



# **REWARDS AND SANCTIONS POLICY (INCORPORATING SCHOOL CODE)**

Reviewed by: K Fletcher & S Roberts	Date: Sept 24	Next review: Sept 25
--	---------------	----------------------

## Aims of the School Code

The School Code at Adcote is based on common sense and good manners, and a shared sense of trust between staff and students. Students are asked to follow their own dreams with ambition but with respect for others; they are asked to treat others with sympathy, understanding and tolerance; they are asked to be positive about the demands that living in a community puts upon them.

This policy aims to

- create a positive, orderly and safe environment where teaching and learning can take place
- provide clear values and expectations for students and staff

The policy is created after discussion between SMT, staff and students, using the School Council as a forum for discussion.

## CONTENTS

1. Aims and Expectations
2. School Rules
3. Rewards and sanctions
4. Exclusion Procedure
5. Complaints procedure

## Values and Expectations

### Putting Learning First

Adcote will:

- provide for your educational needs
- provide you with appropriate information and advice
- enrol you onto appropriate courses

Students will:

- attend lessons punctually
- be prepared for lessons with appropriate books and equipment
- take responsibility for your learning
- value other students and staff in the learning and teaching environment
- behave appropriately in lessons, in a way that is not to the detriment of other learners in the group
- keep regular attendance at school

### Aiming for Excellence

Adcote will:

- offer teaching that will maximise your potential
- assess your work regularly and give feedback promptly
- share information about your performance and progress with parents/guardians
- encourage you to take pride in your achievements
- provide you with references reflecting your achievements, commitment and general contribution to school life.

Students will:

- work conscientiously, submitting only your own work for assessment and following all guidelines given on how to undertake your work, including coursework
- ask for help when you need it
- respond to help appropriately

### Respect for the Individual and the Community

Adcote will:

- treat every individual with respect
- recognise the rights and beliefs of others
- listen to your views
- provide you with a safe learning environment

Students will:

- treat all other students and staff with respect and courtesy
- abide by the School's Code of Conduct policy
- be tolerant of other people's views and beliefs
- be willing to work together in a positive way
- be respectful of the school's and other people's belongings

## School Rules

Apart from the law of the land, which binds us all, and a sense of right and wrong, which most of us would share, students are expected to accept the School and Boarding House rules, which have been designed to regulate the life of the community at Adcote. These rules are listed below and students are expected to be familiar with them.

### ARRIVAL AND DEPARTURE FROM SCHOOL

You must be in your form rooms by 8:35 am (Monday to Friday) ready for registration. If you arrive prior to this time, you must go to the Dining Room to be supervised.

Day students staying in school after 4:30 pm, must stay within the school buildings and go to prep or activities until going home.

Yr 10 - 13 boarders may return to their boarding house for prep at 4.30.

Students may not leave the school site during the normal school day without written request from your parents to the Head or a senior member of staff.

Students must sign out when leaving school for any reason and must sign back in when you return.

### ABSENCE FROM SCHOOL

If students are away from school unexpectedly for any reason parents should telephone school as soon as possible. If the School receives no call, the School office will contact parents. When students come back to school they must bring a letter from parents explaining why you were away.

Requests for absence for any reason must be made via email and sent to the School Office for approval by the Head.

Leaving early at the end of term is not permitted. In exceptional circumstances, parents should contact the Head.

### General Rules

Students should treat their own and other people's property, particularly the School's, with care and respect. Students must not borrow other people's possessions without permission and should not lend or borrow money at all. Possessions should all be clearly named.

Chewing gum is banned.

Do not drop litter.

Bottles of correction fluid and ink are not permitted in school.

Students should sign and adhere to the Network Use Agreement.

