

The Kimberley School: COVID-19 Addendum to the Behaviour Policy - June 2021

Students should be able to attend school feeling safe, enjoying learning and making good progress. This will only happen if our expectations of behaviour remain high and clear to all, are supported by parents and meticulously and consistently followed by staff in school. This addendum to the existing School Behaviour Policy is designed to help give the requisite guidance to students, staff and parents with regards to our expectations of behaviour and what sanctions will be employed if students fail to follow the policy.

The Kimberley School Diamond Rules which we expect all students to adhere to are:

- Arrive to school and lessons on time
- Sit where you are asked to in the classroom
- Always listen and follow the teacher's instructions
- Never stop others learning
- Bring the correct equipment for each lesson
- Do your best every day with every piece of work
- Respect all others
- Follow our Uniform Policy and wear your uniform with pride
- Bullying of any kind is not tolerated
- Low level disruption is not tolerated

Additional modified rules to ensure we adhere to social distancing and hygiene protocols are as follows:

- Arrive on time to school and go straight to your tutor room – do not wait for friends around the site or on corridors
- **Wearing a face covering is optional for students**
- Use the hand sanitiser on entry to the classroom to clean your hands thoroughly
- Enter the classroom quickly and quietly.
- Try to maintain a 2metre distance from all adults and from all students not in your group at all times
- Pay close attention to markings on the floor/walls or barriers to follow the one-way system around the school site
- When moving around the site, walk sensibly, calmly and purposefully following the one-way system strictly.
- Do not seek to talk or mix with anyone from another year group. Be mindful that lessons will be going on for other year groups and you should be careful not to disturb these
- Stay in your allocated year group zones during break and lunchtime. You must not wander outside of your zone at any point nor enter another year group's zone at any point
- Follow the guidelines and rules during break and lunch
- Avoid skin to skin contact with any other student and never spit in school
- Maintain excellent hand hygiene. All students must wash their hands regularly for 20 seconds – (remembering the importance of drying) at the following times:
 - Before leaving home
 - On arrival to a classroom/area
 - When you leave a class to go to break or lunch
 - After using the toilet
 - After breaks/sporting activities
 - Before food preparation
 - Before eating any food (including snacks)
- Maintain good respiratory hygiene, adhering to the protocol of "Catch it – bin it – kill it", using the lidded bins provided.
- Do not leave your seat during lessons

- Students are not to go to the toilet in lesson time unless they have a toilet pass or it is deemed an urgent situation.
- Only use the water fountains to refill your bottle. Do not drink directly from it.
- Leave the school after your final lesson of the day in an orderly fashion, calmly and quickly and when asked to do so by a member of staff, following the one-way system
- At the end of the school day – go straight home. Do not wait on the or near the school site for your friends.

The following table outlines the steps that will be taken in the event of any non-compliance from any student at any time whilst in school. It is to replace Appendix 1 of the current Behaviour Policy during this period of partial school closure only.

What happens if...

Behaviour	Sanction
I'm not very well-organised	
...I don't bring the correct equipment to lesson	It is especially crucial you remember your own equipment. If you forget a pen, we may be able to provide one but available equipment is in short supply
...I don't get to school on time	You will have to enter through the late gate (single gate near the leisure centre) and your lateness will be recorded. If you are late three times in one week you will be issued a 1-hour centralised detention with additional lates the same week being escalated further. All detentions will be issued by your YPL and sat the next day (except Tuesday) afterschool.
...I don't do my homework	You will be placed in a homework detention and expected to complete the task during this session. This sanction will be a Stage 1 detention with your class teacher.
I behave poorly in lessons	
...I disrupt the lesson	You will be given a warning by your teacher that you are causing low-level disruption such as tapping, talking or distracting others. You may be asked to move seat, or leave the classroom for a short period of time so your teacher can talk to you outside.
...I continue to disrupt the lesson despite a warning	You may be placed on lesson exclusion by your class teacher, if required. You will be placed in after-school detention by your class teacher for 20 minutes and this will be communicated home.
I don't follow instructions	
...I don't turn up for my class teacher detention when I have behaved poorly	You will receive a "missed detention" behaviour point and will be escalated to a 30 minute detention after school with your Year Performance Leader and home will be notified

