

## Classroom procedure (amendment to page 7 behaviour policy)

If a pupil does not correct his/her behaviour the teacher should approach the pupil quietly and **remind the pupil of the rule from the Classroom Code**. It is often wise to explain what behaviours you **do** want.

If disruptive behaviour continues the teacher **must** give the pupil a **formal warning** by saying “(Name) I am giving you a formal warning.” **(Step 1)**

**(Step 2)** If there is still no improvement then the teacher will **tell the pupil to move to another room (must be in the same year group) (Step 2)**

This must be recorded on PARS as a ‘step 2’ by the original class teacher, with a 30-minute detention is set for after school that night, notified when the class teacher records the behaviour incident. The original class teacher must tell the pupil they have a 30-minute detention that night.

Detentions will take place in

Year 7- 3G1

Year 8- 3G5

Year 9- 2G8

Year 10- 2F6

Year 11- Dance studio

PSO to pull off detention list from PARS at 2.30pm each day, find the pupils in their block and take their relevant pupils to the detention room. If the pupil refuses to come this instigates the incident to be moved to a step 3 incident (see below)

It is expected the subject teacher will see the pupil in the detention, for an RJ conversation to take place.

**(Step 3)** If the behaviour of the student does not improve, in the new classroom, a member of the Duty Team will be called via ext 200. Mrs Sweet will change the behaviour from a ‘step 2’ incident to a ‘step 3’ incident.

The student will be removed from the lesson by a member of the Duty Team. The pupil will then be sent home, the following day **before the pupil returns to any class, a meeting with the PSO/ parent/ student must take place. Apologies must be given to all staff before pupils arrive back in class, PSO to arrange this. (Step 3)**

**Step 4 incident (logged by PSO with full account on PARS)**

This stage is for incidents of a very serious nature, such as verbal abuse (swearing directly at a member of staff) or incidents that may put the health and safety of others in jeopardy. At this stage students will be collected by the Duty team and removed from the class. The pupil will then be sent home, the following day **before the pupil returns to any class, a meeting with the PSO/ parent/ student/ JLX must take place. Apologies must be given to all staff before pupils arrive back in class, PSO to arrange this.**

