



Covid- 19 Addendum to the Behaviour for Learning Policy

Date: September 2nd 2020

This addendum includes an updated code of conduct and new guidelines on exclusions.

Context

On the 20th March 2020, as a result of Covid-19 and the Government's resulting social distancing strategy schools closed to all students except those of critical workers, those with EHCPs and those students categorised as vulnerable. As such, although Boroughbridge High School has never fully closed, there are many students who have not been in school for a long period of time.

This enforced absence from school has meant that daily routines, structures, learning habits and behavioural norms have been disrupted. Some students will also have had increased pressures exerted upon their families which in turn may impact upon their mental health. These factors have the potential to have an impact on a students' behaviour when they return to school.

Whilst we continue with the values that underpin our Behaviour for Learning Policy, supported by our Climate for Learning Strategy, we recognise that, as a result of Covid-19, we have to adjust our expectations and make some adjustments to our Behaviour for Learning Policy to ensure that Boroughbridge High School continues to be a safe place in which students continue to learn, recognising that safe and happy students are successful.

This addendum supports the policy by identifying the new behavioural norms and expectations for the foreseeable future.

We will follow guidance from Public Health England and adapt this addendum policy as required/ when new guidance pertinent to behaviour of students is issued. We also act upon guidance from the DfE and SAGE. This addendum is to sit alongside our present 'Behaviour For Learning' policy.

The school will systematically review the impact of the behaviour for learning policy to ensure that it continues to effectively ensure high standards of behaviour at Boroughbridge High School.

Communicating the policy

The new changes to the code of conduct will be shared with staff on PD Day on the 7th September and with students on their return to school. Copies of the Code of Conduct will be displayed in all classrooms.

The Code of Conduct has been shared with all parents via a letter.

A small number of students have been identified who have struggled to comply consistently with behaviour expectations. They are being contacted prior to the start of school to ensure clarity around the standards.



Code of Conduct Updated for September 2020

On their return to school, students will be expected to adhere to our Code of Conduct as outlined below.

Everyone is responsible for creating a safe and positive climate for learning. Our Code of Conduct is in place to ensure that we all stay safe and learn.

Code of Conduct - For Use During Covid-19 Return to School Procedures

This code of conduct outlines the expectations of behaviour during this period to protect everyone's safety.

Students must

1. Follow the instructions from your transport organisation.
2. Enter and Exit your designated zone via the allocated entrance – staff will allow entrance to the zone at 8.40am.
3. Always keep your distance from others and be at least 2m away from members of staff. 2m are indicated around school.
4. Follow the instructions of your teachers immediately.
5. NOT approach the teacher's desk.
6. Sit in the designated places within each classroom
7. Leave your mobile phones at home – if essential to bring into school they must be switched off and left in pockets/bags. They are not to be out/used in school.
8. Only use the designated toilets and classrooms for your zone.
9. Stay within your designated zone during social times.
10. Be hygienic:
 - Ensure that you wash your hands regularly and for 20 seconds.
 - Use the hand sanitiser gel on entry and exit of a room/building.
 - If you feel the need to cough or sneeze please do so into a tissue and then place it in the bin. If this is not possible then into your elbow. (Catch it, Bin it, Kill it)
11. Avoid touching your face and equipment that you do not need to use.
12. Behave in a calm, orderly and safe manner.
13. Raise your hand before asking/answering questions.
14. Bring and use your own equipment. Do not borrow items from others. To help you, bags will be permitted in classrooms. Bags can be placed on the pegs within the zone during social times. Lockers will not be used.
15. Follow the timings of the day strictly.
16. NOT leave your zone – unless you are accompanied by a teacher.
17. Wear full uniform. On days when you have PE you are asked to wear your PE kit with your blazer but please note that skinny leggings are not allowed.

If you are not following the Code of Conduct, then you will be asked to change your behaviour.



If you continue then you will be asked to step outside of the classroom. Your teacher will have a socially distanced conversation with you before you go back into your lesson.



If your poor behaviour continues then a member of the pastoral team will come and speak with you.



You may be asked to go back into the classroom or On-call may be called.



If On-call is called, you may be removed from zone. Your parents/carers will be informed. This may result in

- An after-school detention
- A behaviour contract
- A fixed term exclusion

Students that fail to adhere to this Code of Conduct are putting themselves and others at risk – this will not be tolerated. Students will be removed and home contacted.

Enforcing the Code of Conduct (Procedure for Staff)

Students and their carers have been issued with the code of conduct so all are aware of the expectations. The Code of Conduct will be displayed so that it can be referred to. We are not anticipating

any breaches of the code however some may need reminding at times.

If there is a serious breach of the code of conduct and the student needs to be removed from the classroom – please can staff follow this procedure:

EXCLUSIONS DURING COVID 19

The government released further guidance on educational exclusions on the 29th September. The link to this guidance is included below.

