



NATIONAL
CHURCH OF ENGLAND
ACADEMY

Covid-19 Behaviour Policy

Published: 2020 This review: July 2020	Next review: Ongoing	Statutory/non: Non-statutory	Lead: D Llewellyn, Assistant Principal
Associated documents:			
NCEA – Climate for Learning Policy NCEA – Remote Learning Policy			
Links to:			
Keeping Children Safe in Education			

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Guidelines for staff

A. Guidelines for teaching staff:

- Teachers will be required to set online work should the academy face a further closure as per the remote learning policy.
- Staff are to be onsite no earlier than 08.00 and offsite no later than 4.45pm for deep cleaning of blocks to begin. Members of the leadership team should arrive no earlier than 07.45.
- Only the main entrance should be used for access to school by staff.
- Teaching assistants may be present in classrooms however must also abide to the 2m social distancing guidelines.
- Windows should be opened to increase the airflow through each classroom in use.
- Staff will need to ensure students are washing their hands regularly as per government guidance and using hand sanitizer on entry and exit.
- Please do not allow any additional students as visitors to the classroom who are not in that designated class.

- Please take your registers immediately at the start of each lesson putting L in the register as usual for lateness. This is especially crucial at the very start of P1.
- Students will need to adhere to the one way system clearly outlined on site. Staff will be responsible for ensuring that their own class adheres to these guidelines.
- If a student becomes ill or appears unwell during a lesson they should be sent straight to house reception.
- Unwell students waiting to go home before the end of the day will be required to wait in house reception. There will be a separate Covid 19 room for those students displaying symptoms.
- The Behaviour for Learning ladder still applies and should be followed consistently by staff.
- If a student **deliberately or willfully** breaks the Covid 19 Home and Academy Agreement, then the usual level 4 on call system should be used with one student being sent to house reception to request SLT presence.
- Please observe social distancing by remaining 2m away from any person where possible, bubbles aside.
- Please avoid touching your face or touching any unnecessary surfaces.
- Please cough/ sneeze into a tissue or into the crook of your arm.
- Personal protective equipment [PPE] has been discussed at length. The government guidance is not to provide school staff with PPE and as school leaders are not medically trained, it would be unwise to ignore this guidance.
- A member of SLT will be in school every day as will a trained member of the safeguarding team.

Guidelines for site team / Finance / Front Office staff/Reprographics

- There will be at least one member of staff operating main reception and at least one First Aider on site at all times.
- Adequate supplies of handwash, toilet paper, cleaning materials and protective equipment for staff dealing with potentially contaminated areas must be available
- Any photocopying requests must be submitted 24 hours before (minimum) and where possible should be submitted to reprographics electronically to prevent multiple contacts e.g. photocopying from books. Reprographics will then produce content and wrap in single A4 piece of paper to minimise contact.

Guidelines for cleaning

- Adequate supplies of handwash, toilet paper, cleaning materials and protective equipment for staff dealing with potentially contaminated areas will be available.

Enhanced cleaning regime during and at the end of the school day

- Every day, rooms that have been used will be deep cleaned. Doors to stairs, corridors, entrances and classrooms should be wedged open by individual staff. Any doors which are closed and not part of the daily teaching rota are therefore to be treated as out of bounds or not to be opened.
- Every classroom will be provided with either anti-bacterial wipes or spray and paper towels to clean down tables at the end of each lesson (to be completed by students under the direction of the classroom teacher, to avoid cross contamination of passing products / social distancing.)
- All keyboards/mice will be cleaned as part of the cleaning routine.

General organizational details

A.i. Timetable – key stages 3 and 4

Start	End		
8:35		Warning bell	
8:40	9:30	Period 1	
9:30	10:22	Period 2	
10:22	10:47	KS3	Tutor
10:22	10:43	KS4	Break
10:43	11:05	KS4	Tutor
10:47	11:05	KS3	Break
11:05	11:57	Period 3	
11:57	12.45/12:50	Period 4	
12:45	1:20	KS4	Lunch
12:50	1:25	KS3	Lunch
1.20/1:25	2:22	Period 5	
2:22	3:10	KS4	Period 6
	3:15	KS3	

A.ii. Timetable – key stage 5 (when based at National for lessons)

8:30	9:17	Period 1
9:17	10:05	Period 2
11:10	11:50	Period 3
11:50	12:35	Period 4
1:35	2:25	Period 5
2:25	3:20	Period 6

B. Safeguarding / Key Stage / tutor support

Any safeguarding concerns to be logged on MyConcern. Staff should adhere to the Safeguarding and Child Protection Policy as well as the Covid 19 appendix, both of which can be found on the academy website <https://www.nationalce-ac.org.uk/our-academy/policies/>

C. Class sizes

- To reduce contact between students, more consistent and common groupings will be used across the curriculum where possible.
- Class bubbles will have a reduced number of classrooms on their timetables and will stay in the same classroom where possible.

