



**MERCHANT
TAYLORS'
SCHOOLS**

For Boys and Girls
aged 4 to 18 years

Rewards and Sanctions Policy

Title	Rewards and Sanctions policy
Author:	SMT
Last Amended:	October 2014
Review:	October 2015

REWARDS AND SANCTIONS

All boys and staff should be familiar with the Code of Conduct (displayed in all Form Rooms) and School Rules as well as the Uniform Regulations. General pastoral care of the boys is the responsibility of every member of staff and all staff are expected to play their part in seeing that good order is maintained about the school e.g. along the corridors at the changeover of lessons. More specifically each boy is cared for by his Form Tutor who monitors academic progress, extra-curricular activities, behaviour within school and general physical and emotional well-being. Concerns over individual boys are shared at a weekly staff meeting, if appropriate. Boys may be put 'on report' for a variety of reasons but often to monitor behaviour / work over a short period such as 2 weeks. Parents will be informed if their son is put on report.

The Aims of our Rewards System

To provide a system in which different types of pupil achievement can be recognised and rewarded in school.

Merit Marks – These are awarded to boys for:

- Good effort in class work- including PE/Games or homework
- Helping others in and around school
- Participation in charity
- Any other form of good Citizenship

Boys who reach 15 merits in an academic year will receive a Bronze Merit Certificate

Boys who reach 30 merits in an academic year will receive a Silver Merit Certificate

Boys who reach 60 merits in an academic year will receive a Gold Merit Certificate

Boys who reach 100 merits in an academic year will receive a Diamond Merit Certificate

Headmaster's Commendation –

For excellent work, subject teachers and Heads of Department may recommend a pupil for a Headmaster's Commendation. The Headmaster will meet the boys concerned, award the commendation and write to the parents congratulating the boy on his award. A record of the commendation will be kept on the pupil file

SANCTIONS:

Good discipline requires a framework of rules which are sensible, defensible and clearly understood. They need to be enforced by sanctions which are generally regarded as being fair in the sense that the punishment fits the crime. Sanctions may also be used for poor or late academic work. The School will consider whether the behaviour under review gives cause to suspect that a child is suffering, or is likely to suffer, significant harm. Where this may be the case, school staff should follow the schools' safeguarding policy. They should also consider whether continuing disruptive behaviour might be the result of unmet educational or other needs. At this point, the school should consider whether a multi-agency assessment is necessary.

At Merchant Taylors' the following sanctions are employed:

Verbal reprimand:

This is by far the most common sanction employed and is usually sufficient.

Impositions:

Written work of various kinds may be set by staff for breaches of discipline or poor work.

Late and/or unsatisfactory work slips:

These are issued by subject teachers for work which is late or unsatisfactory. These are set up on the teacher portal and when set these are sent automatically by email to FT, GT, then Reception for posting home. (There are bound to be differences in view about what constitutes unsatisfactory work and, similarly, with what constitutes late work. It is neither possible nor desirable to introduce tight guidelines; however it is expected that subject teachers would only put in slips for work which is significantly unsatisfactory and that they would give at least one "chance" with regard to late work.)

When the form tutor has received 3 or more slips from different teachers, he will see the boy concerned and is likely to tell him that any further transgressions will result in detention (school work to be set). If slips come from the same teacher, the form tutor will discuss the situation with the subject teacher. The form tutor will keep the slips until the end of the year.

Temporary removal from lessons

On rare occasions, usually when tempers are wearing thin or a pupil is being extremely uncooperative and undermining the learning of the remainder of the class, a teacher may require a pupil to wait outside the classroom, for a short 'cooling off' period, which should not exceed 5 minutes in duration.

Such an action by the member of staff, invariably following a verbal reprimand, should be a last resort and as such is a serious sanction. Whenever a pupil is required to leave the classroom, the form tutor and group tutor should be informed at the earliest opportunity so that parents can be informed, and further sanctions such as a detention can be administered. A blue form should always accompany such an action to confirm the communication and outcomes with the parents. If the same pupil is required to leave a classroom twice in a term, a formal meeting with the Deputy Head Academic, the Head of Department (and if necessary the Group Tutor) and the pupil's parents should be arranged at the earliest opportunity, to directly address the unacceptable behaviour of the pupil.

Report book

Boys may be put 'on report' for either academic reasons, e.g. consistent failure to produce or complete work or for continual poor behaviour in lessons. The parent or guardian will be contacted about this arrangement and will be asked to read the subject comments on their son's effort, progress or behaviour on a daily basis and sign off the page. The Group Tutor will issue the Report Book on a weekly basis and the comments made by the teaching staff and/or parent or guardian will be monitored by the relevant Form Tutor.

Subject teachers' private detentions, Lower School detention and Middle School work sessions:

Teachers will use their own private detentions for poor work, or for disciplinary infringements which are insufficiently serious for main school detention. There is not a ban on group detentions, but they should only be used as a last resort.

