

Appendix A - Doncaster Academies

<u>Sanction</u>	<u>Reason</u>	<u>Notes</u>
<p>½ Day in Reflection Room 11am – 2.30pm 2.30pm – 3.30pm Detention</p> <p>Tariff – 3 points</p>	<ul style="list-style-type: none"> • Missing/failing detention • Failing Matrix • Walking away from SLT 	<ul style="list-style-type: none"> • Restorative conversations with learning manager before 10.30am. Student will be issued with a red sticker to inform of the Reflection issued. • Student to attend first break – using red sticker in planner as passport. • Student to meet allocated staff at set point at the end of break to be escorted to the Reflection Room. This is the student’s responsibility. Failure to attend would result in collection and time in the Reflection Room (until 2.30pm) PLUS a full day in the Reflection Room the following day. <p>The Principal may decide to refer to the Reflections Room in another academy for repeat occurrence.</p>
<p>C5 Full day 8.25am-2.30pm 2.30pm – 3.30pm Detention</p> <p>Tariff – 5 Points</p>	<ul style="list-style-type: none"> • Failure to complete ½ day effectively • Smoking on academy site 	
<p>Reflection in an alternative setting/Academy – Alternative to FTE 9.00am-2.30pm 2.30 – 4.00pm detention on return to home Academy.</p> <p>Tariff – 5 Points</p>	<ul style="list-style-type: none"> • Swearing at a member of staff • Violence or threatening behaviour towards others • Breach of health and safety • Failure to comply (inc. handing over a mobile phone) 	<p>Please note, this sanction is at the Principal’s discretion and may be a FTS if deemed more serious.</p> <ul style="list-style-type: none"> • The Reflections Room in an alternate academy/setting is to be used for instances where an FTS would have previously been used. • Immediately following the incident, the student should not be in general circulation within the academy. They should be isolated as appropriate: Bridge, PLC, the Reflections Room etc. prior to their day in the Reflections Room at an alternative academy. • If the student fails to attend the alternative placement, they should be marked as an unauthorised absence and usual attendance procedures will apply. Safe and well-being checks should be applied. • If a student fails to serve the Reflection due to non-compliance an FTS will be considered. The Reflections day will then be repeated and will not be cancelled if a FTS is applied.

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| | <ul style="list-style-type: none"> • Failure to complete RR (after two days) | |
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Scenario 1

Student misses a detention	½ day in RR	Fails during ½ day in RR	Full day in RR
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Scenario 2

Student fails in RR ½ day	Spends remainder of day alternative space within the academy	Completes full day in RR next day
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Scenario 3

Student fails in RR ½day	Spends remainder of day in Tariff/alt space	Fails full day in RR	Complete RR at an alternative academy/setting
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Scenario 4

Student swears at a member of staff	Spends remainder of day in RR	Complete R at an alternative academy/setting
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Scenario 5

Student swears at a member of staff	Spends remainder of day in RR	Spends a day in the Reflections Room at an alternative academy/setting	If student fails the Reflection at alternative academy/setting – FTS	Repeat day in the Reflections Room in alternative academy/setting. This will not be cancelled
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Academy Contacts

Academy	Contact Person	E mail Address	Telephone Number	Designation
Ash Hill	Debby Parkinson	parkinsond@ashhillacademy.org.uk	01302 562541	Administration Officer
De Warenne	Rachel Smith	SmithR3@DeWarenne.org.uk	01709 864001	Reflections Gatekeeper
Don Valley	Carol Wade	WadeC3@donvalleyacademy.org.uk	01302 651035	Reflections Gatekeeper
The Laurel	Vic Sharp	SharpV@laurelacademy.org.uk	01709 585858	Attendance Officer
Rossington All Saints	Sue Lodge	lodes@theallsaints.net	01302 868414	Inclusion Manager

Students to be in school reception by 9am for transportation.

Students to be collected at 2.30pm from main reception for return to home academy for 4pm.

Pro forma to be completed and emailed to the host school prior to the student placement to ensure all safeguarding needs are met.

Pro forma to be completed by host academy and returned to the home academy at the end of the academy day.

PRO FORMAS TO BE ENCRYPTED / PASSWORD PROTECTED