...I don't turn up for my YPL or subject detention	You will receive a "missed detention" behaviour point and will be escalated to an hour Senior Detention after school with the Senior Leadership Team and home will be notified
...I refuse to attend my Senior Detention	You will be placed in the PEU for one day until 4pm to include the hour detention owing to the school
I behave poorly around the school site	
...I accidentally break social distancing/safety rules put in place to keep me safe	You will be reminded of the school rules and how your behaviour contravenes this will be explained
...I repeatedly or purposefully break social distancing/safety rules put in place to keep me safe	Your behaviour will be considered as serious and you will receive a sanction in line with the bottom box of this appendix
...I don't comply with the movement rules on the corridors and follow the one-way system or break the zone barrier	You will be reminded of the school rules and of how you need to move around the site. If this behaviour continues, it will be considered as serious and you will receive a sanction in line with the bottom box of this appendix
...I am seen using my mobile phone	The use of mobile phones is still prohibited from 8:50am until 3:05pm. If you are seen with your phone out within these hours, your SMART card will be signed
I don't follow the high uniform standards	
...I wear piercings, too much makeup or nails which do not look short and natural	The only piercings allowed are a single ear piercing in each ear. You will be asked to remove anything additional to this immediately as well as excessive makeup or nails which do not look short and natural
...I wear a hoodie, hat or headgear	You will asked to remove these immediately
...I wear the wrong skirt/shoes/trousers or don't have my blazer	You need to bring a note from home for your tutor. If you continue to do this or fail to have a note, your SMART card will be signed and your YPL will give you a detention upon the third signature
Serious poor behaviour	
I verbally or physically abuse a student or member of staff	A proportionally appropriate sanction that could include: <ul style="list-style-type: none"> • a pre-exclusion • a fixed-term exclusion • reporting you to the police • a permanent exclusion
I am deliberately defiant and refuse to follow instructions or I make others feel unsafe through reckless or dangerous behaviour	
I make racist/homophobic/discriminatory remarks to a student or a member of staff	
I am involved in a fight with another student	
I bring illegal substances or dangerous items into school	

Temporary system of detentions

A temporary system for sanctioning poor behaviour will be necessary due to the staggered timetable of the school day and to ensure we minimise any year group mixing. No lunchtime detentions will be able to take place meaning we will use after-school detention as the first step to discipline students' poor behaviour.

Detentions to sanction poor behaviour

Stage 1	After-school detention (20 minutes) with class teacher	<ul style="list-style-type: none"> • Conducted as soon as possible by the class teacher at their convenience • Must be recorded on the SMART card • Must be communicated home via phone or email to the parent • If unattended, use "MISSED DETENTION" behaviour point
Stage 2	After-school detention with YPL (30 minutes)	<ul style="list-style-type: none"> • YPL picks day of the week, ideally when free p5 for pick ups • YPL/AYPL/SSA runs a SIMS report once a week • YPL/AYPL/SSA organises the weekly detention, communicating home to parents and picking up students. • YPL/AYPL/SSA emails the register to staff who set the detention • If unattended, YPL/AYPL/SSA must use "missed YPL detention" behaviour point and enter with reception for a Senior Detention. • YPL communicates the detention home and speaks to student • YPL/AYPL may incorporate this sanction into the new centralised system outlined below
Stage 3	After-school Senior detention with SLT (1 hour)	<ul style="list-style-type: none"> • SLT-run detention on a rota system • Students are picked up by on-call/Student Support • If anyone doesn't comply, YPL/DK are notified to organise a day in the Pre-Exclusion Unit • YPL/AYPL may incorporate this sanction into the new centralised system outlined below
Stage 4	Pre-exclusion unit	<ul style="list-style-type: none"> • Student will be placed in Pre-Exclusion Unit for one day for non-compliance. This will be followed by one hour after school detention • YPL/AYPL may incorporate this sanction into the new centralised system outlined below

Additional Centralised Detention System

In an attempt to support the Pastoral Teams to tackle a number of growing concern, there is now the addition of a Centralised Detention System.

