

Behaviour Policy 2017

Monitoring

By	Review period	Method
Full Governing Body	Annual	Meeting

Ownership: Kathryn Sanders/Adrian Stoten/ Nicki Grace

Revision History

Review	Changes	Next review date
February 2015	Complete re-write to refresh and align to template. No changes to content	Feb 2015
February 2016	Reviewed. No changes	February 2017
May 2016	Additional detail regarding exclusions	May 2017
May 2017	Additional detail regarding behaviour code meetings, Year 11 Prom and electronic devices	May 2018

Purpose of the Policy

The purpose of our policy is to:

- Promote and sustain the highest standards of behaviour from all members of the community so we can all work and learn in a friendly, safe, caring and ordered environment.
- To create a clear structure of rewards and consequences, communicating this to all members of the community.
- To develop an ethos of success for all.

The success of our policy rests on the agreed understanding that behaviour is the shared responsibility of all. In order to uphold our values, rewards and sanctions need to be consistently applied by all staff to all students.

St Joseph's Vision and Values and how this policy support this

Our College Vision statement states that:

“Our Catholic College seeks to be a community in which all are valued, where the life and the relationships of the College are permeated by Gospel values and in which the individual is seen as unique, with infinite potential for growth towards wholeness. The College, in active partnership with home, parish and the wider community, endeavours to prepare all its members for a future in which they will be able to make a positive contribution and take up the challenge of their faith.”

The policy aims to support our vision statement and is linked to the following College policies:

Safeguarding Policy
Confidentiality Policy
Equality and Diversity Policy
Drugs and Substance Abuse Policy
Attendance Policy
Positive Handling Policy
Special Educational Needs
Health and Safety
Admissions Policy
E-safety Policy

St Joseph's Expectations

All members of our community should uphold the Gospel values and are expected to be:

Considerate	respecting everyone else as an individual; building self-worth and appreciating others
Courteous	being polite and helpful at all times
Co-operative	being willing to work together and get on with each other
Hard working	doing our best, building a culture of achievement
Honest	being truthful; knowing right from wrong
Responsible	being reliable and responsible for our actions; behaving as part of our community

These expectations apply to lessons, social times, trips, after College clubs and travel to and from College.

Rewards

When good behaviour and good work are valued, students grow, flourish and want to learn, encouragement and motivation is the key. Praise can be linked to work, effort, willingness, contribution, co-operation, team work, thoughtful actions towards and for others and personal achievement.

St Joseph's Reward System

Reward
▪ Verbal praise and positive comments
▪ Commendation
▪ Praise Postcard Home
▪ Leading Learner Award
▪ Celebration Awards Ceremony

Years 7 & 8		Years 9, 10 & 11	
Number of Commendations	Reward	Number of Commendations	Reward
25	Praise Postcard	N/A	N/A
50	Bronze Certificate	15	Bronze Certificate
80	Silver Certificate	30	Silver Certificate
120	Gold Certificate	50	Gold Certificate

Behaviour Rules

In the Classroom

Students are expected to follow these rules in every lesson

- Respond promptly to the signal for attention.
- Follow instructions from staff when given.
- Remain on task as directed.
- Listen when others are speaking.
- Remain in your seat unless you have been given permission to move.
- Record homework in the Planner.
- Leave the classroom tidy.

Arrive on time for all lessons, assembly and tutor time.

Be equipped; this includes a pen, pencil, ruler, the exercise book for the lesson and planner

Additional Rules to note:

Uniform should be worn in accordance with the Uniform Policy

No water breaks are allowed during lessons, except as directed in PE. Water is freely available during break and lunchtime.

No use of electronic devices during the College day. “Electronic devices” as a term includes mobile phones, tablets, smart watches and other smart devices.

The consequences for using a phone or other devices, or being seen around the College with the paraphernalia associated with these devices (such as headphones or speakers) are as follows:

- 1st time – confiscation, C2 detention and pick up at the end of the day
- 2nd time – confiscation, C2A detention and pick up by parents at the end of the day
- 3rd time – confiscation, seclusion and a meeting with parents to discuss

See Appendix E for more guidance on the use of electronic devices.

