



**Guillemont Junior School**  
**Sandy Lane, Farnborough, Hants, GU14 9ES**  
**01252 666846/7**

15<sup>th</sup> November 2011

Dear Parents

I am writing to inform you about changes to the way behaviour is monitored within the school. As you are aware, teachers use positive behaviour strategies with the children. Occasionally teachers need to assert themselves and children are warned that if they do not make better choices about their behaviour, there will be consequences. The procedure is clear; the first step is a name on the board, second step a tick, third step another tick. Children should be given the opportunity to earn their names off the board but when this fails, the teacher now enter points onto an electronic monitoring spreadsheet. I review this daily to monitor behaviour and then proactively speak to individuals who have received a behaviour sanction. Each sanction is scored with one point so that, for example, a name on the board would be one point and a name and tick would be two points. When a serious issue occurs, a behaviour log or a violent conduct log is written. These will still require the teacher to call home and are automatically given a score of three points. Any child that exceeds three points loses their Green Passport for the rest of the half term.

Children have been told that there are now consequences for losing their Green Passport. They may not be included in the additional things on offer at school. These include parties, visits, clubs and representing the school. I am keen that this acts as a deterrent and is only rarely used. I have also said that the Green Passport is not a privilege, it simply reflects the fact that they are behaving as we would expect. I am considering changing the name to a 'Positive Behaviour Card' – but this will be in the future.

Children who lose their Green Passport have a two week trial to earn it back at the start of the next half term. Similarly, the teacher can use a temporary Green Passport issued for specific periods of time. The next step for the monitoring system is to produce a brief report that will be sent home at the end of each half term. This will inform you about your child's behaviour record and allow you to compare whole class and school data. This will commence this half term.

I hope that this clarifies the current position and I am happy to discuss any concerns with you or to receive feedback. I believe that now the children know I am monitoring their individual behaviour, they are more focussed about ensuring they behave appropriately. Currently the system shows that 82% of all children did not lose their Green Passports. 91% of the Loweres and 73% of the Uppers kept their Green Passports and I have used the data to set individual class targets. I should also mention that I intend to increase the number of awards given to children to celebrate their achievements. More information will follow before the end of term.

Yours sincerely

Denis Foster  
Acting Headteacher.

