



**HEDINGHAM SCHOOL  
AND SIXTH FORM**  
ACHIEVEMENT & EXCELLENCE

**Addendum to Behaviour & Recognition Policy:  
COVID-19 Related Changes**

**Approved by:** Full Governors **Date:** 25 November 2020

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### Regulating the Conduct of Students in relation to Covid-19

#### I. Safety Principles (based on Covid-19 Response Advice)

Good hygiene and self-isolation principles are the most important in stopping the spread of COVID-19.

If students (or any member of their household) display **any** of the recognised symptoms of COVID-19 (high temperature, cough, loss of taste or smell) they should NOT come in to school. A test should be arranged through the I I I Service. Please keep the school informed through [CovidReporting@hedingham.essex.sch.uk](mailto:CovidReporting@hedingham.essex.sch.uk) If any of these symptoms develop at school, he/she should inform a member of staff and they will be isolated until they can be collected by a parent or carer.

Good respiratory and hand hygiene habits are essential for preventing the spread of the virus. Students and staff will be asked to abide by the following guidelines:

- use the hand sanitiser when entering or leaving a room, after blowing their nose, sneezing, coughing, eating or handling food
- face coverings should be worn by adults and students when moving around the premises and in communal areas where social distancing cannot easily be maintained.
- desks will be cleaned as part of the roles and routines of the classroom teacher between each lesson.
- wash their hands for at least 20 seconds with soap after using the toilet
- avoid touching their eyes, nose and mouth with un-sanitised hands
- cover their mouth and nose with a tissue when they cough or sneeze, throw the tissue in a lidded bin and wash or sanitise their hands
- follow good mask hygiene when wearing and removing a mask

Year group bubbles will be maintained and enhanced cleaning is taking place. There is a one-way system in the school and reduced movement of classes alongside staggered breaks, lunch time entrance and exit of the building.

From 5 November – 2 December, students should follow the latest guidelines from the Government.

<https://www.gov.uk/guidance/new-national-restrictions-from-5-november>

#### 2. Transport Arrangements

Students should make their way to school by the following means:

**Walking:** Where possible, please ensure that students minimise mixing with others outside of their year group bubble. Students will be told not to walk in large groups or congregate outside the school.

**Bicycle:** Students should lock up their bikes in the bicycle area and make their way to their designated areas as outlined below.

**Car:** Students should be dropped off in the lower bus park and then walk to their designated areas as outlined below.

**Bus:** The most up to date Government transport guidelines should be followed when travelling to school:

- Students are expected to form an orderly queue at the bus stop
- Sit in your year group zones
- Avoid touching surfaces
- Do not share food or drink
- Unless exempt, students should wear a face covering at all times on the bus

Buses will arrive from 8.45 am. The bus company will monitor the behaviour of students on the bus. Students who breach guidelines will not be permitted to use the buses. Parents will be informed.

### 3. Arrival/Departure from School Site

#### i. Arrival

- All students to arrive in school from 8.45 for a 9.00 am start.
- Students must not congregate and will be directed immediately to the following areas:  
Year 8,10,12/13 must go directly to Period 1 classrooms  
Year 7,9,11 must go to social zones (see Appendix 1). Students will be directed to classrooms from social zones at 9.00 am by SLT and duty staff.

#### ii. Departure

- Students to be escorted back to the bus park by their lesson 5 teacher, where their collection will be supervised by senior and duty staff
- There will be a phased departure for each year group so to facilitate a phased loading of buses as well as ease traffic congestion on collection
  - 3.00 pm – Year 7
  - 3.05 pm – Year 8
  - 3.10 pm – Year 9
  - 3.15 pm – Year 10/11/12/13
- Students will be encouraged to leave site promptly. Students should not walk home in groups or congregate together in the local community

### 4. Movement Around the School Building

- **Students will remain in Year Group “Bubbles”** – Any extended periods of time spent with others in school (during structured and unstructured time) will be within Year group bubbles. Mixing will be minimised which has resulted in changes to the timings of the school day, tutorial structure, assemblies and break times. Students will have their tutorial sessions in year group classes (reverting to a horizontal system for this academic year)
- **The structure and timing of the school day has been modified** – While passing briefly in the corridor or outside space is low risk, efforts have been made to avoid busy corridors, entrances and exits. This involves staggering break and lunch time as well as careful room allocation to reduce the need for students to change classrooms at the end of every lesson. [Staff and students will also wear face coverings when moving around the school building.](#)
- **The timings of the school day have been changed to:**

