



Behaviour Policy

'You shall not take vengeance, nor bear any grudge against the sons of your people, but you shall love your neighbour as yourself; I am the LORD.

Leviticus 19:18

INTRODUCTION

- Saint John Wall Catholic School believes that all members of its community must be involved in the implementation of policies relating to keeping a disciplined, orderly, secure and happy learning environment. Ensuring high standards of behaviour is how we enable pupils to achieve their potential and meet the school's expectations.
- Each person involved with the school should be party to, and familiar with this policy. This includes governors, the school chaplain, parents and carers, teachers, support staff and pupils.
- The Governing Body will establish in consultation with the staff and parents, a policy for the promotion of good behaviour and will keep it under review. Governors will ensure that this policy is communicated to pupils, parents and carers.
- The Assistant Principal (Pastoral) will be responsible for the implementation and day to day management of the policy and procedures.
- All school staff have to be responsible for ensuring that the policy and procedures are applied consistently and fairly.
- Parents and carers will be expected, encouraged and supported to take responsibility for the behaviour of their children both inside and outside the school.
- Pupils are expected to take responsibility for their own behaviour and will be made fully aware of the school policy, procedures and expectations.

This school recognises that each member is a unique creation of God, made in His image, as was Jesus Christ, His Son. In this discipline policy, we aim to ensure that every person attached to our Catholic School will be respected as such and granted the dignity s/he deserves. Each member of the school will aim to develop self-discipline, which will encourage each of us to treat our neighbours as we would ourselves, and follow the New Commandment taught by Jesus.

MISSION STATEMENT

'To educate each and every unique child in our care to hear and respond to what God calls them to be.'

Mission Statement	Rationale
'To educate...	Our skilled teachers and support staff live out their vocation to serve and teach children and young people at Saint John Wall Catholic School.
each and every...	We are '<i>A Catholic School For All</i>' and we welcome pupils from each and every diverse background, faith and culture into the Saint John Wall community.
unique child...	We value human dignity and recognise every child as a unique individual made in the image of God.
in our care...	We provide high levels of care within a respectful and disciplined environment to safeguard children's wellbeing, welfare and safety.
to hear	We instil SJW values and encourage spiritual, moral, social, cultural and emotional personal development so that our young people are open to hear God's calling.
and respond	We foster our young people's gifts and talents so they are equipped with skills, knowledge and qualifications to create opportunities to be able to respond to God's calling.
to what God calls them to be.'	Taking Jesus Christ as a role-model we help pupils understand what God calls them to be; informed and responsible citizens whose vocation in life contributes to peace, tolerance, justice and service in both our local community and wider society.

AIMS

- 1 To instil, in all our pupils a respect for religious and moral values and encourage positive attitudes towards other races, religions and ways of life, so that the teaching of Jesus Christ may be fulfilled according to the teaching of Holy Mother Church.
- 2 To ensure that every individual will receive full benefits from the service offered by our school, by developing suitable management and control.
- 3 To develop attitudes and behaviour patterns within the individual, which will enable him/her to conform to the norms of the society in which we live.
- 4 To help pupils to take responsibility for the consequences of any actions they may take.

PUPIL RESPONSIBILITIES

Everyone has responsibilities, which are fully listed in the Home School Agreement. The following reflects the responsibilities/entitlements of pupils in relation to the Code of Conduct.

Each pupil has the responsibility: -

- to respect the Catholic nature of the school;
- to co-operate with any reasonable request or instruction given by any adult;
- to attend school regularly;
- to be punctual for every session;
- to wear the correct uniform;
- to have the correct books and equipment at all times;
- to move around school in an orderly manner;
- to behave in an acceptable manner in all lessons and in all situations in and around school, including on the way to and from school;
- to complete homework and keep deadlines;
- never to use any form of verbal (in any language) or physical abuse;
- to look after the environment by discarding litter responsibly, not defacing posters, displays or other people's work;
- to recognise and respect the rights of others, whether they are full-time members of staff, supply staff, student teachers, ancillary staff, office staff, visitors or other pupils; and
- to do the above regardless of race, creed, sex or colour
- never to sell any item for personal profit or without the knowledge of the Head of Year.
- Never to film or take photographs of other children or teachers on mobile devices or school equipment such as the ipads.

