

Behaviour

An addition has been made to our behaviour policy to cover safe behaviours during in COVID times. In summary:

- **Social distance rules must be observed at all time**
- *No touching, no throwing, no spitting or other unsafe behaviours*
- **No threats of unsafe behaviours**
- *Coughing or sneezing must be covered by the inside of your elbow if no tissue*
- **All waste / rubbish must be disposed of in the classroom before leaving**

A risk assessment will be carried out with any student behaving in an unsafe way. If their behaviour poses an ongoing risk they will not be allowed back into school until procedures have been agreed. If we do not have confidence that their behaviour will be

consistently safe, they will remain at home with online learning until further notice. The ultimate sanction of a permanent exclusion for unsafe behaviours will be added to our policy.

Concerns/Virus management

- Social spacing measures of 2 metres
- Handwashing - increased washing and sanitisers around the school
- Clear marking and reminders displayed all around the school
- Additional cleaning procedures
- Students and teachers organised in small learning pods of no more than 15 that do not mix
- Adapted behaviour policy and risk assessment at student level
- All procedures have been risk assessed and will be under constant review
- Uniform relaxed to allow for regular washing
- Masks encouraged on public transport but discouraged in school as they can cause additional risk
- Students with underlying high risk medical issues to remain at home
- If a student or staff member has symptoms we must be informed immediately and appropriate action taken
- If they develop symptoms when at school they will be isolated and parent will need to collect them
- If symptoms are reported, the pod will be kept home and told to isolate until we have an update on test results.
- Any individual reporting with symptoms must arrange for a test and report the result to the school.

Year 10 Safe Return Handbook



Being Prepared

Students will arrive at school in a reduced uniform of trousers/ skirt and white school shirt. These items are easy to wash daily. There is no requirement to wear a tie or a blazer and no coats. We are encouraging students to walk or cycle to school in order to avoid unnecessary use of public transport. Therefore, trainers can be worn.

Students must bring their own equipment - pens, pencils. They must have their own water bottle. They must remember their class group. This will not change. They will be taught in the same classroom at the same desk every time they come to school. This is their spot. Their teachers will come to them.

Arriving at school

The arrival time is strictly between 10.15 and 10.30; no earlier and no later. A senior member of staff will greet and direct at the gates. The pedestrian gate by the main car park is the one point of entry, with the other being the Forest Road gate. If driven to school they can be dropped off in the school car park, but drivers must not get out of the car. Please be respectful of others.

If students are traveling on public transport, we suggest they wear a mask as this protects others.

They will walk round to the Hard Play area in readiness for 10.30. If biking into school

students must dismount from their bike and walk it round to the MUGA. Bikes must be left there for the time they are in school.

Students will line up in their class groups, which will be clearly marked up with the letter of their group (A B C etc). Each group will have a number of designated spots on the ground according to a desk number they will have been given. Social distance must be kept at all times, no friendship huddles, no ball games, no touching. A friendly smile, a wave, a 2 metre distanced chat is good.

Attendance and Punctuality

If they cannot come to school, they must let the school know before 9.30. If they believe that they have a new dry persistent cough, a temperature, or loss of taste or sense of smell, they must let us know these are their symptoms. They must then isolate in their home for 7 days, unless tested and negative. If we are expecting a student in school, and they do not arrive, we will text home by 11.30 at the latest.

No family will be prosecuted for not sending their child to school. We understand that some health circumstances make the risk of leaving the house too high. However, we are very

aware that our students are really needing to come back to school if at all possible, both for socialisation and learning reasons, and we are very keen to see them.

If a student is late for school (after 10.30) they will line up outside the Reception. They will be picked up by a senior member of staff. If they arrive after 10.45 they will be sent home and their parent/s will receive a text. This is to allow us to ensure safe entry to the school.

Entry to lessons

The class teacher, directed and supported by Senior Leaders, will lead their class to their classroom by a predetermined route. They will be expected to wash or sanitize their hands at a point on the way to the classroom. 2 metre markings on the corridor floors indicate the distance that must be kept between each student. They will be stopped at that distance from each other outside the classroom for the teacher to enter and welcome each student into the room and their own desk space.

Their exercise book and any learning materials for the day will already be on their desk. Numbered desks will be arranged with a 2 metre radius and marked with tape to show the position of the student. This room will not be used by any other group so there should not be any cross contamination. Students will remain in the room for the whole session. Windows and doors will be open for good ventilation. If they need to go to the toilet that is quite ok, but no more than one student can leave the room at any one time. The toilets will be monitored and cleaned throughout the day. Be aware that there may be a caretaker in the toilets carrying out cleaning duties. There should be no movement around the classroom. Corridors will be managed by senior leaders to ensure safe movement by students.

New learning will be introduced during these sessions, which will be further developed through Distance Learning later in the week. It is very important that they continue to work from home. For those students who cannot come into school a live lesson will be streamed to their Google Classroom. If they cannot come into school, have no laptop or smartphone, they will be asked again to let us know. We are expecting more laptops shortly.

There will be a short break at about midday of 15 minutes. Students remain in their seats and can eat their packed lunch or snack. Hand sanitizers are in each classroom hygiene box. They will be allowed to use their mobile phones during this break. They cannot leave for the toilet at this time, as we do not want crowding issues. If they want to pre-order and pay for a grab lunch bag we can arrange this and it will be delivered to the classroom in time for the break. We need to know any orders before the student returns to school. Free School Meal grab bags will also be delivered to the room. Break time will be monitored by a Senior Leader in charge of the corridor. If there is a TA in the room, they will remain in the room and have a break at a later point.

Dismissal

Students will be dismissed by 2.00 at the latest and generally by 1.30. All rubbish and used learning materials must be cleared up by the student and placed in the bin or recycling bin on their way out. Exercise books and any equipment should be left on their chair and tucked in under the desk, in order to make cleaning easier. Classes will be dismissed one by one by a senior leader and students will leave by the planned exit route for their classroom. Students must keep a 2 metre social distance on exit.

After leaving the site students must go straight home and not gather in groups. Our local police have been made aware of our dismissal times and will support senior leaders in ensuring that students move on home in a respectful and safe manner. Their behaviour to and from school will be included in the school's behaviour risk assessment.