

## Teacher Restorative Conversation Stages

| Step      | Details                   | Restorative Conversation Lead | Pre-Restorative Conversation Actions                                                                                                                                                  | Arbor                                                                                                    | Communication following Restorative Meeting                                                                                                                                  |
|-----------|---------------------------|-------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| -         | 'Final Reminder'          | Teacher                       | -                                                                                                                                                                                     | The <b>Final Reminder</b> is logged on Arbor by teacher                                                  | -                                                                                                                                                                            |
| <b>R1</b> | Teacher Restorative       | Teacher                       | The teacher will arrange a <b>Restorative Conversation</b> with the pupil, asking their HOD or GM for support if required                                                             | <b>1a. Pupil Restorative Conversation</b> – <i>logged by teacher</i>                                     | The teacher will complete the <b>Restorative Conversation</b> Form, which will be shared with HOD and GM and available to parents.                                           |
|           |                           |                               | The teacher will arrange a <b>Restorative Conversation</b> with the pupil, asking their HOD or GM for support if required                                                             | <b>1b. Pupil left lesson without permission - Restorative Conversation (R1)</b> <i>logged by teacher</i> | The teacher will complete the <b>Restorative Conversation</b> Form, which will be shared with HOD and GM and available to parents.                                           |
|           |                           |                               | The teacher will arrange a <b>Restorative Conversation</b> with the pupil, asking their HOD or GM for support if required                                                             | <b>1c. Pupil refused direction - Restorative Conversation (R1)</b> – <i>logged by teacher</i>            | The teacher will complete the <b>Restorative Conversation</b> Form, which will be shared with HOD and GM and available to parents.                                           |
|           |                           |                               | The teacher will arrange a <b>Restorative Conversation</b> with the pupil, asking their HOD or GM for support if required                                                             | <b>1d. Pupil disrupted another room - Restorative Conversation (R1)</b> – <i>logged by teacher</i>       |                                                                                                                                                                              |
| <b>R2</b> | Teacher & GM Restorative  | Teacher                       | The teacher and GM will both arrange a <b>Restorative Conversation</b> with the pupil                                                                                                 | <b>2. Pupil repeated - Restorative Conversation (R2)</b> – <i>logged by teacher</i>                      | The teacher will complete the <b>Restorative Conversation</b> Form, which will be shared with HOD and GM and available to parents.<br><b>The teacher will contact parent</b> |
| <b>R3</b> | Teacher & HOD Restorative | HOD                           | The HOD will review appropriate strategies and interventions to improve pupil behaviour<br><br>The HOD and teacher will both arrange a <b>Restorative Conversation</b> with the pupil | <b>3. Pupil further repeated - HOD Restorative Conversation (R3)</b> – <i>logged by HOD</i>              | The HOD will complete the <b>Restorative Conversation</b> Form, which will be shared with HOD and GM and available to parents.<br><b>The HOD will contact parent</b>         |

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| <b>R4</b>  | Teacher and/or<br>HOD & SLT<br>Restorative | SLT                                               | <p><b>The HOD will contact parent</b> to confirm a date and time for the SLT Restorative Conversation.</p> <p>The HOD books the pupil into a SLT Restorative Conversation on Arbor.</p> <p>The Teacher and/or HOD are welcome to attend the SLT Restorative Conversation.</p> | <p><b>4. SLT Restorative Conversation (R4)</b> – <i>logged by Teacher and/or HOD</i></p> <p><b>Further sanctions, as appropriate</b></p> | SLT will complete the <b>SLT Restorative Conversation</b> Form, which will be shared with HOD and GM <b>and shared with parents.</b>                                                    |
| <b>SRM</b> | Senior Leader<br>Review<br>Meeting         | SLT and any other<br>relevant members<br>of staff | <p>The Guidance Manager and/or SLT will investigate the incident and decide on any sanctions (if appropriate).</p> <p>The Guidance Manager and/or SLT will inform parents of the <b>Senior Leader Review Meeting (SRM)</b></p>                                                | <p><b>5. Senior Leader Review Meeting (SRM)</b> – <i>logged by GM and/or SLT</i></p>                                                     | SLT and any other relevant members of staff will complete the <b>Senior Leader Review Meeting (SRM)</b> Form, which will be shared with relevant staff and will be available to parents |

