



ALLEYN'S SCHOOL REWARDS AND SANCTIONS POLICY

Name of Policy	Rewards and Sanctions Policy
ISI Regulation	Part 3: Welfare Health and Safety and Provision of information; 9a
Reviewed by	Governing Board (Education Committee)
Author/SMT	Mr AW Skinnard, Senior Deputy Head
Date of school review	September 2021
Date of next school review	September 2022

This policy applies to the Senior School.

Alleyne's School aims to promote a culture of good behaviour and respect for the flourishing of every pupil and member of staff, in line with the School's values **ROCK**: we show **respect** for ourselves, others and the world around us; we make the most of **opportunities** and allow others to do the same; we show **curiosity** and interest in academic learning and in the world and people around us; we demonstrate **courage** in our endeavours, and in standing up for others' right to flourish; and we show **kindness** to staff and pupils.

We aim to communicate clearly with parents about our system of rewards and sanctions. Occasional Alleyne's Posts may be sent by the appropriate Head of Section or the Senior Deputy Head. All parents receive the relevant Handbook for the School Section(s) at the beginning of their child's/children's time in that Section. These are also available on the School website.

Each Handbook gives detailed information on a wide range of relevant issues including conduct, academic studies, clubs, pastoral care and uniform regulations. There are inevitably some significant deliberate differences across the Sections, the most obvious being the uniform regulations (the Upper School for example has a 'Dress Code' rather than a 'Uniform').

In addition, the **Pupil Code of Conduct and Expectations for Learning** are published in the School Calendar and as a separate policy. At Alleyne's the approach has always been one which stresses common sense and showing consideration for all others at all times.

SCHOOL REWARDS

We strive to reward good behaviour and significant effort or achievements of all kinds. Tutors, Housemasters and Heads of Section aim to keep themselves fully informed and to monitor pupils' successes and achievements. Verbal and written praise, public recognition through House and Section assemblies, a more formal system of rewards, and our reporting system are used to recognise and encourage pupils. Rewards of Merits and above are recorded in the pupils' records.

Merits (Yr 7-11)

Merits are awarded by teachers to members of Years 7 – 11 for very good effort, work and other significant contributions. These are recorded on the MIS (management information system), and pupils are asked to report **Merits** to their Tutor, so that success can also be celebrated within the Form or House.

Recognitions (all years)


A **Recognition** is awarded for unusually good (or consistently good) work, or noteworthy contributions to other areas of school life.

The awarding of a **Recognition** is noted by the Head of Section (or their Deputy) and recorded on the MIS.

The Head's Book for Outstanding Achievement

Pupils can be referred by any teacher for any act or achievement of exceptional merit. They sign a special book kept on display in the Head's Study and they also have their name printed in the end of term newsletter.

Summary of System of Rewards

Level	LS	MS	US	Who
	Teacher comment (verbal or written)			Teacher
	Merit	Merit		Teacher or Tutor
	Recognition	Recognition	Recognition	Head of Section
	Head's Book	Head's Book	Head's Book	Head

ADDITIONAL REWARDS

Prizes and Awards

Pupils are recognised with academic and co-curricular awards at the end of the school year. These include prizes reflecting excellence, endeavour and achievement in curricular and co-curricular areas.

Colours

At the end of each year **full colours**, **half colours** and **commendations** are awarded to pupils who demonstrate outstanding commitment and attitude, and have excelled, in their chosen co-curricular activity.

SCHOOL SANCTIONS

A calm but ordered and disciplined atmosphere is a precondition of a flourishing community and expectations for behaviour are laid out in the **Pupil Code of Conduct and Expectations for Learning** (which references other relevant school policies, such as the Anti Bullying and Harmful (Peer on Peer) Abuse Policy).

The School seeks to educate, encourage and guide pupils towards self-discipline. Where pupils do not meet the School's expectations, a sanction may be issued. We aim to make sanctions reasonable and useful. School sanctions are recorded on the pupils' records via the MIS and relevant staff are informed.

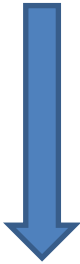
One-off instances of poor work/conduct, or minor offences will usually be dealt with directly by a teacher through, for instance, an immediate verbal correction or warning; a movement of seat, or a conversation at the end of the lesson or at a time convenient to the teacher; or a request to complete or repeat a piece of work at a specific time with other pupils via a departmental retention. Where it is felt that such a response is insufficient, the following sanctions can be issued.

The 'level' of sanction will depend on the seriousness and regularity with which a pupil has not met the teacher's expectations.

Timings and further details can be found below.

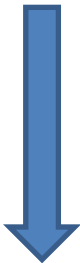
Sanctions for academic issues

For issues including poor quality or missing work, plagiarism and cheating.

