



BELVOIR
A PRIORY ACADEMY

Operating Procedures

Parents/Carers

At the Priory Belvoir Academy our motto is 'Opportunity and Achievement for All'.

Our values are:

- **Physical**
- **Responsibility**
- **Inspiration**
- **Drive**
- **Engagement**

A Belvoir learner...

- participates fully in opportunities for **physical** and mental wellbeing.
- takes **responsibility** for their learning and leads by example
- is **inspiring** and creative
- **drives** themselves to be the best they can be at all times
- **engages** with all opportunities

At The Priory Belvoir Academy we want to encourage and foster positive attitudes in our students. Our behaviour ethos is underpinned by relational warmth, developing and securing effective relationships, respect for others and strict adherence to the school rules. Positive behaviour and self-discipline are rewarded and success is celebrated and consequences are issued for negative behaviours. Students are encouraged and taught to take responsibility for their behaviour. Good behaviour is not just something which occurs when others are watching and we want our students to have a strong sense of right and wrong. We have the highest expectations of students in how they conduct themselves no matter their background.

In order to thrive and be resilient young people need to feel safe, engaged, supported and encouraged. They need authentic care in an environment where they are treated with unconditional positive regard so every day is a new day.

At Belvoir, everyone has a role to play in managing behaviour – parents/carers, staff and students, a consistent approach is key to establishing high expectations and maintaining excellent behaviour.

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We teach positive behaviour for learning through:

- The Academy values
- Consistency of applying systems (reward & consequence)
- Restorative conversations
- Modelling positive behaviour on a daily basis
- Value led year group assemblies
- Character Development
- PSHE Curriculum

Some of the strategies we use to establish readiness for learning and maintain a positive climate are:

- High staff visibility at changeover times
- Giving attention to positive behaviours as well as negative
- Delivering high quality lessons
- Using non-verbal strategies such as making eye contact, standing next to a student's desk, opening a student's book, pointing to the page in the book
- Repeating instructions to get them started, asking the student next to them to help them get started, asking if they have what they need, praising the students who are engaged in learning
- Explicit Instruction - being able to communicate your needs in a way that is:
Being in control / Being clear / Being decisive with clear conviction / Being direct / Being polite and fair

Rewards

Daily

Student may receive daily achievement points (AP's) which are given verbally and then logged on ClassCharts. Parents and students then receive a notification on the ClassCharts App.

Weekly

Students that receive the highest net achievement points to behaviour point ratio within a week, receive a Hot Chocolate with the Head of Year (Monday tutor time).

Half Termly

During assemblies in the last week of term, students will be awarded prizes in assembly for: improved attendance, 97+ attendance, 100% attendance, most achievement points and other subject awards. Students will be given prizes such as: queue jump passes, hot food such as pizza, sausage rolls etc, Yr10/11 – trip to the village

Head Teacher's Breakfast

At the Head Teacher's discretion students may be invited to accompany him for breakfast. Students will be given an invite to share breakfast in the Headteacher's Office. The criteria may be adjusted every half term e.g. attendance, extra-curricular commitment, community responsibility, progress, accomplishments etc.

Annual

Every October the school hosts prestigious School Awards Evening at Bottesford Church. Students are recognised for individual subject awards plus other awards such as contributions to school life or overcoming adversity.

Other Rewards

Post cards home, positive emails, positive phone call to parents and rewards trips/events at the end of the year e.g. Prom, Alton Towers, Holme PierPoint etc

Award Tariffs

When students achieve the following thresholds they will receive a small pocket sized certificate. Students then use this to claim awards held every half term.

Years 7-11

Bronze 100

Silver 200

Gold 300

Platinum 400

Standard Operating Procedures

At the Priory Belvoir Academy.

Entering the classroom

1. Students **line up outside the classroom in an orderly fashion** e.g. in a straight line.
2. Staff check uniform
3. **Staff 'meet and greet' at the door** – students enter into the room if they are calm and ready to learn; we oversee their calm entry into the room.
4. Students have an **immediate engagement task** which students can be getting on with as soon as they enter the room.

