



# LADDER OF REFERRAL



## EXAMPLES OF BREACHES OF DISCIPLINE

- BULLYING\*
- SMOKING/VAPING\*
- TRUANCY\*
- TALKING
- NO HOMEWORK
- NO MATERIALS
- DISRUPTING TEACHING & LEARNING
- NO MOTIVATION
- LATENESS
- REFUSAL TO CARRY OUT INSTRUCTIONS
- PHONE
- UNIFORM

### RED REPORT



Disciplinary Committee Meeting

### YELLOW REPORT



Meeting with Parent/Guardian

### WHITE REPORT & SANCTIONS



Meeting with Parent/Guardian



Phone call to Parent/Guardian

Record on Vsware and send note home to be signed



Sanctions by teacher

**\*NB\***  
Where a major offence occurs, this can be referred instantly to Year Head/Deputy Principal/Principal

RESPONSES TO INAPPROPRIATE BEHAVIOUR

- 2 Decision to expel student
- ↑
- 1 Appeals against suspension

## 5. B.O.M. BOARD OF MANAGEMENT



- 5 Board of management referral (Principal will complete a written report for the BoM outlining all actions taken to date at all stages of the Ladder of Referral)
- ↑
- 4 **RED REPORT** (sanctions may be issued while on red report such as after school detention/internal suspension/suspension) (Principal monitors and C&C)
- ↑
- 3 Referral to outside agencies if necessary
- ↑
- 2 Behavioural plan is drawn up
- ↑
- 1 Disciplinary Committee meeting → Student/Parent/Guardian/Principal/Deputy Principal/Year Head/1 teacher (if required)

SSF/as part of SST



Behaviour plan with Parent and outside agencies

## 4. PRINCIPAL



- 6 Referral to Principal if Yellow Report is unsatisfactory (DP will complete referral form for Principal and update YH)
- ↑
- 5 After School Detention/Internal Suspension/Suspension
- ↑
- 4 **YELLOW REPORT** (Deputy Principal monitors and C&C) (may be referred to SST/outside agencies)
- ↑
- 3 Contract is written and agreed on (recorded on VSware)
- ↑
- 2 After school Friday detention
- ↑
- 1 Meet Parent/Guardian/Disciplinary Committee: Deputy Principal/Year Head/Parent/Guardian and Student

Feedback targets/action taken to relevant staff



Support from SST



## 3. DEPUTY PRINCIPAL



- 7 Referral to Deputy Principal if **WHITE REPORT** is unsatisfactory (YH will complete referral form for Deputy Principal)
- ↑
- 6 New targets set for student → Year Head updates VSWare and teachers involved with action taken
- ↑
- 5 Student may be put on **WHITE REPORT CARD** (Year Head monitors) → may be referred to SST
- ↑
- 4 Student support file may be opened for recurring students → SEN/SST (Check & Connect)
- ↑
- 3 Year Head detention - 1 set day a week (Thursday lunch) with Year Head rotation
- ↑
- 2 Phone home/have meeting with Parent/Guardian (update on situation)
- ↑
- 1 Meet with student and class teacher (targets to be agreed on)

Referral/Meeting with SST (Student Support Team) (SS file may be opened)



New targets communicated to class teacher

Year Head/Teacher meeting for recurrent misbehaviour of students - inform Parent/Guardian



Positive intervention strategies Goal Setting

## 2. YEAR HEAD



- [**PHONE** - Confiscate + give to Deputy Principal (First offence 24 hours/2nd offence 1 week and parent collects)]
- [**UNIFORM** Note expected from Parent/Guardian for Year Head/Deputy Principal/Principal]
- 6 Year Head referral → referral form to be filled out by class teacher and given to Year Head
- ↑
- 5 Refer - teacher is to refer to year head ongoing problems/problems where no solution has been found.
- ↑
- 4 Document repeated misbehaviour + steps/action taken on VS ware or in teachers diary/ send email to year head to inform.
- ↑
- 3 Lunchtime detention → put note in a journal (give 24 hours notice)
- ↑
- 2 Actions taken → give extra work or homework/record on VSware/get note in diary signed/give 5 minutes into break/lunch (teacher discretion)
- ↑
- 1 Responses to inappropriate behaviour; change seating plan/talk to the student after class/give a warning

STRATEGIES TO IMPROVE BEHAVIOUR

## 1. CLASS TEACHER

