



Le Rocquier School

Positive Behaviours for Learning, Sanctions and Procedures Policy

Date of last review: January 2026.

Review Date: January 2027.

Principles and Aims

At Le Rocquier School we will create the best environment to enable effective teaching and learning to take place. An environment which promotes positive relationships and good behaviour is caring, inclusive and promotes the spiritual, moral, social and cultural development of all pupils.

This policy will give key stakeholders an opportunity to understand their role and implement the response to both positive and negative behaviour fairly & consistently. They will be able to promote and reward good behaviour and success, encourage and foster positive relationships which will help students learn and succeed, and fairly and consistently apply our 'Consequence' system when behaviours fall short of our expectations.

Roles and Responsibilities

Senior Leaders will monitor consistency in the application of this policy. They will support and empower colleagues to be confident when using these systems.

Senior & Middle Leaders at Le Rocquier will:

- Take an active role and establish accountability for managing behaviour within their areas of school responsibility.
- Ensure, through learning walks and lesson visits, that teaching is engaging, and lessons are challenging and adapted to be well matched to all students' needs.
- Review & act on behaviour data and lead action on specific intervention groups.
- Encourage and lead an environment where students are supported to achieve, and good relationships are formed and actively encouraged through positive interaction and engaging displays that promote positive learning behaviour and 'Consequences'.
- Lead a culture that celebrates student achievement through consistent rewarding of achievement points, displays, postcards, nominations and shout-outs.
- Monitor the implementation & application of the "Rewards" and "Consequences" systems to classroom behaviour management across staff teams to ensure it is being applied consistently & fairly across cohorts.
- Support staff to develop routines and graduated response skills to manage both positive and negative behaviours.
- Ensure all departmental classrooms display the "Rewards" & "Consequences" system information.
- Support class teachers by meeting with parents and students when challenging, continued or escalated inappropriate behaviours are highlighted in the areas of responsibility. Investigate any incidents which occur with professionalism and fairness for all parties.

All Classroom Colleagues at Le Rocquier will:

- Ensure that teaching and student learning is engaging, challenging, focused on progress and adapted to the needs of all students through thoughtful planning. (Using information provided through Provision Map.)
- Be ready at the start of lessons to welcome students into their classroom.
- Provide a respectful environment where students are supported, and good relationships are formed.
- Make every effort to build positive relationships in a timely manner following 'Removal', 'Truancy' or other behaviour incidents.
- Demonstrate high standards of behaviour and positive interactions with students to actively encourage and foster respectful relationships.
- Develop & display the agreed classroom routines, help students establish good behaviour, whole school expected behaviours and the consequence procedures.
- Apply a graduated response to poor behaviour, taking appropriate action in lessons between warnings to prevent escalation of poor behaviour or continuation of disruption.
- Model and implement good classroom behaviour management every lesson by using the "Rewards" and "Consequences" board in accordance with the guidance given.
- Record both Achievement (R1-R3) & Consequence (C1-C2) points fairly & consistently, in line with whole school guidance & faculty policies.

Students at Le Rocquier will:

- Never bully or intimidate others, including using aggressive language and behaviour.
- Speak politely, with courtesy and consideration to all members of our community.
- Accept that each of us is a unique individual and we have the collective responsibility to maintain the dignity of others.
- Behave politely and sensibly on their way to and from school.
- Arrive to lessons on time, ready to learn, and take responsibility for their learning, actions & behaviour in the lesson.
- Wait quietly to be met and invited into the classroom by the teacher.
- Have the right equipment to learn, including a pen, pencil, ruler, rubber & calculator, in a pencil case.
- Wear our uniform correctly and with pride, including bringing a bag to school each day.
- Contribute to the lesson ground rules and routines and adhere to them.
- Follow the instructions of all staff.
- Produce work in a timely manner that they are proud of.

Rewards and Achievement

All students in the school have a right for their hard-work, successes, talents, positive behaviours and values to be recognised by staff in lessons and the wider school.

Our main aim is for all students to develop behaviours that mean they are fully equipped to enter key stage 5 education, the workplace, university or further training / study.

In lessons, staff are able to apply rewards through 'Achievement Points' and this is integral to positive behaviour management. As best practice the teacher will communicate why they have been issued (instant praise) and, where possible, the names placed in the board during the lesson. Achievements points should be placed in a timely manner (i.e. within one working day) on SIMS by the teacher issuing the points.

Rewards & Recognition
Your 'Behaviours for Learning' rewarded.

