



REWARDS, BEHAVIOUR AND SANCTIONS POLICY

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REWARDS, BEHAVIOUR AND SANCTIONS POLICY

RGS endeavours to establish a community in which the full potential of each individual can be developed and in which understanding and tolerance are found. The intention is to enable pupils to move towards a mature awareness and exercise of self-discipline. It is hoped that they will become confident and positive contributors to their community. The changing emphasis on personal responsibility as pupils graduate through the School recognises their development towards this goal. Good behaviour by pupils is essential if the School is to fulfil its function. To encourage a high standard of behaviour, the School employs a positive approach by using praise, encouragement, opportunities to lead, and rewards. At the same time, sanctions are used to reinforce the importance of good behaviour by pupils. Failure to observe the School Rules can incur such sanctions, with the aim being to bring about a positive change in a pupil's behaviour.

This policy complements and supports many other policies including, but not limited to, Safeguarding Children Policy, Rewards, Anti-Bullying Policy (which includes an Appendix 2: Peer-on-Peer Abuse, Including Sexual Violence and Sexual Harassment between Children in Schools), Exclusions Policy, Special Educational Needs and Disabilities Policy, Sex and Relationships Policy, Images Use of School Computers and Internet Access and adheres to the statutory guidance Keeping Children Safe in Education issued by the Department of Education and updated September 2020

Principles:

- To inculcate in each pupil an awareness of, and a respect for, the needs of others.
- Each pupil should recognise the need to act responsibly and to be self-disciplined, remembering that he or she is part of a community.
- To promote a respect for authority and enable pupils to distinguish right from wrong and to respect the law.
- To ensure the enhancement of the School's reputation.
- To create an atmosphere in which learning can take place.
- These aims will be met by a variety of means including the setting of an example by staff in their behaviour, the subject content of key subjects such as Religious Studies and the content of assemblies and the PSHCE programme.

Aims:

- To create a positive and safe environment for learning which will enable pupils to develop their self-knowledge, self-esteem and self-confidence.
- To promote a culture based on achievement, care and support.
- To assist students to acquire an appreciation of, and respect for, their own and other cultures in a way that promotes tolerance and harmony between different cultural traditions in order to avoid and resist racism.
- To enable pupils to work in an atmosphere of security, respect and trust.
- To establish an ordered and purposeful atmosphere in all classrooms.
- To encourage pupils to accept responsibility for their behaviour, show initiative and understand how they can contribute to community life.

Objectives:

- All staff have a common responsibility for maintaining good behaviour.

- Pupils are expected to be honest, considerate, tolerant and to take pride in their appearance and work.
- Parents are expected to support the School in all matters of behaviour and school discipline by encouraging their children to have a positive attitude towards the standards and ethos of the School and to develop good practice in all situations.
- The School will establish a system of rewards, sanctions and support that is understood by everyone.
- The School will ensure that rewards and sanctions are applied consistently.
- The School will work to ensure that all pupils have the opportunity to achieve their potential in a culture where praise and achievement are highly valued.

Definitions:

- Self-knowledge - refers to the knowledge of one's particular mental states, including one's beliefs, desires, and sensations.
- Self-esteem is a person's overall evaluation or appraisal of his or her own worth.
- Self-confidence relates to self-assuredness in one's personal judgement, ability, power etc.
- iSAMS is the system the School uses to accurately record rewards and sanctions issued by members of staff.

REWARDS

Records of rewards given to pupils are reviewed by the Form Tutors, Heads of Year, Heads of Section and the Assistant Head (Pastoral) half termly or more frequently.

Spoken Word. Any member of staff or adult in the School can give this simple reward. The immense value of a quiet or public word to compliment pupils on their appearance, behaviour or work should not be forgotten or under-estimated. A subject teacher can offer praise during or at the end of a lesson or as part of the marking process. In addition, verbal praise can be offered during all other School activities or to acknowledge achievements and behaviour outside of School that warrant such recognition.

Commendation. The Commendation system allows teachers to formalise praise for good work, good progress, good behaviour, helpfulness, or anything else that brings credit on an individual. This can be for a single event or for actions over a longer term. Commendations can also be earned for anything a pupil does which sets a new standard for them personally or for others to follow as well as giving the opportunity to recognise and reward good conduct, helpfulness, leadership and other qualities which make a genuine contribution to School life. Heads of Year will write to congratulate the pupils who have gained a set number of Commendations over the period of a half-term.

Commendations can be entered under the Reward and Conduct area of iSAMS.

