



B4L	Reward or Sanction	Staff Action
<b>WOW REACH Postcard Award (10 HP)</b>		
<p><b>Pupil is rewarded for specific effort in... lessons form time social time for representing the school</b> (for example in a music, drama or sporting event, parent evenings, trips etc)</p>	<ol style="list-style-type: none"> <li><b>1.</b> Member of staff awards pupil a 'REACH' WOW postcard, this is handed to the pupil. <b>(5 house points awarded)</b></li> <li><b>2.</b> Member of staff indicates the REACH award through SIMS (indicating whether it is for Resilience, Effort, Aspiration, Cooperation or Honour – all are listed). This can be done through '<b>right-click</b>' on the lesson register OR by going through the individual pupil's <b>behaviour management log</b> and 'adding achievement' – automatically adds House points</li> </ol>	<ul style="list-style-type: none"> <li>✓ Member of staff to write out postcard and give to pupil.</li> <li>✓ Complete the appropriate method of recording the award on SIMS</li> </ul>
<b>Lesson Grade 1 in class (5 HP)</b>		
<p><b>Pupil is rewarded for their hard work, consistent effort and engagement in lesson</b></p> <ul style="list-style-type: none"> <li>✓ You have displayed an exemplary attitude to learning.</li> <li>✓ You are always well prepared for your lesson and are ready to learn.</li> <li>✓ You are never late to lessons.</li> <li>✓ Homework is completed to the highest possible standard and is handed in on time.</li> <li>✓ You actively contribute to the lesson and the school community.</li> <li>✓ You constantly work hard and take pride in your work.</li> <li>✓ You behave impeccably and require no behaviour intervention</li> </ul>	<ol style="list-style-type: none"> <li><b>1.</b> Pupil is awarded a 'B1' at the end of the lesson (please press SAVE after altering numbers)</li> <li><b>2.</b> Member of staff indicates the B1 by changing the 'register' number.</li> <li><b>3.</b> Member of staff '<b>right clicks</b>' on SIMS register, '<b>add achievement</b>' and awards '<b>B1 excellent achievement in lesson</b>'. This then automatically awards <b>1 House Point</b>.</li> </ol>	<ul style="list-style-type: none"> <li>✓ Member of staff tells pupil of score at end of lesson.</li> <li>✓ Member of staff indicates the B1 on register.</li> <li>✓ Member of staff records award on SIMS, which automatically enables a House point.</li> </ul> <p><i>(Parents can see the lesson 'numbers' for each period on the Edulink App – if a '1' is awarded (or there is any change in number at the end of the lesson) and the pupil informed, this <b>MUST</b> be changed on the register)</i></p>
		
<b>Lesson Grade 4 in class</b>		
<p><b>Pupil has been warned about their negative behaviour.</b></p> <ul style="list-style-type: none"> <li>• You are often late to lesson without a valid reason.</li> <li>• You <b>cause low-level disruption</b> occasionally in the lesson.</li> <li>• You sometimes <b>receive warnings and occasional</b></li> </ul>	<ol style="list-style-type: none"> <li><b>1.</b> Pupil is given first warning for poor behaviour (see B4L criteria) – this automatically places pupil on a B4. <i>(If pupil is reminded at this point and improves his/her behaviour during the rest of the lesson time, then the member of staff may award a B2 at the end of the lesson at the discretion of the member of staff).</i> Name is recorded with 'W1' on classroom record sheet</li> </ol>	<ul style="list-style-type: none"> <li>✓ <b>Subject Staff / FH</b> (if supply staff) <b>to add behaviour incident to SIMS</b>, record pupil on SIMS lunch detention &amp; contact home. <i>If parent has EDULINK– then by logging the information on SIMS</i></li> </ul>

<ul style="list-style-type: none"> <li>• <b>sanctions</b> for breaking the School's Code of Conduct (see classroom behaviour monitor sheet)</li> </ul>	<ol style="list-style-type: none"> <li>2. Pupil is given second warning continuing with poor behaviour (see B4L criteria). Name is recorded with 'W2' on classroom record sheet</li> <li>3. Poor behaviour continues and pupil can be sent outside the class on the 3<sup>rd</sup> warning to reflect on their behaviour (up to 5 minutes – time can be indicated on classroom record sheet to ensure appropriate amount of time given)</li> <li>4. End of lesson – member of staff confirms to individual the issue of a 'B4'.</li> <li>5. <b>Lunchtime detention issued</b> (teacher to record on SIMS detention manager – for detention that day if issued on or before period 3. If awarded during period 4 or 5, pupil to be placed on the following day lunch detention. <b>Class teacher to make contact with home if parent not on EDULINK</b> (email address on SIMS).</li> <li>6. <b>Poor behaviour recorded on SIMS Behaviour Log (automatic point added on SIMS)</b></li> </ol>	<p><i>correctly, this will automatically inform parent of B4. <b>DO NOT PRESUME THAT THE PARENT HAS THE APP.</b></i></p>
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<p>Pastoral Staff in the Hub to monitor 'edit marks' and those pupils issued with a 'B4' during the school day. <b>Where possible 'on call' to 'drive by' pupil in the following lesson to remind/monitor pupil about positive B4L &amp; look for any issues to help prevent further poor behaviour.</b></p>	<p>✓ <b>'On Call' Staff</b> (this could include HoY / BM / Tawelfan Manager / PH Assistant)</p>
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**Lesson Grade 5 in class**

