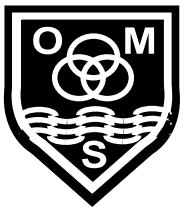
Ovingham Middle School
Behaviour Flow Chart



Responsibility of Subject Teacher supported by Form Teacher.

Repeated misbehaviour in lessons.

Dealt with by individual teacher and noted in homework diary.

Behaviour improves.

No further action.

Extremely serious incident putting the health & safety of anyone at risk.

Responsibility of Form Teacher Supported by Year Leader.

Further incident.

Incident recorded in diary or posted letter home if diary not available.

Child spoken to by Form & Subject Teacher.

No further action.

Parents informed of behaviour.

Parents informed by telephone.

Further incident.

Behaviour improves.

Further incident **Start Flow Chart.**

Incident recorded in behaviour log. Verbally inform Year Leader.

Responsibility of Year Leader.

Further incident.

Inform external agencies if appropriate.
e.g.
Social Services
Police
Ed Psychologist
School nurse

Child spoken to by Form Teacher & YL.
Parents informed and invited to attend meeting with FT and YL. Staff informed at briefing. Incident recorded in diary.
Child placed on short-term report.

Behaviour improves.

No further action.

Further incident.
Recorded in diary.

Incident recorded in behaviour log.
Possible internal exclusion
SENCO informed.

No further action.

Parents informed of behaviour and formally requested to a meeting with YL and FT. Report continued and child added to SEN register if appropriate.

Behaviour improves.

Appropriate Exclusion Permanent or Temporary

Responsibility of Head/ Deputy.

Further incident.

Incident recorded in behaviour log and diary.

Behaviour improves.

Child spoken to by YL & Deputy.

Liaise and work with outside agencies as appropriate.

Further incident.

No further action.

Parents informed of behaviour & meeting arranged with YL & DH. Child returns to report and possible internal exclusion.

Behaviour improves.

If exclusion temporary

Further incident.

Permanent exclusion.

Child temporarily excluded.

Child readmitted with behaviour contract.

Further incident.