

Parkside Middle School Behaviour Policy Table of Stages:

Updated 15 : 1 : 2009.

Intervention (Pupil moves straight to this stage)	Stage	Who is Involved	Sanctions	Paperwork	What the Class teacher does to support good behaviour	How to move off each stage.
	Pre-Stages	Subject Teacher	Assertive Discipline Strategies*	Note in planner	Follow up notes in planner	N/A
	Stage A Uncorrected poor behaviour in class. Repeated homework problems.	Subject Teacher	Detention (Break/Lunch) Given by teacher putting on an A (at discretion).	Incident Sheet (Not for Homework) Note in planner	Records Incident Sheet in record.	Stage expires (six school days)
	Stage B Misbehaviour continues for one teacher or is poor in two or more subjects. Repeated lunchtime problems.	Subject Teacher Buddy Class Teacher Parents. Dinner supervisors.	Detention (After School) Given by teacher placing pupil on B for poor behaviour (at discretion).	Incident Sheet Detention sheet** Ten day behaviour log - class teacher	Records Incident Sheet in record. Contact parents, meet if needed	Good behaviour for ten school days returns to pre-stages.
Removal (Persistent disruption of the lesson) SLT or available member of staff	Stage C More incidents within ten days of stage B, or a serious incident,	Subject Teacher Class Teacher Year Head Parents	Detention (After School)	Incident Sheet Detention sheet** Ten day behaviour log - report to year	Records Incident Sheet in record. Contact / meet parents with Year Head	Good behaviour for ten school days. Return to stage A or B if needed for 5 days.

Intervention (Pupil moves straight to this stage)	Stage	Who is Involved	Sanctions	Paperwork	What the Class teacher does to support good behaviour	How to return to previous stage
'Red Pen' (Is a danger to self or others) SLT or available member of staff	Stage D More incidents within ten days of stage C, or a very serious incident	Subject Teacher Class Teacher Year Head SLT Parents	Isolation, Parents meet with SLT (Fixed term exclusion in severe cases)	Behaviour Contract Ten day behaviour log – report to SLT	Regular communication with parents, monitor behaviour log	No Removals / incident sheets for ten school days. Return to stage B (One week only).
	Stage E Stage D continues for ten days or further serious incidents	Class Teacher Year Head SENCO SLT (to chair meetings) Parents Governors	Rewards / sanctions agreed on PSP Fixed term exclusion	PSP Access and inclusion informed. Governors informed at governors meeting.	Regular communication with parents, monitor PSP	Meet % PSP targets (Up to 16 weeks) Return to stage B for 2 weeks.
	Final Stage PSP targets not met in agreed timescale	Year Head SLT Parents Governors	Permanent exclusion			

Pupils on an E have this carried over to the next year group if incomplete. All other stages finish at the end of the summer term.

Note: Physical assault of a staff member by a pupil is not included on this table, the school will follow LA guidance regarding any such incidents. The LA is currently producing a new document giving procedures to follow which will shortly be in schools.

***Assertive Discipline strategies include:**

Thumbs up
Praise
House point
Merit
Note home
Praise from Year Head
Praise from Head Teacher.

Thumbs down
Quiet word
Move places
Sent out / kept behind
Note in planner
Detention
Sent to Year Head
Sent to Head Teacher.

****Detention Sheet procedure: Send home to get signed, record in book in office, return to class teacher.**

Noting stages in planners:

Pre-stages not noted in planner

Stage A noted in planner in margin of that day. Expires after 6 school days – Class teacher will be aware of this (will have incident sheet with stage noted).

Stage B noted in planner if there is a stage A type incident but stage A is already noted within 6 previous school days. – Class teacher then becomes involved in monitoring. This stage will be apparent to staff as the pupil will be on a Stage B behaviour log.

Stage A or B need to be noted on the accompanying incident sheet

Stages B, C and D are noted on the behaviour log (circle on log) and there is a specific PSP log book.

It is not necessary to note further stages in the planner. They are however useful in communicating the level of problem to staff, and to pupils and parents who will have a version of the chart.

Removal Details:

Removal is not a 'Red Pen'. It is simply a pupil who is persistently disruptive and who is not responding to assertive discipline strategies. Strategies to be tried/buddy system/year heads. (Year heads/pastoral co-ordinators will decide if the BRU should be involved).

It is not necessary for the teacher taking the lesson to explain the circumstances leading up to the removal – they should not feel challenged. Work should be sent where at all possible. Incident details should be recorded as soon as possible afterwards to enable follow up to be done.

Resolution:

In removing the pupil it is intended that they will be returned at the end of the session or at an appropriate time in agreement with the teacher involved, in a calm and disciplined manner, so as to enable work to continue in subsequent lessons.

Red Pen Removal Details:

A red pen is when pupils are a danger to themselves or others. Staff should send to the office for a 'red pen'. The office staff are aware of this code.

It is not necessary for the teacher taking the lesson to explain the circumstances leading up to the red pen – they should not feel challenged. Work should be sent where at all possible. Incident details should be recorded as soon as possible afterwards to enable follow up to be done.

Parents are contacted. The pupil is isolated until parents come in.
(Please do not misuse red pen as it detracts from its importance. In most cases a removal will be sufficient. Remember a removal still means the child will be on behaviour report as a result.)

Red Pen Isolation Strategy:

If parents are unavailable then the pupil is isolated until such time as they can be contacted and come in. Isolation means away from year group and peers but can be within another year group as organised by SLT and the Year Head/BRU. Staff who are willing can have isolated pupils within lessons (with calm groups) . Pupils who are isolated after a red pen meet with the teacher with some form of resolution, at the end of the day where possible. If parents are unavailable the pupil is kept until 3:30pm to minimise contact with other pupils.

Appendices:

1. Incident sheet.
2. Planner example showing where to record stage A and B
3. Behaviour sheets (Stage B/C/D) One with targets, one without.
4. PSP log example
5. Parent/Pupil version of table