

CLF Post 16 Work Policy Matrix 2018-2019

	Student Behaviour	Action	Who	Evidence
Cause for Concern	Initial concerns about: <ul style="list-style-type: none"> • Effort and/or engagement in learning • Attendance/punctuality • Missed deadlines/homework • Low level poor behaviour 	Concerns logged on SIMS under 'BEHAVIOUR' against a student profile. Teacher interventions likely to include: <ul style="list-style-type: none"> • having constructive 1-2-1 conversations with student • refining classroom practise to encourage improvements & providing extra support materials etc. • issuing extra study time • contacting a parent/carer 	Any staff member	SIMS behaviour log with evidence of interventions.
Stage 1 (two weeks) AM/SSL	Multiple concerns around: <ul style="list-style-type: none"> • Effort and/or engagement in learning • Attendance 85-90%/punctuality • Missed deadlines/homework • Low level poor behaviour 	Behaviour logged on SIMS under 'BEHAVIOUR' Teacher/Subject Leader intervention..... Discussion & mentoring meeting with student..... Communication of concerns to appropriate staff Letter home to parent/carer confirming concerns.....	Teacher or SSL if outside of lesson..... Teacher & Subject Leader..... Academic Mentor..... SSL..... SSL.....	SIMS Behaviour log SIMS Intervention log SIMS Intervention log E-mail to staff Copy of letter
Following Stg. 1 Mentors will review a student's progress to inform next steps. SSL's track stage and send home a letter conveying outcome				
Stage 2 (four weeks) SSL	Continued concerns or unsatisfactory improvement following Stage 1 including persistent poor attendance. *Minor incident – see reverse	Behaviour logged on SIMS..... Meeting with student, parents, Teacher/Subject Leader & HOP16/SSL to issue a Stage 2 Target and Intervention Contract to last three weeks Further mentoring meeting with student..... Communication of concerns to appropriate staff..... Letter home to parent/carer confirming concerns..... (*Additional measures may be put in place. See reverse of this matrix)	Teacher or SSL if outside of lesson..... Teacher/Subject Leader, Head of Post 16/SSL Mentor..... SSL..... SSL.....	SIMS Behaviour log SIMS Intervention log Stg. 2 Target & Intervention Card SIMS Intervention log E-mail to staff Copy of letter
Following Stg. 2, Head of Post 16 or SSL will review a student's progress to inform next steps. SSL's track stage and send home a letter conveying outcome				
Stage 3 (six weeks) HOP16	Continued concerns or unsatisfactory improvement following Stage 2 including persistent poor attendance. **Major incident – see reverse	Behaviour logged on SIMS..... Meeting with student, parents, Teacher/Subject Leader & lead by HOP16 to issue a Stage 3 Target and Intervention Contract to last four weeks.... Further mentor session with student..... Communication of concerns to appropriate staff..... Letter home to parent/carer confirming concerns..... (*Additional measures may be put in place. See reverse of this matrix)	Teacher or SSL if outside of lesson..... Teacher/Subject Leader, HOP16..... Mentor..... SSL..... SSL.....	SIMS Behaviour log SIMS Intervention log Target & Intervention Card SIMS Intervention log E-mail to staff Copy of letter
Following Stg. 3, Principal will review a student's progress with the HOP16 and SSL to inform next steps. SSL will issue a letter home summarising outcome				
Stage 4 (Exit) Principal	Continued concerns or unsatisfactory improvement following Stage 3 ***Major incident – see reverse	Final meeting with student, parent and Principal (other staff as necessary) to determine support plan for alternative provision.	Principal and other staff as necessary	Letter home summarising outcome