

Coloma Convent Girls' School

Behaviour and Rewards Policy



Approved by:

Board of Governors – April 2018

1. REWARDS

Achievement Points

Achievement points are awarded by your teachers in lessons for 'Outstanding Effort', 'Outstanding Work' and 'Academic Achievement'. They can also be awarded for behaviour that promotes the Coloma Code of Conduct and for Service.

The Achievement Points awarded are added up every week and the results are displayed in each form room.

Commendations

Commendations acknowledge a pupil's outstanding commitment. Pupils are awarded Commendations according to the percentage of Grade 1s that they have achieved in the categories of 'Behaviour for Learning' and 'Effort' in their reports – see the table below. If a pupil has been awarded Grade 1, it denotes that she has applied herself in an outstanding fashion.

Behaviour for learning Percentage of Grade 1s achieved	Commendations awarded	Effort Percentage of Grade 1s achieved	Commendations awarded
1-9%	5	1-9%	5
10-19%	10	10-19%	10
20-29%	15	20-29%	15
30-39%	20	30-39%	20
40-49%	25	40-49%	25
50-59%	30	50-59%	30
60-69%	35	60-69%	35
70-79%	40	70-79%	40
80-89%	45	80-89%	45
90-100%	50	90-100%	50

Outstanding behaviour for learning and outstanding effort are possible for **all** students.

(The descriptors for outstanding 'Behaviour for Learning' and 'Effort' in class and with homework are on pages 12 /13 of the Pupil Planner).

2. BEHAVIOUR

2.1 Practice and Sanctions

All pupils are expected to conform to the Coloma Code of Conduct at all times.

Sanctions

- Warning that action will be taken if poor behaviour persists;
- A misconduct mark may be entered in the pupil's diary and SIMS;
- The pupil may be sent to the Pastoral Office or to the Head of Year;
- A lunch time or after school detention may be given (parents will be informed if the after school detention is to last for more than 15 minutes);
- In-class withdrawal - this is when a pupil is moved to a location on her own and away from friends if possible;
- Teachers may send a pupil to the classroom of another member of their department, according to the department's policy. The teacher will record in the pupil's Diary that she has been placed in another classroom and will ensure that the pupil has work to do.
- A teacher may place a pupil on a Departmental report.

Misconduct Marks

Misconduct Marks are given for a variety of behaviours that are unacceptable. The codes identifying the different types of unacceptable behaviour are as follows:

Codes for Misconduct:

- **B** Poor behaviour (e.g. off task, low level disruption).
- **U** Jewellery, make up, uniform offences.
- **D** Diary used inappropriately/not signed/no HW recorded.
- **E** Equipment issues – no text book, diary, calculator, etc.
- **LHW** Late Homework.
- **L** Late.
- **MP** Mobile phone being used / rings in lesson. (Mobile Phones will be confiscated and given to the Pastoral Manager with the pupils name and date of confiscation).

In the event of a pupil committing a misdemeanour, the teacher enters the appropriate code in the pupil's diary and SIMS.

Three Misconduct Marks during any one term will result in an after-school detention.

After-school Detention

An After-school Detention is a significant punishment. Parents are given advance notice of a school detention via email.

An After-school Detention is issued after a pupil has been given three (or any multiple of 3) Misconduct Marks during a term. It is held each week in Room 5 and lasts for an hour. Any follow-up necessary, e.g. a missed detention, will be pursued by the Heads of Year.

If a pupil is absent, parents are contacted by the Key Stage coordinators who set a detention for the following week. If it is the case that the detention was deliberately missed, the detention period will be extended to 2 hours.

The detention duration will escalate. For example a student’s first detention will last 1 hour, if a student receives a second detention in one term this will last 2 hours and may include community service. A third detention will result in a 2 hour detention and one lunchtime isolation. These escalations will be communicated home in advance.

Withdrawal from lessons

Withdrawal from lessons/internal exclusion applies when a pupil misbehaves seriously or repeatedly in class. A ‘sent out of lesson’ form is to be completed by the student.

A pupil automatically receives a Misconduct Mark if withdrawn from lessons owing to misbehaviour and the Pastoral Manager or Head of Year will decide whether further action is required.

Behaviour, Escalation and Intervention

The pastoral team recognise that all our students are individuals and the following escalation is to be used as a guideline. Each level of intervention will be implemented at the discretion of the pastoral team and the aim is for students, the pastoral team and parents to work together to support student behaviour and improve the learning cycle.

