



Rewards and Sanctions Policy

This document in conjunction with our Rewards and Sanctions pyramids form the framework of our policy. These are meant as fluid guidelines for us as professionals to interpret and stick to with consistency.

Staff should follow the Rewards and Sanctions pyramids for the warning system within the classroom.

Head of Secondary, Deputy Head of School and Head of School involved in higher level/major behavioural incidents.

Rewards are based around the Laude Rewards Pyramid and are used by all members of staff.

Code Guide

HOD (Head of Department)

HOKS (Head of Key stage) KS3: Paul Knowles, KS4: Chris Litchfield, KS5: Francisco Marcos

HOS (Head of Secondary) Chris Smith.

Ready		
Example	Persons involved	Sanction
Lack of equipment	Teachers -> Tutor -> HOKS	Warning system -> Email -> Meeting (HOKS/Tutor + Parents)
Incorrect uniform	Tutor -> HOKS + Teachers during lessons	HOKS organise call home/sent home
Punctuality issue	Tutor + Teacher -> HOKS	Warning system -> Email -> Detention -> Meeting (HOKS/Tutor + Parents)
Lack of homework	Teacher -> HOD -> Tutor -> HOKS	Warning system -> Email + Detention -> Meeting (HOD + Parents)
Focused for learning	Teacher -> HOD -> Tutor -> HOKS	Warning system -> Detention -> Email -> Meeting (HOD + Parents)

Respectful		
Example	Persons involved	Sanction
Distracting from learning	Teacher -> HOD -> Tutor -> HOKS	Warning system -> Detention -> Meeting (HOD/HKS + Parents)
Bullying	Member of staff to report to tutor and HOKS	HOKS organise meeting with tutor, HOKS and parents
Disruptive behaviour in and outside of the classroom	Teacher -> HOD -> Tutor -> HOKS	Warning system -> Email + Detention -> Meeting



		(HOD/HOKS + Parents) -> Continued disruption, possible temporary removal/isolation.
Poor attitude to learning/Poor work rate	Teacher -> HOD -> Tutor -> HOKS	Warning system -> Email + Detention -> Meeting (HOD/HOKS + Parents)

Safe		
Example	Persons involved	Sanction
Missing lunch	Duty person -> Teacher -> Tutor -> HOKS	Hand checked by teacher -> Tutor -> HOKS
Bullying	Member of staff to report to tutor and HOKS	HOKS organise meeting with tutor, and parents
Drug/Alcohol/Self abuse	Teacher -> HOKS -> HOS + Tutor	Teacher to tell HOKS immediately, HOKS to meet with tutor and HOS

It is our duty as professionals to ensure the Ready, Respectful and Safe guidelines are established with students throughout the school.



Sanction Guide.

Sanction	Behaviour	Repeated incident, next step
C1: Warning, Name on Board and/or note in planner.	Calling out in class.	Move to C2 break time detention, if poor behaviour continues, call a member of duty staff to collect pupils from classroom.
C1: Warning, Name on Board and/or note in planner.	First time pupil produces lack of work, or effort in lesson.	Remind pupil of your expectations for there effort/ work. If pupil continues to produce insufficient work. Place on a C2, break time detention, make note in planner, and ensure parent signs and acknowledges your concerns.
C1: Warning, Name on Board and/or note in planner.	Not sitting in right place.	On the second time of asking move to C2 break time detention. On third time of asking and if pupil does not move, call a member of duty staff to collect pupils from classroom. This will be now classed as defiance, and will be seen as evidence for the pupil to go onto report and an after-school detention will be given.
C1: Warning, Name on Board and/or note in planner.	Uniform infringement (wrong shoes, nail polish, Lack of equipment. (etc)	Form Tutor to do daily uniform checks. If there is as an infringement, pupils should be given warning, that is written in planner or an email sent home. The form tutor needs to check that the parent is aware of the uniform infringement. If pupil comes in for a second day with a uniform infringement, sent to HOKS. Who will implement the next step.
C1: Warning, Name on Board and/or note in planner.	Playtime incident, or an incident on the corridor before or after lesson.	Member of staff on duty, will stop the pupil and explain why their behaviour falls below the standards that are expected of pupils at Laude San Pedro. Member of staff make a note in planner. If pupils are disrespectful, or continues with poor behaviour. Report to HOKS, who will place pupil on C2,C3.

