

## **Addendum to Wimbledon College Behaviour Policy**

*All of the additions/amendments to the Behaviour Policy [as detailed in this document] are with effect from 1 September 2021 and remain in effect until further notice*

*Amended August 2021*

### **Introduction**

Guidelines remain in place to help limit the possible spread of COVID-19 in the school community. It is extremely important that every member of the community follows these guidelines for their own safety, the safety of others and for your ongoing education.

Being men and women for others takes on additional importance at this time as we have to change many of our routines and behaviours to ensure that we do not endanger the health and education of others. We must not be selfish and must constantly be thinking about what we do and the impact it may have.

Your learning is crucial and central to all of the changes that have been made as we are working to keep the College a Covid safe environment and to keep the College open for all pupils.

Your positive behaviour in and around school will support this and it is important that we all adopt these changes immediately.

### **Additions/amendments to Wimbledon College's Behaviour policy**

#### **Mobile phones rules [amended]**

1. Mobile phones may be brought into school so that pupils can contact parents on their way to and from school and for their use as laid out in No. 9 below. They must be switched off before the pupil comes onto Edge Hill and kept switched off throughout the time they are at school [with the exception of No. 9 below]. They must not be switched on again until the pupil has left Edge Hill. [This does not include travelling between the main site and sports facilities].

It is not acceptable for mobile phones to be kept on silent or pager mode. They must be kept out of sight at all times [with the exception of Nos.6 and 9 below].

2. Mobile phones are not to be used on Edge Hill either before or after school. Phones being used on Edge Hill will be confiscated.

3. Parents who need to get messages to their son[s] during the school day should telephone the school in the usual way and not try to contact the pupils directly.

4. Any pupil found using a mobile phone, with a phone visible [with the exception of Nos. 6, 8 and 9 below] or with a phone switched on, at any time on school premises or when going to Games, will have that phone confiscated. In the first instance this will be for one week. If there is a second offence the phone will be confiscated for two weeks. The phone will be kept in the relevant PSA's safe. A letter will be sent home explaining when it can be collected.

5. Pupils who bring a mobile phone to school should make every effort to reduce the risk of theft during school hours. Pupils who carry mobile phones are advised to keep them well concealed.

6. If pupils bring phones in to school it is their responsibility to hand them in to the teacher during PE & Games lessons. Phones must be clearly identifiable.

7. The school accepts no responsibility for loss of, damage to, or cost incurred relating to mobile phones [including if they are confiscated]. Any mobile phone that is brought into school will be at the owner's risk. It will not always be possible for staff to investigate the loss of mobile phones.

8. Sixth Form pupils may use mobiles phones in the Sixth Form area only or in line with the provision laid out in No. 9 below. Phones must be switched off in other areas of the school.

9. With the permission of the class teacher pupils may use their mobile phones for specific learning activities within a lesson. The teacher will give clear instructions on when mobile phones should be switched on and off and what they are to be used for in order to support learning.

Any misuse of a mobile phone in a lesson or any disruption of a lesson due to the use of a mobile phone will result in that phone being confiscated. Failure to hand over a phone to a member of staff will be treated as a serious breach of the school's Behaviour Policy.

### **Travelling to and from school**

The following rules remain in place :

#### ***Before school***

Pupils are not to catch a bus to school from Wimbledon town centre, Wimbledon village or Raynes Park on the way to school. They should walk to school from these places.

If a pupil is already on a bus prior to any of these places and the bus continues through to the school then the pupil may remain on the bus.

#### ***After school***

Pupils are not to catch a bus from Ridgway or Worple Road to Wimbledon town centre, Wimbledon village or Raynes Park after school. Pupils are to walk to these places.

If there are reasons why a pupil has to use public transport in these circumstances they must have written permission from their Head of Line. Parents should contact their son's Head of Line to request permission.

### **Personal Hygiene**

In line with Government guidance pupils should be washing/sanitising their hands regularly throughout the school day.

- Pupils are expected to wash/sanitise their hands on the arrival to school.
- Pupils are expected to wash/sanitise their hands when they enter a classroom, before and after eating and when accessing the toilets.

Additional handwashing stations have been placed on playgrounds and there are sanitiser stations at the entrance to buildings and in every classroom. Pupils may bring their own sanitiser into school for their own use. They are not to share it with other pupils.

