<u>Behaviour Policy Addendum</u>

Lesson Exit Procedure

Effective from: After February Half Term

This addendum outlines a change to the procedure for exiting students from lessons. The purpose of this change is to raise standards of behaviour, increase student responsibility, and ensure the efficient use of staffing resources while maintaining a calm and purposeful learning environment.

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1. Principles

The school behaviour system remains unchanged in principle. Staff must continue to follow the established behaviour framework of:

Choice → Chance → Consequence

This process must be clearly communicated to students and **recorded on Edulink**, the school's behaviour management system.

Students should only be exited from lessons once the behaviour system has been followed appropriately and documented.

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2. Lesson Exit Procedure

Where a student reaches the **Consequence stage** and removal from the lesson is necessary, the following procedure must be followed:

1. The member of staff will complete a **Lesson Exit Slip** which must include:

- Student name

- Reason for exit

- **Exact time of exit**

2. The student will be issued with the exit slip and instructed to proceed directly to the **HUB**.

3. Students will **self-manage their movement to the HUB** and will not normally be escorted.

4. The time recorded on the exit slip will be used to monitor the student's arrival time.

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3. Student Expectations

Students exited from a lesson must:

- Proceed **immediately and directly to the HUB**

- Present their **exit slip on arrival**

Students will have **5 minutes** from the recorded exit time to arrive at the HUB.

Failure to arrive within this time will result in the student being **placed into Internal Suspension immediately**.

Students will be informed of this procedure via a **virtual assembly prior to implementation**.

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4. Managing Exits from Lessons

To ensure the safe and effective operation of this system:

- Staff must **not exit more than one student at any one time**.

- A **minimum gap of 10 minutes** must be observed before any additional student is exited from the same lesson.

This measure supports effective corridor management and ensures that the system operates safely and consistently.

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5. Corridor Support

The following support structures will remain in place:

- A **member of staff timetabled for corridor support**

- **SLT corridor presence** through regular drop-ins

- **Pastoral support** from the pastoral team

If a student **refuses to leave the classroom**, staff should request support through **Edulink**, following the current process.

Staff should not attempt to manage refusal situations alone.

Staff working on corridors will direct exited students to the HUB. Where students fail to comply with instructions, they will be **escorted to the HUB**.

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6. Escalation of Sanctions

To strengthen behaviour expectations, additional sanctions will apply where students are exited repeatedly.

- **Second exit from lesson**
  Student receives an **SLT detention**

- **Third exit (or more)**
  Student will be placed into **Internal Suspension** either immediately on the third exit or the following day.

This ensures that patterns of disruption are addressed promptly and consistently.

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7. Monitoring and Accountability

Arrival times at the HUB will be monitored using the **exit slip time stamp**. Failure to arrive within the required time will result in escalation to **Internal Suspension**.

Staff must ensure that behaviour stages and exits are **accurately recorded on Edulink** to support monitoring and consistency.

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8. Rationale for the Change

This procedural change has been introduced to:

- Raise the standard of behaviour across the school

- Protect learning time within classrooms

- Promote **greater student accountability**

- Reduce the staffing demands associated with the **Learning Engagement Walk**

- Ensure a clear and consistent approach to lesson exits

The system places appropriate responsibility on students while maintaining strong support structures for staff.