

Level	Examples are not exhaustive. Professional judgement will be applied in response to any behaviour.	Consequences
C1	<p><b>First</b> instances of the following: (See C2, if request needs repeating. See C5, if correction is defiantly refused):</p> <ul style="list-style-type: none"> <li>Uniform or personal presentation corrections at the <b>school gate, or during registration</b></li> <li>Does not settle on arrival when asked</li> <li>Does not begin work immediately when asked</li> <li>Does not follow the required learning mode promptly</li> <li>Does not remove coat on arrival to class, when required by staff</li> <li>Low-level disruption, such as talking or distracting others (e.g. during lessons, in the library, assemblies or other meetings)</li> </ul>	Unrecorded verbal warning
	<ul style="list-style-type: none"> <li>Enters the buildings before 8:20am without reasonable cause</li> <li>Does not engage politely with other students or staff</li> <li>Does not move calmly through corridors or other spaces</li> <li>Does not move on from corridors, toilets, Newman Hall or other spaces when required by staff or sixth form prefects</li> <li>Informal discussion with the Anti-Bullying Coordinator</li> <li>C1 - other</li> </ul>	
C2	<ul style="list-style-type: none"> <li>Repeated C1 behaviours listed above</li> <li>Does not arrive to lessons on time, nor has a reasonable explanation and the register has been completed</li> <li>Does not follow expectations for uniform, <b>from 9:00am onwards</b> (e.g. correct skirt length, blazer on with sleeves unrolled, shirt tucked in, correct school shoes, appropriate outerwear) (See C4, if not immediately correctable)</li> <li>Does not follow expectations for personal presentation, <b>from 9:00am onwards</b> (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). (See C4, if not immediately correctable)</li> <li>Is not equipped for lessons or registration (e.g. stationery, cooking apron, PE kit, calculators, reading book, student planner)</li> </ul>	Recorded on Arbor Moved seat in class, if appropriate
	<ul style="list-style-type: none"> <li>Prevents others from learning</li> <li>Does not complete adequate work during lessons</li> <li>Does not follow the school's code of conduct at any time (i.e. respect for self, others and school environment)</li> <li>Does not submit homework by the deadline, or of adequate quality</li> <li>Chewing gum anywhere on site</li> <li>Is found in the corridors at break or lunch without purpose</li> <li>Receives a formal warning from the Anti-Bullying Coordinator Does not arrive to class on time, nor provides a reasonable explanation</li> <li>Does not queue respectfully at food-serving locations</li> <li>Eats in non-specified areas without permission (e.g. corridors, classrooms, toilets, library, LRCs, or Newman Hall during the incorrect sitting)</li> <li>C2 - other</li> </ul>	
C3	<ul style="list-style-type: none"> <li>3 x C2 within one half-term</li> <li>Not following the mobile or cellular-enabled device policy for their year group (including, but not limited to, tablets, phones and smartwatches)</li> <li>A significant or continued disruption to the learning of others (e.g. continued loud outbursts, damaging learning materials, prolonged or continued interruptions)</li> </ul>	Recorded on Arbor Removed from class, if appropriate After school detention (1 hour)
	<ul style="list-style-type: none"> <li>Proven lying</li> <li>Misuse of Trust IT</li> <li>Cheating during in-class assessments (See C5 for cheating in mock examinations and end-of-year assessments)</li> <li>Inappropriate actions or language (See C6 for prejudicial or discriminatory actions or language)</li> <li>C3 - other</li> </ul>	
C4	<ul style="list-style-type: none"> <li>3 x C3 within one term</li> <li>Does not demonstrate appropriate conduct in a C3 detention</li> <li>Does not follow the uniform or personal presentation expectations and <b>cannot</b> be immediately corrected (e.g. non-natural hair colouration, non-removable false nails or lashes, henna*, new piercings, inappropriate footwear without reasonable cause)</li> <li>Internal truanting / leaves a classroom or designated place without permission</li> <li><b>Possession of</b> 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)</li> <li>Threatening, intimidating or harassing fellow students</li> </ul>	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
	<ul style="list-style-type: none"> <li><b>Knowingly possesses or uses without school supervision/knowledge</b> their own prescription-only medications - against school procedures (See C5 if supplied to other students. See C5 if this is prescription-only medication is also a controlled substance)</li> <li>Involved in a second bullying incident (See C7, if the student has caused physical assaulted)</li> <li>Engages in harmful online behaviour impacting on school community</li> <li>Retaliates against a student who has raised a complaint or concern about them or another, including verbally or digitally (See C7, if physically assaulted)</li> <li>Steals property anywhere on-site (See C5 for repeated or high-value)</li> <li>C4 – other</li> </ul>	
* 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.		
