

## Behaviour, Rewards & Sanctions Policy

This policy is compliant with Paragraph 9 of Part 3 of Welfare, health and safety of pupils Integrated Handbook – Regulatory Requirements 28 Effective Sept 2015 and should be read in conjunction with the School Values & Rules (attached as Appendix A) and the School's Exclusion Policy. This revision of the Policy will become effective from September 2017.

### Introduction

Our aim is for the children to grow up caring for each other, showing respect for adults and people in authority, and respecting others' property as if it were their own. We also expect them to adhere to the school values set out in the School Vision and Aims and encapsulated in our school RESPECT acronym:

- R – Respect for others
- E – Equipped
- S – Smart
- P – Punctual
- E – Effort
- C – Considerate
- T – Tolerant

We believe that children respond well to positive reinforcement of expected behaviour. We look for positive contribution to school life, and our emphasis is on rewarding good behaviour. Where a child's behaviour fails below that which is expected, any sanction applied should be fair and applied consistently using this document for guidance. In all matters of discipline we expect the full co-operation of parents.

### Rewards System

#### Merits

Merits are given to reward good behaviour, applying our School Values (see Appendix A), eg. showing respect and kindness to others, etc., meeting targets, demonstrating high levels of effort in class or for homework. Merits count towards the House Competition totals and Rewards.

Merits are recorded by a stamp or signature in the pupil's homework diary (or Reading Record in Juniors). Merits are counted on a weekly basis every Thursday in Form Period by form tutors and the information inputted into Arbor. Staff may also award Merits directly into Arbor (eg. in a situation where the planner is not available). **Merits will not be taken away** – if a pupil's behaviour falls below our minimum expectations, an appropriate sanction should be applied.

NB – Please avoid entering Merits in Arbor on a Friday or weekend as these may not be included automatically in the following week's certificate totals.

### Weekly Awards



### **Merit Certificates**

Each pupil's weekly Merit total is used to determine if a Merit Certificate will be awarded in assembly on Friday afternoon. The Awards Leader will receive an automated email each Thursday afternoon with a list of pupils eligible for each of the following certificates:

- Bronze Certificates for 40 merits
- Silver Certificates for 50 merits
- Gold Certificates for 60 merits

The Awards Leader will use these lists to award the appropriate Merit Certificates on Arbor before 12pm on the Friday.

### **Golden Tickets**

Gold Certificate winners will also receive a Golden Ticket. Golden Tickets may be exchanged in the Canteen for food/drink up to the value of £2.50. Alternatively, the pupil can opt to 'Bank' the Golden Ticket at a value of £2.50 towards an Amazon voucher to be awarded at the end of the term. If the pupil opts to 'bank' the Golden Ticket, it must be passed to the Awards Leader to store under the pupil's name.

### **Work of the Week**

This can be awarded by any member of staff for an exceptional piece of work produced during the week. The member of staff will enter the Award using the Behaviour Incident Log on Arbor before 12pm on the Friday. Arbor will automatically award 2 Merits.

NB – Please avoid entering Work of the Week in Arbor after 12pm on a Friday or over the weekend as these may not be included automatically in the following week's assembly. To reward work produced on a Friday afternoon, please enter the details on Arbor on the following Monday.

### **Junior Star of the Week**

The Junior teacher will award one pupil each week with the Star of the Week. The teacher (or their delegated colleague) will enter the Award using the Behaviour Incident Log on Arbor before 12pm on the Friday. Arbor will automatically award 2 Merits.

NB – Please avoid entering Junior Star of the Week in Arbor after 12pm on a Friday or over the weekend as these may not be included automatically in the following week's assembly.

### **Chef of the Week**

Each week the Food teacher will award one pupil in the school Chef of the Week. The teacher (or their delegated colleague) will enter the Award using the Behaviour Incident Log on Arbor before 12pm on the Friday. Arbor will automatically award 2 Merits.

### **Termly Awards**

Pupils receiving 5 or more Merit Certificates in one term will be entitled to participate in a Reward Outing or Event.

At least 2 working days before the end of term the Awards Leader will pass a list of pupils and the banked value of their Golden Tickets to the Bursar for appropriate Amazon vouchers to be purchased ready to be presented to the pupils by the Headteacher in the end of term event (ie. Christmas Show, Easter MacMillan Tea, Prize Giving).



