



## KINGSMEAD SCHOOL

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### **Senior Department Rewards and Sanctions Scheme Autumn Term 2009**

#### **Philosophy**

Building on the good practice of the past, we continue to seek to motivate all students to make an excellent effort with every aspect of schoolwork and to contribute positively to the school ethos as good citizens in a caring community. In the context of a Christian school we seek to be guided by principles taught in God's Word, the Bible. Some implications of this include the following thoughts:

- Wrong thoughts, words and actions have definite consequences.
- We make mistakes and do wrong things that need correcting.
- Some errors are more serious than others.
- Positive encouragement is often the most powerful key to change.
- Using rewards and sanctions to help train children and young people is important for building a happy school community and for encouraging the self-discipline and life skills needed for adult life.
- Parents are primarily responsible for the upbringing and moral training of their children. It is therefore vital that parents fully support the rewards and sanctions policy of the school.

#### **Plus System**

Students should be regularly and consistently rewarded for good work, effort or behaviour.

To award a Plus, a teacher initials a card attached to the inside of the homework diary.

Form tutors check the homework diary once a week and record the number of plusses. The total will appear on the Half Term Effort and Attainment sheets and on the end of term reports.

## **Individual Totals**

We believe that rewards should be available to all students and not just those who receive the most plusses. For this reason we set three targets each term and these targets will be determined by the length of the term.

### **Year 7-9**

(Targets shown refer to the autumn term)

50 plusses	House Badge
100 plusses	Merit Badge (Bronze, Silver or Gold)
150 plusses	Voucher and letter of commendation

### **Year 10&11**

50 plusses	House Badge
100 plusses	Edible reward (egg Large bag of sweets!)
150 plusses	Voucher and letter of commendation

At the end of the academic year a free trip to Alton Towers is also organised by the Senior Pastoral Tutor for the fifteen pupils who have gained the most number of plusses over the whole year.

The teacher in charge of the house the pupil is in awards the house badge. The Headmaster gives the rest of the rewards during assembly, except for the letter of commendation, which is sent to parents in the post.

Pupils are encouraged to collect their own plusses and when they reach one of the targets they should inform the Senior Pastoral tutor so that he can organise the reward.

## **House Competition**

All pupils are assigned to a particular house, Hilbre, Ness or Royden. In order to help foster house spirit there is a reward for the House that receives the most plusses during a term. This is based on the Mean number of plusses is calculated for each house via the KRISS system and the winning house receive an afternoon off timetable to participate in some form of treat. Treats may take the form of DVD's, cake, ice creams, and visits to the beach or some other such activity. At the end of each year a cup is also awarded to the winning team over the whole year.

## **Form Prize**

In order to foster a team spirit within each form there is a reward for the form that achieves the largest mean number of plusses each half term. This is again calculated via the KRISS system and is likely to be an edible award that can be shared by the form.

## **Headmaster's Golden Pages**

Students completing a particularly outstanding piece of work may be nominated by their teacher for a Golden Page award. At the discretion of the Headmaster or Deputy Headmaster, the student receives a sticker (at least) and a letter is sent home praising the student's work.

## **Minus System**

The main purpose of the minus system is to iron out low-level misdemeanours by observing patterns across the curriculum and nipping problems in the bud. For example, if a student occasionally hands Maths Prep in late, the teacher may not consider that it is necessary to issue a punishment. However, if it is discovered that the same thing is happening in several subjects, there is clearly a pattern of behaviour that needs swift correction.

A student should normally be warned after his first offence. A further similar offence should result in the issuing of a minus. The teacher completes a simple tick box sheet, signs and dates it and places it in the form tutors pigeon hole. This fact and the reason for it should be clearly communicated to the student by the teacher issuing the minus.

The form tutor keeps a record of the minuses for each student in his class. Minuses will have increasingly serious consequences the more they are accumulated by a student.

Recommended punishments for receiving minuses over a term are as follows:

5 minuses	Break time detention given by form teacher
10 minuses	30 minute after school detention
15 minuses	1hour after school detention
20 minuses	Referral to the SPT for possible Saturday detention / Student Accountability Scheme
30 minuses	Referral to SMT

## **Individual Teachers**

The Minus system is not designed to be a substitute for teachers issuing their own punishments either inside or outside the classroom. Each teacher should take responsibility for managing the behaviour and work patterns of the students they teach or whom they are supervising. Verbal encouragement and the consistent use of the plus system should be fundamental to this. However, it will also be appropriate for teachers to use the following sanctions on occasions:

- Teachers run their own break time detentions
- Teachers set written tasks as a sanction. (This may involve writing a punishment essay or answering a series of questions related to the offence or the copying of an appropriate text. PLEASE DO NOT SET THE COPYING OF REPETITIVE LINES AS A PUNISHMENT.
- Teachers arrange for students to carry out an appropriate community service task such as litter collection during a break time.