## Guidance Manager Restorative Conversation Stages

| Step       | Details                   | Restorative Conversation Lead | Pre-Restorative Conversation Actions                                                                                                                                                             | Actions (including Arbor logging)                                                                                                                                                                                  | Communication following Restorative Meeting                                                                                                                                                                                                                                                                                              |
|------------|---------------------------|-------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>RG1</b> | GM Restorative            | GM                            | <p><i>GM to communicate incident with parents.</i></p> <p>The GM will arrange a <b>Restorative Conversation</b> with the pupil</p> <p>GM to ascertain if a Pastoral Intervention is required</p> | <p><i>GM to log on Arbor:</i></p> <p><b>A. Pupil Restorative Conversation (RG1)</b></p> <p><b>Complete Pastoral Intervention, if required</b></p> <p><b>Further sanctions, as appropriate</b></p>                  | <p>The GM will complete the <b>Restorative Conversation Form</b>, which will be shared with staff as appropriate and will be available to parents.</p> <p>If completing a Pastoral Intervention, complete the relevant Intervention form, which will be shared with staff as appropriate and will be available to parents</p>            |
| <b>RG2</b> | GM and Parent Restorative | GM                            | <p><i>GM to communicate incident with parents.</i></p> <p>The <b>GM will contact the parent</b> to arrange a <b>Restorative Conversation</b> with the pupil and parent</p>                       | <p><i>GM to log on Arbor:</i></p> <p><b>B. GM, Pupil &amp; Parent Restorative Conversation (RG2)</b></p> <p><b>Complete Pastoral Intervention, if required</b></p> <p><b>Further sanctions, as appropriate</b></p> | <p>The GM will complete the <b>Restorative Conversation Form</b>, which will be shared with staff as appropriate and will be available to parents.</p> <p>If completing a Pastoral Intervention, complete the relevant Intervention form, which will be shared with staff as appropriate and will be available to parents</p>            |
| <b>RG3</b> | SLT and GM Restorative    | <p>GM</p> <p>SLT</p>          | <p><i>GM to communicate incident with parents.</i></p> <p>The GM and SLT will arrange a <b>Restorative Conversation</b> with the pupil.</p>                                                      | <p><i>GM to log on Arbor:</i></p> <p><b>C. GM &amp; SLT Restorative Conversation (RG3)</b></p> <p><b>Complete Pastoral Intervention, if required</b></p> <p><b>Further sanctions, as appropriate</b></p>           | <p>The GM will complete the <b>Restorative Conversation Form</b>, which will be shared with staff as appropriate and <b>is to be communicated to parents.</b></p> <p>If completing a Pastoral Intervention, complete the relevant Intervention form, which will be shared with staff as appropriate and will be available to parents</p> |

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| <b>RG4</b> | SLT, GM and Parent Restorative | GM<br><br>SLT                               | <p><b>GM to communicate incident with parents.</b></p> <p>The <b>GM</b> is to <b>contact parents to</b> arrange a <b>Restorative Conversation</b> with the pupil, parent and SLT.</p>                                                                                                 | <p><i>GM to log on Arbor:</i></p> <p><b>D. GM, SLT &amp; Parent Restorative Conversation (RG4)</b></p> <p><b>Complete Pastoral Intervention, if required</b></p> <p><b>Further sanctions, as appropriate</b></p> | <p>The GM will complete the <b>Restorative Conversation Form</b>, which will be shared with staff as appropriate and will be available to parents as a record of the meeting.</p> <p>If completing a Pastoral Intervention, complete the relevant Intervention form, which will be shared with staff as appropriate and will be available to parents</p> |
| <b>SRM</b> | Senior Leader Review Meeting   | SLT and any other relevant members of staff | <p><b>GM to communicate incident with parents.</b></p> <p>The Guidance Manager and/or SLT will investigate the incident and decide on any sanctions (if appropriate).</p> <p>The Guidance Manager and/or SLT will inform parents of the <b>Senior Leader Review Meeting (SRM)</b></p> | <p><b>5. Senior Leader Review Meeting (SRM) – logged by GM and/or SLT</b></p>                                                                                                                                    | <p>SLT and any other relevant members of staff will complete the <b>Senior Leader Review Meeting (SRM)</b> Form, which will be shared with relevant staff and will be available to parents.</p>                                                                                                                                                          |