

ACTIONS AND CONSEQUENCES 2025-2026

ALL BEHAVIOUR / SAFEGUARDING INCIDENTS WILL BE LOGGED ON ARBOR AND/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, or while wearing school uniform, can be identified as a member of the school community.

If this sort of behaviour occurs	Then staff will	And, depending on circumstances and severity, may need to	Which, depending on circumstances and severity, could result in
1. Pupil misbehaving in a lesson in such a way as to disrupt the learning of others in the group (e.g. Pupil calling out, shouting out, talking persistently in lessons when the teacher or another pupil is talking). Pupil refusing to follow instructions. (-3)	Warn the pupil about the inappropriateness of their behaviour. Ask the pupil to wait outside the classroom for up to 3 minutes. Issue a lunchtime detention, depending on seriousness of behaviour	If behaviour does not improve or if behaviour is highly disruptive, arrange for the pupil to be removed from the lesson using 'On Call' (call to Reception, or send pupil). Meet with the pupil at 3.00pm for an after school 'Resolution Meeting' where targets will be set and pupil placed on subject report with teacher and Head of Faculty 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 Meeting'; in addition the 'Resolution Meeting' will still need to take place	A Wednesday detention issued if the lunchtime detention is missed. Contact made with parent/carers.
2a. Pupil is sent out 'On Call' from two lessons in one day (-3) 2b. Pupil is sent out 'On Call' from lessons three times in one school week (-3)	Internally isolate the pupil for the rest of the school day and the next school day. Internally isolate pupil for the rest of the day and the next school day (1-5 days)	Refer the pupil to other agencies that support behaviour, e.g. Outreach, Counselling, Behaviour Mentoring (refer to BHGS Inclusion Framework)	A suspension (1 – 5 days) A suspension (1 – 5 days)
3a. Pupil does not comply with the targets set at the Resolution	Refer the pupil to the HoF to decide the next course of action at the Resolution Meeting that day.	Request a meeting with parents/carers involving HoF and subject teacher	Internal Isolation from that subject with readmission negotiated

HoY – Head of Year

SLT – Senior Leadership Team

HoF – Head of Faculty

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Meeting, requiring further use of 'On Call' (-3) 3b. Pupil does not engage appropriately during the Resolution Meeting (-3)	Issue a lunchtime detention for the following day. Pupil to attend Resolution Meeting at an agreed time with member of staff	HoF or SLT to be present at second Resolution Meeting	between HoF, subject teacher and pupil. Failure to agree targets results in one day Internal Isolation
4. Pupil late to lesson or repeatedly arriving to lesson without the correct books or equipment without 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
5. 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/carers being contacted by the subject teacher / HoF (within a subject area) or HoY/SLT (across subject areas)
6. 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 or if this is a repeated incident (1-5 days)
7a. 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 (-2) 7b. Pupil seen with other inappropriate electronic items during the school day (inclusive of detentions) (-2)	Confiscate the mobile phone/item and take it to the finance office for recording and safe keeping for 2 school days, as stated in school policy. Pupils offered the use of a school mobile phone during this period. If necessary pupils can ask the school office to contact home to inform parents/carers that they will not have their phone.	Issue a one hour Wednesday detention (to be set by the teacher) if pupil refuses or is rude. Inform HoY.	Continued refusal to hand over the phone will result in a suspension (1- 5 days).
8. Misuse of school IT (e.g. damage to equipment, inappropriate use, 'hacking', accessing inappropriate websites/ social media etc) (-2)	Investigate misuse and report to HoY and parents; lunchtime detention issued.	Wednesday detention depending on the seriousness of the incident and parents being charged for any costs as a result of damage.	Pupil being issued with a suspension (1-5 days) or permanent exclusion depending on seriousness of the incident and/or a ban / restriction on use of IT in school.

