

Appendix 2

Wigmore Primary School Sanctions System

Level	Incident	SIMS Flag	Staff Action
Level 1	Single incident of: <ul style="list-style-type: none"> • Lack of effort in class / HW • Minor behaviour issue • Uniform issue 	No	Teacher / staff on duty actions: <ul style="list-style-type: none"> • Extra work • Time taken away from pupil eg standing with member of staff on duty, sent inside from playground, missing break • Verbal discussion with pupil
Level 2	Repeated incidents of: <ul style="list-style-type: none"> • Behaviour issue(s) • Homework issue (s) • Effort issue (s) • Uniform/appearance within one week 	Class Teacher records behaviour point details	Teacher Action: <ul style="list-style-type: none"> • Extra work • Time taken away pupil at break / lunchtime • Verbal discussion with pupil • Share with parents at drop-in/ after school /parents evening • Record on SIMS
Level 3	<ul style="list-style-type: none"> • 3 or more behaviour points on SIMS 	HOKS for action	HOKS Action: <ul style="list-style-type: none"> • Discussion with pupil • Detention for pupil • Parent contact or meeting
Level 4	<ul style="list-style-type: none"> • Serious isolated incidents • Defiance / Rudeness • Disruptive behaviour • Bullying • Aggression / Fighting 	SLT for action	SLT Sanction/Intervention/Monitoring: <ul style="list-style-type: none"> • Warning of further consequences • SLT lunch detention • Behaviour/Work/ report • Parent contact or meeting • Outside agencies • Working away from classroom
Level 5	<ul style="list-style-type: none"> • Repeated incidents at level 4 		<ul style="list-style-type: none"> • Isolation / Internal Exclusion / Exclusion

