

Ark Acton Academy Covid 19 Behaviour Addendum-from March 2021

This addendum to the Ark Acton Academy Behaviour policy will apply until further notice. Unless covered in this addendum, our normal behaviour policy applies.

We may need to amend this addendum as circumstances or guidance changes. We will communicate any changes to staff, parents and students.

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 continue 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.
- All students will sanitise on arrival and must wash hands thoroughly when they visit the toilet.
- Clean hands and wash 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 any touched surfaces using standard products, such as detergents and bleach.

Arrivals, departures and moving around the school

- Students will arrive between 0800-0833 for the first bell at 0833. Year 7 and 11 will arrive through the main foot gate and Y8, 9 and 10 will arrive through the gate adjacent to the car gate. The gates will close at 0833. At 0835 students will be lined up and begin the entry routine into the building.
- Where possible, students should travel to school by walking, cycling or get a lift from an adult and avoid public transport if they can. If using public transport, face coverings must be worn.
- Students must make their way straight to join their year group bubble in their designated playground.
- Any student who is late will need to wait in the silver playground to be escorted to their classroom by a staff member.
- Unless it is wet weather, no student can be in the building until they enter after morning line up. This includes to use the toilet.
- Movement around the school will be limited to each year group bubble, unless KS4 students have specialist option subjects.
- Teachers will move to the class pods to start a new lesson. During transition it is the expectation that all staff are on thresholds and corridors.
- Where staff have a lesson to move to next, we ask that they seek a solution/adapt to ensure students are supervised, for example ask the HoY to support, or ask the incoming teacher to ensure they arrive promptly. HoYs & SLT will be in corridors for every transition to support.
- A new keep left system is now in place and must be observed when moving around the building.
- In transition moments (e.g. when teachers are swapping over), teachers must ask students to read a book in silence. KS4 students may be asked to complete or revise a piece of work before the next teacher arrives.

Face Coverings/Gloves

Face coverings are now compulsory for students when not in lessons. The following rules apply **to students around the wearing of masks:**

- Ark Acton will provide students with a plain black covering which is a uniform item and to be worn in all indoor spaces, including assembly.
- Masks are to be worn in classrooms at all times.
- Masks are not required to be worn in the playground or external spaces.
- Only students who have provided medical evidence as to why they shouldn't wear a mask are exempt from wearing one. This is at the discretion of the Principal.
- The face covering worn in school should be different to the one they wear on the journey to school and should be changed at the gate as they arrive.
- Pupils should not wear face coverings whilst in classrooms as they can impact their learning experience, but if there is a specific health reason or a strong parental preference/medical reason it may be permitted at the Principal's discretion.
- Face masks are to be worn in the Reflection Room.
- Gloves cannot be worn. Clean hands are better and gloves can harbour germs.

The following **guidance is for staff around the wearing of masks:**

- Staff must wear suitable face coverings when they are moving around school, in corridors and in communal areas where it is difficult to maintain the required social distancing.
- Staff who wish to wear a face covering in a classroom are allowed to do so but it is not recommended or encouraged, and a visor may be more appropriate. AAA will provide these for staff.
- There may be some circumstances where there are pupils who need to be able to lip-read in order to communicate with the teacher, but this can be overcome, if the teacher wants to have a face covering, by the use of transparent visors and maintaining a suitable (2m) social distancing.
- Teachers who choose to wear a face covering, should be aware that it is considered only to be beneficial as a protection for others and not themselves and is no substitute for social distancing and other hygiene measures to control virus transmission.
- Teachers who choose to wear a face covering have a responsibility to ensure that:
 - they wash their hands with soap and hot water before putting on the mask and after removing it.
 - they do not touch their face while wearing the mask and if they do, they will need wash their hands.
 - if the face covering is removed while in the workplace, it must be immediately bagged and safely disposed of/stored- at no time should it be left on any surface in the workplace.
 - if masks become damp during the day, they should be replaced.
 - masks/face coverings should be changed/washed/replaced regularly.

