



Today's date:

Step 4 – Serious Behaviour Escalation

Dear Parent or Carer,

I am writing to express my concern related to your child's behaviour in school today. They reached Step 4 of the behaviour policy – the most serious sanction of our behaviour chart.

A reminder of our behaviour expectations:

Steps	What happens at this step?
Step 1	Those pupils who do not follow classroom rules and the behaviour expectations of the teacher are, in the first instance, given a warning about their behaviour (Step One).
Step 2	If the pupil continues to misbehave, they are then given time out in class (at a designated space within the classroom) for 5-10 minutes to allow them to calm and reflect on their behaviour (Step Two).
Step 3	If the behaviour persists, the pupil will then be sent to another class in the year group for a further 'time out' period (Step Three).
Step 4	If the pupil returns after Step 3 and there is no improvement in their behaviour, a teacher will radio and they are sent to the Assistant Head Teacher or SLT member on call (Step Four). When a child reaches this stage, the teacher will inform his/her parents via telephone before the end of the school day.

The reason for your child being put on Step 4 was:

The sanction will be:

Your child's behavioural record now has this sanction listed and it will remain as such for the entirety of the academic year. I hope you will support myself and the staff team in ensuring that this does not happen again.

Yours sincerely,