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Dear Parents/Carers,

I would like to take this opportunity to introduce myself. My name is Mr Ward and as of Monday 20th March 2023, I joined the Ash Green School as Associate Principal.

I have worked with Creative Education Trust over the past 2 years supporting a number of their schools. Ash Green School is the fourth and my focus will be squarely on behaviour standards.

I know that as a community of parents and carers, the recent months have been turbulent with changes in leadership, staffing and the visit from Ofsted. As a parent myself, I understand that many of you will be concerned and have questions.

As I am sure many of you are aware behavioural standards are not where we would expect, and as such teaching and learning is impacted. This in turn impacts on the progress that students make.

As a result, I write to you today with exciting updates to our behaviour processes. Our aim is to ensure that all students have the opportunity to learn in a calm, orderly and safe environment and that our teachers are able to teach without the interruption of unwanted behaviour.

There are to be further amendments to the Behaviour for Learning Policy but I wanted to share with you prior to the Easter break a number of the core changes which will be in place from 17th April 2023. These changes are listed below with some details. I urge you all to take the time to read through this as these processes will apply to all students.

There is nothing complicated or radical about these changes, the focus remains on students attending each and every lesson punctually and working hard. Students will need to ensure that they listen to school staff and crucially be kind, polite and courteous members of the school community. Education in schools is not limited to what takes place in academic lessons, we want to ensure that all of our young people are resilient, self-disciplined and take responsibility for their own actions.

Students are being informed of these changes in an assembly on Thursday 30th March 2023 and will be given a further reminder assembly when we return following the Easter break.

I would like to thank you all in advance for your support and wish you and your families a fabulous end of term break.

Kind regards

Mr S Ward



Focused Strategies to support Positive Behaviour:

A range of strategies are in place to encourage students to develop mature and responsible learning behaviours which allow all students to achieve their potential, both academic and socially and emotionally.

1. **Seating plans:** Seating plans are used to ensure that learning is optimised through targeted supported peer arrangements and to support any additional learning needs.
2. **Behaviour Points:** Staff are required to log behaviour points on the on the academy system (Abor) so that patterns of behaviour can be monitored, and parents/carers can be informed (where necessary) with appropriate reformative action being taken. We believe that all students at Ash Green School deserve distraction free lessons and as such we operate a 2-strike system in classrooms. On the first instance of unwanted behaviour (talking, calling out, distraction etc (see appendix)) students will be given a warning and a reminder of why the behaviour was unwanted.

On the second instance, the student will be asked to go to the Reflection room.

3. **On Call:** If a student has worked through the classroom expectations and has refused to move to Reflection, On Call will be called to remove the student from the room. This will result in a suspension being issued with the student completing Reflection upon their return.

There may be other more serious incidents which may transcend the normal classroom processes and need On Call to be requested. This will be at the discretion of academy staff.

4. **Reflection:** Where a student fails to meet the conduct expectations in lessons or during non-lesson time (see appendix) the student will be sent to the Reflection room, in most cases students will need to make their own way unless collected by a member of staff. If a student fails to go to Reflection, or fails to meet the expectations of Reflection, this will result in a suspension. Following any suspension, students will attend Reflection.

Reflection will last for 5 lessons plus an additional 1-hour detention after the academy day (3.00pm- 4.00pm). This may be completed over 2 days depending on when the initial incident took place e.g., if a student is sent to Reflection during P3, they will complete P3, 4, and 5. Then complete their detention. The following day the student will complete lessons 1 and 2 before returning to normal lessons.



Where the initial incident takes place after the start of P4, the detention will be completed the following day. Parents/carers will be informed via SMS and email when their child has been sent to Reflection.

At lunchtime, all students will remain in the Reflection room and eat lunch at their desks. Students who normally eat in the canteen will have the opportunity to order food.

While students are in Reflection, they will be expected to complete work against a set curriculum. The work has been set by Heads of Department and as such will follow the topics being delivered in normal lessons. This means that student learning is unaffected and, in some cases, provides an opportunity for targeted support.

With regard to expectations in Reflection, the rules are simple and clear:

- 1) Students will hand in mobile phones, these will be stored securely and returned at the end of the designated period in Reflection
- 2) Students will complete their own Reflection of what went wrong for them on this occasion
- 3) Students will work in silence, not turn around or distract others
- 4) Students will strive to complete 4 sides of high-quality work for each hour of Reflection they attend
- 5) Students are polite, courteous and respectful

Where a student fails to meet expectations and staff have used the above process, a suspension will be issued and the student will be expected to complete a day in Reflection upon their return.

