

Behaviour for Learning: COVID-19 addendum

The Highfield School

This addendum to the Behaviour for Learning Policy of The Highfield School is for use during the Covid-19 January 2021 partial closure for the education and safety of the students who are attending and are on school site. It also outlines the expectations of students when participating in 'live' lessons. The health and safety and safeguarding of our students and staff is paramount. Therefore, the following guidelines have been added to the current Behaviour for Learning Policy. The Expectations of Conduct are still to be followed as the accepted standards of behaviour. Parents are still asked to work in partnership with the school. Students will still be given the opportunity to behave and will continue to be given a warning. The student will still be given the choice to regulate their own behaviour but if they fail to do so there will still be an appropriate consequence.

All students should continue to adhere to the principles outlined in our Cooperative values and the Expectations of Conduct whilst the school is closed.

Cooperative Values:

Self Help	Having high expectations of ourselves, including all aspects of our Behaviour for Learning.
Equality and Equity	Respecting and supporting everyone's equal right to a safe, calm and ordered environment for learning.
Democracy	Taking part in democratic processes and opportunities
Self-Responsibility	Taking responsibility for, and accepting the consequences of, our actions.
Solidarity	Being part of our community, respecting others, property and our environment.

Expectations of Conduct:

- DO be prepared for lessons with all necessary equipment, sitting in your seating plan
- DO be on time to registration and your lessons
- DO wear the correct uniform at all times
- DO move around the school calmly, keeping to the left, entering and leaving classrooms in an orderly way
- DO put your litter into the bins and keep The Highfield School litter free
- DO listen and follow the instructions of all adults in the school
- DO challenge yourself to achieve your very best classwork and homework
- DO be respectful, of yourself and others, at all times.

As currently, all detentions have been suspended and there is also no capacity to have the procedure known as Support and Remove, the guidance set out below should be followed when students are attending on the school site.

All examples of behaviour and actions shown below are for guidance only, and this list is neither exclusive nor exhaustive. Each incident will be judged on its own merits and there may be cases where it is deemed appropriate to deviate from the below guidance

Level	Dealt with by	Concern examples	Possible Action(s)
W	Teacher onsite	<ul style="list-style-type: none"> Inappropriate behaviour, below the Expectations of Conduct within school during normal operation. Defiance, this could include rudeness, disrespect or not following instructions. 	<ul style="list-style-type: none"> Conversation with student(s) which could include a verbal warning, and other behaviour management strategies. Reminder of social distancing and health and safety rules. Contact with student's parents/carers, if appropriate.
L1	Teacher onsite	<p>Repeated instances of "W" or:</p> <ul style="list-style-type: none"> Continued disruption of independent learning time. Casual/non direct swearing. Continued inappropriate behaviour. 	<ul style="list-style-type: none"> Conversation(s) with student(s) which could include a verbal warning, and other behaviour management strategies. Reminder of social distancing and health and safety rules. Contact with student's parents/carers. Concern logged on SIMS. Onsite pastoral/LT informed.
L2	Pastoral member onsite	<p>Persistent "L1" behaviour or:</p> <ul style="list-style-type: none"> Hurtful behaviour towards another student, including online. Casual/non directed prejudice based language Inappropriate use of ICT equipment. Failure to follow Expectations of Conduct, this could include repeated failure to follow instructions for social distancing. 	<ul style="list-style-type: none"> Onsite pastoral/LT informed. Staff may radio pastoral member for support, if required. Phone call home to discuss issue with parent/carer and student. Parents/carers may be required to support. Concern logged on SIMS. Temporary suspension of student access to emails/learning platforms. Logging of incidents on CPOMS as applicable. A continuation of this behaviour may lead to a temporary/longer term withdrawal of a school place.
L3	LT member onsite	<p>Persistent "L2" behaviour or:</p> <ul style="list-style-type: none"> Serious Defiance Rudeness towards a member of staff Racist, sexist, ableist, homophobic, biphobic, transphobic behaviour and religious discrimination. Damage to property 	<ul style="list-style-type: none"> If a student is unable to follow instructions repeatedly we may immediately withdraw the place at the school and the parent/carer may be asked to collect and remove the student from site. If the student is deemed MORE 'at risk' studying at school, a temporary/longer term withdrawal of a school place may be