Learn, Respect & Succeed.
● Demonstrating our Learning Behaviours ● Demonstrating our values
● Completing excellent work, to the best of your ability

Consequences for Your Decisions.

Name	C1	C2	C3

Your choices have consequences.

Learn, Respect & Succeed are the core principles of the Le Rocquier Learner Profile. They lie at the heart of what we believe all students should be able to demonstrate.

These values and behaviours are what we recognise and reward through achievement points (R1-R6).

Learn	Respect
Confidently problem solve & think and act independently	Show honesty
Demonstrate good decision making.	Show kindness
Reflect & self-regulate	Show success
Show resilience and perseverance	Show fairness
Work collaboratively & with enterprise.	Show perseverance
Lead & use initiative	Show loyalty
Execute tasks with creativity & skill	Show inclusivity

Reward (R) points will be awarded through:

- Instant individual reward points in class (see the achievement board).
- Head of Year celebrations.
- 'Student of the Week' & 'Team of the Week' nominations.
- 100% attendance.
- Subject based specific rewards.
- Involvement in extra-curricular, school performances or events in the media.
- 'Personifying House Values' postcards home.
- End of year subject-specific 'Behaviours in Learning' awards nominated by faculty staff.
- End of year 'House Values Awards'.

Staff will verbally praise and reward students as well as apply the points to SIMS.

All positive achievements will be communicated via SIMS and Satchel to parents, the tutor and the Head of Year.

The 'Overall Conduct' of a student is often used to determine their commitment to their studies and trigger interventions and support. Overall 'Conduct;' is calculated as:

$$\text{ACHIEVEMENT POINTS} - \text{BEHAVIOUR POINTS} = \text{Overall CONDUCT SCORE}$$

Consequence System

In Classrooms


"Your Actions Have Consequences"

There will be a consequence given in timetabled lessons or tutor times for poor behaviour which interrupts the learning (of self or others), where behaviour stop others from enjoying their right to safety and education or where a student is disrespectful or breaking the school rules.

The 'Consequence' system is a formal response where a student's name is written on the board and the reason is communicated to the student. This is a chance for the student to re-set their behaviour. It relies heavily on a graduated response (from C1 to C3) where time and adaptations to de-escalate or meet the student's needs and achieve success have been applied with professional skill by the member of staff.

Reasons for being awarded a consequence will be clearly displayed in every classroom and communicated by staff to students, to ensure consistency.

"All students are able to make good progress over time"

<h3 style="color: red;">Rewards & Recognition</h3> <ul style="list-style-type: none">✓ Being kind to others✓ Listening to others✓ Following Instructions✓ Using equipment correctly ✓ Demonstrating our Learning Behaviours✓ Demonstrating our values ✓ Completing excellent work, to the best of your ability <p>Additional rewards & recognition will apply for:</p> <ul style="list-style-type: none">✓ Representing the school✓ Organising charity events ✓ End of Term & End of Year Awards	<h3 style="color: black;">Consequences for <i>Your</i> Decisions.</h3> <ul style="list-style-type: none">▪ Being unkind to others▪ Disrupting by shouting out▪ Not following fair instructions ▪ Getting out of your seat▪ Misuse of equipment▪ Use of bad language ▪ Any behaviour which disrupts learning <div style="text-align: center;"></div> <p>An <u>automatic</u> removal (and further sanctions) will apply for:</p> <ul style="list-style-type: none">▪ Discriminatory language▪ Direct or personalised abuse ▪ Dangerous behaviour
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UN Children's Rights, Article 28: Every child has a right to an education

A **C3** consequence will automatically generate a 1-hour detention for that student to be held at 3:05pm the next day in the Removal Room.

This will trigger a text/email to parents to inform them that their child has been sent to Removal for a C3 consequence.

Detention following C3 Removal

- Students will return to the Removal Room the next day.
- Staff who have removed a student must also strive to attend in order to speak to the student about their removal and how they can resolve and move forward from it.
- Faculty & Pastoral middle management will attend where appropriate to support students in their subject area & year group.
- Students will complete homework, read a book or complete missed work that is provided to them as directed by the Removal room staff.
- For repeat offences, HOY (or HOF if it's within a particular subject) will take students for a restorative conversation with staff which they will facilitate.
- Teaching staff can request students to work with them (e.g. if there is a Year 11 English revision session, a member of English staff may collect any Year 11 students to complete the session).

Should the student not attend their C3 detention, they will automatically enter the C4 Internal Suspension phase in the Removal room the next day until 4pm.

