

# Behaviour policy: coronavirus addendum



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## 1. Scope

This addendum applies until further notice.

It sets out changes and exceptions to our normal behaviour policy. Students, parents and staff should continue to follow our normal behaviour policy 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 students.

## 2. Expectations for students in school

### 2.1 New rules

When students 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/carers should also read the rules and ensure that their children follow the new procedures that have been put in place. Parents/carers should contact the school on 0117 907 4500 or email us at [support@lpw.org.uk](mailto:support@lpw.org.uk) 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.

#### Transport

We strongly encourage all students that are able to walk or cycle to school in order to avoid unnecessary use of public transport. Where students need to use buses or other forms of public transport it is essential that they wear face coverings for the duration of their journey in line with government guidance.

Parents/carers that wish to drive their child to and from school are asked to remain inside the car and to park at a safe distance from other vehicles in order to minimise contact with other individuals.

Staff will not be able to provide lifts to students during this period and it is important that parents are able to put measures in place to collect their child if they need to leave the school early for any reason. If this is not possible then students will be issued with a bus pass, reminded of safety guidance and expected to use public transport.

#### Arrival at school

All students are required to queue outside the school, using the markers on the ground to ensure social distancing. Staff will allow students into the school either individually or in small groups (2 – 3) at which point they will be reminded of the school's rules (one way system, social distancing, appropriate behaviours, toilet use, lesson structure, use of communal areas, break/lunch times), asked to sanitise their hands and hand their mobile phone to a member of staff for safe keeping) before being guided to their classroom or breakfast room.

Parents/carers are asked not to enter the school unless they have a pre-agreed appointment with a member of staff. Where possible we encourage communication by email and/or phone at this time.

## **Hygiene**

All students are expected to follow the school's updated rules on hygiene in order for the school to remain a safe and hygienic environment.

Students will be asked to sanitise their hands upon their arrival at the school before leaving the reception area. Hand sanitiser will also be present in all classrooms and communal areas, which staff will regularly ask students to use.

Sanitiser will be placed in all toilets and additional guidance will be given on effective hand washing practices.

Students will have allocated seating in every classroom and are expected to remain in these positions for the safety of themselves and others. Students will also have individual stationary sets, which they are expected to use in all lessons. Any shared resources will be cleaned between use.

## **Movement around the school**

Students are reminded of the importance of remaining in their classrooms at all times and following their individual timetable.

A one way system is in place throughout the school, which is clearly indicated through wall signs and floor markings. Both students and staff are expected to follow this at all times.

Where possible students will be encouraged to spend break times in their classrooms in order to reduce unnecessary movement around the school building. When they do go to a communal area for break or lunch time they will be accompanied by a member of staff.

Only one student is allowed to each toilet facility at any one time in order to reduce the risk of social distancing being broken. Staff will communicate via telephone/radio to ensure safe numbers of students are accessing facilities at any one time.

## **Health & wellbeing**

Students are expected to act in a responsible manner in regard to their individual health and wellbeing and we ask parents/carers to support us in this regard. If a student is ill then they should not attend school and parents/carers should notify the school in the usual manner.

Students are expected to follow government guidance regarding coughing and sneezing and should use a tissue or their elbow to avoid the unnecessary spread of germs. We are actively promoting the 'catch it, bin it, kill it' campaign and have increased supplies of tissues and additional bins around the school site.

If a child displays any symptoms of coronavirus it is important they notify a member of staff as soon as possible. In this instance they will be isolated from other students and staff and will be supervised by a member of the school's leadership team. Parents/carers will be notified and asked to collect their child as a priority. They will then be required to be tested for coronavirus and for a negative result or period of self-isolation before they are allowed back into school. Our staff will advise on accessing testing facilities.

If a member of your household is diagnosed with coronavirus, or is displaying symptoms, it is important that your child does not attend school and self-isolates for 10 days in line with government guidance. We will provide daily telephone contact and work that can be completed from home to ensure your child does not fall behind in their studies.

## **Safe behaviours**

Students should avoid all physical contact with staff and other young people. This goes against social distancing guidelines and puts other people at unnecessary risk. It is the school's responsibility to safeguard all students and staff and we cannot tolerate deliberate breaches of this.

Students must not cough at or spit at any member of staff or fellow student, nor should they make threats to do so. We will take any such incidents extremely seriously and they may result in permanent exclusion from the school.

## 2.2 Rewards and sanctions for following rules

To help encourage students to follow the above rules, we have updated our rewards system and all students have the opportunity to gain points for following our new coronavirus safety rules in addition to the usual award for hard work, positive attitudes, supporting staff and peers and contribution to the wider community. These points can be built up and spent on items of each individual student's choosing.

