



Noel-Baker Academy  
A L.E.A.D. Academy

# Noel-Baker Academy

## COVID 19 - Addendum to Behaviour Policy

Author/s of policy: Mark Taylor

Addendum approved by: Kate Richardson/Ann Donaghy – Headteacher July 2020

Date policy published: July 2020

Date policy implemented: September 2020

Review date	By whom	Summary of changes made	Date Implemented
October 2020	Mark Taylor		

## **Date of Addendum updated: July 2020 Summary of Any Key COVID-19 Related Changes**

In these very difficult and unprecedented times, behaviour and safeguarding of our students is still at the heart of our policy and practice at Noel-Baker Academy. The Academy fully recognises the contribution it can make to protect and support both students and staff amid the Coronavirus epidemic. The aim of this addendum to our Behaviour Policy is to inform all stakeholders of the key changes to promote a positive and safe learning environment under the new guidance set out by the Government. The welfare, safety and health of both students and staff are a key priority, especially during the time they are attending the academy.

Despite the current challenges, it is still the policy of Noel-Baker Academy to have high expectations and standards for all students, to take our students' health and welfare seriously and to act in accordance with our behaviour policy to keep everyone safe.

Our changes and processes for the dealing with behaviour during COVID – 19 are outlined below:

### **1.1 Introduction**

By attending Noel-Baker Academy, you are agreeing to uphold and abide by this addendum to the Behaviour Policy which is in place throughout the COVID-19 pandemic. This Policy sets out clear expectations for our students, staff and local community. It clarifies the sanctions that will be in place for any deviation from the high standards and expectations set during the COVID-19 pandemic. Please note that Noel-Baker Academy reserves the right, at any time, to respond to any incident in a manner that best serves the interests of our students, staff and community.

During this difficult time, there is an even bigger need for a clear understanding and an agreed set of expectations with regards to behaviour, specifically around the COVID-19 guidance. The management of behaviour, safety, hygiene, public health (staff and students) and social distancing at our Academy requires that every student and staff member takes personal responsibility and listens and adheres to the measures implemented to keep themselves and others safe.

We expect outstanding behaviour from every student in line with the COVID-19 guidance and social distancing measures implemented by the Academy.

The role of our Academy goes beyond simply preventing poor behaviour and maintaining good order to systematically promote positive relationships and good manners. During this pandemic there are additional, and very strict, guidelines that students and staff will have to adhere to. This Policy is consistently and fairly applied by all staff and underpins the effective measures we have taken to continue to provide outstanding provision for our students during the COVID-19 pandemic. Academy staff, students and parents/carers should all be clear about the high standards of behaviour expected of all students at all times, as detailed in this addendum to the Behaviour Policy.

### **Objectives**

Our main aim during the COVID-19 pandemic return is to provide a safe and secure learning environment following social distancing and Government guidance whilst in the Academy.

In addition, our other key objectives below are still at the forefront of everything we do:

- ✓ To provide a safe and secure learning environment;
- ✓ To provide a knowledge rich curriculum to all year groups;

- ✓ To recognise achievement and engage the students in all aspects of school life as much as possible;
- ✓ To provide an orderly environment, where students and staff are mutually respectful;
- ✓ To implement rewards and sanctions fairly and without prejudice;
- ✓ To develop positive relationships with all our partners involved in the education of our students;
- ✓ To work effectively with parents/carers to build positive working relationships and to ensure the best possible outcomes for our students.

## **2.1 - Code of Conduct – Rules and Expectations during COVID-19**

### **General Rules**

All students and staff are expected to follow the additional rules set out by the Academy throughout COVID-19. Changes are made to ensure we are supporting and encouraging all public health guidelines to be followed.

### **Travelling to and from the Academy**

Students should ideally walk or cycle to and from the Academy. Where this is not possible the following precautions must be adhered to:

#### **Travelling by car**

- ✓ Students should be dropped off or picked up offsite and away from the main gates.
- ✓ Students should be dropped off in a safe place within proximity of the Academy to allow them to walk the remaining distance.
- ✓ Cars will not be permitted on the Academy grounds to drop off or pick up children unless the Academy has given permission to do so due to medical reasons.

