

# **Behaviour Policy**

## **July 2018**

**Review Date: July 2019**

## **Rationale**

At Dame Elizabeth Cadbury, we want pupils to grow and develop academically, socially and personally so that they leave us able to proceed into adulthood as confident, qualified people with a strong sense of self-discipline, proper regard for authority and able to establish maintain positive relationships, with others from all walks of life.

We want all of our pupils to go on to lead happy, healthy and successful lives, with a career and continuing drive to be the best that they can be and to always make a positive contribution to their community.

Every Child Matters is embedded within the ethos and culture of our Pastoral Care. We aim to provide outstanding support and motivation for pupils by regularly analysing, discussing and targeting their academic progress. In addition, we aim to provide exemplary care for pupils experiencing challenges; enabling them to overcome barriers to learning quickly and effectively.

We have very high expectations of behaviour, attendance and punctuality and expect pupils, parents and all staff to share and support these expectations at all times.

At Dame Elizabeth we aim to facilitate:

- A safe environment free from disruption, violence, bullying and any form of harassment including sexual/racial harassment
- An ethos and culture where pupils to be well known, valued and respected
- Upholding 'Fundamental British Values' that allow all of our pupils to feel safe and happy at all times
- A 'telling' school - An open and honest environment in which everyone communicates openly. All pupils feel safe and confident in reporting any issues or concerns to members of staff, prefects and/or the anti-bullying ambassadors
- A consistency in response to both positive and negative behaviour
- Outstanding support and motivation for pupils by regularly analysing, discussing and targeting their academic progress
- Early, appropriate and impactful intervention to avoid pupils reoffending.
- A culture of praise and encouragement in which all pupils believe they can achieve
- A positive relationship with parents and carers to develop a shared approach and responsibility for every child's progress and the implementation of the school's policies and procedures

## **Roles and Responsibilities**

- The Governing Body will establish, in consultation with the head teacher, staff and parents, a policy for the promotion of desired behaviour and keep it under review. They will ensure that this is communicated to pupils and parents, is non-discriminatory and the expectations are clear. Governors will support the school in maintaining high standards of desired behaviour of pupils and staff.
- The Head Teacher will be responsible for the implementation and day-to-day management of the policy and procedures.

- Staff, including teachers, support staff and volunteers, will be responsible for ensuring that the policy and procedures are followed consistently and are applied fairly. Mutual support amongst all staff in the implementation of the policy is essential.
- Staff have a key role in advising the Head teacher on the effectiveness of the policy and procedures. They also have responsibility, with the support of the Head teacher, for creating a high quality learning environment, teaching positive behaviour for learning, implementing the agreed policy and procedures consistently.
- The Governing Body, Head Teacher and staff will ensure there is no differential application of the policy and procedures on any grounds, particularly ethnic or national origin, culture, religion, gender, disability or sexuality. They will also ensure that the concerns of pupils are listened to, and appropriately addressed.
- Parents and carers will be expected, encouraged and supported to take responsibility for the behaviour of their child both inside and outside the school. The school will encourage parents to work in partnership to assist in maintaining high standards of desired behaviour and will be actively encouraged to raise with the school any issues arising from the operation of the policy.
- The school promotes a culture of 'Fundamental British values' which must be upheld by pupils at all times. We expect parents to take responsibility in supporting a collective approach to tackling negative behaviours of pupils who exhibit any attitudes and/ or behaviour which undermine these values. This includes any actions or behaviour that undermines the safety (and feeling of safety) of our children and the local community both in and out of school. The school will deal with incidents of this nature in a serious manner to continue to promote pupil safety, feelings of safety and Fundamental British Values.
- Pupils are expected to take responsibility for their own behaviour and are made fully aware of the school policy, procedure and expectations. Pupils are also encouraged to take responsibility for their social and learning environment.

## Timings of the School Day

Pupils should not be in the main school building before 8.15am. All pupils arriving before 8:15am should be in the canteen or outside.

08:15 – 08:35	Breakfast and Homework Club		
08:40 – 09:05	AM Form Time		
09:05 – 10:05	Period 1		
10:05 – 11:05	Period 2		
11:05 – 11:25	Break time		
11:25 – 12:25	Period 3		
12:25 – 13:55	Period 4		
	Years 9 and 11	Year 7	Years 8 and 10
12:25 – 12:55	Lunch A	Period 4	Period 4
12:55 – 13:25	Period 4	Lunch B	
13:25 – 13:55		Period 4	Lunch C
13:55 – 14:55	Period 5		
14:55 – 15:05	PM Form Time		

## Wet Weather

In the event of weather which makes it unsafe for pupils to go outside, all pupils will be expected to go to their designated areas – Pupils wanting to purchase food must do so then make their way to the required locations.

**Gym – Year 7**

**Sports Hall – Year 10**

**Canteen – Year 8**

**Dining Hall – Year 9-11**

Duty staff are redeployed by their duty leader in these situations to ensure adequate monitoring and supervision.

## Registration

- Registration is a statutory, legal safeguarding obligation for all staff who are directly responsible for supervising pupils in a classroom, intervention or 1:1 situation. If a child is inaccurately registered or not signed in, the responsible member of staff will be required to meet with a member of the leadership team or the head teacher to review the error and for appropriate action to be determined.
- Registration will be taken on Bromcom at the start of every lesson

- **AM registration** - If Bromcom fails an accurate paper register MUST be taken to the Attendance Team office by a pupil before 9:00am - handwritten names will not be accepted. The register should be completed on the registers provided by Attendance Team.
- **Lesson registration** – If Bromcom fails an accurate paper register (provided) MUST be taken to the Attendance Team by a pupil at the start of the lesson

## Entry and exit to lessons and protocols during your lesson time

- Please ensure that you are at your door prompt at the start of each of your lessons to meet and greet your pupils
- When a child enters your lesson they will need enter in an orderly fashion and then stand behind their places with equipment, folders and planners on the desk, once you are happy with all pupils entry you may begin the lesson with an appropriate task or bell activity.
- Should you require the attention of your pupils then please use the 5 second arm raised in the air procedure which all pupils are familiar with.
- If a member of SLT or Head of House enters the lesson then all pupils will stand until asked to be seated by that member of staff.
- On completion of lesson all pupils need to be standing behind places and then dismissed a group/row at a time, you must also supervise exit around landings and corridors close to your room.

