



**Woodkirk Academy**  
&  
The Sixth Form @ Woodkirk Academy

**POSITIVE BEHAVIOUR  
AND  
DISCIPLINE  
POLICY**

**Addendum**

**Updated Behaviour guidance  
relating to the return to school  
following the**

**COVID-19 school closure**

**March 2021**

**This addendum applies from September 2020.**

**Further consideration will be given after that time.**

**It is expected that much of the Positive Behaviour and Discipline Policy will apply during this period of time.**

**Outlined below are some changes during the current restrictions.**

**This addendum will be reviewed weekly in line with the whole school risk assessment.**

## **1. AIM**

- 1.1. The aim of this update is to ensure that everyone knows and understands the ways in which we must change our behaviour to keep everyone safe from the risk of infection; to ensure that where behaviour is unsafe, we are able to change that behaviour quickly, effectively and fairly; to help us to understand that our first priority is teaching safe behaviour, and that different approaches may be appropriate when differentiating between inadvertent or forgetful unsafe behaviour and deliberately unsafe behaviour.
- 1.2. We recognise as a school that returning after such a long time at home presents a unique and challenging set of circumstances. We accept that students will take time to settle in and establish themselves in a routine and that it will feel strange for them to be back in school and in classrooms with their friends. Some students may feel anxious or nervous about their return to school and so pastoral care and support will be available on request.
- 1.3. There will be some additions and amendments to school rules for students to follow. These have been made to ensure the safety of students and staff and should be taken very seriously.

**School will still have the final say with regard to any disciplinary matters.**

## **2. OUR APPROACH**

- 2.1. At Woodkirk Academy, we recognise that following rules is a learnt skill which students need to be systematically taught and to revise frequently. To reduce the risk of spreading the COVID-19 and keep students and staff safe we are introducing some new rules. These are detailed below. The main aim of these rules is to reduce risk of spreading COVID-19, but we recognise that things can go wrong when students are learning new habits. Should this happen, staff will consider what risk has been posed, and whether any immediate mitigation needs to take place (e.g. washing of hands), before responding to the problem as an opportunity for further learning (e.g. by reminding and reinforcing the rules or by discussing the risks of that behaviour).
- 2.2. Where a student behaves in a deliberately unsafe way, the school will take this seriously. Again, the first course of action is to consider whether any immediate mitigation is necessary. The problem will still be approached as an opportunity for further learning but will also prompt urgent discussion with the student's parents. More serious breaches including deliberately coughing/spitting or by moving into someone else's class 'bubble' will result in a student being sent home immediately and will require follow up. If senior leaders believe it is necessary, an Individual Pupil Risk Assessment (IPRA) may be drawn up, or amended, with the student and family. A review of an IPRA will be undertaken for students who, based on evidence available prior to closure of schools, required physical intervention. Following a review of the risk assessment, the school may decide that students who present high risk should continue with home learning.

- 2.3. The school continues to have a range of disciplinary powers including exclusion (as set out in government guidance - <https://www.gov.uk/government/publications/covid-19-school-closures/guidance-for-schools-about-temporarily-closing#behaviour-and-exclusions>) and where it is deemed necessary for the safety of students and staff they will be used.
- 2.4. Behaviour that wilfully undermines the safety measures that the school has put in place, or risks the safety of students or staff, will not be tolerated. If incidents occur, then they will be treated as high level behavioural incidents and sanctioned accordingly. This may also include police action if the action is deemed unlawful.
- 2.5. Where it is deemed unsafe for the well-being of the student, their peers and/or staff, for a student to attend a setting, the Principal has the right to refuse admission to the school. In this instance, the student will be expected to return to home-schooling. This will be for a period of time decided by the school.

## 2.6. **Our general rules**

To keep one another safe we:

- 2.6.1. Observe any social distancing measures as guided by your school.
- 2.6.2. Use our own workstations and equipment and not touch or share the equipment of others.
- 2.6.3. To remain within our class bubble, and do not mix with people from other bubbles.
- 2.6.4. In classrooms, students must follow instructions from staff at all times - this is especially important with regard to seating instructions and entering and leaving classrooms.
- 2.6.5. Move around school using markings and directions and avoiding contact other people. Clearly follow any directions from staff.
- 2.6.6. Follow our strict hygiene instructions:
  - 2.6.6.1. never cough, sneeze or spit towards another person
  - 2.6.6.2. catch all coughs and sneezes in a tissue and throw it away (catch it, bin it, kill it), then wash our hands
  - 2.6.6.3. wash hands frequently (including whenever asked to), with soap and water for 20 seconds or with hand sanitiser if soap and water is not available.
- 2.7. Woodkirk Academy is proud to be an inclusive school that meets the needs of a range of students - this includes those with complex family backgrounds as well as those with a range of special educational needs. We understand that many students need help to manage and articulate their emotions and need additional support to conform to our behaviour expectations and we strive to support them to achieve those aims. However, we also recognise that all students and staff have a right to feel safe and secure in an atmosphere conducive to learning so this policy is designed to reflect the work we do, striving to ensure all our students can have the very best of starts in life. Our environment has needed to be radically altered to offer the safest operating procedures for students and staff which may not be those best designed for optimal learning or wellbeing but are in accordance with government guidance issued.

## 3. **ENTERING AND LEAVING THE SCHOOL SITE**

- 3.1. Students will be given clear instructions about start and finish times and how to access school. Please note that students must not arrive on site prior to their allocated time and at the end of the school day, there will be no facility for students to stay on site to wait for friends or transport.

