

# **ADDENDUM TO THE BEHAVIOUR FOR LEARNING POLICY FOR GREAT BADDOW HIGH SCHOOL**

## **Introduction**

This document is in addition to, not instead of, Great Baddow High School's existing Behaviour for Learning policy and should be read in conjunction with the Behaviour for Learning Policy. This document covers necessary amendments to procedures and practices which will be put in place when the school returns in September 2020. These amendments will support and facilitate the running of the school and its behaviour systems while it is organised into year group 'bubbles' in response to the Covid-19 pandemic.

## **Start of the day**

No student will be allowed onto the school site before 8.15am. No breakfast club will run in the canteen.

From 8.15am students will be allowed onto site.

Years 7, 9 and the sixth form will enter through the main gate; years 8, 10 and 11 will enter through the side gate. Once on-site, students must not mingle with other year groups, but must go straight to their bubble area and remain there until the start of the school day. SLT duty staff will be in place to manage and supervise

The school day will start at 8.45 for year 7s and year 8s, 8.55am for year 9s and 10s and 9.05 for year 11s and the sixth form. However, whatever their tutor group's start time, tutors should be in their tutor rooms from 8.45, ready to supervise students. At 8.45 all students already on site, whatever their year group, should go to their tutor room. They will then get out their reading book and read quietly until it is the time for their school day to commence (for year 7s and 8s this will be immediately). Their tutor will supervise them while they read, until it is time for tutor time proper to start.

## **Student admin**

Students from different bubbles cannot be allowed to go to and gather at student admin in the manner that they have done in the past.

SLT will continue to run late duties and give out slips for late detentions. However, once they have received their late slip, students will not go to sign in late at student admin. Late students should go directly to their tutor time or lesson, it is imperative that once they arrive to class their tutors / teachers then mark them in late on their SIMs register. Students leaving the site should go to reception to inform staff that they are leaving, they should not go and sign out at student admin.

Lost property will no longer be kept in student admin. Lost property from each bubble should be taken to the relevant year office (which will be located within the bubble) and any enquiries about lost property should be directed to the year office.

Student jumpers will no longer be sold from student admin, they will be kept in and sold from the year office in each bubble.

If a member of staff feels that a student is ill and needs to leave their lesson, they should not send the student to student admin, instead they should contact Elaine Enever on teams and she will go to their room to attend to the student. If Elaine is unavailable the member of staff can contact any other member of the student admin team on teams [N.B. From Monday to Wednesday the student admin team is Jacqui Finch, Jill Simmons, Lisa Scott and Elaine Enever. On Thursday and Friday the student admin team is Clare Saunders, Rachel Wilson, Louise Ram and Elaine Enever]

If there is any suspicion that the student may have symptoms of Covid-19, Elaine should be summoned using teams and will go to collect the student and will take them to the medical room via its outer door (not the one in student admin) where they will be kept in isolation until they can be sent home. Elaine and the student admin team have appropriate PPE available.

Students should not come to student admin to enquire about C3's and C4's. A behaviour notice board with C3 and C4 information will be put up in each bubble next to the year office. Students should make enquiries about C3s and C4s with their tutor or year team and should not leave their bubble area to do so.

### **Assemblies**

Students will not gather for assemblies. Assemblies that take place will be put out either live or recorded on teams and students will watch in their tutor rooms.

### **Lesson transition**

Staff should remind students to sanitise their hands whenever they arrive in a new classroom or at the end of a lesson when they are about to leave a classroom; staff should also sanitise their hands when they enter a classroom at the beginning of a lesson and when they leave a classroom at the end of a lesson.

With students staying within the area of their bubble, teachers will be moving much more than students when lessons change. Managing behaviour effectively during lesson transition will therefore be of key importance.

Where possible senior staff will be on duty in different areas during lesson transition. Staff who are remaining in the same classroom or in the same bubble area during lesson transition will also have a key role to play. Such staff need to be proactive in managing the

students moving between lessons around them and in addressing any issues of poor behaviour.

If students are staying in the same class during the lesson transition, they must get out their reading book and read quietly until their next teacher arrives. If students arrive at a classroom before their teacher, they should enter the classroom, sit in their specified seat and get out their reading book and read quietly until their next teacher arrives. Students who fail to follow this will be sanctioned.

HOYs and tutors must reinforce to students the importance of having a reading book at all times. Books should be checked as part of tutor time and students' expectations cards struck if they have not got a reading book. HOYs and tutors must also reinforce the need for calm and sensible behaviour during lesson transition.

### **Stairs**

Up and down stairs will continue to operate as before in Main, Platt and Hopkins.

### **Break / lunchtime**

All students must remain within their allotted bubble area during break and lunchtime. Students cannot wander the school and will be sanctioned if they fail to remain in the appropriate area. This will be reinforced by HOYs and tutors during tutor time.

No ball games will be allowed. Students who defy this rule face sanction. Any footballs etc that are brought to school will be confiscated.

### **Year Offices**

HOYs / AssHOYs' offices have been relocated into their relevant bubble areas. Year 7 will be based in GBN's office on the top floor of main. Year 8 will be based in the old Maths intervention room (HM) in Hopkins. Year 9 will be in Cathy Kibble's office off the canteen. Year 10 will be in the old year 11 office on link corridor adjacent to L9. Year 11 will be in Rich Davis' current office at the bottom of Platt.