## Punctuality

A child should be marked as late if they arrive more than 3 minutes after the start of the lesson. If a child is late to school in the morning then they will receive a 20-minute detention with Mrs Minogue at the end of the day in the hall, however if a child is late to your lesson during the day then a 20-minute detention will need to be issued and completed by you as their class teacher.

## Procedures for leaving School during School hours

- Pupils must bring a note or appointment card giving the date and time of appointment, time leaving School and the reason
- If the pupil is to leave mid-way through a lesson then he/she must show the note to the subject tutor at the start of the lesson
- Prior to departing, the pupil takes the note to Reception and an official School Pass is issued
- If the pupil returns in the day, then the pass is handed in to the office when the pupil signs back in

## Procedures for pupils being out of lessons

Pupils should never be out of lesson, unless the following conditions apply:

- They have a valid toilet pass (valid only if issued by their head of house).
- They have been asked to stand outside the classroom to address an issue (no more than 3 minutes)
- They have been sent to your buddy teacher or faculty leader

If a pupil needs removing from a lesson, then SLT staff should be contacted to attend (0121 4645961)

If a child is extremely ill or requires immediate medication then SLT must be contacted to attend (0121 4645961)

## Pupil Leave of Absence

Pupil's parents or carers will need to write a letter to the head teacher to ask for a leave of absence. Absence during term time will only be authorised in exceptional circumstances.

# Attendance

Secondary School pupils are expected to have an attendance figure of at least 97%. Both authorised and unauthorised attendance is also highlighted in reports. The school is thorough in its work with parents on attendance and punctuality. Persistent issues are dealt with and parents whose child/ren fail/s to attend school properly or punctually are required to attend governing body panel meetings and often have legal action taken by the local authority.

Family holidays will not be authorised.

## Form Tutor Role

The Form Tutor role is vital in supporting school expectations and protocols. To support all pupils and parents/carers to ensure pupils are making appropriate progress.

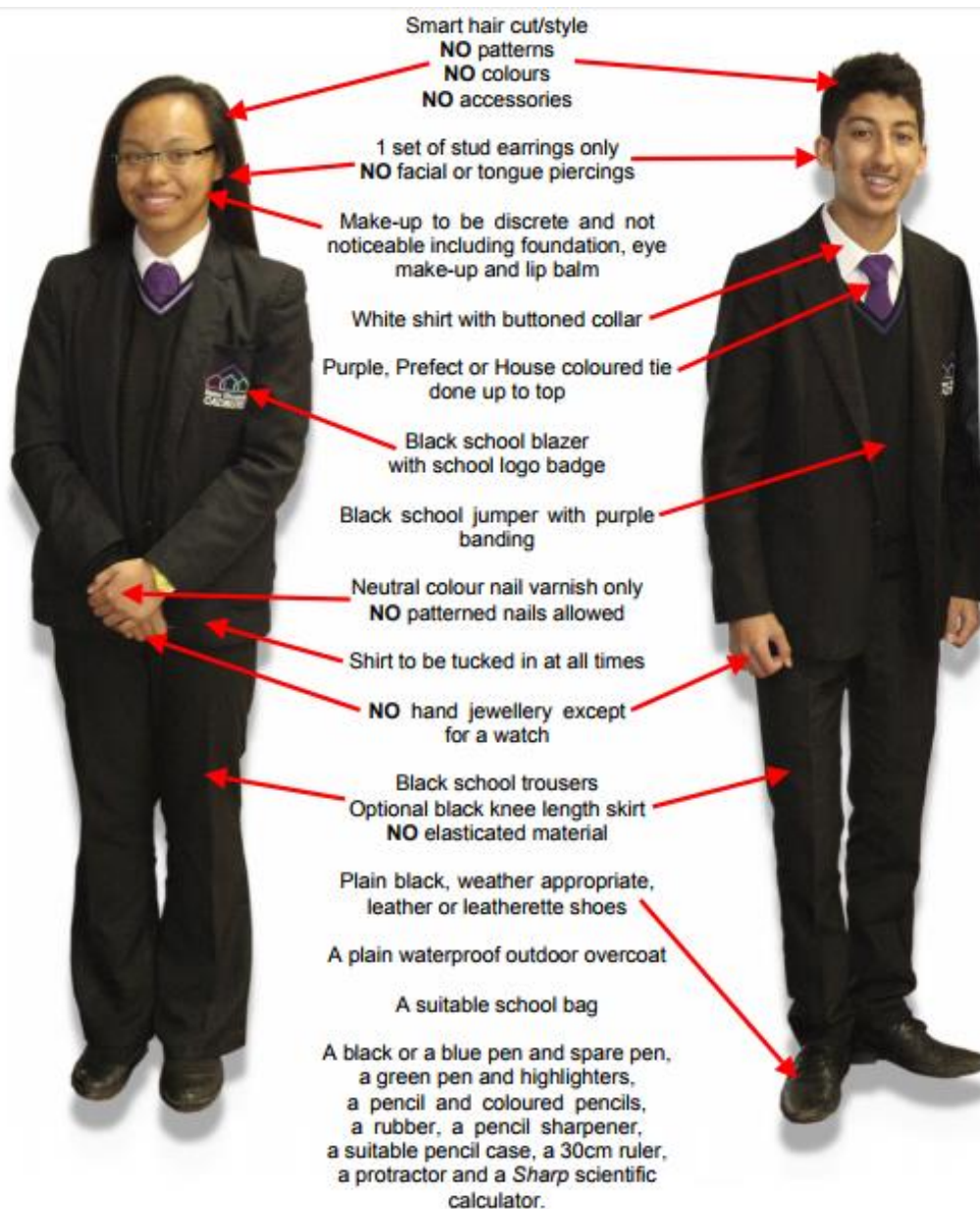
## Parents

- Parents must accept their responsibility regarding pupil attendance.
- Open Evenings, etc. will see the Schools' expectations regarding attendance outlined to all parents and pupils.
- Parents are encouraged to contact School and inform of any problems or concerns they may have about their child's Schooling.

