



# **Behaviour Policy: Rewards and Sanctions Section 4**

## REWARDS AND SANCTIONS

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- It is vitally important to be consistent when using rewards and sanctions.
- However, rewards and sanctions will always need to take the individual needs of the student into account.
- it is important to recognise that some students may make genuine mistakes. Before issuing a reward or sanction staff should take into consideration the context of particularly good or poor behaviour. For example, a student early in a transition phase (year 8 to year 9) or an International student new to the school may be given some friendly guidance before a sanction is implemented.
- All 'teachers' (as defined by the Headmaster and implemented by the Deputy Head, please see section 1 of the behaviour policy) must take responsibility for rewards and sanctions. Whilst it is accepted, when appropriate, that the final outcome may be dealt with by a line manager the first response must come from the teacher in charge of the student.
- Rewards and Sanctions are designed to promote good behaviour, self-discipline and respect; prevent bullying and promote the school ethos.

- **Rewards**

First, and perhaps most valuable, is the private word of thanks or congratulation for effort or success in any area.

Achievement or effort can be recognised by:

- Positive marking of work
- Positive Report writing
- Commendations
- Referral to Headmaster for individual pieces of work
- Form/Subject prizes
- Mentions in Assembly – both School and House
- Colours

## Cups/Awards

Headmaster's Award

House Colours and Commendations

Department recognition including letters sent home to parents

School Commendations (Academic Work)

House Commendations (Academic Work)

The Headmaster will meet and reward a student who has gained 5 commendations during a term. The student must tell their tutor and then arrange a time via the Head's PA.

The School operates a regular reporting system (about every 3 weeks per year group) and this is used to generate School Commendations and House Commendations.

### • Sanctions

Level 1 Low level disruption in class or in the wider life of the school community	Daily detention (particularly focused on academic work) House gating
Level 2 More serious or persistent disruption in class or in the wider life of the school community	Wednesday Academic Detention Saturday Detention
Level 3 Long standing issues around a student's approach to school routines	The Log
Level 4 Significant behavioural issue.	Exclusion from school (suspension or expulsion)

A sanction must be proportionate. Account must be taken of a student's age, special educational need, disability and any religious requirements affecting them. Sanctions must not be unacceptable, excessive or idiosyncratic. Sanctions intended to cause pain, anxiety or humiliation are not allowed.

The sanctions available include:

Extra work

Confiscation of property where reasonable

Department Detentions and / or Daily School detention

House or School Gating

Academic Detention / Saturday Detention

Student / Academic Log

Sixth Form Sanctions, including Supervised Study

Restriction of social/leisure time

Loss of other privileges appropriate to age

Litter collection or other chores

Work to help the community

Restriction of time off School premises

Being kept back at half term or end of term for community service

Formal Warning

Internal Suspension or

Suspension from School

Expulsion (or 'Withdrawal')

Staff are not allowed to use corporal punishment under any circumstances

- **Extra Work**

A student who without sound reason fails to produce work properly completed at the appointed time, or whose work is lacking in effort, will be required by the subject teacher to repeat the work, possibly in detention.

NB Work which is weak *but has been conscientiously attempted* is not to be punished.

- **Suspensions and Internal Suspensions**

Some breaches of School Rules necessitate the use of a suspension from School. This option will be used when an offence merits a period of reflection away from School, and might include any offence where the safety of other students has been compromised. A suspension lasting more than one week is very unlikely.

Other serious breaches of School Rules will result in an internal suspension – students will attend only lessons and academic commitments. Restrictions on personal freedom will be put in place, including reporting to a member of the Senior Management Team at the beginning and end of the School day, staff supervision during all breaks, confiscation of mobile phones and community service replacing any co-curricular activities.

There will be no official tariff for the length of a suspension – each case will be considered by House Staff / Deputy Head / HM. If a student is awarded three suspensions then their future at the School may be called into question. If the suspensions are awarded in quick succession (within a School year) and the offences are sufficiently serious then the student may be asked to leave the School.