Specific expectations around Covid19

- Students should arrive at school on time and through their specified gate.
- All students should sanitise their hands on arrival at one of the sanitising stations when they come into the building.
- All students should then wash their hands at least once during the day in their toilet break.
- A labelled water bottle with student name is allowed but cannot be shared by anyone else.
- Students should be fully equipped for learning-borrowing equipment will not be permitted.
- Any coughing, sneezing or action which may result in the deliberate transfer of droplets will be dealt with seriously and could result in a fixed term exclusion.
- **Any student who does not meet expectation in accordance with our behaviour policy, will be sanctioned accordingly. More serious incidents may result in an exclusion. CV19 specific sanctions can be seen in appendix A.**

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

- Wash the saliva off your skin with soap and lots of running water.
- Wash the saliva/ blood out of your eyes, nose, mouth with lots of cold water. Spit the water out after washing your mouth.

- If you wear contact lenses, rinse before and after taking them out. Any tissues containing saliva or blood must be disposed of in the clinical waste bins (yellow bins found in the designated first aid/ medical room)
- If you think you are at risk of infection seek medical advice from: 1. Your GP 2. Accident & Emergency provision at your nearest hospital.

Detentions

- The time of detentions will reduce to 20, 40 and 60 minutes.
- Detentions will be run by each HoY in the designated year group pastoral break out room.
- Each detention will be supported by either the SLT link for the year group, or another designated pastoral member of staff.
- Students will work on their knowledge organisers in detention, or another activity as directed by the HoY.
- Detentions will be given for incidents stated in appendix A.

Patrol

- Patrol will now be operated through BromCom.
- The rota for patrol will run as it was, however staff will be on patrol for double periods.
- Staff on patrol should approach each call in a calm and persuasive manner and motion for the student to leave with minimal disruption to the class.
- *Any student refusing to respond to patrol may face an exclusion.*

Reflection Room

- There will be two Reflection Rooms (RR). One for KS3 (in the current RR) and one for KS4 (Lang2).
- Two rotas will determine who is on duty and staff supervising each will be for a double period.
- Each RR will be divided into year group bubbles at a distance of at least 2m.
- No student will enter the room without the staff member on duty inviting them in and giving clear instructions about expectations.
- Each student will be reminded of their year group bubble, materials and directed where to sit.
- Clear signage will ensure expectations are clear in the RR.
- Each student in RR will be required to wear a face mask for the duration of their stay.
- The RR will be stocked with tissues and hand sanitiser for any students who sneeze.
- Materials, such as text books and workbooks will remain in each smaller bubble and only be used by that year group.
- *Failure to meet expectations in the RR may result in a FTE.*

Supporting the positive behaviour of SEND students-The 5 stages of support model

The following structure will be applied to certain students to be deemed to need additional support. This is not limited to EHCP students. They will be determined in consultation with the SENDCo and pastoral teams. The purpose of this is to reduce the number of patrol calls for challenging students. The criteria in the model below may be altered by the SENDCo for specific students.

	Situation	Solution
5	<ul style="list-style-type: none"> • Refusing to do work • Be argumentative • Distract others loudly • Questioning instructions 	Show my teacher I am a 5. I will: ✓ Need a rest break with on call – to reset myself ready to continue learning. I need help to: ✓ Let on call know I need a break – log it as other. ✓ Re-focus on the learning ✓ Help with the task ✓ Be positive with me If I am not ready to return – patrol will keep me until I am.
4	<ul style="list-style-type: none"> • Distracted from work • Talking to others • Calling out and questioning 	Show my teacher I am a 4. I will: ✓ Need a 3 minute rest break outside the classroom – I will remain in sight outside of the door

		<p><u>I need help to:</u></p> <ul style="list-style-type: none"> ✓ Let me know when my 3 minutes are finished ✓ Re-focus on the learning ✓ Help with the task
3	<ul style="list-style-type: none"> • Fidgety • Not understanding what has been said • Confused • Distracted • Calling out 	<p>Show my teacher I am a 3.</p> <p><u>I will:</u></p> <ul style="list-style-type: none"> ✓ Use my fidget/destress tool as stress relief for one minute <p><u>I need help to:</u></p> <ul style="list-style-type: none"> ✓ Let me know when my minute is finished ✓ Support my learning ✓ Understand the task ✓ Re-focus
2	<ul style="list-style-type: none"> • Not 100% sure • Need some help • Happy to try 	<p><u>I need you to:</u></p> <ul style="list-style-type: none"> ✓ Tap my 5 step card and check where I am <p><u>I need help to:</u></p> <ul style="list-style-type: none"> ✓ Understand the task ✓ Re-focus
1	<ul style="list-style-type: none"> • Sitting down • Completing work • Confident in the task 	<ul style="list-style-type: none"> ✓ Keep going with the work ✓ Use my profile to support with strategies ✓ Prefer to be left by myself

Uniform

Students are expected to be in full uniform between leaving the house and returning home after school. The uniform should be washed regularly. The academy will support families where new uniform purchases are difficult as far as is possible.

