



Minsthorpe Community College

Behaviour and Discipline Continuum – Addendum for the Spring Term 2021

In light of the current Covid-19 pandemic, the College recognises that it needs to suspend normal procedures in terms of the everyday running of the College. In its place, the College will follow the Government guidance with regard to the reopening of schools. We have worked in conjunction with other schools and applied the guidance to our College setting. This policy will remain in place until further notice.

Aims

1. The College's priority is to minimise the risk of the spread of Covid-19 amongst our students, staff, their families at home and the wider community. We wish to give confidence to all parents and carers that we as a College are making the environment as safe as we can whilst still fulfilling the Government guidance of all students returning full time in March 2021.
2. We aim to establish procedures that adhere to clear protocols in terms of hygiene and social distancing.
3. In order for the College to deliver on the above aims, we need to maintain our safe, calm and orderly environment for students and staff at all times.

Attendance

Minsthorpe Community College recognises the importance of good attendance and the clear link to progress. The Government in its guidance is expecting schools to issue fines for non-attendance when no good reason for absence is given. We understand that some parents/carers will be worried and concerned and therefore we will be taking at first a more pragmatic approach. If you have health concerns regarding your child or your family that we need to know about, please be proactive and contact the College as a matter of priority to discuss.

Students who are unwell or have an injury

Please do not send any student to College who is feeling unwell. This applies to any illness not just those which are related to COVID-19.

Please contact College if your child has an injury and will struggle to move around site. We will communicate with parents/carers to put in place an appropriate risk assessment. Please do not send your child to College with a note.

In order to keep students within their bubbles we cannot have a "sick" room for students. In the event of a student becoming ill at College, they will need to be sent home immediately.

Parents need to ensure the college has a relevant contact number for someone who would be able to be contacted. If you need to update your contact details, please email enquiries@minsthorpe.cc.

Social Distancing Behaviour

1. There must be no deliberate physical contact of any type at any time. This includes play fighting, hugging etc.
2. There must be no coughing or spitting at or towards any other person.
3. Students must not shout, sing or chant.

Behaviour which deliberately places others at risk of infection will result in the student being excluded for a minimum of 3 days.

Hand and Respiratory Hygiene, including the wearing of face coverings

- Students must wear a face covering when social distancing cannot be maintained. This includes in classrooms, in indoor dining areas, when moving along corridors and around the site between lessons, before and after College and when moving to and from their designated dining area and toilets.
- Students do not need to wear a face covering when eating lunch, in practical PE lessons or if given permission by a member of staff.
- If a student has a medical or other reason for not wearing a face covering, we ask that parents/carers contact the College to discuss the reasons. An exemption sticker will be stuck in the Student's Planner to show to staff on request.
- Students are expected to provide their own face covering, and to ensure that it is routinely washed if they choose to wear one that is re-usable. Spare masks will be made available at the College, but only as an emergency supply.
- Students are encouraged to bring their own hand sanitiser, wipes and tissues to College.
- Students should practise 'Catch it. Bin it. Kill it' to reduce the transmission of infection caused by sneezing and coughing.

Uniform

The College's uniform policy remains, however:

- Ties should not be worn.
- Blazers are optional.
- If a blazer is not worn, a plain black 'v' neck sweater/cardigan must be worn instead.

Students will be given a lapel badge in their Year Group colour which they must wear on their blazer/jumper. Replacement badges can be ordered via the School Gateway app at a cost of £2.

Classroom doors and windows will be open, so it is important that students dress appropriately. Students need to wear layers under their shirt, if necessary. Hoodies and other outdoor coats may be worn over the student's blazer or black 'v' neck jumper.

The College is in a position to support students by lending articles of uniform in College. We will make sure any uniform that is borrowed has been washed. Shoes will not have been worn for at least 5 days. It is of course preferable that students always follow the uniform policy. We will not have the facility to offer any workrooms for students not in correct uniform, therefore students not in uniform will be sent home to resolve this.

PE

The changing rooms for PE will be closed, therefore students should come to College on the day they have PE in their PE kit. The College will lend spare PE kit if students forget their kit. Students who refuse to wear spare kit will work in the Year Office Base. They will be given a behaviour point and a 30-minute detention.

Students must go to the room or teaching space on their timetable at the start of their PE lesson, not to the PE changing rooms.

Year Office Bases

Students will not be allowed to use The Hub, ST or the small Year Offices in the usual way. Instead, students will be escorted to the designated Year Office Base by a member of staff to resolve issues, such as:

- Uniform & PE kit issues;
- Removal from a lesson for not meeting BE FAIR expectations;
- ST pass use;
- Basic first aid;
- Feeling unwell (excluding COVID 19 Symptoms).

