



THE Boswells SCHOOL

Addendum to Behaviour Policy for the wider re-opening of CLP secondary schools in September 2020

A member of the Chelmsford Learning Partnership

Committee Responsible	Local Governing Body
Lead Member	Headteacher
Approved by	Chair of Governors
Date Approved	1 st September 2020
Version	3

This addendum is in addition to our existing Behaviour Policy, which remains in force and can be found here:

<https://www.boswells-school.com/ugc-1/1/7/0/99756d76-2333-46f3-a9f0-f26b099e670a.pdf>

We recognise as a school that returning after such a long time at home presents a unique and challenging set of circumstances. We accept that students will take time to settle in and establish themselves in a routine and that it will feel strange for them to be back in school and in classrooms with their friends. Some students may feel anxious or nervous about their return to school and so extra pastoral care and support will be available. You may wish to view the following clip which talks through some of the thoughts and feelings which may be felt in relation to this. It also offers some suggestions on how to manage those feelings

<https://nipinthebud.org/information-films/tips-for-returning-to-school/>

There are some additions and amendments to our school rules for students to follow. These are set out below. The additions have been put in place to ensure the safety of students and staff and should be taken very seriously.

Social Distancing

We will follow the government guidance on social distancing and students must adhere to the 2 metre rule wherever possible with respect to staff. This applies at breaks and lunchtimes as well. There must be no deliberate physical contact between students such as hugging, bumping, hand shaking, fist bumping, elbow bumping or anything similar that includes physical contact. In classrooms, students must follow instructions from staff at all times and this is especially important with regards to seating instructions, entering and leaving classrooms. Students should not wherever possible enter the 2m taped area designated for teaching staff within classrooms. Students must remain in their designated zone for breaks. There should be no stopping in corridors or pathways as students move around the school site. One way systems must be adhered to at all times.

Hygiene

There will be an expectation that students wash their hands/use hand sanitiser on a regular basis when in school. This includes when entering the building at the start of the day and also when coming back into the building following any breaks. Students must follow these procedures without exception. Students are encouraged to bring their own sanitiser in addition to what is provided but they must be sensible with their use of it. We urge students to walk or cycle to school wherever possible or if required be transported in a car to avoid the use of public transport. The current government advice for travelling on public transport states that passengers should wear a face covering as a precaution to help to keep themselves safe – once removed these should be stored in a zip loc style bag. Further guidance on travelling on public transport can be found by clicking on this link:

<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>

Face Coverings

Students are expected to wear a face covering on school site at all times unless:

- They are sat in their allocated seat within a classroom
- They are eating in a designated indoor lunch venue
- They are outside at break and lunch time in their designated zone
- In addition, they must wear a face covering if they are walking in close proximity to another student outside of their 'bubble' on the way to or from school

Please also be aware that:

- Students will see members of staff adopting the same protocol, with some teachers choosing to wear visors during lessons.
- Some students and staff will not be wearing face coverings due to personal medical reasons
- Some students and staff will be wearing face coverings in classroom settings
- Face coverings must be appropriate for a school setting, with no inappropriate slogans, markings, etc.

Please see the link below which provides advice on the wearing of face coverings:

<https://www.youtube.com/watch?v=NMSqc9SpbJc>

Behaviour that wilfully and deliberately undermines the safety and hygiene measures that the school has put in place, or that persistently risks the safety of students or staff, will not be tolerated. These incidents will be treated as serious breaches of the school's Behaviour Policy and sanctioned accordingly.

Year 10, 11, 12 and 13 students are using specialist classrooms wherever possible, meaning that prior to leaving a classroom they will be required to sanitise their desk space and chair to enable the room to be ready for the next lesson. The member of staff will sanitise the desk and chair and the student will use provided paper towels to wipe the desk space and chair before leaving the room. Students must take responsibility for this.

Behaviour

Internal isolation or exclusion from school are sanctions the school may use in response to a serious breach of the schools Behaviour policy. Parents should also be aware that the school may involve the police in any incident where a student deliberately endangers the safety of anyone on the school site. Examples of situations which endanger others safety and may result in internal isolation or exclusion from school might include:

- Deliberately not engaging with the enhanced hygiene expectations such as cleaning desk space
- Deliberately ignoring the social distancing measures put in place by the school
- Deliberate physical contact with other students or staff
- Deliberately ignoring the school one-way system or wilfully accessing the incorrect Zone/ student bubble
- Deliberately coughing, sneezing or spitting at or towards another student/member of staff
- Refusal or persistent failure to follow the school rules on hygiene and hand washing
- Spitting in any form.

- Chewing, throwing or disposing of chewing gum inappropriately
- Behaviour or language that is intended to cause alarm or distress to students/staff about the current situation
- Behaviour or language on social media or on line on any other virtual platform that is intended to or may cause distress or harm to anyone else in our community, including bringing the good name of the school into disrepute.

Amendments to PAL system

The Positive Action for Learning (PAL) system remains in place as set out in our Behaviour and Expectations policy which can be viewed here:

<https://www.boswells-school.com/ugc-1/1/7/0/99756d76-2333-46f3-a9f0-f26b099e670a.pdf>

It may not always be possible for the student to move to another seat in the event of them receiving a second warning for disruptive behaviour. This will, however, be made clear to them at the time. Removal from class at the PAL 3 stage will be to another class within their year group bubble whenever possible. Students will be expected to attend their PAL 3 restorative meeting with their teacher - this may need to be arranged at the end of the school day to avoid cross contamination of year group bubbles and should be coordinated by the member of staff around their timetable.

