

Charitable Objects of St. Catherine's School - The Objects for which the Company is established are to promote and provide for the advancement of education by providing, conducting, governing, carrying on and maintaining in the United Kingdom, or elsewhere, a boarding or day school or schools for girls in which the teaching shall be in accordance with the principles of the Church of England.



St Catherine's School, Bramley

SENIOR SCHOOL REWARDS AND SANCTIONS POLICY

(including our statement on discipline and exclusions)

The system of Rewards and Sanctions is directly linked to the expectations of all students which are clearly set down in the Traditions of St Catherine's School. The Traditions and the system of Rewards and Sanctions were revised collaboratively by the School Council, Heads of Academic Departments, School Housemistresses and the Staff in 2002. They were updated in May 2006, and then reviewed again by School Council and the Pastoral Team in 2015. The updated policy was launched in 2016 and reviewed in 2019.

This policy takes into account the non-statutory advice *Behaviour and Discipline in Schools* (2016)

Good behaviour is promoted through the Traditions of St Catherine's School, Life Matters (PSHE) lessons, house meetings, tutor group discussions, assemblies and role-modelling by older pupils in the School Prefect team. Good behaviour can be rewarded by merit marks, internal house awards for kindness or support of peers, for example, 'making a difference' awards.

Rewards

These will be given to students in Years U3-U5 in the form of Commended Lessons, Effort Marks, Merit Marks and House Points which contribute to the Work and Merit Cups presented at the end of each term in Long Parliament. In addition, a special Head's Commendation can be awarded for individual pieces of academic work of outstanding quality to students from Years U3-U6.

a) Commended Lessons

These are awarded for academic work. Individual subject departments will have their own criteria for giving Commended Lessons but some general examples follow:

- Three pieces of exceptionally good work (not necessarily consecutive)
- Top marks in tests
- Significant improvement in tests
- Exceptionally good coursework/project
- Outstanding effort on a piece of work, as measured against your usual standard
- Exceptional use of initiative, e.g. research in the Library or on the Internet on a related or unrelated area of the curriculum
- Following up a challenge set, e.g. activity suggested for your own interest within or outside prep allocation.

Commend Lesson badges are awarded to those girls in senior and middle school who achieve the highest number of commended lessons in a term. Those girls who achieve a significant number will also have their name read out in Long Parliament and receive a certificate to acknowledge their achievement.

House totals of commended lessons are, along with the effort score referred to below, a determining factor in the awarding of the Work Cup in Long Parliament each term.

b) Head's Commendations

These are very prestigious awards and are given for an absolutely outstanding piece of work undertaken by an individual pupil. The subject teacher would first discuss the piece of work with the Headmistress. Once an award has been agreed, the student will be informed and invited to see the Headmistress to discuss the piece and have it signed as a record of the award or receive a certificate if that is more appropriate. Such commendations will be acknowledged in Long Parliament and in the Speech Day Programme

c) Effort Marks

These are awarded on a termly basis and reflect the amount of effort students have put into their work in each curriculum subject. The total of these effort marks is used to determine which house wins the Work Cup which is awarded termly in Long Parliament.

d) House Points

These are awarded to cover participation in a variety of extra-curricular areas. The house totals of these points are a factor in the awarding of the House Merit Cup in Long Parliament each term. Some houses also award internal prizes to the girls who earn the most house points for their house.

e) Merit Marks

These are awarded for acts of spontaneous kindness, helpfulness and consideration for others, and are added to the House Points in the awarding of the House Merit Cup.

Girdles

Each House makes very different presentations that reflect effort and achievement in various areas. Some are given every term, others annually, but each House awards a 'Golden Girdle' and a 'Merit Girdle' every term. These are presented in Long Parliament and are then worn the following term. Girls receiving girdles will also be given a special House tie that they can wear, as a mark of distinction, once they hand back their girdle at the end of term.

The 'Golden Girdle' is awarded to the most enthusiastic member of the House in U3-U5 who has made the most conspicuous contribution to House activities that term.

The 'Merit Girdle' is awarded to the girl in U3-U5 who has shown the most interest in, and loyal support of, all House activities that term.

HALO award

The HALO Award is awarded to girls who have been nominated by fellow pupils or staff for their hard work **helping and leading others**. The award goes to girls who very quietly work behind the

scenes to aid local charities or their communities, without seeking any praise or recognition. In the spirit of their endeavours this is not an award which attracts a shiny cup but a discreet acknowledgement of their hard work and our pride in them.

Sanctions

Wherever possible, sanctions will be relevant, constructive and matched to the offence committed. Full school detentions are likely to take the form of some extended community service and a piece of reflective extended writing which will be properly marked and discussed with the girl.

