WIGMORE SCHOOL POLICY

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, showing kindness and examples of the school values etc. These merits are recorded on our ICT system, parents can view their child's merits via SIMS app, on interim reports, on end of year action plans and at parents' evenings.

When a pupil has achieved **50** merits, a **Form Tutor Award** is awarded. **100** merits lead to a **Pastoral Team Award**. If pupils achieve **150** merits, they receive a **Headteacher's Award** and finally, any pupil who achieves **200** merits will receive the **Wigmore School Academy Trust Award**. Certificates are presented in tutor time or assemblies. Termly assemblies celebrate the achievements of all pupils.

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. Each subject selects and rewards a '**Pupil of the term'**. Winners are celebrated in assemblies and announced via the school website and social media accounts.

Wigmore Award 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, values, 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 behaviour system. If pupils contravene our Code of Conduct or do not adhere to the school's expectations, they receive a **referral (R1-R9)** which is information logged on our school management information system. Accompanying a referral is an appropriate sanction – the sanction will depend on the incident. Referrals are monitored by form tutors and the pastoral team. If a consequence has been set but it is not fulfilled by the pupil, it is likely that it will be escalated to the next tier of behaviour consequence. The Senior Leadership Team review referrals on a week-by-week basis and discuss possible interventions. Any concerns about a pupil's progress leads to a pastoral/SEND response to establish causes, decide interventions and discuss with parents. More serious behaviour incidents are dealt with by the associate headteachers / or the senior leadership team. A list of behaviour incidents together with possible consequences is described below.

Pupil monitoring reports

On occasions pupils are placed on report to support and monitor behaviour improvement. There are a range of reports used, and parents/carers are always informed and asked to support the process if their child is placed on report by checking and signing the report.

- Positivity report – monitored by Form Tutor
- Form tutor report - monitored by Form Tutor
- Pastoral report – monitored by associate headteachers
- SLT report – monitored by a member of SLT
- Behaviour (or Pastoral) support plan – monitored by associate headteachers or SLT

Students will be set up to three targets and will typically remain on the report for one week. The form tutor and the parent/carer of the pupil should sign the report each day. If the pupil receives three crosses in one day that will result in the day not being passed and a consequence will be put in place.

If a pupil has a successful week (no more than 6 crosses) they will be moved down a stage or come off report if on the form tutor report. If a pupil has more than six crosses on their report, the week will not be passed, and they will be moved up a stage.

If a pupil is on SLT report and they do not pass their week that will result in a one-day isolation. If a pupil passes the week, but has accrued three or more referrals for different things, they will stay on the same report.

