

WIGMORE SCHOOL POLICY

2.5h Rewards and Sanctions (High)

Rewards

We all enjoy being recognised for our achievements. At school we use a reward system to celebrate the accomplishments of our pupils. Pupils in all year groups are given **Merits** at the discretion of their subject teachers for good classwork, good homework, effort in class, improvement etc. These merits are recorded on our ICT system, parents can view their child's merits via SIMS app.

Teachers are encouraged to identify and affirm good work and progress, emphasising the positive wherever possible, giving personal praise in words and gestures, and using the rewards system consistently.

When pupils have achieved **20** merits in a year, they are awarded a **Certificate of Merit**. When a pupil has achieved **40** merits, a **Form Tutor Award** is awarded. **60** merits leads to a **Head of Key Stage Award** and **80** merits results in a **Senior Leadership Award**. Finally, if pupils achieve **100** merits, they receive a **Headteacher's Award**. All awards are presented in assemblies. Termly assemblies celebrate the achievements of all pupils.

Awards system

Each year pupils in Y7-Y10 can work towards an award that recognises their achievements in a variety of categories including attendance & punctuality, tutor time, responsibilities, academic success, moral, performance, effort and behaviour. At the end of the year awards are given at four levels – bronze, silver, gold and platinum. Pupils achieving an award will receive a pin badge to wear on the uniform during the following academic year.

Sanctions

Many of our pupils go through their time at Wigmore without receiving a single sanction. However, there are occasions when some young people require extra support through our sanctions system. If pupils contravene our Code of Conduct or do not adhere to the school's expectations, they receive a **referral (R1-R6)** which is information logged on our school ICT system. Accompanying a referral is an appropriate sanction – the sanction will depend on the incident. Referrals are monitored by form tutors and heads of key stage. Any concerns about a pupil's progress lead to interventions and communication with parents. More serious behaviour incidents are dealt with by heads of key stage and / or the senior leadership team. A list of sanctions and behaviour incidents together with possible consequences is described in the tables below.

Wigmore School Sanctions

| Level | Incident | Possible consequence |
|----------------------------------|--|--|
| R1 Teacher | Poor quality of work in lesson Poor quality of homework/Missed homework deadline Low level disruption in class Being late to a lesson Missing equipment / kit Incorrect uniform/appearance Unkind comment to peers Eating in corridor Missed letter reply deadline | Teacher Sanction: Verbal warning Extra work Time taken away from pupil Detention |
| R2 Head of Department | Poor attitude to learning Concerns in a subject passed on by class teacher Rudeness in a lesson/Refusing to do task in a lesson Consistent poor quality of work/homework Persistent disruption to lesson Persistent failure to bring equipment / kit Persistently late to lessons Failure to attend teacher detention Failure to attend form tutor detention | Subject leader Sanction: Extra work Time taken away from pupil HOD detention Monitoring Subject report |

| Level | Incident | Possible consequence |
|--------------------------|--|---|
| R3 HOKS | Defiance Verbal abuse to a student/Unkind behaviour to others Poor behaviour on school bus Exam misconduct Unacceptable language Minor physical altercation with another pupil Rudeness to a member of staff Damage to property Chewing gum / possession of chewing gum Persistent uniform violations Inappropriate hairstyle Mobile phone not handed in Truancy | HOKS Sanction /Intervention: SLT lunchtime detention/after school detention Behaviour report Homework report Uniform report Parent informed / Parent meeting Behaviour support Outside agencies support 1 week lunchtime detention Uniform report 1 week lunchtime detention/hair corrected 1 week lunchtime detention/phone confiscated Time made up after school |
| R4 | Defiance Verbal abuse of a member of staff Persistent disruption Use of mobile phone in school Provoked physical altercation with another pupil Dangerous behaviour Using inappropriate or discriminatory language Taking items from a teacher or pupil without asking Repeat R3 offences | Isolation |
| Level | Incident | Possible consequence |
| R5 | Persistent defiance Possession of cigarette paraphernalia (including e cigarette / alcohol / banned item) Possession of an offensive weapon Smoking/Fighting Swearing at a member of staff Unprovoked assault on another pupil Inappropriate sexual misdemeanours Inappropriate use of mobile phone Uploading inappropriate/offensive content to internet Homophobic / racist abuse Theft (money, valuables, item on sale at school) Repeat R4 offences | Fixed period exclusion Possible police involvement |
| R6 | Serious assault of a pupil Assault of a member of staff Possession of illegal drugs Use of or threat to use of an offensive weapon Repeat R5 offences | Possible permanent exclusion Possible police involvement Managed move to another school or PRU |

*Examples of possible incidents not accounted for above will be assigned level/consequence at SLT's professional discretion

| | |
|---------------------------|----------------|
| Person Responsible | Sarah Steer |
| Last Updated | September 2018 |
| Review Date | September 2019 |

