



**Approved by: FGB**

**Date: 15<sup>th</sup> July 2020**

**Status and Review Cycle**

As necessary

**Person(s) responsible**

DHU

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## 1. Introduction

This addendum applies until further notice and is to be read in association with the main school behaviour policy. It sets out changes and exceptions to our normal behaviour policy. Pupils, 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 pupils.

## 2. Expectations for pupils in school

### 2.1 New rules

When pupils 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 children follow the new procedures that have been put in place. Parents should contact David Hurley (Assistant Headteacher) 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 rule changes will be in Headteacher updates and risk assessment for next academic year. The following list will be subject to changes with regards to expectations:

- Altered routines for arriving or leaving the school
- Hygiene, such as handwashing and sanitising
- Who pupils can socialise with at school, including at lunch and break times
- Moving around the school
- Sneezing, coughing, tissues and disposal ('catch it, bin it, kill it') and avoiding touching their mouth, nose and eyes with hands
- Telling an adult if they are experiencing symptoms of coronavirus
- Sharing any school equipment or frequently used items such as pencils or pens
- Breaks or play times, including where children may or may not play
- Use of toilets
- Not to cough or spit at or towards any other person

## 2.2 Rewards and sanctions for following rules

In order to recognise these successes, students will continue to receive REWARDS using a points system on SIMs. However, if pupils fail to follow these rules the school may use one or more of the following sanctions in response to unacceptable behaviour:

- A verbal reprimand
- Sending the pupil out of the class
- Expecting work to be completed at home, or at break or lunchtime
- Detention at break or lunchtime, or after school
- Referring the pupil to a senior member of staff
- Letters or phone calls home to parents
- Agreeing a behaviour contract
- Putting a pupil 'on report'
- Internal Exclusion
- Fixed term exclusion

## 2.3 Attendance and Uniform

Until further notice:

- Expectations for attendance – the latest government guidance states attendance to school will be mandatory from September. Kings International College will be reverting back to our normal expectations for attendance.
- Expectations for uniform – the government is encouraging schools to revert to normal policy on this from September, From September 2020, all pupils must wear uniform to school and follow normal school rules on uniform. If pupils cannot wear their full uniform, parents should contact David Hurley/Assistant Headteacher.

## 3. Expectations for pupils at home

### 3.1 Remote learning rules

If students are not in school, but are able to continue with their education via distance learning all students will be expected, as much as possible, to continue with their normal way of working. This will mean

#### Organisation

- **following timetabled lessons** as advised by school.
- Making sure you have a bag or box with the books for each subject and a pencil case with **full equipment** to hand.
- **Checking their Microsoft 365 calendar, school emails and ShowMyHomework every day.** Make sure you know what classes you are expected to join and what the deadlines are for you to complete your work.

- Joining remote **lessons as timetabled, punctually.**
- **Using exercise books** and other resources provided by school to organise the work done in each subject (Each piece of work should have a **date & title** and completed to the best standard you are capable of)

#### Behaviour for learning at a distance: Students should

- Join sessions **on time**
- Keep your **microphone muted** unless invited to speak by the teacher
- **Only use “chat” area to ask / answer teacher questions** (not to communicate with other students)
- **Complete all work** set during lessons.
- **Complete all “homework”** that might be set via MS Quizzes, Heggarty Maths, Tassomai, Kaboodle etc
- **Contact teachers** via email and make them aware if they’re unable to complete work for any reason

Pupils using the National Tutoring Programme to access tutoring are also expected to follow proper online conduct as described above [make sure you have covered online conduct above, if you include this] during tutoring sessions.

### **3.2 Dealing with problems**

Where students experience difficulty accessing work they should, in the first instance, email the relevant class teacher directly.

If students are having difficulty accessing work in a number of subjects, they should contact their form tutor who will gain support from the appropriate members of staff.

Teachers will continue to monitor student engagement during distance learning through participation in Microsoft Teams “chat”, submission of work set and completion of assessments via Microsoft Quizzes, heggarty Maths, Tassomai, Seneca etc. In cases where there is a lack of evidence that students are engaging in distance learning, Year Leaders will endeavour to contact parents to clarify whether there is a need for support.

All students participating in distance learning will be expected to exhibit the same standards of behaviour as they would in a classroom. Parents will be made aware of breaches of behaviour standards during distance learning and should be aware that repeated breaches of these standards may result in a suspension of a student's access to all school IT accounts.

### **4. Monitoring arrangements**

We will review this policy as guidance from the local authority or Department for Education is updated, and as a minimum every 3 to 4 weeks during term time by David Hurley/Assistant Headteacher. At every review, it will be approved by the full governing board.

### **5. Links with other policies**

This policy links to the following policies and procedures:

- Child protection policy
- Child protection addendum
- Behaviour policy
- Health and safety policy