



Rewards and Sanctions (the approach to Discipline at Ballard School)

At Ballard School we are committed to providing an atmosphere in which learning and teaching are able to take place without disruption or distraction. As part of the School's assertive disciplinary policy we are seeking to ensure we have a whole-school behaviour management system which:

- sets out practical regulations which must be adhered to by all pupils
- clearly defines our expectations in relation to pupil conduct
- provides an uncomplicated structure which can be fairly and consistently applied throughout the School

We wish to place the emphasis and focus on teaching pupils to choose responsible behaviour and, consequently, create an environment in which teachers can teach and pupils can learn.

The three key elements of the system are:

1. **Regulations and Expectations -**

These lay out practical regulations which pupils must follow at all times and which enable the school to run smoothly and provide an environment in which each pupil can fulfil his/her potential. In addition, we have expectations in relation to pupil behaviour and conduct. These are detailed under 'Practical Regulations and Pupil Expectations' and 'Classroom Expectations' below.

2. **Positive Pupil Recognition**

Pupils who choose to take responsibility and show they are able to follow the rules will have their efforts recognised and rewarded. This positive recognition may include:

- Praise - given by word of mouth or recorded in the pupil's book
- Awarding of 'Credits'/ Housepoints (for Year 6 and above there is a reward system for achieving 50 and above)
- Awarding of a 'Headmaster's Token' (worth four credits)
- Note of good work/behaviour conveyed to a pupil's Form Tutor
- Positive letter/postcard to parents from teachers
- Acknowledgement by way of grade-reading marks and/or end of term report comments
- Effort and attainment certificates and prizes

3. **Consequences**

In cases where pupils do not respond to our expectations or choose to ignore the regulations, a range of consequences will be used. These measures are progressive, starting with a warning. This measure is important as it provides opportunity to choose more appropriate behaviour before a stronger consequence is received. The consequences then become gradually more substantial if the pupil chooses to continue to behave inappropriately. The measures are explained in detail under 'Rewards & Sanctions Y6 to Y11': 'Rewards & Sanctions Y3 to Y6': 'Rewards & Sanctions Pre-Prep'. Referral to the Deputy Heads or Headmaster could result in a range of sanctions, including parental interview, after-school detentions, being placed 'On Report' and, ultimately, suspension, or referral to the Governing Body for consideration of permanent exclusion.

These three elements apply both within lessons and outside the classroom.

Classroom Expectations

Classrooms (including labs, Sports Hall and playing fields) are your places of work. Just as in any workplace, there needs to be clearly understood rules and expectations to allow everyone to work successfully, productively, safely and enjoyably.

1. Start of Lessons:

- Arrive at lessons on time;
- Wait quietly at the start of the lesson; outside of the classroom and standing along the wall;
- Enter rooms sensibly and go straight to your desk;
- Take out books, pens and equipment;
- Put bags away (not on desks);
- Stand behind your chair until told to be seated;
- If the teacher is late you should enter the classroom, go to your place, sit down, get your books out and work quietly. If the teacher has not arrived after 5 minutes, one member of the class should go to the staff room and notify a member of staff. In the case of laboratories and other specialist rooms you should not enter until a member of staff instructs you to do so

2. During Lessons:

- When your teacher talks to the whole class, remain silent and concentrate;
- If the class is asked a question, put up your hand to answer; do not call out;
- You must have pen, pencil, ruler, homework diary and any books, folders or equipment needed by that subject teacher;
- You are expected to work sensibly with your classmates; do not distract or annoy them;
- If you arrive late without justifiable cause you must expect to be detained for the amount of time you missed in order to make up the work;
- Homework must be recorded in your diary in sufficient detail to enable you to do the work set by the teacher properly;
- Eating and chewing are not allowed; although pupils are allowed to have a water bottle; a clear bottle with water only;
- I-pods, radios, mobile phones, magazines or other distractions are not allowed; they will be confiscated.

3. End of Lessons:

- The bells are not signals for you; they are for the your teacher's information;
- You should not begin to pack away until your teacher tells you to do so;
- When told, stand, straighten desks and push in or put up your chair; any litter should be picked up;
- Only when your teacher finally tells you to go may you leave the room and then move swiftly to the next lesson or activity.

