



Policy:	<i>BEHAVIOUR, REWARDS &amp; SANCTIONS AND APPEALS POLICY</i>
Applies to:	<i>Warwick Senior School Pupils</i>
Authors:	<i>Senior Deputy Head</i>
Approved by:	<i>J S Barker, Head Master</i>
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Signed:	

## BEHAVIOUR, REWARDS & SANCTIONS AND APPEALS POLICY

### Behaviour

At Warwick School we aim to achieve high standards of behaviour at all times, whether during the course of a normal school day, on a trip or sporting fixture, travelling to or from school or at any other time when an individual can be clearly identifiable as a member of the Warwick School community. In short, we all, staff and pupils alike, aim to treat each other as we should wish to be treated. Principles of decency, respect, toleration, humility and kindness are not only taught, but lived out through individuals in the community. We aim to promote a community that is harmonious and unified, yet respectful of differences amongst its individuals.

It would help greatly if boys are able to adhere to the Code of Conduct outlined below and also found in their Student Planners.

### Respect each other

- Be polite. Treat others as you would expect to be treated.
- Be kind. Do not cause hurt anyone physically, verbally or digitally.
- Be respectful to all.
- Any displays of affection should not have the potential to cause discomfort to others.

### Respect our school

- Be a good ambassador for the school.
- Take care of property belonging to the school and other people.
- You may only eat in the dining room, the tuck shop or outside.
- Use the correct bins provided for litter and recycling.

### Safety

- Do not bring anything into the school that could cause harm.
- Do not bring prohibited items into school.
- If you have a concern about the well-being of someone, please raise it with a member of staff.
- If you see a stranger on site without a visitor pass, tell a member of staff.

### Safety on site

- Always walk when moving around the school.
- Always behave in a safe manner, being mindful of how your actions can affect others.
- Leave your bag tidily in a safe and sensible place.
- Do not go in any area of the site you do not need to be in.
- Show respect for others.

### Appearance

- Always be smartly dressed in the proper uniform.
- Hair should be neat, tidy and no shorter than a grade 3.

These rules apply:

- When taking part in any school-organised or school related activity or
- travelling to or from school or
- wearing school uniform or
- in some other way identifiable as a pupil at the school

All staff should establish clear rules and expectations in regard to classroom behaviour. A well-planned classroom with attractive displays and provision of resources is encouraged to create a positive learning environment.

Under no circumstance should pupils bring into school any prohibited items. The Head Teacher and staff authorised by him or her, have a statutory power to search pupils or their possessions, without consent, where they have reasonable grounds for suspecting that the pupil may have a prohibited item. Guidance on the process for searching a pupil can be found in the document “Conducting a Search – Guidance”.

Prohibited items include:

- Knives or weapons (real or replica)
- Alcohol
- Illegal drugs
- Non-prescription drugs (e.g. Spice, K2)
- Tobacco, cigarette papers and lighters
- Vapes
- Fireworks
- Pornographic images or films
- Any article that a member of staff reasonably suspects has been, or is likely to be, used
  - i) to commit an offence
  - ii) to cause personal injury to, or damage to the property of, any person (including the pupil)

**Rewards**

A good standard of work and/or behaviour should be reinforced by appropriate rewards. While often quick to sanction, staff are asked to be as industrious in recognising achievements.

Rewards include:

- Verbal praise to the pupils and/or their parents.
- Written praise on the individual piece of work, School Reports, The Portcullis, The Warwickian, etc.
- Public mention of achievements in School Assembly or at Section Assemblies. Please convey this information to the Senior Deputy Head or the Head of Section
- Issuing a Commendation in ISAMS
- Issuing a ‘Headmaster’s Commendation’ postcard for an absolutely outstanding achievement or piece of work
- Issuing Headmaster’s Congratulations or Head of Section’s Congratulations for good form orders

**Commendations:** Parents will be informed when their son receives a Commendation. Commendations are given to reward exceptional effort in all aspects of school life and may include:

- An outstanding piece of written work
- A marked improvement in work compared to work previously
- Outstanding contributions in the classroom
- Charity fund raising
- Leadership and/or support for a club or society
- Serving the school community in a notable way

- Contributions and performances in musical or drama activities
- Showing humility or acts of kindness to others
- Significant contribution to a house event

Commendations will generate an automatic email to a boy's parents, Form Tutor and Head of Section (and will count towards the House Competition).

