



KING'S LEADERSHIP
ACADEMY LIVERPOOL

Consequence Guidance

Personal Development, Behaviour & Welfare

To be reviewed June 2016

Referral Room

When should it be used?

Referral room should be used when you have worked through the in class consequence system and a pupil reaches a C3 or a direct incident results in a C4.

It is important that pupils are really clear on how their actions have resulted in each consequence warning being given. A child should be able to identify for example what their C2 was given for. They need to know this so that they can accept responsibility and reflect appropriately on their actions whilst in the referral room.

If a pupil gets to a C3 or C4 what should you do?

1. You should email referral room at the first available opportunity.
2. You should up date SIMS with a bullet pointed brief detail of events before 3.15pm.
3. If their behaviour has been deemed a serious incident (C4) and you feel warrants an exclusion e.g. a pupil has had a fight in the lesson then a more detailed report should be given on SIMS and the email to referral should report this event. This should be done before the end of the lesson.
4. You should contact home that day and if contact with home cannot be made then you should inform your head of faculty.
5. Ensure that pupil attends your PRM at the end of the day.
6. If they fail to attend PRM then you should inform your faculty lead via email and copy in the APL.
7. Heads of Faculty should discuss faculty PRM actions at link meeting with SLT.

Referral Room Expectations

A pupil should report straight to the referral room once sent. Teachers in the referral room should speak to pupils on arrival outside. They should remind them of the rules and ensure that they have settled the pupil before entering the room to avoid the disruption of others. Once in the referral room pupils should sit in silence.

If you are timetabled in the referral room then you should ensure that pupils complete the reflection log whilst you assign their work.

Work will be provided for the pupils. Each department will collate a bank of resources that correlates with the scheme of work that term. This will be refreshed each term. It is the head of faculties responsibility to give resources for each year group to the referral room staff.

If the referral room is full then staff should contact Head's PA to contact SLT.

What happens if a pupil continues to be disruptive in the referral room?

Pupils will be given 3 warnings and then a SLT member (SENCO in the first instance) should be contacted. Again it is important that referral staff document this C1,C2 and C3 process on SIMS. This applies to pupils that walk out of referral room.

What if more than two pupils are sent from the same lesson?

If two or more pupils are sent to referral from the same class the staff should contact SLT (SENCO in the first instance). The member of SLT will offer support immediately by visiting the classroom.

Referral Staff Responsibilities

1. Record all referrals on log.
2. Ensure expectations are adhered to.
3. Send standardised letters home for all pupils referred that day to inform

What happens if a pupil has two visits to referral in one day?

1. Referral staff should contact the APL.
2. The APL should take the pupil at the end of the second referral to the internal exclusion room for the rest of the day.
3. The APL should make contact with parents to inform them that the pupil will be placed in the internal exclusion room the following day. The APL should also inform them about the extended day.
4. Pupils to spend the following day in the internal exclusion.
5. Pupil to be placed on target card or target card escalated to the next colour if already on target card.
6. Standardised letter sent home by APL.

Attendance Card

The same rules will apply for attendance cards as report cards (see the following page).

PL will identify pupils to use attendance cards and inform tutors.

Late to lessons

It is vital that pupils that are late for lessons have this reflected on the register on SIMS. Minutes will be reviewed by PL on a weekly basis.

Late to school

Late detentions will be carried out daily by form teachers. Please ensure that pupils in your tutor group are aware of your detention at the end of the day and anybody that misses the detention is approached the next day. If they do not attend the following day a list should be emailed to the PL who will hold a detention on a Wednesday and Friday.

Report Card System

Pupils are only placed on the target card by the Progress Leader. The Progress Leader will decide at what point pupils should move up to the next colour.

Green—Report to form teachers

Orange—Report to progress leaders

Red—Report to linked SLT

Pupils will report to the appropriate person at the end of the day. If a pupil has had a good day then praise should be given and a positive phone call home made.

If a pupil has crosses on their card then they should remain in school until 3.30pm. They should be taken to the internal exclusion room after they have had the card signed.

If a pupil loses the card or does not attend the signing of the card at the end of the day then they will be placed in internal exclusion the following day.

The APL should be informed of none attendance or card loses by 3.30pm and a phone call home by tutors/PL/SLT should be made, to make parents aware about internal exclusion.

If a pupil has five days with no crosses then they can either change the colour of their card (from red to orange, orange to green) or come off it if they are on green.

All Day Internal Exclusion

The internal exclusion should be used for:

1. Pupils that have been in referral two times in one day.
2. C4 incident that does not result in an external exclusion
3. None conformance of report/attendance cards

If a pupil is placed in the internal exclusion work will be provided just like the referral room. RMC will email a list by 8.30am each day of pupils that will be spending the day in internal exclusion.

The expectations are as the referral room and it is the member of staff timetabled in the room to ensure the expectations are adhered to.

The APL should inform parents that the pupil is spending the day in internal exclusion and they should send out a standard letter to confirm. The APL should also input the internal exclusion onto SIMS.

Pupils in the internal exclusion will have break and lunch 15 minutes earlier than the rest of the school. They will return to the internal exclusion room before the rest of the school has break or lunch.

Pupils will stay in the internal exclusion until 4pm each day, however if the pupil has not had more than 3 warnings throughout the day then they can leave at 3.30pm. If pupils do not conform they will spend the next day in internal exclusion and parents notified.

The internal exclusion will be staffed after 2.50pm by APL on a rota, SLT will support each day apart from Tuesdays.