### **House Points**

Each pupil is enrolled in a House (Rus or Vicus). Every Merit a pupil gains is counted towards their House's Points total. House Points are also awarded for Sporting Events and other Inter-House competitions. Such points should be awarded to the individual pupil as Merits to be counted towards the House totals. At the end of each term each pupil in the House awarded the most Points in that term will receive a small prize such as a bag of sweets, etc. At the end of the year, the House Cup trophy is awarded to the House with the highest House Points total.



## Other Awards

### Academic Award

Pupils who produce an outstanding extended piece of work or who have sustained outstanding effort over an extended period of time may be given an Academic Award by the subject teacher. The teacher will enter the details of the Award in Arbor using the Behaviour Incident Log before 12pm on the Friday. Arbor will also automatically add an extra 5 Merits to the pupil's total (which can be included in that week's total for Merit Certificates if the Award is entered on Arbor before 4pm on the Thursday).

NB – Please avoid entering Academic Awards in Arbor after 12pm on a Friday or over the weekend as these may not be included automatically in the following week's assembly.

### Reading Stars

The English Dept award Reading Stars based on the number of books read by pupils:

- Bronze Star – 5 Books
- Silver Star – 10 books
- Gold Star – 20 books

The teacher (or their delegated colleague) will enter the Award using Log Behaviour Incident on Arbor and selecting the appropriate behaviour from the list. Arbor will automatically advise the admin team of the award so a certificate can be produced and will also automatically award the pupil 5 Merits.

### Headteacher's Commendation

Staff may nominate a pupil to the Headteacher for consideration to receive a Headteacher's Commendation. Nominations can be made for outstanding examples of pupils upholding or applying our School Values (see Appendix A), eg. acts of kindness in which a pupil has gone out of their way to help or support another person, outstanding charitable work, etc.

Headteacher's Commendations may also be awarded (at the discretion of the Headteacher) for a pupil representing the School externally in an exceptional manner.

To recommend a pupil for a Headteacher's Commendation, use Log Behaviour Incident on Arbor and select Headteacher's Commendation from the list of behaviours. The recommendation will be recorded on the pupil's profile and the Headteacher will award a Commendation if she feels it is appropriate by using Quick Actions – Record Headteacher's Commendation. This will be recorded in the pupil's profile and noted on their end of year report. A letter from the Headteacher will be sent home to parents. The Headteacher will also award 10 Merits to the pupil.

### Prize Giving

Various prizes are awarded to pupils at our annual Prize Giving at 1pm on the last day of the Summer Term. Parents are invited to attend this event.



## Administration of Awards

### Celebration Assembly - Awards & Certificates

At 12pm each Friday Arbor will automatically generate and send out a report of the Awards and Certificates to be given out at the Celebration assembly. The School Administrator will use these lists to create the Certificates from the standard templates before 1:30pm and provide these to the Headteacher (or her nominated colleague in the event of her absence) to present in the Celebration Assembly at 1:40pm.

Quick Actions

- Take attendance
- Log behaviour incident
- Record Merits
- Record Headteacher's Commendation
- Record Bronze Merit Certificate
- Record Silver Merit Certificate
- Record Gold Merit Certificate
- Record Bronze Reading Star
- Record Silver Reading Star
- Record Gold Reading Star
- Mark
- Create event
- Send message (email/SMS)
- Issue Detention
- Intervention

Current Enrolment  
**43**

Statutory Attendance  
**76.7%**

Statutory Authorised Absent  
**16.3%**

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Log New Behavioural Incident

