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## REWARDS AND SANCTIONS POLICY

### REWARDS

It is important to establish a culture in which praise and encouragement far outweigh the frequency of punishment and admonition.

Rewarding students motivates them and creates the best climate for effective teaching and learning and reinforces our community values. The school wishes to take pride in celebrating the success of its pupils and in communicating this success to them and to their parents.

A system has been established to reward Effort, Achievement and Service in five areas, reflecting the goals of Sacred Heart Education. The key elements of this system, which are not intended to be exclusive, are:

- Frequent reminders in staff meetings of the importance of celebrating success, and of verbal and written praise and encouragement;
- School prizes and awards for all kinds of achievement;
- The award of merits in Years 7 to 9, leading to the presentation of Bronze, Silver, Gold and Gold Star badges, certificates, school shop or general vouchers;
- The award of merits to Years 10 to Upper Sixth leading to the presentation of Merit or Distinction awards, certificates, school shop vouchers or general vouchers;
- Individual departmental awards, such as player of the match award in school and house events;
- Public recognition from the Head on the award of a Gold, Gold Star or Distinction award;
- Announcements in House, Year and Whole School assemblies;
- The House Merit Cup is awarded annually to the House achieving the most merits. Regular totals are announced in House Meetings;
- The Individual Merit Cup is awarded to the individual receiving the most merits during an academic year;
- Notice boards and the website used to record special achievements;

It will be the responsibility of the School Leadership Team to monitor the frequency and effectiveness of this system of rewards.

### A SYSTEM OF SANCTIONS

Sanctions are most useful when seen by everyone as a deterrent. When used they must be applied fairly and consistently, and appropriately to the seriousness of the offence. This means that there

must be a scale of sanctions with it being clear whose responsibility it is to apply them at the appropriate level. Sanctions can be applied for unacceptable work as well as behaviour issues.

**In setting out the following scale of sanctions, the need for flexibility and common sense is emphasised.** The intention is to provide clarity in empowering members of staff to deal with situations themselves or know how and when to pass it on to higher authority. It should not preclude simple remedies like reporting a student to her Head of Year Housemistress, or Deputy Head Team.

It should be noted, however, that the teacher is responsible in the first instance for dealing with minor infringements. Simple admonishments, backed up by the authority of staff within the school, are often as effective as any formal sanction and should be the first recourse of any member of staff.

The corporal punishment of students is illegal and is prohibited at Woldingham School. This prohibition includes the administration of corporal punishment to a student during any activity, whether or not within the school premises and applies to all members of staff, including those acting in *loco parentis*, such as unpaid, volunteer supervisors.

Physical intervention may be used to avert an immediate danger of personal injury to, or an immediate danger to the property of, a person - including the student herself. (*See also Policy 2.5: Use of Reasonable Force*)

Sanctions are applied following a staged process that distinguishes poor behaviour from a poor attitude to academic work.

#### **LEVEL 1**

If a student continues to exhibit minor classroom or school misbehaviour the teacher should give an appropriate warning, and encourage positive behaviour. If a student is disruptive and there is an urgent need to remove them from a class, a teacher should escort the student to the Head of Department/Head of Year if available. Keeping a student in during break or another reasonable time is acceptable. Teachers must discuss any continuing misbehaviour with their Heads of Department and seek support and advice.

On the occasion of a student submitting unacceptable work, students should be asked to resubmit the work to a tight deadline.

Informing the Tutor/ Head of Year/Housemistress adds to the effectiveness of the sanction.

In Boarding Houses, Housemistresses or Heads of Year will similarly provide clear warnings to students and explain the consequences of failing to moderate their behaviour, in accordance with their House rules.

Three repetitions of poor behaviour leads to a detention.

## **LEVEL 2 DEPARTMENTAL DETENTION/ PASTORAL DETENTION**

This level would be applied for more serious offences or for persistent bad work or behaviour. The general rule is 'three strikes and you are out'. Three uniform infringements, three late arrivals to lessons, for example, will lead to a Departmental Detention or a Pastoral Detention.

At this level, students should be placed in a Departmental Detention at a time of the Head of Department's choosing. The teacher will record the detention on the school database on the network, and send an e-mail to the student's Tutor, Head of Year/Housemistress and parent/guardian.

If a student in the Sixth Form fails to complete work to the required standard, after already receiving advice, the teacher should inform the Tutor and Head of Sixth Form, and the Sixth Former can expect to be asked to repeat the work in a detention.

In Boarding Houses, Heads of Year/Housemistresses may withdraw privileges or confiscate property that is being misused. A certain degree of flexibility is allowed but the Head of Year/Housemistress will keep a written record of sanctions imposed at this level and parents will be informed. Housemistresses will run detentions when necessary for boarders.

Tutors or Heads of Year will run Pastoral Detentions when required for uniform and punctuality infractions and pastoral-related incidents. These will be recorded on the school database and parents informed as required.

If a student has received three departmental/pastoral detentions they will then receive an SLT detention with a member of SLT.

