

Level	Examples are not exhaustive. Professional judgement will be applied in response to any behaviour.		Consequences
C1	First instances of the following: <i>(See C2, if request needs repeating. See C5, if correction is defiantly refused):</i>		Unrecorded verbal warning
	<ul style="list-style-type: none"> Uniform or personal presentation corrections at the school gate, or during registration Does not settle on arrival when asked Does not begin work immediately when asked Does not follow the required learning mode promptly Does not remove coat on arrival to class, when required by staff Low-level disruption, such as talking or distracting others (e.g. during lessons, in the library, assemblies or other meetings) 	<ul style="list-style-type: none"> Enters the buildings before 8:20am without reasonable cause Does not engage politely with other students or staff Does not move calmly through corridors or other spaces Does not move on from corridors, toilets, Newman Hall or other spaces when required by staff or sixth form prefects Informal discussion with the Anti-Bullying Coordinator C1 - other 	
C2	<ul style="list-style-type: none"> Repeated C1 behaviours listed above Does not arrive to lessons on time, nor has a reasonable explanation and the register has been completed Does not follow expectations for uniform, from 9:00am onwards (e.g. correct skirt length, blazer on with sleeves unrolled, shirt tucked in, correct school shoes, appropriate outerwear) <i>(See C4, if not immediately correctable)</i> Does not follow expectations for personal presentation, from 9:00am onwards (e.g. one small stud earring in the earlobe only, blemish-covering make-up only, short unpainted natural nails, natural eyelashes, skin free from drawing or excessive writing). <i>(See C4, if not immediately correctable)</i> Is not equipped for lessons or registration (e.g. stationery, cooking apron, PE kit, calculators, reading book, student planner) 	<ul style="list-style-type: none"> Prevents others from learning Does not complete adequate work during lessons Does not follow the school’s code of conduct at any time (i.e. respect for self, others and school environment) Does not submit homework by the deadline, or of adequate quality Chewing gum anywhere on site Is found in the corridors at break or lunch without purpose Receives a formal warning from the Anti-Bullying Coordinator Does not arrive to class on time, nor provides a reasonable explanation Does not queue respectfully at food-serving locations Eats in non-specified areas without permission (e.g. corridors, classrooms, toilets, library, LRCs, or Newman Hall during the incorrect sitting) C2 - other 	Recorded on Arbor Moved seat in class, if appropriate
C3	<ul style="list-style-type: none"> 3 x C2 within one half-term Not following the mobile or cellular-enabled device policy for their year group (including, but not limited to, tablets, phones and smartwatches) A significant or continued disruption to the learning of others (e.g. continued loud outbursts, damaging learning materials, prolonged or continued interruptions) 	<ul style="list-style-type: none"> Proven lying Misuse of Trust IT Cheating during in-class assessments <i>(See C5 for cheating in mock examinations and end-of-year assessments)</i> Inappropriate actions or language <i>(See C6 for prejudicial or discriminatory actions or language)</i> C3 - other 	Recorded on Arbor Removed from class, if appropriate After school detention (1 hour)
C4	<ul style="list-style-type: none"> 3 x C3 within one academic year Does not demonstrate appropriate conduct in a C3 detention Does not follow the uniform or personal presentation expectations and cannot be immediately corrected (e.g. non-natural hair colouration, non-removable false nails or lashes, henna*, new piercings, inappropriate footwear without reasonable cause) Internal truanting / leaves a classroom or designated place without permission Possession of any nicotine or tobacco-containing products (e.g. cigarettes, pouches, gum, vape cartridges) as well as associated paraphernalia (e.g. vapes, cigarette papers, lighters, matches) Threatening, intimidating or harassing fellow students 	<ul style="list-style-type: none"> Knowingly possesses or uses without school supervision/knowledge their own prescription-only medications - against school procedures <i>(See C5 if supplied to other students. See C5 if this is prescription-only medication is also a controlled substance)</i> Involved in a second bullying incident <i>(See C7, if the student has caused physical assaulted)</i> Engages in harmful online behaviour impacting on school community Retaliates against a student who has raised a complaint or concern about them or another, including verbally or digitally <i>(See C7, if physically assaulted)</i> Steals property anywhere on-site <i>(See C5 for repeated or high-value)</i> C4 – other 	Recorded on Arbor Removed from class, if appropriate After school detention with Head of Year (1 hour) May result in a Head of Year Report Card
