

### **Expectations for learning in the classroom – Student Guidance**

In all classrooms we aim for praise to outweigh sanctions, there should be a 5:1 ratio. We aim to concentrate on **positive aspects of behaviour**.

Trinity School uses a consequence or 'C' system for poor behaviour which is outlined in more detail below.

***'Setting the scene for positive behaviour is key'***

**Trinity School Staff will work with you and encourage positive expectations for learning by doing the following -**

**Positive role models** – being at the door first, smiling, being enthusiastic about working with you and about the content/context of the lesson. Discuss how successful learners deal with the frustrations and create a calm atmosphere. Remember we are a Church of England School, and are all here to model our 'Trinity Values' of trust, compassion, endurance, hope and community. Tolerance of each other, respect and, perhaps moreover, acceptance of each other and our differing needs is key.

**Giving Achievements and Praise** - Take regular opportunity to celebrate and model good work/conduct both with individuals, and the whole class using Class Charts to record this.

**Start each day with a clean slate** – making sure that incidents have been dealt with from prior lessons and that each lesson begins with a new start.

**Be consistent** – Using the 'C' system fairly and consistently across the school, to ensure that every student can learn and make progress in their lessons, with high expectations for learning for all.

#### **Key questions to ask yourself**

- Am I following the SLANT process?
- Have I brought in the correct equipment for the day, for each lesson?
- Have I completed my home learning and prepared for each lesson?
- Am I focussed and ready to learn?
- Is my uniform correct, am I upholding the high standards required of me?
- Have I contributed to the lesson positively?
- Have I taken responsibility for my own actions and behaviours in and around school?
- Do I know how I learn best?
- Have I accessed Class Charts and know how to use online learning platforms from home?
- Have I asked for support and guidance when needed, so my teachers know how to help me?

### Expectations for Learning

Expectations/Behaviour	Behaviour Management Dialogue/Strategies
<p data-bbox="336 331 539 398" style="text-align: center;"><b>Warning – Rule Reminder</b></p> <p data-bbox="100 409 751 477">A warning can be given to an individual and also a group/class. Blanket warnings can be given for:</p> <ul data-bbox="100 488 408 636" style="list-style-type: none"><li>• Chewing</li><li>• Swinging on furniture</li><li>• Shouting out</li><li>• General 'carrying on'</li></ul> <p data-bbox="100 685 764 752">Where the behaviour is particular to one student a blanket warning cannot be given for example:</p> <ul data-bbox="100 763 751 875" style="list-style-type: none"><li>• Poor levels of work</li><li>• Talking to another student across the classroom</li><li>• Distracting others</li></ul>	<p data-bbox="799 454 1517 521">Your teacher will state what is happening and give rule reminders.</p> <p data-bbox="818 571 1517 600">They will identify behaviour that is proactive/positive.</p> <p data-bbox="807 649 1509 716">You will not have your initials written on the board at this point.</p>

Expectations/Behaviour	Behaviour Management Dialogue/Strategies/Procedure
<p align="center"><b>C1- First formal negative behaviour</b></p>	<p align="center">Your teacher will mark the moment of poor behaviour, but then redirect behaviour with teaching and learning reminders.</p> <p align="center"><b>Your initials will be written on the board at this point.</b></p>
<p align="center"><b>C2 – Second negative behaviour</b></p>	<p align="center">Your teacher will give you a verbal comment to inform you that you are now on a C2.</p> <p align="center"><b>Your initials will be written on the C2 section of the board at this point.</b></p>
<p align="center"><b>C3 - Third negative behaviour</b></p>	<p align="center">Your teacher will remind you that it is your choice to break the rules and the rule you are breaking. They will offer you some solutions on how you can alter your behaviour.</p> <p align="center">You will also be reminded of the sequence of events that follow a C4 and provide adequate time for your behaviour to be moderated and/or Pastoral and Senior staff to support during their Learning Walks.</p> <p align="center"><b>Your initials will be written on the C3 section of the board at this point.</b></p>

