

Hierarchy of Incidents/Sanctions

The hierarchy of sanctions provides a formal and commonly understood structure for students, staff, parents, and governors in order to maintain the high expectations of the school, which are embodied in the code of conduct. Sanctions should always be applied fairly and consistently without undermining the students' sense of self-respect. The staged procedures are applied to all years, Y7-13.

Level	Behaviour Examples	Response Sanction may include one or more of the following	Staff responsible for sanctions
ONE	<ul style="list-style-type: none"> Lack of class work / homework / planners Lack of equipment/books for lesson Missing of deadlines Lack/inappropriate uniform Lack of /inappropriate use of equipment No security card Late to lesson Inappropriate behaviour – talking, fiddling, chewing gum, passing notes, not paying attention. Bags not in lockers. Eating in public places and dropping litter. 	<ul style="list-style-type: none"> Verbal warning +consequence if 2nd warning needed. Move seat temporarily Kept behind for 10 minutes Note in planner to parents Move seat over longer term <p>Level 1 infringements <u>may</u> result in the allocation of one de-merit. Initially students will be <u>reminded</u> to behave appropriately. Demerits will be recorded electronically on SIMS with a clear reason given.</p>	Class teacher Form Tutor Support Staff
TWO	<ul style="list-style-type: none"> Persistent infringement at L1 Inappropriate language to one another Sight of/use of mobile phones during school hours. (2 demerits) Disruption to learning of others in class Disruptive behaviour out of lessons Copying/cheating class work/homework Inappropriate internet use 	<ul style="list-style-type: none"> Referral to HoD/Head of Year Contact parents by HoD Contact parents by Head of Year Confiscation of mobile phone Close monitoring by Individual Behaviour Plan <p>Level 2 infringements <u>will</u> result in the allocation of at least one de-merit. This is to be recorded electronically on SIMS.</p>	Head of Department Head of Year
THREE	<ul style="list-style-type: none"> Persistent infringement of L2 Rudeness to peers/members of staff – back chatter / insubordination /defiance/lying Speaking in foreign languages at inappropriate times Bullying Truancy from lessons Deliberate disregard for health and safety Smoking/vaping/drinking Copying/cheating in examinations Inappropriate use of mobile phone/social networking sites Malicious damage to the property of another person. 	<ul style="list-style-type: none"> Parents informed by phone + letter Formal meeting with parents (Head of Year /DH) Withdrawal of privileges eg early finish Learning withdrawal Internal lunchtime social exclusion (1,3,5 days) Behaviour Plan monitored by Deputy Head <p>Level 3 infringements <u>will</u> result in at least one of the above sanctions.</p>	Head of Year SLT
FOUR	<ul style="list-style-type: none"> Persistent infringement at L3 Setting off fire alarm with no cause Stealing of items Possession of illegal substances/materials Possession of dangerous item Persistent bullying Inappropriate sexual behaviour Fighting Graffiti/Vandalism of school property Truancy from school Deliberate breach of network security Bringing to school/using items which could cause harm/damage to self or others Bringing school into disrepute/ damaging its' reputation 	<ul style="list-style-type: none"> Incident Report Internal Exclusion External exclusion (1,2,4 days) Formal meeting with parents, Governors and Head Teacher Pastoral Support Programme (for two or more external exclusions) Formal meeting with the parents and Governors' Discipline Panel for a permanent exclusion. Referral to the Police/outside agencies <p>Level 4 infringements <u>will</u> result in at least one of the above sanctions.</p>	SLT Head Teacher Governors
FIVE	<ul style="list-style-type: none"> Persistent infringement at L4 Physical/verbal abuse of staff or students Threatening of staff or students Racist incidents/abuse Supply of illegal substances Bringing school into disrepute/ damaging its' reputation (Head's discretion) 	<ul style="list-style-type: none"> External exclusion (2,4,5days) Formal meeting with the parents and Governors' Discipline Panel for a managed move or permanent exclusion. Referral to the Police/outside agencies <p>Level 5 infringements <u>will</u> result in at least one of the above sanctions.</p>	SLT Head Teacher Governors

Four de-merits will result in an Individual Behaviour Plan. This will be issued by the Deputy Head Teacher in line with school procedures.