In the Lower and Middle Schools. The following certificates are issued when a pupil has attained the given number of Commendations within a given academic year between Year Seven and Year Eleven:

10 Commendations	Bronze
25 Commendations	Silver
40 Commendations	Gold
60 Commendations	Platinum
80 Commendations	Ruby
100 Commendations	Diamond

Any pupil awarded a Diamond Certificate will also receive a Headmaster's Commendation.

Sixth Form. Sixth Form students who receive a Commendation to the equivalent of one per week in a given half-term are awarded a voucher that can be redeemed at the coffee shop in the Sixth Form Centre. Letters of commendation and coffee shop vouchers are awarded by the Head of Sixth Form for those achieving the best set of Progress Grades in a given session.

Vouchers for the coffee shop are also awarded for exceptional achievement in Co-curricular activities or service to the School at school events at the Head of Sixth Form's discretion.

Headmaster's Commendations. As well as being awarded for attaining a Diamond Certificate, a Headmaster's Commendation can be awarded by the Headmaster on recommendation from any member of staff. These will be awarded for excellent performance in a high-profile event or for service to the School or the wider community.

School Colours. These are awarded in recognition of contribution to the Co-curricular life of the School. Please refer to the separate policy 'Procedure for the awarding of School Colours'.

Senior/Lower School Prizegiving. Staff may recommend the award of Prizes in accordance with the guidelines for each prize.

Sixth Form Prefects. The Headmaster will appoint Prefects on recommendation based upon a full system of review. This takes place during the Lower Sixth year.

SANCTIONS

No corporal punishment is allowed at RGS.

Guidelines for the standardisation of sanctions are given in Appendix 1.

Pupils with Learning Difficulties and Patterns of Behaviour. In making use of sanctions for poor behaviour, staff should consider any Learning difficulties or identified SEN prior to issuing the sanction. Depending upon the circumstances, staff should discuss any incident with the Head of Year and, as appropriate, the Director of Learning Development and the Assistant Head (Pastoral) to ensure that the SEN needs have been identified and whether they have a bearing upon the behaviour and, therefore, potentially upon the appropriate sanctions. Similarly, consideration should be given as to whether a pupil exhibiting poor behaviour may have difficulties that have not been identified. Where there is any uncertainty, staff should raise this with the Head of Year and the Director of Learning Development. Particular attention should be given to any patterns of behaviour or behaviour traits and these reported to the Director of Learning Development for further review.

The following sanctions are available:

Disciplinary Units. Disciplinary Units are awarded as well as sanctions for serious disciplinary matters. This system is explained in detail in the 'Disciplinary Units' section below. However, for clarity, the corresponding Units that a sanction attracts are given in each section.

Verbal Reprimands. Any member of staff or adult in the School can give a simple reprimand with warning and encouragement. This is usually sufficient to correct poor behaviour, poor work, lack of work or breaches in School Rules. It is important to remember that ignoring such breaches makes the work of others more difficult. For repeat offences by a pupil, it may be necessary to employ other sanctions.

Negatives. Less serious disciplinary matters, for example poor appearance or punctuality, will result in a Negative being issued via iSAMS.

It is vital that such reprimands are recorded by staff under the 'Report Negative' section of iSAMS as this enables a Form Tutor, Assistant Head of Year, Head of Year, Head of Section or Assistant Head (Pastoral) to have a complete overview of a pupil's progress and behaviour.

Records of all sanctions are reviewed by the Heads of Year and Heads of Section and the Assistant Head (Pastoral) on at least a half-termly basis.

If a pupil is issued with three Negatives in a half term, then they are issued with a 30 minute detention, also known as a 'Single Detention'.

Faculty Homework Detention (FHD). For pupils in Years Ten and Eleven incomplete or overdue homework will result in the pupil being asked to attend the next lunchtime Faculty Homework Detention (FHD). A register is kept of those pupils that attend, which is monitored by the relevant Head of Department and the relevant Head of Year. The FHD starts at 1.25 pm every lunchtime in MB106 and pupils work under supervision. Any pupil who has to attend the FHD more than three times in a term will receive a Double (60 minute) detention, pupils that have to attend three times in a half-term will receive a Headmaster's Detention. The teacher that asks the pupil to attend the FHD will record this on the spreadsheet accessed via Google Drive and the relevant Head of Year will monitor attendance and award and register necessary detentions on iSAMS.

