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## C3 SLT CALL OUT AND C4 WITHDRAWAL PROCEDURES

### SLT CALL OUT

Following a pupil having a non-verbal warning and named warning about disrupting the flow of learning in a lesson they will then ask for a member of SLT to come to the lesson.

An instant notification to the parents/carers alert them to the fact that their child has misbehaved during the day. It also automatically sends an email to Parents with the following message:

***'A member of the Senior Leadership Team was called to your child's lesson today. For details of the reason why, please log in to your ClassCharts account. The class teacher will update the system by the end of the day.'***

Parents will be able to see the **C3 Reason for SLT Call Out** on ClassCharts later that day, allowing for them to be fully informed about their child's behaviour in the lesson.

At this point, the pupil will either return to the lesson and get on with their work, or the teacher may decide that the pupil needs to go to the Withdrawal room for the remainder of the lesson. If the pupil returns to the lesson and behaviour continues to disrupt the flow of learning the process will be followed again resulting in a withdrawal from the lesson

### WITHDRAWAL FROM THE LESSON

SLT will take the pupil up to the Withdrawal room.

When the Withdrawal is recorded, this message is displayed to parents:

***Your child has been taken to the Withdrawal Room today. As a consequence, they will be in an After School Detention on the following available school day, from 3:15pm to 4:05pm. The reason for this Withdrawal will be logged in ClassCharts later today by the class teacher - if you have any questions, please ensure that you contact the teacher providing the reason for the withdrawal.***

***If there is a genuine reason that they are unable to attend, please email: [dataoffice@gts.devon.sch.uk](mailto:dataoffice@gts.devon.sch.uk) to rearrange a suitable day.***

The detention will take place the following day, so a restorative conversation will take place at that point. If the pupil is already in a detention for another reason, the detention will be set to the next available school day.

The class teacher will have followed the process to record the reason for the withdrawal in ClassCharts, by the end of the day. This allows for accurate, detailed information to be sent home to parents.