D. Entrance and exit arrangements

- Students will be expected to enter and exit the academy by allocated gates which are as follows:

Year group	Entrance/exit gate
7	Exit gate
8	Main gate
9	Epiphany Centre
10	C band Exit gate, T band Main gate
11	Science

- In order to ensure the safety of students the academy gates will be closed to all traffic at 8.15am and will reopen at 8.35am. They will also be closed between 3.05pm and 3.25pm.
- Students will need to move straight to their zones until 8.35am when the movement to lesson bell will sound.

E. Movement around school

- Staff and students should adhere to the 2m social distancing guidelines at all times.
- The one way system must be adhered to at all times.

F. Timetabling / lesson planning considerations

- Lessons will begin and end with hand washing. Materials will be available in each classroom which students will access one at a time upon entry
- Practical lessons **which compromise distancing or use shared resources** each have their own risk assessment.
- Between lessons, if students are not required to move room, students will remain calmly in their seats until the next member of staff arrives and complete common spelling tasks.

G. Social times

- Each year group bubble will have an allocated zone, food point and toilet facilities during social times.
- Students will remain in their allocated zones.
- Students will only be permitted to collect food from their allocated station at their allocated time.
- Staff and students will be encouraged to bring packed lunches.
- Water fountains will be disabled – students will be required to bring in their own water.

H. Hygiene / toilets

- Students must wash/ sanitise their hands at the beginning, at frequent intervals and at the end of the day.
- Only certain toilets will be open for students to use at allocated times. These will be explained by staff on each day and during the pastoral induction sessions.
- Staff are to use toilets in main reception and upstairs in the main corridor. Staff will be required to adhere to social distancing guidelines when using these facilities.
- Advice on sneezing / coughing into tissues or crook of arm / not touching face must be followed by all stakeholders on site

I. Fire safety arrangements

- In the event of a fire alarm (drill or emergency), students and staff will gather on the hard court area.
- Social distancing between year group will be maintained with students lining up in their allocated classes.
- A member of the senior leadership team will be on duty each day and will take charge of the registration of groups.

- Students will assemble on their allocated marker. They will be informed of this on a regular basis by their personal tutor.

J. Student expectations

- The Climate for Learning policy must be adhered to on all counts.
- Students will be expected to adhere to all guidance outlined in the document including the home/academy agreement.
- Sanctions will apply immediately for any examples of deliberately breaching these guidelines including deliberately coughing, sneezing on other students or staff. Due to the seriousness of Covid 19 the academy will not undertake any discussion over what constitutes a 'cough' or 'sneeze' and this includes examples where students are claiming horseplay/tomfoolery.
- When students have PE they will be required to attend the academy in their PE kit. Plain, unbranded navy jogging bottoms will be permitted as well as academy PE branded hooded tops. Students will not be permitted to wear these on any other day.

K. Protocol for site visitors

- Visitors will enter via main reception. Visitors will be required to remain in reception and leave via the same doors as soon as practically possible.
- There will be no face to face meetings during this time unless due to a serious safeguarding matter where social distancing will apply.
- In order to minimise the amount of visitors on site, parents/guardians will be required to make an appointment to see any staff member.

L. PPE equipment

- As per government guidelines, plain, unbranded face coverings will be permitted for use by students and staff around the academy site but not in a classroom environment. This will be voluntary as long as the local area is not in a lockdown. Should the local area move into a full lockdown this will become compulsory. In relation to full PPE equipment, this will only be required for first aiders if an individual child or young person becomes ill with Covid 19 symptoms whilst on the academy site and only then if a distance of 2m cannot be maintained.

This policy will be reviewed as Government guidance is released.