#### **Use of public transport (bus, train and taxi)**

- ✓ Students **MUST** ensure they use social distance keeping to 1 metre from other transport users.
- ✓ Students should refrain from touching any seats or rails etc to reduce the risk of infection.
- ✓ Face masks **MUST** be worn at all times on public transport. This is mandatory.

**NB:** If students wish to wear a face mask when travelling to and from the Academy on foot, this is acceptable. Although this is advised, it is not compulsory.

### **Hand cleaning processes**

**During the pandemic students are expected to wash their hands more frequently. This will include, but is not limited to:**

- ✓ Students will wash their hands on entry to the building;
- ✓ Students will sanitise their hands on exit and entry from break;
- ✓ Students will wash their hands before entering the canteen at lunchtime;
- ✓ Students will sanitise before re-entry to the classroom after lunchtime;

- ✓ Students will wash their hands after going to the toilet;
- ✓ Students will sanitise after any movement around the Academy.

**‘Catch it, bin it, kill it’**

**During the pandemic students are expected to follow the ‘catch it, bin it, kill it’ guidelines:**

- ✓ There will be tissues in every classroom;
- ✓ Students will be encouraged to ‘catch it, bin it, kill’ it at every point they sneeze or blow their nose;
- ✓ There will be bins in all classrooms so that students can ‘catch it, bin it, kill it’
- ✓ Additionally, risk assessments and protective measures will again be implemented for our more vulnerable students to support the transition back to normality.

**Face masks**

- ✓ Students must wear a face covering entering and exiting the building and when moving around inside the academy.
- ✓ Students must bring at least one face covering to school every day.
- ✓ When not being worn, students should store face coverings in a container (i.e. a clean Tupperware box inside your bag) or re-sealable plastic bag (i.e. a zip lock sandwich bag inside your blazer pocket or backpack).

**When do I not have to wear a face covering?**

- ✓ During lessons you do not have to wear your face covering. This is optional.
- ✓ During break time when outside. If it is a wet break in a confined space face masks must be worn.

**Arrival to the Academy**

**Students are to:**

- ✓ Arrive on time;
- ✓ Line up at their designated point on the MUGA in preparation for roll call;
- ✓ Period 1 class teacher to escort students in to the Academy to wash their hands;
- ✓ Remove all outdoor clothing when entering the building (coats, hats, gloves etc.);
- ✓ Apply face covering during roll call on the MUGA.

<b>Year group</b>	<b>Entry and exit to the Academy</b>
7	Ground floor Science Entrance.
8	Ground floor red stairwell.
9	Ground floor blue stairwell.
10	Ground floor green stairwell.
11	Ground floor yellow.
ACE	ACE centre main doors.

### **Movement to lessons and around the Academy**

- ✓ Students will move around the Academy using the floor signage
- ✓ Students will remain 2 metres distance wherever possible from others and at all times from staff (keeping one empty box between themselves and others);
- ✓ Students will remain at least 1 metre from other students whenever possible;
- ✓ KS4 Students will use their designated stairwell to move to their lessons.
- ✓ Face coverings must be worn at all times.

### **Social Times – Break Time and Lunch Time**

- ✓ Students will be escorted to their designated stairwell to exit the building for break and lunch. Face coverings must be worn;
- ✓ Student are to remain socially distant from each other whenever possible at break and lunchtime – minimum of 1 metre even when outside;
- ✓ Students are to remain 2 metres socially distant from staff at all times;
- ✓ Students will line up, apply face masks and be escorted by staff on re-entry to the building after break and lunch.