Finally, but most importantly teachers are in the position of loco parentis while you are in school. This means in particular that:

- There is no excuse for rudeness, disrespect or insolence towards teachers;
- Any request from a teacher should be carried out at once and without argument.

Breaking either of these basic rules will be treated as a **very** serious matter.

Practical Regulations and Pupil Expectations

The following arrangements are designed to facilitate the smooth running of Ballard School for the benefit of all, and so create a community in which every student can fulfil their potential. Though quite lengthy, much of what is contained here is common sense and will be routinely undertaken by most pupils.

Bags:

To be packed for each group of lessons during Form time or appropriate break. To be left in classroom, bag racks or changing rooms during breaks. PE bags should be kept in the appropriate locker in your changing room.

Breaks:

Morning:

- Report to the relevant section of the School for your drinks.
- All pupils must be outside, unless it is a 'wet break' (in which they go to their Form rooms).

Lunchtime:

- All pupils must be outside, unless it is a 'wet break' or they are attending an activity.
- If an early lunch is necessary this will be requested by a member of staff and written notification given to the duty member of staff.
- A late lunch must be ordered from the kitchen the previous day.
- Pupils must remain 'In Bounds'.

Afternoon Break:

- Pupils may remain in the building. Drinks will be served at the appropriate venue.

At the end of the school day:

- Pupils leaving at 4.00pm must 'sign out' in Pre-Prep (YR-2), PE stairs (Y3-5), main carpark (Y6-11)
- Pupils remaining in school until 5pm must attend either a prep session or an activity.
- Under no circumstances should any pupil leave the site between 4.15 and 5pm unless they have received special permission.
- Pupils who have not been collected by 5.15 must report to the School Reception where a member of staff will take care of them.

Corridors and Stairs:

Walk at all times keeping to the left. Observe the one way systems where they apply. Line up quietly and in single file when waiting for a lesson.

Food and Drink:

No food and drink may be consumed in classrooms or corridors unless a member of staff is present.

Library/Learning Resources Centre:

Unless a member of staff is present, this room is for private study and reading, and silence is always expected in this area. The Library rules must be observed.

Litter

- Do not drop litter - use the bins provided.
- Pick up any litter you may see and put it in a bin.

Personal Property

- All items of personal property must be clearly labelled.
- Property belonging to other pupils should not be interfered with in any way.
- A pupil wearing an item belonging to somebody else, without that person's express knowledge and permission may be deemed to have stolen it.

Places out of Bounds:

See the notices placed around the School.

Prep/Activities:

After the afternoon break students should arrive promptly at prep and have started work within 5 minutes of the bell at the beginning of the prep period, i.e. by 4.25pm. Students must work silently at their desk in the designated classroom.

Any pupil who wishes to alter any arrangements for prep/activities, must bring a note to the Prep supervisors, on each and every occasion, otherwise permission will not be given.

Prohibited items:

The following items may not be brought into the School *at any time*:

Aerosols	Alcohol	Cigarettes	Chewing/Bubble Gum
Drugs	Lighters/Matches	Tippex	Solvents
Nuts	Any items which may be used as an offensive weapon, e.g. knives		

Medication should only be brought in under supervision of Matron.

The use of i-Pods or music devices on 'phones is restricted to language study and art, or with the express permission of staff concerned.

Smoking and possession of smoking materials (including E-cigarettes) whilst under the school's jurisdiction is *strictly forbidden*; this includes journeys to and from home and trips. The same restrictions apply to alcohol and non-prescribed drugs.

Public Displays of Affection:

Pupils must not engage in any overt sign of physical affection. This includes holding hands, kissing and cuddling.

Reception of Visitors into a Classroom:

You are expected to stand when another member of staff or guest enters a classroom and to remain standing until told to sit. This does not apply in rooms such as labs or the Art room where this may be difficult or dangerous.

Registration:

At 8.30am and 2.30pm (Lesson 5) all students should be in their classroom for registration.

Surgery:

During the day students may only visit the Surgery, (situated on the first floor in the Main School building), at break times, unless they have the express permission of a member of staff.