Sanctions are issued and monitored by the Pastoral Teams. Detentions will be issued for, but not limited to:

- Punctuality (persistent issues)
 - Start of the day (Monitoring Late Gate)

- To individual lessons (classroom teachers should still sanction individual lessons)
- It is important that a class teacher logs students who are late to lesson as 'L'
- Truancy
 - Failure to attend lessons
 - It is important that class teachers mark students who are absent as such – informing the pastoral team, where possible, if this looks irregular compared to the rest of the day
- Uniform
 - Persistent failure to comply with the policy
 - This should now be being challenged by all staff, with repeat offenders being highlighted to the relevant Pastoral Team
- Conduct at Break and Lunch
- Rudeness and Attitude
- Accumulation of Behaviour Points
 - Classroom teachers should continue to issue a sanction with each behaviour point
 - When classroom teachers log behaviour points they should clearly state when the sanction is to be sat, so the Pastoral Team can avoid and manage any potential clashes

The above will be monitored and sanction by the YPL/AYPL only.

If a member of staff has concerns regarding the any of the above issues for an individual, they should e-mail the Pastoral Team so the situation can be addressed.

Centralised Detentions as follows:

Stage 1	30 minute detention issued by YPL/AYPL
Stage 2	1 hour detention issued by YPL/AYPL
Stage 3	1 Day PEU and 1 hour detention issued by YPL/AYPL

Students will be escalated through the stages as deemed necessary by the Pastoral Team. This may be for failure to complete the sanction or for repeated offences.

Detentions to sanction missing homework

Homework detentions will be run in faculty areas by class teachers and the Subject Performance and will take place after school.

Stage 1	Failure to submit Homework. After-school detention (20 minutes) with class teacher	<ul style="list-style-type: none"> ● Conducted as soon as possible by the class teacher at their convenience ● Must be recorded on the SMART card ● Must be communicated home via phone or email to the parent ● If unattended, use "MISSED HOMEWORK DETENTION" behaviour point
Stage 2	After-school detention with SPL / Department (40 minutes)	<ul style="list-style-type: none"> ● SPL organises the weekly detention, communicating home to parents. ● If unattended, SPL/Department must use "MISSED HOMEWORK DETENTION" behaviour point and

		communicate with reception the need for a Senior Detention. <ul style="list-style-type: none"> • Main Reception informs parents/carers
Stage 3	After-school Senior detention with SLT (1 hour)	<ul style="list-style-type: none"> • Students are picked up by on-call/Student Support • If anyone doesn't comply, YPL/DK are notified to organise a day in the Pre-Exclusion Unit
Stage 4	Pre-exclusion unit	<ul style="list-style-type: none"> • Student will be placed in Pre-Exclusion Unit for one day for non-compliance. This will be followed by one hour after school detention

How do we log senior detentions on their smart card? There is no need to do this as the senior detention is an escalation from the original detention set by the class teacher. Main reception informs home of the detention via email so the child will be aware of the sanction.

What if a student has been issued two detentions for missing homework and they end up being on the same night? If it is by the class teacher, this will be visible on their SMART card. For detentions that have escalated past this, it is a matter of working around other detentions.

What if I am teaching year 11 period 5 and I have placed a student in detention? Due to the staggered times, it would mean that they are waiting for 15 minutes. If this is the case, departments will have to work together to ensure detentions are covered by staff. Perhaps using a rota system.

How do we ensure we don't mix year bubbles when conducting subject detentions? Again this may mean using more than one room and using a rota system for staffing. I know in the past PE use the LRC for detentions and ensure the year groups are sat far enough apart, and follow Covid regulations such as wiping down and hand sanitising.

Is there an escalation procedure for repeat offenders? Year Performance Leaders continually track the behaviour of their year group. If a student is persistently failing to complete homework they would offer support and interventions such as communication with parent/carers, homework report, etc.