

WINDLESHAM HOUSE SCHOOL

REWARDS & SANCTIONS POLICY GUIDANCE



Windlesham

Reviewed: January 2011

Policy Ref: 005

1) Guidance Statement

- a) Windlesham does not use corporal punishment.
- b) Windlesham lays great emphasis on a system of positive rewards.

This policy also applies to our Early Years Foundation Stage and after School care.

2) The most commonly used rewards include:

a) **Verbal praise to individuals or a group**

Verbal praise is extremely important and should be prevalent in all our contact with the children.

b) **Verbal praise passed on to Houseparents and Tutors**

The communication between adults (teacher, form teacher, tutor, Houseparents, Headmaster) all saying well done is a great reward to children.

c) **Verbal congratulations announced at House meetings**

House parents welcome good news about the children and often find time to mention their successes at House meetings.

d) **Verbal congratulations announced at school assemblies**

The Head welcomes positive news about individuals or groups of children to announce at assemblies in front of the whole prep school

e) **Stars – Prep School**

- i) Up to three Stars are awarded for a piece of academic work, for effort or for a positive contribution to school life.
- ii) Star sheets are available on pink paper in the staff room.
- iii) Once filled in they are given to the child who then hands it in to his/her houseparent.
- iv) A running total for each child is kept on large house charts in Chapel Lobby.
- v) Stars are also awarded for Progress Reports. A 5* gets three stars; a 5 gets two stars; a 4 gets one star.

f) **Alphas – Prep School**

- i) An alpha may be awarded for a piece of work which, in the opinion of the member of staff, is of an exceptional standard relative to the normal level of that child's work and ability.
- ii) The alpha is entered into the pupil's Handbook and three stars are awarded to the child. The child then takes it and the piece of work to the Head. Alpha signing takes place at

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1.45 pm each day in the Front Hall. Suitable praise is given, and a record is kept. A book token is awarded at the end of term for every ten alphas collected, however long it may have taken to accumulate them.

g) School Colours

Colours are awarded mainly by the Games department but can also be awarded by staff in other areas such as Public Speaking, Art, Design, ICT and Music. Details should be given to the Head, who will award Colours at a School Assembly.

h) House Colours

House Colours are awarded at the discretion of the Houseparents as they see fit. They are awarded at House meetings and not before the first half term of the Autumn Term. The criteria for their award are set out in the appendix at the back of the Staff Guidelines.

i) Special treats (e.g. outings, parties, tuck)

With permission from the Head or Deputy Head, groups of children may receive special treats for outstanding performance or effort in any field. These should be well deserved and not happen too often.

j) End-of-term prizes

i) Certificates are awarded on the average effort grade achieved at Progress Reports for the whole term.

ii) A termly average of 3.8 wins a child a Red Certificate.

iii) A termly average of 4.2 wins a child a Gold Certificate.

iv) A termly average of 4.6 wins a child a Platinum Certificate

k) Special Prizes are also awarded for a wide range of subjects, both academic and non-academic. Recommendations should be given to the Head well in advance of the end of term.

l) Headmaster's Commendation

If a boy or girl has done something very well, be it in any aspect of school life, that child may be recommended for a Headmaster's commendation. If the Headmaster agrees this is given at an assembly and a certificate is awarded.

3) Prep School – Sanctions

Sanctions can be informal or formal and there is no set sanction for a particular misdemeanour, although there are guidelines and generally accepted procedures. Sanctions include:

a) Verbal reprimand

A quick controlled reprimand is often all that is needed for a very minor misdemeanour.

b) Moving a disruptive pupil to a different seat in the class

This is often all that is needed to make a point.

c) Sending a child out of a lesson

This should only be used after a warning has been issued and if the behaviour is excessively disruptive to the lesson. The child should be sent to the Director of Studies, Senior Master or

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the Deputy Head, and a message should be sent ahead. Children who are sent out will automatically receive a detention, and the member of staff should set work accordingly.

d) Verbal reprimand and Houseparents informed

For more serious or persistent misdemeanours, Houseparents should be informed.

e) Repeated work

Children should be asked to do work again if it is not up to standard.

f) Perfect Copy

Children may be given pieces of text to copy out perfectly. Staff should be aware that this task is more onerous for children who have certain special educational needs and should adjust their expectations accordingly. Nevertheless a high standard of work should be expected, and children should feel that their copying needs to be 'perfect'.

g) Loss of free time

Children can be placed in the Front Hall area in order to waste their free time. They should be silent.

h) Loss of treats

Children may lose the opportunity to go on outings or take part in parties or other treats. This is done after discussion with the Houseparents, Senior Master, Deputy Head or Head.

i) Jobs (e.g. tidying changing rooms or litter duty)

