



RAINFORD HIGH

PART OF RAINFORD ACADEMIES TRUST

Rainford High **Behaviour for Learning Policy**

Everyone Matters

We expect our community to be polite and respectful

Everyone Helps

We expect our community to make sensible choices

Everyone Succeeds

We expect our community to work hard

Policy Owner	Assistant Principal for Behaviour
Scope of the Policy	This policy applies to all of the school community
Last reviewed by trustees	September 2020
Next review due	September 2021
Summary of key changes	<ul style="list-style-type: none">• Including section on detentions and everyone matters centre• Including COVID-19 temporary addition to the Policy for during the pandemic• Update to the confiscation section• Included links to the managing allegations peer to peer policy

Purpose of Policy

This policy aims to:

- Make expectations clear and to continue to improve standards of behaviour to enable everyone to learn
- Defines our school ethos and expectations
- Provide examples of unacceptable behaviours
- Give details on consequences and praise/rewards
- Explain the rights and responsibilities of stake holders
- Provides details on actions that be taken by school to tackle unacceptable behaviour
- Explain how students are supported

Key Requirements/ Legal Duties

This policy responds to the requirements of the DFE Behaviour and Discipline in Schools Advice to Headteachers and School Staff 2016, the Education Act 2011, the Education and Inspections Act 2006 and Independent Schools Standards Regulations 2010. This includes the requirement that all schools, academies and free schools must have a behaviour policy, which must be available to all parents and prospective parents.

The School acknowledges its legal duties under the Equality Act 2010 and in respect of students with SEN.

The policy is based on advice from the Department for Education (DfE) on:

- 1) Seizing, screening and confiscation at school
- 2) The Equality Act 2010
- 3) Use of reasonable force in schools
- 4) Supporting pupils with medical conditions at school

In addition, the policy is based on:

- Section 175 of the [Education Act 2002](#), which outlines a school's duty to safeguard and promote the welfare of its pupils
- Sections 88-94 of the [Education and Inspections Act 2006](#), which require schools to regulate pupils' behaviour and publish a behaviour policy and written statement of behaviour principles, and give schools the authority to confiscate pupils' property

Introduction

Rainford High endeavours to provide a safe learning environment in which students can feel and be safe, enjoy and achieve. The School recognises the inter-relationship between providing high quality teaching and learning opportunities and a stimulating learning environment on promoting positive learning behaviours and good order. The school's behaviour management strategy emphasises positive strategies and a range of interventions

in order that the school environment is one of cooperation, respect and shared responsibility. Behaviour is never somebody else's responsibility, it is everyone's responsibility.

To achieve these outcomes, teachers and other School staff will be supported so that they are skilled at managing and improving student's behaviour. The Principal and Senior leadership team will help to create a culture of respect by reinforcing and making explicit the desired standards of behaviour and by supporting their staff's authority to discipline anti-social and disruptive behaviours, and the students who exhibit such behaviours, and ensuring that this happens consistently across the School.

Principles of our Behaviour Policy

At Rainford High we strive to provide a broad, challenging and inclusive education for life, in a secure and happy environment where all members of the community feel valued and respected and where effective teaching and learning is able to take place. To achieve the above, good behaviour in all aspects of School life is necessary.

We aim for:

- Every pupil understands they have the right to feel safe, valued and respected, and learn free from the disruption of others
- All pupils, staff and visitors are free from any form of discrimination
- Staff and volunteers set an excellent example to pupils at all times
- Rewards, sanctions and reasonable force are used consistently by staff, in line with the behaviour policy and safe touch policy
- The behaviour policy is understood by pupils, staff, parents and trustees
- Students are educated in our school ethos
- Exclusions to used rarely and only as a last resort
- Pupils to be supported to take responsibility for their actions
- Positive relationships to be fostered with families through working collaboratively to manage behaviour incidents
- Develop relationships between staff and pupils based on being **polite and respectful**
- a safe and positive learning environment for all where **everyone succeeds**

School Ethos

Rainford High has the school ethos:

Everyone Matters

Everyone Helps

Everyone Succeeds

School Expectations

Within our school ethos, we have three key school rules that sit above all rules in the school.

They are linked directly to the school ethos strands.

Everyone Matters

We expect our community to be polite and respectful

Everyone Helps

We expect our community to make sensible choices

Everyone Succeeds

We expect our community to work hard

When staff challenge students they are expected to refer back to the school ethos and expectations.