Exiting the classroom

1. Rewards praised in public (PiP) – behaviours logged on Classcharts
2. **check uniform** – standing SLANT (Sit up/Stand up Straight, Listen, Attentive, No Talking, Track the Teacher).
3. **Staff dismiss students in an orderly fashion**, e.g. row by row or table by table

Within the classroom

Behaviour Management Strategies Drive by strategies – referral to SLANT – Sit Up, Listen, Answer Questions, No Talking and Track Speaker.
1st Warning Student given initial warning (verbally) <i>The student has 1 x further opportunity to make the right choice</i>
2nd Final Warning Student given final warning Logged on CLASSCHARTS and class consequence issued – verbal warning, class teacher detention and possible seating change.
Removal On Call requested Removed to department buddy room, SLT office or Reset Room. SLT lunch detention – logged Classcharts.

On Call

If 'On Call' is necessary – a student is sent to Student Services to request On Call.

1. Immediate removal of a student from a lesson for a serious misdemeanour.

There are occasions in which a student will engage in a serious misdemeanour (see appendix for examples of medium and high level behaviours) in the classroom for which they should be removed from the classroom immediately.

The student will be removed to an SLT office. **Recorded on ClassCharts - 'Removed from Lesson' with narrative accurately recorded.**

The student may then be placed 'Off Timetable' until the issue is resolved and parents informed. A restorative conversation will then be held before they return to their learning.

2. Removal for continued refusal to comply/ persistent disruption (3 strikes rule)

If a student is refusing to engage & persistently disrupting the lesson (following warnings given).

The student will be removed to department buddy room, an SLT office or Reset Room.

An SLT detention & Class Teacher detention will be issued by the Class Teacher and recorded on ClassCharts – 'Action' - 'Removed from Lesson' (Class Teacher enter the narrative on ClassCharts).

Basic expectations

Issue:	Response:	Person responsible:
Low level – 1 Point		
Lack of Equipment 1 Point	<p>Initial issue Discussion with student – record on ClassCharts - Break time SLT</p> <p>Persistent issue Ongoing equipment issue for a subject – Recorded on CLASSCHARTS; SLT lunch time detention; call home; report cards</p> <p><i>Ongoing issue with equipment in general – Pastoral intervention potential to SEND support organisation.</i></p> <p><i>SLT Equipment checks every 2 weeks</i> <i>Tutor Checks every day</i></p>	<p>Form Tutor</p> <p>Subject teacher</p> <p>HOY/Pastoral team</p>

Rudeness 1 Point	Initial Issue Discussion with student – record on ClassCharts - Break or lunch Class Teacher detention Persistent issue Discussions with parents (meeting or phone call), report card, referral to in school support worker - record on ClassCharts – SLT detention	Any staff member Class Teacher Head of Year Head of Department SLT
Littering 1 Point	Discussion with student, pick up the litter – record on ClassCharts – Community Service Litter Pick	Any staff member
Play Fighting 1 Point	Initial Issue Discussion with students – record on ClassCharts - Break or lunch SLT detention Persistent issue Discussions with parents (meeting or phone call), referral in school support worker - record on ClassCharts – SLT after school detention	Any staff member
Missed Detention 1 Point	Escalates to the next detention within the system - record on ClassCharts Student refuses to follow staff instruction will be removed from timetable	Staff member Head of Dept HoY Pastoral Manager
Poor Presentation of Work 1 Point	Initial Issue Discussion with student, student to amend during class teacher detention – record on ClassCharts - Break or lunch class teacher detention Persistent issue Discussions with student, potential SEND referral, discuss with parents/carers record on ClassCharts - Break or lunch SLT detention	Class Teacher Head of Dept
Unkindness 1 Point	Initial Issue Discussion with student, restorative conversation – record on ClassCharts - Break or lunch SLT detention Persistent issue Discussions with parents (meeting or phone call), referral in school support worker - record on ClassCharts – SLT after school detention	Staff member Tutor Head of Year Pastoral Team
Writing hands/body 1 Point	Initial issue Student to immediately sent to wash their hands – record on ClassCharts Break SLT Persistent issue	Any staff member

