Lady Margaret School Warning System

> **1st Warning: Verbal warning**

Staff should remind the girls about the high expectations for behaviour in the classroom pointing out the area of concern.

> **2nd Warning: Name on the board**

After the first verbal warning, girls who break a classroom rule have their name written down on the board or a pad, or in PE or other practical areas, a piece of paper on a clipboard for example. This second stage is a public visible warning to pupils.

> **3rd Warning: - classroom teacher**
>
> Note in day book and move seat
>
> 15 minute detention break/lunch/after school

A third warning is a third stage offence: a girl has broken three rules or the same one three times. A girl who receives a third warning should move to a different part of the room. The teacher records this on the board by marking a cross/tick next to the girl's name.

A third warning results in a break or lunchtime or after school detention with the class teacher or departmental member. A note should be written in the day book by the class teacher.

The suggested time length for a third warning detention is 15 minutes.

> **4th Warning: Head of Department level**
>
> Removal from class
>
> 45 minute detention after school
>
> Letter to be sent home

If a pupil reaches the fourth warning stage, the teacher will ask for the student to be removed from the lesson.

The removed student will work in the Inclusion Room for the remainder of the lesson.

Details of the misbehaviour will be recorded and this will be included in a letter sent home from the School Office. The letter will also contain details of the detention issued by the subject. A note should be written in the girl's day book by the teacher giving notice of the after-school subject detention.

The detention should be 45 minutes. There is a centralised Departmental detention system which runs from Monday-Thursday to support this.

The interest of the class must be seen as paramount and the disruption cannot be allowed to continue. Effective action will ensure that in most cases the pupil is subsequently able to re-join the class.