



Rewards and Sanctions Policy

ISI Regulatory Code – A4

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Approved by Compliance team:

This Policy is for Mount St. Mary's College

Linked Policies: Anti-bullying Policy, Behaviour Management Policy, Discipline and Exclusion Policy, Use of Reasonable Force, Pupil Code of Conduct (Appendix One)

Review date:

Mount St Mary's College

Educating Men and Women for Others since 1842

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Rewards and Sanctions

This policy covers the ways in which staff can reward good pupil behaviour and respond to poor pupil behaviour. And, offers a summary scale of levels of rewards and sanctions the school uses when dealing with pupil behaviour.

INTRODUCTION

Mount St Mary's College aims to encourage pupils to adopt the highest standards of behaviour, principles and moral standards and to respect the ethos of the school. Promoting the emotional well-being of all of our pupils is key to their development. We aim to teach trust and mutual respect for everyone. We believe that good relations, good manners and a secure learning environment play a crucial part in the development of intellectually curious pupils, who are motivated to become life-long learners. We seek to develop qualities of team-work and leadership through its extensive programme of extra-curricular activities.

We welcome pupils from a wide variety of ethnic and social backgrounds and faiths. We treat everyone as an individual and aim to develop the whole person equipped to take their place in the modern world.

This policy should be read in conjunction with the documents of:

- Anti-Bullying Policy which includes Cyberbullying
- Behaviour Management Policy
- Discipline and Exclusion Policy
- Use of Reasonable Force Policy

Appendices One and Two contain the rewards and sanctions for the boarding community.

CODE OF CONDUCT

This community of governors, staff, parents and pupils adhere to an established routine and code of conduct, rather than to lists of rules. We regard education as a partnership. Our staff are committed to excellence, aiming to achieve a spirit of trust and co-operation. The school expects the highest values and standards of behaviour inside and outside the classroom, as well as outside the school and in any written or electronic communication concerning the school.

We expect pupils to treat staff and each other with consideration and good manners and to respond positively to the opportunities and demands of school life. They should follow the school's rules and regulations and understand what is expected of them and why sanctions may be imposed for inconsiderate behaviour.

REWARDS

Merits: awarded by subject teachers for significant effort and top quality work or performance. A pupil takes the piece of work to the houseparent, Academic Subject Leader or Head's of Line. The houseparent awards a prize at the end of each term to the pupil in the house with the most merits.

Head's of Line Praise: notable achievements of an academic and non-academic nature may be commended by way of a note to a pupil's head of line who can refer to the achievement in a House assembly or by directly offering congratulations to the pupil.

House prize: awarded at the end of each term in a House assembly to a pupil who shows most improvement in their work (awarded to someone who isn't necessarily an academic high achiever) or personal development e.g. making a significant contribution to a service activity, school society or event. To be awarded at the houseparent's discretion after having consulted with the deputy houseparent. Up to two prizes per year group.

Special Prizes: these are currently issued at a special assembly or at Academy. Prizes are awarded for excellence in academic, sport, musical, drama or service activities.

Head's Distinction: the practice of asking a pupil to report to the Head for special congratulations following an outstanding piece of work, improved report card, special music, games, drama achievement etc.

SANCTIONS

Orange Slips: are given only for minor misdemeanours such as noisy or disrespectful behaviour, repeated forgetting of books, lateness and untidiness. It is not an appropriate punishment for late, incomplete or badly done work. Orange Slips can be given by teachers. Orange Slips are issued by houseparents and Head's of line on receipt of information received from staff or Captains. Pupils then have 48 hours in which to complete the Orange Slip and return it to the houseparent. Failure to do this will result in an escalation of the sanction.

Detentions:

a) **Homework detention:** given to a pupil who fails to do their homework or does not do the homework properly. It takes place daily after lessons. The completed work should be placed in the punishing teacher's pigeonhole at the end of the detention. Should pupils fail to attend Homework detention two days in a row, without good reason, they can expect to receive a Friday work detention.

b) **Friday detention:** this takes place from 5 to 7pm on Friday evenings or on Thursdays before holidays. Pupils can be placed in Friday detention for poor behaviour or to complete coursework; classwork that is unacceptable can be done at this time, as can retests. Twenty-four hours notice is given in writing to the pupil's parents.

c) Head's Detention: this takes place on Saturday mornings from 9 to 11am. Pupils can be placed in a Head's detention where their behaviour has been particularly poor. This sanction is used sparingly and should be considered quite serious. Twenty-four hours notice is given in writing to the pupil's parents.

