

# POCKLINGTON SCHOOL FOUNDATION



## COVID-19: Addendum to Rewards and Sanctions Policy *(Pocklington School Behaviour Policy)*

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Policy Owner (s):	Clare Bracken (Deputy Head); Martin Davies (Deputy Head, Pastoral)
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Governor Committee:	Pastoral and Safeguarding Oversight Committee
Relevant Publications:	<a href="#">Behaviour and Discipline in Schools: Guidance for Governing Bodies (DFE Sept 2015)</a> Behaviour and Discipline in Schools: Advice for Headteachers and School Staff (DFE Jan 2016) Pocklington School Rules (printed and distributed termly to in the School 'Blue Book')

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## Introduction

This addendum has been created to give clarity to staff, pupils and parents of behavioural expectations and procedures relating to the School's operation during the ongoing Coronavirus pandemic.

Please also refer to the following documents that relate to this addendum:

1. [Pocklington School Rewards and Sanctions Policy \(September 2020\)](#)
2. [Full Guidance to Staff for September reopening \(Pocklington School, August 2020\)](#)
3. [Staff FAQs for Reopening \(Pocklington School, August 2020\)](#)
4. [Guidance for full opening: schools \(DFE August 2020\)](#)
5. [Checklist for school leaders to support full opening: behaviour and attendance \(DFE 2020\)](#)

## Informing pupils of expectations: On return to school, September 2020

Having been away from the School environment for many months, pupils will need to have a clear understanding of established and new rules. They will need to be made aware of expectations and the reasoning behind them from the very beginning of term.

Some pupils may be particularly anxious about returning to School at this time and many may have ongoing pastoral issues - all of which can increase children's vulnerability and can adversely affect behaviour. Staff will use their professional judgement in compassionately and consistently dealing with behavioural issues.

In induction days, through pupil tours of the site and through the tutor time that is allocated on the first day of term, pupils will be given a clear understanding of how the School will operate during the coronavirus pandemic. This will need consistent reinforcement by all staff from the outset of term and throughout the academic year.

## General Rules & Expectations

All students should continue to adhere to the principles in the School's Rewards and Sanctions Policy (Behaviour Policy). The following points must be communicated clearly with pupils:

- Pupils should be careful and considerate in their behaviour. They should be respectful and courteous with each other and with staff. This is especially the case during the ongoing pandemic.
- Pupils must feel confident to share their concerns and questions with staff. In tutor time, in lessons and around school we must foster an environment where all pupils feel as comfortable and supported as possible.
- Many pupils, not least some of our international boarders, will be particularly anxious about the coronavirus outbreak and the return to School life. Pupils must be considerate in this and any bullying or insensitive behaviour will not be tolerated. Such behaviour should not be passed off as 'a joke' or 'banter'.

## Behaviour around the School site and throughout the School day

- Pupils should adhere to the revised rules and expectations for entering and exiting the school site at the beginning and end of the School day.
- Pupils must respect any rules relating to (year) group bubbles and for their conduct and travel around the School site.
- Pupils must stay at all times within their allocated areas, be that their allocated classrooms, or designated active or quiet zones. Pupils should not congregate in corridors within their zones at break times or between lessons.
- Pupils must obey social distancing rules at all times, in and out of the (year) group bubbles.
- Pupils must respect the two-metre distancing rules in relation to their interactions with staff.
- Bags must be carried or left tidily in designated classroom. Bags must not be left anywhere else on the School site.
- Mobile phones should not be used during the School day (8.15AM – 3.45PM) unless with the explicit permission of a member of staff. The need to grant such requests may be more frequent given the restrictions placed on movement around the school and the increased need to contact members of staff. (NB Mobile phones **should not be confiscated** in the current circumstances – see section ahead on 'Sanctions').
- Pupils are encouraged to leave the School site at the end of the day. Pupils are not permitted to go into town and then return to the school site after the end of the school day. If awaiting pick up / bus, they must remain in their bubble areas.

## Hygienic Behaviour

The importance of personal hygiene and hygienic behaviour will be a key part of the reintroduction of pupils to school life in September 2020.

