



PUTNEY  
HIGH SCHOOL

GDST  
GIRLS' DAY SCHOOL TRUST

# Junior School Rewards & Sanctions Policy

## REWARDS AND SANCTIONS

**All staff** are expected to take part in maintaining the general tone of the school. The Class Teacher must have a general picture of the individuals in their class and always be informed of any behavior problems.

Experience shows that the basis of effective discipline lies in the consistency with which rules are implemented day by day by **ALL** members of staff; particularly punctuality, classroom procedures, effective registration, etc. ***The example in these matters has to be set by the staff.***

Each individual member of staff carries personal responsibility for ensuring good discipline including timely referral where appropriate. It is her/his responsibility to see that girls behave appropriately in lessons, in corridors, and about the school. S/he should take the initiative in this, referring to the Deputy Head (Pastoral) for difficulties in lessons or for wider pastoral issues only after her/his own best efforts have been employed.

It may be that poor behaviour in lessons is a result of inadequate preparation or of curriculum unsuited to the particular age/aptitude/ability of the girls. In such cases, discussion with the Deputy Head (Academic) is essential.

Good behaviour is promoted by ensuring that girls are praised where praise is due and that achievements are acknowledged. Putney High School is very much an environment in which good behavior predominates, and staff develop this through their approachable and positive relationships with students, and their expectations of excellent behavior at all times. Any infringement is viewed as very much against the grain of the school's ethos.

For the school's response to bullying incidents, please see the Anti-Bullying policy.

## **REWARDS**

Rewards are awarded for noteworthy achievement in the classroom as well as admirable conduct.

In the Junior School, rewards include:

House Points for good work or effort

Golden Tickets for good behaviour

Certificates for significant achievements

Golden Time- a whole class reward for good behaviour or work

Kindness Awards- pupils can nominate others for a certificate to be presented in assembly

Golden Acorn- a special badge awarded to one pupil per class each term for kindness

Noteworthy achievement in the classroom will usually be in the form of a piece of work or a series of pieces of work of a very high standard. However, teachers should also feel free to recognise other things such as the investment of effort, the demonstration of one of our key desirable learning dispositions or the making of substantial progress.

Admirable conduct might occur in a variety of contexts including in class time, in activities or generally around the school. Examples of admirable conduct might include:

- helping with the organisation of some aspect of class time
- taking a prominent role in an assembly
- voluntarily taking a leading organisational role in an activity
- helping a new girl to feel welcome and settled
- caring for other pupils
- helping a teacher with tasks during one's free time
- showing prospective parents around the school
- using one's own initiative to look after the school environment- picking up litter returning lost property etc.
- Doing the right thing when others are not.

House points are recorded on Firefly and girls who have achieved the following totals are celebrated in assembly at the end of each term:

KS1: Bronze 10, Silver 25, Gold 50

KS2: Bronze 25, Silver 50, Gold 100

Team totals are announced at the end of each term and there is a House Point trophy awarded to the team with the most points at the end of the year.

Certificates, Kindness Awards, Golden Tickets and House Points awarded are recorded in class by the School Council representative.

100% attendance in the course of a year is celebrated with a certificate in the end of year assembly.

## PE Commendations and Sports Colours

The PE department rewards outstanding effort, attitude, or improvement via termly certificates which are presented in assembly. Unswerving commitment and outstanding ability are marked with the award of Colours (Y5 and Y6) for each sport. (These are fabric strips that can be sewn onto kit). Half Colours certificates are awarded to those who are on their way to receiving full colours.

House points are awarded to those demonstrating the following:

Sportsmanship

Helping and supporting others

Trying their best

Good progress

Good technique

Excellent manners and behaviour

Swimming awards are given for the most improved pupil and outstanding effort.

## Other Achievements

Any achievements, trophies, certificates won in any activity should be passed to the Head of Junior School for recognition and presentation in a celebration assembly each week.

## SANCTIONS

The sanctions policy at Putney High School is underpinned by the principles of equality and respect. **This policy should be applied consistently and fairly by all staff.**

All infringements of the Code of Conduct must be logged by the teacher in the Record of Concern log. For infringements of the Code of Conduct the following sanctions will be used:

Attendance	
Late to registration (am)	Registers monitored weekly by Head of Junior School  If lateness is recurrent, the Head of Junior School will raise with the class teacher to arrange a meeting with the parent to discuss.

