



Kilgarth School

Policy for Behaviour Modification and Management

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Introduction

Most systems of behaviour modification and management are based on sanction and reward. There is an increasing body of evidence to suggest that sanction of negative behavioural choice is an ineffective method of effecting change. Our approach to behavioural modification will be based on three main components.

- An effective reward system based on short, medium and long term rewards, a reduced behaviour monitoring period and an emphasis on positive reinforcement
- Curriculum modification to enhance teaching of social skills, social problem solving skills and emotional regulation
- Intervention to ensure that post event learning opportunities are fully utilised

There will be no use of sanctions on a day to day basis and staff will not use language that can be associated with punitive approaches. All of our interactions with pupils will be positive, avoid confrontation and promote de-escalation.

Rationale

Some pupils respond to sanction. There is evidence to support that the actual sanction is relatively unimportant-people respond to the feelings of discomfort they experience when faced with the disapproval of others. They learn to associate these feelings of discomfort with the negative behaviours that precipitated them. There is, however, a significant population of pupils who do not respond well to this aversive conditioning and for whom sanction or the fear of punishment is less effective in promoting behavioural change.

- Some pupils with social communication difficulties may find it hard to recognise how they or others feel and therefore less likely to respond to punishment cues. Sanction may well be less effective for this type of pupil
- Some pupils show callous unemotional (CU) traits. Pupils displaying these traits are less likely to experience empathy or to care about the feelings of others and therefore will be less responsive to aversive conditioning. Restorative justice techniques are often inappropriate for these pupils.
- Pupils with a combination of SEMH and ADHD have been shown to have a suppressed fear response to aversive stimuli. This lack of fear may make them less responsive to aversive conditioning.

As well as being ineffective for a sizable group of our pupils, punishment may militate against positive behavioural modification. Evidence shows that pupils are more responsive to work on modifying poor choices when they feel a sense of well-being and are emotionally resilient. Punishment does not contribute to positive feelings of self. The anger that many pupils feel when sanctioned is often transferred and used to 'justify' the original misdemeanour or fuels feelings of negativity about any victims of the behaviour. Such pupils are less likely to analyse their behavioural choices and develop new strategies to cope with challenging situations.

De-escalation and Non-Confrontational Approaches

The best chance of successfully implementing strategies to modify behaviour is to build excellent working relationships between staff and pupils. The philosophy of using non-confrontational approaches when communicating with others is central to the school's ethos.

A summary of non-confrontational techniques can be found in 'The Toolkit, Non -Confrontational Approaches to Behaviour Modification' which is appended. Staff at Kilgarth are trained in the rationale for and implementation of these strategies. All staff use the strategies routinely.

A comprehensive package of de-escalation strategies is available via 'Team Teach', our trainer of choice in the use of positive handling strategies. We embrace the team teach approach which emphasises the use of verbal and non-verbal de-escalation techniques to reduce instances of aggressive behaviour and the need for positive handling. All staff are trained and conversant in the use of de-escalation techniques and receive refresher training on an annual basis or as need is identified. Training materials are available to all staff (Changing Minds – The Psychology of Managing Challenging Behaviour within an Ethical and Legal Framework) The Team Teach website provides a full explanation of this approach. http://www.team-teach.co.uk/introduction_Aims.html

Systems to Reward and Promote Positive Behaviours

Reward is often significantly more effective than sanction for the groups of pupils discussed in the rationale. Rewards can be verbal (praise), good PAS scores or various token rewards. Reward, wherever possible, is immediate and explicitly linked to positive behavioural choices. This encourages the behaviour to be repeated. Consistent repetition of positive behaviours leads to the behaviour becoming an embedded part of the pupil's behavioural repertoire.

Our systems have been developed collaboratively with the whole staff and pupil population. They are subject to daily review in whole staff briefing and periodic review by SLT and the School Council. Because of this they are constantly evolving to reflect the changing dynamic of the school and the views of pupils and staff.