Expectations/Behaviour	Behaviour Management Dialogue/Strategies/Procedure
<p style="text-align: center;"><b>C4 - Fourth negative behaviour or immediate C4 for Health &amp; Safety</b></p>	<p>At this point you must leave the room to attend the assigned Good Neighbour room.</p> <p>You need to leave with learning material and the Expectations sheet filled in.</p> <p>If you take longer than 5 minutes to arrive at the GN room or become argumentative/disrupt learning/rude/disrespectful this will mean a 'C4 Failed' log is issued.</p> <p>A C4 will automatically issue a detention and send a message home with details of which teacher has given the detention and when.</p> <p>If you are issued a 'C4 Failed' log from the C4 GN supervising teacher you are then sent to the C5 Zone Supervision room.</p> <p>You must return to the sending teacher in the last 5 minutes of the lesson. When you return discuss your behaviour with your teacher and the strategies that will be put in place to support you next time.</p> <p>Should you fail to return, the sending teacher will enter a 'C4 failed' log with a note that the student did not return, parents will be informed and a next day C5 sanction will be given.</p> <p>If you do not attend a detention because you are ill; the detention will automatically move ('roll over') to the next available dept detention. The responsibility to confirm or check this lies with the student. Reminders will be issued via Classcharts.</p>

Expectations/Behaviour	Behaviour Management Dialogue/Strategies
<p style="text-align: center;"><b>C5- Fifth negative behaviour or immediate C5 for:</b></p> <ul style="list-style-type: none"> <li>• Health and Safety</li> <li>• Violence or threatening behaviour towards others</li> <li>• Walking away from a member of staff</li> <li>• Refusing to hand over items which are not allowed in the School</li> <li>• Swearing/smoking/vaping</li> <li>• Not attending a C4/C4 OTHER detention Refusal to follow a reasonable request</li> <li>• Other behaviours at the Headteacher's/Senior Leaders discretion</li> </ul>	<p>Fifth misbehaviour (in GN) or excessive and unexplained lateness to the C4 venue means that you are sent to the C5 Zone supervision room for the rest of the lesson the C4 was issued in.</p> <p style="text-align: center;">The Expectations Sheet needs to be completed.</p> <p style="text-align: center;">You will return to lessons following the period in C5 Zone supervision.</p> <p>Before you leave, the C5 staff will inform you that you have the next day in the C5 supervision room for a full day.</p> <p>On the day, if you don't arrive, the C5 staff will check with your Year Team, if you are absent C5 staff will rearrange for the next day, If found and brought, the C5 staff will retain you for the extended day (finish at 3.40) ensuring that your parents/carers are informed.</p> <p style="text-align: center;">Any student receiving a 'C4 failed' log will be expected to attend the C5 Zone supervision room on the next school day.</p> <p>Please note that this is not classed as an 'isolation room'. Students are supervised at all times. They are also in the room with others (unless they are the only student on a C5 that day) and therefore are not isolated from their peers. Students are able to ask questions as needed as long as they respect normal classroom etiquette.</p> <p style="text-align: center;">Learning opportunities will be provided for students and encouragement made to use the time in the room as productively as possible.</p>
<p style="text-align: center;"><b>C5B</b></p> <p style="text-align: center;"><b>If you fails your day in the C5 Room and are still disrupting the room you will be supervised by a member of SLT, as a last attempt to avoid an FTE.</b></p>	<p style="text-align: center;">This strategy may be used if you refuses to enter C5 Zone Supervision or fails your day by going C1-5 in the room and are still causing disruption in the room.</p> <p style="text-align: center;">In such circumstances, Staff in the C5 room radio for SLT who will decide if a C5B or C6 should be actioned.</p> <p>If you are refusing to engage, parents/carers will be contacted for support and you can enter the room and complete your day (staying until 3.40pm for the initial refusal to enter and necessitating the call home).</p> <p>If you still refuse, you are to be supervised by Senior/Pastoral staff as a C5B and then repeat the C5 day the following day.</p>

