



Discretionary Point Reduction – Recording Table

If you successfully appeal for a discretionary point reduction, 5 points will be removed from your total. The tables below are to record any points which replace those lost in your discretionary points reduction. If you re-accumulate the 5 points any more points should be recorded from where you left off in the table opposite.

Points accumulated after the first successful discretionary point reduction

Pt.	Date	Staff	Code	Further detail

Points accumulated after the second successful discretionary point reduction.

Pt.	Date	Staff	Code	Further detail

Points will be issued for

Code	Description	Points
BT	Mis-use of private study time	1
UB	Unacceptable behaviour	
HC	Homework concerns	
DC	Not adhering to the dress code	
DS	Disrespect to staff	
L	Lack of punctuality (3 late marks in one lesson or registration = 1 point)*	
ID	Not wearing ID badge	
FS	Failure to sign in/out	
UA	Unexplained or unacceptable absence	
NP	No planner	
MP	Phone or MP3 issue + confiscation in line with policy	
SS	Failure to attend Supported Study	
PP	Failure to maintain a record of SfL points	
CB	Break of Contract	
AB	Abuse to staff + exclusion	
RF	Refusal + exclusion	

*You are late if you arrive to a lesson or registration after the bell.

It should be noted that two exclusions for 5 point offences, will usually result in permanent exclusion.

Standards for Learning – Guidance Notes for Staff and Students

Standards for Learning Points

Standards for Learning Points will be used to record all examples of unacceptable behaviour and instances where attitude to study is below expectation. Students who accumulate points will progress through the phases of the Standards for Learning procedure until they act to demonstrate acceptable levels of behaviour and a positive attitude towards their studies. **Students are responsible for keeping track of their Standards for Learning Points in their planners.**

Support will be provided at or before each stage is reached with the intention of guiding the student towards eliminating the issues giving cause for concern. This may include a requirement to attend Supported Study.

Discretionary Points Reductions

A student may appeal for a points reduction if they have had no points for a period of 4 school weeks. If successful, 5 points will be removed, moving the student down one phase. Students will not be prompted to do this, they are responsible for appealing and monitoring time frames. A maximum of two successful appeals will be allowed in one year. Students who move down the pyramid will only be put on any contract or report for that phase if problems re-occur. If the student begins to re-accumulate the points, these are recorded in the Discretionary Points Recording Table in the Student Planner.

Autumn Term Points Reductions

Any student who has 4 or less points at the end of the Autumn Term will automatically have their points total reduced to zero.

Contracts

The terms of the contract will address the particular issues of each individual student. A single break of the contract will automatically move the student to the next phase because a break of contract adds five points. If the student reaches the end of the term of the contract without a break, the contract will end but may be re-instated if problems recur.

Points which do not constitute a Break of Contract

Students may accumulate **non-contract points** whilst on contract which do not constitute a Break of Contract. These points will still add to the student's total but will only have an effect if the next phase is reached.

Phase 3 Report Card

The Phase 3 Report Card will require that the student has a report card signed by the teacher after each lesson and by the library supervisor at the end of each private study period; the card will identify the particular issues the student needs to address. The library supervisor will only sign the card if the student registers in the library at the beginning of the private study period. The student will report to the Sixth Form Office at the end of each day with their Report Card; a Parent/Carer will be asked to check and sign the report card on a daily basis.

The points below describe what may follow after the 4 week term is completed:

- If no points have been given, the student will be taken off report and will qualify for a 5 point Discretionary Points Reduction.
- If points have been given which do not relate to the issues identified in the report, provided these do not take the student to the next phase, the student will be taken off report.
- If the student has been given points which relate to the focus of the report, the term of the report will be extended. In deciding the length of the extension, the number, nature and timing of the points issued will be taken into account.
- Students may decide themselves to stay on report.

Phase 4 Contract

After the first term of 4 weeks, if the student still has between 20 and 24 points, any contract points will re-instate the contract for a further 4 weeks. This cycle will continue either until the student reaches Phase 5 or qualifies for a points reduction and drops to Phase 3.

Exclusion

A **five point exclusion** occurs if a student commits an offence which is allocated five points, in this case they will be formally excluded for a fixed term of 1 to 5 days. A **progressive exclusion** occurs if a student accumulates points one by one and reaches Phase 4 or Phase 5.

End of Year

Points are re-set at the end of each academic year although in the case of a student who has reached Phase 6, the Governors reserve the right to extend the term of the Governors' Contract into the next academic year