



SOUTH WILTS GRAMMAR SCHOOL FOR GIRLS (ACADEMY)

SCHOOL AIMS

South Wilts is a progressive grammar school for girls which aims to maintain high academic standards and cultural achievement within a caring environment. We seek to encourage responsibility and personal fulfillment so that students attain their maximum potential. The School is dynamic and works with the community to prepare its students for life-long learning and adult independence.

REWARD AND SANCTIONS POLICY

We believe in acknowledging and celebrating the achievement of the students.

AIMS

1. To acknowledge achievement, attainment or service to the community.
2. To foster positive self esteem.
3. To encourage personal development and endeavor.

REWARDS PROCEDURE

GUIDELINES FOR YEARS 7 TO 11.

Staff are encouraged to give merits or stickers to students who have consistently:

- **worked hard**
- **contributed to lessons**
- **been helpful**
- **produced outstanding work**

1. All staff can award merits when they feel it is appropriate. These should be awarded for academic achievement, individual attainment or improvement or for service to the community.
2. All students can and should be awarded merits not just the high achievers. As a rough guide teachers and tutors should award each teaching and tutor group approximately 30 merits a term for each double lesson taught. Merits should be awarded for effort and attainment.
3. Figures will be collated from the tutor groups to try and ensure parity across tutor groups, departments and year groups.
4. Merits are recorded in the student's homework diary, in the Lower School with a written record and in the Upper School with stickers.
5. When a student has obtained 15 merits she sees her form tutor for a commendation certificate. Further commendations are awarded after every 15 merits, either by the Head of Lower School or the Headteacher until 90 merits have been awarded. Letters of congratulations are sent home and after 150 merits, a Governor's Award Badge is awarded. A Diamond award is made after 200 merits and an Emerald award after 250 merits have been awarded..
6. Commendation certificates are kept in a student's personal profile or record of achievement folder.
7. The Head of Lower School keeps a record of the commendations for each form.

8. Merits cannot be held over into the next academic year.
9. Exceptional achievements will be celebrated in assemblies and through the press clippings board.
10. Letters of commendation are sent to students in response to interim reports where evidence of continued effort, attainment or improvement is revealed.
11. In the Upper School a sticker system is in operation and staff are encouraged to award in the same way as merits. Students will require 10 stickers to gain a prize.
12. Prizes at Speech Day are awarded for a variety of reasons - Individual tutor recommendation, excellent academic work, a contribution to form, school or community life or an outstanding number of commendations.

We believe that sanctions provide a consistent framework of support to help the development of individual responsibility.

AIMS

1. All sanctions should be appropriate to the problem.
2. To administer sanctions with discretion and promptness.
3. To apply sanctions fairly to all students but to be aware of individual cases.
4. To support and give a framework for students to develop personal responsibility.

SANCTIONS PROCEDURES

GUIDELINES

1. Lunchtime detentions are set and administered by departments for late or missed work or lateness to a lesson. A pastoral lunchtime detention is available for poor behaviour.
2. Students are put on report to monitor progress in lessons and/or lunchtime. This is also used as a supportive measure. Students report to Heads of Section, or in more severe cases, students may be placed on SLT report.
3. After school detentions are given for persistent late arrivals at school and for having had three or more lunchtime detentions in a mini-term. This may be dealt with in conjunction with the Deputy Head and pastoral team. Parents will be informed and sign an after school detention form.
4. Parents are invited in to discuss other problems such as repetitive behaviour patterns or truancy, and other measures, as well as the after school detention, will be taken as appropriate.
5. A record of detentions is kept centrally and Heads of Section are regularly informed of those receiving detentions.

Sanction Procedures

Initially sanctions are always the responsibility of each member of staff. If you see a student behaving/dressed in an inappropriate manner it is your responsibility to respond. Please check the school uniform list, Learning Charter and sanctions policy so that you are aware of what is expected.

If an incident happens within the Department or within the classroom then it is the responsibility of the subject teacher or Head of Department. If you are setting a Departmental detention please fill in the Departmental detention form, which is found on the VLE under 'Forms System'. Please also record in the student's homework diary. The office keeps a central record of detentions and adds these to SIMS.

