



B4L Annex: Covid-19

Key Document Details

School Name:

The Ridgeway School & Sixth Form College

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1

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Author:

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Owner:

James Povoas

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Sep 2021

Approved by:

B4L Annex: Covid- 19

1. Scope

This applies until further notice.

Unless covered in this appendix, our normal behaviour policy continues to apply.

We may need to amend or add to this appendix as circumstances or official guidance changes. We will communicate any changes to staff, parents and pupils.

2. Expectations for pupils in school

2.1 New rules

When pupils are in school, 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 the Head of Year 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.

Movement to and From School and Around the Building

- all students must follow the altered routines for arrival or departure; they must arrive and leave at school at the designated time through the designated entrance for their bubble
- whilst travelling to and from school students should where possible socially distance. They must not mix with students from other year group bubbles whilst on school site
- all students must follow staff instructions on social distancing, aiming to be at least 2 metres apart from all other staff at all times
- all students must adhere to the new ways of moving around the school as per specific instructions given on the first day in school (for example, one-way systems, out of bounds areas, queuing)

Hygiene and Health & Safety

- all students must follow staff instructions on hygiene, such as regular handwashing and sanitising
 - all students must demonstrate respect for others by not sneezing, coughing etc openly but by using tissues and then immediately disposing of the used tissue in the appropriate bin ('Catch it, bin it, kill it'.)
 - Students must not bring attention to themselves by "fake" coughing or cause concern by stating they have the symptoms of Coronavirus when they do not.
 - all students must try and avoid touching their mouth, nose and eyes
 - all students must tell an adult if they are experiencing symptoms of coronavirus
 - Students will only use the designated toilets for their zone
- It is never acceptable to cough or spit at or towards any other person

Socialising

- all students must only socialise at school with those in their bubble, this is their year group, **this includes breaks and lunch time**

Equipment

- all students must have their own equipment as sharing any equipment or other items, including drinking bottles, is prohibited
- **all students must bring their own food, drink and refreshments to last them for the duration of the day and must not share with others or purchase their own food from the canteen**
- students should bring their exercise books, stationary, and any other learning materials they may need during the day.

2.2 Rewards and sanctions for following rules

To help encourage pupils to follow the above rules, staff will regularly remind students. Visual aids are around the school building to ensure that students do not enter zones that they are not permitted to be in. If students cannot follow the rules then the consequence system will be used.

However, if a student persistently or is purposefully breaking the health and safety rules and in doing so is risking the health and safety and wellbeing of other students and staff they will need to be collected from

school site and an exclusion will be in place. Students will not be able to return until a readmittance meeting has taken place.

2.3 Changed rules

As long as this annex applies, we will alter the following school rules.

- No Saturday detentions will run, these students will need to attend the detention on Friday afterschool.

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.

Parents should also read the rules and ensure their children follow them. Parents should contact their child's Head of Year 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.

- Engage with the online remote provision through One Note. Where a student is struggling they should contact the teacher if it is a subject specific concern, or their Head of Year if there is a wellbeing concern.
- All students should complete their progress checks on time and submit these to their teachers.
- All students should email teachers if they need help or support with the school work.
- Whilst working from home we expect students to use appropriate language in emails to teachers, a guide is included in Appendix 1.

Where a student is struggling to complete their remote learning a conversation will be had with a member of staff from the school and additional support can be put in place.

3.2 Dealing with problems

If there are any problems with pupils adhering to rules around remote learning, including if they don't engage with the remote learning set for them, we will in the first instance contact parents to offer any support and create a plan for that individual student.

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 by Gina Moody, Assistant Principal.

5. Links with other policies

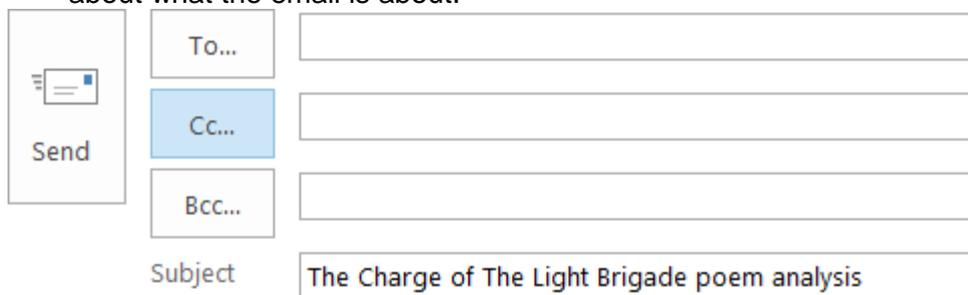
This policy links to the following policies and procedures:

- Child protection policy
- Child Protection Annex
- Health and safety policy
- E Safety and Online Safeguarding Policy

Appendix 1 – Emailing Teachers Guide

How to write an email to your teachers:

1. Please add a subject. This should be no more than several words and give your teacher an idea about what the email is about.



The image shows a screenshot of an email composition interface. On the left, there is a 'Send' button with an envelope icon. To its right are three stacked input fields for 'To...', 'Cc...', and 'Bcc...'. Below these is a 'Subject' field containing the text 'The Charge of The Light Brigade poem analysis'.

Example:

2. Next, you need to start writing your email. You should start off by greeting your teacher appropriately and addressing them using their title and surname.

Subject

The Charge of The Light Brigade poem analysis

Good morning Mr Smith,

Example:

3. You should then write the main body of your email. Please remember that your intended recipient is a member of staff. This means you should use formal and polite language. You need to also make sure that you are making your email as clear as possible for your teacher. For example, if you are unsure about something, you need to ask specific questions, be clear about what lesson you are doing and be clear about what exactly you need help with. **Example:**

Subject

The Charge of the Light Brigade poem analysis

Attached

 The Charge of the Light Brigade analysis.docx
11 KB

Good morning Mr Smith,

I hope you are well. Please find attached my analysis for the 8 mark question on The Charge of the Light Brigade. I additionally have a query about the wider learning. One of the tasks is to write a monologue from the point of view of the sergeant who was wondering whether I could instead record myself speaking the monologue (rather than writing it)?

4. Sign off your email, including your first name and surname.

Example:

Subject

The Charge of the Light Brigade poem analysis

Attached

 The Charge of the Light Brigade analysis.docx
11 KB

Good morning Mr Smith,

I hope you are well. Please find attached my analysis for the 8 mark question on The Charge of the Light Brigade. I additionally have a query about the wider learning. One of the tasks is to write a monologue from the point of view of the sergeant who was wondering whether I could instead record myself speaking the monologue (rather than writing it)?

Many thanks,

Joe Bloggs

5. Before you send your email, make sure you check through your email. Does it make sense? Is your spelling, punctuation and grammar correct? Have you included full names? Is it polite?