

## **COVID 19 Addendum to the HBHS Behaviour Policy**

This addendum to the HBHS Behaviour Policy applies until further notice and has been established in response to the challenges that the COVID 19 pandemic present, and the need to establish and maintain a well-ordered and safe school environment for all students and staff.

This addendum sets out changes, adaptations and exceptions to the behaviour policy that school operates under more normal circumstances.

This addendum may need to be further amended should circumstances or official guidance change. Should this be the case, the school will communicate these changes to staff, parents and students accordingly.

In order to keep themselves and the rest of the school community safe, students are required to follow all of the rules and expectations set out below.

It is requested that parents become acquainted with the content of this addendum and the school's rules and expectations in order that they can discuss these with their children, and ensure that their children follow these new procedures and fully understand the consequences if they fail to adhere to these expectations.

Parents should contact Mr Waters, Vice Principal, if they think that their child might not be able to comply with these rules and expectations, in order that we can consider alternative arrangements and support their child to integrate back into school life.

### **Herne Bay High School Rules**

#### **Arriving to and leaving school**

- Students must bring a school bag large enough to accommodate their equipment, their exercise books and a snack for break and packed lunch if required
- As the school is not permitted under COVID19 health guidance to share equipment, students must bring, as minimum, the following equipment to school each day:
  - pencil case with pens, pencils, eraser, sharpener, calculator, ruler, pair of compasses, protractor
  - optional equipment: a highlighter, a different coloured pen, colouring pencils / felt tips, a glue stick
  - exercise books for the day's lessons
  - reading book
  - their year coloured lanyard with their printing/cashless catering card
- Students must wear their full school uniform – *see the website for the uniform requirements*. If students have PE or dance then they should, if possible, come to school in their PE/Dance kit and remain in it for the day. They may also wear their school tracksuit, school jumper, cardigan, fleece, blazer or a coat if they are cold. Under no circumstances should the students be wearing hoodies or non-uniform attire whilst in school.
- Students must arrive at school at the following times and use the gates listed– *it is imperative that students adhere to these times and they must not arrive before or after these times or use gates that are not allocated to their year group:*

- Year 7 to arrive using Gate 1 or the zebra crossing gate by Technology from 8.30-8.40
- Year 8 to arrive using Delivery Gate 2 from 8.30-8.40
- Year 9 to arrive using Stillwater Gate 3 from 8.40-8.50
- Year 10 to arrive using Bungalow Gate 1 from 8.40-8.50
- Year 11 to arrive using Stillwater Gate 3 from 8.30-8.40
- Year 12 to arrive before 8.30 using any gate, going straight to mentor bases
- Year 13 to arrive from 8.55 using any gate, going straight to lesson 1 for a 9.05 start
- At the end of the school day students will be escorted to their respective school gates by their mentors, following a tannoy announcement:
  - Year 7 to leave using Gate 1 or the zebra crossing gate by Technology 3.05pm
  - Year 8 to leave using Delivery Gate 2 at 3.10pm
  - Year 9 to leave using Stillwater Gate 3 at 3.05pm
  - Year 10 to leave using Bungalow Gate 1 at 3.15pm
  - Year 11 to leave using Stillwater Gate 3 at 3.15pm
  - Year 12 to leave using any gate at 3.00pm
  - Year 13 to leave using any gate at 3.20pm

### **During lessons**

- All students will sit as per a seating plan established by their mentor - students must sit where they are told.
- Students must sanitise their hands on both entry and exit to classroom and must go straight to their designated seat.
- If a student needs to go to the toilet during a lesson they are allowed to and will be issued with a toilet/out of class card from their class teacher. They must go to the designated toilet for their year group, adhering to the one-way systems as they do and they must not enter any areas that aren't allocated to their year group.

### **The transition between lessons**

- If remaining in their classroom for their next lesson, students must read their reading book very quietly whilst awaiting the start of the next lesson
- If moving around the school students must adhere to the one-way system, keeping to the left at all times
- Students must not go into the designated area of any other year group
- Students must not interact with students from other years
- Students must adhere to social distancing requirements and wherever possible maintaining at least a 1m distance from all other students
- Students must adhere to social distancing requirements and maintain 2m distance from ALL members of staff not wearing school issued Personal Protective Equipment

### **Break and Lunchtime**

- Students must stay in their designated year areas to sit, eat and play

- Students must only purchase food from the designated food areas and must adhere to the arrangements for accessing the food areas. *However, ideally students will bring their own food to school both for break and lunch*
- Students must maintain a 1m distance from other students wherever possible

**At all times during the school day students must adhere to the following rules:**

- **Respiratory hygiene:** students should adhere to the guidance re. *catch it, bin it and kill it:*
  - Catch it ~ as germs spread easily, it is important that students carry tissues and use them to catch their coughs and sneezes
  - Bin it ~ Germs can live for several hours on tissues, as such it is important that students dispose of tissues as soon as possible after use
  - Kill it ~ Hands can transfer germs to every surface that is touched, as such it is important that students clean hands as soon as they can after coughing and sneezing, using tissues and as regularly as they can throughout the day
  - Students must not, under any circumstances, cough, sneeze or shout in the direction of any member of the school community. Spitting of any kind will not be tolerated
- **Tactile Hygiene:** students are expected to remain, whenever possible, at least 1m apart from each other. Students must remain at least 2m away from members of staff. Students will need to wash their hands as often as possible and use the hand sanitisers as instructed.
- **Lanyards:** Students must wear their year group coloured lanyards at all times. This is so that students' year groups can be easily identified.

### **Consequences**

Due to current health restrictions the school will not be issuing any detentions and students will not be sent from their lesson to the Head of Department for support. If a student disengages with their learning then the student may be required to leave the classroom. The student will relocate to a supervised work room, where he/she will remain until the end of the lesson. If the member of staff responsible for the work room believes the student is not in the right frame of mind to return to their class, the student will either be required to remain in the work room for a little longer or parents/carers will be contacted as the student will be sent home.

**Should a student place their own or others' health or wellbeing at risk, or fail to adhere to the school's rules and expectations, as detailed within the school's behaviour policy and this behaviour policy addendum, parents/carers will be contacted and will need to collect their child from school. This may also result in their child being required to access their work remotely from home for a period of time.**