

Sophia HIGH SCHOOL

BEHAVIOUR MATRIX

2026-2027

Behaviour	Staff Response
Disruptive behaviour in lesson	1. Issue a clear verbal warning and redirect the behaviour. 2. Give a further/final warning if the behaviour continues, in line with the live lesson warning procedure. 3. Mute the student where appropriate if the behaviour continues. 4. Where appropriate, move the student to a recorded breakout room to discuss the behaviour and provide an opportunity for reflection. 5. Give a final verbal and written warning if the behaviour persists. 6. Remove the student from the lesson if the behaviour continues following the final warning. 7. Block the student from re-entering the lesson 8. Record the incident on Athena as a behaviour concern. 9. Form Tutor to follow up at the end of the school day and discuss with parents during weekly parent meetings. 10. Further parent contact may be initiated by the Form Tutor or relevant pastoral lead where behaviour is repeated, persistent or serious. 11. Further action may include a parent meeting, restorative meeting/conversation and a behaviour monitoring plan in line with the Behaviour Policy.
Swearing / inappropriate language	1. Remind the student of the expected standards of language. 2. Issue a clear verbal warning if the behaviour continues. 3. Mute the student where appropriate if the behaviour continues. 4. Where appropriate, move the student to a recorded breakout room to discuss the behaviour and provide an opportunity for reflection. 5. Give a final verbal and written warning if the behaviour persists. 6. Remove the student from the lesson if the behaviour continues following the final warning. 7. Block the student from re-entering the lesson where removal requires this. 8. Record the incident on Athena as a behaviour concern. 9. Form Tutor to follow up at the end of the school day and discuss with parents during weekly parent meetings. 10. Further parent contact may be initiated by the Form Tutor or relevant pastoral lead where behaviour is repeated, persistent or serious. 11. Further action may include a parent meeting, restorative meeting/conversation and a behaviour monitoring plan in line with the Behaviour Policy.
Inappropriate chat messages	1. Address the inappropriate message immediately and remind the student of the expected standards of communication. 2. Instruct the student to stop sending inappropriate messages. 3. Use available platform controls to prevent further misuse where appropriate. 4. Issue a clear verbal warning if the behaviour continues. 5. Where appropriate, move the student to a recorded breakout room to discuss the behaviour and provide an opportunity for reflection. 6. Remove the student from the lesson if the behaviour continues. 7. Block the student from re-entering the lesson 8. Record the incident on Athena as a behaviour concern.

Behaviour	Staff Response
	9. Form Tutor to follow up at the end of the school day and discuss with parents during weekly parent meetings. 10. Further parent contact may be initiated by the Form Tutor or relevant pastoral lead where behaviour is repeated, persistent or serious. 11. Further action may include a parent meeting, restorative meeting/conversation and a behaviour monitoring plan in line with the Behaviour Policy.
Inappropriate virtual or physical background (without agreement in place)	1. Remind the student of the requirement to keep their true background visible and to use only an approved background/adjustment. 2. Check whether an agreed exemption or reasonable adjustment applies before escalating. 3. Request that the inappropriate background is removed or changed immediately. 4. Issue a warning if the student does not comply. 5. Where appropriate, move the student to a recorded breakout room to discuss the behaviour and provide an opportunity for reflection. 6. Remove the student from the lesson if the behaviour continues and the background is not corrected. 7. Block the student from re-entering the lesson where removal requires this. 8. If a safeguarding concern, immediately after the lesson contact the safeguarding team via email/phone (<i>The background shows something that raises concern about the student's safety, wellbeing, home environment, another person's presence, inappropriate content, or potential harm</i>) 9. Record the incident on Athena as a behaviour/safeguarding concern. (<i>The background shows something that raises concern about the student's safety, wellbeing, home environment, another person's presence, inappropriate content, or potential harm</i>) 10. Form Tutor to follow up at the end of the school day and discuss with parents during weekly parent meetings. 11. If a safeguarding concern, the safeguarding team will make contact with the parent to discuss the concern. 12. Further parent contact may be initiated by the Form Tutor or relevant pastoral lead where behaviour is repeated, persistent or serious. 13. Further action may include a parent meeting, restorative meeting/conversation and a behaviour monitoring plan in line with the Behaviour Policy and Safeguarding Policy
Mobile phone use (without an agreement in place for exceptional circumstances)	1. Remind the student of the requirement that mobile phones must not be used during the lesson and remind them of the agreed expectations. 2. Check whether an agreement is in place relating to exceptional circumstances or a reasonable adjustment before escalating the behaviour. 3. Request that the student immediately stops using the mobile phone and puts it away. 4. Issue a warning if the student does not comply with the request. 5. Where appropriate, move the student to a recorded breakout room to discuss the behaviour, reinforce expectations and provide an opportunity for reflection. 6. Remove the student from the lesson if they continue to use the mobile phone following the warning. 7. Block the student from re-entering the lesson where removal requires this.