	<p>If you are still unwilling to cooperate, cause further disruption and/or are disobedient the Headteacher will have no alternative but to issue a C6 FTE.</p>
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Expectations/Behaviour	Behaviour Management Dialogue/Strategies
<p><b>C6 referral</b> <b>(to be read alongside the Exclusions Policy)</b></p> <p><b>Usually issued only to students who fail a C5B and refuse to stay under the supervision of a member of a senior staff or cause further disruption/become disobedient.</b></p> <p>Also awarded for any other behaviour serious enough, at the discretion of the Headteacher, if a student is already in the Expectations System.</p>	<p>A green C6 can only be given when a student has worked their way through the Expectations System.</p> <p>If there is a situation that warrants exclusion outside of Expectations then a blue fixed term referral needs to be made.</p> <p>If you intend to make either a C6 or a fixed term recommendation, then linked Senior Leadership needs to be informed immediately so necessary procedures can be actioned as quickly as possible.</p> <p><b>Returning from C6</b> – A reintegration meeting will be held. Students returning from a C6 (failed C5/5B) should be scheduled to complete the C5 for an agreed length of time before returning to normal lessons.</p>

<b>The C5 Room</b>	<p style="text-align: center;">Staff are provided with a list of students due into the C5 Room.</p> <p style="text-align: center;">The same expectations apply when in detention and in the C5 supervision room as in any other learning space- adults’ instructions need to be followed and learning cannot be disrupted.</p> <p style="text-align: center;">When in C5, students must follow the rules of the C5 Room.</p> <p style="text-align: center;">These are displayed on each student desk and read out to students in the C5 Room each one-hour lesson.</p>
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**Guidance for following a reasonable request** – refusal to follow a reasonable request means that you are persistently not complying with a reasonable request. It does not necessarily mean that you are immediately given a C4, but they are asked 4 times to comply:

“Lucy can you please ...”

“Lucy I have asked you to ... can you please do so.”

“Lucy, are you refusing to follow a reasonable request to ...”

“Lucy you have refused to follow a reasonable request and you have now C4d yourself.”

<p><b>C4 FORM TUTORS and HOD</b></p> <p><b><u>C4 FORM TUTOR</u></b> detentions are issued by Form Tutors only.</p> <p>Recommendations to Form Tutors are associated with;</p> <ol style="list-style-type: none"> <li>1. poor behaviour during breaks and lesson changeovers</li> <li>2. persistent lateness</li> <li>3. persistent ‘ad-hoc’ uniform breaches</li> </ol> <p>Your FT can either issue a ‘hold-backs’ linked to punctuality and uniform issues at the end of the day for 10 minutes or they can issue a ‘C4 Form Tutor’ detention if improvements are not seen or staff notify them about the behaviours seen on the list.</p>	<p><b><u>Examples of C4 Form Tutor:</u></b></p> <ul style="list-style-type: none"> <li>• Smoking/Vaping by association (on site -C5/6)</li> <li>• Refusing a reasonable request – defiance/see above</li> <li>• Dangerous/boisterous behaviour</li> <li>• Excessive deliberate noisemaking</li> <li>• Swearing</li> <li>• Using/handling a mobile phone in breach of guidelines</li> <li>• Out of bounds</li> <li>• Littering including eating/drinking in corridors</li> <li>• Persistent lateness to lessons (x5 in any half term)</li> <li>• Persistent uniform (x5 hold backs in any half term)</li> <li>• Persistent make-up/nail polish Jewellery issues</li> <li>• Failure to bring correct equipment – (Maths, PE, Dance, DT)</li> </ul>
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<p><b><u>C4 HOD detentions</u></b> are issued by HOD only. Recommendations to HOD are associated with;</p> <ol style="list-style-type: none"> <li>1. persistent lack of subject equipment and/or homework</li> <li>2. persistent C1-3 classroom behaviours</li> </ol>	<ul style="list-style-type: none"> <li>• Persistent (x3 in any half term) failure to return homework assignments</li> <li>• Persistent lack of subject equipment (x3 in any half term)</li> <li>• Persistent ad-hoc uniform breaches (x3 in any half term)</li> <li>• Inappropriate behaviour in the dining room and between lessons</li> <li>• Eating in a lesson</li> <li>• Using ICT inappropriately – games etc.</li> </ul> <p>HOD detentions are issued through departments for issues in lessons related to:</p> <ul style="list-style-type: none"> <li>• Missing equipment and/or homework assignments <ul style="list-style-type: none"> <li>• Persistent C1-3 behaviours.</li> </ul> </li> </ul> <p>Recommendations are to be referred to HOD's starting at x3 in any half term and for each subsequent incident afterwards.</p>
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<p style="text-align: center;"><b>C5 Truancy</b></p> <p>Students found to be truanting will be successfully returned to their timetabled lesson or retained by Pastoral Teams as relevant.</p>	<p>All instances of suspected truancy will be referred to Heads of Year for investigation.</p> <p>HOY will issue a C5 truancy sanction if appropriate to do so.</p>
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<p style="text-align: center;"><b>Fixed Term referral</b></p>	<p>A fixed term referral is given when a student is in breach of the expectations outlined in the reasons for fixed-term exclusion section.</p> <p>For both C6 and Fixed Term exclusions, work will be set. This can be sent home with the student or via email.</p>
<p style="text-align: center;"><b>Re-integration meeting</b></p>	<p>Reintegration meetings will be held with the student and parent/carer when a student returns from an exclusion. At this meeting the student's behaviour will be discussed and the reintegration form will be completed.</p>