- **Detention**

Student behaviour will fall short of expectation in two areas

**1i) General behaviour in class**

In the first instance, the teacher should talk to the student and explain their behaviour is falling short of expectation

If their behaviour continues to fall short of the teacher's expectations the teacher can place the student in Daily Detention (this runs from 4:40pm until 5:10pm). The teacher must write the student's names on the list in the common room and then inform the student and then follow this up with an email to the tutor. This sanction may be accompanied or supported with some 'time out' of class. In this situation, the teacher must follow the directions of the Head of Department to reflect the specific health and safety rules which may govern the subject.

In the case of extremely poor behaviour or consistently poor behaviour the student can be asked to leave the class and report directly to the Deputy Head's PA, Mrs Nell Rosser.

If a student's behaviour continues to be consistent problem then the teacher should discuss the issue with the student and then with their head of department and the tutor / HM and potentially the appropriate academic lead. Sanctions can include Academic Detention (which runs on a Wednesday) or Saturday Detention and ultimately The Log.

**1ii) General behaviour (outside class)**

If a student is poorly behaved outside class then the teacher should follow a similar approach and ensure they deal with the matter; talk to the student and then follow up with the appropriate person.

- informal time such as in the dinner queue, playing on the front, in town: talk to the HM and agree an appropriate sanction

- formal time such as co-curricular activity: talk to the teacher in charge of that activity, keep the HM informed, and agree an appropriate sanction.

## **2. Poor or Late work**

In the first instance, the teacher should talk to the student and explain their behaviour is falling short of expectation

Follow up by placing the student in Work Catch Up which runs daily from 4:40pm-5:10pm. (Please note, work catch up is not considered as a sanction but does ensure that work is done and handed in on time.) If the teacher believes that the work is late or poor because the attitude of the student then Daily Detention should be considered.

Consistently poor or late work: the teacher should discuss the issue with the student and then with their head of department and the tutor / HM and potentially the appropriate academic lead. Sanctions can include Academic Detention (which runs on a Wednesday) or Saturday Detention and ultimately The Log.

NB. Only SMT, HODS, HMs or Academic Leads can put students in Academic Detention or Saturday Detention.

6<sup>th</sup> Form: It is not anticipated that Sixth Form students will be issued with a detention; a detention will only be issued once a student has been warned that their standards have not met those of a senior student, or if there has been a serious breach of School Rules. There will be occasions when sanctions are required and, on the academic level, these will normally, in the first instance, be dealt with within the department. If a student repeatedly fails to produce work of the required standard they should be referred to the Tutor and HM who may ask for the matter to be dealt with by the Academic Lead for the Sixth Form which may result in an Academic Detention. If the student continues to fail to meet the set standards, the student will be placed in Saturday detention. Missing class is always considered to be a serious offence and should always be reported to House Staff and the Deputy Head: a Saturday detention will be awarded. Detention may be given for rudeness, disobedience, anti-social behaviour or **repeated** failure to fulfil academic requirements. The student will be told clearly the reason for the detention and emailed.

### **Can a detention be cancelled?**

- Daily Detention: only by the HM
- Academic Detention: only by the Academic Lead
- Saturday Detention: only by the Deputy Head

### **When is detention?**

- Daily Detention (Middle School): 4:40 until 5:10pm, Monday to Friday (this takes priority over all other commitments)
- Academic Detention (Middle School and Sixth Form): Wednesday 4pm-5pm (this takes priority over all other commitments except Music)
- Saturday Detention: Saturday 2:30pm-4.00pm and / or 4:15pm-5:30pm
- If a student is placed in Saturday detention, and they are asked to represent the School in a recognised co-curricular activity (sports team, rehearsal, musical performance etc), the detention will take place at a time agreed by House Staff and the Deputy Head.

#### **What if a student misses detention without authority?**

- He or she will attend the next Saturday detention, or in the case of missing a Saturday detention, he or she will be asked to see the Deputy Head.

#### **What if a student is late for detention?**

- If a student is late for his / her detention, they will be asked to complete the remainder of the detention and they may be issued with a further detention. This would normally take place the following week.

#### **What happens if a student gets several detentions?**

- When a student is persistently placed in detention, he or she will be seen by House Staff (and / or Academic Lead) **or** the Deputy Head. This may lead to a Saturday Detention with Parents informed and the Deputy Head / Academic Lead may start to log the student's behaviour on a much more detailed log.
- If a student receives three Saturday detentions in a term, he or she will be seen by the Deputy Head and an internal suspension may be awarded.

