

# St Martin-in-the-Fields High School for Girls

A CHURCH OF ENGLAND ACADEMY  
Service Compassion Justice Perseverance



## **Addendum (COVID-19) to Behaviour Policy July 2020**

## BEHAVIOUR POLICY COVID-19 ADDENDUM

Date: 2 June 2020

Review 1 July 2020

Christ is at the centre of our Church of England school community where we live, love and learn together within an inclusive and equalities framework, and where students of all faiths and none are welcomed into our Anglican Christian community. In all that we do, we seek to show God's care for our students. We value, respect and celebrate all faiths and cultures because we are inspired by a welcoming, inclusive and loving God. seen in Jesus Christ and lived out through the Holy Spirit alive in every person.

Our vision is to create a safe, caring, happy and inclusive community underpinned by our Christian values of service, compassion, justice and perseverance and our motto CARITATE ET DISCIPLINA - WITH LOVE AND LEARNING which come from the story of St Martin of Tours. Central to this is our school Bible verse from St Paul's first letter to the Corinthians.

*Love is patient, love is kind. It does not envy, it does not boast, it is not proud. It does not dishonour others, it is not self-seeking, it is not easily angered, it keeps no record of wrongs. Love does not delight in evil but rejoices with the truth. It always protects, always trusts, always hopes, always perseveres. Love never fails.*

*1 Corinthians 13:4-8*

### **Addendum to Behaviour Policy**

At St Martin's we aim to maintain a secure, caring and stimulating environment in which students are encouraged to have respect for themselves and each other. The St Martin's expectations for behaviour which are set out fully in our Behaviour Policy remain at the core of our behaviour policy, however it is necessary, in light of the Covid-19 pandemic, to make some adjustments. 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 students.

This addendum applies until further notice, all of these adjustments are made for the safety of all pupils and staff.

This addendum is to be used in conjunction with, and read alongside, the Behaviour Policy, Exclusions Policy, Anti-Bullying Policy, E-Safety Policy and all other school policies.

These adjustments are set out below:

#### **Social distancing**

There will be new expectations for students with regard to social distancing. These will be made clear to students prior to their arrival at school and students will be reminded about these expectations regularly by their teachers and also by the physical set up of the school environment and signage. Students are expected to adhere to social distancing instructions at all times and to maintain a safe distance between themselves and others, including during social times. Students must not touch the belongings or equipment of other students or staff at the school, and must not share any personal items, water bottles or food. Physical contact such as hugging or holding hands will not be permitted.

It is understandable that some students may find the new regulations difficult to follow and in the first instance, for a non-deliberate breach of social distancing rules, students will be given a firm reminder by school staff. If the behaviour persists or is judged to be deliberate the student will be given a warning and, if the behaviour continues, other sanctions will be applied (see below).

### **Hand washing and hygiene**

It is expected that all students follow all handwashing and hygiene routines while in school. If a student has a medical condition which means that they cannot use the soap or hand sanitiser provided by the school they must bring their own. Wearing a face covering or face mask in schools or other education settings is not recommended by the government and students will be asked to remove washable face coverings/masks and place in a disposable plastic bag on arrival to school and keep this sealed in their bag until they leave the school premises. Non-washable face coverings/masks should also be removed and placed in the designated bin. Gloves, because of the potential increased transmission of the virus, are also not recommended inside the school premises. On arrival to school, students will be asked to remove these and dispose of them in the designated bin. All students, on arrival to school, will be asked to sanitise their hands at the gate and facilities will be provided. If PPE is worn to school, this will be done after the PPE has been removed.

Any student who does not comply with these routines will be given a warning and then behaviour sanctions will be applied.

For more information and government guidance about PPE in educational settings please follow the link [here](#)

### **Moving around the school**

In order to maintain social distancing and to keep the school community safe, there will be specific routes designated for students to move around the school and students will only be allowed in designated areas. This will be different for different groups of students in order to minimise the risk of infection between groups and therefore it is very important that each student stays in the area they have been designated. Certain areas of the school will not be accessible to students as they have been cleaned and prepared for other students and staff.

Students may not enter an area that is marked as closed. They must not “visit” other students in different groups or enter areas that are designated for other groups of students. At all times, students must adhere to directions given to them by St Martin’s staff. Any student who purposely does not comply with these instructions will be given a warning and if they persist, behaviour sanctions will be applied.

### **Feeling unwell**

We are very clearly asking all parents/carers not to send unwell students, or students displaying symptoms of COVID-19 into school. If a student begins to feel unwell at school and is experiencing symptoms of coronavirus they must tell a member of staff immediately.

