



COVID-19 Addendum to Behaviour Policy

August 2020

Summary of any key COVID-19 related changes.

In these very difficult and unprecedented times, excellent behaviour which is in-keeping with our values and safeguarding of our students is still at the heart of our policy and practice at Montsaye Academy. The school fully recognises the contribution it can make to protect and support both students and staff amid the Coronavirus epidemic. The aim of this Addendum to our Behaviour Policy is to inform all stakeholders of the key changes to promote a positive and safe learning environment under the guidance set out by the government. Our students' and staff welfare, safety and health are a key priority while they are attending school.

At Montsaye Academy, despite the current challenges we face, it is still our policy to continue with our high standards and expectations of all students, take our students' health and welfare seriously and to act in accordance with our Behaviour Policy to keep them safe. Our changes and processes for dealing with behaviour during COVID-19 are outlined below.

'Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families and carers have a role to play in safeguarding children. In order to fulfil this responsibility effectively, all professionals should make sure their approach is child-centred. This means that they should consider at all times, what is in the best interests of the child.'

1.1 Introduction

By attending Montsaye Academy during the COVID-19 pandemic, you are agreeing to uphold and abide by this Addendum to the Behaviour Policy. This policy sets out clear expectations for our students, staff and local community. It clarifies the sanctions that will be in place for any deviation from our high standards and expectations set during the COVID-19 pandemic. Please note that the school reserves the right, at any time, to respond to any incident in a manner that best serves the interests of our students, staff and community.

We expect outstanding behaviour from every student in line with the COVID-19 guidance and associated measures implemented by the school.

The role of Montsaye Academy goes beyond simply preventing poor behaviour, maintaining good order, and upholding our values to systematically promote positive relationships. During this pandemic there are additional and very strict guidelines that students and staff will have to adhere to. This policy is consistently and fairly applied by all staff and underpins effective measures we have taken to continue to provide outstanding provision for our students during the COVID-19 pandemic. School staff, students and parents should all be clear of the high standards of behaviour expected of all students at all times, as detailed in this Addendum to the Behaviour Policy.

Objectives

Our main aim during the COVID-19 pandemic is to provide a safe and secure learning environment following government guidance while in the academy.

During this difficult time there is an even bigger need for a clearly understood and agreed set of expectations with regards to behaviour, specifically around the COVID-19 guidance. The management of behaviour and COVID-19 measures at our school requires every student and staff member to take personal responsibility. They are to adhere to the measures implemented to keep themselves and others safe. We want to work in partnership with parents/carers to ensure their child attends school and stays safe in accordance with the COVID-19 measures.

Supporting students

Children and young people may have experienced a wide range of social and emotional difficulties which manifest themselves in many ways. These may include becoming withdrawn or isolated, as well as displaying challenging, disruptive or disturbing behaviour. These behaviours may reflect underlying mental health difficulties such as anxiety or depression, self-harming, substance misuse, eating disorders or physical symptoms that are medically unexplained.

Other children and young people may have disorders such as attention deficit disorder, attention deficit hyperactive disorder or attachment disorder which may have been more noticeable during the time of lockdown and self-isolation.

Our experienced staff will work collectively to identify whether a child or young person's behaviour may be related to other underlying issues linked to the COVID-19 pandemic and will support them effectively in these circumstances and will provide advice and guidance on working with other professionals and external agencies where appropriate.

Where a student is identified as having SEN, the school will put the parents and students at the heart of the decision-making processes to enable effective personalised adjustments to be put in place in order to meet need. This personalised approach to SEN support will take the form of a four-part cycle through which earlier decisions and actions are revisited, refined and revised with a growing understanding of the student's needs and of what supports the student in making good progress and securing good outcomes. This is known as the graduated approach, which may require access to external professional services to enhance the provisions provided. Appropriate risk assessments will be completed for SEND students.

2.1 Code of Conduct – Rules and Expectations during COVID-19

If the health and safety of other students and staff are put at risk by students' behaviour then the parent/carer will be asked to collect the student(s).

General Rules

All students and staff are expected to follow the general rules set out by the school under the COVID-19 and social distancing guidelines.

Dress code

Students are to attend school wearing school uniform, on a PE day students are permitted to attend school wearing their PE uniform.

Face Masks/Coverings

- Face masks should be worn in all communal areas including corridors, restaurant and café and when directed to by a member of staff.
- Students should wear their own mask and not share or tamper with anyone else's mask, keeping everyone safe. Failure to follow this may result in a sanction in line with this policy.
- Students should not wear face masks in lessons and must remove them at the request of a member of staff.
- Face masks should be plain in design and appropriate for the school environment.
- When not being used masks should be removed appropriately and stored in a clean and dry re-sealable plastic bag.

Banned items

Chewing gum is banned from the school site. Students found using chewing gum will be asked to dispose of it in an outside bin and required to thoroughly wash their hands again before returning to their teaching room.

