Behaviour Management Policy COVID-19 Addendum
Hayes School

Approved by: Kelly Owen (Assistant Principal) & Stephen Whittle (Principal)  
Date: 1st June 2020

Last reviewed on: 22nd May 2020
Next review due by: 1st July 2020
1. Introduction

At Hayes School the safety and well-being of our children and young people is our number one priority. We believe that all children should be kept from harm and protected. All students should continue to adhere to the principles outlined in the school’s Behaviour Management Policy whether in school or at home completing remote learning.

2. Remote learning (working from home) and behaviour

In particular, students should be mindful of the following:

1. Students should be respectful and kind to all members of our school and wider community.
2. Students should be safe, responsible and courteous at all times. Therefore, when interacting with other students and staff online, students should always be kind and respectful to each other and respectful and obedient to staff, remembering at all times that that staff are not ‘friends’ with, or peers to, students.
3. Students should never attempt to contact staff via social media or make comments about staff on social media platforms. Any inappropriate comments to staff online, via email, Satchel (Show My Homework) or any other platform will be taken very seriously and could result in a referral to the police. This is also the case of any online bullying towards other students or peer-on-peer abuse that is disclosed to the school during this time.
When students are communicating with staff and peers, for example during Microsoft Teams discussions, they should be aware of the following:

- Students’ behaviour and comments should be exemplary, reflecting how they would behave in a lesson in school.
- Students should address teachers and refer to peers as they would do in a classroom setting.
- If any student behaves inappropriately in what they say or write, they are likely to be referred to the E-Safety Officer (Mr Loomes) and banned from any future online discussions/activities.

3. Learning and behaviour in school

Students attending face-to-face support sessions in school and those attending our in-school provision during this time should adhere to the School Behaviour Management Policy, following “The Hayes Way.” Any changes to normal routines, systems and expectations will be explained clearly to students.

In particular, students should be mindful of the following:

1) Students should be careful and considerate, respectful and kind to all and follow instructions at all times from those in authority
2) Students should be polite and friendly to peers and adults alike by following the school rules
3) Students should be safe, responsible and courteous at all times, to all members of the school community

In addition, students and staff should:

Respect the revised day to day expectations of the class bubbles and the wider school:

- Students should adhere to the revised rules and expectations for entering and exiting the school site
- Students should stay in their own rooms unless directed otherwise
- Students should only interact with others in their own class or population throughout the school day
- Students should only use their designated entrances and exits to the school building
- Students should obey social distancing rules at all time, in and out of class
- Students should follow the hygiene rules, including washing hands when asked to throughout the school day
- Be aware of, and follow, expected self-care and health needs

- Students should inform an adult immediately if they feel they are unwell with any Covid-19 symptoms (these symptoms will be shared with students)
- Students should use tissues when sneezing or coughing and dispose of in the bins provided
- Students should respect the maximum number of people in communal toilets/washrooms, queuing outside as appropriate (one in-one out) and should wash their hands thoroughly after use (for at least 20 seconds)
- Students should only use their own equipment and resource packs, not interfering or touching any of their peer’s resources or equipment
- Students should only use their own water bottles and eat/drink their own food. No sharing is allowed
4. Hayes Habits & Hayes Way

Revised Hayes Habits are in place during this period of time to minimize risks, ensure social distancing and promote good hygiene.

5. Use of mobile phones

Our regulations regarding the use of mobile phones on the school site remain in force. We do not allow students to use their mobile phones/devices in our school. This includes at break times, lunchtime and while on school premises at the start and end of the school day.

During the period of partial-reopening of the school, if a student chooses to use a mobile during the school day they are choosing to have it confiscated by any staff member in the school. If a phone is confiscated it will be taken to Main Reception.

6. Confiscations

Confiscated items, including mobile phones will be taken to Main Reception where they will be stored in a sealed bag and will be available for collection by students at the end of the school day

7. Power to use reasonable force

Due to social distancing rules and regulations, staff are advised not to use any method of reasonable force towards any student.
8. Promoting Positive Behaviour

We will continue to promote positive behaviour through a range of strategies as listed in our Behaviour Management Policy.

At present, assemblies are suspended in accordance with social distancing guidelines and restorative practices are not expected to take place.

9. Rewards

As a school we are committed to promoting, celebrating and rewarding achievement. Teachers and school staff are using a range of existing means to reward and recognise students’ achievements, efforts and behaviour both in school and while students are working at home.

