

Student/Parent Guidance Document, including COVID-19 Code of Conduct for students attending school from 15 June 2020

Dear Student and Parent/Carer,

The school is partially re-opening for selected students, whilst maintaining our comprehensive online curriculum for all other students. In the first instance the school will be open for some year 10 and year 12 students. **Those who are unable to comply with the COVID-19 Code of Conduct and those who have medical conditions which classify them under the government guidelines as 'highest risk' should remain at home until advised otherwise.**

There are other complex reasons why a parent/carer may wish to keep their child at home and continue to access online learning only such as if members of their family or household are classed as extremely clinically vulnerable. Government guidance states that it is advised that if this is the case, students should "only attend an education or childcare setting if stringent social distancing can be adhered to and, in the case of children, they are able to understand and follow those instructions. This may not be possible for very young children and older children without the capacity to adhere to the instructions on social distancing. If stringent social distancing cannot be adhered to, we do not expect those individuals to attend. They should be supported to learn or work at home".

We have conducted a stringent Risk Assessment to ensure that the school is safe for students to attend when we re-open on the 15th June. However, if you have any concerns about sending your child to school during this period and wish to keep them at home, government have said that "Parents will not be penalised if their child does not attend school. We expect schools and other relevant partners to work with and support the relevant families and pupils to return to school. Under the Coronavirus Act 2020, we have relaxed the law, so that the parent of a child of compulsory school age is not guilty of an offence on account of the child's failure to attend regularly at the school at which the child is registered (section 444 of the Education Act 1996)" due to members of the family home. Please let us know if this is the case.

In these instances, work will continue to be set remotely for the students to complete at home. Our primary concern at this time is the health of the students, staff and their families. In order to keep everybody safe and reduce the likelihood of infection, we have developed the COVID-19 Code of Conduct (CCC) and a Behaviour Addendum to supplement our usual code of conduct and positive behaviour management policy has been put in place and must be observed by **all** members of the school community. This is a worrying time for us all and we hope that this Code of Conduct will help to alleviate some of your concerns regarding your child returning to school.

Parents and carers must not send their children to school with any symptoms of illness, however mild, including fever, diarrhoea, nausea, sore throat, cough, loss of smell/taste, rashes etc. The school reserves the right to refuse entry to any student where there are legitimate concerns regarding the health of a student. It will be the parent's responsibility to collect the child urgently where the child becomes unwell or appears unwell.

We expect every person in school to behave according to our three school rules "Ready, Respectful, Safe" which fully underpin the principles of this COVID-19 Code of Conduct. Behaviour that wilfully undermines the safety measures that the school has put in place or risks the safety of students or staff will not be tolerated and will be dealt with via the normal school disciplinary procedures and the established sanctions system.

In order to return to school, you and your child must agree to abide by all the parameters below. If you or your child are unable to agree to each separate statement in this Code of Conduct, then your child should not return to school until social distancing measures are relaxed by the government or the school asks you to return.

Covid-19 Code of Conduct for Students

Social Distancing

- ✓ We will follow the government guidance on social distancing. Students should respect the 2m rule. Where it is marked out in classrooms and around school it should be followed without exception. This applies at breaks and lunchtimes as well.
- ✓ There should be no physical contact between students.
- ✓ In classrooms students must follow instructions from staff at all times this is especially important with regards seating instructions and entering and leaving classrooms.

Conduct in class:

- ✓ As always students will be expected to maintain excellent behaviour during the workshops (Ready, Respectful, Safe) e.g. concentrating on tasks set, listening carefully to teacher explanation and treating all people with respect.

Equipment

- ✓ It is crucial that students come to school fully equipped and ready to learn. As it is no longer practical to ask to borrow equipment from friends or members of staff if an item is forgotten, students should bring to school two pens and a pencil.