PUPIL ENTITLEMENTS

Each pupil should expect and feel entitled:

All pupils sign a good behaviour contract in September. This is kept on file.

- to feel secure in his/her Faith;
- to be safe and secure whilst in the care of the school;
- to be treated as an intelligent, capable human being;
- to be treated with courtesy and respect;
- to be able to take part in lessons in a proper learning environment;
- to be educated to his/her full potential;
- to develop personal feelings, opinions and values;
- to develop confidence which will encourage security as an individual, recognising the consequences of personal behaviour;
- to develop respect for the rights of others;
- to know that their possessions will be safe and secure; and
- to receive support in their learning and personal development, where necessary.

REWARDS

Pupils have the right to the following rewards for good work or behaviour, either academic or practical:

- to be praised you receive positive points on class charts;
- to go to another teacher with work for congratulations;
- to be seen by the Head of School/Assistant Principal/Head of Year for congratulations.
- to be given positive marking;
- to be awarded certificates where appropriate;
- to have letters of commendation sent home/to have praise postcards sent home.
- to be given realistic praise at Parents' Evenings;
- to be given annual appraisal in yearly reports;
- to have good behaviour/work noted on school records;
- to be praised during form time;
- to be praised at assembly;
- to be rewarded at Achievement Assemblies/Prize Giving Ceremony;
- to receive rewards/prizes for outstanding contribution/citizenship/effort /attendance/punctuality/behavior;
- to receive house points for good work/citizenship;

AVAILABLE SANCTIONS

Teachers are able to:

- 1 Give immediate verbal punishment for misbehaviour in the classroom.
- 2 Use the class charts system.
- 3 Remove a pupil to another part of the classroom.
- 4 Issue a teacher set detention.

- 5 Refer the student to Head of Department Detention (via the relevant HOD). If other punishments have failed, or the teacher regards the offence as being a serious one according to the guidelines of the school, then they may:
- i Send the pupil with a note/pass to another teacher in an adjoining classroom, until the end of the lesson, when they have time to deal with the problem.
 - ii Send another pupil, with a note, for the Head of Department, who will remove the pupil until a suitable time for further action arises.
 - iii In an extreme situation, send for a member of SLT or designated on call person.

Should the matter remain unresolved and there is still no improvement in the child's behaviour, parents will be sent for by the relevant Head of Year. A meeting will take place possibly involving the child, parents, Head of Year, Head of Department and/or Subject Teacher. The child may have to work in the St Francis Centre until the meeting can take place.

Obviously we hope that this situation will **never** arise **but** we have to ensure the teacher's right to teach and the right of every child to learn.

Note on Detentions

- Detentions in our school can be given by both teachers and support staff.
- Detentions might be given within the school day (for example at lunchtime) or after school.
- We are not required to give 24 hours notice but will always try to do so by telephone, letter, detention slip, or text, where the detention is after school. It is the responsibility of the child to give the detention slip or letter to the parent.

Layered Interventions

- 6 Persistent poor behaviour could result in the child going onto the report system.

If a pupil displays a series of problems for a variety of staff, then the following referral system can be used:

- 1 Green – Daily report
- 2 Yellow – Head of Year Report
- 3 Red – Saint Francis Centre Report
- 4 Headteacher or Governor contract (parents must attend a meeting potentially with the Governors). This is to be used as **a** last resort.

A pupil may be seen to have:

Either

- a) Special Needs and is referred to the SENCO/Inclusion Coordinator/Pastoral Team
- or

- b) A fixed term exclusion may be necessary via the Assistant Principal/Head of Year or Headteacher (this is used as a last resort).
- or
- c) Spend some time in the St Francis Centre to either complete work to reflect on the poor behaviour or be monitored by the Coordinator and her team.
- 7 Both may need:
- a) Involvement of an outside agency by the SENCO or Inclusion Coordinator.
- b) Behavioural Report, involving staff from the Inclusion Centre
- 8 A meeting of all parties involved may be called by the SENCO/Inclusion Coordinator or one of the Pastoral Team, with further meetings if necessary. (Parents must be involved). This may result in the pupil being placed on Headteachers Contract and/or being placed on an alternative timetable and/or spending time in the St Francis Centre.
- 9 The pupil may be removed from main stream lessons and placed into 'The Ark', our alternative curriculum education.
- 10 The pupil may be brought before the Disciplinary committee of the Governing Body.
- 11 The pupil may receive a short term placement at an alternative provision.
- 12 A managed move to another school may be sought via the Sharing Panel (North West Partnership).
- 13 If all else fails, discussion will take place with all involved to decide the future of the pupil at St. John Wall and this may result in the pupil being permanently excluded.