#### Years 7,9 & 11

Time	Period
08.45-9.00	Arrival & Registration
9.00 -09.55	Period 1
09.55-10.15	Break
10.15-11.15	Period 2
11.15 – 12.15	Period 3
12.15- 12.45	Lunch
12.45-13.15	Form Time
13.15-14.15	Period 4
2.15-3.15*	Period 5

## Years \*,10, 12 & 13

Time	Period
8.45-9.00	Arrival & Registration
9.00 -10.00	Period 1
10.00-11.00	Period 2
11.00-11.20	Break
11.20 – 12.15	Period 3
12.15-12.45	Form Time
12.45-13/15	Lunch
13.15-14.15	Period 4
14.15-15.15*	Period 5

\*Period 5 will include a phased departure

- Staff should keep 2 metres between themselves and students when in a shared space for an extended period of time
- Movement within the main building of the school will be directed using a one-way system whilst wearing a face covering.
- Movement between lessons have been minimised through certain groups having back to back lessons in the same classroom

### 5. Lesson Time

Every effort has been made to ensure that students have access to a broad and balanced curriculum. Students will access the full spectrum of subjects as per their standard curriculum. **However, we expect that adaptations to these lessons will be necessary due to reduced access to particular teaching spaces and some specialist equipment.**

**Students will need to ensure they have their own appropriate equipment. Please see appendix 2 for a full equipment list.**

#### Classroom Design:

- Where possible, all classrooms have been designed to comply with the guidelines issued, ie. desks facing forward
- Hand sanitiser stations will be available in each classroom
- Disposable tissues are in each classroom to implement the, 'catch it, bin it, kill it' approach
- Lidded bins will be in each classroom
- All classrooms are well ventilated and doors should remain open
- [Teachers have built into their roles and routines the sanitisation of desks between lessons](#)

#### Classroom Conduct:

- Where possible, all classrooms should be front facing with students seated side to side and not facing each other (certain activities will allow small group work in controlled conditions)
- Students will not be permitted to move out of their seats unless they have permission from a member of staff
- Students should not touch another student's desk or lean across to another student
- Staff should maintain a 2 metre distance from students with whom they are in a shared space for an extended period of time
- Teaching areas will be marked in classrooms
- If a student feels unwell during the lesson a member of the duty team will be collect the student from the classroom

#### PM Tutorial

An afternoon tutorial has been introduced to give time to induct students into new structures from September and address personal well-being. [This time is also being used for catch up provision for priority groups.](#)

There will be no collective assemblies, rather assemblies will be delivered virtually through Microsoft Teams:

- Tutorial sessions will operate in Year specific learning group classes
- All tutorial sessions for yr 8, 10, 12/13 will be timetabled for 12.15
- All tutorial sessions for year 7, 9 and 11 will be timetabled for 12.45

## 6. Breaktime /Lunchtime

- All periods of unstructured time will be supervised by a specific team of duty staff. Breaktime and lunchtimes will operate in Year Group specific social zones. Temporary covered areas have been arranged to provide shelter in adverse weather conditions

### Break

Students in Years 7, 9, 11 will have a break from 09.55 – 10.15. Students in Years 8, 10, 12/13 will have a break from 11.00-11.20

- Water will be made available in social zones to refill personal water bottles
- Students are able to bring their own food into school and can eat this at break in their social area

### Lunch

Lunchtime has been reduced to 30 minutes.

- Each year group will have their own lunchtime outside space. Temporary covered areas have been arranged to enable these areas to be used in all weather conditions
- There will be a phased lunch, with lunchtime scheduled at 12.15 for students in Year 7, 9, 11 and 12.45 for students in Year 8, 10, 12/13
- Students will be able to access canteen food but at certain outlets (see Appendix 1)
- There will be no lunchtime clubs
- There will be no sharing of food and drink

## 7. Uniform

Students will wear full school uniform, as described in our Behaviour & Recognition Policy. Ideally, all elements of uniform, including blazer and tie, should be washed regularly. There will be no changing facility for students and those who are timetabled PE/Dance should attend school in their regulation PE kit on that day. (Please see Appendix 2 for more detailed information).

