**Swakeleys School For Girls**

**Covid-19 Behaviour Policy Annexe (May 2020)**

This annexe is to be read and used in conjunction with the full school behaviour policy. It details temporary changes to the behaviour policy in response to Covid-19 crisis. The annexe will be updated to reflect changes in government guidelines and restrictions on goods and travel.

Any pupil who commits serious or persistent breaches of the new COVID-19 protection rules may be sanctioned by the headteacher using the full range of sanctions available in the behaviour policy, dependent on the seriousness of the breach, up to and including, in extreme cases, permanent exclusion. Where it is felt that a pupil is behaving in a way that breaches to COVID-19 health and safety rules and creating a risk to the health and safety of pupils, staff or the wider community, that pupil may be asked to resume learning remotely until the school fully re-opens and the headteacher deems that their attendance will no longer pose a risk to the school community.

Pupils will be expected to adhere to COVID-19 protection measures on travel to and from school and at all times while outside the school, whether they are in school uniform or not. Any infringements of these measures on travel to and from school will be dealt with using the school behaviour policy. Any infringements that take place in the community while a pupil is not in school, or on school travel, will result in parents/carers being notified and a consultation with the school’s police safer schools officer. In the instance that the school is brought into disrepute this may be dealt with under the school behaviour policy.

Pupils are currently expected to travel to school independently (travel with siblings is acceptable) and avoid travel in groups. Pupils must not gather in groups on the street, in parks, in shops or in other public places. They are expected to travel to school directly and not to stop anywhere on the way to school or on the way home.

Examples of protective measures that have been implemented in on the school site are:

* Expectation that pupils will follow government guidance on self-isolation and will not attend school if they, or somebody that they life with are showing Covid-19 symptoms.
* Expectation that pupils will follow handwashing guidance.
* Expectation that pupils will use tissues where required and dispose of them responsibly.
* Expectation that pupils will sit where directed by the teacher so that appropriate distancing is maintained where possible.
* Expectation that pupils will ask permission to move around classroom or the building.
* Expectation that pupils will not gather in communal areas of the school, including the foyer, locker areas and toilets.
* Expectation that pupils will follow direction about distancing at the start of the day, changeover, break, lunchtime and the end of the school day and that these times might be staggered.
* Expectation that pupils will not access lockers as appropriate distancing cannot be maintained at this time.
* Expectation that pupils will come fully equipped for school as loans of school equipment are not possible at this time.
* Expectation that many aspects of the daily life of the school will be modified to ensure the health and safety of pupils and staff and that instructions from staff must be followed at the first time of asking.

The school behaviour policy remains in place with the following modifications:

1. Where pupils are learning remotely they are expected to participate regularly and maintain good online working relationships with their teachers and classmates. Where the school feels that online learning is not appropriate for a pupil or that they are not engaging appropriately, the following steps may be taken:
* Initial and ongoing contact with parent/carer
* Pupil “on report” to form tutor/YLC. This would involve a weekly round robin to teaching staff and liaison between school and home on progress.
* Online learning replaced with paper-based projects.
* Pupil asked to physically attend school for one or more days a week to be supervised by school staff and assisted in organising remote studies\* (\*vulnerable pupils)
1. Rewards will continue to be given using the e praise system which can be accessed remotely by pupils and staff. Staff should signpost when rewards have been made in order to motivate pupils and recognise their achievements. E.g through a comment in google classroom. If a teacher wishes to award a distinction, they should e mail the headteacher with details of the work completed and reason for the award. The distinction will be recorded, and the teacher will notify the pupil in the absence of assembly.
2. Teachers may continue to set detentions in line with the behaviour policy once physical lessons resume. Any pupil in detention must adhere to social distancing rules as outline by the teacher. Where a detention is longer than 10 minutes, and where a pupil’s transport is affected, parents should make arrangements for their safe travel as according to the policy they will be given 24 hours notice. In cases of extreme difficulty (as determined by the Headteacher or a Deputy Headteacher) an alternative date may be negotiated with the Deputy Headteacher, but the detention must be served within 3 school days to avoid escalation.
3. The school continues to have a zero-tolerance approach to uniform infringements, lateness and chewing gum. However, in the current climate the school recognises that pupils and parents may encounter difficulties with supply of uniform or with transport. Therefore:
* Where a pupil is late to school due to a genuine transport issue such as inability to board a bus, discretion will be applied. In this instance a note must be provided from a parent or carer on the day following the lateness explaining the circumstances. This should be handed in to the attendance officer. The detention will then be cancelled. In the event of continual lateness, the YLC will contact the parent/carer to offer support and advice on travel and transport. If the persistent lateness continues then the discretionary cancellation of late detentions may be withdrawn for that individual pupil.
* Where a pupil is unable to purchase a particular item of uniform due to supply issues, a note should be provided by the parent/carer and taken to the YLC. A red card will then be issued for a specified period of time to allow parents/carers time to order and take delivery of items. The red card will be reviewed by the YLC at least every 2 weeks. The school reserves the right to liaise with W and S Sports our uniform supplier to discuss uniform availability to verify genuine issues with supply. If a pupil is without an item of uniform and the school is able to provide a loan item, this should be worn. If not, the pupil should wear an item as similar as possible to the missing item of uniform until either a school loan can be made, or the missing item is available.
1. Where necessary the school will continue to use alternative provision. Pupils will be booked in with due consideration of social distancing and so may need to wait longer than is usual for a sanction to be served. Parents/carers will be notified of dates.
2. If a fixed term or permanent exclusion is issued the school will be mindful of travel arrangements. Parents/carers will be notified if a pupil needs to leave the site. Parents/carers will be responsible for collecting their children in these instances, or for arranging safe travel.
3. The school mobile phone policy is still in operation with the following adjustment.

If pupils wish to leave mobile phones switched on for the purpose of operating a track and trace application relation to Covid-19, they are at liberty to do so. Phones must be on silent and not used for any other purpose. If they are seen or heard the mobile phone policy will operate as usual including confiscation.