If a student is sent to the Removal Room twice (or more) in a day, they will attend a full day in the C4 Internal Suspension phase the next day until 4pm.

The same 3 step approach is displayed and adhered to in the room.

A student who reaches C3 in the Removal room has had a minimum of 6 chances to get it right.

The student will then be set a C4 internal suspension until 4 pm the next day.

C4 - internal suspension

The aim of the C4 Internal Suspension is to support students going back into lessons without causing further disruption. It gives students time to reflect, focus on the core subjects (English, Maths and Science) and gives trained staff a chance to deliver an intervention to prevent this happening again.

Senior staff will decide if a student will leave their C4 to attend an in-school appointment. Any time missed must be made up the following day.

When a student is internally suspended, internal suspensions are always carried out until 4pm OR until any missed time has been made up the following day.

When a student is in Removal on a C4

The same 3 step approach is displayed and adhered to in the room. If the student reaches a C3 while on internal suspension, they can be externally suspended for the remainder of that day under the category "failure to follow school rules". See Page 39 of SoJ "*Positive Behaviour & Exclusions Policy & Practice*" January 2019.

On the return to school the following day, they will be placed in C4 Internal Suspension until 4pm to complete their missed C4..

C5 External Suspension

This is governed by the suspension tariff page 39 (SoJ "*Positive Behaviour & Exclusions Policy & Practice*" March 2019).

Any students who are repeatedly abusive, aggressive, disruptive, who bully or who bring illegal substances or weapons into Le Rocquier School will be formally suspended from school. Initially this is for a fixed period at the discretion of the Headteacher.

Parents/Carers are required to attend any return to school meeting after suspension, to be part of the process of their readmission and to be clear about the conditions of any readmission. The police may be involved if appropriate.

Upon return to school, all students will be supported with 1 full day of reintegration. This will take various forms whereby readiness to learn will be assessed and behaviour support will be offered by a designated staff member. This will be until 4pm.

In the case of an external suspension, the student will remain in school until a parent/carer has been able to discuss the incident in person or over the phone and grant permission for the student to go home. A suspension letter will be sent to parents with the date and time for the readmission meeting.

C1	<ul style="list-style-type: none">• Issued by any member of staff in the room• You will be given a reminder about expectations
C2	<ul style="list-style-type: none">• Issued by any member of staff in the room• You will be given a reminder about expectations
C3	<ul style="list-style-type: none">• Sent to the Removal Room• Remain in the Removal Room for the rest of the lesson.• Automatic detention the next day, 3-4pm• Can be issued for failing to attend a C2 intervention with a teacher.
C4	<ul style="list-style-type: none">• Internal Suspension (for failing to attend a C3 detention, or acting in a dangerous/unacceptable manner)
C5	<ul style="list-style-type: none">• External Suspension (for failing to complete a C4 or acting in a dangerous/unacceptable manner)

Behaviour Beyond the Classroom

Out of Class Conduct

Our expectations extend beyond the classroom. As such students are expected to carry themselves in a calm, smart & respectful manner. Our expectations are clearly displayed around the school.

- Eating and drinking is **not** permitted in transit around the school. Food must be consumed in the designated canteen areas (unless given direct permission from a staff member to eat, for example, in their classroom).
- Students with permission to access a space at break & lunch will need to show written permission on each occasion when asked by any staff.
- Students need to have a purple pass when not in their timetabled lesson (for example, accessing toilets, medical room, messages etc)
- Uniform should be correct at all times. If a student moves around the school poorly dressed this is a choice and will be sanctioned.
- Outdoor coats are allowed in the canteen and outside, they are to be carried in transit or stored in lockers and should be removed when requested.
- Hoodies & non-school uniform jumpers will be confiscated in the first instance.
- Students are welcome to put on their coat at the end of P5 to leave the building.
- Students are expected to move around the school in an orderly manner. This includes walking not running, no pushing/shoving or dangerous play and keeping to the left on corridors and stairwells.
- Chewing gum is not permitted in school. Students will be asked to place it in the bin and sanctioned.
- Shouting and screaming is not permitted.
- Poor language such as swearing or unkind comments will be sanctioned.

Out of Lesson Conduct



Walk orderly on the left.

Walk with purpose, without loitering



No eating, drinking or chewing gum.

Use the rubbish bins



Pass

Show your purple pass when out of lesson.

Act kindly and safely, no boisterous play.



Wear your uniform with pride by wearing it correctly.

Be respectful when talking to other. Loud voices, poor or unkind language are not permitted.



*R*espect for learning time.

