

Minster School

Behaviour Policy: coronavirus addendum 8th March 2021

Approved by:

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1. Scope

This addendum applies until further notice, setting out changes and exceptions to our behaviour policy in light of reopening school to all students from March 8th. Pupils, parents/carers and staff should continue to refer to the behaviour policy with respect to anything not covered in this addendum.

Where circumstances or official guidance changes, this addendum will be amended, and changes communicated to staff, parents/carers, and pupils.

2. Expectations for pupils in school

2.1 New Rules

When pupils are in school, the expectation is that the rules set out in the parent and student return to school guidance are followed to keep both themselves and the rest of the school community safe.

Staff and students will be familiarised with these rules and make sure they are followed consistently.

Parents/Carers should read and discuss the rules with their child to ensure that the procedures that have been put in place support us in keeping our whole school community safe.

Parents/carers should contact Mr Rowson (p.rowson@minster.notts.sch.uk) for year 7, year 8 and year 9 or Mrs Zannetou (a.zannetou@minster.notts.sch.uk) for year 10 and year 11 if you deem your child might have difficulties due to their specific needs, to comply with some or all of the rules in meeting our expectations, so we can consider alternative arrangements to support your child to integrate back into school life.

Behaviour that will be construed as contravening safety instructions in line with the [latest government guidance for full school reopening](#)

- Not following altered routines for arrival or departure
- Not following school instructions on hygiene
- Not wearing face covering correctly
- Not following instructions on who pupils can socialise with in school
- Not moving around the school as per specific instructions
- Take responsibility for using tissues to catch coughs and sneezes and disposing of them in the lidded bin provided.
- Not following rules about sharing any equipment.
- Not following amended expectations about break and lunch times, including where students may or may not go
- Not following the rules about access to toilets
- Not following rules about coughing or spitting at or towards any other person

2.2 Sanctions

To encourage students to follow rules we will use our school reward and consequence systems as outlined below, rewarding, and sanctioning students in accordance with the school's behaviour management system to promote positive behaviour at all times working to succeed together to be our very best.

Where the consequence system is used students will be given clear warnings and reminders of appropriate behaviour choices. This system is used within lessons to challenge behaviour which disrupts the learning environment or social times to challenge inappropriate behaviour which can be immediately modified through the issuing of a consequence allowing students the opportunity to modify their behaviour.

Consequence	Action	Possible behaviours
C1 - Warning	Student is aware they have received a C1 and given a prompt to refocus behaviour.	Not meeting classroom expectations (focus, effort, and progress) low level disruption that distracts the learning focus
C2 - Final Warning	Student aware they have received a second sanction and reminded to modify behaviour. Recorded on SIMS	Not meeting classroom expectations (focus, effort, and progress) Continued low level disruption that distracts the learning focus Persistent lack of equipment that prevents accessing lesson Failure to bring homework
C3 – Afterschool Detention	Student is aware that this is the third time they have been sanctioned and reminded to modify behaviour. Recorded as detention set on SIMS in status field.	Escalation of not meeting classroom expectations (focus, effort, and progress) Escalation of low-level disruption that distracts the learning focus Failure to bring homework
C3 Other	Immediate detention issued Recorded and SLT detention set on SIMS in status field.	C3 other is issued for Health and Safety in lessons or social time. Out of bounds. Chewing gum in school. Smoking or vaping by association. Refusing a reasonable request or a general attitude which is considered willfully uncooperative.
C4 - On Call	Contact the PSA on the corridor or main reception for on call Set SLT detention on SIMS	When a C4 is used the lesson will be attended by the on-call member of staff. A decision will consequently be made as to the best course of action. This could involve: reintegrating the student into the lesson, moving the student into a nearby space on the corridor. removing the student to the isolation room. The class teacher should inform their CTL of the use of on-call and discuss with them if further sanction/intervention is required.
C3 Other immediate detention for coronavirus linked anti-social behaviours.		
Purposely coughing on other students. Purposely/persistently breaking social distancing rules. Purposely/persistently entering other year group zones. Noncooperation and refusal to follow staff instructions that are in place to keep staff and students safe.		

When using the consequence system, we will -

- Focus on the behaviour, not the student:
 - the negative impact of the behaviour shown that the consequence was issued for.
 - Reminder to the student to make the correct choice of behaviour or the system will escalate.
- Allow take-up time
- Not enter into debate
- Not personalise the issue or behaviour
- Use positive language
- Notice students being good and use the rewards system as outlined.

