



**GIRLS' DIVISION  
SENIOR SCHOOL**

Rewards and Sanctions Policy (Parent Version)  
2020-21

## Girls' Division Senior School Rewards and Sanctions Policy

*This policy should be read in conjunction with the Behaviour Management and Discipline Policy. It is renewed annually before the start of each academic year.*

The school has a comprehensive Behaviour Management and Discipline Policy. Managing behaviour is most successful where pupils know that good behaviour is rewarded and that there will be a consequence for them if they misbehave. It is our belief that the best way to ensure the highest standards in both behaviour and learning is to create a positive ethos where the self-confidence and self-esteem of pupils are promoted by regular praise, congratulation and affirmation. Rewarding pupils for positive achievements is considered to be extremely important in developing a positive ethos within the School. The School very much believes in the importance of a culture of praise. Rewards and sanctions will be applied fairly and consistently by all staff.

The system of rewards and sanctions is overseen and coordinated by the Assistant Head (Curricular and Extra-Curricular Achievement), the Deputy Head and the Heads of School. Matters of rewards and sanctions are reported to the Headmistress as appropriate and discussed in weekly staff and/or SLT meetings. The Headmistress is also involved in matters which concern the highest form of rewards and in the most severe sanctions.

### Rewards

All staff are strongly and regularly encouraged to share positive information about the success of pupils in any aspect of school life. We have a supportive school with a caring ethos. Therefore, there are a number of means within the school of rewarding and celebrating achievement and good behaviour.

The following specific rewards are used, although staff are encouraged at all times to offer pupils positive feedback on their efforts and achievements.

Teachers may award either a Subject Merit or a Citizenship Merit to girls in Years 7 to 11.

- ***Subject Merit:*** can be gained through either one single award of a Merit or through the accumulation of three *Credits*. Each subject department has its own criteria for deciding when good work warrants the award of a Merit or Credit. This may also be given, for example, for sustained effort in organising work, a significant improvement in attainment or organisation or a significant contribution to lessons, etc.
- ***Citizenship Merits:*** can be awarded for good behaviour, either inside or outside the classroom.

In Years 7 to 9, pupils who gain ten Merits across a range of subjects receive a book token (or equivalent award), presented by the Headmistress or Head of School.

In Years 10 and 11, pupils who gain five Merits receive a book token (or equivalent award), presented by the Headmistress or Head of School.

In addition, a teacher can award a Commendation and so put forward an outstanding piece of work or series of assignments for consideration for the Headmistress' Commendation. The Head of School will be notified and will ask to see the piece of work before putting it forward for the Headmistress' Commendation.

The Headmistress will have appointed lunchtimes where girls can go to present the work and sign the Commendation Record.

### **Public Recognition**

- In the Head's weekly email, the termly newsletter or annual school magazine;
- On the website and on social media accounts;
- At weekly School Assemblies (Whole School and/or Year Group);
- At Achievement and Praise Assemblies (Whole School Friday assemblies and/or Year Group assemblies), including End of Term Assemblies when Sport or Music;
- At Achievement Evenings:
  - The Sixth Form Presentation Evening takes place in the Autumn terms; pupils in Year 12 and leavers are presented with their GCSE and/or A-level certificates as well as certificates and/or prizes in other areas. The school prizes are also awarded at this event;
  - The Duke of Edinburgh Awards Evening;
  - The Year 12 Community Action Evening celebrates those girls who have contributed the highest number of hours to volunteering over the course of the year;
  - The Years 7 & 8 Celebration Evening takes place at the end of the Summer Term and is an opportunity to celebrate the achievements of all pupils in these years. The event is accompanied by a range of musical performances.
- Other Opportunities to Celebrate include: Music and Drama evenings, concerts and performances – where pupils can demonstrate their talents; the issuing of certificates from sporting activities and competitions; Sports Day.

