Trinity Academy

Behaviour Policy – Appendix for Pastoral Staff

This document provides school specific details which supplement the ESF Behaviour Policy.

"Towards student self-discipline and good character, under the leadership of all staff, so that all may flourish."

Date: September 2026
Approved: October 2026
Review: December 2027

Detention procedures

Detentions set will be recorded on Bromcom and parents/carers informed via MCAS.

Whole School detentions are held every Wednesday after-school. Each year group is allocated a location and detentions will be staffed by the Head of Year (HOY)/Assistant Head of Year (AHOY) and SLT link. Teaching staff will attend detentions to facilitate a restorative conversation with students.

- 3:05-4:05pm: Harvester (Y7); Sower (Y8); Lecture theatre (Y9) IT room 140(Y10); IT room 142 (Y11)
- 4:05-5:05pm: Lecture Theatre / IT room 142 (students will use online platforms such as Seneca learning to complete work).

<u>Restorative conversations</u>

Although each restorative conversation will be different based on the student, their context, and their needs, the focus of your discussion in detention should support students as they reflect on their behaviour and the choices they made.

- Staff will speak with the student, discussing the expectations and support them in reflecting on the incident. *[The conversation should not be used as an extended consequence or lecture].*

A successful restorative conversation should be a starting point, not the end of a behaviour interaction. As staff close the conversation, they will consider what follow-up is needed to successfully support the student as they move forward in future lessons.

Detention procedure for being late to school (daily):

- Detentions set will be recorded on Bromcom and parents/carers informed via MCAS.
- Students are informed when arriving through Reception that they have a same-day break detention which takes place in the lecture theatre.
- Students who fail to attend this will be set an after-school 30-minute detention.

Repeated lateness will result in escalation through the lates tariff and potential referral to the Local Authority if arrival is after 9AM.

Detention procedure for being more than 3 minutes late to a lesson:

- Detentions set will be recorded on Bromcom and parents/carers informed via MCAS.
- Students will receive a 30-minute detention for every incident of being 3+ minutes late to a lesson.

Failure to attend detention:

- Student is spoken to by their SLT link and booked into escalated detention with SLT on Friday (that week) in the lecture theatre.
- Where a student walks away from staff escorting them to detention, the sanction for defiance applies.

Failure to attend SLT detention / or failed detention:

- 1st occurrence: Booked into Restoration and Reflection (where possible following Monday).
- 2nd occurrence: Parental meeting with HOY.
- 3rd occurrence: Parental meeting with SLT link.
- 4th occurrence: Parental meeting with AVP and issued with a First Warning.
- Repeatedly failure to engage with behaviour systems could lead to a Direction Offsite.

Addressing other breaches of the Student Code of Conduct – Out of class behaviour

<table>
<tr><th>Example of breach</th><th>Sanction in the first instance</th></tr>
<tr><td>Going out of bounds
- Students in the corridor during lesson time / social times without a note</td><td rowspan="6">In response to each of these breaches the following action will be taken:
1. The student is notified of the issue in a calm and discreet way, by asking the student to STOP: step to one side in the corridor or speak to them discreetly in the classroom.
2. ADJUST: The student is expected to correct the issue.
3. RESPECT: The student should end the conversation positively.
4. SANCTION: Staff will log this on Bromcom, and a 30-minute detention is issued; parents/carers informed via MCAS.</td></tr>
<tr><td>Overly boisterous behaviour in the corridor or in social spaces</td></tr>
<tr><td>Conflict (minor incidents that can be dealt with by the teacher / duty staff / Tutor at the time)</td></tr>
<tr><td>Chewing gum</td></tr>
<tr><td>Dropping litter</td></tr>
<tr><td>Eating outside of the restaurant</td></tr>
<tr><td>Mobile phone seen on site during the school day</td><td>Staff confiscate the phone and hand in to reception.

Students can collect the phone at the end of the day on the first occasion.

