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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 girls 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 in Years 10 and 11, 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 Headmistress 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. Monthly 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 girl to her HoY, Housemistress, Head of Marden, Deputy Head Pastoral or the Senior Deputy Head.

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 girls is prohibited at Woldingham School. This prohibition includes the administration of corporal punishment to a girl 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 girl 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 girl continues to exhibit minor classroom or school misbehaviour the teacher should, after giving an appropriate warning, move her within the classroom. Sending a girl out of the classroom for a short time is acceptable but the door must be kept open. Keeping a girl in during break or other time is also acceptable. Heads of Department are encouraged to become involved in helping out members of their department having problems with particular girls or groups, and teachers should make arrangements to send a girl to see the HoD when they need support.

On the occasion of a girl submitting unacceptable work, she should be asked to re-submit the work to a tight deadline.

Informing the HoY/Housemistress adds to the effectiveness of the sanction.

In Houses, HoY/Housemistresses will provide clear warnings to girls and may describe the consequences of failing to moderate their behaviour, in accordance with their House rules.

### **LEVEL 2 DEPARTMENTAL DETENTION**

This level would be applied for more serious offences or for persistent bad work or behaviour.

At this level, girls should be placed in a Departmental detention at a time of the HoD's choosing. The classroom teacher will record the detention in the database on the network, and send an e-mail to the girl's tutor, HoY/Housemistress and parent/guardian.

If a girl in the Sixth Form fails to complete work to the required standard, the teacher should inform the Head of Sixth Form, and the Sixth Former can expect to be asked to repeat the work in a Sixth Form Detention. These detentions are held on Fridays from 4.30pm to 5.30pm, supervised by the Head of Sixth Form.

In Houses, HoY/Housemistresses can for instance apply a community charge or enforce an early breakfast, on a sliding scale of severity. A certain degree of flexibility is allowed but the HoY/Housemistress will keep a written record of sanctions imposed at this level and parents may be informed.

### **LEVEL 3 SLT DETENTION**

On Fridays from 4.30pm to 5.30pm the SLT Detention will be held, supervised by a member of the SLT. A girl attending an SLT detention must wear her full school uniform. Girls receiving three departmental detentions will automatically receive an SLT Detention, but this sanction can be applied immediately for any very serious offence or rudeness. The HoY will monitor the database on the network to identify those girls in their Year Group in receipt of three Departmental detentions and will inform the Senior Deputy Head. The HoY/Housemistress will inform the girl 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 HoY/Housemistress may put girls into this detention (although other staff may request it). The HoY/Housemistress may place the girl on a Performance Monitoring Form and an appropriate progress monitoring plan would be agreed between the DHA, HoY and tutor.

A girl caught playing truant from a timetabled lesson will be sanctioned by the HoY and placed in the next available SLT detention.

In Houses, HoY/Housemistress will again be allowed a degree of flexibility but the sanctions could include the withdrawal of a girl from a school activity such as a school social, extra community duties, or the withdrawal of other privileges. When withdrawing a girl from a school activity, it is important to consider the effect on other girls 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 Deputy Head Pastoral. An appropriate behaviour monitoring plan maybe agreed with the tutor, and the HoY/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 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 Headmistress may at her discretion suspend a girl from the School if the girl's attendance, progress or behaviour (including behaviour outside the School) is seriously unsatisfactory. An internal suspension may be appropriate, after an isolated serious incident for example, whereupon a girl will be kept at school but removed from all lessons and school activities. She will be supervised at all times, including mealtimes.

The Headmistress may suspend a girl from the School if in her reasonable opinion the removal is in the School's best interests or those of the girl. The Senior Deputy Head has the same authority in the Headmistress's absence.

The parents/guardian will be informed before a girl is suspended, by a member of SLT, to arrange a collection time and 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 Headmistress will write a letter to the parents, which might include a formal warning and will see the girl and her parents/guardian on her return to school following the suspension.

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

If a student faces her third suspension, the Headmistress 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 girl 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 girl'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 girl 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 girl may be **required to leave** permanently. In such circumstances reasonable assistance will be given in helping the girl 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 suspension is being considered, the Headmistress is required to act fairly and in

accordance with the principles of natural justice. She will use every reasonable endeavour to contact parents before any final decision is taken.

