



# Rewards and Sanctions Policy

## Upper School

### **POLICY STATEMENT**

This policy details the College's approach to rewarding the positive behaviour of its pupils, and the system of sanctions that is applied when this behaviour falls short of expectations.

### **SCOPE**

This is an Upper School policy and applies to all Upper School pupils and teaching staff.

### **AIMS AND OBJECTIVES**

The aim of this policy is:

- To ensure a happy and safe environment in which pupils and staff live and work together in a spirit of cooperation, trust and mutual respect.
- To ensure a positive learning environment where pupils feel valued, encouraged and appreciated and recognised for the work they do and their achievements in all areas of School life.

### **LEGISLATION AND GUIDANCE**

- Education (Independent School Standards) (England) Regulations 2014
- Behaviour and discipline in schools (2016) – DfE

### **ROLES AND RESPONSIBILITIES**

The Head Master will:

- Have overall responsibility for the implementation of this policy.
- Report to Council on its impact.
- Make the final decision regarding the expulsion of pupils from the College.
- Appoint School Prefects, Praepostors, the Head of School and deputies.

The Deputy Head (Pastoral) will:

- Have delegated authority for the day-to-day implementation of this policy.
- Keep the Head Master regularly informed on matters of discipline, and consult with him on any case that may result in suspension or exclusion.
- Keep a record of any disciplinary meetings with pupils.

The Marshal will:

- Work closely with the Head Master and Deputy Head (Pastoral) on matters of general discipline.
- Administer the detention and absentee systems, and keep a record of sanctions imposed.



- Monitor bounds regulations.
- Report irregularities and offences, and coordinate with the Deputy Head (Pastoral) over sanctions.
- Give detentions to pupils for unpunctuality or unauthorised absence from lessons, games or School activities.
- Oversee Marshall's Extra Duties (MED).

Housemasters/mistresses (HoMs) will:

- Maintain good standards of discipline within their Houses.
- Issue House sanctions as appropriate.
- Maintain a House discipline record.

All teaching staff will:

- Help to maintain good standards of pupil behaviour by setting good habits and high expectations, intervening where necessary, rewarding and encouraging good behaviour and using the system of School sanctions appropriately.
- Observe the code of conduct set out below.
- Inform the Deputy Head (Pastoral) or any serious disciplinary incidents.

Praepostors and School Prefects will:

- Act as a channel for communication and consultation with the pupil body on matters of policy and School organisation.
- Issue Marshal's Extra Duties (MED), which is always administered in conjunction with HoMs and the Marshal.
- Meet regularly with the Head Master, the Deputy Head (Co-curricular & Planning) and the Marshal. (Praepostors only).
- Sit on the Student Council to enable the views of students to be raised and discussed. (Praepostors only).
- Seek advice or support from members of the teaching staff where appropriate.

Senior Pupils within Houses will:

- Fulfil any position of responsibility assigned to them by their HoM, according to the strict guidelines set out for them.

*Praepostors, School Prefects and senior pupils within Houses are in a position of authority and responsibility with regard to other pupils. Abuse of this authority will be treated as a very serious offence.*

## **RELATED COLLEGE POLICIES**

- Alcohol, Smoking and Drugs & Substance Abuse Policies
- Anti-bullying Policy
- Complaints Procedure
- E-Safety Policy
- Electronic Device Acceptable Use Agreement
- Positive Handling Policy
- Prep Diary
- Safeguarding and Protecting Children Policy



- School Rules
- Searching and Confiscation Policy

## **MONITOR AND REVIEW**

This policy will be reviewed annually and at other times in the intervening period as necessary.



# Rewards and Sanctions Procedure

## SCHOOL RULES

The Upper School's Behaviour Policy (including the School Rules) are provided for parents with the joining documents, printed in the back of the termly Prep Diary, and are published on the resource centre and the Parent Portal. The rules amplify and support the code of conduct by giving examples of courteous and considerate behaviour and by listing actions that violate the agreed code, together with their likely consequences.

