

MANAGING NEGATIVE BEHAVIOUR FRAMEWORK

This framework 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 our code of conduct. The behaviours and interventions outlined below are for guidance and do not encompass all situations and interventions.

Level	Demerits	Behaviour Examples	Teacher Intervention (should include at least one of these)	Staff responsible
One	0	Lateness to lesson Lateness to school	Late sticker in planner and L mark in register (note minutes late on SIMS)	Teacher Support staff
		Lack of equipment Planner not signed No planner Inadequate classwork Inadequate homework Absence from instrumental lesson No security card Incorrect uniform Inappropriate behaviour (e.g. chewing gum, littering) Low level disruption to learning	Verbal warning Move seat temporarily Intervention conversation with student Note to parent in planner	Teacher Support staff
Two	1	Repeated infringement x3 at level one (over a period of lessons or social times) Graffiti Unauthorised mobile phone use Unauthorised ICT/social media use	Move seat over longer term Intervention conversation with student Teacher detention 10 minutes at break/lunch Confiscation of mobile phone as per school policy And inform parents (planner, phone, email, letter)	Teacher Support staff (Subject Leader/HoY support)
Three	2	Rudeness/defiance/insubordination to staff Truancy from lessons/Form time Inappropriate use of digital media/social network sites	Intervention conversation with student Referral to Head of Subject/Head of Year as appropriate for further intervention Head of Year detention Internal social exclusion And inform parents (planner, phone, email, letter)	Teacher Support staff Subject Leader Head of Year
Four	At least 3 <i>Demerits associated with Serious Incidents to be issued on individual basis by HoY/SLT</i>	A serious incident <i>Examples could be:</i> Significant disruption to learning of others Setting off fire alarm with no cause Malicious damage to the property of another person. Bullying Vandalism of school property Fighting Truancy from school	If necessary, send to reception for removal from classroom Head of Year detention Internal social exclusion Internal exclusion at QMHS/alternative school Fixed term external exclusion Individual support plan (HoY) Formal meeting with parents (HoY) Referral to police/outside agencies as appropriate Governors' Discipline Panel Permanent exclusion And inform parents (planner, phone, email, letter)	Head of Year SLT Head Teacher
		A significantly serious incident <i>Examples could be:</i> Physical/verbal abuse of staff or students Racist abuse Threatening of staff or students Possession/Supply of illegal substances Bringing school into disrepute/damaging its reputation (Head Teacher's discretion)		
Five	<i>If a student accumulates 5 demerits</i>	Head of Year will review behaviour report for students accumulating 5 demerits	Head of Year detention/internal exclusion Pupil Planning Meeting (HoY/Form Tutor) Individual support plan (Form Tutor) And inform parents (planner, phone, email, letter)	Form tutor Head of Year
Six	<i>If a student accumulates 10 demerits</i>	Head of Year will review behaviour report for students accumulating 10 demerits	Head of Year detention /Internal exclusion Pupil Planning Meeting (HoY/Form Tutor) Individual support plan (Form Tutor) And inform parents (planner, phone, email, letter)	Head of Year SLT support
Seven	<i>If a student accumulates 15 demerits</i>	Head of Year will review behaviour report for students accumulating 15 demerits	SLT detention/Internal exclusion/fixed term external exclusion Pupil Planning Meeting with parents (HoY/SLT) Individual support plan (HoY/SLT) And inform parents (planner, phone, email, letter)	Head of Year SLT Head Teacher
Eight	<i>If a student accumulates 20 demerits</i>	Head of Year will review behaviour report for students accumulating 20 demerits	Pupil Planning Meeting with parents HoY/SLT) Individual support plan (SLT) Fixed term external exclusion Formal meeting with parents (SLT/HT) Governors' Discipline Panel for a managed move or permanent exclusion	Head of Year SLT Head Teacher Governor panel

To support colleagues and maintain consistency please follow these guidelines:

- Lateness to lesson should be recorded on your register on SIMS, where it is significant, record the number of minutes late.
- All behaviour incidents should be recorded on the behaviour report for the student on SIMS.
- Consistent use of our rewards and praise will support excellent behaviour for learning, these commendations should be recorded on SIMS.
- Interventions and sanctions should always be applied fairly and consistently without undermining the students' sense of self-respect.
- Senior staff will support colleagues by having a presence around school reinforcing uniform and behaviour messages.
- Demerits are automatically allocated on SIMS when teacher makes a record, the teacher should write clear further detail in comment box where needed.