*R*espect for the environment

*R*espect for yourself & others.

Out of lesson 'Standards Card'

Out of lesson infringements will be addressed by all staff, in a consistent, fair manner. We use a 3-strike approach on a 'standards card' carried by every student. The standard card allows staff, students and parents to track where rules have been broken, and where rewards need to be given

- Each week, one form time will be used by tutors to address the standards of tutees in form time.
- Each week, if a student does not receive any warnings, they will be given 5 achievement points by their tutor.
- Up to 2 warnings, the tutor will discuss expectations with the student.
- If 3 warnings are given across any category, this will result in a sanction.
- Students are responsible for always having their card on them or replacing them if they become damaged.

Standards Card C3 Procedure

The member of staff signing the standards card will:

- Add their initials to the card.
- Take the card from the student and give the student a new, blank card.
- Place the completed card in a letter box (Reception & Removal)
- If a student doesn't produce their card, they will be given an automatic C3.

Removal will:

- Collect and process the Standards Card every few days.
- Issue a C3 detention, letting the student and parent know about the sanction.

Standards Card



CONDUCT
Disorderly, inconsiderate movement around school
Poor or unkind language
Littering
Eating or drinking
Poorly worn uniform.
Shouting or screaming
Chewing gum
Pushing & shoving, physical rough play

Warning	Staff Initials
1st Warning	
2nd Warning	
3rd Warning (C3)	

Name:

Form:.....

Mobile Phones/Devices

We are proud to be a mobile-free school. Our mobile-free zone starts at the school gates.

- Students must switch off their mobile phone and put it into their bag or their locker before they enter the school property. **It is not to be seen at any point during the school day and must be kept in their bag or locker - not on their person** (including blazers or pockets).
- If it is seen by **any** member of staff, it will be immediately confiscated and kept in the main office for safekeeping. Office staff will record the confiscation in SIMS.
- On the first occasion, the student can collect it at 3:05pm. Any further incidents will require a parent/carer to collect the device from school.

Where a student is defiant or refusing to hand over a mobile phone:

- A C3 is issued, and the child sent to the Removal Room.
- On Call or the duty team leader will be contacted to collect the mobile phone.
- A C4 will be issued if another request to hand over the phone is ignored.
- For repeated failure to adhere to the school policy, a C5 suspension may be issued. A meeting with parents/carers and the student will be held to reiterate our policy.

Uniform, Jewellery, Hair Styles & Make-up

Staff will instil a sense of pride in students by insisting uniform is worn correctly and students are smart in their appearance. All staff are responsible for maintaining standards of dress and appearance and this is addressed by the class teacher.

See the uniform policy for guidance.

The class teacher is responsible for addressing and correcting uniform for students in their lessons on the entrance to class and releasing students correctly dressed. If a student arrives to class with missing uniform, they will be directed to EWO to get a replacement. If it is a recurrent problem, a class teacher should inform the form teacher so they can contact home. Students repeatedly failing to have the correct uniform will get incremental sanctions whilst they address it.

The form teacher is the main point of contact for classroom teachers to ensure the uniform policy is adhered to. Form teachers will refer on to Head of Year only when several attempts have been made with parents to correct the infringement.

Chewing Gum

Le Rocquier is a no chewing gum school, which means it should not be brought into school. Students will be expected to dispose of any gum immediately on request. In lessons, the class teacher will address the disposal of gum directly and inform the form teacher so that home contact can be made if this is a recurrent issue. A C1 should be issued if gum is seen. Outside lesson, a warning will be given on the students card.

Truancy & Lateness to Lessons.

Students are expected to attend all lessons on time. In addition to learning being missed, there are safeguarding concerns when students are not registered in their lesson.

Students who are late will be marked as an 'L' code by the attendance team. Teaching staff will record the student as present (/) but also record number of minutes late. Students who are late will be required to make up the missed learning time with the class teacher.

If a student fails to attend a lesson, they will be issued an automatic C3 truancy detention. They will return to the removal room the following day, as per a normal removal.

However, where possible they will be collected by the faculty they have truanted from, to sit their detention within that faculty, to try and address the reason for truancy and reduce the chances of it happening again.

Behaviour Outside School (including outside the school day and outside the school gates)

The Department for Education guidance 'Behaviour and Discipline in schools' (January 2016) gives schools the power to discipline students for misbehaving outside the school premises to such an extent that is reasonable.

This power gives Le Rocquier School the right to discipline students when they are:

- Taking part in any school-organised or school-related activity
- Travelling to and from school (including behaviour on buses)
- Wearing school uniform or in some other way identifiable as a student at Le Rocquier.

