



## **Covid-19 Addendum to Behaviour and Exclusions Policy**

This addendum to the Folkestone Academy Behaviour and Exclusions policy contains details of our behaviour expectations during the coronavirus outbreak.

### **SCOPE**

This addendum applies until further notice. Unless covered in this addendum, our normal behaviour policy continues to apply.

We may need to amend or add to this addendum as circumstances or official guidance change. We will communicate any changes to staff, parents/carers and pupils.

### **EXPECTATIONS FOR PUPILS IN SCHOOL**

#### **Effective infection protection and control**

There are important actions that pupils and their families can take during the coronavirus (COVID-19) outbreak, to help prevent the spread of the virus.

Parents/Carers are asked to ensure they apply these approaches and actions are continued until further notice.

- Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.
- Clean hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.
- Ensure good respiratory hygiene. Cough or sneeze into a tissue, disposing of the tissue immediately (the 'catch it, bin it, kill it' approach) and avoid touching your mouth, nose and eyes with hands.
- Clean frequently touched surfaces often, using standard products, such as detergents and bleach.

#### **Changed rules for attending school**

When pupils are in school, we expect them to follow all of the additional rules in order 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/Carers should also read the rules and ensure that their children follow the new procedures that have been put in place, contacting the school if they think their child might not be able to comply with some or all of the rules.

#### **Travel to school, arrival and departure**

Pupils are encouraged to avoid using public transport wherever possible. If public transport is being used, a consideration is given to the government's latest guidance around the use of face coverings.

<https://www.gov.uk/government/publications/staying-safe-outside-your-home/staying-safe-outside-yourhome#face-coverings>

Parents/Carers are asked to encourage pupils to maintain 2-metre social distancing when travelling to and from school, including if they are walking to school with friends.

Staggered arrival and departure times have been introduced to support pupils in maintaining social distancing outside of school and at the school gates.

All pupils are to enter the school at their assigned time and via their allocated entrance.

### **Face Coverings**

Face coverings must be worn in all communal areas of the school and at all times when pupils are moving between lessons. They must also be worn during break and lunch except when pupils are eating. They do not have to be worn in the playground.

### **In School**

Pupils are in a year group 'bubbles'. These groups are to be maintained throughout the school day. Different toilets are assigned for each bubble. Pupils must avoid sharing any equipment such as pens, pencils and other stationery. This also includes drinking bottles.

Any action which compromises the health and safety of the staff and pupils in the bubble may cause the group to be compromised and therefore collapsed. A collapsed group means that all pupils and staff who had been in close proximity to the person compromising the health and safety of others, would then follow the latest government guidelines, which at present, state they would need to self-isolate for 14 days.

### **Movement around school**

A one-way system around the school has been designed and is signposted. This signage includes reminders that 2-metre social distancing must be maintained on the corridors.

Pupils should walk on the left and in single file on corridors and walkways.

### **Uniform**

Pupils are expected to attend school in full school uniform unless they have a practical lesson that day that requires different clothing.

### **Attendance**

All pupils must attend school every day unless they are self-isolating due to the virus or have another valid reason for absence.

### **Displaying symptoms of COVID-19**

If a pupil displays symptoms on the government's published list for COVID-19 before travelling to school or whilst at home, they should not attend school.

If a pupil displays any of these symptoms during the school day, they should tell an adult. They will be isolated on site until contact can be made with home and arrangements made for them to go home. The room in which the pupil is isolated in, will be disinfected immediately after they leave.

Any member of staff or pupil displaying symptoms during the school day would result in that group of pupils and staff being compromised and would therefore have to be collapsed. All pupils and staff who had been in close proximity to the person displaying symptoms, would then follow the latest government guidelines, which at present, state they would need to self-isolate for 14 days.

### **Unacceptable behaviour**

All incidents of unacceptable behaviour related to the health of others will be treated very seriously. This includes refusing to socially distance or wear a mask, breaking year group bubbles, refusing to follow one way systems, spitting or deliberate coughing,

If there is any contact with another person's saliva, the following guidelines published by the NHS must be followed:

1. Wash the saliva off your skin with soap and lots of running water.
2. Wash the saliva/ blood out of your eyes, nose, mouth with lots of cold water. Spit the water out after washing your mouth.
3. If you wear contact lenses, rinse before and after taking them out.

4. Any tissues containing saliva or blood must be disposed of in the clinical waste bins (yellow bins found in the designated first aid/ medical area )

If you think you are at risk of infection seek medical advice from:

1. Your GP
2. Accident & Emergency provision at your nearest hospital.

All such incidents will be recorded in full in the accident book and on the pupil's behaviour log.

### **Sanctions for not following rules**

If pupils fail to follow any school rules, whether in the Behaviour and Exclusions policy or in this addendum, the reasons for non-compliance will be considered to determine whether the behaviour was accidental or purposeful

### **Being involved in an incident related to Covid-19 can result in Isolation, Internal Exclusion, Fixed Term Exclusion or Permanent Exclusion.**

The latest advice to be regarded during the coronavirus outbreak can be found here:

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

## **EXPECTATIONS FOR PUPILS AT HOME**

### **Remote learning**

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

Parents should also read the expectations and ensure their children follow them. Parents should contact the school if they think their child might not be able to comply with some or all of the expectations, so we can consider alternative arrangements with them.

- Complete work to the deadline set by teachers
- Seek help if they need it, from teachers or teaching assistants
- Alert teachers if they are not able to complete work
- Use proper online conduct, such as using appropriate language in messages

### **Dealing with problems**

If there are any problems with pupils adhering to expectations around remote learning, including if they do not engage with the remote learning set for them, we will make contact with the family in order to discuss any barriers to learning which can be removed.

We recognise the challenging times faced by all and will work with families to ensure a most appropriate solution for everyone.

## **MONITORING ARRANGEMENTS**

We will review this policy as guidance from the local authority or Department for Education is updated.

## **LINKS WITH OTHER POLICIES**

This policy links to the following policies and procedures:

- Behaviour and Exclusions Policy
- Child protection and Safeguarding Policy
- Acceptable Usage policy
- Attendance Policy