



## Enabling Excellence for Exceptional Futures

Policy name:	Learner Attitudes Policy (Behaviour Policy)
Policy group:	Statutory Policies
Policy status:	Statutory
Linked REAch2 policy(ies)	
Policy owner:	Gemma Jackson- Head Teacher
Written/ Adopted/ Reviewed on:	Written: February 2020 Reviewed: July 2025
Review date due:	September 2026



## Learner Attitudes Policy

### (Our Behaviour Policy)



#### REAch2 Touchstones

Our Learner Attitudes Policy aligns with the REAch2 Touchstones, seven principles which express the values and ethos of our Trust and school:



To enable the best learning **opportunities** for our learners, ensuring full **enjoyment** and **inspiration** in all we do, all in our school show **leadership** and take full **responsibility** for our approach to encourage and nurture the best learner attitudes for all children to achieve of their best. All adults believe in keeping full **integrity** to our core values and ensure that **inclusion** of all learners is at the heart of how we treat each individual.

#### Statement of Intent

The intention of this policy is to state clearly expectations about the **behaviour of everyone** within our school community: pupils, staff, parents, governors and visitors. It also serves to provide guidance to staff and parents on how we effectively manage children's behaviour at Green Park Village Primary Academy to ensure a positive school environment and good attitudes to learning. This is why we refer to 'learner attitudes' as opposed to 'behaviour' in our school language. **It is of paramount importance that all staff consistently apply this policy.** This policy sets out measures which aim to:

1. Promote good behaviour, self-discipline and respect
2. Prevent bullying
3. Ensure that learners complete assigned work to the best of their ability
4. Regulate the actions of children
5. Encourage involvement of parents and carers in the behaviour of their children

## Rationale

We have high expectations with regards to behaviour and learner attitudes of everyone at our school, and strive to be a safe, happy, successful community where individuals are welcomed, accepted and equally valued. Positive behaviour or learner attitude enables maximum learning and success in all areas of the curriculum and school life. Teachers have the right to teach, free from disruptive behaviour, and each learner has the right to learn and to be safe in an atmosphere in which their self-esteem can flourish. There should be recognition that we can all be good role models to enable positive behaviour in our community. Through learning and teaching, our intention is that learners should ultimately assume responsibility for their own actions and achieve self-discipline. Parents should share with our school a moral duty to promote self-discipline and good citizenship. On joining the school, parents accept that they agree with the school's Home School Partnership Agreement, making a joint commitment to promoting good behaviour at Green Park Village Primary Academy.

## School Ethos

As adults we should aim to:

- Model high standards of behaviour
- Create a positive climate with realistic expectations
- Emphasise the importance of being valued as an individual within the group
- Promote honesty, respect and courtesy
- Provide a caring and effective learning environment
- Encourage relationships based on kindness, respect and understanding of the needs of others
- Ensure fair treatment for all with consistency across the school
- Show appreciation of the efforts and contribution of all
- Provide an appropriately structured and effective curriculum which meets the needs of all pupils
- Organise classrooms in such a way as to foster good learner attitude

## Objectives

As a result of putting this policy into practice, we consistently work towards everyone:

- Valuing and appreciating each individual, acknowledging that everyone has a role to play within our school and the wider community
- Listening with respect to one another
- Developing positive attitudes towards gender, culture, race and ability
- Developing self-discipline and the ability to learn and work, both independently and co-operatively
- Learning to accept responsibility for our own behaviour
- Ensuring a safe, secure community where people feel valued
- Fostering a considerate attitude for the whole school environment
- Showing respect for school rules
- Demonstrating a positive attitude towards learning

## Our Rules

We align with our REAch2 Cluster 9 family of schools and, therefore, there are three school rules that are displayed in every classroom and around our school, which all learners should know and follow:

### Ready | Respectful | Safe

*Some examples include:*

Ready	Respectful	Safe
Be on time	We take collective responsibility for the school	Be in the right place at the right time
Wear the correct uniform	Listen to others and expect to be listened to	Tell an adult if you have a problem
Have the right equipment and kit	Use kind words, language and tone	Move around school calmly
Looking and listening	Look after the building, displays and equipment	Use equipment correctly
Stop when you hear or see school stop signals	Say 'please' & 'thank you'.	Pick up pencils and things on the floor that shouldn't be there
Leave personal belongings at home	Hold doors open for others	Tuck chairs in
	Greet adults and each other	Stay in the right area
	Put litter in the bin	We are supervised as a group
	Keep a tidy classroom and environment	We stay outside at break and lunch (or in classroom for wet play)

## GPVPA's Positive Learners

At Green Park Village Primary Academy we focus on encouraging positive learner attitudes and, although recognised, aim for these to be intrinsically motivated.

