Mandatory Recovery Time (MRT) Policy

Purpose of the Policy

The purpose of the Mandatory Recovery Time (MRT) policy is to improve punctuality, promote personal responsibility and ensure that learners recognise the importance of arriving at school on time.

Punctuality is an essential part of a learner's education. Arriving late can disrupt learning, cause learners to miss important teaching and affect the learning experience of others.

MRT provides learners with an opportunity to recover some of the learning time they have missed by completing meaningful and productive educational work.

The policy operates through three progressive stages. Each stage introduces additional expectations and consequences for learners who demonstrate persistent lateness.

MRT is:

- A structured educational intervention
- An opportunity to complete outstanding or additional academic work
- A consequence for persistent lateness
- A means of encouraging learners to take ownership of their punctuality

MRT is not a social club, recreational activity or an alternative to free time. It is a compulsory, supervised session in which learners are expected to make progress with their education.

When is an MRT Issued?

A learner will be issued with Mandatory Recovery Time when they arrive at school 20 minutes or more after the required arrival time.

BCIS will record each qualifying incident of lateness.

Learners will be expected to attend the MRT allocated to them, in accordance with their current MRT stage.

BCIS reserves the right to investigate individual circumstances surrounding lateness before issuing or escalating an MRT. This includes circumstances outside the learner's control and any relevant additional needs.

The 3 Levels of Mandatory Recovery Time

There are 3 levels within the MRT system. Each level reflects the frequency of a learner's persistent lateness and introduces increased expectations and restrictions.

Level 1 MRT - 20 minutes

Entry level: Fewer than 40 recorded instances of arriving 20 minutes or more late.

A Level 1 MRT requires the learner to recover 20 minutes of their time.

Learners can complete a Level 1 MRT in one of two ways:

Option A: Lunchtime MRT

Learners may serve their MRT during lunchtime by attending and participating in an approved lunchtime club.

The following conditions apply:

- The learner must attend a designated lunchtime club
- The lunchtime club must be running on the day the MRT is scheduled
- Learners must actively participate in the club's activities
- If no lunchtime club is operating, the learner cannot serve their MRT at lunchtime and must attend an after-school MRT instead
- Learners cannot use lunchtime MRT as an opportunity to socialise or avoid their educational responsibilities

Option B: After-school MRT

Learners may complete their MRT after school, from 3:30pm.

The following conditions apply:

- Learners must remain until their full allocated MRT has been completed
- The session must be supervised by an authorised member of staff
- Learners must work on educational tasks throughout the session
- The session must be completed in silence
- Learners may speak to the supervising tutor when asking questions about their education or the work they have been assigned

Level 1 expectations:

During an MRT, learners:

- Must make meaningful progress with educational work

- Must not listen to music or use headphones
- Must not watch YouTube or other recreational video content
- Must not access social media or recreational websites
- Must not use the internet for recreational purposes
- Must not use the session as an opportunity to socialise
- Must follow all instructions given by the supervising member of staff

Learners who do not have work available should request an appropriate educational task from the supervising tutor.

Level 1 ClassDojo redemption options:

Learners can use their accumulated ClassDojo points to reduce or remove a Level 1 MRT.

Redemption	ClassDojo points
Cancel the entire MRT	10 points
Reduce the MRT by half (10 minutes)	5 points

Learners must have sufficient points available at the time of redemption. Once redeemed, the points will be deducted from their balance.

Level 2 MRT - 30 minutes

Entry level: 40 or more recorded instances of arriving 20 minutes or more late.

When a learner reaches 40 qualifying instances of lateness, they will be escalated to Level 2 MRT.

Level 2 reflects a serious and persistent concern regarding the learner's punctuality.

At this stage, learners must recover 30 minutes of their time.

The same general expectations and working conditions as Level 1 apply. Learners must complete educational work throughout their allocated MRT.

Learners may complete their Level 2 MRT during lunchtime, provided they attend an approved lunchtime club which is operating on that day, or after school from 3:30 pm.

Level 2 ClassDojo redemption options:

The points required to cancel or reduce an MRT increase at Level 2.

Redemption	ClassDojo points
Cancel the entire MRT	20 points
Reduce the MRT by half (15 minutes)	10 points
De-escalate from Level 2 to Level 1	60 points

Learners who redeem 60 ClassDojo points to de-escalate will return to Level 1 MRT.

De-escalation does not remove previously recorded incidents of lateness. Further persistent lateness may result in the learner reaching the Level 2 threshold again.

Level 3 MRT - 40 minutes

Entry level: 80 or more recorded instances of arriving 20 minutes or more late.

When a learner reaches 80 qualifying instances of lateness, they will be escalated to Level 3 MRT.

Level 3 represents a significant and ongoing concern regarding the learner's punctuality.

At this stage, the learner will be required to recover 40 minutes of their time.

Level 3 conditions:

The following restrictions apply:

1. Learners must complete their MRT after school only, starting from 3:30pm
2. Learners cannot serve a Level 3 MRT by attending a lunchtime club
3. Learners must complete the full 40-minute session
4. Learners cannot cancel their MRT using ClassDojo points
5. Learners cannot split their MRT or redeem points to complete only half of the session
6. Learners must complete educational work throughout the session
7. The supervising tutor will allocate the work that the learner must complete
8. Learners cannot choose alternative work or substitute their own preferred activities
9. Learners must complete the task set by the tutor and demonstrate meaningful progress
10. Learners must comply with the same restrictions on music, YouTube, recreational internet use and social media that apply to the other MRT stages

At Level 3, the supervising tutor will determine the appropriate educational task. This may include outstanding classwork, revision, independent study or another suitable piece of academic work.