Departmental Detention. For poor work or behaviour in a lesson a pupil may be asked to attend a lunchtime, breaktime or after-school Detention at the convenience of the member of staff. If the Detention is to be served after School, the pupil and their parents must be given twenty-four hours' notice. The Detention must be entered as a Departmental Detention on iSAMS (under 'rewards and conduct' then 'report departmental detention'). The member of staff issuing the Detention must inform the relevant Head of Department and the relevant Head of Year. The Head of Department is responsible for monitoring the consistency of Detentions awarded by their Department and the Head of Year will monitor Detentions accumulated by given pupils. Detentions can be Single (30 minutes) or Double (60 minutes) as deemed appropriate.

School Detention (Wednesday afternoon). Pupils can be placed in a School Detention for poor behaviour in or outside the classroom - but not for poor work, for which a Department Detention must be issued. School Detentions should be Single (30 minutes) or Double (60 minutes) as deemed appropriate and will be recorded under the Discipline option on iSAMS. If a School Detention is issued, iSAMS will automatically inform the pupil's Head of Year.

- Lists of pupils allocated a Detention are available for viewing on iSAMS.
- The Head of Year will ensure that a letter is sent to parents to inform them of the details – date given, staff awarding, offence(s), date to be served and its duration. In order to ensure that parents receive at least 48 hours notice of a detention any detentions issued will be served the following week.
- Pupils bring their iPad with them to the Detention so that they can view any homework that has been set.
- Staff on duty check the attendance list and complete the register on iSAMS and return it to the relevant Head of Section.

The Detention will start after school at 4.15 pm and will take precedence over all other activities. Detention for Years Seven and Eight will be held in AO104, Nine, Ten and Eleven in Eld Hall and Sixth Form in Gordon House.

Parental Contact. After a certain number of attendances at Wednesday Detention (usually three), Heads of Year will contact parents to discuss the situation.

Behaviour Management Unit (BMU). If behaviour in class by a pupil is serious or disruption is persistent then the teacher should send the pupil immediately to the BMU, which is situated in Whiteladies. In the first instance the pupil should be told to report to the Attendance Officer, who will fetch the member of SLT on duty. If deemed necessary another pupil should report to Whiteladies to ask for the member of SLT on duty to collect the pupil that is being sent to the BMU. As soon as practicable the teacher should send a brief email to bmu@rgsw.org.uk informing the member of SLT on duty the name of the pupil sent to the BMU and the reason why.

The teacher sending the pupil to the BMU should discuss the matter with the member of SLT on duty at their earliest convenience to assist in the resolution of the matter.

Pupils sent to the BMU will usually be given a Detention, the length and type (School or Headmaster's) of the Detention will be determined by the duty member of SLT dealing with the matter. If the incident is deemed serious enough, the pupil may be given a fixed-term internal or external suspension.

Friday Detention

This detention will take place in Whiteladies from 4.00 pm to 5.30 pm on Fridays during term time. It will be supervised by either the Assistant Head (Pastoral) or Senior Deputy Head. This punishment can only be issued by the Assistant Head (Pastoral) or Senior Deputy Head and will be issued for more serious behavioural issues and breaches of School Rules. As with the Wednesday Detention (see above), it will not be issued for poor work. This sanction will usually be issued in conjunction with Disciplinary Units, and will usually result in two Disciplinary Units being awarded.

If a pupil is issued with two Friday Detentions in any given half-term period then they will, in addition, serve a Headmaster's Detention (but without additional Disciplinary Units being awarded).

This Detention in particular is one where pupils can expect to spend their time completing a Community Service activity (and usually this will be based in school. This could be directly supervised by a member of staff or be supervised by a Prefect, under the direction of a member of staff. Examples of such activities are: litter picking, weeding the school grounds; tidying a classroom or helping clear up the dining hall. Appropriate equipment and instruction will always be provided.

Headmaster's Detention. More serious offences, or the accumulation of Wednesday or Friday Detentions as detailed above, will result in a pupil being required to attend a Headmaster's Detention. Offences sufficient in themselves to warrant this punishment include:

- wilful damage to, or defacing of, School property or irresponsible behaviour liable to cause damage;
- antisocial behaviour including bullying;
- deliberate attempts at deception or cheating;
- absenting oneself from a lesson or lessons or other compulsory School functions without permission;
- possession of forbidden articles;
- discourteous, disobedient or insolent behaviour towards teaching or support staff, including lying to a member of staff;
- bringing the name of the School into disrepute;
- smoking.

This list is not exhaustive and it is important to appreciate that the overall seriousness of an incident will always be assessed and may require a more serious disciplinary response.

The Assistant Head (Pastoral) will inform parents by letter of the reason for, and date of, the Detention. This Detention will usually run from 9 am until 11 am in Whiteladies on the Saturdays nominated in the School Calendar.

