

**COLCHESTER COUNTY HIGH SCHOOL FOR GIRLS**  
**A4 BEHAVIOUR, SANCTIONS & REWARDS POLICY**

<b>COMMITTEE</b>	Curriculum & Student Matters
<b>SLT RESPONSIBLE</b>	Dawn Frost Vice Principal
<b>REVIEW</b>	Every 2 years or earlier if there is new statutory guidance
<b>POLICY REVIEWED</b>	September 2021
<b>REVIEW DUE</b>	September 2023
<b>APPROVED BY THE GOVERNING BODY</b>	November 2021

## **COLCHESTER COUNTY HIGH SCHOOL FOR GIRLS**

### **BEHAVIOUR, SANCTIONS & REWARDS POLICY**

#### **1 STATEMENT OF PURPOSE**

The purpose of this policy is to ensure that all staff share clear expectations and communicate them to students so that good behaviour enables all students to learn in the most effective manner, through the consistent delivery of this policy.

This policy takes account of the School's legal duties of the Equality Act 2010 in respect of safeguarding and students with special educational needs and DfE guidance Behaviour & Discipline in Schools, Advice for Headteachers and school staff (January 2016). The policy also links to the following CCHSG and Alpha Trust Policies: A6 Exclusions Policy, AT2 Safeguarding & Child Protection Policy, A5 Anti-bullying Policy, A10 Disability & Accessibility Policy, A11 Equality Duty Policy, 40 Harmful Sexual Behaviour/Peer on Peer Abuse Policy, 44 e-Safety Policy, 48 Drugs & Alcohol Policy, AT4 Health and Safety Policy, CCHSG Covid-19 Student Code of Conduct, Searching and Screening Confiscation at School DfE (January 2018), Use of reasonable force – Advice for Headteachers, staff and governing bodies (July 2013).

#### **2 CODE OF CONDUCT**

- 2.1 The School expects that students are courteous to and considerate of all other members of the school community at all times. Students should behave in a positive and supportive manner both in school and off the school site including behaviour on activities arranged by the School, on the way to and from School, when wearing school uniform in a public place or in some other way identifiable as a student at the school (including in photographs on social media sites). Students are expected to follow the Code of Conduct circulated to parents each year and published in the Student Planner. (See Appendix I).
- 2.2 The Governors and Principal intend that the School rules and the sanctions provided in this policy shall also, in appropriate circumstances, be capable of regulating the conduct of students when they are away from School premises and outside of the jurisdiction of the School, for example during half term and the holidays. This will normally be where the conduct in question could have repercussions for the orderly running of the School, affects the welfare of a member or members of the School community or a member of the public, or brings the School into disrepute.

#### **3 REWARDS**

As a school we recognise that a key part of developing the potential of our young people is giving encouragement and praise. Praise is a key component of good teaching and good staff/student relationships. Staff at

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Colchester County High School for Girls are encouraged to actively look for opportunities to praise students both within and beyond lessons. Our system of rewards allows us to celebrate achievement, excellence and student contribution in all aspects of school life.

The School is committed to promoting and rewarding good behaviour and may do so in some of the following ways, although this list is not exclusive and is open to review by the student body and Student Voice Group, together with the school's Leadership Team:

a) Students in Y7 and Y8 earn merit stickers for effort or achievement in subject lessons. Students who have been particularly helpful may earn 'Helping Hands' merits.

Merit stickers are placed in the student planner.

