

Reading School



Management of Student Behaviour Policy

Covid-19 Addendum

*Document to be approved by the Executive Committee of the Governing Body.
To be reviewed by the Senior Leadership Team every 4 weeks.*

1. Scope

- 1.1 Reading School intends to follow Government guidance and open to all students in September 2020. The full guidance can be found here: ****LINK REQUIRED***
- 1.2 This addendum to Reading School's Management of Student Behaviour policy has been developed to clarify expectations of members of the school community.
- 1.3 This addendum applies until further notice and sets out modifications and exceptions, where appropriate, to the normal Management of Student Behaviour Policy. Students, parents and staff should continue to follow the normal behaviour policies with respect to anything not covered in this addendum.
- 1.4 It may be necessary to amend or add to this addendum as official guidance changes or operational circumstances require. Any changes will be communicated to staff, students and parents.

2. Expectations for students in school

- 2.1 When students are in school, we expect them to follow all of the expectations set out below to keep themselves and other members of the school community safe. In addition to this document, all staff, students and parents should also read:
 - Headmaster's communications
 - Guidance for staff on Covid-19
 - Guidance for Parents on Covid-19
- 2.2 Staff should be familiar with the expectations and will seek to ensure they are followed consistently.
- 2.3 Parents should read and understand the expectations and ensure their children follow the procedures that have been put in place in both the day school and boarding.
- 2.4 Parents should contact the appropriate Head of House, Pastoral Leader or Boarding Housemaster if they think their child might not be able to comply with some or all of the expectations, so that alternative arrangements can be considered and support them to integrate back into school life.
- 2.5 Expectations:
 - Do not attend Reading School if you have any symptoms of Covid-19
 - Students must follow all transport guidance issued by their respective transport service provider; failure to do so may result in them being removed from the transport.
 - On entering school, use the hand sanitiser and move directly to your classroom.
 - When entering a class, remain seated quietly as per the seating plan. Do not move the desks or from your allocated seat.
 - Students should enter rooms upon arrival and obey the explicit instructions of the teachers.
 - At the end of the day, exit school by the most appropriate gate.
 - Do not congregate on the crossroads, near any gates, outside school, before or after the school day.
 - Where a one-way system is in operation it must be followed by all students and staff.
 - Stay at least 1 metre away from students of other year groups.
 - You should try to stay 2 metres away from any adult on the school site, where possible.
 - In the Day School you may only socialise and mix with students in your own year group – this includes at break and lunchtimes.
 - You must remain in your designated areas for break and lunchtimes.
 - Wash your hands with soap and water when you go to the toilet.
 - Use hand sanitiser as you enter school, on entry to each class and before you eat.
 - Follow instructions from staff to wipe desks, plastic covered textbooks and other resources as appropriate.
 - Provide all your own equipment for school, e.g. pens, pencils, PE kit. You should not borrow or lend equipment.
 - Use a tissue if you sneeze or cough. Dispose of the tissue in the bin, avoid touching your mouth, nose and face. Sanitise/wash your hands 'Catch it, Bin it, Kill it'.
 - If you become unwell during the school day, tell an adult and then you will be required to report to the **student reception**.
 - Do not cough, sneeze or spit towards any other person on site. If you do so, the may be considered to be a serious disciplinary matter.
 - From September 2020, all students must wear regulation uniform to school and follow normal school expectations on uniform including hair.

- Arrangements regarding PE? What about sixth form?

- Toilets should not be used during lesson time or during time moving between lessons unless there are exceptional circumstances.

2.6 Procedures regarding detention:

Need to consider this

- School detentions will be supervised by pastoral leaders or members of the Senior Leadership Team and may be extended to two hours for more serious breaches of the Behaviour policy and expectations.
- Mixed year group detentions may be arranged provided that an appropriately sized venue is used where social distancing can be maintained.

2.7 Timings

There are changes to the timing of the school day to enable staggering of start times and breaks.

2.8 Rewards, Support and Sanctions

In order to help encourage students to follow the expectations included in section 2.5, we will:

- Explain the expectations to students at the start of the Academic year and remind them frequently of what behaviour is required.
- Recognise and reward students who follow the expectations.

2.9 To support students in following the above expectations and with return to school:

- Students should seek support from their tutor, Head of House or Sixth Form Pastoral Leader.
- Students who require additional support, may be referred to the student support department.

2.10 However, if students do not follow the behaviour expectations, we will apply our sanctions system:

- Accidental one-off breaches of the expectations – verbal warning by any member of staff.
- Non-deliberate but regular breaches – information referral in Bromcom, tutor to speak to student.
- Further non-deliberate breaches – referral on Bromcom; Head of House to speak to student and phone call home.
- Deliberate breaches, dependent on severity and frequency will range from a detention to a fixed term exclusion (the latter may be considered for the most serious breaches relating to deliberate, or the pretence of deliberate transmission of the virus – such as deliberate coughing in another person's face).

2.11 Attendance

The latest government guidance states that attendance from September 2020 is mandatory. Therefore students should attend school as per the attendance policy: [Attendance Policy](#).

If there is a reason relating to Covid-19 for a student not to attend school, this should be discussed with the Attendance and Well-Being Officer and/or Head of House.

We understand that some students may be concerned about returning to school; concerns should be discussed in the first instance with your Head of House.

All absences must be reported by phone, email or parental comms.

3. Expectations of Students outside of school/at home

3.1 If students are not in school, we expect them to remember that the Management of Student Behaviour and other relevant school policies still apply. For instance, behaviour travelling to and from school including on public transport, behaviour liable to bring the school into disrepute and the misuse of communication technology.

3.2 Remote learning guidance should be followed. Parents should also read and understand our remote learning expectations and ensure their children follow them. Parents should contact the Head of House or appropriate Sixth Form Pastoral Leader or Assistant Head responsible for the appropriate Key Stage if they think their child might not be able to comply with some or all of the expectations so we can consider alternative arrangements with them and support them with their learning.

3.3 If there are any problems with students adhering to expectations related to remote learning, including if they do not engage with the remote learning set for the, parents will be informed and appropriate sanctions will be applied.

3.4 Students who are well but self-isolating and, therefore, learning from home:

- Students should only self-isolate on the advice of a health care professional on government advice or on school advice.
 - Parents must inform the school in good time if their child is self-isolating for reasons relating to Covid-19.
 - Students will be expected to follow their timetable and complete all work set and follow the instructions of their teacher.
- 3.5 Students who are unwell will not be expected to continue to engage with learning, unless they feel able to do so.
- 3.6 Remote Home Learning in the event of further school closures. If the school is required to close wholly or partially, guidance will be provided regarding remote (home) learning.

4. Monitoring arrangements

- 4.1 This addendum to the Management of Student Behaviour policy will be reviewed by the Senior Leadership Team every 4 weeks.

5. Links with other policies, guidance and procedures

- 5.1 This addendum also links to the following policies and procedures:

[Child Protection Policy](#) (and [Covid-19 addendum](#))
[Management of Student Behaviour Policy](#)
[Health and Safety Policy](#)
[Attendance Policy](#)

- 5.2 If you require this document in another language, please contact: cmole@reading-school.co.uk.