



## **Behaviour Policy Addendum - March 2021**

This document has been created to make explicit, expectations of students from the return to educational settings following the national lockdown and partial Academy closure caused by the COVID-19 pandemic in the Spring Term of 2021.

The Academy will welcome back all students in a staggered return to accommodate mass lateral flow testing from 8 March 2021 and has fully reviewed and updated its health and safety risk assessments, to minimise any threat from transmission of Coronavirus.

### **Organisation of students on site:**

As per DfE guidance- students will continue to be organised in 'cohort bubbles' in order that different cohorts are kept separate on the Academy site, as they were during the Autumn Term, e.g. all of year 7 will be kept together in one geographical location.

The expectation is that all students (and staff), maintain social distancing, where possible of 1M+, but we accept that this will not always be possible, especially with over 1700 people on site. Therefore, we expect that all students and staff **\*avoid any physical contact\*** with other individuals: **'stay apart, stay safe'**.

Each cohort will arrive at different entrance points and times at the start of the Academy day, and students will be expected to arrive separately and **not group together**. Students and parents/carers will be notified of entrance points and times and will assemble in designated zones, to be taken into each bubble for lessons. The Academy day will continue to have 5 lessons, a break, a lunchtime and will end with a staggered departure from the site. All students will receive teaching across the full curriculum.

When students first enter the building after arrival, they will be escorted by members of staff and will sanitise hands immediately before entry to learning spaces.

### **Personal Protective Equipment (PPE):**

The Government has changed its guidance on face coverings to protect public health- students and staff: **Wearing a face covering or face mask is now required for students and staff in indoor spaces.**

The Government is due to review its guidance on face coverings at Easter, in April 2021.

Face coverings are therefore required on site. Students should bring a face covering **daily**, in the same way as they are expected to bring a pen and pencil. **Disposable coverings are preferred.** Face coverings **must be plain in colour and cover the mouth/nose.** **Students should wash their hands before putting a face covering on and remove it for eating/drinking. They should also wash their hands when removing a mask and avoid touching their nose/mouth.**

Face coverings **do not** have to be worn in these circumstances:

- 1) Where a student is exempt (a parent or carer must contact Head of Year with medical or other details and we will issue an exemption card). We already have these details from the Autumn term
- 2) Any outdoor area and for PE lessons outside
- 3) When eating or drinking in designated dining areas like Snack-chat



If a student uses a non-disposable covering, and removes it during the Academy day, they are responsible for placing it in a sealable plastic bag which is kept in their school bag.

Students will be shown a video by their Tutor on the safe use of face coverings on their return in March. Any student who deliberately misuses a face covering that causes a risk to the health and safety of another individual, will be subject to disciplinary sanctions.

**Staff** will also be wearing a face covering in indoor spaces (unless exempt), and for teaching this will be a visor so that verbal communication is not impaired.

**Please note**, students using Nottingham City Transport buses will have to use a face-covering as they are mandatory on public transport.

## Attendance:

Face to face Academy attendance from March 2021 is mandatory. The usual regulations will apply:

- It is parents and carers' duty to secure that their child attends regularly at the Academy
- It is the Academy's responsibility to record attendance and follow up absence
- The Academy will reward good attendance and tackle poor attendance including issuing sanctions, including fixed penalty notices in line with local authorities' codes of conduct.

We fully understand and recognise that some children and their parents and carers will have concerns/anxieties about a full return to The Academy, and especially considering what is, for many, a second and significant physical absence from the site. Considering this, our teams have been regularly contacting families over the lockdown period to alleviate concerns and provide support for families where levels of anxiety or other issues may have prevented a full time return to Academy life in September.

## Punctuality:

Students will be expected to arrive by their advertised designated time. This is **very important** to keep cohorts separate in bubbles. It is recommended that students arrive **at the start of their arrival window** to avoid lateness. Punctuality is a life skill, and our expectation remains that all students will be on time daily. Good timekeeping/habits will be rewarded. Latecomers will have to enter the Main gate only (Next to turnstile) and names recorded by SLT for a 10-minute late detention at break with their Head of Year, in their bubble. Persistent lateness will be followed up with further sanctions. Parents/carers should notify the Academy if there is a genuine reason for a punctuality problem.