The primary interface between pupils and our behavioural modification system is the Pupil Achievement Sheet (PAS). Pupils earn a mark out of four for ' Behaviour for Learning' in every activity during the school day. This reflects pupils' development and progress in relation to their:

1. Effort to learn
2. Getting on with others
3. Behaviour choices

During the lesson staff explicitly link positive behavioural features with the PAS mark in order that good choices are linked with reward in the minds of pupils. The final mark is discussed with each pupil at the end of the activity and recorded. PAS scores are converted to percentages at the end of each day and a running total is printed on the PAS the next day if the individual student so chooses. PAS marks are directly linked to rewards. These range in value and frequency- they currently include:

- Reward points
- Certificates

- Postcards home
- Raffle tickets for a prize draw
- Reward vouchers
- Medals
- Invitation to tea with the head teacher
- Mid-term and end of term reward trips

The Importance of 'Behaviour for Learning'

Behaviour for learning has been identified as a key component of successful students and is afforded extra significance. The last lesson of the day is timetabled alongside social activities. Pupils who score an average mark of three or above in this column for the day are deemed to have earned a social activity. Other pupils attend their timetabled lessons as normal.

Pupils who choose to remain outside the lesson can earn a maximum mark of two in any column (except in cases where they are taking a short time out to self-manage or have been asked to remain outside by a staff member). In this way attendance at lessons is promoted and pupils are less likely to choose to spend the lesson in a reflection room.

Each pupil is also set personal behaviour and learning targets that reflect their EHCP outcomes. They are set and administered by subject leaders because the behaviour and learning profile of a pupil might vary significantly between different subjects and different teachers. Subject leaders are responsible for the administration, review and reward of these targets and this is quality assured by the Senior Leadership Team on a half termly basis.

Post Event Learning Opportunities

This policy is designed to promote the modification of behaviour by improving the capacity of learners to make positive choices. Pupils will inevitably make negative choices on occasion. The absence of sanction will increase the likelihood that pupils engage with the post event learning opportunities that will take place after an incident. The type of learning opportunity will depend on:

- The nature of the event
- The nature of the pupil and the likelihood of a positive interaction
- The emotional state of the pupil

Only staff with training in post event learning (PEL) will administer the process.

Each incident will be analysed on a case by case basis so that the appropriate time, venue and staff can be arranged. Some situations will require 'cooling off' time whilst it may be appropriate for an immediate response in some situations. A brief discussion may suffice but some will involve a more lengthy process. Some PELs will therefore be administered on an ad-hoc basis. Others will be administered during lesson 2 (giving time to settle in the morning and with the prospect of break approaching) or the lesson immediately prior to socials (giving time to settle after lunch and with the immediate prospect of socials approaching).

Characteristics of Post Event Learning

Post event learning will generally involve the pupil discussing the event around the following headings:

What happened?

The question does not have to be phrased in this way but must not be presented in a way that implies blame or personalises the incident. Other opening questions could be

‘What caused that situation to arise?’

‘What caused the behaviours that we saw today/yesterday?’

When pupils reply our response is crucial. Skilful questions that avoid blame and confrontation will be required should the initial answer need to be explored.

Questions to avoid include:

‘Why did you do ...?’

‘What did you do...’

The purpose of the questions are to help pupils analyse the antecedents to an event so they can link their behaviours to feelings, feelings to experiences and then develop alternative strategies when they recognise similar feelings in future. Simply asking for an explanation or reliving the event is, at best, unhelpful. At worst it can make a pupil feel that they are being blamed rather than helped or encourage them to simply relive the event, thus triggering negative emotions and promoting negative behaviours.

How did that make you feel?

This question is key if pupils are to develop strategies to make better choices the next time they feel the same way. Most pupils will not have a wide vocabulary to express their emotions and will need support to do this. A number of tools are available and more are being produced. Some pupils will not be able to recognise simple emotions such as anger or fear. They will not be able to develop strategies until they are supported to develop this emotional literacy and therefore improve their emotional intelligence. This is a key function of post event learning.

What can you do whenever you feel that way?

A number of strategies will be explored so that pupils will be able to find, over time, the ones that work best in different situations.

Restorative Justice

The use of restorative justice (RJ) techniques and RJ type questions should be carefully considered and their appropriateness will depend on the students involved. Pupils who display CU traits may well have the empathic ability to understand the effects of their actions on others but may not care about their feelings sufficiently to modify their behaviour. In the worst cases they may use information gained during the process to negatively manipulate future situations.

RJ techniques and questions are beneficial for some pupils. This is especially true of those who care about the feelings of others but lack the ability to understand the emotional impact of their actions on them. Carefully administered RJ sessions may be especially beneficial for some learners on the autistic spectrum when combined with work to recognise feelings in others and self.

