



Trinity School

A Church of England
Academy

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Sheila Johnston and Derek Kay
Co-Headteachers

27 February 2015

Dear Parents/Carers

Re: Report System

I am writing to tell you about some of the changes we are introducing from the beginning of March, as part of our commitment to the highest of standards both in what we offer to students, and in what we expect of them.

In our last two Ofsted inspections the behaviour of students has been judged to be good, and visitors to the school always comment on the calm and purposeful atmosphere in our classrooms. Our aim, however, is to ensure that behaviour is impeccable and to achieve that we are introducing a revised system of consequences for those students who do not work with us as well as we would wish. We would like to ask parents and carers for support in this and as part of the new system will be communicating sanctions to parents and carers as they occur.

The new procedures outlined below will come into effect across the whole of the 11-16 school from Monday 2 March.

The “Three Strike” Approach in Lessons

When behaviour is not as expected in lessons staff will firstly give a student a verbal warning which the vast majority of students respond positively to and there is no repeat of the behaviour. For those who repeat the behaviour, however, a behaviour log is created. Staff use an electronic behaviour logging system that records specific instances of poor behaviour or specific issues in lessons that have prevented teaching and learning. These can range from lack of equipment to talking inappropriately or to failure to follow instructions. Behaviour logs are communicated to parents/carers via the Termly Reports and are viewed in school live by House staff and subject leaders.

A very small number of students do not improve their behaviour at this point and they are then given a “DetX”. This is a quick and immediate sanction used in the main by subject staff when a student has arrived at the third “strike”. For offences committed during periods 1 and 2, students are required to attend a 10 minute detention at break that is staffed by Senior Staff. Similarly issues that occur in periods 3, 4 or 5 result in a 10 minute detention straight after school. Should your child be issued with a DetX you will now be contacted by text via the School Comms system to alert you to that fact. Clearly the discussion at home about the necessity for this sanction to be imposed will go a long way towards ensuring that the same mistake is not repeated.

Should a student fail to complete or hand in homework, then again you will be contacted via School Comms to alert you to the issue.

Quiet Room

When more serious disruption of teaching and learning occurs, students can be removed from the lesson to the Quiet Room. From now on should this occur you will be notified via the School Comms system. Again a discussion at home about the issue is vital if lessons are to be learned. Additionally, students who are sent to the Quiet Room are spoken to by pastoral staff about the circumstances and assurances are sought about future behaviour.