<u>Level</u>	<u>Description</u>	<u>When</u>	<u>Duration</u>	<u>Escalation</u>		<u>Managed By</u>
Misconducts	Infringements of school rules will result in a misconduct mark. These will be noted in the diary and inputted onto SIMS. 3 misconducts in one term will lead to a school detention. (detentions are triggered for every multiple of 3 misconduct marks given over the term)	Any infringement to school rules	N/A	<u>N/A</u>	Email parents and place on ‘MOT’ Or Place on Tutor Report	Form Tutor

My Organisation Tracker	The 'MOT' is an initial form of intervention monitored by the Form Tutor which aims to support students struggling with organisation, homework, behaviour or all three.	Form Tutor, HOY or parents/carers raise concern. -3+ misconducts	1 week	Phone call to parents	Phone call home Stage 1 report	Form Tutor
Stage 1- Green Intervention Report (Form Tutor Report)	The first stage (green) of intervention report which is monitored by the form tutor. Student is given a weekly booklet and should set personalised targets at the start of the week which are agreed by the tutor. Report is then completed each lesson and returned to tutor at the end of each day.	-6+ misconducts -2+ detention -Escalation from MOT	2 weeks	Phone call to parents Off report and monitor	Meeting with parents Stage 2 report	Form Tutor
Stage 2- Yellow Intervention Report (HOY report)	The second stage (yellow) of intervention report which is monitored by the HOY. Student is given a weekly booklet and should set personalised targets at the start of the week which are agreed by the HOY. Report is then completed each lesson and returned to HOY at the end of each day.	-12+ misconducts -4+ detentions -Escalation from Stage 1 report	2 weeks	Phone call to parents Off report and monitor	Meeting with parents. Stage 3 Report	HOY

<p>Stage 3- Red Intervention Report (<i>relevant Senior Leader Report</i>)</p>	<p>The third stage (red) of intervention report which is monitored by the relevant Senior Leader. Student is given a weekly booklet and should set personalised targets at the start of the week which are agreed by the relevant Senior Leader. Report is then completed each lesson and returned to the relevant Senior Leader at the end of each day.</p>	<p>-18+ misconducts -6+ detentions -Escalation from Stage 2 report</p>	<p>2 weeks</p>	<p>Phone call to parents Off report and monitor</p>	<p>Meeting with parents. Internal Exclusion</p>	<p>Relevant Senior Leader</p>
<p>Internal Exclusion</p>	<p>Following the three stages of intervention report if there is no improvement the student will be internally excluded from lessons for a week. Teachers will be emailed and asked to provide work for the student and the student will work in isolation for the week including break times and lunchtimes.</p>	<p>-21+ misconducts -7+ detentions -Escalation from Stage 3 report</p>	<p>1 week</p>	<p>Phone call to parents Back into lessons Back on to Stage 3 Report</p>	<p>Referral to Headteacher</p>	<p>Relevant Senior Leader</p>

Fixed-Term Exclusion	Following a serious breach of the Coloma Code of Conduct involving defiance or abuse to other pupils and/or staff or for persistent failure to follow school rules. Exclusion procedures will be put in place at the discretion of the Head teacher.	Formal re-admission of the pupil will be conducted in the presence of her parent(s) with strict guidelines in place. A record will be kept on the pupil's file.		Member of Senior Leadership Team in liaison with Headteacher
Permanent Exclusion	The decision to exclude a student permanently is taken in response to a serious breach or persistent breaches of the school's behaviour policy; and where allowing the student to remain in school would seriously harm the education or welfare of the student or others in the school. A serious one off incident may lead to permanent exclusion. Only the Headteacher can permanently exclude a student from the school. The Student Disciplinary Committee (made up of Governors) must meet to reconsider reinstatement within 15 school days of receiving notice of exclusion. Parents may attend the meeting to make representations.			Headteacher

2.2 Correcting Uniform and Appearance

All Staff are expected to familiarise themselves with the uniform and appearance rules, as set out in the pupil homework diary, and have the responsibility to support Form Tutors in ensuring that official school uniform is correctly worn at all times.

In the first instance, the Form Tutors have the duty to enforce the correct wearing of uniform, including the enforcement of school regulations with regard to make-up and jewellery. If girls fail to respond to the Form Tutors they should be referred to the Key Stage Coordinator or Head of Year. The Key Stage Coordinator will communicate with parents, and inform the Form Tutors of their responses and action taken. If the Head of Year does not get a response from the parents or the pupil, then she/he must inform the relevant Senior Leader so that further action can be taken.