



# Behaviour policy: coronavirus addendum

Ysgol Bryn Alyn

**Approved by:**

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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 their child's relevant Head of Year 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.

### Health and Safety Guidelines

Our primary concern is to keep everyone safe. The virus is still in circulation in our community and all our plans are to mitigate the risks involved in having over 750 students and approximately 60 staff in the same buildings.

- There are hand sanitiser stations at every entrance and located in every classroom. Students will be asked to wash hands or use the sanitisers as frequently as possible.
- All students are encouraged to bring their own personal hand sanitiser.
- **Teachers & pupils will wear a 3 layer mask at all times** as per guidance from the Government and Local Authority  
(‘we recommend that face coverings should be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained...in addition, we now also recommend in those schools, that face coverings should be worn in classrooms or during activities.’- Operational Guidance Feb 2021)
- Following Welsh Government advice, **3 layer face masks are to be worn in ALL communal areas** (e.g. corridors, social areas and classrooms) **including outside space**. Parents/carers are expected to provide suitable 3 layer face masks for their children, including a named zip lock bag for the pupil to place the covering when not in use. Pupils have been instructed on how to appropriately use their 3 layer face masks.
- Pupils will only be exempt from wearing 3 layer masks under exceptional circumstances e.g. they cannot put on, wear or remove a face covering because of a physical impairment or disability, illness

or mental health difficulties. In order to keep our community safe, any exemption must be accompanied by medical evidence (e.g. GP letter, CAMHS letter)

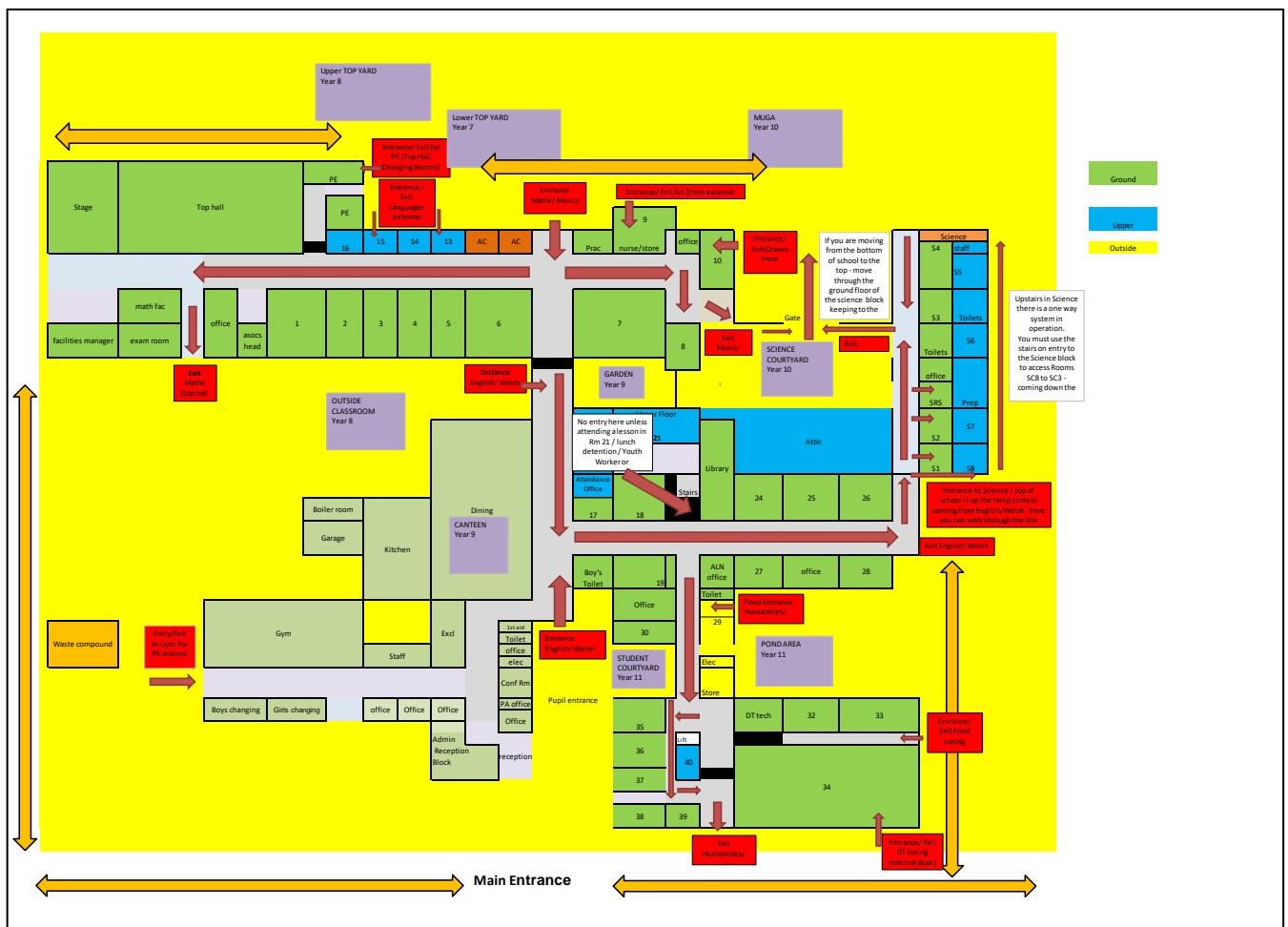
- We are not in a position to supply 3 layer face masks and we urge you NOT to use single use masks. **We would urge all parents/carers to discuss this matter with their children and educate them on the correct way to wear a mask and should they wish to remove it, how to store it safely during the day.** The following links overleaf offer some advice on making masks and on basic safety instructions.