In the Street and corridors

In the Street and corridors any member of staff has the authority to enforce the rules. These are:

- Wear full uniform correctly.
- Walk purposefully without running and keep to the left on the stairs and in corridors.
- Use private voices without shouting or using offensive language.
- Eating and drinking is only allowed in the canteen area and the Street.
- No bags should be left in the street or corridors
- No physical contact or games.
- No disturbance through windows or doors.
- No littering.
- Clear away all debris, plates and cutlery from the canteen area and Street.
- Queue up in pairs for lunch – no pushing-in.
- Students should be downstairs at break and lunch. At lunch time, students are able to use the computers in the family area for study or can be upstairs if they have been asked to meet a member of staff for detention or study sessions. No games allowed.
- No bags in the canteen area.

In College grounds and outside College

- Keep the College grounds clear from litter.
- No food, drink or bags on the field, Astro, or multi-use games area (MUGA).
- Ball games should only be played on the Astro, MUGA or field.
- You are expected to behave sensibly when travelling to and from College having due regard for local residents and the reputation of the College.
- Cross the roads in a safe and disciplined manner.

All rules except those for uniform apply to Sixth Form students.

Serious offences

There are a number of behaviours that are non-negotiable and will be dealt with by issuing a C3 Seclusion or a Fixed Period Exclusion.

- Blatant defiance, including walking away when being spoken to by any member of staff.
- Violence of any kind.
- Abusive language to any staff member.
- Racist, sexist or homophobic language.
- Harassment or bullying.
- Anti-social behaviour: spitting, graffiti or vandalism.
- Damage to property or theft.

Any act in public that brings the College into disrepute, any crime relating to violence, drugs, or carrying weapons, is likely to result in Permanent Exclusion.

For guidance on the process of Fixed Period Exclusions and Permanent Exclusions, please see Appendix B.

The Consequences

To make the system easy for everyone to understand, we use a set of consequences called C1, C2 and C3 as described below.

The guidance on the behaviour and consequences are displayed in classrooms and are attached in Appendix A.

In those situations where students are repeatedly given C2s and are spending repeated days in seclusion (C3) we will provide support to these students through behaviour monitoring reports and pastoral interventions. For further information on behaviour support please see the behaviour guidance document.

Behaviour Code Meetings

As part of its quality assurance procedures, the College's pastoral team meets six times a year to review the behaviour logs of all students in the College. It is used to ensure:

- Consequences are being administered consistently;
- To collate and review behaviour log entries of individuals so that appropriate behaviour and academic support strategies may be set up and implemented.

There are five levels on the Code and students are allocated to a level according to behaviour concern and the duration of these concerns. These levels are referred to as Code 1 – 5. It is anticipated that most students will enter at Code 1, although students will be allocated a higher code

if deemed appropriate. It is anticipated that students will, over time, descend the code; this achievement will be notified to parents and carers.

This process should not be viewed as being equivalent to the consequences outlined in Appendix A, but should be viewed as part of the College's internal review. Parents and carers will be notified if their children are on any part of this level.

See Appendix C for details about the five levels of the Behaviour Code meetings.

Special Events

The College organises many events over the academic year, such as trips for curriculum, enrichment trips, spiritual trips and events, and Sports Day. These events often involve external support and are an opportunity for students to represent the College to the outside world. The College reserves the right to not include students in such these events if there is a one-off serious behaviour concern or if there have been a series of behaviour concerns that cast doubt on whether the individual student has proved to be trustworthy in such situations.

Year 11 Prom

The Year 11 Prom is an opportunity to celebrate the end of Key Stage 4 education. It is an enjoyable time to say goodbye to friends and staff, the pressures of GCSE examinations having gone. The opportunity to attend the Prom is a privilege and is not an entitlement. This privilege has to be earned throughout the academic year.

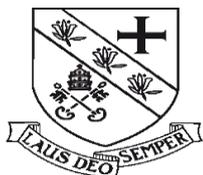
By following the College's behaviour expectations for learning and for conduct around the College, students will earn that right. Behaviour of Year 11 students will be reviewed prior to the Prom to determine whether they have earned their privilege; however, there are certain events that **may** result in immediate withdrawal of the Prom privilege throughout the year:

- Exclusion
- More than one day in Seclusion
- Breaking the rules on a College trip or event
- Bringing the College's reputation into disrepute

All decisions to withdraw the Prom privilege will have undergone an adjudication process. The College reserves the right to refuse a place due to serious poor behaviour at any point throughout the year, leading up to and including the Prom night. The College's decision is final.