ACTION

Pupils will normally be referred to the St Francis Centre or excluded for the following misdemeanours.

- abusive behaviour towards staff or pupils
- bullying
- acts of violence
- racism
- sexual harassment/inappropriate behaviour of a sexual nature
- a serious incident deemed by the school to be of severe detrimental effect to the well-being of the community
- continual disruption
- disruptive/dangerous behaviour on the corridor or in unstructured time.

- incorrect uniform/hairstyle.
- refusal to follow instructions.
- Filming or taking photos of members of staff or other pupils.
- Inappropriate conduct on social media
- Stealing.

Fixed Term Exclusions

The pupil is sent home at the end of the day with a letter. Parents will be telephoned. The parents are invited in to discuss the incident. Excluded pupils should take work home to do whilst they are excluded.

Any pupil who has been sent home for a serious misdemeanor eight weeks prior to a trip or whose behaviour has shown they cannot be trusted to be taken out of school will not be allowed to participate in a school visit.

Fixed term exclusions are carried out strictly according to statutory guidelines, and parents are made fully aware of their rights of appeal.

The Headteacher may exclude a pupil (fixed term exclusion) for up to 45 school days (9 school weeks) in a school year. For the first five days of any exclusion it is the parent/carer responsibility to provide care and supervision for their child. After the fifth day the school will make provision for the pupil.

After exclusions, the pupils will report to the Assistant Principal or Head of Year who will re-admit them.

It is the duty of the re-admitted pupil to ask their subject teachers for any relevant work missed and to complete it by the date requested by that teacher.

On their return, pupils:

- (i) may spend some time in the St Francis Centre to complete work to reflect on their inappropriate behaviour
- (ii) may be placed on report to the Head of Year.
- (iii) may be placed on Headteachers Contract for extremely serious offences or continued disruption.

PERMANENT EXCLUSION

The Governors of Saint John Wall School have decided that pupils may automatically warrant a PERMANENT EXCLUSION for the following:

- (i) bringing a weapon to school (imitation or otherwise)
- (ii) using a weapon
- (iii) bringing drugs into school
- (iv) using drugs in school
- (v) selling drugs in school
- (vi) any action(s) that in the opinion of the Headteacher may endanger students or staff as they go about the business of education.

PUNISHMENT FOR MISDEMEANOURS

- Detentions will also be issued if a student is late for school on more than one occasion in five days (see policy on late coming – Parents are informed). (see attendance policy).
- Parental permission for detention is no longer required but always sought.
- Detention/punishment may also be issued for misbehaviour when:-
 - (i.) The pupil is taking part in any school organised or school related activity.
 - (ii.) Travelling to or from school.
 - (iii.) Wearing school uniform or –
 - (iv.) In some other way identifiable as a pupil at the school (including the misuse of electronic means of communication) or –
 - (v.) The misbehaviour could have repercussions for the orderly running of the school or –
 - (vi.) Poses a threat to another pupil or member of the public or –
 - (vii.) Could adversely affect the reputation of the school.

Note - Please note that Teachers have the power to discipline pupils for misbehaving outside of the school premises and our usual consequences for poor behaviour will apply.

SEARCHING AND CONFISCATION

School staff can search pupils **with their consent** for any item which is banned by the school rules.

Pupils can be searched where there are reasonable grounds for suspecting that they are in possession of a prohibited or banned item without consent (see below). Pupils can be searched on school premises or, if elsewhere, where the member of staff has lawful charge of the pupil (eg on a school trip or at a sporting fixture). The school can require pupils to undergo screening by a walk through or hand held metal detector/arch even if they are not suspected of having a prohibited item.

If a member of staff suspects that a pupil has a banned item in their possession, they can instruct the pupil to turn out their pockets and/or their bag. If the pupil refuses that member of staff should apply an appropriate sanction in line with the school's behaviour policy.

If a pupil has refused to be searched the Headteacher or Key Senior Staff (Assistant Principal, Head of Year, Inclusion Coordinator) we can still carry out a search in line with guidance set out below. If a pupil refuses to be screened, the school may refuse to have the pupil on the premises.