## CODE OF CONDUCT

The College expects that all members of the Clifton community will:

- Treat others as you would like to be treated yourself
- Demonstrate good manners and helpful and considerate behaviour at all times
- Be conscientious in your attitude to work and School commitments, aiming to do your best at every opportunity
- Be punctual by being accountable and responsible for your time
- Allow others to work without disturbance
- Care for and respect other people's welfare and property
- Look after and respect the physical environment of the College
- Ensure that harm does not come to yourselves or others
- Cooperate with others in a spirit of trust, mutual support and common purpose
- Be an ambassador for the College by giving service to Clifton and the wider Bristol Communities
- Contribute widely to House and School activities

The code of conduct and School Rules apply at all times during term, both in and out of School and when pupils are on trips or visits.

## REWARDS

The reward for considerate and helpful behaviour is the approval and encouragement of others and the knowledge that one is making a positive contribution to community life. Positive behaviour brings its own rewards in the quality of life and relationships that pupils build among themselves and with the staff. When pupils demonstrate contributions in any area of School life that exceed the norm then rewards might be given. The reward for honesty, loyalty and service is the bestowing of trust and positions of responsibility both in Houses and the School: for example Praepostors, Heads of House, CCF Leadership, organising activities, running societies etc.

Academic rewards are given for diligence in academic work and include commendations, effort grades and reports (entered on SIMS by teachers and visible on the Parent Portal). At the end-of-term effort and achievement prizes are given in both School and House assemblies. School prizes at the end of each term and at Commemoration reward achievement.



Teachers are encouraged to reward pupils on a daily basis through the use of the praise points system, which can be awarded for a variety of reasons and through all lessons; academic and co-curricular. When designated totals have been reached pupils will be rewarded by postcards home, bookmarks, Grubber vouchers, and mystery prizes spurring them on to reach the next target. The totals will be monitored by form tutors who will receive weekly totals, enabling them to share this with their tutees. As pupils progress through the target totals, Senior Tutors, the Deputy Head (Academic) and the Head Master will share the awarding of the prizes.

Co-curricular rewards are given for excellence in the co-curriculum and outstanding service is rewarded by special prizes such as cups, trophies and shields, and Clifton's 'Oscars' for the House Drama Festival. Colours ties are awarded for sport and Head Master's ties for all other areas of the co-curriculum.

HoMs keep a record of all House rewards, and House staff and pupils can be involved in the process of awarding these. Rewards and awards are given for leadership, service, academic effort and achievement, all round contributions to the life of the School, improvement and progress, House spirit or 'Good Egg' awards and excellence in House competitions. Senior pupils who have been given a position of responsibility in the House may recommend pupils for rewards, but the reward is always given by the HoM or School. Rewards can be in the form of book tokens and House scarves, tankards, cufflinks, bow ties etc.

## **SANCTIONS**

Sanctions are imposed in order to protect the communal life of the College and to make it clear that certain actions are unacceptable. The School's aim is always to be clear and fair, and to explain the reasons for any punishments given so that those involved can reflect on their actions, learn from their mistakes and understand what is expected. See Appendix A for a full list of sanctions and guidelines on their use.

Day pupils or boarders on exeat should expect to be treated in the same way as boarders if they are involved in the same incident. The College reserves the right to impose sanctions for poor behaviour that occurs outside of term time or the normal school day if such behaviour is likely to have a negative impact on the College or members of the College community.

Parents will always be fully informed in the case of an exclusion (see below). Although the College does not routinely inform parents of every incident or sanction imposed, the HoM will contact parents when a pupil has received a Saturday Night Detention (SND) or more than two weekday detentions in the same half-term. HoMs are the direct link with home; they will be in contact with parents or guardians when there are concerns about an individual's behaviour.

