



Behaviour Policy and Procedures

Agreed by Management Committee

Chair of Management Committee: Mr Philip Taylor

Chair of Curriculum Committee; Mr Andrew Dunne

Signature:

Dated: 11th November 2020

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Next review: September 2021

Legal updates may precipitate changes

Version: Draft

Status: Active

Behaviour Policy and Procedures

Ashley College

“Building confidence for the future”

Our vision:

- To provide a safe, enriching and nurturing environment where children and young people gain confidence and thrive.

Our values:

- To promote [resilience](#), [self-confidence](#), [tolerance](#), [self-esteem](#) and [respect](#)

Our aims:

- To re-engage children and young people through innovative and creative learning methods, promoting a love for lifelong learning
- To provide high quality personalised education and therapeutic support
- To enable each child and young person to be all that they can be through experiencing a variety of culturally enriching opportunities
- To support the wellbeing of staff and students
- To enable children and young people to successfully transition onto the next appropriate stage of their education
- To enable children, young people, carer/parents to invest in and develop their cultural capital

Purpose of this policy

This policy sets out agreed measures to support Ashley College staff in managing behaviour so that all staff, parents and students are clear about the standards of behaviour we expect and ensure that we have a consistent approach and clear behaviour boundaries.

Policy should be read in conjunction with:

- Safeguarding and Child Protection Policy
- Keeping Children Safe in Education Guidance
- Anti-bullying Policy
- SEND Policy

This policy takes account of:

- a) legislation enacted by the Education Act 2011 which reinforces, supersedes and replaces previous guidance, particularly in relation to:
 - Education and Inspections Act 2006, Section 93;

- Education Act 2002;
 - Equality Act 2010. Refer to Department of Education guidance November 2011 “Behaviour and discipline in Schools – a guide for head teachers and school staff” for an overview of the powers and duties for school staff.
- b) The underpinning values and ethos which are most appropriate for children and young people placed at Ashley College, as outlined below:

Aims

At Ashley College behaviour incidents are low. We recognise that inappropriate behaviours are often linked to students’ mental health needs and anxieties. We quickly identify and resolve any issues through reflection and discussion. We support students in developing coping strategies to help them self-regulate, focusing on each day as a new start.

We recognise inappropriate behaviour as a significant barrier to learning so our behaviour policy aims to:

- promote positive behaviour, self-discipline and respect
- apply guidance from the Management Board’s Statement of Principles
- ensure that staff are aware of the strategies available to them
- ensure that students know what is expected of them and support them to understand the impact of their actions.
- ensure equality of opportunity for all students
- promote clear values and a moral code
- ensure fair, consistent and appropriate sanctions when necessary
- prevent bullying
- encourage students to focus on their learning
- promote parental support and involvement

Responsibilities

We regard positive behaviour as the norm and all our parents, students, and members of staff as responsible for promoting it:

- Parent/carers are informed of and agree to Ashley College positive behaviour standards when they sign up to the Home-College Agreement (Appendix 1). We operate on a basis of mutual respect and welcome the views of our parents and carers.
- Students are expected to comply with our Code of Conduct
- During the COVID-19 pandemic all students attending the centre must adhere to all social distancing and specified safety guidance. Any student refusing to follow such procedures may be required to learn from home remotely

- Code of Conduct and rules are displayed in every classroom to ensure students know and understand them. Our rewards and sanctions are also displayed in every classroom to promote positive behaviours.

Recognising positive behaviour

All staff will model and monitor our expected code of conduct and praise students where they exemplify this.

Positive behaviours, attitude and effort are recognised in line with our reward system (Appendix 3). We celebrate these achievements by sharing with our parents and carers and keeping records of these achievements in our students' Record of Achievement folder

Improving behaviour

All staff consistently promote our Code of Conduct and the school values of [Resilience](#), [Self Confidence](#), [Tolerance](#), [Self Esteem](#) and [Respect](#).

Through the forum of our student council we encourage our young people to engage in constructive and meaningful discussions which may inform our policy and procedures.

When a student is unable to comply with our code of conduct we have clear support and strategies for the individual.

Incident reporting

All serious incidents are recorded formally, as quickly as possible, on our incident report (Appendix 4). These are followed up, and actioned, promptly by a member of SLT.

Sanctions

Serious incidents are very rare at Ashley College but if one was to occur we have a very clear procedure in place (appendix 5)

Student 'on report' system

If a student continues to display negative behaviour they may be placed on a report card to support them in improving their behaviour. This is set out in detail, with different sanctions proportionate to the behaviour, in Appendix 5.

