

Action and Key Member of Staff	Suggested sanction (this is what students should expect)
Not bringing in/doing homework	<ul style="list-style-type: none"> • Detention that day or next day and the homework completed. • Persistent failure to complete homework should result in a referral to HoD. • Sanctions should be imposed by HoD but classroom teacher should still assume responsibility with the HoD's support.
Not bringing in exercise books/textbooks (equipment)	<ul style="list-style-type: none"> • Detention that day. • Persistent failure to arrive at lessons with the appropriate equipment should result in a referral to HoD. • Sanctions should be imposed by HoD but classroom teacher should still assume responsibility with the HoD's support.
Being late for a lesson	<ul style="list-style-type: none"> • Always recorded in the journal and SIMS. • Subject teacher to issue 30 minute detention.
Being disruptive in a lesson (low level disruption e.g. Talking persistently, getting out of chair and walking around, distracting others, poor attitude).	<ul style="list-style-type: none"> • Classroom teacher gives a warning and then a detention referral to Head of Department. • Continual disruption then referred to LoL who will see parent. Pupil put on report. • In consultation with SLT possible referral to unit or fixed term exclusion. • All exclusions from school are at the discretion of the Principal.
Disobedience e.g. refusing to follow teachers instructions.	<ul style="list-style-type: none"> • Classroom teacher gives a warning and then a detention referral to Head of Department. • Continual disruption then referred to LoL who will see parent. Pupil put on report. • In consultation with SLT possible referral to unit or fixed term exclusion. • All exclusions from school are at the discretion of the Principal.
Not attending a subject teachers' detention	<ul style="list-style-type: none"> • Classroom teacher with support of HoD re set the detention, collect pupil from tutor group at the end of p.m. registration and ensure that the detention is done.
Not attending a HoD's detention	<ul style="list-style-type: none"> • Refer to LoL who will ensure that the detention is carried out. • Pupil placed in Friday and Saturday detention.
Wearing jewellery/ having a mobile phone out during school day	<ul style="list-style-type: none"> • Form tutors should pick up on any issues with uniform during am registration • Jewellery and mobile phones should be confiscated by any member of staff. Taken to Mrs Shaw, form

	<p>completed, put in an envelope, dated and named, then deposited in the safe.</p> <ul style="list-style-type: none"> • Confiscated items may be returned at the end of an agreed period or personally to parent who must come up to the school. • Girls remove/wash off make up under Mrs Shaw's supervision.
Internal truanting	<ul style="list-style-type: none"> • Referral to LoL who will set a detention to make up the lost time. • Parents are informed of incident by LoL.
External truanting	<ul style="list-style-type: none"> • Referred to LoL/Ms Nottage/Miss Carr • Parents informed • Lost time must be made up.
Chewing in a lesson	<ul style="list-style-type: none"> • 2 day internal exclusion (Alternative Provision Base)
Trainers in college	<ul style="list-style-type: none"> • Not allowed in lessons. If they are worn in the building students must work in the Alternate Provision Base until shoes are brought in. Zero tolerance except in cases of doctors/hospital.
Vandalism or Deliberately defacing college property	<ul style="list-style-type: none"> • Fixed term exclusion • All exclusions from school are at the discretion of the Principal.
Breach of the college E-safety Policy (e.g.: -sending/sharing inappropriate messages, photos, or videos, -taking/sending/sharing photos and videos of others without permission, - inappropriate/illegal/sexual content on smart phones/devices, - inappropriate use of social media or using social media to bully or defame any member of the college community)	<ul style="list-style-type: none"> • Inform Principal immediately (and Safeguarding officer if the content is of an illegal/sexual nature which will then be immediately reported to the police) • Statements should be taken from pupils who were involved in incident and possibly any pupils who witnessed the incident/received messages or content. • Sharing of content/inappropriate messages etc. will result in a fixed term exclusion (normally of at least 3 days) this could be increased depending on the nature of the incident. • All exclusions from school are at the discretion of the Principal.
Bringing prohibited/contraband items into school e.g.: alcohol, drugs fireworks, bangers, stink bombs etc.	<ul style="list-style-type: none"> • Immediately report to SLT • In relation to drugs and fireworks SLT will report to the Police, article confiscated and handed to police. • Fixed term exclusion • Possible Permanent Exclusion for drugs. • All exclusions from school are at the discretion of