Confiscations tariff if repeated.</td></tr>
</table>

Refusal to hand over a mobile phone	On Call notified. Student hands phone over to member of staff on call. Student issued with a confiscation detention
Swearing (in front of staff)	On Call notified. Immediate Restoration and Reflection.
Swearing directed at a member of staff	On Call notified. Immediate Restoration and Reflection while investigated. Fixed-term suspension, First Warning for Abusive behaviour towards adults, followed by an apology.

Bullying	On Call notified for referral to the Pastoral Team. Full investigation, with punishment in proportion and in line with the Child-on-Child Abuse Policy. Logged on CPOMS if substantiated.
Blatant defiance of a member of staff or dangerous behaviour.	On Call notified; removal.
Throwing food in the restaurant	On Call notified. Immediate Restoration and Reflection.
Walking away from staff	On Call notified. Immediate Restoration and Reflection.
Physical contact with another student (e.g. pushing, shoving, pulling bags and jumping on each other)	On Call notified for referral to the Pastoral Team. Behaviour logged on Bromcom; Pastoral Team to action 1-day Restoration and Reflection.

Uniform and appearance

A uniform issue which cannot be corrected on the premises, is dealt with by contacting parents and sending the student home to correct, in line with DfE guidance. This is not a suspension, and the student is expected to return immediately. Any subsequent offence (beyond the time by which the student may reasonable be expected to return) is unauthorised.

Example of breach	Sanction in the first instance
Make-up including darkly enhanced eyebrows or nail varnish	The teacher / tutor ensures the make-up is removed (each member of staff has baby wipes). Staff will log this on Bromcom. Refusal by the student to remove the make-up on request should result in On Call being notified. On Call will instruct the student to remove and the student will be placed back into the room. Should they refuse, they will be placed in Restoration and Reflection until rectified. If the issue cannot be corrected (i.e. gel nails and false eyelashes), the Tutor must notify the HOY and the student will be in Restoration and Reflection until the issue is resolved.
Piercings (inc. transparent plastic retainers)	The teacher / tutor asks the student to remove the items themselves and confiscates. Items are handed into reception. Staff will log this on Bromcom. Refusal by the student to remove the piercing should result in On Call being notified. On Call will instruct the student to remove piercings and the student will be placed back into the room. Should they refuse, they will be placed in Restoration and Reflection until rectified. If the issue cannot be corrected, the student will be in Restoration and Reflection until the issue is resolved. **Plasters or clear studs are not an acceptable solution.** **A temporary adjustment to uniform policy now permits students to wear plastic piercing plugs to be reviewed in January 2027.**

Socks that aren't plain black, hair not tied back, wrong coloured bobble/clips or no bobble.	Bobbles are part of the Tutor pack; socks are available at the HOY office. Students should be sent with a note in their student planner.

Wrong trousers or skirt Wrong shoes Hair less than a 'Grade 2', faded hair of less than 'Grade 1' or unnatural colours	The teachers / tutor sends the student with a note in their student planner to the HOY office.
Top button undone, shirt untucked, blazer sleeves rolled up, hair not tied back, students not wearing a blazer	The teacher / tutor ensures this is corrected. U mark issued on Bromcom if purposeful. **A temporary adjustment to uniform policy now permits students to wear hair down, it must be out of the face and tied up in practical subjects to be reviewed in January 2027.**
Writing / drawing on skin	The teacher / tutor ensures this is removed (each member of staff has baby wipes). U mark issued.

