

**BEHAVIOUR AND AWARDS POLICY**

Reviewed June 2018

By Ian McNulty

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# WITTON PARK ACADEMY BEHAVIOUR AND AWARDS POLICY

## Rationale

The Policy towards behaviour and awards is in keeping with the inclusive and caring environment fostered by the overall ethos of the school. All staff and pupils are encouraged to develop relationships that demonstrate respect and which are built on trust. All students are given the opportunity to achieve to the best of their ability in all areas of school life. Positive behaviour is, therefore, encouraged through:

- The high expectations and standards of all staff for every student.
- A consistent and fair approach, by staff, towards discipline and awards – following the school's procedures, as understood by parents and pupils.
- Lessons that are well planned, according to the school's Learning and Teaching Policy, and which offer challenge as a means of motivating both the individual and whole teaching groups.
- The regular marking of work in accordance with the school's AFL Policy and, therefore, the setting of meaningful targets in order to enable pupils to move forward.
- Informing parents of good or exceptional work as and when appropriate.
- Working in partnership with parents and carers to jointly resolve problems relating to underachievement or unacceptable behaviour.
- Encouraging parents to support the school's policies and procedures through commitment to a Parental Contract agreement on entry.

## General Guidelines

- The school aims to be as consistent in its approach to discipline and rewards as possible. Therefore, a number of systems should be followed.
- Firstly, there is no substitute for good practice and a broad and balanced curriculum. Entry and exit routines should be well controlled. Lessons should have four parts and have easily identifiable objectives. Seating Plans are essential.
- The use of the School's Positive Discipline Policy should be fair and consistent in all lessons:
  - Verbal Warning
  - Name on Board
  - √ Demerit
  - √√ 10 minute Detention
  - √√√ 30 minute Faculty Detention, Rescue Timetable, phone call home
  - SLT Timetable, referral to Behaviour Room to act as a deterrent to unacceptable behaviours
  - Use of Pupil Partnership Placements to avoid exclusion
- A copy of the Positive Discipline Policy is displayed in each classroom
- The parents of all students entering the school in Year 7 are asked to sign a School Contract, acknowledging and supporting our procedures. This includes a full list of our school rules, comprising a synopsis of our rewards and sanctions procedures, and school policies in regard to behaviour, uniform and attendance. This process is also repeated when the student enters upper school at the beginning of Year 10.
- School and classroom expectations are clearly displayed in all classrooms.
- All staff have a responsibility to consistently apply our school rules. A school where **all** members of staff tackle behavioural issues is more effective than one where there is inconsistency that undermines the efforts of all colleagues.

# Witton Park Academy

## Code Of Conduct

When going to lessons we .....

- Maintain an acceptable standard of uniform
- Always adhere to the one way system
- Are polite and courteous
- Do not shout or run
- Do not eat or drink

On arriving at the classroom we .....

- Are never late for lessons
- Enter quietly, sit in our designated seat
- Remove coats
- Have the right equipment
- Raise hands before answering a question
- Listen to and follow instructions
- Treat others and their work with respect
- Work to the best of our ability
- Never take out or use mobile phones or MP3 players
- Have planners ready to record homework.

## **ACE POINT SYSTEM**

Development of the positive reward system in school has been made with the creation of the ACE POINT SYSTEM. It is a bespoke system that has been created in school to meet our specific needs and utilises recording on PARS.

An ACE point is awarded to those students that a teacher feels has demonstrated being an Outstanding Witton Park Citizen in one of 4 ways:

- Outstanding Effort
- Outstanding Achievement
- Helping another person
- Making a positive Contribution to the Community

All teaching staff can issue 20 ACE points per week and are expected to ensure that they issue all 20 points. Once a child has demonstrated any of the 4 criteria above, they are publicly praised by the teacher and issued with an ACE point through PARS.

Each ACE point enters the student into an ACE Lottery Draw which takes place every half term in achievement assemblies where there are 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> place prizes to be won. Certificates are also issued for Bronze (25 Ace points), Silver (50 Ace points) and Gold (90 Ace points) when students meet these landmarks. If a student receives 50 Ace points by May half term, they will receive a £5 voucher, which is used towards payment for Activities Week. If a student receives 90 Ace points, they receive a £10 voucher, which is used towards payment for Activities Week. Certificates are presented in assemblies throughout the year when students achieve the required number of Ace points.