### **Mobile Electronic Devices**

- a. Any mobile phones brought into school by students in Year 11 and below, must be handed in to their Form Coordinator during morning registration. Mobile phones can be collected from Reception at the end of the school day if going home, or in the Gough Room at the end of prep/activities.
- b. If a student wishes to make contact with home, permission should be gained from a member of staff and the student should go to the School Office.
- c. If mobile phones are seen or used no matter what the circumstances, they will be confiscated and handed to Reception and returned to students at the end of the school day upon first offence. If this is repeated a second time, parents/guardians will be requested to attend the School to collect the mobile phone. For the third offence, the mobile phone or device will be confiscated for one week and must be collected by a parent. If it is found that a student has two mobile phones (1 handed in and another seen) this will result in an instant internal suspension and a parental meeting will be called for not upholding the values and expectations of the school.
- d. Laptops are to be used in lessons at the discretion of teachers. Students in Year 9 and below are not allowed to use laptops during break or lunch times. Year 10 and 11 may use them during breaks for

revision and prep, but must not access social media and if they are found to be using them, the item will be confiscated.

- e. Earphones may not be used in class except where teachers deem this necessary to complete a task. Earphones/pods are not to be worn in school during the academic day.

### Smoking/drugs/alcohol

Smoking and the taking of drugs is strictly forbidden.

Students are not permitted to drink alcohol. This rule is relaxed on occasions for Sixth Form students, but only at the discretion of the Head.

No form of vaping is allowed on school premises or on trips.

Additional guidance can be seen in our Drug Education & Drug Related Policy.

### Cars

Sixth Formers who hold a full driving licence may drive to and from school in their own car. Other students may only travel in the car with written permission from both families.

### Safety

students must not lean out of windows or throw anything out of them.

The fenced area around the lake is strictly out of bounds to all students.

Students must not go into high risk areas e.g. science labs, food rooms without staff permission. Students may not use the gymnastic equipment without staff supervision.

All electrical items must be safety checked each year. This includes boarders' personal equipment.

### Security

It is the responsibility of parents to arrange adequate insurance cover for their daughter's belongings.

Boarders may deposit pocket money with the Finance Office. Lockable lockers are provided for all members of the Senior School so that belongings can be kept safe. There are additional lockers available for all boarders in each house.

### Appearance

Adcote School expects its students to be smart in appearance at all times. Students must adhere to the school uniform list relevant for each age group.

### Uniform List.

#### **Year 3-6 Uniform**

Pinafore tunic or skirt (Gordon tartan)

White cotton blouse

Summer dress – for use in Summer Term worn with white socks

Navy Adcote logo cardigan or jumper

Reversible waterproof / fleece jacket

School blazer

School scarf

Black or navy tights

#### **Year 3-6 Sports Kit**

Adcote green games skirt or Skort

Adcote green polo shirt

Black shorts

Green games socks

Leotard

Adcote navy microfleece top  
Adcote navy tracksuit trousers  
School swim hat and school swim bag  
School swimsuit (one piece)  
School kit bag

### **Other essential items**

Art overall or shirt  
Adcote rucksack bag

### **Senior School Uniform Year 7-11**

Adcote Pleated Skirt (Gordon tartan)  
White cotton blouse (standard)  
Adcote summer dress – for Summer Term only worn with white socks  
Adcote navy cardigan or Adcote V-neck sweater  
Navy waterproof  
Adcote School blazer  
Adcote School scarf  
Black or navy tights  
White science lab coat  
Art Apron or oversized shirt for Art

### **Senior Sports Kit**

Adcote navy games skort  
Adcote navy short sleeved sports shirt  
Adcote navy games socks  
Adcote navy microfleece top  
Adcote navy or plain navy (no visible logo) skins - long sleeve top and/or leggings (optional)  
Adcote navy tracksuit trousers  
Adcote navy jacket (advisory)  
Sports bag  
Gum Shield (Hockey) Yrs 7- 9  
Shin Pads (Hockey/Football)

### **Sixth Form**

Sixth Formers should wear smart, casual clothing- no trainers, sportswear, denim or low cut clothing. Minimal jewellery may be worn. During some events throughout the academic year, it is essential that 6th Form students have a smart dark coloured suit and low 'court' style shoes.

Sixth Formers are expected to recognise the importance of taking pride in a smart appearance and of setting an example to younger students. A white lab coat is needed if studying Biology or Chemistry at A Level.