All staff, pupils and parents must be aware of 'Upskirting'. This typically involves taking a picture under a person's clothing without them knowing, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm. It is now a criminal offence and will be reported to the police.



## **DISCIPLINE IN THE CLASSROOM**

If a teacher has a particular concern about an individual's behaviour s/he should go in the first instance to the HoM.

Minor issues can be dealt with by issuing a MED.

Persistent cases of ill-discipline in the classroom should also be discussed with the relevant Head of Department (HoD), who may be able to offer guidance or suggest strategies for managing the problem. These offences are likely to result in a weekday detention, or a Saturday Night Detention (SND) for more serious issues.

Should a teacher feel it necessary to send a pupil out of the classroom, s/he should inform the HoD and the HoM. Pupils should normally be sent out for a short period only and must stay in close proximity (just outside the door) until re-admitted or spoken to again. They must not be sent back to the House or to the Library.

If the problem persists, it must be reported to the Deputy Head (Academic), who will liaise with the Deputy Head (Pastoral).

## **PHYSICAL RESTRAINT**

If a member of staff perceives that a situation might lead to events in which a person or property would be at risk, s/he may reasonably restrain a pupil. Help should be called for if necessary. The incident should be reported immediately to the Deputy Head (Pastoral) and the relevant documentation must be completed. For further details please see the Positive Handling Policy.

## **REFERRAL TO THE DEPUTY HEAD (PASTORAL)**

When an offence is sufficiently serious to merit Saturday Night Detention (SND), School Gating or Exclusion, the HoM (or other member of staff) will bring the matter to the Deputy Head (Pastoral), who will consult as necessary with the Head Master.

The Marshal records all serious disciplinary sanctions in consultation with the Deputy Head (Pastoral).

Suspected cases of bullying must be taken to the Deputy Head (Pastoral), who will consult with HoM(s) and the Head Master as appropriate in order to decide what course of action to take and whether or not immediate sanctions are to be applied. See the Anti-Bullying policy for further details.

A record of any disciplinary meetings with pupils is kept.

## **DETENTION**

Weekday detentions are entered into SIMs by members of staff. Before this happens the member of staff must discuss the sanction with the pupil. Once given, a detention should



not be rescinded, unless it is later deemed to have been unfair. Ordinarily a teacher should not place more than three pupils into detention at any one time. If they need to do so, they should discuss the situation with the Marshal and Deputy Head (Pastoral).

Pupils will normally be given 24 hours' notice to attend a weekday detention and 48 hours' notice for a Saturday Night Detention (SND).

The Marshal maintains a record of detentions, which is available to staff in SIMs. The Marshal sends reminders to those in detention via e-mail as a reminder.

HoMs receive weekly summaries of each type of sanction by email.

Requests to put a pupil in Saturday Night Detention (SND) go to the Deputy Head (Pastoral). The deadline for such requests is Thursday 6pm. The Deputy Head (Pastoral) informs the Marshal, who keeps a record (also on SIMs). Emails are sent as reminders to the pupils.

If a pupil is given two weekday detentions in the same week, they will be commuted to a Saturday Night Detention (SND). Likewise if two MEDs are awarded in the same week this will result in a weekday detention. Three punishments for the same offence given in a term will result in an escalation of the punishment.

Absence from and late arrival at detention (without a reasonable excuse) are serious offences and will normally lead to the imposition of a further detention.

Pupils will normally be set work or an essay to be completed in the detention.

## **INTERNAL SUSPENSION**

An internal suspension is the highest sanction before temporarily excluding a pupil from School. It runs for a week, during which time the pupil is gated. The pupil is also required to check in with the Marshal at regular intervals throughout the day as well as serve a series of detentions throughout the week.

## **EXCLUSION**

The decision to exclude a pupil rests with the Head Master.

The College uses the following terms:

*Suspension* – a temporary exclusion.

*Expulsion* – a permanent exclusion. If the Head Master feels that it is not in the School's best interests for a pupil to remain at Clifton, parents will often be asked to withdraw their son or daughter, thus avoiding the use of the term expulsion.



