



Kemnal  
Technology  
College



# Kemnal Technology College Behaviour Policy

This Policy was reviewed:

**September 2021**

The Policy will next be reviewed by TKAT &  
Kemnal Technology College by:

**September 2022**



## **Expectations**

As a TKAT school / academy we have a shared and common purpose to ensure all pupils, regardless of the traditional barriers to success, have the opportunities and resources to achieve their academic and career aspirations within a safe, inclusive and ambitious environment. We are a school / academy that:

- ❖ Works together inclusively
- ❖ Respects and cares for each other
- ❖ Has ambition and is aspirational to all

This policy sets out how we will promote good behaviour and work ethic, self-discipline and respect, prevent bullying, ensure that pupils complete assigned work, and regulate the conduct of pupils. In applying this policy, Kemnal Technology College will consider its duties under the Equality Act 2010 regarding relevant characteristics protected by that act, notably disability. It will consider the needs of pupils with special educational needs and any reasonable adjustments that need to be considered. Kemnal Technology College will also have regard to its Safeguarding Policy where appropriate, TKAT's 'Reporting of Racist and other Incidents Relating to Protected Characteristics Amongst Peers' guidance for schools, and Ofsted's [Review of Sexual Abuse in Schools and Colleges](#) and subsequent recommendations by the DFE.

## **Policy Implementation**

Staff are responsible for: Implementing Kemnal Technology College's policy consistently and fairly throughout Kemnal Technology College by setting the standards required to promote positive behaviour.

The senior leadership team of Kemnal Technology College will ensure all staff adhere to the behaviour policy and implement effective systems for keeping records of all reported incidents, reporting to governors and parents when required.

Students are responsible for conducting themselves in-line with Kemnal Technology College's policy. This includes in lessons, when moving around Kemnal Technology College grounds, representing Kemnal Technology College in other activities, and when in the community and wearing Kemnal Technology College's uniform.



## **Behaviour Expectations**

Students are expected to observe the following behaviours in Kemnal Technology College:

For example:

- ❖ Students to make a positive contribution to the school by demonstrating values related to Kemnal hearts and Kemnal Mind
- ❖ Be kind and respectful to other staff and students
- ❖ To build positive relationships with all members of the college community
- ❖ To respect each other's differences

Where students follow behaviour expectations, they will be rewarded for doing so. Where they are unable to follow our behaviour expectations, or the adapted arrangements for individual pupils, this may lead to sanctions being put in place. The nature of the sanction is dependent on the behaviour type - the more serious the behaviour the more significant the sanction is likely to be.

## **Rewards**

We want students to 'Work Hard, Be Kind, and do so with Integrity'. We define 'integrity' as doing the right thing because they know it is the right thing to do. Students' reward for good behaviour should be first and foremost their own self pride as a model young citizens. We are a community of learners who share the mind-set of determination and ambition. Our mission is to inspire and grow our young Kemnal Hearts and Minds. At KTC, we work collaboratively to create a safe, happy and positive environment for our students to provide an outstanding learning environment which will enable them to meet the challenges of the evolving world. These values underpin all the conversations we have in school, both positive and negative.

In addition to the above, students have further opportunities to be rewarded in Kemnal Technology College for good behaviour through a number of avenues:

## **Behaviour in Lessons**

### *Rewarding Positive Behaviour*

Every child deserves the right to learn. Student behaviour should always respect other students' right to learn. To keep order in the classroom, students deserve to be rewarded for positive behaviour. Staff will publicly recognise students that are making positive contributions to learning. Teachers will recognise positive behaviour and are expected to follow a 4 step approach:



