

Haydon School

Relationship charter Covid-19 Addendum

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1. Scope:

This addendum to the Relationship Charter applies until further notice.

- 1.1 It sets out changes and exceptions to our normal behaviour policy (Relationship Charter). Students, parents and staff should continue to follow our Relationship Charter policy with respect to anything not covered in this addendum.
- 1.2 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 students.

2. Aims:

- 2.1 The Relationship Charter developed by the school is a comprehensive document that enables our school to enjoy high standards of pupil behaviour and positive relationships. The Relationship Charter is applied consistently with the aim of helping students to be ready to learn, respect themselves, each other and our whole school community and to be safe. We recognise as a school that returning after such a long time at home presents a unique and challenging set of circumstances. We accept that students may feel anxious and may take time to settle in and establish new routines. It may feel strange for them to be back in school and in classrooms with their peers.

3. Expectations for students in school

3.1 New rules

When students are in school, we expect them to follow all 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 and carers should also read the rules and ensure that their children follow the new procedures that have been put in place. Parents and carers should contact their child's Year Leader if they think their child might not be able to comply with some or all of the rules, so we can consider how best to support them to integrate back into school life.

3.2 Minimising contact with other year groups

This advice applies to both inside and outside of the school buildings including where students may need to queue for entry to the school.

Students may only socialise with students in their own year group at break and lunch times.

3.3 Equipment

It is crucial that students come to school fully equipped and ready to learn. As it is no longer practical to ask to borrow equipment from friends or members of staff if an item is forgotten, students should bring to school 2 black pens, 2 blue pens, 1 green pen, 2 pencils, highlighter pen, ruler, glue stick, pencil sharpener and a calculator all labelled and in a pencil case to identify the student by name. All students must also bring a reading book to school every day. We would also ask students to bring tissues to

school so they can cover their mouth if they cough or sneeze ('catch it, bin it, kill it'). If students have sanitizer they will be allowed to apply it at regular intervals although students will also have the facility to wash their hands with soap and water in the toilets and the handwashing stations for their year group.

3.4 Mobile Phones

The rules on mobile phones remain unchanged, in short they should not be seen or heard on the school site or within the school building. Mobile phones will be confiscated by staff and passed to the pastoral team.

3.5 Entering and Leaving the School Site

1. Students will not be permitted to come onto the school site earlier than 8.20am
2. Students will use the entrance and exits for their year group:
 - Years 7 & 8 Upper St Mary's gate
 - Years 9, 10 & 11 Lower St Mary's gate
 - Years 12 & 13 Norwich Road gate
3. Students will be asked to sanitize their hands on arrival at the entrance to the school
4. Students must go straight to their form room on arrival at school
5. If a student arrives later than 9.15am they must go directly to the year office in their designated school building to sign in.
6. Please note that at the end of the school day. Students will be dismissed by the class teacher one at a time.
7. Students will exit the building through the designated door instructed by a member of staff and promptly leave the site.
8. There will be no facility for students to stay on site to wait for friends or transport.
9. Upon leaving the school and in the community on the way home students in different year groups should maintain a social distance on way to and from school

3.6 Lesson Rules

All students are expected to follow the routine lesson rules as well as the additional COVID 19 measures for acceptable behaviour during lessons.

In classrooms students must follow instructions from staff at all times this is especially important with regards seating instructions and entering and leaving classrooms.

1. Students will be allocated to a desk at least 2 metres away from their teacher
2. Students are not permitted to visit the toilet during lesson time unless they have medical reasons
3. Students will be allowed to use the toilets for their year group. Students will not be allowed to use any other toilets.
4. Students must remain in their seats during lesson time in order to reduce the risk of transmission to other students and staff
5. Staff will teach from the front of the class and will support students safely from a 2 metre distance
6. Students may only drink water during lesson time and must bring sufficient water in a named water bottle for their time in school as we cannot provide access to shared water dispensers and also that the water bottle is named
7. No equipment or drinks bottles will be shared between students or staff as this could increase the risk
8. Students must tell a member of staff if they are experiencing symptoms of COVID 19
9. All homework must be completed and submitted on Satchel (ShowMyHomework) to reduce the number of books and documents being handed in.

