



Milne's High School



Class Teacher's response to:

Low-level disruption

- Use toolbox of support strategies - seating plans, good liaison with auxiliary staff
- Issue first clear warning and reason for warning with a positive request for future behaviour
- Issue second clear warning with an appropriate strategy explaining that next warning will be a removal from class. Record as de-merit on SEEMiS
- Issue third warning, record as a de-merit (exit) on SEEMiS, call the office (200) and ask the student to report to the office
- Next lesson - reiterate standards with student

Crisis Situation - fighting, vandalism, verbal abuse directed at staff, refusing to engage in the above process or in anyway being out of control

- Call the office on 200 and ask for SLT member to report to a situation endangering health & safety

Office

- Phone host teacher from timetable to ask if they can receive a student
- Issue student with reflection sheet and ask them to report to host class
- Update EXIT log
- Phone SLT if student does not arrive or is not co-operating
- Email EXIT log to all teachers at the end of the day
- Issue weekly print-outs of de-merits for W2 to PTs

Host Teacher

- Accept students unless no accommodation can be provided
- Collect and complete reflection sheet from pupil and put in pigeonhole of PT of referring subject.

Principal Teacher

- Follow up with pupil next morning/next lesson
- For students exhibiting persistent low level disruption (e.g. logged at 2 warnings 3 times) look at moving within department/area for a period of time or discuss other appropriate departmental strategies at DM
- Refer to PTG through SEEMiS if pupil has been removed from class on 3 occasions in a term

Principal Teacher of Guidance

- Monitor statistics and discuss with House Head as appropriate
- Strategies to support good behaviour - positive behaviour booklet
- Invite parents to meeting to discuss strategies to support student's behaviour
- Raise at MAPS/LIAP/multi-agency where appropriate

SLT

- Ensure hosting timetable is updated with office
- Phone call to parents informing them of removal from class for disrupting learning and teaching
- Issue appropriate sanction for failure to adhere to the school discipline process and send SEEMiS letter to parents
- Formal warning and letter to parents
- Internal exclusion and invite parents to meet
- Refer to HT if student meets criteria to be externally excluded