



Leighton Park School

Rewards and Sanctions

All rewards and sanctions for both academic and pastoral issues will be recorded in the **Day Book Section** on **SchoolBase**.

Academic issues may include;

- Failure to complete prep
- Unsatisfactory prep
- Unsatisfactory work in class
- Failure to be equipped for lesson
- Poor conduct in lessons

Pastoral issues may include;

- Missing lessons
- Missing or late to registration
- Not signing out
- Late for prep
- Late to bed
- Poor conduct around the school
- Inappropriate collect dress

Sanctions

The sanctions system for academic issues will follow the guidelines as set out below in the notes on the detention scheme. Stickers are to be placed in the appropriate section in a pupil's prep diary, to act as a reminder and as information for parents. Subject staff will ensure that parents have signed the register.

The objective for the academic sanctions is to allow subject staff and departments to deal with issues and to ensure that the pupils are aware of their mistakes within the department. Any detentions must be served at the earliest convenience to staff, at break or lunchtime or after school and must have priority over hobbies. However, if the pupil is involved in an activity in which they are representing the school, the leader of that activity will first be consulted, and if necessary, another time for the detention set.

The sanction system for pastoral issues is centred on the Heads of Houses and their deputies. Any concerns must first be listed in Day Book with an e-mail sent to Head of House and Personal Tutor.

Tutors will check the additions to Day Book on a daily/regular basis. If there have been three sanctions added within a school week, communication with parents and KS/PB/NW/CK will follow. If a pattern of sanctions seems to be developing over a number of weeks, again communication with parents and KS/PB/NW/CK will be the course of action.

At all stages, the Tutor will meet with tutees to discuss issues or areas of concern, as well as giving praise where it is due.

Rewards

The rewards system is a sticker system. Merit stickers, which are available from HOD's or the school office, must be placed in the appropriate pages at the front of a pupil's planner.

Further rewards can be obtained by pupils who complete a line of merits, or fill a merit page. Tutors will send their tutees to NW/PB/KS, to collect a token and prompt a letter to be sent home.

A note on sanctions

Sanctions will never degrade pupils

Leighton Park School does not use corporal punishment

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