	the Principal.
Inappropriate physical contact with another pupil	<ul style="list-style-type: none"> • Fixed term exclusion. Involve police if necessary. Depending upon severity. All exclusions from school are at the discretion of the Principal.
Bullying	<ul style="list-style-type: none"> • As per our anti-bullying policy: incident logged. • Sanctions will involve a letter to parents, others e.g. detention, counselling for the perpetrator. • Exclusion will be automatic for repeat offending. • All exclusions from school are at the discretion of the Principal. • A genuine apology to the victim must follow and reconciliation effected. Clear assurances of no further incidents must be made.
Aggressive and anti-social behaviour This includes aggressive behaviour towards other members of the college, short of physical contact. Swearing, spitting, kissing teeth etc, on and off the premises.	<ul style="list-style-type: none"> • Inform SLT on duty. • Statements should be taken from pupils who were involved in incident, member of staff who witnessed and dealt with incident initially and possibly any pupils who witnessed the incident. • This type of behaviour will result in a fixed term exclusion (normally of 2- 3 days) this could be increased depending on the nature of the incident. • All exclusions from school are at the discretion of the Principal.
A fight	<ul style="list-style-type: none"> • Pupils removed and isolated. • Inform SLT on duty. • Statements should be taken from pupils who were involved in fight, member of staff who witnessed and dealt with fight initially and possibly any pupils who witnessed the fight. • Fights will result in a fixed term exclusion (normally of 2 days) this could be increased depending on the nature of the incident and could result in a permanent exclusion. • All exclusions from school are at the discretion of the Principal.
Swearing/verbal abuse directed at a teacher	<ul style="list-style-type: none"> • Fixed term exclusion. • All exclusions from school are at the discretion of the Principal.
Theft	<ul style="list-style-type: none"> • Fixed term exclusion. • All exclusions from school are at the discretion of the Principal. • Possibility that Police may be informed.
Possession of (imitation) firearms, knives or weapons on school premises	<ul style="list-style-type: none"> • Both are arrestable offences. • Immediately report to SLT who will report to the Police, article confiscated and handed to police. • Possible Permanent Exclusion

<p>Racist behaviour:</p>	<ul style="list-style-type: none"> • See Race equality section of the College equalities policy • Reported to JNO • Incident logged in Racism log. • Fixed term exclusion • All exclusions from school are at the discretion of the Principal.
<p>General rules</p>	<p>Teachers must control corridors outside classrooms:</p> <ul style="list-style-type: none"> • do not allow pupils to loiter between lessons • all staff greet class outside classroom at beginning of lessons • do not allow pupils to go to the toilet during lessons, unless they have a medical pass • children sent on errands must have note in journal • avoid whole class detentions – set sanction for those responsible <p>Record all incidents on SIMS</p>
<p>Recommended Sanctions</p>	<ul style="list-style-type: none"> • Detention • Removal to a departmental colleague • Isolation within the classroom • Referral to a senior member of staff on call • Loss of privileges e.g. Trips, outings, going into lunch with peers • Loss of break/lunchtime • On report to LoL • Contact with parents, letters, telephone • Framing a contract • Issue a formal warning • Internal exclusion to the LSU • External Fixed term exclusion • All punishments and sanctions to be recorded on SIMS

Order of Referral of Poor Behaviour

6. HeadTeacher

Deal with serious breaches of discipline likely to result in serious sanctions eg. Exclusion

5. Deputy Headteacher/SLT in charge of behaviour

Deal with serious breaches of discipline likely to result in serious sanctions eg. Exclusion

4. SLT Line Managing Faculty

Deal with any concerns passed on from Leader of Learning. SLT will ensure that the pupil in question is dealt with by the Leader of Learning in question.
If the member of SLT cannot deal with the pupil then it will be referred to next stage.

3. Leader of Learning

Deal with any concerns passed on from Head of Department/Form Tutor
Apply Following Sanctions

1. Reprimand pupil for poor behaviour and support Head of Department/Form tutor
2. Ensure original sanction is applied **by classroom teacher supported by HoD/LoL**
3. If necessary place pupil in Friday/Saturday detention however Key role is to support classroom teacher in applying original sanction.
4. Write account in Form Diary
5. Possibly put pupil on report

The pupil should only be put into Fri/Sat detention if they do not respond to the LoL.

If pupil continues to exhibit poor attitude refer to SLT **Behaviour issue would now be deemed as serious**

2. Head of Department / Form Tutor

Deal with any concerns passed on from classroom teachers;
Apply Following Sanctions

1. Assist Classroom teacher in applying original sanction.
2. Form Tutor is responsible for ensuring that the pupil attends the detention.
3. Head of Department is responsible for supporting the classroom teacher and ensuring that the detention or sanction is applied.

It is important that the sanction is applied and that the Classroom teacher is seen to apply it

If pupil continues to exhibit poor attitude or misses detention refer to Leader of Learning for the Year Group of pupil.

1. Classroom Teacher

Deal with poor behaviour within lessons and on corridors between lessons or in vicinity of teaching room, It is important that you do not ignore poor behaviour of any type incl. uniform.
Apply Following Sanctions

1. Warn pupil about behaviour
2. Give Detention and record in journal

If pupil misses detention or continues with poor behaviour then **reapply original sanction** and inform Head of Department/Form tutor.

It is important that you still apply the sanction and are seen by the pupil to be doing so