



Ark All Saints Academy Reintegration Protocol

It is important that after an exclusion of any period of time - scholars have the support and space to re-acclimatise them to academy life so that they have the best chance of success.

The amount of time spent in re-integration after exclusion should be determined by the length of the actual exclusion.

Number of days excluded	Number of periods in re-integration	Number of days on report
1	1	5
2	2	5
3	3	5
4	4	10
5 or more	All day or more	10

The process

- 1) Scholar, parent and staff member meet to review lessons learnt from incident and to give scholar an opportunity to voice their reflections. This is NOT an opportunity to go over the incident again.
- 2) As explained in the exclusion letter -the scholar is asked to check their bag and make sure they have all necessary equipment - if any items are missing they will need to return home to collect the items.
- 3) The Scholar is given the reflection sheet, the letter template and work for each period they are expected to remain in reflection for and are placed on report.. The plan for the day is explained to them and their parent.

The plan for the day

- 1) complete the reflection sheet
- 2) discuss reflection sheet with a member of staff
- 3) write a letter of apology for their file to demonstrate they have reflected on their actions
- 4) complete work missed through exclusion
- 5) meet with PD or SLT

Behaviour for the day

The scholar must show they are fully engaged and wanting to return to the academy community. All instructions should be followed and they should work as directed by each staff member in room 8.

If at any point in the reintegration period they behave in a way contrary to this - they risk having their stay in room 8 being extended.

- 4) At the end of their re-integration time the Mentor, PD or SLT will meet with the scholar. They will read through the reflection sheet and letter and any remarks the staff have made on the report whilst the scholar has been in room 8. They will also go through the data sheet and reset expectations.
- 5) The scholar is then returned to the classroom.
- 6) Over the next 5 - 10 days the scholar will be on report. They will need to meet with the Mentor, PD or SLT after school every day to go through their report.