West Coventry Academy

	Teacher			Subject Leader / Year Office			*SLT*		
Uniform Issue	Log it	Log it	Log it	Log it – Repeat Offenders Contact Home arrange parent meeting			*Support Year offices with parental meetings*		
Equipment / Kit infringement	Log it	Log it	Log it & **teacher** call home*	Log Sanction and **Subject Leader** call home					
Disruption of learning - **C1 – Warning** - **C2 – Warning** - **C3 – Detention**	Log C3 Detention	Log C3 Detention & Classcharts message / email home	Log C3 Detention and **teacher** to call home	Log Sanction and **Subject Leade**r call home	Log Sanction and **Subject Leader** arranges parent meeting	Log Sanction and **Subject Leader/ Pastoral Leader** arranges parent meeting with **Progress Leader**	*Parental Meeting*	*Fixed Term Exclusions*	*Permanent Exclusion*
Removal from lesson	Log C4 Detention	Log C4 Detention & **teacher** call home	Log C4 Detention & **teacher** call home					*Governor Behaviour Panel*	
Inappropriate behaviour in social time which could include: Verbal Aggression towards peers, Anti Social Behaviour, Bringing the school into disrepute, Failure to attend detention, Swearing, Graffiti Smoking/Possessing smoking paraphernalia		**Pastoral Leader** to Log C3 and call home	**Pastoral Leader** to Log C3 and call home	**Pastoral Leader** log ½ day Isolation	**Pastoral Leader** log 1 day isolation & parent meeting		*Fixed Term Exclusions*	*Preventative Placement*	
Damaging property **(Student to be billed for cost of damage)** **Persistent refusal to comply with instructions**			**Pastoral Leader** to Log C3 and call home					*School Transfer*	
Verbal abuse / aggression towards adult, Assaulting peer, Possession of intoxicating substances									
Violence towards an adult, Serious premeditated assault of peer									