1. The item is a **prohibited item** –weapons (imitation or otherwise), cigarettes and associated items, alcohol, illegal drugs and stolen items. They also include 'an article that the member of staff reasonably suspects has been, or is likely to be, used to commit an offence, or to cause personal injury to, or damage to the property, of any person'.

2. The member of staff has **reasonable grounds for suspicion**. For example, they might have heard other pupils talking about the item or they might have noticed a pupil behaving in a way that causes them to be suspicious.
3. The search should be carried out by a person of the same sex where possible and another member of staff (preferably of the same sex as the pupil) should be present as a witness).
4. The person carrying out the search may not require the pupil to remove any clothing other than outer clothing such as hats, shoes, boots, coats and scarves. Jumpers/sweatshirts would also be included where the pupil has a t-shirt or shirt beneath it.
5. Any of the pupils possessions may be searched – this includes bags, coat pockets, lockers etc.

Confiscated items should be handed over to a senior member of staff (Assistant Principal, Head of Year, Inclusion Coordinator) for safekeeping and return or disposal.

The law protects members of staff from liability in any proceedings brought against them for any loss of, or damage to any items they have confiscated, provided they have acted lawfully, are in line with this guidance and have dealt with the confiscated items in the ways described below.

Items banned by the school rules if seen	Procedure after confiscated
<ul style="list-style-type: none"> • Mobile phones; iPods; headphones; earpods; baseball hats; pouches; belt bags • More than one mobile phone 	<ul style="list-style-type: none"> • Kept for up to 5 school days and then returned to the pupil or parent. • Confiscated and then returned to parent.
Prohibited items	Procedure after confiscation
<ul style="list-style-type: none"> • Bandanas, balaclavas, latex dipped gloves 	<ul style="list-style-type: none"> • Confiscated and disposed of.
<ul style="list-style-type: none"> • Cigarettes; e-cigarettes; shisha pens; tobacco; filter papers etc. 	<ul style="list-style-type: none"> • Confiscated and disposed of.
<ul style="list-style-type: none"> • Knives and other weapons 	<ul style="list-style-type: none"> • Handed over to the police.
<ul style="list-style-type: none"> • Metal hair combs, compasses, pencil sharpeners or scissors 	<ul style="list-style-type: none"> • Confiscated and disposed of.
<ul style="list-style-type: none"> • Alcohol. 	<ul style="list-style-type: none"> • Confiscated and disposed of.
<ul style="list-style-type: none"> • Illegal drugs. 	<ul style="list-style-type: none"> • Handed over to the police.
<ul style="list-style-type: none"> • Other substances not believed to be controlled drugs. 	<ul style="list-style-type: none"> • Handed over to the police or disposed of.
<ul style="list-style-type: none"> • Stolen items. 	<ul style="list-style-type: none"> • High value – handed over to the Police. • Small value – returned to the owner.
<ul style="list-style-type: none"> • An article that a member of staff reasonably suspects has been, or is likely to be used to commit an offence or cause personal injury to, or damage to the property of, any person in the school. 	<ul style="list-style-type: none"> • Returned to parents or disposed of. • Handed to the Police if it is an illegal item or if an offence has been committed.

Our school is committed to keeping students safe both in school and in the wider community.

As part of our safeguarding arrangements, we have a two-way information sharing agreement in place with West Midlands Police, and are active members of the local Police and Schools panel.

DATA ON CONFISCATED ITEMS

Should there be concerns about any data or files on a confiscated item, this should be reported to a senior member of staff. The data may be examined and, if appropriate, erased. This will be carried out with the pupil present and in the presence of another member of staff who will act as a witness. Parents will be informed.

Data or files which could be searched for	Procedure if inappropriate data found
<ul style="list-style-type: none">• Indecent pictures or offensive messages that may cause harm or offence to others in the school community.	<ul style="list-style-type: none">• Suspected indecent images will automatically be reported to the police. Offensive messages deleted and the device returned to the pupil or parent. If serious (such as a Child Protection issue) this may be reported to the Police or Children's Services.
<ul style="list-style-type: none">• Information relating to illegal activity in the school (such as drugs issues).	<ul style="list-style-type: none">• Device handed over to the Police.
<ul style="list-style-type: none">• Images of staff members.	<ul style="list-style-type: none">• Files deleted and device returned to pupil or parent or reported to the police if appropriate.

