

## ACTIONS AND CONSEQUENCES 2023-2024

ALL BEHAVIOUR / SAFEGUARDING INCIDENTS WILL BE LOGGED ON GO4SCHOOLS AND/OR CPOMS (as appropriate and necessary)

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 <b>(-1)</b>	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 so that parents can be contacted. Spare school uniform may be issued temporarily.	Pupil being sent home to change or parent brings correct item of uniform to school; if this is not possible pupil will be internally isolated for the day
2. Pupil with brightly / unnatural dyed hair / coloured streaks / hair adornments / shaved hair <b>(-1)</b>	Send pupil to the HoY initially	Contact parents to explain situation. Pupil may need to be isolated from the rest of the school.	Pupil being sent home and/or isolated from the rest of the school 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 and ear piercing not in ear lobe <b>(-1)</b>	Ask pupil to remove the jewellery/body piercing and confiscate it until the end of term	Send pupil at once to the HoY if she refuses to comply <b>(see A&amp;C no.33 if necessary)</b>	Fixed term suspension (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, false eyelashes, henna decorations and hair extensions <b>(-1)</b>	Send pupil to the main office for removal as convenient (notify HoY 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 i.e. 8.40am – 3.00pm (3.50pm if in period 7) whether switched on or off <b>(-2)</b>	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.	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 suspension (1- 5 days)
6a. Pupil seen with other inappropriate electronic items	Confiscate the item and take it to the finance office where contact will be made with	Issue a one hour Wednesday detention (to be set by the teacher)	Continued refusal to hand over the item will result in a suspension (1- 5 days)

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<p>during the school day (inclusive of detentions) (-2)</p> <p>6b. Misuse of school IT (e.g. damage to equipment, inappropriate use, 'hacking' etc) (-2)</p>	<p>parents to arrange collection by them</p> <p>Investigate misuse and report to HoY and parents; lunchtime detention issued</p>	<p>if pupil refuses or is rude (<b>see A&amp;C no.33</b>)</p> <p>Send for appropriate HoY</p> <p>Wednesday detention depending on seriousness of incident and parents being charged for any costs as a result of damage</p>	<p>Pupil being issued with a suspension (1-5 days) or permanent exclusion depending on seriousness of the incident and a ban / restriction on use of IT in school.</p>
<p>7. Pupil chewing gum (-1)</p>	<p>Ask pupil to remove the gum and put it in a bin</p>	<p>Issue a lunchtime detention</p>	<p>Pupil being given a one hour Wednesday detention for refusing or being rude (<b>see A&amp;C no. 33</b>)</p>
<p>8. Pupil entering another Form Room at break or lunchtime (-1)</p>	<p>Ask pupil to return to her own Form Room</p>	<p>Issue a lunchtime detention if incident repeated or pupil refuses</p>	<p>Pupil being given a one hour Wednesday detention for continuing to refuse or being rude (<b>see A&amp;C no. 33</b>)</p>
<p>9. Pupils leaving their form room in a mess (-1)</p>	<p>Ask the pupils to clear up the mess and remind form about rota</p>	<p>Lock pupils / form out of form room for one day at break &amp; lunchtimes</p>	<p>HoY excluding pupils from Form Room for up to one week if this happens repeatedly; appropriate sanctions being set</p>
<p>10. Pupil damaging school property including graffiti (-3)</p>	<p>Investigate the circumstances and report damage to the main office for repairs;</p>	<p>Refer the pupil to the HoF &amp; HoY (lesson time) or HoY &amp; Form Tutor (break/lunchtime)</p>	<p>Pupil being given a one hour Wednesday detention/suspension depending on seriousness of damage and parents being charged for all or part of the repair.</p>
<p>11. Inappropriate behaviour in the dining areas; including dinner queue, leaving litter outside eating area / field (-1)</p>	<p>Send pupil to the back of the queue / ask pupil(s) to clear up mess / table / area</p>	<p>Pupil being issued a lunchtime detention</p>	<p>Refer to member of SLT on duty if uncooperative and issue a Wednesday detention depending on circumstances</p>
<p>12a. Inappropriate behaviour around balcony / corridor / outside areas, including throwing any items from balcony (-1/-3/-5).</p>	<p>Pupil(s) reminded of expected behaviour</p>	<p>Pupil(s) being given a lunchtime detention or a one hour Wednesday detention depending on the seriousness of the incident.</p>	<p>Pupil(s) being given a suspension depending on the circumstances</p>

