

COWLEY INTERNATIONAL COLLEGE



BEHAVIOUR POLICY COVID-19 addendum

September 2020. This policy is in place for the duration of the COVID-19 lockdown only. It is to be used alongside the College Behaviour Policy. It will be reviewed regularly by The Principal and senior staff and updated when required

Scope

This addendum applies until further notice.

It sets out changes and exceptions to our normal behaviour policy. Students, 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 students.

Behaviour Policy 2020 Covid-19 Addendum

Cowley International College is committed to providing an environment where all students feel safe and want to learn. Cowley International College will create a productive educational environment in which teachers are free to teach and students have optimal opportunities to learn. Whilst expectations in our Behaviour Policy remain pertinent, it is necessary, in light of the Covid-19 pandemic, to make some adjustments for the safety of all students and staff. It is to be used in conjunction with, and read alongside the; Behaviour Policy, SEND Policy, Anti Bullying Policy, Attendance and Punctuality Policy, E-Safety Policy, College Uniform Policy, Equal Opportunities Policy, Staff Professional Conduct Policy, Managing allegations of abuse made against other children.

Please see the adjustments made to the Behaviour Policy below. Upon reading this addendum, it is important to remember the success of any Behaviour Policy relies upon one fundamental rule, as stated in the Home College Agreement:

Students must follow all reasonable instructions by college staff, follow college rules and accept sanctions in an appropriate manner.

Student uniform & Equipment

Students will be required to wear their full school uniform. However, on the day(s) students have a PE, Games or a Dance lesson, due to the nature of the activities and the fact that the changing rooms will not be accessible, students will be required to arrive at college wearing their PE kit. Students can, if they wish, wear a Cowley branded top over their PE kit when attending lessons on the main site and, in addition, wear plain black (no logo) jog bottoms or Cowley branded jog bottoms.

Students are required to bring their own equipment to college each day. Please see below a list of essential equipment items and desirable equipment items.

Essential Equipment

School bags, pens, pencils, rulers, planner, DEAR book and calculators.

Pens, pencils and rulers can be purchased daily during Team Time.

Desirable Equipment

Pen (green) self-marking, glue stick, highlighter, eraser, sharpener, whiteboard pen.

Teachers will not be able to hand out these equipment items as per the usual procedure and so we advise all students to purchase their own. At no point will students be able to share any pieces of equipment.

Arrivals, Departures and Moving Around the College

- **Start of college day – 8.35am**
- **End of college day – 3.00pm**
- We recommend students enter the college site via their year groups designated entrance (see below). Students will be greeted at each entrance by members of staff and asked to remove any face covering. Students will go directly to their designated year group zoned area where they will be greeted by the year team and await to be registered.

Event	Y7	Y8	Y9	Y10	Y11
Arrival to college (will be flexible)	Gamble Ave, East entrance Canteen gate Hand sanitiser	Preferred SSU gate (lower gamble ave) Not gamble avenue Hand sanitiser	Princess ave. gate SSU gat Not Gamble avenue Hand sanitiser	Gamble avenue Or East wing Not SSU gate Hand sanitiser	East entrance by science Gamble Avenue Not SSU Hand sanitiser
Breakfast	Cereal bars	Cereal bars	Cereal bars	Cereal bars	Cereal bars
Holding zone	Canteen	Lower west playground	Lower East Playground	Top west Playground	Top East Playground

- Year groups have been assigned to different corridors of the college and, as a result, will have their own teaching area. Students from one year group are not allowed to mix with students from other year group and must keep at least a 1m distance from all other students and staff at all times. There will be markers on the floors and signage around the college to support students with social distancing and movement around the college. Students and staff will be encouraged to give regular reminders regarding social distancing.
- Movement around the college will be limited, students will follow a designated route and will be guided by markers on the floor at all times. There will be staff presence on the corridors during any movement around the college. Students will walk quickly and safely to lessons, they will not be permitted to wait for other students from different lessons and will take the most direct route.
- To create a safe and purposeful atmosphere the term conversational corridors will be enforced. Students will not shout out or run at any time and during lesson change

over break & lunch will only be permitted to talk to other students in their closest proximity when on the corridor.

- Students must walk on the left-hand side of corridors and stairs.
- Coats are for outside only and must be removed when you enter the building.
- If you are behaving well on the corridors, a member of staff will notice and award achievement points.
- Staff will challenge those students who are choosing not to follow the above rules, and issue consequences.
- To ensure social distancing measures are maintained, year groups will have staggered break and lunch time along with a slightly staggered finish to the college day. Please note the new time for the end of the college day is now **3.00pm**. When the students leave their classroom to go outside for break, lunch or outdoor learning, they will again follow the markers on the floor to ensure they stay at least 1m from peers and adults and only access their designated areas of the college.
- Students have a responsibility for their own equipment and must ensure that these items are not shared with other students. At the end of each teaching session, students are expected to wipe down their equipment and learning area.
- At the end of the college day, to ensure there will be no mixing of year groups, students will be asked to leave the session slightly earlier or later than the allotted time to stagger exit from the classroom. Students will leave the college site directly from their designated exit. Students must not wait for friends in other groups and must return home via the fastest route and avoid other students. Students who use a school bus must walk directly to Gamble Avenue, staff members will be in attendance to ensure social distancing measures are adhered to at all times.
- C3 & C4 detentions will run as normal, however, students will only be in detention with other students from their year group. As per normal procedure, students who have been issued with a detention will be handed a letter during term time stating the date they are to attend.