The procedure is:

- SLT and other staff collectively decide whether a report card is required for a student.
- Link tutor will inform student and parents/carers and will issue the report card to the student.
- The student gives the subject teacher the report card at the start of each lesson for completion

- The report card will be signed off by the Link Tutor / SLT at the end of each day
- Original reports are kept in the office overnight and collected by the student each morning
- completed reports are filed in student folders

Home tuition

Home Tuition Link tutors will enlist support from parent/carers if using the report card for home learners, ensuring that all tutors complete the form and that it is filed on student records.

Attendance and punctuality

We make clear to all our students and their parents/carers that attendance and punctuality are key to progress and success. We expect students to attend 100% of their timetabled lessons unless prior notification or illness has been provided by parent/ carer. This also applies to all online and remote learning timetables. Regularly missing lesson without notification or legitimate reason will result in a referral to our Education Welfare Officer. Our Attendance policy gives further details.

Online behaviour

When interacting with other students and staff online, students should always be respectful to each other and to staff and always follow the e-safety rules and guidance.

Students should **NEVER**

- attempt to contact staff via social media
- make comments about staff or other students on social media platforms
- take screenshots, record lessons or engage in private chats during online lessons

Any of the above behaviour will be taken very seriously and could result in a referral to the police.

DEALING WITH INCIDENTS OF POOR BEHAVIOUR ONLINE

Inappropriate behaviour (single lesson) For example: Inappropriate comment on chat or inappropriate content submitted.

Warning issued and logged by teacher in daily lesson log/communication log.



Repeated inappropriate behaviour. For example: Inappropriate comment on chat or inappropriate content submitted.

Inform the student that they are being muted, mute the student and notify link tutor, SLT and parent, logged by the teacher in daily lesson log/communication log.



Repeated inappropriate behaviour after Link Tutor intervention.

SLT to contact home to discuss with parent/carer and student and insist that a responsible adult sit in on every lesson. SLT will record on Communication Log.

Appendices

Appendix 1	Home/College Agreement – Centre
Appendix 1a	Code of Conduct
Appendix 2	Home School Agreement – Home Tuition
Appendix 2a	Code of Conduct
Appendix 3	Rewards
Appendix 4	Incident Report Form
Appendix 5	Sanctions
Appendix 6	Report card

Appendix 1 – Home School Agreement – Centre



The Pavilion
Ashley Gardens
London
Wembley
HA9 8NP
Tel: 020 8937 3330

Head Teacher: Ranjna Shiyani

CENTRE LEARNING **Home/School Agreement for Centre Based Students**

<p>Student</p> <p>Name.....</p>

The student and Parent/ Carer have read all of the attached information and agree to the all terms conditions:

Student

Parents/ Carers

On behalf of Ashley College

Name.....

Signature.....

Ashley College responsibilities

Ashley College agrees to:

- Contact parent/carer if there are any difficulties with attendance.
- Let parent/carer know of any concerns regarding work or behaviour.
- Provide a balanced curriculum which meets the learning needs of the individual need of the pupil.
- Listen to parent/carer concerns and take action where possible.
- Set academic and pastoral targets for your child and review them on a regular basis.
- Send a termly report home that details all progress, achievements and matters for concern.
- Arrange regular reviews to discuss progress.
- Prepare for a successful outcome for the future, encouraging self-confidence and social skills.
- Maintain up to date and accurate records.
- Act responsibly in the best interests of the student with regard to health and safety and child protection.
- Allocate a Link Tutor to the student.
- Provide meetings with teachers and Link Tutors at agreed times.

Parent/carers responsibilities

I understand that Ashley College staff have a duty to inform parents/carers of any major concerns that they have regarding their child and, in exceptional circumstances, have a further duty to inform other agencies.

I/We agree to:

- Contact Ashley College by 9.00am (020 8937 3330) if the student will be absent and provide a letter/correspondence/medical certificate to explain the absence in every situation.
- Arrange dental treatment or other appointments at a time when there are no lessons; unless emergency treatment is necessary.
- Ensure the student returns to school as soon as possible on the day of appointment.
- Complete a health care plan with any medical information relating to the student, including ALL medical conditions, such as: - allergies, asthma, diabetes, epilepsy, heart condition, panic attacks or physical weakness. I will provide necessary updates on the student's medical condition as and when needed.
- Provide updated medical evidence of existing medical need at every 6-weekly review.
- Liaising with Ashley College before allowing the student to bring any prescription or non-prescription medication they may be taking in to school and this information being added to the health care plan.
- Provide Ashley College with details of any special dietary requirements that the student has; and provide updates on this when necessary and this information being added to the health care plan.
- Keep staff informed of any changes in: - address, phone numbers or family circumstances.
- Not take holidays with the student in school term time.
- Work in partnership with staff at the School to help make a success of the student's time at Ashley College

