



PUTNEY
HIGH SCHOOL

GDST
GIRLS' DAY SCHOOL TRUST

Senior School Rewards & Sanctions Policy

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Senior School Rewards & Sanctions Policy

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.

All staff are expected to take part in maintaining the general tone of the school. The Form Tutor must have a general picture of the individuals in his/her form and always be informed of any behaviour problems.

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 Head of Department (for difficulties in lessons) or the Head of Year (for wider pastoral issues) only after her/his own best efforts have been employed.

Bad behaviour can occur in lessons. In these circumstances a change in teaching strategy or change in task or resources may prove a useful tool in improving behaviour. In these circumstances a teacher should receive full support from their Head of Department.

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 behaviour predominates, and staff develop this through their approachable and positive relationships with students, and their expectations of excellent behaviour 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

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

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 recognize other things such as the investment of effort or the making of substantial progress with the award of a "Merit.

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

- helping with the organisation of some aspect of form 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;
- helping a teacher with some chore during one's free time;

- being mentioned in dispatches having shown prospective parents around the school.

Merits should be recorded in SIMS. For Merits awarded for classwork or conduct related to the tutor group these can be assigned using the functionality linked to the students in the register. For Merits awarded in more ad hoc situations this can be captured in SIMS through the student's record. SIMS will be configured so that form tutors, Heads of Year and Heads of House can see in real time the breakdown of Merits awarded to students in their forms, year groups and houses – which they can share with the students.

A congratulatory card will be sent to parents of students in when 10 Merits have been gained and for every multiple of 10 Merits thereafter.

Merits will also contribute to the House competition with each Merit being worth 1 House Point. The House competition will therefore include not only the inter-house competitions but also contributions from individuals for academic performance and praiseworthy conduct.

PE Commendations and Sports Colours

The PE department rewards outstanding performance, dedication and/or commitment via a system of highly commended certificates and the award of Colours for each sport. (These are fabric strips that can be sewn onto kit). There are Junior Colours (Years 7, 8, 9 and Senior Colours (Years 10, 11, 12 & 13). See the PE Department Handbook for further details.

Other Achievements

Any achievements, trophies, certificates won in any activity should be passed to the Head for recognition and presentation in a whole school assembly.

Sanctions

The sanctions policy at Putney High School is underpinned by the principles of equality and respect.

The school is responsible for managing children's behaviour in an appropriate way. No forms of corporal punishment (including the threat of corporal punishment) are permissible, defined as: "Any degree of physical contact which is deliberately intended to cause pain, injury or humiliation"

Our policy is in accordance with 'The use of reasonable force (May 2012)' Government guidance. All school staff members have a legal power to use reasonable force to prevent pupils from hurting themselves or others, from damaging property or from causing disorder. Reasonable adjustments will be made for disabled children and children with special educational needs. The degree of force used should be the minimum needed to achieve the desired result. The school will record any significant incident in which a member of staff uses force on a pupil, and will report any such incident to the pupil's parents as soon as practicable after the incident.

The school believes in equal opportunities; all members of the community are of equal worth and should be treated respectfully and have rights and responsibilities towards each other. This includes any member of staff and action will be taken in a circumstance of malicious accusation or conduct by a pupil against a member of staff. Incidents will be referred to the Deputy Head Pastoral who will deal with each case on a one-to-one basis with appropriate sanctions put in place.

This policy should be applied consistently and fairly by all staff.

All infringements of the Code of Conduct must be logged in SIMS by the teacher. With the exception of homework club, sanctions will be issued by the Form Tutor, Head of Year or member of SLT on the basis of the number of and seriousness of transgressions recorded in SIMS. A record of the number of detentions a pupil receives throughout her school career will be kept and yearly totals reported to parents.

For infringements of the Code of Conduct the following sanctions will be used:

Attendance	
Late to registration (am/pm) without good reason or late to lessons	3 lates – contact will be made with parents. 4 lates – after-school detention. More than 4 lates – contact with parents. After-school detention. Pupil might be required to go on report. <i>If a letter/email from a parent is produced to mitigate lateness with good reason then a mark is removed by the form tutor.</i>
Attendance	Absence that falls below 95% without good reason will be investigated.
Behaviour	
Minor/low-level disruption in a lesson, e.g.: Persistently talking/Shouting out in class Persistently arriving ill-equipped, rudeness chewing gum, not keeping to the Code of Conduct	3 behaviour marks – contact will be made with parents. 4 behaviour marks – after-school detention. More than 4 behaviour marks – contact with parents. After-school detention. Pupil might be required to go on report.

