



**The Loxford School Trust**  
**Behaviour Policy Addendum (Remote Learners)**

This addendum to the Behaviour Policy of The Loxford School Trust is for use during the arrangements for education of students accessing resources from home.

It is to be used in conjunction with, and read alongside, the Behaviour Management policy, AntiBullying policy and our Safeguarding policy (peer on peer abuse, esafety etc).

Category	Dealt with by	Concern	Possible Action(s)
1	Virtual tutor/subject teacher	<ul style="list-style-type: none"> <li>Minor disrespect or inappropriate behaviour below the expectations of acceptable behaviour within school during normal operation.</li> <li>This could include rudeness, disrespect or not following instructions.</li> </ul>	<ul style="list-style-type: none"> <li>Student should be given a warning and reminded of behaviour expectations while accessing remote study.</li> <li>Telephone/email home.</li> <li>Concern logged on SLT Sheets.</li> </ul>
2	ATL/YCT	Repeated instances of "1" or: <ul style="list-style-type: none"> <li>A single use of offensive language (not towards staff).</li> <li>Abruptness towards staff.</li> </ul>	<ul style="list-style-type: none"> <li>Telephone/email home.</li> <li>Concern logged on SIMS.</li> <li>Inform relevant YCT.</li> <li>Temporary suspension from accessing school email.</li> </ul>

3	SLT Line Managers of Key Stages	<p>Repeated instances of “2” or:</p> <ul style="list-style-type: none"> <li>• A single use of offensive language towards staff.</li> <li>• Inappropriate comment about any member on any online platform.</li> <li>• Any use of racist, homophobic, discriminatory, or bullying language/behaviour.</li> <li>• Any attempt to contact or “friend” staff on social media.</li> </ul>	<p>SLT may adopt one or more of the following actions:</p> <ul style="list-style-type: none"> <li>• Phone call home by relevant SLT.</li> <li>• Temporary suspension of student access to emails/learning platforms.</li> <li>• Temporary daily contact via telephone to parent by SLT.</li> <li>• Logging of incidents on to SIMS as applicable.</li> <li>• Implementation of Risk Management Plan (RMP) where necessary.</li> <li>• Referral to SLT if:             <ol style="list-style-type: none"> <li>1) The issue would usually result in a fixed term exclusion.</li> <li>2) If SLT believe that a referral to police or another agency is necessary.</li> <li>3) Any comments towards a member of staff that could be construed as inappropriate or sexualised.</li> <li>4) A continuation of problematic behaviour after SLT intervention.</li> </ol> </li> </ul>
4	SLT Pastoral Lead	<p>Referral to SLT if:</p> <ul style="list-style-type: none"> <li>• Issue would normally result in a fixed term exclusion.</li> <li>• If staff have indicated that a police or social services referral is necessary.</li> <li>• Any comment towards staff that could be construed as inappropriate or sexualised – no matter how minor it may seem.</li> </ul>	<p>SLT will carry out one/several of the following, in consultation with the Headteacher:</p> <ul style="list-style-type: none"> <li>• Phone call home to discuss issue with parent/carer and student.</li> <li>• Temporary/longer term suspension from learning platforms, emails.</li> <li>• Work printed and paper copies sent home.</li> <li>• Daily contact via telephone to parent by the YCT.</li> <li>• Review with parents and agree an action plan before re-instating learning platforms and re-issuing school email access.</li> <li>• Log incident on SIMS.</li> <li>• Implementation of Risk Management Plan where necessary.</li> <li>• Referral to police and/or other key agencies such as social services.</li> </ul>