

Appendix 11 – Example of Stage 2 Report Card

Report Card – Stage 2

Name:

Form:

Date:

Expectations for student to follow:

1. She must be polite to staff at all times.
2. She must arrive punctually for lessons.
3. She must remain focused and not distract others
4. She must listen carefully to others
5. She must complete all homework set and hand it in on the due day.

Day	Comment	Level Reached	Staff
P1			
P2			
P3			
P4			
Form time			
P5			

<u>Level 0</u>	Student has worked well and has followed all 5 of the expectations outlined above.
<u>Level 1</u>	explain the inappropriate behaviour and ask student to stop doing it. Warn her that she has reached level 1.
<u>Level 2</u>	explain the inappropriate behaviour, giving student her second warning. Tell her if she is asked a third time she will be exited from the class. Tell her clearly that she has reached level 2.
<u>Level 3</u>	ask student to leave the class and report to the main office, stating she has reached level 3.

NB. – Any rude behaviour towards a staff member takes the student automatically to Level 3.

If level 3 is reached, you must ask the student clearly to leave the lesson and she must take work with her. This may be the work she is doing or you may wish to have some ready in case the need arises. The student will need to report to the office and will be asked to work in an office of the SLT. HoKS3 or a member of SLT will be informed and will see the student.

If the student refuses to leave the lesson, do not discuss it with her but send another student to either your Head of Department to ask for assistance or to the office to get a member of SLT.

Staff must be very clear in following these guidelines, as this will help student and staff to improve the situation.

The student reports to a designated senior teacher at the end of the day with this card. The following will apply:

Each Level 1	= 15 minutes extra after school today	Note – if this adds up to more than one hour, the student will be withdrawn from lessons on the following day.
Each Level 2	= 30 minutes extra after school today	

Signed..... Senior Teacher Signed Parent