

## **All C code incidents MUST be recorded on SIMS.**

C1 – record on SIMS at the end of the lesson

C2 – record on SIMS at the end of the lesson

C3 – record on SIMS. Any C3 incident warrants a 30 minute detention (same-day if it occurs during P1 or P2, following day if it occurs within P3-P5).

C4 – record on SIMS. Any C4 incident warrants a 60 minute detention (same-day if it occurs during P1 or P2, following day if it occurs within P3-P5).

C5 - incident warrants a full day in Seclusion (8:25am – 3:30pm). Students enter via Main School Entrance.

C6 - incident warrants a fixed term exclusion followed by full day in Seclusion

C7 - incident warrants an extended fixed term exclusion followed by full day in Seclusion.

*N.B Extremely serious C7 incidents could warrant a permanent exclusion.*

*2 x C3 from P1, P2 on that day and P3-P5 from the previous day (admin issue) results in C4.*

*2 x C4 from P1, P2 on that day and P3-P5 from the previous day results in C5*

### **Prohibited items:**

Knives and weapons, alcohol, illegal drugs (or legal highs), stolen items, tobacco and cigarette papers, fireworks, Laser pens, pornographic images.

Any article that has been or is likely to be used to commit an offence, cause personal injury or damage to property.

Any item banned by the school rules which has been identified in the rules as an item which may be searched for (energy drinks, carbonated drinks, chewing gum or lollipops for example)

	<b>Code on SIMS</b>	<b>Student behaviour</b>	<b>Staff need to</b>
C1	C1	Fails to follow our school community expectations	Record on SIMS (by the end of lesson)
C2	C2	Fails to follow our school community expectations	Record on SIMS (by the end of lesson)
C3	Expectations	Fails to follow our school community expectations	Record on SIMS and ring parents at the end of the day
C3	Late to school	Is late to school	Kay and SLT record on paper. EPO records on SIMS.
C3	Late to lesson	Is 5 or more minutes late to a lesson (without a note)	Record on SIMS
C3	Equipment	Is not equipped for learning (no pen, pencil, planner or purple pen).	Staff gives student equipment and records on SIMS
C3	Jewellery, make-up and nails	Wears incorrect jewellery, coloured nails/ nail varnish or excessive make-up (one pair of studs, watch allowed with natural coloured nails and make-up) No facial piercings (including tongue), ear bars, spacers or spikes are permitted. Students are allowed one pair of stud earrings (one in each lobe)	Record on SIMS (by the end of Prepare to Learn)
C3	Rudeness	Is disrespectful to staff.	Record on SIMS and note down the precise comment
C3	Uniform issue	Around school a student does not have a blazer or tie on.	Record on SIMS and say 'You need to put your blazer/tie on. I will have to record a C3.
C3	Mobile phone	Has their mobile phone visible at any time throughout the school	Confiscate the phone (send a message for the phone to be placed in reception) and record on SIMS.
C3	Litter	Refuses to pick up litter (failure to follow a reasonable instruction)	Say 'You need to make the right choice, or I will have to record C3'. Staff record on SIMS.
C3	Out of bounds	Is 'out of bounds' (loitering on back stairs, not in social area or on corridors in between lessons).	Say 'You have made a poor choice as you are out of bounds. I will need to record a C3'.
C3	Loitering	Not moving quickly in between lessons or from assembly	Say 'You have made a poor choice as you are not moving with pace, purpose or urgency'
C3	Uniform borrow	Borrows uniform 3 times in half term	Hazel and SLT record in SIMS.
C3	Chewing	Is chewing gum (or other items) in lessons, social time or on corridors	Say 'You have made a poor choice as you are chewing. I will ... '.

C3	Throwing	Is throwing items	Say 'You have made a poor choice. I will ...'
C3	Homework	Fails to hand in homework x2 (give a 2 <sup>nd</sup> opportunity to hand it in	Inform the student that they have gained a C3
C3	Truancy	Fails to attend a lesson or a tutorial	Log onto SIMS.
C3	PE Kit	Fails to bring PE kit 2 times in a half term	Log in SIMS. Let student know in lesson
C4	Uniform refusal	Refuses to borrow and is placed in Seclusion for the day	Hazel and SLT record on SIMS
C4	Foul language/ rude gestures	Swears or uses foul language/rude gesture on the corridor	Say 'That is inappropriate language/behaviour, you have made a poor choice. I will need to log a C4'.
C4	Smoking	Is smoking or smoking by association on the school site or on the school bus	Staff alert students, and record on SIMS
C4	Cigarettes	Possesses cigarettes or e-cigarette	Record on SIMS.
C4	Bus	Misbehaviour on school bus (first incident)	Record on SIMS
C4	Fail C3	Refuses to attend C3 or fail C3 detention (first instance)	Record on SIMS
C4	2x C3 in a day	Student gets 2 C3 incidents in a school day	C3 recorded by staff, PL/SM to pick up via SIMS
C5	Dangerous behaviour	Exhibits dangerous behaviour	Alert SM/PL for information record on SIMS
C5	Verbal abuse	Directly verbally abuses staff	Alert SM/PL for student to be removed and record on SIMS
C5	Fighting	Has a fight	Record on SIMS
C5	Bullying	Bullies another student (first incident).	Record on SIMS and CPOMS
C5	Fail C4 Bus	Misbehave on school bus (second incident)	Also, banned from school bus for 5 days
C5	Repeated Fail C3	Refuses to attend C3 detention or fail C4 detention (second instance)	Record on SIMS
C5	Fail C4	Refuses to attend or fails C4 detention (first instance)	Record on SIMS
C5	3x C3 in a day	Student gets 3 C3 incidents in a school day	C3 recorded by staff, PL/SM to pick up via SIMS
C6	Assault	Assaults another student	Record on SIMS
C6	Racist/homophobic	Uses racist or homophobic language	Record on SIMS and on CPOMs.
C6	Bullying	Bullies another student (second incident).	Record on SIMS and CPOMS
C6	Fail C5 bus	Misbehaves on school bus (third incident)	Also, banned from school bus for 10 days
C6	Planned fight	Has a pre-planned fight	Record on SIMS
C6	Prohibited items	Possesses prohibited item	Record on SIMS
C7	Repeated assault	Assaults a student (second incidence)	Record on SIMS
C7	Serious assault	Seriously assaults a student	Record on SIMS

C7	Prohibited item (serious)	Possesses a serious prohibited item.	Alert SM/PL/SLT for immediate investigation. Record on SIMS
----	---------------------------	--------------------------------------	---