



## SANCTIONS PROCEDURE

### Effective Behaviour Management:

Houstone School operates a hierarchy of sanctions and we are all responsible for the behaviour and discipline of pupils. Staff should use appropriate sanctions to maintain an orderly framework within which effective learning can take place. Sanctions are used depending on the circumstances.

At all times we act to stay true to the maxim 'purpose not power'.

**N.B. During lessons students do not leave the classroom.** There are no visits to the toilet (unless with a privilege card), no 'timeouts' or 'cooling off' periods. If you need a child to leave the classroom they must have a yellow 'permission to leave class' pass. In addition, we discourage students from attempting to leave the classroom because they feel unwell. However, if you believe a student is likely to vomit then please send them to nearest toilet or to student reception / medical room.

### Informal Reprimands

Verbal warnings can be given by staff to individuals and small groups where professional judgement suggests it is appropriate. These would not normally be recorded. Written warnings, including instructions to repeat or improve work will be given where appropriate through feedback on work handed in.

Staff are judicious about giving informal reprimands outside of the success mountain, because this may delay action. Usually, the success mountain is used.

### Success Mountain

There are a series of 'steps' that a student may be taken through in a lesson in line with our disciplinary system. A visual display of the Success Mountain will be displayed in every teaching space. Teachers language should reflect that used on the 'Success Mountain' – see below.

1. Verbal reminder - including flagging up of possible loss of credit and taking achievement card (the achievement card is removed from the pupil's desk and kept with the teacher).
2. Active warning - Loss of credit - name on board - and lost credit (SIMS mark changed to 'K' and code and brief reason e.g. Eg 'EQ - no book' detailed in the comment box on SIMS and code also marked on achievement card)
3. 30 minutes 'After school correction' same day correction (parents notified by text) - behaviour logged on SIMS
4. Removal from classroom – Mountain Rescue: phone call home – parent meeting arranged with a member of staff - usually the teacher unless support is required – students attend the year group correction as part of their reflection.

While pupils will often move through each of the steps it is not compulsory to go through every single step if behaviour compromises learning or is unsafe. It is the teacher's professional judgement as to whether in an individual incident these steps need to be skipped.



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### Corrections:

Correction available to teaching staff:

- For cases of classroom disruption students will be reprimanded with a 30 minute 'After school correction', providing students with an opportunity to reflect on their behaviour. In most cases this correction should be completed on the same day after school. This will be recorded on the school's online reporting system (SIMS).

**N.B.** Parents are expected to support the corrections in line with the home/school agreement.

## The Mountain to Success

**MOUNTAIN TO SUCCESS**

**SELF CONTROL**  
**GRATITUDE**  
**GENEROSITY**  
**TAKING RESPONSIBILITY**  
**ENTHUSIASM**  
**RESILIENCE**  
**CURIOSITY**

- 1. VERBAL REMINDER**  
Achievement card temporarily removed  
You've stumbled but you can pick yourself up again quickly
- 2. LOSS OF CREDIT**  
Achievement card coded  
You've lost your way a little. Use the 'rope' to keep you on the right path
- 3. CORRECTION**  
After school reflection  
You need to take time to re-consider what you need to do for a successful climb
- 4. MOUNTAIN RESCUE**  
Time out to reflect  
You've fallen over an edge. Mountain rescue will support you back onto the mountain.



## Mountain Rescue

If a serious incident has taken place or where behaviour has escalated to 4<sup>th</sup> consequence on the Success Mountain, a pupil will be placed, as a supportive measure, in Mountain Rescue until the end of correction time. For quality cool off and reflection time, affected pupils will be expected to continue their work with Pastoral Leader (PL) and/or Behaviour Support Learning Mentor (BLM) support and supervision only. Once a pupil is placed in Mountain Rescue, they will remain there for the equivalent of a whole school day.