Serious incidents and their consequences

Types of serious incident		
Category of behaviour	Example of breach	Sanction in the first instance
Persistent disruptive behaviour	Disruptive behaviour whilst removed from a lesson for low -level behaviour in the classroom	Verbal warning issued. Student is taken to Restoration and Reflection.
	Refusal to go into Restoration and Reflection following an opportunity to correct	Refer to AVP for Junior Academy / AVP for Senior Academy or Vice Principal.
	Defiance - refusal to follow instructions from staff e.g. walking away	On Call notified. Immediate Restoration and Reflection.
	Truancy from a lesson	On Call notified. Immediate Restoration and Reflection.
	Disruptive behaviour whilst in Restoration and Reflection, following an opportunity to correct	Restoration and Reflection Manager follows warning system: • Restoration and Reflection Manager warning • HOY warning – call home • AVP / VP warning – call home • Failure – Suspension and repeat of the day
	Repeated incidents of persistent or general disruptive behaviour in lessons	Referral for fixed term suspension, with warning issued.

Abusive behaviour towards adults	Indirect verbal abuse on a member of staff	On Call notified. Immediate Restoration and Reflection while investigated. Fixed-term suspension, Warning for Abusive behaviour towards adults, followed by an apology.
	Direct verbal abuse on a member of staff	On Call notified. Immediate Restoration and Reflection while investigated. Fixed-term suspension, Warning for Abusive behaviour towards adults, followed by an apology.
	Physical assault on staff	On Call notified. Immediate Restoration and Reflection while investigated. Fixed term suspension pending investigation, possible conversion to Permanent Exclusion if proven. **Physical assault against an adult will almost always result in permanent exclusion and a referral to the police, as will any extreme incident of abuse.**
	Online abuse	
	Threatening or intimidating behaviour	
	Sexual harassment or abuse including the use of sexualised language	
	Abuse related to any protected characteristic	
	Malicious or false allegation	

Child on Child Abuse	Threatening behaviour towards another student (inc. verbal or emotional abuse)	On Call notified. Immediate Restoration and Reflection while investigated. Fixed-term suspension. Warning issued in consultation with AVP and VP.
	Online abuse (i.e. social media)	Pastoral Team to action fixed-term suspension, proportionate to the behaviour. Warning issued in consultation with AVP and VP.

	Physical abuse including fighting or assault	On Call notified. Immediate Restoration and Reflection while investigated. In our schools, we have a zero-tolerance approach to abuse. Any incident of this behaviour towards another student will result in a fixed-term suspension and warning being issued. Anything in this category is reported to the local authority (where required) and any incident believed to be a hate crime will be reported to the police. Logged on CPOMS.
	Homophobic or transphobic abuse	
	Racist abuse	
	Sexual harassment or abuse including the use of sexualised language	
	Abuse related to any protected characteristic.	
A prohibited items is brought into school	Alcohol	Staff notify On Call. Immediate Restoration and Reflection while investigating and Pastoral Team complete a CPOMS log. Prohibited items will always be confiscated and disposed of appropriately unless they need to be retained for safeguarding purposes or for the police.
	Cigarettes or any other tobacco produces, vapes or e-cigarettes	
	Prescription or controlled drugs other than those kept by staff (as outlined in the school's Medication Policy)	
	Any items that are illegal	
	Any age-restricted products that cannot be legally sold to someone of your age	

	Any item that is likely to be used to commit an offence, cause personal injury or damage to property (e.g. knives, blades or other offensive weapons)	Possession or use of a prohibited item in school will almost certainly lead to suspension and consideration of the formal warning system and may lead to permanent exclusion. Risk assessment to be considered. Please see ESF Physical Intervention and Restraint, Searching, Screening and Confiscation Policy. **Possession, purchase or supply of knives / weapons or illegal drugs will almost always result in permanent exclusion.**

Damage	Graffiti	Staff notify On Call. Immediate Restoration and Reflection. Any incident of this behaviour will result in a fixed-term suspension and a formal written warning being issued. In instances where damage or actions put the safety of others at risk - Permanent Exclusion will be considered. If a student's actions or negligence result in costly damage to property, they will be asked to contribute to any costs or repair or replacement.
	Breaking or damaging equipment or property	
	Setting off a fire alarm maliciously	
Breach of the Computer Network and Health & Safety Agreement	Accessing inappropriate material online	Online activity in school is monitored via SENSO. Staff notify On Call. Immediate Restoration and Reflection. Any incident of this behaviour will result in a suspension and a formal written warning being issued. In instances where damage or
	Deliberately bypassing school's filtering and monitoring systems	
	Plagiarizing or cheating in a formal assessment/exam.	
	Behaving in a way that endangers others in specialist rooms such as laboratories	

		actions put the safety of others at risk - Permanent Exclusion will be considered.