As part of the Ashley College package to support the student and family I/we will:

- *Attend family group sessions, 1:1 parent sessions and other therapeutic interventions, as identified by Ashley College.*
- *Complete all necessary online safeguarding training e.g. E Safety etc. at Ashley College during induction week.*
- *Attend an initial meeting with the education welfare officer to discuss strategies to support the student's attendance. Attend further meetings with the EWO if required.*
- Ensure my child attends relevant therapeutic interventions that the school provide e.g.; TaMHS, Mentoring, Connexions, Mindfulness, Well-being sessions, off site trips etc.
- Attend termly PLP meetings and 6 weekly reviews, provided by staff to discuss the student's progress. If I am unable to attend, I will ensure I notify the school as soon as possible.
- Ensure that homework set by tutors is completed by the student and returned as requested and sign the student's homework diary on a weekly basis during term time.
- Ensure the student understands and complies with Ashley College's Acceptable Use of ICT procedures and Code of Conduct for Behaviour.

- The student handing in their mobile phone to the reception area at the start of their day at Ashley College.
- Give consent for any wandering or searches of the student's bag or possessions which senior staff deem necessary in order to ensure the safety of all students at Ashley College. Searches will be conducted with at least two members of staff present in a private room.
- Accept that Ashley College will investigate serious contraventions of the Code of Conduct alleged to have been committed by the student. I/ We will participate in such investigations in a positive manner.
- Ensure that books and other materials loaned by the school are treated respectfully and returned to the college promptly. I agree to refund the cost of replacing lost or damaged property.
- That relationships, health and sex education is a compulsory part of the student's education and will be delivered through PHSCE lessons at Ashley College.
- Be flexible and accept when education provision needs to be adapted to meet the needs of the student.
- Ensure the student adheres to the uniform code:

Uniform Requirements

- A light blue polo shirt
- Your child's school trousers or school knee length skirt (alternatively, black trousers or knee length skirt). Please note that no black jeans or leggings are permitted, nor trousers that are ripped
- Plain black jumper or cardigan, or plain black sweatshirt
- Sensible footwear
- If jewellery is worn, please ensure that it is discrete; a pair of studs or sleepers are permitted for earrings.
- If make-up is worn, please ensure that it is subtle

For PE which is a compulsory part of the curriculum, all pupils must bring a change of clothes to wear that are comfortable and not outlandish. Please note that strappy tops or string vests are not permissible.

For your convenience, we sell polo shirts at the school office. Please enquire with office team as to the prices.

Permissions

- I give permission for the student to travel to regular off site activities, events and participate in organised activities / trips arranged by the staff in Ashley College
- In an emergency I consent to the student being given urgent medical or surgical treatment considered necessary by the medical authorities.
- I consent to the internal use of photographs/videos of the student for educational purposes and the recording any 1:1 webcam lessons, when required; which will be downloaded and stored securely by the school for 6 weeks after they take place.
- I consent to the recording of 1:1 webcam lessons,
- I agree that Ashley College does not accept any liability for personal items such as mobile phones, iPods or any other electronic items which the student may bring into school.

Data Protection

How we use your information

You are providing your information to Ashley College.

Contact details Phone: 020 8937 3330 Email: admin@ashleycollege.brent.sch.uk

Our Data Protection Officer is: Rajesh Seedher - 020 8937 2018 - school.dpo@brent.gov.uk
Data Protection Officer, Brent Council, Civic Centre, Engineers Way HA9 0FJ

Your information is collected for the purpose of complying with the requirements of the Education Act 1996 as required to fulfil the school's duties under legislation and statutory requirements. The information will be shared with: - schools' pupils attend after us, LA, DfE, and other necessary and relevant parties. The information shall be retained as per IRMS advice and shall be processed in adherence to your legal rights, including but not limited to the right to withdraw consent, right to copies of your information and right to be forgotten.

You have a right to lodge a complaint with the Information Commissioner's Office (www.ico.org.uk). Further information can be found at Ashley College Privacy Notice and Data Protection Policy on our website

<http://www.ashleycollege.brent.sch.uk/college-info/policies/>

Signed.....

