



**St. Michael's Catholic College**  
**Behaviour policy: COVID-19 addendum.**  
**Updated – September 2020.**

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### 1. Scope

This addendum applies until further notice.

Unless covered in this addendum, our normal behaviour policy continues to apply.

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 in school

#### 2.1 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 children follow the new procedures that have been put in place.

#### 2.2 Transport

Where possible students should come to school via walking, cycling or by car. It is expected that students living within a mile of the college will walk to college. Where public transport is the only option it is important that students follow the Government guidelines with regard to safe travel, namely, they should be wearing a face covering and remove them appropriately before entering the school premises, please use the link below for further guidance.

<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>

### 2.3 Procedures for arriving or leaving the school

Students should be making their own way to and from school and should be coming directly from and to their homes. Students should not congregate in the local school area before or after the school day.

All students should arrive to school at their designated time and entrance, as outlined in the College Reopening Plan.

[https://docs.google.com/document/d/1WthTib\\_TB1zi6BmMyc3v6F8cT20Mv0qRLOeEKvKJYx4/edit?usp=sharing](https://docs.google.com/document/d/1WthTib_TB1zi6BmMyc3v6F8cT20Mv0qRLOeEKvKJYx4/edit?usp=sharing)

Before entering the College gate, students should adhere to social distancing measures, once on site they should go to their designated Year group area.

### 2.4 Punctuality to school

Punctuality and in this instance, arriving to School at the designated time is more important than ever. We have been meticulously in organising staggered arrival and departure times for each group of students in school so that mixing is minimised. Therefore, we will be taking a strict approach to lateness and students will receive the following consequences.

1-2 late/s to college in a <b>week</b>	Whole school Det
3 lates in a <b>week</b>	1-hour Saturday detention
5 lates in a <b>half term</b>	L/L meet with parents
7 lates in a <b>half term</b>	1 day in the APB
10 + lates in a <b>half term</b>	1-day exclusion followed by parent meeting
15 lates a <b>year</b>	1-day exclusion Every 5 lates thereafter will result in a 1-day exclusion and a meeting with parents

If a student is late for their designated arrival slot they should go to the front gate (visitor entrance) and stand 2metres from any other students. They will be marked as late by a member of SLT and directed to their designated area.

If your child is late due to a valid reason, for example, a doctor appointment you will need to provide evidence of this. We will use our discretion if there are genuine traffic problems within the College vicinity but please note, phone calls to the College on a regular basis will not be sufficient to omit your child from the above sanctions.

### 2.5 Conduct in school

We expect that all students will meet our normal behaviour expectations as outlined in our Behaviour policy (see College website).

However, due to the changes to the normal school day as a consequence of COVID-19 there are some additional expectations that all students must uphold.

- Use a sanitiser to disinfect hands on entering and leaving college and each classroom within the day. Wash hands with soap regularly during the day.
- Follow respiratory hygiene recommendations; “Catch it, Bin it, Kill it”. Use of tissues when sneezing and/or coughing which should be put in the bin as soon as possible and students should avoid touching their mouth, nose and eyes with their hands.

- Stick to bubble/designated classrooms at all times.
- Avoid physical contact at all times. No hugs, shaking hands etc. Maintain as much distance from others as possible.
- In the classroom, do not move the table or chairs. Avoid touching displays and other surfaces. Wipe specialist equipment before and after use.
- When moving around the building, students must stick to their designated routes and staircases.
- At break and lunchtimes, go to designated area/classroom and maintain a safe distance from others.
- Use designated toilets only. Only enter the toilets if there is a free cubicle.
- Do not share belongings (stationery, food etc) with others.

**Students should not cough or spit at or towards any other person.** This is completely unacceptable behaviour which would put others at risk, therefore, would result in a fixed term exclusion.

## 2.6 Conduct during break/lunch time

It is expected that during Break and Lunch all students move to their designated space in the appropriate manner and that they continue to avoid physical contact. Each year group has different arrangements for break and lunch, there will be days where certain year groups spend break in their classroom base. It is expected that all students conduct themselves appropriately whether they are having break inside or outside.