Date of incident\* 5th Jul 2017

Event

Time of incident\*

Students involved\*

Behaviour\*

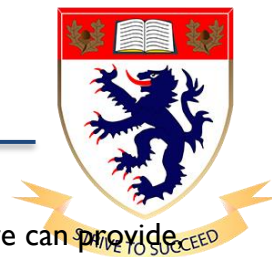
Incident summary

Staff involved

Location

Create as separate incidents

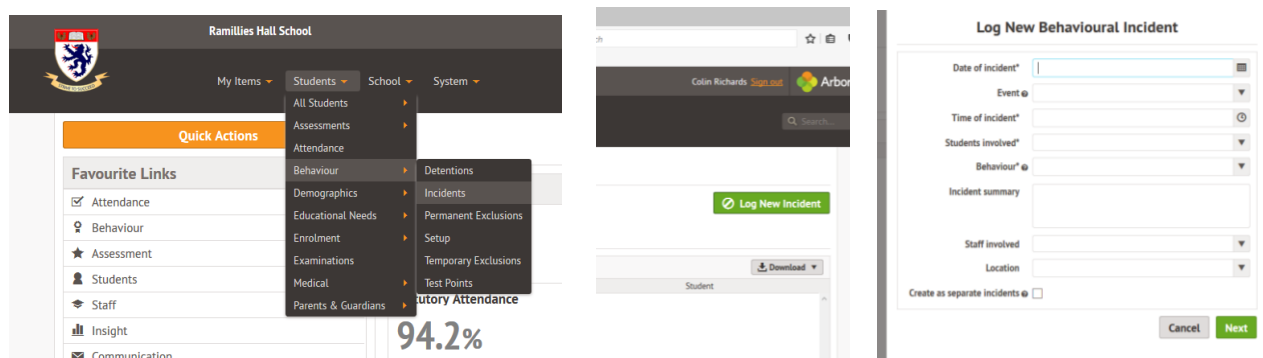
- Creating work - YELLOW CARD (Level 1 Negative)
- Lack of books or kit - YELLOW CARD (Level 1 Negative)
- Late to Lesson - YELLOW CARD (Level 1 Negative)
- Low Level Disruption - YELLOW CARD (Level 1 Negative)
- Other - YELLOW CARD (Level 1 Negative)
- Poor attitude to Work - YELLOW CARD (Level 1 Negative)
- Silly or unruly behaviour - YELLOW CARD (Level 1 Negative)
- Uniform or Appearance - YELLOW CARD (Level 1 Negative)
- Chief of the Week (Level 2 Positive)
- Junior Star of the Week (Level 2 Positive)
- Work of the Week (Level 2 Positive)
- Academic Award (Level 3 Positive)
- Headteacher's Commendation (Level 5 Positive)



## Logging Behaviour Incidents

Unfortunately, despite all the positive reinforcement, praise and encouragement we can provide, pupils will occasionally get themselves involved in incidents when their behaviour does not meet our expectations.

For all incidents (whether requiring a sanction or not), the member of staff witnessing or involved in the incident is required to complete an Incident Report on Arbor (click on Students / Behaviour / Incidents and then click on Log a New Incident). Please complete all fields.



Arbor will automatically email the Sanctions Leader and the Tutor of the pupil(s) involved. It will also automatically email SLT members of Level 3 or higher incidents. However, in the event of an emergency or very serious incident, it is the responsibility of the member of staff reporting the incident to ensure that the Headteacher (or, in the event of her absence, her nominated colleague – refer to Appendix C) is verbally informed without delay. **All incidents should be logged on Arbor as soon as possible after the event, and always within 2 hours.** Exceptions to this may include when an incident occurs off-site on a trip, etc., in which case the report should be made either by remote access if possible or appropriate, or on the return to school. Serious incidents that occur off-site must be reported to the Headteacher by telephone without delay, unless doing so may cause the situation to deteriorate, a phone signal is unavailable, or it would be unsafe to do so.

## Sanctions

We operate a scale of sanctions for use when pupil behaviour drops below our expectations. Persistent rule breaking or poor behaviour will result in sanctions further along the scale being imposed. In more serious cases, higher level sanctions may be applied immediately.

The Headteacher (or in her absence, her nominated colleague) reserves the right to escalate, reduce or waive any sanction at her discretion having considered any mitigating circumstances (including Reasonable Adjustments for SEND if appropriate) and the pupil's past behaviour.

Please refer to Guidance on Sanctions – Appendix B.



### **Yellow Card – Level 1**

Given for minor infringements:

- Bad Language
- Calling Out
- Lack of Books or Kit
- Late to Lesson
- Low Level Disruption
- Poor Attitude to Work
- Silly or Unruly Behaviour
- Incorrect Uniform or Untidy Appearance
- Other minor infringements

For low level disruption in class, staff may wish to use a 3-strikes strategy with a clear warning each time, before issuing a Yellow Card as below.

A Yellow sticker will be clearly shown to the pupil by the member of staff and placed in the pupil's planner (or Reading Record). Details of the incident must be entered on Arbor using the Log Behaviour Incident function as soon as possible, and within 2 hours.

### **Red Card (lunchtime detention) – Level 2**

Given for more major infringements, such as:

- Aggressive Play
- Damage due to Negligence
- Disrespect to Staff
- No homework
- Peer-to-peer Verbal Abuse
- Other major infringements

A Red sticker will be clearly shown to the pupil by the member of staff and placed in the pupil's planner (or Reading Record). Details of the incident must be entered on Arbor using the Log Behaviour Incident function as soon as possible, and within 2 hours.

