



# SILCOATES

Independent education for boys and girls aged 3-18

## Behaviour, Rewards and Sanctions Policy (Senior School)

### Introduction

The effective functioning of the School can only be achieved by developing a culture of co-operation and consideration. The 'special atmosphere' of Silcoates and our ethos have been created through striving to combine firm discipline and high expectations with encouragement, praise and motivation; this combination is essential in order that pupils and staff can work together in a happy, positive environment.

The pastoral care at Silcoates has the following aims:

- To give all pupils the experience of school as a well-ordered, caring community where relationships are open and friendly, warm and supportive, so enabling pupils to develop their potential;
- To safeguard and promote the welfare, health and safety of pupils in school and in activities outside of school;
- To ensure that every individual is known and valued; that achievement, widely defined, is encouraged and rewarded as a means of promoting self-image and a sense of worth;
- To encourage self-discipline and good behaviour and to prevent poor discipline through vigilance, understanding and encouragement; to correct indiscipline with justice and compassion;
- To receive and share thoughts that arise within our programme of chapel worship, which is linked to that of the United Reformed Church but is nevertheless ecumenical in nature and open to those of any denomination or none.

The School implements, monitors and reviews policies which contribute to the welfare, health and safety of everyone in the School, including: Anti-Bullying; Safeguarding; Trips and Visits; Health and Safety, including Fire Safety and Medical; and Behaviour, Rewards and Sanctions. In addition:

- Each section of the School has a pastoral structure appropriate to the age of the pupils.
- Each pupil is under the supervision of a Form Tutor with whom they can make a personal contact and form an appropriate relationship, so that the member of staff can listen to and understand their experiences, and monitor their progress.

- Good behaviour is promoted among pupils through a system of rewards, and pupils are made aware of sanctions that are adopted in the event of misbehaviour.
- Staff are appropriately deployed to ensure proper supervision of pupils.
- Pupils are given support and guidance through a co-ordinated approach in a range of settings: subject teaching, tutorial meetings and other specialist guidance (e.g. careers and PSHCE) by Form Tutors, Heads of Section and subject teachers.
- All staff and pupils are allocated to one of four Houses, which give an identity to the pupils across year groups and encourage involvement in activities and competitions.
- Pupils can put forward their views through a broader programme of Student Voice feedback through section-related student committees, which meet half-termly.
- A pupil complaint procedure exists when difficulties cannot readily be resolved by normal departmental, Form Tutor or Head of Section routes.
- Relevant information regarding pupils is provided for teachers by the Director of Admissions (new pupils), the Head of Learning Support and Heads of Section. This information is circulated to the appropriate teaching staff and Form Tutor.
- Form Tutors, Subject Teachers, Heads of Department and Heads of Section have responsibilities for monitoring the academic progress of pupils.
- The spiritual, moral, social and cultural development of pupils is provided through the pastoral structure, the work of the Chaplain, the PSHE programme, assemblies and teaching subjects.
- Staff new to the School are given guidance on pastoral care as part of their induction programme. Detailed information concerning pastoral care, including whole school policies, is contained in the Staff Handbook which is distributed to all staff. Support staff are made aware of the Anti-Bullying Policy and the Safeguarding Policy.
- Staff are given the opportunity for professional development in pastoral care. All staff receive appropriate training and updates in Child Safeguarding matters, according to statutory requirements.
- The School uses an electronic management information system, SIMS, to record rewards and sanctions in order to provide effective and consistent monitoring of pupil progress.

### Rewards

Behaviour is improved more effectively through a coherent system of positive reinforcement than negative punishment. There is often an injustice in the amount of time and energy spent on those who misbehave, while pupils who are meeting the School's expectations may risk being neglected or having their efforts unrecorded. By rewarding good behaviour we are modelling the standards expected from everyone.

**Every opportunity must therefore be taken to reward both pupils' achievement and their good behaviour.** This may be through direct praise from a subject teacher or more formal recognition in a year group or school assembly. Pupils' work is celebrated through displays within subject areas and also around the School. Pupils who achieve outstanding academic grades, or whose grades show significant improvement, receive a congratulatory letter or commendation from their Head of Section or the Headmaster. Contributions to the wider life of the School are recognised by commendations from Heads of House, Heads of School and Deputy Head (Pastoral). At the School's annual Speech Day pupils receive prizes for academic excellence in subject areas, for having consistently good effort grades and for success in extra-curricular activities.

