

Sanctioning Poor Behaviour

Problem	Sanction	Teacher / Staff Member	SMT
Late to school / lesson Twice in a week	Teacher Discussion If repeated 20 mins detention	<ul style="list-style-type: none"> discussion/reprimand student is put on GREEN report 	<ul style="list-style-type: none"> Log on the attendance Repeated absence report to office
Chewing gum/eating.	Student told to remove and put into bin. If they repeat in same lesson class, treat as defiance .	<ul style="list-style-type: none"> discussion/reprimand student is put on GREEN report 	<ul style="list-style-type: none"> Repeated - report to office
Incorrect uniform (in accordance to our current uniform policy)	Teacher Discussion If repeated 20 mins detention	<ul style="list-style-type: none"> discussion/reprimand inform office student is put on GREEN report 	<ul style="list-style-type: none"> Repeated - report to office
No equipment (pen, pencil, exercise books) in lesson	Student provided with equipment and paper in class If repeated 20 mins detention	<ul style="list-style-type: none"> discussion/reprimand inform office student is put on GREEN report 	<ul style="list-style-type: none"> Repeated - report to office
No note for absence.	An email sent to parent/ guardian	<ul style="list-style-type: none"> discussion/reprimand inform office student is put on GREEN report 	<ul style="list-style-type: none"> report to office Inform Parent / guardian
Non-regulation equipment - mobile, headphones, airpods, etc.	Teacher confiscates mobiles, etc, and valuables are put into secure system. If student is defiant and refuses to co- operate, use same sanctions for defiance. Mobile phones, etc returned at end of day.	<ul style="list-style-type: none"> discussion/reprimand inform office student is put on GREEN report 	<ul style="list-style-type: none"> report to office Inform Parent / guardian

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Cumulative low-level disruption-shout out, talking out of turn, talking off task, not silent when required, low-level failure to follow instructions such as 'put down pen'.	First time - remind student of rule. Second time- warn student of consequence if they continue. Third time – Final warning in class Repeated – remove from class	<ul style="list-style-type: none"> • discussion/reprimand • inform office • student is put on AMBER report 	<ul style="list-style-type: none"> • Log on the student database • Inform Parent / Guardian report
Inadequate classwork / homework Repeated	Teacher Discussion (identify issue) Support provided If repeated 20 mins detention	<ul style="list-style-type: none"> • discussion/reprimand • inform office • student is put on AMBER report 	<ul style="list-style-type: none"> • Log on the student database • Inform Parent/ Guardian report
Absence from lessons.	Email parent/ guardian If repeated 20 mins detention	<ul style="list-style-type: none"> • discussion/reprimand • inform office • student is put on AMBER report 	<ul style="list-style-type: none"> • Log on the student database • Inform Parent/ Guardian report
Non-completion of report card. Failure to complete report card, repeated non- completion of report, failure to have signed by class teachers/adults at home/staff co-coordinating, losing report card.	40 minute detention	<ul style="list-style-type: none"> • discussion/reprimand • inform office • student is put on AMBER report 	<ul style="list-style-type: none"> • Log on the student database • Inform Parent/ Guardian report
Defiance or refusal to follow instruction e.g. student refuses to move, teacher warns that they will have to be sent out if they continue to refuse but student continues to refuse.	Alert on call and send out of class Double detention	<ul style="list-style-type: none"> • discussion/reprimand • inform office • student is put on AMBER report 	<ul style="list-style-type: none"> • Log on the student database • Inform Parent/ Guardian report
Leaving room without permission.	Inform office Double detention	<ul style="list-style-type: none"> • discussion/reprimand • inform office 	<ul style="list-style-type: none"> • Log on the student database

		<ul style="list-style-type: none"> • student is put on AMBER report 	<ul style="list-style-type: none"> • Inform Parent/ Guardian
Rudeness, e.g. swearing, inappropriate comments such as “I don’t have to listen to you”. Argumentative, confrontational behaviour.	Inform office and remove from class Double detention	<ul style="list-style-type: none"> • discussion/reprimand • inform office • student is put on AMBER report • if repeated student is put on Red report 	<ul style="list-style-type: none"> • Log on the student database • Inform Parent/ Guardian • Meeting with the Principal before returning to class
Racist / Sexist / Homophobic abuse.	Inform office and remove from class Double detention	<ul style="list-style-type: none"> • discussion/reprimand • inform office • student is put on AMBER report • if repeated student is put on Red report 	<ul style="list-style-type: none"> • Log on the student database • Inform Parent/ Guardian • Meeting with the Principal before returning to class

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Bullying: verbal, physical, cyber.	Range of sanctions as appropriate.	Student is put on RED report.	<ul style="list-style-type: none"> • Investigate issue • Meeting with the Principal to establish the severity • Possible police referral • Log on the student database
Abusive/intimidation of staff outside of College.	Fixed-term exclusion.	Student is put on RED report.	<ul style="list-style-type: none"> • Investigate issue • Meeting with the Principal to establish the severity • Possible police referral • Log on the student database
Sexual harassment.	Fixed-term exclusion.	Student is put on RED report.	
Smoking on site.	Fixed-term exclusion.	Student is put on RED report.	
Bringing the College into disrepute.	Fixed-term exclusion.	Student is put on RED report.	

Accessing and / or sharing inappropriate material (e.g. photos, website content).	Fixed-term exclusion.	Student is put on RED report.	<ul style="list-style-type: none"> • Investigate issue • Meeting with the Principal to establish the severity • Possible police referral • Log on the student database • Exclusion letter sent and report to LA
Theft.	Fixed-term exclusion.	Student is put on RED report.	
Damage to property.	Fixed-term exclusion.	Student is put on RED report.	
Physical aggression to staff/student.	Fixed-term exclusion.	Student is put on RED report.	
Serious physical violence towards another student(s).	Permanent exclusion.	Exclusion	
Physical violence towards a member of staff	Permanent exclusion.	Exclusion	
Possession of an offensive weapon.	Permanent exclusion.	Exclusion	
Possession of drugs or alcohol on site	Permanent exclusion.	Exclusion	
Dealing drugs on site.	Permanent exclusion.	Exclusion	