



27th March 2018

Dear Parent/Carer

I would like to explain how we have listened carefully to feedback from students, parents and staff to make some improvements to the way we record and deliver sanctions and consequences across the academy. This is part of our behaviour for learning policy, which also includes a range of rewards and celebrations for students who demonstrate our core values of aspiration, integrity and respect.

The reasons we have amended our system are to further improve consistency, to simplify our sanctions to improve understanding for all, and to ensure that if a student needs a sanction, the sanction will be delivered as close as possible to the related incident.

You will hear us referring to students being ready to LEARN. This is an acronym, where the letters in the word LEARN stand for behaviours and attitudes that we expect to see in the academy:

- L = **L**ook / **L**isten to the member of staff
- E = Have the correct **E**quipment and put in good **E**ffort
- A = use **A**ppropriate language and have **A**ppropriate uniform
- R = Be **R**espectful and **R**espond promptly and appropriately to questions
- N = **N**ow we are ready to learn...

The vast majority of our students are ready to learn all the time. To support those students, we have accelerated the sanction process for those few who are not, as follows.

Where a student is either disrupting a lesson, or displaying a lack of effort we will continue to follow our current system of verbal warning, written warning, removal from lesson. However, we will now inform you via a text when a written warning or removal is received. A written warning will result in the student remaining behind at the end of the lesson for up to 15 minutes, and removal from a lesson will be followed by a same day reflection. This reflection will run from 3.10pm to 3.55pm. During this time, students have the opportunity to reflect upon their decisions, so the same behaviour is not repeated.

If a student is removed from more than one lesson in a day, or if they truant a reflection, they will be asked to stay in our "reflection room" until the same time the following day. They will be given a work pack to complete while they reflect on their behaviour, and will stay in school until 4:00 pm.

For inappropriate behaviour outside lessons, students will receive the sanction of "community reflection". This involves students sitting in reflection for up to 30 minutes over their lunch period, the same day or the following day, to reflect on how they can improve their behaviour or attitude, and be "ready to learn". A community reflection event will be accompanied by a text home.

I would like to finish with a few final important points. If you do receive a text message, as outlined above, please do not feel you have to contact the academy straight away. Instead, can you please support what we are doing by having a conversation with your son or daughter when they come home. If a student receives several sanctions in close proximity, Heads of House will talk with the student to help them establish a positive approach, and you will be contacted by them.

In serious cases, it is quite possible that a student will receive a level 3 consequence without going through the level 2 written warning. Texts are automated, so you will always receive notification, as long as we have your up to date contact details.

Finally, this system will only work if we follow it consistently. That means that if a student receives an after-school reflection, this will take priority over any out of school activity. We would suggest that if a student has an after-school appointment, or an after-school fixture, that they ensure they follow the guidance to ensure that they do not compromise these other events.

Thank you for your continued support of your child at Ormiston Denes Academy. I know you share our passion for outstanding education, and recognise the importance of a parent - teacher - student partnership in providing an atmosphere to support this outstanding learning. I am aware that for the vast majority of you the sanctions that we give are not relevant, as the behaviour of most of our students is exemplary, but it is important that we share with all parents the work we are doing to continue to drive standards forward.

**Please ensure that we have your up to date contact details so that text messages for sanctions, praise and rewards get to you.**

Yours sincerely

A handwritten signature in black ink, appearing to read 'A Bown', enclosed in a thin black rectangular border.

Mr A Bown  
Vice Principal

APPENDIX: a detailed look at the sanctions behind “ready to learn”

**Disruption or inappropriate behaviour in lessons:**

If a student is not ready to learn in a lesson, a member of staff is likely to challenge the behaviour causing this lack of readiness. There will be a natural escalation of the challenge if the behaviour fails to improve, and the escalation looks like this:

Initially, a teacher may challenge a student and give the student a chance to improve attitude or behaviour.	We would expect students to respond well to these strategies, and there would be no further action
If behaviour is not improving, a teacher will give a verbal warning: “I am now telling you that your behaviour is unacceptable / is disturbing others, and if you continue to do it you will receive a formal written warning.”	
If behaviour or attitude still fails to improve, the teacher will give a formal written warning to the student, and their name will be written on the teacher’s whiteboard. This is a “level 2 consequence”	An automatic text will be sent home, saying “Your child has received a written warning and a max. 15 minute reflection at the end of the lesson to discuss their readiness to learn”  The student will be kept behind at the end of that lesson, or at lunchtime, for some time to reflect on their behaviour with their teacher. This will be no more than 15 minutes.
If, after the level 2 consequence, behaviour or attitude still fails to improve the teacher will remove the student from the lesson. This is most likely to be removal to another classroom, where the student can complete work and reflect on their behaviour. This is a “level 3 consequence”	An automatic text will be sent home, saying “Your child has been removed from lesson for [..reason..] and will have a 45 minute curriculum reflection after school today, so they are ready to learn next lesson”  The student will be given a 45 minute, same day reflection after school.

**Disruption or inappropriate behaviour outside lessons:**

For inappropriate behaviour outside lessons, students will receive the sanction of “community reflection”. This involves students sitting in reflection for up to 30 minutes over their lunch period, the same day or the following day, to reflect on how they can improve their behaviour or attitude, and be “ready to learn”. A community reflection event will be accompanied by a text home which says, “Your child has been issued with an up to 30 minute community reflection at lunchtime for [..reason..] at [..place..] to discuss and think about their readiness to learn during social time”