GPVPA's POSITIVE LEARNERS	HOW WE RECOGNISE THEM
<ul style="list-style-type: none"><li>✓ Going above and beyond</li><li>✓ Showing kindness</li><li>✓ Caring for our environment</li><li>✓ Being really absorbed in learning</li><li>✓ Helping others</li><li>✓ Showing exceptional respect</li><li>✓ Recognising own feelings and the feelings of others (empathy)</li><li>✓ Self-correcting behaviour and using strategies to modify behaviour.</li></ul>	<ul style="list-style-type: none"><li>➤ Non-verbal cues (thumbs up, smile and similar)</li><li>➤ Verbally thank and recognise learners</li><li>➤ Write a recognition note/ certificate to the learner</li><li>➤ Write a postcard home</li><li>➤ Call home/ speak face to face to parent(s) to pass on the recognition and praise</li><li>➤ Recognition assemblies</li><li>➤ HT Tea Party</li><li>➤ Class token systems, agreed with classes</li></ul>

## GPVPA's Proactive Interventions

We use many 'proactive interventions' to help learners manage themselves and to support learners to acquire amazing attitudes to learning. These include, but are not limited to:

- Mindfulness, regulating and calming activities at key transitions
- Greeting pupils
- Take up time
- 2 acceptable choices
- Alternative spaces at break and lunch to model positive play
- Allocated 'safe spaces' for specific learners
- Play Leaders
- Sport
- Play activities
- Emotional Literacy Support for some learners
- Zones of Regulation
- Targeted self-esteem and leadership programmes

- Sensory circuits and regulation interventions
- Art and play therapy
- Massage Therapy
- 1:1 pastoral support time
- Extra-curricular clubs
- Out of Hours provision

### Our Steps: Adjusting & Addressing

Although praise and rewards are central to the encouragement of good behaviour, realistically there is a need for sanctions to deal with inappropriate/unacceptable behaviour. At Green Park Village Primary Academy we have clearly defined steps. As learning is our core driver, learners are expected to catch up on any learning missed.

Prior to moving onto the consequence steps staff recognise positive and correct learner attitudes in other learners, praising learners for showing the expectations of 'GPVPA's Positive Learners'.

The Class Teacher has responsibility at each part in the school's steps, to ensure the maintaining and developing of positive and respectful relationships. This also demonstrates a consistent approach by all adults to learners. At all times the focus is ensuring that learning takes place for all learners.

Learners may 'restart' the steps or move down the steps throughout the day to encourage and motivate them to adjust their behaviour. At all points, staff should consider any underlying issues and strategies to prevent (proactive interventions). It is important for the learner to learn from the situation and to be supported to move forward.

This process of reconciliation or reflection may include:

- Understanding what was wrong
- Remorse
- Discussion
- Resolution
- Learning for the future