## Governors

- DEC School governors will be kept informed about the progress in improving School attendance.
- Governors will be advised of long term non-attenders.
- Individual attendance problems continue then Governors will give active support. Parents will be requested to attend a Governing Body Review Panel to discuss the non-attendance.

# School Uniform



## Further information regarding the above uniform requirements

### Foot wear

- Pupils are allowed any **plain all-black leather** footwear – leather Vans, leather Converse, plain black leather Nike Airforce /Adidas **will be allowed**.
- **Please note that any patches of fabric/suede/patterned material or patches of non-leather/ leather imitation materials will mean that the footwear is not compliant with the school policy on footwear and will not be permitted to be worn.**
- **The sole of the shoe must also be plain black.**
- **Nike Airmax will not be allowed** as these are not plain black due to the air-pockets (bubble) in the sole.
- **If you are unsure please phone for a member of on-call or direct the pupils to the uniform cupboard/Head of House office**

The following examples for both BOYS and GIRLS are allowed:



The following examples are NOT allowed:

No canvas footwear, no footwear which is not plain black all over and made from leather/ imitation leather.



If for medical reasons, supported with an appropriate doctors note (or similar), the pupil will be allowed to wear temporarily alternative footwear, they will provide you with a note signed by their Head of House.

### Other Items of Uniform

Only tailored black school trousers are allowed

Girls trousers that are NOT allowed:

Boys



Girls

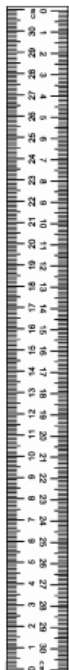


**Form Tutors** have the primary responsibility for high standards of uniform in their tutor groups. The Head of House should be informed of any persistent problems.



## Essential Equipment

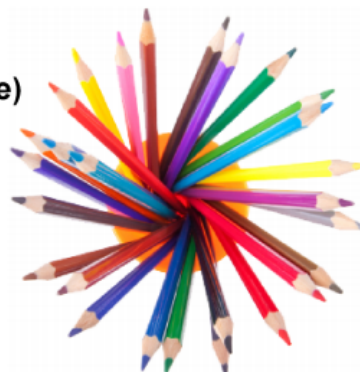
### Ready for learning every day



We expect every child to come to school ready to learn each day. This means that every child should have the following equipment with them at all times:

#### School Planner

- **Black or blue pen (including a spare)**
- **Green pen and highlighters**
- **Pencil**
- **Coloured pencils**
- **30 cm Ruler**
- **Sharp scientific calculator**
- **And a case to keep them in**
- **Still water in a clear bottle**



Pupils who are not fully equipped are deemed as disrupting learning and, as such, will have behaviour log to reflect this. There will be an opportunity to purchase equipment from the uniform cupboard at the start of each day.

## Pupils should ALWAYS have in their possession:-

A school bag – large enough to carry essential equipment and books required for the day.

A separate bag may be used for PE kit.

Pupils should be encouraged to always have a reading book and dictionary.

## Mobile Phones and Earphones

**Mobile Phones should be switched off and out of sight for the duration of entering school and leaving school via the gates.**

### Use of Phones and Earphones

Mobile phones and earphones are NOT appropriate in the School environment. If pupils need to make an urgent phone call, they will be permitted to use the phone in reception or House office. Pupils are not permitted to use their phones to send a text. Earphones are not to be seen in school, the only time headphones will be allowed is when provided by a teacher to support learning in a lesson.

Pupils found to be using their mobile phone or earphones will have the item(s) confiscated. Pupils who do not comply with any school rules will be dealt with for defiance. Staff who confiscate any items must pass it immediately to the Mrs Filed in a confiscation envelope, with all details correctly completed. NEVER put confiscated items in desk drawers, cupboards, stockrooms/and NEVER offer to look after a pupil's personal items.

Form Tutors as well as all staff should make pupils aware that if mobile phones or earphones are brought into School and are lost or stolen the School will NOT accept any responsibility for their recovery or replacement cost.

### **Praise and Rewards Structure – How rewards are received by pupils**

<b><u>Achievement</u></b>	<b><u>Reward</u></b>
Positive out of lessons	Up to 5 points given per situation
Positive in lessons	Up to 3 points given per lesson
No low level disruption per week	5 points (automatically generated on Bromcom)
No low level disruption per half term	30 points (automatically generated on Bromcom)
Outstanding lesson	5 points (automatically generated on Bromcom)
Pupils with 100% attendance each week	10 points per pupil (automatically generated on Bromcom)
Pupil with a positive P8 figure of 0.00 and above (half termly)	50 points per assessment point
Pupils with a positive P8 figure of 0.50 and above (half termly)	150 points per assessment point
Pupils with 100% attendance each half term	100 points (automatically generated on Bromcom)
Pupils with no late marks per half term	50 points (automatically generated on Bromcom)
Positive points for homework, handed in on time to correct standard	3 points given per homework piece (entered into Bromcom by class teacher)
Positive points for Outstanding homework on time to correct standard	5 points given per homework piece (entered into Bromcom by class teacher)

<b>Achievement</b>	<b>Reward</b>
Bronze Award in Attendance (1 term)	+100 points per term and certificate issued
Silver Award in Attendance (2 terms)	+200 points per term and certificate issued

