

ANNEX 1

FSCC Secondary School Sanctions Policy

October 2017

This policy has been established to support staff expectations throughout the school to maintain an outstanding and positive working environment and has been established to reflect the Focus Learning Trust Behaviour Policy that is implemented at FSCC.

Staff Expectations at FSCC

- Be respectful
- Be safe
- Be prepared
- Be prompt

These expectations are displayed clearly in all classrooms and other working areas around the campus.

The following actions should be taken when challenging inappropriate or unacceptable behaviours.

Staff should always use their discretion and always use behaviour management techniques to deal with the most minor issues.

More serious incidents will include the likes of:

- Lateness
- Failure to have the correct equipment
- Rudeness
- Failure to follow instructions
- Unsafe actions such as running in the corridor
- Unkindness to others

In these incidents teachers should follow the following procedure:

- Explain to the pupil that they are to receive a detention and explain the behaviour/action that this detention has been issued for
- Decide the appropriate length of detention. This is left to teacher discretion. Lateness should be sanctioned with a detention to match the length of lateness. The longest detention that can be issued is 20 minutes and this should be reserved for the most serious of incidents
- Teacher to record incident in pupil planner (date, subject, precise reason)
- Teacher to record incident on SIMS
- Pupils will receive the detention the day after the incident occurs

Detention supervision

- Detentions will take place in Room 9 at the beginning of lunch time (Monday-Thursday) and supervised by a member of staff
- Detentions start only when pupils are in the room, silent and co-operative

- During the detention pupils will complete a detention reflection sheet (on reverse of Sanction reporting slip) on which they will be asked to record the reason for their detention and actions they should take to improve their behaviour (What I did, What I should do better). These slips will be passed back to form tutors
- The maximum period that pupils will be detained for is 20 minutes per day

After detentions

- An email will be sent to parents on the Friday after each detention
- A different email will be sent to parents after 3 detentions, detailing further action
- After 5 detentions pupils will carry out supervised community pay back, as instructed by the Head teacher or Pastoral leader. The form tutor and pastoral leader should, at this point, establish and implement strategies to help with pupils to reflect upon and improve their behaviour. This can range from re-organising seating plans to daily report and will be dependent on the pupil and behaviour issue. Parents will also be involved at this point

The role of the form tutor

- The form tutor will follow up detentions with discussions with pupils
- After 3 detentions form tutors will use their records to follow up with parents (Is there a pattern? What can be put in place to help?)
- Form tutors will call parents to discuss the pupils' behaviour

Role of the pastoral leader

- Collate and distribute reflection sheet to form tutors
- Discuss with tutors further action
- Meet with parents alongside form tutors if misdemeanours continue
- Monitor detentions issued and feedback to other staff
- Monitor the effectiveness of strategies implemented to improve pupil behaviour

Persistent failure to comply after intervention.

- Intervention in the form of a Behaviour Management Plan which may involve input from pupil, parent, Pastoral Lead, Head Teacher and Lead CA