

Level 1 – Class Teacher		Level 2 - Faculty	Level 3 – Head of School	Level 4 – SLT/Safeguarding
Warning	Call Back Class Teacher Phone Call Home (Repeated)	30 minute detention Removal from lesson to parking rota 1 hour Detention Class Teacher/AHOF Phone Call Home / Faculty Report	Internal Exclusion Education Teaching Centre Academy Intervention Outside Agency Intervention Head of School Phone Call Home / Add. Needs Plan	Fixed Term Exclusion Additional Needs Plan VP/Principal School-to-School Placement Permanent Exclusion
<i>Not Recorded</i>	<i>Recorded on class charts Parents contacted (phone/e-mail)</i>	<i>Recorded on class charts Parents contacted (phone/e-mail)</i>	<i>Recorded on class charts AHOF to contact home (phone/e-mail)</i>	<i>Recorded on class charts. AP/VP to contact home (phone/e-mail)</i>
	Repeat warnings	Repeat of Level 1	Repeat of Level 2	Repeat of Level 3
Uniform not worn correctly	Incomplete uniform	Persistent incomplete uniform	Continued uniform offences (including piercings/fake nails/hair colour etc)	Constantly failing to follow the ETC criteria
Chewing gum	Littering	Minor graffiti /Vandalism	Major graffiti / Vandalism	Physical assault inside and outside school (in uniform)
Below expected effort	No / Incomplete homework	No homework (2 occasions)	Fighting / aggressive behaviour/ physical contact in & out of school (in uniform)	Posing a safety risk to self and others
Eating / drinking in undesignated areas	Out of bounds	Refused/failed 'call back'	Dangerous behaviour	Extreme defiance, disobedience and insolence
Name calling	Use of Inappropriate language	Repeated inappropriate language	Rudeness / Defiance	Offensive language / Personal comments to staff
Lack of effort in lessons	Late to lesson	Persistently late to lesson/school (at least twice in a week)	Unauthorised selling/theft/fraud/joint enterprise	Three separate instances of internal suspension in one term
Talking over staff and peers	Missing learning kit	Truancy – single lesson	Truancy – multiple lessons	Possession of an offensive weapon
Not behaving as a 'St Leonards student' is expected to	Disruption to learning – preventing others' from being taught	Serious disruption to learning – preventing others' from being taught	E-safety breach using any form of electronic device	Possession/Supply/Suspected to be under the influence of drugs /Illegal substances / Alcohol
	NB: Possible intervention required	Poor/inappropriate behaviour	Bullying / Intimidation / Racism/ Discrimination /Homophobic behaviour	Repeated Bullying / Intimidation / Racism/ Discrimination /Homophobic behaviour
		Continued refusal to follow instructions (following Leve1/2 expectations)	Socially unacceptable behaviour within the school and local community	Persistent failure to follow school expectations
		Dishonesty	Smoking / possession of cigarettes (including use of electronic devices) on/off school site	Repeated smoking / possession of cigarettes (including use of electronic devices) on/off school site
		NB: Possible intervention required	NB – All IEs must have reintegration before a student is returned to lesson	NB - All FTEs must have reintegration before a student is returned to lesson
Mobile phones are only to be used at breaks – outside or in social spaces. They should not be seen or heard at all other times.	1st Offence: Item confiscated - sent to Student Reception to be locked in the safe. Phone is returned to student at the end of the day. 30 minute ASD set (Staff to record this on school system)	2nd Offence: Item confiscated - sent to Student Reception to be locked in safe. Parents asked to collect item from school at earliest convenience. 1 hour ASD set. (Staff to record this on school system)	3rd Offence: Item confiscated - sent to Student Reception to be locked in safe. Parents asked to collect item from school at earliest convenience. 1 hour ASD and parent meeting with AP/VP arranged. (record this on school system)	