



## REWARDS AND SANCTIONS

### 1. Rewards

The College aims to motivate its pupils and create a culture of excellence and an appropriate environment for inspirational teaching and effective learning by taking every opportunity to recognize effort, attainment and positive behaviour. Contributions to the success of the College or House outside the classroom are also recognised through the awarding of House merits and colours.

Pupils who are awarded the highest number of rewards can be further recognised in Headmaster's Assemblies, House Assemblies, Head of Key Stage Assemblies and/or in Speech Days.

All rewards, with the exception of colours, are entered on iSAMS by the awarding teacher:

<b>Level 1: Verbal</b>	Verbal commendation for good work in class or general good behaviour.	Verbal feedback given directly to student. This may also be passed onto Housemaster/mistress ("HMM").
<b>Level 2: Merit</b>	Awarded for an excellent piece of prep or classwork, an excellent achievement (such as a very high mark in a test) or excellent participation in class. This can also be awarded for very good conduct around the College or within the House (House Merit).	Focus here on improvement and effort, rather than just achievement.
<b>Level 3: Headmaster's Distinction</b>	For an outstanding, exceptional, piece of work or project in which the student has gone well above and beyond the expected remit. This can also be awarded for consistently excellent standards in a specific subject area due to consistently high levels of effort (through a term) or due to outstanding contributions to the life of an academic department or aspect of school e.g. chairing a society or creating an academic blog.	These must demonstrate an outstanding amount of effort from the student or consistently high effort throughout a term.

## 2. Sanctions

It is the policy of the College that the use of disciplinary sanctions must be reasonable and proportionate to the circumstances of each incident, and teaching staff should apply them consistently and fairly. Account may need to be taken of a pupil's age and any special educational needs, disability and religious requirements affecting the pupil. It should be noted that a more serious offence, or repetition of any offence at any level within a short space of time, may usually lead to the next level sanction being imposed.

All sanctions must be recorded through iSAMS. Behavioural issues serious enough to warrant urgent action should be communicated directly to the Second Master ("SM") and HMM.

	Academic	Behavioural
<b>Level 1</b>	<p><b>Examples:</b> late for lesson, talking, having no equipment, inattention.</p> <p><b>Sanction:</b> direct telling off, "see me".</p> <p><b>Recorded:</b> Personal recording.</p>	<p><b>Examples:</b> disruptive in lunch queue, wrong uniform, late for roll, noisy in Quiet Hour, chewing gum.</p> <p><b>Sanction:</b> stop &amp; listen, "see me".</p> <p><b>Recorded:</b> Personal Recording</p>
<b>Level 2</b>	<p><b>Examples:</b> Failure to produce prep; prep, or other work, is of a poor overall standard; persistent poor organisation and/or punctuality; rudeness to a member of staff/peers.</p> <p><b>Sanction:</b> "Academic Sanction" (for example for missing/late or poor quality work). <i>Sanction could simply be 'flagging up' the misdemeanour or re-doing the work. Depending on the case, the sanction might involve writing a short - half to one page - summary on an academic article or producing a useful revision resource. Academic Departments can create bespoke sanctions (such as source exercises for IGCSE History).</i></p> <p><b>Sanction Issued &amp; Recorded</b> on iSAMS by teacher. [HMM/HoKSS/Tutor receives notification of sanction via iSAMS – Heads of Departments ("HoDs") to receive a daily print-out of all sanctions added by teachers.] Work to be signed and recorded by HMM within 24 hours.</p>	<p><b>Examples:</b> poor behaviour in lessons leading to disruption; persistent poor organisation (equipment lacking, timekeeping etc.); poor behaviour outside the classroom.</p> <p><b>Sanction:</b> "Behavioural Sanction" <i>Sanction could simply be 'flagging up' the misdemeanour or it could involve setting a suitable sanction such as writing a short - half to one page - summary on an academic article or producing a useful revision resource).</i></p> <p><b>Issued &amp; Recorded</b> by teacher on iSAMS. [HMM/HoKSS/Tutor receives notification of sanction - HoDs to receive a daily print-out of all sanctions added by teachers.] Work to be signed and recorded by HMM within 24 hours.</p>

<b>Level 3</b>	<p><b>Examples:</b> no submission of “Academic Sanction” work (if set) within 24 hours, serious misbehaviour in lesson (e.g. swearing), accumulation of 3 “Academic Sanctions” in a subject in a half-term.</p> <p><b>Sanction:</b> Departmental Detention (run by departments on rotation).</p> <p><b>Recorded</b> by HoD (on iSAMs); HMM, HoKSS and Tutor informed. Parents notified.</p>	<p><b>Examples:</b> no submission of “Behavioural Sanction” work (if set) within 24 hours, accumulation of 3 “Behavioural Sanctions”.</p> <p><b>Sanction:</b> 1 hour House Detention.</p> <p><b>Recorded</b> by HMM, and notification to parents (and HoKSS/Tutor).</p>
<b>Level 4</b>	<p><b>Examples:</b> missing Departmental Detention, non-attendance at a lesson (without adequate explanation), “fully booked” for Level 3 sanction, very serious misbehaviour, 3 Departmental Detentions per subject in a term.</p> <p><b>Sanction:</b> School Detention.</p> <p><b>Recorded:</b> by HoD; HMM to inform parents (and tutor) using College pro forma letter. Intervention by HoKSS.</p>	<p><b>Examples:</b> repeated offences in levels 1, 2 &amp; 3; serious breaches of house and/or school rules.</p> <p><b>Sanction:</b> at SM/HMM discretion, but probable School or HMM Detention.</p> <p><b>Recorded:</b> by HMM; Second Master &amp; parents informed.</p>
<b>Level 5</b>	<p><b>Examples:</b> non-attendance at School Detention, very serious academic issue (e.g. plagiarism), accumulation of 3 School Detentions in an academic year.</p> <p><b>Sanction:</b> Headmaster's Detention.</p> <p><b>Recorded:</b> by Second Master and formal letter to parents. Seen by SM/Deputy Head Pastoral (“DHP”). HMM/HoKS/Tutor informed.</p>	<b>As above</b>
<b>Level 6</b>	<p><b>Examples:</b> repeated academic shortcomings and failure to respond to measures taken earlier.</p> <p><b>Sanction:</b> Seen by Headmaster (“HM”), temporary and/or permanent exclusion.</p> <p><b>Recorded:</b> HM, SM, HMM &amp; parents. HMM/HoKS/Tutor informed<sup>1</sup>.</p>	<p><b>Examples:</b> extremely serious breaches of school discipline<sup>1</sup>.</p> <p><b>Sanction:</b> temporary and/or permanent exclusion.</p> <p><b>Recorded:</b> HM, SM, HMM &amp; parents.</p>

<sup>1</sup> See accompanying ‘Guidance For Pupils’ for examples of serious breaches of school discipline.

***Moving from Level to Level (examples):***

- 3 "Academic Sanctions" per subject (half-term) = Departmental Detention (responsibility of teacher and HoD – recorded, and HMM/HoKS/Tutor informed)
- 3 Departmental Detentions (across subjects) in a term = School Detention (responsibility of HoD; HMM to inform parents and Tutor. HoKS to intervene.)
- 3 School Detentions (academic year) = Headmaster's Detention (responsibility of SM)

***Hierarchy for Repeated Headmaster's Detentions:***

- 1<sup>st</sup> – seen by SM and/or DHP – recorded.
- 2<sup>nd</sup> – seen by HM with HMM and SM; HM to write to parents.
- 3<sup>rd</sup> – seen by HM with parents; possible temporary exclusion and discussion about the future of the pupil at the school.