<https://www.gov.uk/government/publications/how-to-wear-and-make-a-cloth-face-covering>

<https://gov.wales/face-coverings-frequently-asked-questions>

<https://www.youtube.com/watch?v=SfZmWJOUEh0>

- In order to control the flow of students around the school we have initiated a one-way system and this is to be adhered to at all times



- All water fountains are disconnected and students should bring their own drinks and snacks.
- Toilets are allocated in year zones and will be cleaned on a regular basis. Students must ensure they **ONLY** use the toilets allocated to their Year Zone. (see further information below)
- All classrooms have desks arranged to minimise pupil face to face positioning/interaction.
- Staff will maintain a minimum of 2m distance from students in all classrooms at all times.
- We have our own cleaning team on duty throughout the day and there is frequent cleaning of the site.

- Each year group bubble has their own social area and this must be adhered to at all times. Students should not wander into the social areas of other year bubbles (see map above). Students must wear their 3 layer face mask at all times.
- Staff enforce the 'catch it, bin it, kill it' message.
- When following the school day students will exit out of the building after each lesson, this is to minimise the traffic in corridors and to alleviate possible crowded areas. We do expect all students to follow the restrictions that are in place e.g. keeping appropriate distances from each other and obeying no entry signs and one-way systems.
- **No contact sports** can be played at either breaks or lunchtimes.
- Due to the restrictions of zoning pupils, we are unable to offer canteen facilities at break time and students should bring their own snacks and drinks for this time. There is a reduced menu that will be offered to our students on a strictly pre-order basis for lunch, food will be brought to the year group zones (including 'grab bags' that include a sandwich, piece of fruit, biscuit and bottle of water). Please see further information below regarding arrangements for ordering. However, we request, if possible, students bring their own packed lunches.
- PE lessons have been adapted to ensure COVID protocols are adhered to. There will be no contact sports taking place. PE consists of outside (where possible) activities such as Tennis, Rounders and Athletics during the summer term. Students will be required to wear a 3 layer face mask in PE when in the changing rooms until 2m distance can be maintained in the lesson.
- There are no school fixtures of any of our team sports until we are cleared to do so.
- Extra curricular activities have begun this term and all pupils should follow the required protocol as instructed by their teacher/coach.
- If you require a meeting with a member of staff, please contact our school office and arrangements will be made to accommodate you.

The safety and well-being of our community is our absolute priority and we have made careful and extensive preparations to ensure a safe return for all.

**Parents are requested to inform the school immediately should their child be suffering from COVID-19 symptoms.** They **SHOULD NOT** send their child to school if they have a high temperature, new persistent cough, loss of taste and/or smell.

One of our meeting rooms will be the isolation area should anyone develop symptoms during the school day. If this is the case, parent/carers will be notified and asked to collect their child. Parents are requested to inform school as soon as they can if their child has tested positive for COVID-19.