Arrival times are indicated below:

	Entrance/Exit	Arrive at	Lining up	Enter Building Via	Leave at
Y7	Gedling Rd near to Clarborough Drive	8:15 – 8:25	B Block The curve	Orange Doors B Block	14:55
Y8	Pedestrian entrance next to the turnstile	8:15 – 8:25	B Block Tennis Courts	Purple Doors B Block Hall	15:00
Y9	Community Centre Path	8:30 - 8:40	A Block Park Area	Blue Stairs A Block	14:55
Y10	Gedling Rd near to Clarborough Drive	8:30 – 8:40	Play Football Car Park	Yellow Stairs A Block	15:05
Y11	Community Centre Path	8:15 – 8:25	Events square	Pink Stairs A Block	15:05
Y12 & 13	Pedestrian entrance next to the turnstile	8:30 – 8:40	Straight to P1/ C Block	A Block Green Stairs B Block via PSU	15:05



## General expectations regarding students' conduct:

When all our students return to the Academy, we will have our usual highest expectations regarding conduct. It is important that everyone understands the differing levels of anxiety that there will be concerning a return to the Academy and that we listen to and support each other through this continued difficult period. We expect our students to respond positively in the wake of evolving adjustments to the day to day running of The Academy. Any negative behaviour that seeks to deliberately add to anxiety, will be treated very seriously indeed. Please note that, although we understand students will carry them for the journey to and from school, mobile phones should not be seen or heard on the Academy site. In the event of a student having a mobile phone visible, or one being audible, it will be confiscated and retained securely in the Cohort bubble. The device will be returned at the end of the day. If these incidents re-occur, contact will be made with parents and carers to collect the device in person and discuss the situation and further. If a student is seen with a mobile phone during departure from site prior to leaving the site, they will be reminded to put it away, and if they ignore this reminder, they will receive a C3 20-minute detention the following day in their cohort bubble.

## Coronavirus symptoms at home:

If your child has any of the following symptoms, they must not come to the Academy, but stay at home and get a test:

- 1) A high temperature
- 2) A new, continuous cough
- 3) A loss or change to sense of smell or taste

You can book a test online here: <https://www.gov.uk/get-coronavirus-test>

Other members of the household/bubble must also self-isolate if someone has symptoms, until the test result is known.

Further advice/guidance can be obtained from the NHS helpline (telephone 111)

## Coronavirus testing:

From January 2021 The Government made lateral flow tests available for schools/Academies to administer. Training and guidance have been provided. This enables quicker identification of any student or member of staff that is infected with the virus and immediate contact tracing. Close contacts can then be tested to establish whether they are infected. Consent is required to test any student if they are under the age of 16 and the testing programme is entirely voluntary, though participation is 'strongly encouraged' in line with routine infection control.

The Academy has been testing students and staff on site successfully since January and have established an effective, experienced testing team.

From March 2021, as notified, students are being invited to have an initial lateral flow test, in line with Government guidance. Students will arrive for their appointment, have the test, and then go home, where we have confirmed consent from a parent/carer. They will start full time face to face provision the following day provided the test outcome is negative. Students do not need to attend in Academy uniform on the day of the test but will do from the following day. Students will then have a further 2 tests in The Academy, so three in total in the first two weeks on the return to the Academy. After this period, students will then continue taking twice-weekly tests using a home testing kit provided by the Academy (testing kits can also be obtained locally from test centres). Parents/carers must report their child's result to NHS Test and Trace as soon as the test is completed, either online or by telephone, as set out in the home test kit instructions. Further details here: <https://www.gov.uk/guidance/rapid-lateral-flow-testing-for-households-and-bubbles-of-school-pupils-and-staff>



Any student identified as a proximity contact will need to self-isolate for 10 days, to avoid any risk of transmission to others.

Parents/carers should note that a negative test does not necessarily mean that an individual does not carry the virus and so any child showing symptoms who has a negative test still must self-isolate until the result from a PCR test (laboratory) is known.

Parents and carers are reminded about the need to ensure their children take any regular medications, as advised by medical practitioners, to avoid any confusion with C19 symptoms.