Telephone:

Pupils may ask to use the phone in Reception to contact home if they are worried. Usually they will be allowed to do so.

Travelling to and from School:

Travelling on School transport pupils must always wear a seat belt and be respectful to the driver.

Students are expected to travel to and from school wearing the proper school uniform or a full school tracksuit. Whilst in school uniform students are expected to conform to the school regulations.

Students being taken home by their parents and who have not been collected by 5.15pm must wait in the foyer of the Main School building, next to Reception.

Students travelling by train should make their way briskly to and from the station and make use of the school transport as and when it is provided. They remain under school jurisdiction until they reach home.

Valuables/Money:

Students should not bring in any items of value. They do so strictly at their own risk.

Uniform:

Students are expected to maintain a high standard of personal appearance at all times and adhere to the school's uniform regulations.

If a pupil comes to school without an item of uniform or inappropriately dressed, they must show the teacher a note to explain the reason. If there is no satisfactory reason given then the Form Tutor may contact the parents and request that the situation be rectified on the following morning.

Rewards and Sanctions in Year 6 to 11

Rewards

- Pupils who show good work, good behaviour, good deeds and a host of other positive actions are rewarded with Credits. They are recorded in the pupil's log book by the teacher.
- Each week Form Teachers look at individual pupils' log books and record their credits on pupil individual overview sheets or SIMS
- Totals in Years 7 and 8 are then calculated and a chart is produced weekly to show the global picture of each house.
- Individuals in Year 7 and 8 will be recognized weekly in the 'top of the form' competition and the individual form winner for the term will receive a treat usually of a half day holiday or trip.
- Bronze, Silver and Gold certificates are achieved for the following credit scores:-

	Bronze	Silver	Gold
Years 3, 4, 5	70	90	110
Years 6, 7, 8	50	70	90
Years 9, 10, 11	30	50	70

- At the end of each term, at an Achievement Assembly, individual pupils may be awarded certificates for having accumulated the most credits and Form Prizes are awarded to those Forms in Years 9-11 who achieve the highest collective scores.

Awarding of Credits

Examples of what 'Credits' may be awarded for include:

- outstanding piece of work (relative to the pupil's ability)
- outstanding effort and/or performance as a team player
- outstanding contribution to the successful outcome of a school trip
- being particularly helpful to a member of staff, or other member of the school community
- outstanding contribution to the success of a school play/concert

Sanctions The Ballard School Charter should be followed at all times. Staff are encouraged as far as possible to deal with any discipline issues within their own time. By doing this the punishment should be appropriate. However Ballard School does offer a system of sanctions to support the commitment to good behaviour.

Daily detention:

Run by a member of the SMT in the Senior Building.

This is for incomplete homework or, in some cases poor behaviour in class. This should be recorded on SIMS and the Reception informed. There is a book in Reception which should be completed by the member of staff and should explain why the punishment has been given. If a pupil has been given more than one detention in a week, or has not attended detention they will be required to stay for a Friday Headmaster's detention (5.00pm – 6.00pm).

Friday Headmaster's detention:

Parents would be informed that a pupil should attend this on the following Friday between 5.00pm and 6.00pm. Notice is usually given by the preceding Wednesday.

Saturday detention:

For a very serious offence short of an Exclusion. Served in uniform at times determined by the Headmaster and usually 9.00am to 12.00noon.

Demerit detention:

A pupil may be given a demerit for a serious offence and would attend demerit detention, run by the Senior Deputy Head on a Friday evening between 4.15pm and 5.00pm in the Senior Building. If a pupil receives 5 demerit detentions in any term they may be recommended to be put 'On Report'. Parents will be informed in writing. They will usually be on Full Red Report (see details below) and move to Green as they progress.

Report system:

(see example in appendix 2) this is a system whereby a pupil can be monitored in whatever way the staff feel is necessary. The cards have a space on the front to set targets specific to the pupil and the comments will reflect how well the pupil has met these. The cards must be 'signed off' every day by parents and Form Tutors (or Deputy Heads).

Individual cards can be designed for specific pupils when the above model does not seem to be the best option.

