



# In-Classroom Restorative Reflection Sheet – (Sheet A)

Student's name: \_\_\_\_\_ Tutor Class: \_\_\_\_\_ Period: \_\_\_\_\_

Teacher's code: \_\_\_\_\_ Year/subject: \_\_\_\_\_ Subject room: \_\_\_\_\_ Date: \_\_\_\_\_

**Teacher: tick the repeated misconduct.**

*What did the student do repeatedly that lead to Sheet A?*

|                           |  |                                      |  |  |  |                                       |  |
|---------------------------|--|--------------------------------------|--|--|--|---------------------------------------|--|
| Lateness to class         |  | Off-task disruptive talking          |  | Bullying   |  | Mocking of other students             |  |
| Not seated where directed |  | No or incorrect equipment            |  | Throwing items   |  | Argumentative or aggressive actions   |  |
| Not attempting work       |  | Drinking / chewing gum food in class |  | Rudeness / refusal to follow teacher's instructions  |  | Failure to attend arranged meeting(s) |  |
| Other:                    |  |                                      |  | <b>Refusal to go to withdrawal room – student is sent, with escort, directly to the Duty Head of House</b> |  |                                       |  |

**Meeting time:**

**Place:**

## Student's reflections on the behaviour

The following questions must be completed by the student during this reflection time.

The student and teacher will discuss this sheet at the arranged time..

***What did you do to get given this sheet? [What were you doing? What should you have been doing?]***

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***You chose to do that. What were you thinking?***

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***By doing that who has been harmed or disrupted?***

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***How have these people been harmed or disrupted?***

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***How do you feel about your choice of behaviour now?***

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**The restorative conversation with your teacher is your best chance to make things right.**

***What are you going to do to put this situation right?***

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The restorative conversation held between student and classroom teacher reached a satisfactory outcome?

If 'yes', both teacher and student sign. The teacher puts this Sheet in the Restorative Pigeonhole ASAP..

Student's signature..... Teacher's signature.....

**If 'no', the student is sent to the department withdrawal room, accompanied by a selected student who gives Sheet A to the withdrawal teacher - sheet B is completed. (PTO)**



## Withdrawal Restorative Reflection Sheet – (B)

*Time sent to withdrawal room:*

*Room sent to:*

**Meeting time:**

**Place:**

You will meet your teacher at the arranged time.

The withdrawal room teacher will give the sheet to your teacher.

**You are to complete this sheet during withdrawal reflection time.**

**Your teacher gave you a chance to resolve the problem.**

**The choices you made then did not solve the problem.**

***Why did you not complete Sheet A? What did you do to be asked to complete Sheet B?***

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***You will go meet your subject teacher at the arranged time – see the bottom of Sheet A.***

***What will you do to put the situation right with your teacher and/or others?***

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**Because you had to be withdrawn, complete this information to help your subject teacher contact home.**

Parent/Caregiver :.....

Contact number ..... Best time to call.....

*Date the subject teacher made home contact:*

**The restorative conversation between student and teacher reached a satisfactory outcome?**

**If 'YES',**

- teacher and student sign, and the teacher puts this sheet in the Restorative pigeonhole for the phone call to parents to be logged. The sheet is next returned to the HOD.

Student's signature..... Teacher's signature.....

**If 'NO',**

- the teacher passes this sheet to the HOD who signs it and passes on to the HOH who sets up a meeting with the student, teacher and parents.

The student will be withdrawn by the HOH from this class until the meeting has taken place.

*Sheet B sighted: HOD (sign) .....>>HOH sighted (sign) .....*

*HOH - forward to Mrs Herst to enter on pupil file*

**Withdrawal Teacher:**      ***Time (if student is sent back to subject room?) .....***

*The withdrawal teacher is to pass this Sheet directly to the class teacher*

**Comment:**

*code: ..... initalled: ..... [v. 14July08]*

**Restorative Process – Escort for student sent to withdrawal** Teacher's code:\_\_\_\_\_

[Escort] \_\_\_\_\_ is taking the following student to Room:\_\_\_\_\_.

Student's name:\_\_\_\_\_ Period:\_\_\_\_\_ Date:\_\_\_\_\_

Left class:\_\_\_\_\_ Time escort left Withdrawal:\_\_\_\_\_ Withdrawal teacher signed:\_\_\_\_\_.

The escorting student goes to the withdrawal room – gets this slip signed – and returns directly to class.

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| P./ D | 1 | 2 | 3 | 4 | 5 | 6 |
|-------|---|---|---|---|---|---|
| 1     |   |   |   |   |   |   |
| 2     |   |   |   |   |   |   |
| 3     |   |   |   |   |   |   |
| 4     |   |   |   |   |   |   |
| 5     |   |   |   |   |   |   |

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|-------|---|---|---|---|---|---|
| 1     |   |   |   |   |   |   |
| 2     |   |   |   |   |   |   |
| 3     |   |   |   |   |   |   |
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| 1     |   |   |   |   |   |   |
| 2     |   |   |   |   |   |   |
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| 4     |   |   |   |   |   |   |
| 5     |   |   |   |   |   |   |

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| 4     |   |   |   |   |   |   |
| 5     |   |   |   |   |   |   |