Attendance

As per the Government's guidance, all students are expected to attend school every day from September 2020. The Academy will follow the Attendance Policy to support students with poor attendance.

Expectations following any additional lockdown

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 on Show my Homework
- Seek help if they need it from their tutor/HoY
- Alert tutors/HoY if they're not able to complete work
- Use proper online conduct, such as using appropriate/professional language in messages

Dealing with problems

If there are any problems with pupils adhering to expectations around remote learning, including if they don't 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.

Please note that while in a lockdown, it is the expectation that students speak with their tutor or nominated staff member each week. Parents should support this and ensure that contact is possible. Should we be unable to contact parents for a period of longer than two weeks, we will work with our Safer Schools Officer to contact the student and parent.

Rewards at Ark Acton Academy:

- Rewards will be amended in an updated Rewards Policy.
- An additional reward will be in place to award whole classes. This is designed to give each class ownership over their collective behaviour.

Appendix A-What we sanction for

The following table shows what incidents warrant what sanctions. Please note that this list is not definitive and any incident not on either of the tables below will be taken to an appropriate SLT member to decide on a consequence.

What constitutes a 20/40/60 minute detention?

20 mins (1 behaviour pt)	40 mins (2 behaviour pts)	60 mins (3 behaviour pts)
Unsatisfactory equipment Lateness Planner/book graffiti Uniform infraction Eating outside designated area Failure of tutor/teacher report Poor transition to a lesson Inadequate classwork Inadequate homework Physical contact unprofessional Misuse of face mask	Continue to disrupt after R&W Late to school before period 1 Rude behaviour Inappropriate/overfamiliar language/gestures/noises Rudeness/poor response Prohibited items (eg phone, food, make-up, gum)-plus confiscation Plagiarising work Dishonesty Physical contact causing annoyance 2 nd consecutive inadequate-homework Unsatisfactory line up Not going home straight after school (20mins after leaving) Poor distancing/hygiene Misuse of study period (6 th form)	Defiance/removal from lesson Late to school (period 1 onwards) Swearing Cussing another student Damaging school property/graffiti Physical contact causing harm (90mins minimum) Failure of SLT report Theft from canteen/minor item in classroom/library Cheating/talking in an assessment Inappropriate use of ICT Deliberate touching of someone's property Covid 19 related insults

The following table shows incidents that may result an internal, fixed term, or permanent exclusion:

What constitutes a RR, Internal, External or Permanent Exclusion?

RR (Reflection Room)	Fixed term Exclusion/Reflection Room	Fixed Term or Permanent Exclusion
Missing a 60 min detention	Swearing at a member of staff	Drugs related offense
Incident investigation	LGBTQ+ discrimination	Extreme verbal abuse
Uniform infraction	Racial discrimination	LGBTQ+ discrimination
Hair Violation	Smoking cigarettes/shisha pens	Racial discrimination
Truancy	Repeated truancy	Any bullying (extreme/repeat)
Walking away from 60min detention	Failure to hand over contraband item	Weapons related offense
Failing 60min detention	Failure to attend RR	Fighting/Assault
Extreme defiance	Refuse to go with patrol	Failure of internal exclusion
Mild sexualised language or behaviour	Any bullying	Repeated extreme defiance
5 or more BPs in a day	Stealing	Stealing
Misuse of ICT	Offensive/Inappropriate sexualised language or behaviour in verbal, physical, note or cyber form	Any other extreme or repeated sexual offense
	Sexual language	Persistent refusal to attend a detention
	Refusing to attend a 90min detention	Extreme defiance
	Extreme defiance	Extreme misuse of ICT
	Misuse of ICT	Serious Covid 19 incident
	Deliberate attempt/transfer of saliva	Bringing the school into disrepute (extreme)
	Deliberate attempt to crossover between year group bubbles	
	Bringing the school into disrepute	

The Academy has the right to follow up any incident using the above consequences whether a student is in uniform or not.