



Behaviour Policy Coronavirus Addendum

Approved by: Dr Zakia Maqbool **Date:** 5th September 2020

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1. Scope

This addendum applies until further notice.

It sets out changes and exceptions to our normal behaviour policy. Pupils, parents and staff should continue to follow our normal behaviour policy with respect to anything not covered in this addendum.

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

2. Expectations for pupils in school

2.1 New rules

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 community safe.

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

Parents should also read the rules and ensure that their children follow the new procedures that have been put in place. Parents should contact our School Admin 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 and support them to integrate back into school life.

- **Staggered departure times**

There will be a staggered end to the day to ensure that all learners are not leaving at the same time. Parents should not congregate by the school gate. All learners will be brought to the school gate by their class teacher and should leave the school site as quickly as possible.

Year	Monday to Friday
7	2:45pm
8	2:50pm
9	2:55pm
10	3:00pm
11	3:05pm

- **Hygiene**

- All classrooms will have anti-bacterial cleanser and tissues in them. Whenever a learner comes into a classroom, they will be directed to use the hand sanitiser.
- Students sneezing/coughing have to use sleeve/tissues and dispose of tissues correctly ('catch it, bin it, kill it'), avoiding touching their mouth, nose and eyes with hands as much as possible. Students must not cough/spit on each other, otherwise this will warrant a strike or even detention, following our normal behaviour policy.

- **Break and Lunch Times**

- Break and Lunch time will take place in form rooms if the outside is not being used.
- Lunch times may be staggered for each year group. There will be no food for lunch available in School tuck shop. You have to send your daughter with a packed lunch. Please can I remind you that we are a 'nut free' school – so please do not pack up nuts or products with nuts in them for your daughter.

- **Food should not be shared between learners;** this includes any sweets/snacks brought into school.
 - Pupils can only interact with students from different year groups at break and lunch time whilst outside and strict social distancing rules are followed. Students must stay 2 metres apart from learners not in the same class.
- **COVID-19 symptoms:**
- **high temperature** – this means you feel hot to touch on your chest or back. The school will be measuring temperature of students in form class, if we are concerned a child's temperature is too high (37.7 or above), she will be isolated and sent home.
 - **A temperature check will occur during form time.**
 - **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

To help us keep the school safe and open, please do not send your child into school if they have any of the symptoms listed above. **If in any doubt, please look after your child at home and take them to get an NHS Covid test.** If students are taken ill during the school day, we will contact you. **If contacted, you must come to school immediately to collect your child.**

Students who show any of the main symptoms of Covid-19 must be tested for the virus. Before students who are symptomatic return to school, we will need confirmation that they have tested negative for Covid-19.

If a case is confirmed, we will work with the local Public Health Authority who will advise us what to do and if we need to take any necessary steps.

- **If a staff member or pupil (or visitor) develops symptoms whilst on School premises:**

If anyone in an education or childcare setting becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow the stay at home guidance above.

What will happen with regard to other pupils/ staff in the relevant 'bubble':

If a child has become unwell, at this stage, children in the assigned group ('bubble') can remain on school premises and remain within their assigned group where possible.

A letter will be prepared and sent to the parents of other children within the assigned group.

If a staff member has become unwell, arrangements will be made to replace the staff member to cover the assigned group. A letter will be prepared and sent to the employee and the parents of the children within the assigned group or groups.

If the pupil or staff member tests positive, the headteacher or appropriate member of the leadership team at the educational setting will be contacted by the PHE contact tracing team and asked to work with the contact tracer to identify direct and close contacts of the case during the 48 hours prior to the child or staff member falling ill. (If PHE contact tracing team does not contact School, School will contact them on contact.tracing@bolton.gov.uk). NB The school will not be contacted if a test is negative.

- **Who are direct and close contacts?**

A contact is defined as a person who has had contact at any time from 48 hours before onset of symptoms (or positive test if asymptomatic) to 10 days after onset of symptoms (or positive test).

A person who wore appropriate PPE or maintained appropriate social distancing (over 2 meters) would not be classed as a contact.

