

ST. IGNATIUS COLLEGE
'Men and women for others'



Code of Conduct: coronavirus addendum

August 2020

Next Review: reviewed at three to four week intervals until further notice

This policy outlines the College's expectations for behaviour and uniform and appearance during the coronavirus pandemic.

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1. Scope

This addendum applies until further notice.

Unless covered in this addendum, our normal behaviour policy continues to apply.

We may need to amend or add to this addendum as circumstances or official guidance changes. We will communicate any changes to staff, parents/carers and pupils.

2. Expectations of staff and pupils in school

2.1 New rules

During this pandemic, we all need to be especially vigilant and mindful of the impact of our behaviours on others. When pupils are in school, we expect them to follow all of the rules set out below to keep themselves and the rest of the school and wider community safe.

Staff will be familiar with these rules and make sure that they are followed consistently.

Parents/carers should also read the rules and ensure that their children follow the new procedures that have been put in place. Parents/carers should contact Mr Mullen, if they think their child might not be able to comply with some or all of the rules, so we can consider alternative arrangements with them.

Staff responsibility

School Staff Section 90 and 91 of the Education and Inspections Act 2006 states that all teachers, teaching assistants and other paid staff with responsibility for pupils within a school have statutory authority to discipline pupils whose behaviour is unacceptable, who break the school rules or who fail to follow a reasonable instruction in school and (in certain circumstances) outside school. All staff must therefore:

- Insist on the highest standards of conduct in the classroom.
- Arrive on time to the lesson, with resources, ready to teach.
- Ensure pupils feel safe at all times within the school community, setting high standards for work and behaviour; and ensuring that Covid-safe behaviours are followed at all times.
- Ensure the Seating Plan is strictly adhered to.
- Ensure social distance of 2m is maintained between staff and students in the classroom.
- Assist with the supervision of pupils in the corridors, and outside areas so that instructions about social distancing are observed by everyone.
- Challenge any incidents of inappropriate behaviour, including disorderly corridor conduct, being late for a lesson, dropping litter or uniform infringements or any other behaviour which fails to follow social distancing guidelines.
- Refrain from allowing pupils to use the toilet during lessons, unless you are aware of a pre-existing medical condition.
- Latecomers will be screened by SLT and once admitted, are to be welcomed and recorded on SIMS. Action is taken in line with the school Behaviour Policy. Pupils are not sent away from a lesson in order to get notes with reasons for their lateness.

- Where a pupil is not following Covid-Safe behaviour expectations, contact MBWA immediately.
- Promote the values of honesty, fairness, trust, politeness and respect for each other, modelling the desired behaviour which they expect from pupils.
- Undertake reconciliation when a relationship has broken down with a commitment to forgiveness and fresh starts. This should only be done where good social distancing practices can be observed.
- Ensure good hand hygiene and the Catch it, Bin It, Kill it protocol is followed and avoid touching their mouth, nose and eyes.

Form Tutors

Where a member of a tutor's form class is unable to attend due to any Covid related issues, the form tutor will continue to monitor the pupil and make weekly contact with the pupil and their parent/carer.

Break duties

- Use every opportunity to establish positive relationships.
- Ensure covid safe behaviour expectations are followed by all pupils at all times.
- Immediately report a pupil who is not following covid safe protocols to a member of the Senior Leadership Team.
- Reinforce all aspects of the Ignatian Code of Conduct.

Pupil responsibility

Pupils will be expected to demonstrate that they are ready to learn by:

- Treating all members of staff, pupils and members of the public with respect
- Following social distancing rules at all times.
- Sitting in their allocated seat within the seating plan and not moving from it without permission.
- Arriving on time to every lesson.
- **Being fully equipped** for every lesson and understanding that we now cannot share any school equipment or other items including drinking bottles.

Pupils will be expected to demonstrate that they are socially and personally responsible and concerned for the community and are able to be collaborative by:

- Regularly washing or sanitising their hands for 20 seconds with water and soap and then drying them with disposable towels. This should take place on arrival at school, before and after each breaktime and lunch, and whenever they access a different part of the school.
- Immediately informing a member of staff if they develop coronavirus symptoms whilst on the school site and following the strict instructions of what to do if that occurs.

- Always telling a member of staff immediately if they think someone is at risk of unsafe Covid-behaviours, including themselves.
 - Being quiet on corridors so that instructions about social distancing and safe behaviour can be clearly heard.
 - Moving around the school as per specific instructions (for example, one-way systems, out-of-bounds areas, and queueing).
 - Visiting the toilet before school, during break and during lunchtime.
 - Only socialising with those pupils who are in their year group.
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- Only accessing the parts of the building which have been designated to their year group, including toilets and outside areas during any breaks from learning.
 - Following the Catch it, Bin it, Kill it Protocol and avoiding touching their mouth, nose and eyes.
 - Making sure their uniform is washed regularly, understanding that the coronavirus can be transmitted onto fabrics.
 - Never making physical contact with another member of the school community.
 - Understanding that coughing or spitting at or towards any other person will not be tolerated including fake or wilful behaviours of this kind.
 - Reporting incidents of disruption, violence, unacceptable behaviour related to Covid19, bullying and any form of harassment.
 - Travelling to and from school maintaining social distance and not congregating with others.
 - Understanding that high standards of behaviour are required from all pupils on the journey to and from school.
 - Be mindful of members of the public when using public areas, including the pavement, bus stop or station platform, observing social distancing.
 - Refraining from disorderly behaviour on the journey to or from school and knowing that it will not be tolerated and any pupil found to be bringing the school into disrepute in this way will be severely sanctioned.
 - Adhering to the 'Transport for London' social distancing expectations when using public transport.