<b>Year group</b>	<b>Zoned area</b>
Year 7	MUGA and up to the Amphitheatre
Year 8	MUGA and up to the Amphitheatre
Year 9	MUGA and up to the Amphitheatre
Year 10	MUGA and up to the Amphitheatre
Year 11	Dining hall, outside the dining hall and up to the Amphitheatre
ACE	Behind the ACE centre

### **Lunch Time process**

- ✓ Students will have lunch with only their own year group
- ✓ Student will line up outside before entering the dining hall;
- ✓ Students will hand wash before entering;
- ✓ Students will enter and exit the dining hall wearing face coverings. Once seated Face coverings can be removed;
- ✓ Students will place their coat and bag under their seat;
- ✓ At the end of lunch students will sanitise before their next lesson;
- ✓ At lunchtime students must remain in the following areas:
  - Dining hall;
  - Sandwich room;
  - Outside the dining hall up to the Amphitheatre.

### **Exiting at the end of the Day**

- ✓ Students will be escorted out of the Academy by their class teacher. Face coverings must be worn;
- ✓ Students will remain socially distanced wherever possible;
- ✓ Students will exit by their designated stairwell;
- ✓ Students will leave the premises adhering to social distancing guideline and be expected to go

straight home.

### **Fire drill and fire alarm procedures**

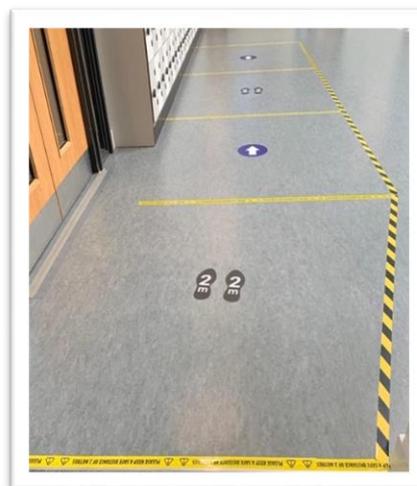
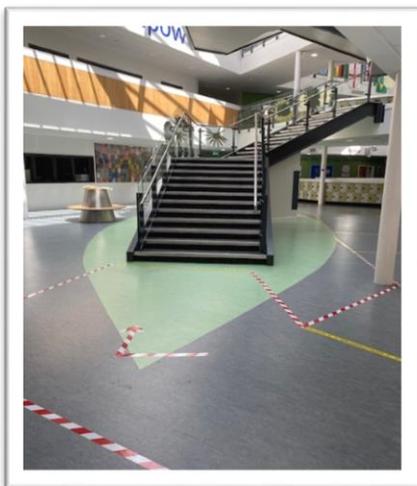
In the event of a fire, exits of the building will be the same as in a normal fire event and students will exit through the nearest possible fire exit. (See fire evacuation plan).

- ✓ Students will follow the teaching staff member out of the classroom;
- ✓ Make their way to the designated year group area again maintaining the 2 metre distance measure from the staff member;
- ✓ Line up with their form tutor;
- ✓ This will be conducted in silence and under the 1+ metre guideline wherever possible;
- ✓ Re-entry back into the building will be conducted in a safe and orderly manner and lessons will commence as normal.

**NB: In the event of a fire, social distancing measures may not be able to be adhered to at all times as a safe timely exit from the building takes precedence.**

### **Expectations on children social distancing**

- ✓ Students are to maintain social distancing on arrival and departure from the Academy.
- ✓ Students are to socially distance when moving between lessons and on the corridors maintaining 2 metres where possible.
- ✓ Students are advised to socially distance from each other wherever possible including when outside at break and lunchtime.
- ✓ Students are expected to maintain the 2 metres social distancing from staff at all times.



### **Lesson expectations**

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

- ✓ KS3 Students will work at the same desk in the same classroom every day;
- ✓ KS4 students will only move for their option subjects;
- ✓ Students are permitted to use the toilet during lessons but this is only with permission from a member of staff;
- ✓ Students are not permitted to move around the classroom during lessons;

- ✓ Students and staff have the option to wear face masks during lessons to reduce the risk of spreading infection and to protect one another (Face mask guidance must be followed);
- ✓ Staff will teach from the front of the class in the designated teacher zone and will support students safely from a 2 metre distance;
- ✓ Students should tell an adult if they are experiencing symptoms of coronavirus. This will be followed up by our onsite first aid team and the appropriate measures will be implemented.

