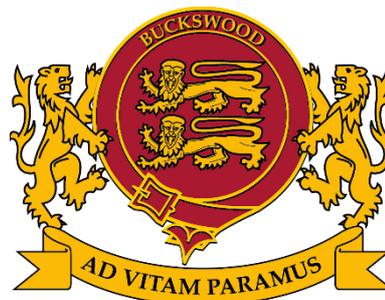


POLICY STATEMENT



Policy	Credit and Sanctions policy
OFSTED Standard No	
School Department	Teaching, Learning, Assessment and Tracking
Date Written	5 th April 2017/15 July 2017
Written by	G Sutton / K Samson
Approved by	G Sutton
Date of Approval	5 th April 2017
Next major review date	December 14, 2018
Location and disseminations	A copy of the policy can be found, in the school admin office and on the school website.
The context of the policy and its relationship to other policies	This policy should be considered in conjunction with other written policies on behaviour, health and safety, medicines, school visits, child protection and safeguarding.

Credit System policy

In support of a holistic approach to the development of our pupils at Buckswood, we seek to provide a structure for daily living within which good behaviour is encouraged and supported. At Buckswood we employ a consistent system of rewards which addresses the needs of individual students as well as those of the whole school community.

We recognise and appreciate achievement in all aspects of school life through school assemblies, appointments to positions of responsibility and the award of colours and prizes. We have a system of rewards and commendations to recognise the achievements of our students in a wide range of academic, extra-curricular and citizenship based fields. These awards recognise the individual and team nature of the students' excellence but also the contribution they make to our community as a whole.

The School recognises that it acts In Loco Parentis for the Boarding Community and that boarding pupils will come into contact with members of staff more often than day students. This inevitably creates more opportunities for students to be rewarded for the positive contributions they make to the boarding environment. It is very important that students be recognised for the crucial contributions they make to the boarding community and consequently, there is an additional tariff of rewards for boarders. This recognises those occasions when boarders behave in a manner which enhances the boarding community.

Good discipline is also an essential ingredient of any school. It is a prerequisite for a holistic

approach to teaching and learning, and also upholds and facilitates the courtesy and respect which should characterise relationships among all students and staff. It is, therefore, important that the School, through its staff and students, particularly the Prefects, but also through the influence which boys and girls exercise on one another, should work at all times to uphold this discipline, including those periods when day students have finished for the day/week and boarders are in the care of residential and visiting staff.

The school is aware that whilst boarders have more chance to be rewarded, they also have an increased chance to be disciplined. Therefore, the boarders may receive gatings and other procedures which are not appropriate to day students. It is only when the actions of a boarder affect the learning environment of others or the personal/ social well-being of others that whole school sanctions will apply. In this way, with each taking due responsibility, the general pattern of life at Buckswood should help to create good habits among all members of the community. When this is not of itself sufficient, especially in serious instances, effective action to curb and remedy indiscipline will be taken, with due consideration and compassion.

Low level sanctions may accumulate thereby resulting in a higher level sanction being imposed. When this is the case, only offences committed in the current term and three preceding terms will be considered. Any punishments over four terms old will effectively not be cumulative, but may be taken into account when dealing with a serious breach of the school rules.

All offences, especially involving alcohol, tobacco, drugs and bullying, will result in sanctions being imposed in accordance with the School rules. The context in which the offences have been committed will also be taken into account. In addition, pupils must bear in mind that transgressions occurring outside of the normal bounds of school jurisdiction may result in disciplinary sanctions, if it is considered that they have brought, or may potentially bring, the School's name, as well as their own, into disrepute.

The credits and sanctions tables that follow indicate how the different level of rewards may be achieved. Equally, there is a table summarising the level of sanction that will be imposed for certain indiscretions. However, this list is not exhaustive and merely a guideline for pupils, parents and staff.

The discretion of the Principals applies to all rewards and sanctions. They will consult with the Senior Management Team and boarding staff, before making a final decision. A major part of upholding our rules and regulations is the Disciplinary Committee. This committee is appointed by the Principal to deal with serious offences. The committee consists of a Chairman (Principal), and at least two other senior members of the Management Committee. The Housemaster or Form Teacher of the accused scholar will also be present. The committee may call witnesses and all pupils concerned and the scholar offender will have the opportunity to present their case.

Credits/Sanctions explained

Credits

House Points

These are awarded to pupils who produce either an excellent piece of work or who are helpful within the school community. House Points are collected each week in House meetings and accumulated to the House total at the end of term. House Points are not given out in multiples of more than two at a time. House Points are collected and recorded in the "Passport to Success" and each form tutor counts them weekly. The House Point is a 'stamp' in the passport and a brief explanation of the reason for that House Point must be given. **12 house points equals a Bronze Commendation.** Each week the winning house is announced in assembly and will take charge of the house points cup.

