

# BEHAVIOUR AND SANCTIONS FLOWCHART

**Who is responsible**

**Level 5**  
Head/  
Governors

## Examples of Behaviour Issues

Possession/consumption/supply alcohol/drugs  
Possession weapons  
Persistent refusal to comply with school Behaviour Policy/  
L3 behaviour

## Possible Sanctions

Meeting with parent  
Referral to Governors' Discipline Committee  
External exclusion: fixed or permanent  
Consider Freshstart and/or  
Acute Needs Panel

**Level 4**  
SLT

Dangerous behaviour  
Extreme or persistent incidents of L3 behaviour  
Cyber bullying  
Vandalism (fire bell)  
Abusive, racist, sexual harassment  
Swearing at member of staff  
Theft  
Possession of dangerous items  
Persistent bullying  
Conduct Log

Referral to outside agencies  
PSP/CAF (Pastoral Support Plan/Common Assessment Framework)  
Meeting with parent  
Report: SLT  
Fixed term exclusion  
Conduct Log

**Level 3**  
YTL/HoH  
SL/Dep

Persistent L2 behaviour  
Swearing, smoking, not keeping to report  
Not attending detention  
Sexual/racial language  
Bullying  
Theft  
Refusal to hand over banned item  
Conduct Log

Contact/Meeting with parent  
Isolation Room  
Detention  
Report  
Permanent change of Teaching Gp/  
Tutor Gp  
Risk assessment – possible withdrawal privileges/from school trip

**Level 2**  
SL/Dep  
Tutor  
DYTL/DHoH  
P.Ass

Persistent lateness  
Persistent L1 behaviour in class  
Inappropriate, disrespectful language  
Continued non completion of homework

Put on report/subject/YTL/Tutor  
After school detention  
Contact with parent  
Short term removal to another class  
Conduct Log  
Subject Report

**Level 1**  
Class Teachers  
Tutor  
Support Staff  
P.Ass

Ignoring instructions  
Lateness to class  
Low level disruption to teaching & learning  
Not completing homework  
Bringing in banned items  
Lack of respect to staff, other students and their own learning  
Conduct Log

Reminder of classroom and school rules/Respect Agenda  
Move place in class  
Break/Lunchtime detention  
Sent to another class  
Conduct Log  
Confiscation of banned item



## Support mechanisms

- Department support – each department has a range of internal reporting and support systems that are designed to address the needs of pupils showing early signs of disaffection. These are detailed in each department's handbook
- Individual Education Plans (IEP) – pupils that have difficulties which impact on their learning are identified according to LEA guidelines and their needs outlined in their IEP. The IEP is circulated to all departments for subject specific targets to be set. IEPs are reviewed annually by the SENCO.
- Daily Reports – pupils displaying behaviour that interfere with their own or other's learning can be placed on report. These require teacher's comments on areas such as behaviour, attendance, class and homework. These are checked by their tutor, Year Team Leader or Deputy Year Team Leader on a daily basis and are taken home for a parental signature.
- Case Conferences – meeting between all staff who teach the identified pupil. These take place as and when necessary during the school year.
- Young People's Support Service – an LA behaviour support service that works with identified pupils on site and at the YPSS centre in Devizes
- Alternative Curriculum – there are a variety of such courses at the school to support pupils with a range of needs – all involve sessions at a Wiltshire college and may include extended work experience.
- Pastoral Support Programmes and other multi-agency meetings/referrals
- Conduct logs
- Isolation Room

The reinforcement of good behaviour is a very important tool to maintain positive attitudes to school and learning.