### **Specific incidents of unacceptable behaviour**

Whilst rare, specific and serious breaches of the school’s behaviour policy do sometimes occur. The school’s behaviour policy is underpinned by our four expectations: *I am ready to learn, I treat everyone with respect, I am proud of my school, and I will choose to do the right thing.* These expectations will still apply in full.

There are however, some specific breaches of the policy that will be treated as more serious. These will be judged as high risk due to the ongoing situation caused by COVID-19 and the need for additional consideration for the safety of all members of the school community. Any deliberate attempt to compromise the safety of

any student, staff member or visitor to the school will be taken very seriously and will be dealt with under terms of the school's Behaviour Policy, the Exclusions Policy and this addendum. Examples might include, but may not be limited to:

- Persistently touching someone or their personal belongings in an attempt to cause distress
- Any other inappropriate physical contact
- Persistent failure to follow instructions given by staff which relate to social distancing, hygiene or safety measures
- Spitting at another person
- Deliberately coughing at another person
- Any other deliberate behaviours that put themselves or others at risk

### **Support for students**

St Martin's acknowledges that students will have had a range of different experiences during the lockdown period which may have an impact on their behaviour presentation upon return to school. Some may be very excited to see friends but others may present with frustration as a result of being isolated from friends or having missed a significant event or experience; e.g. exams, school trip, etc. Some students may have experienced bereavement or loss or another traumatic episode. For many, the process of re-engagement with learning and the school community under unusual circumstances may require some additional input and encouragement. Through our Wellbeing Programme, Chaplaincy and Pastoral Support team we will give additional support to students as needed and will refer to outside agencies where necessary.

### **Behaviour rewards**

Staff will use rewards to encourage students and recognise their achievements. Some of the usual rewards may no longer be possible (e.g. access to school trips, special assemblies etc.) however, many of the rewards that teachers currently use will still be in place and teachers will be encouraged to continue to use these. They include, although are not limited to:

- Positive phone call home
- Reward certificates
- Achievement points on SIMS (see Behaviour Policy for details)

### **Behaviour sanctions**

Sanctions will continue to follow the "zones" as set out in the St Martin's Behaviour policy. For minor breaches of the behaviour policy the Blue Zone will apply and the student will be given a warning. For persistent and more serious behaviour the Purple Zone applies and sanctions will be applied as per the behaviour policy. This could include contact with home, a discussion after the class with the teacher or, the student being moved to a different location in the lesson.

For Red Zone incidents where the student can no longer remain in the class, or for any of the serious breaches of the behaviour code as detailed above, Students will not be allowed to be sent out to Silwood, however as an alternative a Parking System will be used. This means a student can be sent to another class in the bubble, if she does not comply with the School's code of conduct in lesson. **(Please note students sent out must be written up on SIMS parents and progress leaders informed.)** a member of staff will be on call to remove the student to the other classes. A SIMS alert system will be used to contact the staff member who is on call. Frequent incidents of students being sent out of lessons will be monitored by the behaviour team and appropriate interventions put in place.

**Blue zone - teacher intervention logs on SIMS**



**Purple zone - teacher intervention plus sanction logs on SIMS**



**Red zone - On call to remove a student from the lesson. Teacher logs on SIMS**

**Teacher meets with the student and makes a phone call home on the day of the incident, HOD and Progress Leaders informed**



**Behaviour persists - referral to Head of Department logs on SIMS**



**Behaviour persists - referral to School Behaviour Lead and Behaviour Support Manager**



**Behaviour persists - Internal APP**

### **Detentions**

During the time of staggered opening whilst students are required to be in socially distanced bubbles detentions will not be set.

### **Internal Alternative Provision Programme and External Alternative Provision Programme**

If a serious incident has occurred and either an internal APP or an external APP is issued to a student they will be expected to complete their work either in Silwood or at another school. This will be supervised by the Behaviour Support Manager and will operate as a separate bubble.

### **Exclusions**

If an incident is serious enough to warrant an exclusion the school's Exclusion Policy will be followed.

### **Uniform**

The expectations regarding uniform are unchanged and can be found in the family handbook, the student planners and on the school website. Students are advised to wash their clothes as regularly as possible. Students who breach the uniform expectations will be asked to address the issue immediately and if this is not possible, or if they refuse to comply, they will be sent home.

### **Remote learning rules**

The four St Martin's expectations continue to apply to home learning for those students who will not be coming into school. In addition, we expect the following:

Students must:

- Be contactable and respond to teachers when they email or send messages via google classroom
- Complete work to the deadlines set by the teachers
- Seek help if they need it from their teacher, TA or Progress Leader
- Let the teacher know if, for any reason, they are unable to complete the work
- Use proper online conduct such as using appropriate language in messages

### **Monitoring arrangements**

We will review this policy as guidance from the local authority or Department for Education is updated, and as a minimum every 4 weeks by Suzanne Poole, Deputy Headteacher. At every review, it will be approved by the governing board.