EVENT	STEP
<p>Student makes a positive contribution to the lesson by demonstrating values related to Kemnal hearts and Kemnal Minds</p>	<p>Teacher gives a student an <b>R1</b> and publicly acknowledges which value the student is demonstrating.</p> <p>Teacher records R1 Class Charts</p> <p>Students receive positive points which go towards individual prizes and points.</p>
<p>Student continues to make a positive contribution to learning.</p>	<p>Teacher gives a student an <b>R2</b> and again publicly acknowledges how they are making a positive contribution.</p> <p>Teacher records R2 Class Charts and issues student with a positive postcard.</p> <p>Students receive positive points which go towards individual prizes and points,</p>
<p>Student goes above and beyond either during the lesson or with a piece of homework.</p>	<p>Teacher gives a student an <b>R3</b> and contacts home.</p> <p>Teacher records R3 on Class Charts and student will be presented with a Headteacher's Certificate in assembly.</p> <p>Students receive positive points which go towards individual prizes and points.</p>
<p>Student is recognised for making an outstanding contribution to the College over a sustained period of time. For example:</p> <ul style="list-style-type: none"> <li>❖ Outstanding attendance</li> <li>❖ Outstanding academic performance</li> <li>❖ Outstanding contribution to College life</li> </ul>	<p>The Pastoral Team will review students' academic and wider contributions to College life on a termly basis.</p> <p>Those students who have outstanding contributions in any of these areas will receive special rewards e.g. reward lunches, trips and small prizes.</p>

Teachers are also encouraged to make positive phone calls to reward positive behaviour.



## **Graduated Approach to Support Pupils**

Kemnal Technology College has a graduated approach to supporting behaviour as detailed below:

- ❖ Specific interventions for identified groups such as those with speech, language and communication needs, literacy difficulties, transition for those with known behavioural difficulties or those deemed vulnerable. Here reasonable adjustments are made for a small number of children.
- ❖ Behaviour Reports and Personal Support Plans (PSP) are in place for students unable to conform to level '1' and this involves interventions, adaptations to timetables and curriculum, other external agency involvement, college places, and alike
- ❖ Students and staff have Kemnal Technology College wide systems which are in place to ensure good behaviour with imposed sanctions for classrooms and learning and around the wider school / academy campus. These include Behaviour Report System, detention systems, removal from normal learning to reflect on behaviours and work within ICe (Inclusion Centre) for further support such as 1-1, workshops etc., and fixed term exclusions.
- ❖ Students with the most significant behaviour profiles are referred to internal or external alternative provision for placements of varying duration dependent on need.

## **Behaviour Report Process**

To support students correcting negative behaviour we have a supportive behaviour report process. If a student is struggling to manage their behaviour, we will intervene with a stepped report system. Patterns of poor behaviour will be monitored by Form Tutors, the Behaviour Team or the Pastoral Team to help them correct their behaviour. Reports give students individualised targets that will act as triggers for good behaviour. If a student does not correct their behaviour they will move on to a different stage of the report at the discretion of the school. The different layers of report are shown on the following page.



# BEHAVIOUR REPORT PROCESS

## TUTOR REPORT (2 WEEK DURATION)

- ❖ Persistent poor behaviour
- ❖ 2 C3s in 1 day will also equate to a 1 day FTE
- ❖ Tutor calls home to notify parents
- ❖ Tutor also notifies HOY/Pastoral Leads so records can be updated
- ❖ Tutor monitors pupil's report daily
- ❖ Pass - Pupil achieves number of target ticks
- ❖ Fail - pupil does not achieve number of target ticks OR loses report

## PASTORAL LEAD REPORT (2 WEEKS)

- ❖ Failed Tutor report
- ❖ Pastoral Lead calls home to notify parents
- ❖ Pastoral Lead notifies HOY and updates records
- ❖ Pastoral Lead monitors pupil's report daily
- ❖ Pass = Pupil meets number of target ticks
- ❖ Fail = pupil does not achieve number of target ticks OR loses report

## HEAD OF YEAR REPORT (2 WEEKS)

- ❖ Failed Pastoral Lead report
- ❖ HOY calls home & arrange a parental meeting
- ❖ HOY updates records
- ❖ HOY communicates with home weekly
- ❖ HOY checks report daily
- ❖ Pass = Pupil meets number of target ticks
- ❖ Fail = pupil does not achieve number of target ticks OR loses report

