



**CORE
CITY
ACADEMY**

COVID 19 BEHAVIOUR POLICY ADDENDUM

**STUDENTS ATTENDING SCHOOL & STUDENTS
REMOTE LEARNING – COVID-19**

School Name: CORE City Academy

Policy owner: Wayne Robinson

Date: September 2020

Date shared with staff: September 2020

Rationale and expectations

In order to support students and staff in school and also to ensure the strict safety guidelines are adhered to, balanced with the need for all students to learn in an environment conducive to learning, students will be reminded of the behaviour expectations in September through a host of sessions.

Whilst expectations in our Behaviour Policy remain, it is necessary, in light of the Covid-19 pandemic, to make some adjustments due to the implications of reopening to students within bubbles, staff and parents. The addendum to the Behaviour Policy of Core City Academy outlines the temporary expectations of all staff and students. The addendum covers staff and students on site as well as remote learning (If we were to return to a lockdown or per bubble lock down).

Entrance/Exit to the Academy by students and times

| Year Group | Site | Entrance/Exit | Start Time | Finish Time |
|------------|--------------|------------------|------------|-------------|
| Year 7 | Langley Walk | Bath Row | 8:30am | 3:00pm |
| Year 8 | Langley Walk | Cregoe Street | 8:30am | 3:00pm |
| Year 9 | Newhall | Charlotte Street | 9:00am | 3:30pm |
| Year 10 | Newhall | Newhall Street | 9:00am | 3:30pm |
| Year 11 | Newhall | Newhall Street | 8.30am | 4:00pm |

Whilst on School site all staff and students should follow the below instructions:

- On arriving onto the school site, all Staff and Students should WASH their hands immediately
- All staff and students are encouraged to wear a mask on travelling around the building at lesson change over, break & lunch times.
- To remain 2 metres apart where possible always maintaining the social distancing guidelines
- To not make physical contact with any other staff or student(s) – no handshakes or fist bumping
- To follow the one-way system in place
- To remain in the Bubbles/zones/rooms allocated
- To inform a staff member right away if you start feeling unwell
- To not open, close or touch windows or door handles

- Students must remain seated throughout the lesson and require permission from the adult in charge if they want to move out of their seat. To not switch seats, tables or chairs, to remain on the table allocated and to use the equipment provided ONLY
- Students must remain in the classroom; there may be exceptions to this if they have a medical pass. All staff will be informed of who these students are and the reason for their pass
- No student is to share FOOD or DRINK with any other person

Hand washing and Hygiene

Students and staff will be expected to follow the DfE/ Government hierarchy of controls:

- minimising contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges
- cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered
- ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach

Students can bring in their own hand sanitiser. Students will wash hands before entering school and after returning from break, should a student refuse to follow these routines or any health and safety related instructions, appropriate follow up by pastoral staff or a senior member of staff will be used.

Year 11

All year 11 students will arrive on site by 08:30, they will enter via the student gate on Newhall Street. All students are required to wash their hands or use hand sanitiser provided. Once Hands have been washed Students will make their way to floor 1 (Respect floor) and into their bubbles. They will use stair case A. Year 11 are not to venture to any other floors within the school building. If a student breaks the rules, this will be deemed as a serious breach of the guidelines and further action may be taken. At the end of the school day (16:00) all year 11 students will leave down the stair case A and out of the student exit. If a Payback (detention) has been set, then said student will be required to remain after academy to sit the Payback. Latest finish time after payback is served is 16:30. All paybacks will be communicated home via Class Charts.

Year 10

All Year 10 students will arrive on site by 09:00, they will enter via the student gate on Newhall Street. All students are required to wash their hands or use hand sanitiser provided. Once Hands have been washed Students will make their way to floor 3 (Core floor) and into their bubbles. They will use stair case A. Year 10 are not to venture to any other floors within the school building. If a student breaks the rules, this will be deemed as a serious breach of the guidelines and further action may be taken. At the end of the school day (15:30) all year 10 students will leave down the stair case A and out of the student exit. If a Payback (detention) has been set, then said student will be required to remain after academy to sit the Payback. Latest finish time after payback is served is 16:30. All paybacks will be communicated home via Class Charts.

Year 9

All Year 9 students will arrive on site by 09:00, they will enter via the pedestrian gate Charlotte Street. All students are required to wash their hands or use hand sanitiser provided. Once Hands have been washed Students will make their way to floor 2 (Opportunity floor) and into their bubbles. They will use the main stair case. Year 9 are not to venture to any other floors within the school building. If a student breaks the rules, this will be deemed as a serious breach of the guidelines and further action may be taken. At the end of the school day (15:30) all year 9 students will leave down the main stair case and out of the Charlotte Street exit. If a Payback (detention) has been set, then said student will be required to remain after academy to sit the Payback. Latest finish time after payback is served is 16:30. All paybacks will be communicated home via Class Charts.