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12b. Eating in the corridors / stairways (-1)	As 13a	As 13a	Pupils being given either a lunchtime or one hour Wednesday detention depending on circumstances
12c. Pupils congregating in corridors unnecessarily during break and lunchtime	Ask pupils to return to their Form Rooms or to go outside	Send for another member of staff if additional help is required	
13a. Pupil(s) taking <b>ANY</b> purchased hot food/drink or unsealed cold food/drink from the canteen to be eaten or drunk elsewhere in the building	Send pupil(s) back to the canteen	Pupil being issued a lunchtime detention	Refer to member of SLT on duty if uncooperative
13b. Pupil(s) bringing hot take away food into school	Ask pupil to take the food off school premises until finished	Pupil being issued a one hour Wednesday detention	
14. Pupil late to lesson or repeatedly arriving to lesson without the correct books or equipment without a valid reason (-1)	Issue a lunchtime detention	Refer to the HoF (within a subject area) or HoY (across subject areas)	A one hour Wednesday detention being issued by the subject teacher/HoY and/or pupil being placed on subject/general report by HoF/HoY
15. 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 subject teacher / HoF (within a subject area) or HoY/SLT (across subject areas)
16a. Pupil does not attend a Homework Referral or a Lunchtime Detention (-3)	Issue the pupil a one hour Wednesday detention		
16b. Pupil is disruptive in Lunchtime Detention/Homework Referral (-3)	Issue the pupil a one hour Wednesday detention		

17. Pupil does not attend a one hour detention after school on a Wednesday (-5)	Contact parents and internally isolate the pupil for one school day		A suspension (1-5 days) being issued if this is repeated or if the pupil refuses to attend the internal exclusion
18. Persistent failure to attend lunchtime detention/homework referral/Wednesday detention	HoY to contact parent/carer to see if these can be completed	Issue an SLT detention for up to 3 hours after school with parents/carers called for meeting with SLT. (See BHGS Inclusion Framework)	A suspension (1 – 5 days) being issued if this is repeated
19. Pupil late to school without a valid reason or demonstrating a pattern of lateness to school or lessons without a valid reason (-1)	Issue the pupil a lunchtime detention on that day	Contact parents/carers	A one hour Wednesday detention being issued by the HoY if pupil is persistently late to school/lessons
20. Pupil leaving school without permission at break/lunch time (-3)	Refer pupil to the HoY with parents/carers being contacted immediately	Issue a one hour Wednesday detention for break or lunchtime truancy	Parents being contacted if pupil does not return to school
21. Truancy from lessons and/or school (-3)	Set Wednesday detention(s) for the number of hours/lessons missed	Contact parents and/or the Local Authority Attendance Officer	Internal Isolation (1-5 days) if truancy is repeated; possible legal action against parents
22. Pupil behaving in an inappropriate manner either in a lesson, in Form time, or at break or lunchtime. Pupil sitting on table or other furniture (-1)	Warn the pupil about the inappropriateness of their behaviour/ask pupil to sit on a chair	Issue a lunchtime detention if pupil does not respond positively or if the behaviour is serious	A one hour Wednesday detention being issued depending on circumstances e.g. being rude/refusing to follow your instructions
23. Being with more than one pupil in a toilet cubicle (-3)	Issue the pupil with a one hour Wednesday detention	Refer to HoY if pupil does not follow instructions/agree to leave cubicle	HoY to refer to SLT for next steps
24. 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

25. Pupil calling out, shouting out, talking persistently in lessons when the teacher or other pupil is talking and pupils are expected to listen attentively (-3)	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 does not respond positively
26. 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 isolation being issued if this detention is missed again; in addition the 'Resolution Session' will still need to take place
27a. Pupil is sent out 'On Call' from two lessons in one day (-3)	Internally isolate pupil for the rest of the school day and the next school day;	Refer the pupil to other agencies that support behaviour, e.g. Educational Psychologist, Outreach, Counselling, Mentoring	A suspension (1 – 5 days)
27b. Pupil is sent out 'On Call' from lessons three times in one school week (-3)	Internally isolate pupil for the rest of the day and the next school day (1-5 days)		A suspension (1 – 5 days)
28a.Pupil does not comply with the targets set at the Resolution Meeting, requiring further use of 'On Call' 28b.Pupil does not engage appropriately during the Resolution Meeting	Refer the pupil to the HoF to decide the next course of action at the Resolution Meeting that day Issue a lunchtime detention for the following day. Pupil to attend Resolution Meeting at an agreed time with member of staff	Request a meeting with parents involving HoF and subject teacher  HoF or SLT to be present at second Resolution Meeting	Internal Isolation from that subject with readmission negotiated between HoF, subject teacher and pupil Failure to agree targets results in one day internal isolation
29. Pupil refuses to leave a lesson when 'On Call' has been requested (-5)	Alert a member of the SLT	Internal Isolation for remainder of the day	Suspension depending on seriousness of incident (1-5 days)