	Discussions with parents (meeting or phone call), report cards, potential SEND referral - record on ClassCharts – SLT lunch detention	
Unreturned Library book 1 Point	<p>Initial issue Student informed by tutor – record on ClassCharts Break SLT</p> <p>Persistent issue Student and Parents informed – book returned or replaced recorded on ClassCharts – SLT lunch detentions</p>	<p>Librarian</p> <p>Tutor</p>
Incorrect Uniform 1 Point	<p>SLT Uniform Standards Gate each morning. Students taken to Uniform Cupboard (back of reception) Pastoral Manager to manage/ record CLASSCHARTS.</p> <p>Skirts – must be in line with knee, as a guide - unrolled. We are expecting decency in a professional work place. SLT detention if they do not adhere to this.</p> <p>Initial issue Discussion with student – behaviour points logged ClassCharts</p> <p>Persistent issue If it is ongoing Form Tutor/ HoY to intervene – SLT lunch time detention; call home; record CLASSCHARTS</p> <ul style="list-style-type: none"> • No White socks – black socks in reception • No Trainers – replacement shoes in Uniform Cupboard • Ties – 7 stripes NO FAT TIES – ensure student redo them • Top button – must be fastened • Blazer – must be worn unless staff member in lesson allows for them to be removed • Hair – no extreme colours natural spectrum (students off timetable and/or SLT detentions until they are removed). • Shirts tucked in • Nails – Acrylic nails – contact parents/ carers to arrange removal • No false eyelashes (students SLT detentions until they are removed) or off timetable if continue beyond initial period. <p style="text-align: center;"><u>Staff during the Meet & Greet and End & Send ensure uniform is consistent.</u></p>	<p>All Staff</p>
Homework Issue 1 Point	<p>Initial issue Student to be placed in Record on ClassCharts Class Teacher detentions: record on CLASSCHARTS</p>	<p>All staff</p>

	<p>Persistent issue Ongoing issue with homework – Record on ClassCharts, subject report; communicate with parents/carers; record on CLASSCHARTS – Use Homework Club – Liaise with SENCo</p>	Subject teacher/HOD
<p>Disruption to learning 1 Point</p>	<p>Initial issue Student spoken to by member of staff and given the opportunity to correct their behaviour – record on CLASSCHARTS, class teacher detentions</p> <p>Persistent issue If the student does not engage or they repeat their behaviour – refer to HOD/HOY/pastoral team; record on CLASSCHARTS – possible strategies sent to Reset Room/ SLT Offices, parent meeting, report card.</p>	<p>All staff</p> <p>HOY/Pastoral team</p>
<p>Chewing gum 1 Point</p>	<p>Initial issue SLT detention issued for that day (next day if PM) – SLT detention</p> <p>Persistent Issue After school community service – support the site staff</p>	All staff
<p>Late to the Academy 1 Point</p>	<p>Initial issue Break detention issued for that day – SLT detention</p> <p>X3 late marks within a term = SLT lunch detention any subsequent late marks = further SLT detentions and punctuality report cards being issued.</p> <p>Letter sent home – Attendance Manager</p>	Reception/SLT
<p>Late to lessons 1 Point</p>	<p>Initial issue Discussion with student. Student makes up double the number of minutes they were late with the subject teacher/HOD - – subject detention. When taking the register staff mark the student a 'L'. Recorded on ClassCharts, late to lesson</p> <p>Persistent issue Ongoing – call home; monitoring report; support from pastoral team – SLT/ afterschool detention to be utilised, Record on ClassCharts</p> <p>Up to 2 lates in a week = SLT break 3 or more in a week = SLT Lunch</p>	<p>All staff</p> <p>All staff</p>
<p>Mobile phone 1 Point</p>	<p>First occasion - Confiscated by member of staff and placed in Student Reception until the end of the day. Student Reception to log on CLASSCHARTS. Student Reception to log on CLASSCHARTS and issue SLT lunch detention.</p> <p>Second occasion – parents/carers are asked to collect the mobile phone.</p>	All staff