On reaching 20 stickers a Bronze Merit Certificate is awarded

40 stickers a Silver Merit Certificate is awarded

80 stickers a Gold Merit Certificate is awarded

120 stickers a Platinum Merit Certificate is awarded.

b) In Year 9 students earn 'R' rewards which are traded in regularly for raffle tickets. Raffle draws are held in each form every half term for a range of rewards including stationary and vouchers. At the end of the year all the raffle tickets are entered into a draw for a substantial reward e.g. a Go Pro camera.

c) In order to recognise the progress of the students every half term in Y10 & 11 two students in each teaching group are selected by their teacher for a commendation letter. This nomination is not necessarily for achievement, but may be for outstanding effort, attitude, improvement or contribution to class activities.

d) After each timetable progress check students with the highest Attitude to Learning, i.e. gaining the majority of 1's for ATL, are sent a letter initially by their Form Tutor, if at the next progress check they are again one of the highest students then they receive a letter from their Year leader, and if a third time from a member of the Senior Leadership Team, to acknowledge their positive attitude to learning.

e) Certificates (or letters in Year 12/13) are awarded for 100% attendance.

f) Letters or school postcards are sent to students deserving of praise for specific activities on a regular basis. Competition certificates and awards are frequently distributed in assemblies. Celebration Assemblies are held regularly to highlight effort and achievements of both individuals and form groups.

### **Other/whole school rewards.**

- The Principal's Community Service Award
- Praise letter or postcard from the Principal or Senior Leadership Team

## 4 SANCTIONS

The School understands that the use of sanctions must be reasonable and proportionate to the circumstances of the case and that account must be taken of a range of individual student needs in determining the appropriate use of such sanctions, including the student's age, any special educational needs or disability and any religious requirements affecting the student. The School has the following range of disciplinary sanctions that may be implemented as appropriate (See Appendix II):

A verbal reprimand

Extra work or repeating unsatisfactory work until it meets the required standard

Loss of privileges

School based community service e.g. litter picking or removal of graffiti

Handing your mobile phone into reception each day

Being placed on report

Phone call/letter home to parent/carer

Detention (including during lunchtime, after school and at weekends)

Internal Inclusion; This may be from specific lessons, for whole days, and/or at lunchtime.

Exclusion. (See A6 Exclusions Policy)

- 4.1 Parents will be given at least 24 hours notice in writing of detentions outside of school hours. Parental consent is not required for detentions.
- 4.2 Where a behaviour incident occurs (e.g. bullying, social media misuse) an investigation will be conducted, including speaking to the student(s) involved. This may lead to further action following the School Behaviour, Sanctions and Rewards Policy and/or involvement of outside agencies.
- 4.3 In all cases of misconduct, including those outside of the School, the Principal will consider whether the police or the local authority's anti-social behaviour co-ordinator should be notified of the disciplinary action taken. The police will always be informed where the student's behaviour is criminal or poses a serious threat to a member of the school community or general public.
- 4.4 Where behavioural issues give cause to suggest that a child is suffering or is likely to suffer significant harm, the School's Safeguarding and Child Protection Procedures will be followed.
- 4.5 Behaviour concerns, incidents and sanctions will be recorded on the school information system.

## **5 EXCLUSIONS**

5.1 The School will follow government guidance on exclusions, unless there is a good reason to depart from it. The School aims to operate within the principles of fairness and natural justice.

The School's policy on exclusions applies to serious breaches of school discipline occurring inside and outside of the School as set out in clause .3452.2. Please see A6 Exclusions Policy, AT2 Safeguarding & Child Protection Policy, A5 Anti-bullying Policy, 40 Harmful Sexual Behaviour/Peer on Peer Abuse Policy, 44 e-Safety Policy, 48 Drugs & Alcohol Policy, AT4 Health and Safety Policy, CCHSG Covid-19 Student Code of Conduct, Searching and Screening Confiscation at School DfE (January 2018), Use of reasonable force – Advice for Headteachers, staff and governing bodies (July 2013).

5.2 Exclusions can take the form of:

- Fixed term exclusions;
- Permanent exclusions;
- Exclusion for part of the school day or week;
- Lunchtime exclusions

5.3 The following exclusions will be reviewed by the governing body:

- All permanent exclusions;
- Fixed term exclusions that would result in a student being excluded for more than fifteen school days in any one term;
- Fixed term exclusions that would result in a student missing a public examination.

## **6 MALICIOUS ALLEGATIONS AGAINST STAFF**

Where a student makes an accusation against a member of staff and the accusation is shown to have been deliberately invented or malicious, the Principal will consider whether to take disciplinary action in accordance with this policy.