## HEAD OF KS3 REPORT (2 WEEKS)

## HEAD OF KS4 REPORT (2 WEEKS)

- ❖ Failed Pastoral Lead report
- ❖ HOY calls home & arrange a parental meeting
- ❖ HOY updates records
- ❖ Head of KS3 communicates with home weekly
- ❖ Head of KS3 checks report daily
- ❖ Pass = Pupil meets number of target ticks
- ❖ Fail = pupil does not achieve number of target ticks OR loses report

## PSP REPORT (6 WEEKS)

- ❖ Failed Head of KS3/KS4 report
- ❖ MHe calls home & arrange a parental meeting
- ❖ Targets are established & support put in place, agreed by school, parental & pupil
- ❖ MHe to check report daily
- ❖ MHe communicates with parents weekly
- ❖ Review meeting every 2 weeks held with parents & targets reviews/progress checked
- ❖ Pass = Remain at KTC
- ❖ Fail = Manage Move OR Permanent Exclusion



## Detentions

Note that 24 hours' notice of a detention is no longer required by the Department for Education. Parental permission is not required but Kemnal Technology College will inform parents for detentions at the end of the school day that are longer than 15 minutes. Kemnal Technology College is not required to inform parents of 'short' detentions at the end of the school day, which we deem to be up to 15 minutes. In setting detentions Kemnal Technology College will consider:

- ❖ the welfare and any special needs or disabilities of the child
- ❖ whether the child has caring responsibilities
- ❖ whether there are unique travel arrangements

Inconvenience to the parents will not be considered as long as the pupil has a means to get home safely.

The permitted times for detentions are any school day when the pupil does not have permission to be absent.

Kemnal Technology College runs the following detention system in order to correct negative behaviour.

To support an orderly College, all staff are expected to follow a 3 step approach where behaviour needs to be more formally challenged:

EVENT	STEP
Student behaviour is in need of correcting. Minor infringements witnessed by member of staff.	Member of staff gives student a <b>choice</b> , either they rectify their behaviour instantly or they will be issued with a 'C2: Whole College Detention', a 15-minute detention  Member of staff records 'C1: Choice given – Whole College Behaviour' on Class Charts.
Student behaviour does not alter after a C1 is issued	Member of staff gives student a 'C2: Whole College Detention'. 15-minute detention to be sat Recorded on Class Chart. Refusal to attend C2 will result in a 30-minute afterschool detention. Teacher to contact home and outline that a C2 wasn't attended.



<p>Student Behaviour continue to be poor after being issued with a C2</p>	<p>Member of staff informs student that they have a C3: Whole College Behaviour.</p> <p>The student will serve an hour detention (parents to be given 24 hours' notice before pupil sits C3) Recorded on Class Chart. Teacher to contact home and outline the reason for C3. Refusal to attend C3 will result in FTE.</p>
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All students are expected to uphold the College values and behave in an acceptable manner. This includes when not in lessons. Where a student requires closer supervision at break and/or lunch time they will be required to sit in the Year office with a member of the pastoral team. Members of staff and the Senior Leadership Team are on duty before and after school and at break and lunch times. If members of staff witness serious incidents of poor behaviour they will either issue a student with a C3 or for more serious incidents a member of the Senior Leadership Team will place a student in IEU (Internal Exclusion Unit) with the Behaviour Team pending investigation.

## **Exclusions**

In extreme cases of poor behaviour, the school may consider excluding a pupil. Before the school does this, they will consider the implications of the Equality Act 2010. Specifically, the school will consider whether there is the possibility of any discrimination against a pupil due to their sex, race, disability, religion or belief, sexual orientation, pregnancy, or gender reassignment. For pupils with disabilities, whether diagnosed or not, and those pupils with additional needs, the school will also consider whether they have made reasonable adjustments to policies and practices. These considerations will be recorded prior to any exclusion.

The school will, as far as possible, avoid permanently excluding any pupils who are vulnerable\* as well as those with an EHCP and will proactively engage with other relevant agencies to consider additional support including an alternative placement before making the decision to exclude.