Incidents in the corridors or elsewhere in the school will be dealt with by the pastoral team. Please fill in a Cause for Concern form in these cases. The Cause for Concern forms are also found on the VLE under 'Forms System'.

Stage	Behaviour- first offence e.g.	Procedure
1	<ul style="list-style-type: none"> • Lateness to class • Inappropriate use of voice • Forgotten books • Mild rudeness • Mild inappropriate language • Low level disruption • Running in the corridor • Eating and drinking in the corridor (including chewing gum) • Mobile phones in lessons or being used in corridors while walking • Uniform issues / inappropriate dress <p>You are responsible for your own classroom environment.</p>	<p>Explain to the student what they have done wrong and/or keep the student in after the lesson. Give them a warning.</p> <p>Confiscation of mobiles/headphones/hoodies/bracelets etc for the day</p>
2	<p>A repeat of any of the above</p> <ul style="list-style-type: none"> • Missed work • Rudeness • Silly behaviour • Consistent lateness • 1 piece of work not handed in/ or brought for use in class • Abusive language towards others • Graffiti /defacing work • Failure to follow staff instructions <p>Please fill in the cause for concern form if the offence is not within lessons or subject related, as this will be a pastoral detention.</p>	<p>Departmental detention at lunchtime. HoS/HoD informed. Please complete detention form. It is important that you fill in the date on this form so that all students are clear about when and where their detention needs to take place. . In the first instance action is the responsibility of the teacher and HOD.</p> <p>Work not handed in should be dealt with at Departmental level. Please do not set an immediate after school detention for this.</p> <p>Cause for Concern form. Tutors and HODs should always be informed. Possible pastoral detention. Confiscation of mobiles/headphones/hoodies/bracelets etc for the day</p>

3	<ul style="list-style-type: none"> Repeated Departmental detentions (After second detention with any Department an after school Detention must be set by the HOD.) Three missed HW in a mini term Truancy 3 uniform lapses in a mini term Repeated failure to follow staff instructions Very rude behaviour (letter of apology must be written) Swearing at a teacher (letter of apology must be written) Lateness 3 times in a mini term <p>After school detentions are on alternate Fridays from 15.45 - 17.00 in L3. Work for all after school detentions should be set by HOS or HOD and appropriate work should be set.</p>	<p>After school detention. Parents informed Detentions entered into SIMS. Cause for concern form, inform HoS</p> <p>Social time to be spent in the corridor outside the Head teacher's office.</p> <p>Confiscation of items and parent required to collect</p> <p>If this does not happen in a classroom or Department the after school detention will be set by the HOS as a result of a Cause for Concern.</p> <p>Possible HOD report card. Must report this to HOS and line manager.</p>
4	<ul style="list-style-type: none"> Repeated missed work Repeated rudeness Theft Smoking Bullying Incomplete coursework Continued and repeated uniform lapses/lateness Other behaviour where this is considered an appropriate sanction by the school 	<p>Students required to be in school on INSET day in full uniform. May be asked to complete missing work, or cleaning. Meeting with parents. Internal suspension from lessons or break or lunchtime.</p> <p>Possible HoS report card Interview with HoS/Assistant Head Sixth Form students put on a Special Contract with specific targets</p>
5	<ul style="list-style-type: none"> No improvement Persistent theft Persistent bullying Repeated smoking Physical assault Possession or use of drugs 	<p>Fixed Term Exclusion. Police intervention. Meeting with parents.</p>
6	<ul style="list-style-type: none"> More than 40 days exclusion from school Drug dealing 	<p>Permanent Exclusion. Police. Child and Family Guidance.</p>

Report / Monitoring cards for HOS or Assistant Head will be used at any appropriate time.

- Special consideration will be at the discretion of the HOS
- Non-teaching staff should always use the Cause for Concern form
- Non-teaching staff including cover supervisors need to ensure that they report incidents to the Head of the Department they are working in
- Students can be asked to wait in reception if challenged by a non-teaching member of staff.