	<i>* If parents/carers wish to allow henna at home for a cultural or religious occasion, they must notify the school in advance. The school may, at its discretion, allow the use of henna during cultural festivals.</i>		
C5	<ul style="list-style-type: none"> 3 x C4 within one academic year Does not demonstrate appropriate conduct in a C4 detention Defiance / refusal to disclose name to staff / refusal to follow instructions from staff, (including refusing removal from class requiring on-call system) Walking / running away from a member of staff when challenged on any matter Cheating during formal assessments (i.e. mocks and end-of-year examinations) Carries out child-on-child abuse Entering a prohibited area on-site (e.g. staff-only areas without permission, Annexe moat, Metcalfe fire escape etc) Use or supply of any nicotine or tobacco-containing products (including cigarettes, pouches, gum) as well as associated paraphernalia (e.g. vapes, cigarette papers, lighters, matches) 	<ul style="list-style-type: none"> Supplies prescription-only medications to other students <i>(See C7 if this prescription-only medication is also a controlled substance)</i> Knowingly possesses or uses without school supervision/knowledge their own <u>controlled</u> prescription-only medication, against school procedures <i>(See C7 for supplying these to other students)</i> Deliberately activates the fire alarm without cause External truanting / leaving site (including improper use of a Year 11 gate pass) Brings the school / Trust into disrepute, or makes damaging false claims publicly about the school, its staff or the Trust Intentionally causes damage to school property Steals property a second time on-site, or steals a high-value item Does not successfully meet the terms of a Head of Year Report Card C5 - other 	Recorded on Arbor Removed from classroom using on-call, if appropriate After school detention with a Senior Leader (1 hour) May result in a Behaviour Contract
C6	<ul style="list-style-type: none"> 3 x C5 within one academic year Does not demonstrate appropriate conduct in a C5 detention Prejudicial or discriminatory actions or language, as described in the Equality Act 2010 (i.e. against the following protected characteristics: race, disability, gender reassignment, sex, sexual orientation, pregnancy, marriage or civil partnership, age, religion or belief, including those with no religion or belief) Involved in a third bullying incident, or engages in severe bullying behaviour <i>(See C7, if physically assaulted)</i> 	<ul style="list-style-type: none"> Verbal abuse/aggressive or intimidating behaviour towards another student, member of staff or visitor Engages in uncontrolled or overly forceful physical conduct (e.g. pushing, shoving or simulated fighting) Inappropriate use of mobile or cellular-enabled device (e.g. recording students or staff, accessing inappropriate online content) Does not successfully meet the terms of a Behaviour Contract C6 - other 	Recorded on Arbor Internal exclusion May result in a Behaviour Support Plan
C7	<ul style="list-style-type: none"> Persistent disruptive behaviour Refuses to comply with internal exclusion Physical assault or fighting Persistent bullying Stalking students or staff Possesses, uses or supplies alcohol 	<ul style="list-style-type: none"> Supplies <u>controlled</u> prescription-only medications to other students, or a student possesses or uses these medications without a prescription Found in possession of a weapon or an item adapted or intended to cause harm or fear Does not successfully fulfil the terms of a Behaviour Support Plan C7 - other 	Recorded on Arbor Suspension*
	<i>* Duration of suspension will be based on severity, intention, illegality, role, victim impact, deception, prejudice or discrimination. Successive suspensions will be longer than previous.</i>		
C8	<ul style="list-style-type: none"> Intentionally or recklessly damages school property by fire (<i>arson</i>) Significant act of aggression towards school or any of its community Sexual abuse or assault 	<ul style="list-style-type: none"> Possesses, uses or supplies any illegal drug or psychoactive substances (regardless of legal status, including but not limited to, THC and ‘spice’) C8 - other 	Permanent exclusion

Note:

- Heads of Year or Senior Leaders may adjust consequences issued by staff at their discretion, based on mitigating factors or additional information
- Students found to have knowledge of a **C3-C7** incident, but who choose not disclose information when required, may receive the equivalent sanction
- For more information on how medications and drugs are classified in this policy. Refer to the C-system Appendix 1 found in our Behaviour Policy.