



## FRAMLINGHAM COLLEGE SENIOR SCHOOL BEHAVIOUR POLICY: ANNEX COVID 19

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### 1. Introduction

This Annex was written with the following guidance in mind:

<https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-secondary-schools>

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

<https://www.gov.uk/government/publications/teaching-online-safety-in-schools>

<https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19>

Parents/Carers who have:

Chosen to send their child/ren back to school (in line with the Government Guidelines), must be supportive of the following additional behaviour expectations put in place for safety of staff and children.

Parents/carers must ensure that their child/ren has a clear, age- appropriate understanding, prior to their child attending our setting.

The following relevant Covid 19 expectations, are in addition to all guidelines set out in Framlingham College's Behaviour Policy.

## 2. Altered Routines for Arrival or Departure

We ask parents to:

- check the temperature and general health of their children before sending them into school.
- run through this document regarding behaviour in school during the time of Covid 19;
- adopt the '*Stop, Drop & Go*' approach when dropping off their child at the beginning of each day, maintaining social distancing at all times;
- remain in their cars at pick up time until they see their child and maintain social distancing at all times when transferring between car and pick up point.
- Pick up and collect their child from the Front.

### At the start of the day:

- Pupils will be dropped off in the West Car Park and will then enter the building as follows:
- TAC – round the back of the school and in through the front door of the TAC.
- Maths – round the back of the school and in through the glass door opening into the RS corridor.
- Year 12 pupils driving will park at the Front of the school and enter the building as above.

### At the end of the day:

- We ask parents to park on the Front, ensuring that enough space is left between cars to ensure that social distancing can take place at all times.
- Parents are to remain in their cars and pupils will come out and get in the car.

## 3. Instructions on Hygiene & Respiratory Health

All pupils must follow the school's expectations for hand washing and good respiratory hygiene.

Pupils must:

- wash their hands thoroughly for 20 seconds, with running water and soap, and dry them thoroughly:
  - on arrival at school;
  - when asked to by an adult;
  - before and after eating;
  - after breaktime;
  - after using the facilities;
  - after sneezing, coughing or touching their face.
- use alcohol hand rub or sanitiser, ensuring that all parts of the hands are covered, regularly throughout the school day;
- make every effort to not touch their mouth, nose or eyes;
- tell the member of staff if they feel unwell;
- '**catch it, bin it, kill it**' if they sneeze; (Use a tissue or elbow to cough or sneeze and use bins for tissue waste).

Pupils will not cough, sneeze or spit in the direction of any other person.

#### **4. Experiencing Symptoms of Coronavirus (Covid 19)**

If a pupil feels unwell or thinks they are experiencing symptoms of coronavirus, either in school or at home, they must do the following:

- before coming to or after arriving home from school, they must tell their parent if they are feeling unwell;
- at school, they must tell any supervising adult if they are experiencing symptoms;
- They will be collected by a member of staff wearing PPE and taken to the isolation room (Clarke Martin Reading Room) where they will be cared for until their parents can be contacted and they are collected.

**Symptoms of Coronavirus are:**

- high temperature
- new, continuous cough
- loss or change to your sense of smell or taste

#### **5. Tutor Groups & Moving around the School**

Pupils will be supervised in tutor groups. They will stay in these groups throughout the majority of the day.

When moving around the school pupils MUST follow teacher direction and should take notice of social distancing rules.

Pupils must:

- enter and leave classroom in the order following social distancing;
- follow signage for direction of travel around the school;
- enter and leave buildings at the designated entry and exit points to maintain social distancing.

#### **6. In the Classroom**

The sharing of equipment such as stationery, laptops, iPads, textbooks or exercise books will not be permitted.

Pupils must not:

- Share equipment with their peers - this includes pens, pencils etc.
- Borrow or use other people's personal items, such as water bottles or clothing
- Share laptops, iPads, keyboards, mouse, headphones or any other technical equipment

#### **7. Breaktimes & Using the Toilet**

All pupils MUST follow the school's expectations on social distancing in academic lessons AND during lunch and break times.

No College catering is being provided so all food will be brought in by pupils. This must not be shared with other pupils and any uneaten food or used packaging should be taken home by the same pupil.

Seating at tables will be clearly shown in Paul's Court and to ensure social distancing no tables or chairs must be moved.

Water is available from the water machines for pupils to only fill their individual water bottle.

Pupils must:

- follow school guidelines on designated areas, lunchtimes and academic teaching areas.
- practise good hygiene and wash their hands thoroughly for 20 seconds with running water and soap, drying them thoroughly after using the toilet;
- follow social distancing in toilet areas and on entry and exit to the bathrooms, giving way to those exiting;
- seek consent from a member of staff during lessons before using the toilet.

## **8. Remote Learning Behaviour Expectations**

The following guidelines for pupil conduct when remote learning (at home or at school) should be followed.

Pupils should:

- treat remote learning in the same way as normal classroom learning where they can;
- use appropriate classroom language;
- take regular screen breaks;
- always conduct video learning in an open space at home;
- only communicate through approved school portals and platforms (firefly, school email and teams)
- dress appropriately at all times;
- not use school platforms to discuss personal matters;
- follow the teachers' guidance on audio and video use;
- be made aware that the lesson is being recorded;
- report any inappropriate use to their teacher or a trusted adult;
- not share passwords or other sensitive information online;
- look after their mental health and well being and ask for help from their teacher or other trusted adult if they need it.

*(Advice taken from National Online Safety)*

Additionally, normal school policies and expectations apply. The School expects all staff and pupils to show kindness and respect to other members of the community at all times.

Framlingham College will take into account, offer additional support and make reasonable adjustments for pupils with special educational needs, disability or vulnerable children.

*These amendments have been written in conjunction with Covid-19 Annex in our Safeguarding policy, the Covid- 19 Risk Assessments and other relevant policies adapted due to Covid-19.*