



HORNSBY HOUSE
SCHOOL

School Rewards and Sanctions (Behaviour) Policy

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Aims

- To develop a Rewards and Sanctions policy supported and followed by the whole school community i.e. parents, teachers, children and governors, based on a sense of community and shared values, where everyone shows respect for each other.
- To apply a positive atmosphere and to maintain a caring, family atmosphere in which teaching and learning can take place in a safe and happy environment.
- To teach positive values and attitudes, as well as knowledge and skills.
- To encourage and promote good behaviour by providing a range of rewards and acknowledgements for children of all ages and abilities.
- To treat problems when they occur in a caring and sympathetic manner in the hope of achieving an improvement in behaviour.
- To listen and respond sympathetically to problems which occur.

Parents

Parents can help by:

- Recognising that an effective Rewards and Sanctions policy requires close partnership between parents, teachers and children.
- Discussing the core values with their children, emphasising their support of them and assisting with their enforcement.

Core Values

(Written in an acrostic spelling HORNSBY)

- Helpful
- Offer Friendship
- Respectful and Polite
- Neighbourly
- Supportive
- Be kind
- Yourself, your school

Recognition of Good Behaviour

Class teachers should give verbal or written praise as often as possible.

In the Upper School at Hornsby House the incentive scheme is based on the award of House Points, through which children can be rewarded for academic achievements and effort, for being caring and for all aspects of good work and behaviour.

In the Lower School the children are given House Points but also stickers for an immediate visual reward. We hope that children will encourage members of their Houses to try their best in every aspect of school life.

Children can also be sent to their House Leader to show them their good work achieved in class. This is rewarded with a House sticker.

Commendation Cards are also awarded each week for excellent academic effort and achievement and are presented in the Friday Assembly.

Individuals scoring highly each week are rewarded with a 'prize' which they collect from the office. The Form Shield is given to the class receiving the highest House Point totals in a single week (rounded and adjusted for fairness). The House scoring the most points each week has its flag hoisted on the flag pole by their House Captains and it stays there for a week. The House Cup is awarded each term to the House with the most points.

A Friendship Cup is awarded to the child who is seen to be the kindest/most helpful/best friend over the week. A CAM (Courtesy and Manners) badge is awarded to the child who has been the most courteous/well-mannered that week. Both are awarded to a different class each week.

Procedures for Dealing with Unacceptable Behaviour

At Hornsby House School we try to catch children 'getting it right'. However, there are times when children will not behave as they should. When this happens, certain sanctions will be carried out.

The following is a guide only and will be adapted, dependent on the nature and severity of the behaviour.

- Firstly, a verbal warning for anti-social behaviour will be given by a teacher.
- Should a verbal warning not be sufficient, a 'Strike' will be given to a child; this can be for a breach of the rules, not providing sufficient work, uniform worn incorrectly etc.
- A Strike will result in the deduction of a House Point.
- A Strike is not recorded in the child's homework diary but will be recorded on our Management Information System (Schoolbase).
- If warranted, a Warning may be given. These are usually given to children from Year 3 upwards.
- If a child receives three Strikes within a week for the same type of anti-social behaviour then this will be evaluated by the Deputy Head (Pastoral) and a Warning may be issued.
- A Warning will result in a deduction of five House Points.
- The Warning will be recorded in the homework diary with a W and a reason. The child's parents are asked to sign the homework diary to confirm that they have read it.
- The Warning will also be recorded electronically on our Management Information System (Schoolbase).
- In the event of a Warning being given the child concerned will be asked to go and see his/her House Leader.
- If three Warnings are received in a week then the child will be sent to the Deputy Head (Pastoral).
- If a child continues to receive regular Warnings, the child will be asked to see the Headmaster and may be issued with a Report Card (see below). The parents may also be asked to attend a meeting.

Report Card

A child who finds it difficult to adhere to the social rules laid down in school may be issued with a Report Card. This card must be taken with the child to each lesson and their behaviour in that lesson remarked upon by the teacher in charge of the lesson. The card is taken home every night to be signed by a parent.

Incident Book

This is used to record:

- Any incidents involving a child, or anyone employed in school, which results in personal injury or damage to property.
- Loss, theft or damage to property.

Procedures for Dealing with Major Breaches of Discipline

Each case is treated individually. Normal sanctions include a verbal reprimand and reminder of the expected behaviour, loss of free time such as playtimes, moving to sit alone, sending work home, letters of apology and loss of responsibility. Children are made aware that they are responsible for their own actions and that breaking the rules or inappropriate behaviour will lead to sanctions.

Parents will be involved at the earliest possible stage if problems are persistent or recurring. Children may then be placed on a daily or weekly report system to monitor their behaviour, with parents' support. Other procedures include:

- A verbal warning by the Headmaster or other senior members of staff as to future conduct.
- Withdrawal from the classroom for the rest of the day and a letter to the parents informing them of the problem and arranging a meeting with them.
- If there is no improvement in behaviour, a case conference involving parents and where appropriate, support agencies.
- The child being excluded from school.
- Parents have the right to appeal to the Governing Body against any decision to exclude.

Corporal Punishment

Corporal punishment is not used in any form in any part of Hornsby House School, including the EYFS.