Date.....

Appendix 1a

ASHLEY COLLEGE CODE OF CONDUCT

CENTRE

ACADEMIC YEAR 2020 - 2021

Be ready for learning

- Be on time
- Bring completed homework and equipment / PE kit
- Hand in all phones, earphones and other gadgets to Reception on entry to the College
- Eat only at break time /lunch time, in the lunch room/designated area
- No gum, sweets, chocolate, crisps or fizzy drinks
- Collect water and visit the toilet before lessons begin
- Fully participate with your best effort in all activities directed by staff
- Dress appropriately – follow the uniform code
- No hats, hoods or sunglasses (indoors)
- No high heels, bare shoulders or mid rifts
- No long or acrylic nails



Be respectful

- Follow instructions from staff
- Listen to others
- Be kind and polite
- Respect Ashley College property and that of others
- Inappropriate social media communication is not allowed



Be safe

- Smoking is not allowed anywhere in or near Ashley College
- Keep your hands and feet to yourself
- Leave bags outside toilets
- Only staff members are allowed to let visitors in
- Follow all Health & Safety rules at all times
- Follow all Covid related social distancing and specified safety guidance.



Acceptable Use of ICT Agreement

Rules for internet access and use of ICT at Ashley College

The staff provide computers with Internet access to help learning. These rules will keep us safe and help us be fair to others.

- I will only access the system with permission from an adult.
- I will not access other people's files, email system or USO area.
- I will use the computers for schoolwork and homework and follow all instructions for creating and saving files and folders given by my teacher in lessons and during homework club.
- I will not bring in memory devices.
- I will only e-mail people I know, or those approved by my teacher.
- The messages I send will be polite and responsible.
- I will not give my home address or telephone number, or arrange to meet someone using the school email system.
- I will not use Virtual Private Networks (VPNs) to access any material on the internet.
- I will report any unpleasant material or messages sent to me. I understand that this report would be confidential and would help protect other pupils and myself.
- I understand that the school may check my computer files and may monitor the Internet sites I visit.

Student: **Signed**.....

Date.....

Parent/Carer: **Signed**.....

Date.....

Appendix 2 – Home School Agreement – Home Tuition



The Pavilion
Ashley Gardens
London
Wembley
HA9 8NP
Tel: 020 8937 3330

Head Teacher: Ranjna Shiyani

HOME TUTORING

Home/School Agreement for Home Tutored Students

Student Name.....

The student and Parent/ Carer have read all of the attached information and agree to the all terms conditions:

Student

Parents/ Carers

On Behalf of Ashley College

Name.....

Signature.....

Ashley College responsibilities

Ashley College agrees to:

- Contact parent/carer if there are any difficulties with attendance.
- Let parents know of any concerns regarding work or behaviour.
- Provide a balanced curriculum and try to meet the individual need of the student.
- Listen to parents/carers concerns and take action where possible.
- Set academic and pastoral learning targets for the student and review them on a regular basis.
- Send a termly report home that details all progress, achievements and matters for concern.
- Arrange regular reviews to discuss progress.
- Prepare for a successful outcome for the future, encouraging self-confidence and social skills.
- Maintain up to date and accurate records.
- Act responsibly in the best interests of your child with regard to health and safety and child protection.
- Allocate a Link Tutor to the student.
- Provide meetings with teachers and Link Tutors at agreed times.

Parent/Carers Responsibilities

I understand that Ashley College staff have a duty to inform parents/carers of any major concerns that they have regarding the student and, in exceptional circumstances, have a further duty to inform other agencies.

I/We agree to:

- A responsible adult, over the age of 18, being present during home tuition who will sign the lesson log. They will open the door to the tutor and greet them, before handing over to the student.
- Contact Ashley College by 8.00am (020 8937 3330) if the student will be absent and provide a letter/correspondence/medical certificate to explain the absence in every situation.
- Complete a health care plan with any medical information relating to the student, including ALL medical conditions, such as: - allergies, asthma, diabetes, epilepsy, heart condition, panic attacks or physical weakness. and provide necessary updates on the student's medical condition as and when needed.
- Provide updated medical evidence of existing medical need at every 6 weekly review.
- Myself, or the other responsible adult, will take responsibility for administering relevant medication or attending to the personal needs of the student, during their lessons, if required.
- Arrange dental treatment or other appointments at a time when there are no lessons unless emergency treatment is necessary.
- Keep staff informed of any changes in: - address, phone numbers or family circumstances.
- Not take holidays with the student in school term time.
- Work in partnership with staff at Ashley College to help ensure that the student meets the targets listed on their personal learning plan (PLP).