### **Live lesson expectations**

- ✓ Choose a quiet space, free from distractions, to set yourself up for lesson. Turn off mobile phones, TVs, etc.
- ✓ Sit in front of a desk/table, not laying on a bed or anywhere else that is inappropriate.
- ✓ Arrive to the lesson on time.
- ✓ Use your full name when you sign into the live lesson.
- ✓ When you enter the live lesson, make sure to mute your microphone and video. Click join and wait in the lobby until invited into the lesson by the class teacher.
- ✓ The chat function within your live lessons is available for you to ask for help / questions. It is not to be used for any other reason.
- ✓ Your teacher will inform you when it is appropriate for you to ask questions. Use the chat responsibly. It is meant to facilitate conversation around the lesson topic, not for sideline discussions.
- ✓ Be respectful and follow all normal classroom expectations.

Failure to follow the Noel-Baker Academy expectations above will result in the member of staff issuing a C1. Continued disruption will lead to a C2 and the removal from the live lesson. As a result, this will be reported to the Pastoral Lead who will contact parents/guardians.

Any inappropriate use of chat will result in the staff member asking you to leave the live lesson and you will risk having your access permanently removed. (email account and all live lessons).

All student conversations are automatically saved and recorded so please think before you type.

### **Uniform and Equipment**

- ✓ Students are to attend the Academy wearing full Academy uniform;
- ✓ On days with PE timetabled, students are expected to wear full PE kit rather than uniform;
- ✓ The Academy will provide students with all the necessary equipment;
- ✓ Equipment and workbooks will remain in the Academy throughout the duration of the COVID-19 period. They will not be touched by any other students or staff members;
- ✓ Students should bring bottled water or their own drinks bottle already full;
- ✓ The water fountains will be out of bounds during the COVID-19 pandemic period due to the risk of contamination and spread of infection;
- ✓ Drinks bottles or bottled water will not allowed to be shared between students or staff.

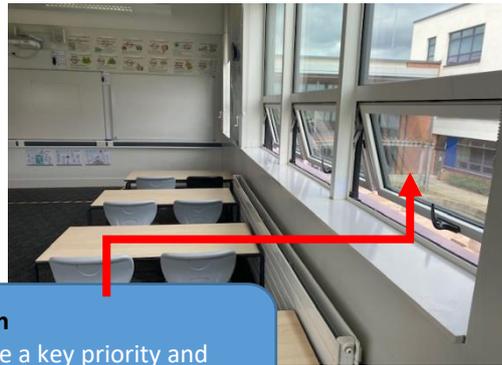
As part of our CV-19 risk assessment, we have to maintain certain levels of ventilation across the Academy, which means that classroom windows have to remain open. Our school uniform states that

a navy blue round-necked or V-neck jumper can be worn under a blazer and over their PE kit on PE days. Following our recent Student and Parent Voice surveys, and as the weather gets colder, we are adding an additional option to our uniform, should you wish to add another layer of warmth for your child. This will be a 'Noel Baker' navy blue hooded sweatshirt that children can wear on PE days, underneath their Academy blazers and in place of or as well as their normal navy blue jumpers. It will have the Noel Baker logo on the front. This will come into effect as of Wednesday 18th November and up until February half term, whilst we are under CV-19 safety restrictions. Please note, only Academy hoodies and plain navy blue unbranded/hooded jumpers will be permitted. Any items of non-school uniform will be confiscated, as per current policy.