Level	LS	MS (Y9 -10)	MS (Y11)	US	Who can issue
	Teacher/in-class response/departmental retention				All teachers
	Wednesday half detention (30 mins)			Library Detention (1 hour)	All teachers
	Wednesday full detention (1 hr)		Wed full detn / or HoDs Detn	HoDs' Detention (Fri)	All teachers/All teachers via HoD
	Saturday detention (issued by Head of Section) (2 hrs)				Head of Section

Sanctions for poor conduct

For issues including poor behaviour for learning, misuse of ICT, disruption, poor punctuality, failure to attend, repeated lack of equipment or incorrect uniform, mistreatment of others.

Level	LS	MS (Y9 -10)	MS (Y11)	US	Who can issue
	Teacher/in-class response				All teachers
	Breaktime report (15 mins)				All teachers
	Wednesday half detention			Gating	All teachers/Hsm or USMT
	Wednesday full detention			Housemasters detention (Fri)	All teachers / Housemasters
	Saturday detention (issued by Head of Section) (2 hrs)				Head of Section

Confiscation

Items that are prohibited or being misused in the presence of staff may be confiscated. Such items can be collected from the relevant Section office at the end of the day. Confiscation may be followed up with a formal sanction, where this is deemed appropriate.

Confiscated mobile phones will be taken to Reception, where they can be collected at the end of the day.

Temporary removal from the activity/lesson

On rare occasions where the behaviour of a pupil is significantly disrupting the learning of others, a teacher may require the pupil to leave the classroom and report to the Section Administrator's office. The teacher informs the relevant office that the pupil will be attending, and the Head of Section will issue an appropriate sanction, in consultation with the teacher.

Temporary and Permanent Exclusion

In serious cases of misconduct, as set out in the School's **Exclusion Policy**, a pupil may be temporarily or permanently excluded from the School.

Behaviour Contract

Where the behaviour of a pupil has been unacceptable, the Head reserves the right to offer that pupil a Behaviour Contract, which will be reviewed after an agreed period of time.

Malicious accusations against staff

All members of staff are aware that there are procedures in place aimed at protecting them from malicious accusations against them made by pupils. The School will consider the application of an appropriate sanction, which could include temporary or permanent exclusion (as well as referral to the police if there are grounds for believing a criminal offence may have been committed).

ADDITIONAL SUPPORT TO MEET EXPECTATIONS

In addition to the formal sanctions above, pupils who are struggling to meet expectations for academic organisation, behaviour for learning and effort may also be provided with a compulsory (or voluntary) mechanism of support, as follows.

Report Book (LS, MS)

In addition to these sanctions, sustained patterns of poor work or behaviour in lessons may result in pupils being required (or requesting to) use a Report Book for a set time, which must be presented to the teacher each lesson and reviewed with the tutor or housemaster on a weekly basis.

Organisational Review (LS, MS)

In addition to sanctions for poor organisation, pupils struggling in this area may be asked to (or may request to) attend an Organisational Review run by a member of the LS or MS Management Team, in order to help them develop the ability to manage their time and equipment.

Mentoring (US)

In addition to sanctions for poor academic organisation and effort, pupils in the Upper School may be required (or request) to attend mentoring sessions with a member of the US Management Team or SMT.

Early Report (All)

Pupils who are persistently late to school in the morning, regularly arriving after 08.30 and missing Registration, pupils may be required to Report Early (08.15) for a set number of days.

Glossary of sanctions (all recorded on the pupils' record via the MIS)

Breaktime report: 10.30 – 10.45 from Tuesday to Friday from in Room 001.

Wednesday detention: begin at 15.55 in Room 111. Half detentions finish at 16.25 and full detentions finish at 16.55. Pupils will be set an appropriate task by the issuing teacher and parents are informed by the Head of Section (at least 48 hours' notice).

Friday (HoDs' or Housemasters') detention (Y11 – 13): 15.45 – 16.45. Parents will be informed by the Head of Department and appropriate work is set.

US Library detention (Upper School only): 15.55 – 16.55. On a day and time agreed between the pupil and teacher, with work set.

Gating (Upper School) Students in the Upper School may be 'Gated' for misdemeanours outside the classroom such as failing to sign in correctly. This sanction can only be issued by Housemasters or the USMT, and results in a student losing certain US privileges.

Early report (MS and US): pupils are required to report to the Middle School/Upper School Section Office at 8.15 for a specified period (usually 3-5 days).

Saturday Detention: 9.30 – 11.30. Parents will be informed by the Head of Section with at least 24 hours' notice of the pupil's obligation to attend in school uniform with the set written work.