USE OF REASONABLE FORCE

The term 'reasonable force' covers the broad range of actions used by staff that involve a degree of physical contact to control or restrain children. This can range from guiding a child to safety by the arm, to more extreme circumstances such as breaking up a fight or where a young person needs to be restrained to prevent violence or injury.

Schools have a legal duty of care for all their pupils. As such a school cannot have a 'no contact' policy. Where a pupil is creating a situation where they are threatening the wellbeing of other pupils or adults in the school, reasonable force may need to be used to control or restrain. It will only be used as a final option. Staff will always try to intervene verbally before using reasonable force. Where staff fear for their own safety and the pupil is not responding to a verbal request, help should be sought before intervening. A senior member of staff will usually be available should staff need support.

Reasonable force may be used to prevent a pupil from doing the following:

- Committing any offence.
- Causing personal injury to, or damage to the property of, any person (including the pupil themselves).
- Engaging in any behaviour prejudicial to the maintenance of good order and discipline at the school or among any of its pupils, whether this behaviour occurs during a teaching session or not.

In Saint John Wall Catholic School reasonable force may be used to:

- Remove a disruptive pupil from a classroom where they have refused to follow an instruction to do so.
- Prevent a pupil behaving in a way that disrupts the behaviour of or affects the safety of others.
- Prevent a pupil from attacking a member of staff or another pupil.
- Stop a fight in the school grounds or on a school trip or visit.
- Restrain a pupil at risk of harming themselves.

In all cases force will only be used when it is reasonable, appropriate and safe to do so. Adjustments will be made depending upon the age and gender of the pupil, if they are disabled or not or whether they have Special Needs or not.

Where reasonable force has been used, parents will be informed and an incident form completed.

Note - It is not illegal to touch a pupil. There are occasions when physical contact, other than reasonable force, with a pupil is proper and necessary.

Examples of where touching a pupil might be proper or necessary:

- When a pupil is being congratulated or praised – handshake.
- Demonstration of how to use a musical instrument.
- Demonstration of exercises or techniques during PE lessons or sports coaching.
- To give first aid.
- When pupil is at risk of harm.

All complaints about the use of force will be thoroughly and speedily investigated in line with the school's complaints policy. **The onus is on the person making the complaint to prove that their allegations are true** and not the member of staff to show they acted reasonably. Suspension of a member of staff is **not** an automatic response to a complaint being made.

Note - Violent or abusive behaviour may constitute a criminal act and police may be called if appropriate.

INVOLVEMENT OF OUTSIDE AGENCIES

Saint John Wall Catholic School works positively with external agencies. We seek appropriate support from them to help ensure that the needs of all pupils are met.

Most pupils needing support from external agencies are identified through the SENCO or the Inclusion Coordinator. For some children the Child Protection agencies may need to be involved. This will usually be done through the Designated Senior lead. Some pupils may be referred for early help assessment.

OTHER RELEVANT POLICIES

Other policies which have a bearing and relevance to this document include the following:-

- Uniform policy.
- Equal opportunities and anti-racist policy.
- Homework policy.
- Sex education policy.
- Anti-bullying policy.
- Attendance policy.
- Policy for Looked After Children & post LAC

(information was updated in this booklet from the 'Searching, screening and confiscation' – January 2018 booklet issued by the Department of Education and Keeping children safe in education 2020)

Appendix 1 Covid 19 June 2020 onwards

Saint John Wall Catholic School continues to uphold the expectations set out in this policy. However, during the special arrangements for Covid 19, the school has put in place a rigorous risk assessment in line with Birmingham City Council as well as supportive information for parents of all pupils in the form of a flier.

To support colleagues with these changes the 'procedures for dealing with' document has been updated to reflect the schools current risk assessment.

A Covid 19 agreement has also been issued to support both school, parents and pupils in what all parties will try their best to achieve during this stage of the government's plans.

Furthermore, any serious incidents (including behaviour that endangers the health and safety of others) will be dealt with in line with our behaviour policy taking seriously any incident, which comes under this category at the discretion of the Senior Leadership Team.