## **Sanctions (or Disciplinary Penalties)**

The School reserves the right to impose an appropriate disciplinary penalty where a pupil's behaviour and/or work falls below the standard which could be reasonably expected of her, whether because she fails to follow a school rule, disobeys a reasonable instruction by a member of staff, contravenes the guidelines for good conduct and/or displays an unsatisfactory work ethic. Such sanctions are delivered in the understanding that we believe strongly in a culture of praise in school and that sanctions are given as a constructive measure to bring an improvement in the pupil's behaviour or learning.

In the event of poor behaviour, disobedience or unsatisfactory work, a pupil will be given an appropriate and proportionate form of sanction, taking into account:

- the full circumstances of the matter in question;
- the age of the pupil;
- the pupil's behavioural and academic record; and
- any other relevant considerations, including whether or not a girl has a Special Educational Need or Disability, whether English is an Additional Language.

### **How concerns are shared about behaviour/ disobedience/ unsatisfactory work are shared among colleagues and/or with parents:**

The following items refer to those methods by which a teacher alerts the Pastoral Team and parents to an instance or pattern of poor conduct, whether with regard to behaviour or learning. They may be used as a sanction in themselves for low-level misdemeanours and/or some types of medium-level misdemeanours.

- ***Planner***

Normally, teachers write a note in the Planner to indicate a matter which they wish to communicate with parents. Depending on what is written, such a note may indicate to the student that her behaviour or actions are not acceptable and are a cause for concern. In such cases, a note in the planner is a low-level sanction.

Planners are checked regularly by the form teacher and any frequent expressions of concern by one or more members of staff will be escalated to the Year Tutor in the Tutors' meeting or to the Head of School, depending on the nature of what is written.

- ***Planner Plus***: an additional record of concern

Where a teacher wishes to escalate or raise the Head of School's attention to an issue of concern quickly, s/he may record it using the Planner Plus entry on ISAMS which will immediately alert the Head of School to the concern. This may be particularly used where a teacher wishes to inform the Head of School that s/he has had to withdraw the pupil's break or lunchtime privileges.

- **Order Mark:** a formal record of misconduct, including relating to work ethic

An Order Mark entry is generally seen as a sanction in itself as girls do not like to receive Order Marks. Its official purpose, however, is to alert the Head of School who may apply her own sanction and inform parents.

Class teachers also raise concerns with their Head of Department as a regular part of Departmental meetings whilst Form teachers may raise concerns at the Form Tutors' weekly year-group meeting. These are communicated to the Head of School and the rest of SLT via the minutes. Such concerns may result in remedial intervention, for example regarding poor work unconnected with lack of effort, or a sanction where lack of effort or poor behaviour are involved.

### **Types of Sanctions (or Disciplinary Penalties) Applied**

To be lawful, any sanction must satisfy the following three conditions:

- 1) The decision to punish a pupil must be made by a paid member of school staff or a member of staff authorised by the Headmistress;
- 2) The decision to sanction the pupil and the sanction itself must be made on the school premises or while the pupil is under the charge of the member of staff; and
- 3) It must not breach any other legislation (for example in respect of disability, special educational needs, race and other equalities and human rights) and it must be reasonable in all the circumstances.

Sanctions will also be applied where there is a breach of a health and safety rule. In particular, whilst there are additional temporary rules in place addressing issues relating to the current Covid-19 pandemic such as social distancing, movement around school, hygiene and the reporting and management of illnesses, girls will be expected to behave accordingly. Infringements of these rules will be treated seriously, and, in the most severe of cases, may lead to the highest level of sanction, as described below.

Disciplinary penalties may include the following. Parents will be contacted if and when appropriate, eg by telephone, email or letter.

