



King's College School
The British School of Madrid

La Moraleja

Secondary Rewards and Sanctions Policy

Rationale

The King's College Rewards and Sanctions Policy exists in conjunction with the Behaviour Policy and in line with the school's Code of Conduct. The over-arching principle for the creation and application of this policy is the establishment of clarity and consistency for the College as a community of pupils, staff and parents in regard to how rewards and sanctions can, and should, be used to positively reinforce desired behaviours and to negatively reinforce inappropriate behaviour. The use of corporal punishment is not permissible under any circumstances.

Aims

- To celebrate the success of the students in all aspects of school life
- To promote the Core Values highlighted in the Code of Conduct
- To support the staff to ensure teaching and learning can take place in a positive working environment.
- To encourage good behaviour by publicising success
- To give clear guidelines to pupils as to the sanctions available and at which level they are working at on the Discipline Steps.

Secondary Rewards and Sanctions



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Rewards

Without exception, success is to be celebrated at all levels and teachers should use verbal praise as much as possible wherever and whenever it is appropriate.

Rewards should be given to students for good work, good behaviour and good citizenship. On ISAMS "Positive Comments" should be emailed to parents giving praise for good work and behaviour which can be sent at any time

House Points, Certificates and Prizes

In KCS Secondary department pupils are awarded Merit points for individual achievements and to reward good behaviour. Merit points are entered on ISAMS and automatically shared with parents on the Parent Portal.

Teachers are also encouraged to email or contact parents to share achievements and good work. Positive communication is very important to ensure there is a balance of information going home. Subject Commendations can also be shared via iSAMS and sent to the Parent Portal.

In KCS Secondary department certificates are awarded throughout the year at special Celebration Assemblies. These certificates are awarded for achievements of Merit Points (25, 50, 100 and 150). For the Celebration Assemblies, teachers can also recommend pupils for Special Reward certificates based on conspicuous exhibition of the school's Core Values through academic, sporting, social or House activities.



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Each individual Merit point also counts as a House point towards the pupil's House. House Points are recognized both in regular House Assemblies, and at the end of the year when the winning house is awarded the House Cup.

Day trips or special activities in school may be organized by the Pastoral Coordinator or Tutor for those pupils or classes that have shown consistently good behaviour and adherence to the School Core Values of Dedication, initiative, Independence, Integrity, Honesty, Tolerance, kindness and Open-mindedness.

Below, by way of example, are behaviours that may result in the awarding of House Points:

Dedication: A student that has demonstrated commitment over a period of time that benefits his/her academic progress or the school more generally.

Initiative: A student who has taken it upon themselves to lead in an aspect of school life or to begin a new worthwhile project.

Independence: A student that has demonstrated their ability to employ self-motivation and to work well without the direct control of the teacher.

Integrity: A student that demonstrates an innate sense of desired morals and principles.

Honesty: A student that has shown refreshing honesty, especially within a challenging situation.

Tolerance: A student who shows interest in and empathises with people whose opinions and practices may be very different to their own.

Kindness: A student that demonstrates selflessness and goes out of their way to improve the experience of school for others.

Open-mindedness: A student who shows a willingness to engage with new ideas without prejudice.

To be effective, Merit Points should be awarded regularly and publicly, and pupils should be fully aware of what they have done to deserve the award. That way, their peers will also be aware of what they need to do to follow suit. Excellence, in any format, should always be rewarded. The Merit Points



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can become devalued if they are given to whole classes or to various students at the same time. Staff should avoid over-generosity, whilst making the potential attainment of points a realistic possibility.

Prize Giving Awards

One subject prize is given for each subject in each year group. Special Prizes: Each year at Prize Giving the Spirit of King's award will be given for outstanding and consistent contribution to school life. Awards will also be given for outstanding and consistent contribution to the school's Core Values. This will be assessed through analysis of the Merit Point totals for each Core Value.

Rewards Processes

Level 4

Prize Giving



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Excellence throughout the year

Level 3

Special reward

Constant excellence of performance

Constant Adherence to Core Values

Constant Contribution to school life

Level 2

Certificate or emailed letter home

Consistent excellence of performance

Consistent Adherence to Core Values

Consistent Contribution to school life

Level 1

Merit Points

Adherence to Core Values

Excellent Contribution in class

Excellent Academic Performance

Sanctions Procedures and Referrals



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Failing to follow the School's Code of Conduct means pupils can expect to receive the following sanctions.