Detentions

Staff will continue to be able to keep students back at the end of a lesson into a break or lunchtime for five minutes if it does not affect them getting to their next lesson on time.

The **Senior** detention formerly on a Monday, Wednesday and Friday afterschool will now take place every night after school in the theatre (Year 9,10,11) or restaurant (Year 7 and 8) where students can be socially distanced from one another and therefore negate the need for a year group bubble. Senior detentions will be issued for between 30 and 60 minutes.

The **Headteacher's 90-minute** detention will continue to take place on a Friday after school in the theatre (Year 9,10,11) or restaurant (Year 7 and 8) where students can be socially distanced from one another and therefore negate the need for a year group bubble.

We will continue to give overnight notification of a detention and this is likely to be via an email.

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, two pencils a ruler and a calculator. School books must not be shared and students should ensure that they always carry a reading book. Silent reading will be in place at regular intervals during the school day, including lesson changeover. This is expected to be quiet, settled time. It is compulsory for all years to have a reading book with them every day. An amended school library service will be in operation and details will be published to parents and students.

If students have sanitiser, they will be allowed to apply it at regular intervals although students will also have the facility to wash their hands with soap and water in the toilets.

Uniform

Full school uniform must be worn at all times* and includes the blazer, tie and proper school shoes, not trainers as set out in our Student Behaviour and Expectations Policy.

*On the days that students have a PE or Dance lesson, they are permitted to wear their PE kit. Only regulation PE kit is acceptable and students failing to wear the correct PE kit may be sent home to change.

The school rules for jewellery, shoes and make-up remain unaltered. The only permitted item of jewellery is one stud earring in each ear. Makeup should be discreet with no nail varnish allowed. Gels or acrylic nails are not allowed and natural nails should be kept short for health and safety reasons. Girls must not bring makeup into school to minimise the risk of cross contamination.

Mobile Phones

The rules on mobile phones remain unchanged, in short they should not be seen or heard on the school site or within the school building, unless instructed by a member of staff for use in a lesson setting.

Entering and Leaving the School Site

- Students will be given instructions about which entrances and exits they are to use. Please note that at the end of the school day there will be no facility for students to stay on site to wait for friends or transport. Request for a child to wait for a sibling should be made in writing to the Head of Year. Students are expected to adhere to their own Year bubble start and finish times which will be different to other year group bubbles.
- To maintain bubbles and to reduce the opportunities for mixing students are discouraged from frequenting the local shops before or after school. Under no circumstances should students congregate outside local shops.

Additional Home/School Agreement

This should be read in conjunction with our current Home School Agreement and covers the period from 1st September 2020 (updated 5th November 2020) and until further guidance is issued.

As a school, we will:

- Ensure that your child has a safe working environment when they return to school, including new rules about social distancing and keeping safe in school
- Have in place additional measures to help improve hygiene in the school. These include an expectation that children will be directed to clean their hands more regularly over the course of the school day.
- Ensure that there is additional cleaning of toilets during the day

- Keep you updated and informed should there be a confirmed case of coronavirus in the school and what steps you can take as a parent/carer should this happen

As a parent/carer, I will:

- Check that my child does not have any coronavirus symptoms before sending them to school each day. This includes checking for the following key symptoms:
 1. **High temperature:** This means you feel hot to touch on your chest or back (you do not need to measure your temperature)
 2. **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)
 3. **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
- Keep my child off school if he/she is showing symptoms of coronavirus.
- Ensure I follow the government guidance about self-isolating all members of my household if one of my household has coronavirus symptoms. All pupils and their families are eligible for a test for coronavirus if anyone in the household has symptoms.
- Inform the school immediately if my child is absent or self-isolating.
- Talk to my child about the new rules about keeping safe in school.
- Prior to starting, talk to my child about how different school may feel and look and that staff and students will be wearing face masks/gloves etc.
- Ensure that my child has the proper equipment for school (pens, pencils etc.). We appreciate that this cannot be lent out in school.
- Ensure that my child has an appropriate face covering to take to school each day.
- Support the school in dealing with instances of deliberate breaches of our new rules regarding pupil safety. Ensure my child understands the serious consequences should these be breached.
- Recognise that the arrangements that the school has in place may change at very short notice as a result of staff absence.
- Not use social media/WhatsApp groups to discuss any concerns we have about the provision in school. I recognise that this may cause anxiety to others in the community and I will contact the school directly should I be concerned about any aspect of the return to school in September.

As a student I will:

- Observe the appropriate social distancing measures at all times, this includes on the playground or on the way to and from school
- Frequently clean my hands during the day, especially if I am told to by an adult in school
- Tell a teacher or an adult immediately if I don't feel well
- Not behave in a way that deliberately endangers the health and safety of others; in particular, not to spit/cough/sneeze in the direction of anyone else on the school site. I recognise that endangering the health and safety of anyone when I return to school is a very serious breach of the school's behaviour policy and could have significant consequences for me.
- Ensure I have all the equipment I need for school as the school will not be able to loan me any equipment
- Ensure that I bring a face covering to school each day and wear it appropriately in the designated areas

- Not bring or chew gum on the school site
- Not bring make up onto the school site
- Not share my food or drink with anyone else
- Wear my uniform or PE kit correctly and follow the rules in relation to uniform, jewellery and footwear.