On Report: given for being off site without permission, missing lessons, private study or activities such as games, CCF, music. It can also be used to monitor academic progress, punctuality and behavioural problems. A pupil is placed on report and is required to get the signature of each member of staff after each lesson or activity. The report can last for a day, a week or longer as determined by the pupil's head of line. The report must be shown to the head of line at regular intervals determined by the head of line.

Letter of apology: given when a teacher reports an offence of the behavioural type which does not warrant a Friday evening detention. The offending pupil is required to write a letter of apology to the member of staff which might be signed by the pupil's parents. The letter must be handed to the boy's head of line for onward transmission to the teacher. Can also be used in conjunction with other sanctions.

On Summons by the Prefect of Studies: a pupil may be sent to the Prefect of Studies if he receives three punishments (apart from demerits) during the course of each half term.

On Summons by the Deputy Headmaster: a pupil will be sent to, or summoned by, the Deputy Headmaster in the event of a serious incident or breach of school discipline. After investigating the background, the Deputy Headmaster may issue a Deputy Head's warning of which there are three types:

- Informal warning - recorded internally
- Formal warning - recorded internally and parents informed
- Final warning - recorded internally, parents informed and a written statement posted on the School notice board.

Suspension and Exclusion: a pupil may be suspended from School for a designated period of time, or excluded permanently, at the discretion of the Headmaster.

Sanctions will be applied proportionally, consistently and reasonably, taking account of any special educational needs (SEN) or disabilities that pupils may have and taking into consideration the needs of vulnerable children.

Every pupil has the right of appeal against any punishment. The appeal procedures are laid out at the end of the School Rules and Regulations and in the Discipline and Exclusions Policy.

Rewards and Sanctions

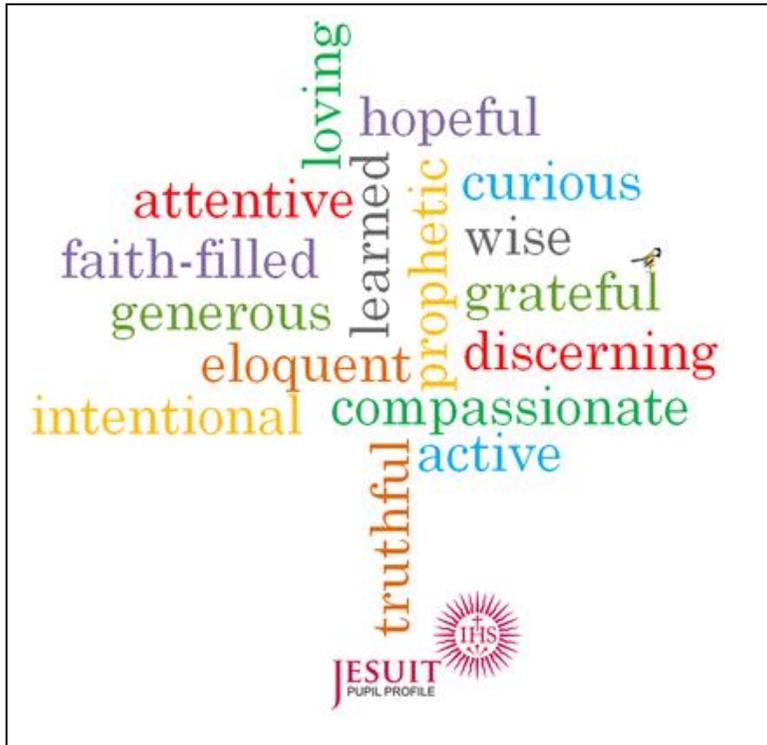
As adults how we react to behaviour will influence the way in which pupils respond and behave. The table below offers a stepped approach to behaviour management. It is designed to promote consistency of response. Examples of inappropriate behaviour are given a level, then linked to possible rewards and sanctions.