The Head of Lower School may occasionally operate a lunchtime detention for poor work/homework/behaviour as required and in the Middle School an extra work session may operate during lunchtime, specifically for those whose homework is inadequate.

Plenty of notice must be given to the parents if boys are to be kept in after school (the fact that a boy might miss one of the school buses if he is put in detention should not, in itself, dissuade a colleague from using this form of sanction, as long as sufficient notice is given; as a last resort, staff may have to put a boy/boys in a taxi at the parents' expense.) School staff should not issue a detention where

they know that doing so would compromise a child's safety or if the pupil has known caring responsibilities which mean that the detention is unreasonable.

A list of extra-curricular activities by year group will be posted on the Common Room notice board and subject teachers are asked where possible to avoid using lunchtimes when a particular year group have a games practice or drama/music rehearsal. Clashes will be resolved by the Group Tutors

Main School Detention:

There is School detention weekly from 4.15 pm to 5.15 pm on Tuesdays. Teachers may also hold private detentions either at lunch time or after School. Where boys are kept behind after School at least 24 hours' notice must be given. In the case of School detention parents are informed of the circumstances involved and sign an appropriate slip. If a boy is absent on the day of the detention, then the punishment should be carried forward to the following week. No Sixth Former should be placed in school detention without consultation with the Head of Sixth Form.

Group Tutors' Detention:

Group Tutors/Deputy Heads may put boys in extra detention for behaviour which is too serious for detention on Tuesday after school, but not serious enough for suspension. If a boy misses a Tuesday detention without proper excuse, the ordinary detention would very likely become an extra detention. (The Group Tutor would be responsible for taking the appropriate action.)

Group Tutors' detentions are held after school on most evenings for between 1½ and 2 hours or on other days which are free for boys, but when staff are in school. Boys are required to wear school uniform and will be set appropriate tasks to do by the Group Tutor/Deputy Head.

The Sixth Form:

The Extra Study Period (ESP) is for Sixth Formers who fail to hand in appropriate work on time; its purpose is not to punish, but to help students discipline themselves. It will operate between 4.15-5.15 pm in the Sixth Form Centre on Tuesdays and take precedence over extra-curricular activities, the CCF, rehearsals, practices etc. 24 hours' notice is not required for extra-study periods.

Where boys are behind with work, it is quite appropriate for Sixth Form teachers to require them to sit in the back of Lower and Middle School classes which are being taught by the teacher involved.

Suspension from School:

This is regarded as a very serious punishment. Its length depends on the seriousness of the offence and in all cases parents are informed in writing and discuss the situation with either the Headmaster or a Deputy Headmaster.

The suspension may be internal or external. For an internal suspension the boy attends school during normal hours but is kept isolated from the rest of the pupils in School House and set appropriate work. External suspension means that he is sent home. Once the decision has been made to apply either sanction the school will contact the parents by telephone to tell them that their son has been suspended. A letter must be written to parents explaining the circumstances and they will be invited to meet the Headmaster when the term of suspension has been served. The boy concerned must be given the equivalent of six hours work per day during the suspension period. A note is placed on the Common Room Notice Board, explaining briefly why the boy was suspended and when he is returning. A note is placed on file explaining the full circumstances surrounding the incident.

Exclusion:

In certain very rare circumstances it may be necessary for a boy to be excluded permanently from School, in which case the Chairman of Governors would be informed.

When sending a boy home it is always important, even if the boy is in the Sixth Form, to ensure that he is in a proper state of mind to leave our care (if a boy is extremely upset, it would not be a good idea to send him home, even a Sixth Former, until he has calmed down). Boys below the Sixth Form

should not be sent home unless we have previously contacted the parents by telephone and are certain that the boy is getting home safely. In most cases his parents will come to pick him up.

Searching pupils:

School staff can search pupils with their consent for any item.

The Headmaster and staff authorised by the Headmaster have the power to search pupils or their possessions, without consent, where they suspect the pupil has a 'prohibited item'. Prohibited items are:

- Knives and weapons
- Alcohol
- Illegal drugs
- Stolen items
- Tobacco and cigarette papers
- Fireworks
- Pornographic images
- Any article that has been or is likely to be used to commit an offence, cause personal injury or damage to property

Weapons and knives and extreme or child pornography must always be handed over to the police, otherwise it is for the teacher to decide if and when to return a confiscated item.

Use of reasonable force:

All school staff have the authority to use reasonable force to prevent pupils committing an offence, injuring themselves or others or damaging property, and to maintain good order and discipline in the classroom.

Malicious accusations against staff or boys will be treated with the utmost seriousness and may result in serious sanctions being imposed. However boys making a genuine accusation or concern over the behaviour of staff or pupils will be offered support and advice by Form Tutors, Heads of Year and senior managers.

Reviewed October 2014 SMT