

Sanction Chart

Follow the procedure outlined below depending on when it occurs	Automatic Blue Card (<i>if at lunchtime</i>) Automatic Missed Lunchtime (<i>if during class/playtime</i>)
Name calling	Rudeness/Disrespect to an adult
Accidentally hurting another child through rough play	Deliberately hurting another child
Disruption in class	Swearing
Misuse of school property	Fighting
Inappropriate behaviour in the toilets	Stealing
Throwing objects inappropriately	Spitting
	Refusing to work/do as asked by an adult
	Bullying *must be reported to the Head/Deputy – see anti-bullying policy for full details
	Racial/Homophobic abuse *must be reported to the Head/Deputy – see anti-bullying policy for full details

Professional judgement should be used to ascertain the seriousness of the incidents listed in the first column and the age of the child. It might be necessary to miss out some of the stages of the procedure. Teachers use their professional judgement for any other behavioural incidents not listed.

Sanctions

It is the responsibility of the class teacher to deal with the behaviour of the children in their class, unless serious or repeated breaches of behaviour occur. Class teachers are responsible for contacting and involving parents when they have concerns about a child's behaviour.

Class Time

- 1: Warning
- 2: Time Out in classroom (max 10 minutes)
- 3: **Lower School:** Missing part of playtime/lunch break or Time Out with another teacher or Deputy Head (maximum 15 minutes) and Incident Form completed. Parents informed if appropriate.
Upper School: Time Out with Deputy Head (maximum 15 minutes) and Incident Form completed. Parents informed if appropriate. When the Deputy Head is unavailable, then the child should be sent to another senior teacher.
- 4: Incident Form sent home twice in one half-term; refer to Deputy Head - consider IBP if persistent. Parents to be informed by CT.
- 5: Repeated behaviours may result in parents being asked to attend a meeting to discuss child's behaviour.
- 6: Internal exclusion, supervised (Headteacher decision)
- 7: External exclusion-(Headteacher decision)

Break times

- 1: Warning
- 2: Walk with staff member on duty
- 3: Miss part of lunchtime play, if behaviour continues. (Inform the person on lunchtime duty).

Lunchtimes

- 1: Warning
- 2: Walk with Supervisor for no more than 10 minutes.

- 3: Blue Card. Teacher informed. Incident form completed. Letter sent to parents.
- 4: When signed off, child to take to Deputy Head. Refer to Deputy Head if not signed off. Missed lunch break and subsequent 5 days on Blue Card. Consider IBP.
- 5: Class Teacher to discuss with parents if not signed off or if repeated behaviours (i.e. 2 blue cards/ 1 short term). Parents may be asked to collect children at lunchtimes if lunchtime behaviour does not improve following involvement of parents.

Repeated inappropriate behaviour

- Class Teachers should telephone/meet with parents to discuss the repeated inappropriate behaviours on the day that this happens
- Record of reported behaviours for monitored children kept in Pupil Profile Folder..
- Exclusion from school trips and events if there is a risk to health and safety.
- Exclusion from Hexagon afternoons, school discos and sporting competitions.
- IBP set up-school action
- Reference to the SENCO/Ed Psych/Behaviour Support Service and other external agencies where appropriate

Recording of Incidents/Incidents file

Blue Card incidents and missed lunchtimes should be recorded in the incident file in the staff room and letter sent to parents on the day of the incident.

Buses

The member of staff responsible for the bus should set behaviour expectations on the bus at the start of the year with regular reminders, because of safety. All children should walk together in an orderly and quiet fashion to get onto the bus.

Following a report of inappropriate behaviour the relevant member of staff will investigate and when appropriate parents will be contacted. Repeated incidents may result in the child being removed from the bus. The following sanctions should be imposed:

- 1: Warning (telephone call home if the issue is related to safety ie removal of seat belts)
- 2: 2nd Warning (telephone call home)
- 3: Missed lunchtime (telephone call home).
- 4: Removal of child from the bus for 1 day and subsequent days if necessary (telephone call home from Headteacher or Deputy Head and a letter of confirmation).

A record of all warnings given will be kept with the bus register so that the member of staff responsible for the bus is aware of any issues from the day before.

Uniform/PE Kit

Research has shown that wearing uniform promotes positive behaviour in schools. It is therefore the responsibility of all staff to make sure the school uniform policy is followed and for all parents to be encouraged to support the school uniform policy. The following sanctions apply:

Incident	Sanction 1st incident	2nd incident
Wearing incorrect school uniform, make up, nail varnish or jewellery/wrist band	Reminder/warning by CT	Follow up with telephone call if necessary.
No PE Kit	Reminder/warning by CT Child is given spare kit so they can take part and a letter is sent home.	Telephone call to parents.
No swimming kit	Reminder/warning by CT- Child sits on the side of pool with a book. Letter sent home.	Telephone call to parents.