	<p>Further repeat – student have to hand the phone to reception at the beginning of each day – HoY to make arrangements</p> <p>Record on ClassCharts</p>	
<p>Lack of Effort 1 Point</p>	<p>Initial issue Student spoken to by member of staff and given the opportunity to correct their behaviour – record on CLASSCHARTS, class teacher detentions</p> <p>Persistent issue If the student does not engage or they repeat their behaviour – refer to HOD, HoY and tutor record on CLASSCHARTS – possible strategies parent meeting, report card and careers meeting</p>	
<p>Toilet Issue 1 Point</p>	<p>Initial issue E.g. same cubicle as another student or excessive loitering or misbehaving in toilets: Student spoken to by member of staff – record on CLASSCHARTS, SLT detention issued</p> <p>Persistent issue If the student does not engage or they repeat their behaviour then they have to use designated single occupancy toilet - record on CLASSCHARTS, parents informed, SLT detention issued.</p>	
Medium 3 Points		
<p>Disrespect staff 3 Points</p>	<p>Student removed from timetable – off timetable, internal suspension or external suspension, recorded on ClassCharts and parents informed SLT detentions.</p>	
<p>Refusal follow instruction, after warning 3 Points</p>	<p>Student removed from timetable, written accounts gathered – off timetable, internal suspension or external suspension, recorded on ClassCharts and parents informed SLT detentions.</p>	
<p>Verbal abuse staff 3 Points</p>	<p>Student removed from timetable whilst investigation takes place, written accounts gathered – off timetable, internal suspension or external suspension recorded on ClassCharts. Mediation with staff member</p>	<p>Any staff HoY SLT</p>
<p>Verbal abuse peers 3 Points</p>	<p>Student removed from timetable whilst investigation takes place, written accounts gathered – off timetable, internal suspension or external suspension recorded on ClassCharts. Mediation with other student</p>	<p>HoY SLT</p>
<p>Internal Truancy 3 Points</p>	<p>After school detention – recorded on ClassCharts and parents informed</p> <p><i>Student questioned as to why they chose to not attend – pastoral team unpick the reasons behind this and work with staff and parents to resolve</i></p>	<p>Pastoral Team Head of Year SLT</p>
<p>Damage to Academy property 3 Points</p>	<p>Outside of lessons - refer to SLT/ HOY/pastoral team</p> <p>In a lesson – referral to OnCall</p> <p>Parents informed</p>	<p>HOY/Pastoral team All staff</p>

