

Rewards and Sanctions

All rewards and sanctions for both academic and pastoral issues should 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

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

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 should be served at the **earliest convenience to staff**, at break or lunchtime or after school and should have priority over hobbies. If the pupil is involved in an activity in which they are **representing the school**, the leader of that activity should 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 should be first listed on **Day Book** with an e-mail sent to **Head of House and Personal Tutor**.

Tutors should 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 RA/PB/KS should follow. If a pattern of sanctions seems to be developing over a number of weeks, again communication with parents and RA/PB/KS should be the course of action.

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

The rewards system is a sticker system. Merit stickers should be placed in the appropriate pages at the **front** of the pupils' planner.

Merit stickers and detention stickers are available from HOD's or the school office.

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

A note on sanctions

Sanctions should never degrade pupils

Leighton Park School does not use corporal punishment