All year groups will have designated Break and Lunch spaces, during lunch students will have specific toilets to use on the ground floor.

## 2.7 Uniform

When on the way to and from school and whilst in school it is expected that all students follow our normal uniform expectations. As well as correct uniform, this includes suitable shoes, jackets, hair styles and no jewellery.

## 2.8 Protective clothing

We will continue to follow Government guidelines with regards to advice surrounding the wearing of face coverings. In line with current guidance we will not be making the wearing of masks mandatory across the college at the moment with the following exceptions:

1. From Monday 7th September all 6th form students will be required to wear a face mask in corridors and specified communal areas as this is the only year group who will be moving across the college regularly.
2. When students are working in a 1:1 situation e.g. intervention, pastoral meetings etc; in smaller SEN classrooms and in the Alternative Provision Base.

All students are however expected to bring a plain black, navy, dark grey or surgical, non-logo face covering to college every day which should be placed in a clean plastic bag within their bag. This ensures they have a face covering available if they are directed to wear one. If your child is exempt from wearing a face covering for medical reasons please inform the college nurse via [contact@stmichaels.org.uk](mailto:contact@stmichaels.org.uk) with information and evidence of the exemption.

Students are allowed to wear a face mask in the corridors and or classroom if they wish to. Masks must be plain black, navy, grey or surgical ones, no logos or motifs and must be worn appropriately, sensibly and hygienically. Any student misusing a mask will be required to take it off, any student whose mask does not meet the college requirements will be issued with a replacement surgical mask.

## 2.9 Equipment

Students should only bring a school bag with a bottle of water, reading book and their PE kit on the days when they have PE. Only college PE kit is allowed to be worn during all PE lessons and in any clubs.

Students are not permitted to bring in pencil cases or equipment from home with the exception of a calculator. Students will be provided with their own equipment pack at the start of term and must not share equipment with others. Students will leave their equipment and exercise books in tutor rooms at the end of each day. Books cannot be taken home.

## 2.10 Homework

All homework will be set and submitted on Google classroom. Homework is a vital part of every student's learning journey and therefore it is of the utmost importance that all students complete each task to the best of their ability and meet deadlines. Students that fail to meet this expectation will receive a minor negative mention, if they persistently fail to meet homework expectations they will receive a major negative mention. This will result in detentions and may lead to phone calls home and parent meetings.

## 2.11 Attendance

Regular attendance is encouraged and expected of all pupils at St. Michael's. It is Parents/Guardians responsibility to inform the college on the first day of any absence. On return from absence a letter explaining the absence must be produced and Medical certification should be provided on request.

The college will follow the DfE guidance on absence codes for students who fail to attend school. Students who are isolating at home (because they or a member of their household are symptomatic or tested positive) will access learning from home if well enough to do so.

It is expected that all students and parents/guardians follow the Government and College procedures on what to do if you are experiencing symptoms of Coronavirus guidance (please refer to the College website if you need further guidance).

For all pupils who are isolating at home, Leaders of Learning will continue to make regular calls to check on welfare and whether they are participating fully in lessons.

## 2.12 Rewards and sanctions for following rules

To help encourage students to follow the above rules, we will continue to use the existing reward system to praise and reward positive behaviour, please see the full Behaviour policy for further details.

Similarly, if students fail to follow these rules, they will face consequences in line with our behaviour policy, verbal warnings through to fixed term exclusions will take place where necessary. If a pupil break rules that compromise the protection measures that have been put in place, e.g. they repeatedly fail to stay in their designated bubble area then they will be removed from their group and placed in the Alternative Provision Base and may face a fixed term exclusion.

We are aware that students may accidentally break a protective measure, they will be reminded about the rule and future expectations.

## 2.13 Detentions

All detentions will now take place centrally, each year group will have a designated detention room allocated within their base set of rooms. Year 11 will have a designated room for lunchtime detention so students can attend catch up study clubs after school.