Types of Behaviour

Examples of misbehaviour are:

- 1) Disruption in lessons, in corridors between lessons, and at break, lunch, before or after school
- 2) Non-competition of classwork or homework
- 3) Poor attitude
- 4) Incorrect uniform or standards
- 5) Lesson lateness

Examples of serious misbehaviour are:

- 1) Persistent disruption
- 2) Lesson truancy
- 3) Repeat breaches of school rules
- 4) Any form of bullying
- 5) Sexual assault or harassment, which is any unwanted sexual behaviour, pain, fear or intimidation
- 6) Sending inappropriate images to other students
- 7) Vandalism

- 8) Theft
- 9) Fighting
- 10) Provoking a fight
- 11) Smoking
- 12) Racist, sexist, homophobic or discriminatory behaviour
- 13) Possession of any prohibited items, such as:
 - Knives or other weapons
 - Alcohol
 - Illegal drugs
 - Stolen items
 - Tobacco and cigarette papers
 - Fireworks

 - Pornographic images
 - Any article a staff member reasonably suspects has been, or is likely to be, used to commit an offence, or to cause personal injury to, or damage to the property of, any person (including the pupil)

The trustees' board also emphasises that violence or threatening behaviour will not be tolerated in any circumstances.

This list is not exhaustive. It is to be used as examples.

To achieve our aims staff at Rainford High will:

- Place the emphasis on learning and teaching
- Recognise, praise and reward appropriate behaviour
- Ensure early intervention
- Ensure students follow the School expectations during lessons, on corridors and in free time.
- Take responsibility for behaviour initially – seeking support/advice when required
- Ensure sanctions are in proportion to the nature of the incident and the circumstances/needs of the student
- Work in partnership with parents and carers
- Provide a safe, welcoming environment
- Provide training and support to staff
- Educate students on the school ethos and expectations
- Work with external agencies to support students, where appropriate

Positive reinforcement and rewards.

The School recognises the power of making explicit the desired standards of behaviour for learning and of positively reinforcing high standards of learning and co-operative behaviours. This has both the impact of teaching and reinforcing expected behaviours and has a motivational role in helping students to realise that good behaviour is valued. Recognising and rewarding positive attitudes and learning behaviours are central to the promotion of good behaviour and good order.

This policy supports the development of the school ethos of Everyone Matters, Everyone Helps and Everyone Succeeds.

The following should underpin all of our interactions with students and each other:

- Respect each other.
- Listen to each other.
- Treat everyone as an individual.
- De-escalate incidents and seek to reconcile.

Our success is tested not by the absence of challenges but in the way we address them. The School uses a range of rewards and positive reinforcement strategies. Examples of these include:

- Praise
- Written comment on work/in book/in planner
- Stickers
- League of Effort points
- Certificates
- Weekly award
- Mention in Assemblies
- Motivational rewards/prizes
- Special awards at Achievement Assemblies
- Rewards Trip
- Phone calls / letters / e-postcards home
- E-postcards

Rewards and Prom Trip Criteria (this is general criteria and addition criteria can be added each year):

- No more than 30 audits
- League of Effort score of less than 2
- No persistent absence
- No exclusions

Note: If any of the trip criteria is broken, then students who are ineligible will be reviewed at the trip review panel for a final decision. This would be used to review if a student has demonstrated significant improvement to warrant the removal from the trip to be overturned.

By these means the School seeks to motivate students, create a positive learning environment, raise student self-esteem, and provide systems which can be used by all staff to contribute to raised levels of achievement

Uniform, behaviour around the building and out of lessons

Students are expected to behave in a manner that respects themselves and others. This applies to use of language, to the way in which they act and behave and to the manner in which they respond, all of which should demonstrate courtesy and consideration. This includes towards fellow students and staff.

Positive behaviours include setting high standards by wearing correct uniform and moving in a manner that is orderly and respects the health and safety of others. Expectations on uniform and orderly conduct are reinforced in assemblies and by focused drives. The School reserves the right to correct inappropriate or incorrect items of uniform by making contact with parents or by sending older secondary students home with notice to change.

Behaviour in lessons

All students are expected to display behaviours, which show a respect for their own learning and the learning of others. This includes arriving for lessons on time and equipped for learning. In class, they are required to demonstrate positive learning attitudes and to allow others to learn free from disruption. In line with the School's belief in positive reinforcement, students who display positive learning behaviours should receive praise and recognition. Adverse behaviours, and students displaying adverse behaviours, will be corrected in line with the School's range of disciplinary sanctions. Additional to the types of behaviours which place a student at risk of exclusion, poor learning behaviours include a lack of effort, a lack of work, failing to complete homework, off task behaviours which interrupt the learning of others and demonstrating challenge or a lack of co-operation.