Locating the year teams in their bubble will enable them to support with behaviour management when not teaching (particularly during lesson transition) and to be easily available to students within their bubbles. They will take over temporarily some of the services provided by student admin (see above).

HOYs / Ass HOYs will also be available to support with C3 detention after school, which will be held in close proximity to their offices (see below).

### **Uniform**

All students should be in full school uniform and high standards of uniform will continue to be maintained.

One significant exception to this is that on days students have practical PE lessons, they should wear their school PE kit, instead of their uniform. On days that students wear their PE kit, they can if they wish wear their blazer over their PE kit, but this is optional. Tutors / teachers should check uniform, strike cards and inform HOYs of issues, as normal.

### **Masks**

It is strongly recommended that students wear masks when entering the school, when moving around the school site, in corridors, in toilets and when moving around classrooms. Students may wear a mask when sitting at their desk in class. Staff will not insist on students wearing masks and students will not be sanctioned for not wearing masks.

Masks worn at school can be any colour, but they must be plain, ie they must have no logos, pictures or designs visible. If a student wears a mask that transgresses these rules, the mask will be confiscated and replaced with a plain mask given by the school. The student may be sanctioned through the normal school behaviour systems.

If students wear a mask they should wear it in an appropriate manner that covers their nose and mouth. Students must not touch, interfere with or remove the mask of another student. If a student does any of these things they will face sanction. Students must, as always, treat others with respect and consideration. Students who fail to do this may face sanction.

### **Expectations cards**

Strikes on expectations cards should be given for the same reasons as normal (uniform, lack of equipment, late to lessons etc). However, staff should not take the expectation card from the student, they should tell the student to fill in the card themselves (eg with the date, reason for the strike and the member of staff's code) then get the student to show the card to them to ensure that the strike has been given properly. If a student has reached a C3, the member of staff should write out the C3 in the normal way and give it to the student. They should ensure the student strikes through the relevant section on the card to show that a C3 has been issued for these strikes.

### **C3 detention**

C3 detentions will continue to be given by staff. The reasons for giving a C3 and the method of giving a C3 will remain the same. If staff send a student out of their lesson when giving a C3 (or for any other behaviour reason) they should put the student in another lesson within their year group bubble.

If teachers need to summon support from senior staff in order to remove a student or deal with a behaviour issue, they should contact Jacqui Finch or Claire Saunders on teams. If Jacqui or Claire are not available, they can contact any member of the student admin team.

A senior member of staff will then come to their lesson to support them. (N.B. Senior staff should only be summoned if the student is defying instructions. If the student is compliant they should be simply put in another lesson by the class teacher.)

Staff will often not be grouped together in faculties when teaching their lessons. Therefore, it is very important that teachers from different teams support each other, eg by taking a student sent out of another class into their lesson for the remainder of the lesson.

Behaviour is best managed by staff working together as a mutually supporting team.

The actual C3 and late detentions will be split into year group bubbles. Each year group detention will be held in a classroom within their bubble. The size of C3 detention teams has been increased so there are at least five staff in each team (see new C3 rota). One member of staff will run each individual year C3 detention.

The HOY / AssHOY will be on hand in their office if staff need support with managing behaviour. Also, the member of staff can contact Jacqui Finch / Claire Saunders, CPG or another member of SLT on teams if they need support in managing the detention. Jacqui and Claire will email the C3 list to staff involved in that day's detention team. The member of staff running each detention will email or contact Jacqui on teams to inform her of which students have attended the detention. Jacqui can then enter these details into SIMS and send texts to parents of students who have failed to attend etc.

#### **C4 isolation**

C4s will continue to be given by staff. The reasons for giving a C4 and the method of giving a C4 (ie writing up a C4 form) will remain the same. The school's isolation room will largely run as before (see new ISU rota). The significant exception is that students from different year groups will not be grouped together in ISU on the same day. Students will only be put in ISU with others in the same year group. So, all the year 9s for the week will be in ISU together on one day, year 10s on another day etc. This may mean students wait a bit longer to serve their isolations. However, the ISU will be cleaned at the end of each day, so this arrangement should prevent cross contamination between year group bubbles.

If a student needs to be taken out of lessons on a day when their year group is not in ISU, alternative arrangements will be made by HOYs and SLT. If possible, the student will be kept in isolation with staff within their bubble. Alternatively, CPG may arrange for students to be kept in isolation from the rest of the school in an alternative location.

#### **End of the school day**

End of day times will be staggered for different year groups. Once their day has finished students should leave site promptly.

Exceptions will be:

- students who have a revision session, a club or another school extra curricular activity. These students should proceed promptly to the location of the activity
- students who need to get a Stephenson's school bus. These students will go to line up by the buses and then will sit on the bus and should read quietly until the bus is ready to depart.
- Students in year 7 and 8 who need to wait for older siblings will have a classroom within their bubble area where they can read quietly or get on with some homework until the older students' school day has finished.

CPG 27/08/20