Hygiene

- ✓ You should wash hands thoroughly using soap on arrival to school and at other points throughout day, especially before eating and as directed by an adult.
- ✓ Only use the toilet when an adult tells you it is safe to do so. Flush the toilet after you have used it. If there is someone else in the toilet area or at the sinks you must stay 2m away from them. You must wash your hands thoroughly and dry them.
- ✓ Try not to touch your face with your hands, especially your mouth, nose and eyes.
- ✓ If you need to cough or sneeze use a tissue and then put it in the bin. If you don't have a tissue then cough or sneeze into your elbow/ upper arm. Immediately wash your hands.
- ✓ Do not share drinks bottles or food. Water fountains will no longer be in use for hygiene reasons, please bring your own filled water bottle (s) to school.
- ✓ Tell an adult straight away if you feel unwell or have been coughing quite a lot.

Uniform

- ✓ For the summer term and for the entire Year 10 cohort as well as for the established key worker/vulnerable/EHCP group, students will be able to wear their own clothes although clothing that is worn should be appropriate for school. Items that are not permitted include: **vests, crop tops, short skirts or tight shorts or t-shirts with offensive slogans**.
- ✓ Wearing a face covering or face mask in schools or other education settings is not recommended.

Mobile Phones

- ✓ The rules on mobile phones remain unchanged, in short they should not be seen or heard during lessons or changeover time; unless it is part of on line learning.

Entering and Leaving the School Site

- ✓ Students should be encouraged to walk or cycle where possible.
- ✓ We will give clear messages to pupils about minimising the use of public transport and how to reduce the risks of transmission outside of school.
- ✓ Drop-off and collection times are staggered. Parents/carers' drop-off and pick-up protocols will be in place to minimise adult to adult contact are in place.

- ✓ Students will be given instructions about which entrances that they may or may not use.
- ✓ Follow the one-way system and signage in school.
- ✓ Students are expected to depart the school site immediately when dismissed and should not wait for friends from other groups.
- ✓ We advise parents that on arriving at home students should remove school clothing once in the house and these items should be placed into the washing machine immediately to be washed.
- ✓ We advise that students should shower as soon as they have taken off all items of clothing worn during the school day.
- ✓ Parents/carers are advised not to congregate in groups on, or directly outside the school premises.

Online Learning

All work online should maintain the same high standards of behaviour as if they were face to face in school with a member of staff.

- ✓ There should not be any offensive language or derogatory terms used
- ✓ Students should always think appropriately about the audience they are writing for

Sanctions

Behaviour that wilfully undermines the safety measures that the school has put in place or risks the safety of students or staff will not be tolerated and will be dealt with via the normal school disciplinary procedures and the established sanctions system.

Examples might include:

- Deliberately ignoring the social distancing measures or hygiene routines put in place by the school
- Spitting at another student/member of staff
- Deliberately coughing at a student/member of staff
- Behaviour or language that is intended to cause alarm or distress to students/staff about the current situation

Students who do not comply with the above will face consequences depending on the severity or the frequency of the non-compliance. This could include:

1. Clear warning given by class teacher.
2. Removal from session
3. Parents are contacted.
4. Student completes the work in isolation.
5. Student is excluded from the session and must leave the building.
6. Student is excluded from subsequent sessions.

If the behaviour of a student is such that a child is posing serious threat to the safety of others and the school has exhausted all strategies to reduce that risk, then exclusion remains an option. However, the head teacher would seek guidance from the Local Authority before carrying out this sanction as in the context of the virus, the safety of the pupil at home may also be seriously compromised and this risk should, not be diminished, but viewed as part of the overall risk assessment for the child, taking on board the views and advice of all relevant stakeholders and agencies.

Rewards

Our positive rewards and celebrations cannot operate in the same way as in normal school opening. However, teachers will adapt our systems in the spirit of our school values to ensure that all children feel valued as celebrated. This may well evolve once teachers begin to support children and devise and adapt the most appropriate strategies for their group. This may include:

- Verbal praise
- Text to parents
- Phone call to parents
- LORIC Cards and points (via SIMS App)

These expectations will underpin everything we do to **Be Ready, Respectful and Safe and Protect Our Community.**