

## ACTIONS AND CONSEQUENCES

If this sort of behaviour occurs .....	Then staff will .....	And may even need to .....	Which could result in .....
1. Pupil not wearing correct school uniform or not wearing uniform correctly (-1)	Ask to see uniform slip or letter from parents if correct uniform is not worn or ask for uniform to be worn correctly	Send pupil to the HoY office so that parents can be contacted	Pupil being sent home to change or parent brings correct item of uniform to school; if this is not possible pupil will be internally excluded for the day
2. Pupil with brightly dyed hair / coloured streaks / hair adornments / shaved hair (-1)	Send pupil to the HoY office initially	Contact parents to explain situation	Pupil being sent home until hair colour / style is acceptable
3. Pupil wearing jewellery which is not allowed in school; including any body piercings which are visible e.g. nose/tongue studs/retainers (-1)	Ask pupil to remove the jewellery/body piercing and confiscate it until the end of term	Send pupil at once to the HoY office if she refuses to comply <b>(see A&amp;C no.33 if necessary)</b>	Fixed term exclusion (1 – 5 days) if pupil refuses to cooperate; parents will be contacted to inform them of this decision
4. Pupil wearing nail varnish, decorated nails including gel nails, make-up or henna decorations (-1)	Send pupil to the main office for removal as convenient (notify HoY office to alert them)	Issue a lunchtime detention if a pupil persistently repeats the action	Pupil being given a one hour Wednesday detention for refusing or being rude <b>(see A&amp;C no. 33)</b> ; parents being contacted and asked to monitor the situation
5. Pupil seen with a mobile phone in school time, whether switched on or off (-2)	Confiscate the mobile phone and take it to the finance office for recording and safe keeping for 2 school days as stated in school policy. Parents notified.	Issue a one hour Wednesday detention (to be set by the teacher) if pupil refuses or is rude <b>(see A&amp;C no.33)</b> Send for appropriate HoY	Continued refusal to hand over the phone will result in a fixed term exclusion (1- 5 days)
6. Pupil seen with other inappropriate electronic items during the school day (inclusive of detentions) (-2)	Confiscate the item and take it to the finance office where contact will be made with parents to arrange collection by them	Issue a one hour Wednesday detention (to be set by the teacher) if pupil refuses or is rude <b>(see A&amp;C no.33)</b> Send for appropriate HoY	Continued refusal to hand over the item will result in a fixed term exclusion (1- 5 days)
7. Pupil chewing gum (-1)	Issue a lunchtime detention		Pupil being given a one hour Wednesday detention for refusing or being rude <b>(see A&amp;C no. 33)</b>

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8. Pupil visiting another Form Room at break or lunchtime (0)	Ask pupil to return to her own Form Room	Issue a lunchtime detention	Pupil being given a one hour Wednesday detention for refusing or being rude ( <b>see A&amp;C no. 33</b> )
9. Pupils leaving their form room in a mess (-1)	Ask the pupils to clear up the mess and remind form about rota	Lock pupils / form out of form room for one day at break & lunchtimes	HoY excluding pupils from Form Room for up to one week if this happens repeatedly; appropriate sanctions being set
10. Pupil sitting on table, cupboard or filing cabinet (0)	Remind the pupil that certain items of furniture are not for sitting on and ask the pupil to sit on a chair	Issue a lunchtime detention	Pupil being given a one hour Wednesday detention for refusing or being rude ( <b>see A&amp;C no. 33</b> )
11. Pupil damaging school property including graffiti (-3)	Investigate the circumstances and report damage to the main office for repairs; <b>complete a Record Form that day</b>	Refer the pupil to the TLL & HoY (lesson time) or HoY & Form Tutor (break/lunchtime)	Pupil being given a one hour Wednesday detention and parents being charged for all or part of the repair
12. Inappropriate behaviour in the dining areas; including dinner queue, leaving litter outside eating area / field (0 / -1)	Send her to the back of the queue / ask pupil(s) to clear up mess / table / area	Refer pupil to HoY on duty	Pupil being given a lunchtime detention
13. Inappropriate behaviour around balcony areas (-1/-3/-5)	Pupil(s) being given a lunchtime detention	Pupil(s) being given a one hour Wednesday detention	Pupil(s) being given a fixed term exclusion depending on the circumstances
14. Pupil(s) taking <b>ANY</b> purchased food or drink from the canteen to be eaten or drunk elsewhere (0)	Send pupil(s) back to the canteen	Refer pupil(s) to HoY on duty	Pupil(s) being given a lunchtime detention
15. Pupils congregating in corridors unnecessarily during break and lunchtime (0)	Ask pupils to return to their Form Rooms or to go outside	Send for another member of staff if additional help is required	Pupils being given either a lunchtime or one hour Wednesday detention depending on circumstances
16. Pupils not moving about the building in an appropriate way e.g. not keeping to the left (0)	Remind pupils to stay on the left hand side of the corridors and stairwells	Issue a lunchtime detention	Pupil being given a one hour Wednesday detention for refusing or being rude ( <b>see A&amp;C no. 33</b> )
17. Pupil late to lesson or repeatedly arriving to lesson	Issue a lunchtime detention	Refer to the TLL (within a subject area) or HoY/HoS (across subject	A one hour Wednesday detention being issued by the subject