In lessons, students and staff follow the below warning system:

Lesson Behaviour for Learning Score	Behaviour for learning issue	Result
0 = Excellent	No warnings issued	E-postcard for going above and beyond
1 = Excellent	No warnings issued	Merit
2 = Good	One Warning issued for behaviour for learning issue	Verbal Warning
3 = Requires Improvement	Second Warning issued for behaviour for learning issue	Verbal Warning/Reprimand
4 = Unacceptable	Third Warning issue for behaviour for learning issue	Sent to another classroom to complete work (known as being buddied) with an ASD issued.
Any issues after this point will result in being taken to the Everyone Matters Centre		

These scores form the league of effort value.

Disciplinary sanctions

Dependent on student age, the nature of the offence and the severity of the behaviour, the School will use a range of strategies to correct student behaviour. The range of sanctions will include:

- Telling off/verbal reprimand and correction
- Restorative justice
- School community service
- Short length detention
- Longer length detention
- Completing the missed or poor quality work
- Loss of break times

- Removal from the lesson to work under supervision elsewhere
- Use of off-site intervention provision
- Being placed on report
- Setting improvement targets
- Behavioural contract
- Internal Exclusion
- In line with the School's Exclusion Policy, use of external exclusion
- Placement in the Everyone Matters Centre for Reflect-Resolve-Restore
- Trustees disciplinary panel
- Restoration assemblies, where students apologise to the school community for actions that have led to disruption to the community or have brought the school into disrepute.

This list is not intended to be exhaustive but serves as illustration of sanctions used.

Detentions

- Detentions operate on a 'next day' after school detention system. If a student receives an after school detention, they will be required to stay until 4pm on the next school day.
- Parents/Carers will receive a text message that evening informing them of the detention.
- If a student fails to turn up for the after school detention, it will be escalated to an extended Senior Leadership Team detention on the following day until 4:30pm.
- If a student is persistently missing detentions then parents will be contacted and the student will be internally excluded into the Everyone Matters Centre, which finishes at 4:30pm each evening. The student support team will contact you regarding how they can support your child in improving their behaviour for learning.

The times outside normal school hours when detention can be given include:

- Any school day where the student does not have permission to be absent;
- Non-teaching days such as training/inset days or non-contact days

Please note that the way a child travels to and from school is a parent/carer responsibility and we expect students to complete after school detentions regardless of the location of home and transport arrangements.

We usually inform parents the evening before about a detention that needs to be served the next day, but we reserve the right to keep a student after school without notice if necessary, in line with DFE guidance. We will always endeavour to contact parents before keeping a detention.

Everyone Matters Centre

Your child may be placed in the Everyone Matters Centre (EMC) following an incident or concern.

The EMC is used to support a student in reflecting on an incident, resolving an incident and carrying out appropriate restorative work. During a placement in the EMC, a student will complete a reflect-resolve-restore document and complete a reflective meeting with the EMC manager to review what has led to the placement and how they can move forward. They will then complete school work. The student may, if appropriate, complete appropriate education work around an incident to enable a greater understanding of the consequences of their actions.

Students are placed in the EMC if:

- 1) they have behaved in a way where school deems that a placement in the EMC is suitable to try and prevent further incidents
- 2) they have missed an extended after-school detention
- 3) it is part of their reintegration, following a fixed-term exclusion
- 4) it is part of a phased admission to Rainford following a managed transfer to us
- 5) They are being investigated for an incident and they have been placed in there whilst the investigation is ongoing to enable a prompt and effective investigation

Parents will be informed of a student being placed in the EMC, ideally before the placement begins, but when incidents occur during the school day it may not be possible to inform a parent first. If a student is placed in EMC, they will be placed on a detention in the centre until 4:30p.m. Unless otherwise agreed. Parents will be called by the EMC manager or a member of pastoral staff.

Students who are referred to the EMC repeatedly will be reviewed for further support. If improvements are not seen, then other intervention or sanctions are considered, including an Individual Behaviour Plan (IBP) or Pastoral Support Plan (PSP).

Monitoring, support and intervention

Through the pastoral and guidance systems, the School has staff whose role it is to support student welfare and well-being. This includes helping to make explicit, the School's expectations, to reinforce positive learning attitudes, to apply disciplinary sanctions and to monitor behaviours, which give rise to concern.

The school accepts that for a wide variety of reasons some students require additional support in order to learn and display positive learning behaviours. For these students the School will draw on a range of support interventions in order to support and re-track behaviours. Strategies include consideration of curriculum need, additional learning support, and identification of Special Educational Need, additional internal provision, placement on a behaviour or pastoral support programme and use of external expertise and short-term placements. Identification of need and progress will be monitored via the SEN team and Learning Leaders, and the involvement of parents.

We will encourage parents to engage with multi-agency support where concerns continue to enable agencies to support to break down any barriers.

