

Appendix A

Level of Sanctions - Senior School (for guidance only)

Level 1 Verbal Warning	Level 2 Loss of free time (20 minutes)	Level 3 Lunchtime Detention Member of staff/HoD Parents informed (40mins)	Level 4 Report Card (if appropriate) or loss of all free time for up to 48 hours Parents informed	Level 5 Detention (SLT) (1 hr after school) and Report Card (if appropriate) Parents informed	Level 6 Suspension Internal/ external (up to 5 days) Chair of Governors/ Parents informed	Level 7 Permanent Exclusion Chair of Governors/ Parents informed
Inconsiderate Behaviour Eg running in corridors/eating around school/not holding doors open	Repeat of Level 1 offences or:	Repeat of Level 1 or 2 offences or:	Repeat of Level 3 offences or	Repeat of Level 4 offences or persistent repeating of Level 3 offences or:	Repeat of Level 3,4, or 5 offences or:	Repeat of level 6 offence or:
Chewing gum	Unkind behaviour including non-verbal	Missing lessons / Leaving the classroom without permission	Total disobedience, defiance or insolence	Smoking/vaping at school or off site while in school uniform	Verbal threats	Serious physical assault on another student
Offensive language	Lack of cooperation with member(s) of staff Persistently talking over teacher	Swearing at other pupils	Failing to attend detention	Serious abuse of the acceptable use policy occurring by (for example) unauthorised access to devices, sending hurtful or inappropriate messages, any form of cyber-crime.	Extreme offensive language – including racist slurs	Assaulting a member of staff
Interrupting staff	Attention seeking or persistent disruption at the expense of others' learning	Dangerous handling of equipment	Truancing including Saturday mornings	Deliberately sharing or using other people's passwords / logins	Behaviour that endangers other pupils, staff or visitors	Possession of an offensive weapon
Being argumentative / uncooperative	Not doing prep / failure to attend prep	Refusal to do as asked by members of staff	Behaviour likely to endanger others	Videoring or Photographing others without consent/slandering members of staff	Inappropriate sexual behaviour	Possession, use or supply of drugs or other illegal substances

Creating litter	Minor abuse of the acceptable use policy occurring by (for example) travelling to inappropriate websites, sending unwarranted messages or borrowing equipment without permission.	Cheating in internal tests or examinations	Graffiti / vandalism	Fighting, aggression towards others including retaliation	Possession or supply of alcohol	Persistent defiant and disruptive behaviour following failed intervention strategies
Name calling	Being out of bounds			Dangerous behaviour on school transport or on trips	Possession or supply of pornographic material	Fraudulent activity
Late for lessons/ tutor group	Abuse of use of mobile phones				Theft	
Uniform or jewellery/ hair offences	Lack of equipment or kit: - includes misuse of equipment					

Appendix B

Level of Sanctions - Prep School (for guidance only)

Level 1 Verbal discussion about the inappropriateness of the behaviour and how the behaviour can improve	Level 2 Tutor Missed play / loss of free time	Level 3 Head of Prep/ Pre Prep Loss of free time	Level 4 Parents to be informed, Tutor and Head of Prep and Pre- prep	Level 5 Report Card	Level 6 Suspension Internal/ external (up to 5 days)	Level 7 Permanent Exclusion
	Repeat of Level 1 offences or:	Repeat of Level 2 offences or:	Repeat of Level 3 offences or	Repeat of Level 4		
Inconsiderate Behaviour	Persistently talking over teacher	Graffiti	Total disobedience, defiance or insolence			
Interrupting staff	Lack of cooperation with all staff	Vandalism	Failing to attend Missed Play			
Being argumentative with staff or peers	Attention seeking or persistent disruption at the expense of others' learning	Dangerous handling of equipment	Fighting, aggression towards others including retaliation			
Creating litter	Not doing homework	Refusal to do as asked by members of staff	Behaviour likely to endanger others			
Name calling	Swearing at other pupils	Cheating	Stealing			
Lack of equipment or kit: includes misuse of equipment	Persistently wearing incorrect uniform	Tampering with others property	Persistent emotional bullying			
Persistently late for lessons / tutor group						
Uniform or jewellery offences						
Persistent misuse of locker room						