## **LEVEL 3 SLT DETENTION**

On Fridays from 4.15pm to 5.15pm the SLT Detention will be held, supervised by a member of the SLT. A student attending an SLT detention must wear her full school uniform. Students receiving three departmental/ pastoral detentions will automatically receive an SLT Detention, but this sanction can be applied immediately for any very serious offence such as missing a school lesson without authorisation or plagiarism. The Head of Year will monitor the school database to identify those students in their Year Group in receipt of three Departmental /Pastoral detentions and will inform the Deputy Head Team. The Head of Year/Housemistress will inform the student concerned and her parents of the date of the detention, providing at least 24 hours' notice. Records of these sanctions will be kept on the database and only a Head of Year/Housemistress may put students into this detention (although other staff may request it). The Head of Year/Housemistress may place the student on a performance/behaviour monitoring form and an appropriate progress monitoring plan would be agreed between the Deputy Head, Head of Year and Tutor.

In Houses, Head of Year/Housemistress will again be allowed a degree of flexibility, but the sanctions could include the withdrawal of a student from a school activity such as a school social, or the withdrawal of other privileges. When withdrawing a student from a school activity, it is important to consider the effect on other students involved in the activity, such as a sports team or an orchestra,

and the teacher in charge of the school activity must always be consulted. A weekend gating is an effective sanction, and the offence should be reported to the Head of Boarding and the Deputy Head. An appropriate behaviour monitoring plan may be agreed with the Tutor, and the Head of Year/Housemistress will inform the parents.

#### **LEVEL 4 INTERVIEW WITH SLT AND PARENTS**

Upon receiving three SLT detentions or three similar punishments at Level 3, parents will usually be invited to an interview with a member of the SLT. It is hoped that the interview will establish an agreed contract on future behaviour or attitude. The outcome of the interview will be recorded and kept on file. Depending on the circumstances which led to the SLT detentions, a student may be suspended at level 4.

#### **LEVEL 5 SUSPENSION (TEMPORARY AND INTERNAL)**

The Head may at her, or his, discretion suspend a student from the school if the student's attendance, progress or behaviour (including behaviour outside the school) is seriously unsatisfactory, and if in her or his reasonable opinion the removal is in the best interests of the student or the school. The Deputy Head Team have the same authority in the Head's absence.

A student may be suspended while a complaint is being investigated. Examples of behaviour (and this list is not exhaustive) which could lead to suspension (or permanent exclusion), after investigation include bullying, cyberbullying, violence (including sexual violence), racism, homophobia or any other discrimination on the grounds of gender or sexuality, sexual harassment, sexual misconduct, verbal abuse of, or threatening behaviour towards students or staff, any behaviour endangering her own and other's health and safety, stealing, cheating, plagiarism and dishonest academic practice, damage to property, malicious allegations against students or staff, smoking (including vaping), drug or alcohol misuse, possession or distribution of inappropriate material or images, misuse of the School's IT Network or misuse of electronic devices, bringing the school into disrepute, persistent disruptive behaviour, and being complicit in any of the above. An internal suspension may at times be appropriate, whereupon a student will be kept at school but removed from all lessons and school activities. The student will be supervised at all times, including mealtimes.

The parents/guardians will be informed before a student is suspended, by a member of SLT, who will ensure that appropriate work is taken home. The length of the suspension may vary according to the circumstances and nature of the offence but will generally not be longer than a week.

The Head or Deputy Head will write a letter to the parents, which might include a formal warning, and will see the student on her return to school following the suspension.

#### **LEVEL 6 PERMANENT EXCLUSION OR EXPULSION**

If a student faces her third suspension, the Head will discuss her long-term future at the school with her parents.

For permanent exclusion a distinction is made between **expulsion** and **requirement to leave**. A student is liable to **expulsion** for a grave breach of school discipline, for example a criminal offence or some wilful act calculated to cause serious damage to the school, its community or any of its

members. Formal expulsion means that the student’s name will be removed from the school roll and reference to the facts and circumstances will be made in response to every request for a reference. A student may be subject to expulsion, without having moved through levels 1 – 5, for a serious breach of school rules. For a breach of school discipline falling short of one for which expulsion is necessary, the student may be **required to leave** permanently. In such circumstances reasonable assistance will be given in helping the student to make a fresh start at another school. A boarder may also be required to leave the boarding house without necessarily being required to leave the school. In any circumstances where permanent exclusion is being considered, the Head is required to act fairly and in accordance with the principles of natural justice. The Head will use every reasonable endeavour to contact parents before any final decision is taken.

All records of suspensions will be kept in the Head’s Office and must be notified to the Chairman of Governors. The procedure for appealing against a permanent exclusion is set out in the Complaints Policy to be found on the school website or can be viewed at School upon request.

For all permanent exclusions, a Tier 4 check is in place. This is to ensure the school is compliant with their responsibility of the Tier 4 Visa and what is expected if a Tier 4 pupil is excluded.