<p><b>You have shown an unacceptable attitude to learning</b></p> <ul style="list-style-type: none"> <li>• You are rarely on time to lessons.</li> <li>• You disrupt the learning of others.</li> <li>• You show little respect to others or the environment.</li> <li>• You break the school's Code of Conduct, often receive warnings or sanctions.</li> </ul> 	<ol style="list-style-type: none"> <li>1. Pupil has worked through the B4L system and been given three warnings with no improvement in behaviour during the lesson – member of staff 'calls' for support from Pastoral Hub for pupil to be removed from the class. <b>THIS IS AUTOMATICALLY A 'B5'</b></li> <li>2. Pupil is removed from the lesson and escorted to Tawelfan for the rest of the day <b>UNTIL 3.30pm</b>. <i>(If after break time – pupil to complete full day in Tawelfan through additional periods the following day)</i></li> <li>3. Pupil will have NO social time and lunch will be taken in Tawelfan</li> <li>4. Text message &amp; (if possible) a phone call to parents to ensure understanding that pupil's school day has now been extended to 3.30pm</li> </ol>	<ul style="list-style-type: none"> <li>✓ <b>Tawelfan staff</b> to add '5' to individual pupil's behaviour management log and Text message / phone call to be made home regarding late finish.</li> <li>✓ <b>Subject staff</b> to add detail to SIMS asap following incident <i>(this is vital for information sharing)</i> and to <b>alter number on register</b> at end of lesson. Contact home to ensure parent has detail of incident.</li> </ul>
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	<p><b>5.</b> Resolution meeting to take place after 3pm with staff member who has issued B5 (supported by HoY/BM/SV)</p> <p><b>6.</b> <b>Subject staff to contact parent/guardian to share detail of incident</b></p>	<p>✓ Subject staff to attend Tawelfan after 3pm for resolution meeting on day of incident</p>
<b>Tawelfan</b>		
<p><b>Persistent defiance, refusal to follow instructions or one extreme behaviour</b></p>	<ul style="list-style-type: none"> <li>• <b><u>One day in Tawelfan</u></b> with no social time</li> </ul>	<p>✓ HOY/HOF/BM/SLT to add incident to SIMS Behaviour Management</p>
<p><b>Swearing at staff</b>  <b>Racist/Homophobic/Hate abuse</b>  <b>Persistent refusal to follow instructions from SLT/BM when called</b>  <b>Extreme behaviour as logged in the YBA Behaviour Policy</b></p>	<ul style="list-style-type: none"> <li>• Decision to be made by Head teacher regarding sanction of Tawelfan or exclusion.</li> </ul>	<p>✓ ACS</p>

<b><u>Behaviours Outside the Classroom</u></b>		
<p><b>Poor behaviour during Social Time – S4</b>  <b>E.g.</b></p> <ul style="list-style-type: none"> <li>○ Inappropriate language or attitude</li> <li>○ Dropping litter/throwing food</li> </ul>	<ul style="list-style-type: none"> <li>• <u>S4</u> logged on SIMS Pupil Behaviour log</li> <li>• lunchtime detention issued</li> </ul> <p>(staff who witnessed behaviour to record on SIMS behaviour log and issue detention through SIMS, please request support from non-teaching pastoral staff if required, HoYs to monitor SIMS regarding attendees/contact home if persistent offenders)</p>	<p>✓ <b>Member of staff to add behaviour incident to SIMS</b>, record pupil on SIMS lunch detention &amp; contact home.</p> <p>✓ <i>If parent has EDULINK – then by logging the information on SIMS correctly, this will automatically inform parent of B4. <b>DO NOT PRESUME THAT THE PARENT HAS THE APP.</b></i></p>
<p><b>Poor behaviour during Social Time – S5</b>  <b>E.g.</b></p> <ul style="list-style-type: none"> <li>○ Defiance</li> </ul>	<ul style="list-style-type: none"> <li>○ <u>S5</u> logged on SIMS Pupil Behaviour log (by SV or relevant Tawelfan staff)</li> <li>• SV/HoY to contact home via text message system (as B5 arrangements)</li> </ul>	<p>✓ <b>Tawelfan staff</b> to add 'S5' to individual pupil's behaviour management log</p>

	<ul style="list-style-type: none"> <li>• Pupil placed in Tawelfan for full day, including 3.30pm finish</li> <li>• Resolution meeting to take place after 3pm with staff member who has issued S5 (supported by HoY/BM/SV)</li> <li>• <b>Staff issuer of B5 to contact parent/guardian to share detail of incident</b></li> </ul>	<ul style="list-style-type: none"> <li>✓ Text message / phone call to be made home regarding late finish.</li> <li>✓ <b>Member of staff who issued sanction</b> to add detail to SIMS asap following incident <i>(this is vital for information sharing)</i></li> <li>✓ Member of staff to attend Tawelfan after 3pm for resolution meeting on day of incident</li> </ul>
<b>Unacceptable behaviour in detention or repeated failure to attend detention</b>	<ul style="list-style-type: none"> <li>• <b>1 hour after school detention at a time to be arranged</b></li> </ul>	✓ <b>HoY/TM/BM</b>
<b>Violence, Bullying, Smoking, Serious vandalism</b>	<ul style="list-style-type: none"> <li>• Decision to be made by Head teacher regarding sanction of Tawelfan or exclusion.</li> </ul>	✓ <b>Headteacher</b>

Teaching Staff - If a pupil is late to your lesson, please indicate minutes late on SIMS as this will be totalled weekly (not counting the 3 minute movement time) and a lunch or pm detention issued depending on total number of minutes late. Please include in B4L judgement for lesson if persistent.

Late gate – Pupils will be issued lunch detentions via late gate, if they are registered here at least twice in a week.

Form tutors – if a pupil is late to form, please indicate number of minutes late on the SIMS register.

Unless they have a medical card or toilet pass, students **should not** leave lessons to go to the toilet or to get a drink. However, please use professional discretion and if you allow a student to leave the classroom, **make sure they have a note.**