Moderate/Serious behavioural issues, e.g.: Bullying, Graffiti/Malicious damage Behaving in a dangerous manner – (health and safety)	Immediate referral to HoY/Deputy Head. Contact with parents.
Dress	
Nail Polish Jewellery Uniform Sports Kit	Persistent uniform infringement will lead to sanctions, parental contact and detention.
Academic	
Missed/incomplete/insufficient classwork/homework	Homework Club takes place daily from 1.10–1.45pm in ICT 2 and is supervised by a Head of Year or Deputy Head of Year. Homework Club takes precedent over all other lunchtime activities. Three appearances at Homework Club will trigger contact with parents by the FT/HoY.
Mobile Phones/iPad Misuse	
As per the iPad Acceptable User Agreement and iPad Handbook (all non-compliance will result in immediate confiscation).	
IPads IPads will be returned to the Head of Year and held for 24 hours. 3 offences – contact with parent. After-school detention.	
Mobile Phones Mobile phones in Years 7–11 should remain in locked lockers throughout school day (8.25am–3.50pm). If an urgent phone call needs to be made, pupils may do this in Reception. Non-compliance will result in immediate confiscation. Mobile phones must not be used on school buses unless permission is given by a member of staff. Mobile phones will be returned to Reception and held until 4pm. 3 offences – contact with parent. After-school detention. During COVID-19 pandemic it is not possible to confiscate mobile phones, therefore a behaviour point will need to be administered.	

After School Detention

This takes place in Room 1 every Thursday. Parents will be informed at least 24 hours prior to the imposition of an afterschool detention.

Year 7 & 8 3.50pm-4.35pm

Year 9 -13 3.50pm-4.50pm

The detention will be supervised by a member of staff according to a rota. Failure to attend an afterschool detention will be taken very seriously and will be dealt with by the Deputy Head.

As per the sanctions above, after 3 infringements the Head of Year will contact parents. If a further infringement occurs, the Head of Year will contact parents with 24-hour notice that a detention has been set.

The Head receptionist will keep a log of all detentions.

Report

This can be authorised by the Head of Year/Deputy Head in accordance with the outline above, but also for reasons such as:

- Falling behind with homework
- Academic underachievement
- Lack of punctuality
- Disruptive behaviour
- Persistent contravention of the Code of Conduct

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 senior member of staff 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. *All Fixed Period Exclusions are dealt with under guidance from the Fixed Period Exclusions Policy. The implementation of the policy is overseen by the Deputy Head (Pastoral). Further information on this may be found in the DfE 'Behaviour and Discipline in Schools Policy' (2016). [Putney High School amendment]

Permanent Exclusion

Within the Head's discretion when the Headmistress 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.

Senior School Rewards & Sanctions Policy Annex during COVID-19 - Online School

Sanctions still in place	Sanctions that are not possible	Additional or amended sanctions
Lateness to lessons – contact of parents and report	Not possible to set detention	This sanctions amended to 4 lates
Disruption of class – behaviour points, contact of parents and report	Not possible to set detention	HOY to be contacted and HOY to communicate with students and parents.
Missed or persistently late homework - behaviour points, contact of parents and report	Homework club not available	HOY to be contacted and HOY to communicate with students and parents.
Bullying – the reporting process for bullying does not change and the same sanctions can be enforced and will be		HOY to be contacted and HOY to communicate with students and parents.
Uniform infringements – no sanctions in place	This will no longer be enforced because students not in uniform	
Misuse of iPad – if reported by fellow students of teachers behaviour points and contact with parents made	Unable to confiscate or block iPad	HOY to be contacted and HOY to communicate with students and parents.
Temporary or Permanent exclusion – this is still possible for bullying or other serious offence (including any serious online abuse) as judge by Deputy Head Pastoral		