

# Kingsmead School



## COVID-19 ADDENDUM FOR BEHAVIOUR

This procedure should be read in conjunction with Kingsmead School  
Rewards and Sanctions Strategies

Approved by: [A Reynolds]

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### 1. Scope

This addendum applies until further notice.

It sets out changes and exceptions to our normal Rewards and Sanctions Strategy for behaviour. Pupils, parents and staff should continue to follow our normal Rewards and Sanctions Strategy for behaviour with respect to anything not covered in this addendum.

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

### 2. Expectations for pupils in school

#### 2.1 New rules

When pupils are in school, we expect them to follow all of the rules set out below to keep themselves and the rest of the school community safe. Staff will be familiar with these rules and make sure they are followed consistently.

Parents should also read the rules and ensure that their children follow the new procedures that have been put in place. Parents should contact their child's Progress Leader if they think their child 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.

In order to follow government recommendations around social distancing and year group 'bubbles' we have made small adjustments to the school day. These changes will revert to normal once the restrictions around year groups and social distancing are removed.

The adjustments allow us to reduce unstructured time during the day; whilst giving students and staff the opportunity to have some refreshments and comfort breaks. This structure allows us to keep specialist teachers in specialist rooms and means that we can maintain our 5 hours a day of lessons; ensuring that the curriculum is fully taught to all year groups.

The timetable can be found on the school website and has been shared through our various social media sources along with letters home and via ParentPay.

#### Keeping safe

- There is a one-way system and single file for movement around the site
- The earlier start and end of the day at Kingsmead will help to reduce contact with students from other schools
- Toilets and fire door handles will be cleaned throughout the day on rotation; ensuring that they are kept to a high standard of cleanliness and that soap and hand gel availability is checked regularly
- It is **compulsory** that children wear a face mask when on corridors moving from and to teaching bases and recreation areas. This is to help protect students, staff and other adults

and will enable us to play our part in preventing the spread of Covid-19. This is **not optional**, and we ask that all students and parents support us in this move

- We are also not asking children to wear face coverings during the 2 break times where they will usually be outside and in year group bubbles.
- We are not asking year 11 to wear a mask when eating in the dining room during extended 2<sup>nd</sup> break because they are in a year group bubble and social distancing of 2M is possible
- Where parents believe that a Child is exempt from wearing a face covering should contact the progress leader with clear reasons for the need to have an exemption pass issued. The progress leader will discuss this with the parent and issue a pass where appropriate.
- Children will be asked to use sanitiser as they enter and leave a classroom; sanitiser will be provided at the front of each classrooms in 4 stations to speed up exit and entrance to rooms
- Children will be asked to wash hands or use sanitiser before and after eating, coughing or sneezing
- Classrooms have been re-arranged so that desks are facing forward. Children are not sat facing each other.
- All specialist lessons: PE, science, drama, technology, Art and music have been risk assessed to make teaching within the specialism Covid-safe. You can see these risk assessments on our website.
- Staff and Year 11 students who are involved in Booster sessions will be allocated a longer break during the day
- There will be table wipes in all classrooms
- Tissues will be provided in every classroom and toilet to support the 'catch it, bin it' strategy
- Staff will be asked to stay two metres away from children in the 'teacher zone'
- We will increase the number of water stations around school to reduce the opportunity for cross contamination during the filling of water bottles and ensure children stay hydrated during the day
- All classroom doors will be propped open to prevent cross contamination from door handles.
- Children will have to follow the 1-way system to and from classes and year group zones.
- All doors which are not fire doors will be propped open
- Extracurricular activities will be temporarily restricted while we wait for guidance to change

### **How can parents and students support us and keep everyone safe?**

#### **Students**

- Please only arrive at school at the expected time of 8.25 or 8.00 am. Going to lockers is possible but please make your visit as quickly as possible.
- Please only arrive by your 'year group bubble' entrance (see map below)
- Please do not congregate in groups outside school or around school
- Please leave the school site promptly when escorted to your designated exit by your teacher
- Please do not gather outside school
- Follow these guidelines when using a face covering
  - Face masks should be placed over the nose and mouth, fitting snugly over the nose
  - When removed the face mask should be folded so that the inside is kept contained and placed in a zip lock bag to keep any particles that have been deposited on the mask inside the bag
  - Hands should be sterilised straight after removing the mask and prior to starting learning
  - At the end of the lesson after packing away, hands should be sterilised, and face masks placed on faces securely before going onto the corridor.
- Please wash your hands after and before you eat as well as using sanitiser when you enter and leave a classroom

- Please wear a full uniform to minimise the borrowing of items. Try to be very organised with the things that you need, pack bags the night before to reduce the likelihood of having to borrow anything that will then need to be sterilised
- Please follow the one-way system in single file. You absolutely cannot and must not stop on corridors to talk or make physical contact with other students
- As soon as you reach your classroom on time, go in. Do not wait on the corridor. Sit in your allocated desk and keep to that desk in the future
- Should you need to sneeze or cough, please use the tissues available and dispose appropriately following 'catch it, bin it, kill it' and avoid touching your mouth, nose and eyes with hands
- It is essential that you do not under any circumstances cough or spit at or towards any other person
- We are not asking year 11 to wear a mask when eating in the dining room during extended 2<sup>nd</sup> break because they are in a year group bubble and social distancing of 2M is possible