### **Engage with the NHS Track and Trace process**

Together, school and parents must ensure that we understand the NHS track and trace process and how to contact our local Public Health Wales Protection team. Parents/carers will need to be ready and willing to:

- Book a test if they are displaying symptoms. Students must not come in to school if they have symptoms and will be sent home to self-isolate if they develop them in school
- Provide details of anyone they have been in close contact with if they were to test positive for COVID-19 or if asked by the NHS Track and Trace.
- Self-isolate if they have been in close contact with someone who develops COVID-19 symptoms or someone who tests positive for COVID-19

Anyone who displays symptoms of COVID-19 can and should get a test. Test can be booked online through Track and Trace for COVID-19 website or ordered by telephone by NHS 119 for those without access to the internet. Essential workers, which include anyone involved in education or childcare, have priority access to testing.

In the event of a local outbreak, Public Health Wales protection team or Local Authority may advise us to close temporarily to help control transmission. We have a contingency plan for this eventuality. This may involve a return to remaining open only for vulnerable children and the children of critical workers and providing remote education for all of the students.

Where a class, group or small number of students need to self-isolate or there is a local lockdown requiring students to remain at home, we will instantly revert to home learning via Google Classroom.

### **Uniform, Equipment & Home learning**

Pupils attend school in uniform, as per usual. Please refer to our updated guidance on YBA school uniform on the school website at <https://www.ysgolbrynalyn.co.uk/parents/uniform-2/>. All pupils are expected to be in school shoes.

It is recommended that pupils shower as soon as they return from school and change their clothing in order to help minimise the COVID-19 risk.

Each pupil needs their own pack of equipment that is strictly for him or her, this must not be shared. We request that all equipment is placed in a pencil case which is clearly labelled.

Essential Equipment	Suggested Equipment
<ul style="list-style-type: none"> <li>▪ Pencil Case</li> <li>▪ Pen</li> <li>▪ Pencil</li> <li>▪ Pencil sharpener</li> <li>▪ Rubber</li> <li>▪ Ruler</li> <li>▪ Glue stick</li> <li>▪ Highlighter</li> <li>▪ Purple Pen</li> </ul>	<ul style="list-style-type: none"> <li>▪ Scientific calculator</li> <li>▪ Geometry set</li> <li>▪ Coloured pencils</li> <li>▪ Coloured pens</li> <li>▪ Scissors</li> <li>▪ Headphones (for use in ICT lessons)</li> </ul>

We are discouraging students from sharing equipment in order to mitigate against infection, hence the two lists above. Although the first list is essential, if you can provide your child with the equipment stated in BOTH lists above this will support us in minimising the risks.

Exercise books remain in school, in class boxes. Home learning will be set on Google Classroom.

### **Arriving / Leaving School**

On arriving at school, all pupils should enter the school site through the front gates – no other gates will be open. **All pupils MUST be wearing a facemask.** On arrival pupils must immediately make their way to their allocated entrance, adhering to social distancing guidelines. Students should not arrive at school before 8.30am when supervision begins.

At the end of the school day students exit from the building will be staggered over 10 minutes. Some students will not leave their classes until 3.05pm, buses will be held back accordingly.

1st bell – Year 8

2nd bell – Years 9 & 10

3rd bell – Years 7 & 11

Gathering outside of school will be discouraged. **Exits from the school grounds will be via the front gate and the side gate (by Heulfan)**

All pupils, on entering the building at any entrance – will be expected to sanitise their hands and will be wearing a mask. Pupils entering and exiting classrooms will be expected to sanitise their hands. When in the classroom, all pupils will be expected to remain at their desk for the time that they are in their classrooms to minimise disruption and ensure safety for all. Face coverings must be worn AT ALL TIMES.



Dream. Reach. Achieve.

**Entrance on to our school site is via the main front gate ONLY.** Each year group is allocated a year group 'area' to be used before school, breaks and lunchtimes and students must make their way to these areas immediately after arrival on site.

Year 7	Top Yard (upper)
Year 8	Outside Classroom and garden
Year 9	Canteen and Prince's Trust Garden
Year 10	Science Courtyard and MUGA
Year 11	Pupil Entrance Courtyard and outside area around New Block.