Exclusion

While the School will take all reasonable steps to meet individual need and help individuals to improve, the School will not tolerate behaviours which do not show due regard for the well-being or learning of others, or where in spite of support and intervention there is minimal or no improvement.

In line with the School's exclusion policy, exclusions whether fixed-term or permanent may be used in response to any of the following, all of which are examples of unacceptable conduct and breach the Behaviour for Learning Policy:

- Physical assault against a student
- Physical assault against an adult
- Verbal abuse/threatening behaviour against student
- Verbal abuse/threatening behaviour against an adult
- Bullying
- Racist abuse
- Sexual misconduct
- Drug and alcohol related
- Damage
- Theft
- Persistent disruptive behaviour
- Weapons related
- Posing a health and safety threat
- Abuse against sexual orientation and gender identity
- Abuse relating to disability
- Inappropriate use of social media or online technology
- Wilful and repeated transgression of protective measures to protect public health

Also in line with the exclusion policy, the School will not tolerate persistent and defiant behaviours over time where sanctions and interventions have failed to bring about positive improvement. In these circumstances, a student's behaviour would be deemed to be seriously harming the education and welfare of the student or others in the School, thus placing the student at high risk of permanent exclusion.

For further detail on the circumstances in which the School will either use a fixed term or permanently exclude a student, refer to the Exclusions Policy

Bullying

Every child has the right to be free from bullying.

Bullying is defined as the repetitive, intentional harming of one person or group by another person or group, where the relationship involves an imbalance of power.

Bullying is, therefore:

- Deliberately hurtful
- Repeated, often over a period of time
- Difficult to defend against

Bullying can include:

Type of bullying	Examples of this type of bullying
Emotional	Being unfriendly, excluding, tormenting
Physical	Hitting, kicking, pushing, taking another's belongings, any use of violence
Racial	Racial taunts, graffiti, gestures
Sexual	Explicit sexual remarks, display of sexual material, sexual gestures, unwanted physical attention, comments about sexual reputation or performance, or inappropriate touching
Direct or indirect verbal	Name-calling, sarcasm, spreading rumours, teasing
Cyber-bullying	Bullying that takes place online, such as through social networking sites, messaging apps or gaming sites

The School recognises that for students to feel and be safe, they need to be supported and protected from the impact of bullying. The School also acknowledges its duties and responsibilities under the DFE Preventing and Tackling Bullying 2013, the 2006 Education and Inspections Act, The Equality Act 2010 and the Children Act 1989. These place a duty on all schools and academies to have measures to encourage good behaviour and prevent all forms of bullying amongst pupils.

The School participates in the annual Anti-Bullying Week, incorporating strategies and materials into the PSHCRE programme. In respect of anti-bullying the School seeks to:

- Actively involve & inform parents
- Take any concerns seriously and resolve the issue in a way that protects the child
- Respond in line with a range of strategies including restorative justice while taking appropriate disciplinary sanctions
- Enable students to understand the part they can play to prevent bullying, including when they find themselves as bystanders.
- Make it easy for students to report bullying with the confidence of being listened to and incidents acted on. This includes in and out of school concerns school, including cyber bullying.
- Update policy & practice including new technologies, for instance updating 'acceptable use' policies for computers
- We promote tolerance, understanding and challenge prejudice through the PSHRCE programmes
- Work with the wider community such as the police and children's services where bullying is particularly serious or persistent and where a criminal offence may have been committed.
- We support our LGBT+ community to 'be yourself' under our school ethos and we will not tolerate any bullying behaviour or use of derogatory language towards students from our LGBT+ community. See the anti-bullying policy for further information. We run support groups and provide LGBT+ students with support being themselves.

The broader element of ensuring that students are able to understand and respond to risk are covered by the School's safeguarding practices and through the PSHRCE programmes.

Behaviour outside the School

Students who breach the School's Behaviour for Learning Policy whilst on School business, such as trips and journeys, sports fixtures or a work-experience placement, will be dealt with in the same manner as if the incident had taken place at the School.

For incidents that take place outside the School and not on School business, this policy will still have effect if there is a clear link between that behaviour and maintaining good behaviour and discipline among the student body as a whole. This includes behaviour in the immediate vicinity of the School or on a journey to and from the School. Other relevant factors include whether the student is wearing school uniform or is in some other way identifiable as a student at the school and whether the behaviours could adversely affect the reputation of the school.

For acts of aggression or which threaten the health and safety of others, the School reserves the right to involve the police. Equally, if the School considers that the behaviour might be linked to a young person suffering, or being likely to suffer harm or significant harm then safeguarding procedures may be applied.