Gold Award in Attendance (3 terms)	+300 points per term and certificate issued
Silver and Gold pupils also part of an end of year rewards trip	
Points 2000	Recognition Certificate + white star badge (End of half term)
Points 4000	Bronze Certificate + bronze star badge (End of half term)
Points 8000	Silver Certificate + silver star badge (End of half term)
Points 11000	Gold Certificate + gold star badge (End of half term)
Points 15000	Platinum Certificate + purple star badge (End of half term)

## Lesson behaviour and sanction structure

Disclaimer: The teacher and any other adults in the classroom hold the right to issue a sanction based on their professional opinion. The adult's decision is final. If a discussion is needed to clarify things, an appropriate time for this to take place should be agreed with between the pupil and the teacher to prevent discussion relating to praise and sanction affecting lesson progress or being carried out publically. This will usually be during or at the end of a lesson and this is the responsibility of the child to make sure that the appropriate set detention is recorded in their planner

	Under the behavioural system:	How it would work in Bromcom:
<b>Late to lesson</b> <i>*all teachers and supporting adults reserve the right to issue a late mark at their discretion.</i>	<p>Being late to lesson by 3 minutes will initiate a consequence unless accompanied by a note authorised by a member of the pastoral team – only notes from the pastoral team or a senior leader will be acceptable.</p> <p>Repeated instances of lateness will be followed up through daily and weekly reporting by the form tutor (through daily Bromcom analysis)</p>	<p>Entered as a negative behaviour event on Bromcom (lesson related).</p> <p>20-minute detention with the teacher issued as an action, scheduled in the pupil's planner and subsequently added to the faculty detention register for the appropriate date.</p>

	with punctuality report. This may then result in a referral to the pastoral team if punctuality does not improve at which point the consequence ladder will begin.	
<b>Distraction to learning</b> <b>Not following Teacher instructions</b> 20-minute detention <i>*all teachers and supporting adults reserve the right to issue a negative at their discretion.</i>	Issued when either: <ul style="list-style-type: none"> <li>• A pupil has failed to address the behaviours in the classroom</li> <li>• A pupil has displayed disruption and so requires a set detention immediately in their planner</li> </ul>	Entered as a negative behaviour event on Bromcom (lesson related). 20-minute detention with the teacher issued as an action, scheduled in the pupil's planner and subsequently added to the faculty detention register for the appropriate date.
<b>Repeat Distraction to learning</b> <b>Repeat Not following Teacher instruction</b> 60-minute detention <i>*all teachers and supporting adults reserve the right to issue a negative at their discretion.</i>	Issued when either: <ul style="list-style-type: none"> <li>• A pupil has failed to address the behaviours for which they were given an initial 20-minute detention for</li> <li>• A pupil has continued to display disruption and so requires a set 60-minute detention in their planner</li> </ul>	Entered as a negative behaviour event on Bromcom (lesson related)  60-minute detention with the teacher issued as an action, scheduled in the pupil's planner and subsequently added to the faculty detention register for the appropriate date.

<p><b>Lack of effort</b> Referral to progress club 20 minute after school catch up</p> <p><b>No Homework</b> <i>*all teachers and supporting adults reserve the right to issue a negative at their discretion.</i></p>	<p>Issued when either:</p> <ul style="list-style-type: none"> <li>• A pupil has failed to complete the set work within that lesson</li> <li>• A pupil has not completed work to the best of their ability and the presentation is therefore unacceptable</li> <li>• A pupil has failed to hand in a piece of homework on time, a detention (N/HW) will be entered into Bromcom by the subject teacher. The pupil is to attend Progress club at the end of the day to complete their homework. The pupil should record detention in their planner.</li> </ul>	<p>Entered as a negative behaviour event on Bromcom (lesson related) with a description of what work is needed to be complete in progress club</p> <p>Progress club to take place with a member of senior leadership team issued as an action on that same day, scheduled in the pupil's planner and subsequently added to the progress club report for use with senior team overseeing the club on that day.</p>
<p><b>Repeat Lack of effort</b> Referral to progress club 60 minute after school catch up <i>*all teachers and supporting adults reserve the right to issue a negative at their discretion.</i></p>	<p>Issued when:</p> <ul style="list-style-type: none"> <li>• A pupil has continued to fail in completing the set work within that lesson</li> <li>• A pupil has repeatedly not completed work to the best of their ability and the presentation is therefore unacceptable</li> </ul>	<p>Entered as a negative behaviour event on Bromcom (lesson related) with a description of what work is needed to be complete in progress club</p> <p>Progress club to take place with a member of senior leadership team issued as an action, scheduled in the pupil's planner and subsequently added to the progress club report for the appropriate date.</p> <p>Once initial 20 minutes have been complete a further time is set in the planner for the next day by a senior leader or Head of House</p>

<p><b>Missed Detention</b> Referral to Head of House <i>*all teachers and supporting adults reserve the right to issue a negative at their discretion.</i></p>	<p>Issued when:</p> <ul style="list-style-type: none"> <li>• A pupil has failed to attend a detention after the negative has been issued as well as it being recorded in their planner.</li> </ul>	<p>Entered as a negative behaviour (missed detention) event on Bromcom with a description of the detention that has been missed.</p> <p>Head of House will then arrange for that child to sit the detention by issuing a slip to the pupil.</p> <p>If following on from Head of House intervention the pupil has yet again failed to attend then a step consequence is made by the head of house.</p> <p>Head of house will issue appropriate step consequence.</p>
--	--	---

## Out of lesson behaviours

A negative behaviour event may be issued by a teacher or supporting adult at their discretion. This can be completed through Bromcom by entering 'not following school rules' or 'bullying' (if this is deemed to be the case). The following are examples and the list is not exhaustive:

- Out of lesson without a corridor pass
- Unacceptable standard of uniform
- Time wasting
- Inappropriate behaviour during unstructured time
- Unacceptable conduct outside of school that undermine the core values of school and feeling of safety

Once a referral is made the head of house will make a decision on the appropriate sanction as in accordance with the step consequence ladder or issue a formal detention to be sat after school.

