

COVID-19 Annex to Behaviour and Discipline Policy

This is an annex to the School's Behaviour and Discipline Policy (the **Policy**) which has regard to government's [guidance for full opening: schools](#) and [checklist for school leaders to support full opening: behaviour and attendance](#).

It is designed to support the re-engagement of pupils and a return to an orderly and calm environment in which all pupils can achieve and thrive.

This annex summarises key COVID-19 related changes or additions to the Policy following a review of the Policy and its operation in relation to the coronavirus pandemic by the designated safeguarding lead (DSL) and senior leadership team (SLT).

The DSL/SLT will keep the Policy and this annex under review. The School will ensure that all staff and volunteers are aware of this annex and future revisions, which will be published on the School's website.

The School seeks to work in partnership with Parents over matters of discipline, and Parents are encouraged to support the School conventions and rules within this Annex to the Policy.

Subject matter

Transport and altered routines on arrival/departure

The School has introduced a revised protocol for drop-off as part of the protective measures it has put in place to reduce transmission of coronavirus. The new protocol has regard to government guidance, local authority advice and risk assessments completed by the School. Any changes to arrangements will be communicated to pupils and parents in advance.

- Pupils and parents must follow government advice when arranging travel to and from school.
- Pupils and parents must follow the protocol and minimise contact and mixing in order to protect the health of the School community.

Following School instructions on hygiene

Pupils will be expected to:

- report any signs or symptoms of coronavirus to their teacher before attending the School site where possible
- to follow the government's isolation and self-quarantining guidance
- wash hands thoroughly and regularly and use hand sanitiser that is placed around the School, in addition to washrooms, where necessary
- adhere to the School's revised rules and procedures on the use of the toilets and hand washing/drying facilities, which is based on the government [guidance on hand washing and hygiene](#)
- maintain good hygiene to protect themselves and others
- use tissues to catch sneezes and coughs and dispose of them safely in designated bins provided for the purpose
- Avoid touching their mouth, nose and eyes with hands, where possible

Subject matter
Rules about coughing and spitting at others Deliberately coughing and spitting at others in any circumstances is strictly prohibited. It is potentially a criminal offence to threaten others with infection by coronavirus, for example by coughing or spitting in their direction. Such behaviour will not be tolerated and in addition to sanctions being applied by the School, may also result in the pupil being reported to the police. <i>Some pupils with SEND may inadvertently present these behaviours. See section on reasonable adjustments below for more details about how the school will manage these issues.</i>
Following instructions on social distancing and/or staying within their set group or "bubble" The School has put arrangements in place to minimise children and staff groups mixing unnecessarily in order to help prevent the transmission of coronavirus. This is based on government guidance, local arrangements and School risk assessments. <ul style="list-style-type: none">• All pupils must adhere to the government advice on social distancing wherever possible, for their own safety and for the safety of others.• Pupils attending school may be allocated a place in a small group (a so-called "bubble") and will receive education/support from a member and/or members of staff designated to support their group. Where that occurs, pupils must stay in their bubble.• Pupils will not normally be permitted to change groups and/or mix with pupils in other bubbles at school and must not do so without prior permission.• We also encourage pupils to avoid mixing in breach of the social distancing rules out of school in order to protect the health of their groups and the school community.
Moving around the School as per specific instructions The School has put in place restrictions on the way pupils move around the School site to help limit the transmission of coronavirus. This includes new requirements to : <i>Use the dining room at set times only</i> <i>Use break trolleys / marquee as directed as an alternative to using the dining room</i> <i>Wear WGS scarf to cover mouth and nose while in the corridors</i> <i>Use designated exits at the end of the school day</i> <i>Queue for buses within the site as directed by a member of staff</i>
Use of toilets

<p>Subject matter</p>
<p><i>Pupils must use the toilets for their year group and wash their hands for at least 20 seconds before and after using the School toilets</i></p> <p><i>The school will also ensure arrangements are in place for pupils with disabilities that require more frequent toileting. Risk assessments will be undertaken to ensure these facilities are provided and these pupils needs are prioritised.</i></p>
<p>Rules about using and/or sharing equipment or apparatus</p> <p>The School has put in place rules to prevent pupils sharing equipment and/or apparatus, wherever possible, in order to help prevent the transmission of coronavirus.</p> <p>Pupils will be advised of the rules for the daily use of equipment and apparatus, and those rules related to specific lessons or activities, and will be expected to abide by them for their own safety and for the safety of others.</p> <p>Pupils are not to share personal items, including e.g. food, drinking bottles, cutlery, items brought in from home.</p>
<p>Amended expectations about breaks or play times</p> <p>The School has put in place new arrangements in respect of break and/or play times as follows:</p> <p>Year 7s may use the outdoor play area on Monday, Wednesday and Friday lunchtimes. Year 8s may use the outdoor play area on Tuesdays Thursday lunchtimes</p> <p>Pupils wishing to go outside must exit and enter school via the hub, washing hands for 20 seconds on the way out and on the way back in.</p>
<p>Rules for pupils at home about conduct in relation to remote education</p> <p>Those pupils who continue to receive remote education will continue to be expected to comply with the rules and expectations set out in all relevant school policies and their individual plans.</p>

Subject matter

Consequences of breach of the above additional rules and expectations

The additional rules and expectations set out in this Annex will collectively form part of the School rules (the **New Rules**). Any breaches of discipline in respect of the New Rules may result in appropriate sanctions being applied in accordance with the School's Policy.

Whilst the School acknowledges that this is a difficult time for many pupils and that there will be a period of adjustment to the "new normal", the New Rules are in place to for the safety of pupils and for the whole School community.

Modifications to Rewards and Sanction system

When considering the appropriate sanction in respect of breach of the New Rules, the risks posed to others' welfare by an individual's behaviour will be assessed. This may include consideration of how any action taken, sanctions applied or inaction may affect that individual's welfare and, where appropriate, how it may affect other pupils' welfare and / or that of the School community as a whole.

Notwithstanding the above, the following actions are *likely* to be considered to be serious breaches of discipline and could result in expulsion or a requirement to leave the school including:

- deliberately coughing/spitting on other pupils/staff or a member of the School community
- persistent or serious breach of the government's [social distancing guidance](#) while on the School site (reasonable adjustments will be made for younger pupils and those with SEND and/or disabilities where appropriate)
- persistent or serious breach of the New Rules relating to:
 - hygiene
 - mixing with pupils outside allocated groups or bubbles in School
 - break times and out of bounds areas
 - specific instructions about moving around the School site
 - specific instructions regarding the use of equipment or apparatus.

Reasonable adjustments in place for pupils with more challenging behaviour and special educational needs and disabilities (SEND)

See individual pupil plans / risk assessments where relevant. Adjustments may include:

Subject matter
<i>Adjusted timetables</i> <i>Adjusted attendance expectations</i> <i>Ability to attend Learning Support centre as needed for support / guidance</i> <i>Agreed exceptions to protocol eg being permitted to wear a different kind of face covering; using particular cloakrooms etc</i>
Temporary relaxation of rules <i>Juniors to leave at 3.35 to allow for greater social distancing at school gates</i> <i>Juniors to leave from side gates</i>

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