- **Direct contact** without PPE includes:

- being coughed on, or
- having a face-to-face conversation within 1 metre, or
- having unprotected skin-to-skin physical contact, or
- travel in a small vehicle with the case,
- travel in a large vehicle near the case
- spending significant time in the same household as a case or
- any contact within 1 metre for 1 minute or longer without face-to-face contact **Close contact** without PPE:
- Extended close contact (between 1 and 2 metres for more than 15 minutes) with a case

The School will follow advice from the Bolton Public Health Team (or the out of hours body) about who needs to be sent home and advised to self-isolate for 14 days, starting from the day they were last in contact with the case. For example, if the case tests positive on Thursday and was last in school on the previous Monday the first day of the 14-day period is on the Monday.

The other household members of those sent home do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.

The contact tracer will provide a standard letter to the school containing the advice for contacts and their families; the school will be asked to send the letter to the identified contacts.

Contacts will not be tested unless they develop symptoms (contact tracer may provide advice on this). If a contact should develop symptoms, then the parent/carer should arrange for the child to be tested via [NHS UK](#) or by contacting NHS 119 via telephone if they do not have internet access. This would also apply to any parent or household member who develops symptoms. If any staff contact develops symptoms then they can apply for a test via <https://www.gov.uk/apply-coronavirus-test-essential-workers>

If a 'bubble' is told to self-isolate, School will contact the local authority policyandperformance@bolton.gov.uk and give this information: School name; Year group / Bubble

(i.e. whether whole year group or part of a year group that has closed); Estimated numbers asked to isolate.

As part of the national track and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take.

Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.

What happens if a member of staff or pupil has to self-isolate because a family member (who is not part of the School community) has symptoms?

If the member of staff or pupil self-isolating for the reason above does not develop signs and symptoms then the 'bubble' does not need to self-isolate. If the member of staff or pupil develops signs and symptoms during this 14-day period, then School should be informed and the 'bubble' will need to self-isolate for 14 days from the last contact.

• **Returning from travel abroad**

• If parents or a child have returned from travel abroad within the **last 14 days**, it is important to check whether you need to self-isolate. The current guidelines for UK residents returning from travel abroad state that:

• The individual **must** self-isolate if they have visited or made a transit stop in a country or territory that is not on the travel corridor list in the 14 days before you arrive in England;

• We will be checking when/if students have returned from trips from **Pakistan** and other destinations not on the list, and making sure the 14 days isolation has taken place. Please support us and keep our BIGS family safe by being honest with us and sharing information.

- For The most up to date guidance about returning from abroad - including a list of exempt countries - click [here](#).

○ **Face Masks**

All young people will be required to bring a clean, washable facemask to school each day. The mask must not be attached to clothing e.g. scarfs and must not be of the snood/pull up variety.

- Parents will need to support their child by washing their facemask each evening.
- Anyone wearing reusable face coverings will be expected to **bring a plastic bag** to keep these in. If they're using disposable face coverings, these will be put in a covered bin. They'll also be asked to wash their hands after removing the covering.
- Everyone mustn't touch the front of the covering during use or removal.
- On the advice of Bolton's Health Protection Board, we are asking **all students to wear face coverings when arriving in the morning, when moving between lessons in school and when departing the building.**
- Students will be asked to remove their face covering when entering the classroom, before sanitising their hands.

- Our communal spaces at break and lunch time are either outdoors or the Hall.
- If you feel wearing a face mask is not appropriate for your child e.g. because of a health condition, please contact our school admin in the first instance.

Please be aware if we are not satisfied with the type of face mask the student is wearing, they will have to purchase a disposable face mask for the day and then make sure the correct one is worn the next day.

- **Correct Equipment**

- Students must bring the correct equipment to school.
- Essential school equipment is: Maths set, scientific calculator, black, blue and purple pens, Pencil, Rubber, Sharpener.
- Students are not allowed to SHARE and must purchase equipment from School Admin if they do not have it.
- Due to current circumstances we also suggest students bring in a pack of tissues.

2.2 Rewards and sanctions for following rules

To help encourage pupils to follow the above rules, we will be awarding merits to students encouraging others to follow the school rules and setting a good example to others.

However, if pupils fail to follow these rules, we will:

- Establish if students are accidentally or purposefully breaking rules.
- Give 3 warnings and follow normal behaviour management policy.
- SLT/HT will investigate more serious incidents and will be stricter with students deliberately choosing to break the rules or behaving in a way that could potentially spread covid19, such as deliberately coughing or spitting near other learners or staff. In these severe circumstances the school may choose to either isolate or exclude the student/s responsible.