*\* Vulnerable children as defined by the Government in their briefing paper relating to Coronavirus issued 09.03.21.*

**See appendix A for examples of graduated sanctions implemented by the school**



## **Bullying**

Bullying is behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group either physically or emotionally. It may involve an imbalance of power between the perpetrator and the victim. Bullying will not be tolerated at the academy. Kemnal Technology college has a 'zero policy' on bullying incidents and all reported incidents will be dealt with in accordance with the school's bullying policy.

## **Incidents relating to Protected Characteristics**

A **prejudice related incident** is any incident which is perceived by the victim, or any other person, to be prejudiced towards an individual due to one or more of the protected characteristics.

The term '**prejudice-related discrimination/bullying**' refers to a range of hurtful behaviour, physical or emotional or both, which causes someone to feel powerless, worthless, excluded or marginalised, and which is connected with prejudices around belonging, identity and equality in wider society.

Victims will be offered immediate support appropriate to the nature of the incident in order to avoid longer-term distress. They will be given the opportunity to express their own feelings and concerns and may wish to have an input into how the incident is dealt with. Victims can also be referred to or advised of external organisations for further support and advice if appropriate.

In all cases, the Headteacher or a designated member of staff will contact the parents/carers of the victim to explain the action taken by the school and how the situation will be regularly reviewed and monitored.

It is important that perpetrators are given an explanation of why their action is unacceptable. Appropriate sanctions will be identified in line with this policy, explained to the perpetrator and then applied. In dealing with perpetrators, Kemnal Technology College will be mindful that these behaviour(s) can often reflect feelings of inferiority and worthlessness and/or Special Educational Needs. The school will also consider whether guidance or counselling is needed to prevent recurrence.

All incidents relating to Protected Characteristics will be logged and reported to TKAT Executives and Governors. Please also see the TKAT 'Reporting of Racist and other Incidents Relating to Protected Characteristics Amongst Peers' guidance for schools.



## **Incidents relating to Sexual Harassment and Sexual Abuse**

In line with government recommendations following Ofsted's review of [Sexual Abuse in Schools and Colleges](#), the school / academy starts from a position that assumes sexual harassment, online sexual abuse and sexual violence may be happening in and around the school, even where there are no specific reports. We will follow the same robust approach for the recording of and responding to incidents of sexual abuse and harassment as set out for incidents relating to protected characteristics.

### **Drugs**

Kemnal Technology College will monitor and deal with any drugs issues promptly and be proactive in trying to prevent any future drugs incidents. Pupils will receive drugs education as part of the PSHE programme and Kemnal Technology College will also involve outside agencies such as drugs education charities.

Any incidents will be reported to the governors for their consideration. Any pupil found to be involved in a drugs-related incident will be disciplined in accordance with our behaviour policy. The sanction is likely to include permanent or fixed term exclusion from Kemnal Technology College. Dealing illegal drugs will, except in exceptional circumstances, lead to permanent exclusion. Using illegal drugs will, except in exceptional circumstances, lead to exclusion which may be permanent. This distinction between dealing and using is particularly important operationally.

Sometimes, it will also be necessary to involve the police. Kemnal Technology College will discuss this and take advice as necessary.

Confiscation of drugs: Any drugs found will be confiscated by staff who will dispose of them in accordance with guidance issued by the Department for Education. Similarly, any drugs-related paraphernalia such as needles will be disposed of in a prudent manner, in-line with guidance issued by the Department for Education. The school / academy may carry out searches for drugs in accordance with this policy.

Parental involvement: Usually Kemnal Technology College will inform parents/carers when their child has been found to be involved in drugs but where there are potential safeguarding issues the school must act in the best interests of the child which may mean a decision not to inform parents. Such a decision will be taken very seriously and usually with the benefit of legal advice.



## **Use of Social Media**

There are clear expectations about the use of social media both in and out of school / academy. All individuals are responsible for their own use of social media and parents/carers are responsible for the monitoring of social media platform use, including the setting up accounts on social media platforms which are in-line with the expected/legal age limits.

