



MERCHANT  
TAYLORS'  
SCHOOLS

For Boys and Girls  
aged 4 to 18 years

# REWARDS AND SANCTIONS POLICY

## **Rewards and Sanctions**

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Last Amended: November 2016

Review: November 2017

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All girls and staff should be familiar with the Code of Conduct and School Rules (displayed in Form Rooms and in homework diaries) as well as the Uniform Regulations. General pastoral care of the girls 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), and due consideration is given to the '*Every Child Matters*' philosophy.

More specifically each girl is cared for by her Form Tutor who monitors academic progress, extra-curricular activities, behaviour within school and general physical and emotional wellbeing. Concerns over individual girls are shared at a weekly staff meeting, if appropriate and at Pastoral and Progress meetings. Girls 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 daughter is put on report.

## House System

House points will be awarded for many activities within school.

The names of the four houses are: **Minerva, Thalia, Gaia, Selene.**

**Merit Marks** - These are awarded to girls for:

1. Helpfulness beyond that normally expected.
2. Showing initiative.
3. Contributing positively to school life.
4. Outstanding effort.

Merit marks are not awarded solely for good work or good results. If a girl receives 3 merit marks in one year then she will be awarded an honour. An honour means that the girl sees the Headmistress or member of SMT and signs the Honours Book.

Prizes are awarded for achievement and effort in a wide variety of activities.

Girls who reach 3 honours in an academic year will receive a Bronze award.

Girls who reach 5 honours in an academic year will receive a Silver award.

Girls who reach 7 honours in an academic year will receive a Gold award.

Girls who reach 9 honours receive a Double Gold award.

Girls who reach 11 honours receive Platinum award.

**Order Marks** - These are issued for:

1. Chewing gum.
2. Failure to arrive to a lesson with correct equipment 3 times.
3. Poor behaviour outside lessons.
4. Poor behaviour in class following verbal warning.
5. Inappropriate use of electronic devices (e.g. mobile phones)

Misdemeanours of a more serious or persistent nature will result in a pupil being sent to the school office and a member of SMT will be contacted.

### **Non-completion of homework**

Yellow slips, available in the staffroom, should be issued for the non-completion or late submission of homework and sent to form tutor.

On receipt of the 5<sup>th</sup> slip the form tutor will

- (i) contact parents via Assistant Headteacher. Assistant Headteachers will monitor this via Pastoral Meetings. Subject staff will give a slip to the form tutor on EVERY OCCASION OF LATE WORK.
- (ii) issue order mark to the pupil.

Assistant Headteachers will administer detentions and notify parents.

Information re rewards and sanctions will be notified on school reports.

### **General**

Form Tutors should always be prepared to deal initially with misconduct or incorrect uniform of girls in their Form or class. For minor infringements of School Rules (e.g. writing on the board without permission, not wearing blouse tucked into skirt etc.) girls should be given a verbal reprimand and warning.

Infringements of uniform regulations should be reported to the appropriate Head of School.

It is important that all members of staff impose the same standards of discipline.

### **Detentions**

Staff may detain pupils in the lunch hour (usually for failure to do work) but consideration needs to be given to commitments to extra-curricular activities and time for lunch. School detentions may be given outright for more serious offences such as leaving the school premises without permission and these are issued by the Assistant Headteacher or First Deputy Head. A minimum of 24 hours' notice is required and girls are issued with a detention form that must be signed by parents and returned the following day via Form Tutors to Assistant Headteacher. School detention lasts for 1 hour, 4.00p.m. - 5.00p.m.

The Assistant Headteacher / First Deputy Head / Headmistress may contact parents to discuss their daughter's behaviour or progress whenever they feel it is appropriate but certainly after acquiring 3 detentions.

### **Suspension**

Suspension from school 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 invited to discuss the situation with the Headmistress. Smoking, for example, is an offence which leads to suspension from school and therefore should always be reported immediately to the First Deputy Head.

If it has been necessary to punish a girl, the matter should be closed when the punishment has been taken.

Problems should be dealt with at the lowest possible level. When following up routine uniform / disciplinary matters, see the Form Tutor in the first instance.

If necessary, for a more serious matter, refer to Assistant Headteacher. The level of seriousness will determine whether or not the matter is then referred to the First Deputy Head and / or the Headmistress.

## **SIXTH FORM**

Merit marks and order marks are not applicable in the Sixth Form. Blue slips are issued by subject staff for the non-completion or late submission of homework and sent to the Assistant Headteacher Key Stage 5.

Any Sixth Form girl breaching the Code of Conduct and School Rules should be reported to the Form Tutor and the nature of the offence clarified.

The tutor will discuss the offence with the girl which may result in the temporary removal of privileges.

Matters of a more serious nature will be referred to the Assistant Headteacher Key Stage 5 who will discuss the offence with the girl and may write to parents.

More serious matters or matters of a long standing nature will be referred to the Head / First Deputy Headmistress.

## **Corporal Punishment**

The School does not administer corporal punishment.