

Hierarchy of Discipline Procedure	Person Responsible for action	Action to be taken / sanction
<p><b>Stage 1</b> - Minor breaches of Diamond rules (2 minute offences)</p> <ul style="list-style-type: none"> <li>• Treating others unkindly (e.g. not sharing)</li> <li>• Disrespect of class property</li> <li>• not paying attention</li> <li>• shouting out during lessons</li> </ul>	<p><b>Class Teacher Teaching Assistant</b></p>	<ul style="list-style-type: none"> <li>• Giving a disapproving look etc</li> <li>• A verbal warning backed up with appropriately worded expectation and time and space given to respond and improve</li> <li>• Sad face on whiteboard at the start of the lesson for Rec – Y6</li> <li>• Initials under face for first warning, second warning is a x, third warning is x and minutes are then removed – Y2 - Y6</li> <li>• Sun and cloud: white (5 mins), grey(10 mins), black (15mins) in Rec and Y1 – can move back up with improved behaviour</li> <li>• 'Ladder' at Y2 – Y6 record the number of minutes missed – start at top and move down ( 1-20)</li> <li>• Short discussion with child that does not interrupt the flow of the lesson – explain which rule has been broken</li> <li>• give child opportunity for apology</li> <li>• If misbehaving in Golden Time – the pupil should be removed</li> </ul>
<p><b>Stage 2</b> - continuing disregard for Diamond rules (2 minute offences)</p> <ul style="list-style-type: none"> <li>• Shouting out</li> <li>• Being rude (talking when a member of staff is talking)</li> <li>• Interrupting when a child is providing feedback (plenary)</li> <li>• Persistent silly noises (tapping, pencil cases, water bottles)</li> <li>• Interrupting when an adult is speaking/will not wait!</li> <li>• Movement, leaving your seat for inappropriate reasons/things</li> <li>• Not settling when in class and at start of the lesson</li> <li>• Being off task during the lesson (day-dreaming, wandering around, taking too long)</li> <li>• Wasting paper towels</li> <li>• Pulling a face/eye contact/staring/pulling tongue out to annoy/distracting others</li> <li>• Name calling/outbursts to upset</li> <li>• For not speaking up about an incident/when they know something is going to happen (to avoid it)</li> </ul>	<p><b>Class Teacher Teaching Assistant</b></p>	<ul style="list-style-type: none"> <li>• speak to child - inform that behaviour is inappropriate – explain which diamond rule has been broken</li> <li>• Sad face on whiteboard with child's name- add x next to sad face where behaviour is repeated and there is non-compliance/ Sun and cloud as above</li> <li>• Total up the number of x at the end of the lesson – record 2 minutes per x lost for Golden time)</li> <li>• remove pupil from group and give 'time out' in the designated classroom area for set time e.g. 5 mins to allow thinking time and promote change in behaviour (may be during playtime if a more detailed discussion is needed) – remove child from audience if needed</li> <li>• give child opportunity to apologise - use questions which enable reflection</li> <li>• speak to parents (at the discretion of the teacher) – for early intervention</li> <li>• Consider triggers for behaviour / patterns for behaviours (work avoidance, pitch of work, clarity of instructions, visual aids, timetable, working environment – make any adjustments as needed)</li> <li>• Complete a STAR chart identify triggers where there are repeat offences</li> </ul>
<p><b>Stage 3</b> - continuation of stage 2 behaviour (5 minute offences)</p> <ul style="list-style-type: none"> <li>• deliberate disregard for Diamond Rules</li> <li>• deliberately upsetting another child</li> <li>• swearing / inappropriate language</li> <li>• Disrupting others</li> <li>• Causing the teacher to stop the lesson and stopping the learning of others</li> <li>• Interrupting</li> <li>• Damaging others personal property</li> <li>• Tripping someone or pulling a chair</li> </ul>	<p><b>Class teacher</b></p>	<ul style="list-style-type: none"> <li>• Inform child that the repeating behaviours will now have higher consequences – if there is no improvement moving to 5minutes per incident</li> <li>• Sad face on white board with child's name – add x next to sad face where noncompliance / sun and rain</li> <li>• Total up the number of x at the end of the lesson and record</li> <li>• temporary isolation within class – remove to 'time out' in the designated classroom area for set time e.g. 5 mins (may be during playtime if a more detailed discussion is needed)</li> <li>• Miss five minutes of Golden Time at the end of the week per x</li> <li>• give child the opportunity to apologise</li> <li>• Teacher to complete behaviour log</li> <li>• Parents contacted by teacher</li> </ul>
<p><b>Stage 4</b> - continuation of stage 3 behaviour (10 minute offences)</p> <ul style="list-style-type: none"> <li>• wilful and persistent misbehaviour</li> <li>• Flooding toilets/breaking school property (building)</li> <li>• Pre-planned intimidation by an individual or group/threats/ignoring/whispering to upset a child</li> <li>• Smacking in temper</li> <li>• Biting</li> <li>• kicking</li> <li>• Racist incident –malicious and with intent to hurt</li> </ul>	<p><b>Class teacher Assistant Headteacher for phase</b></p>	<ul style="list-style-type: none"> <li>• Time out at the next available playtime for ten minutes (allow 5mins for a short toilet / air break)</li> <li>• Continue to use sad face on white board with child's name – add x next to sad face where noncompliance / sun and rain</li> <li>• Discussion with the staff member about the seriousness of the on-going inappropriate behaviour</li> <li>• Teacher to complete behaviour log and inform Assistant Headteacher who may speak to the pupil</li> <li>• Miss ten minutes of Golden Time at the end of the week for each incident</li> <li>• Parents contacted by teacher – if behaviour continues and the pupil is unable to modify, support will be sought from the Learning Mentor / CFSW – who will contact parents to discuss</li> <li>• If no improvement, consider moving to 'collection of Golden Sunshine' to build up Golden Time,</li> </ul>

