

Behaviour		Level	Outcomes
General day to day classroom		Level	For all behaviours, specify actions on Class Charts and apply sanction
1	Incorrect uniform	Not prepared	Level on system via Class Charts and Red Card issued for blazer, tie or shoes.
1	Missing expected equipment	Not prepared	Level on the system stating missing equipment and verbal warning given.
1	No homework handed or brought in	Not prepared	24 hours to complete and hand in to Class Teacher.
1	Minimum expectation of work not completed in lesson	Not prepared	Break or lunch detention to complete or work set to be completed within 24 hours and given to Class Teacher.
1	Late to lesson/SAGE	Not prepared	Verbal warning.
1	Having inappropriate items in school (non dangerous)	Not respectful	Confiscate and hand into Reception, specify items on Class Charts.
1	Mobile phone/earphones/other electronic devices seen or heard	Not respectful	Level on the system via Class Charts. Confiscate and hand to Reception, reinforcing the school rule verbally to students.
2	Repeat of the above in your lesson including homework	Not respectful	Specify reason on Class Charts and issue a break or lunch detention.
If a student repeats the level 1 behaviours above within your lesson in the future, they can be set an automatic level 2 repeat of the incident which will incur a stronger 10 minute break, lunch time or after school workshop.			
2	Disruption of learning/low level disruption or refusal of instruction	Not respectful	Specify actions on Class Charts and set a 10 minute break, lunch-time or after-school department detention.
2	Throwing of objects	Not safe	Specify actions on Class Charts and set a 10 minute break, lunch-time or after-school department detention.
2	Using swear words in general conversation	Not respectful	Level on the system via Class Charts to outline the words and situations used. Verbal warning given to remind student of the inappropriateness of their words.
2	Deliberate breaking of school rules by wearing false eyelashes or false nails/nail varnish	Not respectful	Level on the system via Class Charts, Year Team to set sanction on the third day of infringement.
2	Continuing to be late to lesson (x3 occasions)	Not prepared	Level on the system via Class Charts and set 24 hour department workshop.
3	Continued disruption of learning after L2 incident within the lesson	Not respectful	Specify actions on Class Charts and move to department inclusion and set a department afterschool workshop.
3	Throwing of objects which harm others or have the potential to	Not safe	Specify actions on Class Charts - from verbal warning up to Reflection Room.
This action has a staged sanction depending on the situation e.g. a rubber thrown across the class could hurt if it hit someone in the eye, but would start at the lowest setting if it didn't hit anyone, but would need a higher sanction if a student was injured.			
3	Being rude/disrespectful to member of staff (not swearing)	Not respectful	Explain to student how their behaviour is coming across, as a reminder/prompt for them to calm down. Specify actions on Class Charts - from verbal warning up to after school department workshop
3	Aggressive behaviour/attitude towards a member of staff	Not respectful	Explain to student how their behaviour is coming across, as a reminder/prompt for them to calm down. Specify actions on Class Charts and set after school department workshop in first instance. Repeat of behaviour at additional time - from school detention to Reflection Room 1-3 days (SLT decision).
3	Leaving lesson without permission/truancy	Not respectful	Specify actions on Class Charts and issue a department workshop (24 hour notice).
If a student leaves your lesson without permission or doesn't turn up when SIMS shows the student to be in school, this sanction should be added to Class Charts. Reception should be notified of the missing student via a SIMS message so that on-call can be notified. If a student is later found to have a legitimate reason for not being in your class, the level will be amended by the Inclusion Team and staff will be informed.			
3	Deliberate interference of other students activities at break/lunch	Not respectful	Specify actions on Class Charts and On-Call will speak to students in preparation for the following day's sanction of break and lunch time in Reflection Room (one day).
3	Disruption of assembly/assessment/exam	Not respectful	Specify actions on Class Charts and give students a verbal warning and after school detention (45 minutes).
3	Continued disruption of learning after L2 incident within the lesson	Not respectful	Specify actions on Class Charts and move to department inclusion and set a department afterschool workshop.
3	Using swear words at another student	Not respectful	Specify on Class Charts making a note of the words and context in which they were used. Sanction from a verbal warning up to an after-school detention (45 minutes). Refer to the inclusion team.
A judgement will be made by the Year Leader as to the severity of the use of the language and the context in which it was used. Whilst a member of staff is able to set this level, the outcome will be set by the Year Leader.			
3	Graffiti of school property	Not respectful	Specify actions on Class Charts and alert Reception via SIMS message or phone so that Site Team is made aware of the graffiti. Where possible the offending student should remove the graffiti under the supervision of the Site Team. Refer to the inclusion team.
3	Mistreatment of/tampering/interfering with IT equipment	Not respectful	Specify actions on Class Charts and alert IT as soon as possible. IT will refer to the inclusion team.
If this issue is a low level e.g. student hitting the keyboard too hard or slamming the mouse onto the desk, then a verbal warning and a level written up on the system is sufficient. However, should the issue be one that affects the equipment working for any period of time, then please follow the above.			
