



NLE/SLE

20 December 2023

Dear Parents/Carer,

Re: Behaviour Updates - Reflection Room Escalation Procedure

At The Hart School we strive to create a safe and conducive learning environment for all our students. As part of our commitment to promoting positive behaviour and supporting students' social and emotional development, we established a Reflection Room within our school premises.

The Reflection Room is a designated space where students are guided to reflect on their actions, regain composure, and re-join their regular activities in a calm and focused manner. This room is used as a tool to help students self-regulate their behaviour and make better choices.

To ensure transparency and effective communication, we will implement an escalation procedure regarding repeat use of the Reflection Room where internal strategies are no longer having impact. The strategy below will take place from **Tuesday 9 January 2024**:

Removals (Number of occasions within a half term)	Escalation	Descriptor
1	Reset	Students will enter the reflection room for two periods plus the nearest break. Use this opportunity to reset, reengage and not-reoffend.
2	Repeat behaviour	Students are now at risk of suspension if they enter the reflection room on a third occasion.
3	Suspension	Students will complete their reflection time plus a one-day suspension from school.
4	Risk of repeat suspension	Students are now at risk of another suspension if they enter the reflection room on a fifth occasion.
5	Repeat suspension	Students will complete their reflection time plus a two-day suspension from school.

Any decision to remove a student from a classroom is reviewed and parents/carers will receive a phone call from the member of staff who has issued the consequence by the end of the working day.

If a student has a special educational need or disability, then reasonable adjustments will have been made by the classroom teacher and any escalation will then be reviewed by the school's SENDCO before any additional sanction is permitted.



Mobile Phone Policy

As you may have seen in a press release from the department for education, they have released a statement to inform schools that mobile phone use is to be banned in schools in England. At the Hart School, we already operate on non-mobile phone policy during the school day.

We operate on a "See It, Hear It, Lose It" procedure and our staff will remove the mobile device from the student when this occurs. The phone will then be issued back to the student at the end of the school day.

From **Tuesday 9 January 2024**, we are implementing an escalation procedure regarding phone usage within the school premises. If a student has their mobile device confiscated twice within any given week, then parents or carers will have to collect the device. This will not be handed back directly to the student.

Mobile phones will be stored in the school office, inside a secure safe therefore please be reassured that your child's device is safe and secure.

We understand that in emergency situations, or in the event of urgent communication needs, students can go to student reception or their year group office to contact home. Special circumstances, or specific educational activities, may warrant temporary exceptions to this policy. Teachers or school administration will communicate these exceptions to students when applicable.

Students are responsible for their devices' safety and security. The school will not be liable for any loss or damage to mobile phones brought onto the premises.

We understand the importance of communication between parents and students. Therefore, please encourage your child to check messages and make necessary arrangements before entering the school premises each day. Rest assured, in cases of emergencies, our staff will facilitate communication as necessary.

We believe these guidelines will promote a focused and productive learning environment while minimising distractions for our students.

We kindly request your support in reinforcing these guidelines at home. Encouraging responsible phone usage and adhering to school policies will contribute significantly to your child's academic growth and overall development.

Thank you for your continued partnership in fostering a safe and nurturing learning environment for all our students.

Yours sincerely

Nathan Lewis
Assistant Principal