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without the correct books or equipment without a valid reason (-1)		areas)	teacher/HoY and/or pupil being placed on subject/general report by TLL/HoY/HoS
18. No Homework, late Homework or poorly completed Homework (-1)	Issue a Homework referral	Issue a one hour Wednesday detention (to be set by the teacher) if this happens 3 or more times during a half term	Parents being contacted by the TLL (within a subject area) or HoS (across subject areas)
19. Pupil does not attend a Homework Referral or a Lunchtime Detention (-3)	Issue the pupil a one hour Wednesday detention		
20. Pupil does not attend a one hour detention after school on a Wednesday (-5)	Contact parents and internally exclude the pupil for one school day; original one hour Wednesday detention still needs to be attended		A fixed term exclusion (1-5 days) being issued if this is repeated
21. Pupil late to school without a valid reason or demonstrating a pattern of lateness to school without a valid reason (-1)	Issue the pupil a lunchtime detention on that day	Contact parents	A one hour Wednesday detention being issued by the HoY if pupil is persistently late to school
22. Pupil leaving school without permission at break/lunch time (-3)	Refer pupil to the HoY	Issue a one hour Wednesday detention for break or lunchtime truancy	Parents being contacted if pupil does not return to school
23. Truancy from lessons and/or school (-3)	Set Wednesday detention(s) for the number of hours missed	Contact parents and/or the Attendance Improvement Officer	Internal exclusion (1-5 days) if truancy is repeated; possible legal action against parents
24. Pupil behaving in an inappropriate manner either in a lesson, in Form time, or at break or lunchtime (-1)	Warn the pupil about the inappropriateness of her behaviour	Issue a lunchtime detention if pupil does not respond positively	A one hour Wednesday detention being issued depending on circumstances
25. Talking in Assembly (-1)	Ask the pupil to move elsewhere or remove the pupil from assembly, if appropriate to do so	Issue a lunchtime detention	A one hour Wednesday detention being issued by the Form Tutor / HoY, if behaviour does not improve
26. Pupil calling out, shouting out, talking persistently in lessons when the teacher or	Warn the pupil about the inappropriateness of her behaviour	Ask the pupil to wait outside for up to 3 minutes	Pupil being issued with a lunchtime detention and if necessary use of the 'On Call' system if the pupil

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other pupil is talking and pupils are expected to listen attentively (-3)			does not respond positively
27. Pupil is misbehaving in a lesson in such a way as to totally disrupt the learning of others in the group (-3)	Arrange for the pupil to be removed from the lesson 'On Call' ; meet with the pupil at 3.00pm for an after school 'Resolution Session' where targets will be set and pupil put on subject report for 3 lessons; send letter home	Issue a lunchtime detention for the next school day if the pupil does not attend the after school 'Resolution Session'; in addition the 'Resolution Session' will still need to take place	A one day internal exclusion being issued if this detention is missed again; in addition the 'Resolution Session' will still need to take place
28a) Pupil is sent out 'On Call' from two lessons in one day (-3) 28b) Pupil is sent out 'On Call' from lessons three times in one school week (-3)	a) Internally exclude pupil for the rest of the school day and the next school day; b) Internally exclude pupil for the rest of the day pending a fixed term exclusion (1-5 days)	Refer the pupil to other agencies that support behaviour, e.g. Educational Psychologist, Outreach, Counselling	The Headteacher deciding on a permanent exclusion
29. Pupil does not comply with the targets set at the Resolution Meeting, requiring further use of 'On Call' (0)	Refer the pupil to the TLL to decide the next course of action at the Resolution Meeting that day	Request a meeting with parents involving TLL and subject teacher	Internal exclusion from that subject with readmission negotiated between TLL, subject teacher and pupil
30. Pupil refuses to leave a lesson when 'On Call' has been requested (-5)	Alert a member of the SLT		<b>Which will result in pupil being given a fixed term exclusion (1-5 days)</b>
31. Pupils speaking to, or communicating with, one another in a negative way – aggressive vocabulary, bullying, disrespectful, racist, insulting, screaming, shouting, swearing or cyberbullying / inappropriate use of social media (-3)	Speak to the pupils and make it very clear that this is not acceptable <b>and</b> issue a one hour Wednesday detention	Contact parents depending on the seriousness of the comments/incident Alert HoY/SLT depending on the seriousness of the comments/incident	Pupil being given a fixed term exclusion (1-5 days) depending on the seriousness of the comments/incident and/or Police involvement
32. Pupils being physically aggressive (-5)	Diffuse the situation / use restraint if necessary. Alert SLT straight away. <b>Complete a Record Form that</b>	Send for another member of staff if additional help is required	Pupils being given a fixed term exclusion (1-5 days)

