

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

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.
- Parent Contract

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

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

The policy applies to all the pupils of Truro School from the 1st 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

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 1st – 3rd 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 4th 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

The Head of Year will celebrate the successes of their year group on a termly basis during Heads of Year assemblies.

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

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

Warnings

The lowest level of sanction is a Warning. A Warning is a record of discipline. 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). Warnings are also used to record action taken in class to manage very poor/inappropriate behaviour, for example, when a child is removed from class by a member of SLT. 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.

Poor Behaviour in the classroom will be addressed by subject teachers and Heads of Department. If a pupil is misbehaving and disrupting the learning of others, the staff will follow the behaviour management system as set out in Appendix 1.

Warnings for Independent Study are issued if pupils fail to produce homework or the homework is not of an adequate standard. Pupils are expected to bring all the required equipment for each lesson which is vital for their learning and failure will result in the teacher issuing a warning for organisation. Each department will address issues relating to independent study and organisation, with the tutor/ house parent supporting where necessary.

The number of warnings are closely monitored by the Pastoral team. Warnings are recorded on the SIMS and are available for parents to view on the Parent Portal. There is a daily break-time detention for an accumulation of warnings – See Appendix 1.

Accumulation of Warnings

If warnings accumulate during the term, the following meetings occur with the pupil:-

- 6 Warnings = Tutor discussion
- 12 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.

Other Sanctions

The following sanctions may also be issued by teachers:-

- Confiscation (see the Searching and Confiscation Policy);
- Department detention (at break-time 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, 4.00pm – 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 misbehaviour 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 and available for staff to view on the parent portal (Everest). For school detentions outside normal hours (Friday and Saturday) and other more serious sanctions (see below), it is only the Deputy Head or a member of SLT 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 by the Pastoral team and SLT with any necessary amendments circulated to staff and pupils.

BEHAVIOUR AT TRURO SCHOOL – AT A GLANCE

IN/OUT OF THE CLASSROOM:

The following misdemeanours are recorded on SIMS as a warning, pupils are notified of the issue and asked to rectify this where possible (for example, ask student to remove chewing gum/ask student to unroll skirt)

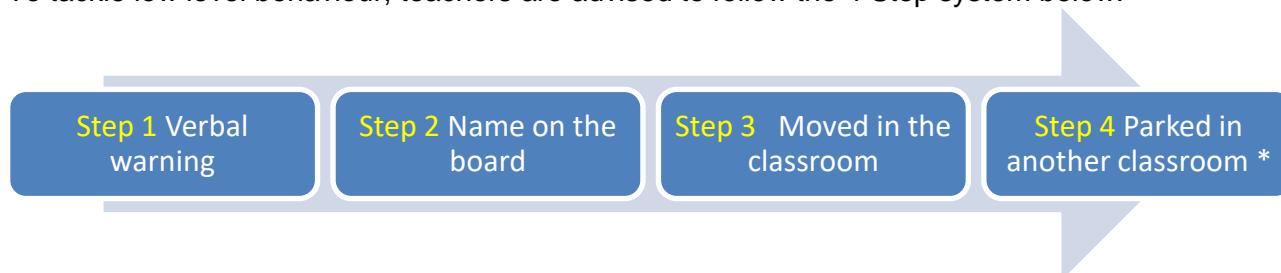
1. Punctuality
2. Uniform (repeated infringements will result in an email home via the Tutor so that parents can help support resolving this issue)
3. Poor behaviour around the school site (follow this up by talking to the Tutor/Head of Year if you feel it is more serious)
4. Chewing gum
5. Unauthorised use of mobile phone

Break-Time Detention. When a pupil accumulates 3 of the above warnings throughout the year, this will result in an immediate break-time detention. Those who are issued with a warning will have a slip in their tutor boxes at am registration. During the break-time detention, they will sit silently. The member of staff on duty will put a sticker in their planner, informing home that they have sat a '3-warning detention'. Parents will be notified of warnings through the Parent Portal and be given further details of the warning in the comment box where appropriate.

Providing the student was informed about their detention, any student who misses the break-time detention. will automatically be in a HoY lunch-time detention.

IN THE CLASSROOM: **BEHAVIOUR**

To tackle low level behaviour, teachers are advised to follow the 4 Step system below.



*this then leads to intervention with the Head of Department detention

Behaviour in class is recorded as a warning on SIMS only when a student has been moved or parked. *If any behaviour is more serious and needs to escalate the above steps a member of SLT will be called to remove the pupil*

ORGANISATION and INDEPENDENT STUDY

Warnings for organisation and independent study will be recorded for recurring issues with organisation and failure to complete homework. Head of Years will have oversight of all of these warnings and will be able to see when there is an issue across multiple subjects.

When a pupil has failed to complete homework after a given reminder, the teacher will arrange a time departmentally for the student to catch up.

If this issue reoccurs, it will be discussed with the Tutor or Head of Year.