Where such an allegation is made, appropriate support will be provided to the member(s) of staff affected.

## 7 USE OF REASONABLE FORCE

Any use of force by staff will be reasonable, proportionate and lawful. Reasonable force will be used in accordance with the DfE guidance *Use of reasonable force: advice for head teachers, staff and governing bodies* (July 2013) and only when immediately necessary and for the minimum time necessary to prevent a student from doing or continuing to do any of the following:

- committing a criminal offence
- injuring themselves or others
- causing damage to property, including their own
- to maintain good order and discipline in the classroom or elsewhere

Where restraint is used by staff, this is recorded in writing and the student's parents will be informed about serious incidents involving the use of force. Force is never used as a form of punishment.

## 8 SEARCHING STUDENTS & CONFISCATION OF INAPPROPRIATE ITEMS

### 8.1 Informed consent

School staff may search a student with their consent for any item which is banned by the School rules. If a member of staff suspects that a student has a banned item in their possession, they can instruct the student to turn out their pockets or bag. If the student refuses, an appropriate sanction will be applied in accordance with this policy.

### 8.2 Searches without consent

In relation to prohibited items, as defined below, the Principal, and staff authorised by the Principal, may search a student or a student's possessions without their consent where they have reasonable grounds for suspecting that a student has a prohibited item in their possession.

**Prohibited items:** Includes, but not exclusively : knives or other items fashioned into a weapon (Including razor blades, Stanley knife blades, pencil sharpener blades or other sharp objects), alcohol, illegal drugs, tobacco, cigarettes, lighters, fireworks, pornographic images, laser pens, stolen items and any other items as defined as such from time to time. This includes any article that has been or is likely to be used to commit an offence, cause personal injury to the student or others, or damage to a property.

If staff believe a student is in possession of a prohibited item above they may search:

- Outer clothing including hats, scarves, gloves, boots, blazer and kilt pockets
- School property, e.g. lockers or desks
- Personal property e.g. bag or pencil case

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If the student refuses, the teacher can apply an appropriate punishment as set out in the school's Behaviour Sanctions and Rewards policy.

- 8.3 Searches will be conducted in such a manner as to minimise embarrassment or distress. Any search of a student or their possessions should be carried out in the presence of the student and another member of staff. All such searches will be conducted by members of staff of the same sex as the student being searched. Parents/carers will be notified of any searches out of courtesy.
- 8.4 Where the Principal, or staff authorised by the Principal, find anything which they have reasonable grounds for suspecting is a prohibited item, they may seize, retain and dispose of that item as appropriate in accordance with the DfE guidance *Screening, searching and confiscation (January 2018)*. School staff may also seize any item, however found, which they believe consider harmful or detrimental to school discipline. Parents/carers will be notified immediately.
- 8.5 **Confiscated items**  
Weapons, knives and child pornography will always be handed over to the police, otherwise it is for the School to decide if and when to return a prohibited confiscated item. In some cases the item may be handed over directly to parents/carers.
- 8.6 **Banned items**  
Where a banned item under the school rules has been found, staff should take into account all relevant circumstances and use their professional judgement when deciding whether to return, retain or dispose of the item.
- 8.7 **Electronic Devices**  
Where staff conducting a search find an electronic device they may examine any data or files on the device if they think there is reason to do so. If inappropriate material is found on the device this may be deleted, or retained e.g. for passing on to police.

Further information and advice can be found in *DfE guidance: Searching, Screening & Confiscation at School (January 2018)*.

## 9 PARENTS & CARERS

9.1 Parents and carers must insist that their child contributes positively towards the learning environment by:

- supporting the School Code of Conduct and disciplinary procedures.
- encouraging their child to be kind to other people, treating others with respect, including when online or using social media platforms. They should take responsibility for their own behaviour and being aware of the effect their actions and behaviour can have on others.
- ensuring their child attends school regularly, arriving on time, in correct uniform and equipped for the school day.

