



FOREST HILL SCHOOL

**Relationships &
Behaviour Policy:
coronavirus addendum**

January 2021

**Review:
September 2022**

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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 child follows the new procedures that have been put in place. Parents should contact their son's 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.

- › Students must arrive on time through their designated gate and leave at the specified time again through their designated gate.
- › Students are expected to maintain high levels of hygiene, and cooperate with extra precautions such as handwashing and sanitising when entering or leaving the room.
- › Students are only permitted to socialise within their own bubble at school, including at lunch and break times.
- › Students must remain within their designated section of the school and ensure that they move around the school in accordance with this only using their designated stair case.
- › Students must comply with our expectations of good hygiene (catch it, bin it, kill it') when sneezing or coughing. They must ensure that any tissues are disposed of carefully in the bins provided and avoid touching their mouth, nose and eyes with hands.
- › Students must ensure that they tell an adult if they are experiencing symptoms of coronavirus.
- › Students should refrain from sharing any school equipment or frequently used items such as pencils or pens.
- › Students should remain in their designated area of the playground during breaks or play times.
- › Students should only use their designated toilet.
- › Students should never cough or spit at or towards any other person.

2.2 Rewards and sanctions for following rules

To help encourage pupils to follow the above rules, we will offer praise positive and reinforcement for students who are doing the right thing. However, if pupils fail to follow these rules, we will seek to enforce them and apply sanctions up to and including exclusion for students who deliberately or repeatedly fail to meet our expectations.

2.3 Changed rules

Until further notice, we will adopt the following **Covid-19 School Rules**

Existing rules shown in black
New Covid-19 rules shown in red

Our Rules are based upon the simple expectation that students at Forest Hill are always **Ready Respectful & Safe**.

Ready - Forest Hill students are ready to learn. They are ambitious and strive to do well. They set the highest standards for themselves both inside and outside of lessons and make the most of the opportunities they are given.

- Students must be punctual to lessons and to registration. Students going out of a classroom during lesson time must carry a note from the teacher.
- Students must wear correct school uniform at all times - additional items will be confiscated.
- Students must have a set of the prescribed equipment with them at all times.
- Students should not bring mobile phones or other electronic devices into school. They will be confiscated and will not be returned until the end of the following week.
- **Students must follow social distancing rules when lining up to enter a lesson.**
- **Students must sit in their agreed seat within the seating plan and not moving from it without permission.**
- **Students must arrive at their allocated room at the allocated times every day that they are in school.**
- **Students must be fully equipped for every lesson, and understand that they cannot share school equipment.**
- **Students must follow the Code of Conduct for Online Sessions when working at home.**

Respectful - Forest Hill students are respectful, kind and courteous. They support and value the school and all members of the school and wider community.

- Students must treat other people with kindness & respect. Racist, sexist, homophobic/ biphobic/ transphobic behavior will not be tolerated.
- Students must respect boundaries with regard to other people's property. The sale of any item in school by students is forbidden.
- Students should respect the environment and refrain from eating or drinking in classrooms during lessons or lesson change over. Students are permitted to drink water (and only water) in lessons.
- Students are forbidden to drop litter or deface the environment in any way. Students who graffiti (on books, on furniture or anywhere in the building) will face serious consequences.
- **Students must social distance by 2 metre + whenever & wherever possible on site including in the Atrium and social spaces.**

- Students must go straight home at the end of the day and follow the government instructions about social distancing and limiting contact with others when outside of school.
- Students must walk or cycle to school if at all possible.

Safe - Forest Hill students do their utmost to ensure that the school is a safe place to learn. They consider others' needs and the consequences of their own actions.

