

**Fernhurst Junior School**  
**10 Step Behaviour Guide (Appendix 2 to Behaviour Policy)**

<b>Steps and Behaviour</b>	<b>Who</b>	<b>Action</b>
Step 1 <ul style="list-style-type: none"> <li>• Disruption of class</li> <li>• Rudeness of pupil</li> <li>• Broken school rule</li> <li>• Inappropriate language</li> <li>• Dishonesty</li> </ul>	Class teacher  Adult dealing with the incident	<ul style="list-style-type: none"> <li>• Verbal warning</li> </ul>
Step 2 <ul style="list-style-type: none"> <li>• Three instances of any of the above</li> </ul>	Class teacher  Adult dealing with the incident	<ul style="list-style-type: none"> <li>• Name on board for each offence</li> <li>• Restorative meeting/conversation with member of staff or a Teach Peace Mediator if appropriate.</li> <li>• An appropriate consequence to repair any damage caused.</li> </ul>
Step 3 <ul style="list-style-type: none"> <li>• Repetition of any of the above after name is on the board 3 times</li> </ul>	Class teacher  Adult dealing with the incident	<ul style="list-style-type: none"> <li>• Reflection Time (Morning break in Science Area)</li> <li>• Informal contact with parents (as appropriate)</li> </ul>
Step 4 <ul style="list-style-type: none"> <li>• Constant misbehaviour</li> <li>• Serious one off incident</li> <li>• Use of offensive language</li> </ul>	Class teacher  Adult dealing with the incident	<ul style="list-style-type: none"> <li>• Entry into warning book and consequence given</li> <li>• Parental letter</li> <li>• Dep Head/Inclusion Manager informed</li> </ul>
Step 5 <ul style="list-style-type: none"> <li>• Persistent bad behaviour, resulting in 3 entries into behaviour book</li> </ul>	Class teacher Dep Head/ Inclusion Team Parents	<ul style="list-style-type: none"> <li>• Meeting with parents</li> <li>• Behaviour targets, card or chart</li> <li>• Review date and timescales</li> </ul>
Step 6 <ul style="list-style-type: none"> <li>• Review of targets on behaviour card: improvement shown</li> </ul>	All above parties	<ul style="list-style-type: none"> <li>• Plan modified or terminated</li> </ul>
Step 7 <ul style="list-style-type: none"> <li>• Review of targets if no improvement</li> </ul>	All above parties and Headteacher	<ul style="list-style-type: none"> <li>• Support requested from outside agencies</li> <li>• Positive Behaviour Plan (PBP) drawn up</li> </ul>
Step 8 <ul style="list-style-type: none"> <li>• Bullying (including cyber bullying)</li> <li>• Racial Harassment</li> </ul>	All above parties and Headteacher	<ul style="list-style-type: none"> <li>• Entry into warning book and sanctions given</li> <li>• Parental letter</li> <li>• Pastoral Support Plan written</li> </ul>
Step 9 <ul style="list-style-type: none"> <li>• Continued bad behaviour following step 7</li> <li>• Extremely serious offence</li> </ul>	All above parties, Headteacher and Governors	<ul style="list-style-type: none"> <li>• Investigation of events including opportunity for pupil to give own point of view</li> <li>• Fixed/Perm term exclusion</li> </ul>

<p>Step 10</p> <ul style="list-style-type: none"> <li>Behaviour problems persist after all procedures up to step 9 have been carried out</li> </ul>	<p>All parties and Local Authority</p>	<ul style="list-style-type: none"> <li>Permanent exclusion</li> </ul>
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