

## 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.

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. At the end of the academic year, we issue prizes for the pupils who have achieved the most number of merits in a year. Termly assemblies celebrate the achievements of all pupils and Merit totals are collated for each tutor group and year group, this leads to a healthy competition between pupils.

#### 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 expectations of their subject teachers, they receive a **referral** which is information logged on our school ICT system. Accompanying a referral is an appropriate sanction issued by the subject teacher, e.g. extra work or free time taken away. 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 classroom sanctions and behaviour incidents together with possible consequences is described in the tables below

Classroom Sanctions		
Level	Incident	Possible consequence
Level 1 Teacher	Behaviour issue (s) Homework issue (s) Classwork issue (s) Organisation issue (s) Attitude to learning issue (s) Corridor incident Uniform/appearance	<b>Teacher Sanction:</b> Extra work Time taken away from pupil Detention
Level 2 Subject leader	Concerns in a subject passed on by teacher / in report	<b>Subject leader Sanction:</b> Extra work Time taken away from pupil Monitoring Subject report
Level 3 HOKS	3 or more attitude to learning concerns on an Interim Report 3 or more lunchtime behaviour detentions in one half term 3 or more HOD homework detentions in one half term Pupil briefing concerns / form tutor concerns	<b>HOKS Intervention/Monitoring:</b> SLT after school detention Behaviour report Homework report Parent informed / Parent meeting Behaviour support Outside agencies

<b>Behaviour Incidents – HOKS &amp; SLT</b>		
<b>Level</b>	<b>Incidents*</b>	<b>Consequences</b>
<b>Level A</b>	Minor breach of Code of Conduct Verbal abuse of another pupil Sent out of lessons for disruption Minor physical altercation with another pupil Rudeness to a member of staff Damage to property	Warning/Discussion Whole school lunchtime detention SLT after school detention
	Chewing gum / possession of chewing gum	1 week lunchtime detention
	Persistent uniform violations	Uniform report
	Inappropriate hairstyle	1 week lunchtime detention & hair corrected
	Mobile phone in bag	1 week lunchtime detention & phone confiscated
	Truancy	Time made up after school
<b>Level B</b>	Defiance Verbal abuse of a member of staff Persistent disruption Use of mobile phone in school Provoked physical altercation with another pupil Dangerous behaviour Repeat offences at Level A	Isolation
<b>Level C</b>	Possession of Cigarettes / Alcohol / Banned item Possession of an offensive weapon Swearing at a member of staff Unprovoked assault on another pupil Inappropriate sexual misdemeanours Fighting Theft Repeat offences at Level B	Fixed period exclusion*Appendix 1
<b>Level D</b>	Serious Assault Assault of a teacher Possession of illegal drugs Use of or intended use of an offensive weapon Repeat offences at Level C	Possible permanent exclusion Managed move to another school or PRU

\*Examples of possible incidents (incidents that are not accounted for above will be assigned a level and consequence by a member of SLT at their professional discretion)

<b>Person Responsible</b>	Sarah Steer
<b>Last Updated</b>	September 2017
<b>Review Date</b>	September 2018

## Appendix 1

### Exclusion procedures

If a fixed term exclusion is necessary, the following steps take place:

1. Parents contacted by a member of the senior leadership team (by telephone)
2. Parents asked to come into school as soon as possible (usually straight away)
3. Parent meeting with a member of the senior leadership team
4. Exclusion letter to parents and LA (either given to parent at meeting or sent home)
5. Arrangements made for parent & pupil reintegration interview with a member of the senior leadership team
6. Work provided for pupil to complete during exclusion\*\*
7. Paperwork sent to LA
8. Re integration meeting takes place
9. Pupil returns to school

\*\* If the exclusion is for longer than 5 days, arrangements are in place with a local school for the pupil to attend during the fixed period exclusion