- 3.7 Expectations for attendance** – Haydon School maintains high expectations of its students in terms of punctuality and attendance. Attendance at school will be mandatory from September. The School will be reverting back to normal expectations for attendance outlined in the school's attendance policy <https://www.haydonschool.com/attachments/download.asp?file=298&type=pdf>

Sixth form attendance policy:

<https://www.haydonschool.com/attachments/download.asp?file=294&type=pdf>

- 3.8 Expectations for uniform** – Students are expected to wear the correct uniform to school and follow the normal school rules on uniform as set out in Haydon School Uniform Guide <https://www.haydonschool.com/page/?title=School+Uniform&pid=25>. Sixth formers are expected to adhere to the sixth form dress code. Whilst lanyards are not required to be worn students must have their ID card in their blazer pocket at all times. On the days that students have PE lessons they are expected to attend school in their Haydon School PE kit as changing room facilities will not be available. No other sportswear than the Haydon School PE kit may be worn. Persistent failure to wear the school uniform will result in a pastoral imposition

3.9 Impositions

Year teams will organise an imposition for any student who is late three or more times in a week.

If an individual restorative conversation is required which relates to an issue within the classroom e.g. behaving inappropriately or inadequate classwork an imposition of up to 5 minutes on the day or end of period 2 or 4 is reasonable and proportionate if staff feel appropriate but must take place in the year group classrooms. This will be logged on SIMs and parents contacted. Impositions for not completing/inadequate homework by logged on SIMs and will take place at home in the first instance and parents contacted.

3.10 Internal exclusion

Serious misbehaviour may lead to internal exclusion which will be managed by the pastoral leadership team.

3.11 Extreme Misbehaviour

During the COVID 19 pandemic the safety of students and staff is paramount. If a student does not follow the procedures, it is most likely that they have forgotten and a gentle explanation will be all that is required. However, the school will not tolerate any conduct or poor behaviour where students are wilfully failing to adhere to the guidance set out. Behaviour that wilfully undermines the safety measures that the school has put in place or risks the safety of students or staff will not be tolerated. If an incident does occur then it will be treated as a high level behavioural incident and sanctioned accordingly. If such an incident does occur then parents/carers may be asked to collect their child to protect the wellbeing and health of our school community. Depending on the severity of the incident and whether it is a "one off", a conversation will be held with the parents/carers about whether an alternative educational setting needs to be sought at this time.

Please note that this addition to our Relationship Charter is to explain what could happen in a worst case scenario whereby the safety of students and staff is jeopardised.

3.12 School closure

In the event of a COVID 19 outbreak in which Public Health England requires the School to partially or fully close, we expect students to complete their school work remotely and follow these instructions:

- complete work to the deadline set by teachers on Satchel (ShowMyHomework)
- Seek help if they need it, from teachers or teaching assistants
- Use proper online conduct, such as using appropriate language in messages

Where students are taught by their teachers in live lessons the student code of conduct for live lessons must be followed. Students must:

1. Check the compatibility of their device and that the camera and microphone are working
2. Find a location with a plain background where it is quiet
3. Be on time, ready to access the lesson link
4. Be dressed appropriately in line with our school policy on non-uniform days
5. Put their mobile phone away
6. Have pen, paper and charger
7. Be logged into their @haydonschool.com G Suite account
8. Raise their hand or ask to speak using the chat function to share ideas,
9. Mute microphones by clicking on the bottom of the screen.
10. Unmute when the teacher directs them to, then mute again afterwards.
11. Try to look at the camera, not your screen.
12. Only use the chat function to communicate with your teacher
13. Stay engaged - *Nod or do "thumbs up" when others are talking.*
14. When directed by the teacher to speak - select the mic button on the bottom of the screen, pause for a moment to allow for the audio delay and talk normally.
15. Not screenshot or record anything during the meeting.
16. Not re-enter the classroom once the lesson has finished

3.13 Monitoring arrangements

We will review this policy as guidance from the Department for Education is updated, and as a minimum each half term by the Deputy Headteacher. At every review, it will be approved by the full governing board.

3.14 Links with other policies

This policy links to the following policies and procedures:

Child protection policy

Attendance and Punctuality Policy

Sixth Form Attendance and Punctuality Policy.

Relationship Charter

Health and safety policy

Safeguarding policy

History

Date	Issue	Statue	comments
July 2020	1	New	To Governors 15.07.20. Approved