As part of the Ashley College package to support the student and family I/we will:

- *Attend family group sessions, 1:1 parent sessions and other therapeutic interventions, as identified by Ashley College.*
- *Complete all necessary online safeguarding training e.g. E Safety etc. at Ashley College during induction week.*
- *Attend an initial meeting with the education welfare officer to discuss strategies to support the student's attendance. Attend further meetings with the EWO if required.*
- Ensure my child attends relevant therapeutic interventions that the school provide e.g.; TaMHS, Mentoring, Connexions, Mindfulness etc.
- Attend termly PLP meetings and 6 weekly reviews, provided by staff to discuss the student's progress. If I am unable to attend I will ensure I notify the school as soon as possible.
- Ensure that homework set by tutors is completed by the student and returned as requested.
- Ensure the student understands and complies with Ashley College's Acceptable Use of ICT procedures and Code of Conduct for Behaviour.
- Ensure than books and other materials loaned by the school are treated respectfully and returned to the college promptly as requested. I agree to refund the cost of replacing lost or damaged property.

- That relationships, health and sex education is a compulsory part of the student's education and will be delivered through PHSCE lessons at Ashley College.
- Be flexible and accept when education provision needs to be adapted to meet the needs of the student.

Permissions

- In an emergency I consent to the student being given urgent medical or surgical treatment considered necessary by the medical authorities.
- I consent to the internal use of photographs/videos of the student for educational purposes.
- I consent to the recording of 1:1 webcam lessons, which will be downloaded and stored securely by the school for 6 weeks after they take place.
- I agree that Ashley College does not accept any liability for personal items such as mobile phones, iPods or any other electronic items which my child may bring to the lesson.

Data Protection

How we use your information

You are providing your information to Ashley College.

Contact details: Phone: 020 8937 3330 Email admin@ashleycollege.brent.sch.uk

Our Data Protection Officer is: Rajesh Seedher - 020 8937 2018 - school.dpo@brent.gov.uk

Data Protection Officer, Brent Council, Civic Centre, Engineers Way HA9 0FJ

Your information is collected for the purpose of complying with the requirements of the Education Act 1996 as required to fulfil the school's duties under legislation and statutory requirements.

The information will be shared with: - future schools/colleges that pupils attend after us, LA, DfE, and other necessary and relevant parties. The information shall be retained as per IRMS advice and shall be processed in adherence to your legal rights, including but not limited to the right to withdraw consent, right to copies of your information and right to be forgotten.

You have a right to lodge a complaint with the Information Commissioner's Office (www.ico.org.uk).

Further information can be found at Ashely College Privacy Notice on our website.

I freely consent to the use of my personal data as described in the Data Protection paragraph above.

Signed.....
Date.....

ASHLEY COLLEGE CODE OF CONDUCT

HOME TUITION

ACADEMIC YEAR 2020 - 2021

Be ready for learning

- Be ready on time
- Be ready to learn with completed homework and equipment
- Ensure mobile phone is on silent and not used during lesson
- No eating during Home Tuition session
- Fully participate with your best effort in all activities directed by staff
- Dress appropriately
- No hats, hoods or sunglasses (indoors)
- No high heels, bare shoulders or mid rifts
- No long or acrylic nails



Be respectful

- Respect everyone from Ashley College
- Follow instructions from staff
- Be kind and polite
- Respect Ashley College property and that of others
- Inappropriate social media communication is not allowed



Be safe

- Smoking is not allowed anywhere in or near place of tuition
- Keep your hands and feet to yourself
- Follow all Health & Safety rules at all times
- Follow all Covid related social distancing and specified safety guidance.



Acceptable Use of ICT Agreement

Rules for internet access and use of ICT at Ashley College

The Home tutor uses computers with Internet access to help learning. These rules will keep you and us safe.

- I will only access the system with permission from an adult.
- I will not access other people's files, email system or USO area.
- I will not use a memory device unless I have been given permission (only the home tutors have permission to download files from approved devices).
- I will only e-mail people I know, or those approved by my teacher.
- The messages I send will be polite and responsible.
- I will not give my home address or telephone number, or arrange to meet someone using the school email system.
- I will report any unpleasant material or messages sent to me. I understand that this report would be confidential and would help protect other students and myself.

Student Signed.....

Date.....

Parent/Carer Signed.....

Date.....

