



St Bede's Catholic Comprehensive & Byron Sixth Form College

Staged Behaviour Procedures

Stage 1 – Failure to adhere to school rules

Any pupil who fails to meet our expectations will receive a debit. The **debit** must be placed in SIMS and in the pupil's planner. Student must copy a code of conduct (1/2 for SEND) by 8.55am the next day and hand it to the teacher who gave the debit.

Stage 2 – Failure to complete code

If pupil fails to complete the code, then the student is given 2 codes to complete by 8:55am the next day.

Stage 3 – Failure to complete two codes of conduct

If pupils fails to complete two codes of conduct then they will have a 30 min detention with the department/teacher where the code was given. Member of staff must give the pupil a **debit** in SIMS "**detention**" and **complete the comment box**. The detention must also be written in the pupil's planner. Student will still have to complete the two codes from previous stages.

Stage 4 – Failure to attend detention

Pupil now has a 45 minute detention with senior member of Pastoral Team. Pupil will still have to complete all other sanctions they have missed. Member of staff must give the pupil a **debit** in SIMS "**failure to attend detention**" and **complete the comment box**. An **email** must be sent to P Dickson so SLT detention can be put into action.

Stage 5 – Failure to attend SLT detention

Pupil will face exclusion and will complete detention at the end of exclusion. Pupil will still have to complete all other sanctions they have missed. If pupil fails to complete this stage they are at risk of further sanctions including permanent exclusion.

Behaviour Referrals

A behaviour referral should be completed on SIMS if you consider the action to be serious enough to be picked up by the pastoral team.

Incidents could include but not limited to:

Swearing in class

Threatening or aggressive behaviour

Racial, homophobic or sexual references

Extreme Defiance

Bullying

When completing a behaviour referral in SIMS the **comment box** *must* be completed so that the HOH has details of the incident. An **email** should also be sent to the **Pastoral Leaders** with the name of the pupil and the words behaviour referral in the subject box.

For an issue like this the SLT member on duty should be called to attend.