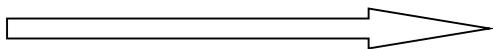
Consequences

C1	Consequence 1 Behaviour	Repeated minor disruption to learning or breach of standards. Discussion with student	Up to 10 minutes detention
			Break time / Lunchtime
			Report to class Teacher / Tutor
C2	Consequence 2 Behaviour	Timed out or persistent disruption to learning or breach of standards or non-attendance of C1 detention.	Up to 20 minutes detention
			Lunchtime
			Report to class Teacher / Detention Duty Teacher
C2A	Consequence 2 After College detention	Continued disruption to learning or breach of standards or non-attendance of C2 detention.	Up to 60 minutes detention
			After College
			Report to Class Teacher / Associate Leader / Tutor / Student Manager
C2ALG	After College detention with Leadership Group	Lateness and non-attendance of C2A or truancy of an individual lesson (or part thereof). Serious pre-C3 incident.	60 minutes detention (lates) 90 minutes detention (other)
			Friday After College
			Report to Leadership Group in Y01
C3	Internal Suspension in the Seclusion Centre	Major disruption to learning or breach of standards including physical aggression, verbal abuse, refusing and truancy of longer than one lesson.	1 day or more
			All day 8:30am – 4:00pm
			Report to Reception for pick up by Seclusion Centre staff



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CONSEQUENCE 1



Consequence:
Up to 10 minutes detention
issued by class teacher held at break or lunchtime.

BEHAVIOUR

1

Late to class

2

Wearing nail varnish

3

Talking in class when the teacher or someone else is talking

4

Moving around class without permission

5

Not remaining on task

6

Minor/bad/inappropriate language

7

Not equipped for lesson

8

Low level disruption

9

Chewing and/or eating in class

10

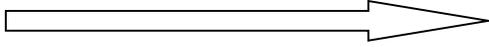
Shouting out in class

Any form of Bullying is unacceptable and may result in Fixed or Permanent Exclusion.



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CONSEQUENCE 2



BEHAVIOUR

Consequence:

30 minutes detention issued by class teacher held at lunchtime.

Failure to attend C2 = C2A after College detention.

Letter home informs parents of C2A detention.

1

Failure to attend C1 detention / disruptive behaviour in C1 detention

2

Constantly ignoring instructions

3

Misuse of equipment

4

Not conforming to uniform standards during one day

5

Using personal electronic devices in the College – 1st time

6

Use of offensive language/name calling

7

Being timed out from the lesson

8

Repeated failure to complete homework

9

Truancy from a lesson is a C2A

10

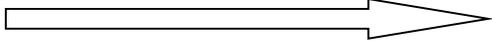
Failure to attend C2 lunchtime detention will result in a C2A detention after College

Any form of Bullying is unacceptable and may result in Fixed or Permanent Exclusion.



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CONSEQUENCE 2A



BEHAVIOUR

Consequence:

30 minutes detention issued by class teacher held after College.

Letter home informs parents of C2A detention.

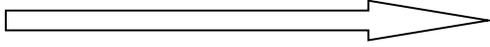
1	Failure to attend a C2 detention/disruptive behaviour in a C2A detention
2	Constantly ignoring instructions from one teacher
3	Continuous/serious misuse of equipment
4	Not conforming to uniform standards for more than one day
5	Using personal electronic devices in the College – 2nd time
6	Repeated use of offensive language/name calling
7	Being timed out from the lesson for a 2nd time in a week
8	Repeated failure to complete homework over a week
9	Truancy from a lesson
10	



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Consequence:
Time in The SJSC

CONSEQUENCE 3



BEHAVIOUR

Obviously this is subject to the seriousness of the incident.

Decisions at this level are made in consultation with Senior Leadership. Following investigation this may lead to a Fixed Period Exclusion.

1

Complete refusal to accept time out or C2 Behaviour in time out

2

Major disruption of class activity

3

Stealing/vandalism/damage of equipment

4

Truancy from more than one lesson

5

Abusive language towards a member of staff

6

Any form of violence / dangerous behaviour

7

Harassment or threatening behaviour to students / and or staff

8

Unacceptable behaviour in a number of lessons

9

Being sent to time out in several lessons

10

Repeated failure to follow instructions and College rules / procedures including uniform

Any form of Bullying is unacceptable and may result in Fixed or Permanent Exclusion.

