



Behaviour and Conduct Policy

Covid-19 Addendum

This policy applies to:

Senior School pupils

Persons responsible for the policy:

Deputy Head (Academic), Deputy Head (Pastoral and Co-Curricular) and Deputy Head (Staff and Operations).

Review dates:

Created: August 2020

Next review: August 2021

Behaviour & Conduct Policy –

Covid-19 Addendum

This addendum should not be used as a stand-alone document and should be read in conjunction with the existing Behaviour and Conduct policy. It sets out the expectations of Ardingly College in light of the Covid-19 pandemic and the need for children to behave differently when they return to school. It describes the new systems in place and how pupils will be supported to adhere to them. This addendum follows the advice and guidelines provided by the DfE.

Basic covid-related rules that students MUST adhere to:

- On arrival at school, at break time, before and after meals please **wash your hands** (for 20 seconds) and at least **hand sanitise** between each lesson.
- Students should have their own **hand sanitiser**. These will also be provided at multiple stations around the school site.
- **Carry tissues** with you... “Catch it, bin it, kill it”.
- If you feel unwell, report this to House staff (or teacher) as soon as possible.
- **Within your year group** you can work, socialise and eat.
- Please **walk on the left** of any corridor and staircases.
- Please follow any **one-way systems** (ABC block, Maths/Languages and STEM building) – signs will guide you.
- You should maintain a 2-metre distance from anyone NOT in your year group, unless passing someone quickly in the corridors.
- You will **sit in alphabetical order**, by surname, in all lessons (where a seating plan will be kept).
- Please **do not share equipment**.
- Please read the **NEW rota for mealtimes** and ensure you adhere to it... This is important!
- **In House**, ensure you use your allocated bathroom and stay within ‘bubbles’ for all interactions. Do not visit any other students’ room – please use communal spaces for meeting people (under the guidance of House staff).
- **In House**, please wash hands before and after using communal facilities.
- Please **do not visit other Houses**. You can use outside spaces to meet, maintaining social distancing.
- Be vigilant and **support others** as we all learn a new way of working and being together.
- **Enjoy being back at school** while appreciating that all of these rules allow us to be back.

Rewards & Sanctions

Rewards

Merits (Middle School), Distinctions (Sixth Form) and other rewards will continue in promoting good behaviour or acknowledging specific work/contributions.

Sanctions

No pattern of poor work or behaviour (especially related to C-19 measures) should be tolerated. The College employs a levels-based approach to sanctions and all students are automatically sent an email of their detention. It is their responsibility to attend. Students should attend the detention in full knowledge of the task they need to complete. Failure to attend will result in an escalation to the next level of sanction. Students should be aware that detentions take place in room M1 or M4 at the time stated and that detentions should be attended in full school uniform. If the repeated sanctions and support listed below do not have the required effect, the only remaining options are suspension and, ultimately, exclusion from the College.

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To allow year-group detentions the following will be in place:

Middle School: Shell (in M1), Remove (in M2) and Fifth (M3) – monitored by SMT member.

Sixth Form: L6 (in M4) and U6 (in M6) – monitored by Day Duty member of staff.

| First Warning | Second Warning | MS Conduct | SF Conduct | Saturday Conduct | Sunday Work Class |
|--|--|--|---|---|--|
| N/A | N/A | Friday 4.30pm | Friday 4.30pm | Saturday 7.00pm | Sunday 10.00am |
| N/A | N/A | Maths rooms | Maths rooms | M1 | M1 |
| N/A | N/A | 60 min | 60 min | 120 min | 120 min |
| All Staff | All Staff | HoD or HoMM | HoD or HoMM | DHs | Heads of Section |
| Work or attitude unsatisfactory; failure to bring equipment to lessons; uniform infringement; breaking House rules | Work or attitude unsatisfactory for a second time; second failure to bring equipment to lessons; second uniform infringement; breaking House rules again | Poor behaviour; flouting College rules; continual disruption to lessons; repeated failure to hand in homework; repeated failure to bring equipment after previous interventions; missing EP / games / tutorial/ callover | Poor behaviour; flouting College rules; continual disruption to lessons; repeated failure to hand in homework; repeated failure to bring equipment after previous interventions; missing EP/ games / tutorial/ callover | Serious offences: out of bounds; smoking; drinking; missing an academic lesson, plagiarism or cheating etc. | Repeated failure to hand in work on time, to produce work of sufficient quality or to show expected levels of effort |
| Briefly detained by teacher or House sanction | Email to tutor and HOMM or second House sanction | 400 word reflective essay returned to the relevant member of staff | 400 word reflective essay returned to the relevant member of staff | 800 word reflective essay returned to relevant DH | Appropriate academic work set by the relevant member of staff |

This policy should be read in conjunction with the following additional College policies and DfE guidance:

- **Behaviour and Conduct policy**
- **Anti-Bullying**
- **Cyber-Bullying**
- **Acceptable Use of Mobile Phones and other Electronic Devices**