Report System

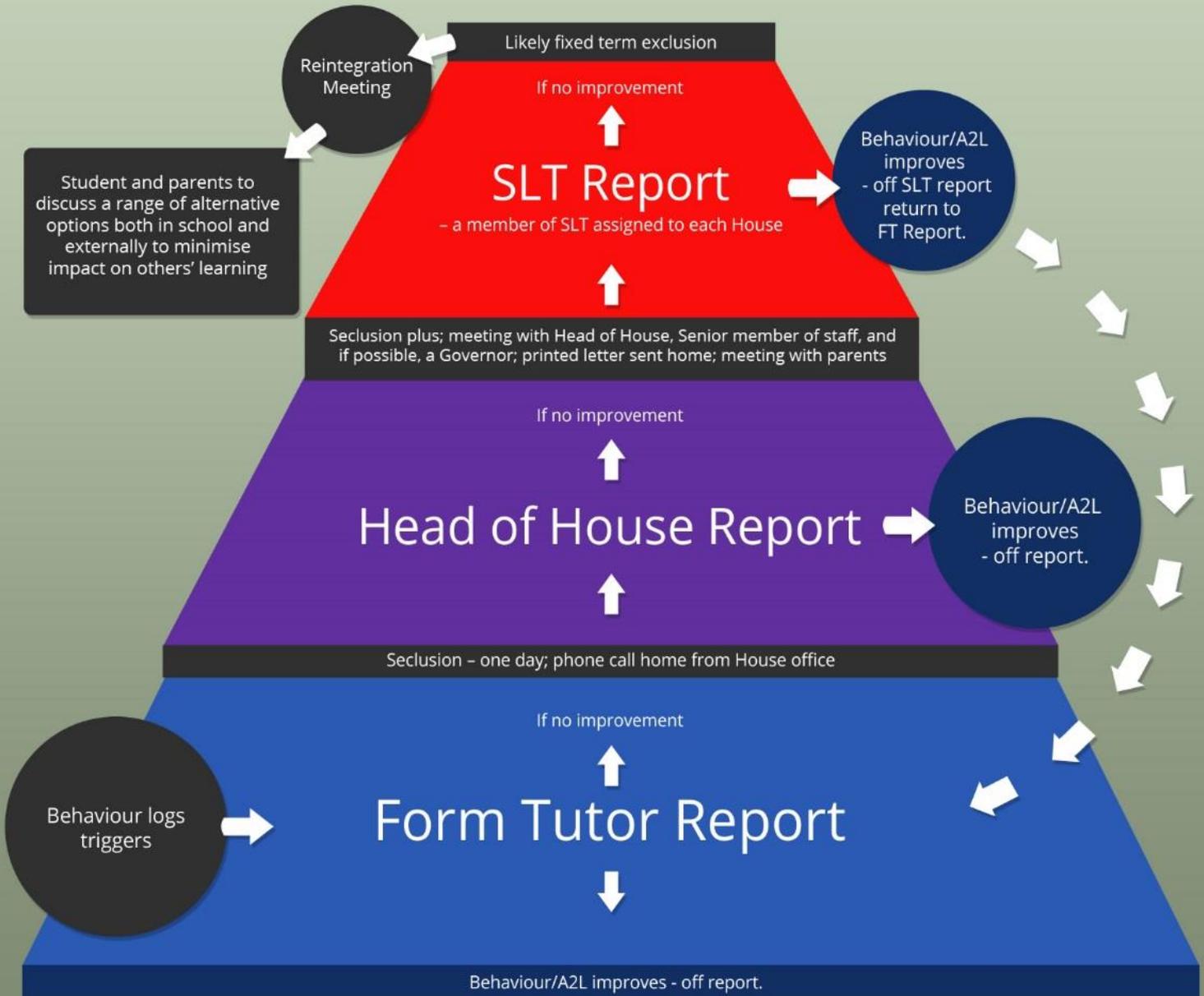
Once a student has received a predetermined number of behaviour logs, a discussion will take place between the Form Tutor and the Head of House. This will result in the student beginning the process as outlined below.

You will note that there are three levels of report:

- 1 **Form Tutors** will take responsibility for setting up and monitoring this for the first two weeks. Individual and specific targets will be set and by the Monday of the following week, you should receive a copy of your child’s report via email. The expectation will be that with the support from the Form Tutor, subject staff as well as parents/carers, the vast majority of students will make sufficient progress over the two week period and come off Form Tutor report.



REPORT SYSTEM



- 2 For those students that do not respond in the required way they will then move up on to **Head of House Report**. If the two weeks on Head of House Report do not bring about the required improvements then students will then be moved up again.
- 3 **Senior Leadership (SLT) Report**. If students reach this stage they are having a serious detrimental effect on the learning of others. This is not acceptable at Trinity and at this point we will consider a range of alternative options to minimise the effect the student is having on learning in our school. We do not envisage many students being on SLT Report.

These changes are designed to clarify our procedures which deal with behaviour which falls below the required standard for staff, students and parent/carers alike. Students will continue to receive the same high level of support and encouragement from pastoral and subject staff and this three stage sequential report system will enable us to target appropriate support in a more structured way. Additionally we will be communicating with you much more frequently to keep you fully informed of any issues or problems. We see providing you with more information on the day of an incident as a very positive step forward in further strengthening the crucial home school partnership and we expect this to have a very positive impact on behaviour for learning at Trinity School.

If you have any queries then please do get in touch.

Yours faithfully

Andrew J. Hall

A D Hall
Senior Project Leader – Behaviour