

Addendum to the Behaviour for Learning Policy during COVID-19

All students should continue to adhere to the principles outlined in the Behaviour for Learning Policy. In particular, students should be mindful of the following:

1. Students should follow the Misbourne Way at all times. This includes interactions both in person and online.
 - Ready to Learn
 - Respectful of Everyone
 - Responsible in your Behaviour

Students are also expected to follow the Misbourne Covid Code at all times. Please see below.



Online Expectations

Therefore, students should always follow the guidelines set out in the Behaviour for Learning Policy when interacting with other students and staff online. Students should always be kind and respectful to each other and to staff, remembering at all times that school staff are here to support students with their education and wellbeing and are not 'friends' with, or peers to students.

Students should never attempt to contact staff via social media or make comments about staff on social media platforms. Any inappropriate comments to staff online, will be taken very seriously and could result in a referral to the police as per the Behaviour for Learning Policy.

This is also the case for any online bullying towards other students or peer-on-peer abuse that is disclosed to the Academy during this time.

Students should be aware of the following:

- Work is to be completed and submitted as per the request of the teacher using Satchel One (Show My Homework)
- Students' behaviour and comments should be exemplary, reflecting how they would behave in a lesson in school.
- Students should address teachers as they would do in a classroom setting.

- If any student behaves inappropriately, the guidance in Appendix A will be followed if appropriate.

Students working in the Misbourne

Students working on site at the Misbourne during this time should follow the Misbourne Way and school Behaviour for Learning Policy at all times and the information highlighted below.

A member of the Senior Leadership Team, the Safeguarding Team and a first aider will always be present on site.

Key updates for students and families to be aware of. The purpose of these updates are to keep our students, families, staff and visitors safe and abide by Government guidelines surrounding Covid-19.

- The Misbourne's procedures will be followed by students, families, staff and visitors at all times (except for in exceptional circumstances). The Misbourne's procedures follow the Government guidance on social distancing at all times and abide by relevant health and safety legislation.
- Desks in classrooms will have markers to indicate where students will sit maintaining a distance of 2m between themselves. Students must sit in the position indicated at all times.
- Students must line up to enter classrooms and not enter unless a member of staff is present. Markings will be placed to show where students will stand. Where students are lining up they must adhere to social distancing procedures at all times.
- Students must wait to be dismissed from classrooms by the member of staff present. This is to ensure social distancing is maintained in the classroom and surrounding corridors.
- Students and families must follow any altered routines for arrival or departure. This may include (but is not limited to) staggered drop off and collection times, implementation of a traffic flow system, families are not to enter the school buildings (unless in exceptional circumstances with the prior agreement of the school).
- Students are encouraged to travel to school on foot or by bicycle where possible. Where this is not possible students should not share lifts with students from a different family.
- Students must follow updated school instructions on hygiene, such as handwashing and sanitising. Students will wash their hands at designated times throughout the day. Such as (but not limited to) - before leaving home, on arrival at school, after using the toilet, after breaks and activities, before food preparation, before eating, including snacks, before leaving school, after coughing or sneezing. Hand Sanitiser can be used but should not be a replacement for good hygiene and hand washing.
- Students must follow instructions from staff on who they can mix with at school. Students on site will be placed in smaller learning groups which they must stay in at all times. This includes in the classroom and at break and lunchtime. This is because not all students will have the opportunity to have a break/lunch at the same time. This follows government

guidance on limiting the spread of any potential infection by keeping student groups to a low number.