Appendix B

Exclusions

1. In any circumstances where it becomes necessary to exclude a pupil the statutory guidelines and regulations will be followed.

2. Exclusion would normally be used:

- For a major first offence, such as serious actual or threatened violence, sexual abuse or assault, supplying banned substances or carrying an offensive weapon.
- Where allowing a pupil to remain in the college would be seriously detrimental to the education of other pupils, to the welfare of other pupils, staff or of the pupil him/herself.
- More usually it follows a series of breaches of the college's disciplinary code and after a range of strategies to resolve the pupil's disciplinary problems have been tried and have failed.
- When the behaviour of pupils outside the college is such that it can be considered as grounds for exclusion.

3. The Principles of our Exclusion Policy

- Only the Principal or Deputy Principal may exclude a pupil.
- The Principal may withdraw an exclusion that has not been reviewed by the governing body.
- When establishing the facts in relation to a possible exclusion, the Principal will always apply the civil standard of proof i.e. on the balance of probabilities.
- We will take care to ensure that a decision to exclude does not involve any kind of discrimination as defined by the Equality Act 2010.
- The College will always have due regard to its public sector equality duty.
- We will not exclude any pupil for non-disciplinary reasons.
- Exclusion will never be used informally or unofficially. This is against the law.

The Principal does, however, have the right to direct a pupil for education off-site to improve behaviour, or to arrange a 'managed move' for the same reason, but this will only be considered when there has been full consultation and agreement with parents and the receiving institution.

Where practical, the Principal will give the pupil an opportunity to present his or her case before taking the decision to exclude.

When considering exclusion, the Principal will take into account:

- Possible short term mitigating circumstances such as bereavement, mental health issues, etc.
- Whether the pupil comes into a category that is known to be a particularly vulnerable group (e.g. pupils with SEN, FSM pupils; looked after children; certain ethnic groups; traveller children) and whether all preventative strategies have been fully utilised.

- Whether a pupil has already had a number of fixed term exclusions which appear to be ineffective.

4. Duration of Exclusions

- The Principal may exclude a pupil for one or more fixed periods not exceeding a total of 45 days in any one school year or permanently.
- If a pupil is excluded for lunchtimes only, each lunch time counts as a half day.
- The Principal may exclude a pupil permanently if he /she judges the circumstances warrant

5. Action Following Any Exclusion

Following any exclusion of whatever type or duration, the Principal will:

- Inform the parents of the period and nature of the exclusion
- Give the reasons for the exclusion
- Advise the parents about rights of representation about the exclusion to the governing body and how these representations may be made
- Take account of his/her legal duty of care when sending a pupil home following an exclusion. 'Holding' arrangements until the pupil can be collected may be necessary.
- Make arrangements to provide suitable full time education from the sixth day onwards for pupils who have been given a fixed period exclusion lasting longer than five days. Once alternative provision has been arranged from the sixth day of the exclusion, the Principal must by law inform the parents without delay of the start date, times and venue of the provision. This must be done no later than 48 hours before the alternative provision is to start.

If the excluded pupil is in Year 11 or 13 and has completed all public examinations, no alternative educational provision after six days is necessary.

This information will be put in writing and will be sent either by e-mail, by text, by delivering a letter directly to the parents, leaving it at their last known address or by posting it to this address. The information can also legally be sent home with the excluded pupil, but in this case we will always send a duplicate copy by a reliable alternative method. The information provided to parents will be clear and free of unnecessary jargon.

Where the excluded pupil is of compulsory school age, the school will also notify parents without delay and by the end of the afternoon session that for the first five days of an exclusion they are legally required to ensure that their child is not in a public place during school hours without reasonable justification and that they may be given a fixed penalty notice if they fail to do so.

Parents must be informed where a fixed term exclusion has been extended or converted to a permanent exclusion. In such cases, the Principal must write again to the parents explaining the reasons for the change and providing any additional information required.

6. Informing Other Bodies

For any exclusion of more than five days, be it in a single block of days, an accumulation of short exclusions of more than five days in any one term, or a permanent exclusion, the Principal will also:

- Notify the Local Authority (LA) giving the details of the exclusion and reasons for it
- Notify the governing body giving the same details
- For a permanent exclusion, if the pupil lives outside the local authority in which the school is located, the Principal must also inform the 'home authority' of the exclusion without delay.
- If any exclusion of even one day would cause a pupil to miss a public examination, the Principal will inform the LA and the governing body.

