

Behaviour policy addendum

Behaviour policy – summary

At Alderbrook School, we ask all members of our community to work with each other during these unprecedented times. It is important for Alderbrook to be a calm and disciplined environment, where everyone follows the rules to protect one another and to feel safe and secure. The following addendum has been created to reflect the rules and routines that underpin the [protective measures](#) in the government guidance. This addendum supplements the current Behaviour Policy which remains in force and can be found on the school website. This addendum identifies the minimum behavioural norms that are expected during the coronavirus pandemic and the sanctions applied if there are infringements.

If a student or member of the community does not follow these expectations, action will need to be taken to ensure the safety of the school community.

There may be many reasons as to why a behaviour occurs, but the safety of the school remains paramount at all times.

The school will contact parents immediately, if the school believes their child's behaviour has put themselves or others at risk and they are not following Health and Safety guidance and we may need to complete a risk assessment.

Conduct and student expectations

When attending school, students must follow the rules and expectations outlined below to keep themselves and the rest of the school community safe:

- Students should arrive and go straight to their designated area until their lesson starts. At break times, students are not allowed in the buildings as lessons are taking place. Students must stay at their designated playground, canteen and wet weather room..
- Students are not permitted to congregate in or outside the school premises at the start or end of the school day.
- Students should not mix and socialise with students from other year groups whilst in school.
- Students must follow the one way system using the markings and directions set by the school when moving around the school site.
- Students are not permitted to walk around the school site at any point during the school day and must remain in their designated areas with their year group.
- Students are expected in lessons at all times. Procedures have been put in place if a student requires to leave for any reason, they will be collected at all times and must not make their own way. The only exception to this is for students with medical conditions and they will have a pass which will state the exact time they are allowed to leave their lesson.
- Students should use the hand sanitiser provided to disinfect hands as frequently as possible. This includes when entering and leaving allocated areas. When able to, students should wash hands with soap provided and dry thoroughly.
- To promote good respiratory hygiene, students should follow *Catch it, bin it, kill it* if they need to cough or sneeze.
- As a protective measure, students must avoid physical contact at all times- No hugs, shaking hands etc and must adhere to the rules between and during lessons.
- Students must not stop and congregate in corridors or pathways as they move around the school site.
- In the classroom, students must sit in their allocated seat at all times. Students must not move the tables or chairs.

- In the classroom, students must not enter the taped area designated for staff.
- Students should be sensible and not use virus related language or jokes which may distress and/or offend other members of the school community.
- In IT rooms, students must wipe the keyboard and mouse at the start and end of each session with the cleaning products provided.
- If students feel ill with COVID-19 symptoms, they must make the member of staff aware immediately.
- Face masks are not required in school. Misuse of face masks may inadvertently increase the risk of transmission. PPE worn inappropriately is not acceptable.
- Students are expected to wear face coverings in communal areas and queueing for lunch

Uniform Expectations

- Students should still wear the correct uniform as outlined in the school's behaviour policy
- If a student has PE or Dance on their timetable, they will be expected to wear their PE kit with a blazer all day. This is to negate the risks in the changing room. Hooded tops, including the Alderbrook PE hoodie are not allowed to be worn.
- The school rules for extreme hair styles, make up and jewellery remain unaltered. The only permitted item of jewellery is one small studded earring in each ear lobe.
- Gel or acrylic nails are not allowed due to health and safety reasons.
- Trainers are only permitted if students have a medical reason and can supply a NHS letter to confirm
- Students can wear trainers with their PE kit, however students must wear school shoes when in full school uniform.

Items from home/ learning resources

- Students must not share belongings (Stationery, food, drink etc) with others and must have their own equipment to use.
- Form tutors will do regular checks to ensure that students have the correct equipment (pen, pencil, ruler, planner and calculator)
- Chewing gum and fizzy drinks are not allowed in school and food cannot be eaten in the classrooms.
- Litter should be put in the designated bins provided.
- Mobile phones and electronic devices should not be brought into school as they are banned items therefore the school will confiscate the item. If a student refuses to follow instructions, we will contact parents to share our concerns and apply an appropriate sanction.

Rewards and promoting positive wellbeing

As a school, we are aware that students may be experiencing a range of emotions in response to the COVID 19 outbreak. We have adapted our form time programme to support students and to teach strategies for promoting positive wellbeing.

At Alderbrook, we understand the importance of feedback and praise, especially through this unprecedented time, therefore staff will continue to praise, and reward as discussed in the behaviour policy.

Behaviour and sanctions

At Alderbrook, staff are mindful of students' individual needs and experiences during lockdown and will use positive praise and guidance to support the students' transition back to school. In the unfortunate event of misbehaviour, staff will need to challenge behaviours which are not safe or not conducive to learning. Students will be given clear, explicit warnings and reminders of appropriate choices.

A range of disciplinary measures will be implemented consistently, openly, and fairly. The school reserves the right to apply the following measures:

- Verbal warning

- Behaviour points
- Removal from the lesson
- Detention
- Behaviour reflection booklets
- Working in Pastoral (isolation) to reduce the impact of behaviours upon other students and staff. Parents will be contacted by the school if their child is removed from the lesson.
- Exclusion

Deliberate failure to adhere to the **protective measures** (E.g. spitting, physical attacks, refusal to comply with Health & Safety and social distancing requirements) will be deemed as a breach of the school's behaviour policy. If any behaviours take place that could affect the health or safety of individual students or staff, then parents will be contacted immediately, and appropriate sanctions applied to keep the school community safe.

An individual risk assessment will be completed to review the safety of students who fail to adhere to the social distancing guidelines. If the behaviour is to such an extent that a form of exclusion is required, the school will use the existing behaviour procedures for this.

SEN- Reasonable adjustments

As with the existing behaviour policy, reasonable adjustments will be made for students with more complex needs. However, even with these reasonable adjustments, if the student places a risk to the health and safety of the school, the school will contact parents immediately.

Remote learning

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

- Contact staff using only their school email
- Students to use proper online conduct with their peers and members of staff, such as using appropriate language in messages.
- Complete work to the deadline set by teachers but seek help if they need it.
- Alert teachers if they are not able to complete work.