#### **What do Saturday duty staff have to do?**

- If you are on duty on a Saturday, agree who is going to supervise the detention (to be held in M1 – 2.30pm to 4.00pm).

- Collect the detention list from the Deputy Head and take to Room M1 at the appointed time. Promptness is vital or students leave claiming no-one turned up. Students must be wearing school uniform.

### **Student Log**

- The following system will be implemented for monitoring students whose behaviour persistently gives cause for concern.

### **Aim:**

- To provide a clear policy for staff on how to handle the most persistent offenders, and enable students and their parents to support our attempts to encourage good behaviour.
- We want students parents and staff to have a discipline system which is transparent, understandable and fair with a clear incentive for students to work their way “out of trouble”, if they are prepared to make the effort. We would hope not to have more than 5 – 10 on such a list at any one time.

### **Four stages:**

Stage 1	First formal warning: letter home to parents from House Staff / Academic Lead
Stage 2	Second formal warning: parents more involved by possible meeting in school (or telephone conversation) with the HM or Academic Lead
Stage 3	Third and final written warning: parental meeting called with senior member of staff  Possible suspension
Stage 4	Parental meeting called with Headmaster. It is likely that the student will lose their place at the School.

### **Points system:**

Discipline procedures will be linked to a tally based on a 40 point scale. Different offences will attract an increasing number of points. When a student is placed on the log, he or she starts on 0 points, whatever background there may be to the decision.

**1 point:** minor offence (such as appearance, chewing gum) which cause little or no disruption to others

**2 points:** offences such as late work or missed appointments

**3 points:** awarded for offences which often result in detention – poor behaviour in class or the house; repeated late homeworks, missing detention, lessons or games. An offence that may cause disruption to others

**5 points:** a more serious offence such as truancy, still likely to attract a detention – likely to be awarded by Senior Management Team or House Staff

**8 points:** for an offence which is likely to attract a Saturday detention. Given for a serious behavioural offence or chronically poor work. Awarded by Senior Management Team only

**10 points:** Extremely serious offences, (such as bullying, misuse of drugs or alcohol, gross rudeness, theft) will be dealt with at the discretion of the Headmaster, Deputy Head/master.

The points are linked to the 4 stages:

Stage 1 = 10 points

Stage 3 = 30 points

Stage 2 = 20 points

Stage 4 = 40 points

### **Merit**

For every week of good behaviour, 2 points will be removed from a student's tally. 1 point will be removed for every commendation

### **Recording of points**

The person in charge of the log (HM, Deputy Head or Academic Leads) ask all staff to pass on all information about behaviour for the sake of consistency. This is recorded in a shared file. House Staff will discuss these students in House Meetings and Staff Meetings. When a student is identified as a persistent or high level offender, their points will be tallied and the stages will be followed up with communication to parents as appropriate.

### **Wiping the slate**

The slate is wiped at the end of each academic year, but not at Christmas or Easter. If a student responds rapidly and effectively, they may be taken off the log very quickly.

- **Sixth Form Academic Discipline and Sanctions**

It is the intention that there is a clear distinction between the Middle School and the Sixth Form. Students must be prepared for life beyond School and must be encouraged to accept a greater level of responsibility for their academic work and their behaviour. A 'more adult' relationship based on mutual respect and common goals is expected to exist between staff and student.

It is not anticipated that Sixth Form students will be issued with a detention; a detention will only be issued once a student has been warned that their standards have not met those of a senior student, or if there has been a serious breach of School Rules.

There will be occasions where sanctions are required and, on the academic level, these will be dealt with as follows:

1. **Minor failings:** to be dealt with by individual teachers within departments
2. **Repeated failings** (eg failure to produce work despite a warning, repeated lateness, repeated failure to arrive with the correct equipment adequately prepared for a lesson, repeated disruption, persistent poor attitude):

Students to be issued with an Academic Detention by the Head of Department and / or the Academic Lead for the Sixth Form (normally in consultation with the HM).