## Merits and Commendations – Senior School (Years 7-11)

Pupils in Years 7-11 may be awarded the following in recognition of the Merits achieved:

Bronze and Silver Certificates of Merit – Awarded in Middle School Assembly  
Gold and Platinum Certificates of Merit – Awarded in Headmaster’s Assembly

The number of Merits required for each award is as follows:

Bronze Certificate	50
Silver Certificate	90
Gold Certificate	140
Platinum Certificate	200

**Consistency in awarding Merits:** it is important that teaching staff are fair and consistent in applying our system of rewards so that pupils understand that good work and behaviour will result in commendation.

**Staff should try to adhere to the following principles:**

- Merits are awarded to pupils for outstanding work, special effort, service to others and for any behaviour which is considered particularly worthy of commendation.
- These efforts must be beyond what is normally expected from our pupils.

Each Head of Department is responsible for overseeing the system for the award of Merits within their department to ensure there is a consistent approach. Merits for effort outside the classroom can be awarded by any member of staff but this must also be done as consistently as possible and be monitored by the Head of Section.

### Procedures for the Award of Merits

- When a member of staff awards a Merit it must be recorded in the pupil’s planner and the teacher’s own mark book.
- Once a week (Friday), the Form Tutor records Merits either directly on to SIMS or on to a class chart. Cumulative totals are provided for tutors by the Head of Section.
- SIMS alerts the Head of Section when a pupil is approaching the number of Merits required for a certificate.

As well as the on-going awards of Bronze, Silver and Gold Certificates, the pupils in each year with the highest number of Merits are presented with an award at a Headmaster’s Assembly at the end of each term.

## Achievement Certificates for Non-academic Contributions

### Representative Certificates

Pupils who represent teams or take part in activities (sport, music, drama and other extra-curricular contributions) at a lower level can be awarded Representative Certificates. These are awarded by the coaches or teachers in charge of the activities and are presented at end-of-season or post-production awards ceremonies, to which parents are invited.

## Outstanding Achievement Certificates

Pupils in Years 7 to 10 can be awarded Outstanding Achievement Certificates for high quality, committed participation and contributions that are considered to be worthy of recognition. The recommendations are submitted by staff in charge of these activities. Consistency in awarding these is monitored by the Deputy Head (Pastoral). These certificates are presented at a Headmaster's Assembly.

### Year 11

Pupils in Year 11 may be rewarded with Minor Colours for significant contributions in extra-curricular activities. The recommendations are submitted by staff in charge of these activities. Consistency in awarding these is monitored by the Deputy Head (Pastoral) and, where appropriate, by a Colours Committee.

### Sixth form

Sixth Form students should be mature enough to set their own targets for achievement and behaviour; nevertheless it is appropriate to recognise excellence regardless of age. Therefore the system of **Certificates of Commendation** is also used for Lower Sixth and Upper Sixth students along with a system of rewards.

Commendation	Points	Reward
Head of Section	25	2 period private study pass
Deputy Headteacher	50	Period 1 and 2 free plus study pass
Headmaster	100	Alton Towers or Trinity Voucher
Chair of Governors	125	Ball ticket or Trinity voucher

On Speech Day the most worthy Sixth Form students are rewarded with Study Prizes at both Lower Sixth and Upper Sixth level. These are awarded by the Headmaster on the recommendation of the teaching staff. Many other prizes are also awarded.

### Commendation Cards

Heads of Section and the Deputy Head (Pastoral) have **Commendation Cards**. These are awarded to students for significant contributions to school life. These cards are sent home and are then added to SIMS. They are the equivalent of three Merits/Excellence Slips in the tally for end of term awards.

### Extra-curricular Activities and Responsibilities

Our extra-curricular programme gives opportunities to as many Sixth Formers as possible to demonstrate leadership skills and to hold positions of responsibility, for example through our House system, the Duke of Edinburgh's Award Scheme and as Captains of Sport.

Membership of the Sixth Form Committee provides interested pupils with the opportunity to be actively involved in the organisation of social events and fundraising ventures. Significant initiatives and successful contributions are referred to the Headmaster for commendation and special mention in assembly.

Beyond this, the Prefect System provides clear recognition and reward for those who have made positive contributions to school life. Students are given the opportunity to apply for a post as a Prefect, and worthy candidates are interviewed by an Appointments Committee chaired by the Head of Sixth Form.

### **Colours Awards for Non-academic Contributions**

Colours represent steps on a ladder, and for some Sixth Form students, especially newcomers to the School, **Minor Colours** may be the appropriate starting point. Students in the Lower Sixth may be nominated for **Half Colours** and those in the Upper Sixth for **Full Colours** in sport, music, drama or other significant extra-curricular contributions. In a few exceptional instances, Full Colours may be awarded to Lower Sixth students if, for example, they are outstanding performers and represent their County, Division or Country.