Investigating Behaviour Concerns

When investigating behaviour concerns, we may carry out the below actions as appropriate:

- 1) View CCTV
- 2) Ask students/staff to write down what they saw, known as taking the **voice of the child**
- 3) Ask students/staff questions
- 4) Look at any physical evidence, such as mobile phone messages, etc.
- 5) Speak to parents

If your child has special educational needs that effect their communication, then we will ask a member of the special needs department to support this process.

If the issue we are investigating is of a criminal nature, then we will take advice from the Police before continuing our internal investigations. See the 'Managing Allegations Peer to Peer Safeguarding' policy, for further information.

We may place your child in the Everyone Matters Centre for a period of time, during the investigation, to enable us to carry out a prompt and effective investigation. As part of the procedures of the Everyone Matters Centre, your child's phone will be given to the manager until they leave the centre. This is not a punishment and it will be the minimum amount of time necessary.

We will keep you informed of the investigation.

Screening and searching students

The School acknowledges its duties and responsibilities under the Education Acts of 1996 and 2011, Education and Inspections Act 2006 and Health and Safety at Work 1974 in respect of screening and searching students.

As a result, School staff may search students' clothing, bags or lockers without consent for any banned item we believe could cause harm. This process will be governed by internal procedures and will only be undertaken by designated staff, which are the pastoral team and senior leadership team.

As above, the school may give due regard to police involvement or initiating safeguarding processes.

Confiscation Procedure

Items confiscated by staff will be kept safe until their return to students. Staff must take reasonable steps to keep items safe. High value items such as mobile phones should be taken to the school office placed in an envelope and placed in the school safe until collected by student or parent dependent on the situation. This is in line with Section 94 of the Education Act 2006.

In section 14 of the Searching, screen and confiscation guidance January 2018 from the Department of Education is states that 'where a member of staff finds an item which is banned under the school rules, they should take into account all relevant circumstances and use their professional judgement to decide whether to return it to its owner, retain it or dispose.

We will always dispose of the below:

- 1) Cigarettes
- 2) Alcohol
- 3) E-cigarettes
- 4) Chewing gum
- 5) Food that is being consumed within a lesson
- 6) Sweets/chocolate that have been brought in with the intention to be sold
- 7) Lucozade or any form of energy drink

This list is not exhaustive but represents a list of items that are more commonly confiscated in secondary schools.

Please note that if drugs are found, then the Police will be informed and the drugs will be handed to the Police. This applies for any other illegal items, such as knives/weapons.

Please be aware that if your child is found to be selling sweets/drinks/food in school then they will be sanctioned robustly for this, including loss of social time for a period of time. Their items will be confiscated disposed of and any proceeds will be confiscated pending a meeting with parents to discuss this matter.

The use of reasonable force

The School acknowledges its duties and responsibilities under the 2006 Education and Inspections Act in which all school staff members have a legal power to use reasonable force to prevent students committing a criminal offence, injuring themselves or others, or damaging property and to maintain good order and discipline amongst students.

It should be noted that staff cannot be directed or required to intervene but will be supported where reasonable force is deemed appropriate. This process is one which requires appropriate training. Please see the safe touch policy.

Malicious accusations against school staff

The School recognises that there may be occasions when a student needs to raise issues about the actions of a member of staff, which are justified. We have procedures for dealing with these concerns. However, where the allegation is clearly one of malicious intent or fabrication, the School will give due regard to the most appropriate disciplinary sanction to be

taken, which may include temporary or permanent exclusion, as well as referral to the police if there are grounds for believing a criminal offence may have been committed.

The School will also take seriously inappropriate use of technologies including mobile and social networking sites, which target members of staff.

Active Involvement of Parents

The School believes strongly in the power of working in close co-operation with parents and of the rights and desirability of parents being actively involved in the education of their child. The School will therefore seek to involve parents/carers actively on behaviour for learning issues. Approaches will include:

- Phone calls
- Meetings
- Early involvement
- Letters
- Supporting students on reports
- Home school agreement
- Request to attend re-integration meetings
- Student Planners which allow for two way communication
- Invitations to agency meetings
- Follow up & routine communication

Parents/carers are welcome to approach the School for informal or formal discussions about their child's education.

Covid-19 Addendum

Rainford Student Expectations

Everyone Matters

We expect our community to be polite and respectful

This means sanitise, social distance and support the school systems

Everyone Helps

We expect our community to make sensible choices

This means follow the systems to help everyone stay safe

Everyone Succeeds

We expect our community to work hard

This means support the school systems to keep our community safe and COVID free

Keep everyone safe

Please see the below student expectations. If you fail to adhere to one or more of these expectations, then you will be issued a sanction, such as a detention. Persistent failure to meet expectations will result in more severe consequences.