If students receive three or more Academic Detentions within a half term, they will automatically receive a Saturday detention.

3. **Serious breaches of academic discipline** (eg missing a lesson without a good reason, gross rudeness, repeated failure to attend a Supervised Study session, the production of grossly unsatisfactory work):

These offences will always be punished with a Saturday detention.

4. **Academic Log:**

In very concerning cases, a student will be placed on the Academic Log (see below). Students on the Academic Log will be required to carry a Report Card so that positive and negative feedback may be given. Students of the Academic Log will have a weekly meeting with either the relevant Academic Leas or Director of Student Progress. Failure to complete the card on a weekly basis will result in Log points being awarded.

It is not anticipated that more than five Sixth Form students would ever be on the Academic Log at any one time.

In cases of serious unacceptable behaviour, for example swearing in class or smoking, a student will be placed in a Saturday detention. The detention may be issued by the Head of Department and /or the Deputy Head.

Saturday detentions may also be issued by senior staff for offences relating to serious breaches involving co-curricular activities.

- **Academic Student Log**

The following system will be implemented for monitoring students whose academic performance persistently gives cause for concern.

**Aim:**

To provide a clear policy for staff on how to handle the most persistent offenders, and enable students and their parents to support our attempts to encourage good performance. We want students, parents and staff to have a monitoring system which is transparent, understandable and fair with a clear incentive for students to progress, if they are prepared to make the effort. We would hope not to have more than 5 – 10 students on such a list at any one time.

**Four stages:**

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|---------|---|
| Stage 1 | First formal warning: letter home to parents from House Staff / Academic Lead   |
| Stage 2 | Second formal warning: parents more involved by possible meeting in school (or telephone conversation) with the HM or Academic Lead |
| Stage 3 | Third and final written warning: parental meeting called with senior member of staff<br><br>Possible suspension                     |
| Stage 4 | Parental meeting called with Headmaster. It is likely that the student will lose their place at the School.                         |

**Points system:**

Procedures will be linked to a tally based on a 40 point scale. Different offences will attract an increasing number of points. When a student is placed on the log, he or she starts on 0 points, whatever background there may be to the decision. More serious offences may also be punished with a detention.

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| <b>1 point:</b>  | Failure to arrive at a lesson with the correct equipment.  |
| <b>2 points:</b> | Offences such as late work, poorly completed work, being late to a lesson, bad behaviour in class or missed appointments.  |
| <b>3 points:</b> | Repeatedly late work, failure to improve the standard of work previously considered unsatisfactory, failure to meet a coursework deadline, repeated bad behaviour in class, missed supervised study (sixth form students). |

**5 points:** A more serious offence such as missing a lesson without good reason, plagiarism, gross rudeness to a teacher, failure to meet a coursework deadline despite repeat warning or chronically poor work.

The points are linked to the 4 stages:

Stage 1 = 10 points                      Stage 3 = 30 points

Stage 2 = 20 points                      Stage 4 = 40 points

### **Merit**

For every week of good work, 2 points will be removed from a student's tally. 1 point will be removed for every commendation.

### **Recording of points**

The person in charge of the log (HM, Deputy Head or Academic Leads) ask all staff to pass on all information about behaviour for the sake of consistency. This is recorded in a shared file. House Staff will discuss these students in House Meetings and Staff Meetings. When a student is identified as a persistent or high level offender, their points will be tallied and the stages will be followed up with communication to parents as appropriate.

### **Wiping the slate clean**

The slate is wiped at the end of each academic year, but not at Christmas or Easter. If a student responds rapidly and effectively, they may be taken off the Academic Log very quickly.

- **Supervised Study**

Students who are struggling to make full use of their study periods in the sixth form will be placed in supervised study. This will be agreed between tutor, HM and Academic Lead.

- **Awards of Colours, etc**

The Awards system aims to show the School's appreciation for the achievement, endeavour and service of students with respect to activities outside the classroom.

The emphasis in considering awards is on the student's involvement in the activity, the distinction achieved and the service given: there are no first or second class activities, or major or minor sports in this regard.

The criteria for awarding colours can be obtained from the Director of Co-Curricular  
(Hayley.mortimer@tauntonschool.co.uk)