**During Registration sessions** the Expectations System is used as normal and any C4 detentions will take place within the department of the tutor teacher issuing the C4. If the tutor teacher has any concerns with low level disruption they can also place students on report. If using this intervention, Pastoral Leaders need to be made aware and there needs to be a discussion with parents/carers.

### **Uniform and punctuality**

Uniform infringements that are not supported with the required uniform card, or jewellery/make up infringements will be addressed daily by Form Tutors who will conduct a 10 minute 'hold back' detention at the end of registration. These should be evidenced in Classcharts. Students who are also expected at an after-school detention will have the hold back deferred to the next available day, or will be furnished with a note to explain the late arrival at the detention. Uniform guidelines can be found on the following link <https://trinity.cumbria.sch.uk/uniform/#>.

### **Punctuality**

This will also be reviewed daily. Any student with an 'L' code during the day will be detained for 10 minutes during a Tutor 'hold back' session.

**Smoking/Vaping off site/general behaviour off site** – If students are in uniform and on their way to and from the school they are our responsibility. Expectations System sanctions can be issued.

# C4 Guidance

Issue C4, student then sent to GN Venue with expectations form and work to complete. If a student is issued with a C4-Other they do not leave the classroom.

Students must arrive at the GN Room within 5 minutes of being sent. They must also return from the GN Room with 5 minutes to spare. The expectations sheet must be complete and returned to the member of staff.

If the student does not return from GN or becomes rude/defiant when issued with C4 then they should be issued with a C5 and recorded as a 'C4 Fail' in ClassCharts

The student then must be issued with a detention.

Ensure the details are logged with on ClassCharts by 4pm that day.

If a student has another detention on the same night it is their responsibility to reschedule one of their detention.

Students will attend the detention within your department on the allocated day.

If the student does not attend, or disrupts the detention when present, they should be booked into the Supervision Room (C5). Pastoral staff will attempt to intervene and call home if a detention is missed and students can return and do the C4; a C5 is issued if they fail to return.

Please check student attendance on the day of the detention.

If the student is absent on the day of the detention enter them for the next available detention in your department.