	Community service to be issue as consequence and in some cases parents supplement cost of any repair. Record on ClassCharts	
Late to Academy (Persistently) 3 Points	Letter sent to parents and SLT after school detention issued. Potential meeting with Attendance Manager & HoY & referral to local authority attendance service.	
High Level Behaviour – 5 Points		
Physical Assault Staff or Peer 5 Points	Refer to SLT/HOY/pastoral team Off timetable; Internal Suspension; External Suspension. Record on ClassCharts & MyConcern – Safeguarding system & parent communication. Reparation task – possible Police and external agency intervention e.g. MSCIP.	All staff
Smoking/ Vaping 5 Points	Refer to HOY/pastoral team First Occasion: Afterschool detention (with learning effects smoking/ vaping task) 3.10-4.30pm Repeat: Internal suspension with an after-school detention Record on ClassCharts & MyConcern Parents informed Supporting agencies e.g. Police, Turning Point, Early Help.	HOY/Pastoral team
Banned items 5 Points	Banned items will be dealt with in line with the Trust’s Behaviour Policy. Off Timetable; Internal Suspension; External Suspension; Exclusion. Record on ClassCharts & MyConcern. Confiscate item and hand to the Police.	HOY/Pastoral team/SLT
Theft 5 Points	Student will be removed from timetable whilst the investigation takes place (witness accounts gathered & possible CCTV) Community Service, parents informed, potential Police referral and reparative work with student – recorded on ClassCharts	HoY SLT Pastoral Team
External Truancy 5 Points	Parents informed, staff support to safeguarding the child, potential Police support. Student & parent discussion, after school detention/s, recorded ClassCharts	Any staff Pastoral team SLT
Triggering Fire Alarm 5 Points	Student will be removed from timetable whilst the investigation takes place (witness accounts gathered & possible CCTV) Parent meeting, Off Timetable; Internal Suspension; External Suspension; Exclusion. Record on ClassCharts. Confiscate item and hand to the Police.	Any staff Pastoral team SLT
Threatening or Intimidating Behaviour	Student will be removed from timetable whilst the investigation takes place (witness accounts gathered & possible CCTV)	Any staff Pastoral team

5 Points	Parent meeting, Off Timetable; Internal Suspension; External Suspension; Exclusion. Record on ClassCharts & MyConcern. Confiscate item and hand to the Police. Referral in school support worker.	SLT
Bullying 5 Points	Student will be removed from timetable whilst the investigation takes place (witness accounts gathered & possible CCTV). Screenshot gathered for online cyber bullying. Parent meetings, Off Timetable; Internal Suspension; External Suspension; Exclusion. Record on ClassCharts & MyConcern. Possible Police and/or Prevent referral. Referral in school support work and other outside agencies e.g. MSCIP	Any staff Pastoral team SLT
Discrimination 5 Points	Student will be removed from timetable whilst the investigation takes place (witness accounts gathered & possible CCTV). Screenshot gathered for online discriminatory behaviour). Parent meetings, Off Timetable; Internal Suspension; External Suspension; Exclusion. Record on ClassCharts & MyConcern. Reparative tasks e.g. Show Racism Red Card or LGBTQ+ reparative tasks. Possible Police and/or Prevent referral. Referral in school support work and other outside agencies e.g. MSCIP	Pastoral Team HoY SLT
Triggering Fire Alarm 5 Points	Student will be removed from timetable whilst the investigation takes place (witness accounts gathered & possible CCTV). Parent meetings, Off Timetable; Internal Suspension; External Suspension; Exclusion. Record on ClassCharts & MyConcern. Potential Police or Fire Service intervention. Referral in school support work.	
Theft 5 Points	Student will be removed from timetable whilst the investigation takes place (witness accounts gathered & possible CCTV). Parent meetings, community service, reparative tasks e.g. letters or payment items, Off Timetable; Internal Suspension; External Suspension; Exclusion. Record on ClassCharts & MyConcern. Possible Police referral. Referral in school support work and other outside agencies e.g. MSCIP	