Teachers should administer such punishments for offences for which a minus is insufficient (see appendix) and inform the student's form tutor so that a record of such punishments is kept.

### **Referral System**

More serious offences should result in the issuing of a caution\*. Computer-based Caution sheets should be completed and emailed to the Senior Pastoral Tutor who will continue to investigate the circumstances and coordinate appropriate punishments.

Punishments for serious offences resulting in cautions may result in after-school or Saturday detentions at the discretion of the Senior Pastoral Tutor, and temporary suspension or permanent exclusion at the discretion of the Headmaster and Deputy Headmaster.

The student's form tutor should be informed of the outcome of a caution.

\*Examples of the distinction between minor, serious and very serious offences appear in an appendix.

### **Student Accountability Scheme**

If a pupil is felt to be under achieving through a lack of effort or if their behaviour is deemed to be poor they may be required to carry a Student Accountability Book with them. The student will be given up to three targets that they must try and meet in every lesson. The pupil is required to give their book to each teacher and will receive a mark between 1 and 5, relating to the targets they have been set. The pupil will receive pluses for meeting their targets each day but if they fail to meet them further sanctions may be applied. The pupil will be given a date that they must hand their book to the SPT so he can review their progress. If they are deemed to have sufficiently met their targets they will be allowed to come off the scheme, if not they will be required to continue.

### **The Prefect System**

The Prefect system enables Year 11 students with a proven track record of outstanding citizenship, reliability and service to assist teachers with the management of behaviour in the school in a number of key areas including:

- Break times
- Wet breaks
- The Dining Room
- The School Library

The Prefect System is managed and mentored by the Senior Pastoral Tutor.

### **After School Detentions**

The Senior Pastoral Tutor manages the after school detention system. A student may receive an after school detention for a variety of reasons:

- The Senior Pastoral Tutor issues this punishment as the result of the student being cautioned.
- The Senior Pastoral Tutor agrees to a request from a member of staff for a student to be placed on an after school detention because of a serious or repeated offence.
- The student's form tutor places the student on an after school detention because the student has accumulated a significant number of minuses for minor offences requiring a detention.

Students should be clearly informed that they have received an after school detention punishment. A student may be given a 30-minute or 60 minute detention as appropriate. The student's name should be entered in the folder in the staff room. The Senior Pastoral Tutor will arrange for a letter to be sent to parents informing them of the reason for the detention and the date and time of the detention. The detention will either take the form of community service under the supervision of the school caretaker or a written task supervised by the deputy headmaster.

### **Boarders and Day Pupils after School and Weekends**

From Clubs time until the end of breakfast and at weekends, boarders are under boarding discipline. This involves a separate system of rewards and punishments. Duty members of staff may award plusses or minuses by completing the sheets in the Boarder's Prep communication book. The consequences of more serious student misconduct should be discussed with members of the boarding team staff an/or with the Deputy headmaster.

Day pupils are under normal school discipline when they are at school in boarding time.

### **Appendix: Examples of minor, serious and very serious offences.**

The offences committed by students in school can usually be divided into three categories. The consequences should be enforced in the way a reasonable and wise parent would do at home, bearing in mind the individual's motivation, understanding of the expectations and level of maturity.

1. **Minor offences.** (These will often result in a minus. However, it may be appropriate on some occasions to go straight to a higher level punishment)

Eating in class and at inappropriate times (except for medical reasons, e.g. diabetes)

Incorrect uniform

Misbehaviour on the field

Careless behaviour

Correct uniform incorrectly worn

Wearing jewellery contrary to school policy

Infringing rules on hair length

Homework incomplete or late

Unacceptable hairstyle

Make-up offences

Prep diary unsigned/lost

Unacceptable lateness for lesson

Using personal stereos or phones in the dining room

Having mobile phone switched on during lessons

Using mobile phone other than at lunchtime/breaktime

Failing to bring a Bible to assembly

Not participating in assembly when required (eg hymn singing)

Minor disruptive behaviour

Lack of equipment for lessons and school activities

Being out of bounds (but on the premises)

Minor PDOA (Public display of affection) offences

Other offences by analogy

## 2. **Serious offences**

Chewing gum in school

Disruptive behaviour

Inappropriate conduct leading towards, but not involving, violence

Refusal to follow directions of a teacher

Use of foul language

Minor offences and arguing back

Failure to complete minor offence punishment

Minor, isolated bullying

Serious PDOA offences

Missing a lesson without permission

Other offences by analogy

## 3. **Very serious offences**

Persistent refusal to follow the directions of a teacher.

Serious disruptive behaviour

Violent behaviour

Very serious PDOA offences

Persistent bullying

Leaving the school premises without permission

Serious offences repeated within seven days

Other offences by analogy

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