

# Learner Conduct Policy: Coronavirus Addendum

Greater Peterborough UTC



<b>Approved by:</b>	Vice Principal	<b>Date:</b> 29 Aug 2020
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## 1. Scope

This addendum applies to the Learner Conduct Policy<sup>1</sup> at the Greater Peterborough UTC until further notice.

It sets out changes and exceptions to our normal conduct policy. Pupils, parents and staff should continue to follow our normal conduct 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 the UTC

### 2.1 New rules

When pupils are in the UTC, we expect them to follow all of the rules set out below to keep themselves and the rest of the UTC community safe. Safety should always be at the forefront of thinking for STEM students so we expect the following of this addendum to be mandatory.

Staff will be familiar with these rules and will make sure that 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 their relevant Key Stage Manager if they think their child might not be able to comply with some or all of the rules, so we may consider alternative arrangements with them and support them to integrate back into school life.

Our Learner Conduct Policy details how the UTC will treat all matters around misconduct and gross misconduct. Additional details, which are directly related to COVID 19 are listed within this addendum.

Any deviation or failure to follow such instructions as listed below will result in disciplinary action being taken against misconduct or serious misconduct, if the actions / lack of action are deemed a risk to Health and Safety of themselves, or to others.

#### - Transit to and from the UTC

Students utilizing public transport **must** wear a face covering when travelling. Failure to do so will result in access not being granted to the transport and will result in an unauthorized absence if the learner cannot get to the UTC. As detailed within the Learner Conduct Policy, conduct is expected of the highest standard if utilizing public transport, any highlighted element of misconduct whilst utilizing such means will be handled appropriately in line with the Learner Conduct Policy

#### - Arrival and Departure from the UTC

We expect that our students will follow the guidance around social distancing, only using the entrances and exits allocated to their year group and following the one-way system within the UTC<sup>2</sup>.

#### - Hygiene

The UTC will have ample hand sanitizing and washing stations, as well as displays reiterating the minimal standards of hygiene expectations. These expectations and mandatory instructions include though not limited to;

- Use of hand sanitizing stations upon entry to the UTC or learning space
- Washing of hands routinely, especially after use of the toilet facilities
- Conducting the UTC Learner Space Cleaning as per the Classroom Risk Assessments
- Adopting the 'Catch it, Kill it Bin it' policy using tissues and disposing of them safely

**Any student who spits, coughs or displays any perceived unhygienic act towards another learner or member of staff will be disciplined immediately under physical assault and therefore Serious Misconduct.** The UTC may choose to ensure that the learner is educated via an online

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<sup>1</sup> Link to Learner Conduct Policy [here]

<sup>2</sup> Refer to the Welcome Return Pack found online [here]

learning format for a period of time until it is deemed satisfactory that they can return to learning within the UTC.

- **Zones and Social Spaces**

Learners will stay within their year group zones for social times and for lunch. Learners **must not** enter the zones or social spaces of another year group unless transiting through the Canteen (Year 10 Zone) for Second Floor access or KS5 Zone for Science Classroom access. The markings on the floor clearly identify the lane, which must be kept within if transiting through these Zones for access.

- **Transit around the UTC**

Students will be expected to transit around the UTC in a calm and respectable manner. Social distancing (minimum of 1m) **must** be adhered to whilst in transit moving in single file. Face coverings **must** be worn whilst in transit and any surfaces or items should not be touched unless necessary.

- **Use of Toilet Facilities**

Students will be limited to the number of toilet cubicles that can be accessed depending on their year group and gender. Learners **must not** use cubicles that are allocated for other year groups or genders. Guidance on how to assist in the highest levels of hygiene will be displayed on the inside door of each cubicle. Washing of hands is a minimal level of hygiene expectation upon leaving the toilet cubicle.

- **Classroom Expectations**

Facemasks or a covering **must** be worn when in a standard UTC classroom environment. Due to the small learning spaces at the UTC facemasks or a covering must be worn to reduce the risk of transmission. Teaching staff will explain to learners when this may not be required which, though not exhaustive, may include;

- Lessons within Workshops
- When using machinery or conducting practical exercises
- Where teaching and learning may be hindered

Equipment such as general stationary will not be issued by the UTC and students must not share their equipment with fellow students.

- **Reporting of illness / symptoms of COVID19 19**

Any learner within the UTC who displays symptoms<sup>3</sup> of COVID 19 **must** inform a member of staff immediately. The GPUTC COVID response plan<sup>4</sup> shall then be followed by staff.

## 2.2 Rewards and sanctions for following or not following COVID-19 rules

To help encourage pupils to follow the above rules, we will praise and reward learners for their continued positive attitudes and behaviours towards complying with the COVID 19 additional rules and requirements.

However, if pupils fail to follow these rules we will utilise the Learner Conduct policy for disciplinary measure under Misconduct or Serious Misconduct depending on the severity or persistent breakage of any additional rules.

## 2.3 Changed rules or minor amendments to existing rules

Until further notice, the GPUTC has amended the following school rules:

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<sup>3</sup> Latest COVID 19 Symptoms are on the NHS website [\[here\]](#)

<sup>4</sup> GPUTC COVID Response plan can be requested via the UTC

#### - Attendance

The [latest government guidance](#) says attendance will be mandatory from September. The GPUTC has reverted to our normal expectations for attendance, any reporting of absence and / or illness<sup>5</sup> will be recorded appropriately.

#### - Uniform

From September 2020, all pupils must wear Business attire to the UTC and follow normal UTC rules on uniform as set out on our website<sup>6</sup>. The exception to this is as follows;

- Where a formal, stiff-necked collared shirt is worn, a tie is now **not** compulsory

If pupils cannot wear their full business attire, parents or carers should contact the GPUTC in the first instance.

### 3. Expectations for pupils at home

#### 3.1 Remote learning rules

If pupils are not in the UTC 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 their relevant Key Stage Manager in the first instance 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.

- Be available for contact for the usual hours of the UTC day. This can be via telephone or Teams as the preferred GPUTC Online Learning Platform
- Be online and available for timetabled sessions as and when they are set
- If a learner is not available for a remote session, the normal absence reporting protocol should be followed
- Complete online work submitted by the teachers
- If help or assistance is required, contact your teacher or Learning Support Assistants via email or MS Teams<sup>7</sup>
- If the learner is not able to complete their work, the aforementioned members of staff must be contacted and advised
- Use proper online conduct in accordance with our Learner Conduct Policy and Acceptable Use of IT agreement
- Breaches of conduct expectations ie disruption to online lesson or lack of participation shall be handled in the same way as it would in the UTC through the Learner Conduct Policy, with the consequence continuum being applied

#### 3.2 Dealing with problems

If there are any problems with our learners adhering to rules around remote learning, including if they do not engage with the remote learning set for them, we will:

- Attempt communication with the pupil to resolve any issues that may be preventing them from accessing the learning

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<sup>5</sup> For details on how to report absences see our website [\[here\]](#)

<sup>6</sup> For details on business attire see our website [\[here\]](#)

<sup>7</sup> Training will be given to new students on the full MS Package when arriving at the UTC

- Attempt communication with the pupil's parents / carers to resolve any issues that may be preventing them from accessing the learning
- Discuss any arrangement which may be able to be made to support learning
- Utilise the consequence continuum for repeated breaches if no suitable or justifiable reason is given for remote learning not being attended / accessed

## 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 two weeks during term time by the Vice Principal and Director of Student Support.

## 5. Links with other policies

This policy links to the following policies and procedures as well as those identified within the document's footnotes:

- Child protection policy
- Learner Conduct policy
- Health and safety policy
- On-Call Policy