

GRACE COLLEGE

Covid-19 Discipline Policy Addendum



Introduction

All students should continue to adhere to the principles outlined in the Student Code of Conduct whilst the College is closed and during remote and live learning. When students are interacting with teachers via 'live' lessons our expectations are the same as if they were in College. They should be aware of the following:

- Conduct should be exemplary, including in how they comment in the 'posts' or 'chat' function of a meeting and verbally, if they invited to speak by a member of staff.
- 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 their Head of School and their future participation in future 'live' remote learning will be reviewed.

In particular, students should be mindful of the following:

1. You should be respectful and kind to all, and obedient to those in authority.
2. You should be safe, responsible and courteous at all times. You should adhere to the 'Teams User Statement' shared by your tutor in all areas of online working. You should ensure resources, comments and/or online learning resources that have been posted on to your Microsoft Teams account by staff or other students are not shared with others.
3. You should fully comply with all instructions in relation to social distancing and safety measures put in place to minimise risk and the spread of infection if you are in the college building.
4. You should fully comply with all instructions given by any member of staff without hesitation.

Further guidance:

1. 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.
2. 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 Microsoft Teams, via email or any other platform will be taken very seriously and could result in a referral to the police. This is also the case of for any online bullying towards other students or peer-on-peer abuse that is disclosed to the College during this time.
3. Stringent health and safety plans have been implemented in order to ensure the safety and wellbeing of all students and staff while on the school premises. This guidance must be fully adhered to and where these instructions are intentionally and wilfully breached, the student may forgo their entitlement to face to face provision on the college site. All students must view the PowerPoint describing Covid Secure Expectations of Conduct and Movement in and around the premises. Students are expected to adhere to all revised routines and expectations including following the one-way system, remaining in specific zones for learning and during social times, wearing face coverings appropriately upon leaving classrooms including when outdoors, adhering to the 'rule of 6', handwashing, sanitising and wiping down of desks.

4. Furthermore, whilst working in College, students will be subject to greater restrictions on their movement and interaction with other students and staff to maintain appropriate social distancing and to limit the spread of infection. Any changes to guidance or expectations will be clearly explained to students, parents and staff.

Students who commit serious or persistent breaches of the new COVID-19 protection rules may be sanctioned by the Principal using the full range of sanctions available, dependent on the seriousness of the breach, up to and including in extreme cases permanent exclusion.

Last review: 6/1/21

Next review: 20/2/21

Student Discipline Procedures

Guidance in partial or full lockdown or during remote learning sessions

Category	Who deals with it	Concern	Action by staff
1	Teacher	- Minor disrespect or inappropriateness. This could be lack of formality towards staff or rudeness towards other students on the platform. - Accidental breach of health and safety guidance in relation to measures put in place to limit the spread of the virus	Email to student's parent or directly to students via the learning platform. Head of Department informed. Teacher explains expectations and reminds students of the impact of actions and warns as to consequences of future breaches of safety measures. Member of SMT on duty informed.
2	Head of Department	Repeated instances of 1 or: - A single use of offensive language (not towards staff). - Abruptness towards staff.	Email to student's parents or directly to students via the learning platform. Head of School informed.
3	Head of School/Progress Leaders	Repeated instances of 2 or: - A single use of offensive language towards staff. - Inappropriate or directly rude comment towards a member of staff. - Any racist, bullying or homophobic language towards anybody. - Any attempt to contact staff via social media.	Head of School triages concern with their team and then carries out one/several of the following: - Email/phone call to parents by Head of School/Progress Leader. - Temporary banning of student from learning platform or particular functions of platform. - Completion of bullying log. Referral to Vice Principal if: - Repeated incidents of 2. - If issue would normally result in a fixed term exclusion. - If Heads of School decide that police referral is appropriate. - Any comment towards a member of staff that could be construed as inappropriate or sexual, however minor it might appear.
4	Vice Principal (and Principal as appropriate)	Referral from Heads of School (see above) or from Heads of Department or other members of staff if:	Vice Principal will carry out one/several of the following, in consultation with the Principal:

		• The issue would normally result in a fixed term exclusion. • Teaching staff think that police referral could be appropriate. • A comment is made towards a member of staff that could be construed as inappropriate or sexual, however minor it might appear.	• Email or phone call to student via parent – this could come from the Principal or Vice Principal depending on context and incident. • Temporary/longer term banning of student from learning platform or particular functions of platform. • Referral to the police.
5	Senior Management Team	• A single, intentional breach of health and safety guidance in relation to measures put in place to limit the spread of the virus • Repeated accidental breaches of health and safety guidance in relation to measures put in place to limit the spread of the virus	Member of SMT contacts a Vice Principal or the Principal to request a student to be sent home and parent to be informed that the child is no longer permitted to access the current provision. Vice Principal Student Achievement and Vice Principal Welfare informed and return considered in consultation with Principal and parent. Letter sent home to document discussion with parent and student. <i>Students who commit serious or persistent breaches of the COVID-19 protection rules may be sanctioned by the Principal using the full range of sanctions available, dependent on the seriousness of the breach, up to and including in extreme cases permanent exclusion.</i>