

Sanctions

Level 1
Incident

C10 issued by class teacher or tutor. CMIS/ note in planner.

Any teacher can detain a child for 10 minutes (**C10**) at the start of break or start of lunch without notice.

Level 2
Incident

C20 issued by class teacher or tutor. CMIS/note in planner/ phone call home.

If student fails to attend

On call to collect if necessary

If student fails to attend

C30 issued by Faculty Leader/ DSLP/KSM (Faculty or House detention). CMIS/note in planner/phone call home.

If student fails to attend, refer to Student Reception

Level 3
Incident/on call used

C60 School Detention (Extended leadership Team/ KSMs. CMIS/note in planner/ phone call and letter sent home.

On call to collect if necessary

If student fails to attend, refer to DSLP and/or KSM

Two detentions served. Student collected by on call. Parents to attend meeting. Sanction and targets set (PAP/PSP).



Detention Notes:

- All detentions will require recording electronically onto CMIS behaviour log. Need for staff training.
- C10 and C20 detentions are covered by staff who set the detention. This must be on the **same** day if set during registration, periods 1,2 3 or 4. If set during period 6 or tutor period, detentions must take place the next day.
- C10 and C20 detentions are to occur during lunchtimes or break times.
- C30 Faculty, DSLP or KSM detentions are to occur during lunchtimes.
- C60 school detentions are to occur either the same day or the following day, after school. Ideally these should be set the same day (with no notice), when bus provision allows. C60 school detentions will run daily. Ellen to create rota.
- Registers for C60 school detentions will be generated by Ellen. Completed registers should be emailed back to Ellen for follow up with relevant DSLP/KSM and parents. Students should not be placed in Isolation the following day; this will create separate issues with possible over crowding in Isolation Room and students will still not have served the after school detention.
- For C60 detentions, relevant staff should speak to student during detention to agree resolution (this must be recorded).
- SJs to provide examples of levelled behaviour incidents.

Report Cards:

- Three levels of report cards for students:
 1. White (Form Tutor/Class Teacher)
 2. Blue (DSLP or KSM)
 3. Red (SLT)
- Each report to include individualised targets set by relevant staff.
- PAP and PSP reports (when being carried for initial two week period), will be blue.

Lates:

- 1st late = C10 with Form Tutor
- 2nd late = C20 with Form Tutor
- 3rd late = C30 with DSLP/KSM/FL
- 4th late = C60 with SLT

Isolation Room:

- Rules to be displayed clearly for all students on walls. Expectations explained clearly to all students upon entry by supervising member of staff.
- There should be silence at all times in the room.
- Rules and guidelines to be circulated to all relevant staff.
- SJs to provide training for all supervising staff re: expectations, standards and procedures.
- On call to be used for any student misbehaving in isolation. Any student removed from isolation should receive a FT exclusion of one day.
- Guidelines to be circulated to DSLPs, KSMs and on call staff explaining when students should be placed in Isolation Room.
- Booths to be constructed during half term.
- Six students should be maximum limit.
- Booths to be facing walls to allow staff to view students appropriately.
- Bank of appropriate work to be updated and collated for all subjects.
- Collection of work - email to be sent to relevant staff by Ellen as soon as decision made to isolate student. Banked work to be utilised during interim whilst appropriate work is being collected from staff. Student Receptionists to be used to collect all possible work during period 1 only. Banked work to be used where there are gaps. No student should be waiting for work to be sent at any point.
- Students who are notified in advance of isolation, should bring packed lunch. Others will have food orders taken at start of day and lunch will be delivered. No student should be permitted access to the canteen or tuck shop at any point.
- Ellen to record all isolated students on to CMIS and to maintain separate log.
- Future plans: need consistency in terms of supervising staff. Ideal use will be as a 'holding area' as an interim measure for students withdrawn from lessons, writing statements or awaiting outcome of investigations (FT exclusions). Planned isolation for single days or longer periods could be located in a unit (requires further discussion at a later date).
- Students accessing this intervention will be placed on a staggered start and finish.