Arbor will automatically allocate the pupil to the next available lunchtime detention slot (Monday – Friday, 13:10-14:40 in Room 16) which will be supervised by the member of staff also supervising the Y11 Common Room (Room 17). The Behaviour Leader and Form Tutors are responsible for ensuring the pupil knows when the detention will be.

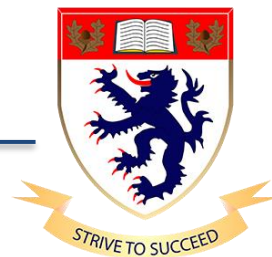
For repeated minor infringements every 3 Yellow Cards in a term = 1 Red Card. Arbor will automatically issue a Red Card if a pupil receives a third Yellow Card – staff do not need to do this manually.

### **After School Detention – Level 3**

Serious infringements

- Chewing Gum
- Defiance or Refusal to Comply
- Failure to Attend Lunchtime Detention
- Inappropriate Use of Phone/Device





- Removal of, or Damage to, Others' Property
- Other serious infringements

The member of staff reporting the incident will advise the pupil that an after-school detention will be given. Details of the incident must be entered on Arbor using the Log Behaviour Incident function as soon as possible, and within 2 hours.

The Behaviour Leader, on receiving the auto-notification from Arbor, will issue the detention and send an email home advising parent of the date/time of the detention (which should be as soon after the incident as possible, whilst giving parents a minimum of 24 hours' notice). After school detentions can be held Monday – Thursday 4pm – 5:00pm and will be supervised by the member of staff supervising Prep. The Behaviour Leader will be responsible for co-ordinating and/or setting suitable work, which should be related to the incident (eg. letters of apology, gum patrol, etc).

Pupils who are given a third Lunchtime Detention will be automatically escalated by Arbor to an After School detention which will be issued by the Behaviour Leader as above.

### **Very Serious Incidents – Levels 4+**

Any member of staff dealing with an incident that they feel is a Level 4 or above behaviour type should contact the Headteacher (or her nominated colleague in her absence – see Appendix C) **immediately** and then enter the details using the Log Behaviour Incident function as soon as possible. The pupil will normally be withdrawn from class by the Headteacher (or nominated colleague) immediately whilst the issue is being investigated.

### **Internal Isolation – Level 4**

Very serious infringements. This is a very serious sanction and can only be applied by the Headteacher in consultation with the Lead member of staff on Sanctions, or in her absence, a nominated colleague (see Appendix C).

- Bringing Banned Items into School
- Bullying
- Discriminatory Bullying or Behaviour
- Fighting
- Physical Aggression
- Racism
- Theft or Deliberate Damage to Property
- Verbal Abuse / Aggression or Threat
- Other Very Serious Incident

### **Temporary (Fixed Term) Exclusion – Level 5**

- Persistent and on-going incidents of bullying
- Bringing dangerous or illegal items into school
- Any acts of physical violence towards another pupil or a member of staff or visitor
- Any overt acts of extremism, racism, sexism, homophobic or discriminatory behaviour
- Blatant disregard or lack of accountability for school rules, policy and procedure which renders the school unable to keep pupils safe
- A single serious incident such as conduct intended to cause serious injury to others.





This is a very serious sanction that can only be applied by the Headteacher, or in her absence, a nominated colleague (see Appendix C) following a full investigation. Parents will be informed, and if appropriate, asked to collect their child from the school.

During a Temporary Exclusion the Headteacher may seek external guidance and communication with parents and, if applicable, the Local Authority to examine if additional support is required to maintain the pupil's placement in the school. The Pupil will be expected to attend a 'Return to School' meeting and a behaviour plan may be put in place if required.

### **Permanent Exclusion**

This is our ultimate sanction and one which is very much a last resort. This sanction can only be applied by the Headteacher and will usually be after exhausting all other options, or as a result of an act of an extreme or criminal nature. The Headteacher will report any temporary or permanent exclusions to the Chair of Governors, and give a report to the Governing Board at the next scheduled meeting.

In all cases of higher level sanctions (Isolations and Exclusions) being applied the Headteacher will contact parents at the earliest opportunity to discuss the matter.

### **Appeals Against Temporary or Permanent Exclusion**

As in all disciplinary matters, the School expects the full co-operation and support of parents. If, however, parents disagree with a decision made by the School, the matter may be taken up at the appropriate stage in the School's Complaints Procedure, a copy of which is made available to parents on the School's website.