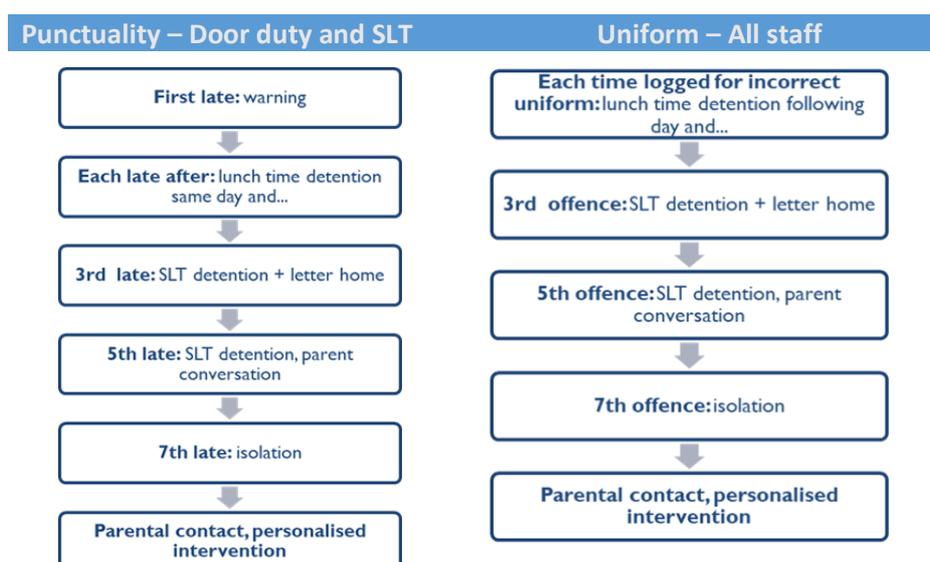
In the event that there are incidents which pose a risk to pupils and staff, parents/carers will be contacted, and children collected from school to ensure the safety of themselves and others.

If any adverse behaviours take place that could affect the health or safety of individual students or staff, then an individual risk assessment may be completed to review the safety of the child on the school site

during the pandemic restrictions. (E.g. spitting, physical attacks, refusal to comply with Health & Safety/ social distancing requirements that could heighten the risk of harm to others)

Other Behaviours		
Mobile phones	Phones confiscated for collection at the end of the school day and given to year group PSA.	Should not be visible between 8:30 and the end of the school day. Other than: with explicit and direct permission from a teacher. This is escalated for repeated offences. A fourth incident will lead to a phone ban, arranged by the PSA in conversation with the student’s parent.
Uniform	Uniform should be worn smartly at all times and uniform books will be used to log uniform infringements by all members of staff. Jewellery (in excess of a single ear stud) will be confiscated and given to the PSA of year group for collection on Friday of that week after the last lesson.	The complete uniform (including blazer) should be worn at all times with the exception of when eating in the dining area and when outside when blazers can be removed through explicit permission. Outside coats can be worn over blazers when outside but will be removed when in lessons or worn only at the teacher’s discretion. Students will be sanctioned as outlined below. Students with any exemptions will have a signed and dated note from the PSA for their year group. All other students should be logged.
Start of the Day.	Collect years 7 -10 students from their zones.	Ensure students are lined up and check uniform.
Lateness to lessons	Students should be onsite by 8.47. Lateness arriving on site is outlined below.	Individual class teachers will challenge lateness to their lesson and ensure recorded on register. The pastoral team will look at lateness each week and sanction accordingly.
Toilets	Students to use toilets at lunch and breaktime adhering to maximum capacity signs.	Toilet visits for urgent need only during lessons are at the teacher’s discretion.

The table below illustrates the escalation of consequences for the punctuality and uniform systems



2.3 Expectations for uniform

All pupils must wear uniform to school and follow normal school rules on uniform as set out in the Behaviour Policy.

If students cannot wear their full uniform, parents should contact the relevant PSA for that year group. All members of staff will challenge uniform in accordance with the behaviour policy.

Year group	PSA	Email
7	Mrs Marriot	S.Marriott@minster.notts.sch.uk
8	Miss McHugh	c.mchugh@minster.notts.sch.uk
9	Miss Batchelor	S.Batchelor@minster.notts.sch.uk
10	Mrs Redmond	w.redmond@minster.notts.sch.uk
11	Mr Roberts	I.Roberts@minster.notts.sch.uk

2.4 Attendance

Until further notice, we will alter the following school rules:

Expectations for attendance – the [latest government guidance](#) says attendance will be mandatory. Please see the school's attendance policy for more details.

2.5 Detentions

The school will use three type of detentions: lunch time, afterschool and SLT.

To encourage students to be their best we use a tiered system which makes clear both the escalation of consequence and to encourage students to recognise and correct any poor behaviour at an early stage.

Missed detentions escalate –

Missing detention → SLT after school → Isolation + detention time

Lunchtime detention

- For wearing uniform incorrectly and morning lateness.
- Inappropriate behaviour in the canteen areas or around the site.
- 10 Minute detentions at the start of lunch, held in the year base room administered by the pastoral office.

Afterschool Detention

- 30 minutes run on Tuesdays, held in the year base room.
- PSA will collect students at the end of period 6, SLT to start the detention with supervision by the PSA - Staff setting the detention to provide work.
- Following the issuing a notice and reminder are sent by the pastoral office to parents/carers.