Full Colours represent the pinnacle of non-academic achievement and are awarded very sparingly, using the guidelines published by the Deputy Head (Pastoral). As with Minor Colours, the Sixth Form Colours are ratified by a Colours Committee which is chaired by the Deputy Head (Pastoral).

Guidelines on nominations for Colours at different levels are provided to the relevant staff by the Deputy Head (Pastoral), with a clear indication of what is expected of pupils, plus a suggested limit on the number of nominations.

## **Sanctions**

### **Rationale**

The aim of the School's disciplinary policy is to be firm and caring, but with a strong emphasis on trust, courtesy and consideration. Initially, any problems are checked by a word quietly administered and every effort is made to maintain the generally excellent relationships between staff and pupils, and between the pupils themselves.

Pupils are expected always to show good manners, be courteous, well turned out, punctual and reliable in fulfilling their obligations. Pupils are asked to pursue their own goals with enthusiasm but with respect for others. They are asked to treat others with sympathy, understanding and tolerance. They are also asked to respond positively to the demands that community life places upon them.

Our behaviour management system covers behaviour both inside and outside the classroom and applies to all students in the Senior School (including the Sixth Form). Pupils who choose to ignore verbal warnings from staff will be given negative behaviour points which will be recorded on SIMS and can be viewed by staff and parents (via Parent Portal). In order to encourage pupils to change their behaviour, each time they accrue an extra five points for a given teacher (or around school) they will be expected to attend a detention. The first of these will be a 20 minute Lunchtime Detention and the next will be a 45 minute After School Detention. If further points are accrued for the same teacher, the cycle of Lunchtime Detention followed by an After School Detention will be repeated.

### **Academic Behaviour Management**

There is a clear policy and strategy for dealing with academic problems in the classroom. Lesson Monitor (SIMS) is used to record academic concerns and this can be viewed by the Tutor to enable them to have an overview of their tutees.

The most common academic concerns are missing homework and failing to meet classroom expectations.

#### Missing homework

If a pupil's homework is not handed in at the correct location, on time, clearly marked with their name and to an appropriate standard, the following process will be followed:

The pupil will be given two behaviour points (Homework 1) and will be set an extension date and time. If the pupil fails to meet the second deadline they will be given a further three behaviour points (Homework 2) and still be expected to complete the homework task.

#### Failing to meet classroom expectations

In the event of pupils not working in class as expected they will be given a clear warning (either verbal or non-verbal). If the behaviour continues then the pupil's name will be written on the board as a reminder to them that they must change their behaviour.

If the behaviour continues, the pupil will be given a first classroom (C1) behaviour point. If the pupil still does not change their behaviour they will be given a second classroom (C2) behaviour point and, if space permits, be asked to move seat. If the pupil continues to persist with their behaviour they will be given a further three behaviour points (C3) and be sent from the teaching room to another local teaching room (according to a rota)

At the end of the lesson, the teacher will record on SIMS the highest level classroom sanction given to each pupil. e.g. a pupil who is given a C1 and C2 will only have a C2 recorded (2 points)

Heads of Department and subject teachers are expected to regularly review the Academic Behaviour Points given to pupils and intervene appropriately to help pupils change their behaviour.

### **Behaviour Management around school**

Behaviour Management outside the classroom will follow a very similar process to that used within the classroom. Where students are not meeting expected behaviour outside the classroom they may be given Pastoral Behaviour Points by any member of staff. Students will be informed by the member of staff when this happens and the points will be recorded on SIMS as soon as possible.

### **Detentions**

Tutors are responsible for checking Pastoral Behaviour Points and for scheduling Pastoral Lunchtime and Pastoral After School Detentions as necessary. Pastoral Lunchtime Detentions will be supervised by the Pastoral team and Pastoral After School Detentions will be supervised as part of the After School Detention rota.

Subject teachers are responsible for checking Academic Behaviour Points they have given each pupil and scheduling Academic Lunchtime and Academic After School Detentions accordingly.

All detentions are scheduled directly on SIMS, firstly checking on SIMS that pupils are not already in a detention at that time. Detentions should be scheduled as soon as possible to reinforce the link between the detention and behaviour. Tutors are responsible for checking SIMS each morning and notifying students of any detentions.