<p>Late to registration (pm)</p>	<p>If lateness persists a meeting will be arranged with the Head of Junior School or Deputy Head (Pastoral).</p> <p>Pupils to be reminded of the importance of punctuality. If lateness is recurring (2+ instances in one week), the procedure below (Minor/Low-level disruption in a lesson) is followed.</p>
<p>Attendance</p>	<p>Absence falls below 95% - Class teacher to investigate.</p> <p>Absence falls below 90% - Head of Junior School or Deputy Head (Pastoral) to investigate.</p>
<p><b>Behaviour</b></p>	
<p><b>Minor/low-level disruption in a lesson.</b></p> <p><i>Persistently talking/Shouting out in class</i></p> <p><i>Persistently arriving ill-equipped</i></p> <p><i>Rudeness</i></p> <p><i>Eating in class/ Chewing gum</i></p> <p><i>Persistently swinging on chairs</i></p> <p><i>Leaving bags in a place that constitutes a health and safety hazard</i></p> <p><i>Not following instructions</i></p> <p><i>Other disruptive behaviours which stop others from learning</i></p>	<p>1<sup>st</sup> time: Pupil reminded of expected behaviour</p> <p>2<sup>nd</sup> time: Pupil is warned of consequences of continued poor behaviour</p> <p>3<sup>rd</sup> time: Pupil to lose next break time.</p> <p>Email to be sent by class teacher to Head of Junior School/ Deputy Head (Pastoral)/ Deputy Head (Academic) informing them of the pupil's name and reason for sanction</p> <p>If sanction imposed by a specialist teacher they must also inform the pupil's class teacher</p> <p>Head of Junior School/ Deputy Head (Pastoral)/ Deputy Head (Academic) will supervise pupil in a designated room during break time. Details will be added to the Record of Sanctions Log</p> <p>Class teacher notifies parents of lost break, reason for sanction and updates Pastoral Log</p> <p>If pupil appears in the sanctions log three times in a half term period, a meeting is arranged with parents</p>

<p><b>Moderate/Serious behavioural issues</b></p> <p><i>Bullying</i>  <i>Graffiti/Malicious damage</i>  <i>Behaving in a dangerous manner – (health and safety)</i>  <i>Anything illegal e.g. theft</i>  <i>Abuse of staff – physical, oral or written</i></p>	<p>1<sup>st</sup> time: referred to Deputy Head (Pastoral). Contact with parents. Head of Junior School informed</p> <p>These warrant a more serious sanction from an in- school detention to suspension and possible exclusion, and so need to be fully documented by the member of staff in accordance with school policies and escalated to the Deputy Head (Pastoral) or the Head of the Junior School.</p>
<p><b>Dress</b></p>	
<p>Nail Polish                  Jewellery                  Uniform                  Sports Kit (PE Team to monitor)</p>	<p>Within a half term:</p> <p>1<sup>st</sup> time: pupil asked to rectify by the next day</p> <p>2<sup>nd</sup> time: pupil warned that parents will be contacted</p> <p>3<sup>rd</sup> time: class teacher contacts parents</p>
<p><b>Academic</b></p>	
<p>Missed/incomplete/insufficient classwork/homework</p>	<p>Pupils asked to complete outstanding work overnight</p> <p>If work is still not completed satisfactorily, the pupil is kept in by the class teacher at break time to complete. <b>This takes precedent over all other lunchtime activities apart from peripatetic music lessons. If a Music lesson is taking place, the pupil will stay in at the next available break</b></p> <p>If a pupil is kept in at break time to complete work three times in a half term, the class teacher will contact parents</p>
<p><b>Mobile Phones/iPad misuse</b></p>	
<p>All inappropriate use of mobile phones and iPads will result in immediate confiscation</p>	

iPads will be returned to the class teacher and held for 24hours

Mobile phones will be returned to reception and confiscated until home time

Any misuse of mobile phones or iPads will trigger contact with parent by the Deputy Head (Pastoral)

### Behaviour Report

This can be authorised by the Head of Junior School/ Deputy Head (Pastoral)/ Deputy Head (Academic) in accordance with the outline above, but also for reasons such as repeated:

- Lack of punctuality (pm only)
- Disruptive behaviour
- Inappropriate behaviour
- Repeated instances of unkindness towards others
- The girl must present her report at the start of the lesson and collect it at the end of the lesson. It should be seen daily by a member of the Junior School Leadership Team and signed by a parent at the end of each week.

### Temporary exclusion

Within the Head's discretion for serious transgressions of the Code of Conduct.

### Permanent exclusion

Within the Head of Junior School's discretion when the Head is satisfied that the pupil's conduct (whether on or off the school premises or in or out of the school term time) has been prejudicial to good order or school discipline or to the reputation of the school.

<b>Name of Policy</b>	Rewards & Sanctions
<b>ISI Regulation</b>	Part 3 – Welfare, health and safety of pupils Behaviour and Sanctions Policy. Paragraph 136. Page 26.
<b>Reviewed by</b>	Pippa Daverson and Isobel Franks
<b>Date</b>	March 2018
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