This could involve behaviour such as:

- Behaving in a way that could have repercussions for the orderly running of the school.
- Posing a threat to another student or member of the public
- Behaving in a way that could adversely affect the reputation of the school.

Any student whose behaviour is deemed inappropriate whilst on a trip/educational visit is likely to be banned from visits in the future (the length of which ban will be decided by the school). Likewise, students with a history of unacceptable behaviour will not be permitted on visits outside school.

When students are wearing uniform, they are ambassadors for the school and the poor behaviour of students outside of school can be considered grounds for a suspension.

The Power to Search and Confiscate

There are two sets of legal provisions within The Education Act 1997 (supported by the Department for Education guidance 'Behaviour and Discipline in schools', January 2016), which enable school staff to confiscate items from students.

The general power to discipline enables a member of staff to confiscate, retain or dispose of a pupil's property as a punishment, so long as it is reasonable in the circumstances. The law protects them from liability for damage to, or loss of, any confiscated items provided they have acted lawfully.

Staff have power to search without consent for "prohibited items" including:

- ✓ Knives and weapons
- ✓ Alcohol and illegal drugs
- ✓ Stolen items
- ✓ Tobacco and cigarette papers
- ✓ Fireworks
- ✓ Pornographic images
- ✓ Any article that has been or is likely to be used to commit an offence, cause personal injury or damage to property; and
- ✓ Any item banned by the school rules which has been identified in the rules as an item which may be searched for. Staff will only search students where there is reasonable justification or concern that they may be carrying a prohibited item.

The Misuse of Drugs

Staff must always refer any suspicions concerning misuse of drugs to a member of SLT. All such reports will be investigated. (See Drugs Policy May 2016).

Smoking and Vaping

All students caught smoking/vaping in and around the school premises or on the school buses will be investigated by a member of staff (usually a HOY or a member of SLT) and appropriate sanctions will be put in place.

Cigarettes, vapes and lighters are not to be permitted on site and, as such, will be confiscated and disposed of. The student will be issued a C4. Repeated offenders can be issued a C5 external suspension.

Please note, the 2001 UK Tobacco Products Directive was updated in May 2016 so that e-cigarettes will be classified as a tobacco related product. In this way Le Rocquier School will deal with incidents of vaping in the same way we deal with the smoking of tobacco products.

Bullying

Le Rocquier School is committed to working with students and parents to provide a learning environment that is secure and supportive so that all individuals can develop academically and socially free from fear of ridicule, harassment or physical threat.

We aim to create an environment where all members of the school community feel safe, respected and valued. All children and staff have an absolute right to be protected from others who may wish to harm, degrade or abuse them.

The school disapproves of bullying in all its forms and considers it a most serious offence.

As such, we have a separate policy that explains our approach and sanctions in greater detail. (See Anti Bullying Policy: Sept 2019)

Sexual Assault and Sexual Harassment

The school will not tolerate any acts of sexual abuse or sexual assault.

All situations will be reported by staff through 'MyConcern'.

Any cases of sexual harassment or alleged sexual harassment will be investigated thoroughly by the Safeguarding Lead and senior staff. Once investigated, any student shown to have sexually harassed another individual will be subject to serious sanctions, including possible suspension.

Parents/carers will be involved in all such cases, which may also be referred to the police and other outside agencies, for example the Children and Families Hub. The suspension procedures will usually be initiated in all cases. Consideration will be given for permanently excluding any student responsible for carrying out such an assault.

References and further sources of guidance

For all Department of Education policies, including those referred to within this policy, please visit

<https://www.gov.uk/Government/Departments/Education/Pages/Policies.aspx>

Governing Body Approval

Name: _____

Signature: _____

Date: _____

Appendix 1: Consequences Table

This is to be used to guide staff to challenge inappropriate behaviour consistently so that students know what to expect and staff feel supported.

Level 1: Dealt with by the class teacher/all staff.

Level 2: Managed by the class teacher with FL/HOY guidance.

Level 3: Managed by the class teacher with action by HOY, action requiring reintegration.

Level 4: Managed by HOY with SLT support or if to agreed, further action required.

