



## **REWARDS AND SANCTIONS POLICY**

### **Clan Points**

#### **Middle and Upper School**

Pupils receive a 'plus' clan point for performing helpful tasks around the school; these are generally given by staff for jobs such as tidying the classroom or collecting books etc, but they may also be awarded for finding an item of lost property or doing a particular duty very efficiently. Staff record the plus mark by putting their initials against the child's name in the clan points list. At the end of each term an outing is arranged for the 38 children receiving the highest number of pluses. These are calculated on a percentage basis of the number of children in each year group. The trip might take the form of a bowling or a cinema trip. In addition, children in Years 3 – 6 receiving 45 plus points or more will receive a badge, in their Clan colour, which they can keep in recognition of their achievement. Children in Years 8 need 90 plus points to receive a Leadership badge.

Clan points (plus or minus) are generally not awarded for academic work. However, if there are notable occasions when a child has shown significant effort in a piece of work, or discussion or strand of questioning, then a Clan point may be awarded. Effort (or lack of it) is reflected in the weekly Industry Mark given to each pupil in each subject.

Pupils receive a 'minus' clan point for misbehaviour during non-lesson times, e.g. poor behaviour in changing rooms, in queues and waiting outside classrooms. He/she may only receive **one** minus clan point for a particular offence. If, in the opinion of a member of staff, the offence merits more than one minus point, then action of a different kind must be taken. (See information on Discipline)

The minus mark should be noted as soon as possible on the clan points list. Pupils receiving three or more minus clan points in any one week (regardless of the number of pluses he/she may have gained) must report to the Deputy Headmaster, who will take further action.

Pupils who consistently accrue too many minuses over a term are sent to the Headmaster.

In practice, almost all pupils end the term with considerably more 'pluses' than 'minuses'. The system is intended to encourage the majority, while acting as a clear deterrent to those who cannot behave in a socially acceptable manner.

### **Pre-Prep Reward Systems**

Each year group has their own reward system which is explained to the class groups at the beginning of the year.

#### **Reception**

- i) Smiley faces for effort and achievement and an annotated comment.
- ii) Stickers will be on-going on a daily reward.

#### **Year 1**

- i) Effort blocks - this is a whole class reward system given for all areas of development.
- ii) Stickers for individual rewards
- iii) Spelling certificates at the end of each term.

#### **Year 2**

- i) Star charts for spelling and times tables. The pupils with gold stars receive a certificate at the end of term.
- ii) Stickers will be on a daily basis.

#### **Pre-Prep Awards**

- i) Golden Book Award - the pupils' names are placed in the book and a golden badge is awarded for the week (this is to highlight all areas of achievement).
- ii) Handwriting Award - the pupils are awarded a pencil for continuous and well-formed cursive script.
- iii) Swimming certificates.

These awards are given out during Assembly by Head of Pre-Prep.

### **Middle and Upper School**

There will be occasions on which a 'minus' clan mark is considered an insufficient or inappropriate punishment for a particular offence. In such cases the procedure is as follows:

If the offence is very serious, the child must be reported immediately to the Headmaster, or, in his absence, the Deputy Headmaster responsible for discipline.

For other offences, staff may choose a suitable form of punishment to administer themselves. Such punishments may include one of the following:

- 1 staying in at free time
- 2 litter picking
- 3 additional classroom jobs

Persistent offenders should be mentioned at a staff meeting for all staff to discuss.

See Expectations leaflet in Appendix

### **Use of Study Period**

Pupils whose class work or prep is inadequate may be sent to Study from 5.15pm on a Monday, Tuesday or Thursday to complete their work adequately. Pupils who are given a '1' on their Industry card will also be sent to Study to catch up on missed work.

Staff must ensure that adequate work is set for the time the pupils are in Study. Their names must be entered on the list in the Staff Room.

### **Study Detention**

A pupil being sent to Study Detention will be given a Detention slip which they will present to the member of staff on Study duty. Their name will be recorded in the Study Detention book and their parents will be informed.

### **Deputy Head Detention**

This takes place between 12.45 and 1.20 p.m. on a Friday. This is for those children who cannot be sent to Study for various reasons. It is taken by the Deputy Head. Pupils' names are put on the list in the staffroom.

### **Disciplinary Procedures in the Classroom – Upper School**

Staff should exercise firm but fair discipline at all times in the classroom. In general, most offenders should be quickly dealt with, by being admonished, set apart from the rest of the class, or set work in the particular subject. However, if further backup is necessary, the procedure is as follows:

The member of staff should report the incident initially to the Deputy Head. The Deputy Head will then arrange to see the offender and administer a suitable punishment. If there is

direct conflict between a pupil and a teacher (e.g. insolence or deliberately refusing to do work) the teacher should report directly to the Headmaster.

### **Pre-Prep Discipline**

The Form Teachers of Pre-Prep will be responsible for the punishments of pupils in their classes. If other staff have cause to punish a Pre-Prep pupil, they will report the fact directly to the Form Teacher.

However, if further support is needed, the procedure is as follows:

The Head of Pre-Prep will arrange to see the offender and administer a suitable punishment.

Punishment may include:

- 1 staying in for a short period during break
- 2 having to hold the duty teacher's hand for a period
- 3 spending a short time in one of the Reception classes (if a Year 1 or 2 child)
- 4 having to sit away from other class members

Possible alternatives,

- 1 using 'circle time' to discuss relationships or problems
- 2 speaking quietly with the child about difficulties
- 3 keeping all members of staff informed of difficulties, particularly lunch time supervisors
- 4 having the child observed - observations reported back to class teacher and Head of Pre-Prep.

### **Serious Incidents**

If, in a teacher's view, a serious incident takes place, it must be reported verbally to the Headmaster at the earliest opportunity so that appropriate action can be taken. A written report will be asked for by the Headmaster explaining what exactly happened.

If there are matters of serious concern raised during parents' evenings, they should be reported in writing to the Headmaster.

In the course of a term, teachers will regularly discuss pupil's progress with the pupil's parents. If, however, a matter of serious concern arises, this should be reported in writing to the Headmaster.

### **If a Child is Missing**

If a child is missing, the Headmaster must be told immediately. Pupils who were most recently with the missing child must be closely questioned and a search made of the school buildings and grounds.

If the missing pupil cannot be found quickly, the pupil's parents must be notified in case he/she has gone home. Failing this the police must be informed. Once the child is located, he/she must immediately report to the headmaster. The child's parents must be contacted and also be seen by the Headmaster.