Day-to-day administration.

- Pupils who commit minor offences are dealt with by individual members of staff and may be kept in at lunchtimes or after school. If the offence is more serious they may be put in to lunchtime detention (see below)
- Pupils who repeatedly make the same mistake or who make a more serious mistake are given a demerit by a member of staff
- The demerit is entered in the back of the pupil's log book as a written record
- On Tuesday lunchtimes, Form Teachers transfer this information on to the SIMS and discuss the issue with the pupil
- On Friday evenings, all pupils who have received one or more demerits during the week will see the Deputy Head between 4.15pm – 5.00pm in a silent detention
- During this detention, the Deputy Head will discuss issues and patterns of demerits with individuals as a means of monitoring each offending pupil
- If a pupil receives 5 demerits in a term they may go 'On Report.' The Deputy Head will decide the focus of the report and will try to show positive reasons why it will help to improve the specific aspects of behaviour that have been highlighted
- Parents are informed verbally when a pupil begins the period on report and this is confirmed in writing
- Pupils on Full Report begin with a Red Report card and can be downgraded to a Green Report card in subsequent weeks as things improve
- Action points are entered on the card as targets for the pupil to aim for
- In the rare situation where a pupil collects far too many demerits in a term, the parents are called for a meeting and a Home-School contract is drawn up.

Guidelines for misdemeanours for which 'demerits' may be given:

- late for registration for no valid reason
- late to lesson or prep
- i-pods/mobile phone used in lesson or prep or study period
- eating in classroom/corridor
- misbehaving in lunch queue
- dropping litter
- out-of-bounds within Ballard School
- uniform infringements - shirt out, trainers, jewellery, inappropriate shoes, no tie
- hair accessories inappropriate, nail varnish, (see current uniform list for details)
- failure to provide homework
- chewing gum.

Pupils will be sent directly to the Deputy Head for the following offences:

- drinking alcohol (on school premises)
- taking/peddling drugs

- smoking
- bringing pornographic matter into school
- fighting
- obviously dyed hair in school
- Serious breaches of the Ballard School Charter
- Being off-site without permission at any time between 8.30am and 5.00pm

Exclusions

- In exceptional cases, the Headmaster may feel that an offence requires a period of reflection for a pupil away from the classroom or indeed the School environment
- He may exclude a pupil for a short period and follow this up with a re-admittance meeting involving the pupil and their parents
- All exclusions are reported to the Governors (see Exclusions Policy for full details).

Rewards and Sanctions in Years 3 to 5

Rewards

- Pupils who show good work, good behaviour, good deeds and a host of other positive actions are rewarded with Credits. They are recorded in the pupil's Prep book/ Homework Diary by the teacher
- Each week Form Tutors look at individual pupils' Prep books and record their Credits on pupil individual overview sheets
- Individuals in Year 3 to 5 will be recognized weekly in the 'top of the form' competition and the individual form winner for the term will receive a treat usually of a half day holiday or trip
- At the end of each term, at an Achievement Assembly, individual pupils are awarded certificates for having accumulated the most Credits and Form Prizes are awarded to those Forms who achieve the highest collective scores.

Awarding of House Points

Examples of what 'House Points' may be awarded for include:

- outstanding piece of work (relative to the pupil's ability)
- outstanding effort and/or performance as a team player
- outstanding contribution to the successful outcome of a school trip
- being particularly helpful to a member of staff, or other member of the school community
- outstanding contribution to the success of a school play/concert.

Sanctions

- Pupils who commit minor offences are dealt with by individual members of staff and may be kept in at break times or after school

- Pupils who repeatedly make the same mistake or who make a more serious mistake may be referred to the Deputy Head or may be asked to miss breaks or in rare cases be internally suspended. (see below)
- Following any of the above if the pupil's behaviour does not improve the parents may be called in and regular meetings (weekly or fortnightly) put in place, usually with the Form Teacher and Deputy Head, to monitor the behaviour.