4	Smoking cigarettes/vaping off-site but in school Uniform	Not safe	Write up on Class Charts the circumstances of the incident. Refer to the inclusion team.
4	Spitting	Not respectful	Write up on Class Charts to explain the nature of spitting. Refer to the inclusion team. If the incident is one such as spitting into a bin then a verbal warning by the teacher who observed it would be sufficient.
4	Refusing an adults request/walking away from an adult (including not handing over phone/headphones etc.)	Not respectful	Write up on Class Charts to explain the nature of incident. Refer to the inclusion team.
4	Physical activity against another student (actions less than a fight)	Not safe	Write up on Class Charts to explain the nature of incident. Refer to the inclusion team.
4	Use of racial, sexist, sexualised or homophobic language (in general)	Not respectful	From verbal warning to after school detention (45 minutes).
This would be where a student is using this type of language in general conversation and not directed at any one else. A judgement will be made by the Year Leader as to the severity of the use of the language and the context in which it was used. Whilst a member of staff is able to set this level, the outcome will be set by the Year Leader.			
5	Vandalism on/around school site	Not respectful	Write up on Class Charts to explain the nature of the incident. Alert Reception so that Site Team can be made aware as soon as possible. Whilst a member of staff is able to set this level, the length of time in the Reflection Room will be set by the Year Leader alongside after school community service 2-3 days.
5	Using swear words at an adult	Not respectful	Write up incident on Class Charts to explain the circumstances leading to the swearing. Year Leaders to discuss with SLT the sanctions alongside the context of the incident and the frequency of this type of outburst. Reflection Room to Federation Inclusion 1-3 days (HT decision).
5	In possession of cigarettes/vape or smoking on school site or standing with others who are	Not safe	Refer to Reception ASAP to insure that SLT are alerted. Staff member to write up on Class Charts as soon as possible to explain the situation. Student to be searched by Inclusion Team and if found, item to be confiscated by member of SLT. Reflection Room 1 - 3 days.
5	Threat of violence towards another	Not respectful	Level on the system via Class Charts, but notify on-call via Reception. Reflection Room to Seclusion hours 1 - 3 days (HT decision).
5	Taking photo or filming staff or students during school day	Not respectful	Write up on Class Charts. Refer to Inclusion Team.
5	Refusal to follow Reflection Room procedures	Not respectful	Write up on Class Charts. Refer to Inclusion Team.
6	Having inappropriate dangerous items in school	Not safe	Alert SLT immediately via Reception. Student to be picked up and searched without delay and item confiscated if found. Outcome to be the decision of the Headteacher based around the circumstances of the incident. Reflection Room - Exclusion. Potential police involvement.
6	Intimidation/bullying of a student (in person or via any form of electronic communication)	Not respectful	Write up on Class Charts to outline the circumstances. If you feel a student is in immediate danger, alert On-Call via Reception. Outcome to be the decision of the Headteacher based around the circumstances of the incident. Reflection Room to Seclusion hours 1 - 3 days.
6	Under the influence of alcohol/drugs	Not safe	Immediate contact of SLT or On-Call via reception. SLT investigation and search to lead to confiscation of substances found. Refer to SLT.
7	In possession of alcohol	Not safe	Immediate contact of SLT or On-Call via Reception. SLT investigation and search to lead to confiscation of substances found. Outcome to be the decision of the Headteacher based around the circumstances of the incident. Federation Inclusion 3 days to Exclusion.
7	In possession of illegal drugs	Not safe	Immediate contact of SLT or On-Call via Reception. SLT investigation and search to lead to confiscation of substances found. Police to be notified. Refer to SLT.
7	Supplying illegal drugs	Not safe	Immediate contact of SLT or On-Call via Reception. SLT investigation and search to lead to confiscation if substances found. Police to be notified. Refer to SLT.
7	Use of racial, sexist, sexualised or homophobic language towards an individual on-line or in person	Not respectful	Reported to Governors and Hampshire. Outcome to be the decision of the Headteacher based around the circumstances of the incident. Federation Inclusion 5 days to Exclusion.
This situation will be looked at in the context in which it has occurred. The sanction will be set by the Headteacher following an investigation. Hampshire to be notified when the Headteacher believes the findings of the investigation are racially, sexist, sexualised or homophobic motivated. Governors will be notified of all incidents of this nature.			
7	Actual violence towards another	Not respectful	Immediate contact of SLT or On-Call via Reception. Matron to be notified if any injuries are seen, if necessary further medical support sought if victims are multiple. SLT investigation. Potential for police to be notified. Outcome to be the decision of the Headteacher based around the circumstances of the incident. Federation Inclusion 5 days to Permanent Exclusion.
Other behaviours not mentioned in this document will be the decision of the Headteacher based around the circumstances of the incident. Further actions will be considered when behaviours are being regularly amassed by students despite sanctions being awarded. The Headteacher and the Governing Body will make decisions of the actions to be taken in these circumstances.			