Behaviour which brings the school into disrepute	Actions which have a serious impact on the reputation of the school, including poor behaviour when travelling to and from school will result specific consequences such as bus ban, consideration for suspension and in the most serious cases in Permanent Exclusion.

Please note that the table above is not an exhaustive list, but it gives an indication of how the Academy may respond to ensure that the highest standards of behaviour are maintained.

The Principal reserves the right to use fixed term suspension and permanent exclusion as a sanction when warranted as part of creating calm, safe, and supportive environments where both pupils and staff can work in safety and are respected.

Formal Warnings

In addition to a suspension, a serious incident will result in a warning being imposed, or in the most serious incidents, result in immediate Permanent Exclusion. Only school Principals / Heads of School can issue a formal written warning and after a maximum of two warnings for repeated behaviour, a final warning will be issued. Any breach of a final warning will almost always result in Permanent Exclusion.

	Category of behaviour	**Subcategory of behaviour**
First Warning / Second Warning	Persistent Disruption	• Repeated Truancy • Defiance / Refusal to follow instructions from staff • Disruptive behaviour in Restoration and Reflection • FTA / Failing detentions
	Child on Child Abuse	• Physical abuse including fighting or assault • Verbal or emotional abuse • Online abuse • Homophobic or Transphobic abuse • Racist abuse • Use of sexualized language • Abuse related to any protected characteristics
	A prohibited item is brought into school	• Cigarettes or any other tobacco products, vapes of e-cigarettes • Prescription or controlled drugs other than those kept by staff (as outlined in the school's Medication Policy). • Any age-restricted products that cannot be legally sold to someone of your age.
	Damage	• Graffiti • Breaking or damaging equipment or property
	Breach of the Computer Network and Health and Safety Agreement	• Accessing inappropriate material online • Deliberately bypassing school's filtering and monitoring systems
	Abusive behaviour towards adults	• Verbal abuse and use of offensive derogatory language

Final Warning	Persistent Disruption	• Breach of Second Warning
	Child on Child abuse	• Breach of Second Warning • Assault • Sexual Abuse
	A prohibited item is brought into school	• Breach of Second Warning • Any items that are illegal • Any item that is likely to be used to commit an offence, cause personal injury or damage to property (e.g. knives, blades or other offensive weapons. • **Possession, purchase or supply of knives / weapons or illegal drugs will almost always result in a permanent exclusion.**
	Damage	• Breach of Second Warning
	Breach of the Computer Network and Health and Safety Agreement	• Breach of Second Warning • Plagiarising or cheating in a formal assessment / exam
	Abusive behaviour towards adults	• Breach of Second Warning • Physical abuse • Online abuse • Threatening or intimidating behaviour • Malicious or false allegation • **Physical assault against an adult will almost always result in a permanent exclusion and a referral to the police, as will any extreme incident of abuse.**

Supporting students to improve disruptive behaviour – Pastoral Support Plan

The Pastoral Support Plan (PSP) operates on 3 levels: Head of Year; Assistant Vice Principal and Vice Principal, each designed for the purpose of improving self-discipline. The behaviour report system is administered in an assess-plan-do-review fashion:

Students reach one of the triggers below or fail previous report:

- A removal from lesson
- Repeated incidents of persistent or general disruptive behaviour in lessons

Behaviour report process:

1. Staff member holds meeting with parents: targets are set and a Pastoral Support Plan is created and/or updated.
- Students are monitored and supported daily over 2 weeks.
- Success and move down a level, or failure and repeat/escalate.