All Yellow and Red Card sanctions will be recorded on Arbor using the Log Behaviour Incident function by the member of staff issuing the sanction (or automatically by Arbor for totting-up Red Cards). More serious incidents will be reported on Arbor using the Log Behaviour Incident function and the higher level sanctions will be applied in consultation with the Headteacher. The Behaviour Leader, or a member of the SLT will investigate the incident and apply the appropriate sanction on the Arbor system to include the date, pupil(s), offence, sanction applied and a brief explanation of the reasons for the sanction applied, as well as a record of contact with parents (eg. date, time, method of contact, brief summary of conversation). This record may contain sensitive information and due regard should be paid to confidentiality by all staff with access to the pupil's Behaviour Record. Additionally, staff should bear in mind that parents/guardians have a legal right to see information recorded on Arbor about their child.

If, following any one of the sanctions, there is a breakdown in parent/guardian support for the procedure and policy of sanctions in the school, the Headteacher reserves the right to ask the parents/guardians to find an alternative placement for their child.

The records of sanctions are reviewed by the Senior Leadership Team at least twice each term to identify any patterns of behaviour, the consistency of application, etc.

Created: July 2017  
Reviewed: September 2018  
Next Review: September 2019



## Appendix A

### Our School Rules

1. Pupils must be courteous at all times, and treat each other as they would wish to be treated themselves. They should respect others, including those from different cultural and religious backgrounds.
2. The following are not acceptable:
  - Bullying
  - Fighting
  - Stealing
  - Borrowing or using other pupils' belongings
  - Abusive or offensive language
  - Malicious damage
3. Behaviour which puts the safety of pupils or staff at risk will be regarded as serious and dealt with accordingly.
4. The possession or consumption of alcohol, tobacco or drugs by any pupil will lead to immediate suspension and probable expulsion.
5. Mobile phones, i-pods, MP3s etc are not allowed in School.
6. Pupils must be punctual for School and lessons, and wear the correct uniform both for lessons and Games.
7. No pupil may leave the premises during the school day unless permission has been given and they have signed out at the Office. At the end of the day, all pupils must sign out.
8. School buildings, gardens and equipment should be well looked after.



## Appendix B

### Guidance to Staff on Applying Sanctions

An incident report must be entered on Arbor using the Log Behaviour Incident function by the member of staff who witnessed or dealt with the incident.

For Level 1-3 offences the pupil(s) involved should be informed of the sanction and the reason(s) for it, using the Yellow and Red stickers where appropriate. For more serious incidents the pupil(s) should be informed that the sanction will be determined by the Behaviour Leader or Headteacher.

Lunchtime detentions should be served as soon as possible after the incident, ideally that day (if the incident occurred in the morning session, or the following day if the incident occurred after 12pm. Arbor will automatically assign the next available detention slot so it is important that the pupil knows they need to attend and that the staff member inputs the Behaviour log as soon as possible.

Lunchtime detentions will operate as required on any normal school day and will be supervised by as per the duty rota.

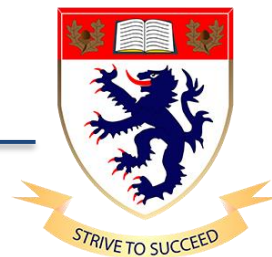
After school detentions should be arranged by the Behaviour Leader and can be on any normal school day except Fridays. They are usually supervised by the member of staff supervising Prep. Work will be co-ordinated and/or set by the Behaviour Leader. Parents must be given at least 24 hours' notice of an after-school detention.