- Students should avoid inappropriate contact with others, especially play-fighting.
- Students must always walk on the left along corridors or staircases and move with regard for the safety of others at all times.
- Students must not attend school in possession of or under the influence of illegal substances. No age inappropriate (tobacco, alcohol) or illegal substances should be brought onto the premises. Anyone found in possession of illegal substances or found to have been selling illegal substances will be recommended for permanent exclusion from Forest Hill School.
- Students must not bring weapons or other dangerous objects into school. Any student who is found to have brought a weapon into school or is found in possession of a weapon, regardless of the circumstances, will be recommended for permanent exclusion from Forest Hill School.
- Students must wash or sanitise their hands upon arrival on the school site and at every break time or change of setting.
- Students must wear a face covering at all times whilst inside the school building, including in classrooms. The only exception is when eating at a table in the Atrium.
- Students must follow the Government Stay at Home instructions if they have symptoms of coronavirus or if a member of their household does.
- Students must immediately inform a member of staff if they develop coronavirus symptoms whilst on the school site and follow the strict instructions of what to do if that occurs.
- Students must always tell a member of staff immediately if they think someone is at risk of unsafe Covid-19 behaviours.
- Students must make sure their uniform is washed regularly, as the coronavirus can be transmitted on fabrics.
- Students must never make physical contact with another member of the school community.

2.4 Clarification around school uniform & mobile phones

Expectations for uniform:

Pupils who are attending school in person must wear uniform and follow normal school rules on uniform as set out in our behaviour policy. If pupils cannot wear their full uniform, parents should contact their son's Head of Year.

Pupils working from home are not expected to wear school uniform- they are however expected to be dressed appropriately.

Expectations around the use of mobile phones - Students should not bring mobile phones or other electronic devices into school. They will be confiscated and will not be returned until the end of the following week.

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 their son's 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.

Code of Conduct for Online/Live Learning Sessions

- Students will logon on time for online sessions
- Students will leave their microphones on mute unless they are asked to talk
- Students will leave their cameras off unless they are given permission to turn them on
- Students will engage in the session by
 - Answering questions verbally from their teacher, OR
 - Typing answers into the comments box, OR
 - Other methods of engagement that the teacher asks for
- Students will minimize other distractions and refrain from engaging in parallel activities such as gaming or accessing social media during lesson time
- Students will attend the sessions with their equipment for learning- including a calculator.
- Students will complete work as requested in the session
- Students will seek help from the teacher if needed
- Students will alert teachers if they're not able to complete work
- Students will use proper online conduct, such as using appropriate language in messages
- Students will be polite, respectful and listen to both their teachers and other students
- Students will only attend lessons which appear on their timetable and must not attempt to gain access to other lessons

If a student is not following this code of conduct the teacher should

1. Give the student a verbal warning, if the specific breach continues
2. Give the student a final warning, mute them and note down the issue, if the specific breach continues
3. Ask the student to leave the session, and remove him from the meeting if he refuses. This should then be followed up with an email home explaining the reasons with the Head of Faculty or Head of Year copied in depending on whether it is a subject session or tutor period. The teacher should also log the incident on behavior manager.

If a student re-enters the room* or the situation becomes unmanageable the teacher should end the meeting and inform the Head of Faculty immediately.

*Students should not be able to reenter your classroom if you have set up the session correctly – please refer to our guidance on running lessons remotely.

During live lessons, pupils are expected to behave appropriately by:

- › Being on time
- › Having books and stationary ready before class begins
- › Muting their microphone when asked
- › Turning on their camera when asked
- › Maintaining eye contact when asked
- › Raising their hand to ask questions, or using the relevant online class participation feature
- › Turning on gallery view when asked
- › Refraining from eating or drinking during the live lesson unless given permission by their teacher

- › Refraining from engaging in parallel activities such as gaming or accessing social media during lesson time
- › Not disrupting the lesson for others (for example, by messaging about something other than school work or by inviting another person into the lesson)

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, the subject teacher will:

- Issue a first and second warning (unless in cases of extremely poor behaviour where no warnings will be issued)
- Mute the student after their second warning and if issues persist remove them from the lesson.
- Contact parents so that they are informed and can support their son to engage more successfully.
- Log the issue on Behaviour manager
- Seek help and support from faculty Leader/HOY/SENCo/Inclusion Team where appropriate.

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 term during term time by I. Haresign- Deputy Headteacher Behaviour & Inclusion. At every review, it will be approved by the SEND/Inclusion Sub-Committee of the governing body.

5. Links with other policies

This policy links to the following policies and procedures:

- › Child protection policy
- › Relationships & Behaviour policy
- › Health and safety policy
- › Attendance policy