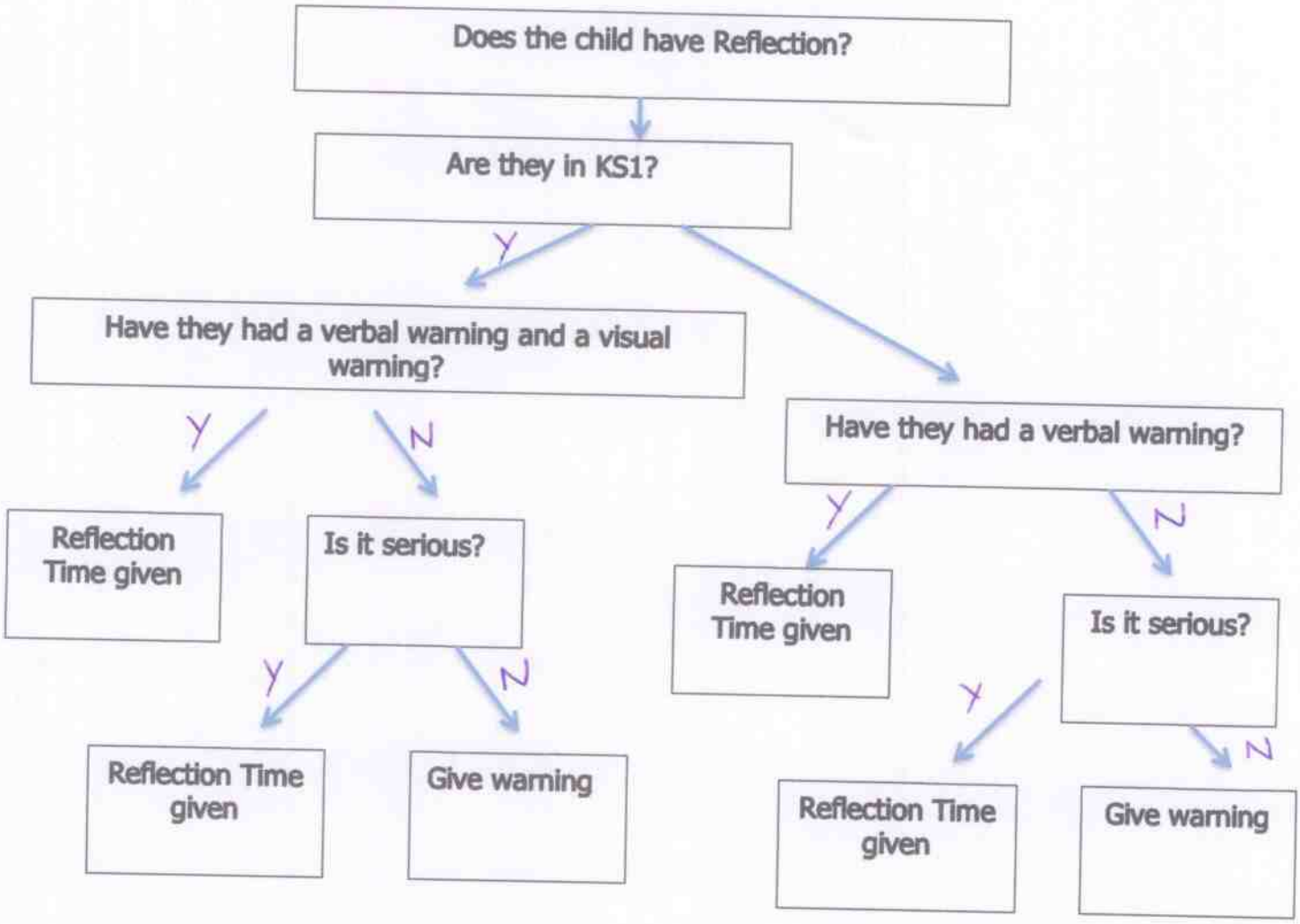
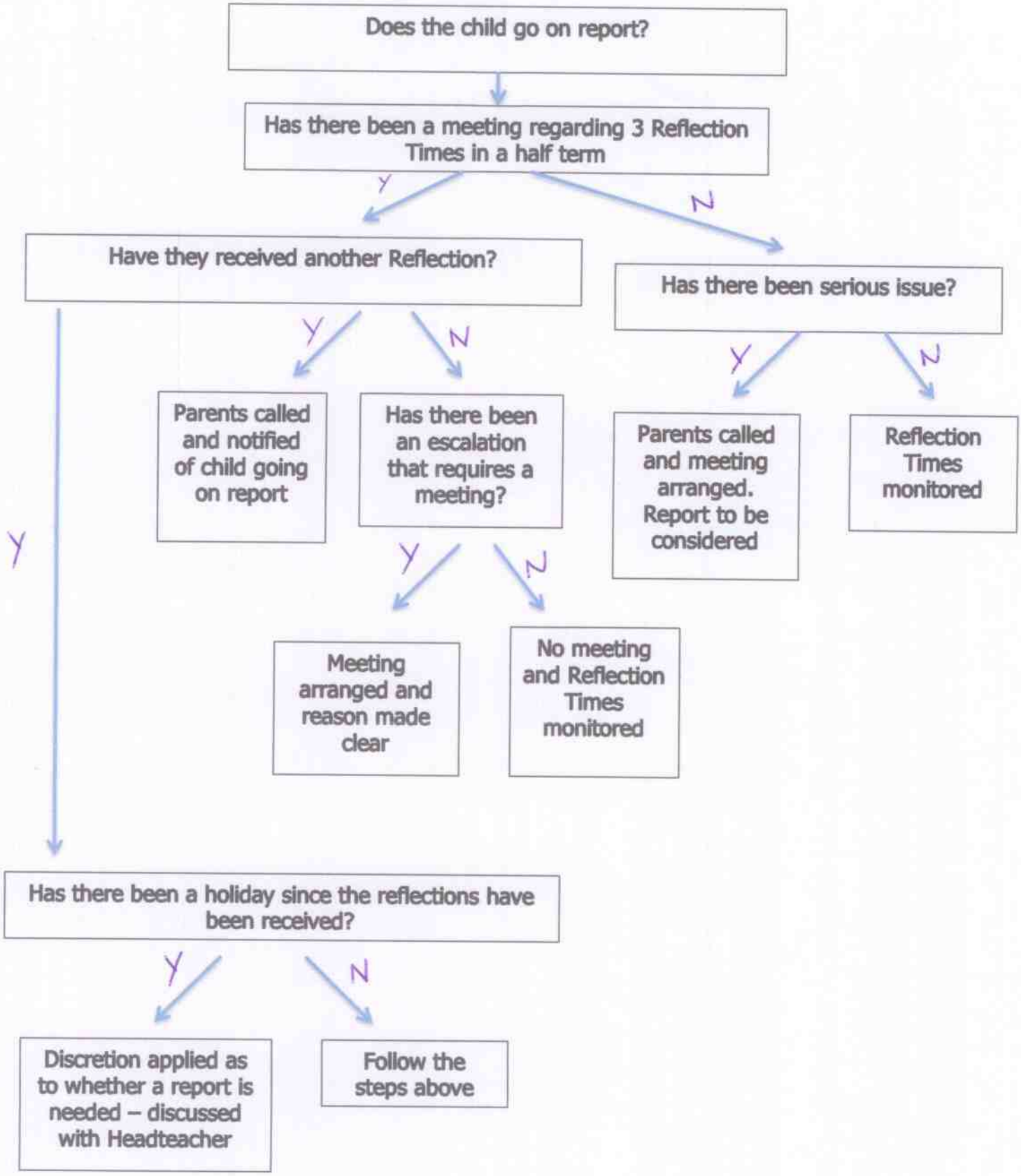
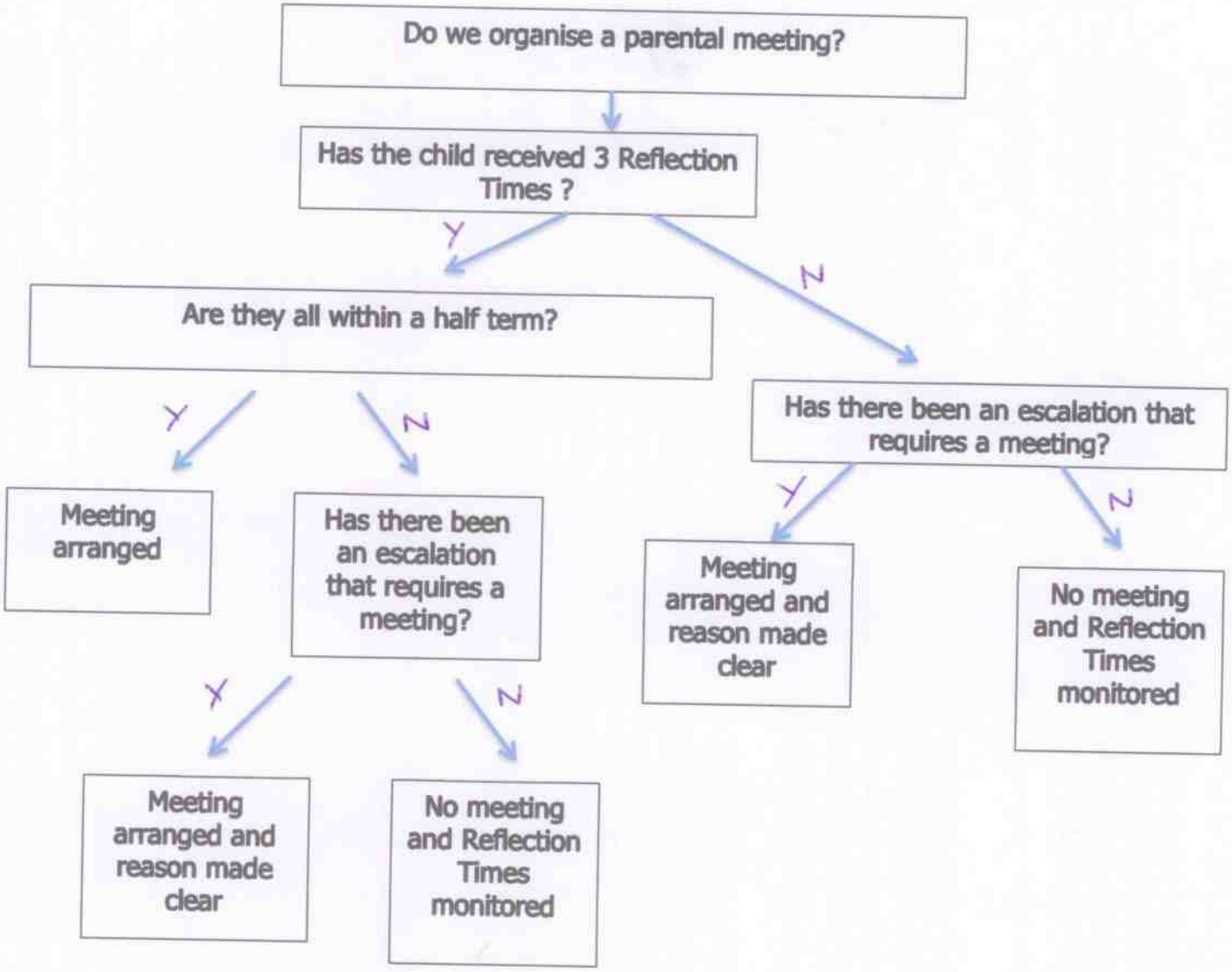
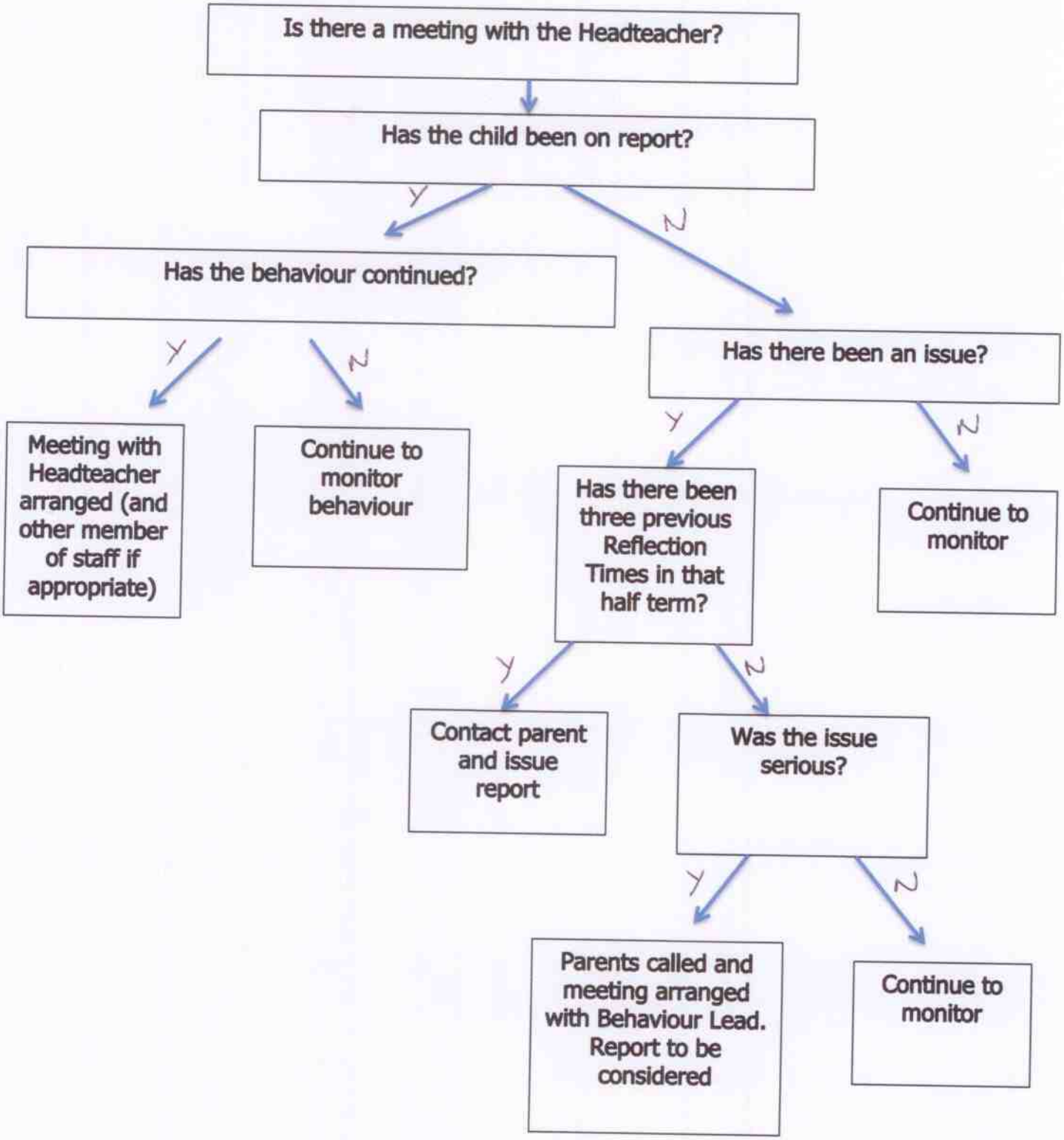
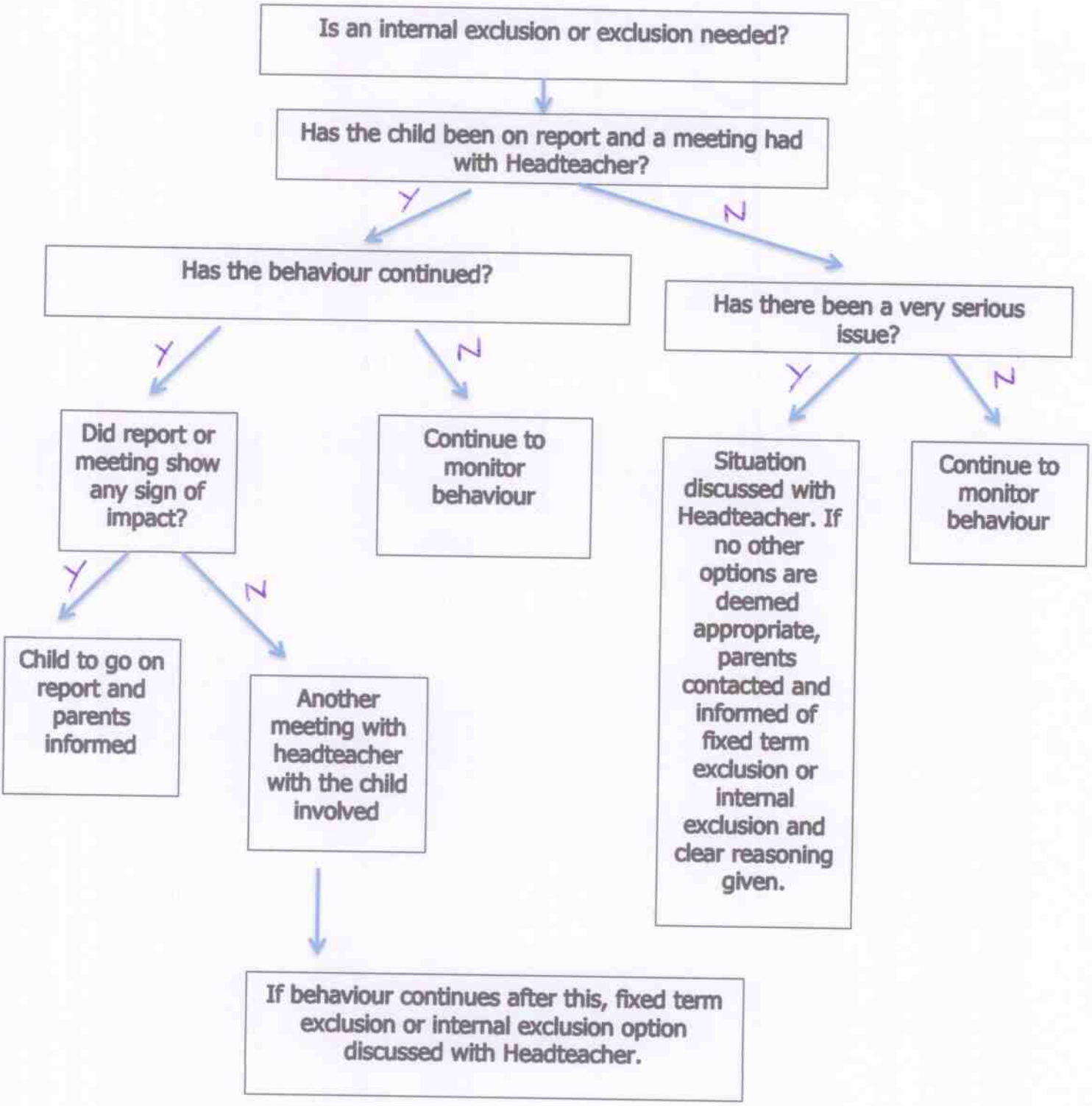

Does the child have Reflection?
Are they in KS1?
Y
Have they had a verbal warning and a visual warning?
Y
N
Reflection Time given
Is it serious?
Y
N
Reflection Time given
Give warning
Have they had a verbal warning?
Y
N
Reflection Time given
Is it serious?
Y
N
Reflection Time given
Give warning


Does the child go on report?
