

Rewards & Sanctions Policy

Document control	
Document title	Rewards & Sanctions Policy
Author	Mrs Claire Gilding-Brant
Document status	Approved by the Governors' Education Committee
Effective date	November 2021
Version	V.4
Date of next review	November 2022
Location	Website/OneNote/Network

Version	Author	Date	Changes
V.2	CG-B		
V.3	CG-B	October 21	

CONTENTS

Section	Page
1. Policy Statement	3
2. Academic Rewards	3
3. Academic Sanctions	4
4. Behaviour Sanctions	5

I. Policy Statement

This policy applies at all levels throughout the School and defines the ways in which pupils are commended for good work/behaviour or called to account where their work/behaviour is below the expected standard.

Its primary purpose is to encourage diligence and achievement, and good behaviour, in every sphere of School life, whether in the classroom or elsewhere.

The School unashamedly sets the highest standards in the belief that aiming high brings the best out of pupils. It expresses the School's conviction that everyone is capable of achieving highly in relation to their abilities within an environment which is both demanding and supportive.

2. Academic Rewards

Achievement points (AP) Years 7-11

Good work may be rewarded by giving pupils APs, which might reflect an outstanding piece of work, or an excellent result, effort, or progress, or a significant improvement. A teacher awards an AP by writing 'AP' at the end of an exercise. APs should be entered onto SIMS by the teacher concerned and a record will be sent home with every report at the end of each term. Pupils may want to keep a note of APs in their homework diaries.

APs may also be given by a member of staff if they are particularly impressed by the efforts or actions of a pupil who has gone above and beyond the call of duty. These, too, should be entered onto SIMS with a reason. Tutors should monitor these awards and include them in their running totals.

Badges

Pupils are awarded badges for an accumulation of Achievement Points as follows:

- 25 APs qualifies for a Bronze badge
- 50 APs qualifies for a Silver badge
- 100 APs qualifies for a Gold badge.

Tutors will inform Heads of Section when these thresholds have been met.

Years 10 and 11

Pupils in Years 10 and 11 may be rewarded in a number of different ways including vouchers, trips, and early lunch passes. Heads of Year will co-ordinate these rewards.

Sixth Formers

Sixth Form pupils may be awarded 'Sixth Form Shining Stars' for excellent or much improved work in their chosen A-level subjects or EPQ, for making outstanding contributions to the running of school, or for taking part in School events with vigour and enthusiasm. Teachers should email pupils' Academic Tutors with 'Shining Star in (*subject*)' as the subject title with a brief description of what the pupil has achieved.

Academic tutors may choose to print off and add the record to pupils' achievement profiles, but the information will be shared regardless with pupils during tutorial sessions.

Commendations

Commendations are awarded for a variety of achievements including:

- Work of an exceptional standard for an age group
- Exceptional work for a particular pupil

- An open-ended task clearly showing independent learning, variety of approach, or excellent presentation.

Members of staff may submit pupils' achievement to the Head for further commendation.

3. Academic Sanctions

Sanctions are used for poor or incomplete academic work and homework that is not handed in or is handed in late.

On the first occasion that a pupil's homework is incomplete or missing, it will be discussed with the pupil as there may be a valid reason. Should there be no valid reason, the subject teacher will make a note in his/her mark book. Should this happen a second time, this will again be discussed with the pupil as there may, again, be a valid reason. If that is not the case, the pupil will be given a lunchtime subject detention.

Subsequent failure to provide homework on time will result in it being referred to the Head of department. This may result in further detentions. Following this, should there be no improvement, the Head of department will pass the concern onto the Head of Section who will discuss the pupil in question with both Deputy Heads.

New pupils are granted a four-week period of amnesty to allow them to settle in and learn to take responsibility for their work.

Sixth form 'Cause for Concern'

Sixth Form pupils whose work falls below the expected standard will be spoken to in the first instance by the subject teacher. This action could be copied to the Academic Tutor with a 'no action needed' note, just to keep them informed of their tutee's approach in that particular subject. If no improvement is shown following this conversation, a teacher should email the Academic Tutor with 'Cause for concern in (subject)' in the subject title with a brief description of the problem coupled with some targets for the pupil to achieve. Please remember to Bcc into pupil records.

The Academic Tutor may choose to print it off and add it to the pupil's achievement profile, but the information will be shared regardless with the pupil during tutorial sessions.

Should the issue persist, it will be upgraded to the Assistant or Head of Sixth Form who will likely put the pupil on Sixth Form Report. This will also generate an email home.

Staff also have the option of placing a pupil on a Study Card. Once this happens, the pupil must complete four hours of supervised study within that subject, which should be signed off. The Academic Tutor will keep a record and contact home.

Detentions

a. Homework detention

A homework detention is issued on the 2nd occasion of failure to submit homework without reasonable explanation and on every subsequent occasion. It can also be issued when work is not completed to a satisfactory standard.

The detention should be run by the member of staff/department who placed the pupil in detention. Home should be contacted and the Form Tutor informed. A record should be made on SIMS

b. Head of Section detention

A Head of Section detention should be used if a Behaviour Point (BP) is not sufficient. The detentions are run by the Heads of Section (normally on a Friday lunchtime) for more serious offences including but not limited to receiving 5 BPs and swearing.

