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Dear Parents/Carers,

Updates to our Behaviour Policy and Introduction of the Reset Room

As part of our ongoing commitment to creating a positive and conducive learning environment for all students, I am writing to inform you about some further changes to our school's behaviour policy, which will come into effect on Monday 22/05/23.

Rationale:

At Holy Family, we believe that a respectful and focused classroom atmosphere is essential for every student's educational progress. With this in mind, we are introducing a **Reset Room**, a dedicated space designed to minimize lesson disruptions and help students regain focus. This room will provide a calm environment for students who are removed from lesson for disruption or other behaviour reasons. A set amount of time will allow them to reset their behaviour and reflect upon their actions.

Procedure:

If a student is given a C4 by their class teacher, a member of staff will receive a 'Callout' message and they will go and remove the student from their lesson and take them to the Reset Room. Once the student is in the room, they must follow the following instructions:

- Hand in their mobile phone upon entry. This will be placed in a lockable drawer.
- Complete a behaviour reflection form.
- Attempt to complete the work that is provided by the supervising teacher.
- Remain silent, allowing other students to get on with their work.

Time spent in the Reset Room:

The table below outlines the amount of time that a student will spend in the Reset Room if they are removed from their timetabled lesson.

Removed	Time spent in the Reset Room		
Period 1	Period 1	Period 2	Break
Period 2	Period 2	Break	Period 3
Period 3	Period 3	Period 4	Lunch
Period 4	Period 4	Lunch	Period 5
Period 5	Period 5	Periods 1 and 2 as well as Break the following day	

The Reset Room aims to promote self-awareness, emotional regulation and improved decision-making skills. **Whilst there, students must complete their classwork supported by a range of materials, such as books and calming activities, to help them refocus and regain a positive mind-set.**

Example 1:

If a student is removed from their period 1 lesson, they must spend the rest of that lesson as well as period 2 in the Reset Room. They will also spend their break time in the Reset Room.

Example 2:

If a student is removed from their period 5 lesson, they must spend the rest of that lesson in the Reset Room. In addition to this, the following day they will have to spend periods 1 and 2, as well as break time in the Reset Room.

Lunch:

If a student is sent out of their period 3 or period 4 lesson, they will have to spend their lunchtime in the Reset Room. If the student is eligible for Free School Meals, a grab bag will be ordered from the canteen. Students who normally buy lunch will also be ordered a grab bag at the usual cost. Students who are in the Reset Room will not be taken to the canteen.

If a student refuses to go into the Reset Room, parents will be contacted by a member of Senior Leadership Team. An after-school detention will be actioned in the first instance. The student will then spend the whole day (or the next day) in the Reset Room. Further refusal may result in possible suspension.

Refusal to complete work / Inadequate work

If a student refuses to complete their assigned work during class, it will be logged as inadequate work. To address this issue and help students catch up on missed work, we have implemented a break time detention session in Room 5. During this detention, students will be required to complete the work that was not finished during the lesson.

We strongly believe in the value of completing assigned work and the importance of instilling a sense of accountability in our students. Attending the break time detention in Room 5 will provide them with the necessary time and resources to catch up and stay on track with their studies.

In cases where a student repeatedly refuses to comply with these instructions, it may be necessary for them to be referred to the Reset Room, where students can reflect on their choices and work towards making more positive decisions in the future.

EduLink

We strongly encourage you to take advantage of EduLink as a valuable tool in your involvement with your child's education. Regularly checking their achievements, attendance, and behaviour records will enable you to provide guidance and support when needed, celebrate their accomplishments and address any challenges they may encounter.


Suspension

On the rare occasion that a student is given a fixed term suspension from school, the reintegration process will involve spending period 1 and period 2 in the Reset Room. This is to ensure that the student has a chance to reflect on their behaviour and fully understand the school behaviour expectations.

We firmly believe that the introduction of these changes to our behaviour policy will greatly benefit our students and we appreciate your support. By working together, we can ensure that every student receives the education and support they deserve.

If you have any questions or concerns regarding these changes to our behaviour policy, please do not hesitate to contact us via enquiry@holyfamilycarlton.org

Yours sincerely,


Mr J Wadsworth
Pastoral Lead