



## D11 Protocols

**D11 is an important aspect of our school based sanctions structure. It forms a part of the ladder of consequence, to be applied when there is a serious breach of the disciplinary framework as outlined in 'Three Ways Forward'. It forms a step above Senior Detention and moves us towards more serious sanctions, including, ultimately, external exclusion.**

Although the emphasis of D11 is to be punitive, D11 will also provide for many students (especially repeat-offenders) a degree of support and possible connection to school-based support structures. Our Behaviour Manager is a member of our Pastoral Strategy and Student Support Group meetings and can refer students for discussions / intervention at these meetings.

### Why will a student be referred to D11?

- Serious breach of disciplinary procedures pending further investigation.
- Truancy
- Non-compliance with uniform policy
- Rudeness to members of staff
- Red-Card incident (see separate guidelines)
- Bullying / offensive behaviour towards other students
- Serious disruption of the learning of others in a number of subjects
- Return from exclusion
- Smoking

### Who can refer a student to D11?

- Members of Leadership Group
- Heads of Year or, in their absence, Assistant Heads of Year

### What sort of behaviour is expected of students whilst in D11?

- Students will predominantly work in silence

- Students will remain in seats unless given permission to move
- Students will remove coats and will behave in a manner that is in-line with school expectation.
- Students will complete work that is set by subject teachers and/or that is provided by the Behaviour Manager.

### What support will be offered to students while they are in D11?

- There will be discussion with the student about the referral to D11. The emphasis will be solution-focused and will use the 'Three Ways Forward' as a mechanism to promote thinking.
- Reflecting on the consequences of repeated violation of the school authority will be an important part of this process.
- Interactive Conduct File will provide an opportunity for students to reflect on behaviour (if this is appropriate). There are also behaviour related worksheets that might be used if these are considered beneficial.
- Behaviour Manager will refer any 'repeat offenders' to Pastoral Strategy Group meetings and/or Student Services if a co-ordinated package of support is required. Links with external agencies may be needed, though this will need discussion / agreement with Head of Year.

### What contact will be made with Parents?

- In every case, a letter will be sent to parent(s) / carer(s). Copies of letters will be put into student files.
- The Behaviour Manager will also contact home by telephone to discuss the referral (where it is deemed appropriate).
- As part of more 'complex' cases, the Behaviour Manager / Head of Year / Key Worker or member of Leadership Group may contact home or a meeting with parent(s) / carer(s) could be called.

## What happens when students are repeatedly / regularly referred to D11?

- Students who are referred to D11 on more than three occasions per term will come under special discussion at a 'Pastoral Strategy Meeting'. An appropriate Behaviour Plan will be produced. This will form part of a contract with the student. Further breaches of disciplinary frameworks could lead to fixed-term external exclusion. Parent(s) / carer(s) will be informed. A system of monitoring (Head of Year / Deputy Head / Head) will be put in place.

## What happens when a student returns to class after a spell in D11?

- Student will be monitored for an agreed period of time either by Behaviour Manager or Head of Year or Head of Department.
- If a student was referred because of serious matters with one teacher / subject a meeting will be held between member of staff / student / Behaviour Manager in order to facilitate the return and to reconcile any issues that may exist.
- On-going support will be put in place if this is needed.

## Sample letter for D11

Dear

It is with regret that I must inform you that your son/daughter \_\_\_\_\_ has been placed in our Isolation room, D11 for \_\_\_\_\_ days. Whilst in D11 he/she has worked under the supervision of our Behaviour Manager, Mrs Hayes, who has monitored work and progress and has also spent some time discussing the incident that caused us to take this decision. You may have already had an informal telephone call from Mrs Hayes.

The reason I took this decision was because of \_\_\_\_\_

I am sure that you will understand that in order to operate a safe and secure environment in which our students can learn effectively, we must rely on all of our students to comply with all of our school requirements.

The action I have taken is, effectively, an "internal exclusion" and it has been recorded on \_\_\_\_\_'s school record. If this kind of behaviour should be repeated it may be necessary for us to consider further action.

I do hope that you will take the chance to talk about this issue with \_\_\_\_\_ and, should you wish to discuss the matter further, please do not hesitate to contact me.

I would be grateful if you would acknowledge receipt of this letter by returning the attached slip to me as soon as possible.

Yours sincerely