

# Student Behaviour Policy: COVID-19 addendum



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## Context

This addendum to The Spires College Student Behaviour Policy applies from 7<sup>th</sup> January 2021. It sets out changes to our usual Student Behaviour Policy; it does not replace it. This addendum should be read in conjunction with the Student Behaviour Policy.

As part of national social distancing measures to limit the spread of coronavirus, the DfE has had to limit the numbers of children and young people attending educational and childcare settings to ensure that children and staff attending can do so safely. That is why, since 5<sup>th</sup> January 2021, education and childcare settings have only been open to priority groups (children of critical workers and vulnerable children). On 8<sup>th</sup> January 2021 the DfE released guidance to education settings regarding restricting attendance and the expectations for remote learning. This addendum looks to address the adjustments made to our existing policy to cover all aspects of remote learning and onsite provision.

# 1. Expectations

The expectations of students as described in Section 1 of the College's Student Behaviour Policy are largely unchanged.

The following expectations have been amended:

## 1.1 Uniform

Students attending the College's provision for children of keyworkers and vulnerable children need to wear College uniform. They will also need to bring college PE kit on days when they have practical PE timetabled.

Students who are learning remotely have no requirement to wear college uniform but should be dressed appropriately. Students should not be in pyjamas, dressing gowns or wearing any clothing with inappropriate slogans.

## 1.2 Mobile Phones

Students are not permitted to use mobile phones or electronic devices anywhere on the College site. This expectation applies during break and lunchtimes as well as during lessons.

Students who are learning remotely may be doing so using their mobile phone but should not be using their phone for other purposes during live lessons.

## 1.3 Social Distancing and Hygiene

In addition to the expectations described in the Student Behaviour Policy, students onsite must also comply with the College's expectations regarding social distancing and hygiene. These include but are not limited to:

- ▲ Following any altered routines for arrival and departure;
- ▲ Following all instructions regarding hygiene, such as handwashing and sanitising;
- ▲ Expectations about sneezing, coughing, tissues and disposal (in line with the "catch it, bin it, kill it" message) and avoiding touching mouth, nose and eyes;
- ▲ Following instructions regarding which students they can mix with whilst in College;
- ▲ Moving around the College as per specific instructions (for example, lifts, out-of-bounds areas, queuing);
- ▲ Students not attending College if they have symptoms of coronavirus;
- ▲ Students telling an adult if they experience symptoms of coronavirus whilst in College;
- ▲ Rules about sharing any equipment or other items, including drinking bottles;

- ▲ Amended expectations about breaks and lunchtimes (where applicable), including which areas of the College students can access;
- ▲ Use of toilets;
- ▲ An unequivocal expectation that no student should cough or spit at or towards any other person.

## 2. Rewards

This section of the Student Behaviour Policy is unchanged.

## 3. Sanctions

The College applies sanctions when the expectations outlined in the Student Behaviour Policy and in the above amendment are not met. This section of the addendum temporarily **replaces** the table in Section 3 of the College's Student Behaviour Policy.

### 3.1 Remote Learning

For all students learning remotely, it will not be possible to apply all sanctions in the usual way; for example, detentions will not be used.

In **online** lessons, teachers will apply consequences as per steps A-D below. [Step E will be determined by pastoral or senior leaders.]

A	<b>If a student's behaviour does not meet expectations, the staff member will issue a reminder as to what the expected behaviours are.</b>
B	<b>If the student does not amend their behaviours, the student will be issued with a L1.</b> This should be both recorded and made explicit to the student. The classroom teacher should address the student by name to ensure clarity. Sanction L1: Incident is recorded by classroom teacher on SIMS.
C	<b>If the student does not amend their behaviours, or the behaviour is particularly serious, the student will be issued with a L2 and parents will be contacted via telephone.</b>  This should be both recorded and made explicit to the student. The classroom teacher should address them by name to ensure clarity.  <b>Sanction L2:</b> Incident is recorded on SIMS; parents are informed via a phone call from the teacher and this is also recorded on SIMS. If the L2 is for homework, parents will be contacted via a letter and the student is expected to catch up on the missed work.
D	<b>If the student continues to disrupt the lesson they will be removed from the lesson by the teacher.</b>

The teacher will inform the student they are being removed from the lesson and be explicit as to the reasons why. The teacher will log the incident as an L2 and inform their Head of Department and the Head of Year.

