

# Al-Khair Prep School

## Behaviour Policy Addendum



Approved by:	GB	Date:	31/08/20
Last reviewed on:	July 2019	Almas Iqbal	
Next review due by:	August 2021	GB	

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## **1. Scope**

This addendum applies until further notice.

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**

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

Staff will be familiar with these rules and 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.

- Altered routines for arriving or leaving the school (see the sub-section on 'measures for arriving at and leaving school' in the government guidance linked to above)
- Hygiene, such as handwashing and sanitising
- Who pupils can socialise with at school, including at lunch and break times
- Moving around the school (e.g. one-way systems, out of bounds areas, queuing)
- Sneezing, coughing, tissues and disposal ('catch it, bin it, kill it') and avoiding touching their mouth, nose and eyes with hands
- Telling an adult if they are experiencing symptoms of coronavirus
- Sharing any school equipment or frequently used items such as pencils or pens (see updated official guidance on this in the link above, or in our [summary article](#))
- Breaks or play times, including where children may or may not play
- Use of toilets
- Not to cough or spit at or towards any other person

### **2.2 Rewards and sanctions for following rules**

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

Use the reward chart in class

Achievement points on SIMS.

However, if pupils fail to follow these rules, we will:

Use the chart in class

Behaviour points on SIMS

If the behaviour is deliberate we will:

Give verbal warning, if this does not work we will call the parents.

## **2.3 Changed rules**

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

- Expectations for attendance – the [latest government guidance](#) says attendance will be mandatory from September as laid out within our attendance policy.

From September 2020, all pupils must wear uniform to school and follow normal school rules on uniform. If pupils cannot wear their full uniform, parents should contact [admin@alkhairschool.org.uk](mailto:admin@alkhairschool.org.uk) and explain the reasons why.

## **3. Expectations for pupils at home**

### **3.1 Remote learning rules**

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

Parents should also read the rules and ensure their children follow them. Parents should contact the class teacher 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. Parents should ensure that the child:

- Complete work to the deadline set by teachers
- Seek help if they need it, from teachers or teaching assistants
- Alert teachers if they're not able to complete work
- Use proper online conduct, such as using appropriate language in messages

### **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:

The class teacher will email the parents in the first instance, this will be followed by a phone call if the problem persists.

## **4. Monitoring arrangements**

We will review this policy as guidance from the local authority or Department for Education is updated, and as a minimum every 4 weeks during term time by Almas Iqbal ( Head teacher) At every review, it will be approved by the full governing board.

## **5. Links with other policies**

This policy links to the following policies and procedures:

- Child protection policy
- Behaviour policy
- Health and safety policy
- Attendance Policy
- Parent code of conduct