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- making time to listen to their child and be positive about their achievements, however small, and providing a quiet area for doing homework and encouraging effective use of leisure time.
- informing the school of any changes in home circumstances that could affect their child's welfare, emotional health and wellbeing or their ability to undertake school work

Experience shows that parents/carers are generally our best supporters in all matters. Regular and effective communication between home and school is the best way of ensuring high standards, good behaviour and continued progress.

## 10 EVALUATION & MONITORING BEHAVIOUR

10.1 The School will evaluate and monitor performance by examining school information on behaviour, including records of detentions and exclusions.

## 11 POLICY LINKS

This Policy also links to:

- AT2 Safeguarding & Child Protection Policy
- AT4 Health and Safety Policy
- A3 Safeguarding & Child Protection Policy
- A5 Anti-bullying Policy
- A6 Exclusion Policy
- A9 SEND Policy
- A10 Disability & Accessibility Policy
- A11 Equality Duty Policy
- 40 Harmful Sexual Behaviour/Peer on Peer Abuse Policy
- 44 E-Safety Policy
- 48 Drugs & Alcohol Policy

CCHSG Student Code of Conduct, including the Covid-19 Addendum

Searching and Screening Confiscation at School DfE (January 2018)

Use of reasonable force – Advice for Headteachers, staff and governing bodies (July 2013).

DfE guidance Behaviour & Discipline in Schools, Advice for Headteachers and school staff (January 2016)

## 12 REVIEW

This policy will be reviewed at least every 2 years or earlier if there are changes to statutory guidelines.



## Student Code of Conduct

**Students at Colchester County High School for Girls are expected to be courteous to and considerate of all other members of the school community at all times.**

1. You are punctual for registration, all lessons and appointments. If you are late you should apologise to the members of staff concerned and give a reason.
2. You go to lessons with all the equipment and books you need. When your teacher talks to the whole class, you are silent and concentrate. If the class is asked a question, you put up your hand to answer and do not call out. You work sensibly within your class and do not distract or annoy others. A request or instruction from a teacher should be carried out at once and without argument.
3. You make careful notes of any homework set in your student planner and hand your work in on time.
4. You move around the school in a controlled and considerate manner **keeping to the LEFT on two-way corridors and stairs and/or following signed directions**. You help by opening doors and standing back to let people pass.
5. You come into the Assembly Hall in silence. You listen respectfully to the Assembly. You also leave the Assembly Hall in silence, row by row as dismissed. You take your turn to assist with chairs after Assembly.
6. You keep the school clean and tidy by placing all litter in bins and keeping walls and furniture unmarked. You do not bring chewing gum to school. You look after books and equipment.
7. Appropriate behaviour is expected at all times. You act as appropriate ambassadors for the school when on any school activity or when wearing school uniform, including to and from school.

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8. You follow the school dress code as outlined in the student planner for your year group. If you are in Years 7 – 11, you wear correct uniform, in the correct manner, at all times and with pride. A letter will be sent home to the parents of students who persistently flout the uniform rules, and sanctions will be applied according to the School Behaviour Policy.
  
9. Smoking is strictly forbidden on school premises. Cigarettes, matches, lighters and e-cigarettes are not allowed in school and if found will be confiscated and parents informed. You may not smoke when off school premises if you are still in uniform or otherwise associated with the school.
  
10. Possession of, use or abuse of alcohol, illegal substances, pornographic material, sharp items or offensive weapons on school premises is strictly forbidden and could lead to exclusion from school. Aerosols should not be brought to school, for safety reasons.
  
11. You keep your mobile phone switched off during the school day. **All emergency calls must go through Reception during the school day.** If you use your phone in school it will be confiscated until the end of the day when you may collect it from the school office. Parents will be contacted if phones have to be confiscated more than twice. **Your mobile phone and any other valuables are brought into school at your own risk.** You take responsibility for your own possessions by keeping them in a locked locker.
  