Behaviour consequences

Level	Incident	Sanction
R1 **Teacher**	Poor quality of work produced Missing equipment / kit (after 1 warning within a half term) Reach **Step 2** on behaviour consequences (see policy for steps) Being late to a lesson Eating in lessons, on the corridors or on the yard Incorrect uniform (after 1 warning within a half term)	**Lunchtime Teacher Detention 12.50-13.05 L3**
R2 **HOD**	Concerns in a subject passed on by class teacher Failure to attend teacher detention Missed homework deadline (after 1 warning within a half term)/Inappropriate use of AI to generate homework Reach **Step 3** on behaviour consequences (see policy for steps) **Repeat R1 offences**	**Head of Department /Homework Detention 12.50-13.15 L3**
R3 **SLT**	Being late to school	**SLT breaktime detention 10.45-11.00 Yard (railings)**
R4 **SLT**	Verbal abuse to a peer/Unkind behaviour/comment to peer (1 day) Poor behaviour on school transport (1 incident 1 day) Exam/assessment misconduct (1 day) * Leaving class without permission (1 day) Unacceptable language used & heard by staff (1 day) Taking items from a teacher or pupil without asking (1 day) Selling / attempting to sell items e.g. sweets (1day+ confiscated) Minor physical altercation with another pupil (2 days) Damage to property (2 days + correct / pay for damage) Chewing gum / possession of chewing gum (2 days) Repeated R3 for Incorrect uniform/late to school (3 x R3 - 3 days) Rudeness to a member of staff e.g. answering back (3 days) Inappropriate hairstyle (SLT detention **until corrected**) **Repeated R3 offence for being late to school**	**SLT lunchtime detention 12.50-13.35 L4** **Pupils will eat their lunch under supervision in the Dining Room during this detention.**
R5	Defiance Truancy/leaving the school site without permission Repeated poor behaviour on school transport within 1 term Mobile phone not handed in or in possession of a smart watch Unwanted or inappropriate sexual comment/sexual name calling Spreading rumours about sexual activity of others Use of racist / homophobic/transphobic language Possession of banned items (cigarette/vape paraphernalia/snus/alcohol) (2 days) **Repeat R4 offences**	**After school detention 15.30-16.45** (24 hrs notice to parents)
R6	Provoked physical altercation with another pupil Arguing with of a member of staff Making an offensive/unkind comment about a member of staff Persistent disruption Use of mobile phone/smart watch in school Dangerous behaviour Repeated defiance Persistent poor behaviour on school transport (+ consider removal) Smoking/vaping/consuming alcohol on the school site or on the way home (2 days) **Repeat R5 offences**	**Isolation** **(equivalent of one day to include social time)**
R7	Persistent defiance Possession of an offensive weapon Disproportionate physical response / fighting Swearing directly at or being verbally abusive to a member of staff Unprovoked assault on another pupil Inappropriate sexual misdemeanours (unwanted touching) Inappropriate use of mobile phone/smart watch/AI (pressured sexual messages or images/sending sexual images without consent) Malicious allegation against a member of staff Uploading inappropriate/offensive content to internet Homophobic /transphobic/SEND / racist abuse Theft (money, valuables, item on sale at school) Distributing/selling banned items as listed in school behaviour policy **Repeat R6 offences**	**Suspension**
R8-R9	Serious assault of a pupil Sexual assault Assault of a member of staff Possession/selling of illegal drugs Use of or threat to use of an offensive weapon **Repeat R7 offences**	**Possible permanent exclusion** **Possible police involvement** **Managed move or direction to another school / alternative provision**

* With referral to Joint Council for Qualifications for suspected malpractice if necessary for additional sanctions
NB. Examples of possible incidents not accounted for above will be assigned level/consequence at SLT's professional discretion

Further explanation of sanctions

Detentions

24 hours' notice of after school detentions will normally be given (usually by email but sometimes via a phone call or letter home as confirmation of inability to contact parents through other means). Detentions at morning break or lunchtime may be used by staff without prior warning; pupils will always have time for lunch and time for the toilet.

Reset Room

If step 3 of the behaviour consequence's is reached a student will be removed from the classroom and placed in the 'reset' room for a period of personal reflection. Pupils who have been removed will continue to receive an education and will be supervised by a member of staff. Students will return to their next lesson so long as their behaviour has been corrected.

Isolation

Isolation is used for more serious unacceptable behaviour. This will mean that a pupil will be out of normal lessons and supervised by a member of staff to complete their work by themselves. Pupils in isolation will lose their break and lunchtimes but will always have time to eat lunch and time for the toilet. The Assistant Headteacher (Student Care and Safeguarding) will ensure that the sanction of isolation is recorded on the Arbor behaviour management system, and the parent/carer is informed.

Suspension

Please see the school's suspension and permanent exclusions policy.

Off-site direction

Off-site direction requires a pupil to attend another education setting to improve their behaviour. Where interventions or targeted support have not been successful in improving a pupil's behaviour, off-site direction should be used to arrange time-limited placements at an alternative provision or another mainstream school. During the off-site direction to another school, pupils must be dual registered.

Managed moves

Occasionally when suspensions have failed, and a pupil is at serious risk of permanent exclusion a managed move may be considered. The pupil, parent/carers and the Local Authority must be included in this decision. In some cases, your child's school may decide it is best for your child to move to another school permanently following an off-site direction placement. A managed move should only occur when it is in your child's best interests and all parties, including the new school and you, agree it would be best for your child to move to another school permanently.

Permanent exclusion

Please see the school's suspension and permanent exclusions policy.

Person Responsible	Paul Bescoby
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