



DITCHAM PARK SCHOOL

Where every child is known and valued

Behaviour Rewards and Sanctions Policy Covid-19 Addendum

Compiled by	Headmaster
Approved by	SLT
Date of Publication	1st September 2020
Next Review	November 2020



Behaviour Rewards and Sanctions Policy

1. Scope

This addendum applies until further notice and applies to the whole school including the EYFS.

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

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

2. Expectations for pupils in school

2.1 New Rules and the “Safety First” Approach

When pupils are in school, we expect them to follow all the rules set out below to keep themselves and the rest of the school community safe.

All pupils are expected to adhere to the rules and expectations relating to our “Safety First” approach in order to reduce the risk of catching or transmitting the coronavirus.

Pupils will be expected to:

- a) To remain in their year group ‘bubble’ and not socialise or fraternise with pupils in other year groups, in order to reduce the risk of catching or transmitting the coronavirus.
- b) To use hand sanitisers when entering and leaving all classrooms and other communal areas, including toilets.
- c) To follow the school’s one-way system.
- d) To maintain appropriate distancing when moving through school and when queuing.
- e) To practise safe hygiene behaviours – coughing and sneezing into tissues and disposing of those in lidded bins, following the “Catch It, Bin It, Kill It” guidelines.
- f) To comply with instructions and requests from teachers and all other school staff to maintain appropriate social distancing in the classroom and around the school site, in order to reduce the risk of catching or transmitting the coronavirus.
- g) Not to share any school equipment or frequently used item such as pencils or pens, in line with Government guidance.
- h) If aged 11 and over, pupils are required to wear face coverings when on school transport (including the Home-School bus service) at all times, and in school when moving around the site in between lessons. The face covering should be appropriate in style and not display any inappropriate images or slogans. Pupils who do wear a face covering with an inappropriate image or slogan will be required to remove their face covering and replace it with a temporary face covering provided by the school. Parents are asked to provide their children with appropriate face coverings together with a bag in which to keep them clean and safe during the school day. Guidance for the use of face coverings at Ditcham Park School follows:



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GUIDANCE FOR THE USE OF FACE-COVERINGS AT DITCHAM PARK SCHOOL

- We will ask all pupils aged 11 and over to wear a face covering into school in the morning and again at the end of the school day when there is a likelihood of increased numbers of pupils clustered around entrances and exits. This is optional for younger pupils.
- During the school day, we require pupils in Seniors to wear a face covering when moving around the school from class to class. Pupils will not wear face coverings in lessons, however. Wearing a face covering will be optional for younger pupils.
- Pupils aged 11 and over who use school transport to and from school must always wear a face covering on the school bus. Younger pupils can wear a face covering if they wish to do so.
- If a child has a health problem which means he/she should not wear a face covering, we ask parents to let us know

- i) To tell a teacher or another member of school staff if they feel unwell during the school day.
- j) To behave in a polite and socially acceptable way. Spitting at another pupil, for example is not acceptable behaviour and will incur a reprimand and quite likely a sanction.
- k) To arrive in school promptly, via their assigned entrance, and move swiftly to Period 1 classrooms.

Staff will be familiar with these rules and expectations and will make sure they are followed consistently.

Parents should also read the rules and ensure that their children follow the new procedures that have been put in place. Parents should contact the Head of Seniors (mark.philips@ditchampark.com) or Head of Juniors (helen.parrot@ditchampark.com) if they think their child might not be able to comply with some or all of the rules, so we can consider alternative arrangements with them and support them to integrate back into school life.

2.2 Rewards and sanctions for following rules

To help encourage pupils to follow the above rules, we will:

Provide regular verbal praise and reward children in line with our Behaviour, Rewards and Sanctions Policy: these rewards will include House points, Merit badges, Merits and Headmaster Awards.

If pupils fail to follow these rules however, we will deal with incidents in line with our Behaviour, Rewards and Sanctions Policy. If we feel that children are purposefully breaking these rules.

Junior School Sanctions	Senior School Sanctions
Behaviour Sanctions	Detention: Subject/HOD/ Form Tutor
Minus Marks	SLT Detention and letter home
To be put 'On Report'	To be put 'On Report'
Internal exclusion	Internal exclusion
Suspension	Suspension
Exclusion	Exclusion



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2.3 Changed rules

Until further notice, we will alter the following school rules:

- a) Expectations for attendance – the [latest government guidance](#) says attendance will be mandatory from September. The School will therefore revert to its normal expectations for attendance. Registers will be taken at the start of the morning and afternoon and parents are expected to contact the school in advance if their child will be absent due to illness, following the prescribed procedures detailed in the Parent Handbook supplement (Autumn 2020-21).
- b) If parents would like to remove their child from school temporarily for a non-medical reason, then permission must be sought from the Headmaster in advance.
- c) Expectations for uniform – from September 2020, all pupils must wear uniform to school. Form 5 Girls have the option of wearing school-approved trousers.
- d) On days when a pupil is taking part in sport (Games/PE/Activities) they should attend in appropriate school-issue sports kit, including tracksuit bottoms and jacket or top. The PE Dept. will advise pupils of appropriate kit for each week.
- e) PE kit should be clearly named on the exterior of each item of clothing.

3. Expectations for pupils at home

3.1 Remote learning rules

If pupils are not in school, we expect them to follow all the rules set out below.

Pupils will be expected to:

Be contactable during timetabled lesson times and especially when they have a live lesson to attend online. We understand that pupils may not always be in front of a device for the entirety of their lesson, but they are expected to 'check in' during this time.

- a) Complete and submit work to the deadline set by teachers.
- b) Seek help if they need it, from teachers or teaching assistants.
- c) Alert teachers if they're not able to complete work.
- d) Use proper online conduct, such as using appropriate language in messages, being appropriately dressed when attending live lessons. Online learning should take place in a suitable environment.
- e) Parents are reminded that if they have any concerns, they should contact their child's class teacher or form tutor in the first instance, as detailed in the Parent Handbook supplement (Autumn 2020-21).

Parents should read the rules and expectations relating to ***Pupil Agreement for Remote Learning from Home*** and ensure their children follow them. Parents should contact the Head of Seniors (mark.philips@ditchampark.com) or Head of Juniors (helen.parrott@ditchampark.com) if they think their child might not be able to comply with some or all of the rules, so we can consider alternative arrangements with them and support them with their learning.



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Pupils in Seniors must sign and adhere to the *Pupil Agreement for Remote Learning from Home*.

3.2 Dealing with problems

If there are any problems with pupils adhering to rules around remote learning, including if they don't engage with the remote learning set for them, we will contact parents to discuss how best we can support their child for the duration of their home learning. In the unlikely event a pupil does not adhere to our rules and expectations relating to working from home and working on-line we may:

- a) Remotely lock a pupil's Chromebook.
- b) Remove their access rights to the school network for a fixed term.

Behaviour concerns linked to Online Bullying or other areas of digital safety will be dealt with in accordance with our anti-bullying and Child Protection policies.

4. Monitoring arrangements

We will review this policy as guidance from the local authority or Department for Education is updated, and as a minimum at the start of each half term by the School's Senior Leadership Team (first review 1st November 2020).

5. Links with other policies

This policy links to the following policies and procedures:

- Acceptable Computer Use Policy
- Anti-Bullying Policy
- Exclusions Policy
- Safeguarding Policy
- Complaints Policy
- Smoking, Alcohol and Drug Misuse Policy
- Sex and Relationships Education Policy

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