15 = Bronze award (certificate created by the School Office, signed by the HM, presented by tutor)

30 = Silver award (certificate as above but presented by HoS)

50 = Gold award (certificate and £10 book voucher, presented by SDH)

So if a student manages to gain a Gold award then they will have already received a Silver and Bronze earlier in the year. These will be monitored by Assistant Heads of Section.

**Head Master's Commendations** are used to reward truly outstanding effort in all aspects of school life. These are awarded by recommendation and can include any of the categories above or anything deemed worthy of exceptional note. Teachers should recommend to the Head Master via a brief e-mail the reasons why a particular boys should receive a Head Master's Commendation. Where judged appropriate, The Head Master will send home a postcard congratulating the boy for the work. The teacher will also issue a commendation on ISAMS.

**Head Master's Congratulations or Head of Section's Congratulations** will be issued for particularly good form orders. The (roughly) 12 boys with the best form orders in the year will receive Head Master's Congratulations, the certificates issued at a meeting with the Head Master. The (roughly) 12 boys with the next best form orders will receive Heads of Section's Congratulations, the certificates issued at a meeting with the Head of Section.

### **Sanctions**

Please note that Warwick School does not, under any circumstances, follow a policy of corporal punishment. Sanctions include:

- Verbal criticism to the pupils and/or their parents.
- Written criticism on the individual piece of work.
- Emails home outlining poor behaviour, conduct and/or work concerns.
- Issuing a yellow card in ISAMS.
- Issuing a lunchtime session for late or inadequate work.
- Issuing a community detention.
- Issuing a Saturday detention.
- Issuing a Deputy Headmaster's detention
- Suspension
- Exclusion

**Yellow Card:** This is awarded through ISAMS. Yellow Cards should be used to flag concerns regarding more minor behavioural issues. Yellow cards are recorded on ISAMS and the Form Tutor and Head of Section are electronically notified. Boys who receive four yellow cards in a half-term will be issued with a Community Detention by their Head of Section. These will be monitored by Assistant Heads of Section. Examples of where yellow cards may be used:

- Low level disruptive behaviour in class
- Inappropriate use of language in a peer group setting

- Not respecting rules of the Form Room

**Lunchtime Sessions for Late or Inadequate Work:** take place every day at 1.05pm. Boys can then be expected to immediately catch up with missed work or improve on poor quality work. The session will usually take priority over any other commitments to clubs and societies. Boys are put into the session via ISAMS and can be registered up to 1pm but must be informed that this has happened. Parents, the Form Tutor and Head of Section are electronically notified. Boys who receive three lunchtime sessions of late or inadequate work in any one half-term will be issued with a Saturday Detention by their Head of Section. In this instance, parents will be notified by letter/e-mail. If a member of staff wishes to place 6 or more boys in a lunch session, then the expectation would be that this would be supervised in their own classroom, still registering the boys on ISAMS for the session and sending an e-mail to the member of staff supervising the detention to confirm attendance.

**Community Detention:** These are for poor behaviour. This takes place after school on Tuesdays and Thursdays, 4.10-5.10pm. Boys are placed in Community Detentions via ISAMs but must be informed that this has happened. Parents, the Form Tutor and the Head of Section are electronically notified. Boys missing a lunchtime detention may be issued with a Community Detention.

**Saturday Detention:** More serious than a mid-week detention and takes place most term time Saturdays between 10am-12pm in M3. Heads of Section and senior teachers may use such detentions where pupils have significant work-related issues, or for serious misdemeanours. Boys are placed in Community Detentions via ISAMs but must be informed that this has happened. Parents, the Form Tutor and the Head of Section are electronically notified.