NB. Students not completing their report should not be failed but restarted with the appropriate sanction at each level.

	Report level	**Failure criteria**	**Failure sanction**
Level 1 Telephone meeting	Tutor	• 3 crosses in speaking politely to staff and students. • 2 behaviour classroom detentions. • 1 Removal • Average attitude to learning grade of less than 2.5. • Average conduct for learning grade of less than 2.5. • Failure to produce a completed report.	1 hour detention Contact home
Level 2 Face-to-face meeting	HOY		1-day Restoration and Reflection Parent meeting
Level 3 Face-to-face meeting	AVP		3-day suspension Parent meeting
Level 4 Face-to-face meeting	VP		5-day suspension Parent meeting

Attitude to Learning Grade Descriptors:

Score	Descriptor	Description
1	**Outstanding**	Consistently goes above and beyond expectations; always prepared; shows initiative; takes responsibility for learning; persists through challenges. All homework is completed to an excellent standard
2	**Good**	Well-prepared and engaged; completes tasks responsibly; shows initiative at times; makes a solid effort and seeks help when needed.
3	**Variable**	Effort varies; sometimes prepared but lacks consistency; may complete classroom tasks/homework but without full attention to quality or deadlines; needs reminders. Homework is often incomplete/ rushed.
4	**Requires Improvement**	Rarely shows effort; frequently unprepared; does not take responsibility for learning; often disengaged or avoids tasks/ completing homework.

Conduct Grade Descriptors:

Score	Descriptor	Description
1	**Outstanding**	Always polite and respectful to peers and staff; consistently role models rules and routines; takes pride in contributing positively to the learning environment; self-disciplined; has unwavering high expectations of themselves.
2	**Good**	Respectful and co-operative; follows classroom rules and routines; rarely needs redirection but responds well to guidance if needed.
3	**Variable**	Conduct is inconsistent; may be off-task or distract others; needs frequent reminders to follow rules and expectations.
4	**Requires Improvement**	Often disregards rules; conduct regularly interrupts learning; disrespectful or uncooperative; requires constant intervention.

Student referral pathways

The following types of bespoke support are also offered to the student:

Pastoral	SEND	Internal Safeguarding	External Safeguarding
Small group / 1:1 intervention	Communication Club	Self-esteem / confident / body image	School Nurse Mental Health – self harm / low mood / depression / eating disorders / eight / hygiene
Bags of Character	Homework Club	Anxiety	Anger management
Career advice	Inference Training	Understanding emotions	Anxiety
Academic mentoring	McGraw-Hill	Anger management	Self esteem
Boxall Profile	Touch Typing	Low moods	Bereavement
Set moves	Key Worker	Low level bereavement / grief / loss	Junction – displaying sexualised behaviour
Managed Move	Steps to Success	Low level gender issues	DRASAC – victims of sexual abuse
Bespoke timetable	Social Stories	E Safety – keeping safe/CEOP	Parent and Family support
Learning Mentor Support	Talk About	Mental Health Champions	St. Ledger homes – housing
BOSS	Sensory breaks		South Yorkshire Police – community issues / criminal offenses
Early Help Assessments	5 (or 3) point scale		PSCO – community support
Parent Course	Visual timetables		Fire Services – keeping safe
Alternative Provision – inc. TOPS	Cornerstone		Railway Safeguarding – keeping safe
Secondary Inclusion Panel	Physiotherapy		CSE – re: sexual abuse / behaviours
Pastoral Support Plans	VI Team inc. Braille		Zone 5-19
Targeted Pastoral Support Plan	ASCETS		Domestic abuse
Direction Off Site	Educational Psychologist		With Me In Mind (WMIM)
Flying Futures			Your Place
Doncaster Rovers			Kooth
			Early Prevention Into Crime (EPIC)
			CAMHS
			Young Carers