5. **Suspension:** Serious and persistent breaches of the academy behaviour policy may result in a student receiving a Suspension. The academy will endeavour to do what they can to avoid suspension, however disruption to the calm running of the academy is viewed as a significant concern. Non-compliance with staff instructions, following an opportunity to resolve their behaviour will result in a suspension. Where the suspension is for 0.5-2 days, the readmission meeting may be able to take place via a phone call or Teams meeting. Following more serious incidents or following sustained incidents of unwanted behaviours, a readmission meeting will be scheduled to allow academy leaders to discuss the nature of the behaviour and subsequent support.
6. **Pupil Disciplinary Committee:** For students who meet or exceed 15 days of Suspension within any one term, the governors will meet with the family, Head of School and relevant Pastoral Manager to discuss the latest suspension. This is designed to enable next steps going forward to support the student and to prevent a permanent expulsion.
7. **Permanent Exclusion:** This will only be used in the most extreme cases where all other options have been considered. In line with the Academy Trust's Articles of Association and schemes of Delegation, the decision to exclude will only be made by the Principal. A decision to exclude a student permanently will only be taken in response to serious or persistent breaches of the

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8. Academy's policy and, where allowing the student to remain in the Academy would seriously harm the education or welfare of the student or others in the Academy.

Punctuality

We encourage students to be punctual to school and to lessons and expect students to be responsible for their own time keeping. Issues concerning punctuality impact on the smooth running of the school and are a distraction to our core purpose of teaching and learning.

As such if a student is late to the academy (after 8.40) they will receive a 30-minute same day detention. Failure to attend this detention will see it increase 60 minutes the following day. A second instance of failure to attend their detention will result in the student spending the day in Reflection.

Furthermore, we operate a 5- and 8-minute rule on lesson attendance. Students will be given 5 minutes of travel time to move between lessons. This is ample time for the vast majority and can be adapted for those with mobility concerns where applicable. If the student arrives to lesson after 5 minutes but before 8 minutes. They will be deemed as being late and they will receive a warning which be placed on the board. Any student arriving after 8 minutes will be deemed as truanting. They will be asked to report directly to Reflection.

Mobile phones, headphones, earphones

The academy approach to the above is that they should not be seen or heard. The academy is realistic regarding students carrying mobile phones and other devices and understand that they are normal items for young people to have on their person. However, in school time they are not to be seen or heard. The recommendation to parents/carers and students is that the school gate is the threshold where phones should be switched off and all devices are placed into bags.

Where students are seen with devices during the school day, they will be asked to hand them in to a member of staff. The student will be able to collect at the end of the day. Failure to hand in devices when asked will see the student sent to Reflection.

Parents and carers are reminded that reception can be contacted at any point during the school day if urgent messages are needed to be passed on.

Uniform

Students are expected to be in full uniform when they attend the academy.

The academy uniform expectation is as follows:

- Blazer
- White button up shirt
- Tie

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- Black, tailored trousers. Leggings, yoga pants, jeans/denim and sweatpants are not permitted.
- Black skirt, non-fitted/non stretchy fabric. No shorter than to the knee.
- Traditional school shoes which are made of a polishable material such as leather. Trainers are not permitted. This includes black trainers. Brands such as Nike, Adidas, Puma, Reebok, Converse etc are not permitted.
- Hooded sweatshirts are not permitted. Students found to be wearing these will be asked to hand them in. They will be returned at the end of the school day.

If you are concerned regarding uniform or need support in purchasing missing items, please contact your relevant Pastoral Manager who will be able to support you further.

Conduct Expectations



“All students at Ash Green school deserve disruption free learning”

We believe that all students should be able to learn in a safe, calm and orderly environment and that teachers should be able to teach without the distraction of unwanted behaviour.

1st Incident of unwanted behaviour- Warning

A warning will be issued to a student following any unwanted behaviour which impacts on Teaching and Learning. The students name and the reason will be added to the board.

Reasons for a warning may include:

- Distraction
- Off task behaviour
- Incomplete work
- Poor quality work
- Talking/calling out
- Late to lesson (after 5 minutes but before 8 minutes)

2nd Incident of unwanted behaviour- Reflection

If a student demonstrates a second incidence of unwanted behaviour the student will be sent directly to Reflection

Behaviours leading directly to Reflection

- Truancy- absent from lesson after 8 minutes
- Poor conduct outside of lesson time
- 3 incidents of lateness to school (without appropriate reason)
- Failure to attend 60-minute detention

Reflection (5 lessons and a 1 hour after school detention)

In Reflection, students will have the opportunity to consider their actions and the consequences. Students will have a restorative conversation with the member of staff who had originally exited them.

Students will complete work throughout their time in the Reflection room in line with the curriculum they would have followed in the classroom.

Failing to meet the standards in Reflection will result in a Suspension

Suspension

A suspension will be issued following:

- Failure in Reflection
- Non-compliance of staff instructions- e.g. refusal to attend Reflection, failing to stop for a member of staff.
- On call needing to attend
- Other serious incidents- see the Behaviour for Learning Policy.

Following every suspension, students will complete a full day in Reflection