



Gunnersbury Catholic School

Behaviour for Learning in relation to the January 2021 National Closure of Schools

This document forms an extraordinary addendum to the existing Behaviour for Learning (September 2020) policy

Implementation date: 5th January 2021

1. Scope

This addendum applies until further notice.

Unless explicitly addressed/changed through this addendum, the requirements of our existing behaviour policy continue to apply.

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 students.

2. Expectations for students in school

2.1 New rules

When students are in school, we expect them to cooperate and follow all of the rules set out below thereby best maintaining the safety of the Gunnersbury School Community.

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.

2.2 Transport

Where possible students should come to school via walking, cycling or by car. Where public transport is the only option it is important that students follow the Government guidelines with regard to safe travel, namely they should be wearing a face covering when on public transport and then wash their hands when they leave it.

<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>

2.3 Procedures for arriving or leaving the school

Students should be making their own way to and from school and should be coming directly from and to their homes. Students should not congregate in the local school area before or after the school day.

- a) Pupils who arrive at Northfields station in the morning, are requested to cross by the zebra crossing directly outside the station and walk down the right hand side of Northfields Avenue.
- b) Pupils are not permitted to enter any of the retail outlets on the way to and from school. This includes newsagents, supermarkets, takeaways and local shops. Students must not congregate in groups and must ensure they travel directly home.
- c) Pupils are not permitted to enter Gumley Road or Convent Gardens.
- d) In the school's locality only the specified routes may be used to get to and from school. Pupils are not allowed to board a bus from Windmill Road in the direction of Northfields, at any time.
- e) To preserve their personal safety pupils are not allowed to catch buses, use the shops or spend any time at Brentford High Street.
- f) Students wishing to catch the 235, 237 or 267 must use the bus stops outside or opposite Morrisons Supermarket/Brentford County Court. Pupils must 'alight and board' the E2 and E8 buses outside or opposite the former Brentford Police Station on Boston Manor Road. Boston Manor Park, Blondin Park and Lamas Park are strictly out of bounds at all times for all pupils.
- g) No student may also enter the fast food outlet beside the bus-stop at the junction of Northfields Avenue and Windmill Road

- h) It should be noted that students will not be allowed to wait for siblings during while the Covid 19 restrictions are in place.

Pupils may cycle to and from school provided:

- i) Pupils who cycle to school must wear a safety helmet of the appropriate standard.
- j) Pupils must ensure that their bicycle has working lights and reflectors on it. If observed not to by members of staff, they must ask the student to return to school and ask Head of Year to call parents
- k) Bicycles must be left in the designated bicycle park and securely padlocked. Personal insurance is highly recommended as the school cannot be held responsible for loss or damage.

Pupils are prohibited under any circumstance from using electric scooters as a form of transport to or from school. Pupils are also not permitted to be a passenger on an electric scooter belonging to anyone else. If a pupil is found to be on a scooter then this will result in disciplinary action.

Before entering the school gate, students should adhere to social distancing measures, once on site they should go to their designated year group area.

2.4 Punctuality to school

Punctuality and in this instance, arriving to school at the designated time is more important than ever. We have been meticulous in organising staggered arrival and departure times for each group of students in school so that mixing of bubbles is minimised.

Year Group	Gate	Arrival Time	Departure Time
Year 7	Reception – Gate 4	8am – 8.10am	2.55pm
Year 8	Reception – Gate 4	8.15am – 8.25am	2.55pm
Year 9	Reception – Gate 4	8.15am – 8.25am	2.55pm
Year 10	Reception – Gate 4	8.15am – 8.25am	2.55pm
Year 11	Reception – Gate 4	8am – 8.10am	2.55pm
6th Form	Reception – Gate 4	8am – 8.10am	2.55pm

2.5 Conduct in school

We expect that all students will meet our normal behaviour expectations as outlined in our existing Behaviour Policy (see school website). However, due to the changes to the normal school day as a consequence of COVID-19 there are some additional expectations that all students must uphold.

- Use a sanitiser to disinfect hands on entering and leaving school and each classroom during the day. Wash hands with soap regularly during the day.
- Follow respiratory hygiene recommendations; “Catch it, Bin it, Kill it”. Use of tissues when sneezing and/or coughing which should be put in the bin as soon as possible and students should avoid touching their mouth, nose and eyes with their hands.
- Stick to bubble/designated classrooms at all times.
- Avoid physical contact at all times. No hugs, shaking hands etc. Maintain as much distance from others where possible.
- In the classroom, do not move the table or chairs. Avoid touching displays and other surfaces. Wipe specialist equipment before and after use.
- When moving around the building, students must stick to their designated routes and staircases.
- At break and lunchtimes, go to designated area/classroom and maintain a safe distance from others.
- Use designated toilets only
- Do not share belongings (stationery, food etc) with others.

