REWARDS AND SANCTIONS POLICY

RATIONALE

A Salesian education is an avowed commitment to the welfare of all our students to allow them through "loving kindness" to have the opportunities to feel fulfilled and to flourish; in order to become the best person, they can be.

In our Salesian tradition we walk in the footsteps of Don Bosco our patron whose affectionate care we seek to model in every face and feature of our school. He promoted the view that a Salesian school should be a happy place full of hope, opportunity, joy and lasting friendships.
Don Bosco emphasised that pupils should be encouraged to behave well by frequent expression of approval by all staff and by the appropriate use of rewards. The application of this policy must be seen to be consistent and fair. Our approach is to ensure that this policy is used to reward good work, effort, and participation in activities.

It is important that the positive aspects of praise and reward should have great emphasis. Praise and encouragement should be spread throughout the entire life of the College and should be used in lesson time as much as possible. This is a hallmark of the Salesian Preventive System. The reward system will be fair and will extend to all students in the College, whatever their ability. Recognition can be given to success of differing kinds in whole College assemblies, Year assemblies or in form time, and in or out of the classroom. Students' work should be displayed as much as possible. It is the policy of all subject departments to encourage a positive approach to college work and to school life in general through the use of a positive rewards policy.

Special highlights of the year which recognise achievement throughout the year include the Distribution of Prizes in November and the Presentation of Sports Awards in the Summer term.

COLLEGE REWARDS AND SANCTIONS

The College is very keen to promote achievement and involvement in all aspects of college life and learning. The Rewards and Conduct Manager on iSams allows the College to capture and collate important information regarding pupil behaviour and contribution. Our Rewards and Sanctions system is designed to reflect anticipated student success and commitment to becoming the best Salesian they can be. Our Rewards and Sanctions approach covers the following key areas

ACADEMIC MERIT MARKS TARIFF:

1 Work showing commendable effort/attainment for that student

2 Work showing a high level of effort/attainment for that student

3 Work showing a very high standard of effort & attainment for that student

4/5 Reserved for project type assignments / multiple weeks work

ACTIVITY MARKS TARIFF:

1 Lunchtime practice, rehearsal or club

2 After school practice, rehearsal or club

3 Representing & Performing for the College / weekend practice or rehearsal

Certificates are presented for outstanding performance when required and reward trips will be organised on a termly basis.

SALESIAN ETHOS MARKS TARIFF:

These are marks which recognise the importance of putting Salesian identity into action. As members of the global congregation of the Salesians of Don Bosco (SDB) we are keen to be able to recognise and celebrate students' putting our Salesian ethos into action. Simply put, we want students as Salesians to, **S**ay it, **D**o it, **B**e it! To assist in this ambition the following marks will apply;

1 Minor Contribution e.g. students offering to help in class, performing a directed task well, exemplary manners, kindness to others

2 Valued Contribution e.g. students going out of their way to help others within college, helping to run charity events, volunteering, etc.

3 Significant Contribution e.g. students going out of their way to help others within college and the wider community, leading charity events, role model for others

These marks will be awarded sporadically to students whose behaviour and attitude suitably reflect the Salesian mission of the College. They will serve as a record throughout a student's time with us and will be referenced when making decisions on positions of responsibility and scholarships.

Years 7-11

Certificates are awarded to pupils at assemblies throughout the year for their achievement in gaining a particular number of merits or activity marks. A Bronze Award signed by the Form Tutor, Silver Award signed by the Head of Year, Gold Award signed by the Deputy Headteachers and a Platinum Certificate signed by the Headmaster.
Rewards trip take place for the pupils who achieve either the highest merits or activities marks during the term.

CONDUCT MARK

This is to record instances of misbehaviour.

A full description of the event, with response / sanction / restorative action will be given through an email which is sent to the pupil, Form Tutor and HOY. Parents should ask their child to show them this email for clarification.

HOMEWORK MARKS

This is to record incomplete, late or missing homework and notify parties concerned (pupil & Form Tutor by email). Within this email will be a brief description of the issue, specific set task and hand in date will be included.

UNIFORM & ORGANISATION MARKS

These are to be used to record all other infractions and may be thought of as a student not being 'ready to learn'. These cover punctuality, uniform, equipment, iPad misuse etc. An email with a brief written description will be sent to the pupil & Form tutor.
All positive marks are recorded and regular updates of the leading House are highlighted at assemblies and on FROG and the VLE. The annual award for the House with the most house points is presented at the Distribution of Prizes evening.

THE 3C'S & THE ABC

This is an initiative which allows all pupils more opportunities to take the responsibility to improve their **A**ttitude, **B**ehaviour and **C**ontribution. In lessons when dealing with issues relating to behaviour for learning pupils will become accustomed to the teachers referring to the 3C's of Chance, Choice and Consequence. The aim of this strategy is to allow students to reflect on their own behaviour and the impact it is having on their progress and the progress of other students. In the best Salesian tradition students will be encouraged to take responsibility for their actions.