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9. Breaches of the school uniform and/or dress code. (e.g. jewellery, make up, piercings, nails, eyelashes, skirt length, hair etc - also including drawing on hands, legs, arms etc) (-1)	Ask to see uniform slip or letter from parents/carers if the correct uniform is not worn. Where no permission has been granted, ask for uniform to be worn correctly or items removed. Ask pupil to remove the jewellery/ piercing and confiscate it until the end of half term - items to be placed in school safe. Send to toilets/main office for removal/cleaning off if necessary.	Send pupil to HoY so that parents/carers can be contacted. Spare school uniform may be issued temporarily. Issue a lunchtime detention if a pupil persistently breaches the uniform policy Issue a lunchtime detention if drawing on hands, legs, arms persists	Pupil being sent home to change or parent/carer brings the correct item of uniform to school; if this is not possible the pupil will be internally isolated for the day. Fixed term suspension (1 – 5 days) if pupil refuses to cooperate; parents/carers will be contacted to inform them of this decision.
10. Pupil entering another Form Room at break or lunchtime (-1)	Ask pupil to return to their own Form Room	Issue a lunchtime detention if incident repeated or pupil refuses	Pupil being given a one hour Wednesday detention for continuing to refuse or being rude
11. Pupil behaving in an inappropriate manner in Form time/room, at break or lunchtime or at the end of the day (-1)	Warn the pupil about the inappropriateness of their behaviour	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 instructions Contact made with parent/carer Pupil placed on HoY report
12. Pupils leaving their form room in a mess (-1)	Ask the pupils to clear up the mess. Warn pupils about potential to be locked out if repeated.	Contact HoY/SLT - may lead to locking pupils / form out of form room for one day at break & lunchtimes	HoY/SLT excluding pupils from Form Room for up to one week if this happens repeatedly; appropriate sanctions being set for any individuals responsible (lunchtime/Wednesday detention)
13. Pupil damaging school property including graffiti and/or putting others at risk by abuse of property (-3)	Investigate the circumstances and report damage to the main office for repairs. CCTV to be reviewed if necessary. Issue lunchtime detention.	Refer the pupil to the HoF & HoY (lesson time) or HoY & Form Tutor (break/lunchtime) for further investigation	Pupil being given a one hour Wednesday detention/isolation depending on seriousness of damage and parents/carers being charged for all or part of the repair.

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SLT – Senior Leadership Team

HoF – Head of Faculty

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			Suspension (1-5 days depending on seriousness of incident)
14. Pupils not respecting the school environment (e.g. leaving litter; eating in corridors; sitting on tables/other furniture; misuse of school furniture / equipment) (-1)	Ask pupils to pick up litter, tidy, move to correct areas to eat, respect their environment etc.	Issue lunchtime detention if repeated or refusal to comply	Refer to HOY/SLT if behaviour persists
15. Pupil chewing gum (-1)	Ask pupil to remove the gum and put it in a bin	Issue a lunchtime detention if repeated	Pupil being given a one hour Wednesday detention for refusing or showing defiance
16. Inappropriate behaviour around school, including grounds (e.g. congregating in large groups; shouting; throwing items from balcony) (-1/-3/-5).	Pupil(s) reminded of expected behaviour; ask groups to separate, pupils to return to form rooms or go outside	Pupil(s) being given a lunchtime detention or a one hour Wednesday detention depending on the seriousness of the incident.	Pupil(s) being given a suspension (1-5 days) depending on the circumstances
17a. Pupil does not attend a Homework Referral or a Lunchtime Detention (-3)	Issue the pupil a one hour Wednesday detention		
17b. Pupil is disruptive in Lunchtime Detention/Homework Referral (-3)	Issue the pupil a one hour Wednesday detention		
18. 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 isolation
19. Persistent failure to attend lunchtime detention/homework referral/Wednesday detention / repeated issuing of Wednesday detention (-5)	HoY to contact parent/carer to agree when these can be completed	Issue an SLT detention for up to 3 hours after school. (See BHGS Inclusion Framework)	A suspension (1 – 5 days) being issued if this is repeated

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20. 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
21. 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/carers being contacted if pupil does not return to school
22. Truancy from lessons and/or school and/or leaving a lesson without permission (-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
23. Being with one or more other pupils in a toilet cubicle (-3)	Issue the pupils 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. 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, inciting others to break school rules (-3)	Speak to the pupils and make it clear that this is not acceptable and issue a one hour Wednesday detention	Contact parents/carers depending on the seriousness of the comments/incident Alert HoY/SLT depending on the seriousness of the comments/incident	Pupil being given a suspension (1-5 days) depending on the seriousness of the comments/incident and/or Police involvement