Warning

Teacher to request change of behaviour/give verbal warning. Teacher may use time out/reflection time if appropriate.

Level 1 Teacher to give recorded warning.

Tutor will discuss behaviour with pupil. Teacher may ask for pupils to attend at break/lunch to make up any work missed during session as a direct result of the behaviour.

Level 2 Tutor detention.

Reflective and restorative intervention through detention time with tutor. Tutor will contact parents to discuss behaviour issues and targets to resolve these.

Level 3 Secondary Leader detention.

Privileges may be withdrawn. Parents will be asked to attend a meeting with tutor and Secondary leader. Behaviour plan may be drawn up at this stage.

Level 4 Pupil is excluded from classes for 1 day as an acknowledgement of seriousness of level.

Pupil will be expected to reflect on behaviour and agree specific actions to ensure a change in behaviour. Parents will meet with Secondary Leader. Headteacher is informed.

Level 5 1 day external recorded suspension.



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Pupil and parents to meet with Headteacher and Secondary Leader. This meeting may take the form of a case conference where specific staff are also involved.

Level 6 Disciplinary hearing with the Headteacher.

A formal letter of concern will be written to parents. Pupil will be externally excluded for up to 3 days and, if decided, may be permanently excluded from the school community.

These sanctions are progressive. However, we have a no tolerance policy on certain behaviours which will result in sanctions being immediately raised to a higher level.

No tolerance behaviours include:

- Swearing (at pupils/staff)
- Physical violence
- Physical or emotional bullying
- Racism
- Inappropriate use of ICT (internet, social media etc.)
- Deliberate damage to property
- Theft

Communication and Monitoring

Informing Pupils



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1. Code of Conduct and Core Values to be displayed in all classrooms and around school.
2. Rewards and sanctions to be displayed in each classroom.
3. Code of Conduct is included in Homework Diaries.
4. Tutors and teachers discuss with pupils where their behaviour falls on the Sanction Steps.

Informing Parents

1. This policy is to be included on the website and is to be included in the Class Information meetings at the beginning of the school year.
2. Standard and individual emails home for sanctions and praise via ISAMS.
3. Information to be sent directly to parents via email using the ISAMS "Area of Concern" section.
4. Notes from subject teachers / tutors in the Homework Diary.
5. Parents will be informed via iSAMS by the Tutor and or teacher of the Level on the Sanctions Steps they are on once they get to Level 3 and for how long they will be at that level.

Informing School Management and Staff

1. All incidents with a sanction imposed should be entered on ISAMS "Area of Concern" and emailed to parents.
2. Areas of Concern on iSAMS are sent to tutors and Secondary Leaders.
3. Areas of Concerns on ISAMS System for information purposes are sent to Tutors and Pastoral Coordinators.
4. Pupil records to be monitored by tutors on the iSAMS system at least weekly.



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5. Areas of Concern on ISAMS for direct referral to Head of Secondary in the case of high level incidents
6. ISAMS System and email are used to inform relevant staff and subject teachers.
6. Record of all high level incidents to be kept by Secondary Heads. This will include staff and pupil statements, related emails /information from parents and cover sheet.

Post-Problem Target Setting

We should endeavour to modify inappropriate behaviour. We must continually try to help our students to adjust their behaviour to conform to what is expected of them at King's College.

Strategies used should be centred on the use of rewards, praise and the positive reinforcement of desired behaviours. They should be re-evaluated if they are not succeeding.

Pupils placed on a Weekly Report should have specific written targets set and they should be praised if they achieve these targets. Pupils are generally kept on Weekly Report for one week however if it is felt that more time would be beneficial to them in reaching their set targets then this period is extended into a subsequent week

Pupils that have been externally or internally excluded may be placed on a contract for one term following their return and an interview with their parents. Their targets will be agreed alongside their parents.

Students that have accrued a number of lower level sanctions over a certain period of time may be placed also be placed on a behavioural contract.



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| January 2017/September 2017 DA | Reviewed by : Jacky Walters January 2018 |
| Next Review: September 2018 | Approved: KGB November 2017 |