12. You follow the ICT Acceptable Use Policy & Home/School Agreement (copies available from the School Office).
  
13. You follow the Form Room Behaviour Protocols. You ask permission before entering a classroom if a member of staff is there. You are not allowed to play music in your form rooms at break and lunchtime or use your mobile telephone in school.
  
14. You are always respectful and polite towards any other member of the school community.

## **DISCIPLINARY & DETENTION PROCEDURES**

When behaviour is unsatisfactory the following procedures apply.

1. In lessons, the first point of reference is the Subject Teacher followed by the Head of Department, then the Form Tutor and, if necessary, the Pastoral Team or the Senior Leadership Team. Around the school the first point of reference for misbehaviour is the Form Tutor. All behaviour issues must be recorded on the SIMS system detailing the **concern** and **action** already taken.
2. Students may be kept in at break or lunch time at the discretion of individual staff and the time will be used for constructive work. The member of staff concerned is responsible for supervising students in detention.
3. Students may be given community service tasks in detention or be placed in lunchtime inclusion for poor behaviour which has an impact on the school community or breaks school rules.
4. Students may be put on report at the discretion of the Head of Department or Pastoral Team. Parents must be informed about the intention to put a student on report.
5. A student may be placed in detention after school from 15.45-16.45, or in extreme cases at the weekend (time and day to be determined depending on circumstances). A letter will be sent home in advance stating the reason for the detention. Parents are responsible for their daughter's safe transport home after the detention. Depending on the reason for the detention the time will be used for constructive work or community service tasks.
6. The Senior Leadership Team may place students in detention or lunchtime inclusion for serious or persistent unsatisfactory behaviour.
7. Where there has been a serious incident or breach of the Student Code of Conduct a fixed term exclusion or in extreme cases a permanent exclusion may be sanctioned by the Headteacher.

**APPENDIX III****Behaviour Policy Summary Guidance - All incidents must be recorded on SIMS**

<b>Level</b>	<b>Behaviour (not an exclusive list)</b>	<b>Consequence</b>	<b>Intervention</b>
1 (Subject Teacher/ Form Tutor)	Low level disruption e.g. talking 1 <sup>st</sup> late homework Late to lesson Uniform 1 <sup>st</sup> offence	Informal discussion with subject teacher/Form Tutor Verbal reprimand	Students made aware of code of conduct Informal monitoring
2 (Head of Subject/ Form Tutor/ Year Leader)	Persistent low level disruption Persistent late homework/missing work Poor lunchtime behaviour  Frequent lateness (e.g.2 in a week, 3 in a half term) Uniform (persistent infringement)	Detention Involvement of Head of Subject Parental contact Inform Tutor/Year Leader  Detention at break or lunchtime Contact parents (F/T) Detention	On report to Head of Subject/Form Tutor Parental Involvement Monitoring of Homework Diary
3 (Head of Subject/ Year Leader/ SLT)	Continued disruption Deadlines missed Bullying Persistent lateness  Persistent breach of uniform rules  Poor lunchtime behaviour	After school detention Internal Inclusion  Contact Parents /Internal inclusion/ sent home (Y12 & 13)  Internal lunchtime exclusion	On report to Year Leader/Deputy Head Parental involvement Possible referral to outside agencies  Uniform report  Parental involvement
4 (SLT)	Serious incidents/breaches of Code of Conduct	Fixed Term Exclusion Permanent Exclusion possible.	On report to Senior Leadership Team Parental involvement Possible referral to outside agencies

## APPENDIX IV

Behaviour sanctions have three main purposes, namely to:

- impress on the perpetrator that what they have done is unacceptable;
- deter them from repeating that behaviour;
- signal to other students that the behaviour is unacceptable and deter them from doing the same.

Sanctions should not be used where low-level interventions (such as giving a non-verbal reprimand or reminding a student of a rule) are all that is needed. Staff should also consider when it might be more appropriate to encourage students to reflect on the harmful effects of their misbehaviour, through producing a written account of the problem or through individual or group discussions aimed at repairing relationships for example, rather than impose a sanction.

