

CARRICK ACADEMY GUIDELINES

Failure to comply with the Carrick Academy Learning Agreement

When a pupil fails to comply with the Learning Agreement, the following action should be taken:

- Stage 1: Verbal Warning** The pupil should be interviewed by Mr Rusk. Their failure to comply and the reason should be discussed. A sanction may be issued if appropriate and consideration of removal of EMA, if it applies, should be made. The pupil should be made aware that the verbal warning will be recorded and further actions on failure to comply should be discussed.
- Stage 2: Telephone Parent** Pupil interviewed by Mr Rusk and reminded of the previous verbal warning. Their failure to comply and the reason should be discussed. Their parents should be contacted by telephone; the issues should be discussed in detail with them as well as the actions that will be taken if further referrals are made. A sanction should be issued to the pupil and their EMA, if it applies, should be stopped. The pupil should be made aware that the 'telephone to parent' will be recorded and further actions on failure to comply should be discussed.
- Stage 3: Written Warning** Pupil interviewed by Mr Rusk and seriousness of the referral should be discussed. Parents informed in writing with an invite to telephone and discuss the matter further if they wish. Sanction issued to pupil and EMA, if it applies, removed.
- Stage 4: Parental Interview** Pupil interviewed by Mr Rusk and seriousness of the referral should be discussed. Parents invited to meet with Mr Rusk along with the pupil. Failure to comply with the Learning Agreement in detail and actions previously taken should be discussed and state that further referrals will result in pupil being asked to leave the school. Sanction issued to pupil and EMA, if it applies, removed.
- Stage 5: Request to Leave School** Parent contacted and a meeting arranged with Mr Rusk and Mrs McEwan. Issues discussed and pupil asked to leave school for non-compliance with the Learning Agreement. EMA, if it applies, removed.

At each stage the referral below should be completed and maintained for every pupil breaking the Learning Agreement. Incidents should be recorded on the pupils' pastoral notes on Click and Go and Guidance should be informed.

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Pupil Name: _____ Class: _____

You have not complied with the Learning Agreement because you failed to commit to the following (Please tick):

- To maintain a high attendance rate and good timekeeping.
- To attend all classes punctually and equipped ready for work.
- To work hard in school and at home to achieve your full potential.
- To meet all deadlines in terms of class work and homework.
- To maintain good behaviour at all times and assist in promoting the values of Carrick Academy.
- To being smartly dressed in accordance with the schools dress code; including attendance at SQA exams.
- To attend all compulsory events organised to enhance your skills for learning, life and work.

For S6 pupils only:

- To maintain the S6 Common Room in good condition.
- To volunteer and commit to a senior school activity which will benefit the education of our young people and give you the opportunity to achieve a personal development award.

Sanction	Reason	Date of issue	Response by Parent/Pupil
Verbal Warning			
Telephone Parent			
Written Warning			
Parental Interview			
Request to Leave School			

SMT: _____ Date: _____