## **Behaviour Reports**

Stage reports are issued by Subject Teachers, HOF, Form Tutors, HOH, and SLT. A report card is an intervention to help assist the pupil to learn from previous mistakes and to help them make better informed decisions moving forward. The conversation from the member of staff to pupil, should outline the reasons a behaviour report has been issued and what the pupil needs to achieve in order to be taken off behaviour report.

**Stage 1** – Subject Teacher Report

**Stage 2**- HOF Report

**Stage 3** – FT Report

**Stage 4** – HOH Report

**Stage 5** – SLT Report

## **ONCE A REFERRAL IS MADE TO THE PASTORAL TEAM**

### **20 Step Consequence Ladder**

**Step 1 – Formal warning**

**Step 2 – Loss of unstructured time (break and Lunch on the stage) x 3 days**

**Step 3 - Loss of unstructured time (break and Lunch on the stage) x 5 days**

**Step 4 – 1 day of community service (BSNID or not complying to a situation in line with being a telling school)**

**Step 5 – 3 day of community service (BSNID or not complying to a situation in line with being a telling school)**

**Step 6 – 5 day of community service (BSNID or not complying to a situation in line with being a telling school)**

**Step 7 – 1 day internal**

**Step 8 – 2 days internal**

**Step 9– 2 days internal and 2 days' community service (working with the site team)**

**Step 10 - 3 day internal**

**Step 11– 3 days internal and 3 days' community service (working with the site team)**

**Step 12 – 4 days internal**

**Step 13– 4 days internal and 4 days' community service (working with the site team)**

**Step 14 – 5 days internal**

**Step 15 – 5 days internal and 5 days' community service (working with the site team)**

**Step 16 – 1-day external**

**Step 17 – 1-day external + 3 days internal**

**Step 18 – 2-day external**

**Step 19 – 3-5-day external (inc' pending review of file and/ or further investigation)**

**Step 20 – Managed Move/Alternative Provision - Permanent Exclusion**



Step	Consequence	Initiated by	Evidence required Actions of Rectification work/ support	Action lead by
<b>Step 1</b>	Formal warning <i>*all Heads of house reserve the right to issue or re-issue a step consequence at their discretion based on the nature of the incident and contextual information.</i>	-Less than acceptable conduct in a day or over a period of time. -Conduct in unstructured time	Daily BROMCOM export or staff referral  <i>Pupils to work with members of staff in the pastoral team agree set of targets that will help eliminate future incidents. These targets will be placed on a stage report for a set period of time.</i>	Head of House or Senior leader
<b>Step 2</b>	Loss of unstructured time Break and Lunch x3 Days <i>*all Heads of house reserve the right to issue or re-issue a step consequence at their discretion based on the nature of the incident and contextual information.</i>	-Continued unacceptable behaviour during unstructured time as well as from and to lessons -Failure to show completed stage report to form tutor or Head of house	Daily BROMCOM export or staff referral  <i>Pupils will be removed from break and lunches and placed either in isolation or on the stage in the hall.</i>  <i>Pupils complete a reflection task identifying the issue as well as what they will do to avoid future incidents. This is checked by Head of House and placed in pupils file.</i>	Head of House or Senior Leader
<b>Step 3</b>	Loss of unstructured time Break and Lunch x3 Days <i>*all Heads of house reserve the right to issue or re-issue a step consequence at their discretion based on the nature of the incident and contextual information.</i>	Repeat -Continued unacceptable behaviour during unstructured time as well as from and to lessons -Failure to show completed stage report to form tutor or Head of house	Daily BROMCOM export or staff referral  <i>Pupils will be removed from break and lunches and placed either in isolation or on the stage in the hall.</i>  <i>Pupils complete a reflection task identifying the issue as well as what they will do to avoid future incidents. This is checked by Head of House and placed in pupils file.</i>  <i>15 minutes HOH or AHOH</i>	Head of House or Senior Leader
<b>Step 4</b>	1 day community service for bringing the schools name into disrepute. <i>*all Heads of house reserve the right to issue or re-issue a step consequence at their discretion based on the nature of the incident and contextual information.</i>	unacceptable behaviour during unstructured time as well as from and to lessons. -Unacceptable behaviour outside of school that undermines the core values of the school or feeling of safety.	Daily BROMCOM export or staff referral  <i>Pupils will conduct between an hour or 2 hours after school hours of community service to pay back to the community and school.</i>  <i>Pupils complete a reflection task identifying the issue as well as what they will do to avoid future incidents. This is checked by Head of House and placed in pupils file.</i>	Head of House or Senior Leader