To ensure the matter is fully addressed and resolved, we will request that parents attend a meeting in school the same day or next morning to discuss the matter with class teacher and pastoral / subject leader or a member of SLT. The relevant class teacher, with the support of the Subject Leader, should ensure contact is made with parents to arrange (the relevant PL can be used to support the organisation of this meeting, and will make an initial holding call)

### **Sending a pupil to Mountain Rescue:**

Where there has been a serious incident or a pupil has reached the 4th step on the Success Mountain and is disrupting the learning of others then that pupil should be sent to Mountain Rescue.

- Teacher completes green referral form and instructs a trusted pupil to accompany pupil sent to Mountain Rescue (Pastoral Office) - *form may be filled in at the end of the lesson if more convenient*
- Teacher carefully logs incident on SIMS, informs subject leader and ensures referral form has been completed. *The PL will organise for pupil to complete work and 'red flag' their name on SIMS.*
- Teacher must liaise with PL (via form / in person depending on availability)
- PL notifies home requesting face to face meeting (to be conducted same day or beginning of the next)
- Teacher (with subject leader if required) will hold meeting, outline what happened and resolve the issue to the satisfaction of all. This allows teacher to extend expectations, reassert authority & prevent a similar situation
- Second part of referral form to be completed and returned to Pastoral Office

### **When a pupil is in Mountain Rescue:**

We want to ensure that disruption to teaching is always limited. To support this, and to ensure pupil is able to continue with their work;

- Note red flag on SIMS when taking the register
- Edit comments with work instructions
- Send necessary resources with a trusted pupil at an appropriate time
- Where prior notice can be given (if Mountain Rescue is taking place the following day, for example) relevant PL will email the day before requesting work. Please ensure this is provided in a timely fashion.



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**Following the Mountain Rescue meeting:**

Ensure fully completed paperwork is returned to the pastoral leader for filing.

### How to place to a student in Correction

1. Inform the child that they will have a Correction and why (probably the same evening but they need to wait for confirmation in prep).
2. Log behaviour by 2pm (Noon on Friday) on SIMS **INCLUDING 'ACTION TAKEN'** which will be: -
  - Correction
3. You **MUST** state that the action is 'resolved'
4. You **MUST** put the action taken as Correction on the initial SIMS page

**N.B. If you do not log and include the action taken the student will NOT be placed in correction**

5. A courtesy notification of Correction text is sent home by 3pm (12.40 on Friday)
6. Correction list will be emailed to all staff. Tutors to let tutees know if they have a correction during Prep (DEAR on Friday)
7. Students to be escorted by tutors to delegated correction room at the end of the school day.
8. Can tutors please frequently remind tutees to make sure phone numbers are up to date



## 1. Behaviour Monitoring

- Behaviour log reviewed weekly
- Behaviour Table created at 20 points and behaviours analysed for support from LM/Tutor/PL

### Stage 1 +5BP

- Standard letter and behaviour incident report sent home
- AC target is used to support student if appropriate
- Summary comment on SIMs and logged as 'monitoring' (OBP)

### Stage 2 +10BP

- PL calls home and discuss incidents and standard summary letter sent home after
- AC target is used to support student if appropriate
- Summary comment on SIMs and logged as 'monitoring' (OBP)
- Parents made aware that 5 more will result in a 'reset', where the student is removed from their elective on the next Wednesday.

### Stage 3 +15 BP

- Student has a 'reset' during elective.
- BLM completes a PSP with students reflecting on what they need to improve and targets set. A copy of this is sent home for parents, in addition to a phone call focusing on the targets so parents can support, with a standard covering letter warning that 25BP may result in an FTE
- The reset takes place instead of elective.
- Students leave school at the normal time, unless in a correction
- Summary comment on SIMs as 'monitoring – PSP completed' (OBP)

### Stage 4 +20 BP

- Student has a full day in mountain rescue and leaves at year group correction time.
- SLT has a conversation with the student and completes the mountain rescue readmission meeting with parents.

### Stage 5 +25 BP

- One day fixed term exclusion
- EHA completed to identify appropriate external support for student / family