C5	<ul style="list-style-type: none"> <li>3 x C4 within one term</li> <li>Does not demonstrate appropriate conduct in a C4 detention</li> <li>Defiance / refusal to disclose name to staff / refusal to follow instructions from staff, (including refusing removal from class requiring on-call system)</li> <li>Walking / running away from a member of staff when challenged on any matter</li> <li>Cheating during formal assessments (i.e. mocks and end-of-year examinations)</li> <li>Carries out child-on-child abuse</li> <li>Entering a prohibited area on-site (e.g. staff-only areas without permission, Annexe moat, Metcalfe fire escape etc)</li> <li><b>Use or supply of</b> any nicotine or tobacco-containing products (including cigarettes, pouches, gum) as well as associated paraphernalia (e.g. vapes, cigarette papers, lighters, matches)</li> </ul>	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
	<ul style="list-style-type: none"> <li><b>Supplies</b> prescription-only medications to other students (See C7 if this prescription-only medication is also a controlled substance)</li> <li><b>Knowingly possesses or uses without school supervision/knowledge</b> their own <u>controlled</u> prescription-only medication, against school procedures (See C7 for supplying these to other students)</li> <li>Deliberately activates the fire alarm without cause</li> <li>External truanting / leaving site (including improper use of a Year 11 gate pass)</li> <li>Brings the school / Trust into disrepute, or makes damaging false claims publicly about the school, its staff or the Trust</li> <li>Intentionally or carelessly causes damage to school property (school may seek to recoup costs of repair from parents)</li> <li>Steals property a second time on-site, or steals a high-value item</li> <li>Does not successfully meet the terms of a Head of Year Report Card</li> <li>C5 - other</li> </ul>	
C6	<ul style="list-style-type: none"> <li>3 x C5 within one term</li> <li>Does not demonstrate appropriate conduct in a C5 detention</li> <li>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)</li> <li>Involved in a third bullying incident, or engages in severe bullying behaviour (See C7, if physically assaulted)</li> </ul>	Recorded on Arbor Internal exclusion May result in a Behaviour Support Plan
	<ul style="list-style-type: none"> <li>Verbal abuse/aggressive or intimidating behaviour towards another student, member of staff or visitor</li> <li>Engages in uncontrolled or overly forceful physical conduct (e.g. pushing, shoving or simulated fighting)</li> <li>Inappropriate use of mobile or cellular-enabled device (e.g. recording students or staff, accessing inappropriate online content)</li> <li>Does not successfully meet the terms of a Behaviour Contract</li> <li>C6 - other</li> </ul>	
C7	<ul style="list-style-type: none"> <li>Persistent disruptive behaviour</li> <li>Refuses to comply with internal exclusion</li> <li>Physical assault or fighting</li> <li>Persistent bullying</li> <li>Stalking students or staff</li> <li>Possesses, uses or supplies alcohol</li> </ul>	Recorded on Arbor Suspension*
	<ul style="list-style-type: none"> <li><b>Supplies <u>controlled</u></b> prescription-only medications to other students, or a student possesses or uses these medications without a prescription</li> <li>Found in possession of a weapon or an item adapted or intended to cause harm or fear</li> <li>Does not successfully fulfil the terms of a Behaviour Support Plan</li> <li>C7 - other</li> </ul>	
* Duration of suspension will be based on severity, intention, illegality, role, victim impact, deception, prejudice or discrimination. Successive suspensions will be longer than previous.		
C8	<ul style="list-style-type: none"> <li>Intentionally or recklessly damages school property by fire (arson)</li> <li>Significant act of aggression towards school or any of its community</li> <li>Sexual abuse or assault</li> </ul>	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.