2.3 Changed rules

Until further notice, we will alter the following school rules:

- **Expectations for attendance**

the [latest government guidance](#) says attendance will be mandatory from September and we expect parents to follow our attendance policy as previously.

- **Uniform**

- Correct uniform: This year we are allowing students to buy their own black jubbas if we don't have them in school, but they have to be plain: No beads, prints, no contrasting colours, no designs. Black trousers/leggings and a suitable top, with black socks and black shoes/trainers must be worn.

- For PE learners must wear black joggers (not leggings) and a plain Black T-Shirt. If you choose to wear a scarf during PE then make sure it is plain black cotton.
- PE will take place outside as much as is possible. **Learners should come to school in their PE kit on the day that they have their PE lesson.** A coat to school on the day of the PE lesson can be worn for PE if needed – as it will take place outside come rain or shine.

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.

Parents should also read the rules and ensure their children follow them. Parents should contact school admin or Ms Waseem 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 and support them with their learning.

Remote Learning Plan for Learners:

- Ensure you have a functioning school outlook account. Any issues can be dealt with by asking parents to email servicedesk@techienology.com and asking for passwords to be reset. Alternatively, you can contact info@boltonislamicgirlsschool.org.uk .
- Lessons will continue as per the usual timetable whereby teachers will be available online at the slotted times and will be sharing resources and tasks with you on Microsoft TEAMS.
- Students should access Microsoft TEAMS via Microsoft office 365. All students know their account details and have used this before. The username is firstname.surname@boltonislamicgirlsschool.org.uk, students chose their own passwords. If you have not yet accessed your account your password will be Password1 .
- The TEAMS APP can be found under the Apps bar after you sign into Microsoft office 365, this app can be used online or downloaded to your desktop. **You must download the TEAMS APP on to your laptop.**
- If you forgot your password and are waiting for the I.T team to reset it for you then don't worry as the classwork will still be available for you to access as soon as you can. This also applies if you are ill and miss the session. You must inform admin via text message as soon as possible that this is the case.
- You are expected to be present for each of your classes from 8.50am - 3 Monday-Friday.
- Your teacher will message you on Microsoft Teams at the start of each lesson to complete class registration. You must reply to the initial message with '**Assalamalaikum and Present**', as attendance will still be monitored strictly and will still be logged as per usual.
- Once Registration has been completed, each of your lessons will take place on TEAMS using Assignments. Teachers will still set you classroom tasks and homework tasks which must be completed on time.
- Teacher will clearly instruct you how to complete each lesson. The work must be continued to be done in the books, for example writing the date and LO's for the lesson, as well as writing down any worked examples or notes provide by teachers.
- Make sure you have extra writing books or paper with you to file if you don't have your book for certain subjects and keep this for future use.

- Teachers will share with you clear instructions, explanations, worked examples, online video tutorials, audio tutorials, worksheets and PowerPoint.
- They will explain to you clearly how to work through each lesson, how to complete any questions, worksheets and PowerPoint slides. They will also clearly instruct you how to hand in any homework on TEAMS, ClassNotebook/Assignments
- Ensure you read any Instructions provided by each of your teachers carefully. As these instructions will help you and guide you through how to use TEAMS.
- During that lesson you can message the teacher and communicate about the lesson if you have any questions. The teachers are not obliged to respond after this lesson time finishes.
- You are expected to work on TEAMS in the same way you would work in class, with hard work, focus and perseverance.
- Your work and your online activity is strictly monitored, your online classroom and all the other facilities you have on office365, such as TEAMS, outlook, ClassNotebook and OneDrive are only available to you for your learning, not for any other conversation. Your activities on Office 365, will be monitored and in case of misuse, sanctions will be given accordingly.
- Merits will still be given to those students showing good effort and good work ethic.
- Homework will still be strictly monitored, and behaviour points given accordingly.
- Parents will be notified and contacted if work is not completed on time.
- If there any issues with your email accounts then please ask parents or you can email servicedesk@techienology.com and state your name, year group and issue. They will get back to you ASAP.

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:

- Get in touch with parents and try to address any issues immediately.

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 or 4 weeks during term time by the head teacher. 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
- › Behaviour policy
- › Health and safety policy
- › Remote learning plan for learners/parents