



The below document sets out key adaptations to the behaviour policy (**BP**) as a result of Covid-19 and in light of DfE/Government/Public Health guidance on the recent, second national lock down and tiered system now in place. Adaptations are an interim measure, to be followed and administered until further notice, measures will be reviewed in line with local guidance on the Covid-19 situation in the Glossopdale and High Peak area. All measures are carefully planned to ensure SPH continues to be Covid-secure. References to the original behaviour policy are indicated in each section (**BP Pg no.**)

Further questions should be directed to our Covid-19 support email address: covid@sph.academy

### **(BP Pg 3) Positive Behaviour:**

- Credit points to continue to be awarded for excellent work
- Praise/Positive phone calls home to be made for excellent work
- Praise postcards to be sent home routinely to reward good work, SWH to provide all HOD's with additional post cards.

### **(BP Pg 4) Implementation:**

- Behaviour expectations and health and safety Covid-19 expectations to be explained to pupils at the beginning of the week (standard, formatted presentation for all)
- Classroom teachers are to continue to take responsibility for behaviour in their classroom
- Classroom behaviour management structure to be followed to avoid escalation of issues (B1,B2)
- 'On call' staff member operational throughout the school day. **'On call' is used as a very last resort for behavioural concerns.**
- Should an 'on call' be required the teacher should contact student reception requesting 'on call' and make every effort to supervise the pupil until 'on call' arrives.
- The 'on call' staff member will attempt to resolve the issue by talking to the pupil, outside, to their bubbles designated break time zone, applying social distancing measures and then attempt to re-integrate the pupil back into the lesson.
- Incidents of a more serious nature will be referred by the 'on call' member of staff to a member of SLT.
- Emmaus is used as an internal exclusion. This is now located in the upstairs canteen space called 'The Lounge' and will accommodate pupils from a maximum of two year bubbles. an area has been partitioned with privacy screens to enable pupils to work here during lesson time uninterrupted. Emmaus can accommodate pupils from two different year group bubbles who will work in separate areas of 'The lounge.' The pastoral team identify pupils to work in Emmaus at a time that is convenient with peers in their bubble. (As a result, some consequences may be completed a few days after the initial incident)
- No pupil will be sent out of a classroom without the signed permission of an adult (signed in pupils planners), this includes going to the toilet or a time out.



- Each bubble has a separate toilet area to other bubbles, (Y7/8 are the exception), pupils will not be allowed to go to the toilet in groups. Maximum capacity of three pupils are permitted in the toilet at one time. Markings outside the toilet designate where pupils should wait for the toilet.
- Pupils will be allowed to have water in lessons. However, they will be unable to leave the room to fill up a bottle during lessons as all water stations have been switched off as per government guidance.
- Should a pupil become unwell during your lesson please call student reception, identify your room number and the 'first aid' member of staff will report to your classroom to collect the pupil. Do not send a child to first aid. All first aid incidents will be treated in the first aid space at student reception. Each bubble will have their own, socially distant section of the first aid area, entering and exiting via the bag room door. (Please refer to the First Aid risk assessment)
- Debits should continue to be logged for behaviour not meeting our expectations around work.

***Along with parents/carers, it is our responsibility to educate pupils on the changing world in which we live in. A patient and considered approach is required to ensure the new systems are embedded successfully. Positive working relationships will need to be re-established and time will need to be given to support our young people.***

**(BP Pg 4) Form Tutor:**

- Continue to support pupils in your forms. Pupils having to self-isolate should receive one, weekly safeguarding and well-being call from the form tutor (Please refer to the safeguarding risk assessment). Calls should include a conversation with the parent and child where possible, this will be coordinated by the HOY.
  - Communicate to the HOY any information relating to Covid-19 cases within pupils or families who in turn will inform the pastoral team.
- Monitor both credits and debits awarded for positive work
- Continue to update HOY on any changing circumstances at home.

**(BP Pg7) Management of unsatisfactory classroom behaviour:**

- Warning system (B1, B2) to continue.
- B3, removal and neighbouring a pupil out will only take place where absolutely necessary, **in this case pupils will be neighboured to another class from the same year group bubble.** 'On call' should be called in the first instance to attempt to resolve.
- Unsatisfactory behaviour should be reported to the form tutor who will contact home to inform parents/carers
- Persistent disruptive behaviour will be referred to the Head of Department/Heads of Year who will take remedial action.
  - Behaviour that puts the health and safety of themselves, staff members or other pupils at risk should be stringently challenged, pupils should be reminded of the Covid-secure protocols and sanctioned according to the behaviour policy. As a result of this we have added the following codes to SIMs to sanction:



**Code= FACE1** – Failure to provide a face covering – 2 debit points. Twice in a week, pupils to complete an after school detention (similar to the late detentions)

**Code= FACE2** – Disregard of face covering rule – 2 debit points. Similar to an inappropriate haircut, pupils debited for a FACE2 twice to then be placed in Emmaus on the next convenient day and parents/carers contacted. (At the discretion of the HOY/Pastoral Manager/SLT)

**Code= SAFE** – Failure to follow SPH Safe Guidance – 2 debit points. Similar to an inappropriate haircut, pupils debited for a CODE SAFE twice to then be placed in Emmaus on the next convenient day and parents/carers contacted. (At the discretion of the HOY/Pastoral Manager/SLT)

***All staff will be reminded to use common sense and professional judgement when administering warnings FACE1 , FACE 2 and SAFE. The additional codes are to ensure all pupils understand the importance of face coverings and SPH Safe.***

**(BP Pg10) Responsibility of the Head of Year:**

- Ensure the protocols in school are being followed
- Coordinate weekly safeguarding and wellbeing calls where pupils are self isolating
  - Organise for work to be provided by subject teachers for pupils self isolating

**(BP Pg12) Behaviour Support, 'Aspire'**

- Aspire will be used to support some pupils. The old Emmaus space will also be used to support pupils at social time.