Creating the Conditions for Positive Behaviour

Pupils are more likely to make positive choices if staff are proactive in creating the optimum conditions for this to happen. When negative interactions do occur staff are expected to intervene rapidly to prevent them from developing. The table below highlights some of the expectations of teaching and support staff. This table is meant to be indicative rather than exhaustive.

Situation/Issue	Expectation
A staff member is observed acting outside the parameters of agreed policy	All staff are responsible for their own actions and the actions they may observe in others. Staff who observe others acting outside the letter or spirit of school policy and ethos should feel able to discuss the matter openly and honestly in support of the schools Mission Statement and in accordance with the Policy for Acceptable Behaviour. A culture of continuous improvement requires honest feedback. It is the responsibility of the person delivering feedback to do it fairly and with sensitivity. It is the responsibility of the recipient of such feedback to accept it with good grace. They should carefully consider whether or not they need to amend their practice as a result and do so if necessary. This should be the case whatever their relative positions in the school hierarchy. If the observer does not feel comfortable discussing the matter face to face then they must discuss it with the appropriate line manager .
Pupil behaviour outside lessons.	It is the responsibility of staff to deal with any instance of unacceptable behaviour that they observe. The simple rule is that 'if you see it you own it.' The behaviour should be addressed immediately if it is possible and if this is not possible then it should be followed up later using agreed procedures.(eg contribute to the marking of the PAS for that lesson) If this is not practicable then information should be communicated to the appropriate people via duty. Basic expectations are that pupils: • walk calmly on the left • line up calmly outside lessons • keep hands and feet to themselves • make no negative comments to or otherwise antagonise others • use appropriate language • follow staff instructions Staff may feel that a pupil's behaviour on the corridor makes it inappropriate for them to enter the room at the start of the lesson. Every effort should be made to communicate this to the member of staff at the door.
Proactive engagement	In any situation, including social situations, staff members should always be engaged with pupils either directly in learning, building relationships or distracting/deflecting. This should begin from the moment that the pupils arrive until the moment they leave.
Proactive planning.	Staff should plan their actions carefully, taking into account the pupils who will be present, the learning situation and any other information that has been communicated. Teaching and support staff should consider: • how to ensure they will arrive in a timely manner

	• what they will do and say to engage pupils as they arrive • what activity pupils will be asked to do to immediately engage them • who is likely to need immediate support to achieve a positive start • what differentiation is in place to ensure appropriate stretch and support • where pupils will sit and how their movement to their places will be managed • how they will position themselves in the room and in relation to likely behaviours • what they will do in response to events in the room • the type of learning activity, how pupils are likely to respond to it and the appropriate interventions • how pupils leave the room and are supported to arrive at the next lesson ready to learn • how they will build in time for marking and feedback • non-verbal and verbal cues to signal the need for intervention • how departure from the room will be managed • if any pupils are showing themselves unready to learn in the following session
Communication	Whilst one person is responsible for leading a lesson, its successful implementation is the responsibility of all staff who are present or become involved in any way. The lesson leader is responsible for directing and communicating with support staff. Equally they are responsible for creating an environment where support staff feel comfortable communicating information to them and acting with appropriate independence. Support staff are responsible for communicating issues to the lesson leader. This might be information about pupil learning/behaviour or might be feedback about the application of agreed policy. All are responsible for communicating in a timely way with Duty staff. This will not include an account of negative behaviours in the hearing of the pupil concerned or any other pupil. Duty staff will communicate with lesson leaders before pupils are returned for reintegration to a lesson. They will pass information arising from the lesson to other staff if it becomes necessary Serious incidents should be communicated to a member of SLT so that an appropriate response can be planned and implemented.

Positive Handling

Pupils will, from time to time, make choices that compromise the safety of others, their learning or cause unacceptable damage to the fabric or fixtures of the building. At such times it may be necessary to use 'Team Teach' positive handling techniques. These are the only techniques that

will be used and this will only occur when de-escalation techniques have been exhausted or a situation has developed rapidly which demands immediate physical intervention. Staff members will judge when this is necessary but each episode will have one of the following features:

- The pupil concerned will be at risk of harm or of harming others.
- The pupil is causing extreme disruption or making it impossible for the school to operate effectively.
- Staff deem that the pupil's behaviour is likely to escalate to a point where they and others may be at risk of harm .
- The pupil is likely to commit a criminal offence.

Only staff who have appropriate 'Team Teach' training will become involved in positive handling and they will ensure that their intervention is reasonable and proportionate to the situation. Staff who are not appropriately trained will not become involved in positive handling but will call for assistance using the word 'staff!'