<b>Step 5</b>	<p>3 days' community service for bringing the schools name into disrepute.</p> <p><i>*all Heads of house reserve the right to issue or re-issue a step consequence at their discretion based on the nature of the incident and contextual information.</i></p>	<p>-Further Continued unacceptable behaviour during unstructured time as well as from and to lessons.</p> <p>-Unacceptable behaviour outside of school that undermines the core values of the school or feeling of safety.</p>	<p>Daily BROMCOM export or staff referral</p> <p><i>Pupils will conduct between an hour or 2 hours after school hours of community service to pay back to the community and school.</i></p> <p><i>Pupils complete a reflection task identifying the issue as well as what they will do to avoid future incidents. This is checked by Head of House and placed in pupils file.</i></p> <p><i>15 minutes HOH or AHOH</i></p>	Head of House or Senior Leader
<b>Step 6</b>	<p>5 days' community service for bringing the schools name into disrepute.</p> <p><i>*all Heads of house reserve the right to issue or re-issue a step consequence at their discretion based on the nature of the incident and contextual information.</i></p>	<p>-Further Continued unacceptable behaviour during unstructured time as well as from and to lessons.</p> <p>-Unacceptable behaviour outside of school that undermines the core values of the school or feeling of safety.</p>	<p>Daily BROMCOM export or staff referral</p> <p><i>Pupils will conduct between an hour or 2 hours after school hours of community service to pay back to the community and school.</i></p> <p><i>Pupils complete a reflection task identifying the issue as well as what they will do to avoid future incidents. This is checked by Head of House and placed in pupils file.</i></p> <p><i>15 minutes HOH or AHOH</i></p>	Head of House or Senior Leader
<b>Step 7</b>	<p>1 day internal</p> <p><i>*all Heads of house reserve the right to issue or re-issue a step consequence at their discretion based on the nature of the incident and contextual information.</i></p>	<p>-Serious misconduct in lesson</p> <p>-Serious misconduct in unstructured time</p> <p>-Bullying (mild or first offense)</p> <p>- Bringing the school name into disrepute</p> <p>- Undermining the core values of the school and/or undermining the safety (including the feeling of safety) of children and/ or staff</p> <p>- For further investigation to be completed in instances of a severe incident where risk factors are low.</p>	<p>Daily BROMCOM export or staff referral</p> <p>Request for isolation pack</p> <p>Phone call and letter home</p> <p>Statements and screen shots (cyber)</p> <p><i>Pupils complete a reflection task identifying the issue as well as what they will do to avoid future incidents. This is checked by Head of House to agree set target and then placed in pupils file.</i></p> <p><i>15 minutes HOH or AHOH</i></p>	Head of House or Senior Leader

<b>Step 8</b>	<p>2 days internal</p> <p><i>*all Heads of house reserve the right to issue or re-issue a step consequence at their discretion based on the nature of the incident and contextual information.</i></p>	<p>-Repeat offense (previously resulting in step 7 action being taken)</p> <p>-Fighting</p> <p>-Bullying (serious or repeat offense)</p> <p>- For further investigation to be completed in instances of a severe incident where risk factors are moderate.</p> <p>- Undermining the core values of the school and/or undermining the safety (including the feeling of safety) of children and/ or staff</p>	<p>Daily BROMCOM export or staff referral</p> <p>Statements and screen shots (cyber)</p> <p>Request for isolation pack (inc Bromcom print out of previous sanction(s))</p> <p>Phone call and letter home</p> <p><i>Pupils complete a reflection task identifying the issue as well as what they will do to avoid future incidents.</i></p> <p><i>This is followed up by a one to one session HOH or AHOH were an agreed set target/s are made and then placed in pupils file.</i></p> <p><i>15 minutes HOH or AHOH</i></p>	Head of House or Senior Leader
<b>Step 9</b>	<p>2 days internal and 2 days' community service</p> <p><i>*all Heads of house reserve the right to issue or re-issue a step consequence at their discretion based on the nature of the incident and contextual information.</i></p>	<p>-Repeat offense (previously resulting in step 7/8 action being taken)</p> <p>-Fighting and inciting violence</p> <p>- Further repeat of undermining the core values of the school and/or undermining the safety (including the feeling of safety) of children and/ or staff</p> <p>-Bullying (serious or repeat offense)</p> <p>- For further investigation to be completed in instances of a severe incident where risk factors are moderate.</p>	<p>Daily BROMCOM export or staff referral</p> <p>Statements and screen shots (cyber)</p> <p>Request for isolation pack (inc Bromcom print out of previous sanction(s))</p> <p>Phone call and letter home</p> <p><i>Pupils will conduct between an hour or 2 hours after school hours of community service over 2 days to pay back to the community and school.</i></p> <p><i>Pupils complete a reflection task identifying the issue as well as what they will do to avoid future incidents.</i></p> <p><i>This is followed up by a one to one session with HOH or AHOH or SLT member of staff. An agreed set of targets are reached and placed in the pupils file. Pupil also to complete an apology letter to the Head teacher or individuals involved.</i></p> <p><i>15 minutes HOH or AHOH</i></p>	Head of House or Senior Leader
<b>Step 10</b>	<p>3 days internal</p> <p><i>*all Heads of house reserve the right to issue or re-issue a step consequence at their discretion based on the nature of the incident and contextual</i></p>	<p>Repeat offense (previously resulting in step 7/8/9 action being taken)</p> <p>Inciting violence</p> <p>Bullying (serious or repeat offense)</p> <p>Verbal assault towards</p>	<p>Daily BROMCOM export or staff referral</p> <p>Statements and screen shots (cyber)</p> <p>Request for isolation pack (inc Bromcom print of previous sanction)</p> <p>Phone call and letter home</p> <p>Write up of parental meeting</p>	<p>Head of House or Senior Leader</p> <p>Parental meeting set with Head</p>

