

## HIGH SCHOOL

### Gateways School Rewards and Sanctions

#### Rewards

Gateways is a small community where every member is considered and respected. All staff work hard to create an environment whereby each individual can reach her potential academically and mature emotionally, socially and spiritually. Pupils are required to behave with courtesy and consideration towards all members of the school community. Demonstrating and reinforcing positive behaviour patterns maintain discipline. To this end the following methods are used to emphasise 'good' behaviour:

- Sixth Form      Praise and encouragement from form/pastoral/academic tutor/Pastoral Head  
Advanced Commendation; awarded by pastoral tutor, signed by Headmistress, acknowledged by a letter home from Pastoral Head, awarded in Awards Assembly, filed in progress file
- U3-U5            School marking policy  
Words of praise  
Notes to parents in Student Planners and/or exercise books  
Progress Files  
Bronze, silver and gold scheme for collecting house points  
Recognition of house points and House Hero; House notice board/ assembly  
Commendation, acknowledged by Headmistress who writes to parents  
Faculty Merit Boards  
Informing fellow pupils of individual achievements; e.g. qualifications, colours, excellence, effort, enrichment certificates, Head's commendations, in Year assembly, Friday assembly, Awards Assembly  
Trophies, book vouchers; Exhibition Day
- The Housepoint and Commendation procedures are outlined in the Student Planner

#### Sanctions

Most problems are easily solved if they are picked up on quickly enough. The size of Gateways lends itself to this process. Parents are encouraged to let school know if a pupil is having problems in or outside school e.g. a death in the family, marital breakdown etc. It is important that the staff who have contact with this pupil are aware that difficulties beyond the child's control could affect her behaviour.

Teaching staff and form tutors, who experience difficulties with a pupil, should make every attempt to resolve the situation themselves by following;

#### **'Consistent Procedures to Encourage Good Behaviour.'**

Subsequent strategies include the following measures:

- Sixth Form      Personal or academic tutor discussion  
Form tutor discussion  
Pastoral Head meeting  
Parent/Tutor/Pastoral Head meeting  
Assistant Headmistress/ Deputy Headmistress/Headmistress meeting
- U3-U5            Notes to parents in the Student Planner  
Meeting with Form Tutor, perhaps on a regular basis  
Telephone call to parents  
Communication with parents if coursework incomplete or deadlines missed  
Detention with Faculty Head; letter home  
Pastoral Head meeting  
Personal Achievement card  
Parent/relevant staff meeting  
Supervised break and lunch sessions  
Deputy/Assistant Headmistress interview  
Regular reporting to Deputy/Assistant Headmistress  
Headmistress interview  
Internal suspension  
Temporary exclusion (Approved by Board of Governors)  
Request to permanently remove pupil (Approved by Board of Governors)