

Process	Sanction	Contact	Recording
Verbal Warning			
↓			
Move seats within class	+ Name goes on board		
↓			
Send to room next door to reflect	+ In reflection class for 15 minutes	+ Parents are contacted by class teacher	+ Entered on yellow incident sheet.
↓			
Sent to SMT	+ Child in SMT class for remainder of the lesson	+ SMT contact parents	+ Entered on yellow incident sheet.



Sent to AHT



Internal exclusion for
am/pm



AHT contact
parents



Entered on yellow
incident sheet.



Sent to DHT



Internal exclusion for
day



DHT contacts
parents and meet
in a formal
meeting



Entered on yellow
incident sheet.



Sent to HT



External exclusion



HT contacts
parents and
arranges formal
meeting
Governors and LEA
informed



Entered into HT/LEA
incident report.