

30 October 2017

Headteacher: Mr M Neild

Dear Parents and Carers

This letter is to inform you about some changes to our behaviour policy that will take effect as of Tuesday 14th November 2017 to allow time for you to raise your thoughts with the school should you wish so to do. My Deputy Head, Mrs Lay, who leads on behaviour in the school, will be happy to discuss the plans with you should you so wish and will be available as follows:

Thursday 2nd November: 1630 – 1730

Monday 6th November: 1630 – 1730

Friday 10th November: 1600 – 1700

Please come to school during those times and report to reception who will let you know where to meet Mrs Lay.

The Staff at Samuel Ward Academy work to make the most of the school day and maximise each learning opportunity for the benefit of every student. However, we have identified a way to tackle more effectively instances of low-level disruptive behaviour in lessons.

As you may be aware, Ofsted have reported that across the country “children are losing up to an hour a day of teaching because of a damaging culture of low level disruption and disrespect in Schools”. At Samuel Ward Academy, we do not want to see this culture take hold and, in a similar way to other schools within the Trust, we are developing a system of consequences to help us rapidly deal with and thus eliminate low-level disruptive behaviour.

The Perform rules, which we have had for some time, will remain the same and clearly outline our expectations for behaviour. However, the consequences for not following the rules are being changed. We have devised a clear description of the sort of behaviour which is unacceptable and will result in a consequence, this is attached to this letter for you to see. The main difference is that if a student reaches the level of Consequence 3 it will automatically trigger a detention for 30 minutes after school on the same day. A Consequence 4 will trigger a detention after school on the same day for 60 minutes. We will be send you a text message to let you know if your child has been issued with a detention, it is therefore essential we have up-to-date contact information please.

Detentions will be held at the following times:

Monday and Friday:

30-minute detention: 1500 – 1530

60-minute detention: 1500 – 1600

Tuesday, Wednesday and Thursday:

30-minute detention: 1550 – 1620

60-minute detention: 1550 – 1650

The best way to predict the future... is to create it.

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For parents who utilise the bus services we will supervise your child after their detention until you can collect them or arrange alternative travel home. Most students will never be in this position as the majority of our students follow behaviour expectations and are able to self-regulate their behaviour for learning. It would be most helpful if as parents or carers you could go through the expectations with your child to ensure you as a family are clear about the rules.

I would be grateful if you would also support us in reminding students that we operate a policy for Years 7 to 11 of no student mobile phones seen in school. If they are seen they will be confiscated and kept in the office until the end of the day. Repeat offences are likely to result in the phone only being returned to you as the parent/ carer when you are able to come in to collect it.

I would like to reiterate that most of our students will not be subject to any of these changes because they are able to follow the rules and regulate their behaviour. However, we do have some students for whom the bar needs to be raised in support of the learning of the many. I do hope you feel you can give me your wholehearted support with this policy change.

Yours faithfully

Mark Neild
Headteacher

PERFORM RULES

Rules (what it looks like positively expressed) Example Behaviour which can result in a C1

Positively participate in all tasks. (Apply our best effort to every task)	Student is not focussing on task because s/he is engaging in off-task conversations. Student is not producing their best work.
Encourage everyone with kindness and fairness. (Listen to others without interruption, be friendly and co-operative to all)	Student does not co-operate with others, talks over the Teacher or other students, calls out or makes inappropriate comments.
Respect each other and the environment at all times. (Be polite to everyone, keep hands, feet and objects to ourselves)	Student uses impolite language to others. Does not respect School equipment or interferes with other Students learning.
Follow instructions immediately. (Without argument)	Student does not follow a clear instruction without arguing about it.
On-task always. (Avoid disruption or distraction)	Student is distracted by others or gets involved in distracting or disrupting other's learning.
Ready to learn with resilience and responsibility. (Arrive on time, planners on desks and have correct equipment)	Student is late to lesson without an acceptable reason. Student lacks basic equipment. Gives up on task without trying.
Make the most of yourself, be trustworthy and honest (Use the school values to guide you, be the best version of yourself)	Student does not apply the School values in lessons. Does something to let down Teacher's Trust in the Student.

- First Instance of any of the above: a clear reminder of expectations is given for Consequence 1 and student's name is put on the board or equivalent for subjects such as PE,
 - This is to support students by being clear about how their behaviour is sub-optimal,
- Second Instance of any of the above: a clear reminder of expectations is given for Consequence 2 and a tick is put against the student's name that is on the board or equivalent for subjects such as PE,
 - This is to support students by being clear about how their behaviour is sub-optimal and how further such behaviour will result in a detention,
- Third instance of any of the above: Consequence 3 issued and on-call member of staff will speak with the student and issue a 30-minute detention after school on the same day. If the student is compliant and remorseful they may be returned to the lesson,
 - The teacher ensures this is recorded on Sims as Consequence 3,

- Fourth instance of any of the above: Consequence 4 issued and on-call member of staff will remove the student and issue a 60-minute detention after school on the same day. The student will be taken to the Isolation Room for the remainder of the lesson,
- The teacher ensures this is recorded on Sims as Consequence 4,
- If a student receives two C3s in a day they will be issued with a 60-minute detention rather than a 30-minute detention,
- If a student receives two C4s in a day they will spend the rest of the day, rather than the rest of the lesson, in the Isolation room,
- Failure to attend the detention will result in double time the next day,
- Any very serious breach of the behaviour expectations will not only result in Consequence 4 but also a fixed-period exclusion in line with the full behaviour policy,
- Persistent incidences of disruption will result in a behaviour plan or Suffolk Pupil Support Framework being started. Failure to make progress on this will result in permanent exclusion.

CLASSROOM BEHAVIOUR

C1

**You will be reminded of our expectations;
Your name will go on the board as a reminder.**

C2

**You will be given a 2nd reminder of our expectations;
A tick will go against your name as a reminder.**

C3

**A Senior Teacher will be called and warning given;
This will result in a 30-minute detention
after school, the same day.**

C4

**A Senior Teacher will be called and you will be removed from class;
This will result in a 60-minute detention
after school, the same day.**