



ACADEMIC REWARDS & SANCTIONS POLICY – SENIOR SCHOOL

Purpose

The purpose for awarding academic merits and celebrating achievement is to motivate students to give their best effort, produce their best work and model exemplary behaviour around the College.

1. What is a Merit?

A merit is recognition of something that a student has done which goes above and beyond that which is expected of them.

A merit may be awarded for:

- Excellent work (class or prep);
- Excellent achievement (for example in an assessment);
- A demonstration of effort which goes beyond expectations;
- Promoting College values / exemplary behaviour (for example helping a new student).

Merits may **not** be awarded for:

- Punctuality, uniform, bringing correct equipment or anything else which is an expectation, rather than a demonstration of going above and beyond.

Other guidelines concerning merits:

- Merits should not be awarded to a whole class or tutor group per se (there may be exceptions with small classes). They are a recognition of individual excellence. They may however be awarded to a small group, in recognition of an excellent piece of group work;
- Only one merit to be awarded to a student at a time. One may not, for example, offer two merits for a very high test score or a particularly good piece of prep work;
- Merits can be awarded by any member of the teaching staff at the College, through iSAMS.

2. Celebration of Merits

- The student with the most merits in each year group receives a certificate and prize at the end of each half term in their Key Stage assembly.
- Individual Houses may also operate an award system to celebrate the achievement of merits, through year groups or even 'family' structures.
- A "Merit Cup" is awarded to the highest achieving tutor group in each Key Stage at the end of each half term, in the Key Stage assembly.
- Bronze (50), Silver (75) and Gold (100) certificates are awarded to individual students as they reach this number of merits during the year. Letters are sent to parents. This is managed by the Heads of Key Stage, for example the Head of Sixth Form.
- Heads of Key Stage acknowledge merit prize winners in the College's Friday Flyer.

3. What is a Distinction?

A distinction is awarded to recognise a truly exceptional achievement. These are rare, most students would not expect to achieve more than one distinction in their College career.

Process of awarding a distinction:

- Any member of the teaching body may nominate a student for distinction (with the relevant HoD fully involved in the process). They must email the Headmaster with their nomination and reason;
- At the end of each half term, the Headmaster reviews all nominations and selects no more than five students to receive a distinction. The HM will meet all nominated pupils in person;
- Only the Headmaster can award a distinction and record it on iSAMS;
- Distinctions are announced and presented in a whole College assembly;
- Parents receive a letter from the Headmaster confirming the distinction;
- A record is kept in the Headmaster's distinction book;
- Distinction winners are acknowledged in the College's Friday Flyer.

4. Other ways in which we recognise academic achievement at ECI

These achievements are celebrated in Key Stage assemblies at the end of each half term and are managed by Heads of Key Stage:

- Highest effort score at each tracking point (one student in each year group);
- Highest attainment score at each tracking point (one student in each year group);
- Most improved attainment score at each tracking point (one student in each year group).

5. What are Academic & Behavioural Sanctions?

An Academic or Behavioural sanction should be recorded on iSAMS for a Level 2 offence, as detailed on the *Rewards and Sanctions* document (June 2019).

Classroom teachers may record an Academic or Behavioural sanction for offences such as the following:

- Missing work;
- Poor quality work (minimal effort);
- Disruptive behaviour in a lesson;
- Persistent poor organisation (lack of equipment);
- Persistent poor punctuality;
- Rudeness to a member of staff.

However, these sanctions should **not** be recorded for:

- A single incident of poor punctuality;
- A single incident of poor organisation (eg not bringing exercise book to class).

6. Other Academic & Behavioural Concerns

The College operates a sanctions level policy (from Level 1 to Level 6). See the *Rewards and Sanctions* document for further details.