



King's Academy Ringmer

King's Academy Ringmer Secondary Behaviour Policy Addendum September 2020

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1. Scope

This addendum applies until further notice.

It sets out changes and exceptions to our usual behaviour policy. Students, parents and staff should continue to follow our usual behaviour policy with respect to anything not covered in this addendum.

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

2. Expectations for students in school

2.1 Rules

When students are in school, we expect them to follow all of the rules set out below to keep themselves and the rest of the academy 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 their son's/ daughter's respective Key Stage Progress Leader, if they are concerned about any of these rules and their child's ability to be able to comply with them.

2020-21:

Year 7- Miss Hannah Williams- hannahwilliams@kingsacademies.uk

Years 8 & 9- Mrs Faye White- faye.stead@kingsacademies.uk

Years 10 & 11- Ms Angie Da Nobrega- angelina.danobrega@kingsacademies.uk

The expectation is that all students will comply with these rules. Some students may have a personal risk assessment written for them that will be shared with parents to set out the steps we will take to ensure the safety of that child and those around them.

Altered routines for arriving or leaving the school

- Students will arrive at school at no earlier than 08:15am
- Students must enter through the doors they are directed to
 - Yr 7- front double doors then to the canteen
 - Yrs 8&9- side pastoral doors, then right outside to enter the assembly hall
 - Yrs 10&11- into the front staff car park, then follow the building round to the right, enter the science corridor, then right towards the Steve Green Building
- Outside clothing must be removed before entering the school
- Students must wash their hands on arrival at school before going to their tutor base
- Students will depart in reverse of arrival.
- More detailed notes are clarified on the document '*September return to school information and guidance*'.

Hygiene, such as handwashing and sanitising

- Students will be expected to wash their hands before school, start of break, end of break, before lunch, after lunch, and before they leave school at the end of the day
- Students must use their allocated toilet blocks to do this
- Students may be requested to wash their hands at other points throughout the day, they must comply with this
- Students will be expected to clean their work stations at the end of the lesson and any equipment they have used using the cleaning materials we will provide them with.
- Sneezing, coughing, tissues and disposal ('catch it, bin it, kill it') and avoiding touching their mouth, nose and eyes with hands – students should not 'false' cough or sneeze towards others

Socialising

- Students will be able to socialise with students within year7 and the KS3 and KS4 bubbles

Moving around school

- Students will move around the school in a one way system:
 - Main building ground floor- enter via the Science double doors and right round to the humanities & LSU corridor
 - Main building 1st floor- enter via the G01 double doors and follow up the stairs
 - Wakely block- enter via the Wakely block end double doors, then up stairs for 1st floor or straight for ground floor
 - Clark Block- C01 and C02 via the outside doors
 - Drama studio- via the Clark block front double doors

- Steve Green Building- via the right hand side double doors, then up to the 1st floor or straight for the ground floor
- Steve Green Building front doors are restricted to staff use only
- Students will walk around the school in single file
- Students will move between lessons in silence

Sharing any school equipment

- Students must have a full set of personal equipment, including ear phones
- Students must clean any shared equipment they use such as chromebooks

2.2 Sanctions

Purposeful rule breaking of any of the above rules, will lead to sanctions being put in place in line with our current behaviour policy.

Where a student is consistently or actively not following the rules and expectations set and/or is consistently going against social distancing guidelines and therefore putting others at risk, parents/carers will be called and asked to collect their son or daughter from school immediately. This will be treated as a fixed term exclusion.

2.3 Attendance

The [latest government guidance](#) says attendance will be mandatory from September, therefore we will be reverting to our usual expectations around attendance.

2.4 Uniform

From September 2020, all students must wear the full uniform to school and follow the usual school rules on uniform, jewellery and hair styles as set out in our policy

3. Links with other policies

This policy links in conjunction with policy listed on the school's website:

<https://www.kgaringmer.uk/page/?title=Policies&pid=17>

Covid-19 update Nov 2020: wearing of face coverings

Addendum update: 11/11/20

In compliance with recent Government Covid-19 guidance and in order to maintain current safe practices, King's Academy Ringmer has updated the face covering protocol.

The main changes have been outlined below, please discuss these with your son or daughter and ensure they understand the changes and rules.

Students must wear fabric face coverings in ALL inside communal areas:

- Corridors
 - Stairwells
 - Reception
 - When not eating, (i.e. standing up) face coverings are to be worn in the Assembly Hall/ Canteen/ SGB Canteen
 - Face coverings should be made of a material that you find to be comfortable and breathable, such as cotton; ideally include at least two layers of fabric (the World Health Organisation recommends three depending on the fabric used)
 - **Scarves and bandannas are not acceptable**
- Exceptions:
 - When eating in the Assembly Hall/ Canteen/ SGB Canteen - students must be sitting at tables to eat at all times.
 - Classroom/ LRC/ PE changing rooms/ Toilets
 - Outside areas
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 - Students will be directed to wear a face covering :
 - 2x occasions of persistent refusal to wear a face covering will result in a consequence being set
 - Students who 1) have a medical note, 2) wearing a green lanyard 3) wrist band, will be exempt

We also need to remind students that when they are not wearing a face covering, it should be stowed away neatly in a pocket and not worn under the chin. This is extremely unhygienic.

Staff

- Office spaces: Front reception and related areas/ shared offices
 - Where possible staff need to:
 - Spend no longer than 15mins if other staff are present
 - If in close proximity (1.5m or closer), to wear a face covering where possible