

Covid-19 Addendum 4.0 (March 2021)

Coronavirus – Fighting the Spread of Covid-19 Together

This addendum applies until further notice.

In light of the current Coronavirus crisis, it is necessary to change the way we behave in school. New systems, procedure and protocol, underpinned by government guidance and extensive risk assessments, have been put into place to support these changes.

Some expectations will also change. The school community, students, parents and staff have been advised of these changes in writing as well as through appropriate communication means such as social media. Students, parents and staff should continue to follow our normal behaviour policy with respect to anything not covered in this addendum.

However, as this is a situation of crisis, we should acknowledge that circumstances may and indeed are likely to evolve and further changes may become necessary at short notice. We will follow government requirements and consult official guidance in order to establish any necessary changes. This will be communicated to students, parents and staff in a timely manner.

When students 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 Head of Year if they think their child is unable to comply with some of the rules, so we can consider alternative arrangements and support them to integrate back into school life.

New expectations on behaviour fall into one of three categories in order to limit spread of Covid-19:

- to minimise contacts with other students
- to encourage, establish and maintain social distancing
- to encourage, establish and maintain good hygiene

Students must adhere to expectations in respect of these three areas. The implications of failing to do so are extremely serious, may jeopardise the health and safety of our school community and in turn general public health.

For this reason, the usual 'Behaviour for Learning' rules of '3 chances – 3 stages' will not apply in respect of these categories.

Minimise Contact

We have adopted the following public health risk reduction measures in order to minimise contact:

- Staggered arrival and departure times. Students should arrive at school not more than 5 minutes before their designated time.
- Named and distanced arrival and departure gates. Students may enter school only at their designated entrance. For example, they may not enter school with a sibling in another year group with a different entry point. Students will be greeted by a member of staff. If the student or anyone in their household has developed Covid-19 symptoms, they should tell a member of staff immediately.
- Creation of 'Support Hubs' within year group bubbles. This designated area will be the 'go-to' and unique service point for all pastoral, behavioural, medical, SEN needs. It replaces all student services such as Student Reception, Cool Off, Step Out, Study Area, Nurture, Student Welfare.
- Dedicated support staff for year group bubbles. This includes Key Stage Lead, Head of Year, behaviour mentor and additional support staff.
- Staggered break and lunch times. This ensures that students do not come into contact with students from outside their year group bubble.

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- Designated toileting facilities. In the interest of public health and to minimise lost learning time, we would encourage students to keep toilet visits to a minimum. Toilet visits will be escorted during lesson time and each year group bubble has designated facilities.
- Specific break and lunch areas. This ensures that students do not come into contact with students from outside their year group bubble.

Social Distancing

Government guidance directs that students in a secondary setting should keep their distance within their groups. This includes before, during and after school. Between classes and at social times, students must continue to maintain social distancing where this is reasonable and possible. In order to promote, encourage, establish and maintain social distancing, new rules, protocols and expectations have been established. These include but are not limited to:

- Movement of staff and students within school (dedicated classrooms, one-way systems, queuing, out of bounds areas) Students are grouped in Year Group Bubbles and will remain in their group at all times.
- Movement within the classroom. Students will be allocated a seat, a plan will be established, students should not move from their seat unless invited to do so by staff. Seating will be forward facing wherever possible and students should remain in this position.
- Socialising within school. Students may socialise within their bubble but should maintain appropriate distancing.
- 'No Physical Contact' rule for all. This is clear and consistently applied will help support students to remain distanced. This includes hugging, hand-holding, tapping, play-fighting and any other form of affection and/or play. This will be clearly explained and reinforced with all students. Purposeful and deliberate attempts to touch another student will be dealt with seriously.

Good Hygiene

- Handwashing and hand-sanitising. These are now an integral part of expectations for all. Students, staff and visitors are required to wash hands and to hand sanitise frequently. Students will be required to hand-sanitise upon entering and leaving the building, before and after each session.
- Expectations around coughing, sneezing and disposal of tissues. Students should make every effort to cough or sneeze into the inner elbow. If using a tissue, they should fold and dispose of it immediately following the promotion of 'Catch It, Bin It, Kill It!'. After an episode of coughing or sneezing, students will be asked to hand-sanitise. They may be asked to wipe down any affected areas (desk/chair). Bags are available in all classrooms and hubs. Students will be asked to place soiled tissues into a bag, secure and place it into a bin.
- Avoiding of touching face area. Students will be asked to hand-sanitise if they touch the face.
- Avoiding sharing or passing of personal equipment and possessions, including food, snacks, sweets and drinks. This will be strictly discouraged.
- Students should only bring to school items which are absolutely necessary for their school day.
- Equipment may be shared within a Year Group bubble as appropriate.
- Use of toilets – strictly one person per cubicle.
- No removal of food from or consumption of food outside the dining hall area. This includes pack-ups from home.
- All litter should be picked up and thrown away as it is potentially contaminated.
- No shouting, unnecessary raising of voice, chanting or singing
- Squirting or spraying of water or other drink from a bottle or can is strictly prohibited and may be considered a deliberate attempt at transmission (see below)
- Government regulations require the wearing of face coverings for students, staff or visitors in communal areas outside the classroom where the layout of the schools makes it difficult to maintain social distancing when staff and students are moving around the premises, for example, corridors.
- Face coverings where used, should be used appropriately and according to government guidance. When not used, it should be away in a bag or in a blazer pocket. If damaged or wet, they should not be used.
- Clear rules around spitting and coughing towards another person. Deliberate acts of transmission such as coughing or spitting at or towards another person will be treated as malicious and will be treated with

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the utmost seriousness. This aggressive behaviour may result in an exclusion and a referral to the police. Squirting of liquid from a mouthpiece may have been seen as a 'fun' gesture in the past but may result in transmission of saliva and therefore is equally unacceptable.