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Sanction	Behaviour	Repeated incident, next step
C2, Break Time detention.	Using phone in lesson without permission.	Teacher should hand the Phone into reception, and note made in student planner. The Pupil should make up time wasted in dealing with the incident at break time. If pupil is disrespectful when handing phone over, teacher should hand phone into HOKS. Who will make a decision whether the phone should be handed back to pupil or if the parent should be collected by parent and a C3 issued for pupil's behaviour.
C2, Break Time detention.	Arriving to lesson late.	Pupils should make up time, they have missed from the lesson. If this is persistent lateness, or the pupils is over ten minutes late without a valid reason, the pupils should be moved onto a C3 Lunch time detention.
C2, Break Time detention.	Play fighting (horse Play)	If pupils are, pushing or jostling or just general horse play with no malice, they the pupil should be given a break time detention. The teacher should explain how what they perceive as just playing can lead to them hurting each other and why this is not acceptable. If this behaviour becomes more serious and the teacher believes there is malice behind the actions it should be given a C3 detention.
C2, Break Time detention.	Not following teacher's instructions.	If a pupil has shown a lack of motivation, or not followed instructions give in a lesson due to being distracted or not giving their full time and attention to their work. The teacher should give the pupil a break time detention and the pupil should complete the work. If the teacher believes the student is deliberately not completing work, then this is classed as defiance and should be given a C3 lunch time detention.
C2, Break Time detention.	Talking over a teacher.	If a pupil or a group of pupils talk over you when giving instructions and continue after you have given a C1 (warning). The pupil or group of pupils should be given a break time detention to make up for the time they have wasted. If pupils continue to disrupt the learning of others or are being disrespectful by not listening; call the on duty member of staff, and they will remove the pupil from the lesson and a C3 lunch time detention will be issued.



Sanction	Behaviour	Repeated incident, next step
C3, Lunch Time detention.	Swearing.	If a pupil swears in the lesson, then a C3 detention should be issued and you should explain why this behaviour is not acceptable. If swearing is aimed at a teacher this is a much more serious offence and the student will be removed from the lesson, and HOKS and HOS will decide on the next step.
C3, Lunch Time detention.	Defiance (answering back or not doing what a teach requests)	If a pupil shows defiance in a lesson, then the teacher should issue a C3 lunch time detention. If the pupil is being openly defiant this is a much more serious offence and the student will be removed from the lesson, and HOKS and HOS will decide on the next step
C3, Lunch Time detention.	Making offence comments about another pupil.	If a pupil makes a one-off offence comment to another pupil. Then the teacher should issue a C3 detention, and email the form tutor. Both the teacher and the form tutor should explain to the pupil why this behaviour is not acceptable. If the teacher believes it is more than a one-off comment then this is moving into bullying and should be reported to HOKS to a do an investigate into.
C3, Lunch Time detention.	Continuing lack of homework.	If a pupil continues to produce a lack of homework, then a C3 detention should be issued and parents should be informed. If this then continues the teacher should organise a parental meeting to discuss these concerns, and HOD or HOKS will attend.
C3, Lunch Time detention.	Continuing lack of equipment.	If a pupil continues to have a lack of equipment, then a C3 detention should be issued and parents should be informed. If this then continues the teachershould organise a parental meeting to discuss these concerns, and HOD or HOKS will attend.

For any incidents that are more serious in nature e.g. Bullying, fighting, intimidating behaviour, possessing banned objects, (etc). Should be reported to appropriate person e.g. HOKS, HOS, DH,HT.



Reward Guide.

Reward	Behaviour
<p>Teacher can award up to three merit points per a lesson or for a demonstrations of good behaviour.</p> <p>Form Teacher collects house points weekly and inputs them on Spreadsheet.</p>	<p>Pupil produces good work in lesson.</p> <p>Pupils produce good homework or project work.</p> <p>Pupil show kindness to a member of staff or another student.</p> <p>Pupil completes a job or activity for a member of staff in lesson or form time.</p> <p>Pupil is a role model in lesson or for younger pupils.</p>
<p>Form Tutor, hands out two star of the week certificates to two pupils in form. These pupils get an early lunch pass for Friday lunchtime.</p>	<p>Pupil throughout a week demonstrates improvement in behaviour or attitude, or excellent behaviour throughout the week.</p>
<p>Monthly house merit totals.</p>	<p>Pupils will get rewarded a number of raffle tickets according to the number of house merits they have collected over a month.</p>
<p>Monthly praise emails and letters.</p>	<p>Teacher will nominate one pupil from the form group that has demonstrated excellent behaviour. The HOKS will send out an email or letter to parents praising the pupil's behaviour over the last month.</p>
<p>Monthly award assemblies.</p>	<p>Pupils who have demonstrated excellent behaviour in your subject over a monthly period are nominated to HOD. HOD chose one pupil from nominations for monthly prize giving.</p>
<p>Yearly awards.</p>	<p>Pupils who have demonstrated excellent behaviour in your subject over a year are nominated to HOD. HOD chose one pupil from nominations for yearly prize giving.</p>