## **Travel to/from the Academy:**

We recommend that, wherever possible, students walk or cycle to school. If there is a need to take public transport, it is important that parents and carers/students follow the guidance set out by the government on this, including wearing a face-covering. Students walking and cycling should observe social distancing measures on their journey to school as much as is reasonably possible and should not gather in groups on arrival or before leaving the Academy or on the journey to/from it. If students are cycling, they should continue to observe road safety by following the Highway Code and wear a helmet, they should also make sure that their cycle is in roadworthy condition and that they can easily be seen by ensuring the bike has reflectors and lights. Students will be guided by duty staff to suitable locations where they may lock their cycle. Students entering from Clarborough Drive can secure their cycles at The Play-football shelter; those arriving from The Main entrance at A Block near reception and those arriving via the Community Centre at A Block in the Park Area.

If parents and carers are dropping students off at The Academy, they should remain in their cars and avoid gathering with any other parents and carers in the drop off areas. Parents and carers should not be coming onto the school site or into the school buildings unless by prior arrangement, and where this is the case, they should follow all guidance and signs on site relating to social distancing and other health and safety measures identified in the Academy C19 risk assessment, which can be found on the website. All visitors to site must follow the C-19 Risk Assessment, including hand sanitising, social distancing and wearing a face-covering.

Students who use Nottingham City Transport buses to/from the Academy will have to wear a face covering as it is mandatory on public transport.

## **Expectations regarding student uniform:**

All students should wear normal Academy uniform in line with DfE guidance and Academy expectations. Students in the sixth form should follow the usual Sixth Form dress code including wearing of a lanyard.

We are very mindful that some families may find difficulties with uniform, and especially those with low incomes and/or those who have suffered financial hardship as a direct result of the pandemic. If this is the case, we would encourage parents and carers to contact their child's Head of Year in the first instance so that we can provide appropriate support.

**Physical Education/Dance** represents a significant challenge in terms of changing for physical activities. It is not viable to keep everyone safe in PE changing rooms under the current guidance. Therefore, when a student has Physical Education/Dance timetabled, they should attend the Academy in their **normal PE kit**, but should wear their blazer over the top and in inclement weather a school coat (and additional warm PE top suitable for participating, **but no hoodies**). Also, tracksuit bottoms as required, as students will be in their PE kit all day. **Normal PE kit** includes a green polo t-shirt and/or long-sleeved rugby shirt, plain black shorts, track suit bottoms or leggings and trainers.

All uniform should be worn **properly**, and students should avoid attending with items/aspects which are not permitted, like false nails, hair colours which are not natural, and hoodies. Please see the Uniform Policy on the website for further details:



<http://www.arnoldhillacademy.co.uk/index.php/parents-and-carers-information/category/21-school-policies?start=20>

## Expectations regarding equipment:

Students must bring their own equipment for their sole use (pens, pencils, ruler, and calculator). They should not lend these to any other student. If a student forgets their own equipment, a pen will be issued and sanitised appropriately to avoid any issues.

## Catering:

The Academy will continue to use multiple catering facilities from March to keep cohort bubbles separate, as well as staggered lunchtimes. These facilities will be in operation: The Canteen (Snack-chat); Catering Huts; Sixth Form café; 'A' Block servery. Where possible, we would encourage students to bring their own 'packed lunch' as this will help us to manage catering for large numbers.

## Toilets:

Students should use the toilets at break and lunchtime as required but should avoid toilet use during lessons. Each mixed bubble has identified toilets and students should use toilets in their bubble areas to maintain segregation between cohort bubbles. Toilet use in lessons will be permitted in these circumstances:

1. there is a medical or urgent need or illness
2. the student has a legitimate toilet pass issued by the Academy
3. there is a sanitary need

\*Staff will continue to use their professional judgement for girls who have their period and act sensitively to needs.

## Students who display Covid-19 symptoms onsite:

Any student who displays symptoms will be isolated in a designated place in the Academy, which will be fully supervised, until they can be collected by a parent/carer. If it occurs during a lesson, the student will be immediately taken to the designated room by the member of the pastoral staff (A Block ground floor first aid/nurse room). We will, of course, continue to monitor their safety and wellbeing whilst they are isolated. Any member of staff supporting the students at this time, will wear PPE. Our expectation is that a parent/carer will generally be able to collect a student within 30 minutes of being contacted. Parents and carers can book a COVID-19 test for their children or anyone in the family if someone displays symptoms. The parent/carer should update the Academy as soon as possible regarding the outcome of a C19 test.