The school operates on a **one-way system** (please see map overleaf). Students will vacate the school buildings after each lesson out of the nearest exit and the majority of movement will be outside the school building, in order to mitigate the risk of COVID-19 in confined or busy areas. There are clear signs to inform our community of stringent entries and exits to buildings and one-way systems will be in operation in our corridors.

Our year groups are zoned for their form time (as in previous years) and so will need to make their way to their correct entrance into the building – please see below and form information at the end of this guidance;

<b>Year 7</b>	entry from Top Yard into the Maths corridor where their form zone is (BEL's form – via main Pupil Entrance).
<b>Year 8</b>	entry from Top Yard via the Languages stairs (if their form rooms are in Room 16, 15, 14, 13) and via the Music entrance if in room 7. If in room 9 via the Art Room Fire exit (opposite the top yard)
<b>Year 9</b>	entry via the Pupil Entrance at the front of school (one way down Welsh and English corridor to form rooms)
<b>Year 10</b>	entry via the Science 'ramp' into the Science block (there is a one-way system operating in the Science block – entry only via the 'ramp' and exit only into the Science courtyard)
<b>Year 11</b>	entry & exit for FT via the New Block doors

Remember on entering the buildings and classrooms – hands must be sanitised at the hand sanitisation station.

Once form time is over, pupils will move to their timetabled lessons. **They must follow the one-way system** and ask if unsure (staff will be visible in the corridors to help with this) – please refer to the map of entry and exits into building.

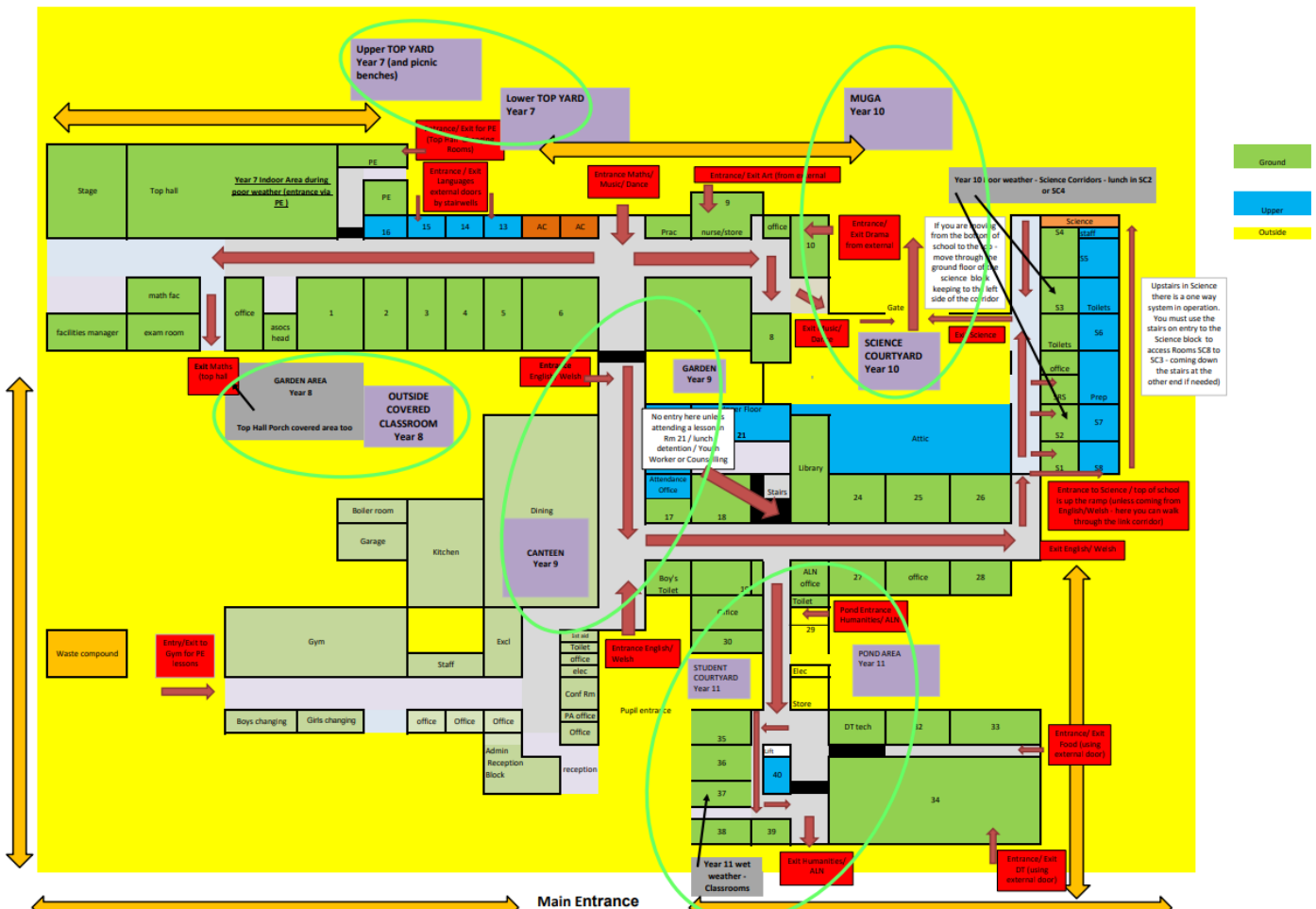
Each year group have been allocated their own toilets. All pupils are **only** to go to the toilets that are allocated to them.

