

# EMMANUEL COLLEGE

## APPENDIX 4: REFERRAL ROOM PROCEDURES AND EXPECTATIONS



### **Expectations of students whilst in the referral room**

There are a set of expectations placed upon students whilst spending time in the referral room and a procedure for the admittance of students and their reintegration back to lessons.

The expectations for students in the referral room are displayed throughout the referral room to ensure that they are visible at all times. These expectations are also communicated to students upon entry to referral.

In line with our Covid-19 risk assessment students will be seated 2m+ apart during their time in referral.

### ***General expectations***

All students should:

- Sit where the member of staff asks them to without hesitation;
- Remain silent at all times;
- If they require something, they should put their hand up and wait to be asked;
- Not communicate with other students at any time;
- Ask permission if they need to leave their seat;
- Sit up straight and adopt a purposeful approach to the work that is provided;
- Ensure that their conduct does not disrupt the silence of the room by maintaining their focus on their work: poor conduct such as tapping, swinging on a chair, sighing or similar is prohibited;
- Keep their work area in excellent condition at all times and free of rubbish;
- Prepare to take part in a restorative conversation by completing the reflective work in a mature manner.

### ***Lunchtime***

Students order their lunch (not a hot meal) during the morning and this is brought to the referral room during period 4. Silence is still required during lunch time and all of the expectations above still apply throughout.

### ***Toilet breaks***

Students are permitted to use the toilet up to a maximum of 3 times during the day. Students must use their allocated year group toilets. They go immediately to the toilet and return immediately to referral. The time they leave is noted in their study file.

### **Procedure for admittance and reintegration**

#### ***Referral of students***

Only a Head of School, the Vice Principal or Principal can place a student in the referral room as a sanction. If a student is placed in the referral room, all effort is made by the member of staff referring the student to:

- Phone the student's parents during that working day;
- Email home using school base by the next working day explaining the reasons why the student was placed in referral. The email might outline further measures to support the student, such as request a parental meeting or warn of further consequences (such as a referral to a Vice Principal and possible exclusion) should an incident reoccur.

The referring member of staff should ensure that they know which member of the senior/pastoral team will conduct a restorative conversation with the student and ensure this takes place before the student leaves referral.

### ***Admittance of students to referral***

- When a student is brought to referral they should be asked to sit at a table. The member of staff in referral will:
- Complete section 1 of the referral admittance form;
- Log the referral on school base in the student's day book;
- Change the student SchoolBase registration to show that the student is in referral so that teachers can send appropriate work to the room.

The student will be asked to:

- Read the expectations of the referral room so that they understand them clearly, these will be clearly displayed on the walls and paper copies can be provided;
- Complete section two of the admittance form in preparation for their restorative conversation. The student may need to take some time on this and must complete this activity.

The referral supervisor will add the details of the reason for referral to the daybook record and send an email to the parents.

### ***Purposeful and productive work in referral***

Once the student has completed the reflection activities they will be asked to sit complete work provided.

Every effort should be made to ensure that the student has work that is appropriate provided by their teachers that day. If needed first call staff can be contacted to collect work from a teacher.

Heads of Department are responsible for ensuring that online resources and up to date Schemes of Work and accompanying worksheets and textbooks are available in the referral room so that supervising staff can ensure students make academic progress whilst working in there.

On a rare occasion when a student is waiting for work or is finished work that has been set to a sufficient standard there will be general resources provided in the referral room such as:

- A range of reading materials;
- Textbooks and revision guides from each department;
- Core subject workbooks appropriate for KS3 and KS4;
- General resources such as literacy, numeracy and problem solving tasks.

Work that has been completed by the student should be kept by the student and handed in to their teacher after they leave referral.

### ***Restoration and reintegration to lessons***

Before a student is reintegrated to lessons they should take part in a restorative conversation held by a member of the pastoral team or other member of staff as appropriate. The student will be asked to talk through their actions, the impact of them and be prepared to make amends with those who were affected.

The member of staff carrying out the restorative conversation will complete section three of the admittance form. If a student does not engage in the conversation effectively and is not ready to make amends and admit wrong doing, then this will be referred back to their Head of School and the student may be kept in referral for a longer period of time.

The admittance form is stored in the referral room by the member of staff supervising the referral room.

### **Unacceptable student conduct in referral**

If a student does not meet the expectations of the referral room, they are given a warning and this is recorded. If this poor conduct persists the student is referred to the Head of School/Vice Principal and the consequence likely to be a temporary exclusion.

### **Why might a student be placed in referral?**

A student might be placed in referral because:

- their presence in lessons is not conducive to their or other students' learning due to their poor attitude towards academic work or the College building or equipment.
- It is not safe or helpful either for them or for other students for the student to be in lessons due to their poor conduct towards other students.
- Their attitude towards staff is defiant and/or disrespectful to the extent that they cannot work in lessons under the authority of staff abiding by the *Student Code of Conduct*.

More specific reasons for placing a student in referral, which are included in the general points above, and which are a breach of the *Student Code of Conduct*, could include:

- Absconding from detentions (see *Appendix 2: Detentions and exclusions procedures*);
- Being removed from a lesson (breaching point 1, 3, 4 in the *Student Code of Conduct*). See *Appendix 3: First Call procedure*.
- Poor attitude towards staff and students including defiance and arguing with staff, bullying, physical and verbal confrontations (breaching point 1 in the *Student Code of Conduct*; see also *Anti-Bullying policy*);
- Serious breach of the IT Agreement or Health and Safety Agreement;
- Acting in a way that brings the reputation of the College into disrepute (breaching point 10 in the *Student Code of Conduct*; see also IT Agreement and *Educational Visits Behaviour policy*);
- Swearing and offensive language (breaching point 1 in the *Student Code of Conduct*);
- Graffiti or destruction of school equipment (breaching point 4 in the *Student Code of Conduct*).
- Exam malpractice or plagiarism (breaching point 9 in the *Student Code of Conduct*);
- Internal or external truancy.
- Serious breach of the College uniform code that a student is refusing to redress or cannot be redressed (see study file for more details).
- A student who has been temporarily excluded and is awaiting being picked up from College by parents/guardians.