



## **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 as an acrostic HHS)

Our three core values (Head, Heart and Spirit) are deliberately simple and concise so that all members of our community can understand them. They sit at the heart of Hornsby life and govern all that we do. The core values are incorporated into many aspects of the school and our rewards system (House Points) are always linked to one of the values. Children also receive certificates, wristbands and badges for showing consistent use of the values.

**Head** - We want pupils to use their **Head** to produce excellent work, show super listening skills, join in with all that Hornsby House has to offer and become an independent learner.

**Heart** - We encourage pupils to use their **Heart** to show courtesy & manners, be a good friend, include others and be helpful within the school community.

**Spirit** - Pupils show **Spirit** through putting in effort into everything they do, showing resilience when taking on challenges, creativity in all areas of the curriculum and trying their hand at new things.

## HORNSBY HOUSE CORE VALUES

**HEAD**  
achievement



Excellent work  
Listening  
Joining in  
Being independent

**HEART**  
being kind



Courtesy & Manners  
Friendship  
Sharing & Inclusive  
Helpful

**SPIRIT**  
trying your best



Effort  
Resilience  
Creativity  
Trying new things

### 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. These will be based on one of the core values 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 flagpole 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.

Each year a record will be kept of the house points a child has been awarded and for which core value. When a child reaches certain milestones they will receive firstly a certificate, then a wristband, then they are given a badge corresponding to the core value in recognition of their achievement.

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. This is recorded on our behavioural management system (Trackit-Lights) which is displayed on all of the classes interactive white boards and can be accessed on an iPad. It is shown as an 'Orange'. An Orange does not result in the loss of a house point and is intended as a visual reminder to the child that their behaviour needs to change.
- Should a verbal warning not be sufficient, a 'Yellow' will be given to a child; this can be for a breach of the rules, not providing sufficient work, uniform worn incorrectly etc.
- A Yellow will result in the deduction of a House Point.
- A Yellow is an internal sanction and while recorded on Trackit-Lights, the receipt of the 'Yellow' is not communicated with the child's parent/s.
- If warranted, a 'Red' may be given, however we would not normally expect a Red to be given to children in Reception and Year 1.
- If a child receives three Yellows within a week for the same type of anti-social behaviour then this will be evaluated by the Deputy Head (Pastoral) and/or the Assistant Head (Pastoral) and a 'Red' may be issued.
- A Red will result in a deduction of five House Points.
- The Red will be recorded on our behavioural management system (Trackit-Lights) and a reason given. The child's parents will also be emailed and are asked to reply to confirm that they have received the information.
- In the event of a Red being given the child concerned may be asked to go and see his/her House Leader.
- If three Red are received in a week then the child will be sent to the Deputy Head (Pastoral).
- If a child continues to receive regular Reds, 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.

### **Equality Act 2010**

Hornsby House School is an inclusive school. All members of the school community should be free from discrimination of any sort (as set out in the Equality Act, 2010). To this end the school has measures to protect children from bullying and discrimination as a result of gender, race, ability, sexual orientation or background. The school also recognizes its legal duty under the Equality Act, 2010 in respect of safeguarding, children with Special Educational Needs and all vulnerable students.

### **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 or the threat of corporal punishment is not used in any form in any part of Hornsby House School, including the EYFS.

**Pastoral Responsibilities (shown in flow chart from 1 – 5)**