Where academic work is concerned, the system of sanctions is designed to support and encourage proper academic study by focusing on identified problems and seeking to resolve them.

In all cases where sanctions are applied, pastoral staff work closely with pupils and parents to ensure that girls are supported with any underlying issues.

a) Detention Marks and After-School Detention

Minor infringements of the Traditions will lead to a detention mark. Three detention marks will lead to an after-school detention from 4.30-6.00pm which will take priority over any other school activity. 48 hours notice of an after-school detention will be given to the student, her parents and/or her boarding housemistress.

Examples are:

- Using a mobile phone or iPod or iPad other than at the specified times (Orderliness)
- Being late for lessons with no adequate excuse (Punctuality)
- Eating during a lesson (unless with express permission or for medical reasons)
- Failure to reply to a music absence note (Courtesy)
- A second warning about faulty uniform (Orderliness)
- Making noise when examination boards clearly indicate the need for silence (Courtesy)
- Persistent forgetfulness of equipment for lessons without a valid excuse (Orderliness)
- Using email or the internet in study periods other than for study purposes.

b) School Detention

Major offences against the Traditions will immediately result in a 90-minute full school detention which will take place on Friday afternoon after classes finish by arrangement with the Housemistress or Senior Member of Staff taking the detention. The student will be expected to wear uniform. 48 hours notice of a school detention will be given to the student, her parents and/or her boarding housemistress.

Examples are:

- Plagiarism of school work/prep/examinations (Courtesy)
- Copying in a test/examination (Courtesy)
- Outright disobedience or breaking of understood school procedures or regulations, e.g. smoking (Courtesy and Consideration)
- A breach of trust of a member of Staff (Courtesy)

- Putting yourself or others at risk through thoughtless or dangerous behaviour (Consideration)
- Extreme rudeness or insolence (Courtesy)
- Cyberbullying
- Infringement of the ICT code of conduct

c) Internal Suspension, External Suspension and Expulsion

Very rarely used, suspension for a number of days would be for major breaches of the School rules, such as having or drinking alcohol in School, theft, or repeated mis-behaviour which has already been the cause of an after-school detention. Major breaches of the ICT code of conduct or cases of cyber bullying may also result in suspension.

The length of the suspension, and a decision as to whether it should be an internal suspension (served by a pupil in school in isolation) or a suspension where a pupil is told to keep away from school, will be taken by the Senior Housemistress and Headmistress after hearing all the details relating to the case.

Any School Officer who was suspended would also be demoted from her post. Any illegal behaviour such as the possession of drugs, shoplifting etc. would be reported to the police and could also result in expulsion.

Disciplinary action will be taken against any pupil who is found to have made malicious accusations against a member of staff.

In the case of Detention, Suspension (Internal or External) and Expulsion, the School would be in dialogue with the parents of the girls concerned and with other agencies if applicable. In the case of expulsion, the School will do all it can to support a smooth transition to the girl's new school.

The School keeps a record of sanctions imposed for serious misbehaviour and the register of sanctions is maintained by the Senior Housemistress, Mrs Kirsty Meredith.

Boarding Hours:

Infringements of the Traditions of St Catherine's by boarders during boarding hours are dealt with by the Boarding House Mistress and/or the Head of Boarding. Sanctions for poor behaviour in boarding hours usually take the form of some community service within boarding.

Serious and/or major offences in boarding hours will be treated in the same way as c) above after consultation between the Head of Boarding, the Senior School Housemistress and, where necessary, the Headmistress.

The School acknowledges its duties under the Equalities Act 2010 to ensure that reasonable adjustments are made for pupils with special educational needs and disabilities in terms of both rewards and sanctions.

Corporal punishment is never used.

Signature of Senior School Housemistress:

Date:

**TRADITIONS
OF
ST. CATHERINE'S SCHOOL**



COURTESY

To everyone, always.

CONSIDERATION

Whenever others are working.

Quiet in classroom areas during lesson and preparation time.

Respect others' possessions.

ORDERLINESS

In the classroom, Anniversary Halls and Dining Hall.

Move quietly to and from Chapel and Assembly.
In corridors – keep to the left and be aware of others.

In your personal appearance – dress smartly.

Put litter into bins.

Mark and take care of your own possessions.

PUNCTUALITY

Always.

Hand in your preparation at the right time.

Meet all deadlines.

These traditions were revised by the School Council and the staff in November 2001 and further updated in May 2006.

The school is built around an understood behaviour. The "Traditions of St. Catherine's School" underpin our recognised code of conduct and are adhered to by everyone.