Staff who are appropriately trained should only intervene physically when it is safe to do so. If it is unsafe to use positive handling they can loudly instruct pupils to stop the activity and use the word 'staff' to call for assistance.

Searching

School staff can search a pupil for any item if the pupil agrees.(DfE departmental advice Searching, Screening and Confiscation dated Feb 2018)

Headteachers and staff authorised by them have a statutory power to search pupils or their possessions, without consent, where they have reasonable grounds for suspecting that the pupil may have a prohibited item. Prohibited items are:

- knives or weapons
- alcohol
- illegal drugs
- stolen items
- tobacco and cigarette papers
- fireworks
- pornographic images
- any article that the member of staff reasonably suspects has been, or is likely to be, used:
 - to commit an offence, or
 - to cause personal injury to, or damage to the property of, any person (including the pupil).
- Headteachers and authorised staff can also search for any item banned by the school rules which has been identified in the rules as an item which may be searched for

Confiscation

- School staff can seize any prohibited item found as a result of a search. They can also seize any item, they consider harmful or detrimental to school discipline.

Suspension

Suspension from school, from activities, from particular locations or from trips is still available for use by staff. They will not, however, be used in a punitive way and the language used when suspension is awarded will not be punitive in nature.

Suspension and permanent exclusion is available when behavioural choices become a matter of health and safety or when learning is compromised to an unacceptable level by persistent and extreme disruption. Suspension of any kind, however, will only be used when sanctioned by a member of the senior management team.

We follow DfE guidance on suspensions and permanent exclusions :



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Suspensions & Pern

The behaviours in question rather than the individual in question will be tackled when an suspension is applied. For example a script may run: 'It's great when you're involved with this activity because you bring a real sense of purpose to the group. The group can't function with these behaviours though. You are welcome to be involved as soon as I'm sure that the behaviours aren't going to come back'. This type of script can be adapted to many different situations.

There are times when a member of staff may judge that a pupil needs to leave the room or is not ready to join a group at the start of an activity. Teaching staff, in conjunction with duty staff are best placed to make a decision about this and pupils will not be allowed to join the group if their behaviours show that they are not ready to learn or to allow others to do so. The pupil will be allowed to re-join as soon as they show appropriate choices. This does not constitute an exclusion and the strategy can be used by any member of staff as the need arises.

In some circumstances a modified timetable may be applied in response to extreme or persistent negative behaviour choices. The timetable will be temporary in nature and will be designed with the child's best interest at the forefront. The modified timetable may be implemented outside normal school hours or may involve temporarily reduced hours inside school.

Missed Learning

Rationale

The primary function of Kilgarth School is to provide outstanding educational provision thus supporting academic progress and the development of essential pro-social skills. This policy is designed to support our primary function by:

- Encouraging all pupils to attend all of the timetabled lessons.
- Provide additional support for pupils who have elected to disengage with learning opportunities.

Aims

To reduce the number of learning opportunities lost by selective absence from lessons

To reduce the number of learning opportunities lost by selective disengagement from activities.

To compensate for these losses by providing replacement learning opportunities and to give pupils the chance to reflect positively upon their decision making.

Principles

Missed Learning will be applied to students who have chosen non-attendance of lessons without them having reasonable mitigating circumstances.

It will be applied after other strategies to modify this choice of behaviour have been exhausted.

It may be applied on a compulsory basis, with the support of parents and carers. It will **never** be applied in a punitive way. Missed Learning is not a sanction and will not be used as a 'threat'.

The learning completed will be that which was missed and will be supported wherever possible by the subject leader. Missed Learning is intended as a tool to modify behaviour choices. Once this has happened then any outstanding missed learning may be discontinued.

ANTI-BULLYING

Our Ethos

Bullying of any kind will not be tolerated at Kilgarth School and this policy should be read in conjunction with our Behaviour Management policy. Preventing bullying, including cyber-bullying, disability related bullying and homophobic bullying, is a priority for Kilgarth School and no racial harassment or racist incidents will be tolerated.

It is a principle of this policy that bullying and harassment is about the impact of the behaviour on the recipient and not the intention. The individual's feelings are of paramount importance. Equally, it cannot be the case that if a person feels bullied or harassed that it is enough to conclude they have been.

