



Behaviour for Learning and Safety Policy: COVID-19 addendum

Approved by:	Teaching and Learning Committee	Date: 12/06/2020
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Contents

1. Scope.....	2
2. Expectations for students in the UTC	2
3. Expectations for students at home	4
4. Monitoring arrangements.....	5
5. Links with other policies.....	5

1. Scope

This addendum applies until further notice.

Unless covered in this addendum, our normal behaviour for learning 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 the UTC

2.1 New rules

When students are in the UTC, 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 a member of the Senior Leadership Team 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.

2.1.1 Movement around the UTC

- Staff, students, and essential personnel are required to sanitise their hands upon entry to the building and before proceeding beyond the turnstiles (sanitiser will be provided at reception).
- No Visitors will be permitted entry to the UTC.
- Year 10 students
 - All classes will be held on the second floor of the building
 - If students require the toilet, they must use the toilets available on the second floor only
 - Students must remain on the second floor for the duration of the day
- Year 12 students
 - All classes will be held on the first floor of the building
 - If students require the toilet, they must use the toilets available on the first floor only
 - Students must remain on the first floor for the duration of the day
- Students should wash their hands regularly throughout the school day in line with government advice. We will remind them of this.
- Students must only have face to face contact with those in their assigned classes and the teachers that are assigned to those classes. Break time will occur in an assigned classroom to maintain the appropriate social “bubbles”.

- Students will not be permitted to leave the UTC for break or lunch. Students need to bring food for the day. We will provide food for students eligible for FSM.
- At the conclusion of the school day students should not delay their departure and immediately head home. Please adhere to government advice if catching public transport <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>

2.1.2 Use of Rooms

- General use
 - Rooms and desks will be prearranged to ensure social distancing guidance is met.
 - Students will be assigned a desk that they will use for the day and for the duration of the summer term, unless instructed otherwise.
 - Students must not swap desks or move freely around the room to ensure appropriate social distancing at all times.
 - Students should not share any equipment with each other, including drink bottles.
- Computer rooms
 - No laptops will be issued
 - Where required, students will be assigned a keyboard and mouse at the beginning of the day which is for their sole use. These are to be returned at the end of the day for cleaning.
 - Students will be assigned a computer for the day and are not to swap between computers or freely move around the room to ensure appropriate social distancing. Any breach of this will be considered serious misconduct (refer to main policy).
 - Students should not share any equipment with each other, including drink bottles, mice, keyboards, screens or desktops.
- Gym
 - The gym will be out of bounds until further notice
- Practical rooms
 - These will only be used if an appropriate risk assessment has been completed and social distancing can be ensured. In general, these will not be used.
 - Equipment must not be shared between students; students will need to use equipment that is assigned to them and return them for appropriate cleaning at the conclusion of the session.

2.1.3 Social Distancing/Hygiene

- Students and staff need to ensure they always maintain a physical distance of 2 metres from everyone else whilst in the UTC.
- Rooms have been arranged to ensure physical distancing requirements have been met.
- Students must avoid physical contact at all times with students and staff unless there is a first aid requirement.
- In the event that a first aider is required students should remain in the room and the first aid personnel will attend to them in situ.
- Students should continue to follow governmental health advice and sneeze/cough into tissues or, where unavailable, into the nook of their elbow. Students should also continue to avoid touching their face with hands and wash regularly.
- If a student begins to experience any symptom consistent with coronavirus they should inform the classroom teacher as a matter of urgency.
- Students must not cough or spit at or towards any other person in the building. This will result in immediate removal from the UTC and referral to the local authorities and Public Health England.

2.2 Rewards and sanctions for following rules

To help encourage students to follow the above rules, we will continue to apply success points where appropriate.

However, if students fail to follow these rules, we will:

- Any noncompliance with the rules and procedures above will be met with zero tolerance and considered as serious misconduct.
- The health and safety of our staff and students is our paramount concern. If a student fails to comply then parents will be called immediately and students must be collected from the UTC pending a follow up phone call from a member of the Senior Leadership Team. (see full Behaviour for Learning policy)

2.3 Changed rules

As long as this addendum applies, we will alter the following UTC rules.

2.3.1 Attendance

- If students are presenting with any symptoms consistent with COVID-19 they should not attend the UTC and follow government advice on self-isolation.
- Students should continue to follow government advice on attendance at the UTC. Mandatory attendance will be required when the relevant local authority provides guidance that indicates same.
- Students should only attend on the days that are allocated to their appropriate year level to maintain the concept of socially distant “bubbles”.

2.3.2 Uniform

- Students will be permitted to wear neat casual clothing whilst attending the UTC under COVID-19 restrictions. Students are still permitted to wear full business attire if they choose to do so.
- Students must ensure that clothing that is worn to the UTC is washed/cleaned regularly (casual clothes washed and dried; business attire dry cleaned).
- Clothes that have been worn to the UTC should be, where possible, laundered that evening.

3. Expectations for students at home

3.1 Remote learning rules

If students are not in the UTC, we expect them to follow all of the rules set out below.

Parents should also read the rules and ensure their children follow them. Currently we are using a combination of Microsoft Teams and email to deliver the majority of remote learning. Parents should contact a member of the Senior Leadership Team 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.

Students should:

- Be contactable during timetabled online sessions.
- Complete work by the required deadlines as set by teachers.

- Seek help if they need it, from teachers or support staff.
- Alert teachers if they are not able to complete work.
- Use proper online conduct, such as appropriate language when sending messages and emails.
- Where students are uncontactable, a member of staff from the UTC will make contact with parents by way of a check in.

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 make contact with parents to see if any alternative arrangements can be made to support learning from home.

4. Monitoring arrangements

We will review this policy as guidance from the local authority or Department for Education is updated, and as a minimum at the end of each Half term by Daniel Hayman – Assistant Principal: Curriculum and Standards. 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:

- › Safeguarding Children and Young People policy
- › Health and safety policy
- › UTC Behaviour for Learning Policy
- › Teaching & Learning Policy.
- › Dress Code
- › Attendance Policy

5.1 Contacts

For the purpose of this policy, where reference is made to “Member of the Senior Leadership Team” this will include:

Sarah Valentine – Principal

Sarah Wood – Assistant Principal – Teacher & Learning

Sonia Hothi – Assistant Principal – SENCO & DSL

Daniel Hayman – Assistant Principal – Curriculum & Standards

For the purpose of this policy, where reference is made to “A member of staff” this will include any staff member currently employed at the UTC, including administration staff.