Commendations

A Commendation is awarded to those who produce an outstanding piece of work. Commendations will count towards the House scores. Pupils who gain a 1.5 or better in their assessments automatically gain a commendation. **There are three levels of Commendation: Gold, Silver and Bronze.**

Bronze: House Points, Academic, Sports and Arts

Silver: Community Service, Academic and Sports

Gold: Sustained Level of Performance, Leadership and Academic

Colours

Scholars that are selected to represent the County in a sport are awarded school colours and can wear this badge on their blazer

Man of the Match

Scholars who perform well in a sporting fixture may be nominated by their team-mates for the 'Man of the Match' award for which they will receive a medal in assembly.

Badge System

In addition to earning house points, scholars can also be able to earn points that count towards badges that are worn on the blazer. All scholars begin the academic year with a red badge, which is pinned to the lapel. As they take part in school life, they earn points for positive events – for example attending access time, playing for a school team, performing in assembly, earning a commendation – and upon earning 50 points they earn a silver pin, moving up to gold after receiving 125 points. The point breakdown is below:

Positive

Action	Points
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Access time	3
Good manners	3
School Colours	20
Team Captain	10
Representing school	5
Positive behaviour	3
Player of the match	7
Commendation	10
Perform in Assembly	10
Weekend tutorial	5
Top 5 effort score	10
Internationalism	3

Sanctions

Badge system

In addition to earning points towards the next level of badge, scholars can also lose them for negative actions which would move them down the levels. These are listed below:

Negative

Action	Points
Extra Work	-3
Detention	-5
Smoker's reform	-20
Weekend Detention	-10
Gating	-15
Red Card – non-use of English	-3
Green card - poor effort	-10
Negative behaviour	-3
Suspension	-30
Expulsion	-50
Poor manners	-3
Community Service Det	-10
Plagiarism/Cheating	-15
Use of phone in class	-2
Lack of prep	-3

EXTRA WORK (ACADEMIC SANCTION)

- Extra work is given to a scholar if they fail to meet the expectations of their subject teacher. This can include incomplete work, or work of a poor standard.
- Extra work takes place in the classroom of the subject teacher on the night of that teacher's choosing. It may also take place with another teacher from within that academic department. The Scholar will be informed of when they are expected to attend.
- If the extra work is not completed to a satisfactory standard, or if they miss the extra work sanction, the scholar will then be placed in a manager's detention.
- A teacher has the discretion as to whether to place a scholar in extra work or in a Manager's detention.
- If a Scholar earns more than 3 extra works in one week, they are placed in Weekend HM Detention.

GREEN CARD/ATTENDANCE REPORT

- Following half termly assessments, results are analysed and if a scholar is deemed to have been falling below their predicted level of achievement they may be placed on green card.
- This is taken to each lesson and is signed off by the subject teacher indicating the level of 'attitude to learning'.
- Each evening they will attend weeknight detention or access time in order to improve their results.
- Scholars will be on green card for at least 2 weeks and if they demonstrate sufficient improvement will be taken off green card.
- Scholars who are found to be missing lessons without reason may be placed on a similar report – in this case it will be called an attendance report and the same consequences apply.

RED CARD

- Red Cards are given when a scholar does not speak English during the working school day, or uses inappropriate language.
- Collecting a Red Card results in a 5:40 Weeknight Detention and writing a piece of prose in English during this time.
- Earning 3 Red Cards in a one week period earns an automatic Sunday Detention.
- Missing a Weeknight Detention as a result of receiving a Red Card, automatically earns a Sunday Detention.
- Red cards can be given out by both Staff and Prefects.

COMMUNITY SERVICE DETENTION

- Community Service Detention is for scholars that have taken away from the community – be it in terms of time or material.
- Formal Community Service Detention runs on Saturday afternoon from 14:00 until 16:00.

- There may be other times during the school week, such as breaks during the academic day and in the morning before the academic day begins, where scholars can perform certain Community Service Detentions.
- Community Service Detention will consist of activities such as keeping the school grounds free from litter, cleaning graffiti and chewing gum off desks, removing leaves and general upkeep of the school property.
- Failure to attend Community Service Detention will result in a Weekend HM Detention.

GATING

- If a boarding scholar breaks certain rules as outlined in the school sanctions, they will be gated.
- This means that they are restricted to school grounds and must account for their whereabouts to a member of staff by having the gating sheet signed off every hour.
- Housemasters will refer a scholar for gating to the Head of Boarding.
- The length of gating is determined by the Principal or Head of Boarding.
- Minimum length of gating is 2 hours.
- Gated scholars must remain in school uniform.
- Repeated gating will lead to appearing before the disciplinary committee and may lead to suspension.