Aims

- to take measures to prevent all forms of bullying in and around school and during off-site activities
- to support anyone involved to identify and protect those who may have been bullied
- to ensure that the safety and happiness of pupils is enhanced by dealing with bullying effectively.

What is bullying?

Although there is no legal definition of bullying¹, it involves offensive, intimidating, malicious or insulting behaviour, and/or an abuse or misuse of power that undermines, humiliates or injures the person on the receiving end.

- it is a form of aggressive or insulting behaviour that intentionally hurts or harms
- it is invariably persistent, sometimes continuing for weeks, months, or even years
- an underlying feature is an abuse of power and a desire to intimidate or dominate
- it is difficult for those being bullied to defend themselves
- it is behaviour that can be subtle and covert
- it undermines self esteem
- it affects attitudes to and performance in school
- it can lead to serious and prolonged distress and long term damage to social and emotional development.

Bullying and harassment may be misconduct that is physical, verbal or nonverbal, eg by letter or email, through social media or by act.

Bullying can be:

- **physical** - hitting, kicking, taking or damaging belongings
- **verbal** - name calling, insulting, repeated teasing, racist remarks or threats
- **psychological** - spreading nasty rumours, exclusion from groups, moving away as a person approaches, leaving notes, failure to speak to or acknowledge a person
- **technological** - through the use of mobile phones and the Internet - the use of threatening, insulting or frightening mobile phone text messages, photographs or video and Internet messaging

- **social** – alienating, leaving people out, peer pressure.

Strategies for Prevention

Preventing bullying is a priority for Kilgarth School; we aim to maintain a safe, inclusive and comfortable environment in which pupils can learn and thrive. Action taken in all areas of school life contributes to the development and reinforcement of the school ethos to encourage non-bullying behaviour where bullying is unacceptable.

The following points are used as a checklist:

1. Staff are committed to a Behaviour Modification and Management Policy and the ethos that underpins it.
2. The Behaviour Modification and Management Policy is published on our website.
3. All staff are aware of the possibility of bullying taking place.
4. There are adequate supervision arrangements, particularly at times and in places where bullying is more likely to take place such as at break-times, lunch-times and during lesson change-overs.
5. Groups of pupils are never left unattended in classrooms.
7. External and internal areas are well cared for and free from rubbish and graffiti.
8. Teachers model non-bullying behaviour and ensure that methods of teaching and control do not endorse bullying behaviours.
9. There is emphasis on praising good and a positive expectation of pupils' behaviour
10. Teachers arrive at lessons on time and are well-prepared.
11. The curriculum encourages co-operative as well as competitive learning.
12. The topic of bullying is incorporated in SMSC sessions across the curriculum.
13. Pupils are encouraged to assist in the promotion of positive attitudes in the classroom.
14. Staff, pupils and parents are encouraged to take collective and individual responsibility for preventing and responding to bullying.

Advice on the different forms of bullying, and their prevention, can be found in the Department for Education document "Preventing and Tackling Bullying":



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Reporting Bullying

The relationship between pupils and teachers should be characterised by mutual respect and trust so that pupils are able to tell teachers if they are being bullied or if they see incidents of bullying.

It is made clear to pupils that reporting bullying is responsible, respectful and demonstrates good citizenship, it is not telling tales. Reporting of bullying behaviour can be made to any member of staff. Every incident is recorded in the pupil profiles.

If pupils or a parent make a report of bullying, the report will be listened to, taken seriously, recorded and appropriate enquiries will be made. The person reported responsible will be treated with dignity and respect and afforded the opportunity to give their account of the alleged report of bullying.

The outcome of any enquiries will be made available to all concerned. The enquiries, outcome and any action taken will be recorded.

False or malicious allegations will be followed up with the person(s) involved.

Where bullying occurs over a period of time, the person complaining will be encouraged to keep a log of incidents.

Responding to Bullying

We will investigate all claims fully. The action that will be taken will include communicating disapproval of bullying to the person(s) involved.

The school response should differentiate between various degrees of bullying. In the first instance, ways will be sought to give the person(s) the opportunity to change and modify their behaviour. It will be made clear that a failure to respond will elicit further action from the school such as a discussion with parents or external agencies. Exclusion from school will be regarded as a last resort and used only in extreme cases. Modification of behaviour is the desired goal in all cases.

Steps will be taken to simultaneously improve the self-confidence, self-esteem and social skills of victims of bullying. Those who have witnessed incidents and friends of victims will also be given support and help. In all cases, parents will be informed.

