

Anglo European School



BEHAVIOUR POLICY

Addendum – September 2020

Ratified by the Governing Body on:	2 nd September 2020
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1. Scope

This addendum applies until further notice.

It sets out changes and exceptions to our normal Behaviour Policy. Students, parents and staff should continue to follow our normal Behaviour Policy with respect to anything not covered in this addendum.

We may need to amend or add to this addendum as circumstances or official guidance change. We will communicate any changes to staff, parents and pupils.

2 Rationale

1.1 Given the current situation with regards to Coronavirus, it is essential that the Behaviour Policy reflects the need for increased safety, vigilance and hygiene in the community. We are conscious of the shared challenges following the lengthy school closure, and as such are committed to ensuring that all of our pupils and staff return to a safe and secure environment, in which they can continue learning and developing.

1.2 This policy addendum is specifically intended to:

- ensure the safety of every member of staff and student during this time
- encourage young people to take responsibility for their behaviour during this time
- tackle incidents/instances of poor behaviour effectively and fairly during this time
- allow teachers and students to feel safe and supported during this time
- foster an environment where all members of the school community respect and adhere to the health and safety guidance during this time, take responsibility for their behaviour and actions and be ready to maximise learning opportunities.

3 Expectations at Anglo European School

3.1 Expectations of the School and School Staff

Anglo European School will endeavour to:

- Ensure that the health and safety of all stakeholders is paramount within any decision making process
- Ensure that all decisions regarding the return to school are communicated in a clear and timely manner with all stakeholders.
- Promote the importance and routine of good hand and respiratory hygiene.
- Apply carefully thought-through measures to amend practices where required, carrying out adequate risk assessments.
- Create and uphold the consistent expectations that encourage safety and security for all within the school community.
- Apply appropriate measures regarding management of the school site
- Ensure that staff support students in a way that is in line with guidance and health expectations.
- Further amend practices as or when required through the further advice of government or health organisations.

3.2 Expectations of Students

Anglo European has a number of routines, behaviour principles, and expectations in place already which can be strengthened and adapted to further enhance student safety and behaviour whilst on site. Our students are used to a routine way of working, and engaging in the school day, and as such are well placed to engage with the additional routines and expectations placed upon them.

All students should continue to adhere to the principles outlined in the general behaviour policy, but be particularly mindful of the "Anglo Agreement".

In addition to these items, students need to respect the revised day to day expectations of class "Student Bubbles" and the wider school interactions that will take place.

When students return to school, we expect them to follow all of the expectations set out below to keep themselves and the rest of the school community safe. These expectations, in addition to our normal behaviour principles, are:

3.2.1 Respect

All students are expected to hold a healthy respect for their role in a safe environment by:

- Understanding the requirement and potential sensitivities around personal space, social distancing and following instructions and requests at all times.
- Ensuring no physical contact of any kind is made with other members of the school community.
- Moving sensibly around the school site, following all one way systems, avoiding areas that are out of bounds/ not accessible for their Year Group and amending their behaviours when queuing, as instructed.
- Ensuring good respiratory hygiene with regard to coughing and sneezing, applying the logic of 'Catch it, Bin it, Kill it' for the security of others.
- Avoiding the touching of eyes, nose and mouth to limit risk of transmission.
- Ensuring that any instance of coughing or sneezing do not occur in the direction of anyone else. Spitting or deliberately coughing over another person will not be tolerated at all.
- No eating will be allowed in classrooms and the chewing of gum is strictly prohibited.
- Avoiding the use of public transport where possible and adhering to the safety guidance where it is used such as wearing a face covering.
- The avoidance of congregating in groups outside of the school gates or wider community.
- Avoiding using the shops in the village and making their way straight to buses and trains without delay.
- It is also important that students consider the words they are using which is as important as the action they are displaying. Many student and staff will have heightened levels of anxiety and may have experienced trauma and bereavement during the lockdown period. It is important that students show sensitivity here and not joke about or make light of the pandemic when others around them may have suffered greatly as a result of this.

3.2.2 Responsibility

All students are expected to take responsibility for their role in a safe environment by:

- Immediately notifying an adult if they are experiencing symptoms of coronavirus
- Complying fully with requests that are made of them regarding potential symptoms or concerns, such as self-isolation

- Ensuring personal equipment is not shared nor meddled with.
- Upholding proper hygiene at all times, including the sanitisation of hands whilst entering and leaving classrooms.
- Accepting that unhygienic behaviour will not be tolerated or excused at any point, including instances of a jovial or light-hearted nature. Potential incidents include but are not limited to:
 - Spitting
 - Fake coughing
 - Throwing tissues on the floor.
 - Purposefully going against social distancing guidelines.
 - Chewing gum.
 - Deliberately touching other people's belongings.
 - Any act which may increase the chances of transmission of the virus.
- Using toilets safely and sensibly, in the manner advised at all times.
- Ensuring behaviour during social times complies with expectations regarding no contact, spacing/distancing and designation of areas.
- There will be no contact sports allowed in school, and that will include at lunch and break-times. E.g Football and basketball will not be permitted. Please do not bring your own sports equipment, like footballs, on to school site.
- Arriving and leaving school in an appropriate manner that contributes towards the wider well-being of the school community.

