

Behaviour and Attendance Policy: coronavirus addendum

Scope

This addendum to the Behaviour Policy applies until further notice but will be reviewed every 4 weeks.

It sets out changes and exceptions to our normal behaviour policy. Pupils, 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 as circumstances or official guidance changes. We will communicate any changes to staff, parents and pupils.

Additions to Pupil Code of Conduct

Our behaviour policy is underpinned by respect and respect for the health and wellbeing of our community and their families requires changes to our way of working.

We know that our pupils are very supportive of each other and the school and will want to continue to be so during the challenge of this pandemic. The following additions to our pupil code of conduct are designed to help us all stay safe and well.

Parents should also read the rules and ensure that their son/ daughter follow the new procedures that have been put in place. Parents should contact their son/ daughter 's Head of Learning if they think their son/ daughter might not be able to comply with some or all of the rules, so we can consider alternative arrangements with them and support them to integrate back into school life.

We must try to maintain the health of the community to prevent the chances of an outbreak within the school. It is important that all pupils understand the importance of these protection rules and the potential implications of ignoring them.

General safety

- Pupils must not attend school if they are displaying symptoms of Covid-19 or have been told to self - isolate.
- Any pupil who experiences possible symptoms during the school day must tell their teacher immediately.
- Pupils must recognise that Covid-19 is very serious and must not make light of it or behave in a way that causes offence or upset to others, for example deliberately coughing near another.
- Pupils to wear face coverings when mandatory in school.
- Pupils should avoid physical contact with each other.
- Pupils should sanitise their hands when entering the school building.

School arrangements

Pupils will be permitted on the school site from 7.45 am.

- Pupils should not enter the school building until asked to do so by a member of staff.
- There is a seating plan for each lesson and this must be strictly adhered to.
- Pupils must use hand sanitiser when entering and leaving the school building and when requested to do so by a member of staff. They must wash their hands thoroughly after using the toilet.
- Good respiratory hygiene guidance should be followed. 'Catch it, bin it, kill it' Tissues must be placed in bins. Pupils should aim to avoid touching their face or mouth.
- Although the school is cleaned carefully pupils should avoid touching surfaces like banisters and door handles wherever possible.
- At break and lunchtime pupils must remain outside the building unless they have permission to join the queue to purchase food.
- A double bell ring will be used to indicate that it is too wet for pupils to be outside and on those occasions, pupils will remain in classrooms.
- At the end of the school day pupils must leave the building unless they need to stay on site for study. The Hall is the only designated area for use.

Equipment and uniform

- Pupils should be prepared to be outside in wet/cold weather and should dress accordingly.
- Pupils should only bring the essential items for that day to school. Bags must not be placed on tables or chairs but on the floor under the pupil's desk.
- On days when PE is timetabled pupils in years 7-9 should wear correct school PE kit for the whole day.
- Pupils should provide their own stationery, pens and tissues. These cannot be shared.
- Mobile phones may only be used in lessons with the express permission of the teacher. Screens must be wiped regularly.

If a face mask is worn to school it is important that it is removed with care. Inappropriate use may inadvertently increase the risk of transmission.

Pupils should not touch the front of their mask during use or when removing them. They must dispose of temporary masks in a covered bin or place reusable ones in a plastic bag they can take home with them, and then wash their hands again.

Face masks worn must be of a plain colour.

Any pupil whose behaviour puts their own or others' safety at risk may be required to work in isolation. We recognise that there may be times when a pupil inadvertently breaks these rules and responds to reminders, however if the school's judgement is that this was deliberate sanctions will be applied.

Any pupil who commits serious or persistent breaches of the new COVID-19 protection rules and puts the safety or welfare of others at risk will be sanctioned using

the full range of sanctions available, dependent on the seriousness of the breach, up to and including in serious cases, permanent exclusion.

Attendance and absence reporting.

Expectations for attendance – the [latest government guidance](#) says attendance is mandatory. Pupils are expected to attend school punctually each day.

If a pupil is unwell or has been advised to self-isolate then parents must notify the school on the first day of absence.

The government require us to record attendance/absence quite specifically.

If your son / daughter is absent from school please use the parentmail app facility and follow the steps to “ Notify absence”

Alternatively contact the pupil absence line on 01753 967 554 or email Mrs Smajlaj on msm@herschel.slough.sch.uk

Please tell us specifically if the illness includes Covid-19 symptoms or if the pupil has been told to self-isolate.

Expectations for any remote learning

If pupils are not in school because they have tested positive or have been asked to self-isolate then we expect pupils to follow the remote learning code.

- Pupils should check work set daily.
- Complete work to the deadline set by teachers
- Seek help if they need it, from teachers
- Alert teachers if they are not able to complete work
- Use proper online conduct, such as using appropriate language in messages

If there are any problems with pupils adhering to rules around remote learning, including if they don't engage with the remote learning set for them, subject teachers will contact the pupil in the first instance and then inform parents if there is no improvement.

Monitoring arrangements

The Senior Leadership Team will review this policy as guidance from the local authority or Department for Education is updated, and as a minimum every 4 weeks during term time.

[Guidance for full opening of schools to pupils](#)

[Behaviour and attendance for full school opening](#)