Children are less likely to misbehave if they are given jobs to do which benefit the community. Where possible the punishment should fit the crime. Jobs could involve:

- tidying the changing room
- cleaning or clearing in the dining room
- tidying classrooms or other areas of the school (not lavatories)
- cleaning graffiti
- picking up litter
- tidying skateboards
- returning lost property
- emptying (light) bins
- helping matrons

j) Conduct Book

- i)** All of the punishments listed above are alternatives to an entry in the Conduct book which is kept in ISAMS.
- ii)** The aim of the Conduct Book is to improve behaviour and to keep a record of repeated offences. Generally it replaces a punishment, but will lead to a Conduct Detention and parental involvement if a child reaches three entries in any one of the three areas- lateness, untidiness, poor behaviour- within a quarter of a term.
- iii)** If a child is punished for doing something wrong it need not necessarily be recorded in the Conduct Book. Equally an entry can be made in the Conduct Book without the child being punished.

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- iv) We do not think that an entry should be made in the Conduct Book without some prior warning. For example, a child not working in prep could be warned that any repeat behaviour would lead to an entry into the Conduct Book and then this should happen if the behaviour does not improve without any second chances.
- v) Each term is divided into four quarters and the slate is wiped clean at the end of each quarter.

k) Detention

- i) Detentions should be given rarely but, if staff feel that a detention is deserved for persistent poor work or disruptive behaviour, they should inform the child
- ii) fill in the book and leave work on the Study Period board (both in the Staff Room)
- iii) inform Houseparents
- iv) The work will be supervised by the person taking Late Prep and returned completed to the member of staff concerned.

l) Conduct Detention

This can only be given by members of the SMT or Houseparents (staff may ask for children to be given a conduct detention) and is given for more serious offences or for three entries in the Conduct Book. It takes place on set dates at 7 pm in Transition and lasts one hour.

m) Satis Card

- i) Satis cards are given to children by their Houseparents when the child's behaviour or effort has reached such a low level that closer monitoring is considered to be the best route forward. Staff who feel that children should be on a satis card should see their Houseparents. Satis cards can be varied according to individual circumstances. Houseparents will inform parents if children are placed on a Satis card.
- ii) Children on Satis Cards should get their card filled in by their subject teachers at the end of each lesson. Staff should be aware of which children are on Satis cards by checking on the Staff Room board.

n) Headmaster's Satis Card

This is given to children by the Head, at the recommendation of the Houseparents. It works in a similar way to the Satis Card, but children are required to show it to the Head.

o) Fatigues

Fatigues are a major sanction for a serious breach of school discipline. Fatigues are given to children by the Head or Deputy Head, Senior Master or by Houseparents in consultation with the Head or Deputy Head. Parents are informed. Children will be gainfully occupied during all of their free time and will not be allowed such treats as birthday parties, tuck, and outings. They will be given a card that needs frequent signatures from staff.

p) Sending to Houseparents

Children may be sent or taken to their Houseparents.

q) Sending to Senior Teacher or Deputy Head

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Individual or groups of children may be sent to Mike Westcombe in Canford or the Deputy Heads for serious and major offences.

r) Sending to Head

For major breaches of discipline, individual or groups of children may be sent directly to the Head.

s) In general

- i)** Staff should observe the normal disciplinary hierarchy of Houseparent, then Senior Teacher, then Deputy Head, then Head.
- ii)** Houseparents must be kept informed if children have been sent to the Deputy Head or the Head.

t) Gating

The Head may gate children for major breaches of discipline.

u) Suspension

The Head may warn a child that a repetition of a major offence is likely to result in suspension. Parents are informed. Following a repetition, a child may be suspended from school, and the Chairman of Governors informed

v) Exclusion

In extreme cases and as a final resort, the Head may permanently exclude a child from the school. This step will be taken most reluctantly and only in very severe circumstances, with the approval of the Chairman of Governors.

w) Sanctions

- i)** Should not include corporal punishment of any sort, humiliation, deprivation of food or sleep.
 - ii)** Should not benefit the giver of the punishment. Any anger must be controlled, and the punishment pre-planned, with clear warnings given.
- x)** The School's Policy on Discipline is further outlined in the document (**Policy Ref: 006 Discipline Policy Guidance**).

4) Little Windlesham Pre Prep

a) Rewards

- i)** Verbal praise
- ii)** Stickers
- iii)** Good work assembly
- iv)** Visits to LW Pre Prep Head
- v)** HM's commendations

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b) Sanctions

Sanctions are rare but may include if they waste others time:

- i)** They will be asked to miss a part of playtime
- ii)** Writing a letter of apology
- iii)** Removal from a particular activity or playtime
- iv)** Suspension and exclusion exist as the final resort.