### **Catch it Bin it Kill it Campaign**

As a school we are supporting this campaign and it is important that all pupils follow it. The three stages are:

- Pupils should sneeze/blow their nose into a tissue  
[If pupils are going to sneeze and do not have a tissue they should use the crook of their elbow]
- This tissue should then be placed in a bin [there is a foot operated lidded bin in every classroom for this purpose]
- The pupil should then sanitise their hands

Pupils should bring tissues into school for their own use.

### **Face coverings**

#### **Public transport**

Pupils travelling to school have to wear face coverings while on public transport.

Pupils travelling home on public transport must have a mask for the journey home.

#### **Arrival at school**

- If pupils arrive at school with a face mask on it must be removed.
- If it is a reusable face covering [we encourage boys to have reusable face coverings] then it must be placed in a bag and put away.
- If it is a disposable face covering it should be disposed of properly in the appropriate bin. Pupils should then wash/sanitise their hands.

#### **In school**

Pupils may wear face coverings in school if they chose to do so.

Face masks must be plain or with simple patterns. They must not have prominent logos or designs.

### **Spitting and coughing**

- Pupils must not spit on to the ground/floor. It is unhygienic and increases the risk of spreading illnesses.
- If a pupil needs to clear their throat then they must go to the toilet.
- Deliberately spitting at another person is considered assault and will be dealt with as a serious breach [Level 4] of the school's behaviour policy.
- Deliberately coughing at another person as a threat will be dealt with as a serious breach of the school's behaviour policy [Level 4]

### **Care of classrooms**

- Pupils will be expected to check their desks at the beginning of every lesson and inform the member of staff if there are any marks/writing on the desk.
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## **Hygiene in classrooms**

- In rooms where pupils will use equipment on a regular basis [e.g. Computer rooms/ music rooms/etc.] pupils will be expected to wipe down equipment with wipes provided at the beginning of their lesson.
- Pupils may also be asked to wipe down their desk tops in certain lessons.
- Once wipes have been used they are to be thrown in the bin.
- It is important that pupils follow the instructions given and wipe down the surfaces thoroughly.

## **Playgrounds**

- Pupils are to go straight to their playground when they arrive at school, break time or lunch time.
- Hand washing stations are available on the playground and these should be used when required.

## **Refectory and food**

- Pupils are not allowed to use cash to pay for food
- Pupils must have a school meal account and pupils should ensure that they remind their parents to keep the account topped up
- Pupils must keep their payment card safe [They will be charged £1 for a replacement card].
- All pupils must queue to buy their own food.
- Pupils must not use other pupils' payment cards. It will be considered as theft if they do so and pupils will be sanctioned in line with the school's behaviour policy.
- A contactless payment machine will be available for Sixth Form students and Syntax pupils to use.
- Rubbish must be placed in the appropriate bins

Pupils are not to share their food or drinks with other pupils.

Pupils are not to share their water bottles with other pupils.

## **Equipment**

Pupils must be properly prepared for every lesson as equipment/ kit will not be given out to pupils. [Please refer to the school equipment list – Appendix 1 to this document]

Pupils must have all of the equipment listed on the school's equipment list for their lessons. This includes PE/Games kit

Not having the correct equipment will hinder your learning and disrupt the learning of others.

## **Detentions**

After school detentions will take place twice a week for each year group.

Saturday detentions will take place on Saturday mornings from 8.30am until 10.30am.

## Appendix 1 – Wimbledon College Equipment list

Boys will require the following equipment for school:

- Pencil case
- Pen (a cartridge pen or decent ballpoint pen is needed - cheap biros are not suitable)
- Green Pen (this is used for all redrafts and corrections) • Pencils (at least four colours)
- Pencil sharpener (one which retains the shavings)
- Rubber
- Ruler (6" or 15cm is adequate)
- Angle measure (protractor)
- Collins Pocket English dictionary
- Collins Pocket French/Spanish dictionary
- Casio scientific calculator
- Pupil Handbook (supplied by school)
- Reading book
- Boys may only bring drinking water to class provided it is unflavoured still water in a robust pocket-sized bottle. There are facilities to top up drinking water at break times. Carbonated, caffeinated 'energy' drinks are not allowed in school.
- It is useful if your son wears a watch in school.
- School bags must be fit for purpose: large and strong enough to carry and protect school books and equipment, and of a plain, dark colour without prominent logos. Small drawstring bags are not suitable and not permitted.
- Boys will also need a PE and Games kit bag which should be waterproof and robust but not larger than needed to carry kit.