Student Expectations

- Students must not come to school if they showing symptoms of COVID-19. Parents must inform students on the first morning of absence and they must arrange a COVID-19 test.
- Travel to school either on the bus or ideally walk or cycle. School is open from 8:30am onwards. Remember to be on time. You must not come into school before 8:30am unless you have a pass.
- When you arrive at school, go immediately to form and sanitise your hands. Do not wait around for your friends and do not hang around school site. It is important that you go straight to form. On the first day, our new Year 7 students will be asked to go into assembly on arrival.
- Ensure you attend school in full school uniform punctually and with the correct equipment (Pen, pencil, ruler, scientific calculator, red pen, mini wipe board and pen). You must not borrow equipment off friends. Speak to your tutor if you do not have correct equipment. Remember standards detentions apply (at break time instead of lunchtime). Students will not receive detentions for the first week for missing mini wipe boards, but the standards detentions will apply from the 14th September onwards for this.
- You must move calmly around site and follow staff instructions.

- When you enter a classroom, you need to sanitise your hands and then sanitise your desk. Different teachers may have different seating plans.
- You must not share equipment in lessons. You can borrow equipment off your teacher but always ask permission so your teacher can track where the equipment is for cleaning.
- In lessons, you need to stay seated at all times unless the teachers gives you permission to move around
- If you are allowed to go to the toilet, then you need to go to the closest toilets to your classroom and ensure your wash your hands following the 20 seconds guidance.
- You must always follow staff instructions at all times.
- You must not make physical contact with your teacher or other members of your class. Always maintain a safe distance where possible.
- At break and lunch, you will have allocated time slots and you must always adhere to these timings. If you have a standards detention, then this will take place at break time in an allocated room. Failure to attend will result in an after school detention.
- You must follow good respiratory hygiene, you must always catch it, kill it.
- At the end of the day, you must go to your school bus. It is important that you use the same bus every day. You cannot change between buses. You must queue up for your bus and go to the queue immediately. Your parents will have been asked which bus you will be allocated to, so a register will be taken for each bus. If you aren't on the register then you will be asked to leave.
- You must stay in your seat on the school bus. The same expectations of school apply on the school bus. Behaviour on the school bus is being monitored. If you behave in an unsafe manner then you will be banned from the buses for a defined amount of time along with further sanctions is appropriate.
- You do not use your school mobile or any device between 8:45 and 3:15. Hear it, see it, use it, lose it applies. If you phone is confiscated then you will be able to sanitise your hands and your device upon collection. You must hand your device over by placing it on a desk/table for the staff member to pick up.
- You must clean your hands on arrival to school, at break time, lunch time and at the end of the day. You need to sanitise your hands when you change rooms or change seats. If hand sanitiser is giving you a negative reaction, then please speak to a member of pastoral staff and remember to moisturise your hands.
- During PE lessons, you will need to sanitise your changing area on arrival and on exit.
- If you are worried about anyone's welfare or safety, then please contact school either by calling reception and asking for a safeguarding officer or email safeguarding@rainford.org.uk or email j.kenyon@rainford.org.uk or use SHARP via our school website.

Please be aware that there is currently no need for students to wear facemasks on school site.

Serious behaviours that will receive a severe sanction

- If you spit, sneeze or cough in someone's face deliberately
- Fighting of any type
- Truancy from lessons
- Smoking
- Failure to follow staff instructions
- Misuse of hand sanitiser or cleaning chemicals

Please be aware that standards detentions, after school detentions, the Everyone Matters Centre and catch-up club are in operation with appropriate measures in place as detailed below

- Standards Detentions – Bubbled by year group
- After School Detentions – Socially distanced
- Everyone Matters Centre – Panel walls separating students
- Catch-up Club – Socially distanced

All rooms are ventilated by windows being open and doors, along with students sanitising on entry. Please see the risk assessment for further information on measures being taken in school.

Covid-19 Remote Learning

During absences, Rainford will be engaging students in remote learning. This may include video lessons or tutorial conference calls or watching recorded tutorial videos from staff. Therefore, we have set clear rules around these activities to protect students and staff whilst we are working through this difficult period of time.

We expect students to:

- Be polite and respectful at all times on any video conference calls.
- Make sensible choices
- Adhere to this behaviour policy, such as ensuring no bullying, no discrimination, no inappropriate language, no disruptive behaviour etc.
- Students are to ensure they are behaving positively in the conference call sessions so that everyone can learn
- Students must not misuse any videos or images of staff in anyway. If they do this then parents will be informed and consequences will be issued either at the time of when the student arrives back at school. They will also be suspended from online lessons until the issue is resolved
- Students must complete the work set
- Students must ensure they are dressed appropriately for the session and are in an appropriate place in the house

Students who break these rules deliberately and/or repeatedly will be sanctioned in line with this behaviour policy.