SMOKER'S REFORM

- This is given to a student who is found to be smoking or in possession of smoking paraphernalia (both tobacco and/or e-cigarette type devices).
- It results in two thirds of one week's pocket money going to Cancer Research and a letter home.
- In addition, students will serve Community Service detention on Saturday and take part in a morning run each day at 7am on the Astro turf.
- Smoker's reform also results in gating for one week and enrolment in the school's smoking cessation program under supervision of the nursing staff.
- Smoking in a school building will result in appearing before the disciplinary committee and can result in expulsion.
- Failure to perform the sanction results in suspension.
- Being caught smoking twice in a term will lead to appearing before the disciplinary committee and may result in suspension from school. Three times will result in expulsion.

WEEKNIGHT MANAGER'S DETENTION

- Manager's detentions are held on weeknights from Monday through Thursday nights from 5.00 in the school library. This detention is for offences such as missing work and more serious behavioural issues such as serial lateness or absenteeism during the working week.
- Any scholar missing a Manager's detention, or receiving more than two weeknight detentions in a given week is automatically entered into Weekend Detention.

- Scholars must wear full school uniform for detention.
- Scholars must wear full school uniform and must work in **silence** for the entire time. There are no portable music players or mobile phones allowed. Laptop use must be supported with a note from the subject teacher.
- Form tutors will escort scholars to the Manager's detention at the end of prep.
- **All detentions** take priority over all other extra-curricular activities, including sport.

WEEKEND DETENTION

- Weekend detention is held on Saturday afternoons from 14:30 to 16:30 under the supervision of the Boarding staff or on Sunday mornings under the supervision of the teaching staff. Weekend detention is the ultimate in-school sanction.
- Failure to attend Weekend detention will lead to further Disciplinary action such as suspension.
- Scholars must wear full school uniform and must work in **silence** for the entire time. There are no portable music players or mobile phones allowed. Laptop use must be supported with a note from the subject teacher.
- Both Day and Boarding Scholars must attend detention. It is the responsibility of day scholar parents to ensure their child attends. The school is not responsible for getting day scholars to or from school to serve detention.

SUSPENSION

- If a scholar is suspended from school they are expected to continue with their academic work.
- During the period of suspension, scholars must send work back to school on a regular basis.
- If the scholar is placed locally by the school, they are subject to the same rules as if they were at school.
- On occasion, suspended scholars may be required to complete counselling or enrol in a program to help them with the particular issue for which they were suspended from school. Upon successful completion of this program they may return to the school community. Where they will have a readmission interview with one of the SMT or Co Principals.
- Failure to adhere to these simple guidelines may result in expulsion from school.
- If a scholar is suspended more than twice in a school year they must report to the Disciplinary Committee (SMT) and may be expelled from school.

EXPULSION

- In certain cases, students may be expelled from school. This will occur when all other avenues of behaviour management have failed or if it is deemed that the student poses a serious threat to the community or has broken the law.

- Any decision to expel a student is at the Co-Principals's discretion and it will involve a consultation with the Senior Management Team and other relevant stakeholders.

Additional Notes:

Absences from School

- Wherever possible prior notification of absence from School should be given in writing by parents. Where this is not possible, written confirmation of the reason for absence should be brought on return to School.
- Absence from School remains unauthorised until a note is received.
- If pupils are late for registration they should report to the School Office immediately on arrival at school to sign in. Consistent failure to do so will result in a letter being sent home, the pupil being placed on attendance report and if no improvement is forthcoming, parents will be asked to come to school for a meeting.

Unauthorised absence from Lessons

Unauthorised absence from lessons is taken very seriously. Where a pupil is absent from a lesson, this will be recorded on the eportal system and picked up by the attendance officer. Any unauthorised absence will be followed up immediately by the Attendance Officer. A weeknight Detention will be issued.

Time-Outs

This sanction removes a disruptive student from a classroom. Pupils sent on a Time-Out will first be sent to the School Office, where one of the secretaries will immediately direct the pupil to a lesson taken by one of the Key Stage Heads. The pupil will sit with the Key Stage Head and eventually return to the original lesson to apologise to the teacher if appropriate. Automatic return to the next lesson of that teacher is not guaranteed.

Being sent on a Time-Out is a very serious matter and will result in the pupil receiving an automatic weeknight Detention and a letter being sent home.

Lateness/Forgetfulness during lessons

Subject teachers will keep a register of pupils at all lessons. Any lateness and forgetfulness will be reported on the eportal system, with action being taken where necessary.

Uniform

In building up the ethos, reputation and identity of the School, upon which we all depend, we expect that scholars attend in full school uniform. This includes travelling to and from School, during the school day and correct kit during games lessons. Students found to be abusing the uniform code will be sanctioned as per the school rules.

NB:

The list of offences above and the statements above cannot be considered an exhaustive list of punishable offences. Any disciplinary matter that falls outside the guidelines written above will be dealt with as the Co-Principals see fit.