3.2.3 Being ready to Learn

Students are expected to be prepared for their return to school by:

- Upholding maximum attendance, in line with the school's usual Attendance Policy, unless medically advised otherwise.
- Following uniform expectations as communicated and available via the school's usual Uniform policy.
 - Ensuring a complete roster of equipment is available and not sharing or asking to loan any equipment. All students should carry:-
 - Pens – including spares
 - Pencils – Including spares
 - High-lighters
 - Ruler
 - Calculator
 - Reading book
 - Notebook/paper
 - Necessary books for that day
 - Any other new equipment safely allocated by the school for personal use (eg Mini Whiteboard and pen)
- Having tissues as a means of ensuring hygiene and etiquette.
- Using personal hand sanitiser in line with school expectations.
- Being equipped with a personal water bottle. This should be pre-filled to avoid the use of water dispensers in school, although they will be available to students if required.

3.2.4 Deliberate attempts at unsafe behaviour

Students who are unable to meet the safe and appropriate expectations outlined in the above section will be subject to sanction, including removal from communal learning spaces. Deliberate acts of unsafe behaviour of an unhygienic nature will result in removal from the classroom until reintegration processes have occurred, as per the Behaviour Policy.

In these instances, parents will be notified and in serious/persistent cases, this may result in Fixed Term Exclusion/ extended internal time in the referral room, supervision by senior staff and a meeting with senior staff/ Year leaders before re-integration.

Sanctions such as detentions will still operate. Lunchtime and afterschool detentions will be supervised by middle leader, as usual but students will be grouped according to their Year group and not by subject.

SLT detentions will still run on a Friday evening and will take place in S12/13 where student can be grouped into Year Bubbles and Social Distancing applied.

3.3 Expectations of Parents

In order to support the school community, and the safe return of students to school, parents should be clear on all expectations. Parent must play a leading role in ensuring students understand the importance of new expectations and that they are followed rigorously. Parents should contact their child's Pastoral Manager or tutor if they think their child might not be able to comply with some or all of the expectations following this prolonged periods of closure. In these cases, a risk assessment and measures to mitigate risk will be agreed.

4 Recognition for positive conduct

To help encourage pupils to follow the outlined expectations, and adopt a mindset and approach that continues to meet school values, students will return to school under a climate which intends to celebrate success. This includes recognising those students who are exemplary in their daily conduct and intrinsically motivated to make the correct decisions or whose achievements need to be recognised.

We will seek to reward students who have made and continue to make a focused effort to engage with remote learning, blended learning and the new ways of working in our school.

5 Home-learning expectations

Whilst Anglo European School will implement the above measures to ensure the safety of pupils on site, it also acknowledges the need to respond to any Government guidelines that indicate a return to lockdown conditions. In such an event it is important to recognise that the majority of learning over such a period will be completed online. As such we have the following expectations:

All pupils working remotely will:

- Engage with the resources prepared for them by the school. This will involve the same level of effort as is expected of them in school.
- Stay at home as much as is possible, apart from when engaging in daily exercise.
- Follow the weekly remote learning timetable, accessed via Showmyhomework and Showbie.
- Read regularly.
- Be contactable, and ask questions of their tutor/pastoral manager during regular well-being calls, or of their teachers via email/Showmyhomework or Showbie when stuck.
- Be considerate of family members who are working at home, and talk to their tutor about any challenges in accessing technology.
- Submit completed work, in line with the deadlines set, in order to receive feedback, recognition and support.

6 Policy Monitoring

We will review this policy as guidance from the local authority or Department for Education is updated, and as a minimum review the provision prior to September 2020. At every review, it will be approved by the Governing Body.

7 Related policies

The schools Behaviour for Learning Addendum works in conjunction with, but is not limited to, the policies identified below:

- Behaviour for learning Policy
- Attendance Policy
- E-Safety Policy
- Keeping Children Safe in Education
- Safeguarding Policy
- Uniform Policy

Appendix 1: Student Protocol for Full Re-opening of the Anglo European School:

