

## **Appendix 1: Reflection Time Policy**

### **Purpose / Objective:**

The Refection Room is a place for children to be sent during the lunch time break as a result of inappropriate behaviour (see points below). It is an opportunity for children to reflect on their actions and consider how they may be able to change these actions in the future, so that inappropriate behaviour can be avoided.

### **Reasons why children may be asked to attend 'Reflection':**

- **Consistent inappropriate behaviour during lessons or the school day, after the normal behaviour policy has been followed**
- **Persistent rudeness/disrespect towards adults or children within the school**
- **Behaviour/actions which are deemed unacceptable, regardless of a prior warning, at the teacher's discretion e.g. aggressive behaviour during the school day**
- **An opportunity for children to complete homework, if they have regularly failed to hand it in on previous occasions**

NB - The bullet points outlined above are examples are what may constitute a child being placed into 'Reflection' and is not an exhaustive list.

### **Behaviour:**

If a child is placed into 'Reflection' more than 4 times during a half-term with regard to inappropriate behaviour, an initial phone call will be made home to parents to discuss the issue by the class teacher. After this, if another incident occurs within the half term period, a conversation will take place between the parents of the child concerned, the class teacher and the Head or Deputy Head teacher.

If the incidents are happening at lunchtimes and not being dealt with by the class teacher, then the contact with the parent will be made by the Head or Deputy Head Teacher.

**Homework:**

If a child is sent to reflection for homework that has not been completed, this will not be included as a behavioural incident. However, if this occurs on a regular basis, the same procedures will need to be followed as outlined in the above policy. In such circumstances, the child's teacher will use their professional judgment.

**Lunchtimes:**

With regard to unacceptable behaviour during lunch break, Mrs Crangle will be responsible for sending children to Reflection at her discretion depending on the misdemeanour. All MTAs will report any transgressions to Mrs Crangle, so that consistency can be maintained. Mrs Crangle will then report these incidents to the class teacher by a written note so staff are aware of issues that have arisen.

Reviewed: January 2013