Year 7 & 8

All students will arrive on site by 08:30, they will enter via the pedestrian gate Charlotte Street. All students are required to wash their hands or use hand sanitiser provided. Once Hands have been washed Students will make their way to floor 1 (Opportunity floor) for year 7 and floor 2 (Core floor) for year 8 and into their bubbles. Year 7 will use stair case A and Year 8 stair case B. Students are not to venture between floors. If a student breaks the rules, this will be deemed as a serious breach of the guidelines and further action may be taken. At the end of the school day (15:00) Year 7 students will leave down stair case A and year 8 stair case B and out of the exit which they entered. If a Payback (detention) has been set, then said student will be required to remain after academy to sit the Payback. Latest finish time after payback is served is 16:00. All paybacks will be communicated home via Class Charts.

If a student is unwell:

Students will be expected to tell a member of staff if they are unwell and are exhibiting signs high temperature, persistent cough, generally not feeling well. Students will inform the staff member in the 'bubble'. The member of staff will ask the child to stand or sit outside of the classroom. They will then call for an on-call member of staff who will pick this up and action this immediately.

Movement around the building:

- Students must enter school through the designated gate at all times and not main reception
- Students will enter and go straight to the designated area, keeping a 2m distance where possible from any other individual. There will be markers on the floors to support students with social distancing.
- Students are not to open or close windows or doors, not touch door handles whilst walking around the building etc. All of the doors will be pinned back and windows opened accordingly
- upon departure, students will leave the building via the same stair case and exit as they entered. In some instances, being escorted by the member of staff.
- They will leave as a group (bubble), again keeping their distance using the markers on the floors as a guide.

- Movement around the school will be limited with only the floor which your year group bubble is based on. No students can mix year group bubbles.
- Break time, students will follow the markers on the floor to ensure they stay 2m from peers and adults where possible. Children will follow a member of staff from their classroom on their designated route.

Duties:

It is paramount all staff report to duty and ON TIME. Speak with the duty leader of any incident, or if you have questions.

| Year 7 | Year 8 | Year 9 | Year 10 | Year 11 |
|------------|------------|-----------------------------|-----------------------------|-----------------------------|
| AM Break - | AM Break – | AM Break – 10:10 - 10:25 | AM Break – 10:35 – 10:50 | AM Break – 09:45-10:00 |
| Lunch - | Lunch – | Lunch – 12:10 - 12:40 | Lunch – 13:00 – 13:30 | Lunch – 11:20 - 11:50 |
| PM Break - | PM Break – | PM Break – 14:25 - 14:40 | PM Break – 14:50 - 15:05 | PM Break – 14:00 - 14:15 |

All staff - Should arrive to duty spot on time. Remain on their duty spot for the duration of the duty. No staff member should leave their duty spot early. You are required to monitor the area and ensure students are safe and calm and maintaining the social distancing guidelines. Staff should not be congregating together on duty and should also maintain social distancing guidelines. Staff should be monitoring the duty area assigned. If you require the swapping of your duty, it is your responsibility to arrange cover with your colleagues who are in school.

All expectations of duties are explained below. Break Time – (2x 15 minutes) Lunch (30 minutes)

Duty Leader - Check staff are on their duty spot, and once all duty spots are checked take up your duty post. If a staff member is late or does not attend their duty this should be followed up in an e-mail WRO and DBA should be copied into the e-mail.

Canteen queue & empty Canteen: Oversee the queue system in the canteen, ensuring all students are lined up correctly and observing social distancing measures. All students are to purchase their food and take a seat in the canteen or make their way into the playground. Students remaining in the canteen should remove their coats. Students should not be standing by or in the entrance/exit doors. Students are expected to be calm and seated 2 metres apart. There should be NO running in the canteen.

Canteen & empty Canteen: Students coats should be removed; Students should not be standing by or in the entrance/exit doors. Students are expected to be calm and seated on the allocated seats observing the 2 metre social distancing. There should be NO running in the canteen.

Toilet Corridor to reception: NO students should congregate here. Students should be safe and behave in a calm manner. NO food is to be eaten in this area. Toilets will not be open in this area at break/Lunch time. Any student requiring the toilet should use the toilet facilities on their bubble floor.

Muga: Students are expected to behave in a safe manner and maintain the social distancing guidelines of 2 metre. Staff should supervise/monitor their behaviour and the social distancing measures are being met appropriately.