Code of Conduct

- All staff and students will be reminded to wash their hands more frequently. Hands should be washed for 20 seconds with running water and soap and dried thoroughly with a paper towel, or hand dryer, alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.
- All staff and students will show good respiratory hygiene, '*catch it, bin it, kill it, wash hands*' approach and avoid touching their face.
- Students and staff should wear a face mask or covering in corridors, the Restaurant and café whilst queueing for food. Students travelling to and from school using school buses or public transport should also wear a mask or face covering.

- Gatherings of groups of more than 6 students is prohibited and for adults social distancing measures should be observed.
- Students must tell a member of staff immediately if they feel unwell or display any COVID-19 symptoms.
- Students are to move around school in a calm manner, following the one-way system where this is in place, walking on the left and as directed by staff. They should remain in their pods and agreed zones.
- Students are to follow and respect all measures implemented throughout the school including break and lunchtime.
- Students are to wash their hands at every opportunity and when asked by staff and keep hands sanitised.
- Students are expected to wear the correct uniform and follow the expected dress code.
- Students are to remove all outdoor clothing when entering the building and this will have to be kept with you all day.
- Students are expected to 'pack their bags' the night before and ensure they bring their books, equipment, drink and lunch with them. This is especially important as borrowing of equipment, including a water bottles is prohibited due to hygiene reasons.
- Students are to remain in their designated classroom and in their same seat for all timetabled lessons as directed by a member of staff, except when put in pod isolation by a member of staff.
- Students are to adhere to rules in relation to use of bathrooms.
- Students are expected to demonstrate our values of Excellence, Resilience and Aspiration at all times.
- Students are expected to eat at break or lunchtime and only following the agreed measures and in their allocated area.
- Students are expected to drink only water during lesson time.
- Students are not permitted to use mobile phones, electronic devices including headphones on school site, they should be switched off and kept in school bag. The only exception to this rule is following direct permission given from a member of staff who will remain present whilst the device is in use.
- Students are to respect the school environment and will not litter or cause damage to the site.

Arriving to school

- Gatherings of students on or around school site before, during or after school is prohibited.
- Students are to travel to and arrive at school following government guidance.
- Students are to arrive at school at the specified time only.
- Students will enter the school through the main gates and go directly to their pod area where they should wash/sanitise their hands.
- On entry to classroom students will be asked to take off any non-school uniform items, including face covering that should be stored correctly in a clean and dry resealable plastic bag.

Exiting the school

- Students will be dismissed by SLT/PL at the specified time.
- Students must adhere to any COVID-19 measures.
- Students will exit the building through the agreed and allocated exit as instructed by a member of staff.
- Students will wait for school buses in their pod and will be dismissed by SLT/PL when the bus is on site. Face coverings should be used on school and public transport.

Lesson Expectations

All students are expected to follow the ERA lesson expectations as well as the additional COVID-19 measures for acceptable behaviour during lessons:

The ERA lesson format

Every lesson in every subject will start the same way – behaviour and pedagogy linked across the school.

ERA Behaviours at the beginning of the lesson where students are moving between classrooms:

- Students will be managed into the room in silence to allow for an excellent learning climate.
- Staff should be ready to manage them in at an appropriate distance (there will be no lining up in corridors for H&S reasons).
- Students should stand behind their chairs silently and get equipment out on the table ready to learn (for practical lessons, there will be a version of this, e.g. sit in a circle on the floor or line up on the field). Exercise books should be either carried by students in bags or placed in the trays provided in their classroom.

ERA Behaviours at the beginning of the lesson where students are staying in the room and awaiting arrival of staff:

- Students should read their DEAR books until their teacher arrives, supervised by the pod leadership team.
- When their next class teacher arrives, students in Key Stage 3 should stand silently and wait to be told to sit down by their teacher.

The ERA lesson means that all students will have access to:

- Recap and retrieval activities at the start of a lesson.
- A shared goal, objective or question to contextualise their learning.
- Structures to help them take pride in their work: dates and titles should be underlined.
- Clear, chunked explanations by the teacher of the knowledge and skills they are learning and practicing.
- Clear, modelled examples of what they are being asked to do and guided practice.
- Chances to practise this for themselves.
- Chances for high quality talk, and opportunities to actively listen.
- Regular, effective questioning techniques to check for understanding (no hands up).
- Regular, timely chances for feedback.
- Students should stay seated at all times, and stay in seating plans - they should put their hands up if they need something or need to leave the room.

ERA behaviours at the end of the lesson if students are due to move classrooms:

- At the end of the lesson, the last 2 minutes will be packing up and students should again stand silently behind chairs before being dismissed a row at a time to avoid congestion at the door/in corridors. Face masks should be worn if moving from one area to another using internal corridors.
- If students are handing in books, they should use the 'front and centralise' system of passing books down the row and centralising them at the front of the room.

ERA behaviours at the end of the lesson if students are due to stay in the room:

- At the end of the lesson, the last 2 minutes will be packing up and students should then get out their DEAR books and their books for the next lesson, and should then read before their next teacher arrives.
- If students are handing in books, they should use the 'front and centralise' system of passing books down the row and centralising them at the front of the room.