- 3.2. To support students in using public transport, although we would advocate walking or cycling in preference to this, we will open their supervised classroom to them for up to 30 minutes prior to the lesson starting.
- 3.3. Where students cannot avoid using public transport a leave card may be sought from Mr Cook allowing them to access the 3pm (2pm Friday for Years 7-10) buses.
- 3.4. Where students are being dropped off or collected with a sibling, the school will make provision within school for students to wait. This again should be requested via the relevant Year Tutor who will inform the relevant teacher.

#### **4. SOCIAL DISTANCING**

We will follow the government guidance on Social Distancing in school. Where it is marked out in classrooms and around school it should be followed **without exception**. This applies during any social time. There should be **no physical contact** between students such as hugging or 'bumping'.

#### **5. UNIFORM**

- 5.1. Students will return to full uniform in September and there will be no change from the original policy.
- 5.2. Unless exempt, students will be required to wear a suitable face covering when moving around the school site and during lessons. All face coverings worn should be of a plain colour with no insignia, allegiance or elaborate design on it. The school reserves the right to challenge inappropriate face coverings and supply an alternative. Parents will be informed should this occur.

#### **6. TECHNOLOGICAL DEVICES (INCLUDING MOBILE PHONES)**

- 6.1. The existing policy on mobile phones and other devices remains the same. Students will not be allowed to bring mobile phones onto school site. Students will continue to have phones confiscated if they do not adhere to this rule. Parents will then be given a time to collect it as we manage visitors to site.
- 6.2. Smart watches will remain banned as they are not suitable for school.

#### **7. SCHOOL PLANNER**

Students will be issued with a planner as normal at the beginning of the school year. Students must ensure that they only handle their own planner and do not pass this to anybody else. If requested by any member of staff in a classroom, students will be expected to place this on the staff member's desk at the appropriate page when requested while observing social distancing rules.

#### **8. DETENTIONS**

Year group detentions will take place after school for 30 minutes.

Monday – Year 7

Tuesday – Year 8

Wednesday – Year 9

Thursday – Year 10

Friday – Year 11

Sanctions will still be applied for those who fail to attend without permission from a Year Tutor and additional detentions arranged at the discretion of the year team.

School retain the right to hold students back in detention on any day if necessary while observing year group bubbles. If the same day, contact will be made with a parent.

Any student late to school will be held in detention for 10 minutes on the same day.

## **9. PUPIL SUPPORT AREA**

The PSA will be back in operation and students will be referred there by the relevant pastoral staff when deemed appropriate.

## **10. EXTERNAL EXCLUSIONS**

External exclusions during the pandemic will remain in operation and the procedures in the school policy will still apply.

## **11. POWER TO SEARCH, USE OF REASONABLE FORCE AND CONFISCATION**

If we believe during the COVID 19 epidemic that a student is in possession of an offensive weapon or illegal substances etc, we have the power to search and will do so in line with our behaviour policy. Staff would ensure COVID-19 measures are still followed. Support from the police will be used, as required. This is likely to be PC Coates, our Safer Schools Officer, who will remain on site much of the time.

## **12. REASONABLE FORCE**

12.1. A number of staff on site are Team Teach trained in light of the need for physical intervention. This will only be considered in extreme circumstances if there is a serious threat to health and safety and a need to prevent a student causing serious harm to themselves or others. If an alternative method of control is possible, then this method will be used first. If physical contact is the only suitable method, then this is permitted during this period. Should it be deemed reasonable, proportionate and necessary to physically intervene during an incident, then members of staff have a duty of care to intervene. Where possible PPE will be worn.

12.2. Following consideration of risk and a discussion with the student and parents, a decision will be made by the Principal as to whether it is safe for the student to remain in school and any if any other support measures need to be put in place.

## **13. SUPPORT**

During their prolonged absence from school, students have suffered from significant changes to their learned routines, daily structure, social and behavioural norms. Students have potentially forgotten the habits and expectations which are intrinsic to the culture of the Academy. Leaders and Governors/Trustees are aware that Covid-19 has the potential to impact on the mental health of students and their family members; this in turn can affect a student's behaviour. Where appropriate, members of staff may enlist the support of counsellors or other external agencies, for example, to assess the needs of students who display continuous disruptive behaviour. Parents will be notified of any such referral.

## **14. REWARDS**

- 14.1. Staff will continue to nominate students for any exceptional work. This might be for resilience they have shown, the high quality of work they are producing each week, a particular piece of outstanding work or anything else that deserves a special mention. Staff may also choose to make direct contact with home to praise students.
- 14.2. In class, staff will continue to use merit stamps as these can be administered without touching planners and allowing for social distancing. Please follow instructions from the staff member.
- 14.3. The rewards policy will remain in operation although this is subject to change due to Covid-19 restrictions.

## **15. EXPECTATIONS AND BEHAVIOUR**

- 15.1. From September, much of the school policy applies as normal, other than the changes outlined in this addendum
- 15.2. In classrooms, consequences to manage inappropriate behaviour will remain as normal:
  - Verbal warning
  - Decredit
  - Second decredit and note in planner
  - School detention
  - On call
- 15.3. By attending Woodkirk Academy during the COVID –19 pandemic, you are agreeing to uphold and abide by this addendum to the Student Behaviour and Discipline policy. This policy sets out clear expectations for our students, staff and local community. It clarifies the sanctions that will be in place for any deviation from our high standards and expectations set during the COVID 19 pandemic.
- 15.4. We expect outstanding behaviour from every student in line with the COVID-19 guidance and social distancing measures implemented by the school where necessary.
- 15.5. The aim of this update is to ensure that everyone knows and understands the ways in which we must change our behaviour to keep everyone as safe as possible from the risk of infection.