

The Kingsley School

Rewards and Sanctions (Behaviour) Policy – Preparatory and Senior School

Monitoring and evaluation

The effectiveness of this policy is monitored by Head of Prep School, Heads of Year and the Deputy Head (Pastoral), and reviewed annually at a Heads of Year meeting, and by SLT. It will be also be discussed as required by the Student Voice.

This policy is reviewed annually.

Last review: Summer 2021

Review date: Summer 2022

Mrs C. McCullough – Deputy Head
(Pastoral)

Mrs M Gamble – Interim Head of Prep

The Kingsley School sets high standards in all areas of school life: the Rewards and Sanctions (Behaviour) policy aims to ensure that all members of the school community feel safe and secure at school, and are able to work to the best of their ability.

The policy is closely linked to the aims of the school, in particular the aims:

- To encourage all students to fulfil their potential in all areas;
- To demonstrate a care and concern for students as individuals;
- To create an environment where the educational process is enjoyable and valued;
- To encourage all members of the school to respect and value the diversity of our culture and society;
- To encourage all members of the school to develop responsibility towards individuals, the community and the environment;
- To develop self-confidence;
- To promote and respect the mental and physical wellbeing of all staff and students
- To promote the welfare and security of staff and students.

Relationship to other policies

This policy has significant links with the pastoral policies for all sections of the school.

- The Child Protection and Safeguarding policy
- the anti-bullying policy
- anti-cyber bullying policy
- the confiscation policy
- the drug policy
- the equal opportunities policy
- the WISF Expulsion, Removal and Review policy

Purposes of the Rewards and Sanctions (Behaviour) policy

- To ensure that all staff, students and parents are aware of the aims and expectations of the school in terms of behaviour
- To encourage good orderly behaviour and self-respect, as well as respect for others and the environment, based on a recognition of rights and responsibilities agreed by the whole school community
- To provide consistent and effective support for staff and students
- To promote a positive attitude to learning and to provide a learning environment that is attractive and stimulating so that students are enabled to realise their potential
- To promote and respect the mental and physical wellbeing of all staff and students
- To promote a safe learning environment for staff and students
- To support students in achieving success and encourage patterns of good behaviour through a range of rewards

- To deal as promptly as possible with incidents of unacceptable behaviour with appropriate sanctions including incidents relating to COVID-19
- To ensure that all students are treated equally and fairly with regard to rewards and sanctions

Rights and Responsibilities

All members of the school have rights which will be respected, and responsibilities which they must accept, as part of the process of learning and growing up at this school.

Students have the right to learn to the best of their ability ¹

- To be treated equally and with respect
- To have healthy mental wellbeing
- To learn in a clean, safe and secure environment
- To have lessons start on time
- To have work marked in a timely manner

Students have the responsibility*

- To learn and let others learn
- To treat others equally and with respect
- To respect the school and the property of others
- To get to lessons on time
- To have an enthusiastic attitude to learning

The school expects all students to adhere to the **code of conduct**:

It is expected that every student will:

- Treat everyone else and their property with respect
- Be sensitive to the needs of others
- Give of their best in every area of school life
- Take a pride in themselves, their achievements and the achievements of others
- Act responsibly and with self-discipline.
- Not affect the mental wellbeing of others in a negative way

¹ * These rights, responsibilities and expectations would apply also during Remote Home Learning situation. With the exception of punctuality to lessons (as this may not be possible due to families sharing ICT resources).

There are some rules which support and clarify the code of conduct.

The school expects students*

- To do as requested by all staff
- To have the correct books and equipment for all lessons
- To be on time for all lessons
- To settle to work quickly and to stay on task in lessons
- To listen to staff and other students when they are speaking in lessons, without interrupting
- Not to eat, chew, or drink anything other than water in lessons, or around school
- To move around school in an orderly way, showing courtesy to others
- Not to use language which offends others
- To wear the appropriate school uniform, or follow the dress code
- To respect and maintain the cleanliness of the school environment, including classrooms, shared spaces, the dining room and the garden.
- To complete homework promptly to the best of their ability
- To be supportive of Government expectations with regards to COVID-19

Rewards and Sanctions (Senior School)

Rewards

In order to promote positive behaviour, many different rewards for work, conduct and contribution to school life may be used. They should be used generously to reward normal expected behaviour, in terms of work, conduct and appearance, rather than outstanding good behaviour only. Rewards may include

- Verbal praise
- Written praise: this should be precise and specific
- Merits - differentiated by category in ClassCharts
- End of term celebrations
- Stickers and subject certificates
- Year and form certificates and prizes
- Mention in year assemblies
- Mention in celebration assemblies, newsletters or on the website
- Showing work to; sharing good behaviour or celebrating success with the Head teacher
- Head teacher's commendations
- Letters home
- Prizes and mention at Speech Day

