

## Rewards & Sanctions Policy

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## **1. 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. Rewards**

### **Achievement points (AP)**

Good work may be rewarded by giving pupils APs, which might reflect an outstanding piece of work, an excellent result, effort, progress, or a significant improvement in any aspect of school life. A teacher awards an AP by writing 'AP' at the end of an exercise or verbally informing the pupil. APs should be entered onto SIMS by the teacher concerned and a record of all APs will be sent home with the end of term report. 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 effort 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 their Form to recognise pupil success and perhaps set targets for other areas school life.

### **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.

### **Head's Commendation**

Head's 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.

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

## **Lesson removal**

The School takes steps to ensure that the academic progress of pupils is not affected by poor behaviour within lessons. We believe that encouragement is preferable to discipline, but where necessary pupils may be given a verbal warning or a Behaviour point (BP), which is recorded. In the event of repeated or serious misbehaviour, they can be asked to leave the classroom.

When a pupil is sent from a classroom, they must go to Oak Lounge with work to complete. The member of staff should email the Leadership Team (LT) so they're aware that a pupil has been sent. At the end of the lesson the pupil should move on to their next lesson. As a result of a lesson removal pupils can expect: -

- for a first offence, the pupil is placed in isolation for the next available breaktime
- the second occasion the pupil will lose the lunch hour (they should come straight to the Oak Lounge following period 4 where they will be supervised by a member of LT).
- a third offence results in an after-school detention
- a fourth offence, the pupil will be internally excluded for one day. Parents will be required to come in to School for a meeting with the Head of Section and Deputy Head.

Any subsequent removals will result in a pupil serving a fixed term suspension.

## **Detentions**

### **a. Homework detention**

A homework detention is issued on the 2<sup>nd</sup> occasion of failure to submit homework without reasonable explanation and on every subsequent occasion thereafter. The detention should be run by the member of staff/department who placed the pupil in detention. . A record should be made on SIMS.

### **b. Lunchtime Department detention**

On the first occasion that a pupil's work has fallen below the standard expected, 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 their 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 Departmental Detention. A record should be made on SIMS.

### **c. Head of Department detention**

Subsequent failure to provide work of the standard expected will result in it being referred to the Head of Department. A Head of Department detention is issued when continued unsatisfactory work has been completed. 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 the Deputy Head. A record should be made on SIMS.

### **d. Head of Section detention**

A Head of Section detention should be used if a BP is not sufficient or if there has been no improvement despite previous warnings/sanctions/detentions that have been put in place. 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, contact home, 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 Homework and Department Detentions to sanction a pupil for either academic or behavioural issues.

#### **e. Leadership Team 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 and record it on SIMS.

#### **Pupils on report**

A pupil may be put on Report by a Head of Department or Head of Section for consistently poor work and/or behaviour. The Form Tutor will be informed and either the Head of Department or Section will review report forms regularly, liaising with tutors. Reports are 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 may be given a BP. These may also be given for minor infringements such as repeatedly forgetting books or lateness. A BP may also be given for poor behaviour such as swearing, being disruptive or surface misuse. The pupil will be informed, and the BP will be recorded on SIMS where an appropriate level of detail should be provided in the comment box.

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 and/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/written exchanges with pupils' parents as these may be required at a later date for example, if a meeting is called with the Deputy Head.

#### **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.