The type of detention that pupils are given depends upon the number of behaviour points they have for each teacher, or around school. 5 points results in a Lunchtime Detention, 10 in an After School, 15 in a Lunchtime, 20 in an After School and so on.

Venues for Lunchtime Detentions are chosen by the department or Head of Section, with detentions starting at 1:10 and finishing at 1:30. Students are expected to eat after the detention rather than before.

Staff running the detention will record attendance using SIMS and inform subject teachers and tutors should students fail to attend. (Subject teachers and tutors will then record further behaviour points and reschedule the detention)

In the event of an After School Detention, parents will be notified by text message via Clarion Call at least 48 hours in advance. This message will identify when the detention is and invite parents to check Parent Portal for the reasons for the detention. (As detentions are based upon points there may be a number of small incidents or a single more severe incident).

If the pupil is unable to attend an After School Detention for good reason, a change of date may only be requested by a parent contacting the Head of Section in advance.

After School Detentions will be supervised on a rota and will run from 4:15pm to 5:00pm

### **Saturday Detentions**

A Saturday Detention is only given by the Deputy Head (Pastoral) or Headmaster, although a Head of Section may recommend such action. If an incident occurs which a member of staff thinks might merit a Saturday Detention then he/she must refer the matter to the appropriate Head of Section and/or the Deputy Head (Pastoral).

For all Saturday Detentions, a Detention Notice is sent to the pupil's parents, signed by the Deputy Head (Pastoral). This Notice is preceded by a telephone call or letter from the Head of Section or the Deputy Head (Pastoral) to explain the circumstances of the detention.

A Saturday Detention is given for incidents which are deemed more serious than those for which a Lunchtime or After School Detention is given, but which are not serious enough to merit a suspension.

A Saturday Detention takes place between 9.30am and 11.30am. It is supervised by the Deputy Head (Pastoral) or another senior member of staff. A pupil required to attend a Saturday Detention must do so in full school uniform.

Where a Saturday Detention clashes with another commitment then, at the discretion of the Deputy Head (Pastoral), alternative arrangements may be made. However, it is important that the seriousness of the Saturday Detention is understood and only in exceptional circumstances will a detention be altered.

### **Intervention and escalation**

Subject teachers, Departmental Heads, Tutors and Heads of Section will all use SIMS to monitor the behaviour of pupils under their care. Heads of Section will work with tutors to identify any pupils with an excessive number of behaviour points and put in place interventions and further sanctions as appropriate to change the behaviour of those pupils.

## **Suspensions**

Major disciplinary matters may result in a pupil being suspended from school for a fixed duration or being asked to leave the School by the Headmaster.

Suspensions from school can be either internal or external. During an internal suspension the pupil works in school in isolation. The pupil is supervised at break and at lunchtime and is isolated from his/her peer group.

In all cases of suspension the Head of Section arranges, via subject teachers, for additional work to be set for the suspended pupil. Arrangements may be made for the parents to collect additional work from the School Reception.

In the absence of the Headmaster, the Deputy Head (Pastoral) has the power to impose a suspension, but this will be subject to official ratification by the Headmaster on his return.

## **Expulsion or Withdrawal from the School**

In exceptional circumstances, or after a series of other measures have been implemented without success, a pupil may be required by the Headmaster to leave the School.

Further details about the School's disciplinary procedures are contained in the Terms and Conditions signed by parents before their child joins the School.

## **Corporal Punishment**

Corporal punishment is not used at Silcoates. Physical restraint would only ever be used under the specific guidelines set out in the Staff Handbook and the Safeguarding Policy.

## **Sanctions for Poor Behaviour in the Sixth Form**

The same points-based behaviour management system applies to students in the Sixth Form as the remainder of the Senior School. Sixth Formers are treated as mature and responsible members of the School and, as such, this carries certain additional expectations. If a student fails to meet these expectations then some privileges may be withdrawn such as having free lessons at the end of school or being allowed to arrive later on mornings when students have no lessons before break. A 'Punctuality Pass' can also be used.

For serious misbehaviour the Head of Sixth Form, Deputy Head (Pastoral) and Headmaster may be involved, and suspension, or indeed withdrawal from the School, can be options.

Specific sanctions related to issues such as drugs, alcohol and the use of cars are outlined clearly in the Sixth Form Handbook.

If a student is unwilling to conform to the expectations of life in the Sixth Form, then the matter will be referred to the Headmaster, when the student may be given a suspension or, in extreme cases, be asked to leave the School.

Date of last review:	October 2018
Reviewed by:	P.C. Rowe - Headmaster C. Evans - Deputy Head (Pastoral)