

MLT Behaviour and Attendance policy: coronavirus addendum



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1. Aims

To provide updated guidance for staff and students on the expectations linked to the wider opening of MLT schools during the Covid-19 pandemic. This addendum applies until further notice.

Unless covered in this addendum, our normal Positive Behaviour for Learning policy continues to apply.

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 will also be advised to read the rules and ensure that their children follow the new procedures that have been put in place. Parents should contact the key staff listed in **appendix 1** if they have any concerns.

The expectations below will be explained to parents and students via a presentation prior to the student attending the school site. To ensure the safety of students and staff, students must:

- Follow all instructions given by staff
- Attend directly through the assigned entrance and leave straight away through the assigned exit
- Not congregate in groups either on or off the school site
- Make their way directly to and from school on their own or with one other person (following social distancing guidance)
- Wash and sanitise their hands on entry to school and regularly throughout the day e.g. before and after break times
- Avoid touching mouth, nose and eyes
- Follow the one-way system when moving around the school
- Only go to the areas of school open to students

- › Toilets can be used as normal with students being reminded to go straight in and out after washing hands thoroughly. Staff will be on duty to ensure students follow this guidance
- › Maintain rules on social distancing at all times – staying 2 metres apart from staff and peers including sitting in the seating plan provided by the teacher for each classroom and following staff instructions in other areas of the school
- › Come fully equipped for learning so that they do not need to borrow or share any items with or from others
- › Bring their own bottle of water as water fountains will not be in use
- › Bring in their own packed lunch which must not be shared and eaten only in the designated areas
- › Comply with expectations about sneezing, coughing, tissues and disposal (in line with the “catch it, bin it, kill it”)

› If a student is feeling unwell at home

- › If a student is feeling too unwell to attend school, parents must contact the school as normal to explain the reason for absence. See **appendix 1** for more information.
- › If a student is displaying symptoms of coronavirus, they must **remain at home**, isolate and take a Coronavirus test. Parents should contact the school and inform us as above as soon as possible.

› If a student is feeling unwell at school

- › If a student feels unwell at school they must report this to a member of staff and go to the Welfare Officer, who will assess their needs and respond accordingly.
- › If a student is feeling unwell and exhibiting symptoms associated with coronavirus, they must follow the same instructions as above. The Welfare Officer will then isolate the student in the designated room, to ensure the student is safe and away from others. The student’s parents will then be contacted and asked to collect their child. The school will then follow government guidance about responding to a suspected case of Covid 19.

2.2 Rewards and sanctions for following rules

To help encourage students to follow the above rules, we will:

Continue to issue Achievement Points

Continue to encourage and remind students attending school of the health and safety expectations and the rationale for them

If students fail to follow these rules, we will:

Notify parents of concerns; and depending on the seriousness of the breach, a decision will be made regarding whether it is safe for the student to continue to attend school during the partial closure or whether any further sanctions will be necessary depending on the seriousness of the offence

2.3 Changed rules

As long as this addendum applies, we will alter the following school rules.

Attendance

- Key worker children and other priority groups have continued to attend school throughout the period of lockdown; and this will continue to be the case
- From Monday 29th June (TCS) and 6th July (Southgate), MLT schools will begin a phased reopening of the school for Year 10 and Year 12 students only. An adapted timetable has created to support this.
- Eligible children - including priority groups - are strongly encouraged to attend unless they are self-isolating or they are clinically vulnerable.
- No one with Coronavirus symptoms should attend a setting for any reason. If someone in their household is extremely clinically vulnerable, children should only attend if stringent social distancing can be adhered to, and the child is able to understand and follow those instructions.
- Families should notify their school as normal if their child is unable to attend so that staff can explore the reason with them and address barriers together.
- Under the Coronavirus Act 2020, the government has relaxed the law, so that the parent of a child of compulsory school age is not guilty of an offence on account of the child's failure to attend regularly at the school at which the child is registered (section 444 of the Education Act 1996). Parents will not be fined for non-attendance at this time.

Uniform and Banned Items

- All students should continue to wear school uniform.
- Year 10 students should wear school uniform as normal; students in Year 12 should wear smart business wear as per the normal dress code. Because they will only be attending school one day a week, there will be plenty of time to ensure clothes are washed.
- We continue to operate our banned item policy

3. Expectations for students at home

3.1 Remote learning rules

- If students are not in school, we expect them to follow all of the rules set out below.
- Be contactable during required times – although we do accept that students may not always be in front of a device the entire time

- Complete and submit work to the deadline set by teachers
- Seek help if they need it, from their teachers
- Alert teachers if they're not able to complete work
- Use proper online conduct, such as using appropriate language in messages as per the online safety guidance

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:

- Ask for parent/student feedback
- Continue to contact parents of students who have not logged onto SMHW or who have been identified as finding it difficult to engage with their learning try and resolve any issues and offer any support necessary
- Subject teachers will contact parents of students who frequently do not submit work
- Subject teachers will inform key staff (**see appendix 1**) of persistent concerns regarding students' engagement with learning in their subject or of any other concerns about a student

4. Monitoring arrangements

We will review this policy as guidance from the local authority or Department for Education is updated, and as a minimum every 3 to 4 weeks by the Assistant Headteacher.

5. Links with other policies

This policy links to the following policies and procedures:

- Safeguarding and Child protection policy
- Health and Safety policy
- Attendance Policy addendum
- Wellbeing Policy

Appendix 1

TCS Key Staff

Key Stage Leader for their child's year groups (Key Stage 3, Ms Mann, Key Stage 4, Ms Chapple, Key Stage 5, Mr Christensen if they have any concerns.

TCS Reporting Absence Information

If a student is unable to attend school due to illness or for another authorised reason, parents should contact the Attendance Officer, Mrs Powder at the school on the morning of absence, before 9am. Students who attend the Sixth Form should contact the Sixth Form Administrator, Ms Kulibay on the numbers below.

Years 7-11

Telephone 0208 368 1783, pressing 1 when prompted

Years 12-13

Telephone 0208 368 1783, pressing 2 when prompted

Southgate Key Staff

Assistant Headteacher Transition – Ms J Douglas

Head of Year 8 – Ms N Kersey

Head of Year 9 – Ms S Bouhraoua

Head of Year 10 – Ms C Devlin

Head of Year 11 – Mr V Gowreah

Southgate Reporting Absence Information

If a student is unable to attend school due to illness or for another authorised reason, parents should contact the Attendance Officer, Ms Carroll, at the school on the morning of absence, before 9am. Students who attend the Sixth Form should contact the Sixth Form Administrator, Mrs J Lee-Walcolm on the numbers below.

Years 7-11

Telephone 0208 449 9583, pressing 1 when prompted

Year 12-13

Telephone 0208 449 9583, pressing 2 when prompted