If none of the above worked then a period of exclusion may be considered. (see below)

Pupils will usually be sent directly to the Deputy Head for the following offences:-

- Fighting
- Very unkind behaviour
- Disrespectful behaviour

Exclusions

- In exceptional cases, the Headmaster may feel that an offence requires a period of reflection for a pupil away from the classroom or indeed the School environment
- He may exclude a pupil for a short period and follow this up with a re-admittance meeting involving the pupil and their parents
- All exclusions are reported to the Governors (see Exclusions Policy)

Rewards and Sanctions in Pre-Prep Department

Rewards

We shall endeavour to highlight and praise positive behaviour with a system of rewards using stickers, stars, merit awards, 'smiley faces' and Headmaster's Tokens.

At the end of every term each class teacher (Reception – Form 2) awards a cup for merit, whether for academic work, good behaviour, kindness, willingness, etc.

Sanctions

During outdoor play unacceptable behaviour may result in a child being asked to sit aside to discuss the incident or behaviour with the member of staff on duty.

Problem behaviour in class may result in shorter play or missed playtime. If it is more appropriate, may be a tidying-up task is given. We endeavour to discuss the behavioural incident with the child stressing why the behaviour is unacceptable.

If the incident is severe, such as bullying or very aggressive behaviour the child may be taken to see the Headmaster.

All incidents will be recorded in the Incident Book (located in the Pre-Prep staff room) and reported to the child's parents.

All inappropriate behaviour will be dated/recorded by the class teacher. If a child's behaviour is a source of concern staff will discuss constructively and confidentially how best to handle the child's behaviour and a consultation procedure set up with the parents.

IEPS may have to be drawn up.

Parental consultation with the child's GP may take place.

LEA Child Psychologists may be asked for further help and assessment.

Rewards and Sanctions Whole School

Ballard School believes in rewarding pupils in all areas of the formal curriculum and in extra-curricular activities, including rewards for good citizenship.

There are a number of rewards:

House Points:

- For pupils in Y1 to Y5
- Awarded for good work (personal best), sporting success, excellent behaviour, good citizenship and for success in the arts
- Staff are requested to award each 'relevant occurrence' with one House Point per occurrence
- House Points are written in pupils' notebooks or given verbally; thereafter they are transferred to the pupil's Homework Dairy/ Prep Book
- Form teachers record the House Points each week and hand totals to the Head of Houses
- The Head of Houses, who keeps the House Boards up to date, in conjunction with individual Heads of Houses, transfers these House Points to the lists on the House notice boards
- It is the responsibility of pupils to collect their awarded House Points from subject and other teachers and to get these entered into their Homework books/ Prep books
- Ballard School does not favour any discussions on comparing the number of House Points pupil v pupil, but does award the winning House each week, termly and annually.
- The School believes House Points encourage all pupils and therefore staff are advised to adopt a mature and sensible subjective approach when awarding House points. (Awarding an excessive number for basic 'occurrences' is unnecessary; by the same token staff need to be willing to reward pupils with House Points on a regular basis).

Credits

- Pupils in Y6 to Y11 are awarded Credits
- Credits are awarded as per the guidelines for House Points
- Credits are entered into the relevant section of a pupil's logbook. In Y6/Y7/Y8 Credits are added to the House Points Notice Boards, as is done with Y1 to Y5 pupils
- Y9 – Y11: evidence of Credits/Demerits are recorded on graphs, which are published

Demerits

- Demerits are awarded, in Y7 to Y11, for inappropriate behaviour; work-related issues and adverse citizenship
- Please see the Rewards and Sanctions Policy
- Demerits are also entered into Log Books in Y6 – Y11
- Staff also add Demerits to the sheets forwarded to DD
- All pupils who receive a Demerit must attend the Detention on a Thursday lunchtime, with the Senior Deputy Head
- Follow-up action is taken as per the Rewards and Sanctions Policy.

Headmaster's Tokens

These are awarded for work and/or citizenship issues that are deemed to be above House Point level. Staff will send pupils to the Headmaster to receive their Headmaster's Token (KG to Y8). Headmaster's Tokens will be accompanied by 2 House Points, awarded by the Headmaster when the Headmaster's Token is awarded.

Pupils in Y9 to Y11 should be sent to the Headmaster for congratulations, as appropriate

Colours and Certificates - See the relevant policy