Has there been a meeting regarding 3 Reflection Times in a half term
Y
N
Have they received another Reflection?
Has there been serious issue?
Y
N
Y
N
Parents called and notified of child going on report
Has there been an escalation that requires a meeting?
Parents called and meeting arranged. Report to be considered
Reflection Times monitored
Y
N
Y
Meeting arranged and reason made clear
No meeting and Reflection Times monitored
Has there been a holiday since the reflections have been received?
Y
N
Discretion applied as to whether a report is needed – discussed with Headteacher
Follow the steps above


Do we organise a parental meeting?
Has the child received 3 Reflection Times ?
Y
N
Are they all within a half term?
Y
N
Meeting arranged
Has there been an escalation that requires a meeting?
Y
N
Meeting arranged and reason made clear
No meeting and Reflection Times monitored
Has there been an escalation that requires a meeting?
Y
N
Meeting arranged and reason made clear
No meeting and Reflection Times monitored


Is there a meeting with the Headteacher?
Has the child been on report?
Y
N
Has the behaviour continued?
Y
N
Meeting with Headteacher arranged (and other member of staff if appropriate)
Continue to monitor behaviour
Has there been an issue?
Y
N
Has there been three previous Reflection Times in that half term?
Continue to monitor
Y
N
Contact parent and issue report
Was the issue serious?
Y
N
Parents called and meeting arranged with Behaviour Lead. Report to be considered
Continue to monitor


Is an internal exclusion or exclusion needed?
Has the child been on report and a meeting had with Headteacher?
Y
N
Has the behaviour continued?
Has there been a very serious issue?
Y
N
Y
N
Did report or meeting show any sign of impact?
Continue to monitor behaviour
Situation discussed with Headteacher. If no other options are deemed appropriate, parents contacted and informed of fixed term exclusion or internal exclusion and clear reasoning given.
Continue to monitor behaviour
Y
N
Child to go on report and parents informed
Another meeting with headteacher with the child involved
If behaviour continues after this, fixed term exclusion or internal exclusion option discussed with Headteacher.