In order to keep warm, students can wear:

- Plain, dark coloured tracksuit bottoms (preferably black)
- Long sleeve PE jumper or PE rugby shirt or School Jumper and/or Blazer
- Outdoor coats can also be worn
- Hoodies are not permitted

## 8. Use of School Shared Resources

**Good hand hygiene remains high priority** – Students will be expected to use sanitiser stations in rooms when entering and leaving (as well as when using specialist equipment. Students must have the correct equipment needed for their lesson (see appendix 2). **Adaptations to some lessons may be necessary to reduce health and safety risks.**

## 9. Use of Toilets

- Year groups specific toilets are available for students during unstructured time (see Appendix 1) (Break and Lunch)
- Normal school toilet policy resumes:
  - Allowing students to leave lessons is the professional judgement of teaching staff
  - No more than one student from a class should be released at any one time
- If students do leave the classroom, staff will ensure that students use hand sanitiser stations on departure and arrival
- Additional toilet cleaning is in place

## 10. Managing Student Well Being (please also see Addendum to Child Protection and Safeguarding Policy)

- Welfare checks will be completed weekly by form tutors. Staff have received training on Trauma Perceptive Practice (TPP) and given guidance on the 'Pillars of Recovery' to support students with feelings they may have in light of Covid-19 and 'lockdown'
- The school has introduced a framework for staff to monitor student well-being called 'mood scales.' Mood scales are a supportive tool to help students recognise, show and regulate emotions. They give a language to how the young person is feeling. *'I am feeling (blue, red, green, yellow) today,'* and give strategies for building resilience and promote positive well-being
- There will be a tiered approach to supporting well-being. Any student or groups of students who have been identified as needing specific support will receive purposeful intervention from the most appropriate member of staff. This is likely to be the Head of Year, SENCo or Assistant Headteacher
- Well being will be a key part of the tutorial programme

## 11. Fire Alarm Procedure

Should the fire alarm sound, students and staff will leave their bags and proceed in silence to the evacuation area behind the school following a designated route for each class base. They will line up in their form groups. Please refer to the revised Fire Evacuation procedure for full details.

## 12. Regulating the Conduct of Students – the disciplinary sanctions adopted

All existing aspects of our Behaviour and Recognition policy remain in place, including the classroom expectations detailed under Ready, Respect, Safe. It is particularly important that children listen and follow instructions – it is dangerous not to do so.

We have amended our Behaviour Policy as follows:

The school will apply strict sanctions up to and including a fixed term exclusion to any students who wilfully refuse to adhere to health and safety guidance which will put others at risk. This will be explained to students when they return.

- i Normal classroom expectations will apply alongside conditions set out in Appendix 3 of this Policy (Ready, Respect, Safe)
- ii A student who breaches any of the conditions in this Policy could receive the following sanctions:  
After school detentions (within a year group bubble)  
Isolation (within a year group bubble)  
Fixed term exclusion  
Permanent Exclusion

Due to health and safety and logistics of unstructured time, there will be limited lunchtime detentions. However, the school will be making contact with home, via telephone, if minor issues are occurring. We will work with parents to avoid negative patterns of behaviour forming and situations escalating.

- iii Serious health and safety breaches: (Included but not limited to)
  - a) Coughing and spitting deliberately at others
  - c) Leaving the seat or room without permission
  - d) Refusing to follow the instructions of staff
  - e) [Consistent refusal to wear a face covering as outlined in this policy](#)

## 13. Recognition of Success

The school will continue to recognise success through 'virtual' half termly Celebration Assemblies. Postcards will be given to students for a variety of reasons including:

- Subject Stars
- Character – Showing Leadership, Organisation, Resilience, Initiative and Communication
- Respect – Celebrating Difference & Diversity
- Achievements beyond the school gate

All students will be part of Hawkwood, Moynes, Symonds or Thomason House. House Points will be rewarded to students within all their lessons for going, 'above and beyond' with any aspect of school life. There will be continued plans for 'virtual' House events.

#### **14. Attendance**

- All Students are expected to attend school in line with our attendance policy. Normal attendance procedures will resume from the start of September 2020 term. The only addition to this is that students should stay at home if they show any symptoms of Covid-19. If you have a loss of taste, smell, a cough or high temperature, you should not attend school and seek a Covid-19 test
- The Attendance Officer will monitor attendance and send a text to parents if students who are expected to be in school do not attend

#### **15. Communication of Addendum**

- i Communication with students and staff of Addendum to Behaviour Policy
- ii Staff training to supplement the Policy
- iii Addendum to Behaviour Policy will be available on website for parents to view



