

Uniform	
A Student arrives to lesson or form time with incorrect uniform	Log in planner and ... 3 strikes system. If you are the 3rd person you log on Edulink. Sanction delivered centrally.
Incorrect uniform is displayed around school during lesson transition	Log in planner and ... 3 strikes system. If you are the 3rd person you log on Edulink. Sanction delivered centrally <ul style="list-style-type: none"> Allow discretion for incorrect uniform during physical activity at break & lunch. Specifically: shirts / ties / blazers ONLY
Nail varnish / gels / un-subtle make-up is present	Log in planner and ... 3 strikes system. If you are the 3rd person you log on Edulink. Sanction delivered centrally ALSO ... instruct student to go to pastoral office at break or lunch. Tutors will also have make-up / varnish removal packs so this can be done in form time <ul style="list-style-type: none"> Unsubtle means: obvious bright lipstick, thick dark eye-liner / mascara / shadow and fake eyelashes.
Jewellery is worn (other than the allowed single stud in lower earlobe)	Log in planner and ... 3 strikes system. If you are the 3rd person you log on Edulink. Sanction delivered centrally ALSO ... ask student to remove and supervise the removal. Do not confiscate.
Learning Energy	
Work is poorly presented work compared to their perfect page	1. Warning, including reminder of Perfect Page 2. If no improvement in subsequent work then instruct student to redraft work at home and issue C1
Student is using mobile phone or mobile phone is seen / heard anywhere on school site	Confiscation take ASAP to school office. Parent or named contact has to collect it MUST be handed in to school office, and tell child they can go to pastoral office to contact home at END OF THE DAY
Student is using headphones. (except when this directly relates to learning as occasionally happens in IT / media / etc...)	Confiscation - student has to collect it at the end of the school day from the teacher
Required equipment is not brought to school	Form Time: <ul style="list-style-type: none"> Form tutors to identify and send students to a Pastoral Office to collect equipment where it can be loaned Lessons:: <ul style="list-style-type: none"> Do loan equipment if needed to allow them to access learning Then log in planner using three strike system. If you are the 3rd person you log on Edulink. Sanction delivered centrally. SEND & PP teams will: <ul style="list-style-type: none"> Proactively check equipment at start of year. Issue supplies where needed. Use this information to create a 'watch list'. Monitor the M30 list against their watch list, provide equipment and cancel M30s & communicate with teachers if needed. Set up a place where SEND & PP can come and get equipment.
Student refuses to follow teacher instructions in all other aspects	Follow the normal sanctions process: use the normal BfL strategies to de-escalate → C1 → C2 → etc...
Punctuality	
Student is late to lesson after:: P1 - 3 mins P2 - 3 mins P3 - zero mins P4 - zero mins P5 - 3 mins (to allow realistic lesson transition time)	Log as late (L) on Edulink register - after school detention will be issues centally if three or more 'L' marks in a week. This will be escalated if persistent lateness ensues.
Student is late to form after 8:45am The green gates are locked at 8:40am	Duty staff will check reason for lateness and sign planner at signing in point. When student arrives at form late, Form tutors to check planner to ensure student has been seen by SLT.