	information.	a member of staff	<p><i>Pupils complete a reflection task identifying the issue as well as what they will do to avoid future incidents. This is followed up by a one to one session with a member of pastoral team agree set target and then placed in pupils file.</i></p> <p><i>Pupil is also to complete an apology letter to the Head teacher or individuals involved. This is reviewed during parental meeting.</i></p>	of House.
<b>Step 11</b>	<p>3 days internal and 3 days' community service</p> <p><i>*all Heads of house reserve the right to issue or re-issue a step consequence at their discretion based on the nature of the incident and contextual information.</i></p>	<p>Repeat offense (previously resulting in step 7/8/9/10 action being taken)</p> <p>Inciting violence</p> <p>Bullying (serious or repeat offense)</p> <p>Verbal assault towards a member of staff</p> <p>Further repeat of undermining the core values of the school and/or undermining the safety (including the feeling of safety) of children and/ or staff</p>	<p>Daily BROMCOM export or staff referral</p> <p>Statements and screen shots (cyber)</p> <p>Request for isolation pack (inc Bromcom print of previous sanction(s))</p> <p>Phone call and letter home</p> <p>Write up of parental meeting</p> <p><i>Pupils complete a reflection task identifying the issue as well as what they will do to avoid future incidents. This is followed up by a one to one session with a member of pastoral team agree set target and then placed in pupils file.</i></p> <p><i>Pupil is also to complete an apology letter to the Head teacher or individuals involved. This is reviewed during parental meeting. A further 2 sessions are then booked to allow feedback to parent.</i></p> <p><i>A referral may also be made for the pupil to work with a specialist member of staff in the school such as school nurse, school social worker or believe centre support staff.</i></p>	<p>Head of House or Senior Leader</p> <p>Another Parental meeting set with Head of House.</p>
<b>Step 12</b>	<p>4 days internal</p> <p><i>*all Heads of house reserve the right to issue or re-issue a step consequence at their discretion based on the nature of the incident and contextual information.</i></p>	<p>Repeat offense (previously resulting in step 7/8/9/10/11 action being taken)</p> <p>Inciting violence</p> <p>Bullying (serious or repeat offense)</p> <p>Verbal assault towards a member of staff</p>	<p>Daily BROMCOM export or staff referral</p> <p>Statements and screen shots (cyber)</p> <p>Request for isolation pack (inc Bromcom print of previous sanction(s))</p> <p>Phone call and letter home</p> <p>Write up of parental meeting</p> <p><i>Pupils complete a reflection task identifying the issue as well as what they will do to avoid future incidents. This is followed up by a one to one session with a member of pastoral team agree set target and then placed in pupils file.</i></p>	<p>Head of House or Senior Leader</p> <p>Parental meeting set with Head of House.</p>

			<i>Pupil is also to complete an apology letter to the Head teacher or individuals involved. This is reviewed during parental meeting.</i>	
<b>Step 13</b>	<p>4 days internal 4 days' community service</p> <p><i>*all Heads of house reserve the right to issue or re-issue a step consequence at their discretion based on the nature of the incident and contextual information.</i></p>	<p>Repeat offense (previously resulting in step 7/8/9/10/11/12 action being taken)</p> <p>Inciting violence</p> <p>Bullying (serious or repeat offense)</p> <p>Verbal assault towards a member of staff</p>	<p>Daily BROMCOM export or staff referral</p> <p>Statements and screen shots (cyber)</p> <p>Request for isolation pack (inc Bromcom print of previous sanctions)</p> <p>Phone call and letter home</p> <p>Write up of parental meeting</p> <p><i>Pupils complete a reflection task identifying the issue as well as what they will do to avoid future incidents. This is followed up by a one to one session with a member of pastoral team agree set target and then placed in pupils file.</i></p> <p><i>Pupil is also to complete an apology letter to the Head teacher or individuals involved. This is reviewed during parental meeting.</i></p>	<p>Head of House or Senior Leader</p> <p>Parental meeting set with Head of House.</p>
<b>Step 14</b>	<p>5 days internal</p> <p><i>*all Heads of house reserve the right to issue or re-issue a step consequence at their discretion based on the nature of the incident and contextual information.</i></p>	<p>Repeat offense (previously resulting in step 7/8/9/10/11/12/13 action being taken)</p> <p>Seriously undermining the core values of the school and/or undermining the safety (including the feeling of safety) of children and/ or staff.</p>	<p>Daily BROMCOM export or staff referral</p> <p>Statements and screen shots (cyber)</p> <p>Request for isolation pack (inc. Bromcom print of previous sanction(s))</p> <p>Phone call and letter home</p> <p>Write up of parental meeting</p> <p><i>Pupils complete a reflection sheet identifying the issue as well as what they will do to avoid future incidents. This is followed up by a one to one session with a member of pastoral team agree set target and then placed in pupils file.</i></p> <p><i>Pupil is also to complete an apology letter to the Head teacher or individuals involved. This is reviewed during parental meeting. A further 2 sessions are then booked over the term to allow feedback to parent.</i></p> <p><i>A referral may also be made for the pupil to work with a specialist member of staff in the school such as school nurse, school social worker or believe centre support staff.</i></p>	<p>Head of House or Senior Leader</p> <p>Another Parental meeting set with Head of House.</p>
<b>Step 15</b>	<p>5 days internal and 5 days' community service</p>	<p>Repeat offense (previously resulting in step</p>	<p>Daily BROMCOM export or staff referral</p> <p>Statements and screen shots (cyber)</p>	<p>Head of House or Senior</p>

	<p><i>*all Heads of house reserve the right to issue or re-issue a step consequence at their discretion based on the nature of the incident and contextual information.</i></p>	<p>7/8/9/10/11/12/13/14 action being taken)</p> <p>Seriously undermining the core values of the school and/or undermining the safety (including the feeling of safety) of children and/ or staff.</p>	<p>Request for isolation pack (inc. Bromcom print of previous sanction(s))</p> <p>Phone call and letter home</p> <p>Write up of parental meeting</p> <p><i>Pupils will conduct between an hour or 2 hours after school hours of community service over 3 days to pay back to the community and school.</i></p> <p><i>Pupils complete a reflection sheet identifying the issue as well as what they will do to avoid future incidents. This is followed up by a one to one session with a member of pastoral team agree set target and then placed in pupils file.</i></p> <p><i>Pupil is also to complete an apology letter to the Head teacher or individuals involved. This is reviewed during parental meeting. A further 3 sessions are then booked over the term to allow feedback to parent.</i></p> <p><i>A referral may also be made for the pupil to work with a specialist member of staff in the school such as school nurse, school social worker or believe centre support staff.</i></p>	<p>Leader</p> <p>Another Parental meeting set with Head of House.</p>
<b>Step 16</b>	<p>1day external</p> <p><i>*all Heads of house reserve the right to refer for issue or re-issue this step consequence at their discretion based on the nature of the incident and contextual information.</i></p>	<p>-Serious misconduct in lesson</p> <p>-Serious misconduct in unstructured time</p> <p>-Serious Bullying or repeat offense)</p> <p>- Bringing the school name into disrepute (extreme case)</p> <p>- Undermining the core values of the school and/or undermining the safety (including the feeling of safety) of children and/ or staff</p> <p>-Repeat offense (previously resulting in step 7/8/9/10/11/12/13/14 /15 action being taken)</p> <p>- For further investigation to be completed in instances of a severe</p>	<p>Daily BROMCOM export or staff referral</p> <p>Statements and screen shots (cyber)</p> <p>Request for exclusion pack (inc. Bromcom print of previous sanction(s))</p> <p>Phone call and letter home</p> <p>Meeting with parents</p> <p>Write up of parental meeting</p> <p><i>Pupil will need to undertake a reflective exercise whilst at home and this will need to be completed and brought into school with parents when the meeting takes place to identify what went wrong and why and how they will put it right. This is also checked during the meeting time and amended as necessary.</i></p> <p><i>4 sessions will also be booked in to allow a more detailed one to one session to help monitor their actions and ensure no further incidents take place. A referral may also be made for the pupil to work with a specialist member of staff in the school such as school nurse, school social worker or</i></p>	<p>Head of House or Senior Leader countersigned by WAI or CWN.</p> <p>Parental meeting compulsory with Head of House or SLT.</p> <p><i>Check with Lfd to ensure that the correct letter is being issued based on cumulative thresholds and parental rights for governor meeting with representation.</i></p>