## **Appendix 1 Home School Agreement - COVID-19 Addendum**

Owing to the very different expectations placed on daily life for our students, staff and parents as a result of the Coronavirus pandemic it is important that our home school agreement is reviewed and that a refined version is in operation for this period. This home school agreement takes into account the very specific requirements and responsibilities placed on students, staff and parents during this time to ensure that everyone is kept safe and well and that education is prioritised.

**For our students:** it reinforces the knowledge that they will be encouraged and supported both at home and in school in their aspirations and endeavours

**For our parents/carers:** this partnership provides a clear understanding of how they can support St Martin's in helping their daughter continue with their learning and access a full range of excellent learning opportunities

**For our staff:** it encourages them to continue to raise the expectations and aspirations of our students and parents so that our students grow into confident and resilient young adults who achieve the very best results in all areas of their lives.

To help students succeed, we each have responsibilities and a role to play and these are particularly pronounced at this time. Working in partnership is the crucial ingredient to success.

### **As a student I will:**

- Arrive to school on time each day at the designated time for my bubble and go straight to my the designated meeting point
- Wear my lanyard everyday as this will identify my year group/ bubble and will keep my lunch card safe
- Practice active social distancing on my way to and from school and be considerate towards other members of the community
- Go home directly at the end of the day and not congregate in the local area (neither before school)
- Follow the instructions regarding PPE and hygiene on arrival at school, removing any PPE and sanitising my hands
- Wash my hands regularly for 20 seconds and as directed by staff
- Tell a member of staff if I feel unwell or am concerned I have COVID-19 symptoms
- Follow all instructions given by members of staff at all times
- Take responsibility for my own behaviour and respect the rules of social distancing by not mixing with students outside of my social bubble
- Follow instructions given regarding seating plans
- Follow the systems in the school and not enter any areas that are closed to my bubble
- Only use the toilets and facilities designated for my bubble
- Complete all work that is set for me in lessons and for homework, asking the teacher or teaching assistant for help if I need it
- Check my St Martin's school emails and google classroom once a day for messages from staff and for work
- Not attend school if I feel unwell or have been instructed to isolate in line with guidance
- Adopt "catch it, bin it, kill it" for sneezes and coughs and avoid touching my mouth, nose and eyes with my hands
- Not touch others' belongings or have unnecessary physical contact
- Come to school in clean uniform and with all necessary equipment which I understand cannot be shared

**As a parent/carer I will:**

- Ensure that my daughter attends school every day at the correct time for her bubble
- Support my daughter in getting to school safely and ensure that she comes directly home at the end of the school day following social distancing guidance in the community
- Contact the school if, for any reason, my daughter is unable to attend school
- Not send my daughter to school if she has any symptoms of COVID-19 and seek medical guidance
- Actively support the school's behaviour policy
- Encourage my daughter to behave responsibly and follow the school rules on social distancing and hygiene for her safety and the health and safety of those around her
- Understand that if my daughter does not follow social distancing guidelines she may be sent home to ensure the safety of others
- Support my daughter's learning and contact my daughter's teacher, form tutor or progress leader if there are any concerns
- Keep my daughter's uniform clean and ensure that she has the correct equipment with her in school every day
- Ensure that the school has up to date contact information for me including a telephone number and email address
- Check the school website regularly for updates

**As a member of staff I will:**

- Monitor and encourage good attendance and punctuality to school and to lessons
- Follow up concerns about attendance and punctuality as necessary
- Sanitise my hands on arrival in school and ensure that I follow the school's hygiene procedures
- Ensure that students sanitise their hands on arrival and follow the school's hygiene procedures
- Have high expectations of students about social distancing rules and ensure that they are staying within their bubbles
- Challenge any inappropriate behaviour or disregard to our systems and procedures
- Model social distancing expectations including respecting systems in the school
- Provide clear and consistent expectations of behaviour in line with school policy
- Maintain a fixed seating plan in my classes, taking into account the needs of students
- Be consistent and fair in my treatment of students celebrating good choices that students make
- Mark and assess students learning as appropriate
- Set appropriate work for students and ensure that this is posted to Google Classroom
- Contact parents/carers if there are concerns about a students' work
- Read all staff information and updates to policy and adhere to school and government guidelines to help students adhere to these rules

I have read and understood the St Martin's Home School Agreement September 2020

Name                      of                      Student.....  
Date.....

Signed  
Student.....Parent/Carer.....  
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Signed                      Headteacher                      .....                      Date

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