Appendix 3

Rewards Chart

	Positive Behaviours	Rewards
In lesson	Excellent work / effort / attitude / punctuality / progress / contribution to lesson / homework	<ul style="list-style-type: none"> • verbal praise • comment in student book or diary • teacher to make positive phone calls home • work shown to other tutors / SLT • phone call / text / email home • “well done” postcard is sent home.
Meeting Personal Targets	Showing consistent progress against PDA and attendance/punctuality targets	<ul style="list-style-type: none"> • half termly and termly certificates • vouchers for attendance and punctuality • sharing with parents/carers at PLP meetings • verbal acknowledgment and praise
Academic	Consistently meeting or exceeding academic targets.	<ul style="list-style-type: none"> • achievement / Progress and Effort certificate at end of term • at the end of each term achievements are celebrated e.g. vouchers, trips

Appendix 4 – Incident Form



PART 1

Names of staff / pupil/s concerned: (incl. year group)

Date of Incident
Or Concern:

Time of Incident
Or Concern:

Incident / Concern reported by:

Codes :							
Prejudice:		Welfare:		Abuse:		Bullying:	
Gender	P1	Child Protection	W1	Verbal	Ab1	Verbal	B1
Racial	P2	Attendance	W2	Physical	Ab2	Physical	B2
Sexuality	P3	Physical Health	W3	CSE	Ab3		
Disability	P4	Mental Health	W4	CE	Ab3	Physical Restraint	O1
		Emotional	W5	Accident	Ac1	Other	O2
		E Safety	W6				

Type of Incident / Concern Code:

Place of Incident / Concern:

Description of Incident / Concern: (incl. equipment, what was said & by whom)

Other Information: (previous history log reference nos., background information)

ASHLEY COLLEGE - INCIDENT / CONCERN REPORT

PART 2

Action taken and by whom:

Referral made to SS:

First Aid Given by First Aider:

Referral made to EWO:

Recorded in H&S Accident Book:

Referral made to other agency (Specify):

Signed/Initialled by Tutor & time of recording

Signed/Initialled by SLT & date:

Other notes:

SLT USE ONLY

Electronic recording completed:

Racial Incident Report Form sent:

Physical Restraint Form sent:

Copied to: Parents with covering letter / phone call: YES NO

LA if applicable (name dept.):

Appendix 5

Sanctions Chart

	Concerns	Sanctions
Level 1	Low Level Behaviour	<ul style="list-style-type: none"> • Reminder of content of code of conduct. • Discussion with Link Tutor or teacher
Level 2	Persistent Behaviours <ul style="list-style-type: none"> • Continued breaking of code of conduct • Disrupting own or others' learning • Refusal to cooperate or participate • Disrespectful or hurtful comments • Leaving class without permission 	<ul style="list-style-type: none"> • Reminder of Code of Conduct • Time out • Follow up discussion with teacher or link tutor • Enable student to understand impact of behaviour on others • Record on communication log
Level 3	Causing Concerns <ul style="list-style-type: none"> • Continuing concerning behaviour and/or deteriorating behaviour • Disrespectful or hurtful comments • Endangering the safety of themselves or others • Verbal abuse • Not following E-Safety guidance and procedures • Losing temper • Damaging property deliberately • Repeatedly leaving class without permission • Serious challenge to authority • Verbal abuse to staff 	<ul style="list-style-type: none"> • Removal from class • SLT intervention • Telephone call to parent/carer • Meeting with parents/carers. • Student put on report card • Record everything on communication log
Level 4	Causing Serious Concerns <ul style="list-style-type: none"> • Verbal aggression/threat • Inappropriate on line behaviour • Fighting and/or throwing dangerous objects • Vandalism • Drugs, smoking and alcohol • Possession and use of offensive weapon • Leaving building without permission • Bullying • Racist/homophobic/sexist comments • Theft • Peer on Peer Abuse 	<ul style="list-style-type: none"> • Segregate from other students • SLT involvement • Immediate telephone call to parent/carer, followed by letter • Review meeting with parents / carers, mainstream school and involved professionals to review provision offered • Possible fixed term or permanent exclusion • Possible police involvement

Appendix 6 – Report Card

REPORT CARD

<input type="text"/> Name Start date	TARGETS A B C				
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Registration					
PERIOD 1					
PERIOD 2					
Well Being/Assembly/Break	Break	Break	Assembly	Well Being	Well Being
PERIOD 3					
PERIOD 4					
PERIOD 5					
PERIOD 6					
Score 3 = Fully Met 2 = Partly Met 1 = Not Met					