### Teacher 2 metre distance zone.

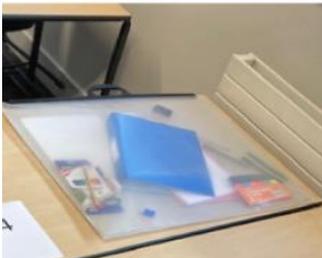
This allows the teacher to move into this zone to support student with their work. The student will place their work on the desk in the teacher zone before moving back to the seat. The teacher can then move into the teacher zone and give verbal feedback on the work. At no point will

## Classroom setup COVID-19



### Room Ventilation

Ventilation within classrooms will be a key priority and windows and doors will remain open to reduce the risk of the spread of the virus.



**This is a typical desk at KS4 during COVID-19.** Students will be sat next to each other within the classroom but we are allowing for as much space between desks as feasibly possible. On each desk will be a plastic folder containing all the students' equipment. This includes: black pen, green pen, pencil, ruler, rubber, pencil sharpener, highlighter pens, mini whiteboard, whiteboard pen, whiteboard rubber, A4 folder, A4 lined paper and dividers to allow work to be separated by subject.

Every student at KS3 will have on their desk:

- ✓ Their subject work booklet;
- ✓ Exercise books;
- ✓ Black Pen;
- ✓ Green pen;
- ✓ Pencil;
- ✓ Ruler;
- ✓ Rubber;
- ✓ Pencil sharpener;
- ✓ White board;
- ✓ Whiteboard pen;
- ✓ Whiteboard rubber;
- ✓ Colouring pencils (per desk)

All equipment and booklets will remain at their designated desk each day and within the Academy.

**Rewards** - Rewards Procedure will remain the same.

**Internal Exclusion** - Internal Exclusion procedures will remain the same.

- ✓ Students will eat their lunch in the Internal Exclusion room during the pandemic.

### **Detentions**

- ✓ Parents/carers will receive a text message or school comms to confirm that their child will be detained for 1 hour after school.

**Please note that 1 hour detentions will be administrated without exception. Students will need to be collected if they are unable to make their way home at the later time.**

### **External Exclusions**

- ✓ External exclusions during the pandemic will still be in operation. If the Academy deems the behaviour appropriate, a fixed term exclusion will be implemented.
- ✓ IF A STUDENT DELIBERATELY BREAKS THE SOCIAL DISTANCING RULES AND COVID MEASURES, THE ACADEMY MAY HAVE NO OTHER OPTION THAN TO EXCLUDE THE STUDENT FROM THE PREMISES, AS PROTECTING STUDENTS AND STAFF IS PARAMOUNT.

**Following an exclusion the student will be required to complete online home learning. (see remote delivery strategy scenario 1 on the school website)**

### **Behaviour meetings protocol**

- ✓ The Academy will conduct waved intervention meetings where a student has failed to comply with expectations and this Policy, despite intervention;
- ✓ Students will attend waved intervention meetings with their parents/carers through appointment only;
- ✓ All meetings will be pre-arranged as the Academy is not able to welcome visitors without a **confirmed** appointment;
- ✓ All meetings will take place under social distancing guidelines.
- ✓ All waved intervention meetings will be noted and a copy of the notes placed on the student file.

### **Parents/carers visiting school site**

During the COVID-19 pandemic parents/carers are not permitted on Academy site without an Appointment. If for any reason you need to speak with a member of staff or raise any concerns please contact the Academy reception, Pastoral Lead for the year group your child is in, or alternatively please email [enquiries@noelbakeracademy.co.uk](mailto:enquiries@noelbakeracademy.co.uk)

### **Mobile phones**

Mobile phones are **not** permitted to be visible during school hours. If a student is seen with their mobile phone out this will be confiscated until the end of the school day. The student will be allowed their phone back at the end of the school day due to the current climate for track and trace purposes.

## **Appendices**

1. COVID poster
2. Classroom expectations x 2
3. Hand wash expectations
4. Face masks
5. 'Catch it, Bin it, Kill it'
6. Academy bubbles
7. Entry points poster
8. Live Lesson Expectations
9. Home Learning Expectations

COVID – 19

# Expectations

C

Clear expectations need to be adhered to at all times.