COVID-19 Agreement

The SCHOOL will do its best to:

- Provide an environment which has been risk assessed in response to the COVID-19 infection, Local Authority Risk assessment and government guidance
- Adhere to the social distancing rules as set out by the government as much as we reasonably can.
- Provide a curriculum that meets the needs of your child's well-being, mental health and academic needs.
- Contact parents/carers if your child displays symptoms of COVID-19.
- Inform you if staff or children in your child's 'bubble' test positive for COVID-19 as this will mean you will all need to self-isolate for at least 14 days.
- Continue our approach to rewards and sanctions for children as set out in the Behaviour Policy as well as the expectations outlined in this agreement and the safety flyer.
- Communicate through newsletters, text, email and the school website.

PARENTS and CARERS

I know and understand that:

- If my child, or anyone in my household, shows symptoms of COVID-19, I will not send them to school, we will self-isolate for 14 days as a family, I will get them tested and I will let the school know as soon as possible via telephone;
- If my child shows symptoms of COVID-19 at school, I will collect my child from school immediately. I will get them tested and I will let the school know as soon as possible via telephone.
- On my commute, and when dropping my child off and picking them up, I will adhere to the 2 metre social distancing rules.
- Apart from equipment listed on the safety flyer, my child will not bring any other items into school with them.
- I will not be allowed into the school - all enquiries will be via telephone or email.
- I will read all letters/messages/emails that are sent home and check the school website regularly.
- I will inform the school of any changes to parents/carer and emergency contacts details.
- I will follow social distancing rules at all times, and understand if there is evidence that I have not followed social distancing, my child may lose their place at school.
- If my child is deemed unsafe, he/she will be sent home and cannot return to school until they can be safe.

This agreement is to be read in conjunction with the SJW safety flyer

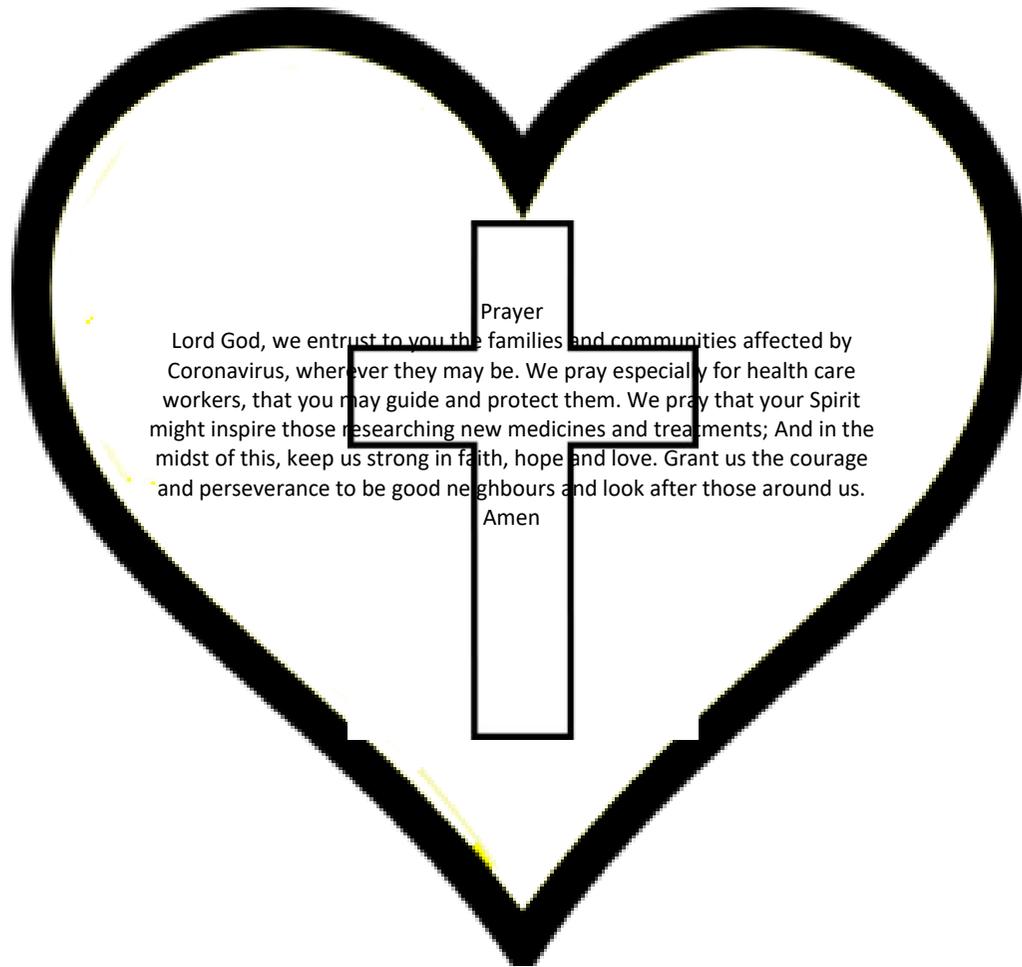
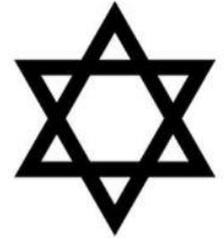
PUPILS