<b>Year 7 &amp; 8</b>	Boys' toilets in the Maths Corridor, Girls' toilets by Music room
<b>Year 9</b>	Boys' toilets by Room 17, Girls' toilets by Library
<b>Year 10</b>	Science toilets
<b>Year 11</b>	New Block toilets

**Lunch arrangements** – the Canteen will be open BUT will only be serving pre-ordered food (this is to help minimise crowding in the canteen). **Pupils WILL NOT be able to deposit money via the machines. Parents will need to use Parent Pay to pay money into their son/daughter's lunch account**

Pupils will be able to preorder their lunch during form time and this will be delivered to their year group zones. We acknowledge that some students will return to school having been exposed to a range of adversity and trauma including bereavement, anxiety and, in some cases, increased welfare and safeguarding risks. This may lead to an increase in social, emotional and mental health concerns for some young people. Staff have received training on how to help students cope with the anxiety that they may feel when returning to school

and we know that a degree of readjustment is needed. Our counsellor, Youth Worker, Behaviour Manager, Heads of Year will be on hand to support any pupil either face-to-face (wearing the required PPE) or virtually.



## 2.2 Rewards and sanctions for following rules

**We have very clear behaviour expectations and will continue to uphold the standards that you expect of us (please see website for further details).**

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

- ✓ Follow our Behaviour for Learning system, rewarding REACH postcards where a pupil has demonstrated one of our core values of Resilience, Effort, Aspiration, Cooperation or Honour. This will be recorded on the individual pupil's Behaviour Management File on SIMS.
- ✓ Pupils can continue to aspire to achieve a 'B1' in lessons where they have demonstrated excellent engagement in their learning. This will be recorded on the individual pupil's Behaviour Management File on SIMS and indicated on Parent App for parents/carers to see.
- ✓ B4L scores will be reported on each week in form time and totalled up each half term so that pupils can work towards half termly rewards.
- ✓ Certificates/Prizes will be awarded each term to individual pupils who have demonstrated REACH values, excellent attendance and worked with the school community.



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

- ✓ Continue to follow our 'Behaviour for Learning' system.
- ✓ Sanction a pupil at the end of lesson through use of 'B4', recording the incident and inform parents via Parent App and issue consequence of lunchtime detention (see information overleaf)
- ✓ If required (following our B4L system) remove a pupil from the lesson (B5) and place in Tawelfan (please refer to table below). Following a review of our system, any pupil who is placed in Tawelfan, will remain there until 3.30pm so that a resolution meeting can take place with the subject teacher. Parents will be informed of this via text message and will be required to arrange appropriate transport home.
- ✓ Track B4L scores across the day to encourage 'proactive' management of poor behaviour across the school day and give support via Pastoral team or outside agencies where required.
- ✓ Issue sanctions in accordance with our Behaviour Policy.

**Pupils who do not follow the Health and Safety Processes (e.g. not wearing a 3 layer face mask (including not wearing it correctly despite being reminded) or disregarding the one-way system) that have been put in place will have sanctions issued as follows**

- **Warning 1** – spoken to by member of staff, issued logged on SIMS behaviour log, contact home
- **Warning 2** – day in Tawelfan (until 3.30pm as per Tawelfan policy), including contact with home
- **Warning 3** – requested to remain at home to continue learning through the YBA online platform

Before requesting the pupil to remain at home and learn via the school online platform, the Head teacher will consider any Statement of Special Educational Needs and if the student is on the Child Protection Register or LAC. Each half term, the sanctions will be reset to enable pupils to return to school and support them in following our clear COVID guidelines.