There are no Class Dojo redemption options at Level 3.

The full 40-minute MRT is compulsory.

ClassDojo Points & MRT Redemption

ClassDojo points provide learners with an opportunity to take responsibility for their behaviour and make positive choices.

Learners may use their accumulated points to cancel or reduce an MRT, subject to the restrictions of their current stage.

The redemption structure is:

MRT stage	Full cancellation	Half-time redemption
Level 1	10 points	5 points
Level 2	20 points	10 points
Level 3	Not permitted	Not permitted

- Level 2 learners can redeem 60 points to return to Level 1
- Level 3 learners can also redeem 60 points to return to Level 2

The following conditions apply:

- Learners must have sufficient points to redeem the relevant option
- Points cannot be borrowed or used if the learner has an insufficient balance
- Points must be redeemed through BCIS' agreed recording procedure
- Staff must update the learner's MRT record following redemption
- Once an MRT has been completed, points cannot be retrospectively redeemed to cancel it
- ClassDojo points cannot be used to avoid the consequences of refusing to attend an MRT

Refusal to Attend or Complete an MRT

MRT is compulsory. Learners are expected to attend their allocated session and follow all reasonable instructions given by the supervising tutor.

Refusing to attend, deliberately avoiding or refusing to participate in an MRT will be treated as a further disciplinary concern.

Where a learner refuses to attend or complete an MRT, the following actions may be taken:

First response:

- The learner will be reminded that the MRT is compulsory
- The learner will be given an opportunity to comply
- The incident will be recorded
- Their parent(s) or guardian(s) will be informed

Further refusal:

- The learner may be escalated to the next disciplinary stage in accordance with the BCIS behaviour policy.
- A meeting may be arranged with parent(s) or guardian(s).
- Additional intervention may be introduced to address the learner's behaviour and punctuality.

Repeated refusal:

Repeated refusal to attend or complete MRTs may result in further disciplinary action, which could include consideration of a fixed-term suspension where appropriate and in accordance with the BCIS behaviour and suspension policies.

A suspension is not an automatic consequence of refusing an MRT. Any decision must be made by an appropriately authorised member of staff and follow the relevant statutory procedures.

BCIS will also consider whether there are underlying reasons for the learner's refusal, including additional needs or circumstances that may require support.

Failure to Attend a Scheduled MRT

If a learner does not attend an allocated MRT, the school will investigate the reason for their absence.

Where a learner has deliberately failed to attend without an acceptable explanation, the MRT will remain outstanding and further disciplinary action may be considered.

Where a learner is unable to attend due to illness, an authorised absence or another legitimate reason, the MRT should be rescheduled.

Learners cannot simply disregard an MRT because they do not wish to attend.

Parents and guardians may be contacted where a learner repeatedly fails to attend scheduled sessions.

Parent & Guardian Communication

BCIS believes that parents and guardians play an important role in supporting good punctuality.

Parents and guardians will be informed when a learner:

- Is issued with an MRT
- Reaches Level 2 MRT
- Reaches Level 3 MRT
- Repeatedly refuses to attend or complete an MRT
- Demonstrates persistent lateness despite previous interventions

Where a learner reaches Level 2 or Level 3, BCIS may arrange a meeting with parents or guardians to discuss the concerns and agree on strategies for improving punctuality.

BCIS may also introduce an individual punctuality improvement plan where appropriate.

Staff Responsibilities

All staff involved in implementing the MRT policy are responsible for ensuring that it is applied consistently and fairly.

Staff must:

- Record qualifying lateness accurately
- Ensure learners are informed when an MRT has been issued
- Inform the appropriate member of staff when a learner reaches a new MRT stage
- Ensure MRTs are scheduled and recorded
- Supervise learners throughout their allocated sessions
- Provide appropriate educational work
- Ensure learners are working productively
- Enforce the restrictions on recreational activities and social media
- Record attendance, completion, refusal and any incidents during an MRT
- Communicate concerns to the appropriate pastoral or senior leadership team

The supervising tutor must ensure that learners are not left unsupervised and that appropriate safeguarding arrangements are maintained.

Learner Responsibilities

Learners are responsible for:

- Arriving at school on time
- Indicating on their punctuality slip if they wish to serve MRT at lunchtime or after school

- Attending all allocated MRT sessions
- Taking responsibility for their punctuality
- Using MRT sessions productively
- Completing the educational work allocated to them
- Following the instructions of the supervising tutor
- Respecting the rules and expectations of the MRT system

Learners should understand that MRT is a compulsory part of the BCIS behaviour and punctuality framework.

Monitoring & Escalation

BCIS will maintain an accurate record of each learner's qualifying lateness incidents and MRT history.

The escalation thresholds are:

Stage	Number of qualifying lateness incidents	Recovery time
Level 1	1 - 39	20 minutes
Level 2	40 - 79	30 minutes
Level 3	80 or more	40 minutes

BCIS will monitor punctuality regularly to identify learners who are developing persistent patterns of lateness.

Reaching a new stage will trigger a review of the learner's punctuality and any support or intervention required.

BCIS may arrange meetings with parents or guardians and introduce additional strategies to support improvement.

Policy owner:	Applies to:	Review date:	Approved by:
Big Creative Independent School	BCIS Learners	July 2028	Ian Morton (HOS)