

## **BEHAVIOUR-REWARDS AND SANCTIONS**

Beechwood Sacred Heart School aims to maintain high standards in all areas of school life, as outlined in the Beechwood Code. Wherever possible, we seek to achieve this through expectation, rather than through the application of prescriptive rules or punitive approaches. Needless to say, the school does not and could not ever countenance the use of force (corporal punishment) regardless of the situation. Nevertheless, we do recognise that both pupils and staff require some guidelines and that parents should be aware of procedures as they are applied by the school. . This policy takes guidance from Behaviour and Discipline in Schools 2014 and the Equality Act 2010 which includes issues relating to pupils with special educational needs/disabilities and how reasonable adjustments are made for these pupils.

### **Rewards**

Wherever possible, the School seeks to promote positive behaviour and high levels of achievement through appropriate praise, celebration and reward. Rewards can take many forms and may include:

- Verbal praise
- Written praise
- Stickers
- House plus points (see separate document)
- Boarding plus points (see separate document)
- Commendations, including letter to parents
- Certificates
- Mentions in assemblies
- Mentions in newsletters
- Mentions at speech days
- Prizes at Beechwood Day

Although the House Points System should be used to reward academic achievement and other significant contributions to the School, a teacher may occasionally feel that a particular piece of work is sufficiently outstanding to merit separate recognition. In these cases, the teacher will recommend to the Head of Division, or Head of Prep, that a Commendation be awarded. If this is approved, a certificate is awarded to the pupil and a letter is then sent to parents making them aware of their child's achievement.

### **Sanctions**

On occasion it may be necessary to apply a formal sanction to make clear to pupils that certain types of behaviour are not acceptable here at Beechwood. Sanctions that may be used include:

- Verbal warnings and reminders (low level disruption in class)
- Entries on the Day Book (eating in the IT rooms, breaking equipment)
- Departmental detention (late homework)
- Deputy Head's detention (Friday & Saturday for missing detentions)
- Report cards (forgetting to do homework, untidy uniform)

- Letters or telephone calls to parents (incidents of bullying, inappropriate use of the internet, smoking)
- Community service (chewing gum, leaving a mess in the Bag Room)
- Gating (boarders only, not returning to school on time after visiting town)
- Written warning placed on pupil's file (bullying, racist or homophobic comments)
- Temporary or permanent exclusion (assault, theft, possession and or supply of drugs, violence towards a pupil or member of staff, behaviour that brings the school in to disrepute)

It is expected that most examples of unacceptable behaviour or poor work will be minor and easily addressed by a verbal rebuke or warning.

More serious misdemeanours, or repeated failure to respond to verbal warnings, may result the negative behaviour being recorded on Schoolbase by the teacher and followed up by the Tutor, Heads/Assistant Heads of Division, the Head of Boarding or the Deputy Head.

Repeated examples of poor work, eg failure to hand in homework of an acceptable standard on time, may lead to a departmental detention, normally taking place at lunchtime, allowing the work to be completed satisfactorily. At the discretion of a Head of Division, Deputy Head, or Head of Prep, departmental detentions may lead to a school detention (or Deputy Head's Detention) taking place after school, usually on a Friday but serious or repeated breaches of the rules will result in Saturday detentions, e.g., two Friday Detentions in a half term.

Further repetitions may lead to a pupil being put on report, requiring all teachers to monitor and comment on the pupil's work for a defined length of time. This measure can also be used to assist pupils who find it difficult to organise themselves without assistance.

At any of these stages, parents may be informed of the problem by letter, email or a telephone call, from the Form Tutor, Head of Division, Head of Prep or Deputy Head. The school always seeks to inform parents of all major issues relating to their children but it reserves the right to use professional judgement over which misdemeanours should be reported.

Repeated instances of the same poor behaviour and more serious breaches of the Beechwood Code will lead to the pupil being seen directly by the Head of Prep, Deputy Head or the Headmaster with the pupil providing a formal written account of the incident. At their discretion, more severe punishments may be applied such as Saturday Detention or a period of Community Service which requires the pupil to fulfil useful tasks around the school for a fixed period to be set by the Deputy Head, Headmaster or Head of Prep. If such measures fail to produce adequate improvement, a formal written warning may be issued and placed on the pupil's file. Parents would always be informed in any of these circumstances.

The School has a register for sanctions. This register is electronic and is available on 3Sys. This is a centralised record and can be used to identify patterns of behaviour.

Cases of a serious nature will require detailed investigation that will require pupils to provide a written account of the incident and be subject to an interview by senior members of staff. Cases of a very serious nature, which may lead to temporary or permanent exclusion, are dealt with by the Headmaster. In rare cases where Police involvement becomes necessary then the School will follow Kent Police Procedure. The procedure for exclusions is detailed in an accompanying document. .

Reasonable adjustments for pupils with special educational needs/disabilities will be considered when deciding on the course of action to be taken.

Reviewed September 2016 DHM, to be reviewed September 2017