Any pupil serving a Headmaster's Detention will also be given Disciplinary Units in accordance with the School's Unit system (see below). A Headmaster's Detention will usually result in a pupil being awarded 5 Disciplinary Units.

Fixed-Term Suspension. Whilst the School recognises that a fixed-term temporary suspension can be an unpleasant experience for the pupil and parents concerned, it also recognises the importance of such a measure in upholding discipline within the School. Temporary Suspension is only used, however, where there has been a major breach of School Rules and only after serious consideration by the Headmaster and senior staff.

When a Fixed-Term Suspension is being considered, the School will endeavour to contact the parents as soon as possible. Once the matter has been investigated, parents will be asked to collect the pupil concerned from school as soon as possible or will, at the very least, be required to give permission for the pupil to make his or her own way home. The pupil will then remain at home under the supervision of their parents/guardians until a meeting to discuss the matter can be arranged. During this time, work will be set by the School for the pupil to complete at home. We will endeavour to ensure that such investigations and meetings are conducted in a timely manner. The meeting will be convened in order for the parents to be apprised of the circumstances of the incident, after which the Headmaster will decide the appropriate sanction.

Persistent breaches of School Rules or serious misbehaviours are likely to result in a period of suspension. These may involve fighting other pupils, theft, rudeness to staff, alcohol consumption or other serious matters.

Suspensions may be internal or external. External Suspensions are awarded by the Headmaster. Internal suspensions may be awarded by the Headmaster, Senior Deputy Head or Assistant Heads. The Governing Body is informed of all External Suspensions and a record is kept by the Assistant Head (Pastoral).

In the event of a suspension being issued, parents of the pupil can expect the following:

- A letter from the Headmaster or a senior member of staff providing details of the Temporary Suspension.
- The letter will clearly state the following:
 - the reasons for the Temporary Suspension;
 - the length of the suspension;
 - the date on which the suspended pupil is permitted to return to school.

The Head of Year will organise for work to be sent home as soon as possible. Work will continue to be sent home throughout the duration of the suspension.

Any pupil who has been Temporarily Suspended will attend an interview with a senior member of staff on their return to School.

Pupils given an Internal suspension will normally be given 8 Disciplinary Units. Pupils given an External Suspension will normally be given 10 Disciplinary Units.

Expulsion. In extreme cases, for example bringing illegal drugs on site, the Headmaster may take the decision to suspend a pupil permanently from the School. The Governing Body is informed of all expulsions.

Disciplinary Units System

Appendix 1: **GUIDELINES FOR THE STANDARDISATION OF SANCTIONS**

The following information is given as guidance. Staff can seek further guidance from Heads of Year, Heads of Section and The Assistant Head (Pastoral). The member of staff issuing the sanction must enter the relevant information about why a sanction was issued on iSAMS.

A consistent approach to sanctions will enable Form Tutors and Heads of Year to deal with pupils effectively and fairly.

All staff must be engaged in the discipline and care of the pupils. Hence, it is to everyone's advantage if we admonish children who behave poorly but do so, and be seen to do so, fairly and evenly.

LEVEL 1: Minor misdemeanours – entered as a 'Negative'. Examples:

1. Forgotten exercise book/textbooks/homework diaries/writing implements.
2. Late to lessons after lunch/break.
3. Uniform infringement.
4. Late homework (Years Seven to Nine and Upper and Lower Sixth Form Pupils).
Years Ten and Eleven: Enter the Pupil's name into the Faculty Detention (via the Google Drive Spreadsheet) and make the pupil aware. The pupil must then attend the Faculty Detention in MB106 during the next lunchtime period (at 1.25 pm) to complete the work.
5. Talking out of turn/minor disruptive behaviour/repeated chattering.
6. Too much make-up/jewellery.
7. In Form Room without permission.
8. No games kit.
9. Eating/drinking in class and around the site.

LEVEL 2: Slightly more serious - entered as a Single Detention (30-minutes) being issued. Examples:

1. Repetition of a Level 1 offence.
2. Chewing gum.

LEVEL 3: More serious again – entered as a Double Detention (60-minutes) Examples:

1. Ongoing/multiple infringements of the above.
2. Mobile 'phone/iPad being used without permission in a lesson.
3. Swearing.
4. Missing school fixture/concert etc without informing staff in good time.

Behaviour that disrupts the learning of other pupils or rudeness towards a teacher or other member of staff will not be tolerated and the pupil should be sent directly to the Behavioural Management Unit (BMU) in Whiteladies in such instances. Please do not hesitate to share any concerns about a pupil's behaviour with relevant Form Tutor, Assistant Head of Year, Head of Year, Head of Section or Assistant Head (Pastoral).