		<ul style="list-style-type: none"> • Serious dangerous behaviour, including failure to follow instructions for social distancing and putting other students or staff at potential risk of infection. • Serious hurtful behaviour or bullying behaviour. 	<p>considered. This would be carried out in liaison with all relevant active agencies.</p> <ul style="list-style-type: none"> • Phone call home to discuss issue with parent/carer and student. • Temporary/longer term suspension from learning platforms, emails. • Log incident on SIMS. • Log incident on CPOMS if applicable.
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Remote and 'Live' Learning

If students 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.

Online rules:

- Be contactable during required times – although we appreciate that students 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. Students can contact staff through their school email, google classroom or Show My Homework
- Alert teachers if they're not able to complete work
- Use proper online conduct, such as using appropriate language in whilst in live lessons.

For students with SEND needs additional support will be provided where appropriate.

Some live lessons will take place as per the expectations sent out. When live lessons are taking place students must adhere to the Expectations of Conduct. Staff will reward students wherever possible and sanction in line with the Behaviour for Learning Policy.

If a student misbehaves:

1. **They will receive a warning**
2. **They will be reported to their Head of Year**
3. **They may be suspended from 'live' lessons** – once reported, students will be sanctioned according to the type/level of their behaviour and this will be reported to parents by the Tutor initially and then the HOY or SLT, depending on the behaviour.

Further examples of this are outlined below.

Level	Dealt with by	Concern examples	Possible Action(s)
W	Teacher online	<ul style="list-style-type: none"> Any attempt to disrupt the learning of others Posting silly/unhelpful comments within the chat function. (first instance) 	<ul style="list-style-type: none"> Warning and reminder to student about appropriate conduct.
L1	Tutor	Repeated instances of “W” or: <ul style="list-style-type: none"> Continued disruption of ‘live’ learning time. Continued inappropriate behaviour. Casual/non direct swearing and continued silly/unhelpful comments within the chat function to derail the lesson. 	<ul style="list-style-type: none"> Teaching staff to remove individual student from live lesson immediately. Tutor and Head of Year informed. Parents/carers contacted. Concern logged on SIMS.
L2	Head of Year	Repeated instances of “L1” or: <ul style="list-style-type: none"> Offensive language or using derogatory terms in person or via chat/comments. Continued disruption of ‘live’ learning time. 	<ul style="list-style-type: none"> Teaching staff to remove individual student from live lesson immediately Tutor and Head of Year informed Parents/carers contacted. Parental contact from Head of Year. Short-term ban from live lessons. Head of Year to inform SLT link.
L3	SLT Year Link	<ul style="list-style-type: none"> Repeated misuse of live session, despite previous sanctions being applied. A serious one-off mis-use of live session Bringing the school into disrepute online, including social media. A breach of the School’s Online Safety Acceptable Use Agreement. 	<ul style="list-style-type: none"> Teaching staff to remove individual student from live lesson immediately. Parental meeting with Senior Leadership Team. Indefinite ban from live lessons. Head of Year to report comments to external agencies as appropriate. Fixed-term exclusion.

3.2 Dealing with problems

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

- Contact the student regarding the school work
- Contact the parent to discuss the home learning taking place
- Set up a Virtual meeting with parents and the student’s Head of Year
- Contact external agencies where appropriate

The tracking of remote learning will be monitored throughout the duration whilst not in school and followed up to support the student during this time.

This policy links to the following policies and protocols:

- Child Protection Policy
- Behaviour for Learning Policy
- Home School Agreement
- Online Safety Protocol
- Acceptable Use Agreement (Online)