#### **Low to Mid-level Sanctions (informal disciplinary action):**

- A verbal warning or reprimand;
- Note in the planner, planner plus or order mark (see above);
- Instruction to re-do piece of work/ activity;
- Withdrawal of break or lunchtime privileges;
- Enforced attendance at Departmental/ Pastoral Clinic or Supervised Session;
- Pastoral or Departmental Detention during school hours, including lunch or break time, or after school;
- Removal from the group/class/a particular lesson on a planned or adhoc basis (see below);

- Withholding participation in educational visits or sports events, particularly when these are not essential to the curriculum;
- Temporary confiscation of item (including mobile 'phone)
- Email or Letter home, eg from Head of School;  
*These sanctions are recorded by the teacher/ Head of School who impose them but are not centrally recorded other than, in some cases, on ISAMS.*

**Higher to Highest-level Sanctions (formal disciplinary action):**

- Senior Staff Member's Detention during school hours, including lunch or break time, or after school;
- Written Warning, eg from Head of School, Assistant or Deputy Head, or Headmistress;
- One day internal or external fixed term exclusion/ suspension (including a 'technical' suspension where a pupil is on Study Leave or is about to go on Study Leave), which may be accompanied by a written warning or final written warning;
- Final written warning;
- Longer fixed-term exclusion from school (including a 'technical' suspension where a pupil is on Study Leave or is about to go on Study Leave), which will normally be accompanied by a written or final written warning;
- Permanent exclusion from school (ie expulsion).  
*These sanctions are recorded by the Head of School/ Deputy Head/ Headmistress on the School's Serious Sanctions Log. They are reported to the Governing Body on a termly basis.*

Any major violation or repeated minor violations of the School's rules and regulations will be subject to higher or the highest-level sanctions, as appropriate. Such serious sanction will also be communicated to parents.

A Written Warning is an internal disciplinary measure used within the School to indicate that the misconduct is serious and change is needed immediately. The letter will state what change is expected on the part of the pupil and how long the Warning remains in effect. A copy of the letter will be kept on the pupil's file and may be referred to on any reference provided for the pupil during the period of the Warning being in effect.

A Final Written Warning is an internal disciplinary measure used within the School to indicate that the misconduct is extremely serious and change is needed immediately. Any further misconduct on the part of the pupil will result automatically in a further Disciplinary Meeting with the Headmistress, at which point Exclusion is a likely outcome. The letter will state what change is expected on the part of the pupil and how long the Warning remains in effect. A copy of the letter will be kept on the pupil's file and will be referred to on any reference provided for the pupil during the period of the Warning being in effect.

Written warnings, including final warnings, will be issued when it is felt that any repeat of the misbehaviour/violation would normally result in a fixed term or permanent exclusion. However, a fixed term or permanent exclusion may be imposed without a written or final written warning having been imposed previously.

A pupil may be placed under suspension (temporary exclusion) while a complaint is investigated or as a sanction in its own right. Appropriate support is given to the pupil concerned upon his/her return, in terms of catching up with missed work and avoidance of repetition of the breach of school rules. The Internal or Technical Suspension: A pupil may be placed under Internal Suspension if the Headmistress (or her Deputy), in consultation with the Head of School judges that the pupil would be best served by remaining in School under the supervision of Senior or Pastoral staff. In such cases, the pupil will be set work to complete on the School premises and will spend the whole day, including breaktime(s) and lunchtime, away from other pupils. A Year 11-13 pupil who is on Leave of Absence may serve a Technical Suspension, which means that her behaviour warrants a suspension but she is away from School and so cannot serve such a sanction. A Technical Suspension may also be awarded at the Headmistress's discretion to a pupil in Years 11-13 who is very near (ie in the final week or couple of weeks prior) to her examinations and so to miss lessons at such a time might potentially have a disproportionate effect on her education.

Actions which are illegal/criminal, are deemed to bring the School into disrepute, and/or which are not compatible with the provision for the efficient education of other children, are particularly likely to result in a fixed term (internal or external) and/or permanent exclusion, without warning.