		incident where risk factors are high.	<i>believe centre support staff.</i>	
<b>Step 17</b>	<p>1-day external + 1 day internal</p> <p><i>*all Heads of house reserve the right to refer for issue or re-issue this step consequence at their discretion based on the nature of the incident and contextual information.</i></p>	<p>Repeat offense (previously resulting in step 10 or step 11 action being taken)</p> <p>- Severe verbal assault towards a member of staff</p>	<p>Daily BROMCOM export or staff referral</p> <p>Statements and screen shots (cyber)</p> <p>Request for exclusion pack (inc. Bromcom print of previous sanction(s))</p> <p>Phone call and letter home</p> <p>Meeting with parents</p> <p>Write up of parental meeting</p> <p><i>Pupil will need to undertake a detailed reflective exercise whilst at home and this will need to be completed and brought into school with parents when the meeting takes place to identify what went wrong and why and how they will put it right.</i></p> <p><i>5 sessions will also be booked in to allow a more detailed one to one session to help monitor their actions and ensure no further incidents take place. A referral may also be made for the pupil to work with a specialist member of staff in the school such as school nurse, school social worker or believe centre support staff. Parent/carers will also be asked to be involved with the meetings alongside the child.</i></p>	<p>Head of House or Senior Leader countersigned by WAI or CWN.</p> <p>Parental meeting compulsory with Head of House or SLT.</p> <p><i>Check with Lfd to ensure that the correct letter is being issued based on cumulative thresholds and parental rights for governor meeting with representation.</i></p>
<b>Step 18</b>	<p>2 days' external</p> <p><i>*all Heads of house reserve the right to refer for issue or re-issue this step consequence at their discretion based on the nature of the incident and contextual information.</i></p>	<p>Repeat offense (previously resulting in step 16 or step 17 action being taken)</p> <p>Other incident warranting exclusion of more than 1 day.</p> <p>- Repeat offence of seriously undermining the core values of the school and/or undermining the safety (including the feeling of safety) of children and/ or staff.</p>	<p>Daily BROMCOM export or staff referral</p> <p>Statements and screen shots (cyber)</p> <p>Request for exclusion pack (inc. Bromcom print of previous sanction(s))</p> <p>Phone call and letter home</p> <p>Meeting with parents</p> <p>Write up of parental meeting</p> <p><i>Pupil will need to undertake a detailed reflective exercise whilst at home and this will need to be completed and brought into school with parents when the meeting takes place to identify what went wrong and why and how they will put it right.</i></p> <p><i>6 sessions will also be booked in to allow a more detailed one to one session to help monitor their actions and ensure no further incidents take place. A re-referral may also be made for the pupil to work with a specialist</i></p>	<p>Head of House or Senior Leader countersigned by WAI or CWN.</p> <p>Parental meeting compulsory with Head of House or SLT.</p> <p><i>Check with Lfd to ensure that the correct letter is being issued based on cumulative thresholds and parental rights for governor meeting with</i></p>

			<i>member of staff in the school such as school nurse, school social worker or believe centre support staff. Parent/carers will also be asked to be involved with the meetings alongside the child.</i>	<i>representation.</i>
<b>Step 19</b>	<p>3-5 day external (pending review of file or further investigation).</p> <p><i>*all Heads of house reserve the right to refer for issue or re-issue of this step consequence at their discretion based on the nature of the incident and contextual information.</i></p>	<p>Repeat offense (previously resulting in step 18 action being taken) Other incident warranting an extended period of exclusion. - Repeat offence of seriously undermining the core values of the school and/or undermining the safety (including the feeling of safety) of children and/ or staff.</p> <p>The severity of the incident has led to risk factors of the pupils and community being extremely high.</p>	<p>Daily BROMCOM export or staff referral</p> <p>Statements and screen shots (cyber) Request for exclusion pack (inc. Bromcom print of previous sanction(s) Phone call and letter home Meeting with parents Write up of parental meeting.</p>	<p>Head of House or Senior Leader countersigned by WAI or CWN.</p> <p>Parental meeting compulsory with Head of House or SLT.</p>
<b>Step 20</b>	Permanent Exclusion (Px), sharing panel or passport.	Cumulative or one off incident.	See Permanent Exclusion checklist.	<p>Agreed in consultation with MDn.</p> <p>Completion of the Px checklist with associated letters compulsory.</p>

The above steps consequence is made clear and logical and links in with the following principles from the schools safeguarding policy:

**1.3 This policy will contribute to supporting our pupils by:**

- Identifying individual needs where possible; and
- Designing plans to meet needs.