Sanctions are more likely to promote positive behaviour if students see them as fair. Staff should follow these guidelines when giving sanctions:

- make clear they are dealing with the behaviour, rather than stigmatising the person;
- avoid early escalation to severe sanctions, reserving them for the most serious or persistent misbehaviour;
- avoid sanctions becoming cumulative and automatic (sanctions should always take account of individual needs, age and understanding);
- avoid, where possible, whole group sanctions that punish the innocent as well as the guilty;
- wherever possible, use sanctions that are a logical consequence of the student's inappropriate behaviour;
- use sanctions to help the student and others to learn from mistakes and recognise how they can improve their behaviour and when appropriate put right harm caused;
- use sanctions in a calm and controlled manner;
- ensure that sanctions are seen as reasonable and consistent (students should know that a sanction, when mentioned, will be used);
- attempt to link the concept of sanctions to the concept of choice, so that students see the connection between their own behaviour and its impact on themselves and others, and so increasingly take responsibility for their own behaviour.

### Confiscation

Property may be confiscated from a student if it is:

- An item which poses a threat to others or is a prohibited item;

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- An item which poses a threat to good order for learning;
- An item which is against school uniform rules;
- An item which poses a health or safety threat;
- An item which is banned or counter to the ethos of the school.

Any member of staff acting in a supervisory role has the authority to confiscate.

If a student refuses to hand the item over, the matter should be referred to a member of the Senior Leadership Team. A member of staff should not attempt to remove the item forcibly.

Items which have been confiscated should be handed in to the office for safe keeping and can be collected by the student at the end of the nearest half term or a parent can collect it at any time during normal school hours. If a mobile telephone is confiscated, it must be returned at the end of the same school day. If a mobile phone is confiscated a third time then parents will be contacted to collect the phone. Students may be requested to hand in their mobile phone at Reception each day or not bring it into school.

#### Poor conduct by students off site

Student behaviour off site should be as good or better than in school, and similarly, school behaviour sanctions will apply.

Staff on school trips should endeavour

- to maintain good order on transport, educational visits or other placements such as work experience or college courses;
- to secure behaviour which does not threaten the health or safety of students, staff or members of the public;
- to provide reasonable protection to individual staff from harmful conduct by students at the school when not on the school site.

Staff should contact the SLT on call during a visit if they are unsure how to respond to student misbehaviour during a school visit.

#### SEND/Equality & Accessibility

All staff should be made aware of reasonable adjustments being made because of:

- 'adjustment duty' re disability: The reasonable adjustment duty in the disability discrimination legislation requires schools to think ahead, anticipate the barriers that disabled students may face and remove or minimise them before a disabled student is placed at a substantial disadvantage;
- cultural and religious differences;
- the need to treat students differently is sometimes fair and necessary.

Addendum to the Behaviour, Rewards and Sanctions Policy in light of the Covid-19 outbreak.

During this period, there will be a number of new rules and routines that students will be expected to follow. The CCHSG Covid-19 Student Code of Conduct (see Appendix VI) outlines information about these new procedures.

This Code of Conduct is in addition to the school rules and behaviour expectations and will remain in place for the length of time that the additional measures are required due to the Covid -19 crisis.

**All students need to follow instructions from any member of staff without question or where indicated by signage around the school. Any student not complying with the Code of Conduct or endangering others cannot remain at school. The school will apply strict sanctions up to and including a fixed-term exclusion to any students who wilfully refuse to adhere to arrangements of social distancing and/or deliberately put any member of the school community at risk. This will be explained to students on their return and reminded through the class conduct.**

### **CCHSG Covid-19 Student Code of Conduct & Procedures September 2021**

We are asking all students to read and follow these procedures so that they contribute to the safety and protection of the whole school community.

This Code of Conduct is in addition to the school rules and behaviour expectations and will remain in place for the length of time that the additional measures are required due to the Covid19 pandemic.

