

OPERATING THE PASS SCHEME

Pupils should be encouraged by the staff to initiate and participate in this process identifying the criteria with staff that will enable them to progress through increasing levels of responsibility and trust

The overall aim is to facilitate and provide an environment where our young people are able to become more independent and trustworthy within the school day

To initiate promotion through the pass scheme the pupils must first obtain the necessary certificates through the points system:-

White = base level no certificate requirement

Red, = minimum of 18 certificates

Orange = minimum of 18 certificates after previous level

Yellow = minimum of 18 certificates after previous level

Green = minimum of 18 certificates after previous level

Blue, = minimum of 18 certificates after previous level

Purple = minimum of 18 certificates after previous level

Black = minimum of 18 certificates after previous level

This would allow 2 promotions per academic year for pupils displaying acceptable behaviour. Having 8 levels should maintain interest and competition. Pupils will always have a target and could progress to the top of the system in year 10

Pupils will also be assessed by tutors & TA's & SLT as to their ability to function within the level applied for.

Children can be suspended from the scheme by any member of staff. If this occurs, a review date needs to be given to the child to decide whether the child is ready to go back on that level. In addition the pupil must know what they need to do in order for their pass level to be re-instated.

Suspensions must will be communicated during staff de-brief on the day of suspension. It is the responsibility of the member of staff who initiated the suspension to inform their colleagues.

Children must be trusted to be honest about the level they are on
To facilitate this they will carry a pass showing their current status
I.e. **White, Red, Orange, Yellow, Green, Blue, Purple or Black**

– If found to be untrustworthy in this respect the situation must be dealt with accordingly, and the appropriate level of trust re-established. This is a potentially serious matter and it is important that the severity of the situation is made clear to the child.

ACCESSING THE PRIVILEGE SYSTEM

Having achieved the necessary certificates through the points system a recommendation for promotion to the next level must be supported by all members of staff involved with the child together with the class tutor and named person.

The recommendation should be based upon evidence of the child's performance on the previous level.

Pass Level	Privileges
Base White or Suspended:	Only allowed out of school for essential medical or similar visits with direct supervision and parental permission
Red:	Allowed out under staff supervision
Orange	Allowed in the corridors without supervision
Yellow	Allowed access to other indoor safe areas & equipment without supervision
Green	Allowed access to other indoor / outdoor safe areas & equipment without supervision
Blue	Allowed lunchtime out unsupervised within the local area (Inglemire Lane)
Purple	Allowed use of keys to access safe areas & equipment
Black	Allowed to travel further a field using public transport if appropriate.

Once it has been agreed that the pupil is ready for promotion, and parental consent has been given in writing, then the pupil must write formally to the Head teacher to ask for a pass change, giving reasons why the request should be granted. This procedure adds to the significance and importance of the scheme and facilitates further discussion within the 'Hub' meetings

The Head teacher will formally write back to the pupil of the decision.

Opportunities for individual children's suggestions are also provided through hub, tutor discussions and the school council.

The scheme is open to continuous review but general areas covered are

Travel (subject to access)

Use of school equipment

Responsibilities / privileges

Comment

The successful operation of the pass scheme depends greatly on the regular communication between the pupils and the school staff team