Bullying that takes place outside school but which involves pupils will also be investigated.

Communication of the Policy

Parents/carers, staff and pupils are made aware of this policy at their admission interview and through the induction process

Pupils are periodically asked to design anti-bullying posters for display around the school.

Monitoring, Maintenance and Evaluation

An Anti-Bullying Policy is a long-term commitment. Staff and pupils are reminded of it regularly.

If bullying is identified, use will be made of the Local Authority Support Services, and our Safer Schools Police Officer.

Roles and Responsibilities

All members of the school community are responsible for ensuring that bullying is prevented, have a duty to deal with incidents in line with the policy and procedures, and never let an incident pass by unreported, whether on-site, surrounding the school or during an off-site activity.

Parents and carers, in addition to staff and pupils, are aware that school does not tolerate any form of bullying, and takes a positive approach to educating pupils to combat it.

If an act of bullying is observed, it will be written up by teachers and support staff and/or reported to a Senior Management Team member, who will act accordingly.

All members of the school community are responsible for ensuring that no form of bullying occurs.

Ultimately, the Headteacher has the primary responsibility for ensuring that bullying does not occur in the school community.

APPENDICES

The Personal Achievement Sheet (PAS)

Appendix B

Each category is marked out of four at the end of each lesson and reasons for the scores awarded are explained to pupils at this time.

Pupils are told when a behaviour impacts positively on the PAS marks as soon as the behaviour is observed. Examples of these behaviours are available to all staff and are being produced in a pupil friendly format.

Scores are converted to percentages at the end of each day and are average PAS scores are displayed at the top of the PAS sheet. These are reset to zero at the end of each term. Some pupils do not wish to see the average PAS mark because a drop in the mark causes them anxiety. The average PAS mark is not displayed for these pupils.

Missed Learning

Application of Missed Learning

Missed Learning will be applied by the duty member of staff in conjunction with the subject leader. The only person to initiate a Missed Learning conversation will be the duty member of staff. Missed learning will be applied in response to a single event or as a result of a pattern of events. It will only be applied in the case of pupils refusing to attend, unless there are exceptional circumstances. Examples may be:

- a pupil is refusing to attend (or engage in a reflection room/learning hub) and there is no good reason
- a subject specific pattern of non-attendance has emerged
- a weekly/daily/time specific pattern has emerged
- a pattern has emerged relating to manipulating the PAS or in attending last lesson.

Non-engagement in lessons

This will not usually be considered Missed Learning but will be the responsibility of the person leading the lesson and ultimately the subject leader. They will use our available strategies to help ensure engagement. These will include:

- quality first teaching, engaging activities, appropriate differentiation and directed support
- use of agreed scripts
- use of the Pupil Achievement Sheet
- PPM sessions
- contact with parents/carers after consultation with SLT

If these strategies to engage learners in lesson fail, subject leaders will bring the appropriate information to SLT when 'missed learning' may be applied.

Administration of Missed Learning

Once missed learning is applied, the name of the pupil will be entered in the Missed Learning book, which will be kept in the office.

Pupils will be asked to complete learning the same evening and will have the option to do so in social time, providing they have earned it. They will be taken home by a member of staff at 3.30 or when the learning is complete to a satisfactory standard – whichever comes first.

Pupils who have not completed the learning in a satisfactory manner will have the opportunity to do so on the next day. The completed work will be recorded and the work ticked off once it is complete

NB Missed Learning is not intended to replace lost time in lesson but to ensure that learning is complete. Once the learning is appropriately completed, the session can be ticked as complete in the Missed Learning book.

On entering a pupil for missed learning, the duty member of staff will quickly warn subject staff of the event. Subject staff will either prepare to administer the missed learning session or provide appropriate work for somebody else to do so. Duty staff will record this in the missed learning book. At this point the pupil will be entered into the Missed Learning book and office staff will endeavour to inform parents.

The pupil should be notified as soon as the duty member of staff feels that they will be able to respond positively to the news.

If several pupils owe missed learning for the same subject, the subject leader may:

- split the group over several evenings
- arrange suitable tasks for another member of staff to complete the learning.