**Sanction L2:** Incident is recorded on SIMS; parents are informed via a phone call from the teacher and this is also recorded on SIMS. The Head of Department may also choose to contact parents to ensure the behaviours are not repeated.

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**E Permanent Exclusion**

The most serious breaches of our expectations may lead to permanent exclusion. This is carried out in line with the Torbay guidance and protocols on exclusions and may only be authorised by the Principal.

The College will follow the statutory guidance describing temporary changes the school exclusion process due to coronavirus (COVID-19).

<https://www.gov.uk/government/publications/school-exclusion/changes-to-the-school-exclusion-process-during-the-coronavirus-outbreak>

### 3.2 On-site Learning

The college applies sanctions when the expectations outlined above are not met.

In **on-site** lessons, teachers will apply consequences as per steps A-D below. [Steps E-F will be determined by pastoral or senior leaders.]

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**A If a student's behaviour does not meet expectations, the staff member will issue a reminder as to what the expected behaviours are.**

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**B If the student does not amend their behaviours, the student will be issued with a L1.**  
This should be both recorded and made explicit to the student and can be issued by either the classroom teacher or the room supervisor. The room supervisor should ensure eye contact with the student and address them by name to ensure clarity.  
**Sanction L1:** Incident is recorded by the teacher or room supervisor on SIMS.

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**C If the student does not amend their behaviours, or the behaviour is particularly serious, the student will be issued with a L2 and detention.**  
This should be both recorded and made explicit to the student. The room supervisor should ensure eye contact with the student and address them by name to ensure clarity.  
**Sanction L2:** Incident and detention are recorded on SIMS; parents are informed via a phone call from the teacher and this is also recorded on SIMS. If the L2 is for homework, parents will be contacted via a letter and the student is expected to catch up on the missed work.

<b>D</b>	<p><b>If the student continues to disrupt the lesson they will be removed from the virtual lesson by the teacher.</b></p> <p>The teacher will inform the student they are being removed from the lesson and be explicit as to the reasons why. The teacher will log the incident as an L2 and inform their Head of Department and the Head of Year. The Head of Year may choose to remove that student from the room in which they are working to support that student to complete the work from that lesson.</p> <p><b>Sanction L2:</b> Incident and detention is recorded on SIMS; parents are informed via a phone call from the teacher and this is also recorded on SIMS. The Head of Year may also choose to contact parents to ensure the behaviours are not repeated.</p>
<b>E</b>	<p><b>Fixed Term Exclusion (L5)</b></p> <p>These sanctions may be employed for serious breaches of our expectations and where students need to be kept apart from their peers.</p> <p>Fixed Term exclusions can only be authorised by a member of SLT.</p>
<b>F</b>	<p><b>Permanent Exclusion</b></p> <p>The most serious breaches of our expectations may lead to permanent exclusion. This is carried out in line with the Torbay guidance and protocols on exclusions and may only be authorised by the Principal.</p> <p>Reasons for this can include:</p> <ul style="list-style-type: none"> <li>• Bringing illegal or dangerous substances or items into college – including drugs or alcohol</li> <li>• Physical assault</li> </ul> <p>This is not an exhaustive list.</p>

### Other Sanctions

**Wilful Damage** Any wilful damage caused by students will result in an invoice being raised for the cost of repair of that damage. The bill will be given to all parties involved in causing the damage and the college will expect it to be paid. In addition, if the damage is deemed to be of a criminal nature, the college will consider prosecution of the perpetrator(s). It may involve the police in the investigation of the matter and how the damage occurred.

**Confiscation** The College follows Government advice when confiscating items from students which is outlined in the document 'Screening, Searching and Confiscation - Advice for Schools,' January 2018. The College will safely dispose of any banned items that are brought into college.

The College Student Behaviour Policy makes clear the process for confiscation of phones and electronic items.

## 4. Behaviour of visitors, parents/carers and family members

Parents, carers and visitors are not permitted to enter the College site, including Reception, unless by prior arrangement.

Wherever possible, contact with parents and carers should continue to be by remote methods (email and telephone).

Should face to face meetings with parents, carers or external agencies have to take place, the expectations described in Section 4 of the College's Student Behaviour Policy will apply. These continue to apply for all communication via telephone or electronic means.