



## ALLEYN'S JUNIOR SCHOOL RECOGNITION POLICY

<b>Name of Policy</b>	Recognition Policy
<b>ISI Regulation</b>	Part 3: Welfare, Health and Safety and other legislation; 9a
<b>Reviewed by</b>	Alleyn's Governing Board
<b>Author/SMT</b>	Mrs E Olley (Junior School Deputy Head)
<b>Date of school review</b>	September 2021
<b>Date of next school review</b>	September 2022

At Alleyn's Junior School, we strive to offer positive recognition where it is merited throughout the school day, as well as in assemblies and at more formal events. Individual and group recognition are important to pupil's self-worth and well-being as well as providing staff opportunities to reinforce and support our learning dispositions, golden rules/code of conduct and school aims.

This policy applies to all children at Alleyn's Junior School including those in EYFS.

### 1. Commendations

Commendations are awarded to children throughout the school who have excelled in an area of the curriculum or who have behaved in an outstanding way. **Community Commendations** are awarded to children who have made a contribution to the wider community in some way. Children can be awarded commendations at any time of the year. The child's name and reason for receiving a commendation are read out in assembly by the Deputy Head, and their name is written in the Commendation Book and is featured in that week's Newsfeed. The Commendation Book is displayed in the school entrance.

### 2. Head's Merits

Teachers are encouraged to give an average of one or two of these each week to children who have produced particularly impressive work, for them. Recipients bring the work with stuck in certificates to the Head during a designated morning break and their names will go into the weekly Newsfeed and a permanent Head's Merit Book at Reception.

### 3. House Points

House points are awarded to children for a variety of reasons. They are used to reinforce good work and good behaviour. House points are awarded as either 1, 2 or 3 points.

Children in the Infants collect coloured counters that are kept in their classrooms for a weekly total that are added together for the award of a winning house ribbon that is tied around the neck of the Infants' House Lion. These are added to the whole school totals.

The Junior children record their house points on a chart in the classroom in the form of a tally for each house, not as individuals.

The House Captains count up the house points and read the totals out in Friday's celebration assembly. The winning house puts a house ribbon on Edward Alleyn, the mascot statue of a cat. The houses are then allocated a number of points: 4 for the winning house, then 3, 2 and 1 points. These points are displayed on the House Board by the School Hall.

At the end of the year, all of the points awarded are combined with the points allocated from the house competitions over the year and the winning house is awarded the House Trophy.

Both the signing up of house points and counting of weekly totals are done by the children and based on trust.

#### **4. Marking and general feedback**

Stamps, stickers and teacher comments are used to recognise individual effort in school work. Teachers also acknowledge children who have displayed the School's Learning Dispositions.

#### **5. School Captains**

Staff elect two School Captains and two Vice School Captains at the beginning of the Advent Term each year. These children are always drawn from pupils in Year 6. The School Captains carry out important jobs on behalf of the school. Amongst other things they meet visitors, regularly lead the prayer in assembly, meet with the Head and Deputy Head at a weekly meeting, analyse suggestions from the suggestion box, run the School Council, attend the whole school Catering Committee and act as role models for other children within the school. The School Captains make a formal speech at the Awards Ceremony.

#### **6. Form and Vice Form Captains**

Each Form from Year 1 upwards has an elected Form Captain and Vice-Captain each term. These are all roles of responsibility that are elected by the children. Children receive a badge at the start of each term in assembly and they represent their forms on the School Council as well as taking on small roles of responsibility for staff.

#### **7. Eco-councillors**

Each class elects an Eco-councillor who attends the Eco-Council meeting, collects the recycling from classrooms each week, and presents themed assemblies to the whole school. Children receive a badge at the start of each term in assembly.

#### **8. Sports Captains**

Members of the sports department choose Year 6 children for this recognition and responsibility. Children receive a badge in assembly and carry out roles of responsibility for the sports department in their particular field.

### **9. Top Table**

Each week staff on duty in the Dining Hall select children who have impressed with table manners and the Deputy Head announces their names in Friday's Celebration Assembly. These children then eat Friday's lunch at a specially prepared table with squash and a special pudding.

### **10. Celebration assembly**

This Friday assembly is an opportunity to celebrate many of the above types of recognition, along with certificates and prizes gained from competitions and tournaments such as sports, LAMDA and music exams.

### **11. Infant assembly**

At the weekly Infant assembly, commendations are handed out and the Infant children celebrate their house points and top table names.

### **12. Colours**

Colours are awarded annually for Sport, Performing Arts, Visual Arts, and Community. Half colours may be awarded to children in Year 5 and Year 6, with full colours being awarded to Year 6 only.

Children awarded colours have shown continued and sustained commitment and contribution to an area of school life with a level of achievement, alongside commitment, reflecting whether it is a half or full colour.

Community colours are given in recognition of consistently helping the wider Alleyn's School community through acts of kindness and helpfulness.

### **13. Newsfeed**

This weekly electronic newsletter typically lists and celebrates those children who have been publically recognised during the week, alongside photographs of school events that have taken place.

### **14. Infant Certificate of Achievement**

All children in the Infant department receive a Certificate of Achievement in an informal awards ceremony following their Sports Day. They also receive a commemorative gift.

### **15. Year 6 Leavers' Dinner**

All children in Year 6 attend a leavers' dinner at the end of the academic year to which their parents are also invited. Each children receives a diploma certificate and an individual citation about themselves, read by their Form Teacher.

## **16. Awards Ceremony**

At the end of the year, this ceremony is held in St Barnabas Church, is attended by Years 1-6 and can also be attended by any school parent. It provides an opportunity to reflect on the school year and further recognise a small number of individuals, notably in Year 6.

The following awards are presented to Key Stage 2 children during the Awards Ceremony:

- **Form Prize**

A Form Prize is awarded each year to a pupil in each class, who has made exceptional contributions to all areas of school life, and who has upheld the school values. It recognises a child's contribution to the academic, pastoral and co-curricular life of the school.

- **Academic Prize**

The Academic Prize is awarded each year to specifically recognise the academic achievement of a child in each class. This prize takes a child's performance in school work and assessments into account as well as their ability for sustained academic endeavour.

- **Certificate of Merit**

Approximately three certificates of merit are awarded in each class from Years 3-5. A Certificate of Merit may be awarded to any child for sustained commitment in *any* area of school life, either in a curricular or a co-curricular activity. Usually, a child has excelled in more than one area of school life to be awarded this certificate.

- **Cups and Trophies**

Some cups and Trophies are awarded at the Awards Ceremony, while others are awarded at the end of appropriate sports seasons or events in our Friday celebration assemblies. Some of our school cups have been donated to Alleyn's Junior School and so carry the beneficiary's name.