Below are the areas of use prohibited by the school / academy:

- ❖ damage to the school / academy or its reputation, even indirectly
- ❖ use that may defame school / academy staff or any third party
- ❖ use that may harass, bully or unlawfully discriminate against staff, other pupils or third parties
- ❖ false or misleading statements
- ❖ use that impersonates staff, other pupils or third parties
- ❖ expressing opinions on the school / academy's behalf
- ❖ using school / academy logos or trademarks.

Any misuse of social media will be investigated by the Head of Year/ Raising Standards Lead /Senior Teacher and overseen by the senior member of staff who oversees E-Safety or the school / academies Designated Safeguarding Lead.

Sanctions for breaching the prohibited use of social media are provided in the table of sanctions on pages 3 and 4.

In accordance with the prevent duty, the school / academy uses extensive and effective filtering of the school / academy's network and use of associated electrical devices to ensure we protect staff and students from extreme material, including those of a terrorist nature.

## **Prohibited Items and Searches**

Kemnal Technology College have the statutory power to undertake a search of a pupil or their possessions (without their consent) if there are reasonable grounds to believe that the pupil may be carrying a dangerous or banned substance or object, e.g. a weapon or illegal drug, or any other item which might pose a serious risk to the safety of that pupil and/or others. The specific items which can be searched for without consent are specified on page 11 of the [DfE's Behaviour and Discipline in School Guidance](#) with more detailed information provided in [Screening, Searching and Confiscation](#). This includes "any item banned by the school / academy rules which has been identified in the rules as an item which may be searched for" (Specific Banned Items). The screening and searching advice details what should be done with items that have been confiscated



during a search, including the circumstances under which the police should be involved, and when the use of force can be applied.

## **Use of Reasonable Force**

Kemnal Technology College will follow the Department of Education advice '[Use of Reasonable Force - advice for school leaders, staff and governing bodies](#)'.

Members of staff have the power to use reasonable force to prevent pupils from committing an offence, injuring themselves or others, to prevent damage to property and to maintain discipline. The use of reasonable force must be proportional to the situation required of it and the school will ensure this is in-line with that detailed in the use of reasonable force during searches of students (detailed above).

Where the use of force, i.e. restrictive physical intervention has been used more than once with a particular child it starts to become a foreseeable risk and therefore requires planning to reduce the chances of it being used again. Where restrictive physical intervention has been used more than once with a particular child, the Kemnal Technology College will write a positive handling plan (essentially an appendix to a behaviour plan) and share this with the parents.

Any use of physical intervention must be recorded including any training that staff have had.

## **The Power To Discipline Beyond The School / Academy Gate**

Kemnal Technology College may apply sanctions at their own discretion for poor behaviour under the four conditions below:

- ❖ taking part in any school / academy organised or school / academy related activity
- ❖ travelling to or from school / academy
- ❖ wearing school / academy uniform
- ❖ in some other way identifiable as a pupil at the school / academy.

Even where the four conditions above do not apply, the behaviour policy extends to any misbehaviour which could have repercussions for the orderly running of the school / academy, pose a threat to another pupil, or member of the public, or could adversely affect the reputation of the school / academy. This includes bullying and cyber-bullying.



## Working with Parents/ Home School Agreement

Parents and pupils sign Kemnal Technology College's home school agreement as we recognise that the successful development of our students depends on an effective partnership with students and parents. All three parties share responsibility for the development and achievement of each student. Together, we commit ourselves to the following:

<b>The College will:</b>	<b>As parent/carer, I/we will:</b>	<b>As a student, I will:</b>
<ul style="list-style-type: none"> <li>❖ Provide a learning environment that is stimulating, safe and caring;</li> <li>❖ Ensure that every student has the opportunities, support and guidance to achieve his/her full potential;</li> <li>❖ Report regularly on each student's progress;</li> <li>❖ Expect high standards, set clear rules, promote mutual respect and develop a sense of responsibility;</li> <li>❖ Keep parents informed about school matters, be welcoming to enquiries and responsive to concerns;</li> <li>❖ Record and reward good progress and performance;</li> <li>❖ Implement the sanctions outlined in the School's Behaviour Policy when necessary;</li> <li>❖ Offer extra-curricular activities that will develop broader skills to prepare for life and the world of work.</li> </ul>	<ul style="list-style-type: none"> <li>❖ Make sure my/our child attends School regularly, arrives on time and in correct uniform, properly equipped for school;</li> <li>❖ Encourage my/our child to work hard and support them to complete their homework;</li> <li>❖ Attend consultation evenings and discussions about my/our child's progress;</li> <li>❖ Support the School's policies and guidelines.</li> <li>❖ Allow my/our child to attend off-site visits;</li> <li>❖ Agree to the Behaviour Policy of the School;</li> <li>❖ Make sure that time is not taken out of school unless it is urgent;</li> <li>❖ Encourage my/our child to participate in the extracurricular opportunities offered by the school.</li> </ul>	<ul style="list-style-type: none"> <li>❖ Attend School regularly and on time and in correct uniform, properly equipped for lessons;</li> <li>❖ Work hard in class and at home, so that I can achieve my full potential;</li> <li>❖ Treat others as I would wish to be treated;</li> <li>❖ Follow School rules, behaving responsibly and be polite to others in the School and in the wider community;</li> <li>❖ Take part in extracurricular activities offered by the School;</li> <li>❖ Care for the environment – in and out of school;</li> <li>❖ Complete homework on time;</li> <li>❖ Ask staff for help and advice if needed.</li> <li>❖ Act as an ambassador for the School in the community</li> </ul>



## **Appendix A Graduated Sanctions**

Kemnal Technology College sanctions for behaviour(s) are tabulated below:

<b>Behaviour</b>	<b>Sanction</b>
<ul style="list-style-type: none"><li>❖ Not wearing correct uniform including footwear</li><li>❖ If you failing to bring the correct equipment to lessons</li><li>❖ Failing to submit homework</li><li>❖ If you are late to lesson</li><li>❖ If your headphones or phone are visible inside the school</li><li>❖ If you use inappropriate language (not directed at a member of staff)</li><li>❖ If you are involved in pushing or shoving whist in lessons and moving around the school site</li><li>❖ If you run around school site except if you are playing on the front field/hard courts at break or lunchtime</li><li>❖ Dropping litter</li><li>❖ Eating or drinking in a non-designated area</li><li>❖ Found in an out of bounds area</li><li>❖ Being loud and disrespectful around the college</li></ul>	You will receive a C2 which is a 15-minute detention
<ul style="list-style-type: none"><li>❖ If you fail to submit your homework on multiple occasions</li><li>❖ If you fail to attend C2 detentions</li></ul>	You will receive a C3 which is a 60 minute detention
<ul style="list-style-type: none"><li>❖ If you fail to attend C3 detentions</li></ul>	FTE