<https://www.gov.uk/government/publications/school-exclusion/changes-to-the-school-exclusion-process-during-the-coronavirus-outbreak>

Important dates

The temporary arrangements came into force on 1 June 2020 and apply to all exclusions occurring from then until 24 September 2020 (inclusive of those dates), as well as:

- permanent and fixed term exclusions occurring before 1 June 2020 which have not yet been considered by the governing board of the school

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- permanent exclusions occurring before 1 June 2020 which have been considered by the governing board, if they have chosen not to reinstate the pupil and the time limit to apply for a review of this decision has not passed
- permanent exclusions occurring before 1 June 2020 where a parent (or pupil aged 18) has requested a review of a governing board's decision, but this has not yet happened

Any exclusions covered by the arrangements will continue to be subject to them until the procedures for scrutiny of the exclusion have been exhausted.

Some of the changes also apply to [exclusions that occur from 25 September 2020 to 24 March 2021](#).

An exclusion should be taken as having 'occurred' on the first day of the exclusion (not the date when the decision to exclude was made or communicated).

Remote access meetings

When governing boards or independent review panels (IRPs) have to meet to consider an exclusion, they can do so via telephone or video-conference software ('remote access') as long as:

- it is not reasonably practicable for the meeting to take place in person, within the usual timescales, due to coronavirus (COVID-19)
- the governing board (or arranging authority, if the meeting is an IRP) is satisfied that:
 - all the participants agree to the use of remote access
 - all the participants have access to the technology which will allow them to hear and speak throughout the meeting, and to see and be seen, if a live video link is used
 - all the participants will be able to put across their point of view or fulfil their function
 - the meeting can be held fairly and transparently via remote access

It is the responsibility of the school governing board (or the arranging authority in the case of an IRP meeting) to make sure these conditions are met before a meeting takes place.

Those who have no intention of taking part in the meeting should not be treated as 'participants' for the purposes of the conditions stated above.

When determining if it's practicable to meet in person the governing board or arranging authority should assess:

- the facts of the case
- the circumstances in which a meeting in person could be expected to take place
- the needs of the intended participants (as far as this is possible)
- the latest public health guidance (including the [guidance for full opening of schools](#))

Arranging a remote access meeting

The governing board or arranging authority should explain the technology they propose to use to participants and should make sure that the participants (particularly pupils and their families) know that they do not have to agree to a meeting to be held via remote access if they do not want to.

They should make families aware that if they do not consent to a remote access meeting then the meeting is likely to be delayed.

Where a parent or pupil has given their agreement for a meeting to be held via remote access, the other participants should accommodate that preference except in exceptional circumstances.

Governing boards, arranging authorities and panel members must comply with relevant equalities legislation and recognise that some participants may find it difficult to participate in a remote access meeting (for example, if someone has a disability or if English is not their first language).

The governing board or arranging authority should take reasonable steps to facilitate a parent, child or young person's access to the technology required.

If a governor, trustee, panel member or other participant requires support to access or use remote access technology, the governing board or arranging authority should facilitate this to ensure the meeting can be held promptly.

Fairness and transparency

The assessment of whether a meeting can be held fairly and transparently via remote access must be made with reference to the facts of each case and cannot be decided by rigidly following a general policy.

If a governing board or arranging authority is not satisfied that a meeting can be held fairly and transparently via remote access, they should consider what reasonable adjustments could be made to surmount this, consulting with parents and pupils to take account of their wishes.

It will only be in rare cases where a governing board or arranging authority conclude that a remote meeting would not be fair and transparent if the participants have understood the implications of a remote access meeting and have given their consent. In such cases, the governing board or arranging authority should explain to the parent and the pupil why this decision has been taken.

Running the meeting

If a meeting is held via remote access, every effort should be made by the chair to check the participants understand the proceedings and can engage with them, to ensure the meeting is conducted fairly.

If, once the meeting starts, the meeting cannot proceed fairly (for example, because a participant cannot access the meeting), the governing board or IRP should adjourn the meeting.

The use of remote access does not alter other procedural requirements that may apply to governing boards, arranging authorities or IRPs. For example, if a parent requests the appointment of a special educational needs (SEN) expert to advise a review panel, the local authority/academy trust must appoint one and cover the cost as normal. Parents may bring a friend or representative, as normal.

Though governing boards and IRPs must consider written representations if they are made, the law does not allow for solely paper-based 'meetings', conducted in writing.

As long as the conditions for a remote access meeting are met, it is possible for some participants to be present in person and for others to join the meeting via remote access. All the participants must have access to technology which will allow them to hear and be heard by others throughout (and to see and be seen throughout, if a live video link is used).