Hand washing and Hygiene

- Students will be expected to follow all hand washing and hygiene routines while in college. Students will wash hands /use antibacterial gel as they enter the college site, after returning from the outside, before and after eating, at the end of the college day and at regular intervals during the day.
- We expect students to follow the 'catch it, bin it, kill it' mantra and follow the correct hygiene etiquette, if they need to cough or sneeze, they should use a tissue or crook of their arm. Students will be reminded not to touch their face, mouth, nose or eyes while at college. Should a child refuse to follow these routines, disciplinary procedures and sanctions will be used (see below).

Social Distancing

- Students are required to keep at least a 1M distance away from all students and staff. When students arrive at their teaching room, they will be expected to go straight into the classroom, sit at their designated learning area and go nowhere else in the room. Students will get out all their equipment required for the lesson and sit in silence or begin to read their DEAR book as they wait for the lesson to commence. Students must put their hand up if they need an adult's support. They will not get out of their seats.
- Teachers will ensure that students adhere to social distancing measures. Where students are not complying, the usual disciplinary procedures and sanctions will be used (see below).
- At the end of the lesson, when instructed to, students will pack away their equipment, stand behind their chair and wait to be dismissed. Students will exit the classroom in a formal and orderly manner. As previously mentioned, students will adhere to conversational corridors at all times and take the most direct route to their next destination whilst adhering to all social distancing measures.

Break & Lunch times

- To maintain social distancing and to ensure year groups do not mix, break and lunchtimes will be staggered. Students accessing the canteen or bistro will be asked to line up following the markings on the floor and once their food has been collected will be instructed to a table to eat their food. Students are not permitted to walk around or change tables.
- Year groups will have a designated place outside during break and lunch times. Students are not permitted to remain in the building and will be expected to remain socially distant from both peers and adults. Students must stay in their designated area at all times.
- Each year group will have access to a designated toilet block during break and lunch. Students will access the toilets via a designated route and are not permitted to use another year group's toilets.

Rewards

- The achievement and conduct point system will remain in use during Covid-19. However, the use of the Cowleian and Standards card will cease. Staff members will continue to welcome opportunities to praise individuals for good work, attitude or good behaviour and displaying the Cowleian values if these are brought to their attention. Above all, praise and encouragement will be used as much as possible as we all become used to new routines. Year group assemblies will continue to run, albeit in a different format, to ensure social distancing measures are maintained. Student and staff achievement will continue to be recognised through assemblies, the college website, contact home, social media outlets and via Pulse TV.

Behaviour Consequence System

- The behaviour and consequence system will remain in place with the fundamental rule that will ensure that all other rules are followed is to 'follow staff instructions first time'. The college and the Governors will not tolerate any defiance from students. Every request made to a student will be suitable and reasonable to ensure students can learn in a safe a structured environment.

- If a student's behaviour demonstrates a lapse in concentration or lack of awareness for safety measures, then following procedures could be used:

Conversation(s) with student(s) which could include a verbal warning, moving seats if logistically possible or a request for Incident Patrol or senior member of staff;

Other behaviour management strategies in line with our current behaviour policy.

- Once all appropriate behaviour management strategies have been exhausted, if a student's behaviour is deemed high risk, for example, refusing to adhere to safety measures, such as hand washing, social distancing, remaining in their teaching groups or deliberate behaviours that put themselves or others at risk, such as spitting or deliberately coughing at people, the following sanctions and disciplinary procedures could be used:

Student will be removed from their teaching group, isolated with a member of staff and contact be made with student's parent/carer.

If the health and safety of other students and staff members are put at risk by the student not adhering to social distancing measures, then the parent/carer will be expected to collect the student and a fixed term exclusion will be applied in line with Exclusion guidance.

Students with Special Educational Needs

Cowley acknowledges that children will have had a range of different experiences during the lockdown period which may have an impact on their behaviour presentation upon return to college. Some may present with frustration as a result of being isolated from friends or having missed a significant event or experience; e.g. exams, school trip, etc. Others may have experienced bereavement or loss or another, real or perceived, traumatic episode. For many, the process of re-engagement with learning and the college community, under unusual circumstances, may require some additional input and encouragement.

As a result of these varied experiences, students may present with behaviour that is not usual, this may include;

Anxiety; lack of confidence

Challenging behaviour; fight or flight response

Anger; shouting, crying

Hyperactivity and difficulties maintaining attention

For some students, including those with SEN, and especially those with autism, the change in routines and lack of familiarity will require additional adjustment. We recognise this behaviour could be a sign that for some individual students there is an unfulfilled need and that the behaviour is communicating that there is a problem. Our pastoral and SEN team will support these students, risk assessments will be completed and, where applicable, necessary adjustments to reduce the stimulus that may be triggering the challenging response will be made. If required, external support will also be sought.

Students with SEN are recognised as being particularly vulnerable and therefore have an urgent need to be re-integrated back into college as soon as reasonably possible. Cowley will work closely with parents to implement supportive strategies that will inform an appropriate response. If necessary, we will seek external support from other agencies such as Educational Psychologists or Early Help.

Student's working from home.

If a situation presents itself that a student is required to work online from home, then the following points must be followed;

- If interacting with other students or staff online, students will always be kind and respectful to each other and respectful and obedient to staff.
- Students will never attempt to contact staff via social media or make comments about staff on social media platforms. Any inappropriate comments to staff online will be taken very seriously. This is also the case of for any online bullying towards other students or peer-on-peer abuse that is disclosed to the college during this time.