#### **Reasonable Adjustments - SEND**

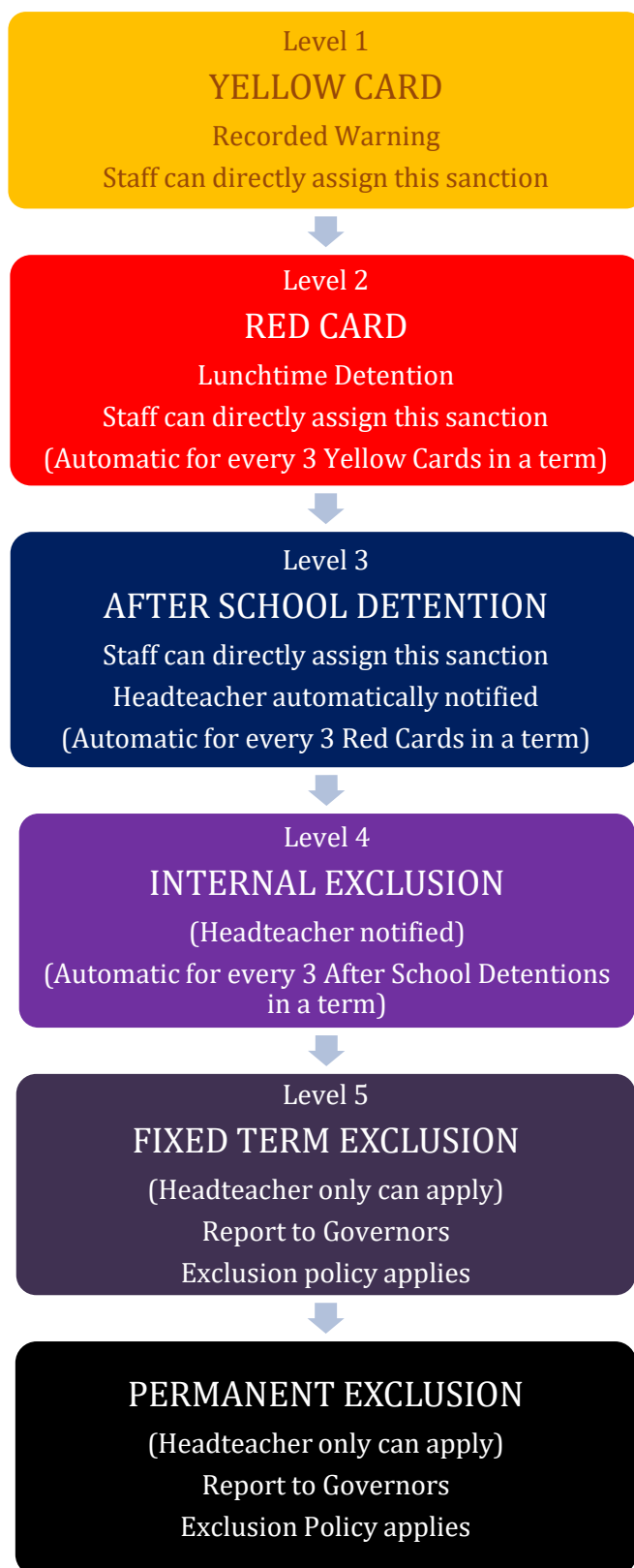
With the large majority of our pupils having SEND, including those who experience issues with social skills, ADHD or Emotional and Behavioural Difficulties, it is important that these factors are taken into account by staff when applying sanctions. For example, where a pupil has Dyspraxia, it is more beneficial to look at ways of assisting his/her organisation rather than punishing their lack of it which is directly attributable to their condition. Likewise, a pupil on the Autistic Spectrum may easily misread a social situation and lash out or respond verbally in an inappropriate way. The individual pupil's needs, current issues, limitations and history must be considered when choosing an appropriate sanction. Where a pupil has acted wilfully in an inappropriate way, the usual sanction should be applied. However, where there is some doubt about the pupil's understanding of the inappropriateness of their actions, a lower sanction may be used to reinforce that the behaviour was incorrect whilst taking the child's needs into account.

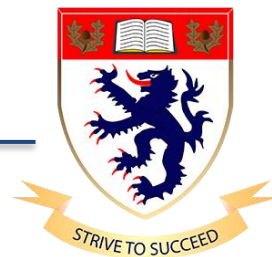
For Level 1-3 incidents the Behaviour Manager may decide to notify the Key Worker or SENCO of the incident and sanctions so that counselling or other guided support can be provided to the child as required. The SENDCo will be automatically notified for incidents of Level 4 or above. If in doubt, the member of staff dealing with the incident should inform the pupil that an appropriate sanction will be decided in consultation with the Headteacher or the SENCO as appropriate or available.

**Staff should always look to praise and reward appropriate and positive behaviour, especially following an incident – this will help to reinforce the expected behaviour.**