Student Entrance/Driveway: Supervise students in this area, no students should be in the actual drive way or entering the school building before the bell. Students should be safe and calm.

Lower playground (Bike shed area): Students are expected to behave in a safe manner and maintain the social distancing guidelines of 2 metre. Staff should supervise/monitor their behaviour and the social distancing measures are being met appropriately. Staff member to be positioned by the bike shed area. Ensure all students are safe and calm.

Lower playground Corner (Car park): Staff member to be positioned on the corner of the lower playground by the car park gate, ensuring all students are being safe and behave in a calm manner and adhering to the 2 metre social distancing guidelines.

Praise and Rewards

It is important we reward our students for meeting the school's expectations – The rewards table below, shows how a student can gain reward points both on site and remote learnings.

| Type of Reward | Reward Received |
|----------------|---|
| Praise | 0 points Verbal praise |
| Value Credit | 10 points Value credits can be awarded for: <ul style="list-style-type: none"> • Classwork • Homework, • Participation in lessons • Excellent effort in lesson • STAR • Collaborating with others • Student helper • Good Manners |
| Value Award | 25 points Students can be awarded with Value Awards for displaying outstanding CORE values in and out of lessons. Collaboration Award: <ul style="list-style-type: none"> • Outstanding contribution SLT • Outstanding school sport representative • Outstanding collaboration • Outstanding community work • Outstanding external contribution Opportunity Award: <ul style="list-style-type: none"> • 100% Attendance • 100% Punctuality • Outstanding contribution to future success |

| | |
|------------|--|
| | <ul style="list-style-type: none"> • Outstanding independent learning • Outstanding work for an external organisation <p>Respect Award:</p> <ul style="list-style-type: none"> • Outstanding attitude to diversity • Continuous display of manners • Continuous high standard of uniform • Outstanding act of kindness • Outstanding support of peers <p>Excellence Award:</p> <ul style="list-style-type: none"> • Outstanding value credit achievement • Outstanding classwork • Outstanding homework • Outstanding mastery achievement |
| CORE Award | <p>50 points</p> <p>This will only be issued once a student has successfully collected a each of the four value awards: Collaboration, Opportunity, Respect and Excellence.</p> <p>This will be awarded by the Headteacher.</p> |

Sanctions:

unsafe behaviour during the Covid19 Bubble Time table (including students who are deliberately not following instructions for social distancing):

| Category | Dealt with by who | Concern | Action |
|----------|------------------------------|--|---|
| 1 | Teacher | <p>Disrespect or inappropriate behaviour below the required expectations of acceptable behaviour within school during normal operation.</p> <p>-This could include rudeness, disrespect or not following instructions such as social distancing.</p> | <p>Conversation with student(s) which could include a verbal warning, moving seats and other behaviour management strategies (see behaviour pathway).</p> <p>-Contact with parents/carers.</p> <p>-Concern logged on Class Charts</p> |
| 2 | Middle Leaders (HOD) On Site | <p>Repeated instances of "1" or:</p> <p>A single use of offensive language (not towards staff).</p> <p>- Abruptness towards staff.</p> | <p>Conversation(s) with student(s) which could include a verbal warning, moving seats and other behaviour management strategies.</p> <p>- Contact with student's parents/carers</p> <p>- Concern logged on Class Charts</p> |

| | | | |
|---|-------------------|--|--|
| | | <ul style="list-style-type: none"> - Unsafe behaviour during the partial closure this could include not following instructions for social distancing | <ul style="list-style-type: none"> - On site HOY or SLT informed |
| 3 | Pastoral Team/HOY | <p>Repeated instances of “2” or:</p> <ul style="list-style-type: none"> -A single use of offensive language towards staff. -Inappropriate comment about any member of staff in school. -Any use of racist, homophobic, bullying, discriminatory language/behaviour. - Repeat of unsafe behaviour during the partial closure - this could include not following instructions for social distancing | <p>If a HOY is in school, they may adopt one or more of the following actions:</p> <ul style="list-style-type: none"> -Phone call home. -Temporary suspension of student access to learning platforms. -Logging of incidents on CPOMS as applicable. - Implementation of Risk Assessment where necessary <p>Referral to SLT if: A HOY is not on School site The issue would usually result in a fixed term exclusion</p> <p>If HOY believe that a referral to police or another agency is necessary</p> <p>Any comments towards a member of staff that could be construed as inappropriate or sexualised</p> <p>A continuation of problematic behaviour after HOY intervention</p> |
| 4 | SLT - On site | <p>Issue would normally result in a fixed term exclusion.</p> <ul style="list-style-type: none"> -If staff have indicated that a police or social services referral is necessary | <p>SLT will carry out one/several of the following, in consultation with the Headteacher/Deputy Headteacher or Lead DSL.</p> <ul style="list-style-type: none"> - Phone call home to discuss issue with parent/carer and student. |