**All students need to follow instructions from any member of staff without question or where indicated by signage around the school. Any student not complying with the Code of Conduct or endangering others cannot remain at school and will be sent home and/or sanctioned according to the CCHSG Behaviour, Sanctions and Rewards Policy.**

#### **Social Distancing**

- Maintain a social distance whenever possible when moving around the school, whether this be inside or outside - in the corridors, classrooms, at break, at lunch, before school and at the end of school.
- Students may wear a face mask if they wish, and this is encouraged when moving around inside the school in communal areas such as corridors and the dining hall queue, and in any situation where social distancing is more difficult to maintain. Disposable face masks are available from Reception and a bin for disposable face masks is situated by the staff car park.
- Follow the one way system in the main school building and M Block, **at all times** even when going to the toilet.
- Follow all Covid-19 related signs and posters (e.g. yellow one way arrows)
- Y7-11 use allocated outside year group areas before school, at break time and at lunchtime
- Sit where indicated by teaching staff in classrooms and sit in the same allocated seat for each lesson in that subject
- Go straight to registration if arriving late but by 09.00 and ask to be marked in with the time. After 09.00 go to Reception to register.
- Hot lunch- only go to lunch at the allocated time, following the one-way system to access the Dining Hall.
- Follow instructions when queuing for pre-ordered paninis and sandwiches at the outside servery
- In the event of an emergency evacuation, evacuate the building quickly, safely, and in silence, using the nearest exit (no need to follow the one way system). Go to the allocated form fire line and wait in silence for registration.

#### **Hygiene**

- Wash hands regularly during the day with soap for at least 20 seconds, including after visiting the toilet, and before and after eating. Outside sink areas have been provided for hand washing e.g. on arrival at school
- Bring own hand sanitiser or use the sanitiser provided by the school outside the toilet entrances and in classrooms; use before and after eating food and at other times during the day including when you enter a different classroom.
- Try to avoid touching face, especially eyes, nose and mouth



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- Bring own tissues. Ensure that if tissues are used e.g. after sneezing or blowing nose, they are put in the bin and hand wash/sanitise immediately. If no tissues available, cough or sneeze into an elbow or shoulder, followed by hand washing/sanitising
- Bring own reusable water bottle, and if using the water stations to refill, sanitise afterwards
- Avoid handshakes, high fives and fist bumps.

## Personal Responsibility

- Do not come in to school if having coronavirus symptoms or feel unwell at home
- Alert staff immediately if feeling unwell in school for any reason or experiencing coronavirus symptoms:
  - High temperature
  - New continuous cough
  - Loss or change of sense of smell or tasteStudents with Covid19 symptoms will be isolated and parents contacted to collect their child and book a Covid-19 PCR test
- If identified as a close contact, follow NHS Test and Trace instructions regarding testing and self-isolation
- If participating in school provided lateral flow testing, take the test twice weekly and report the results via TestRegister
- Bring student planner and own whiteboard pen and all necessary own equipment to lessons; avoid sharing any personal equipment
- If bringing a mobile phone to school, this should be on silent as soon as the school site is entered. Students in Y7-9 should place their phone in a locked locker during the school day. Sixth Form students only may use their mobile phone as a learning resource e.g. to access to electronic text books with permission from a member of staff when required. Sixth Form students are permitted to use their mobile phone in the Sixth Form Base Areas only
- Follow the Student IT Acceptable Use Agreement

## School Uniform

- Follow the School Uniform or Sixth Form Dress Code
- A base layer is recommended on colder days, as classroom windows will be open for ventilation
- Suitable warm/waterproof outerwear is recommended as students will be outside at break and lunchtime except in extreme weather conditions
- Wear the coloured year group badge or Sixth Form lanyard every day

## Travel to and from school

- A face covering is recommended for all travel on public transport including school buses
- On school buses sit with other students from CCHSG and with those in the year group if possible
- Where possible and practical walk or cycle to school, and consider being dropped off further away from school if travelling by car

Any student needing emotional wellbeing support should see their Form Tutor or Year Leader. Students can also request to see the School Nurse via their Year Leader.