

Discipline, Behaviour, Sanctions and Rewards Policy: The Whole School Policy **including EYFS** **(includes exclusions)**

Here at school, boys and girls are prepared for further stages of their education and for their lives as adults. Children and adults meet as pupils and teachers in the classroom, on the games field and in many other situations, formal and informal. If all are to live happily together and if the young are to enter adulthood with self-discipline, rules must be made and followed. Every boy or girl carries a Diary containing a copy of the School's Code of Conduct and Complaints Procedure, which say:

Code of Conduct

Always...

- be aware of your actions
- & respect others.

Never...

- cause hurt
- spoil a chance to learn
- make community life difficult
- damage or take property.

In an emergency...

- find an adult calmly but quickly.

Complaints procedure

You must make your feelings known if...

- you are being bullied
- you have been treated unfairly or harshly
- your property has been taken or damaged.

You might choose to speak to a member of Staff, such as your Form Teacher/Tutor, Head of Year, Matron, the Deputy Headmaster or Headmaster. Take a friend with you for support if you wish. You may well find that the Staff are aware of your problem or that there is a simple explanation.

You may use the public telephone. Next to the phone are the numbers for Childline, the Independent Listener and Surrey Social Services.

- Do not be afraid.***
- If you do not tell someone, they will never know.***

The School Motto

Fais ce que dois, advienne que pourra

means....

Do your duty, come what may.

School Rules

Additionally, there are specific rules prohibiting some actions and requiring others, which are taught to the pupils and maintained by practice. They include some restrictions, on clothing and personal possessions, which remove an element of competition from School life.

Prohibited

1. Bullying.
2. Bad language.
3. Fighting.
4. Any dangerous play.
5. Rough games, running or throwing indoors or near buildings.
6. Going to areas of the school which are deemed or marked 'Out of Bounds'. The children are given regular reminders of these areas.
7. Leaving litter.
8. Talking when silence is needed.
9. Wasting time between lessons.
10. Certain valuables
11. Using another's property unless lent it by the owner. Clothes should never be lent.
12. Buying, selling or exchanging.
13. Extra food/tuck ('packed meals' are only brought and eaten under School direction or by agreement with the Head of Pastoral Care for specific medical or dietary reasons).
14. Leaving the School unless with an authorised person.

Required

1. Clean, tidy uniform, worn at all times except when specifically excused.
2. Proper greeting and leave-taking; always inform a member of Staff before leaving.
3. General courtesy.
4. Punctuality.
5. Appropriate equipment to all lessons.
6. Silence, whenever being addressed by an adult.
7. Tidiness, beginning with personal property.
8. Good behaviour at meal times and in meal queues.

Action

Infringement of the letter or the spirit of School rules may simply be corrected with a verbal warning. When the nature of the deed or the manner of the culprit make it appropriate, the child's action will be recorded in the pupil's Diary and noted with a formal warning or a cross and a suitable further sanction may be imposed. This record is regularly read by the pupil's Form Teacher, Head of Year, and Study Tutor who may decide that the pattern of behaviour is such that further action needs to be taken. This could be, for example:

- curtailing free time;
- giving a Detention (which may be supervised by the Deputy Head).

Any child receiving a third cross in a half-term must report at the next Break to the Head of Year and present the record for inspection and action, normally Detention at morning break or lunch-break with the Deputy Head. If a child should receive six crosses in a full term, then an 'After-School Detention' is administered by the Deputy Head and a formal letter is written to the child's parents, inviting them to discuss their child's behavioural pattern.

Whenever it is appropriate to inform the parents of what is happening and enlist their support for the action intended, consideration may be given to further action such as:

- putting the child on a 'Report' card; (see further explanation)
- close monitoring of the child;
- revocation of certain privileges;

The Diary is also a place for the recording of good deeds, which may be noted with a 'tick', resulting in favourable attention when the record is reviewed by the Form Teacher, Head of Year or Study Tutor. Ticks and crosses (Conduct Points) will count, with Academic, Music and Sports Points, towards the term's total for the House Competition.

Any serious misbehaviour will be dealt with by the Deputy Head, taking into account the best interests of parties involved and the community as a whole. Children who are still unwilling or unable to co-operate will be sent to the Headmaster. Parents will be kept fully informed in all cases of serious or repetitive misconduct. Under certain circumstances the Headmaster reserves the right to suspend, exclude or expel the child in question.

When relevant, the Head of Pastoral Care/Matron is also kept fully informed of proceedings, measures and actions which arise from disciplinary issues.

REWARDS

Rewards across the school vary from subject to subject and section to section however all aspects of the reward system are consistently implemented by all teachers in a manner which ensures that all children are treated fairly within year groups.

Types of rewards include: **stars, ticks, blue dots, red dots, honourable mentions, sporting premiers, colours, ties, badges, stickers, stamps, music points and end of year prizes.** The explanations below will demonstrate how these systems marry into each other and ensure that all children are given fair appreciation and encouragement across and within all year groups.

Honourable Mentions

All sections of the school operate '**Honourable Mentions**'. These are 'end of term' awards to two children in each class nominated by the class teacher. All-round effort, achievement, improvement, citizenship and character form the basis of these awards. In the first two terms of the academic year, Honourable Mentions can be used to award children who may not be awarded major prizes at Prize Giving.

Sports Department

Blue dots and Red dots

Within the PE and Sports department, a system of blue and red 'dots' is operated. Blue dots are used as positive rewards whereas red dots are used to deter low level misbehaviour and to encourage good organisation of kit. Three blue dots equates to a tick and three red dots equates to a cross. This operates across the whole school.