## Parents

- Talk this letter through with your child, please discuss the reasons for the changes and rules that are in place. Your support is very important to us and will help us to keep everyone safe. We know that this is very frightening for the children but if you explain the reason for the rules, they will accept that they are important
- As it is now compulsory to wear a face covering please make sure you purchase enough to be used throughout the week along with a zip lock bag
- If your child is exempt from wearing a face covering please contact your child's progress leader immediately to provide the necessary evidence
- Please do not congregate outside school to pick up or drop off children
- We are sorry to ask this but please do not visit school unless it is necessary, if possible, ring us. If this is not possible please make an appointment to come into school so that we can ensure that appropriate social distancing is achieved to protect parents and staff
- Please keep children at home if they have a temperature, cough, cold, stomach bug or a loss of taste and smell
- Please Inform us straight away if you or your child or other close family member is being tested or has received a positive result for Covid-19
- Try where possible to provide food, snacks and water from home (unless in receipt of FSM). This is important as the day will be packed with learning experiences. Children will need to keep their energy levels up and remain hydrated.
- If you are not providing food from home, you can order food a week in advance on the Chartwells on-line ordering system. This food will be delivered by progress teams to your child at the start of their break 1 or break 2. Details of this online App will follow.
- Try where possible to ensure that children have had a good breakfast before they come into school. This will ensure that they are ready to learn at 8.30 am
- Please encourage your child to complete home learning tasks on time in preparation for the lessons at school. This will help us to quickly close any gaps that may have developed during the pandemic. Home learning combined with other tools like reading, computers, textbooks and tasks set through their teacher will help children to accelerate their learning
- Please help us by practicing the times tables up to 15 times at home along with reading and discussing books. The knowledge planner is packed full of subject specific activities and ways to develop cultural capital that will help students to become independent and informed in our world

## 2.2 Rewards and sanctions for following rules

To help encourage pupils to follow the above rules, we will:

- Continue to have high expectation of pupils arriving, around and leaving the school site
- Continue to deliver high quality lessons and push pupils to progress in all subjects
- Use the reward system to give pupils XP for meeting the key Kingsmead values of Resilience, Innovation, Mindfulness and Employability (RIME)

However, if pupils fail to follow these rules, we will:

- Use verbal warnings to indicate when a pupil's behaviour is, or is becoming unacceptable
- Use the sanctions systems in place (PREP & R&R) to award a sanction should the behaviour not alter
- Continue to issue Subject reports or place pupils onto the Cycle process should behaviour not improve

## 2.3 Changed rules

Until further notice, we will alter the following school rules:

- All communications regarding the awarding of rewards and sanctions for PREP & R&R will now be through the Go4Schools website and the pupils' knowledge organisers. Parents will **NOT** receive a text message or phone call home. It is essential that parents create a Go4Schools account to receive notifications via their email held in school and parents check their child's organisers regarding sanctions
- Pupils who have a PREP sanction **MUST** at 2.00pm meet their Progress Leader at their designated exit then follow the Progress Leader to their PREP classroom to complete their sanction. This will ensure pupils remain in their year group bubbles
- Pupils who have an R&R sanction **MUST** at 2.00pm go to BO1 and immediately enter and be seated for their session
- Expectations for attendance – the latest government guidance says attendance will be mandatory from September therefore we have the same high expectations for attendance and will be following the schools attendance policy.
- If a pupil is late then pupils will receive an automatic PREP for the next afternoon session
- From September 2020, all pupils must wear uniform to school and follow normal school rules on uniform. If pupils cannot wear their full uniform, parents should contact their child's Progress Leader for further guidance
- It is **compulsory** that children wear a face covering when on corridors moving from and to teaching bases and recreation areas. This is to help protect students, staff and other adults and will enable us to play our part in preventing the spread of Covid 19. This is **not optional**, and we ask that all students and parents support us in this move
- If for any reason you are unable to wear a face covering, for either medical or emotional reasons, parents should contact their progress leader, who when furnished with evidence will authorise an exemption lanyard. Failure to do this will result in the school following our normal Rewards and Sanctions Strategy for behaviour and issue sanctions for refusing to follow school rules.

### **3. Expectations for pupils at home**

#### **3.1 Remote learning rules**

If pupils are not in school, we expect them to follow all of the rules set out below.

Parents should also read the rules and ensure their children follow them. Parents should contact your child's Progress Leader if you have any concerns regarding these matters so we can consider alternative arrangements and support them with their learning.

- Pupils **MUST** follow their usual school timetable and only complete work for the lessons they have on that day
- Pupils should follow their timetable in order and complete the work as specified
- All work should be submitted by 2.00pm on the day of completion so that staff can check it has been completed correctly
- Seek help if they need it, from teachers or teaching assistants using the Show My Homework (SMH) App
- Alert teachers if they are not able to complete work
- Use proper online conduct, such as using appropriate language in messages

#### **3.2 Dealing with problems**

If there are any problems with pupils adhering to rules around remote learning, including not engaging with the remote learning set for them, we will:

- Contact the pupil using the Show My Homework (SMH) App to give guidance to the pupil
- Should this not work parents will receive contact from the Subject Leader regarding the work being set
- If the situation is not resolved, then the Progress Team will intervene

### **4. Monitoring arrangements**

We will review this policy as guidance from the local authority or Department for Education is updated, and as a minimum 4-week period by the Assistant Head for Student Engagement. At every review, it will be approved by the full governing board.

### **5. Links with other policies**

This policy links to the following policies and procedures:

- Safeguarding and Child Protection Policy
- Rewards and Sanctions Strategies (Behaviour)
- Health and Safety policy
- Attendance Policy
- Uniform Guidance