

Appendix 1

INTERVENTIONS FOR UNACCEPTABLE OR INAPPROPRIATE BEHAVIOUR

MISCONDUCT	First level Intervention	2 nd Intervention	3 rd Intervention	4 th Intervention	5 th Intervention	6 th Intervention
In - class disruption	Dealt with by class teacher 1. Verbal warning 2. Move student to another seat 3. Time out And tutor updates Tracker	10-minute detention at break time with class teacher Tutor informed	1:1 with Tutor Parents informed Head of Seniors informed	Lunchtime detention with Head of Seniors	Meeting with parents Weekly meetings with Head of Seniors 1st Report – 1 week Behaviour Report – 2 weeks	After School detention with Mr Howells – Parents informed
Out of class disruption	Dealt with by staff member or Duty Teacher Tutor informed And tutor updates Tracker	1:1 with Tutor Parents informed Head of Seniors informed	1:1 with Head of Seniors and parents	Lunchtime detention with Head of Seniors	After School detention with Mr Howells – Parents informed	
Punctuality or unauthorised absence	Dealt with by Class or Tutor Recorded in file	1:1 with Tutor Parents informed Head of Seniors informed	1:1 with Head of Seniors and parents	Meeting with parents 1st Report – 1 week Monitored by Head of Seniors	Behaviour final report – 2 weeks Monitored by Mr Howells	
Unauthorised use of mobile phone	Dealt with by Class or Tutor 1. Verbal warning	2. Confiscation by class teacher or Tutor until the end of day Phone taken to office Tutor/Head of Seniors informed Tutor updates Tracker	1:1 with Head of Seniors Confiscation by Head of Seniors – phone taken to office Parents contacted to collect phone from School Office	Meeting with parents Weekly meetings with Head of Seniors 1st Report – 1 week Monitored by Head of Seniors	Behaviour final report – 2 weeks Monitored by Mr Howells	
Uniform / Appearance	Dealt with by Class or Tutor 1. Verbal Warning	1:1 with Tutor Parents informed Head of Seniors informed	1:1 with Head of Seniors and parents	Weekly meetings with Head of Seniors 1st Report – 1 week Monitored by Head of Seniors	Behaviour final report – 2 weeks Monitored by Mr Howells	
Incomplete class work or homework	Dealt with by Class or Tutor	Completion during lunchtime with subject teacher	1:1 with Tutor Parents informed	1:1 with Head of Seniors and parents	Weekly meetings with Head of Seniors	Behaviour final report – 2 weeks

	1. Verbal warning with extension	Tutor informed Tutor updates Tracker	Head of Seniors informed		1st Report – 1 week Monitored by Head of Seniors	Monitored by Mr Howells
Use of inappropriate language or actions including online(e.g. swearing,hitting,inappropriate action,bullying) to other students, teachers or school staff	Dealt with by Class or Tutor 1. Verbal Warning Inform Tutor Tutor updates Tracker	1:1 with Tutor Parents informed Head of Seniors informed	1:1 with Head of Seniors and parents	Weekly meetings with Head of Seniors 1st Report – 1 week Monitored by Head of Seniors	Behaviour final Report – 2 weeks Monitored by Mr Howells Suspension or expulsion	
ANTI SOCIAL BEHAVIOUR <ul style="list-style-type: none"> Persistent bullying Fighting or aggressive behaviour Harassment Discrimination Theft Wilful destruction of school property 	Referred directly to Head Teacher Inform Tutor Inform Head of Seniors Tutor updates Tracker	Interventions will be assessed on each individual incident Parents informed and invited into school	May result in Disciplinary suspension or expulsion			
Smoking on school property or in the vicinity of the school	Referred directly to Head Teacher Inform Tutor Inform Head of Seniors Tutor updates Tracker	Disciplinary suspension				
Consuming alcohol in school	Referred directly to Head Teacher Inform Tutor Inform Head of Seniors Tutor updates Tracker	Disciplinary suspension or expulsion if deemed serious enough by the Head				
Taking, or being in possession of any illegal substance in or out of school	Referred directly to Head Teacher Inform Tutor Inform Head of Seniors Tutor updates Tracker	Immediate expulsion from school				

Mr M Howells
Head of Wingate School

Date of review: August 2025