**Any student who willfully flouts the health and safety processes that have been put in place, or who threatens the health and wellbeing of staff or students (including coughing or spitting at or towards another any other person), can expect to be dealt with in accordance with our Behaviour Policy and this includes being sent home as a Fixed Term Exclusion. This could lead to a Permanent Exclusion as the safety of our community is paramount.**

### 2.3 Expectations for Attendance

The latest Government guidance says attendance is mandatory from September unless they have a medical/health reason not to this includes pupils who have previously been shielding ('The Royal College of Paediatrics and Child Health have issued guidance indicating that very few children are clinically extremely vulnerable and as a result many of the children previously advised to shield are no longer required to do so.' – February 21)

**Under the current circumstances the Welsh Government's view is that punitive measures, including fines, would not be appropriate measures to take unless authorities deem it necessary to pursue a small number of cases relating to persistent absence, which are unrelated to the COVID-19 pandemic, and there are concerns about the welfare of the child, and there have been extensive efforts to try and re-engage with the family by the school and/or the EWS.**

YBA will encourage all students to either walk or cycle to school. Parents who drive their children to school should not share a car with anyone outside their family bubble. At drop off and pick up time parents should arrange a safe place away from the main school entrances.

YBA's advice for bus transport is that, where possible, students should avoid public transport.

School transport will be in operation. Currently, 3 layer face masks will be needed if a pupil is travelling to school on the bus (as per Government guidance).

Social distancing remains in place. If a pupil walks to school, parents should re-enforce the need for social distancing with them. Pupils should be 2m from any other pupil who is not from their family home.



If a child is unable to attend school, it is essential that parents/carers follow the normal absence recording procedure (see below).

**If you are absent for any reason - there are three ways to contact school ....**

**Ring our Attendance Officer (Mrs Jan Williams) on 01978 720700 extension 120**

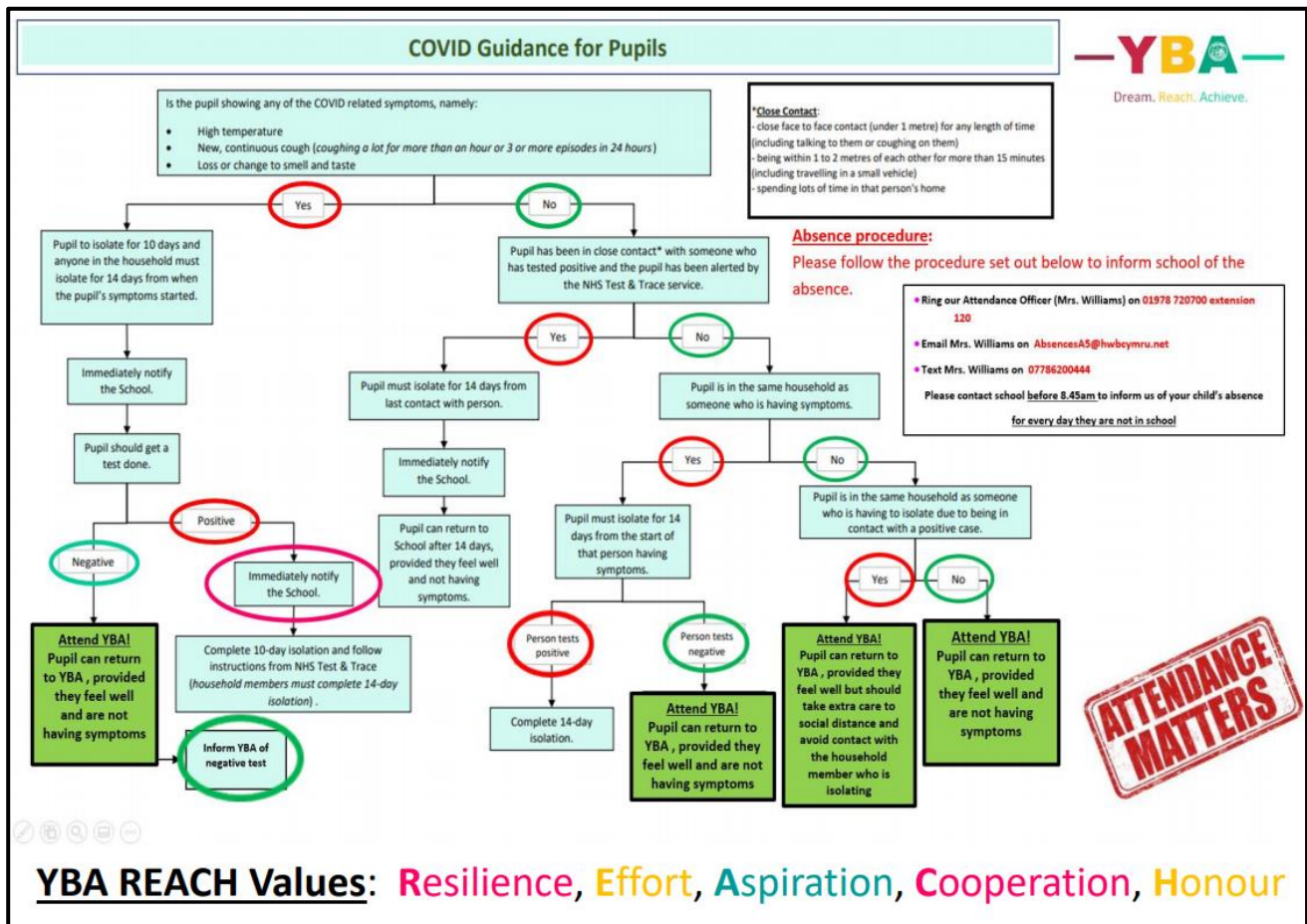
**Email Mrs. Williams on AbsencesA5@hwbcymru.net**