If a student or member of staff tests positive for COVID-19, those who have been identified as a proximity contact with that student will be required to self-isolate for 10 days in line with government guidance. If this situation arises, we will contact parents and carers.

## Student conduct on site:

All students should continue to show **respect** for:

- Others- students, members of staff and any visitors, by being kind and courteous and **especially by maintaining distance where possible and avoiding ALL contact with others.** This includes on the journey to and from the Academy by NOT gathering in groups. Also, by moving safely around the Academy between lessons and other sessions like lunchtime
- The Academy- and adhering to all advisory COVID 19 signs and protocols
- Themselves- keeping themselves safe and taking preventative action to stop any transmission of the virus



- Learning-observing all classroom protocols including no contact with others and maintaining a 2M distance from all members of staff. Remaining seated in classrooms and not sharing any equipment

Specifically, these positive behaviours are always expected:

- Follow all one-way systems that are in place including entrances and exits to/from the Academy
- When moving in bubbles to/from lessons, students should keep to the **left-hand side** of corridors and walk in **single file**
- Lining up for lessons in **straight, single file lines** to maximise learning time and ensure safe and orderly entries and exits from Academy buildings
- Maintain social distancing (where possible) during movement around The Academy including on arrival/departure and in all learning spaces. Avoid all physical contact with others
- Only cough/sneeze into a tissue and then bin it (*catch it, bin it, kill it*). If no tissues are available, then into the crease of the elbow
- Wash hands regularly including on arrival and before departure using sanitiser/soap and use opportunities to wash hands in toilet areas using soap dispensers, especially after using the toilet. Hands should be washed properly for a minimum of 20 seconds. All classrooms in use have hand sanitiser on entry/exit point and this should be used by all students and staff
- Avoid touching own faces/nose/mouth
- Do not share any items with others
- When sitting in learning spaces or social areas- face in the same direction, not towards each other.

Usual conduct expectations will apply for all. Positive behaviours will be rewarded using normal Academy systems with Class-charts. Negative behaviours around the site or in designated learning spaces will be subject to an amended consequence system:

C1- a verbal 'reminder' to follow expectations and show **respect**

C2- negative behaviour point on class-charts

C3- 20-minute detention after **school the same night booked on class-charts** (except Wednesdays) with Faculty team in bubble- parents and carers/carers notified.

C4- 'on-call' (learning cannot continue) Removed from learning space by SLT/pastoral team. Student taken to bubble on-call room. Staff will alert on-call via specific email address that goes to admin team who alert SLT/pastoral team. This results in a **same night 45-minute detention** (except Wednesdays)- parent/carer informed. Subject Teacher to contact home to discuss issue. Pastoral Team to decide about the nature of the negative behaviour and further sanctions/actions as required.

\*Note 2XC3 in a day =C4 detention -45 minutes

For more serious negative behaviour, especially that which jeopardises health and safety of students/staff, higher level sanctions may be used in line with the Academy Behaviour Policy

If any student presents a risk to the health and safety of other students or staff, a risk assessment will be completed and parents and carers informed to make expectations clear that if their child displays behaviour that threatens the health and safety of other children and staff they are likely to be educated in their bubble separately from other students. Alternatively, in serious cases, they may be educated at a partner alternative provision provider off-site.

The Academy continues to make changes to buildings/site and learning spaces to ensure all aspects of health and safety are fully in place, including following guidance from:

- Public Health England
- The Department for Education

“Be Inspired and Achieve Together”



- The National Health Service
- The Department of Health and Social Care
- The Local Health Protection Team (HPT)
- The Spencer Academy Trust

Extensive risk assessments have been updated following ongoing and updated DfE guidance. All staff have been briefed to ensure clarity and understanding about Academy operations from March 2021. Parents and carers/carers have received information from the Academy about a full return for all students from September.

The COVID-19 Risk assessment can be found on [the Academy website](#).