Colours

These can be awarded in sport for excellence in a particular sport. Generally only a few of these are awarded each season and only to the top teams.

Sporting premiers

These are awarded across the Upper and Middle School for very good achievement in sport. All pupils in all teams have access to sporting premiers and two or three are awarded per team per season.

The Badge System (based on ticks and crosses system)

Operated in the Middle School and Upper School under the same policy.
Coordinated and operated through the House System by House Staff.

There are four badges awarded:

Total score = Total ticks minus total crosses

1) The Shield is the top award and will be awarded to the top scorer per house per year group. i.e. 6 shields will be awarded per house, one in each year group in Y3-8.



2) The 'three stripe' badge will be awarded to the top 10% of scorers in each year group. i.e. in a year group of 40, 4 children of any house will get this badge in the whole year group. These could all be from one house!

3) The 'two stripe' badge will be awarded to the next 20% of scorers in each year group. i.e. in a year group of 40, 8 children of any house will get this badge in the whole year group. These could all be from one house!

4) The 'one stripe' badge will be awarded to the next 30% of scorers in each year group. i.e. in a year group of 40, 12 children of any house will get this badge in the whole year group. These could all be from one house!



A child who is awarded The Shield, cannot be awarded another badge.

In a year group of 40, this means that 28 children will be 'badge wearers' for half a term, until the next House Meeting.

This approach means that 70% of every year group will receive a badge of some kind, twice per term.

Study Tutors (in the Upper School) and Form Teachers (in the Middle School) collect ticks and crosses from children on the Wednesday before the following House Meeting.

At the following House Meeting, the new scores are announced. Badges need to be handed back and new badges are issued, corresponding to the new round of scores.

If a child is concerned about the state of their badge, they can have it replaced by one of their House Staff immediately.

Upper School Rewards Policy

The award of stars and ticks is a well-established tradition at Hall Grove. It provides an opportunity for staff to give a regular 'pat on the back' to deserving pupils.

Ticks: these are awarded for consistent good work over a period of time or for particularly good contributions in class. Teachers should place a 'Tick' on the piece of work for which it is awarded (or, in the case of oral contributions) on to a sheet of paper and sign it into the diary. Helpful / good behaviour will continue to earn ticks as before.

In Music, peripatetic teachers and staff who take ensembles award Music Points – three of these make a tick.

Other awards and prizes:

Ties are awarded for consistent and sustained Academic, Music and Sporting excellence. The pupil must show exceptional commitment and attainment in their area.

The End of Year Prizes (cups, books and medals) are awarded at Prize Giving Day for outstanding ability in their area. There are prizes for academic subjects (usually books or book tokens) but also for non-academic subjects (e.g. Music, Drama, Art, Sport) and personal qualities such as Leadership or Citizenship.

Middle School Rewards Policy

Every child in Middle School is allocated to a house.

Stars

Children are given stars for good pieces of work, pleasing effort in lessons or unprompted acts of kindness or helpfulness. This allows teachers to reward small acts of good behaviour in a clear, meaningful way.

House points

House points are seen as a major achievement and worthy of praise by form teachers. They may be earned by:

- achieving 10 stars, normally within a time frame of approximately 10 days
- producing a very good piece of work
- an outstanding act of good behaviour, such as putting themselves out to help teachers or their peer.
- Victory in Inter-house competitions.

Children will often be awarded a house point for their contributions to their termly class assemblies.

Middle School Certificates

Each week teachers choose 1 or 2 children in their form who are worthy of a certificate. This may be for good work, a conscientious or determined attitude to their work, a personal achievement or any positive contribution to the form. This is awarded in the Wednesday Middle School assembly, where the reason for the award is briefly explained, and applauded, as motivation for others. **This is worth 2 house points.**

Pre-Prep Department Rewards Policy (including EYFS)

Stars, Stickers and Stamps

The Pre-Prep staff are aware that young children require immediate feedback and rewards for excellent work, effort or behaviour and therefore we have a range of rewards (stars, stickers and stamps) that are either put on the children's work or worn by the children. The teachers always ensure that the children are clearly told the reason for receiving the reward. Most of the classrooms display a chart explaining what children can receive rewards for e.g. helpfulness, good manners, excellent work, effort etc.

In Years 1 and 2 a star chart system runs alongside these rewards. If children attain 10 or more stars on their star chart during a week, they then receive a 'Teacher's Award' sticker for that week and these children stand up and receive a round of applause in our weekly 'Celebration Assembly'. Reception children can also attain 'Teacher's Award' stickers, but receive theirs immediately, following the good piece of work or good deed, rather than having to collect 10 stars to do so. They also stand up and receive a round of applause at Celebration Assembly.

Celebration Assembly

Every Friday afternoon the Pre-Prep Department gather together to share examples of good work, conscientious attitudes, helpful or kind deeds and successes of various kinds. Each class takes it in turns to lead this assembly. Then children from each class are chose by their teachers to show, explain or demonstrate pieces of good work, positive behaviour etc to all of the children and staff. Three or four children per class are awarded certificates each week at the assembly. Each class teacher explains the reason for the awards (the reasons are also written on the certificates) and the recipients are applauded. The children take these certificates home and where possible the teachers either speak to the parents at home time to tell them about their child's award and /or send home a copy of the piece of work.

Other Methods of Rewarding Children

From time to time, when a child has completed an excellent piece of work, carried out a kind or helpful deed or demonstrated a conscientious attitude, their class teacher may decide to send them to another teacher in the department to receive praise and a reward.

Revision Date, February 2010