Rewards and Sanctions 2021/22

1. Merit: 1 merit awarded
2. Consistently excellent behaviour is awarded weekly and monthly:

No S1s in a week = 1 merit awarded

No S1s in a month = 3 merits awarded

3. REACH Merit: 3 merits awarded for outstanding kindness, attitude, work or commitment
 - Up
 - Out
 - In
 - Higher
4. Head teacher Commendation: 5 merits awarded

Sanctions for inappropriate behaviour

Sanction 1 (S1)

Formal Warning:

- Academic
- Punctuality
- Uniform
- Community
- Misuse of ICT/Social Media
- Health & Safety/Safeguarding

Sanction 2 (S2)

Lunchtime detention

12.40 – 13.10

Head of Years/Head of Departments rota

Sanction 3 (S3)

Afterschool detention

Tuesday 16:10pm – 17:10pm

Member of SLT rota

Sanction 4 (S4)

Internal exclusion

Sanction 5 (S5)

External exclusion

Sanction 6 (S6)

Permanent exclusion

Sanctions are designed to make clear to individual students and their peers that certain behaviours will not be tolerated. Sanctions which may be used include:

Accumulation of Sanctions

1. 3 x S1 in any category per month = S2
2. 3 x S2 in any category per term = S3
3. 3 x S3 in any category per term = S4
4. 3 x S4 in any category per academic year = S5

Behaviour Levels and Sanctions 2021/22 (Appendix 1) for information:

1. Academic	Possible Sanction
Homework not presented on time or not fully completed.	S1 or S2
Repeated homework issues	S3 → S4
Lack of effort in class	S1
Unprepared for learning e.g. no homework diary, equipment, books, sports kit	S1 or S2
Low-level disruption (for example disrupting the learning of others or not following staff instructions)	S1 → S3
Non-attendance at a school event or fixture without notifying staff (possible escalation if this occurs more than once)	S1
Plagiarism Cheating in internal exams	Refer to Asst Head Academic S2 → S3
2. Misuse of ICT/Social Media	
Misuse of social media or mobile device	S2 → S4
Minor inappropriate use of mobile device	S1 → S3
Serious misuse of mobile device, sexting, filming or taking images (including the bus) which causes upset or threat others	S3 → S6 permanent exclusion
Bringing the school into disrepute	S4 → S6 permanent exclusion
3. Behaviour	
Punctuality, late to lessons, tutor time, registrations, assemblies	S1 → S3
4. Uniform	
Unacceptable uniform or appearance including chewing gum	S1 → S4
5. Community	
Any anti-social behaviour such as: <ul style="list-style-type: none"> • Damage to school property • Dropping litter, damage to another person's property • Failure to follow staff instructions during break/lunch time 	S1 → S5
Bullying/racial/sexist/gender/homophobic comments or threatening behaviour	S2 → S5
6. Health and Safety / Safeguarding	
Leaving the premises without permission, internal and external truancy	S3 → S6. Possible removal of privileges for senior students.
<ul style="list-style-type: none"> • Stealing from others or the school • Physical or verbal aggression (towards staff or students) • Dangerous behaviour • Inappropriate physical contact • Failing to sign in or out 	S4 → S6 permanent exclusion S3 → S6 S4 → S6 S2
Possession or consumption of alcohol and/or drugs, smoking, including electronic cigarettes, bringing dangerous items into school e.g. penknives, lazer pens etc	S4 → S6 permanent exclusion
Supplying banned items including drugs, alcohol and smoking paraphernalia	S6 permanent exclusion

Please note all cases are taken on a case-by-case basis. The sanctions are issued as guidelines and will be escalated as required.

Sanctions may also include:

- withdrawal of privileges.
- Personalised behaviour plans (which may include positive behaviour plans as a support mechanism).
- Letters or phone calls to parents may alert parents to problems with behaviour and attitude at any time.
- Scholarships may be withdrawn.
- External exclusion (AKA Suspension) – please refer to WISF Expulsion, Removal and Review policy
- Permanent exclusion (AKA Expulsion) – please refer to WISF Expulsion, Removal and Review policy
- If deemed appropriate a student may be put on a Support/monitoring card to target and to positively reinforce the required behaviour. Heads of year, form teachers and Heads of Department may personalise these to cover such issues as organisation, attention, completion of homework, as well as behaviour and attitude. Support/Monitoring Cards need to be completed by the teacher at the end of each lesson, and they are usually sent home to be signed by parents at the end of each week. Students are usually on Support/Monitoring cards for a fixed period to support them in their efforts to manage their own work or behaviour.