<ul style="list-style-type: none"> <li>Homophobic language with intent to hurt</li> <li>Deliberately causing a health and safety breach e.g. setting off the fire alarm</li> <li>Foul and offensive language</li> </ul>		<p>rather than lose minutes</p> <ul style="list-style-type: none"> <li>Consider triggers again – look for patterns/environmental factors and make any adjustments as needed</li> </ul>
<p><b>Stage 5a</b></p> <ul style="list-style-type: none"> <li>Continuation of stage 3/4 behaviours</li> </ul>	<p><b>Learning Mentor</b></p>	<ul style="list-style-type: none"> <li>Removal from the classroom – Teacher completes behaviour log</li> <li>Time with the learning mentor/CFSW to discuss behaviour</li> <li>Miss playtime to engage with LM / CFSW (15 minutes)</li> <li>Name in Learning Mentor's Book</li> <li>Learning mentor contacts parents</li> <li>Miss Golden Time Minutes as determined above</li> </ul>
<p><b>Stage 5b</b></p> <ul style="list-style-type: none"> <li>Continuation of Stage 3/4 behaviours</li> </ul>	<p><b>Learning Mentor</b></p>	<ul style="list-style-type: none"> <li>Removal from the classroom – Teacher completes behaviour log</li> <li>Time with the learning mentor to discuss behaviour and remedial action</li> <li>Miss playtime (15 minutes) to engage with LM / CFSW</li> <li>Miss Golden Time at the end of the week as determined above</li> <li>Name in Learning Mentor's / CFSW Book for second time</li> <li>Letter to parents from Learning Mentor</li> </ul>
<p><b>Stage 5c</b></p> <ul style="list-style-type: none"> <li>Continuation of stage 3/4 behaviours</li> </ul>	<p><b>Learning Mentor</b></p>	<ul style="list-style-type: none"> <li>Removal from the classroom – Teacher completes behaviour log</li> <li>Name in Learning Mentor's / CFSW Book for third time</li> <li>Referral to Senior Member of Staff for a warning</li> <li>Immediate contact with parents to advise of continuing poor behaviour</li> <li>Miss Golden Time at the end of the week as determined above</li> <li>Possibly begin a Behaviour Improvement Plan in consultation with parents and SENCo if appropriate</li> </ul>
<p><b>Stage 6a</b></p> <ul style="list-style-type: none"> <li>Continuation of stage 3/4 behaviours</li> <li>More serious incidents may go straight to stage 7 see below</li> </ul>	<p><b>Deputy Headteacher Or Headteacher</b></p>	<ul style="list-style-type: none"> <li>Name in Learning Mentors / CFSW book for fourth time – sent to Senior member of staff for a warning and name in red book</li> <li>Loss of 3 playtimes – to be recorded</li> <li>Miss Golden Time at the end of the week as determined above</li> <li>Record referral in red book – speak to parents</li> </ul>
<p><b>Stage 6b</b></p> <ul style="list-style-type: none"> <li>Continuation of stage 3/4 behaviours</li> <li>More serious incidents may go straight to stage 7 see below</li> </ul>	<p><b>Deputy Headteacher Or Headteacher</b></p>	<ul style="list-style-type: none"> <li>Name in red book for second time</li> <li>Contact parents</li> <li>Loss of three breaks – to be recorded</li> <li>Miss Golden Time at the end of the week as determined above</li> </ul>
<p><b>Stage 6c</b></p> <ul style="list-style-type: none"> <li>Continuation of stage 3/4 behaviours</li> <li>More serious incidents may go straight to stage 7 see below</li> </ul>	<p><b>Deputy Headteacher Or Headteacher</b></p>	<ul style="list-style-type: none"> <li>Name in red book for third time</li> <li>Miss Golden time at the end of the week as determined above</li> <li>Loss of privileges e.g. break times / after school enrichment activities / representing the school – to be recorded</li> <li>A meeting with parents to discuss the way forward</li> <li>Involvement of external agencies e.g. Behaviour improvement team,</li> <li>Possible formation of Pastoral Support Programme if pupil at risk of exclusion</li> <li>Case Conference with parents and other adults involved to agree next steps at Stage 7</li> </ul>
<p><b>Stage 7 – where no improvement is being made</b></p> <ul style="list-style-type: none"> <li>deliberate damage to school property</li> <li>continual bullying - physical or verbal</li> <li>purposeful and wilful graffiti</li> <li>continual stealing</li> <li>indecent behaviour / inappropriate sexual behaviour</li> <li>continued physical / verbal abuse towards a teacher / other adult</li> <li>seriously injuring another child purposely</li> <li>stealing / vandalism</li> <li>truancy</li> <li>continuation of stage 4 behaviours which disrupts the education of others</li> </ul>	<p><b>Deputy Headteacher or Headteacher</b></p>	<ul style="list-style-type: none"> <li>Lose all Golden Time (with the discretion to earn some back- no more than 10 minutes)</li> <li>Miss three break times</li> <li>Application for Three Towers</li> <li>Possible fixed term exclusion</li> <li>Possible 'Managed Move'</li> <li>Permanent exclusion where there is no improvement in behaviour</li> </ul>