Level	Behaviours	Action	Consequence
L1	Low level disruption in lesson as per the consequence chart displayed.	<ul style="list-style-type: none"> * C1 – C3 procedures. * Change seating plan. * Remove student for a short time from room. * A quick word. * Change your teaching position in the room. * Note to parent/carers in SIMS. * Class teacher time, e.g., 10 minutes held back. 	<ul style="list-style-type: none"> * C1-C2 - wasted learning time made up with the class teacher. * Recorded on SIMS to increase negative behaviour points. * C3 = 1 hour detention the next day held in 'Removal'.
	Failure to complete work set. Poor quality of work.	<ul style="list-style-type: none"> * C1 – C3 procedures. * Challenge and warn. * Allow additional time if appropriate. * Repeat work as homework. * Class teacher detention. * Amend the work. * Demonstrate expected quality. * Conversation with the student. 	<ul style="list-style-type: none"> * C1-C2 - wasted learning time made up with the class teacher. * Departmental detention (time relevant to the work missed). * Other appropriate action, to prevent further avoidance of work. * C3 = 1 hour detention the next day held in 'Removal'.
	Failing to arrive at a lesson (Truancy)	<ul style="list-style-type: none"> * Press the SOS button. * C3 detention to be sat within the faculty. * Speak with the student. * Contact home if repeated. * Raised at Faculty meeting. 	<ul style="list-style-type: none"> *C3 detention set to make up missed time. * Class teacher to attend the C3 to address student attendance. * Recorded on SIMS (by Removal Team) to increase negative behaviour points. * Parental contact via the C3 system.
	Use of mobile and other items (earphones) at inappropriate times	<ul style="list-style-type: none"> * Confiscate and hand to the office until 3.05. * Office to record on SIMS. * Failure to hand over, automatic C3. 	<ul style="list-style-type: none"> * Collect at 3:05. * If repeated again - Office to contact home to arrange collection. * If repeated and persistent. <ul style="list-style-type: none"> - Hand in mobile daily. - Internal suspension.
	Items not allowed in school e.g., toy fads, such as fidget spinners, loom bands etc	<ul style="list-style-type: none"> * C1 – warning & instruct to put it away. * C2 – C3 (refusal to put it away) Confiscate & hand to the main office until 3.05pm.	<ul style="list-style-type: none"> * Collect at 3:05. * If repeated again – office to call home to arrange parental collection. * Recorded on SIMS to increase negative behaviour points. * If repeated and persistent: <ul style="list-style-type: none"> - Hand in mobile (or other device) daily - Internal suspension

	Moving around with disregard for others	<ul style="list-style-type: none"> * Warn students. * Remind of appropriate behaviour. The 3 L's when moving around the school: <ul style="list-style-type: none"> LEFT: Walk swiftly on the left. LINE: Walk in line. LINGERING: Not lingering in corridors, i.e., stop and talk to friends or get involved in horseplay en-route to lessons. If repeat / dangerous, <ul style="list-style-type: none"> * Send to Removal, informing them of behaviour. * Sanction issued by Removal in line with level of behaviour (to include losing breaks/lunches, internal suspension, external suspension). 	<ul style="list-style-type: none"> * Loss of breaks and lunches until behaviour improves. * C3 Procedures. * External suspension (If someone is harmed). * Recorded on SIMS to increase negative behaviour points.
L2	Ongoing failure to complete work set. Repeated poor quality of work.	<ul style="list-style-type: none"> * Challenge and warn. * Allow additional time if appropriate. * Repeat work as homework. * Class teacher detention. * Amend the work. * Demonstrate expected quality. * Conversation with the student. * Raise at Faculty Meeting. * Put on subject report. * Contact parents. 	<ul style="list-style-type: none"> * C1-C2 - wasted learning time made up with the class teacher. * Recorded on SIMS to increase negative behaviour points. * C3 = 1 hour detention the next day held in 'Removal'. * Extended and pre-arranged withdrawal to another class. * Conversation with student. * Contact parent/carers, accountability at home. * Restorative style meeting with HoF. * Other appropriate action, to prevent further issues, as suitable.
L3	Persistent high-level disruption (including defiance, insolence)	<ul style="list-style-type: none"> * C1 – C3 Consequence procedures. * Warn student. * Remove student for a short time from room. * Have a quiet word . * Removal after 2 warnings. * Removal to contact parents/carers. * Refer to FL in Faculty meeting. * Look at changing class for a short period of time. 	<ul style="list-style-type: none"> * Extended withdrawal to another class/swap setting. * HOY report. * SLT to go into lesson. * SLT detention. * Discuss at Inclusion Team meeting. * Internal suspension. * Suspension (if C3 is met in the "Removal" room). * Amended timetable (RST/NSt only)
	Tobacco/ e-cigarettes / other substances	<ul style="list-style-type: none"> * Confiscate and hand to HOY or SLT. * SLT/HOY to investigate possession or use. * Parental contact. 	<ul style="list-style-type: none"> * Internal isolation C4 until 4pm (possession) or * Suspension C5 for use/repeat offender. * Recorded on SIMS to increase negative behaviour points.
	Swearing and abusive language not directed at staff and not bullying.	<ul style="list-style-type: none"> * C1 – C3 consequence procedure. * Warning to student. * Remove from room for 5 minutes. * Quiet word. * If persistent issue, refer to HOY (refer to behaviour intervention strategies). * Contact parent/carers. 	<ul style="list-style-type: none"> * C1-C2 - wasted learning time made up with the class teacher. * C3 Removal . * Recorded on SIMS to increase negative behaviour points.