Parents may be required to remove a pupil permanently from the School if, after consultation with the parents and, if appropriate, the pupil, the Headmistress is of the opinion that, by reason of the pupil's conduct, behaviour or progress, the pupil is unwilling or unable to benefit sufficiently from the educational opportunities and / or the community life offered by the School; or if the parents have treated the School or members of its staff or any member of the School community unreasonably. In addition, for a serious breach of school discipline falling short of one for which expulsion is necessary, but such that the pupil cannot expect to remain a member of the School Community, the pupil may be required to leave permanently. The situation with regard to the fees payable in such circumstances is outlined in the Terms and Conditions.\*

A pupil is liable to expulsion if it is proved on the balance of probabilities that the pupil has committed a very grave breach of discipline, or a serious criminal offence, or a wilful act calculated to cause serious damage to the School, its community or any of its members or where she has shown consistent failure to meet expectations. Formal expulsion implies that the pupil's name will be expunged from the roll of the School and reference to the facts and circumstances will be made in response to every request for a reference. The situation with regard to the fees payable in such circumstances is outlined in the Terms and Conditions.\*

Any complaint or rumour of misconduct will be investigated. The Pupil may be questioned and his /her belongings may be searched in appropriate circumstances. All reasonable care will be taken to protect the pupil's human rights and freedoms and to ensure that the parents are informed as soon as reasonably practicable after it becomes clear that the pupil may face formal disciplinary action, and also to make arrangements for the pupil to be accompanied and assisted by the parents, education guardian or a teacher of the pupil's choice.

Investigation of a complaint which could lead to expulsion, removal or withdrawal of the pupil in any of the circumstances explained below shall be carried out in a fair and unbiased manner. All reasonable efforts will be made to notify the parents or education guardian so that they can attend a meeting with the Headmistress before a decision is taken in such a case. In the absence of the parents or education guardian, the pupil will be assisted by an adult (usually a teacher) of her choice.

The School will consider whether the behaviour under review gives cause to suspect that a child is suffering, or is likely to suffer, significant harm. Where this may be the case, school staff will follow the Foundation's Safeguarding Policy and will consider whether continuing disruptive behaviour might be the result of unmet educational or other needs. At this point, the School will consider whether a multi-agency assessment is necessary.

### **How Sanctions are Applied (For guidance in the Senior School)**

For the guidance and understanding of parents and colleagues, the Senior School publishes a list to show in which circumstances are generally applied. The list cannot, however, be comprehensive or prescriptive. All sanctions and penalties must be justifiable and proportionate, ie reasonable in their scale. However, for the avoidance of doubt, it must be stated that the School reserves the right to apply sanctions and penalties flexibly, outside of the defined ranges, if particular mitigating or aggravating circumstances are found to exist. For example, account will be taken of the pupil's age, any special educational needs or disability they may have, and any religious requirements affecting them.

Sanctions and penalties will be based on the evidence available. A level of professional judgement will apply in all cases as to the precise 'level' of misbehaviour and this judgment will include an evaluation of the intention behind the misbehaviour (where this is possible to determine), the frequency with which it has occurred and the effect which it has, has had, or might have (had) on others and on the reputation of the School.

Lying or concealment of the truth, including during an investigation of any incident which has occurred in School or during a school validated trip or activity seriously undermines a girl's credibility. If a girl distorts the truth during a legitimate staff investigation of a cause for concern, she makes herself more culpable and potentially

opens herself up to a more serious range of sanctions than if she had admitted the truth in the first place.

Similarly, lack of legitimate remorse and/or a lack of desire to amend her behaviour going forward may give the impression that a girl is unwilling or unable to abide by the school rules and will render a more serious sanction more likely.

