



REWARDS & SANCTIONS POLICY

The aim of this policy is to provide a framework in which all our students can learn and feel secure whilst at school.

Background

The maintenance of good discipline is essential for the development and welfare of all students and for the well-being of the whole School community. These principles are backed up by appropriate rewards for high standards of behaviour and appropriate sanctions for misbehaviour. A clear and fair system is needed for the harmonious co-existence of all members of the School.

The School does not use corporal punishment.

This policy makes reference to high standards of behaviour and work, and non-statutory advice from 'DfE Behaviour & Discipline in Schools (Jan 2016)'.

Disciplinary ethos

All students, staff, parents and other persons associated with the School are required to work together in a spirit of co-operation and understanding. Students are encouraged to fulfil their potential both academically and in co-curricular activities, and are expected to relate well and behave considerately towards all others.

Students are reminded of the importance of regard for others, whether inside or outside school, and of the need to take responsibility for their own actions. Selfish and divisive behaviour is discouraged, whether this is of a minor nature (e.g. dropping litter or rowdiness) or more significant incidents. Where such acts do occur, timely and appropriate responses can be expected from the School.



Expectations

It is the duty of all associated with the School to have high expectations and to strive to uphold high standards of behaviour and conduct.

The School's rules are dictated by common sense, regard for others and integrity, and are published in the School Code of Conduct. In addition, separate policies exist for academic production of work, and for attendance.

All members of the School should be familiar with the School's policies on behaviour and sanctions, as well as the separate policies relating to anti-bullying and substance abuse.

REWARDS

The promotion of and rewards for good behaviour

All members of staff are encouraged to lead by example in promoting good behaviour by fostering positive interaction between colleagues, students and parents based on mutual respect, self-discipline, courtesy and good humour. All members of staff are encouraged to acknowledge and show they value good behaviour by students.

Opportunities for staff to endorse and acknowledge good behaviour arise in both formal and informal settings. Endorsements start with positive non-verbal and verbal praise in any setting, e.g. classrooms, corridors and in co-curricular situations. In addition, praise can be written in books and on submitted work, letters, cards and emails sent to students and parents. For excellent work or an action over and above what is normally expected, all members of staff can award Commendations and Good Conduct Awards.

Promoting good behaviour

The expectations of student conduct and the ethos and values promoted by the School are explicitly and implicitly reinforced in all lessons, assemblies, regular periods with Tutors and the PSHE programme. In addition, there are also regular themed events throughout the year (such as Anti-Bullying Week, Charity Week etc).

Students can demonstrate and are given the opportunity to lead by example by becoming Buddies, Senior and Junior Ambassadors, Prefects, Senior Prefects and Mentors, by volunteering as part of the Community Service Programme, by assisting with sports teams and at music and drama events.

Commendations and Good Conduct Awards

If a student receives a Commendation or Good Conduct Award the student and their parents will be informed by email through their School account. The email will advise who has awarded the Commendation or Good Conduct Award and for what reason. Commendations are awarded for high standards of work and Good Conduct Awards are awarded for any act of exceptional behaviour or service above and beyond what is expected of all students.

Commendation and Good Conduct certificates are given when students reach 10, 20, 30 and 50 Commendations and/or Good Conduct Awards in an academic year. The appropriate Head of Year will manage the list of commendations awarded for their year group. In addition, Heads of Year award prizes at the end of each term for individuals, groups, Tutor Groups or Houses who have done especially well.

Staff can recommend a student for a Head Master's Commendation. If successful, students will be invited to see the Head Master to discuss their success and their name may be entered in the 'Red Book' outside the Head Master's Study. Parents will be advised of this.

SANCTIONS

Students are expected to be respectful of both the fabric of school, other students, themselves and staff and the standards of the organisation of which they are a part.

Students have the opportunity to participate in the agreement of regulations through the School Forum, although the School also has the right to set expectations to ensure the safety of others and the smooth running of the School.

Students are expected to behave in an appropriate manner whilst in school, on their way to and from school and on school trips and visits.

Inappropriate behaviour includes, but is not restricted to, lesson disruption, bad language, rowdiness, dropping litter, eating food away from designated areas, graffiti, damage to School property, improper use of School resources, bringing into school offensive or inappropriate material, rudeness, theft and unsafe behaviour.

Unacceptable behaviour should always be tackled at source whenever possible, either through a reprimand, a correction of the action or a short and immediate punishment. Examples could include a direct instruction to rectify the misdemeanor, a requirement to remain behind for five minutes or a small practical task to be completed. Non-verbal and verbal reprimands are the most successful and efficient means of dealing with most examples of misbehaviour.

Having taken the appropriate action, staff within school should report incidents of poor behaviour to the relevant Pastoral team. After talking to the student about their poor behaviour, students can be given Misconducts, Detentions or further sanctions depending on the severity of the action.

