

Logging Behaviours

Concern	Staff Action	Details/Notes
S1 (Behaviour) Lesson, Independent Study and Social time	Staff log on ClassCharts with brief comment	Low-level disruption, silliness, poor attitude, misuse of phone, poor conduct in study areas, etc.
S2 (Behaviour) Lesson, Independent Study and Social time	Staff log on ClassCharts with an overview and set 30-min sanction. Same day sanction with Sixth Form team.	Escalation from S1 or a more serious behaviour requiring immediate sanction (e.g. defiance, disrespect, serious disruption, etc)
S3 (Behaviour) Lesson, Independent Study and Social time	Staff log on ClassCharts with an overview and set 60-min sanction. Same day with Sixth Form team. Student to sit with HOY for the remainder of that lesson/hour	Escalation from S2 or a more serious behaviour requiring immediate sanction (e.g. continues arguments between peers, deliberate rudeness to staff, etc)
S1 (Homework)	Staff log on ClassCharts with brief comment	Missing or poor Independent Practice (homework, coursework, reading, wider enrichment tasks).
S1 (Punctuality)	Staff log late on SIMS (L = lateness to lesson)	Late to Academy or late to lesson. Staff must log minutes late and brief reason if needed.

* All concerns logged with clear 1–2 sentence incident notes.

*All escalations (S4/S5/S6) to be set only by the Sixth Form Team.

ONLY Sixth Form Team Actions

Concern (trigger)	Sixth Form Action	ClassCharts details
3 x S1 logs (any combination) within 2 weeks	30-minute after-school sanction.	Add S2 (Escalation) 30-minute after-school sanction with Sixth Form team.
2 x S1 (Homework) logs within 2 weeks	30-minute after-school sanction with Sixth Form team. Directed Study Period(s) assigned for 2 weeks. Review with MRB.	Add S2 (Escalation) 30-minute after-school sanction with Sixth Form team.
1 x S2 (Behaviour)	Same day 30-min sanction with Sixth Form team.	If student does not attend, escalate to a S3 (Escalation) 60-minute sanction (next day).
1 x S3 (Behaviour)	Same day 60-min sanction with Sixth Form team. Student to sit with HOY for the remainder of that lesson/hour	If student does not attend, re-issue. If student does not attend a second occasion, escalate to S4 (Sixth IE) Sixth Form Isolation (1 day) assigned. Parent informed.
Continued serious poor behaviour after sanctions or major incident.	Sixth Form Isolation (1 day) assigned. Parent informed.	S4 (Sixth Isolation)
Major one-off incidents (aggression, hate crime, serious defiance)	PSU Isolation (1 day) or Suspension. Parent meeting arranged.	S5 (PSU IE) S6 (Suspension)

ONLY Head of Sixth Action - Post-Suspension Procedures

Stages	Situation	Action Taken
Stage 1 S4 (Sixth Isolation)	Student returns from suspension and continues breaching expectations	Immediate meeting with Student, Parent and Head of Sixth. Student to remain in Sixth Form under close monitoring for a period of time.
Stage 2 S5 (PSU IE)	Continued breaches of expectations during Sixth Form monitoring	Student attends 1 day in PSU Isolation. Immediate meeting with Student, Parent, Head of Sixth, and Vice Principal. *If successful, student returns to Sixth Form under monitoring (Stage 1).
Stage 3 Permanent Exclusion	Further serious behaviour or failure to improve.	Permanent Exclusion considered, evidence gathered and presented to Governors for decision.