Parent/carer responsibility

We ask that Parents and Carers work with the staff at St Ignatius College to support their child's Behaviour for Learning in the classroom by:

- Signing the Covid-19 home / school agreement.
- Ensuring their child arrives to school on time and with the correct books, kit and equipment for the lessons that day as we will not be able to give pupils any equipment.
- Overseeing the completion of homework tasks.
- Monitoring their child's use of 'Show My Homework', google classrooms and other relevant remote learning platforms, and informing the school of any concerns.
- Discussing and reinforcing the new school rules regarding social distancing measures and safety with their child.

- Responding promptly to communication from the school such as parent/carer texts, emails, phone calls and letters.
- Understanding that due to Covid, they should primarily make contact with the school via phone call or email. If a parent/carer arrives at school without an appointment, they will be refused entry in line with the school's risk assessment for minimising visitors to the site unless in a medical emergency.

2.2 Rewards and sanctions for following rules

To help encourage pupils to follow the above rules, we will:

- Continue to reward achievement using our current system.

However, if pupils fail to follow these rules, they will be asked to leave the school as we will be unable to continue to use the existing sanction system.

Any incident that poses a risk to the health and safety of others in or outside school, including the behaviours below, will result in a fixed term exclusion:

- Repeated failure to follow the covid safe measure put in place.
- Any pupil who wilfully coughs.

Spitting at another member of the community will not be tolerated and may result in a permanent exclusion.

2.3 Changed rules

As long as this addendum applies, we will alter the following school rules:

- All pupils who are well and able will be expected to attend school when it is open for them. We will revert back to the rules as outlined in the main attendance policy.
- From September 2020, all pupils must wear full uniform to school and follow normal school rules on uniform as set out in our uniform and appearance policy. If pupils cannot wear their full uniform, parents should contact their child's learning coordinator.
- Pupils should wear a facemask when travelling to and from school. Wearing of facemasks within the building is at the discretion of the school and is not currently a requirement. However, if it makes your child feel safer to wear a mask, they may do so when moving around, such as in corridors and communal areas where social distancing is difficult to maintain. As in the general approach, it will not be

necessary to wear face covering in the classroom. Parents/carers will be notified of any changes to this. Facemasks will not be worn in the classroom.

- Any facemasks should be **plain in colour** and **should not have any graphics, designs or writing on them**. In the instance where a pupil wears a facemask deemed inappropriate, they will be asked to remove it whilst they are in school. All facemasks should be used as intended and should not be shared with other pupils. Facemasks should be cleaned on a daily basis, and an unclean facemask should not be worn to school.

3. Expectations for pupils at home

3.1 Remote learning rules

If pupils are not in school, we expect them to follow all of the rules set out below. Pupils should take part in the live sessions that are available if they are well enough to do so.

Parents/carers should also read the rules and ensure their children follow them. Parents/carers should contact Mr Mullen if they think their child might not be able to comply with some or all of the rules, so we can consider alternative arrangements with them.

See Remote learning policy for further details.

Expectations of pupils

Assuming they are well enough to work, pupils are expected to:

- Be contactable during required times – although it is accepted that pupils may not always be able to be in front of a device the entire time.
- Complete all work set for them and submit work which is requested promptly
- Check notices on all relevant remote learning platforms regularly and read and respond to communication from the school where necessary.
- Seek help if they need it, from teachers or learning support assistants
- Where pupils experience problems with IT systems, they should proactively inform their Learning Coordinator or form tutor.
- Alert teachers if they're not able to complete work.
- Pupils are expected to uphold the same standards of conduct and behaviour during live online lessons as they would be expected to in school. This includes but is not limited to: ensuring appropriate language is used in any comments, and that all comments are on-topic and relevant to the task in hand.
- Ensure full engagement with the tasks in hand, including submission of any required work by the deadline that has been set.

3.2 Dealing with problems

If there are any problems with pupils adhering to rules around remote learning, including if they don't engage with the remote learning set for them, we will:

Contact parents/carers to ascertain the reason for a lack of engagement. If additional ICT support is required, we will make every effort for this to be supplied as is appropriate.

Sanction pupils in line with the school behaviour policy if pupils have no reason for their lack of engagement.

4. Monitoring arrangements

We will review this policy as guidance from the local authority or Department for Education is updated, and as a minimum every 3 to 4 weeks by Kevin Mullen. At every review, it will be approved by the full governing board.

5. Links with other policies

This policy links to the following policies and procedures:

- Child protection policy
- Health and safety policy
- Behaviour for learning policy
- Ignatian code of conduct
- Uniform and appearance policy

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