

Appendix B - Level of Sanctions - for guidance only - Prep School

Level 1 Verbal warnings offences	Level 2 Girl referred to Head of Key Stage for reprimand. Parents may be informed.	Level 3 Girl referred to Deputy Head (Prep) for reprimand. Parents will be contacted directly.	Level 4 Girl referred to Head of Prep for reprimand. Parents will be invited in for meeting.	Level 5 Two days internal suspension	Level 6 External suspension between one and three days	Level 7 Permanent exclusion
<p>Inconsiderate behaviour:</p> <ul style="list-style-type: none"> • Chewing gum • Mild bad language • Interrupting staff • Being argumentative • Creating litter • Name calling • Lack of equipment or kit: - includes misuse of equipment • Persistently late for class • Uniform or jewellery offences 	<p>Repeat of Level 1 offences</p> <p>Or</p> <ul style="list-style-type: none"> • Persistently talking over teacher • Lack of cooperation with all staff • Attention seeking or persistent disruption at the expense of others' learning • Cheating in class • Not doing homework • Swearing at other girls • Being out of bounds • Abuse of use of mobile phones 	<p>Repeat of Level 2 offences</p> <p>Or</p> <ul style="list-style-type: none"> • Failing to attend lunchtime detention • Bullying & intimidation • Graffiti • Vandalism • Dangerous handling of equipment • Refusal to do as asked by members of staff • Cheating in tests or examinations • Truanting/ Missing Lessons • Leaving the classroom without permission 	<p>Repeat of Level 3 offences</p> <p>Or</p> <ul style="list-style-type: none"> • Total disobedience, defiance or insolence • Fighting, aggression towards others including retaliation • Behaviour likely to endanger others • Videoing or photographing others without consent • Dangerous behaviour on the school bus 	<p>Repeat of Level 4 offences or persistent repeating of Level 3 offences</p> <p>Or</p> <ul style="list-style-type: none"> • Smoking at school or off site while in school uniform • Disregard of Acceptable Use Policy 	<p>Repeat of Level 3,4, or 5 offences</p> <p>Or</p> <ul style="list-style-type: none"> • Verbal threats • Extreme offensive language - including racist slurs • Behaviour that endangers other girls, staff or visitors • Sexual behaviour • Possession or supply of alcohol • Possession or supply of pornographic material • Theft 	<p>Repeat of level 6 offence</p> <p>Or</p> <ul style="list-style-type: none"> • Physical assault on another student • Assaulting a member of staff • Possession of an offensive weapon • Possession, use or supply of drugs or other illegal substances • Persistent defiant and disruptive behaviour following failed intervention strategies • Fraudulent activity