Saturday detentions will continue to take place but with the exception of Sixth form will be one hour in duration.

<b><u>Time</u></b>	<b><u>Year group</u></b>
8.30am – 9.30am	Year 11 – then study clubs after detention
9.30am – 10.30am	Year 10
10.30am – 11.30am	Year 9
11.30am – 12.30pm	Year 8
12.30pm – 1.30pm	Year 7
9.00pm – 12pm	Year 12/13 (in the library)

If a student is more than TEN minutes late for their detention they are deemed to be late. Failure to attend a Saturday detention on time or at all is considered to be serious and will result in a two-day placement in the Alternative Provision Base (APB). If a pupil fails to attend two Saturday detentions they will have a one day exclusion followed by one day in the APB.

## **2.14 Alternative Provision Base (APB)**

The Alternative Provision Base will have a maximum capacity of 15 students and 2 members of staff. If students from different year groups need to be accommodated within the APB they will maintain social distancing of at least 2m from each other and the supervising teacher at all times. All students must wear a face covering.

A wilful breach of social distancing within the APB may result in a fixed term exclusion.

## **3. Expectations for students at home**

### **3.1 Remote learning**

At times it may be the case that individual students, year groups or the whole college is required to take part in Remote learning. When Remote learning is necessary it is expected that students complete all work tasks that they have been assigned and meet all deadlines.

All students that are having to continue their education remotely will be expected to complete morning registration. Non-engagement will be followed up by Mrs Carr as per the college attendance policy and may require further involvement from Leaders of Learning and SLT.

If a pupil has an issue with a work task or deadline they are expected to contact their class teacher via Google Classroom.

Students are expected to continue to use online resources in a responsible and appropriate manner as outlined in the College IT policy, including the E-Safety student agreement.

[https://www.stmichaelscollege.org.uk/wp-content/uploads/2020/01/Copy-of-St-Michaels-Catholic-College-IT-Policy-incl-E-Safety\\_Accep-Use-of-ICT-for-staff-and-visitors-2019-20.pdf](https://www.stmichaelscollege.org.uk/wp-content/uploads/2020/01/Copy-of-St-Michaels-Catholic-College-IT-Policy-incl-E-Safety_Accep-Use-of-ICT-for-staff-and-visitors-2019-20.pdf)

### **3.2 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, we will be in contact. Leaders of Learning or SLT will call to see if there are any issues that we can support with.

If you have concerns regarding remote learning and your child please contact us via; [contact@stmichaelscollege.org.uk](mailto:contact@stmichaelscollege.org.uk)

## **4. Monitoring arrangements**

We will review this policy as guidance from the local authority or Department for Education is updated, and as a minimum monthly by pastoral SLT. At every review, it will be approved by the governing board.

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

This policy links to the following policies and procedures:

- Behaviour policy
- Health and safety policy
- Safeguarding and Child protection policy
- Attendance policy
- IT Policy

All of which can be found on the College website; <https://www.stmichaelscollege.org.uk/statutory-documents/>





# St Michael's Catholic College

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Tel: 020 7237 6432 / Fax: 020 7252 2411

[www.stmichaelscollege.org.uk](http://www.stmichaelscollege.org.uk)

Principal: Ms Felicity Corcoran

Vice Principal: Ms Charlotte Sayed

Vice Principal: Ms Kathleen Faherty

September 2020

## St Michael's Catholic College Home - College Agreement during COVID-19

*Our continued mission is to educate our students within the ethos of a Catholic community so that they will develop as committed Catholics, able to play a positive role in society. The purpose of this Agreement is to ensure that students, parents and the College continue to work together in partnership during this COVID-19 pandemic.*

We expect that all Parents/Guardians sign the Google form (link at the end) to show that the Procedures and Behavioural expectations have been understood and agreed by yourself and your child.

**The Google form MUST be completed before your child is due to return to College.**

When students are in school, as well as following our Behaviour policy, we expect them to follow all of the rules set out in this agreement so that they are able 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.