Behaviour	Staff Response
	8. If the use of the mobile phone raises a safeguarding concern, immediately after the lesson contact the Safeguarding Team via email/phone. <i>(This may include where the use of the phone involves content, communication, recording or another circumstance that raises concern about the student's safety, wellbeing or potential harm).</i> 9. Record the incident on Athena as a behaviour concern and, where appropriate, as a safeguarding concern. 10. Form Tutor to follow up at the end of the school day and discuss with parents during weekly parent meetings. 11. If there is a safeguarding concern, the Safeguarding Team will make contact with the parent/carers to discuss the concern and agree any necessary next steps. 12. Further parent/carers contact may be initiated by the Form Tutor or relevant Pastoral Lead where mobile phone use is repeated, persistent or serious. 13. Further action may include a parent/carers meeting, restorative meeting/conversation and/or a behaviour monitoring plan in line with the Behaviour Policy and Safeguarding Policy.
Threatening or abusive behaviour towards staff or students	1. Instruct the student to stop the threatening or abusive behaviour immediately. 2. Issue a clear warning and remind the student of the expected standards of behaviour. 3. Where appropriate, mute the student to prevent further disruption or abuse. 4. Remove the student from the lesson if the behaviour continues, the student refuses to stop, or immediate removal is necessary to protect others. 5. Block the student from re-entering the lesson. 6. If a safeguarding concern, immediately after the lesson contact the safeguarding team via email/phone <i>(The threat/abuse suggests a risk of harm, abuse, exploitation, serious intimidation, or significant distress, or there are other circumstances suggesting the student or another child may be at risk)</i> 7. Record the incident on Athena as a behaviour/safeguarding concern. <i>(The threat/abuse suggests a risk of harm, abuse, exploitation, serious intimidation, or significant distress, or there are other circumstances suggesting the student or another child may be at risk)</i> 8. Form Tutor to follow up at the end of the school day and discuss with parents during weekly parent meetings. 9. If a safeguarding concern, the safeguarding team will make contact with the parent to discuss the concern. 10. Further parent contact may be initiated by the Form Tutor or relevant pastoral lead where behaviour is repeated, persistent or serious. 11. Further action may include a parent meeting, restorative meeting/conversation and a behaviour monitoring plan in line with the Behaviour Policy and Safeguarding Policy
Camera refusal (without agreed exemption)	1. Remind the student that cameras must be on and that their full face and true background should be visible during live lessons. 2. Check whether an agreed exemption or reasonable adjustment applies before escalating. 3. Remind the student of the reason for the camera requirement, including the school's need to maintain appropriate oversight of students during online learning.