<p>30. Pupils communicating in a negative way (inc. while representing the school)      –aggressive vocabulary, bullying, disrespectful, racist, sexist, transphobic, insulting, screaming, shouting, swearing or cyberbullying / inappropriate use of social media, non-consensual physical contact with another pupil (-3)</p>	<p>Speak to the pupils and make it very clear that this is not acceptable <b>and</b> issue a one hour Wednesday detention</p>	<p>Contact parents depending on the seriousness of the comments/incident          Alert HoY/SLT depending on the seriousness of the comments/incident</p>	<p>Pupil being given a suspension (1-5 days) depending on the seriousness of the comments/incident and/or Police involvement</p>
<p>31. Pupils being physically aggressive (-5)</p>	<p>Diffuse the situation / use restraint if necessary.          Alert SLT straight away.</p>	<p>Send for another member of staff if additional help is required</p>	<p>Pupils being given an Internal Isolation/ suspension depending on the seriousness of the incident (1-5 days)</p>
<p>32a. Pupil speaking to a member of staff in an inappropriate manner          –aggressive vocabulary, defiant, rude, insulting, disrespectful, use of bad or offensive language (-3)</p> <p>32b. Pupil making a malicious allegation against a member of staff or another pupil (-3)</p>	<p>Remove pupil from the group so that they can be spoken to; explain to the pupil that this is not acceptable and use On Call. Resolution to take place between pupil and staff member.</p> <p>Pupil issued with a lunchtime detention</p>	<p>Report incident to the Headteacher at the end of the lesson depending on the seriousness of the incident</p> <p>Pupil issued with a Wednesday detention and parent being called to a meeting if appropriate</p>	<p>Pupil being given a one hour Wednesday detention or suspension (1-5 days), depending on the seriousness of the incident</p> <p>Pupil being given a suspension (1-5 days) or permanent exclusion depending on the seriousness of the incident</p>
<p>33. Pupil swearing directly at a member of staff or showing persistent poor behaviour and/or defiance of school rules (-5)</p>	<p>Use On Call if during a lesson and report the incident to the Headteacher at the end of the lesson. Pupil is internally isolated for the rest of the day and parents contacted</p>		<p>Pupil will be given a suspension (1-5 days)</p>

34. Pupil causing actual physical harm to any member of the school community including when representing the school (-5)	Diffuse the situation / use restraint if necessary Escort the pupil(s) to the Headteacher who will issue a suspension (1-5 days).	Contact the Police depending on the seriousness of the incident	The Headteacher deciding on a permanent exclusion, depending on the seriousness of the incident
35. Pupil found stealing whilst on school premises or when representing the school (-5)	Alert HoY initially; escort the pupil to the Headteacher if required.	Contact the Police if necessary; possible home visit / invite parents into school	Suspension (1-5 days) or internal isolation depending on the seriousness of the incident being issued
36. Pupil(s) smoking/vaping or in possession of smoking/vaping related items or <b>being part of a group found smoking/vaping or in possession of smoking/vaping related items</b> (-5)	Take possession of the cigarettes, vaping equipment and matches/lighter; alert the relevant HoY and member of SLT.		First offence – parents informed, 1 day suspension; Further offences – parents informed, 2-5 day suspension being issued
37. Pupil(s) drinking or in possession of alcohol or <b>being part of a group drinking or in possession of alcohol</b> when in or representing the school (-5)	Take possession of the alcohol; alert the relevant HoY and member of SLT.		First offence – parents informed, 1 day suspension; Further offences – parents informed, 2-5 days suspension being issued
38. Pupil(s) taking or in possession of an illegal substance / related items or <b>being part of a group taking or in possession of potentially harmful legal and illegal drugs/substances</b> when in or representing the school (-5)	Take possession of the substance / related items and give to the Headteacher immediately; alert the relevant HoY and keep under supervision at all times. Police will be contacted.		The Police will deal with the situation as appropriate by law. The Headteacher may decide on a permanent exclusion, otherwise a 5 day suspension will be issued
39. Pupil(s) possessing a <b>dangerous object/offensive weapon</b> while on the school	Take possession of the object and give to the Headteacher immediately.Alert the relevant		The Police will deal with the situation as appropriate by law; the Headteacher may decide on a

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premises or when representing the school (-5)	HoY and keep under supervision at all times; Police contacted as necessary.		permanent exclusion, otherwise a 5 day suspension will be issued
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ALL BEHAVIOUR / SAFEGUARDING INCIDENTS WILL BE LOGGED ON GO4SCHOOLS OR CPOMS (as appropriate and necessary)  
 {All Actions and Consequences apply to any situation off site where the pupils are representing the school - trips, visits, travelling to and from school, while wearing school uniform or can be identified as a member of the school community}

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