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

### Sanctions Policy (for during School day and any other regulated activities)

Level	Poor Behaviour	Poor attitude to work	Sanction
1	First few instances of low level disruption and, or impoliteness and lack of regard for others	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)	<p><b>Poor behaviour</b> – Warn, move, remove and send to HoD</p> <p><b>Poor work</b> – re-submit on a tight deadline</p>
2	Repeated low level disruption or a first instance of more serious rudeness or disruption	Repeated (i.e. twice or more) late, missing or poor quality work	<p><b>Poor behaviour</b> - Departmental detention (at time of HoD's choosing) with extra work set</p> <p><b>Poor work</b></p> <ul style="list-style-type: none"> <li>– Complete/repeat work in a departmental detention</li> <li>– Sixth Former will complete/repeat work in a Sixth Form Detention</li> </ul> <p>Classroom teacher to record detention in database on spread sheet in staff area and email tutor and HoY. (HoY will monitor database weekly and alert Senior Deputy Head if it is necessary to move to Level 3)</p>
3	As an automatic result of three departmental detentions (whether behavioural or work related in origin) or truancy from a timetabled lesson	See previous column	<p>Centralised SLT detention. Parents informed by HoY/Housemistress and provided with at least 24 hours notice.</p> <p>Where appropriate, PMF to be issued and appropriate progress monitoring plan agreed between DHA, HoY and tutor</p> <p>A girl playing truant from a timetabled lesson will be placed</p>

	another student or personally insulting a member of staff)		in SLT detention
4	As an automatic result of 3 centralised detentions	As an automatic result of 3 centralised detentions	Interview with SLT member(s) and parents.
5	Continuation of poor behaviour after Level 4 has been reached  <b>Or any exceptionally serious 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 Headmistress
6	Continuation of poor behaviour after two suspensions  <b>Or any extreme breach of behavioural rules</b>	Continuation of poor attitude to work after two suspensions	Probable expulsion, at the reasonable discretion of the Headmistress

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

Level	BEHAVIOUR	SANCTION
1	First instance of low level disruption poor behaviour, or impoliteness or lack of regard for others  First occasion Lateness/non-attendance at breakfast, breaking curfew, TALO, being out of your own room after LO, lack of attendance/respect at Night Prayers	Warning that behaviour is unacceptable and that future incidents will be sanctioned  Warning that future lateness will result in 7.30 breakfast
2	<b>Repeated</b> low level disruption or a first instance of more serious rudeness or disruption  <b>Second occasion</b> of lateness/non-attendance at breakfast, breaking curfew, TALO, being out of your own room after LO, lack of attendance/respect at Night Prayers  <b>Third occasion</b> of lateness/non-attendance at breakfast, breaking curfew, TALO, being out of your own room after LO	Community charge, at discretion of HOY/Housemistress. Parents informed.  7.30 breakfast and warning that next offence will result in having to present yourself outside year office at 7.10am. Parents informed.  Present to year office at 7.10am. Parents informed.
3	Repeated inappropriate behaviour or very serious first instance of poor	Weekend gating. Referred to DHP.

	behaviour <b>Or</b> as a result of any <i>very serious</i> rude or disruptive behaviour (e.g. intimidating another student or personally insulting a member of staff)	PMF to be issued and appropriate behaviour monitoring plan agreed between Deputy Head Pastoral, HoY/HM and tutor. Parents informed.
<b>4</b>	No improvement after level 3	Interview with SLT member(s) and parents.
<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 Breach of trust on exeat	Probable suspension, at the reasonable discretion of the Headmistress
<b>6</b>	Continuation of poor behaviour after two suspensions  <b>Or</b> any <i>extreme</i> breach of behavioural rules	Probable expulsion, at the reasonable discretion of the Headmistress

**Other Sanctions:**

- Repeated instance of infringement of uniform regulations – Student put on uniform report card. Parents informed.
- Rooms untidy: Sanction - rooms locked.