

# BEHAVIOUR POLICY: REWARDS AND SANCTIONS

*A copy of this policy is published in the following areas:*

*The school's website*

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Reviewed by: Emma Ellison, Deputy Head (Pastoral)

## **A. Related Truro School Policies and Government Guidance**

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This Behaviour Policy should be read in conjunction with:

- School Rules
- Pupil Code of Conduct
- Drugs and Substance Misuse Policy;
- Safeguarding and Child Protection Policy;
- Anti-Bullying Policy;
- Anti-Racism Policy;
- Positive Handling Policy;
- Searching and Confiscation Policy;
- School Network and Internet Acceptable Use Policy – student agreement;
- E-safety Policy;
- Guidelines on School Dress and Appearance.

Home Office publications

- Counter-terrorism and Security Act (February 2015)
- The Prevent Duty (April 2015)

Non-statutory guidance is found in the following DfE publication:

- Behaviour and Discipline in Schools: Advice for Headteachers and school staff (January 2016)

## **B. Introduction**

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We aim to provide a happy environment in which all members of the school community can thrive and feel respected, safe and secure and become responsible members of society.

This policy is rooted in the mission and identity of Truro School, and aims to:

- promote good behaviour, self-discipline and respect for others;
- prevent bullying (also see the Anti-Bullying Policy);
- encourage and inspire pupils to value learning, to complete assigned work and to achieve their potential;
- encourage pupils to be open to spiritual growth, Christian values and the moral dimensions of life.

The underlying principle is that we encourage and incentivise pupils to be self-motivated, to achieve as much as they can and, in terms of discipline, to understand the consequences of their actions, the reason for sanctions, and the way they may be able to put things right.

## **C. Policy Application**

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The policy applies to all the pupils of Truro School from the 1<sup>st</sup> Year to the Sixth Form. Effective policy implementation requires a consistent and corporate approach from all members of the teaching staff, assisted by middle management and led by the Senior Leadership Team.

## **D. Rewards**

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

- **Commendation:** These are awarded to pupils for significant effort, academic or non-academic achievement, and for behaviour supporting the ethos of the school. These are awarded by teachers. In addition, House Parents may award Boarding House Commendations within their houses.
- **Head of Year Commendation:** These are awarded for notable achievements of an academic or non-academic nature. These can be celebrated in year group assemblies.
- **Headmaster's Commendation:** These are awarded for outstanding work or progress in any areas; staff recommend pupils to the Headmaster who then makes the final decision and may give a Headmaster's Commendation.
- **School Colours:** These are badges issued to signify that a pupil has represented the school with distinction and commitment; they are issued for Sport, Outdoor Activities, Music, Drama, Public Speaking and Debating
- **Annual Prizes:** These are awarded at Speech Day in the Summer Term. Form Prizes for the 1<sup>st</sup> – 3<sup>rd</sup> Years are decided by Heads of Year and tutors, each form (tutor group) having two nominated prizes, one for Effort and one for Attainment for all subjects studied throughout the year. Separate subject prizes for attainment are nominated by Heads of Department, one for each department for each year group from the 4<sup>th</sup> Year to the Upper Sixth.
- **Annual School Prizes and Named Prizes:** These include further specific named prizes for some academic subjects, along with awards for Sport, Outdoor Activities, Music, Drama, Public Speaking and Debating, and whole school service to the community.

Commendations are recorded on SIMS by the member of staff issuing the award and contribute to the inter-house Opie Shield Award. A commendation receives 1 point, a Head of Year Commendation 3 points and a Headmaster's Commendation 5 points.

As students accrue commendations, these will aggregate towards a 'pyramid of praise' where:

20 points = Bronze Certificate

40 points = Silver Certificate

60 points = Gold Certificate

80 points = Platinum Certificate

**Termly Commendations Champions:** The Head of Year may award a prize at the end of each term to the pupil with the most commendations and to the most improved pupil.

Acknowledgement by Pastoral Heads, the Deputy Heads and the Headmaster in public assemblies and other platforms (e.g. school newsletters, Headmaster's blog and other publications) will help to develop an ethos of communal celebration of positive behaviour of all types.

Congratulations and messages of good news, personalised letters and emails to parents may be sent home by teachers from time to time.

## **E. Sanctions**

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The key aim for a sanction is to help educate pupils to avoid further repetition of any misdemeanour. These are issued as a result of not following the **School Rules** or the **Pupil Code of Conduct**.

Truro School sanctions are:

- proportionate to the offence committed;
- designed to be fair and consistent whilst also educating pupils;
- designed to involve some form of restorative justice where possible;
- not intended to be demeaning;
- adjusted to take into account any special educational needs or disabilities (SEN/D) and take into consideration the needs of vulnerable children;
- subject to appeal (see below);
- recorded on SIMS by the staff authorising the sanction.

Note that corporal punishment is prohibited for all pupils in independent and maintained schools. The prohibition includes the administration of corporal punishment to a pupil during any activity, whether or not within the school premises.

### **E1. Managing transitions from one educational establishment to another**

Before pupils join Truro School we will request a reference which may include details of their discipline record and any special needs from their previous school. Additionally, we seek cooperation of parents in providing such information in order that suitable plans can be made where necessary.

When a pupil moves on to another establishment, we will always provide a reference which may include sanction records if appropriate or requested.