There will be a termly report to the governing body on all exclusions, covering:

- The number and type of exclusion the reasons, gender, ethnicity and age of pupils and whether they were already on Individual Education Programmes or Pastoral Support Programmes.
- Repeated exclusions and the school's response to them.
- Truancy punctuality and attendance figures.
- Follow-up action, including what has subsequently happened to permanently excluded pupils.

In addition, within 14 days of a request the College will report information about any exclusions within the last 12 months to the Education Secretary.

7. The Powers of the Governing Body

The governing body may review all the various categories of exclusions and will consider any representations made by the parents of the excluded pupil. If the pupil is aged 18 or over, he or she may represent themselves.

The governing body has no power to increase the severity of an exclusion. It can, however, uphold an exclusion or direct the pupil's reinstatement, either immediately or by a particular date.

However, in the case of fixed term exclusion that does not bring the pupil's total number of days of exclusion to more than five days in a term the governing body cannot direct reinstatement and is not required to arrange a meeting with parents.

8. Discipline / Appeals Committee

The governors will convene a Disciplinary Committee of three governors to consider permanent exclusions.

At least one member of this committee will be nominated to receive training on exclusions.

The meeting will be convened and conducted in line with the legal requirements and current DFE guidance.

9. Convening an Appeal Meeting

Fixed Term Exclusions of 5-15 Days

If the parents of an excluded pupil makes written representations the committee will consider them.

The committee has the discretion to agree to a meeting to discuss the exclusion, if this is requested by the parents.

In the case of a fixed term exclusion of more than 5 but not more than 15 school days, the committee, once having agreed to hold a meeting will hold that meeting between the 6th and the 50th school day after receiving notice of the exclusion from Principal.

Longer Fixed Term Exclusions and Permanent Exclusions

Should the exclusion be for more than 15 days, or the total of fixed term exclusions be more than 15 days that term, or if the exclusion is a permanent one, the committee has a duty to convene a meeting to be held between the 5th and the 16th school day after the date of receipt of a notice to consider the exclusion.

The parents, the Principal (and an LA officer if the school chooses) will be invited to the meeting at a time and a place convenient to all the participants within the statutory time limit. The parent and the college may each be accompanied by a friend/advisor. The committee will ask for any written statements including witness statements in advance.

The clerk will circulate in advance of the meeting any written statements and a list of those who will be present at the meeting to all parties including the pupil if it is known that he/she will be present.

N.B. if a pupil has a number of lunchtime exclusions in any one term which add up to more than 5 school days, the rules above also apply.

Prior to the Meeting

The governing body should:

- Not discuss the exclusion with any party outside the meeting.
- Identify the steps they will take to enable and encourage the excluded pupil to attend the meeting and speak on her own behalf.

10. Conduct of the Meeting

The meeting will be conducted as follows:

- No party to the review will be alone with the committee before, during or after the meeting.
- The clerk makes all introductions and explains the reason for the meeting and the powers held by the committee either to uphold an exclusion or re-instate the pupil.
- The college representative will present the school's case.
- He/she can be questioned by all the other parties.

- The parents and the pupil, if present, will still be asked if they have anything to add.
- The other parties may question the parent and /or comment on what the family has said.
- If present, the LA representative will provide information on support for pupils in the LA but may not comment on the specific case being discussed.
- The College may sum up its case.
- The parents or their representative may sum up their case.
- All the parties except the committee and the clerk leave.

The committee will apply **the 'balance of probabilities'** standard of proof to the allegation of misconduct by the pupil. This is not the same as requiring the criminal standard of 'beyond all reasonable doubt'

The clerk may help the committee by reference to notes taken, by reminding them of statutory procedures where relevant and by wording the decision letters afterwards.

In reaching that decision, the committee should be mindful that the government does not allow that exclusion is justified for:

- A breach of uniform or appearance, except for persistent defiance.
- Minor incidents such as failure to complete homework or to bring in money owed.
- Poor academic work.
- Lateness or truancy.
- Pregnancy.
- Misdeeds by a child who has special educational needs, except for very serious offences.

The committee through the clerk must inform the parents and the Head teacher of their decision in writing within one school day of the hearing, giving the reasons. They may not attach any conditions to any direction they have given the Principal to reinstate the pupil. The College has in place established procedures both for the return to college of a pupil whose fixed term exclusion has been upheld, and for the reinstatement of a pupil whose exclusion has been overturned. On their return, a pupil first has a meeting with the Principal or another senior member of staff, responsible for the pupil's welfare, along with his/her parents.