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26. Pupil speaking to or about a member of staff in an inappropriate manner –aggressive vocabulary, defiant, rude, insulting, disrespectful, or offensive language (-3)	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 depending on seriousness. Resolution to take place between pupil and staff member. Pupil issued with a lunchtime detention	Report incident to the Headteacher/SLT at the end of the lesson depending on the seriousness of the incident Pupil issued with a Wednesday detention and parent/carer being called to a meeting if appropriate	Pupil being given an Internal Isolation, suspension (1-5 days) or permanent exclusion depending on the seriousness of the incident
27. Pupil making a malicious allegation against a member of staff or another pupil and/or acting in a way to demean or undermine them (-3)	Report incident to SLT/HoY depending on the seriousness of the incident	Pupil issued with a Wednesday detention	Pupil being given an Internal Isolation or suspension (1-5 days) depending on the seriousness of the incident
28. Pupil swearing directly at a member of staff or showing persistent poor behaviour and/or defiance of school rules (-5)	Use On Call if during a lesson and report the incident to the Headteacher/SLT at the end of the lesson. If outside of lesson, report to Headteacher/SLT. Pupil is internally isolated for the rest of the day and parents contacted		Pupil will be given a suspension (1-5 days)
29. Pupils being physically aggressive (-5)	Attempt to diffuse the situation / use restraint if necessary. Alert SLT straight away.	Send for another member of staff if additional help is required	Pupils being given an Internal Isolation/ suspension depending on the seriousness of the incident (1-5 days)
30. Pupil causing actual physical harm to any member of the school community including when representing the school (-5)	Attempt to diffuse the situation / use restraint if necessary Escort the pupil(s) to the Headteacher/SLT. Take statements from pupils involved/witnesses. Suspension issued (1-5 days).	SLT/HoY to contact the police depending on the seriousness of the incident	Suspension (1-5 days), the Headteacher deciding on a permanent exclusion, depending on the seriousness of the incident

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SLT – Senior Leadership Team

HoF – Head of Faculty

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31. Pupil found stealing whilst on school premises or when representing the school (5)	Alert HoY initially; escort to Headteacher/DHT if required.		Suspension(1-5 days) or Internal Isolation depending on the seriousness of the incident. Contact police if necessary. Parents/carers invited in.
32. Pupil(s) smoking/vaping or in possession of smoking/vaping related items or being part of a group found smoking/vaping or in possession of smoking/vaping related items (-5)	Take possession of the cigarettes, vaping equipment and matches/lighter; alert the relevant HoY and a member of SLT.	Locker searches being conducted	First offence – parents/carers informed, 1 day suspension; Further offences – parents/carers informed, 2-5 day suspension being issued
33. Pupil(s) drinking or in possession of alcohol or being part of a group drinking or in possession of alcohol when in school or representing the school. Or being intoxicated in school or when representing the school. (-5)	Take possession of the alcohol; alert the relevant HoY and a member of SLT. First aid administered as required.	Pupil placed in internal isolation pending investigation.	First offence – parents/carers informed, 1 day suspension; Further offences – parents/carers informed, 2-5 days suspension being issued Pupils intoxicated being suspended (1-5 days) or isolated. Parents/carers being contacted.
34. Pupil(s) taking or in possession of an illegal substance / related items or being part of a group taking or in possession of potentially harmful legal and illegal drugs/substances when in or representing the school. Or being under the influence of illegal drugs/substances in school or when representing the school. (-5)	Take possession of the substance / related items and give them to the Headteacher or DHT immediately; alert the relevant HoY and keep under supervision at all times. Police will be contacted. First aid administered as required.	Pupil placed in internal isolation pending investigation.	The Police dealing with the situation as appropriate by law. The Headteacher deciding on a permanent exclusion/suspension. Pupils under the influence of drugs being suspended (1-5 days) or isolated. Parents/carers being contacted.

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35. Pupil(s) possessing a dangerous object/offensive weapon while on the school premises or when representing the school and/or endangering the health and safety of others (-5)	Take possession of the object and give to the Headteacher immediately. Alert the relevant HoY and keep pupil under supervision at all times. Police contacted as necessary.		The Police will deal with the situation as appropriate by law; the Headteacher to decide on a permanent exclusion or suspension.
36. Behaviour that breaks the law or that may require further investigation by the police (-5)	Isolate pupil pending investigation and take statements as appropriate. Inform parents/carers. Alert the relevant HoY and keep pupil under supervision at all times. Police contacted as necessary.		The Police will deal with the situation as appropriate by law; the Headteacher to decide on a permanent exclusion or suspension depending on the seriousness of the incident.

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