I will do my best to:

- Follow the rules listed on the safety flyer and all other behaviour rules.
 - Clean my hands as soon as I go into school.
 - Remove and dispose/ safely store face coverings.
 - Tell an adult immediately if I feel unwell.
 - Not bring extra items into school except for those listed on the safety flyer.
 - Only enter the building when supervised by a teacher.
 - Use my own equipment.
 - Not mix with any other children outside my allocated group.
 - Only enter the school site from the designated gate at the designated time.
 - Follow the catch it-bin it-kill it rules coughing and sneezing into elbow or tissue
 - Regularly wash my hands using soap and water for 20 seconds or sanitise them
 - Follow teacher instructions and safety rules at all times to maintain the safety of myself and others.
 - Follow these expectations and know that if I don't, I will be sent home and will not be able to come back into school until I can be safe.
- This agreement is to be read in conjunction with the SJW safety flyer

Your Wellbeing

We understand that you and your family may have been affected by the Covid-19 virus and lockdown situation. Please do talk to us when you return to school, or email wellbeing@sjw.bham.sch.uk so we can support you.





SAINT JOHN WALL CATHOLIC SCHOOL

A Catholic School For All



Procedures for Dealing with

<p>....uniform</p> <ol style="list-style-type: none">1. Form Tutor to deal with in first instance. Uniform Report for maximum of <u>one</u> day, send to POP. Form teachers to call home after day 2. Email HOY regarding contacting home if necessary.2. Send pupil to Head of Year if the pupil is being uncooperative/use of SFC if necessary.3. Send pupil to CRO/TIM. Pupil to return to FT at the end of the day with the uniform item and the report. FT to impose a sanction if the report is not signed.	<p>.... low level disruption</p> <ol style="list-style-type: none">1. Class teacher to use strategies including: warning, 2nd warning, name on board, move seat, move to a buddy classroom, detentions*/sanctions at lunch or after school; review seating plans and use class charts.2. Head of Department involvement including subject report, subject detentions, HOD detention*, contacting parents/carers.3. Continued issues beyond HoD involvement, refer to Head of Year.
<p>....serious incidents</p> <ol style="list-style-type: none">1. Head of Department/On Call2. Pupil to be removed from class by on call3. HOY/SFC to organise:<ul style="list-style-type: none">– Pupil statement written.– Staff statements written.– Witness statements written.4. Decision recommended by Head of Year. <p>Decision ratified by CRO/TIM.</p>	<p>...Examination homework not being completed</p> <ol style="list-style-type: none">1. Class teacher to deal with in first instance.2. Head of Department intervenes as necessary, and communicates with home. Head of Year if it continues to be a persistent issue.
<p>.... late to school</p> <ol style="list-style-type: none">1. Break time detention (teachers escort pupils down)*.2. 2 lates = Friday night detention*.3. Persistent lateness will result in a letter being sent out to say 1 hour detentions* will be carried out on the same day.	<p>... late to lessons</p> <ol style="list-style-type: none">1. Class teacher to monitor and record lates and to deal with latecomers in first instance.2. Head of Department to follow up on persistent late arrivals.3. Head of Year to intervene as necessary.