11. Permanent Exclusion

We follow government guidance which sets out reasons why it would normally be inappropriate to reinstate a pupil. These are:

- Serious actual or threatened violence against another pupil or a member of staff
- Sexual abuse or assault

- Supplying illegal drugs
- Persistent and malicious disruptive behaviour, including open defiance or refusal to conform to school rules

When the committee decides to uphold a permanent exclusion, a letter to the parents (or to the pupil if aged 18 or over) will state:

- Their reason for the decision.
- The right of the family to appeal to an Independent Review panel, together with the name and address of the person to whom any request for a review should be sent (the constitution of the independent panel will be decided on a case by case basis).
- The date by which any request for a review should be lodged.
- That any request for a review must set out the grounds on which the request is made.
- That any claims on grounds of disability discrimination can also be set out. If a case for discrimination is made, this will be referred to a First Tier Tribunal or a County Court.

If the committee decides to overturn the exclusion, again as with fixed term exclusions, the decision as to whether there is to be an immediate reinstatement or a later date for this to occur will be conveyed to all parties. A note of the governing body's views on the exclusion will be placed on the pupil's school record with copies of relevant papers.

Appendix C

St Joseph's Catholic College

Behaviour Code

This is a method of monitoring student behaviour to ensure that no student is not followed up and monitored closely. The pastoral team will meet once a term to discuss behaviour concerns about students, examining new behaviour issues and auditing the efficacy of sanctions given to students at previous meetings.



Students are placed at the level that is a “best fit” for their behaviour concerns. Students do not have to exhibit all behaviours associated with the Code number.

Code	Best fit description of behaviour	Possible consequences/interventions
1	<ul style="list-style-type: none"> Repeated low level disruption reported on Schoolbase. Sent out of at least 1 lesson to be “parked”. Up to 5 C1/C2 detentions set by subject staff and have been completed successfully. Homework regularly not completed in a number of subjects. 	<ul style="list-style-type: none"> Report card used for individual subjects to monitor work and progress (HoD) Pastoral report card used to cover behaviour across subjects. Comments gathered from all teachers, possibly resulting in C2a or loss of social time.
2	<ul style="list-style-type: none"> Continued behaviour that fits Code 1 continued for more than 1 term. Low level disruption on several occasions in a number of subjects. Regular C1/C2 detentions, even if issued for missing previous detentions. Repeated and regular lateness to College or lessons. 	<ul style="list-style-type: none"> Report card to monitor work and behaviour, with consequences set on daily basis if necessary. Comments gathered from all teachers, possibly resulting in C2a/loss of social time/Seclusion. Parental meeting with student manager called to discuss behaviour with student present.
3	<ul style="list-style-type: none"> Continued behaviour that fits Code 2. Serious incident of disruption in any lesson that results in student being removed. One-off significant incident of poor behaviour, in or out of lessons, requiring pastoral team intervention. 	<ul style="list-style-type: none"> Report card to member of the pastoral team. Parental meeting called with Head of Pastoral to discussed issues raised and possible consequences of continued poor behaviour and possible solutions. Referral to the college counsellor. Possibility of “time-out” card and anger management sessions if appropriate. Possibility of involvement of parent support advisor.

4	<ul style="list-style-type: none"> • Continued behaviour that fits Code 3. • One-off and non-extreme incident of threatening/aggressive/violent behaviour. • Bullying incidents. • Disruptive behaviour during seclusion. • Refusal to attend detentions or similar serious issue of not accepting college sanctions. • Repeatedly arguing with or walking away from staff at all levels of the college. 	<ul style="list-style-type: none"> • Report card to member of the senior leadership team. • Parental meeting called with the Assistant Head with pastoral responsibility. • Early Help Record to be completed for student. • Consider the student for alternative educational provision. • Fixed term exclusion from college likely for further incidents.
5	<ul style="list-style-type: none"> • Continued behaviour that fits Code 4. • Very serious incidents of extremely aggressive or disruptive behaviour. • Student is not showing the changes in behaviour needed to succeed in the college. 	<ul style="list-style-type: none"> • Alternative curriculum arrangement or placement organised. • Student at risk of permanent exclusion.