These bases are located as follows:

- Year 7 base ST6a
- Year 8 base ST6b
- Year 9 base ST7a
- Year 10 base - Mrs McGowan's Office (next to Carnegie Servery)
- Year 11 base ST7b

Practicalities

1. Each year group will be managed as a 'bubble'. This will mean the College will endeavour to keep year groups separate on arrival, during lessons and at social times. A new timetable has been devised to support this and to minimise student movement. A one-way system has been configured in order to ease movement around the site between lessons.
2. Students must move around the site in an orderly manner at all times.
3. Students must adhere to all signs regarding the one-way system.
4. Students with evidenced medical needs will be issued with toilet passes. For all other students use of toilets for obvious reasons needs to be limited and so that students can remain within their 'bubbles'. Students may leave a lesson to go to the toilet in an emergency only and once per day only. They must follow the one-way system and not mix with other year groups. Only one student will be allowed to leave a classroom at one time. Entrance to the toilets will be supervised.

Each year group will have designated toilet facilities at snack break.

- Year 7 - KS3 Canteen;
 - Year 8 - Carnegie;
 - Year 9 - KS3 canteen;
 - Year 10 - Carnegie;
 - Year 11 - Maths block.
5. There will now be only one snack break. Each year group will have a designated area and all students in that year group must remain within it. There must be no socialising with different year groups.
 6. Students with an ST Pass will also need to be escorted to their designated Year Office Base. They will not be able to go to ST in the normal way, however, the College will continue to make reasonable adjustments for students with SEND.
 7. Students who would normally have a 5 minute early pass will be managed by the strict system of supervised single file year group 'bubbles' that will ensure safe movement around the site and reduce the risk of being in crowds. These students must leave lessons with their year group 'bubble'.
 8. There will be no school transport as it cannot keep children from different year groups apart.

The School Day

Start of the day

1. Each year group has a different start time and a designated entrance point on to the school site. They must adhere to this and not socialise with students from a different year group.
2. There will be no P&A time so students will go straight to Period 1.
3. On arrival, students must stay with their year group 'bubble'.
4. If a child arrives late and misses their designated arrival time, they will need to wait until all other Year Groups are in lessons before entering the site. They must then be escorted to their lesson following the one-way system.
5. It is essential that parents/carers inform College if their child will be unavoidably late to College.

End of the day.

1. Each year group has a different finish time to leave the site. They will leave immediately by the nearest exit to their classroom following the one-way system. We will use all gates at the end of the day.
2. On leaving the site students must not congregate. They must go home immediately.

Snack Break

1. Students will be allowed to eat a snack and have a drink at 10.30am in the first double lesson. They will use hand sanitiser before eating and an anti-bacterial wipe to clean the desk afterwards.
2. Students must remain in their Year Group 'bubble' at snack break.
3. Students must go directly to their designated dining area at the start of snack break. They must sit down and eat their lunch. They must not leave their designated dining area unless directed by a member of staff.
4. When directed by a member of staff, students may go into the additional outdoor space designated for their year group.

Lessons, including BE FAIR

1. On arrival at their classroom students must enter in an orderly single file. They will not be allowed to line up on the corridor. All students will sanitise their hands on entry and go to stand behind their designated seat immediately.
2. Students will stand behind their chair whilst the register is taken in silence.
3. Students are not allowed out of their seat unless directed by the teacher.
4. Students must supply all of their own basic equipment. Students need a pen, a pencil, a ruler, a calculator, a reading book and their planner.
5. If additional equipment is needed in a lesson, the teacher will ensure that this equipment is wiped with an anti-bacterial wipe after use.
6. The teacher should remain at the front of the classroom at all times maintaining a two-metre social distance from students.
7. Students who need support must request this by raising their hand.
8. In order to support all students, classrooms must be calm, quiet and orderly. The usual BE FAIR expectations remain.
9. Students who do not adhere to these expectations will be given a warning once only.
10. If they do not respond to this warning, they will be removed and placed in isolation in the Year Office Base. The student will be given a behaviour point and serve a 30 minute after College detention. Parents/carers will be given at least 24-hour notice of the detention.
11. Students who are repeatedly removed from lessons will be excluded.
12. Students who are repeatedly excluded will be in danger of being educated offsite or being permanently excluded.
13. At the end of lessons, students will clean the desk and other resources, such as computer keyboard, using an anti-bacterial wipe when directed by the teacher.
14. Students will stand behind their chair and wait until the teacher directs them to leave in an orderly manner. Students will use hand sanitiser as they leave the lesson.

The Behaviour and Discipline Continuum is in place to allow the College to fulfil the Government's plan for all students to return to College safely from 8 March 2021. [Link to DfE Guidance February 2021](#)

In line with the College's Vision and Values, we expect the full support of all parents/carers and students in following these expectations.

Minsthorpe Community College – a place where **everyone plays a part** in strengthening our learning community through **Motivation, Commitment and Care**.

Mr R Yates
Assistant Principal (Behaviour and Attendance)
Minsthorpe Community College
March 2021