**Actions likely to lead to Low to Mid-level Sanctions (informal disciplinary action), in ascending order of seriousness:**

- Talking out of turn (isolated incident)
- Eating/drinking in class (without permission) or in the corridors (first offence)
- One-off contravention of uniform regulations (plus request to amend, and subsequent follow-up)
- Sending a member of staff an unsolicited email
- One-off failure to attend commitment to activity
- Failure to bring explanation for absence (isolated incident), including online registrations/lessons in the case of distance (home) learning
- Failure to bring required equipment to lesson/activity (isolated incident)
- Inappropriate level of effort (isolated incident)
- Late arrival to class or form time (isolated incident), including online lessons in the case of distance (home) learning
- Low-level discourteous behaviour towards a member of staff
- One off failure to meet classwork or homework requirements with regard to submission and/or quality, including online lessons in the case of distance (home) learning
- Persistent late arrival to class or form time, including online registrations/lessons in the case of distance (home) learning
- Disruption of other pupils' learning by, for example, persistent talking
- Repeated failure to bring required equipment to lessons
- Wearing earrings (if not removed plus exclusion from PE and parents notified)
- Turning up skirt
- One-off case of inappropriate language
- Persistent contravention of uniform regulations
- Eating chewing gum
- (Years 7 to 11 only) Repeated failure to have planner signed by parent
- Further disruption of other pupils' learning, particularly when failing to heed warnings or obey instructions
- Being out of bounds or being in places at inappropriate times
- Ordering items to be delivered to School without permission
- Selling items or services during School time without permission
- Bringing nuts on to the School site
- Introducing visitors on to the School site without permission, including Old Girls

**Actions likely to lead to Higher level Sanctions (formal disciplinary action):**

- Persistent inappropriate level of effort, including during any period of distance (home) learning
- Persistent disruption of other pupils' learning, particularly when failing to heed warnings or obey instructions
- Rude or aggressive behaviour to any member of the school community
- Failing to adhere to any social-distancing rules which may be in place at the time
- Disregard for School rules on boundaries, eg going to the Boys' Division without permission
- Use of the internet/ network which does not comply with the ICT Acceptable Use Policy (to be escalated to Deputy Head in more serious cases)
- Any use of mobile phones at times and in places where this is not allowed (plus confiscation of phone)
- Persistent failure to meet homework requirements with regard to submission and quality, including during any period of distance (home) learning
- Persistent refusal to follow School rules or the dress codes
- Any action which puts the pupil or others at risk of harm or injury
- Persistently missing Assemblies and/or other commitments
- Cheating or plagiarism in classwork, homework or internal tests/exams
- (Years 10 to 13 only) Abuse of Study Period, ie messing around and/or causing a nuisance to others in a Study Period, Persistent failure to meet homework requirements with regard to submission and quality, including during any period of distance (home) learning
- (Years 7 to 11) Single occurrence of truancy from a lesson, unauthorised absence or going off the premises without permission in the school day (NB this would need to be reported immediately to the Head of School for immediate investigations, following which the Head of School/Deputy Head may need to contact parents), including during any period of distance (home) learning
- (Sixth Form only) Going off the premises in the school day without permission and/or without signing out
- (Sixth Form only) Persistent missing of lessons, including CEP and PSHEE, including during any period of distance (home) learning
- Parking or bringing vehicles on to School site without specific permission to do so from a Senior member of staff

**Actions likely to lead to Highest-level Sanctions (formal disciplinary action):**

*Concerns of this nature will be reported immediately to the Head of School, who will conduct an investigation, likely to be led by Deputy Head and assisted where relevant by the Head of School.*

- Refusal to remain within the spirit and provision of School policies
- Failing to comply with any temporary policies and practices which are in place relating to limiting the effect and spread of Covid-19
- The taking of images/ recording of material in breach of the School's regulations which may include taking such images/ recording with the intention of using them to harm an individual's/ the School's reputation

and/or embarrass an individual/the School and which may be aggravated by the dissemination of such images within School or in a public forum. This will include the taking of such images during any period of distance (home) learning