### **Sixth Form Sports Kit**

Navy games skirt  
Navy short sleeved polo shirt  
Navy tracksuit trousers  
Navy tracksuit jacket  
Navy microfleece top  
Navy/Black shorts  
Navy games socks

Jewellery -students are allowed to wear one small pair of stud earrings. No rings, necklaces, bracelets are to be worn except those of religious significance.

We expect students to be natural in appearance - no make-up, fake eyelashes or nails, no nail varnish and no fake tan.

Hair should be of a natural colour and in Year 8 and below, hair should be fully tied back. Students in Years 9 - 11 are permitted to wear their hair in a 'half up, half down' style, but this should be neat and tidy in appearance and should be swept back off their faces.

Skirts should be knee-length and should not be rolled up.

All students are required to read and sign the Student Code of Conduct at the beginning of the academic year or when they join as a new student.

## Rewards and Sanctions

The satisfaction of behaving properly and considerately, alongside hard work in the classroom is reward in itself. However, Adcote School has a series of incentives designed to celebrate positive behaviour, contributions to the well-being of the community and for academic effort and achievement.

Rewards are designed to encourage good learning practice, self-discipline, respect for others and to promote positive behaviour. Those applied will be appropriate and constructive.

### **Pastoral and Extra Curricular Incentives**

Year Group	Reward/Incentive	Examples
All	Positions of responsibility and leadership	Form Captain and School Council Representatives
	School Colours	Awarded at the end of Spring and Summer terms for sport, music and drama
	Selection for teams and external competitions	Sports matches, inter school competitions, Public speaking competitions, Science quizzes
	Commendations	CLEAR awards given by the Head of Section every half term in Senior and 6 <sup>th</sup> form. In the Junior School, CLEAR awards are made weekly during Junior School Assembly.
	Subject postcards	Rewards for subject-specific achievements sent home to parents
Junior School	Stars	Given for good work, behaviour, attitude and contribution to the community. 3 stars = 1 Achievement Point. Added on Engage and contribute to House Points Totals.
Senior School	CLEAR points	Given for good work, behaviour, attitude and contribution to the community. 1 CLEAR point per achievement. Added on Engage and contribute to House Points Totals.
6th form	Positions of responsibility and leadership for the whole school.	Games captain, House Captains, Prefects, Head and Deputy Head Girl.
	CLEAR Points	Given for good work, behaviour, attitude and contribution to the community. 1 CLEAR point per achievement. Added on Engage and contribute to House Points Totals.



## Academic Incentives

Year Group	Incentive	Examples
All	Head's Awards	Given for exemplary work, nominated by teaching staff, awarded by the Head in assembly. Reported on School social media and newsletter.
	Certificate presentation	Certificates for external examinations (e.g. GCSE, A level, Music, Public speaking,) presented in assembly.
	Subject commendations and Section Head's awards	Nominated by subject staff with regard to CLEAR attributes and certificates presented in assembly.
All	Subject prizes	Awarded at Speech day.
	House Rewards	Rewards for the most CLEAR points

## SANCTIONS

Adcote School has high expectations for behaviour and it is important that poor behaviour is quickly addressed and challenged. Sanctions are imposed for failing to meet our expectations. It is important that all sanctions are fair, reasonable and consistent.

Sanctions should never be humiliating, inappropriate or disproportionate, and should not compromise the health and safety of the student or others. Sanctions should also aim to improve student behaviour.

For minor disciplinary cases, a teacher may deal with the students themselves without using formal sanctions. Examples of this may include a verbal reprimand, relocating the student to another seat in the classroom asking for unacceptable work to be repeated and confiscating items such as jewellery.

For repeated behaviours, e.g. repeatedly not following rules in the School Code, repeatedly failing to complete prep, formal sanctions should be imposed. For example, negative points allocated on Engage, detention at break or lunchtime. Incidents should be added to Engage and the Personal Tutor and Head of Section of the student should be informed and parents of the student will also be informed.

For more serious incidents, this may result in sanctions such as putting the student 'on report', putting a Behaviour Plan in place. Incidents of this nature should be recorded on CPOMS.

