

What to do if... There is unacceptable behaviour / attitude/ co-operation in class

Stage	Who is responsible	Consequences	Recording	Possible Further Actions
1	Class or Form teacher	Apply behaviour strategies then - Verbal Warning If appropriate this could be indicated by writing the student's name on the board	Log directly onto Sims via the register (resolved incidents only where no further action is required)	<ul style="list-style-type: none"> Further application of behaviour strategies (verbal warning, name on board, move seat) Quiet word after lesson Note in Organiser to contact home

The student doesn't improve

Stage	Who is responsible	Consequences	Recording	Possible Actions
2	Class or Form teacher	Further Verbal Warning If appropriate this could be indicated by a tick next to the student's name on the board	Log directly onto Sims via the register (resolved incidents only where no further action required)	<ul style="list-style-type: none"> Contact with home

The student still doesn't improve

Stage	Who is responsible	Possible Consequences	Recording	Possible Actions (there must be an action for stage 3)
3	Class /Form teacher/ HOD	Teacher's detention - 20 minutes - 1 hour. Removal from class to HOD	<ul style="list-style-type: none"> Log directly onto Sims (one input ONLY to capture behaviour of whole lesson) Link to Sims letter home (if sent) 	<ul style="list-style-type: none"> Set detention Contact home Use department 'On-call' Inform HOD (include evidence of action already taken) Subject report

There could be more than one incident at each stage before moving to the next

Stage	Who is responsible	Consequences	Recording	Further Actions & Possible Further Actions
4	HOD	Department detention - 30 minutes – 1 hour. (this can be using whole school detention if appropriate)	Log on Sims (including the action taken) Any letters to Form Tutor & PA to AHT for logging on SIMS and linking	<ul style="list-style-type: none"> Restorative Meeting – CT, HOD & Student & set targets Contact with home - meeting with parent or letter Subject Report [Pale Yellow] with review meeting (after 2 weeks or appropriate to regularity of lessons) Departmental Isolation Discussion with & / or referral to Head Of Key Stage or line manager (must include evidence of action taken)

Behaviour doesn't improve OR there are multiple incidents across departments

Stage	Who is responsible	Consequences	Recording	Possible actions
4A	Head of Key Stage	Whole School Detention for HOKs 1 hour Behaviour concerns across departments/ serious incident	Log directly onto Sims	<ul style="list-style-type: none"> Fixed Term Exclusion/ Internal Exclusion Head of Key Stage Report [Dark Yellow] for 2-4 weeks Head of Key Stage monitors Parental contact – letter, phone call or meeting.

Behaviour still doesn't improve & the problem is spread across subjects

Stage	Who is responsible	Possible Consequences	Recording	Other possible actions
5	AHT - BAP SLT - DHT	Whole School detention (AHT) 1 hour school for: <ul style="list-style-type: none"> Failure to attend dept detention Failure to meet expectations in dept. area OR 1 Day in Inclusion. 	<ul style="list-style-type: none"> Logged on SIMS (priority) SIMS linked SLT Report [Orange] 	<ul style="list-style-type: none"> Fixed Term Exclusion Pastoral Support Contract (pre PSP) SLT Report [Orange] SLT discipline Panel Contact: Letter / Meeting with AHT [warning/ Governors' Disciplinary /Isolation/Exclusion] Turnaround Centre (Internal Exclusion)

Behaviour still doesn't improve & the problem is spread across subjects / outside subjects

Stage	Who is responsible	Consequences	Recording	Possible actions
6	Head-teacher	Headteacher's detention If a student continues not to meet the core values of the school.	Log directly onto Sims	<ul style="list-style-type: none"> Pastoral Support Plan (PSP) Governor disciplinary panel Fixed term exclusion Ext Turnaround Centre(Int Exclusion) SEND Review / Managed Move
7	Governor	Governor's Interview Misbehaviour represents a serious threat to other students, staff or to the life of the school, or when all other discipline strategies have been exhausted.	Log directly onto Sims OR Log on incident form (information & action) PRIORITY	<ul style="list-style-type: none"> Fixed term exclusion SEND Review Managed Move Permanent exclusion

NB: This chart does not represent a 'one size fits all' & incidents are often dealt with on an individualised basis

Department Thresholds

Important things to note:

- **Behaviour points are not the sanction – there must be a subsequent action dependent on the severity of the incident.**
- **There should be only one input of points to capture the behaviour of the lesson.**
- **Behaviour points are sent home the morning after the day they are logged.**
- **If there is a 'one off' incident that incurs 5 or more points the HOD MUST be informed and involved with the sanction as well as the action taken BEFORE it is recorded on Sims.**
- **For ongoing class issues: Emails can be sent to HOY to inform and also for support but there must be clear evidence of CT and HOD intervention prior to this happening.**

Subject Monitoring of Behaviour.

When monitoring the behaviour across their subject area HODs should look for / action the following:

- Between 1-10 points it would be expected that the class teacher will have made some contact with home; for example if a student's has accumulated 5 points.
- If a student has accumulated X points for the same offence over a series of lessons then a detention should be set – e.g. for not bringing equipment, homework, disruption (this can be department led or in WSD).
- At around 10 points – HOD should contact home and / or arrange a meeting with parents to discuss concerns.
- At around 15 points- HOD should place the student on department report & inform the parents (standard letter or call) or arrange a meeting. The time of the detention will be determined by the number of lessons across a fortnight (i.e. a shorter period for English / Maths who have more lessons than say Music).
- At 20 points- there should be a discussion with the line manager about how to move forwards with the student.
- **A serious incident or situation would preclude these stages.**
- **Adjustment may also be required depending on the student & situation.**
- The HOY must monitor the overall picture of students across all departments. If a student is presenting poor behaviours across subjects and / or is on report in 3 or more subjects then they would intervene.
- **N.B the 20 point behaviour tariff when issuing points and ensure that the number of points awarded is commensurate with the behaviour presented.**

What to do if there is a serious incident or an emergency - For Example

- A student wilfully hurts another child or adult
- A student wilfully takes or destroys property
- A student overtly refuses to do what she is told to do – defiance
- A student engages in any persistent behaviour that stops the class from functioning
- A student is verbally abusive to a member of staff or engages in overtly confrontational behaviour
- A student engages in a situation which may endanger others or is a serious Health & Safety risk.

Action

- Contact / send a student to Reception who will call for a HOY or member of SLT.
- The student may remain in the Inclusion Room whilst statements & information are obtained.
- Immediate exclusion may be sanctioned in this instance.
- Evidence/statements will be collected by the HOKs and presented to the Headteacher for agreement & authorisation.
- A Restorative justice meeting or Reintegration meeting will need to take place prior to the next lesson.

What to do if there is Out of Class poor behaviour

Between lessons & in the corridor

- Use the respect card – e.g. for excessive noise or inappropriate corridor behaviour.
- The respect card can also be used to record issues regarding uniform & chewing gum around school.

Break and Lunch Times

Students must behave sensibly at all times. On occasion, when the member of staff has tried a variety of ways to address the behaviour/situation, it may be appropriate to use the school sanctions. These are as follows:

- 1 Verbal warning
- 2 Second verbal warning
- 3 Student removed from break/lunch and escorted to the inclusion room.

Please note: If a student refuses to go with the member of staff they must inform Reception / General Office who will contact a HOY or member of SLT immediately. The student will be placed in the inclusion room & removed from lessons.

Students must also adhere to the following break and lunch time rules:

- Food and drink must only be consumed in one of the designated eating areas.
- No eating or drinking should take place in the corridors at any time.
- Litter must not be dropped around the school.