- Students must follow all instructions surrounding movement around the school. For example (but not limited to); one-way systems, out-of-bounds areas, queuing routines, movement between classrooms.
- Students must continue to follow expectations about sneezing, coughing, tissues and disposal (in line with the "catch it, bin it, kill it" message) and avoiding touching their mouth, nose and eyes.
- Students should not attend school if they or anyone in their family has coronavirus symptoms. If they do not attend the school Attendance Officer should be informed in the normal way and Government guidelines on self-isolating followed.
- If a student were to feel unwell in school they are to inform a member of staff immediately.
- Students should not be sharing any equipment including stationery or other items including drinking bottles. These are for students' personal use only.
- Students should place mobile phones away when they enter school. Staff can direct students to use their mobile phones where appropriate. Sixth Form students are permitted to use mobile devices for work purposes in the 6th Form Study Room only.
- Mobile phones will not be confiscated but a member of the senior leadership team will be made aware.
- Students are to follow updated expectations about break and lunch times, including where and with who they may socialise, following the Government advice on social distancing at all times.
- Students should follow updated instructions on the use of toilets in school. Only one student will be allowed in a toilet facility at one time and hands should be washed thoroughly before leaving. Students should close the lid of the toilet before flushing.
- Students should abide by the clear guidelines set out previously in relation to remote education.
- If a student is found to be intentionally coughing, sneezing or spitting at or towards any other person this will be deemed a Serious Misbehaviour as per Appendix 4 of the Behaviour for Learning Policy.
- If a student is found to be intentionally breaking school procedure and government guidance surrounding social distancing then a senior member of staff will be informed and appropriate action taken.
- If students are unable to follow the guidance set out in the school Behaviour for Learning Policy and this Addendum then students may be sanctioned according to the Behaviour for Learning Policy.

- If any student is not able to follow expected conduct as given in the Behaviour for Learning Policy and this Addendum they will be removed from their contact tutorials or unstructured time and placed in a supervised area whilst family are contacted to collect the student. The student will not return until a review of their behaviour has taken place. Where appropriate a support plan will be put in place. Examples of support could include (but not limited to) personalised learning support in Student Services, reduced timetable, support in unstructured time.
- Detentions and Internal Exclusion will not take place as usual. If students are unable to behave as per the Behaviour for Learning Policy and this Addendum then they will be supported as highlighted above.

Appendix A: Dealing with incidents of poor behaviour online

Student Action

Inappropriate behaviour For example: Inappropriate comment on comment section or inappropriate content submitted.

Staff Action

Teacher to inform Curriculum Leader who will support with an appropriate intervention and log the incident and its nature – this may include –

- communication home to family (likely to be via classroom teacher in the first instance using School Comms or direct telephone communication home)
- The CL will inform the Head of Year so they are aware of the issue and if it is in a single curriculum area or across multiple curriculum areas.
- The CL will inform the attached member of SLT.

Student Action

Repeated inappropriate behaviour after prior intervention from staff. For example: continued inappropriate comment on comment section or continued inappropriate content submitted.

Staff Action

Teacher to inform Curriculum Leader who will support with an appropriate intervention and log the incident and its nature – this may include –

- communication home to family (likely to be from CL using School Comms or direct telephone communication home)
- The CL will inform the Head of Year so they are aware of the issue and if it is in a single curriculum area or across multiple curriculum areas.
- The CL will inform the attached member of SLT.

Student Action

Persistent inappropriate behaviour after prior intervention from staff. For example: continued inappropriate comment on comment section or continued inappropriate content submitted.

Staff Action

Teacher to inform Curriculum Leader who will support with an appropriate intervention and log the incident and its nature – this may include –

- communication home to family (likely to be from the attached member of SLT using via a direct telephone communication home)
- The CL will inform the Head of Year so they are aware of the issue and if it is in a single curriculum area or across multiple curriculum areas.
- The CL will inform the attached member of SLT.

Please note that any content submitted online which does not abide by the guidelines set out in the Behaviour for Learning Policy will be dealt with appropriately and this appendix does not constitute a stepped approach that will be followed at all times, but rather guidance on how to support students with low level disruptive behaviour online.

Any serious breaches of the school Behaviour for Learning Policy will be dealt appropriately and all sanctions set out in the Behaviour for Learning Policy are applicable.