In the case of a suspension or withdrawal/expulsion, the Head Master's office may arrange a meeting between the pupil's parents and the Head Master, often accompanied by the Deputy Head (Pastoral) and/or the HoM.

In all cases the Deputy Head (Pastoral) sends a letter to parents/guardians stating the period of the exclusion and setting out the reasons for it.

In the case of a suspension with final warning, the letter will state explicitly the circumstances that would lead to the removal of the pupil from the College.

## **CHILD PROTECTION**

Child protection issues must be reported to the Designated Safeguarding Lead (DSL). See the Safeguarding and Protecting Children Policy for further details.

## **EQUAL OPPORTUNITIES AND REASONABLE ADJUSTMENTS**

In line with the provisions of the Equality Act 2010, the School applies this policy equally to all pupils, irrespective of any protected characteristic they may have.

The exact circumstances of each disciplinary incident are considered when applying this policy, and as such reasonable adjustments may be made to its implementation in light of any special education needs (SEN) or disability that a pupil may have.

## **SUPPORT FOR PUPILS**

While the School does everything it can to ensure that pupils find their time here challenging, exciting and enjoyable, all staff are aware that there may be times when, for a wide variety of reasons, individual pupils experience sadness or anxiety.

Pupils are made aware of the systems of support that the School has in place to assist them at such times, both on joining the School and periodically thereafter. For further details, please see the Prep Diary.

## **COMPLAINTS**

The procedure for pupil complaints is set out in the Prep Diary. If a pupil wishes to make a formal complaint, s/he should write a letter to the Head Master. If the complaint concerns the Head Master, the pupil should write to the Chair of Council.

Parents who wish to complain about a disciplinary matter should write to the Head Master. See the School's Complaints Policy for further details. Further copies are available on request. The policy can also be found on the parents' page of the College website.

## **LINKS WITH THE CURRICULUM**



The values that underpin this policy should permeate every aspect of education at the college, both in the academic curriculum and in the co-curriculum. More specifically, the School Rules and the reasons for them are discussed as part of the Third Form PSHE programme. Tutors are also encouraged to discuss the code of conduct and the School Rules with their tutor groups at appropriate times.

## **IMPLEMENTATION AND DISSEMINATION**

All members of the teaching staff share a responsibility for the implementation of the School's Rewards and Sanctions policy. The policy is made clear to pupils through the School Rules and is published in full on the Parent Portal. New parents receive a copy with the Terms and Conditions. Copies are available to parents or pupils on request but it is also available on the Parent Portal.



## Appendix A

# Clifton College (Upper School): Sanctions

Below is a list of the sanctions that could be applied to breaches of the School Rules, along with examples of breach which may warrant their application – these are not prescriptive and the circumstances of any particular incident may influence the severity of the sanction imposed.

### ***Wednesday Extra Work and Wednesday Evening Extra Work***

Formal sessions in set rooms on Wednesdays from 1.30pm-2.25pm or from 6pm-6.50pm in the Prichard Room. Staff should always ask students which they would like to be entered for Supervised by a senior member of staff.

Given for incomplete or poorly completed work or work that has not been completed. This provides an opportunity for this to be completed under formal conditions.

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### ***Marshal's Extra Duties (MED)***

Jobs done on Tuesdays at 5.30pm and Fridays at 5.15pm under the supervision of the Marshal.

Given for minor misdemeanours picked up by a Member of Staff, School Prefect or Praepostor (in consultation with the Marshal).

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### ***Weekday Detention***

50 minute detention on Wednesdays from 6pm-6.50pm in the Prichard Room. Supervised by a HoM.

Given for persistently poor behaviour/inattention; repeated unpunctuality; failure to attend Extra Work or MED; unauthorised absence from a School commitment (note absence from lesson, games or formal activity will result in a Saturday Night Detention); other inconsiderate behaviour of a reasonably serious nature.

