



March 2020

Dear Parent/Carer

**Re: Southchurch High School Formal Warnings**

As a school we are delighted with the improvements our students have made in their behaviour and learning, as well as the progress they are making. We also believe that our students can achieve even more.

To further improve students' behaviour and their attitude towards learning, we operate a Formal Warning hierarchy. Students will be challenged for unacceptable behaviours and attitudes. They will be offered the support they need to improve their behaviour and attitude towards learning, but should this, or future intervention, prove unsuccessful it may result in those students' permanent exclusion from the school.

This procedure operates in conjunction with our existing procedures and sanctions.

Students with a positive approach to their schooling will be able to study, without disruption, in an environment that suits the ethos and vision of the school; enabling those students who work hard to achieve their potential and goals in life.

The table below indicates the process that is followed.

A letter will be sent home and kept on the student's file for every Formal Warning issued.

<b>1<sup>st</sup> Formal Warning</b>
<b>2<sup>nd</sup> Formal Warning</b> Student and Parent/Carer meet with their Head of Year for a Year Support Plan meeting (YSP)
<b>3<sup>rd</sup> Formal Warning</b>
<b>4<sup>th</sup> Formal Warning</b> Student and Parent/Carer meet with a Senior Member of Staff to discuss a Pastoral Support Plan (PSP) which will generate an Individual Support Plan (ISP)
<b>5<sup>th</sup> Formal Warning</b>
<b>6<sup>th</sup> Formal Warning</b> Student and Parent/Carer meet with the School Governors' Behaviour Panel
<b>7<sup>th</sup> Final Formal Warning</b> Student and Parent/Carer meet with the Headteacher to consider the decision of a permanent exclusion from the School

If a Formal Warning is issued, continuous good behaviour for a period of six weeks will secure the removal of the Warning and you will be notified accordingly.

Should you have any queries relating to this process please refer in the first instance to your child's Head of Year.

Yours faithfully

S C Reynolds  
**Headteacher**