

Mentor Time

8.40am - 9am

You arrive in mentor time with incorrect uniform

- You will be sent to the Pastoral Manager's office.
- Your PM will log this on SIMS.
- Your PM will send out an email to your Mentor to clarify the outcome.

• You will be given correct uniform to get changed into and your parents will be contacted. Your parents have the option of bringing correct uniform. You will sit in the EWR in the meantime.

- If you refuse to change, you will be given a fixed-term exclusion.
- Your parents/carers will have to come in to school before you are allowed back in lessons.



Periods 1-5

9am - 3pm

You arrive to your lesson P1,2,3,4 or 5 with incorrect uniform

- Your teacher will use the On Call system.

- A PM will collect you from your classroom.

• You will get changed into uniform and go back into lessons – your sanction is a break lunch detention. Your mentor will be notified.

* If you refuse to change, you'll receive a fixed term exclusion



9am - 3pm

You arrive to student services and sign in late

- Student Services will log this on SIMS.

• You will get changed into correct uniform and go into lessons.

- If you refuse to change, you will be given a fixed term exclusion.



NEXT STEPS

- RWK to meet with Pastoral Managers to go through systems and procedures to ensure consistency.
- Laminated to desks.
- SH to have a copy for all supply staff and go through each morning.
- Go through with all staff. Be clear and have expectations clear.
- Monitoring?