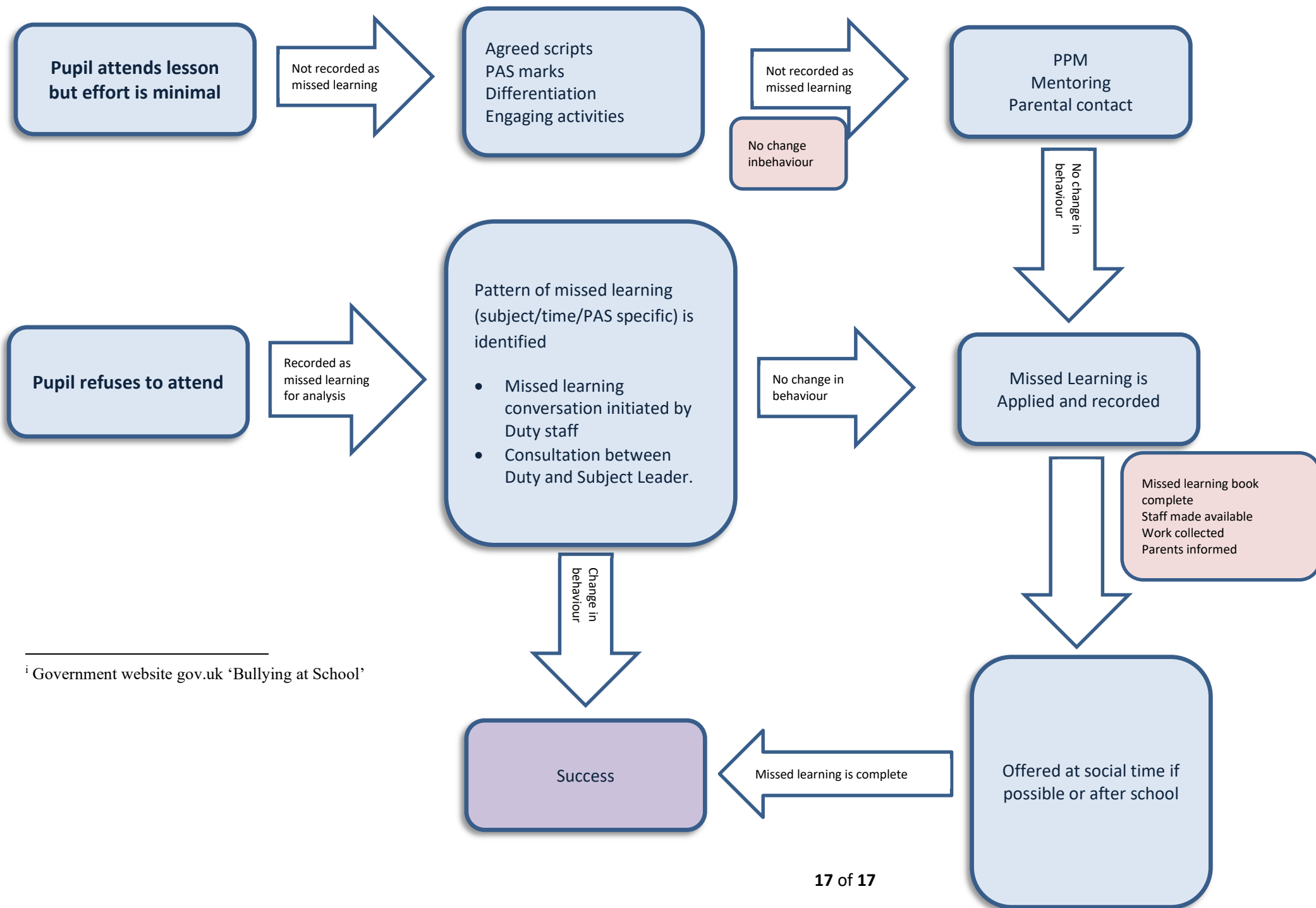
During the usual dispersal session, pupils who have missed learning will be offered the chance to begin it – **if appropriate staffing is available**. Some pupils may be capable of completing missed learning in the Learning Hub on a self-managed arrangement. Pupils may be offered the opportunity to complete missed learning at home if the quantity builds up and the learning is appropriate.

PELs

At any point, subject staff may decide to use missed learning time to conduct a PEL. This is acceptable. A PEL which addresses the root causes of missed learning is a valuable learning experience for the pupil and may help modify the behaviour.

Refusal to Attend

If pupils refuse to attend missed learning then the session could possibly take place with parents in attendance. It is also possible that some sessions (after risk assessment and consultation with parents) might take place at home.



ⁱ Government website gov.uk 'Bullying at School'