



On Call Removal from Lesson Policy

On Call removal from lessons should only be used for extreme circumstances when the behaviour of a student is beyond the control of the teacher in the classroom. Behaviour resulting in a student being removed to On Call would include:

- Students fighting,
- A student threatening a member of staff,
- A student causing serious wilful damage to property,
- A student threatening another student,
- Repeated defiance of a member of staff's expectations
- Rudeness to staff and/or other students
- Repeated disruption of learning.

On Call should never be used for:

- Being late to lessons,
- Not having equipment or appropriate equipment,
- Continually talking,
- Not wearing proper uniform,
- Not having done homework,
- Not working in the lesson,
- Having a mobile phone or MP3 player plugged in to earphones in class.

This type of discipline issue in subject lessons should be dealt with by the teacher, and the subject leader; during tutor-time, by the tutor and Year Achievement Co-ordinator.

Strategies that may be used for these behaviour issues are:

- Detention set by the teacher/tutor (depending where the behaviour happened)
- Letters home to parents for information and possible action to be taken in the future if the behaviour problems persist
- Detention with subject leader or year achievement coordinator (depending where the behaviour happened)
- Subject Leader/Year Achievement Coordinator meeting with parents to discuss issues of behaviour and seek family support
- Classroom targets agreed with individual students
- Subject or pastoral report given to individual students
- Contract of behaviour agreed with student and parents with clear rewards and sanctions
- Referral made to pastoral support team which includes mentors and learning support
- Clear seating plans to segregate offenders
- The use of positive rewards

Support within the curriculum area by middle management is the first reference point for any breakdown in discipline within a classroom.

On Call Procedure:

If an On Call member of staff is called to attend to an extreme incident during a lesson or tutorial period, the following action and procedures will be followed:

1. When the On Call member of staff arrives to deal with the incident they will take the student's name and remove him/her from the situation, to the On Call room.
2. A lesson-by-lesson log of incidents will be used by office staff to co-ordinate the appropriate level of sanction for individual incidents. The SLT lead for each year group will be asked by email to denote the incident as either a Level 1 On Call, or a Level 2 On Call.
3. On the same day as the On Call incident, the student will complete a 20-minute detention in the Detention Room, at 3.15pm. If the student does not attend, the detention time will double, and take place on the following day.
4. A text message will be sent to parents of all children involved in On Call incidents, alerting them to the On Call, and to the 20 minute detention for that day.
5. Level 1 On Calls will be recorded on the student's record and considered as part of the pastoral team's response to the student's needs.
6. Level 2 On Calls will also be recorded on the student's record and considered as part of the pastoral team's response to the student's needs. Four On Call incidents will lead to a day of Internal Exclusion for the student.

On occasion, depending on the circumstances and severity of the incident, parents may be contacted immediately, and further action taken by senior staff.

Reviewed January 2016

Responsibility for Review:

Assistant Principal KS4