Detentions

Class Teacher/ Department detentions	Break	11.05am – 11.15am	Issued by subject teacher or HOD	<ul style="list-style-type: none"> Late to lesson
	Lunch	12.25pm – 12.50pm		<ul style="list-style-type: none"> Equipment (persistent) Homework Being removed from lesson Low level behaviour
SLT detentions	Break – WF9	11.05am – 11.25am	Issued by SLT (with HOY)	<ul style="list-style-type: none"> Arriving late to the Academy Chewing gum Uniform issue
	Lunch – WF9	12.25pm – 1.05pm		<ul style="list-style-type: none"> Behaviour resulting in 1 removal from a lesson
	After school - VLE	3.10pm – 4.10pm, 4.30pm or later		<ul style="list-style-type: none"> Missing a break or lunch time detention (without a satisfactory reason, e.g. absent due to illness) Accumulating behaviour points in a week (3-4) 3.10-4.10pm Accumulating behaviour points in a week (5-6) 3.10-4.30pm Accumulating behaviour points in a week (7+) Off Time table followed by an after school detention 8.40am-4.30pm Behaviour (if deemed appropriate by SLT)
<p>Accumulated behaviour points are recorded from Thursday to Wednesday as we endeavour to give parents 24hr notice for the detention to be served after school each Friday. A ClassCharts notification will be sent to parents and students (app) on the Thursday before the Friday detention. Parents must inform the school before 8am on the Friday if a student cannot attend the Friday detention, they will instead sit the detention on the next Monday following the weekend.</p> <p>Detentions are discussed in the weekly pastoral meeting. The pastoral team may decide to remove the detention.</p>				

Detentions

What happens if a student does not attend their detention?		
Subject detentions	Break	It becomes a lunch detention with class teacher
	Lunch (with class teacher)	It becomes a HOD detention
	Lunch (with HOD)	It becomes an SLT lunch detention
SLT	Break	It becomes a SLT lunchtime detention

	Lunch	It becomes an after-school detention
	After-school	It becomes a day off timetable with an after-school detention
	Off Timetable	External Suspension

How will SLT detentions be communicated to students?

Students due to attend an SLT detention will be told via their Form Tutor or Head of Year through the morning briefing that they have a lunchtime detention that day, students will be given a detention slip and have a notification on ClassCharts. It is the students' responsibility to remember to attend. **Students and parents will also receive a notification on ClassCharts.**

If a student is late to the Academy then the member of SLT on duty will tell them that they have to attend the break detention that day. Again, this is students' responsibility to remember to attend.

Arrangements for students to eat lunch

Students must have arrived at the detention by 12.30pm. Therefore, they do not have time for lunch before their detention.

At 12.50pm the students on detention will be taken to the dining hall and will be given time to eat their lunch (10 minutes) and/or go to the bathroom before Period 4 commences. Those students with packed lunches will eat their lunch in the dining hall at 12.50pm too. Students then have 10 minutes break 1pm-1.10pm.

Monitoring behaviour

Each week the pastoral & SLT team will run a weekly report and will discuss any students who are causing concern. As a result of the behaviour report the pastoral team/SLT may do the following:

- Place a student in a detention.
- The student's Form Tutor will monitor the student's behaviour each day. Any recorded incidents will result in further action taken by the Form Tutor. The Form Tutor will also communicate this with home.
- Invite parents/carers into school for a meeting with FT/HOY/SLT.
- Place student on to a Report Card
- Invite parents/carers into school to meet with SLT/HOY to start a report and a Pastoral Support Plan (PSP) with potential for agency support
- Refer to in house Behaviour Intervention Worker (Michael Corker).

Reports

We place a student on report because their behaviour is causing significant concern. The purpose of the report is for staff, parents/carers and even the student to be able to see lesson by lesson what their behaviour is like.

When a student goes on report at least one target will be set. Staff complete the report and comment on whether or not the student has met the target(s).

As with detentions, being on report alone will not change a student's behaviour. But, through discussion with the student, staff and parents/carers the following should be identified:

- What are we worried about?
- What is going well?
- What needs to happen to help bring about positive change?

This discussion will help to identify any support needed and also what target(s) should be set. The ClassCharts record will inform the decision.

Ultimately the outcome we want to see is improved behaviour – this will see them removed from the report.

Whilst the student is on report:

- If they are given a 3 from a teacher then they may receive a lunch detention.
- If they are given a 4 from a teacher then they may be removed from timetable.

Ideally a student should be on report for a **minimum of two weeks** in order for progress to be made and, hopefully, a positive difference in their behaviour. However, if a positive difference is not seen then the Academy will need to consider further action, e.g. a referral to Michael Corker (In School Support) Local Authority Behaviour Partnership, meeting with parent. As part of the support offered, if a student is placed on Level 2 or 3 report then the Academy will consider a PSP (Pastoral Support Plan).