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	<b>day and send to the Headteacher</b>		
33. Pupil speaking to a member of staff in an inappropriate manner – aggressive vocabulary, defiant, rude, insulting, disrespectful, use of bad or offensive language (-3)	Remove pupil from the group so that she can be spoken to; explain to the pupil that this is not acceptable and use On Call. <b>Complete a Record Form that day</b>	Report incident to the Headteacher at the end of the lesson depending on the seriousness of the incident	Pupil being given a one hour Wednesday detention or fixed term exclusion (1-5 days), depending on the seriousness of the incident
34. Pupil swearing directly at a member of staff (-5)	Use On Call if during a lesson and report the incident to the Headteacher at the end of the lesson. <b>Complete a Record Form that day</b>		Pupil will be given a fixed term exclusion (1-5 days)
35. Pupil causing actual physical harm to any member of the school community when representing the school (-5)	Diffuse the situation / use restraint if necessary Escort the pupil(s) to the Headteacher who will issue a fixed term exclusion (1-5 days). <b>Complete a Record Form that day</b>	Contact the Police depending on the seriousness of the incident	The Headteacher deciding on a permanent exclusion, depending on the seriousness of the incident
36. Pupil found stealing whilst on school premises (-5)	Alert HoY initially; escort the pupil to the Headteacher if required. <b>Complete a Record Form that day</b>	Contact the Police who will deal with the situation; possible home visit / invite parents into school	Fixed term exclusion (1-5 days) being issued
37. Pupil(s) smoking or in possession of smoking related items or <b>being part of a group found smoking or in possession of smoking related items</b> when representing the school (-5)	Take possession of the cigarettes and matches/lighter; escort pupil(s) to the HoY office and alert member of SLT. <b>Complete a Record Form that day</b>		First offence – parents informed, 1 day fixed term exclusion; Further offences – parents informed, 2-5 days fixed term exclusion being issued
38. Pupil(s) drinking or in possession of alcohol or <b>being part of a group</b>	Take possession of the alcohol; escort pupil(s) to the HoY office and alert member of		First offence – parents informed, 1 day fixed term exclusion; Further offences – parents

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<b>drinking or in possession of alcohol</b> when representing the school (-5)	SLT. <b>Complete a Record Form that day</b>		informed, 2-5 days fixed term exclusion being issued
39. Pupil(s) taking or in possession of an illegal substance / related items or <b>being part of a group taking or in possession of an illegal substance / related items</b> when representing the school (-5)	Take possession of the substance / related items and give to the Headteacher immediately; escort pupils to the HoY office and keep under supervision at all times; Police will be contacted. <b>Complete a Record Form that day</b>		The Police will deal with the situation as appropriate by law; the Headteacher may decide on a permanent exclusion, otherwise a 5 day fixed term exclusion will be issued
40. Pupil(s) possessing a <b>dangerous object</b> while on the school premises or when representing the school (-5)	Take possession of the object and give to the Headteacher immediately; escort pupils to the HoY office and keep under supervision at all times; Police will/may be contacted. <b>Complete a Record Form that day</b>		The Police will deal with the situation as appropriate by law; the Headteacher may decide on a permanent exclusion, otherwise a 5 day fixed term exclusion will be issued

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