### **Transport**

Where possible students should come to school via walking, cycling or by car. It is expected that students living within a mile of the college will walk to college. Where public transport is the only option it is important that students follow the Government guidelines with regard to safe travel, namely, they should be wearing a face covering and remove them appropriately before entering the school premises, please use the link below for further guidance.

<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>

### **Procedures for arriving or leaving the school**

Students should be making their own way to and from school and should be coming directly from and to their homes. Students should not congregate in the local school area before or after the school day.

All students should arrive to school at their designated time and entrance, as outlined in the College Reopening Plan.

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Before entering the College gate, students should adhere to social distancing measures, once on site they should go to their designated Year group area.

### **Conduct in school**

We expect that all students will meet our normal behaviour expectations as outlined in our Behaviour policy, which can be found on the College website. However, due to the changes to the normal school day as a consequence of COVID-19 there are some additional expectations that all students must uphold.

- Use a sanitiser to disinfect hands on entering and leaving college and each classroom within the day. Wash hands with soap regularly during the day.
- Follow respiratory hygiene recommendations; "Catch it, Bin it, Kill it". Use of tissues when sneezing and/or coughing which should be put in the bin as soon as possible and students should avoid touching their mouth, nose and eyes with their hands.
- Stick to bubble/designated classrooms at all times.
- Avoid physical contact at all times. No hugs, shaking hands etc. Maintain as much distance from others as possible.
- In the classroom, do not move the table or chairs. Avoid touching displays and other surfaces. Wipe specialist equipment before and after use.



St Michael's Catholic College is registered in England & Wales with Company Number 08160034

Registered Office - Llewellyn Street, Bermondsey, London SE16 4UN



- When moving around the building, students must stick to their designated routes and staircases.
- At break and lunchtimes, go to designated area/classroom and maintain a safe distance from others.
- Use designated toilets only. Only enter the toilets if there is a free cubicle.
- Do not share belongings (stationery, food etc) with others.

**Students should not cough or spit at or towards any other person.** This is completely unacceptable behaviour which would put others at risk, therefore, would result in a fixed term exclusion.

### **Uniform**

When on the way to and from school and whilst in school it is expected that all students follow our normal uniform expectations. As well as correct uniform, this includes suitable shoes, jackets, hair styles and no jewellery.

Staff will already be required to carry out additional and time-consuming checks ensuring that students are kept at safe distances on entry to the school building so your support in making sure that your child comes to school in the correct uniform is much appreciated.

### **Protective clothing**

We will continue to follow Government guidelines with regards to advice surrounding the wearing of face coverings. In line with current guidance we will not be making the wearing of masks mandatory across the college at the moment with the following exceptions:

1. From Monday 7th September all 6th form students will be required to wear a face mask in corridors and specified communal areas as this is the only year group who will be moving across the college regularly.
2. When students are working in a 1:1 situation e.g. intervention, pastoral meetings etc; in smaller SEN classrooms and in the Alternative Provision Base.

All students are however expected to bring a plain black, navy, dark grey or surgical, non-logo face covering to college every day which should be placed in a clean plastic bag within their blazer pocket. This ensures they have a face covering available if they are directed to wear one. If your child is exempt from wearing a face covering for medical reasons please inform the college nurse via [contact@stmichaels.org.uk](mailto:contact@stmichaels.org.uk) with information and evidence of the exemption.

Students are allowed to wear a face mask in the corridors and or classroom if they wish to. Masks must fit the requirements above and must be worn appropriately, sensibly and hygienically. Any student misusing a mask will be required to take it off, any student whose mask does not meet the college requirements will be issued with a replacement surgical mask.

### **Equipment**

Students should only bring a school bag with a bottle of water, reading book and their PE kit on the days when they have PE. Only college PE kit is allowed to be worn during all PE lessons and in any clubs.

Students are not permitted to bring in pencil cases or equipment from home with the exception of a calculator. Students will be provided with their own equipment pack at the start of term and must not share equipment with others. Students will leave their equipment and exercise books in tutor rooms at the end of each day. Books cannot be taken home.