Rainford Parent Expectations

Everyone Matters

We expect our community to be polite and respectful: *This means sanitise, social distance and support the school systems*

Everyone Helps

We expect our community to make sensible choices: *This means follow the systems to help everyone stay safe*

Everyone Succeeds

We expect our community to work hard: *This means support the school systems to keep our community safe and COVID free*

Keep everyone safe

In order to support Rainford in keeping everyone safe and our community COVID-19 free, we have written some guidance/expectations from us to parents. We have written expectations of staff, students and parents so that everyone knows how to support our community. This document also includes key information on attendance. This is not an exhaustive list but highlights key areas we would like your support in.

Parent Expectations

- Parents do not send students into school if they are showing symptoms of COVID-19 or if a member of the household is showing symptoms. Parents must inform school of this on the first morning of absence. Parents please see the below attendance information.
- Parents need to follow the standard national [Guidance for parents and carers](#) on the kind of symptoms to look out for that might be due to Coronavirus (COVID-19).
- Only one parent can accompany a student to school
- Parents only attend for a pre-arranged meetings, any urgent messages need to be given by phone ideally
- Parents cannot gather at entrance gates or doors
- Parents cannot enter site without permission apart from entering reception. Please be advised you may be asked to stand outside if social distancing cannot be met in reception.
- Parents will support school with the student expectations
- Parents will maintain social distancing with staff, students and other parents, with the exception of people from their own household
- Parents will sanitise on arrival to school if entering site
- Parents will discuss the student expectations with students and discuss any concerns with school
- We are not requiring parents to wear face masks but social distancing must be adhered to in all meetings when on site
- Home visits will be conducted as normal to support attendance and safeguarding. The team visiting do have access to PPE on parental request
- Parents to continue to communicate with school as part of the triangle of support, whereby students, school and home work together to support your child

- If students are absent from school, we expect parents to encourage students to access their remote learning and inform school if there are issues
- Parents to support the policies of the school, in particular the behaviour, attendance and safeguarding policies
- Parents to ensure students arrive at school punctually, in full uniform and equipped for their day
- If students have dry, skin because of sanitiser then please support your student with providing them with moisturiser. They will be able to wash their hands at the start of the day, break time, lunchtime and the end of the day. Speak to school if this is an issue.
- Parents to engage with COVID-19 educational resources sent out to promote a greater understanding of COVID-19
- If you are worried about a child's welfare or safety, then please contact school either by calling reception and asking for a safeguarding officer or email safeguarding@rainford.org.uk or email j.kenyon@rainford.org.uk or use SHARP via our school website

Attendance Guidance

Please find attached the rules around attendance. This is going to be an addendum in our attendance policy, which will be uploaded onto our website at the start of the term.

Please adhere to these instructions. If the government change these rules, then we will update you as soon as possible.

The purpose of these rules is to enable everyone to keep our community safe and manage your child's attendance appropriately given the exceptional circumstances of COVID-19.

Attendance Policy Addendum – Covid-19

This addendum has been written to provide clarity around attendance. This is part of our school policy. The above policy still applies from September 2020, but this explains the COVID-19 aspect of attendance.

The DFE have said:

From the start of the autumn term 2020 pupil attendance will be mandatory and the usual rules on attendance will apply, including:

- *parents' duty to ensure that their child of compulsory school age attends regularly at the school where the child is a registered pupil*
- *schools' responsibilities to record attendance and follow up absence*
- *the ability to issue sanctions, including fixed penalty notices, in line with local authorities' codes of conduct*

As a school, we will support families in ensuring children are back in school as it is essential students return. We will provide support on a case-by-case basis and we ask that parents communicate with school.

We understand that this is a challenging time, but the DFE are clear that students need to come to school and we must work together to support your children. We do expect your children in school and we will continue with our communication strategies of phone calls, letters and home visits as we would normally.

What happens if my child develops COVID-19 symptoms?

It is important that you communicate with school.

If your child develops symptoms of Covid-19 **in school**, then they will be **sent home as soon as possible** and you will need to **arrange a test**. Your child's attendance will not reduce until after the test result is received due to the exceptional circumstances.

If your child develops symptoms of Covid-19 **at home**, then **DO NOT** send them into school. **Notify school** of this no later than on the morning of their first day or absence and **arrange a test**. Your child's attendance will not reduce until after the test result is received due to the exceptional circumstances.

School will be in touch regularly to monitor the situation.

Negative result:

If your child's test is **negative**, then they can return to school as soon as possible. We do not require any evidence of this result. If your child remains off school due to being ill, then this will be marked as an absence due to illness.