To help meetings run smoothly and ensure they are accessible for participants:

- provide clear instructions to participants about how to join the meeting virtually, and distribute the relevant papers in a timely manner ahead of the meeting
- indicate a named person who participants can contact, with any questions they may have beforehand
- ensure the chair is prepared to explain the agenda at the start of the meeting, and to provide clear guidance on how the meeting will be run, for example:
 - how participants should indicate they wish to speak
 - how any 'chat' functions should be used
 - whether there will be any breaks in proceedings
 - how participants can access advocacy services during the meeting
- consider holding a pre-meeting with attendees to check that the available technology is suitable, and all participants understand how to access the meeting

Timescales for meetings of governing boards

If it has not been reasonably practicable for governing boards to meet in person within the original time limit for a reason related to coronavirus (COVID-19) or remotely for a reason relating to the other conditions for a remote access meeting, the time limit for the meeting will be extended.

To minimise uncertainty for pupils and their families, the governing board should reassess at regular intervals whether it is reasonably practicable to meet, and if it is, should arrange to do so without delay.

There are different timescales for [exclusions occurring from 25 September 2020 to 24 March 2021](#)

Meetings to consider permanent exclusions, and fixed period exclusions resulting in the pupil missing more than 15 school days in a term

If a pupil is permanently excluded or receives a fixed period exclusion which results in them having been excluded for 16 or more school days in a term, then the governing board should meet to discuss reinstatement within 15 school days.

The limit will be extended to 25 school days, or as long as reasonably necessary if:

- it has not been reasonably practicable for the governing board to meet face to face within 15 school days for reasons relating to coronavirus (COVID-19)
- it has not been reasonably practicable to meet by way of remote access for a reason relating to the conditions for a remote access meeting

This extension does not apply to [exclusions that occur after 24 September 2020](#).

Meetings to consider fixed period exclusions resulting in the pupil missing between 6 and 15 school days in a term

If a pupil receives a fixed period exclusion which results in them having been excluded for at least 6 school days in a term but not more than 15 school days in that term, and the parent (or pupil, if aged 18 or above)

chooses to make representations about the exclusion, then the governing board should meet to discuss reinstatement within 50 school days.

The limit will be extended to 60 days, or as long as reasonably necessary if:

- it has not been reasonably practicable for the governing board to meet face to face within 50 school days for reasons relating to coronavirus (COVID-19)
- it has not been reasonably practicable to meet by way of remote access for a reason relating to the conditions for a remote access meeting

This extension does not apply to [exclusions that occur after 24 September 2020](#).

Timescales for applications for independent reviews of exclusions

Where a governing board declines to reinstate a pupil who has been permanently excluded, parents (or the excluded pupil, if they are 18 years old or above) can apply for a review of the governing board's decision.

For exclusions covered under these arrangements, the deadline for applications has increased to 25 school days from the date on which notice in writing of the governing board's decision is given to parents, or directly to the pupil if they are 18 or above. This change applies to all exclusions which occur between 1 June 2020 and 24 March 2021 (inclusive of those dates).

Schools must wait for the extended period of 25 school days to pass without an application having been made before deleting the name of a permanently excluded pupil from their admissions register, in accordance with the Education (Pupil Registration) (England) Regulations 2006 as amended.

Timescales for meetings of independent review panels to consider permanent exclusions

If it has not been reasonably practicable for a review panel to meet in person within the original time limit of 15 school days for reasons related to coronavirus (COVID-19), and it has not been reasonably practicable to meet by way of remote access for a reason relating to the other conditions for a remote access meeting, the timescale for the meeting will be extended to 25 school days, or as long as reasonably necessary for a reason related to coronavirus (COVID-19).

This extension does not apply to [exclusions that occur after 24 September 2020](#).

Exclusions occurring between 25 September 2020 and 24 March 2021

For exclusions occurring between 25 September 2020 and 24 March 2021 (inclusive of those dates), meetings of governing boards or independent review panels should be held via remote access if:

- it is not reasonably practicable to meet in person due to coronavirus (COVID-19)
- the other [conditions for a remote access meeting](#) are met

The deadline for applications for an independent review in relation to exclusions occurring between 25 September 2020 and 24 March 2021 will be 25 school days from the date on which notice in writing of the governing board's decision is given to parents, or directly to the pupil if they are 18 or above.

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Returning to normal timescales

It is important that governing board meetings and independent review panel meetings, relating to exclusions occurring between 25 September 2020 and 24 March 2021, take place within the normal timescales set out in the guidance on [exclusion from maintained schools, academies and pupil referral units in England](#).

Governing boards and arranging authorities for independent review panels should take all reasonable steps to meet the normal deadlines for exclusions occurring after 24 September.

They should:

- consider the [guidance on protective measures for the full opening of schools](#)
- facilitate remote access meetings where it is not reasonably practicable to meet in person

If the deadlines are missed because of coronavirus (COVID-19), the meeting must be held as soon as it becomes either reasonably practicable to meet in person or via remote access (respecting the conditions for such a meeting).