L3	Bullying (ongoing and purposeful upset from one or more person to another)	<ul style="list-style-type: none"> * Investigate incidents of the victim and witness. Progressive: <ul style="list-style-type: none"> * Speak to the student: verbal warning. * Speak to the student with the parent present. * Speak to the student with the police presence (Ongoing emotional upset that damages the welfare of other students). * HOY/SLT managed “restorative” talk with staff member and student. * Record with the parent (any level). * Refer for social behaviour intervention through HOY. 	<ul style="list-style-type: none"> * Record on SIMS. * Isolate for breaks and lunches. * Removal from lessons affected or temporary change of class. <p>If severity warrants:</p> <ul style="list-style-type: none"> * External Suspension (Jersey policy pg 44). * Internal suspension until 4pm. * Outside agencies involved if required (police). * Full restorative to be held upon re-admittance with both students .
L3	Photographing/ recording of any part of a lesson on a recording device without the express permission of the school (to include posting it on the internet and/or social media sites without school permission)	<ul style="list-style-type: none"> * Confiscate device. * Do not delete recording/film. * Refer to SLT. * Carry out investigation as directed by the SLT. * Retain device. * Recorded material may be retained as evidence. * Parental contact. * Police contact (if relevant). 	<ul style="list-style-type: none"> * External suspension (dangerous behaviour that could harm the welfare of others). * Delete material from the public domain. * Letter to and meeting with parent/carers advising on the illegality of this action. * Record on SIMS.
	Offensive Weapons	<ul style="list-style-type: none"> * Removal of item. * Inform SLT. * Search of belongings. * Full investigation, gathering evidence (student accounts, CCTV etc.). * Parental Contact. * Police intervention if required. 	<ul style="list-style-type: none"> * Inform external agencies (if applicable). * Recorded on SIMS to increase negative behaviour points. * Suspension (See Jersey policy Page 44).
	Drugs – including possession of or taking drugs/legal highs (suspected or actual)	<ul style="list-style-type: none"> * Immediate referral to SLT. * Confiscate if seen. * Send student with a staff member to isolate them and enable support and investigation. * HOY with SLT to investigate. * Contact police. * Contact parents. * Medical attention if appropriate. * Refer to outside agencies if applicable. 	<ul style="list-style-type: none"> * External suspension (number of days to depend on context and previous issues).
	Swearing at and/or abuse directed at staff or students	<ul style="list-style-type: none"> * C3 instant “Removal”. * Investigate incidents. * Contact parent/carers. * HOY/SLT managed “restorative” talk with staff member and student. 	<ul style="list-style-type: none"> * External suspension. * Full day in internal suspension until 4pm. * Recorded on SIMS to increase negative behaviour points.
	Breach of IT code of conduct (serious breach including searching for inappropriate materials, using IT to bully, accessing restricted areas)	<p>Minor Breach:</p> <ul style="list-style-type: none"> * Removal from use of computer for that lesson. * Detention to make up lost time. <p>Ongoing misuse flagged up through Lightspeed:</p> <ul style="list-style-type: none"> * Safeguarding Team / HOY / SLT to speak to student. * Contact parents. 	<p>Repeated Minor Breaches:</p> <ul style="list-style-type: none"> * Removal from use of computer for 2 weeks (Request via ICT Helpdesk). <p>Serious Breach:</p> <ul style="list-style-type: none"> * Report immediately to safeguarding. * Blocked Internet access.