| | | | |
|--|--|---|---|
| | | <p>- Any comment towards staff that could be construed as inappropriate or sexualised – no matter how minor it may seem</p> <p>-Repeat failure of Students not following the government and School Social Distancing guidelines stipulated above.</p> | <ul style="list-style-type: none"> - Temporary/longer term suspension from learning platforms, emails. - Log incident on Class Charts - Log incident on CPOMS if applicable. - Implementation of Risk Assessment where necessary - Referral to police and/or other key agencies such as social services - If student is deemed MORE 'at risk' studying at school, a temporary suspension from attending school may be considered. This would be carried out in liaison with all relevant active agencies. |
|--|--|---|---|

REMOTE LEARNING

This addendum to the Behaviour Policy of Core City Academy is for use if the school is to face full or partial closure. The below goes through the arrangements and the expectations of students accessing resources from home and returning to school site.

Staff/Student Conduct

- Always maintain professionalism
- Treat all online lessons/form time in the same way you would treat a classroom lesson
- All language used should be professional and all elements of The Teacher Standards continue to apply
- Staff - Dress appropriately maintaining professional standards
- Use a blank background or the features available on MS teams to blur your background.
- Mute microphones where necessary so no inappropriate back ground noise can be heard
- Remind students of acceptable behaviour and their conduct during class.
- Live streaming means screenshots and video recordings of your lesson could occur so you should always observe professional conduct at all times.
- **Students – found to have taken screen shots or pictures will be sanctioned accordingly and if necessary reported to the police.**

Communication

- The software we use is Microsoft Teams. All contact should only be through MS Teams or via the school email.

Microsoft Teams

Safety

- Beware of phishing emails asking for your password – Microsoft will never ask you for your password.

Rewards: Same as above

Sanctions - unsafe, disruptive or abusive behaviour during remote learning:

| Category | Dealt with by who | Concern | Action |
|----------|-------------------------------|--|---|
| 1 | Virtual tutor/subject teacher | -Minor disrespect or inappropriate behaviour below the expectations of acceptable behaviour within school during normal operation. - This could include rudeness, disrespect or not following instructions. | -Student should be given a warning and reminded of behaviour expectations while accessing remote study. - Telephone or email home. - All concern logged on Class Charts |
| 2 | Middle Leaders (HOD) | Repeated instances of "1" or: -A single use of offensive language (not towards staff). | -Telephone or email home. Concern logged on Class Charts. -Inform relevant HOY. -Temporary suspension from accessing school email. |

| | | | |
|----------|-------------------|---|--|
| | | -Abruptness towards staff. | |
| 3 | Pastoral Team/HOY | Repeated instances of "2" or: <ul style="list-style-type: none"> • A single use of offensive language towards staff. • Inappropriate comment about any member on any online platform. • Any use of racist, homophobic, discriminatory, or bullying language/behaviour. • Any attempt to contact or "friend" staff on social media | HOY may adopt one or more of the following actions: <ul style="list-style-type: none"> -Phone call home by relevant HOY. -Temporary suspension of student access to emails/learning platforms. -Temporary daily contact via telephone to parent by HOY. -logging of incidents on to Class Charts. -Logging of incidents on CPOMS where applicable. -Implementation of Risk Assessment where necessary. -Referral to SLT if: <ol style="list-style-type: none"> 1) The issue would usually result in a fixed term exclusion. 2) If HOY believe that a referral to police or another agency is necessary. 3) Any comments towards a member of staff that could be construed as inappropriate or sexualised. 4) A continuation of problematic behaviour after HOY intervention. |
| 4 | SLT | Referral to SLT if: <ul style="list-style-type: none"> -Issue would normally result in a fixed term exclusion. -If staff have indicated that a police or social services referral is necessary. -Any comment towards staff that could be construed as inappropriate or sexualised – no matter how minor it may seem. | SLT will carry out one/several of the following: <ul style="list-style-type: none"> -Phone call home to discuss issue with parent/carer and student. -Temporary or longer term suspension from learning platforms, emails. -Work printed and paper copies sent home (home learning e-mail) -Review with parents and agree an action plan before re-instating learning platforms and re-issuing school email access. -Log incident on Class Charts. -Log incident on CPOMS if applicable. -Implementation of Risk Assessment where necessary. -Referral to police and/or other key agencies such as social services(Lead DSL). |