keep their distance from staff.
- Pupils must not invade another person's personal space.
- Pupils must avoid physical contact with others.
- Good hygiene etiquette should be followed at all times.
- Pupils must 'RESPECT' the school rules at all times.

It is essential that all members of the school community feel safe in school at all times.

COMMUNICATIONS WITH PARENTS

For the foreseeable future, communication with parents will be via telephone, the school app (MCAS), email and letter. Face-to-face meetings will not be able to take place until government guidance changes, with the exception of essential safeguarding and key worker meetings. Therefore, parents and carers will not be able to access the school's reception area.