C1 – Pupils will be given a chance to change their actions and behaviour

C2 - The teacher will remind the pupil to make the right choice

C3 – The choices made will result in an appropriate consequence either positively or negatively

LINKS WITH OTHER POLICIES/DOCUMENTS

The following policies/documents should be referred to when considering aspects of the Rewards and Sanctions Policy:

3.1 College Rules and Code of Conduct;
3.10 House Points Rewards Programme
5.14 Substance Misuse Policy;
5.16 Behaviour and Discipline Policy;
5.16.1 Exclusions Policy

SANCTIONS

All staff should be familiar with the College rules and are equally responsible for their upkeeping. The steady insistence by the whole staff on a high standard of adherence to the College rules is necessary to the smooth running of the College. Further related information is available in the Behaviour and Discipline Policy, Section 5.16.

Misconduct within lessons should also be reported to the Head of Department in the first instance and dealt with in the department. The Tutor/Head of Year will then be informed as appropriate, for example, if misconduct continues on a persistent basis.

Reprimands for more serious offences should be given in private. Once a student has been sanctioned the offence should, as far as possible, be forgotten. Serious matters of misconduct should be reported to the Head of Year. The matter may then be referred to the Deputy Headteacher and Headmaster as appropriate.

RULES AND CODE OF CONDUCT

Respect and concern for other people, which is shown by friendly, thoughtful and polite behaviour, is expected from all the students.

Students are encouraged to take responsibility for their actions, to work hard and to take a pride in themselves and in their College.

Refer to Student Planners for comprehensive list of rules and code of conduct for students. A copy can also be found in the Staff Handbook, Section 3.1

Serious Breaches of the Rules

All serious breaches of college regulations and rules should be reported to the Deputy Head or Head. A varying degree of sanctions may be imposed depending on the individual circumstances of the incident and the students involved.

Detentions

Detentions are the most common form of sanction given to pupils for breaches of rules or homework issues. Before placing a student in detention, staff should ensure that they have used the Marks System appropriately. Following the weekly meeting between the respective Head of Year and the Deputy head, a detention list is agreed for Tuesday and Thursday. Letters, organised by the Head of Year, are sent home regarding Thursday to give parents 48 hours' notice where possible.

Detentions take place on Tuesday lunchtimes, 12.20-12.50pm and for more serious cases, Thursday after school, 4.00-5.00pm. A Staff rota is compiled for both detention sessions, with SLT supervising on a Tuesday and all other staff on a rotation basis on a Thursday. There is also a monthly Saturday morning detention run by SLT to capture incidents which are a serious one off or as a result of an accumulation of concerns.

Other Sanctions

For more serious issues a range of further sanctions are available as detailed below. All of these sanctions will be agreed by the HoD (if appropriate), HoY and Deputy Headteacher /Head where appropriate. All of these actions are intended to be serious sanctions and should only be used after discussions have taken place involving the parents either directly or by telephone/post/email. The effectiveness of this system depends on its rarity of use. The actual system used will be worked out on an individual basis.

In all of the sanctions detailed below the College will make every effort to work with the student and their parents to ensure a successful resolution of the issues which have led to this serious action being taken. These actions may be seen as progressive although on occasion it may be necessary for the College to take stronger action at an earlier opportunity.

Pupil Reports

A Subject Report will apply to a single subject for a specified period of time. This may be used to address behavioural/homework issues in a particular subject.

A Weekly Head of Year Report will require the student to receive written feedback on their attitude/homework in all of their subjects throughout the week.

Reports are most effective when they are reviewed often by the Head of Year and/or Deputy Headteacher. These arrangements should be agreed in advance.

Internal Exclusion (Subject)

A student may be required to be withdrawn from specific subject lessons in order to address problems in this area. The pupil will work in a designated quiet area, usually the library, and appropriate work will be set by the relevant department. The period of exclusion from subject lessons will depend on the nature of the issue and student concerned. Parents will be informed in writing of any such action taken.

Internal Exclusion (All lessons)

A student may also be withdrawn from all lessons for an agreed time, usually one day. They will work in a designated quiet area in college, usually the library and appropriate work will be provided by the relevant departments. The Headmaster or Deputy Headteacher will authorise such a sanction and ensure that parents are informed.

Exclusions

For a very serious offence it may be necessary to exclude a pupil from College for a short period of time, or possibly permanently. This decision will only be taken by the Headmaster or in his absence the Deputy Headteachers, with the permission of the Chair of Governors. Exclusions are either fixed term or permanent. This aligns with the Exclusions Policy 5.16.1.

Permanent exclusion is a last resort punishment. All other steps to avoid exclusion must have failed. The Governing Body must be involved in the exclusion process. Parents have the right to make representations and to appeal.

Points to consider when a student is to be excluded:

- the age and health of the student
- previous record at the College
- parental or peer-group pressure or whether the pupil was part of a group
- severity of the offence and likelihood of repetition
- extent to which behaviour affects other pupils
- whether the offence took place in or out of College and, if out of College, whether it has a serious impact on the College
- extent and significance of violation of College rules

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