#### **Sanctions Policy (for during the school day and any other regulated activities)**

<b>Level</b>	<b>Poor Behaviour</b>	<b>Poor attitude to work</b>	<b>Sanctions</b>
<b>1</b>	First few instances of low-level disruption and, or impoliteness and lack of regard for others. Three repetitions of behaviour leads to a detention.	First instance in a term of late or very poor-quality study (where the teacher uses reasonable judgement to conclude that this is due to lack of effort)	<b>Poor behaviour</b> – Advise, warn, move, and if there is an urgent need to remove a student from class, a teacher will escort them to Head of Dept/Head of Year, if available. For punctuality and uniform discuss expectations and warn of consequences. Three repetitions leads to a detention. <b>Poor work</b> – re-submit to a tight deadline.
<b>2</b>	Repeated low-level disruption or a first instance of more serious disruption or rudeness	Repeated (i.e., three times) late, missing, or poor-quality work	<b>Poor behaviour in lessons-</b> Departmental Detention (at time of HoD’s choosing) with work set. Parents informed. Classroom teacher/ HoD to record detention on database and email Tutor and Head of Year. Head of Year will monitor database weekly and alert the Deputy Head if it is necessary to move to Level 3.  <b>Poor work</b> Complete/repeat work in a Departmental Detention at time of HoD’s choosing. Classroom teacher/ HoD to record detention

			<p>on database and email Tutor and Head of Year. Parents informed. Head of Year will monitor the database and alert SDH if it is necessary to escalate.</p> <p>With repeated instance of poor or missing academic work, a student may be put on an <i>academic progress card</i>. Parents informed.</p> <p>Pastoral Detention for repeat behavioural offences regarding, for example, uniform, punctuality, or poor behaviour. Student may also be put on a uniform report card for repeated instance of infringement of uniform regulations. Parents informed. Record kept on database by Head of Year and discussed with the Deputy Head if needs escalation to Level 3.</p> <p>Students may be placed on report for a period of monitoring to help them meet expectations. These targets will be agreed with the students and Head of Year/Tutor/Housemistress as required. Parents informed.</p>
<b>3</b>	<p>As an automatic result of three Departmental / Pastoral Detentions (whether behavioural or work-related in origin) or truancy from a timetabled lesson</p> <p><b>Or</b> as a result of any <i>very serious</i> rude or disruptive behaviour (e.g. intimidating another student or rudeness to a member of staff)</p>	See previous column	<p>SLT detention. Parents informed by Head of Year/Housemistress and provided with at least 24 hours' notice. Heads of Year to record detention on database and liaise with SLT.</p> <p>Along with an SLT detention, where appropriate, a performance monitoring form will be issued and an appropriate progress monitoring plan agreed between DHA/ SDH, Head of Year /Tutor.</p>
<b>4</b>	As an automatic result of 3 SLT detentions	As an automatic result of 3 SLT detentions	Interview with SLT member

<b>5</b>	Continuation of poor behaviour after Level 4 has been reached  <b>Or any <i>exceptionally serious</i> breach of behavioural rules</b>	Continuation of poor attitude to work after Level 4 has been reached	Probable suspension, at the reasonable discretion of the Head.  Records kept in Head's office.
<b>6</b>	Continuation of poor behaviour after two suspensions  <b>Or any <i>extreme</i> breach of behavioural rules</b>	Continuation of poor attitude to work after two suspensions	Probable permanent exclusion, at the reasonable discretion of the Head.  Record kept in Head's office.

### Sanctions Policy (outside the school day/regulated activities)

<b>Level</b>	<b>BEHAVIOUR</b>	<b>SANCTION</b>
<b>1</b>	First instance of low-level disruption poor behaviour, or impoliteness or lack of regard for others	Warning that behaviour is unacceptable and that future incidents will be sanctioned. General rule is three repetitions leads to a sanction.  for example, withdrawal of privileges, confiscation of property that is being used inappropriately
<b>2</b>	<b>Repeated</b> low-level disruption (i.e. three occurrences) or a first instance of more serious rudeness or disruption e.g. breaking a curfew	sanctions may include withdrawal of privileges, confiscation of property that is being used inappropriately. Parents informed.  Pastoral Detention may be issued and recorded on database by Housemistress/Head of Year. Parents informed.
<b>3</b>	Repeated inappropriate behaviour or very serious first instance of poor behaviour <b>Or</b> as a result of any <i>very serious</i> rude or disruptive behaviour	Weekend gating for boarders. Refer to Head of Boarding and /or SDH. Parents informed. Record of sanction put on school database by Housemistress/Head of Year.  An appropriate performance/behaviour monitoring plan may be agreed between the Deputy Head, Head of Year/Housemistress and Tutor. Parents informed.
<b>4</b>	No improvement after level 3	Interview with SLT member

		Record of meeting kept.
<b>5</b>	Continuation of poor behaviour after Level 4 has been reached <b>Or</b> any <i>exceptionally serious</i> breach of behavioural rules e.g. Breach of trust on exeat	Probable suspension, at the reasonable discretion of the Head.  Records kept in Head's office.
<b>6</b>	Continuation of poor behaviour after two suspensions <b>or</b> any <i>extreme</i> breach of behavioural rules	Probable permanent exclusion, at the reasonable discretion of the Head.  Records kept in Head's office.