<p><b>Serious Incident procedures</b> - In cases of extreme behaviour the following sanctions will be issued. <i>(This list is not exhaustive)</i></p>		
<p><b>Serious Disruption</b> Verbal aggression, abuse, teacher challenge – member of staff, physical – pupil violence</p>	<p><b>Radio call for SLT or email to “on call”</b></p>	<p><b>Depending on nature of incident/pupil history:</b> Isolation/ Fixed Term Exclusion/ Permanent Exclusion</p>
<p><b>Extreme Unacceptable Anti-Social Behaviour</b> In the unlikely event of urinating, defecating, sexual impropriety, malicious accusations against staff, refers to incidents both inside and outside of school</p>	<p><b>Radio call for SLT or email to “on call”</b></p>	<p><b>Depending on nature of incident/pupil history:</b> CPO informed / CAMS referral Fixed Term Exclusion/Permanent Exclusion</p>
<p><b>Sexual Harassment and Abuse</b> Including verbal, physical, online, inside or outside of school</p>	<p><b>Radio call for SLT or email to “on call”</b></p>	<p><b>Depending on nature of incident/pupil history:</b> CPO informed / MASH referral Fixed Term Exclusion/Permanent Exclusion</p>
<p><b>Extreme Unacceptable Anti-Social Behaviour</b> Theft (actual) – refers to incidents both inside and outside of school</p>	<p><b>Radio call for SLT or email to “on call”</b></p>	<p><b>Depending on nature of incident/pupil history:</b> Contact Police Fixed Term Exclusion /Permanent Exclusion</p>
<p><b>Extreme Unacceptable Anti-Social Behaviour</b> Possession offensive weapon, Serious Assault - pupil assault - member of staff, refers to incidents both inside and outside of school</p>	<p><b>Radio call for SLT or email to “on call”</b></p>	<p><b>Contact Police</b> Fixed Term/Permanent Exclusion</p>
<p><b>Extreme Unacceptable Anti-Social Behaviour</b> Threatening with an offensive weapon, refers to incidents both inside and outside of school</p>	<p><b>Radio call for SLT or email to “on call”</b></p>	<p><b>Make environment safe</b> Contact Police – 999 Fixed Term/Permanent Exclusion</p>
<p><b>Smoking</b> (including possession of) cigarettes, matches/lighters <i>Cigarettes include all types of e-cigarettes, whether they contain nicotine or not</i></p>	<p><b>Confiscate and refer to Behaviour Team.</b></p>	<p><b>Depending on nature of incident/pupil history:-</b> C3 detention/Fixed Term Exclusion</p>



<p><b>Possession of Prohibited items</b> Includes any age restricted or otherwise illegal item</p>	<p><b>Radio call for SLT or email to “on call”</b></p>	<p><b>Depending on nature of incident/pupil history:</b> Contact Police, Fixed Term/ Permanent Exclusion</p>
<p><b>Distribution of Prohibited items</b> Includes distribution any age restricted, banned, or otherwise illegal item <i>(see Smoking/Alcohol/Drugs sections as appropriate)</i></p>	<p><b>Radio call for SLT or email to “on call”</b></p>	<p><b>Depending on nature of incident/pupil history:</b> Contact Police, Fixed Term/Permanent Exclusion</p>
<p><b>Criminal Damage</b> E.g.: Vandalism, Graffiti Damage to Personal Property</p>	<p><b>Radio call for SLT or email to “on call”</b></p>	<p><b>Depending on nature of incident/pupil history:</b> Contact Police, Fixed Term/ Permanent Exclusion Notify parents of costs incurred</p>
<p><b>Alcohol/Solvent Abuse</b></p> <ul style="list-style-type: none"> <li>• Possession</li> <li>• Intoxicated</li> <li>• Distribution</li> </ul>	<p><b>Radio call for SLT or email to “on call”</b></p>	<p><b>Confiscate immediately</b> Refer to professional external body if appropriate CP referral Fixed Term Exclusion</p>
<p><b>Class B and C Drugs</b> Possession/use of</p>	<p><b>Radio call for SLT or email to “on call”</b></p>	<p>Contact Police, Refer to professional external body if appropriate Fixed Term/Permanent Exclusion</p>
<p><b>Class B and C Drugs</b> Evidence of supply</p>	<p><b>Radio call for SLT or email to “on call”</b></p>	<p>Contact Police, Refer to professional external body if appropriate Permanent Exclusion</p>
<p><b>Class A and B Drugs</b> Use/Possession/Supply</p>	<p><b>Radio call for SLT or email to “on call”</b></p>	<p>Contact Police, Refer to professional external body if appropriate Permanent Exclusion</p>

*The Headteacher, and other staff authorised by the Headteacher, may use discretion in applying the above sanctions based on the need to make reasonable adjustments due to SEND needs, or considering mitigating circumstances.*

*The above list is not exhaustive and the Headteacher can decide on unusual instances of behaviour and where they do not sit within the sanctions set out in the table.*