Green Park Village Primary Academy's Adjustment and Addressing Steps:			
Steps: Progressive, with exception of the listed	Follow up	Follow up delivered by	Recording & reporting 'Parent' refers to the person with responsibility for the child
<b>Step 1:</b> Redirection and reminder	Proactive interventions employed Catch up on work missed	Class Teacher	If repeated, then Class Teacher to meet with parent to share concern – meeting record to be recorded on CPOMS.
<b>Step 2:</b> Caution- 'warning'	Proactive interventions employed Catch up on work missed	Class Teacher	
<b>Step 3:</b> Time out within year group, with choice to opt back in.	Reflect and repair during free time Catch up on missed work	Class Teacher	Communication with parent to inform of the <b>time out within year group</b>  If a pattern develops, this needs to be discussed with the Phase Lead and/ or SENDCo and recorded on CPOMS. Proactive interventions employed.
<b>Step 4:</b> Time out with a Phase Lead Step 4 would be repeated inappropriate learner attitude and a lack of willingness to choose to take opportunities offered to opt back in at previous steps- the previous steps MUST be followed. School view is for minimal impact on learning time- immediate 'speak to', with time out in own time.	Reflect and repair during free time Catch up on missed work	Class Teacher (referencing that Phase Lead is aware and has been involved).  For repeated incidents, the Phase Lead will call parent.	Communication with parent; Record on CPOMS- Class Teacher to record as 'incident' and Phase Lead will respond with any additional 'action' taken.
<b>Behaviours that require escalating to Step 4 immediately:</b> Anything that could be perceived as 'Child on Child' Abuse: <ul style="list-style-type: none"> <li>Fighting- initiating</li> <li>Fighting- provoking</li> <li>Fighting- joining in with</li> <li>'Play fighting' – all involved</li> <li>Swearing at another child</li> <li>Inappropriate behaviour in the classroom- language/ actions- e.g. goading; causing a verbal chant; sexualised behaviour towards another child</li> <li>Name calling/ insults with intention to hurt another</li> <li>Discriminatory or prejudicial language or gestures (as referenced in the Equality Act 2010), whether understood or not</li> <li>Threats of violence</li> </ul> Other inappropriate behaviours: <ul style="list-style-type: none"> <li>Inappropriate use of/ damage of school equipment or furniture</li> <li>Defiance/ refusal of reasonable request</li> <li>Stealing</li> <li>Use of phones or electronic devices in school</li> </ul>	Reflect and repair during free time Pastoral Support Plan to be considered.  <b>Suspension may be considered by the Head Teacher and will take account of the full picture of the seriousness of the inappropriate behaviour and all contextual factors.</b>	Phase Lead / Deputy Head	Communication with parent; Record on CPOMS (External record channels if under Equality Act 2010 or requested by REAch2 or LA)
<b>Step 5:</b> exclusion behaviours would be: <ul style="list-style-type: none"> <li>Repeated defiance/ refusal (e.g. refusing to follow the consequences of the behaviour policy)</li> <li>Swearing at an adult (this includes muttering in frustration and use of alternative words, sounding like swear words)</li> <li>Spitting at an adult</li> <li>Deliberate physical aggression towards an adult or child with intent to harm</li> <li>Discriminatory or prejudicial language or gestures (as referenced in the Equality Act 2010)- repeated incident (after a previous incident dealt under Stage 4)</li> <li>Repeatedly leaving the classroom without permission</li> <li>Leaving the school building without permission</li> <li>Leaving the school grounds without permission</li> <li>Fighting with serious intent to cause injury or seeking out a child to harm them</li> <li>Throwing furniture or equipment with intent, or recklessness as to harm</li> <li>Threats of serious violence (e.g. use of a weapon)</li> <li>Using phones or electronic devices to bring the school into disrepute</li> </ul>	Consideration if the form of exclusion will be: Internal - supervised by suitable person nominated by the Head Teacher Suspension - at home Permanent **  This is the decision of the Head Teacher and will take account of the full picture of the seriousness of the inappropriate behaviour and all contextual factors.  ** Permanent exclusion is a last resort and would be considered in full consultation with the Deputy Director of Education and the relevant multi-agencies.  Pastoral Support Plan to be implemented	Head Teacher	Communication with parent; Record on CPOMS; Follow up meeting with parent with Head Teacher or nominated Phase Lead.

## Relationships

- ✓ We recognise that positive relationships are key to creating a great learning culture. We know that some relationship building is quick but some will take more time to build.
- ✓ We model positive behaviours and build positive relationships.
- ✓ We remain calm and consistent. Every interaction is calm, considered and consistently respectful.
- ✓ We always address learners who are demonstrating inappropriate or non-typical actions as supporting them is a shared responsibility. This may be a 'strategic delayed dealing' approach to ensure learning continues for other learners.
- ✓ We recognise our role to educate learners holistically, including helping them adjust their social and emotional responses or actions.
- ✓ We are a visible presence around the site, especially at transition times.
- ✓ We regularly review provision for learners who fall beyond the range of written policies.

