

8<sup>th</sup> February 2017

Dear Parents/Carers

At Hadleigh High we are always looking at ways in which we can improve the experience for students, parents and staff, striving to provide an outstanding learning environment which results in greater chance for successful outcomes for all.

We have recently undertaken a review of student behaviour and the ways in which we support this. As part of this we have met with a wide range of student groups and asked them about their experience both in and out of lessons. At the same time we have listened to staff and parents as they share their thoughts and opinions with us over time. Unsurprisingly, all three groups have shared that, whilst the school environment is generally positive, we can always look to improve things in some way.

Two commonly raised themes have been low level poor behaviour by a minority of students in some lessons and also low level anti-social behaviour during social times such a break and lunch. Whilst these have not been raised as a serious concern, we feel it important to listen to students, parents and staff; responding accordingly in a proactive manner.

For this reason, we will be implementing two new systems immediately after half term which will provide increased consistency and support.

#### **'Signing Up' System - addressing low level poor behaviour, predominantly outside of lessons**

Students and staff have agreed that this should focus on the following behaviours:

- Incorrect uniform (including make-up, jewellery, trainers, hoodies, coat in dining room and classrooms)
- Visible mobile phone
- Lack of equipment (e.g. pen, exercise book, planner)
- Anti-social behaviour (e.g. littering, chewing gum, foul language)
- Being in an area of school you shouldn't (e.g. eating in inappropriate areas)

As and when staff come across a student displaying one of these behaviours, they will be asked to correct their behaviour (e.g. remove jewellery) and informed by the member of staff that they will be signing them up.

If a student gets 'signed up' three or more times during one school week (regardless of behaviour type), they will be sanctioned with an S7 afterschool detention, held between 2.50 – 3.50pm on the Wednesday of the following week.

Every Tuesday, parents/carers of students being sanctioned with an S7 afterschool detention will be informed by text message. At the same time, students will be notified by their form tutor. Failure to attend an S7 afterschool detention without good reason will result in further sanction.

#### **'C' System – addressing low level poor behaviour for learning within the classroom.**

Students and staff have agreed that this should focus on students that are preventing themselves and/or others from learning in lessons. It is also designed to give students the opportunity to reflect on their actions and change their behaviour.

##### **C1 - First warning**

- This is a signal that a student's behaviour is unacceptable and needs to be changed.
- Student explicitly told that they are receiving a C1.
- If no further problems arise, no further action is taken.

## **C2 - Second warning**

- This is a signal that a student's behaviour has continued to be unacceptable and needs to be changed.
- Student explicitly told that they are receiving a C2.
- Student moved to a different seat in the class.
- If no further problems arise, staff will record a C2 event on Go4Schools but no follow up will be action required.

## **C3 - Removal to another member of staff**

- Staff to relocate student with a colleague in a different classroom.
- Student explicitly told that they are receiving a C3.
- If no further problems arise, staff to record a C3 event on Go4Schools and apply appropriate follow up action.

## **C4 - Removal by Inclusion Team/Leadership Team**

- Staff to contact school office to request support from Inclusion team/LT member on rota.
- Student explicitly told that they are receiving a C4.
- Staff to record a C4 event on Go4Schools and apply appropriate, restorative follow up action.

As with any other changes, students will be informed of these system when they return after the half term break. In addition to this we will also review and evaluate the impact of these two systems, making changes as and when necessary.

We welcome your support with this matter and very much appreciate parents working with us as we strive to support students and their learning.

Yours sincerely,

Mrs C Gibson

**Headteacher**