**Deputy Head Master's Detention:** This sanction is for an offence which is more serious than warrants a mid-week or Saturday detention but, nevertheless, does not call for suspension. It consists of a detention from 1.15-1.55pm and 4.15pm to 5.15pm from Monday to Friday under the Senior Deputy Head Master's supervision. There can be no appeal (except to the Head Master), nor can any prior commitment be kept. The Senior Deputy Headmaster will keep a record of his detentions. Parents will be informed in writing by the Senior Deputy Headmaster

Many staff often wish to initially reprimand boys for late or inadequate work through their own sanctions, such as asking for the work to be repeated by the next lesson. While this is acceptable for occasional transgressions, staff are urged to use the lunchtime session as this provides an automatic flag to parent, Tutor and Head of Section of possible work-related issues.

Staff are encouraged to e-mail parents where there are serious concerns over work which may not be resolved through the lunch time sessions outlined above. Staff are reminded to follow protocol and not e-mail multiple parents in one e-mail and to ensure the correspondence is copied to their Head of Department, relevant Head of Section, and WS-Forfiling. If deemed particularly serious, the Deputy Head Academic can also be copied into the e-mail.

Whatever the offence, pupils must not be asked to complete mindless tasks, such as the writing of lines, or be put in a position where they are humiliated in front of the class, such as standing facing the wall or made to perform a demeaning task. Where circumstances allow, however, staff may exclude a pupil from the classroom (see below).

### **Daily Report**

Heads of Section, in consultation with Form Tutors, may decide to place a pupil on 'Daily Report'. They will issue the appropriate report card to focus the pupil on maintaining a sustained period of acceptable and appropriate behaviour.

The pupil should discuss the report comments with the Form Tutor on a daily basis at registration and with the Head of Section at the end of the report period. Parents should be informed that a pupil has been placed on report and should sign the report card at the end of each school day.

### **Exclusion from the classroom**

It is anticipated that on some occasions a pupil's behaviour may be unacceptable within the class community. In such circumstances, it may be appropriate to exclude them from the classroom for a short period of reflection, for example, 5-7 minutes.

Should a longer period of classroom exclusion be deemed worthy, or the boy continues to misbehave after returning from a short period of exclusion, the pupil must be sent to the main school reception where the Senior Deputy Head Master will be informed.

### **Head Master's Sanctions**

Internal Suspension, Suspension or Exclusion are the prerogatives of the Head Master only. The Head Master may choose to exclude a boy after consultation with the Chairman of Governors.

***A system of appeal exists for boys for all detentions and sanctions.***

### **Appeals Process for pupils against sanctions**

As a School we wish to have a community that listens and is able to respond in a positive, appropriate and sympathetic way to any concerns. It is important that all stakeholders feel valued and involved with the school and are able to voice their concerns. This is helped where the culture of the school is open and where all complaints are received in a positive manner.

All concerns need to be handled seriously. A gentle expression of concern, or a simple query, may grow into a painful matter if people feel that they have been brushed aside. Equally, issues with the potential to become acutely difficult may dwindle and fade if they are handled well at the initial stage.

### **Procedure**

- 1.1. It is hoped that most concerns over sanctions will be resolved quickly and informally.
- 1.2. If pupils have an appeal they should normally speak to their Form Tutor or Head of Section or the Boarding Parents. In many cases, the matter will be resolved straightaway by this means to the pupils' satisfaction.
- 1.3. If the Form Tutor cannot resolve the matter alone, it may be necessary for him/her to consult the Senior Deputy Headmaster.
- 1.4. Appeals may be made directly to the Senior Deputy Headmaster by a pupil
- 1.5. The Senior Deputy Headmaster will, in dealing with the Appeal, collate evidence and make a judgement based on this evidence.
- 1.6. All such complaints that cannot be dealt with immediately should be acknowledged with the pupil within 24 hours with an indication that further investigations are taking place.
- 1.7. Once the Senior Deputy Headmaster is satisfied that, so far as is practicable, all of the relevant facts have been established, a decision will be made, and the pupil will be informed of this decision. The Senior Deputy Headmaster will also give reasons for his decision.
- 1.8. The Senior Deputy Headmaster's decision is final within this Procedure.
- 1.9. Should a pupil feel that he wishes to take this matter further then the matter enters the Warwick School

Complaints Procedure for Parents at Stage 2 and Parents need to be involved in the formal complaints procedure.