Level 1 - Tutor Report

Level 2 - HoY Report

Level 3 - SLT Report

SEND Reasonable Adjustments




We have high expectations of behaviour and conduct for all students in the school in order to best prepare them to become respectful, courteous and kind adults.








A very small minority of our students may require reasonable adjustments to help them meet our learning habits and expectations and we take these into consideration. **We do not lower our expectations for students, instead we support them to meet the high expectations that they deserve.**

We endeavour, for all our students, to anticipate likely triggers for misbehaviour and put in place preventative support. We will meet our as outlined in the Equality Act 2010 and the SEND Code of Practice when enforcing behaviour standards for pupils with SEND.

1. **OffTimetable** = Reset Room (8.40-3.10pm) phone call home
2. **Internal Suspension** = SLT Office (8.30am-4.30pm) phone call home/ meeting parents & written letter home
3. **Suspension** = work sent home and meeting with parents (including reintegration meeting – documented)

Appendix

Positive		Negative		SEN	Safeguarding	Notes
<p>← In Class Achievement (1 Point)</p>						
						
Quality of Written Work	Progress	Extra-Curricular	Good Contribution to School Life	Good Effort in Class	Good Homework	Handwriting Hero
						
Independent Work	Kindness	Numeracy Ninja	Positive Representat... of the School	Presentation of Work	Role Model	Supporting Others
						
Well Equipped						

Positive		Negative		SEN	Safeguarding	Notes
<p>← Half Termly Achievement (3 Points)</p>						
						
97%+ Attendance	Regular Extra Curricular Participation	Community Responsibility	Representing School (e.g. Open Evening)	Excellent Progress	Independent Homework Project	Literacy Legend

Positive Negative SEN Safeguarding Notes

← Sustained Commitment (5 Points)

- 100% Attendance
- Fund Raising
- Performing School Production
- Completion DofE
- Representing Academy Council
- Commitment School Sport
- Student Mentoring
- High Quality Curriculum Project

Positive Negative SEN Safeguarding Notes

← Peacock Pride Champion

- Drive Champion

Positive Negative

SEN Safeguarding Notes

< Low (1 Point)



Lack of Effort



Disruption to Learning



Homework Issue



Chewing Gum



Incorrect Uniform



Late to Academy



Littering



Missed Detention



Phone



Play Fighting



Poor Presentation of Work



Rudeness



Lack of Equipment



Unkindness



Writing Hands/Body



Toilet Issue



Late to Lesson



Sparx Maths

Positive Negative

SEN Safeguarding Notes

< Medium (3 Points)



Damage to Property



Disrespect to Staff



Late to Academy (persistent)



Refusal to Follow Instruction, After Warning



Verbal Abuse Peers



Verbal Abuse Staff



Internal Truancy

Positive Negative SEN Safeguarding Notes

< High (5 Points)

 Banned Items	 Discriminati...	 Physical Assault Peer	 Physical Assault Staff	 Threatening or Intimidating Behaviour	 Triggering Fire Alarm	 Truancy External
 Bullying	 Theft	 Vaping/Smo...				

Positive Negative SEN Safeguarding Notes

< Pastoral Team (only)

 Internal Suspension	 Off Timetable	 3-5 (4.10pm) Accumulation of Behaviour Points	 5+ (4.30pm) Accumulation of Behaviour Points	 External Suspension
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Potential Consequences

- Discussion with student
- Community service
- Class Teacher detention
- Subject detention
- SLT Detention
- Afterschool detention
- Removed from Lesson
- Off Timetable
- Internal Suspension
- External Suspension
- Off Site Direction (Managed Move – another school)
- Alternative Provision (E.g. Melton Learning Hub)
- Permanent Exclusion