### **Homework**

All homework will be set and submitted on Google classroom. Homework is a vital part of every student's learning journey and therefore it is of the upmost importance that all students complete each task to the best of their ability and meet deadlines. Students that fail to meet this expectation will receive a minor negative mention, if they persistently fail to meet homework expectations they will receive a major negative mention. This will result in detentions and may lead to phone calls home and parent meetings.

### **Year 11 Study Clubs**

At the end of each day, Year 11 students are expected to attend compulsory study clubs until 4.30.

### **Attendance and punctuality**

Regular attendance is encouraged and expected of all pupils at St. Michael's. It is Parents/Guardians responsibility to inform the college on the first day of any absence. On return from absence a letter explaining the absence must be produced and Medical certification should be provided on request.

The college will follow the DfE guidance on absence codes for students who fail to attend school. Students who are isolating at home (because they or a member of their household are symptomatic or tested positive) will access learning from home if well enough to do so.

Punctuality and in this instance, arriving to School at the designated time is more important than ever. We have been meticulously organising staggered arrival and departure times for each group of students in school so that mixing is minimised. This work is undone if students arrive outside of their designated time.

If your child is late due to a valid reason, for example, a doctor appointment you will need to provide evidence of this. We will use our discretion if there are genuine traffic problems within the College vicinity but please note, phone calls to the College on a regular basis will not be sufficient to omit your child from sanctions.

### **Procedure if you are experiencing symptoms of Coronavirus**

If a student is due to be in school but is experiencing coronavirus symptoms or someone in their household is experiencing symptoms the **student should not attend school**. Parents/Guardians should call to speak to Mrs Carr our attendance officer or contact her on [d.carr@stmichaelscollege.org.uk](mailto:d.carr@stmichaelscollege.org.uk) to inform her of the absence and explain that it is due to coronavirus symptoms.

Whilst in school, if a student becomes unwell they should follow the usual procedure of informing a member of staff who will organise for the student to be seen by the nurse or a First Aider. If the student presents with coronavirus symptoms they will be directed to a secondary medical isolation room and the nurse will contact parents/guardians to come to collect their child.

**It will not be taken lightly if students are found to fake coronavirus symptoms, this is a waste of time and resources.**

In order to keep all people in our school community safe it is expected that the ‘**Stay at Home**’ Government guidelines are kept to:

- The person experiencing the symptoms has to self-isolate at home for at least 10 days from when the symptoms started.
- You should arrange to have them tested.
- If the test is positive, all other members in the household must stay at home and not leave the house for 14 days.
- You should alert the school to a student or someone in the household experiencing symptoms and subsequent test results as soon as possible.

Further advice can be found here; <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

### **Remote learning expectations**

At times it may be the case that individual students, year groups or the whole college is required to take part in Remote learning. When Remote learning is necessary it is expected that students complete all work tasks that they have been assigned and meet all deadlines.

All students that are having to continue their education remotely will be expected to complete morning registration. Non-engagement will be followed up by Mrs Carr as per the college attendance policy and may require further involvement from Leaders of Learning and SLT.

### **Parent/Guardian visits/meetings at school**

In trying to minimise contact and mixing at school as much as possible we ask that if a parent/guardian has a query they contact their child’s Leader of Learning or call reception during school hours. **Parents/Guardians will not be allowed into the school building, which includes the reception area, unless they have a pre-arranged appointment.**

### **Parent/Guardian contact details**

It is more important than ever that we always have your most up-to-date contact details. If you change your telephone number, email address or home address you **MUST** let us know as soon as possible so that we are always able to contact you during the school day. If you need to update any information please update your details on Edulink and contact Mrs Shaw either my telephone or via [s.shaw@stmichaelscollege.org.uk](mailto:s.shaw@stmichaelscollege.org.uk).

A reminder that all Parents/Guardians must sign the **Google form**; <https://forms.gle/UoLLTiw5ywgH65yf7> to show that the Procedures and Behavioural expectations have been understood and agreed by yourself and your child.

