

ADDENDUM TO BEHAVIOUR POLICY: COVID-19 PANDEMIC

The principles set out in our Behaviour Policy, Girls' Code of Conduct and Girls' E-safety and Acceptable Use of IT Policy remain and should continue to be followed. However, this addendum should be read in conjunction with these existing policies. It sets out Tormead's expectations in the light of the Covid-19 pandemic and the need for girls to adapt their behaviour both when they return to School or while learning from home.

This addendum follows the advice and guidelines provided by the DFE.

For the duration of the Covid-19 pandemic, the guidelines as set out in this Addendum will supersede those in the existing policies.

Remote Teaching

Girls should engage with all school activities fully while working at home: they are expected to attend pastoral and House sessions as well as all academic lessons and assemblies.

They should 'register' with their teacher promptly at the start of the lesson and communicate swiftly with staff should they encounter any difficulties. The expectations for submission of work remain unchanged. .

Girls should be appropriately dressed during video calls or lessons. They should be mindful of their location and not use the recording function in video calls or lessons.

In School

Girls should obey the current guidance on social distancing and behaviour, which will be made clear to them by their Form Tutor and Head of Year. This guidance might cover:

- Not coming to School if the girl, or any member of her household, displays symptoms of coronavirus
- Altered routines for arrival and departure
- Wearing face covering in corridors and common areas
- Instructions on whom they can socialise with, and what degree of social distancing would be appropriate, for example, between them and a member of staff.
- Instructions on hygiene, such as handwashing and sanitising
- Movement around School, for example: out of bounds areas, one-way routes, queues and maintaining social distancing from other bubbles and members of staff
- Expectations about sneezing, coughing, tissues and disposal ('catch it, bin it, kill it') as well as recommendation to avoid touching mouth, nose and eyes with hands
- Informing Wellbeing Centre staff immediately if they are experiencing symptoms of coronavirus
- Rules about not sharing any equipment or other items including lunch, drinking bottles
- Expectations about breaks, including where girls may or may not play or socialise
- Use of lavatories, including any limitations on numbers

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- Protective measures to be employed when using communal equipment.

Praise and Rewards

We recognise the importance of positive message and encouragement and will continue to praise and reward the girls for their work, achievements and contributions to the school awarding Merits, Commendations and Head's Commendations. Logging and monitoring will continue to take place via the Daily record and Girls' Overview Sheet.

Sanctions

The School continues to promote high standards of behaviour during this period, but recognises that social distancing between year group bubbles will impact the normal pattern of sanctions, particularly detentions. Lunchtime detentions, during which a range of girls from across year groups might have sat together, are rarely used at Tormead, but will not take place during the period of social distancing.

Detention marks will continue to be seen as flagging that there may be an underlying issue with which a girl may need support. Form Tutors and Heads of Year will monitor girls receiving sanctions or being flagged as causes for concern and discuss how best to take things forward. The action taken will involve subject teachers, use of support systems and discussion with parents; it will almost certainly also always involve discussion with the girl herself.

Sanctions issued will continue to be reasonable and proportionate to the misdemeanour and the girl. A girl should always be informed of the sanction being awarded. She may also be asked to write a letter of apology.

Detention Marks

- awarded for minor infringements including: lateness to a lesson; forgetting homework; lack of correct equipment; insufficient effort; uniform infringement; failure to sign in, failure to observe Covid precautions etc
- emailed via Daily Record and girl informed
- monitored via Girls' Overview Sheet
- three detention marks equate to a Detention Flag
- totals are zeroed each half term

Detention Flags (replace lunch time detention whilst social distancing measures are in place)

- awarded for accrual of three detention marks over a half term
- girl notified by Form Tutor; parents notified by PDF letter from Head of Year
- three detention flags equate to an after-school detention
- totals are zeroed at the end of each academic year.

After School Detention

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-awarded for accrual of 3 detention flags or issued for a serious lapse in behaviour including: rudeness, lying, plagiarism, infringement of the Girls' E-Safety and Acceptable Use of IT Policy etc.

Any after-school detention will be sat within the designated bubble's classroom. This will be supervised by a member of the senior team.

totals are zeroed at the end of each academic year.

Suspension & Exclusion

In case of serious or cumulative breaches of the Girls' Code of Conduct the Head may suspend externally (temporarily excluded from school), or permanently exclude a girl from school. These include possession or drinking of alcohol in school; theft; repeated misbehaviour which has already merited an after school detention, major breaches of the Girls' E-Safety and Acceptable Use of IT Policy, cases of bullying/ cyber-bullying, or any behaviour which seriously breaches Tormead's values.

Parent(s) will be informed in writing and a copy of this letter will be placed in the girl's file. The Sanctions Record will also be updated by the Assistant Head: Wellbeing.

At the discretion of the Head, a sanction (including suspension and exclusion) may be given for any behaviour, either inside or outside school, which, following fair and thorough investigation, is:

- deemed inappropriate or unacceptable;
- or brings any member of the school and/ or the school itself into disrepute.