



Dear Parent / Carers,

I hope that you and your families had an enjoyable and restful break over the Festive period.

I would like to remind you of the Conduct Review process, which has been in operation since June 2023, and to explain some of the changes that we are enacting to further improve the effectiveness of this, as we continually strive to raise standards and provide the best learning environment for our students.

A Conduct Review formally records poor behaviour and encourages students to take accountability for their actions. A Conduct Review will be issued to a student when they have disrupted a lesson to the point that learning has been significantly prevented from taking place for themselves or others.

The process for issuing a Conduct Review is as follows:

- Teachers will inform students within the lesson if they do not adhere to clearly expressed Academy expectations.
- If behaviour persists, teachers will issue a Disruption Stage 1. If a student receives five Disruption Stage 1s, they will receive a Conduct Review.
- If behaviour persists a Conduct Review will be issued. This is Disruption Stage 2. The member of staff will have a restorative conversation with the student and support them in improving behaviour.
- If this behaviour persists, teachers will make use of Colleague Support. This is Disruption Stage 3. The student will work away from the class at this time. In addition to receiving a Conduct Review, the student will also receive a phone call home from their teacher.
- If the student's behaviour does not improve with colleague support, the Head of Year will make a decision on a period in our IEC.
- For serious or repeated infractions, students may receive a Fixed Term Suspension at the Head's Discretion.

The following important changes will take effect from Monday 15 January:

- There is now a team of six experienced members of staff who are running the system. If you need to contact the team you can do so on the following email address [CReview@sandwellacademy.com](mailto:CReview@sandwellacademy.com)
- Conduct Reviews will be issued for the following reasons: five Disruption Stage 1 events, five Misbehaviour events, three Lates to lesson, a single example of Truancy, as well as a single Disruption Stage 2 or 3 event. It is important to highlight that these figures will not reset at the end of an academic week and will instead roll over and accumulate over time. When a student reaches a threshold above, they will be issued with a Conduct Review to complete the following day.
- Conduct Reviews will take place in the Theatre, the next working day after the incident has occurred, and parents and carers will be informed of the need for their child to attend via text message on the day the Review has been issued
- Conduct Reviews will run Monday – Friday. Please be aware that there are no late coaches on a Monday or Friday, however students will still be expected to attend even if they travel by coach and alternative arrangements for students to get home will need to be organised by parents/carers.
- During a Conduct Review, students must adhere to the following procedure:
  - They will arrive at the Theatre at 3:20pm, making their own way there with bags and coats
  - They will sign a contract upon entry and be given a reflection sheet to complete
  - They will work in silence at all times and be in full Academy uniform with a name badge
  - They will complete their reflective work and then read a book until the Conduct Review concludes
  - They will wait to be dismissed by a member of the Conduct Review team
- A list of students who are on Conduct Review will be placed in the Restaurant every morning for that particular day. Students may also be reminded by a member of the Conduct Review team during 2b sessions and will be dismissed from lessons at 3:15pm to arrive at the Theatre for a prompt start.





The escalation process remains in place:

- Stage 1: First Conduct Review (30 minutes): 3:20pm-3:50pm. If the student is absent from Academy, this will roll over to their day of return
- Stage 2: Second Conduct Review (60 minutes): 3:20pm-4:20pm. Failure to successfully complete Stage 1, or in the case of non-attendance to a Stage 1 for a reason other than absence from the Academy will result in this sanction
- Stage 3: One day in IEC, followed by Stage 2 Conduct Review. Failure to successfully complete Stage 2, or in the case of non-attendance to a Stage 2 will result in this sanction. Students will be sent to the Restaurant at 8:30, where they will be collected by a member of the Conduct Review team and taken to IEC.
- Stage 4: One day Fixed Term Suspension, followed by Head of Year meeting. Failure to successfully complete Stage 3, or unacceptable behaviour in IEC will result in this sanction.

I hope that you will support us in driving standards of behaviour at the Academy. Essentially, teachers attend the Academy to teach, and students attend to learn, and I believe this improved process will enhance the ability of all members of the Academy to do so.

Your cooperation is greatly appreciated.

Yours sincerely,

**Mr J Saunders**  
**Headteacher**