Students should follow the expectations above. Airedale Academy will use a range of strategies to ensure that students understand and follow the expectations and will address failure to comply. These strategies may include but are not limited to:

- clearly defined bubbles with staggered arrival and departure times, entry and exit points and protocol for movement during the school day
- reminder of social distancing rules and rationale for them
- request to hand-sanitise and/or handwash
- contact with parents/carers

These are unprecedented times and the health and safety of all is paramount and an absolute priority. For these reasons, failure to adhere to expectations surrounding good hygiene, wearing of face coverings and social distancing may result in alternative protocol, immediate and/or severe sanctions. These may include:

- alternative arrival and departure times, reduced mixing and alternative designated areas at social times
- removal from class to another within the bubble
- removal to designated Support Hub
- internal inclusion within the Support Hub
- socially distanced escort by staff
- exclusion

Uniform

Government guidelines suggest that schools revert back to normal uniform policy. As such we expect that all students must wear full school uniform. Students who arrive at school without full uniform will be referred to their Support Hub. We will continue to lend out fully laundered school uniform.

Behaviour for Learning

The first 3 stages will remain as in current behaviour policy in that Stage 3 will trigger removal from the classroom. Support Hub staff will relocate the student in another teaching area within the bubble. This will remove the student from the escalating situation whilst keeping the Support Hub as clear as possible. Failure to comply with expectations would see the student removed to the Support Hub.

These stages can be summarised as follows:

Stage 1 – verbal warning

Stage 2 – conversation with Support Hub

Stage 3 – Removal to another classroom within the bubble + 30 min detention

Continuing to disrupt – removal to Support Hub + 45 min detention

Failure to attend detention/complete successfully = 60 min detention

Support Hubs

Support Hubs will become the 'heart' of the school. Established and situated in every year group bubble, they will regroup vital student support services and be the designated 'go-to' unique service point for all pastoral, behavioural, medical and SEN needs during these extra-ordinary times due to the pandemic. The support hub replaces Student Reception, Cool Off, Step Out, Study Area, Nurture, Student Welfare, all of which cannot open post-Covid due to restrictions around minimal contact and non-mixing of students from different bubbles.

Support Hubs will be staffed as follows:

- Head of Year
- other support staff will be allocated to a year group
- Key Stage Lead

Remote Learning – Behaviour Expectations

This should be read alongside our Acceptable Use Agreement on Remote Learning for students and parents

Supporting remote learning with good behaviour ensures a productive online learning environment for all of our students and staff. Our expectations of students in a virtual learning environment are similar to and emulate those in place when physically in school and are as follows:

- Join on time through Google Classrooms onto Google Meets
- Dress appropriately
- Create an environment suitable for learning, without unnecessary distraction as much as possible
- Behave with respect and courtesy to fellow students and staff throughout the online lesson
- Do not give out the login code or link to anyone external to the class or group of students for whom it is intended.
- Do not allow access to anyone external to the class or group.
- Use appropriate language when communicating verbally or in the typed 'chat'
- Use the online 'chat' facility for subjects relating to the lesson only and not for personal use.
- Not record, store or distribute any material from the lesson.
- Upload or hand in work as requested within the required deadlines.

Academy Laptops and Devices

Academy laptops remain the property of the school and have been set up to use our Academy filtering and monitoring systems. They meet legal requirements and ensure that students are safeguarded online. Filtering and monitoring systems will ensure:

- Students cannot access inappropriate material online
- All actions carried out on an Academy laptop are monitored. Should the academy become aware of an online safety incident, appropriate actions will be taken in accordance with the Safeguarding Policy and the Online Safety Policy.

Should the academy become aware of any inappropriate use of the device, the following action may be taken:

- Removal of laptop from the student
- Remotely locking and / or wiping of the laptop
- Reporting to the Police and / or Child and Adult services
- Other sanctions in line with our Academy Behaviour Policy.

Face Coverings

Government guidance states that face coverings should be worn in secondary schools by adults and students in all spaces where social distancing of two metres is difficult to maintain.

All students therefore are required to wear a face covering unless exempt (see below):

- in classrooms. Students sit within two metres of each other and cannot socially distance.
- in all indoor spaces such as corridors, toilets and other communal areas.
- when entering, exiting and moving round the premises as routes do not allow for social distancing and students may cross paths.
- during line-up before registration and after social times as students are not socially distanced at this time.

However, students will not need to wear a face covering in practical PE lessons. They may be removed when seated in the dining hall and during social times outside.

We will provide lanyards to all students who have provided proof of exemption due to medical reasons or on grounds of disability. Sunflower lanyards are of course acceptable. These lanyards should be visible at all times. Simply not wanting to wear a face covering is insufficient reasoning, is not acceptable and will be challenged.

Exemptions are as below – individuals who:

- cannot put on, wear or remove a face covering because of a physical impairment or disability, illness or mental health difficulties
- speak to or provide help to someone who relies on lip reading, clear sound or facial expression to communicate

Face coverings should be disposable or washable, scarves and snoods should not be worn unless linked to a disability or medical issue. The government guidance suggests that it is reasonable to assume that students now have access to face coverings due to their increasing use in wider society.

We will retain a stock of masks for students without one. The first face covering will be provided free of charge, however there may be a £1 charge on subsequent occasions.

We strongly advise all parents to ensure students have a face covering as they leave home each morning. A spare one in a bag or pocket is encouraged.