Students should not cough or spit at or towards any other person. This is completely unacceptable behaviour which would put others at risk, therefore, it could result in a fixed term exclusion.

2.6 Conduct during break/lunch time

It is expected that during Break and Lunch all students move to their designated space in the appropriate manner and that they continue to avoid physical contact.

All year groups will have designated Break and Lunch spaces, during lunch students will have specific toilets to use.

2.7 Uniform

When on the way to and from school and whilst in school it is expected that all students follow our existing uniform and appearance expectations.

2.8 Protective clothing

All students will be required to wear a face mask in classrooms, corridors and specified communal areas.

1. When students are working in a 1:1 situation e.g. intervention, pastoral meetings etc; in smaller SEN classrooms and in a Pastoral Support Day.
2. All Students attending Key/Critical workers provision will be asked to wear a mask when in classrooms.

2.9 Homework

All homework will be set and submitted on Google classroom during the current lockdown. Homework is a vital part of every student's learning journey and therefore it is of the utmost importance that all students complete each task to the best of their ability and meet deadlines. Students that fail to meet this expectation will result in letters or phone calls home to parents.

2.10 Attendance

Regular attendance is encouraged and expected of all pupils at Gunnersbury Catholic School both online and face to face when the school returns. It is Parents/Guardians responsibility to ensure that all students are logged on for live lessons from 8.30am until 2.55pm. Staff will continue to take registers throughout the day.

The school will follow the DfE guidance on absence codes for students who fail to attend school. Students who are isolating at home (because they or a member of their household are symptomatic or tested positive) must inform the school.

3. Expectations for students engaged in Gunnersbury's remote provision during 'lockdown'

Online learning is most effective when students are supported to understand that during the week they are continuing to 'attend' Gunnersbury Catholic School – remotely rather than physically. This approach undoubtedly best safeguards the welfare and learning of our students.

3.1 Remote learning

As when physically attending our school the highest levels of courtesy, conduct and cooperation are required of students engaged in the online provision provided by Gunnersbury Catholic School.

Computers/laptops/tablets etc need to be located in the most appropriate part of the home to maintain safeguarding and promote effective learning. All students are required to have a camera and a working microphone for every lesson.

It is required that all students are dressed in full school uniform and in adherence with our appearance policy for their lessons online

All students whilst engaged in remote learning will be expected to complete morning registration. Non-attendance will be followed up by the welfare office as per the schools attendance policy and may require further involvement from Heads of Year and SLT.

It is required that students complete all tasks that they have been assigned and meet all deadlines. If a pupil has a difficulty with a task or deadline, they must contact their class teacher via Google Classroom.

Students are only permitted to enter their own Google classes and must not share their class code with anyone outside of their lesson.

Students are expected to continue to use online resources in a responsible and appropriate manner as outlined in the school E-Safety Policy.

3.2 Resolving concerns

Concerns with students appropriately engaging with remote learning will be shared with home. Pastoral staff will liaise with families so as to best resolve matters. Parental concerns during this period of remote education should initially be brought to the attention of the child's Head of Year via their school email.

Year 7: Conall Hughes conall.hughes@gunnersbury.hounslow.sch.uk

Year 8: Joshua Chasney joshua.chasney@gunnersbury.hounslow.sch.uk

Year 9: Kristina Posavac kristina.rogic@gunnersbury.hounslow.sch.uk

Year 10: Kevin Geoghegan kevin.geoghegan@gunnersbury.hounslow.sch.uk

Year 11: Steven Jenkins steven.jenkins@gunnersbury.hounslow.sch.uk

Year 12: Katherine Kotian katherine.kotian@gunnersbury.hounslow.sch.uk

Year 13: Kirsty McGregor-Ritchie kirsty.mcgregorritchie@gunnersbury.hounslow.sch.uk

3.3 Instructions for Remote Learning

Please click on the 'Google Meet' link posted in the stream for the subject you have for the scheduled lesson to begin.

- Your lesson will include teacher led input and independent tasks. You must ensure your camera and microphone are enabled at all times to allow you to engage fully with your teacher. The lesson will be recorded.
- The same process should be followed for each lesson of the day
- Your teacher will take the register at the beginning of each lesson and staff will contact the parents of those students that are not present.
- You need to make sure your camera is turned on and you are wearing full school uniform
- If you have a question during the live session, type it into the Google Meet Q&A bar. Comments are also recorded.
- If you want to contact your teacher after the live session, please do this via Gmail