Every incident must be assessed and judged according to the circumstances and appropriate action taken.

All sanctions of Level 5 and above must be recorded on the pupil's file and in the punishment log.

Level	Example of behaviour	Action
One	<p>Outstanding achievement or effort</p> <ul style="list-style-type: none"> This can be for academic, artistic, musical, pastoral or theatrical and is reserved for examples of the highest achievement by any measure 	<ul style="list-style-type: none"> Head's Distinction Letter sent home to celebrate achievement and pupil meets with Headmaster to discuss success End of Term or Year Special Prizes
Two	<p>Consistent positive achievement</p> <ul style="list-style-type: none"> Consistent positive achievement Exceptional effort Outstanding improvement in test or grades Consistent positive attitude Excellent organisational skills Thoughtfulness to peers 	<ul style="list-style-type: none"> Deputy Head's Commendation Certificate given to pupil by Deputy Head Letter sent home Head's of Line Praise House Prize
Three	<ul style="list-style-type: none"> Success in individual and group competitions at whole school level A particularly good piece of work Positive behaviour in any area of the school 	<ul style="list-style-type: none"> Merits Stickers Comments on work Department reward postcard sent home

Level	Example of behaviour	Action
Four	<p>Low level negative behaviour</p> <ul style="list-style-type: none"> • Low level negative behaviour • Lateness • Incorrect dress or equipment • Talking-out-of-turn • Off task • Poor effort/incomplete/missing homework • Rudeness 	<ul style="list-style-type: none"> • Managed by teacher • Verbal warning • Note in Planner, signed and dated • Letter of apology • Deduction of House points • Homework detention • Orange Slips
Five	<ul style="list-style-type: none"> • Repeated Level Four behaviour • Defiant behaviour • Challenging teacher • Uncooperative • Disruptive in lessons • Refusing to move when asked • Using mobile phone in lessons • Repeatedly out of bounds 	<ul style="list-style-type: none"> • Referral to ASL, Houseparent or Head of Line • Gating in House • On Report • Friday detention
Six	<ul style="list-style-type: none"> • Very disruptive in lessons • Swearing • Truancy • Vandalism/graffiti • Verbal/physical bullying • In possession of cigarettes , ecigarettes, alcohol 	<ul style="list-style-type: none"> • On Summons and letter home • Behaviour Contract • Fixed Term Suspension
Seven	<p>Major infringement of school rules</p> <ul style="list-style-type: none"> • Theft • Possession of drugs/alcohol/weapons • Abusive behaviour towards a member of staff • Violence • Bullying • Fighting • Sexual harassment • Racist abuse • Damage to property • Persistent disruptive behaviour 	<ul style="list-style-type: none"> • Behaviour Contract • Fixed Term Suspension • Indefinite Suspension • Expulsion



AMDG

Ad maiorem Dei gloriam
For the greater glory of God

Jesuit Pupil Profile

Pupils in a Jesuit school are growing to be . . .

Grateful for their own gifts, for the gift of other people, and for the blessings of each day; and **generous** with their gifts, becoming men and women for others.

Attentive to their experience and to their vocation; and **discerning** about the choices they make and the effects of those choices.

Compassionate towards others, near and far, especially the less fortunate; and **loving** by their just actions and forgiving words.

Faith-filled in their beliefs and **hopeful** for the future.

Eloquent and **truthful** in what they say of themselves, the relations between people, and the world.

Learned, finding God in all things; and **wise** in the ways they use their learning for the common good.

Curious about everything; and **active** in their engagement with the world, changing what they can for the better.

Intentional in the way they live and use the resources of the earth, guided by conscience; and **prophetic** in the example they set to others.

The encouragement of pupils is essential to their pastoral, academic and co-curricular development. Strong effort and worthy achievement will be recognised and explicitly celebrated. This validation of pupils' commitments and successes will be a regular feature of all classes and activities, and part of the ethos in each of the Colleges' boarding houses.

At Mount St Mary's College we expect all pupils to be Men and Women for others, we acknowledge good and positive behaviour and we encourage all pupils to adhere to the Jesuit Pupil Profile.

