

Sophia HIGH SCHOOL

BEHAVIOUR MATRIX

2026-2027

Behaviour	Staff Response
Swearing / inappropriate language	1. Remind student of expectations. 2. Issue verbal warning. 3. Mute the student where appropriate. 4. Warn of lesson removal . 5. Remove from the lesson if behaviour continues. 6. Immediately after the lesson contact the parent. 7. Record incident on Athena as behaviour. 8. Log the incident on the Form Tutor Log where appropriate to support pastoral monitoring and identification of behaviour patterns. 9. Parent contact may be initiated by the class teacher, Form Tutor or relevant pastoral lead where behaviour is repeated, persistent or serious. 10. Further action may include a parent meeting and a behaviour monitoring plan in line with the Behaviour Policy.
Disruptive behaviour in lesson	1. Issue warning and redirect behaviour. 2. Give final warning. 3. Mute the student where appropriate. 4. Warn of lesson removal . 5. Remove from the lesson if behaviour continues 6. Immediately after the lesson contact the parent. 7. Record incident on Athena as behaviour. 8. Log the incident on the Form Tutor Log where appropriate to support pastoral monitoring and identification of behaviour patterns. 9. Parent contact may be initiated by the class teacher, Form Tutor or relevant pastoral lead where behaviour is repeated, persistent or serious. 10. Further action may include detention, a parent meeting and a behaviour monitoring plan in line with the Behaviour Policy.
Camera refusal (without agreed exemption)	1. Remind student to turn the camera on. 2. Issue warning. 3. Remove from the lesson if refusal continues. 4. Immediately after the lesson contact the parent 5. Record incident on Athena as behaviour. 6. Log the incident on the Form Tutor Log where appropriate to support pastoral monitoring and identification of behaviour patterns. 7. Parent contact may be initiated by the class teacher, Form Tutor or relevant pastoral lead where behaviour is repeated, persistent or serious. 8. Further action may include detention, a parent meeting and a behaviour monitoring plan in line with the Behaviour Policy.
Inappropriate chat messages	1. Address the inappropriate message immediately and use available platform controls to prevent further misuse where appropriate. 2. Issue warning. 3. Remove from the lesson if behaviour continues. 4. Immediately after the lesson contact the parent 5. Record incident on Athena as behaviour/safeguarding. 6. Log the incident on the Form Tutor Log where appropriate to support pastoral monitoring and identification of behaviour patterns.

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	7. Parent contact may be initiated by the class teacher, Form Tutor or relevant pastoral lead where behaviour is repeated, persistent or serious. 8. Follow Anti-Bullying procedures if directed at another student. 9. Further action may include detention, a parent meeting and a behaviour monitoring plan in line with the Behaviour Policy.
Vaping on camera	1. Instruct student to stop immediately. 2. Remove from the lesson immediately. 3. Immediately after the lesson contact the parent 4. Record incident on Athena as safeguarding. 5. Log the incident on the Form Tutor Log. 6. Parent contact may be initiated by the class teacher, Form Tutor or relevant pastoral lead where behaviour is repeated, persistent or serious. 7. Apply sanctions in line with the Behaviour Policy, which may include detention, withdrawal from lessons, a parent meeting, a behaviour monitoring plan, suspension or expulsion.
Inappropriate virtual or physical background	1. Request immediate removal/change of background. 2. Issue warning. 3. Remove from lesson if not corrected. 4. Immediately after the lesson contact the parent 5. Record incident on Athena as behaviour/safeguarding. 6. Log the incident on the Form Tutor Log where appropriate to support pastoral monitoring and identification of behaviour patterns. 7. Parent contact may be initiated by the class teacher, Form Tutor or relevant pastoral lead where behaviour is repeated, persistent or serious. 8. Further action may include detention, a parent meeting and a behaviour monitoring plan in line with the Behaviour Policy.
Bullying / cyberbullying	1. Stop behaviour immediately. 2. Remove from the lesson. 3. Record incident on Athena as safeguarding in line with antibullying policy. 4. Log the incident on the Form Tutor Log. 5. Parent contact may be initiated by the class teacher, Form Tutor or relevant pastoral lead where behaviour is repeated, persistent or serious. 6. Further action may include detention, a parent meeting and a behaviour monitoring plan in line with the Behaviour Policy and safeguarding procedures.
Sexual comments, sexual jokes or sexualised behaviour	1. Stop behaviour immediately. 2. Remove from the lesson. 3. Immediately after the lesson contact the parent 4. Record incident on Athena as Safeguarding. 5. Log the incident on the Form Tutor Log. 6. Notify SLT. 7. Parent contact may be initiated by the class teacher, Form Tutor or relevant pastoral lead where behaviour is repeated, persistent or serious. 8. Further action may include detention, a parent meeting and a behaviour monitoring plan in line with safeguarding procedures
Sharing inappropriate images or content	1. Stop sharing immediately. 2. Remove from the lesson.

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	3. Preserve evidence. 4. Immediately after the lesson contact the parent 5. Record incident on Athena as safeguarding. 6. Log the incident on the Form Tutor Log. 7. Notify SLT. 8. Parent contact may be initiated by the class teacher, Form Tutor or relevant pastoral lead where behaviour is repeated, persistent or serious. 9. Further action may include detention, a parent meeting and a behaviour monitoring plan in line with safeguarding procedures
Discriminatory, racist, sexist or homophobic language	1. Stop behaviour immediately. 2. Remove from the lesson. 3. Immediately after the lesson contact the parent 4. Record incident on Athena as behaviour./safeguarding. 5. Log the incident on the Form Tutor Log. 6. Notify SLT. 7. Parent contact may be initiated by the class teacher, Form Tutor or relevant pastoral lead where behaviour is repeated, persistent or serious. 8. Further action may include detention, a parent meeting and a behaviour monitoring plan in line with safeguarding procedures and behaviour policy
Threatening or abusive behaviour towards staff or students	1. Stop behaviour immediately. 2. Remove from the lesson. 3. Immediately after the lesson contact the parent 4. Record incident on Athena as safeguarding. 5. Log the incident on the Form Tutor Log. 6. Notify SLT 7. Parent contact may be initiated by the class teacher, Form Tutor or relevant pastoral lead where behaviour is repeated, persistent or serious. 8. Further action may include detention, a parent meeting and a behaviour monitoring plan in line with safeguarding procedures