**(BP Pg13) Internal exclusion 'The Emmaus Centre'**

- Emmaus has been moved to the upstairs canteen area called 'The Lounge' as per Covid-secure risk assessments as this area can be well ventilated and pupils socially distanced.
  - An area has been partitioned with privacy screens to enable pupils to work here during lesson time uninterrupted.
  - Emmaus can accommodate pupils from two different year group bubbles who will work in separate areas of 'The lounge.'
  - The pastoral team identify pupils to work in Emmaus at a time that is convenient with peers in their bubble. (As a result, some consequences may be completed a few days after the initial incident)

**(BP Pg13) Behaviour around school at Break and Lunch time**

- Pupils are assigned a designated break and lunch space as a bubble, supervised by staff. Pupils will not be able to mix with other bubbles during this social time.
- Staggered break and lunch timings to avoid bubbles mixing in the lunchbox and lounge
- Pupil movement will be supervised at all times by the teaching staff, 'on call' and SLT.
- Pupils will need to either bring their own drinks from home or drinks can be brought at break/lunch from the lunchbox.

**(BP Pg13/14) General Advice and Guidelines:**



- A well-planned and properly delivered lesson which meets the needs of the student, in itself encourages good behaviour. Some lessons extend beyond an hour, therefore well-planned lessons, considering timings of activities is essential to maintain positive behaviour.

#### **(BP Pg17/18) Exclusions:**

- Where a fixed term exclusion has been issued by the Headteacher, reintegration meetings may take place remotely, via telephone or via online platforms such as MSTeams.
- Further guidance on the current legislation for exclusions and permanent exclusions can be found at: <https://www.gov.uk/government/publications/school-exclusion/changes-to-the-school-exclusion-process-during-the-coronavirus-outbreak> ***We should be able to give a reason for our actions and this time helps pupils to eventual self-discipline. This should be done by explaining rules and instructions and not by engaging in arguments with pupils. Referring to the new health and safety expectations around Covid-19 is key to developing our pupils understanding.***

#### **Weekly Routine/Rules:**

To ensure appropriate Covid-19 secure measures are in place all aspects of school have been risk assessed under the St Ralph Sherwin Multi Academy Trust guidelines and in conjunction with the DfE and Government guidelines.

Pupils have staggered start and end times, staggered break times and staggered lunch times. Pupils will form year group 'bubbles,' toilet, first aid section and fire assembly point. Each bubble will also have a designated area for break and lunch time so as to avoid the mixing of year group bubbles. During lesson change overs all pupils will follow one way systems in both Champion House and the Main building. Additional hand sanitiser points have been added throughout school and PPE is now provided in all classrooms. All staff wear a face covering in line with the expectation of the pupils. Our teaching assistants all wear visors during lessons to enable our vulnerable pupils or pupils with a learning need to be supported.

Pupils will be provided with a weekly reminder and focus on being 'SPH SAFE.' Guidance will be delivered during form time. All meetings and assemblies are completed using either MS Teams or

**S**ocial Distancing – 1m plus apart at all times

**P**repared – changes to your usual school routine, remember your face covering

**H**ygienic – clean uniform where possible and hand washing using guidance

**S**ymptoms – high temperature, a new continuous cough, a loss of, or change to, your sense of smell or taste

**A**lertness – limit contact with people, stay in your year group bubble, be aware of others, wear your face covering at social time and lesson changeover.

**F**ollow pathways – keep to your bubbles designated areas at break and lunch, follow the one way systems

**E**xpectation – Cooperative, Supportive, Responsible, Safe

MLTV and only completed face to face where deemed absolutely necessary. Our guidance lies in conjunction with DfE/Government guidelines and the St Ralph Sherwin Catholic Multi Academy Trust risk assessments on rules/procedures linked to being Covid-secure.

Our guidance will be sent to all pupils/parents who will be accessing the school (physically).

The below highlights key adaptations to the Uniform Policy (UP) as a result of being Covid-secure and in light of DfE/Government/Public Health guidance. Adaptations are an interim measure, to be followed and administered until further notice. References to the original Uniform Policy are indicated in each section (UP Pg no.) Further questions should be directed to SWH, [swhite@sph.academy](mailto:swhite@sph.academy)

**(UP Pg 2) School Uniform:**

- Pupils are required to wear school uniform.
- Pupils are to attend school wearing clean laundered uniform, where possible.
  - Pupils are permitted to wear an SPH burgundy hoodie as part of their uniform during the winter months as we continue to ensure classrooms are well ventilated.
  - Pupils are required to provide and wear an appropriate face covering under the latest Covid-19 restrictions when moving between classrooms and during social time. Pupils are to remove face coverings during lessons and store the face covering in their blazer/pocket/bag for the lesson.
- Due to our covid secure measures, changing facilities in school are closed and so pupils will be required to attend school wearing their PE kit on days when they have timetabled PE lessons.

**(UP Pg 3) Mobile Phones:**

- Mobile devices and headphones must not be visible during the school day.
- Mobile devices must be turned off and put away on entry into school.