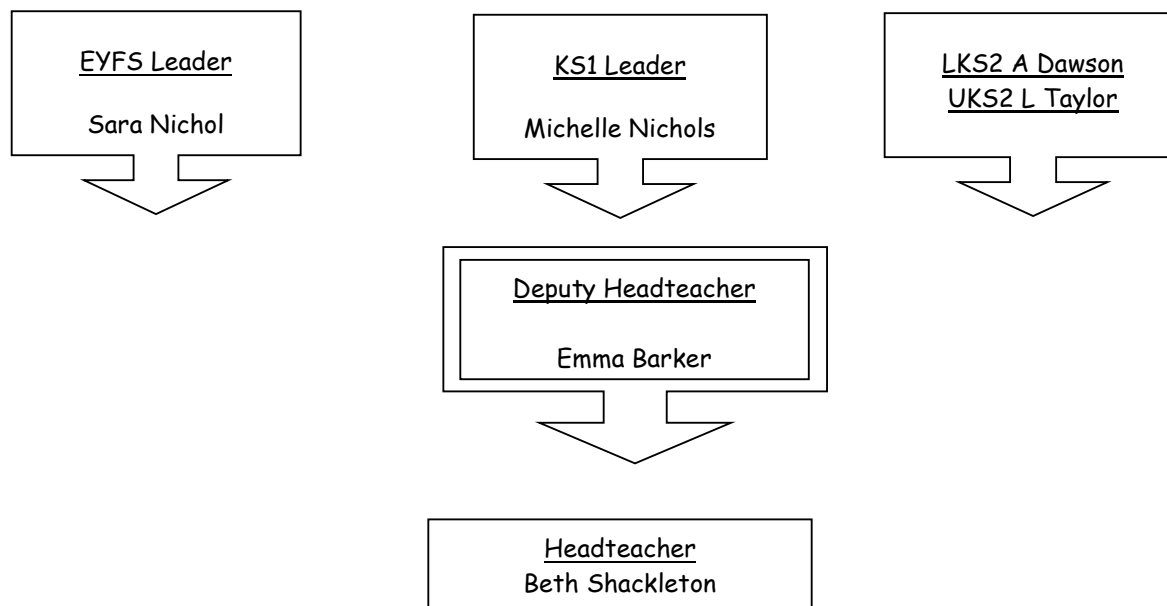




Order of Referral for Pupil Behaviour and Other Issues 2025-26

If inappropriate behaviour means a child needs to leave the classroom then they will need to be taken to the following key members of staff (in the first instance the Key Stage Leaders/SLT):



If the issue is deemed serious, or there is a particular known concern with the child in question, then the Head or Deputy Head should be approached directly, as it is of the utmost importance that we take into account both the welfare of the individual child and the impact their behaviour may be having on the rest of the class.

Lunchtime 'Time – out'

If you feel that any children in your class need to have a lunchtime 'time - out' for a specific reason e.g. aggressive behaviour, abusive language, bullying behaviour, persistently not completing work etc, **they will need to be brought to the SLT on duty at 12.15pm.**

NB

EYs/KS staff will have to keep their pupils until 12.15pm, The named member of SLT will then supervise them for the remainder of lunchtime.

Monday	Tuesday	Wednesday	Thursday	Friday
Beth Shackleton	Antony Dawson	Michelle Nichols	Emma Barker	Lucy Taylor

Completion of work at lunchtime

If keeping children with you at lunchtime to allow them to complete work. This must be for no more than 20 minutes, allowing them to eat and get some fresh air during the remaining lunch break. If completing work is regularly taking place during lunchtime sessions then you need to discuss this with your Phase Leader/SENDCo in terms of why this may be the case.