Methods of rewarding pupils' endeavours will range from praise (both spoken and written) through to awards of Commemoration Prizes. Rewards specific to the boarding side of school life will include:

Boarding House acknowledgement

- Awarding house points for positive behaviour
- On receiving 10 house points boarders will have the opportunity to choose a reward (rewards are age specific and are suggested by the house council) these can range from extra time before bedtimes, a later breakfast, an extra pub night for 6th form etc.
- Room of the Month award
- Boarder of the Month award
- Mention at Shrine prayers
- Letters to parents (from Houseparents, Head of Boarding)

Whole School acknowledgement

- Mention in House and School Assemblies
- Mention on the Headmaster's Notice Board
- Appearance in the Headmaster's Newsletter and on the website
- Letters to parents (from the Headmaster)
- Appointment as Head or Deputy Head of House
- House Prizes at Grand Academy

Sanctions for Boarders: Appendix Two

Level	Possible Offence	Suggested Action
1 - Staff Intervention and Sanction	<ul style="list-style-type: none"> • Lateness in House (eg registration, bed times) and other poor house discipline. • Disobedience in the House • Slovenliness in appearance and actions. • Poor use of co- curricular time. • Unkindness or unpleasantness 	<p>Dealt with by the member of staff on duty any sanction (early beds, clean up duty) will be logged in the house sanction book and referred to Houseparent. Staff will communicate action at the next handover.</p> <p>This can include</p> <ul style="list-style-type: none"> • Loss of privileges such as access to the tuck shop. • Early Breakfast – Pupil is to report at the start of breakfast (07:30) • Early reporting – Pupil is report to duty staff at 07:00 in uniform prepared for the day. • Early bedtime – Pupil is required to be in bed or in rooms earlier than routine timings. • House Community Service – Pupil is required to help the community through work for the good and betterment of the boarding house.
2 - House Gating and/or Community Service	<p>Repetition of the above Continued low level misdemeanours</p>	<p>Must be sanctioned by the Houseparent. Any sanction will be logged in the House sanction book and referred to Houseparent</p> <p>House gating (Maximum of 3 days)</p> <ul style="list-style-type: none"> • A pupil is required to 'check in' by the hour, between 7.30am and 10.00pm. Casual dress may not be worn, out of school visits are restricted, and access to the tuck-shop is suspended. • Community Service – Pupil is required to help the community through work for the good and betterment of the College.

<p>3 – 1st stage referral</p>	<p>Continued defiance and repetition of the above</p> <ul style="list-style-type: none"> • Smoking • Use of Alcohol • Gambling • Breaking curfew or bounds • Importing contraband • Theft 	<p>Must be sanctioned by the Head of Boarding. Any sanction will be logged in the Head of Boarding sanction book.</p> <p>House gating (Maximum of 14 days)</p> <ul style="list-style-type: none"> • A pupil is required to ‘check in’ regularly, between 7.30am and 10.00pm. Casual dress may not be worn, out of school visits are restricted, and access to the tuck-shop is suspended. • Individual action plan – privileges revoked on a case by case basis.
<p>4 – 2nd stage referral Notifiable Offences</p>	<p>Serious cases or repetition of the above</p> <ul style="list-style-type: none"> • Malicious damage of property • Fraud • Sexual activity • Use of legally permissible and/ or hard core pornography • Behaviour where a pupil is physically or verbally intimidated (bullying, physical violence, racism, sexism, homophobia, debedding, debugging, cyber bullying) • Improper use of telephone or computers to record, manipulate or transmit improper images • Improper use of electronic communication to send intimidating, threatening or otherwise improper messages and/or images • Improper use of the internet • Computer hacking and attempts to penetrate the firewall and security devices protecting the College intranet • Use of someone else’s account to send e-communications • Illicit use of a car by a student or illicit travel by a pupil in a car driven by another student or by an OB • Possession or use of tattooing or piercing machines. • Possession or use of Ouija board, or other paraphernalia or activities associated with the occult. • Serious indiscretions and Improper behaviour towards others • Involvement with controlled substances • Any other illegal activity 	<p>These ‘Notifiable’ Offences, are to be reported to and recorded by the Deputy Headmaster and Head of Boarding as soon as practicable.</p>