## Sanctions Workflow Diagram

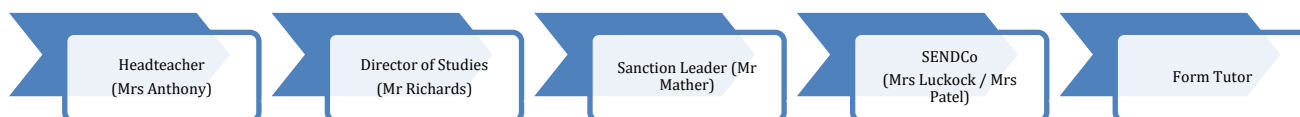




## Appendix C

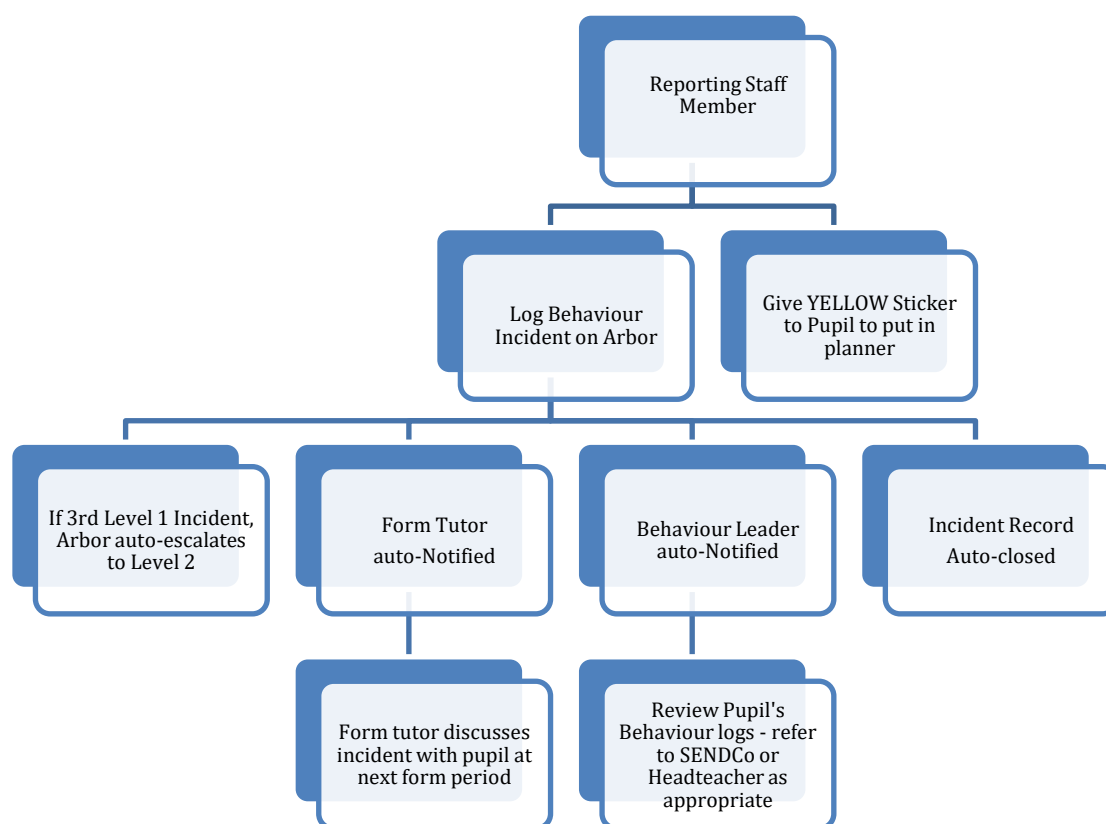
### Sanctions Staff Structure

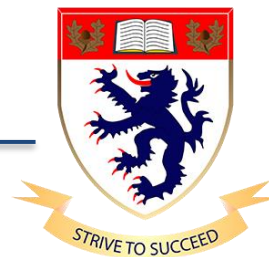
In the event of a serious behaviour incident (Level 3 or above) occurring that requires a member of staff to report it directly to the Headteacher, the following hierarchy will apply. Should the Headteacher be absent, the incident should be reported to the next member of staff in the list who is available:



