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SHUTTLEWORTH COLLEGE

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Dear Parents and Carers,

I hope you and your family had a restful and enjoyable half-term break. As we begin the second half of the autumn term, I would like to take this opportunity to thank you for your continued support. It has been pleasing to see students return ready to learn and engage positively with school life. In particular, our Year 7 students have continued to settle well into secondary school, whilst students across all year groups have embraced the opportunities and responsibilities that come with their new year group.

As part of our ongoing commitment to maintaining high standards of behaviour and creating a calm, safe and respectful learning environment, we will be making some updates to our behaviour systems.

Classroom Behaviour (C2)

To ensure that students take responsibility for their behaviour and are given the opportunity to reflect on their choices, any student who receives a C2 sanction will be required to attend a break-time detention on the following school day.

If a student fails to attend this detention without a valid reason, the sanction will be escalated, and they will be required to attend both break-time and lunchtime detention on the following school day. Should a student then fail to attend either of these escalated detentions, they will be placed in the Isolation Room on the following day.

These sanctions are intended to provide students with opportunities to reflect on their behaviour, take responsibility for their actions and make more positive choices moving forward.

Classroom Removal (C3)

Where a student's behaviour results in a classroom removal (C3), they will be removed from the lesson and spend the remainder of that lesson in a supervised Reset area before returning to their normal timetable for the rest of the day.

To ensure accountability remains in place:

- Students who receive a C3 will be required to attend **break-time and lunchtime detention on the following day**.
- If a student fails to attend either of these detentions, they will be placed in the **Isolation Room on the following day**.

Email: admin@shuttleworth.lancs.sch.uk
Web: www.shuttleworthcollege.org
Socials:
01282 682300

- Any student who receives **two C3s in a single school day** will remain out of circulation in the Reset Room for the remainder of that day and will then be placed in the **Isolation Room on the following day**.

In addition, the **Isolation Room will now operate until 4:00pm**. Should your child be placed in Isolation, they will be expected to remain in school until this time.

These arrangements are designed to ensure that students take responsibility for their actions, whilst also enabling them to continue accessing their learning and receiving the support they need to make positive choices. Our expectations for behaviour remain high, and we are committed to ensuring that all students can learn in a calm, safe and purposeful environment.

Thank you once again for your support throughout this half term. The partnership between home and school is vital in ensuring that all students can thrive, both academically and socially.

To help families better understand our behaviour systems, I have included an infographic below/on the next page which explains our C1, C2 and C3 behaviour process, our Unstructured Time sanctions, and how students may be placed into Reset or Isolation. We have tried to make this as clear and simple as possible, providing a step-by-step guide to the support, interventions and consequences that students may receive. Please note that the examples provided are only a small selection and are intended to illustrate the types of behaviours that may lead to a sanction. The list is not exhaustive, and there are many other behaviours and circumstances that may result in the same consequence. We hope this helps families understand our expectations and ensures there is a clear and consistent understanding between home and school.

Should you have any questions regarding our behaviour systems, please do not hesitate to contact the school and a member of the team will be happy to assist.

We wish you and your family a restful and enjoyable half-term break.

Yours sincerely,



Miss Pennington
Assistant Headteacher

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THE SHUTTLEWORTH COLLEGE BEHAVIOUR SYSTEM

Think Big, Chase Dreams and Succeed Together

Listen Consider Decide

Our behaviour system is designed to provide clear expectations, support students to make positive choices, and ensure lessons remain calm, safe and focused for everyone.

1 Behaviour in Lessons

A clear, fair and consistent approach to support learning.

C1 Warning

What is it?
A teacher gives a warning when a student's behaviour falls below expectations.

Examples:
- Calling out
- Talking while others are speaking
- Not getting started with work
- Minor distractions
- Not following a simple instruction

Outcome:
The student is given the opportunity to improve their behaviour and continue learning.

C2 Support and Intervention

What is it?
A Head of Year or Senior Leader will speak with the student to help them understand the issue and support them to make better choices.

Examples:
- Continuing to talk after a warning
- Repeated low-level disruption
- Ignoring instructions
- Preventing others from learning
- Not engaging with learning despite reminders

Outcome:
The student receives support, is reminded of the school's expectations, and is given the opportunity to return to learning positively.
20-minute break detention.

C3 Removal from Lesson

What is it?
The student is removed from the lesson and works in Reset.

Examples:
- Continued disruption after a C2
- Refusal to follow instructions
- Serious disruption to learning

Outcome:
The student completes their work in Reset.
40-minute lunch detention.

2 Behaviour Outside Lessons

This includes break time, lunch time, corridors, social areas and moving between lessons.

What do we mean by "Unstructured Time"?

Unstructured times are parts of the school day when students are not in lessons, including:

- **Break time**
- **Lunch time**
- **Moving between lessons**
- **Corridors**
- **Social areas**

Same expectations everywhere.

UTC2 Unstructured Time C2

What is it?
A sanction issued for behaviour outside lessons when a student does not follow a reasonable instruction from a member of staff after being reminded.

Examples:
- Running indoors
- Being in an area they should not be
- Not following staff instructions
- Minor poor behaviour at break or lunch
- Refusing to move when asked

Outcome:
20-minute break-time detention.

UTC3 Unstructured Time C3

What is it?
A sanction issued for more serious or repeated poor behaviour during unstructured times.

Examples:
- Repeated refusal to follow staff instructions
- Persistent poor behaviour
- Disruptive behaviour around school
- More serious incidents during break or lunch

Outcome:
40-minute lunch detention.

3 What Happens If a Student Receives Two C3s in One Day?

1 First C3

The student is removed from the lesson and completes their work in Reset.

Reset

2 Second C3 (on the same day)

The student remains in Reset for the remainder of the school day.

Reset

3 Following Day

The student attends Isolation until 4:00pm.

Isolation Until 4:00pm

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