



SACRED HEART

Behaviour Policy Addendum (Remote Learning and within school)

Approved by the Local Governing Committee Thursday 28th January 2021



Introduction / Rationale:

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1. 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.

2. Expectations for students at home

2.1 Remote learning rules

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. Parents should contact the relevant Head of Progress or SENDCO 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.

Remote Learning Rules:

- Be online and contactable during lesson time, and in front of their device
- Complete work to the deadline set by teachers
- Seek help if they need it, from teachers or teaching assistants
- Alert teachers if they're not able to complete work
- Use proper online conduct, such as using appropriate language in messages

- As normal we will make any reasonable adjustments that are required for students with more challenging behaviour.

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

- Being on time
- Having books and stationery ready before class begins
- Keeping their camera and microphone turned off at all times (unless specifically instructed by the teacher)
- Maintaining message contact when asked by the teacher in the lesson
- Raising their hand to ask questions, or using other relevant online class participation features
- Refraining from eating or drinking during the live lesson unless given permission by their teacher
- Not disrupting the lesson for others (for example, by messaging about something other than school work), or using the chat function to speak to others in the group unless given explicit instruction by the teacher.
- Only using appropriate language when using the chat function. Students (like teachers) should not use emojis or sign off in an inappropriate way such as using an 'x'.
- Never sharing the link with anyone else outside your class, or letting anyone from your household login.
- Keeping their profile picture on 'default initials' and not using an avatar
- Never recording or sharing any images over social media. (As per our normal behaviour policy and breach of this rule may result in exclusion).

If any of the above rules are breached the student may be removed from the live lesson at any time. If this occurs, the student may face further sanctions, including exclusion.

2.2 Dealing with problems

If there are any problems with students adhering to rules around remote learning, including if they don't engage with the remote learning set for them, then the teachers will use the standard sanctions they use in school (including warnings, concerns, and removal from lesson). If the behaviour/issue persists the relevant pastoral team member will be informed by the teacher and will follow up on this behaviour. The pastoral staff will get in touch with parents and see if there are any issues that we can help to address to remove any 'barriers to learning'.

3. Expectations for Students in school

3.1 New rules

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 child follows the new procedures that have been put in place. Parents should contact the relevant Head of Progress or SENDCO 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.

The School site is only open to those students who are classified as 'vulnerable' or have a parent who is classified as a 'key worker'. Where possible and appropriate parents/carers should follow government advice and students should remain at home following their school timetable through the 'live lessons' delivered by school.

- Students are to arrive in school between 8.30am and 8.45am and will sign in.
- Students are to go straight to their allocated 'bubble' area.
- Whilst in school students must only use their allocated toilets, recreation areas and seating areas in the dining room.
- Students must move around school socially distanced (2m) and regularly handwash and sanitise as well as when directed by supervision staff.
- Students should continue to follow our advice on hygiene: When sneezing, or coughing, use tissues and dispose carefully in a bin ('catch it, bin it, kill it'). Students should avoid touching their mouth, nose and eyes with hands.
- Students should immediately alert an adult if they experience symptoms of coronavirus.
- Students should not share any equipment or frequently used items such as pencils and pens
- If any students were to intentionally 'cough' or 'spit' at any other person there would be very serious sanctions.

3.2 Rewards and sanctions for following rules

To help encourage students to follow the above rules, we will continue to use our Rewards System in school. However, if students fail to follow these rules, we will follow our current behaviour policy (sanctions include; verbal warnings, use of concerns, removal from lessons, calls home, internal exclusion, detentions during break or lunch or ultimately excluded from school).

3.3 Changed rules

Until further notice, we will alter the following school rules:

- Expectations for attendance – the [latest government guidance](#) says that from 5 January 2021 until half term, only the children of key workers and vulnerable students should attend school, with remote learning offered to all others. Our School will be monitoring online live lesson attendance and will be contacting (by telephone, text and email as well as sending out our Attendance Officer) those parents/carers whose daughters are not attending these lessons regularly.
- Students who are attending school in person are not expected to wear our standard uniform, however they must be dressed appropriately, and our rules on jewellery and make-up are still in place.
- Our mobile phone policy is still in place. However, to prevent unnecessary travel by parents any confiscated phones will be returned to the child on a Friday evening at 3.30pm, (instead of parent) as per our normal policy.

4. Monitoring arrangements

The Senior Leadership Team will review this policy as guidance from Newcastle Local Authority or Department for Education is updated and as required.

5. Links with other policies

This policy links to the following policies and procedures:

- Virtual Classroom Student Code of Conduct policy
- Safeguarding policy
- Behaviour policy
- Health and Safety policy
- Mobile Phone policy (within the Behaviour policy)