

Ladder of Referral Template

	Administered by	Intervention	Sample Behaviours
1	Subject Teacher	<p>Pastoral advice and support.</p> <p>Verbal guidance on improvement of behaviour.</p> <p>Targeted improvement strategies.</p> <p>Verbal warning issued regarding escalation to next step.</p> <p>Recorded on VSWare, parent/guardian & tutor can view.</p>	<p>Homework not done; Late to class; Organisation of books and materials; Disruptive behaviour</p>
2	<p>Subject Teacher</p> <p>Class Tutor</p>	<p>Teacher to record on VS ware and escalate to Year Dean.</p> <p>Pupil informed.</p> <p>Parent/guardian & tutor can view record.</p>	<p>Consistently (e.g. 3 times in 2 weeks) not presenting homework;</p> <p>Consistently late to class; Consistent lack of organisation;</p> <p>Consistently disruptive of teaching and learning</p> <p>No improvement from Level 1</p>
3	<p>Year Dean</p> <p>Chaplain (support role)</p>	<p>Informs class tutor after 3 notes.</p> <p>Informs Year Dean.</p> <p>Year Dean implements sanction from Code of Behaviour.</p> <p>Year Dean to record action taken on VSWare.</p> <p>Pastoral advice and support.</p> <p>Year Deans to review group's behaviour reports on a weekly basis</p>	<p>Phone on their person in Junior School.</p> <p>Unauthorised use of phone in Senior School resulting in confiscation.</p> <p>Defiance of teachers' or supervisors' authority</p>
	Administered by	Intervention	
4	Year Dean	<p>Year Dean implements sanction from Code of Behaviour.</p> <p>Year Dean to record action taken on VSWare.</p>	<p>Consistently has phone on their person in Junior School.</p> <p>Consistent unauthorised use of phone in Senior School</p> <p>Deliberate avoidance of school or study</p>
5	<p>Year Dean</p> <p>Guidance Counsellor (support role)</p>	<p>Communication with parents/guardians.</p> <p>Referral to Guidance Counsellor.</p> <p>Year Dean implements sanction from Code of Behaviour.</p> <p>Year Dean to record on VSWare including details of communication with parents.</p> <p>Escalate to Deputy Principal.</p>	<p>No improvement from level 4</p> <p>Bullying, intimidation, aggressive behaviour</p> <p>Damage to or theft of property</p>

6	Year Dean Deputy Principal Guidance Counsellor (support role)	Student's second referral to Guidance Counsellor. Student meeting with Year Dean and Deputy Principal. Communication with parents/guardians. Deputy Principal implements sanction from Code of Behaviour. Deputy Principal to record on VSWare including details of communication with parents.	No improvement from level 5
	Administered by	Intervention	
7	Deputy Principal	Student informed and clarification given of the next stage of the Code of Behaviour. Final warning issued by Principal/Deputy Principal. Communication with parents/guardians.	Behaviour that is likely to endanger the safety and welfare of staff and/or students
8	Deputy Principal Principal	Appropriate sanction/suspension Communication with parents	Smoking on school grounds Behaviour that endangers the safety and welfare of staff and/or students Intimidation of pupils or staff, or any action designed to hurt or embarrass pupils and staff. Interference with the teaching and learning of pupils inside and outside the classroom. Action and behaviour that reflects poorly on Rockwell College and/or damages the reputation of the College. Disrespect for the institution including its staff, property, traditions, ethos and rules.
	Administered by	Intervention	
9	Secretary B.O.M.	Referral to Board of Management for consideration/ possible exclusion.	

Ladder of Referral Template

This document should be read in conjunction with the school's Code of Behaviour. A full copy of the Code of Behaviour is available on the school's website and/or on request. Please note, additional sanctions may be issued in the case of a breach of school rules.

Code of Behaviour Section 3.2: Scale of Sanctions

- Verbal guidance on improvement of behaviour
- Verbal caution
- Referral to Year Dean
- Detention – on a single or repeated basis
- Removal from an activity
- Community Service
- Saturday Detention (after 3 detentions or a missed detention with unacceptable excuse), to be followed by yellow SAS
- Student Assessment sheets - white, yellow, red
- Suspension
- Expulsion