## Guidance for staff

When we follow our steps:

- ✓ We invest time. We are quiet and discrete when redirecting, reminding or cautioning. The strongest messages are given privately where possible.
- ✓ We are calm, don't raise our voices and give 'take up time' and 'acceptable choices' when going through the steps. As much as possible we are proactive, prevent, support and redirect.
- ✓ We follow up every time, retain ownership and engage in reflective dialogue with learners.
- ✓ Discussions with other professionals about behaviour are in private and not in front of learners.
- ✓ Once the follow up has taken place we don't 'repeatedly reprimand' learners.
- ✓ Celebrate staff, leaders and learners whose effort goes above and beyond expectations
- ✓ Ensure staff training needs are identified and targeted.
- ✓ Support staff in returning learners to learning by sitting in on reparation meetings and supporting staff in conversations.
- ✓ Support teachers and leaders in managing learners with more complex or entrenched negative behaviours.
- ✓ We always remember that consequences are to help learners adjust.
- ✓ We recognise signals in our own behaviour and adjust or remove ourselves if required.

## Our Consistencies & Routines

- ✓ **Consistent language; consistent response:** We refer to 'Ready, Respectful, Safe'. We use phrases like:  
"I have noticed that...I need you to...I remember when...That's what I want to see now. Thank you."  
"So that you can keep yourself safe, I need you to choose to..."  
"Thank you for being respectful and stopping and listening to me, now..."  
"Well done ... for being ready for learning. I can now see that... are ready."  
"I'm asking you to...and I know that you will..."
- ✓ **Consistent follow up:** We follow our steps. We never pass problems on; teachers take responsibility for interventions, seeking support but never delegating or relying on a 'step in' from another adult
- ✓ **Consistent positive reinforcement**
- ✓ **Consistent, simple routines and expectations around school:**
  - Learners are greeted individually at the door;
  - Learners move around the school calmly and quietly;
  - Learners walk on the left hand side with their hands by their sides;
  - Learners in large groups are supervised by staff;
  - Learners wear the correct school uniform which is reinforced by all staff;
  - Learners line up at the start of the day and at the end of break and lunch.
- ✓ **Consistent respect from the adults:** Even in the face of learners demonstrating disrespectful behaviours- we model the behaviours we expect in all circumstances
- ✓ **Consistent models of emotional control:** Emotional restraint that is modelled and not just taught, teachers as role models for learning, teachers learning alongside learners
- ✓ **Consistent environment:** creative and well-presented displays celebrate high quality work and provide learning supports. All learning spaces, offices and staff areas are tidy and well presented. The school reflects the children, even when they're not in it.

## Inclusion and Equity

Every child, including those with additional needs and social, emotional and behavioural needs, has a right to an education and that education should allow them full access to all educational opportunities the school can offer. There are some pupils whose behaviour falls beyond the scope of any policy and who require Pastoral Support Plans.

## Multi-Agency Assessment

A multi-agency assessment will be considered when a pupil's behaviour is significantly disruptive to their own learning and the learning of others. Before other agencies are involved the student's needs should be brought to the attention of the Head Teacher and SENDCo. Parents should be informed of any concerns about their child's behaviour using the normal school systems.

### Step One

Teacher asked to complete:

- Two weeks of intensive monitoring using ABC forms or clearly recorded observations on CPOMS
- Analysis of behaviour trends and patterns
- Major Incidents Forms
- Pupil and Parent Behaviour Questionnaires and Surveys

### Step Two

- Range of class based strategies tried using Pastoral Support Plan or PSP format
- Low level additional support possibly put in place
- Individualised timetable considered

### Step Three

- Involvement of other agencies
- Referral to school nurse considered
- PSP in place

## Positive Handling/ Physical Intervention

The power to use reasonable force:

- Staff have the authority to use reasonable force if the behaviour of a child leads them to causing harm to themselves, others or extensive / expensive harm to school property or the property of others. Reasonable force should always and only be used in an emergency or when all other avenues have been exhausted.
- Support should be called by radio at the first sign of behaviour that could be viewed to be on a pathway to causing harm to self, others or property.
- The Head Teacher MUST be informed immediately if a child has been handled due to the fact that they were causing risk to themselves, others or property. This must also be recorded on CPOMS via the record sheet being scanned and uploaded.
- Parents should always be informed (using the set form) if a child has been moved or held using 'positive handling' and a 'positive handling for safety' plan should be put in place when this is likely to happen on more than one occurrence.
- Positive handling should not be used to enforce compliance.
- Some children may require support, particularly in the Early Years, to leave parents / carers or move from one place to another. This does not constitute 'positive handling'.