		<ul style="list-style-type: none"> * Remove internet access. <p>Serious Breach:</p> <ul style="list-style-type: none"> * Report immediately to HOY & refer to Safeguarding. * Involvement of relevant outside agencies. 	<ul style="list-style-type: none"> * Suspension (if it fulfils the Jersey criteria Pg 44). * Recorded on SIMS to increase negative behaviour points.
	Vandalism to school or others' property and/or conduct which is likely to harm or endanger others.	<ul style="list-style-type: none"> * Actions depend on severity. * Discussion with the student. * Inform parent/carers. * First aid if necessary. * Ask for pricing of damage from site manager. * 'Community service' (if applicable). * Ask finance to issue parents with the bill. * External Suspension (see Jersey policy pg 44). 	<ul style="list-style-type: none"> * Recorded on SIMS to increase negative behaviour points. * C3 = 1 hour detention the next day held in Removal. * Clean/fix the damage. * Parental contact. <p>If severity warrants:</p> <ul style="list-style-type: none"> * External Suspension (Jersey policy pg 44) * Internal suspension until 4pm * Billing of the damage/ replacement.
	Conduct which damages the reputation of the school.	<p>Actions depend on severity.</p> <ul style="list-style-type: none"> * Inform parent/carers . * Letter of apology organised. * 'Community service' (if applicable). * Discussion. * Detention. * Internal suspension. * External Suspension (see Jersey policy pg 44). 	<ul style="list-style-type: none"> * Removal from future trips. * Removal from representing the school. * Ban from school activities (e.g., prom, activities week). * Recorded on SIMS to increase negative behaviour points. <p>If severity warrants:</p> <ul style="list-style-type: none"> * External Suspension (Jersey policy pg 44). * Internal suspension until 4pm
L1 – L4 (Depending on severity)	Intimate contact	<p>Minor:</p> <ul style="list-style-type: none"> * Warn students. * Remind of appropriate behaviour. * Ask FT to contact parents and speak to students. <p>Serious:</p> <ul style="list-style-type: none"> * Refer to safeguarding lead via MyConcern. * Speak to HOY/SLT. * Separate students with staff. * Seek Welfare support (EWO). * Take initial details. 	<ul style="list-style-type: none"> * Record on SIMS (for information). * Possible External Suspension (Jersey policy pg 44). * Reintegration. * Parental contact. * Outside agencies involved inc. referral to The Hub.
	<p>Not respecting others.</p> <p>Note - Bullying, racism, abusive & obscene language, homophobic comments, stealing, fighting and physical acts of violence will fall under external suspension guidelines</p>	<ul style="list-style-type: none"> * C1 – C3 procedures. * Move the student. * Remove student for a short time from room. * A quick word. * Change your teaching position in the room. * Note to parent/carers via SIMS * Class teacher sanction e.g., 10 minutes held back. <p>Actions depend on severity:</p> <ul style="list-style-type: none"> * Discussion. * Detention. * Internal suspension. * External Suspension. * If violence call SLT immediately via SOS button. <p>SLT to:</p>	<ul style="list-style-type: none"> * C1-C2 - wasted learning time made up with the class teacher. * Recorded on SIMS to increase negative behaviour points. * C3 = 1 hour Detention the next day held in 'Removal'. <p>If severity warrants:</p> <ul style="list-style-type: none"> * External Suspension (Jersey policy pg 44). * Internal suspension until 4pm. * Parental contact. * Outside agencies involved inc. referral to The Hub. <p>* Full restorative to be held upon re-admittance.</p>

		<ul style="list-style-type: none"> * Inform parent/carers of victim and perpetrator. * First aid if necessary. * Send to Removal for isolation. * Gather evidence. 	
L3-L4 (depending on severity)	Fighting and/or uninvited physical/sexual contact	<ul style="list-style-type: none"> Actions depend on severity. * If violence call SLT immediately. * Inform parent/carers of victim and perpetrator. * First aid if necessary. * Isolate students in the Removal room. * Investigate fully gaining both accounts and witness statements. * Involvement of additional support if necessary (E.g. police). * Inform parents of both students. Actions depend on severity: * Discussion. * Detention. * Internal isolation. * Suspension. * Refer safeguarding concerns to the Safeguarding via MyConcern. 	<ul style="list-style-type: none"> * Recorded on SIMS to increase negative behaviour points. * C3 = 1 hour detention the next day held in 'Removal'. If severity warrants: <ul style="list-style-type: none"> * External Suspension (Jersey policy pg 44). * Internal suspension until 4pm. * Parental contact. * Outside agencies involved inc. referral to The Hub. * Full restorative to be held upon re-admittance.

If a student's behaviour is considered a safeguarding concern, then a referral to the Children and Families Hub will be made by the School Designated Lead (Nicola Eastham) or, in her absence, the School based Education Welfare Officer (Yvonne Devereux).