Dear Parents/Carers

To continue to ensure that all pupils are supported in their learning at St Clare's we have looked very carefully and our Behaviour and reward policy and made some changes as follows:

The usual system of sanctions available in class is the ‘happy/sad side’ chart for the day. Pupils receive ticks to reward good behaviour and ticks to help direct pupils to appropriate behaviour. Pupils with the most 'happy side' ticks will receive Star of The Day Award and a Star of The Week Awards.

The Behaviour and sanctions are as follows (with changes to **4 and 5**).

**1 'sad side' tick** results in a warning to the child. *(****NB****1 tick equals warning – not warning then one tick as next level)*

**2 'sad side' ticks** in a day results in time out *(5 mins Key stage 1, 10 mins Key stage 2)* in a specific place in class.  **If a child has had 2 ticks before breaktime then they will be sent to withdrawal in the infant hall.**

**3 'sad side' ticks** in a day result in a lunchtime detention and a SIMS behaviour notification is sent to the Welfare & Behaviour Officer. If a child receives 3 ticks after lunchtime then they will complete the lunchtime detention the next day.

**4 'sad side' ticks** Welfare/Behaviour Officer is informed who then collects the child and completes a behaviour report.  WBO completes a ‘modifying your behaviour’ exercise with the child discussing with them how they can re-enter the class and engage in a positive way.  The child will be away from class between 20 – 30minutes.

**5 'sad side' ticks** will result in an after-school detention and result in the child being sent, accompanied by a Teaching Assistant or other child to a member of the SLT.

Parents will be informed by the class teacher at the end of the school day if their child has received between 2-4 ticks. Parents will be informed by the SLT or WBO at the end of the school day or by telephone that their child has received 5 ticks.

The changes will be to after school detentions: **A child who receive 5 ticks in a day will be given an after-school detention.**  Parents will be informed by a member of the SLT or the WBO and **all parents will be given a minimum of 24 hours notice.** The expectation is that the child will need to be collected from after-school detention by a parent/carer. We realise that in some cases this might be difficult for some of our parents/carers so we are open to discussion with parents/carers on these occasions to find a suitable day for the detention to take place.

When children are picked up there will be a meeting with the WBO to discuss behaviour and ways forward to improve.  Parents, the child and WBO will sign a form to say this has been completed and actions agreed. **Detention will be until 4pm and children will not be allowed to walk home alone after detention.**

**If you have any questions I am happy to discuss the new arrangements in a drop in session with parents/carers before and after school on a couple of days this week. You are welcome to just drop in but you can also call the office and let them know what day and time you would like to come.**

**Tuesday 3rd Dec [8:55-9:10 and 2:40 - 3:00pm]**

**Thursday 5th Dec [9:00-9:15 and 2:40-3:00pm]**

Kind regards

Mr Murphy