## Anti-Bullying

Repeated unkind treatment of one child or group of children by the same child or group of children may be viewed as bullying. Bullying is not tolerated at Green Park Village Primary Academy. In this case, the Learner Attitudes Policy will continue to be used as the unkind behaviours (physical or name calling) would fall under Stage 4. In the same way that inappropriate behaviour is not tolerated, bullying is not tolerated and the school will follow the Anti-Bullying Policy.



## Searches, Banned Items and Confiscation

The Head Teacher and delegated staff members have the right to search learners where they reasonably suspect that “prohibited items” may be in a child’s position. These could be items which are stolen, illegal or dangerous e.g.: drugs, weapons, cigarettes, fireworks or pornographic images.

Confiscation can be used when:

- an item poses a threat to others: for example, a child has bought in an inappropriate toy from home such as a catapult
- an item poses a threat to good order for learning: for example, a pupil continuously plays with a toy, wrist band etc.
- an item is against school uniform rules: for example a hooded top or baseball caps (worn inside the building) instead of for sun protection outside
- an item poses a health or safety threat: for example, a pupil wearing earrings in PE may present a safety threat to themselves or other pupils;
- an item that could lead to a safeguarding risk: for example, a watch that could film children or staff or could access online material or share data in school time;
- an item which is counter to the ethos of the school: for example, material which might cause tension between one community and another;
- an item which is illegal for a child to have: for example racist materials
- an item which the school has currently banned (this may occasionally happen with toys).

When an item is confiscated and poses no further threat to the pupil or community it will be returned to the child at the end of the day, week or term depending on the item and child’s response. On occasion the school may choose to only hand the item to the child’s parents.

Where an item is illegal it may not be returned and instead to the police or appropriate safeguarding body.

## Internal Suspension

Internal Exclusion refers to a school strategy to remove a learner from the environment in which the behaviour or behaviours occurred. It is not an isolation. Any member of the school’s Senior Leadership Team (SLT) can make this decision. Internal exclusions are administered within other learning environments (for example, another classroom or learning space) with the learner completing work provided by the class teacher. It provides the learner with the space to demonstrate positive behaviours with staff and pupils who are less familiar, therefore breaking any developing habits.

## External Suspension

External Suspension refers to a formal process to remove a learner from the environment in which the behaviour or behaviours occurred. The behaviours sit at Step 4 or Step 5. It is only the Head Teacher (or nominated Deputy Head in her absence and unavailability) who is able to make this formal decision. A parent is asked to collect their child immediately and the child will not be able to attend school for the defined number of days. The suspension is notified to the Local Authority and REAch2 and is recorded on a child’s attendance record. A child is expected to complete work provided by the class teacher during this time. On return to school there is a formal reintegration meeting with child, parents and designated Senior Leadership Team (SLT) members.

## Permanent Exclusion

A child may be at risk of permanent exclusion if there is:

- A serious breach, or persistent breaches of the school behaviour policy
- Where a pupil’s behaviour means allowing the pupils to remain in school would be detrimental to the education or welfare of the pupil or others in the school

(DfE Exclusion Guidance January 2015)

The decision to permanently exclude would only be taken after an appropriate investigation had taken place and the child given the opportunity to give his/her version of the events unless the child was in immediate danger.

In all cases, the REAch2 Deputy Director of Education will have been informed of this potential decision.

Only the Head Teacher has the power to permanently exclude. It is also possible for the Head Teacher to convert a suspension into a permanent exclusion, if further evidence warrants this.

If the Head Teacher permanently excludes a child, she informs the parents immediately, giving reasons for the exclusion. At the same time, the Head Teacher makes it clear to the parents that they can, if they wish, appeal against the decision to the Local Governing Body. The school informs the parents how to make any such appeal.

The Local Governing Body itself cannot either exclude a pupil or extend the exclusion period made by the Head Teacher.

When an appeals panel meets to consider an exclusion, they consider the circumstances in which the child was excluded, consider any representation by parents and the LA and consider whether the pupil should be reinstated.

If the appeals panel decides that a pupil should be reinstated, the Head Teacher must comply with this ruling.

The school keeps a record of any pupil who is suspended or who is permanently excluded. This data is collected by REAch2 Academy Trust and also shared with the Local Authority.