O

On arrival queue up at your designated entry point, apply mask if applicable, take off any outside jackets and wash your hands before entering the classroom.

V

Very clear guidelines are in place for your safety both within the classroom and around the academy.

I

Ignoring any of the COVID-19 measures may result in a FTE.

D

Do yourselves proud and conduct yourselves in a mature and sensible manner. Your safety is paramount!



Noel-Baker Academy  
A L.E.A.D. Academy

COVID – 19

# Classroom Expectations



Students will be in strict seating plans.



Students are to sit at the same desk during the COVID-19 pandemic.



Students are to complete all work set. This will be kept in the Academy in the classroom assigned.



Use SLANT, SHAPE and STEPS.



Follow all COVID-19 health and safety measures.

## Health and safety measures

1. Students are expected to use the toilet at break and lunchtimes. If a Student requires the toilet in lesson time, on call will need to be called.
2. Students are not permitted to get up out of their seats during lessons as this will interfere with the 2 metre social distancing rules between staff and students.
3. Students and staff have the option to wear face masks during lessons to reduce the risk of spreading infection and to protect one and other.
4. No equipment is to be brought into the academy. Equipment will be provided. This equipment will remain in the academy during the duration of the COVID-19 period and will not be touched by any other students or staff.
5. Students should bring bottled water or their own drinks bottle already full! The water fountains will be out of bounds during the COVID-19 pandemic period due to the risk of contamination and spread of infection. Drinks bottles or bottled water will not allowed to be shared between students or staff.
6. Tell an adult if you are experiencing symptoms of coronavirus.



**Noel-Baker Academy**  
A L.E.A.D. Academy

COVID – 19

# Classroom Expectations

- Students will hand wash on entry to the Academy and before and after lunch.
- Students will be placed in a seating plan in every classroom. Key Stage 4 students may need to move between classrooms for some lessons.
- Students are to sit at the same desk during the COVID-19 pandemic.
- Students and staff have the option to wear face masks during lessons to reduce the risk of spreading the infection and to protect one and other.
- No equipment is to be brought into the Academy. Students are to only use equipment that is provided by the Academy. All equipment is to be stored in their folder or on their desk and kept in the Academy.
- Students are to complete all work set and this is to be placed in their plastic folder. This will be kept in the academy in the classroom.
- If a student needs support or help they are to put their hand up and await the teachers response.
- If you require the toilet please ask the teacher and they will email on call.
- Tissues are provided. Please place any tissues used in the bin nearest to you and if there is not one, then under your desk. Following the use of tissues etc to blow your nose please sanitise. 'Catch It, Bin it, Kill it'.
- Use of SLANT, SHAPE and STEPS applies during ALL lessons.
- Students should bring bottled water or their own drinks bottles already full! The water fountains will be out of bounds during the COVID-19 pandemic period due to the risk of contamination and spread of infection. Drinks bottles or bottled water will not be allowed to be shared between students or staff.
- Tell an adult if you are experiencing symptoms of coronavirus.
- At Key Stage 3 students are to remain in the classroom at the end of the lesson and staff will move to teach. There will only be movement around the Academy in some lessons by students at Key Stage 4.
- Follow staff instructions AT ALL TIMES with regards to COVID-19 health and safety measures. Failure to do so will result in a fixed term exclusion or a more severe sanction.



# Handwashing



**During the pandemic students are expected to wash their hands more frequently. This will include, but is not limited to:**

- Students will wash their hands on entry to the building;
- Students will sanitise their hands on exit and entry from break;
- Students will wash their hands before entering the canteen at lunchtime;
- Students will sanitise before re-entry to the classroom after lunchtime;
- Students will wash their hands after going to the toilet;
- Students will sanitise after any movement around the Academy.