SLT school detention

- 60-minute detention on Thursdays socially distanced in the hall/break out spaces staffed by SLT.
- This detention is primarily for: serious incidents including purposeful breaking of the social distancing rules, and escalation from the departmental system.
- Following the issuing a notice and reminder are sent by the pastoral office to parents/carers.

Year	Detention Base
7	B15
8	B27
9	C44
10	C53
11	D80

2.6 Rewards

Works points are given to recognise and reward behaviours which demonstrate the core values of our ethos in promoting a positive climate, such as rewarding effort and resilience which builds confidence and self-esteem. Rewarding students promotes high expectations of all students to be their very best, building strong working relationships, built on trust.

WORKS Reward System celebrating the achievements of our students.		Certificate	Number of WORKS points
<p>Works points are collected either on WORKS cards which are handed to tutor to take to student services or electronically added to SIMS. The tutor to issues students with a new card.</p> <p>Students are awarded E-certificates as WORKS points accumulate to the values shown in the table right. These are awarded the week of the half termly house celebration assemblies.</p>	Bronze 1	30	
	Bronze 2	60	
	Silver 1	100	
	Silver 2	150	
	Gold 1	200	
	Gold 2	250	
	Platinum 1	300	
	Platinum 2	350	
	Head’s Award	400	
	Governor’s Award	450	
Reward	First Level	Second Level	
<p>WORKS point collected on WORKS card (10 per card)</p> <p>Or electronic WORKS points added to sims and students told they have been awarded a point linked to the virtues of our ethos.</p>	Email is sent home on completion of card only.	Each completed card is entered into the house cup raffle which is drawn during the house celebration assemblies each half term.	
<p>WORKS tutor award</p> <p>Nominated by the tutor each half term linked to a different virtue of our ethos.</p>	WORKS certificate and token for Aspens home bake awarded by the tutor during half termly house celebration assembly.		
<p>House competition prizes.</p> <p>Each half term a range of house competitions are run from different curriculum areas.</p>	Individual prize awarded related to competition for winner/s quarantined prior to being awarded.	10 WORKS points issued electronically to prize winners via sims.	
<p>Department rewards.</p> <p>Rewarded from departments to recognise achievement within curriculum areas.</p>	Teachers nominate students to CTL for their attitude and progress. E-certificate sent home.	2 WORKS points.	
<p>SLT postcard</p> <p>Awarded when members of the senior leadership team drop into lessons when on call, teachers nominate a student who has consistently worked hard.</p>	Added to sims by member of SLT on call doing lesson drop ins and E-postcards sent home weekly.	3 WORKS points added onto SIMS when entered.	
<p>Star Student department award.</p> <p>Organised through Curriculum Team Leaders to recognise students who have really shown their talents within the curriculum area.</p>	E-certificate sent home.	3 WORKS points added onto SIMS when entered.	
<p>Tutor group half termly recognition of the tutor group who has worked together to accumulate the most works points.</p>	Half termly spot prize awarded for the key stage 3 and key stage 4 tutor group with most WORKS points.	Token awarded for Aspens home bake in house celebration assembly awarded for tutor group with most WORKS points ay key stage 3 and key stage 4.	
<p>Head Teachers Commendation to celebrate wider service to the school and community.</p>	Postcard sent home.	10 WORKS points added onto SIMS when entered.	

House Points		
House Points are calculated through the number of WORKS points accumulated every half term.	1st place = 40 points 2nd place = 30 points 3rd place = 20 points 4th place = 10 points	The house Cup is awarded to house with most at end of each academic year.
House competitions and department competitions are allocated house points based on the number of entries. Entries are to be submitted electronically.	1st place = 40 points 2nd place = 30 points 3rd place = 20 points 4th place = 10 points No entries = 0 points	

3. Expectations for pupils at home

3.1 Remote learning rules

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

- Be contactable during lesson and tutor time – although consider that pupils may not always be in front of a device the entire time
- Access work via the Keep up site for each subject.
- Complete work to the deadline set by teachers and submit via email.
- Seek help if they need it, from teachers or teaching assistants via email.
- Alert teachers if they’re not able to complete work via email
- Use proper online conduct, such as using appropriate language in messages

Parents should also read the rules and the Remote Learning Guide to ensure their child is clear on how to access work and the rules. Parents should contact Mr Rowson (p.rowson@minster.notts.sch.uk) for year 7, year 8 and year 9 or Mrs Zannetou (a.zannetou@minster.notts.sch.uk) for year 10 and year 11, if you think your 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 with their learning.

3.2 Dealing with problems

If there are any problems identified by teachers with students not adhering to rules around remote learning, including if they don’t engage with the remote learning set for them, the PSA for the year group will: get in touch with parents and see if there’s any issues we can help them address.

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 4 weeks during term time by Mr Rowson Assistant Head.

5. Links with other policies

This policy links to the following policies and procedures:

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