

Maiden Erlegh Trust  
**BEHAVIOUR POLICY  
ADDENDUM (COVID- 19)**



**MAIDEN ERLEGH  
TRUST**

## **MAIDEN ERLEGH SCHOOL**

<b>Initial approval:</b>	September 2015
<b>Review frequency:</b>	Annually
<b>Date(s) reviewed:</b>	November 2015, June 2016, May 2017, May 2018, May 2019, May 2020

# COVID 19 BEHAVIOUR POLICY ADDENDUM FOR MAIDEN ERLEGH SCHOOL

When pupils/students return to the school site they will be expected to adhere to all current government guidance with regard to social distancing practices outside school and to the following new and different rules whilst in school.

## **Pupils/students must:**

- Avoid touching their mouth, nose and eyes with hands
- Bring their own supply of tissues and in the event of a sneeze or cough, use a tissue then dispose of it in the bin.
- Tell an adult if they are experiencing symptoms of coronavirus (a new and persistent cough and/or a high temperature and/or loss or change to their sense of smell or taste.
- Not share drinking bottles
- Only bring the equipment below:  
Pencil case with appropriate equipment  
Paper  
A water bottle  
A packed lunch

## **Routines for arrival to school:**

- Students must observe social distancing on their way to school.
- Students must walk to the assembly point designated to their room whilst observing social distancing.
- When students arrive at their allocated assembly point they should line up on the points highlighted to maintain a minimum of 2m distancing.
- Mobile phones should be put away as they enter the school gates.
- Arrive on time to assist the assembly point routine.

## **Routines for departure from school:**

- Leave the room in the order instructed by the teacher.
- Students should only leave the school site when dismissed.
- Student should not loiter on school grounds, outside the school gates or in any other local area. They should go directly home whilst maintaining social distancing at all times.

## **Instructions on handwashing and sanitising:**

- Hands should be cleaned on arrival to school site.
- Hands should be sanitised/ washed regularly throughout the day including after visiting the toilet and after breaks.

## **Instructions on who pupils can socialise with at school:**

- Students are able to socialise, whilst maintaining social distancing with others within their 'bubble'.
- Socialisation will occur during lesson change over (as the teacher changes in the same room), any break or lunch times and before and after school.

## **Instructions on movement around the school**

- Movement around school should only occur when instructed by a member of staff.
- When moving around site, 2m distancing must be adhered to.
- When queuing or lining up, students must stand on the tape or spot on the ground.
- The Pop Up School is only allowed in F, G, B and L Block.
- Year 10 and 12 students should only be in the room where their lesson is taking place.
- Where one way systems are in place, they should be strictly adhered to.

## **Rules about sharing any equipment:**

- Students should only use their own equipment at all times.
- There should be no giving of any resource from one student to another.
- Lunches should only be touched by the student and not shared with anyone else.
- When taking part in the activities, they must only use the equipment assigned to them.

### **Expectations about breaks or play times, including where children may or may not play:**

- Students should spend their break on the astro turf and only when supervised by a member of staff.
- At all times students must adhere to social distancing at break and lunches.
- Students must only sit on the marked chairs in the dining room.

### **Instructions for the use of toilets:**

- Toilets are one in, one out at all times.
- Students must change the sign on the outside of the door to in use when using the toilet.
- Other students must wait outside until the toilet becomes free.

## **Consequences and Rewards**

### **Incidents outside school**

In the event that it is known or suspected that any pupil/student is not following current guidance on social distancing whilst outside school, we will undertake a Risk Assessment in consultation with the parent/carer, and other agencies where appropriate, to ascertain whether it is safe for the pupil/student to be on site. Alternative options for learning may be considered following the school's informed risk assessment.

### **Incidents at school**

We know and understand that some children will forget or find it difficult to follow the school's new Covid-19 rules. Our agreed responses to such incidents are outlined here:

#### **Unintentional incidents**

Pupil/student forgets a rule	The pupil/student will be reminded of the rule and why it is important.
Pupil/student who for any reason finds it difficult to comply with the rules	We will support, encourage and educate them to make appropriate choices and we will involve parent/carers and other agencies where appropriate. Their age, special educational needs and personal circumstances will be taken into account.
Pupil/student repeatedly forgets the rules	We will undertake a Risk Assessment in consultation with the parent/carer and other agencies where appropriate to ascertain whether it is safe for the pupil/student to be on site. Alternative options for learning may be considered following the school's informed risk assessment.

#### **Deliberate incidents will be classified as Level 4 as per the Behaviour Policy**

<ul style="list-style-type: none"><li>• Willful defiance of the rules</li><li>• Coughing or spitting at or towards any other person</li><li>• Deliberate touching' of another person or their belongings</li><li>• Wilfully putting the school community at risk</li></ul>	<p>The pupil/student may be sanctioned, which could include a formal exclusion in accordance with the school's behaviour policy.</p> <p>Where the behaviours arise as a result of a particular Special Educational Need or vulnerability we will undertake a Risk Assessment in consultation with the parent/carer and other agencies where appropriate to ascertain whether it is safe for the pupil/student to be on site.</p>
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	Alternative options for learning may be considered following the school's informed risk assessment.
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In the application of sanctions for failing to comply with expectations, reasonable adjustments will be made for pupils/students with special educational needs and disabilities. At primary level, the child's age will also be taken into account. The outcome of each incident will be determined on a case by case basis and subject to the circumstances of the incident concerned in accordance with the school's behaviour policy, the school's informed risk assessments and government guidance. A decision to sanction will not be taken lightly.

Rules about conduct in relation to remote education remain unchanged.

Staff will continue to reward students in line with policy, including for following the new rules and regulations.

If any member of the school community is unsure about these new rules, or requires assistance in following them, they should contact the Headteacher in the first instance.

In the event of any exclusion we will follow our normal policy alongside the DfE guidance outlined here: [Changes to the school exclusion process during the coronavirus \(COVID-19\) outbreak](#)

**All COVID-19 guidance and corresponding new school rules will remain 'under review' and any updates will be communicated.**