Some behaviours can lead directly to internal suspension, fixed term suspension or permanent exclusion, e.g. smoking/vaping on school premises, a serious breach of school policies, e.g. the Anti-Bullying Policy, and any action the Headteacher deems serious.

If mobile phones are seen or used no matter what the circumstances, they will be confiscated and handed to Reception and returned to students at the end of the school day upon first offence. If this is repeated a second time, parents/guardians will be requested to attend the School to collect the mobile phone. For the third offence, the mobile phone or device will be confiscated for one week and must be collected by a parent. If it is found that a student has two mobile phones (1 handed in and another seen) this will result in an instant internal suspension and a parental meeting will be called for not upholding the values and expectations of the school.

**Rejected Sanctions:** Corporal punishment, fines, the imposition of lines and unreasonable deprivation of liberty are all inadmissible at Adcote School.

### Exclusion Policy

The school has the right to exclude, temporarily or permanently, any student who, in the opinion of the Head or Deputy Head, has transgressed to such an extent that their place in the school has become untenable.

The school policy above sets out examples of offences likely to be punishable by exclusion, temporary or permanent. These examples are not exhaustive, and in particular the Head may decide that exclusion for a lesser offence is justified where there has been previous misbehaviour. All aspects of the student's record at the School may be taken into account.

When a temporary or permanent exclusion is being considered by the Head, they will ensure that:

- the student's welfare has been taken into account
- the welfare of the School community has been taken in to account
- an appropriate investigation has been conducted and the student's view sought
- all relevant information has been considered.

The Head will inform the Chair of the Advisory Body, Head office and the parents. Parents and the student have a right of appeal against this decision. An appeal should be expressed in writing, and addressed to the Chair of the Advisory Body within 10 working days of the notice of exclusion. The decision of the Advisory Body is final. Although not a complaint the appeals procedure will follow that of the complaints procedure.

### Use of Restraint:

Any use of restraint must be by reasonable and non-injurious means. Such physical intervention should only be employed when immediately necessary and for the minimum time necessary to prevent injury to self or others or very serious damage to property. Examples of this must be recorded, in writing, and reported without delay to the Deputy Head and Head. A copy of the incident will be kept on the students CPOMs file.

### Searching students and their possessions:

a. If the Headteacher or authorised senior member of staff suspects a student has a banned item in her possession, they will instruct the student to turn out their pockets or bag. The senior member of staff must have another member of staff with them in support.

b. A student refusing to cooperate with such a search may result in a call to the police for support and a sanction such as internal seclusion or suspension may be applied.

### **Search without Consent**

a. If the Headteacher or authorised senior member of staff has reasonable grounds to suspect that a student is in possession of illegal items, then a search without consent will be carried out and the police may be called.

## **The Student Complaints Procedure**

If a student believes that sanctions have been administered unfairly, or if she has other cause for complaint, she should seek the advice of an adult in school whom she thinks could help her. She may also seek the advice of an adult outside of school as explained in the next section about the complaints procedure.

In order to protect the interests of children living away from home, The Children Act 2004 requires the School provide a way for your voice to be heard if you are worried about anything which affects your welfare. There are three possible courses of action:

### **The Internal Informal Procedure**

Firstly it is recommended that you speak to one of the following:

Your parents    Personal Tutor    Head of Boarding    Head of Section    SLT    Head  
Any other member of staff                      Your doctor/GP

### **The Internal Formal Procedure**

If you are still not happy about the situation or feel that you cannot speak to any of the above people, then you can hand in a written complaint to the School Office.

Such a complaint will receive a written reply within 48 hours and, if necessary, may be referred to the Internal Review panel, which will hear and look into your case. The panel will consist of at least three of the following people:

The Head      Deputy Head                      Head of Section                      Advisory Body

### **The Independent Panel**

At any stage you have the right to telephone any of the following Independent Adults who are outside of school and have agreed to hear complaints or problems.

And/or Independent Schools Inspectorate (who oversee the inspection all independent Schools) on 02077109900 or [concerns@isi.net](mailto:concerns@isi.net)

Or by post at CAP House, 9 -12 Long Lane, London EC1A 9HA

And/or                      Childline                                      0800 1111