Social times

Social time will be managed very carefully to ensure that students remain with their pod.

- Students must wait to be dismissed from their pod and must remain in allocated areas throughout break and lunch.
- Students must bring their own lunch with them or can purchase a grab and go lunch from the restaurant or café.
- Students must wear face masks/covering whilst in the queue for food and whilst in corridors and inside areas. They can be removed once students are sat down to eat at one of the tables in the restaurant or café.

- Students will be expected to dispose of litter safely in the bins located in the lunch areas.
- Students must only use the zoned areas they have been allocated.
- Students must use their zoned allocated toilets only.
- Students must only use the seated areas clearly indicated.

3.1 Behaviour responsibilities

All academy staff are responsible for ensuring this policy and procedures are followed, and consistently and fairly applied. Support amongst all staff in the implementation of the policy is essential. Staff play a key role in advising the Principal and Senior Leadership Team on the effectiveness of the policy and procedures. Staff have a responsibility, with the support of the Principal, for creating a safe and secure learning environment with students and staff safety at the forefront.

All staff have a responsibility to deliver high quality learning which fosters a positive ethos and atmosphere for all students within both lessons and the school itself.

Parents and carers are expected to take full responsibility for the conduct and behaviour of their child/children both inside and outside of the school linked to the routines and COVID-19 measures and guidance. Parents and carers are to work in partnership Montsaye Academy in maintaining these new measures linked to Covid-19 and the high standards and expectations of behaviour in line with this policy.

Students are expected to take responsibility for their own conduct and behaviour and will be made fully aware of the new COVID-19 measures outlined in the policy. Students are also expected to adhere to the existing Behaviour Policy and guidance. Students are to report any instances where they believe COVID-19 guidance or safety measures are not being adhered to.

Students are also expected to report any instances of misbehaviour, disruption, violence or bullying as soon as this is witnessed so that it can be dealt with in line with the policy.

The procedures arising from the policy will be developed by the Principal and SLT in consultation with the staff. The procedures will be made very clear to the students, how important these new measures are and that unacceptable standards of conduct and behaviour cannot be tolerated. This is due to the safety of both students and staff during this very difficult time. The procedures will be consistently and fairly applied and promote all guidelines and COVID-19 measures to keep students and staff safe, as well as the wider community.

The school will investigate, as appropriate, reported incidents of student misbehaviour. All incidents will be logged on Go 4 Schools.

If an incident occurs in the classroom the initial responsibility lies with the subject teacher to deal with the incident using the sanctions outlined in this policy. Pod leadership support will be available.

Montsaye Academy will provide frequent briefings on COVID-19 and reiterate measures and guidance with key standards and expectations linked to consistency. All COVID-19 measures are evaluated and risk assessed to ensure the safety of both students and staff.

4.1 Behaviour, rewards and sanctions

Students are expected to demonstrate positive behaviour at all times, this is achieved through the high standards and expectations set by the school fostering mutual respect between all stakeholders and adherence to the academy values.

During the COVID-19 pandemic the safety of students and staff is paramount. Montsaye Academy will not tolerate any poor behaviour or conduct where students are not adhering the Behaviour Policy or to the COVID-19 measures.

Sanctions for non-compliance with the rulings above have been categorised into moderate and major incidents.

Moderate Incident
<ul style="list-style-type: none"> • Breaching the COVID-19 measures including tampering with face masks – this may well happen unintentionally • Inappropriate use of equipment e.g. taking equipment that is not theirs to use • Non-compliance with the one-way system – this may be unintentional • Receiving an S2 in lesson

Major incident
<ul style="list-style-type: none"> • Physical contact with another student/ staff members • Purposefully sneezing, spitting, coughing or any other action that is deemed to put another student or staff member at risk • Refusing to follow staff members instruction • Receiving an S4

Incident	Consequence
S1 or S2 incidents	30 min after school detention held in year group pod. Parents will receive 24 hours' notice. Failure to attend will result in SLT 2-hour detention held on a Friday from 3pm - 5pm.
3 x breaches of moderate rules in a day	Parent/carer called and student sent home until a parental meeting has taken place via telephone with a member of SLT. Further breaches of the rules may result in a fixed term exclusion.
1 x breach of a major rule	Parent/carer called and the student may receive a fixed term exclusion. A post exclusion meeting will take place with parent and SLT/PL and a behaviour contract will be agreed.

Staff will be able to log major and moderate incidents on Go 4 Schools

Detentions

During the phased return to school during the COVID-19 pandemic detentions will take place in the relevant year pod except for SLT detentions. These detentions will take place in a larger space following social distancing procedures.

Internal exclusion

As students will be taught in pods we will not be operating internal exclusion in the Inclusion Room in the same way as previously. If a student does something worthy of removal then the student may be placed in isolation within their pod.

External exclusions

External exclusions during the pandemic will still be in operation. If the school deems the behaviour inappropriate, a fixed term exclusion may be implemented.