### Appendix I Unstructured Time Organisational Detail

Year	On Arrival		Break		Lunch		Catering Outlet	Toilets
	Time	Venue	Time	Venue	Time	Venue		
7	8.45-9.00	Basketball/ Netball Courts and Quad	10.00-10.15	Basketball/Netball Courts and Quad	12.15-12.45	Basketball/Netball Courts and Quad	Main Hall	Temp Toilet Block by Gym
8	8.45-9.00	To Period 1 Classrooms	11.00-11.15	Outside Science link/courts behind Sports Hall	12.45-1.15	Outside Science Link/Courts behind S/Hall	Snack Shack	Main Toilets
9	8.45-9.00	Outside Science Link/Courts behind S/Hall	10.00-10.15	Outside Science Link/Courts behind S/Hall	12.15-12.45	Outside Science Link/Courts behind S/Hall	Snack Shack	Main Toilets
10	8.45-9.00	To Period 1 Classrooms	11.00-11.15	Basketball/Netball Courts and Quad	12.45-1.15	Basketball/Netball Courts and Quad	Main Hall	Temp Toilet Block by Gym
11	8.45-9.00	Youth Centre/Area by 58/59	10.00-10.15	Youth Centre/Area by 58/59	12.15-12.45	Youth Centre/Area by 58/59	Youth Centre	Youth Centre
12/13	8.45-9.00	To Period 1 Classrooms	11.00-11.15	Sixth Form Area and Garden	12.45-1.15	Sixth Form Area and Garden	Sixth Form Cafe	Willis Block Toilets

### Are You Equipped to Learn?

You must be fully equipped to learn. You will not be able to borrow equipment from others. You should have as a minimum:

- Two pens (black ink)
- A green pen
- Three Pencils (2H/ 2B/ 3B)
- Ruler (30 CM)
- Compass
- Protractor
- Scientific Calculator
- Rubber
- Barrel Sharpener
- Highlighters
- Calculator
- Glue stick
- Colouring pencils
- Wired headphones (for Computer Science & Music lessons)
- Safety glasses will be used in Science when appropriate. You may want to purchase your own safety glasses for personal use

In addition, a memory stick can be helpful for certain subjects.

### PE and Dance

- On days you have PE or Dance, attend school in your PE kit. (Please wear your PE kit for Dance lessons)
- Plain, dark coloured tracksuit bottoms (preferably black)
- Long sleeve PE jumper or PE rugby shirt or School Jumper and/or Blazer
- Hoodies are not permitted

### Ready

Only attend school if you are well:

If you have a loss of taste, smell, a cough or high temperature, you should not attend school and seek a Covid-19 test.

Be punctual:

You must arrive from 8.45am for a 9.00am start.  
You must go straight to your year group areas at breaktime and lunchtime.  
You must depart the school site immediately at the end of the school day.

Ensure you have your own appropriate equipment:

You must have the correct equipment needed for your lessons.  
You cannot share or borrow resources.  
Refer to the equipment list for what is needed.

### Respect

Remain in your year group bubbles:

Keep your distance.  
Be responsible.  
Stay Safe.

Follow the one-way system:

Please observe the one-way system in the following areas:

- ✓ English Corridor
- ✓ Maths Corridor
- ✓ Science Corridor
- ✓ Lunchtimes

## Protect yourself and others

### Safe

Follow all safety instructions from members of staff:

Staff are there for your safety and the safety of others. Follow their instructions without question.

Wash/Sanitise your hands regularly:

Try to have your own sanitiser.  
Use sanitising stations in classrooms at the start and end of each lessons and before and after visiting the toilets.  
Use sanitising stations before and after collecting lunch.  
Use soap and water (20 seconds) after using the toilet.

Catch it, Bin It, Kill It:

Use lidded bins in classrooms to dispose of any tissues.  
Use lidded bins to dispose of disposable masks.  
You are permitted to wear a mask. However, they should stay on your person at all times and not be placed on any surface. If they are 'homemade,' they should be of a plain design.

H E D I N G H A M S C H O O L

# **Ready, Respect, Safe** **During Covid-19**

## **Ready**

**Only attend school if you are well**

**Be punctual arriving at classrooms and social zones**

**Ensure you have your own appropriate equipment**

## **Respect**

**Remain in your year group bubbles**

**Follow the one-way system**

**Protect yourself and others**

## **Safe**

**Follow all safety instructions from members of staff**

**Wash/ Sanitise your hands regularly**

**Catch it, Bin It, Kill It**