- Full school uniform should be worn correctly.
- Students are advised to walk, cycle or drive to school, avoiding public transport where possible. If students require the use of public transport they must maintain social distancing measures and should wear face coverings during their journey. Parents dropping off students should do so via New Road. Parents should not exit their cars and students should walk into school, observing social distancing, where possible.
- When walking through the village, observe social distancing at all times, being respectful of those who live and work there. Do not stop at the shops but progress directly to school. Do not loiter in the village before or after the session.
- Wash your hands, using soap and water or hand sanitizer provided on entry to school, on entry and exit from each classroom, after using the toilet, on entry and exit from a food outlet and exiting the school site.
- Enter the school grounds via Willow Green: KS3 students should use the "Late Gate" closest to C Block and KS4 students should use the main gate closest to the hall which will be open at all times. Students being dropped at New Road entrance or arriving by bus should enter through the New Road Gate.
- On entry, you should progress straight to your tutor room and sit at your allocated seat.
- Follow the arrows along the One Way System (keep left), following the arrows to your designated room.
- Your tutor or teacher will meet you at the door and, after using the hand sanitizer, will direct you to your seat. You must not leave that seat without permission for the duration of the session.
- Please bring your own equipment: paper, pens, pencils, a ruler, Maths equipment and all the books you need for that day. There can be no sharing/borrowing of equipment. For students eligible for the pupil premium fund, our Co-ordinator, Miss Revett will make contact with all eligible students to ensure they have all the equipment they need and provide a pack if necessary.

- In the event you need to use the toilet, you will be given an access slip which will state your permission and the time you leave the classroom. You will proceed, following the one-way system to the toilets to your year group's allocated toilet and return straight to the room afterwards, using hand sanitizer again on entry.
- Students are advised to bring a named, full water-bottle and a snack, if required for break-time. Water fountains are available but these should be used only when necessary to refill water bottles.
- In the event of emergency evacuation, staff will dismiss students at rapid intervals to make their way to the main playground and line up in their current class lines, where social distancing between year groups will be observed.
- At the end of the day, you will be asked to leave the room sensibly and proceed, following the one-way system to the nearest exit.
- Pupils must leave the school site when directed make their way directly to their home.
- Pupils must not congregate in groups with others at the end of the day or in the village.
- Pupils must not use the shops in the village but use the food outlets in school or bring a packed lunch/snacks with them.

Appendix 2: Wearing and Disposing of Face Coverings

There is no mandatory requirement to wear face coverings* in school. However, there is a requirement to wear face coverings on public transport and on school buses (including NiBs and First Buses) and many of our staff and students will therefore travel to school wearing them. We have also allowed staff and students to wear face coverings in school, to alleviate any anxiety. However, they will need to replace the covering they have travelled to school in, place it in a re-sealable bag that they supply and replace the covering with a fresh one. Please note that our buses are public service vehicles and not 'school' buses so all social distancing and hygiene guidance must be followed. (ie. wearing coverings is a requirement).

Students and staff should consider the benefits of wearing a face mask in corridors and shared spaces where social distancing will be difficult. They are not required in classrooms but if this alleviates anxiety, the teacher will allow it. If you choose to wear a face covering, you must ensure that the face covering is plain navy, pale blue, black or white and does not carry any logos. They are not fashion items, but are worn as a personal choice, to help reduce the spread of COVID19 and respect the health and well-being of others. Wearers should not make an issue of wearing them, pressurise others to wear them, or, in any way, trivialise the wearing of them. You may be required to remove the mask by members of staff for specific reasons and refusal to do so will lead to a sanction being applied. They are not required to be worn in school and we reserve the right, in some cases, to confiscate them.

For students who choose to wear face masks at school, we expect the following: -

- Face masks must be purpose made (not face coverings, such as scarves)
- they must be plain in colour (pale blue, navy, black or white)
- They should not have logos, slogans, emblems or decorations.
- Any student who wears an inappropriate face mask/covering will be instructed to remove it;
- Those students who choose to wear a face mask must do so sensibly and must use it only for its intended purpose;

- Face masks must be put-on, worn and taken-off following the latest guidance, as failure to do so may inadvertently increase the risk of transmission (please see the Behaviour Policy appendix for more information);
- It is the student's individual responsibility to wear their face mask correctly (if they/their parents make this choice).

We recognise that face coverings make a contribution to reduce the transmission of the virus and are helpful in protecting the health of other people. However, unless face coverings are managed properly they can increase the risk of the wearer contracting the virus. The following guidance is provided for members of the Anglo community and it is informed by guidance from the government and from the World Health Organisation:

- A cloth face covering should cover your mouth, nose and chin while allowing you to breathe comfortably.
- If you choose to wear a mask you must adhere to the following guidance:-
 - Ensure the covering is not damaged or dirty.
 - Wash your hands or use hand sanitiser before putting it on and after taking it off.
 - Avoid touching your eyes, nose, or mouth at all times and store used face coverings in a plastic bag until you have an opportunity to wash them.
 - Do not touch the face covering, or the part of the face covering that has been in contact with your mouth and nose.
 - Wash your hands before removing the covering.
 - Remove the covering by the straps (or from the back of the head) and pull the covering away from the face.
 - Once removed, make sure you clean any surfaces the face covering has touched.
 - You should wash a face covering regularly (ie. at least once a day). It can go in with other laundry, using your normal detergent. In the meantime, keep it in a re-sealable bag.
 - When wearing a face covering, take care to tuck away any loose ends.

Video clip on safe use of face coverings from the WHO <https://youtu.be/ciUniZGD4tY>