- Three Misconducts will lead to a Friday Detention led by the Head of Year or a member of the School Executive.
- Three Friday Detentions will lead to an additional Executive Detention for two hours on a Friday evening from 4-6pm, led by a member of the School Executive.
- Pastoral Teams and Senior staff can award Friday and Executive Detentions without the need for any Misconducts being accumulated should the level of misbehaviour warrant this.
- Assistant Heads of Year are responsible for monitoring the sanction levels of students within their year groups.

If students start to accrue sanctions, or if the behaviour is repeated, the student will see their Head of Year to discuss their behaviour. A strategy will be put in place to support the student whilst upholding the clear behaviour pathway detailed above. This could include seeing the Deputy Head (Pastoral) and/or the Head Master to discuss next steps.

SCHOOL CODE OF CONDUCT

All members of the School community should respect and be proud of their institution. You should do all you can to make the School one in which all are treated courteously and are happy; where hard work is valued, a sense of fair play is honoured and artistic endeavour is promoted.

All members of the School should be familiar with the School's policies on behaviour and discipline, and the separate policies relating to anti-bullying, smoking and substance abuse. The rules below are designed to be practical guides and are intended to make life easier for everyone.

1. All students must conduct themselves in a way that will bring credit to themselves and the School. Any breach of good manners or common sense is unacceptable - **courtesy and consideration** for others and the environment should be the guiding principles. This covers both your time within School and also on your way to and from school, in addition to being on school trips.
2. Any breach of the law will be dealt with accordingly.
3. **Respect for others:**
 - a. Bullying is intolerable and will be dealt with immediately and severely.
 - b. Any disruption of lessons is unacceptable.
 - c. Public displays of intimacy are unacceptable.
 - d. Attacks by students or staff on other students or staff will not be tolerated and will be dealt with immediately and severely.
4. **Respect for property:**
 - a. Stealing is likely to cause a student's place in the School to be forfeited.
 - b. Vandalism (including graffiti) is a serious matter and costs arising from wilful damage will be charged to you; accidental damage must be reported to your Head of Year and some contribution towards replacement cost may be expected.
 - c. All clothing, sports kit and personal possessions must be clearly marked.
 - d. Mobile phones must not be used or switched on during lesson time or in school corridors and must not be taken into any examination. Use of cameras is forbidden during normal school hours, unless under the direct supervision of a member of staff e.g. during an educational visit. Such items remain the responsibility of the owner at all times. The IT facilities at School should be used in a responsible and acceptable manner at all times, following the terms of the Acceptable Use Policy.

At home, computers should continue to be used in an acceptable manner. References to the School, its staff or students should not be published on websites or other areas of social media, without the School's consent.

5. Respect for self:

See Substance Abuse Management Policy.

6. School environment:

- a. Movement about the school should be conducted in an orderly way (and keeping to the left); there should be no running in corridors or on staircases; litter is anti-social and must not be dropped.
- b. Food and drink should not be consumed in classrooms or corridors *other than those set aside for this purpose*. Chewing gum is forbidden at all times on the School premises.

7. School uniform:

School uniform must be worn at all times in, to and from school and when representing the School, unless specific relaxations to dress regulations have been made clear. Students may not go home in sports kit before 6pm.

8. Timings:

- a. All students must arrive for registration by 8.35am. No student may go outside the School's normal boundaries during the school day without the permission of their Head of Year or another Senior member of staff. Where students are authorised to leave School premises during the day they must sign out at Reception (separate rules operate for the Sixth Form as per the Head of Sixth Form's instructions).
- b. Unless a student is working in the Library or ICT Centre (which are open until 4.45pm daily) or is involved in a supervised school activity, he/she should leave the school premises by 4.30pm.

9. Sanctions:

Detention: subject teachers, Tutors or Heads of Year may detain students at lunch-time or after school for disciplinary matters. 24 hours' notice to parents will normally be given for after-school Detentions of more than 10 minutes. School Detentions are on a Friday from 4-5pm and Executive Detentions are on a Friday from 4-6pm.

10. Transport:

- a. Cycling to school
 - All students cycling to or from school **must wear** a protective helmet.
 - Bicycles must have suitable lights, both front and rear, and the lights must be used after dark and when there is poor visibility.

- The School strongly recommends that a reflector strip or reflective clothing is worn.
- Any bicycle brought to school should be left securely on site using the designated cycle areas at the front of the School. The School cannot accept any responsibility for damage or theft.
- Cyclists should use the cycle paths to and from school. Where there are no cycle paths on a student's route to and from school, he/she must cycle sensibly at all times and observe the Highway Code.
- There must be no cycling within the School grounds.

b. Driving to school

If students wish to drive to school, the School must receive a letter from their parents stating that they are driving to school. Students are not allowed to park cars or motorcycles on school premises other than at Ditton Field.

Students may not be driven by other students without the written consent of parents of both parties. This applies to giving students lifts to or from school as well as to or from Ditton Field.