

Overview of Sanctions Procedure

Sanctions procedure for standard classroom issues

INITIAL STAGE
Dealt with at the time of incident

VERBAL
Verbal warning for non co-operation

WRITTEN
Second warning and loss of behaviour star

- Teacher may also move student/send out of class
- Students must only be sent out for 5 mins max.

STAGE 1
Teacher/Tutor DT

DT1
Break/lunch DT as arranged by teacher

- Teacher to complete and distribute DT forms.
- Teacher to carry out DT.
- If not attended, give 2nd chance (no form).
- 2nd non attendance, see Subject Leader for DT2
- 3 DT1s in any half term = automatic DT2

STAGE 2
Subject Leader DT

DT2
After School Detention (30)
Monday A10/A12

- DT2 can only be given by Subject Leader or office
- Staffed by subject Leaders on a rota
- 3 in any Half Term = DT3
- Failure to attend = DT3

STAGE 3
Learning Manager DT

DT3
After School Detention (45)
Weds A10/A12

- DT3 can only be given by Learning Managers or office
- Staffed by LMs on a rota
- 3 in any Half Term = DT4
- Failure to attend = D 4

STAGE 4
Senior Leadership DT

DT4
After School Detention (45)
Friday Hall

- DT4 can only be given by SLT or office
- Staffed by SLT on a rota
- 3 in any Half Term = Intervention
- Failure to attend = Intervention

STAGE 5
Intervention

INTERVENTION
Could involve any of -
Isolation/ DT4/Parental involvement/ exclusion

- Dealt with by SLT

Late DTs

3 Lates in 1 week

- Form Tutor to monitor through SIMS
- FT to report to Learning Manager
- LM to complete form DT3

3 Lates in one half term

- Form Tutor to monitor through reports distributed by office
- FT to give and carry out DT1, completing form as appropriate

Leadership DTs

Any 3 instances of the following (in any half term)

uniform slip referrals by any member of staff

Sent out of class by any member of staff

- Pink Cards to be handed in to reception regularly
- DT4 forms completed by office and distributed by SLT