

28th November 2022

Dear Parents and Carers

We've reached a stage at Chaucer School where the time is right to update our behaviour systems and processes. I know from meeting with families, from listening to parent voice that we receive in person and online, from listening to students and from listening to staff, that the changes we are making are both sensible and desired as we move forwards in our journey of improvement for Chaucer School.

This letter includes an attachment of the new Relationship and Behaviour policy, which gives full detail and rationale of all the changes we are making in Chaucer School. This policy goes live at Chaucer on Monday the 5th of December, where all the processes will take full effect. This week in school, all children will have extra sessions in Year Groups where all the changes will be explained in full detail. Monday the 5th of December will see those changes put in place, and I have summarised the key changes briefly below.

Change 1

As it stands, students in class who are not meeting expectations receive a reminder (Phase 1) and a then a further caution (Phase 2) to help direct them to meet expectations. These two stages are not changing at all. All children need guidance at times to stay focused and on task.

However, to encourage students to meet expectations, if a student receives 5 or more Phase 2 cautions within one week, they will be given a same day half hour detention on the occasion of the 5th Phase 2 caution. We believe this will encourage students to respect the need to stay focused on their learning, and be more responsible to meet expectations as a more consistent habit.

Change 2

Previously, if a student had already received a reminder and a caution, at a Phase 3, a member of the on-call team would attend the lesson to reset and focus the student. However, we need students to be more independent in making good choices for themselves.

As of Monday the 5th of December, any student who reaches a Phase 3 during lessons 1-4 will be issued with a 30-minute same day detention for continued failure to meet expectations. Parents and carers will receive a text informing them that their child will be expected to attend a 30-minute detention that day. Students who reach Phase 3 during lesson 5 (the last lesson of the day) will be issued with a 30-minute detention the following school day to allow us the time to contact parents.

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Change 3

If after being informed of their 30-minute same day detention, a student still fails to meet expectations, they will reach Phase 4, be removed from lesson and placed in Reflection. Any student who reaches Phase 3 twice on the same day will also be removed from lesson and placed in Reflection until 3.30.

Change 4

If any students fail to attend any 30-minute same day detention, that sanction will be escalated to a one-hour detention the following day. If that detention is not completed, the student will be placed in Reflection the following day for the full day until 4pm. If the student is absent, that sanction will apply on their return.

What does 'meeting expectations' mean?

Students who meet expectations in the classroom remain focused on their work, are responsible enough to understand the right times to talk and to listen to others, and are respectful of other people's desire to learn. They don't disrupt the flow of learning in the classroom.

Why are we making these changes?

The vast majority of students at Chaucer School want to learn without disruption. We know that changing the system to one that many successful schools use will limit disruption to lessons. All students deserve to learn in a school where expectations of behaviour are high and classrooms are focused on learning. Those expectations will be better supported by the changes we are making as we strive to build a first-class education for all students.

There are many aspects of the Relationships and Behaviour Policy that remain the same, and that includes a relational approach to work with students and understand their needs. There are times when we will make reasonable adjustments for students with additional educational, health or safeguarding needs, but we have high expectations for all students.

If you would like to discuss any of the changes that go live in Chaucer School on Monday the 5th of December, or any detail from within the Relationships and Behaviour Policy, please call or email enquiries@chaucer.sheffield.sch.uk and a member of the leadership team will be happy to discuss them with you.

Best wishes



Joanna Crewe

Head teacher