Behaviour	Staff Response
	4. Issue a clear warning if the student refuses to comply without an agreed exemption. 5. Remove the student from the lesson if refusal continues. 6. Block the student from re-entering the lesson. 7. If a safeguarding concern, immediately after the lesson contact the safeguarding team via email/phone (<i>where the circumstances raise a genuine concern about the student's safety or welfare</i>) 8. Record the incident on Athena as a behaviour/safeguarding concern (<i>where the circumstances raise a genuine concern about the student's safety or welfare</i>) 9. Form Tutor to follow up at the end of the school day and discuss with parents during weekly parent meetings. 10. If a safeguarding concern, the safeguarding team will make contact with the parent to discuss the concern. 11. Further parent contact may be initiated by the Form Tutor or relevant pastoral lead where behaviour is repeated, persistent or serious. 12. Further action may include a parent meeting, restorative meeting/conversation and a behaviour monitoring plan in line with the Behaviour Policy and Safeguarding Policy
Vaping on camera	1. Instruct the student to stop vaping immediately and put the device away. 2. If the student refuses or continues vaping, remove the student from the lesson. 3. Block the student from re-entering the lesson 4. Immediately after the lesson contact the safeguarding team via email/phone 5. Record incident on Athena as a safeguarding concern. 6. Form Tutor to follow up at the end of the school day and discuss with parents during weekly parent meetings. 7. The safeguarding team will make contact with the parent to discuss the concern. 8. Further parent contact may be initiated by the Form Tutor or relevant pastoral/safeguarding lead where behaviour is repeated, persistent or serious. 9. Further action may include a parent meeting, restorative meeting/conversation and a behaviour monitoring plan in line with the Behaviour Policy.
Bullying / cyberbullying	1. Instruct the student to stop the behaviour immediately. 2. Take reasonable steps to prevent further contact or misuse of the platform. 3. Remove the student from the lesson to prevent continued behaviour or protect another student. 4. Block the student to prevent further misuse. 5. Immediately after the lesson contact the safeguarding team via email/phone 6. Record the incident on Athena as a safeguarding concern in line with antibullying policy. 7. Form Tutor to follow up at the end of the school day and discuss with parents during weekly parent meetings. 8. The safeguarding team will make contact with the parent to discuss the concern and inform SLT. 9. Further parent contact may be initiated by the Form Tutor or relevant pastoral/safeguarding lead where behaviour is repeated, persistent or serious.

Behaviour	Staff Response
	10. Further action may include a parent meeting, restorative meeting/conversation and a behaviour monitoring plan in line with the Behaviour Policy and safeguarding policy
Sexual comments, sexual jokes or sexualised behaviour	1. Instruct the student to stop the behaviour immediately. 2. Take reasonable steps to prevent further inappropriate comments or behaviour. 3. Remove the student from the lesson to protect other students or prevent continuation of the behaviour. 4. Block the student to prevent further inappropriate communication. 5. Immediately after the lesson contact the safeguarding team via email/phone 6. Record the incident on Athena as a safeguarding concern in line with the Safeguarding policy. 7. The safeguarding team will make contact with the parent to discuss the concern and inform SLT. 8. Further parent contact may be initiated by the Form Tutor or relevant pastoral/safeguarding lead where behaviour is repeated, persistent or serious. 9. Further action may include a parent meeting, restorative meeting/conversation and a behaviour monitoring plan in line with the Behaviour Policy and safeguarding policy
Sharing inappropriate images or content	1. Instruct the student to stop sharing or displaying the content immediately. 2. Stop screen-sharing and ask the student to close/remove the content where appropriate. 3. Remove the student from the lesson if the behaviour continues or the student refuses to stop. 4. Block the student where necessary. 5. Preserve the evidence. 6. Immediately after the lesson contact the safeguarding team via email/phone 7. Record the incident on Athena as a safeguarding concern in line with the Safeguarding policy. 8. The safeguarding team will make contact with the parent to discuss the concern and inform SLT. 9. Further parent contact may be initiated by the Form Tutor or relevant pastoral/safeguarding lead where behaviour is repeated, persistent or serious. 10. Further action may include a parent meeting, restorative meeting/conversation and a behaviour monitoring plan in line with the Behaviour Policy and safeguarding policy
Discriminatory, racist, sexist or homophobic language	1. Instruct the student to stop the behaviour immediately. 2. Make clear that discriminatory, racist, sexist or homophobic language is Mute the student and issue a clear warning. 3. Remove the student where the behaviour continues or immediate action is necessary. 4. Block the student from re-entering the classroom. 5. Immediately after the lesson contact the safeguarding team via email/phone 6. Record the incident on Athena as a safeguarding concern in line with the Safeguarding policy. 7. The safeguarding team will make contact with the parent to discuss the concern and inform SLT.

Behaviour	Staff Response
	8. Further parent contact may be initiated by the Form Tutor or relevant pastoral/safeguarding lead where behaviour is repeated, persistent or serious. 9. Further action may include a parent meeting, restorative meeting/conversation and a behaviour monitoring plan in line with the Behaviour Policy and safeguarding policy