### **E2. Sanctions awarded by teachers and Heads of Year**

The lowest level of sanction is a Warning. A Warning may be given to pupils for misdemeanours relating to initial or minor incidences of poor punctuality, dress infringements, poor work, poor attitude in lessons, poor independent learning (eg missing a homework deadline) and poor organisation (eg failure to bring appropriate equipment to class). When a member of staff logs a Warning on SIMS, the expectation is that the teacher has both informed the pupil and imposed any necessary intervention actions to ensure there is no repetition of the misdemeanour. In most cases this would involve a brief talk to the pupil.

- Warnings: if warnings accumulate during the term, the following meetings occur with the pupil:-  
5 warnings = Tutor discussion

10 Warnings = HOY meeting and telephone call home  
15 Warnings = Senior Pastoral Lead Intervention  
20 Warnings= Deputy Head (Pastoral) Intervention  
25 Warnings = Headmaster discussion and intervention  
40 points accumulated across the academic year would = Headmaster discussion with pupil and parents.

- Confiscation (see the Searching and Confiscation Policy);
- Department detention (at breaktime or lunchtime during school time);
- Gating (boarding pupils only – given by Boarding house staff) – see appendix for details;
- Head of Year Detention or Meeting;
- Head of Year Report; parents will always be informed in advance and will be updated about progress and improvements until the pupil is taken off Head of Year Report.

### **E3. Sanctions awarded by the Senior Leadership Team**

For the following, the Deputy Head (Pastoral) would need to be consulted and in the case of very serious issues, she will communicate with the Headmaster to agree an appropriate sanction. Parents will always be informed by a member of the SLT in advance of the following sanctions being carried out:

- Deputy Head Report; parents will be updated about progress and improvements until the pupil is taken off Deputy Head Report.
- Deputy Head's Detention (Friday after School, 3.45pm – 5.00pm);
- Headmaster's Detention (Saturday morning, 9.00am – 11.00am);
- Exclusion - a) Temporary – a suspension external or internal for a fixed period  
b) Removal – permanent exclusion from school with the ability to access certain services e.g. to sit public exams at the school.  
c) Permanent– permanent exclusion from school with no access to services.

### **E4. Malicious accusations against staff by pupils**

If an allegation is made against a member of staff it will be investigated using due process and in line with our Safeguarding and Child Protection Policy and Procedures. The disciplinary action against pupils who are found to have made false accusations will be robust. In most cases it would lead to exclusion of the pupil, followed by pastoral support on their return to school. Such support may include meetings with the Chaplain or School Counsellor. A reconciliation with the member of staff will be arranged if possible. Any repeat of allegations proven subsequently to be false (either to that member of staff or other members of staff) will result in permanent exclusion.

### **E5. Adjustments**

We do not apply sanctions without considering extenuating circumstances which may lead to clemency and the reduction of a sanction.

Duties under the Equality Act 2010, include issues related to pupils with Special Educational Needs or Disabilities (SEN/D) and how reasonable adjustments are made for these pupils.

### **E6. Investigations of misbehaviour**

If a pupil is accused of a misdemeanour, the principle of “innocent until proven guilty” will be applied until sufficient evidence is gathered. The Pastoral team will fully investigate the incident and report to the Deputy Head (Pastoral). The pupil will always be presented with the evidence before a sanction is applied.

### **E7. Investigations of misbehaviour that has taken place off school premises**

The school takes the conduct of its pupils outside of the school grounds extremely seriously. A pupil's misbehaviour outside of school can be damaging to the reputation of both the pupil and the school.

We will investigate any reports from the public or members of the school community related to any pupil misbehavior occurring off the school premises, such as on school or public transport or outside the local shops. The investigation of such allegations will follow due process and will take place on school premises.

### **E8. Appeal against a sanction**

- In disciplinary situations there can be occasions when sanctions are perceived to be unfair and all pupils have a right to appeal against any punishment in an appropriate manner. A sensible discussion with the teacher issuing the punishment can usually lead to clarification but, failing that, a pupil's Tutor, Head of Year or House Master or Mistress or the Chaplain may assist. The Deputy Head is also available for consultation and arbitration at any time. In the rare instance where a disagreement is not resolved satisfactorily, the Headmaster may also be consulted for a final verdict.
- In the case of an exclusion, appeals can be made by parents under stage 3 of the Complaints Policy. Please note as a result of an appeal the sanction can be upheld, decreased or increased.

### **E9. Reporting sanctions to parents**

The Head of Year or Tutor will keep parents informed of minor discipline issues. Warnings and other sanctions are recorded on Sims. For school detentions outside normal hours (Friday and Saturday) and other more serious sanctions (see below), it is only the Deputy Head that makes direct contact with parents (telephone or email) to explain the circumstances. This communication will take place at least 24 hours in advance of the sanction to allow any necessary family arrangements to be made.

### **E10. Reporting incidents to other agencies**

The Deputy Head deals with any behaviour involving law breaking and the need to liaise with the police. Depending on circumstances this may also involve the School Operations Manager.

The Pastoral Team works with the Designated Safeguarding Lead (DSL) to help establish the facts in any Safeguarding and Child Protection matter, before the DSL makes contact with any necessary external agencies such as the Local Authority Designated Lead (LADO).

When a pupil makes a transition to another school or college, we will pass on the sanctions record when requested and provide it without request if the seriousness of the record warrants it (see E1).

## **F. Implementing and Reviewing the Behaviour Policy**

- New staff will be introduced to the policy during their induction.
- Pupils will be made aware of the policy by summaries which appear in their pupil planners which are updated each year.
- There will be a formal review of the policy every year and any necessary amendments circulated to staff and pupils