- The use of text messages or the internet to make abusive or offensive remarks to or about another individual in School. This will include sending inappropriate text messages during any period of distance (home) learning
- The distribution of information likely to damage the reputation of the School
- Bullying, including cyberbullying, including during any period of distance (home) learning
- Sexual activity or inappropriate displays of affection
- Defiance and refusal to cooperate; persistent refusal to follow staff instructions, including on trips & at sports events
- Physical attack on another pupil or member of staff; incitement to violence and/or intimidation
- Bringing the School into disrepute (including during a sports fixture, in the local community or on public transport and via comments made in public)
- Repeated minor unsafe or disruptive behaviour and/or one off example of major unsafe or disruptive behaviour. This will include unsafe behaviour in the context of health and safety measure in place during the Covid-19 pandemic
- Vandalism &/ Damage to property, including cars parked on the School site and the computer network; defacement or deliberate damage to another pupil's property
- Thefts of School/ other students' or staff property
- Blackmail
- Acts of or incitement to intimidation, harassment (including via text messages and the internet) & other forms of bullying (See Anti-bullying policy) including sexual harassment
- Deliberate racist, sexist, homophobic, transphobic or biphobic behaviour
- Gambling
- Bringing illegal or certain legal drugs (tobacco, alcohol, solvents) or their paraphernalia or substances intended to resemble them into School or on a School trip/ activity; evidence of drug misuse; bringing weapons, banned or offensive substances or materials into School on a School trip/ activity;
- Smoking in School, on the Foundation's premises, during the School day, including at lunchtimes or on a School trip or in uniform;
- Visiting licensed premises in the School day, including at lunchtimes; consuming alcohol in the School day, or on a School trip or in uniform; arriving at School under the influence of alcohol and/or illegal drugs
- Misconduct of a sexual nature; distribution or possession of pornography and/or indecent images, including on personal items of equipment such as a mobile 'phone
- Failure to report and/or delete any illegal images/ messages received from another individual
- Possession or use of firearms or other weapons
- Computer hacking

- Plagiarism or any form of cheating in an external examination on non-examined assessment, intended to contribute to an externally validated grade
- Any action which involves serious, actual or threatened violence against another pupil or member of staff or their/ the School's property
- Any serious misconduct (single or repeated episodes) which affects or has the potential to affect the welfare of a member or members of the School community or which, brings the School into disrepute whether this conduct occurs on or off School premises, including flagrant disregard of rules designed to protect members of the school community during the Covid-19 pandemic
- An action which is not compatible with the provision for the efficient education of other children
- Any illegal or criminal action

*For further information, please see the 'Expulsion, Removal & Review Policy'.*

## **Appendix 1: Bolton School Girls' Division Senior School Disciplinary Investigation Policy for Use with Pupils**

In the Girls' Division Senior School at Bolton School we recognise that girls, parents or staff may bring incidents of potential misconduct which require investigation to SLT attention or, during a trip, to the attention of the Trip Leader. It is always our intention to obtain an accurate and truthful account of any incidents which may have breached the School Regulations, any additional rules applied on a trip (if appropriate), the Behaviour Management and Discipline and/or Anti-Bullying Policy and which have occurred on School premises, during School trips, School events and/or at other times when School's authority may reasonably consider to apply, including on the School coaches, when girls are in school uniform and/or in some cases when issues outside of School have an impact on School life.

### **When is an Investigation (not) Required?**

Sometimes an incident occurs which requires little or no subsequent investigation, for example, the perpetrator admits what she has done; her interpretation accords with that of the victim and/or of others present. There is an acceptance that what happened should not have happened and an understanding that it will not happen again. In such cases, little or no investigation is required; a sanction may be applied and this can be done reasonably quickly and all parties can move on from the affair reasonably swiftly, the appropriate lessons having been learned from the incident.

However, in some cases, there is doubt as to what has occurred and/or the potential sanction for the alleged misdemeanour is particularly severe. The alleged perpetrator may deny her involvement or may give mitigating causes for what has happened and a more detailed investigation may be required.