***Good practice and expectations include, but are not limited to, the following:***

- Not to come to school if they display any symptoms of Coronavirus, following the latest guidance from the Government.
- If a pupils feels unwell at any point during the school day, they should inform a member of staff or (if at a break time) go to the Medical Centre.
- To recommend that they come to School with tissues and hand sanitiser.
- To keep used tissues in pockets until they pass a bin.
- To follow school protocols for the wearing of masks / face-coverings.
- To follow guidance and expectations for handwashing (e.g. soap and water for 20 seconds, prior to entering 'bubble' areas, before and after eating etc.).
- To follow good coughing/sneezing etiquette (use of tissues/ coughing into elbow if necessary)
- Maintaining social distancing wherever possible (including within bubble areas).
- Pupils should only use their own water bottles and eat/drink their own food. No sharing is allowed.
- Pupils must only use toilets designated to their year group / bubble. Social distancing and handwashing protocols must be adhered to.

Pupils should be aware that **deliberate** unhygienic behaviour will be treated with the utmost severity. Examples of such behaviour may include (but is not limited to) the following:

- Spitting
- Fake coughing
- Throwing tissues or food /food packaging litter on the floor.
- Purposefully going against socially distancing guidelines.
- Chewing gum.
- Deliberately touching other people's belongings.

Depending on the severity and intent of any particular incident, a deliberate or highly reckless act that might increase the risk of virus transmission is likely to result in a serious sanction, not excluding the temporary or permanent exclusion of the pupil from the School.

## Sanctions & Recording Concerns

The general principles and guidance remain the same as outlined in the School's Rewards and Sanctions Policy. However, due to restrictions placed on how we operate during the ongoing pandemic, some changes have been made:

**(i) Recording concerns:** As per normal practice, concerns relating to poor behaviour should be logged through isams (Record a Concern). Details of the incident /concern and the action taken by the member of staff should be briefly and clearly logged here. Given that staff will not have the opportunity to interact as frequently, logging behavioural concerns is important so that tutors / HoMs can be alerted to any patterns of poor behaviour.

**(ii) Task based punishments:**

These can be issued to the pupil via Teams, Firefly or via email and can be used for low to mid-level misdemeanours. Incidents of poor behaviour and any task given should be logged on isams (Record a Concern) to ensure that a record can be kept and tutors / HoMs made aware.

The content and length of these tasks should be age-appropriate (e.g Lower School <25 minutes, Middle School < 35 minutes, Sixth Form <45 minutes).

The pupil should be given a 48 hour period (deadline specified clearly to pupil) in which to complete the task at the discretion of the awarding member of staff. It is important that any task based sanction is logged via isams. The awarding member of staff is responsible for checking that the task has been completed.

**(iii) Departmental Detentions:** During the pandemic, it is likely that the supervision and rooming required for running Departmental detentions will prove much more challenging. Departments can still run these if possible, logging them on isams as per normal practice. Departments may consider appropriate task-based punishments (see above) where it is judged that a sanction is required. Pupils of concern (both academic and behavioural concerns) should be discussed in Departmental meetings and concerns / action taken followed up with tutor / HoM.

**(iv) Community Service:** This sanction is still available, as directed by the Head of Division. Any work must be 'covid-safe' and occur only within the relevant designated areas.

**(v) School Detentions:** These will now take place on a Friday after school from 3.50pm – 4.45pm. Lower and Middle School pupils will carry out their detention in the Gruggen Room, Sixth Form School detentions will be held separately in one of the Sixth Form zones. Detentions will be supervised by PSMG members of staff. Pupil numbers will be capped at 7 (for Gruggen Room detentions where there are pupils from more than one year group) to allow for adequate social distancing.

School Detentions are issued via isams by the awarding member of staff. Clear, brief details of reasons for detention should be given and appropriate work set (and communicated with the pupil in advance).

***Given the limitations placed on supporting detentions at this time, a School Detention should only be awarded for more serious (or repeated) behavioural issues and staff should consider task-based punishments (see above) as an alternative where possible. Staff are encouraged to liaise with HoMs and Heads of Division when deciding to award a detention.***

- (vi) Headmaster's Detention (HMD):** These detentions will continue to be available for very serious disciplinary matters at the discretion of the Headmaster. HMDs usually take place on a Saturday and run from 2-4pm.

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