Staff should inform the Head of Section. Please remember to contact home and inform the Form Tutor, and make a record on SIMS.

Heads of department can issue a Head of Section detention if they have already used subject and department detentions to sanction a pupil for either academic or behavioural issues.

c. Deputy Head/After-School detention

These will usually take place on Fridays until 6.00pm and can be upgraded from a Head of Section detention if it is felt to be more serious. Please confer with the Deputy Head with the reason for the detention and then a decision will be made whether or not threshold has been met for an after-school detention.

The Deputy Head will inform home if threshold is met.

Pupils on report

A pupil may be put on 'Subject Report' by a Head of Department or Head of Section for consistently poor work. The Form Tutor will be informed. The Head of Department will review report forms regularly, liaising with tutors or Heads of Section as necessary. Subject Reports are completed on SIMS.

Where problems are persistent or widespread, the Head of Section may put a pupil on Full School Report. This will be monitored and home contacted. Again this will be completed on SIMS.

4. Behaviour Sanctions

Behaviour Points (BP)

A minor misconduct will be dealt with immediately, usually by a word of reproof. For anything more significant, a pupil will be given a BP. These may also be given for minor infringements such as forgetting books or lateness. A BP may also be given for breaking a school rule for the first time such as swearing, incorrect uniform or wearing jewellery. The pupil will be informed, and the BP will be recorded on SIMS where an appropriate level of detail should be provided.

Tutors and subject teachers will monitor BPs and intervene appropriately should they perceive a pattern in order to prevent the problem continuing or worsening. This might include communication with a pupil's home.

Tutors should monitor situations closely. If a pupil receives 5 BPs, the tutor should speak with the pupil and enter a Head of Section detention on SIMS.

Repeated misdemeanours, serious offences and incidents

In the case of repeated misdemeanours, rudeness, or poor behaviour, the Form Tutor or subject teacher should inform the Head of Section or Head of Department. Thereafter the appropriate Deputy Heads should be informed. Ultimately the Head will be involved if necessary. Should behaviour fail to improve and all sanctions have been exhausted, then the Deputy Head will apply the Behaviour and Discipline and Exclusions policies for the next steps which may include suspension in the worst-case scenarios.

Staff should inform the Head of Section and/or Head of Department of verbal exchanges with pupils' homes that involve discipline matters and an account put in Pupil Records. The Deputy Head will keep an incident record and all serious incident records.

Sixth form

Expectations of Sixth Form pupils are put on their academic trackers at the beginning of an academic year. Where pupils fall below expectations due to poor behaviour, there should be a discussion with the pupil in the first instance. If there is no improvement, please follow the 'Cause for Concern' and/or the Sixth Form Study Card procedure.

Sixth Formers have to meet each term's criteria set out in their academic trackers.

Confiscations

If articles are confiscated, they should be sealed in a labelled envelope and given to the Head of Section for a specified period that has been clearly communicated to the pupil.

5. Mobile devices

Rules

Mobile devices may be brought to and from School under the following conditions:

a. Years 7-9

Mobile devices must be switched off and put away in lockers by 8.45am where they must remain until 4.00 pm. They must not be kept in blazer pockets or school bags.

Devices should not be used in extended day activities unless necessary. At any other time, if it is necessary to contact home, pupils should report to the School Office or ask a teacher who will supervise the call. Devices may not be used in lessons.

b. Years 10 & 11

Upon starting in Year 10, all pupils will follow the Year 7 – 9 rules until they are informed by the Head of Section that they are allowed to adhere to the Year 10 & 11 rules.

Mobile devices may be brought into School and kept out of sight in either blazer pockets or school bags. They may be used in the Year 10 & Year 11 Form Rooms as well as outside if the pupils are seated. They must never be used between lessons (e.g. walking across to PE or in a corridor).

No photographs may be taken unless under direct supervision of a member of staff. Photos taken during the school day must not be posted on the Internet. In lessons the devices should be switched off. However, they may be used, at the discretion of the teacher, as an aid to learning.

c. Sixth Form

Mobile devices may be brought to School and kept out of sight in either pockets or school bags. They may be used in the Sixth Form Centre and its surrounding gardens.

Sanctions

Sanctions for misuse of a mobile device

a. Years 7-9

On the first occasion of misuse the mobile device will be confiscated and handed to the School Office where it can be collected at the end of the day. Parents will be contacted and the pupil will serve a Head of Section detention.

On the second occasion the mobile device will be confiscated and handed to the School Office where it can be collected by the parents. Parents will be contacted and the pupil will serve a Friday night detention. The pupil will no longer be allowed to bring a mobile device to School.

b. Years 10 & 11

On the first occasion of misuse the pupil will be allocated a behaviour point on SIMS.

On the next and subsequent occasions the sanctions for Years 7 – 9 will apply.

c. Sixth Form

On the first occasion of misuse a Cause for Concern will be sent to the Academic Tutor.

On the second occasion parents or guardians will be contacted and the device will be confiscated and handed to the School Office.

Further incidents may result in an after-school detention.