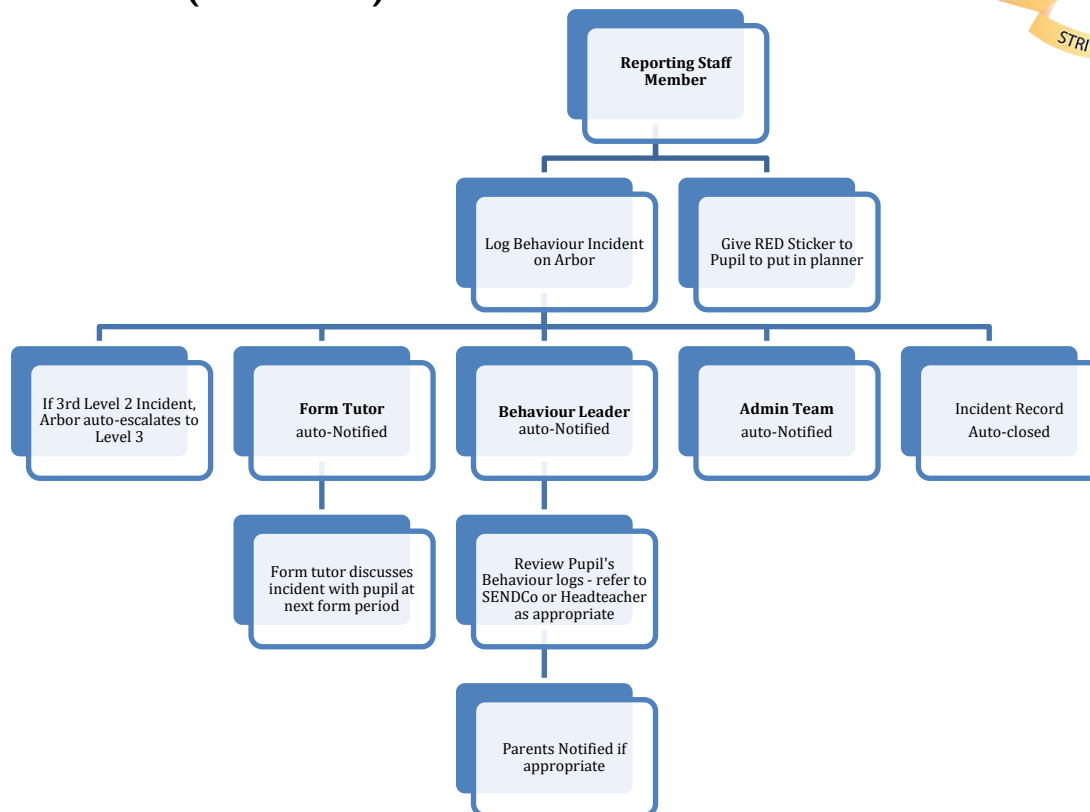
### Behaviour Workflows

#### Level -1 Incidents (YELLOW CARD)

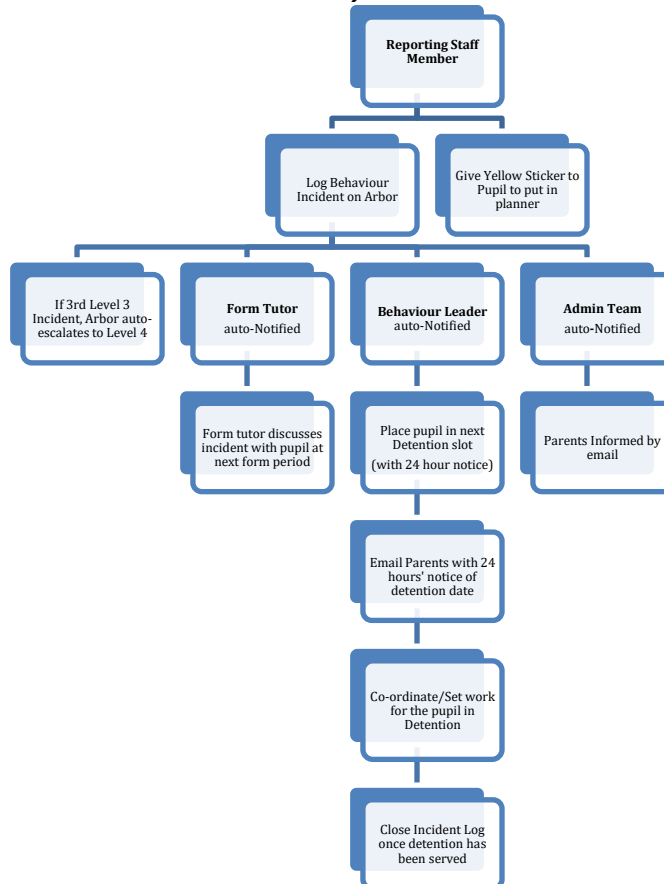


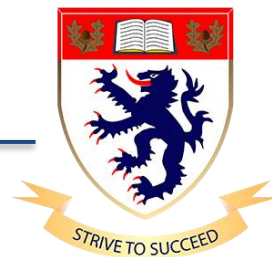


**Level -2 Incidents (RED CARD)**



**Level -3 Incidents (After School Detentions)**





**Level 4 and 5 Incidents**