Rewards and Sanctions (Preparatory School) Rewards

In order to promote positive behaviour, many different rewards for work, conduct and contribution to school life may be used. They should be used generously to reward normal expected behaviour, in terms of work, conduct and appearance, rather than outstanding good behaviour only. Rewards may include

- Verbal praise
- Written praise: this should be precise and specific
- House points
- House point certificates at the end of the term
- Nomination in Work of the Week (WoW) assemblies
- End of term celebrations
- Mention in celebration assemblies, newsletters or on the website
- Showing work to; sharing good behaviour or celebrating success with the Headteacher
- Headteacher's Award
- Letters home
- REACH (Up, In, Out, Higher) merits

Sanctions for inappropriate behaviour

Sanctions are designed to make clear to individual students and their peers that certain behaviours will not be tolerated. Sanctions which may be used include

- Verbal reminders and warnings
- Withdrawal of privileges
- Use of /change of seating plans
- Loss of a break time or lunch time play to consider the impact of behaviour on the wider community
- Being put on a green card report: form teachers may personalise Support/Monitoring Cards to cover such issues as organisation, attention, completion of homework, as well as behaviour and attitude. Support/Monitoring Cards forms need to be completed by the teacher at the end of each lesson, and they are usually sent home to be signed by parents at the end of each day. Students are usually on Support/Monitoring Cards for a fixed period to support them in their efforts to manage their own work or behaviour.
- Letters or phone calls to parents may alert parents to problems with behaviour and attitude at any time.
- Student-school contracts and or positive behaviour plans may be used to clarify the expectations of behaviour
- Scholarships may be withdrawn.
- Internal isolations: a student may attend school but not classes
- Suspension (AKA External exclusion) – please refer to WISF Expulsion, Removal and Review policy
- Expulsion (AKA Permanent exclusion) – please refer to WISF Expulsion, Removal and Review policy

Corporal punishment is not used in any part of The Kingsley School.

Student conduct – whole school

Conduct in lessons

In lessons, teachers should expect high standards of behaviour from all students, and take all steps to make sure that classrooms are calm, orderly, safe places in which to learn, including early intervention to stop disruptive behaviour. Teachers should try to remain calm, to use humour where possible, and to keep interruptions to the lesson as brief as possible. Group punishments are generally not acceptable. Threats should not be made lightly, and teachers should avoid creating situations where innocent parties end up being punished. Sanctions which may be employed at an early stage within lessons include:

- Use of /change of seating plans
- Using a student's name to verbal remind them of the correct behaviour required

- Moving to stand near a student
- Giving a clear verbal reminder

If a student does not respond to these low level reminders, the teacher should give a clear verbal warning that the student will be sent out of the room if her unacceptable behaviour continues and the Behaviour levels and sanctions may be used. If the inappropriate behaviour continues, the student should be sent to the Pastoral room and if no one is there the school office in senior school. The teacher should keep a record of the time the student was sent out, and inform the student's head of year as soon as possible. In Prep School staff should email prepoffice@kingsleyschool.co.uk for a member of the admin team to come to collect the student.

If a student is sent to the school office, one of the office staff will contact a HOY or Deputy Head (pastoral), or the Head of Prep or Deputy Head of Prep in the Preparatory School, who will take the student to a convenient room.

If a student has been sent out of a lesson, the Deputy Head or Head of Prep School will send the standard letter home, discuss the inappropriate behaviour with the student, and in the case of the Senior School, place the student in the next after school detention.

Conduct around school

Students are expected to behave calmly and courteously whilst arriving, leaving and moving around school between lessons and at break and lunch times. Verbal warnings should be given, followed by a formal (S1) warning issued on ClassCharts, and escalated if offences are repeated, silly, threatening or dangerous. See Behaviour levels and Sanctions 2021/22 (Appendix A).

Mobile phones

Mobile phones must be switched off while in school and stored safely. Students in the Preparatory School must leave their device in the Prep School office for the entirety of the school day.

In the Senior School, phones must not be out in lessons, unless a teacher has specifically given permission or asked for them to be used (for example to read books, or to access or record information, work or homework). If they are seen in any other circumstances, or in the public areas of the school (e.g. dining room, halls), they may be confiscated. Year 11 and the Sixth Form may use their phones in their respective common rooms only.

The use of personal cameras to take or send images of members of the school community is strictly forbidden. The school takes very seriously any use of images to hurt or threaten students or members of staff. Any misuse of images will be dealt with according to the school's discipline policy, and may involve informing the police.

Students in years 7, 8, 9 and 10 will **not** be allowed to use their mobile phones at school without the clear permission of a member of staff. They may use them as a resource in lessons

if permitted by the teacher. Students in years 11, 12 and 13 will be allowed to use their phones in their common rooms **only** and **not** in the presence of younger students. They may use them as a resource in lessons if permitted by the students are reminded of the potential issues arising from the inappropriate use of mobile technology for social media and photography for example. Any student who contravenes these rules will have her telephone confiscated for the remainder of the day or if during Enrichment the next day.

