



ANGEL OAK SANCTION FLOW CHART

Process		Sanction		Contact		Recording
Verbal warning		Recorded on class conduct list				
Sent to the room next door to reflect		In class for 15 minute reflection Detention AM Apology given to class teacher		Parents contacted by text (if incident logged on CPOMS by 4pm) or parents contacted by class teacher		Incident logged on CPOMS by class teacher
Sent to Year Group Leader		In lead teacher's class for the remainder of the lesson		Parents contacted by text (if incident logged on CPOMS by 4pm) or parents contacted by class teacher		Incident logged on CPOMS by class teacher
Sent to Middle Leader		Internal exclusion for am/pm		Parents contacted by text (if incident logged on CPOMS by 4pm) AND parents contacted by class teacher		Incident logged on CPOMS by class teacher
Sent to DHT/AHT		Internal exclusion for day		Parents contacted by AHT and formal meeting conducted		Incident logged on CPOMS by class teacher
Sent to HOS/HT		External exclusion		Parents contacted by HT and formal meeting conducted. SGB and LA contacted		Incident logged on CPOMS by class teacher and reported to LA