However, if students fail to follow these rules, we will act in an appropriate manner. Our absolute priority is the safety of our staff and students and we will act in a way that ensures this.

Any issue will be dealt in on an individual basis and all decisions will be based on the severity of the incident and the nature of it (deliberate vs. unintentional).

In the first instance we will look to respond to any breaches of rules with a verbal warning, unless the situation is deemed too severe for this action.

Any breaking of rules that is deemed to be unintentional or accidental will be dealt with by issuing strong reminders of schools rules and the reasons for them being in place. All of our students have dedicated key workers and they will work hard with students to explain the importance of the new guidance and the reasons for it being introduced.

Parents/carers will be notified by telephone of any breaches of rules that have taken place. For less serious incidents or where they are judged to be accidental these phone calls will usually take place at the end of the school day. However, more serious incidents of rule breaking are likely to trigger an immediate phone call to discuss the incident and appropriate next steps.

We recognise that many students have been absent from school for an extended period of time and we will also look to isolate/internally exclude students if we feel this will address their breaking of rules while still supporting their learning. This will depend on suitable rooms and staff being available to supervise in a safe manner.

If we feel a child is acting in a way that is unsafe to others they will be asked to leave the school site and parents/carers will be notified. The duration of this fixed term exclusion will be decided by the school's leadership team and parents/carers will be notified by phone and letter.

We try to avoid permanent exclusions at all costs, however, particularly serious or repeated incidents that endanger the safety of others may result in your child's place at LPW School being withdrawn.

## 2.3 Attendance and uniform

The [latest government guidance](#) says attendance will be mandatory from September and, as such, LPW School will be reverting back to our normal expectations for attendance. We will expect all students to attend their timetabled lessons and to be present throughout the school day unless there is a prior agreement that states otherwise. From September 2020 our school day begins at 9.00 for an optional drop-in breakfast and lessons begin promptly at 9.30.

We are required to report our attendance to Bristol City Council and low levels of student participation can ultimately result in fines or prosecution.

Our staff recognise the challenges that some parents/carers may face in getting their child to attend school on a regular basis and are happy to work collaboratively with them to support in this regard.

From September 2020, all students must wear uniform to school and follow normal school rules on uniform as set out in the school contract that was agreed when they enrolled at LPW School. We provide all LPW students with basic uniform and parents/carers are able to buy additional items at a subsidised rate by contacting the school's Operations Manager, Nic Bishop, on 0117 907 4500 or by email: [Nbishop@lpw.org.uk](mailto:Nbishop@lpw.org.uk).

If students cannot wear their full uniform, parents should contact the school directly to discuss their individual circumstance and we will work collaboratively to reach a positive resolution.

### 3. Expectations for students at home

In the event of a second period of lockdown or if a student is required to self-isolate then it will be necessary for them to continue their studies from home.

#### 3.1 Remote learning rules

If students 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 the school on 0117 907 4500 or email us at [support@lpw.org.uk](mailto:support@lpw.org.uk) 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 with their learning.

- Students must be contactable (via phone) throughout the school day so that our staff are able to carry out safeguarding checks and support with their home learning.
- Work must be completed by the deadlines set by teachers. Many of our subjects have deadlines that are set by exam boards and it is important students meet these to ensure they achieve their qualifications.
- Students should be proactive in seeking support from teachers. They have the phone number and email address of their key worker and should make contact if they need additional support or are unclear what is expected of them.
- Students should let teachers know if there is a genuine reason why they are unable to meet a deadline. This impacts on future planning and work that is set so it is important staff know as early as possible.

It is important to remember that these rules and expectations are in place to support your child's academic wellbeing and to help them to achieve well in their qualifications. We ask all parents/carers for their support in helping to achieve this.

#### 3.2 Dealing with problems

If there are any problems with students adhering to rules around remote learning, including if they don't engage with the remote learning set for them, we will initially contact parents/carers to notify them of our concerns and to address the issue in this way. If this does not prove successful we will, where safe to do so, conduct socially distanced home visits so that a member(s) of our staff team can speak directly with students to support them with getting back on track with their studies.

As a last resort we will withdraw students from qualifications if we do not feel they have completed the necessary work to support their entry.

### 4. Monitoring arrangements

We will review this policy as guidance from the local authority or Department for Education is updated, and as a minimum it will be reviewed every four weeks during school term dates by the Head Teacher and Deputy Head Teacher. Any changes will be approved by the full governing board at the next meeting point.

### 5. Links with other policies

This policy links to the following policies and procedures:

- › Child protection policy
- › Behaviour policy
- › Health and safety policy
- › Attendance policy

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