Should a student have her phone confiscated three or more times she must hand it in to the office every morning and collect it at the end of the day. It may be used only in an emergency. Further sanctions such as detentions may be used and parents may be contacted (see below).

- Confiscated items should be placed in an envelope marked with the owner's name, the type of object and the date;
- The envelope should then be taken to the front office, where it will be placed in a safe place;
- Items that are confiscated are recorded on Classcharts
- Confiscated items will be returned to the student at the end of the day: students must collect the item from the office themselves;
- A record will be made of the return of the item. Heads of Year will check the confiscation record weekly and should report persistent offenders to the Deputy Head.
- During school closures in response to the COVID-19 pandemic, we recognise that students working at home may need to access their devices more frequently. Normal school rules apply as much as possible with reasonable adjustments to facilitate effective teaching and learning.
- Students attending school during the COVID-19 pandemic are subject to the same rules as detailed above. However, some adjustments may be made to adopt to the different circumstances. Students in Years 7, 8, 9 and 10 must not use their devices at break and lunchtime.

Conduct outside school

When students are out of school in their school uniform their behaviour creates a strong impression both of themselves and of the school.

- This applies when students are representing the school (for example in competitions or games matches), on trips, on minibuses to and from school, whilst waiting for buses outside school or in town, to Year 10 and Year 11 students allowed into town at lunch time, and to students with their parents in public.
- Students should wear full school uniform rather than parts of it, and should behave courteously and responsibly at all times.
- Students should not buy inappropriate items when wearing school uniform (e.g. alcohol, cigarettes).
- If students do not behave acceptably, sanctions may be given. (These may be given in school, rather than in public.)

Uniform

A full description of the uniform is given in the Parents' Information handbook, and on the school website. We expect parents to support the school in ensuring that students look smart and neat.

- Students are expected to wear their uniform smartly and neatly. It should be in a good state of repair and complete.
- Skirts should be a respectable length (no more than 2 inches above the knee), and shoes should be safe for school wear, and well-fitting.
- Shoulder length, or longer, hair should be tied up neatly, and no jewellery apart from a simple cross (or other appropriate religious symbol), or one pair of stud earrings should be worn. Scrunchies or slides should be school colours.
- Make up is not permitted. This includes coloured nail varnish and false nails (including coloured or talon-style gel/acrylic nails) and hair attachments. Students will be provided with the correct products to remove make up and nail polish. Students with false/acrylic/gel nails who do not remove them within 24 hours may be removed from timetable until the issue is resolved.
- Facial piercings, visible body piercings, visible tattoos, and strong or multi-coloured hair dyes are not acceptable.
- Students are expected to wear their blazers outside school, unless given explicit permission to do otherwise.

All members of staff are expected to ensure that students meet high standards of smartness and appearance.

Students will be given verbal reminders about uniform and sanctions issued for repeat offences. Students in the Preparatory School will be given verbal reminders about uniform and in the event of repeated infringement, parents will be notified by the Head of Prep School.

Sixth Form dress code

A smart business-like appearance sets a purposeful climate for learning and raises the School's reputation in the community. Sixth Form students have a responsibility to set a good example to younger students and to act as ambassadors for the school.

- A jacket in a dark colour with a complementing skirt, trousers or a dress. Patterns should be kept to a minimum to give the overall effect of smart business like attire.
- Optional smart cardigan, no longer than the length of the jacket.
- Skirts must be a suitable length. They should not be too tight; no body contour skirts are to be worn.
- Tops can be any colour, but should not expose the midriff nor be low cut. Vests and strappy tops are not allowed.



- Shoes should be safe and should complement the smart image of the dress code
- Shoes must be suitable, no trainers or casual shoes and boots should be worn.
- There should be no leggings or denim worn.
- Sixth form may wear nail varnish.

Parents will be contacted if guidelines are infringed. If there are frequent problems, sanctions will be issued.

Coursework and homework

It is the responsibility of subject teachers and departments to make sure that students are rewarded for work satisfactorily completed and handed in on time, and to use behaviour levels and sanctions when work is incomplete, or deadlines are not met. If there are repeated concerns about a student's work, these should be passed on to the head of department and form teacher, one of whom will contact the student's parents and the head of year, to formulate a strategy to support the student.

Consultation and dissemination of information about this policy

This policy was written after extensive consultation with all members of staff across the school, and following analysis of a questionnaire completed by all the students. It has been discussed by SLT, heads of year and teams of form tutors. Parents are informed and reminded of it at parents' information evenings each autumn term. It is discussed with students across the school during form periods and PSHE sessions, and will continue to be drawn to students' attention in this way at least once a year.

The policy is published on the school website. Further copies are available from the school office on request

To be reviewed: Summer 2022