PUPIL SAFETY MEASURES

Do not come to school if you have any symptoms or have a positive test result

The main symptoms of coronavirus are:

- high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

When attending school:

- Stay in your Year group bubble.
 - Socially distance from others as much as possible. Stay 2 metres apart from your teachers and pupils outside your year group. Try to stay 1 metre apart from other pupils in your Year group.
 - Follow the queuing and one-way systems around school.
 - Clean your hands regularly (hand gel, sinks and hygiene stations are available).
 - Catch a cough or sneeze in a tissue, and bin it – bins are provided in every classroom.
 - Avoid touching door handles, light switches and hand rails where possible.
 - Wear a face covering in communal areas where social distancing is difficult to maintain.
- Make sure your behaviour does not endanger the health of others.

Travelling to school

- Walk, cycle or come in a car.
- Avoid public transport if you can.
- If you have to use public transport, you must wear a face covering, and you could get off earlier and walk, so you spend less time on the bus.

Equipment and uniform

- Wear full school uniform including blazer and tie.
- Bring any medication e.g. inhaler.
- You must bring your own pencil case, face covering and equipment – you cannot borrow or share.
- Bring a waterproof coat because you will have to wait outside for lesson changeovers and lunchtime.

Entering the school site. Arrive between 8.20am and 8.50am.

- Wait outside and queue on the lane until the school gates are opened.
- Use the dots to socially distance from other pupils.
- Sanitise your hands at the entrance.
- There will be a breakfast service in the canteen. Follow the one-way system to wash your hands and purchase any breakfast or snacks for later in the morning.
- Follow the one-way system past the sinks to wash your hands before waiting on your allocated playground.

Start of school and lesson change-overs.

- Wear a face covering during lesson change overs when entering the building.
- Year 7, 8 and 9 pupils will wait outside on your allocated playground and be dispatched by your teachers. Make sure you have a waterproof coat in case it is raining.
- Year 10 and 11 pupils can enter the building and go to lessons using the one-way system.

Tutor time and lessons.	<ul style="list-style-type: none"> Sit at your seating plan seat for the whole lesson. Use your own pencil case and writing equipment. You cannot borrow or share equipment. If you are using school equipment for science or PE use it within your allocated group and do not swap equipment around the class. Your teacher may ask you to wear your face covering inside the classroom.
Toilets/ lunch break Breakfast service 8.20am to 8.50am. Lunchtime Years 7, 8 - 12.15pm to 12.50pm Years 9, 10 and 11 - 13.00pm to 13.35pm	<ul style="list-style-type: none"> You can use the breakfast service to buy breakfast and a snack for later in the morning. There will only be 1 lunchtime during the day, no morning break. You will be permitted to eat a fruit or school purchased snack during your morning toilet break. You will need to queue for the toilet and only one pupil will be permitted in the toilet area at any one time. Stay 2 metres away from pupils who are not in your year group. At lunchtime wait on your allocated playground until a member of staff lets you know the canteen is clear. Use the one-way and queuing systems to wash your hands and line up for lunch. Stay 2 metres away from pupils who are not in your year group.
Leaving school. From 14.45pm	<ul style="list-style-type: none"> School will finish with a staggered exit. Socially distance from other pupils as much as possible. Don't wait for other pupils – go straight home. Avoid public transport if you can.
Enhanced cleaning	<ul style="list-style-type: none"> School will be cleaned daily after you leave. Frequently touched surfaces will be cleaned throughout the day.
Latecomers	<ul style="list-style-type: none"> Wait outside reception until you are admitted. Follow the hygiene measures to enter. You will be escorted to your lesson by a member of staff.
Visitors	<ul style="list-style-type: none"> No unannounced visitors will be admitted.

The school day

8.20am to 8.50am	Breakfast service and entry to school. Wait in separate playgrounds.
8.50am to 9.10am	Tutor time
9.10am to 10.30am	Lesson 1 (Mini break for Years 7, 8 and 9 - 10.20am to 10.30am)
10.30am to 11.45am	Lesson 2
11.45am to 13.35pm	Lesson 3 including staggered lunch break. Years 7, and 8 have lunch at 12.15pm to 12.50pm Years 9, 10 and 11 have lunch at 13.00pm to 13.35pm
13.35pm to 14.50pm	Lesson 4
14.45pm to 14.50pm	Staggered exit for some year groups
14.50pm to 15.50pm	Year 11/Year 10 catch-up plus master classes for other year groups.



Ratified by Governors: 10/02/2020

Updated: 24/05/2021

Next Review: 10/02/2023

(This policy will remain in force beyond the review date if no updates are required)