

**Primary Internal Suspensions at The Sutton Academy
Referral Form**

Please complete these form and forward to:

eugene.fredrick@thesuttonacademy.org.uk

CC: vicki.birch@thesuttonacademy.org.uk

tabitha.flynn@thesuttonacademy.org.uk

Primary school			
Name of student			
Student's UPN			
SEN details (S/E/K) and type			
FSM/PP		LAC	
Any allergies		Y	N
		Details	
PSP details if appropriate			
Brief overview of reason for referral			
Length of placement (maximum 3 days)		Proposed start date	
Agreement that placement will cease if students behaviour is impacting on students at TSA		Confirmation that parents have been advised and understand the nature of the setting	
Parent or guardian who will escort student to and from placement:			
Parent Contact information			
Member of staff making referral			
Date		Signed	



Primary Internal Suspensions Package

Academic Year: 2015-16

Although we endeavour to support any of our colleagues in St Helens* we will always prioritise our partner primary settings in the first instance.

Partner Primaries:

- Eaves Primary
- Robins Lane Community Primary
- Sherdley Primary
- Sutton Manor Community Primary
- Sutton Oak Church of England Primary
- Thatto Heath Community Primary
- Willow Tree Primary

Due to the nature of the support package we will only accept one primary applicant for any one day.

Our internal suspension or RJC (Restorative Justice Centre) is designed to remove students from mainstream lessons for a fixed term only. We aim to provide a purposeful, supportive and reflective learning environment for all students on placement.

We are located in The Sutton Academy's recently refurbished SDC (Student Development Centre) where there is a high staff presence and nurturing atmosphere. (See TSA website for further details.)

RJC is supervised at all times. Mr E Fredrick, our Behaviour Support specialist, manages the room on a day to day basis. In his absence members of the Academy Leadership Team or Pastoral Team will supervise students.

The RJC is predominantly an internal provision for students at TSA, there are places for 10 students at any one time, although it is only on rare occasions that we would reach capacity. Students at TSA are placed in RJ following planned internal exclusions or in response to issues that have arisen on a given day.

There are clear guidelines and expectations when any student is placed in RJC and they are expected to sign a contract agreeing to these. Mobile phones are prohibited in RJC at any time.

While in RJC students have access to laptops and headphones so that they can complete interventions and appropriate academic websites.

If you decide that you want a student placed in our RJC we would expect that they arrive with an appropriate amount of work at a suitable level. We find that varied activities, that students can self-manage, mean they are able to work productively. If a student accesses any on-line support packages it is useful that these details are also provided so that students are able to complete these too.

We encourage primaries to use this resource on rare occasions and we would certainly hope that the same students do not revisit us.

If you decide to use our provision please follow this procedure	
1.	Ensure that you have phoned TSA and spoken directly to Mr Eugene Fredricks or Mrs Tabitha Flynn before 2 pm the day before you wish the placement to start.
2.	If a place is available complete the attached Application Form and email or fax to TSA FAO: Mr Fredrick.
3.	Ensure that a package of work is either delivered to TSA directly or given to the student to bring with them.
4.	Remind parents/carers that students should be bringing a packed lunch. We are able to provide FSM to students that are entitled if we are given advanced notice.
5.	RJ placements for Primary students start at 9.30am and we expect students to be collected promptly by a designated adult by 2.30pm

*There is no charge for Partner Primaries.