**Text Mrs. Williams on 07786200444**

The Government and local Education Authority view school attendance regularly and whether authorised or unauthorised if your attendance drops significantly you will become classified as a Persistent Absence (PA) pupil. As a result, YBA may take legal action through our Education Welfare Service (EWS) dependant on the reasons for absence.

**THERE IS A RISK THAT, FOLLOWING SUPPORT AND NO SIGNIFICANT IMPROVEMENT, PARENT/CARERS MAY BE FINED**

**Leave of Absence requests during term time** Parents are requested **NQT** to arrange family holidays during term time. Where this is unavoidable, requests for holiday leave of absence should be made on the appropriate form (see Mrs Williams) and an appointment made with Mrs Slinn, **well in advance** of the date. Please be aware of the impact of missing school (see YBA Attendance Ladder for further information)



## 2.4 Expectations for Uniform

From September 2020, all pupils must wear uniform to school and follow normal school rules on uniform as set out in our uniform guidance. (see website <https://www.ysgolbrynalyn.co.uk/parents/uniform-2/>).

If pupils cannot wear their full uniform, parents should contact their son/daughter's form tutor in the first instance. **From March 2021 pupils are exempt from wearing the school blazer during this summer term ONLY.**

### 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 the relevant Head of Year 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.

- ✓ be contactable during required times – although take into account that pupils may not always be in front of a device the entire time
- ✓ Complete work to the deadline set by teachers
- ✓ Seek help if they need it, from teachers or teaching assistants
- ✓ Alert teachers if pupil is not able to complete work
- ✓ Use proper online conduct, such as using appropriate language in messages
- ✓ Take care of devices that have been loaned to them by the Local Authority 'Digitally Excluded Learner' package or by Ysgol Bryn Alyn (as per Agreement that has been signed by Parent/Carer)

#### 3.2 Dealing with problems

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

Contact home to discuss how to support the pupil further (this could include a socially distant meeting to support with any device issues, liaison with the Educational Welfare Service, liaison with outside agencies to support pupil mental health and wellbeing if required.)

### 4. Monitoring arrangements

We will review this policy as guidance from the Local Authority or Welsh Government is updated, and as a minimum, monthly, by Johanna Ebrey (Deputy Headteacher). At every review, it will be approved by the full Governing Body.

### 5. Links with other policies

This policy links to the following policies and procedures:

- Child Protection Policy (and annex)
- Behaviour Policy
- COVID-19 Risk Assessment 2021
- Uniform Guidance September 2020
- ICT Acceptable Use Policy