# Face Coverings



**You must wear a face covering at all times on public transport.**

**Face coverings do not replace social distancing.**

**Face masks are not compulsory on the Academy site but if you choose to wear one the following guidelines need to be adhered to:**

- Wash your hands thoroughly before applying the mask.
- The mask should remain covering the mouth and nose at all times.
- Face coverings should only be removed when eating or drinking.

# Let's all do our part.

Stop the spread of germs by following these 3 simple steps:

## Catch It.

Cover your nose and mouth when you cough or sneeze.

Hands can transfer germs to every surface you touch. Washing your hands and cleaning surfaces prevents the spread of germs.

## Bin It.

Dispose of used tissues as soon as possible.

Make sure you continue to embed these routines at home so that this becomes part of normality to you.

## Kill It.

Help prevent the spread.

This invisible virus is to be with us for some time so the more precautions we all take the lower the risks for everyone involved.



Noel-Baker Academy

# Academy Bubbles

Each year group will be in a bubble.

1



Each year group will have a staggered start and finish time.

2



Each year group bubble will have a designated zone.

3



Each bubble will have a dedicated bubble of staff.

4



Each bubble will have their own break and lunchtime.

5



Every student will be safe and cared for.

If anyone in the bubble gets Coronavirus the entire bubble must stay at home for 14 days.



Noel-Baker Academy  
A L.E.A.D. Academy

# KS3 Entry Points

Year 7 Entry Point  
Science Door



Year 8 Entry Point  
Red Area



Year 9 Entry Point  
Blue Area



Lunchtime Line Up Zone  
for all year groups



# KS4 Entry Points

## Year 10 Entry Point Green Area



## Year 11 Entry Point Yellow Area



## Lunchtime Line Up Zone for all year groups



# LIVE SESSION EXPECTATIONS

## A consequence will be given for any behaviour that:

- Disrupts your learning
- Disrupts the learning of others
- Prevents your teacher from teaching
- Inappropriately uses the chat facility in the live session.
- Does not adhere to the Live Session Expectations

### C1

If you disrupt learning you will be issued a C1

### C2

If you disrupt learning AGAIN you will receive a C2 and be removed to allow learning to continue

Failure to adhere to the Noel Baker Academy expectations following a C1 or C2 will result in the removal from the live session. As a result, this will be reported to the Pastoral Lead who will contact parents/guardians.

Any inappropriate use of chat will result in the staff member asking you to leave the live session and you will risk having your access permanently removed.

All student conversations are automatically saved and recorded so please think before you type.

**The teacher holds the right to instantly remove the students from the meeting without giving a C1 if they deem it appropriate**



Noel-Baker Academy  
A L.E.A.D. Academy

**LEADING STUDENTS  
TO A BRIGHT FUTURE**

— —  
SCIENTIA POTENTIA EST

# Live Session Expectations

- 1 Choose a quiet space, free from distractions, to set yourself up for the lesson. Turn off mobile phones, TVs, etc.
- 2 Sit in front of a desk/table, not laying on a bed or anywhere else that is inappropriate.
- 3 Arrive to the lesson on time.
- 4 Use your full name when you sign into the live session.
- 5 When you enter the live session, make sure to mute your microphone and video. Click join and wait in the lobby until invited into the lesson by the class teacher.
- 6 Your teacher will inform you when it is appropriate for you to ask questions. Use the chat responsibly. It is meant to facilitate conversation around the lesson topic, not for sideline discussions. It is not to be used for any other reason.
- 7 Be respectful and follow all normal classroom expectations.



Failure to follow the Noel Baker Academy expectations above will result in the member of staff issuing a C1. Continued disruption will lead to a C2 and the removal from the live session. As a result, this will be reported to the Pastoral Lead who will contact parents/guardians.



Any inappropriate use of chat will result in the staff member asking you to leave the live session and you will risk having your access permanently removed. (email account and all live sessions).



All student conversations are automatically saved and recorded so please think before you type.

**The teacher holds the right to instantly remove the students from the meeting without giving a C1 if they deem it appropriate**