

Level	Offence	Dealt with by	Referral to	Action	Additional Support
1	e.g. No / incorrect equipment Talking/ eating/ silly behaviour Poor quality/ rushed work No / late homework Late to lesson/school Appearance 1 st Failure to comply with Parking Permit	Subject teacher	No-one (but subject teacher may record in mark book if appropriate)	e.g. Positive direction to expected behaviour/ put the matter right Verbal warning Re-do work in KS3/ House BASE Break or lunchtime detention Sign Appearance card Teacher's personal sanctions e.g. litter picking at Break/lunch	
2	e.g. Persistent repetition of Level 1 Failure to complete Level 1 sanction Swearing (not at a member of staff) Failure to attend lesson/PS/Reg	Subject teacher Form Tutor	SIMS FT Head of Subject	e.g. Separation from other students (within classroom) Limited exclusion from lesson (e.g. 5 minutes) KS3/ House BASE Departmental monitoring/detention/referral to another member of staff	
3	e.g. Persistent repetition of Level 2 Failure to complete Level 2 sanction e.g. non-attendance at Base Smoking Bullying/minor verbal/physical assault Minor damage to property Bringing the school into disrepute Truancy/Leaving site without permission Unauthorised absence	Subject teacher Form Tutor Head of Subject	SIMS Head of Year Head of House	e.g. Parental consultation Formal written warning – with relevant sanction Removal from lesson – ‘On Call’ protocol followed by After School Detention After-school detention with HoY/ HoS or HoS Short-term withdrawal from lesson to work with another member of staff Departmental monitoring/detention Make good damage/ compensation	There are various support mechanisms available: <ul style="list-style-type: none">• Internal support strategies e.g. monitor cards, increase regularity of ILP meetings, PSP.• Mentoring• AN Support• External Agencies (EBSS, CAMHS, Educational Psychologist, Educational Welfare Officer, Social Services etc.)
4	e.g. Persistent repetition of Level 3 Failure to complete L3 sanction e.g. non-attendance at ASD/On Call Disrespectful comment to member of staff	Subject teacher Form Tutor Head of Year Head of House Head of Subject	SIMS Assistant Head Teacher	PARENTAL CONTACT MUST BE MADE AT THIS LEVEL AND ABOVE e.g. Removal from lesson – ‘On Call’ protocol followed by after-school detention Daily Report/ IEP/ Behaviour Plan 6 th Form Discredit – with relevant sanction Internal exclusion Inclusion of information in an ongoing profile or reference	
5	e.g. No improvement on Level 4 Serious verbal abuse of students/ staff Racial abuse Premeditated / serious physical assault Serious vandalism Taking of banned substances Theft/ stealing Persistent/serious bullying	ALL STAFF	SIMS Head Teacher Governors	e.g. Internal exclusion / External exclusion 6 th Form Discredit – with relevant sanction Pastoral Support Plan	
6	e.g. No improvement on Level 5 Supply of banned substances Organised theft Breakdown in fundamental relationship between school and student	ALL STAFF	SIMS Head Teachers Governors	e.g. Head Teachers Review External Exclusion Permanent Exclusion	