

Responding to Poor Behaviour Choices in Class: Our Steps & Actions

Steps	Actions
1) Redirection	Gentle encouragement, a 'nudge' in the right direction, small act of kindness.
2) Reminder	A reminder of the expectations Ready, Respectful, Safe delivered privately wherever possible. Repeat reminders if necessary. Deescalate and decelerate where reasonable and possible, and take the initiative to keep things at this stage.
3) Caution	A clear verbal caution delivered privately wherever possible, making the learner aware of their behaviour and clearly outlining the consequences if they continue. The scripted 30-second intervention at this stage is encouraged.
4) Time Out Level 1	Give the learner a chance to reflect away from others. Speak to the learner privately and give them a final opportunity to engage. Offer a positive choice to do so.
5) Internal referral Level 2	At this point the learner will be referred internally to another room in the school for the remainder of the lesson. All internal referrals will be recorded on SIMS
6) Reparation – Repair Room Level 3	A restorative discussion should take place before the next lesson. If the reconciliation is unsuccessful the teacher should call on support from their line manager who will support the reparation process. If the learner completely refuses to attend or engage then the process automatically moves to the next stage. Recorded on SIMS
7) Meeting Level 3	A meeting with the teacher, learner and Senior Leadership Team member, recorded on SIMS, with agreed targets that will be monitored over the course of two weeks. Learners may be asked to positively contribute time back to the school as part of the process of repairing the damage they have caused. Actions agreed at the meeting will come under the terms of the final warning. If the learner does not complete the actions then the procedure will move to the next stage. Every effort will be made to encourage and support a change in the learner's behaviour. Recorded on SIMS

Staff will always deliver sanctions calmly and with care.

Behaviour Levels

Level	Consequences	Staff
1	Class teacher informed. Immediate apology and resolution.	Any staff member. Teacher informed.
2	Parents informed (slip/phone call/conversation at the end of day) with agreement made on pupil conduct. Recorded on SIMS.	Class Teacher (Communicated with parents)
3	Repair Room session If reached through repeated behaviour a parent meeting and Behaviour Chart (minimum of 2 weeks) is implemented. Recorded on SIMS	Senior Leadership Team – Repair Room Class Teacher
4	3 x Repair Room sessions Family informed that next step is seclusion/fixed term exclusion. Continuation of Behaviour chart/plan. Recorded on SIMS	Class Teacher administers Behaviour Chart. Key Stage Leader informs parent and views chart. Senior Leadership Team – Repair Room
5	Seclusion or fixed term exclusion depending on nature of action and safety of pupils/ adults. Recorded on SIMS	Formal parent meeting with Headteacher/ Deputy Headteacher
6	Fixed term exclusion(s) Parent Meeting Recorded on SIMS	Headteacher
7	Permanent Exclusion	Headteacher

The wider context of each incident and the pupil concerned will always be taken into account.

Please note these Behaviour levels relate specifically to Beechwood Primary School. Any Fixed Term Exclusion issued is referred to as Level 5 in the Legal Exclusion framework.