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### ***School Gating***

The pupil is confined to the School precincts (except for routine activities such as games at BB). A gating sheet must be signed at set times. The length of the gating will vary depending on the severity of the offence.

This process is administered by the Marshal and supervised by the HoM. The pupil normally wears School uniform for the period of the punishment, is confined to House when not on a School activity/lesson, may not visit the Grubber, JCR or other Houses, also includes all weekly detentions other than a Saturday Night Detention.



Given for: repeatedly missing commitments; failure to ask permission to be out of the House; late return to the House.

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### ***Saturday Night Detention (SND)***

Two-hour detention held in the Prichard Room on Saturday from 7pm. Supervised by a Senior member of staff. Pupils report to the Head Master at 7.55am on Saturday. After the detention (9pm) boarders return to their Houses for the rest of the evening; day-pupils go straight home. Saturday night detention(s) may be given in conjunction with a gating.

Given for smoking; very late return to the House; unauthorised absence from a School commitment (lesson or activity); failure to attend weekday detention; two weekday detentions accrued in the same week; bringing the School into disrepute; serious violation of the code of conduct & failure to observe regulations, e.g.: driving cars or riding motor bikes; pornography; involvement with dangerous games; low level bullying.

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### ***Internal Suspension***

Internal suspension runs for a period of between two days and a week, dependent upon the offence committed, the level of honesty and how contrite is the pupil when the matter is being investigated. Whilst suspended the pupil is gated. The pupil is also required to check in with the Marshal at regular intervals throughout the day as well as serve a series of detentions throughout their suspension period.

Given for unauthorised consumption or possession of alcohol (first offence); getting inebriated when alcohol has been sanctioned (first offence); smoking or possession of e-cigarettes (vaping), cigarettes, serious violation of the IT Acceptable Use Agreement; two SNDs in the same week; failure to attend an SND; significant bullying.

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### ***Suspension***

The pupil is sent home for a period of between two and five days. The time is intended for reflection and discussion with parents/guardians.

Given for repeated alcohol related offence; vulgar or grossly inappropriate behaviour; deliberate vandalism and theft; violence; severe bullying; boarders breaking out of the House; persistent flouting of School Rules.

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### ***Suspension with final warning***

The pupil is sent home for a set period. The time is intended for reflection and discussion with parents/guardians. The length of the suspension and the duration of the final warning will depend on the particular circumstances in each case.

Given as for suspension (for repeated or more serious offences) or involvement with drugs.

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### ***Withdrawal/Expulsion***

Permanent exclusion.

Given for failure to respond to a final warning. Can also be given for an incident or accumulation of incidents of appropriate severity.

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In addition, for low level misdemeanors, HoMs may impose their own internal sanctions within their Houses using the following sanctions:

### ***Supervised Prep***

Evening prep done under supervision (e.g. in the House hall, supervised by senior pupils or House staff).

Given for not working properly during prep; disturbing others; poor grades.

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### ***Supervised Jobs***

Jobs such as tidying up, done under the supervision of a member of the House staff (often the Matron).

Given for untidiness; lateness; not telling the truth

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### ***Early Lights-Out***

Lights out in study or dormitory earlier than usual

Given for being out of room after lights-out; talking after lights-out; late to bed.

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### ***Early Return to House***

Pupil is required to return to the House earlier than usual

Given for late return to House.

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### ***House Gating***

As for School Gating (see above). May also be used on a more informal, ad-hoc basis in the House, e.g. denying permission to a pupil to go out for one evening.

Given for being out-of-bounds; not signing out; not asking permission; returning very late.

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In some cases the HoM may use a strike system, with strikes given for minor House-based misdemeanors such as missing breakfast or using a phone during callover. A certain number of strikes leads to a MED.

The HoM will keep a record of all House sanctions, which will be reviewed annually by the Senior Master. Senior pupils do not have the authority to issue sanctions.