### **How will an Investigation Proceed?**

During such investigations, in so far as it is reasonably practical to do so, all parties involved will be asked to give their own accounts of what has allegedly happened and thus facilitate a measured and considered response from those responsible for discipline, including the Headmistress, in taking action as natural justice would dictate. This is particularly important where a serious sanction such as an Exclusion may apply.

An investigation and any subsequent meeting will be conducted fairly, in as short a time frame as possible, and in a way which is appropriate to a School, without formal legal procedures or legal representation. The proceedings will at all times be considered confidential.

On receiving a complaint or allegation / indication of misconduct on the part of a pupil, an Investigation will normally follow, coordinated by an Investigating Officer (Head of Year, Head of School, Deputy Head or trip leader, as appropriate). Pupils may be withdrawn from lessons, and will sometimes be placed in supervised isolation

within School, to facilitate the investigation. The Investigating Officer, will initially seek to ascertain the circumstances and facts surrounding the issue in question by talking to and taking statements from the following people in private: subject of an allegation of misconduct; any witness (including through social media channels) to the misconduct; any alleged victim of the misconduct.

Parents of any pupil who is being investigated for alleged misconduct will normally be notified of the nature of the allegation / incident as soon as is reasonably practical, following any initial meeting which gathers the facts / evidence. Where a matter has the potential to be very serious and concerns the youngest Senior School children, particularly Year 7, it may be that parents are asked to come in to support their daughter at the first meeting where she is required to write a statement. However, in general, it is expected that girls, being of senior school age, have the maturity and are sufficiently responsible to take part in interviews without their parent(s) being present, at least in the first instance.

Statement from .....  
..... (venue)

Given on ..... (date)in

In the presence of .....

Alleged incident/ issue involving ..... (nature of alleged incident) on ..... (date(s), if known)  
at..... (time(s), if known)

*You are being asked to write this account because there has been an incident or issue in school. Please ensure that you think carefully about what you write so that you only write the truth and so that you don't leave anything out. Please be aware that we may share or refer to what you have written when we talk to other girls or staff, including Miss Hincks, although any personal information you include will be treated with sensitivity and not disclosed to anyone unnecessarily. Anyone that we think might have any information about the incident will be asked or has been asked to give a statement.*

***Please give us much information as you can about what you think happened:***



*The teacher who has read your statement will now check with you that you have included the following details. If you have done so, you and/or she can put a number in the left hand margin, showing where you have mentioned them. If you haven't, you are asked to write further comments here or to write 'I don't know' or 'n/a' (for does not apply):*

- 1) Where it happened	<i>Write your answer here:</i>
- 2) What you were doing prior to the event	
- 3) Who else was present?	
- 4) What other people were doing prior to the event	
- 5) Are there any particular words/ actions which you remember and, if so, who did/ said what to whom?	
- 6) How did you and/or others respond?	
- 7) What happened immediately afterwards	
- 8) What has happened between the incident/ issue and our meeting today	

- 9) What do you think may have caused this event?	
- 10) Has anything similar ever happened to you or to another person at school, to the best of your knowledge?	
- 11) Have you heard anybody talk about what happened in person or on social media?	
- 12) Did anybody take any pictures of what happened?	
- 13) Who else should we talk to about this incident/ issue?	
- 14) Is there anything else you want to add to or change in what you initially wrote?	

I agree that the statement above is correct: Name..... Signed..... Date.....

I agree that I have witnessed the taking of this statement and that we both agree it is what was said and written

Name..... Signed..... Date..... Role in School.....

Other questions which your teacher will write/ ask you (perhaps at a later date)	

I agree that the statement above is correct: Name..... Signed..... Date.....

I agree that I have witnessed the taking of this statement and that we both agree it is what was said and written

Name..... Signed..... Date..... Role in School.....