# C4 FT Guidance

**'C4 Form Tutor'**  
detentions are issued by  
FT only

Staff can recommend a student  
for a C4 FT for –

- poor behaviour during breaks and lesson changeovers
- persistent lateness
- persistent 'ad-hoc' uniform breaches

Such issues should be referred via email to the Form Tutor who will action the 'C4 Form Tutor' detention to ClassCharts

They also support Form Tutors despite 'hold-backs' linked to punctuality and uniform issues if they are not seeing the necessary improvements

Form Tutors can issue a 'C4 Form Tutor' detention at the agreed thresholds, adding information of the issue to the comments box in ClassCharts.

'C4 Form Tutor' detentions are issued by Form Tutors via ClassCharts using the 'C4 Form Tutor' tiles with the linked – subject option.

E.g. If the recommending staff member is a Science teacher, the Science detention day is used. Teachers in multiple departments are free to recommend as appropriate.



# C4 HOD Guidance

**C4 HOD detentions**  
are issued by HOD  
only.

Recommendations to HOD  
are associated with;

- Persistent lack of subject equipment and/or homework
- Persistent CI-3 classroom behaviours

These are to support teaching staff who (despite their own local interventions) are experiencing persistent issues with missing equipment and/or homework assignments and persistent CI-3 behaviours.

Recommendations are to be referred to HOD's starting at x3 in any half term and for each subsequent incident afterwards.

'C4 HOD' detentions are issued by Form Tutors via ClassCharts using the 'C4 HOD' tiles with the linked – subject option.

E.g. If the recommending staff member is a Science teacher, the Science detention day is used. Teachers in multiple departments are free to recommend as appropriate.

# GN Room Procedure

Has the student arrived within 5 minutes of the time indicated on expectations form (use computer networktime)?

The GN Room teacher has to complete the Expectations form indicating the time the student arrived.

Place student into your class and allow student to fill in their part of the expectations sheet. Student to complete their work if applicable or can listen and/or try work in your room if applicable.

Student to return to the initial room within 5 minutes of the end of the lesson, teacher to record departure time on expectations sheet.

If the student has not arrived within 5 minutes then they need to be referred to the Zone Supervision Room (C5).

If the student misbehaves in the GN room or arrives later than 5 minutes they need to be sent to the Zone Supervision Room (C5)

A 'C4 Fail' must be completed in ClassCharts by 4pm that day.

# Supervision Procedure C5, C5B or C6 FTE Issued

The student arrives at the Supervision Room by 8.30am and behaves: The student goes home at 3.05pm and a tariff of 5 is added to the Inclusion Tracker

The student gets to C4 in the room: The student stays until 3.40pm as a detention and the tariff is 5.

The student refuses the room or gets to C5 and disrupts the room: They are supervised by a member of staff as an alternative to FTE (C5B). They repeat the day the following day. The tariff is 10.

The student does not arrive at the Supervision Room on time but does behave: The student completes the C5 as above but they stay until 3.40pm as detention for being late to the room.

The student gets to C5 in the room but stops disrupting: The student stays in the room but repeats the day the following day (C5B). A tariff of 10 is added once the C5B is complete.

The student is offered a C5B alternative to exclusion but refuses to be supervised, causes further disruption or is abusive etc.: A C6 FTE is issued. The student leaves site and repeats the C5 day on their return. The tariff is 10.

# Student Guidance

## **First Warning – Rule Reminder**

Teaching staff will remind you of the expectations for

## **C1 – First Formal Negative Behaviour**

Your initials will be written on the board at this point.

## **C2 – Second Formal Negative Behaviour**

Your initials will be written on the C2 section of the board at this point

## **C3 – Second Formal Negative Behaviour**

Your initials will be written on the C3 section of the board at this point

## **C4 - Fourth negative behaviour or immediate C4 for Health & Safety**

**C4 – Removal to the GN classroom, arrival within 5 minutes of being sent, with expectations sheet and work set, return 5 mins from the end of lesson.**

**C4 Detention Issued by subject teacher for designated night**

Parents/Carers informed of detention day and time.

**C4 Fail for GN results in C5 Supervision room for a full day.**

**C5 Fail results in C5B or C6 FTE**