Home Academy agreement



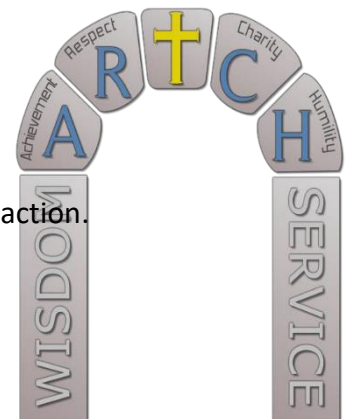
HOME ACADEMY AGREEMENT

MISSION STATEMENT

The National Church of England Academy is committed to promoting the Christian ethos and faith, and to raising the academic and behavioural standards of students to the highest possible level, so that they may take their place as caring and productive members of society.

The academy will:

- Encourage high expectations and pride in **Achievement** of all kinds.
- Value and **Respect** each student as an individual.
- Promote the academy vision of living '**life in all its fullness**' **John 10:10**
- Inform parents of the progress and welfare of their child regularly.
- Provide a safe and orderly environment in which to work.
- Listen to parents' and students' views and concerns and take appropriate action.
- Provide opportunities to understand and respond to **Charity**.
- Teach **Humility** by example.



[Signature]

..... Principal

Parents/guardians will:

- Promote and support the academy vision of living '**life in all its fullness**' (**John 10:10**)
- Support the academy values of **Achievement, Respect, Charity and Humility** – underpinned by **Service and Wisdom**.
- Support **all** academy policies.
- Ensure your child's regular and punctual attendance. The academy expects an attendance rate of at least 97%.
- Support your child in the work they are expected to do at home.
- Tell us about any circumstances which may affect your child.
- Attend progress evenings.
- Ensure your child wears the correct school uniform.
- Ensure your child has the correct equipment for learning.

- Drop off my child outside of the academy site causing as little disruption to the local community as possible
- Collect my child at the end of the day outside of the academy site causing as little disruption to the local community as possible
- Collect my child from school, within 30 minutes should the school deem that they appear to have become unwell.
- Keep my child at home should they display even the mildest symptom of any illness
- Collect my child from school within 30 minutes should they refuse to comply with the Covid 19 Home Academy Agreement

.....Parent/guardian

Students will:

- Value and respect each other and every member of staff.
- Try their best and work hard every day.
- Carry out requests made by staff.
- Demonstrate and promote our academy values of **Achievement, Respect, Charity and Humility** – underpinned by **Service** and **Wisdom**.
- Support our vision by living **‘life in all its fullness’ (John 10:10)**
- Attend regularly and punctually and bring the correct equipment each day.
- Look after the academy and its surroundings showing respect and care
- Complete homework on time.
- Wear the academy uniform correctly every day.

Movement around school and in lessons:

- Remain 2m from the nearest person whilst moving around the school, in lessons, at the start and end of the day, between lessons and at break time.
- Observe the designated entry and exit points for each room
- Observe the one-way systems in place
- Observe social distancing of 2m per person in all areas of the school including toilets and corridors between year group bubbles.
- Comply with the allocated seating arrangements in the class
- Remain seated at the end of lessons until dismissed by the teacher
- Comply with the hand washing instructions given by staff without question
- Comply with the instructions given by staff in relation to designated areas for social times
- Observe the assigned toilet facilities and arrangements outlined by staff
- Take home all personal work and equipment from each classroom
- Refrain from touching anything unnecessarily
- Comply with the existing uniform policy and all other areas of the Behaviour Policy
- Have with me all necessary equipment including a bag, drink and any food needed for the day
- If bringing a bicycle, to lock this in the bike sheds whilst adhering to the 2m social distancing guidelines
- Proceed straight to main reception and adhere to hand washing procedures if late
- Follow the ‘Catch It, Bin It, Kill It’ principle

Agree to observe social distancing on the journey to and from school by:

If travelling by bus:

- Remaining 2m from the next person whilst waiting at the bus stop and on the way to the bus stop
- Getting on the bus one person at a time leaving a 2m distance between each person
- Sitting on separate seats to other passengers
- Where possible sitting on alternate rows to other passengers
- Remaining in my seat throughout the journey to and from school
- Getting off the bus one person at a time leaving a 2m distance between each person as I get off and until I get home.
- Wear PPE equipment on public transport as per government guidelines.

If travelling by car:

- Observe social distancing by remaining 2m from the nearest person on my way into school from the car, and on my way to the car from school.
- Sanitise my hands on entry and exit to classrooms
- Where possible provide my own hand sanitizer (school supplies are limited)
- On arrival proceed straight to my assigned zone adhering to the 2m guideline

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Student