The following means are not currently in use:

- Staff praise in learner handbooks and books
- Form group certificates
- School Trips
- Celebration of Achievement Assemblies
- Departmental displays
- Learning Champion Award for outstanding learning behaviour, awarded termly in CoA assemblies
- Endeavour Award from Governors for contributions to wider school life and community, awarded termly in CoA assemblies

10. Consequences and Sanctions

The following strategies are not in use at present:

- On-site meetings with parents/carers
- Teacher, Middle Leader, Senior Leader, Principal Detention
- Lunchtime detention
- Community service

11. Detentions

No after school detentions will be set for students while this policy remains in force. Privileges may be withdrawn, in accordance with our Behaviour Management Policy and students may be asked to remain under the supervision of a member of staff at lunch or issued a lunch detention. Students will always be provided with an opportunity to eat and use the washroom.

12. Time Out and On-Call

Department On-Call procedures are suspended during this period and changes are being introduced to the system for requesting support from a member of senior staff.

Students will not be permitted to have unsupervised ‘time out’ from lessons. The on-call teacher should be contacted in the event that any student wishes to leave or leaves a classroom.

Students may be removed from the classroom by a senior member of staff and staff members may seek assistance in the following instances:

- Failure to respond to 4 step warning system
• Repeated refusal to follow the instructions of a teacher/HOD/ACo (especially when acting in support of a colleague).
• Swearing directly at a teacher
• Confrontation that could quickly result in physical harm to a member of staff or student
• A classroom fight
• Failure to follow social distancing rules and regulations
• Repeatedly risking own and others safety due to social distancing, coughing etc

The revised procedure for obtaining on-call assistance is by sending a reliable student with a message to the duty member of SLT on duty in M Block (library)


Where a student is on an IBP or PSP, or where it becomes necessary for a student to be placed on report, in accordance with our normal procedures; the following will be in place during Covid 19.

• Member of SLT/Aco to complete the report cards and deliver to the classrooms prior to the arrival of students
• These report cards will stay in that classroom for the 5 weeks in a folder on the teacher’s desk
• There will be one report card per student (as they are only in once a week)
• Staff will make a comment on the report card before changing/moving rooms at the end of each period.
• The member of SLT who is Duty Principal for the day will email ACo/SLT LM at the end of each day so communication can be sent home via ACo/Tutor.

14. Governor Behaviour Panels, Respite and Managed Moves

These are suspended at present during COVID-19

15. Behaviour which risks the safety and wellbeing of others

Where a student’s behaviour puts the safety of other members of our school community at risk, for example by repeatedly failing to follow social distancing rules and regulations and responding to warnings, parents/carers will be informed and students will be returned to remote education (the home learning environment) on a full-time basis.

16. Exclusions

Statutory guidance has been published by the Department for Education describing the temporary changes to the school exclusion process due to coronavirus (COVID-19). The new regulations change some of the procedures that must be followed in relation to an exclusion, to give greater flexibility to schools, parents and local authorities during the coronavirus (COVID-19) outbreak. They apply to all maintained schools, academies (including alternative provision academies but excluding 16 to 19 academies) and pupil referral units (PRUs). The normal arrangements and procedures that must follow a decision to exclude on disciplinary grounds are described in the 2017 statutory guidance ‘Exclusion from maintained schools, academies and pupil referral units in England’. They are unchanged except as noted below.

The term ‘governing board’ used throughout this guidance includes the governing body of a maintained school, the management committee of a PRU or an academy trust.
The arrangements come into force on 1 June 2020 and will apply to all exclusions occurring from then until 24 September 2020 (inclusive of those dates). The arrangements also apply to:

- Permanent and fixed term exclusions occurring before 1 June which have not yet been considered by the governing board of the school
- Permanent exclusions occurring before 1 June which have been considered by the governing board, if they have chosen not to reinstate the pupil and the time limit to apply for a review of this decision has not passed
- Permanent exclusions occurring before 1 June where a parent (or pupil aged 18) has requested a review of a governing board’s decision, but this has not yet happened

Any exclusions covered by the arrangements will continue to be subject to them after 24 September 2020, until the procedures for scrutiny of the exclusion have been exhausted.

An exclusion should be taken as having ‘occurred’ on the first day of the exclusion (not the date when the decision to exclude was made or communicated).