Positive result:

If your child's test result is **positive**, then they will be marked as absent due to illness (an authorised absence) until they are better. They must self-isolate for 10 days from the start of the symptoms. After this time if the only symptoms your child has are a cough and loss of taste/smell, they can return to school as these symptoms can continue for several weeks.

If your child has any siblings, then they will need to self-isolate for 14 days, even if they themselves do not have symptoms. If other people in the household later develop the symptoms, then everyone will need to self-isolate for a further 14 days from the onset of these symptoms. If your child then develops the symptoms, then they will need to self-isolate for a at least 10 days from the onset of the symptoms or until they are better (remember cough and loss of taste/smell may last for several weeks and they can return after 10 days if these are the only remaining symptoms)

During your child's absence, they will have access to remote learning immediately.

What happens if someone in my household develops symptoms?

If a family member develops symptoms in your household, then they must **arrange to take a test** and your **child must stay off school**. Your child's attendance will not reduce until after the test result is received.

You must notify school and school will be in touch regularly to monitor the situation.

Negative result:

If the test result is **negative**, then your child needs to return to school the next day.

Positive result:

If the test result is **positive**, then your child must self-isolate for 14 days. Their attendance will not be reduced by this absence due to the exceptional circumstances. If other people in your household develop symptoms during this time, then your child will need to self-isolate for a further 14 days from the onset of the symptoms.

If your child then develops symptoms of Covid-19 and they test positive, then they will need to self-isolate for a further 10 days at the earliest or until they are better (remember cough and loss of taste/smell may last for several weeks and they can return after 10 days if these are the only remaining symptoms).

What happens if my child or someone in the household tests positive for a Covid-19 test but does not have symptoms?

Your child:

If your child is not experiencing symptoms but have tested positive for Covid-19 then your child must self-isolate for at least 10 days starting from the day the test was taken. If your child then develops symptoms during this isolation period, then they must restart the 10-day isolation from the day they developed symptoms. The absences will be authorised but we may ask for evidence of the test result if we have had previous concerns with your child's attendance.

Others in the household:

If someone in the household tests positive for Covid-19 but they are not showing symptoms, then your child must self-isolate for the 14-day period, starting on the day the test was taken. If your child then starts displaying symptoms, then they must self-isolate for a further 10 days at least, regardless of what day they were on in the 14-day isolation, from when their symptoms appeared.

Shielding

Shielding paused on the 1st August and now only the clinically extremely vulnerable are needed to shield on the instruction of their Doctor or Paediatrician. Please can you contact school if your child fits into this category and inform us of the instructions of your child's Doctor/Paediatrician so we can support.

If there any other reasons why you feel your child needs to shield, then please contact j.kenyon@rainford.org.uk and d.taylor@rainford.org.uk to discuss this further.

Catch-up Club

If your child is absent due to Covid-19, then they will be completing remote learning during the absence and therefore catch-up will not be needed unless they have not complete their remote learning.

All unauthorised absences or absences due to holidays will result in catch-up club. See the attendance policy for further information

If you have any queries please contact Mr Kenyon or Mr Taylor using the emails below.

Support:

We want to help families with the return to school. As a result, we will be in regular contact with families and we take a multi-agency approach to achieving positive outcomes for every child.

Please do not hesitate to contact school with any concerns.

If you have any queries about your child's attendance, then please contact:

Mr Kenyon - Assistant Principal – j.kenyon@rainford.org.uk

Mr Taylor – Attendance Manager – d.taylor@rainford.org.uk

Keeping mentally and physically well

This has been a challenging time and we understand that it is difficult to self-isolate. If your child has to self-isolate then it is important that they engage with their remote learning, try to exercise in the home and speak to friends and family to stay mentally and physically as well as they can.

Students can access emotional support through school via emails and phone calls and they can contact online support via www.kooth.com.

If you require further support on how to support your child during this time, then please contact your child's pastoral leader using the below email address.

Year 7 – a.moore@rainford.org.uk

Year 8 – a.mccartney@rainford.org.uk

Year 9 – l.sheedy@rainford.org.uk

Year 10/12 – m.pendlebury@rainford.org.uk

Year 11/13 – h.moreton@rainford.org.uk

Monitoring, Evaluation and Review

The Assistant Principal (Behaviour) will monitor the implementation and effectiveness of this policy, review it annually with data on exclusions and other consequences such as detentions and report to the Trustees. The policy will be promoted and implemented throughout the School.

Related Policies

Anti-bullying Policy

Drugs and substance Misuse Policy

Exclusion Policy

Restraint Policy

Search Policy

Safe touch policy

Child protection and safeguarding policy

Equality and diversity policy

Managing allegations peer to peer safeguarding policy