### Promoting Good Behaviour Outside of School

DFE Guidance:

Schools must act reasonably both in relation to expectations of pupil behaviour and in relation to any measures determined for regulating behaviour by pupils when off the school site and not under the lawful control or charge of a school staff member. A school could sensibly take account of the following factors:

- the severity of the misbehaviour;
- the extent to which the reputation of the school has been affected;
- related to this, whether the pupil(s) in question were wearing school uniform or were otherwise readily identifiable as members of the school;
- the extent to which the behaviour in question would have repercussions for the orderly running of the school and/or might pose a threat to another pupil or member of staff (e.g. bullying another pupil or insulting a member of the staff);
- whether the misbehaviour in question was on the way to or from school, outside the school gates or otherwise in close proximity to the school;
- whether the misbehaviour was whilst the pupil was on work experience, taking part in a further education course as part of a school programme or participating in a sports event with another school (i.e. when the pupil might be expected to act as an ambassador for the school), which might affect the chance of opportunities being offered to other pupils in the future.

In our school we will apply school based sanctions to the following behaviours that have taken place outside of school:

- Harassment of a member of staff;
- Vandalism within the vicinity of the school if it happens on the way to / from school;
- Misbehaviour on educational visits or 'ambassador' based visits;
- Incidents between pupils that have been witnessed by a member of staff or an unrelated, reliable third party;
- Bullying (see Anti-Bullying policy for additional guidance) that has been witnessed by a member of staff or an unrelated, reliable third party.

To avoid malicious allegations or being involved in parental conflicts the school will not sanction outside school behaviours brought to us by parents / carers. The school will instead encourage parents / carers to involve partnership teams, housing teams or the police.

The school will not sanction children for 'home behaviours' as we want to create a refuge and consistent space for some children. However, we can help parents draw up behaviour plans and access home / school support and parenting courses, possibly through 'Early Help' referral.

### Partnership with Parents

As a caring community we expect a calm and happy environment, in which all children will develop. We recognise that parents are the first and most important educators of their children and value parental involvement, co-operation and support. We recognise that close co-operation with parents is central to this policy and every possible effect should be made, on the part of both home and school, to work in partnership in the interests of the child.

Parents will always be informed by the class teacher, at the earliest opportunity, of any significant concerns about a child's behaviour. This initial contact should, where possible, be made face to face or by telephone and a log of the call made in the child's personal file. Informing parents is explicit in our 'adjusting and addressing steps'.

#### ***School and home will work together to:***

- Recognise and celebrate examples of good behaviour
- Acknowledge that teachers have a right to teach and children have a right to learn
- Recognise the important role that parents play in supporting children's education
- Each fulfil our responsibilities whether pupil, staff member or parent and with regard to:
  - a) Attendance
  - b) Punctuality
  - c) Completing tasks to the best of our ability
  - d) Taking responsibility for our buildings, grounds and equipment
  - e) Embodying our distinctive values

Where parents are viewed to not engage with the school to support their child, further guidance will be sought from multi-agencies and REACh2. The school will raise concern with whichever external agencies are deemed necessary where parental lack of engagement or agreement could delay or restrict access to appropriate support for a child's behavioural, social or emotional needs. If this is viewed to be any form of a safeguarding concern, then the Safeguarding and Child Protection Policy and Procedures will be followed.

### Curriculum Implications

Behaviour is learned; therefore our first response to change unwanted behaviour is to teach positive behaviour. The teaching of such is enhanced by our clear and progressive Personal, Social and Health Education (PSHE) scheme of work, taught throughout the school.

### Staff Training and Development

All staff receive guidance in behaviour management as part of their induction. Specific CPD is given to staff when required, for example, a child in their class presents with new and challenging behaviours. Advice is sought from the Educational Psychologist and other agencies in relation to supporting children with challenging behaviours.

### Implementation and review of policy

The Local Governing Body has the responsibility of setting down these general guidelines on standards of discipline and behaviour and reviewing their effectiveness.

The Head Teacher is responsible for ensuring the health, safety and welfare of all children in the school. This includes implementing the school behaviour policy consistently throughout the school. The Head Teacher keeps records of

all reported serious incidents of misbehaviour and reports to governors on the effectiveness of the behaviour and discipline policy, when requested. The Head Teacher completes monitoring reports for the Local Authority and the Trust, REAch2, on request and as part of their regular data collection process.