Form Tutors receive notification of a student's ACE point awards through their PARS register and are expected to provide additional praise during tutor time from a pastoral perspective. The number of Ace points is recorded each week on sheets clearly displayed in tutor rooms. All Year groups and tutor groups have ACE point leagues where there is competition between groups. This data is produced every two weeks and is displayed opposite the LRC for all to see.

Bonus ACE points are issued to all senior staff (SLT and Curriculum Leaders) who can then issue these, as they see fit, to deserving students or through a specific faculty initiative.

## REWARDS

At Witton Park, we recognise that an integral part of developing the potential of our young people is by giving encouragement, praise and recognition. Praise is a key component of good teaching and good staff/pupil relationships. Staff at Witton Park actively look for all opportunities to praise and reward pupils both within and beyond lessons. Rewards are applied by teachers **but** are triggered by pupils. Rewards are given in as many areas of school life as possible (so they are accessible for all pupils) and form a continuous process throughout the school year.

There are currently three main rewards in the form of trips. The first reward takes place at the end of the autumn term and is a trip to the Cinema or Pantomime. All students who meet the set behaviour and attendance criteria for this term are eligible to attend the trip. The criteria is decided at the beginning of each term, and shared with students. The second reward is an in school cinema experience. This takes place at the end of the Spring term and again has a behaviour and attendance criteria attached. The behaviour criteria always start again at the beginning of each term; however, the attendance criteria are from the beginning of the academic year. The final reward takes place in the summer term in the form of a whole school activities week. During this week, the academic timetable is collapsed and all students take part in a range of activities. Some of the activities are outside of school and others inside. The activities, which take place outside of school have a cost attached, while the majority of in school activities do not. Parents receive a booklet in September with all of the available activities included, and students select the activities they would like to take part in. The trip is then set up on Parentpay and parents can pay for the trip throughout the year. All students take part in activities during this time.

At Witton Park, we encourage our pupils to strive for excellence which we take to mean being the best that they can be, regardless of ability. The school system of rewards is ongoing allowing us to celebrate achievement, excellence and contribution in all aspects of school life.

Rewards which will be seen as successful and effective depend on:

- Professional Judgement
- Record keeping
- Consistency
- Fairness
- Persistence
- Facts not feelings
- Being accessible
- Being achievable
- Being genuine
- Being specific
- Appropriateness

Our systems, which are continually developing, are currently as follows:

### **Academic – to be administered by Subject Staff and Curriculum Leaders**

Subject areas seek to reward and encourage pupils for both effort and achievement through a range of strategies including:

- Verbal praise given for improved or excellent pieces of classwork/homework.
- Merit marks (Based on the RAP system)

- Praise Postcards are used by departments as they see fit to reward and encourage.
- Stamps/stickers/prizes are awarded to pupils on an on-going basis.
- Interim and end of year reports identifying pupils' efforts, behaviour and achievement throughout the academic year.
- Year 7 and 8 pupils will be awarded 3 additional merits for the completion of weekly homework challenges and an additional three merits for excellent pieces of work.

### **Attendance – to be administered by Pastoral Leaders and EWO's**

Pastoral Leaders and the school's Educational Welfare Officer seek to reward and encourage pupils for both 97%+ and improved attendance through a range of strategies including:

- Attendance data for each year group and tutor groups to be printed and displayed weekly.
- Tutor Group prizes for 100% form attendance to be awarded at the discretion of the Pastoral Leader. (This could be as simple as a box of sweets for a form for 100% attendance for a week).
- Individual pupils who achieve 95% attendance and above for a half term will be entered in half termly prize draws in each tutor group. Two prizes available £10 and £5 gift voucher.
- KS3 weekly sticker charts for vulnerable students – 100% attendance for a week pupils receive a chocolate bar.
- Pupils who achieve 100% attendance for the whole year will be presented with a certificate and voucher during the end of year awards assembly.
- Half termly prizes for pupils with improved attendance.
- End of term trips
- Students with 100% attendance since September are entered into a raffle every half term for a £25 voucher (one per year group)
- Prize raffles are held each term for students with 95% and above attendance. Prize £50.00 voucher.

### **Form Prizes – to be administered by Pastoral Leaders and Tutors**

Pastoral Leaders and tutors seek to reward and encourage tutor groups for overall attendance, correct uniform and RAP points through a range of strategies including:

- Data for tutor groups to be printed and displayed weekly.
- Tutor Group prizes and weekly certificates for highest average ACE points, attendance and Tutor Inspection to be awarded at the discretion of the Pastoral Leader. (This could be as simple as a box of sweets).
- End of term trips.

### **Extra Curricular Activities – to be administered by Staff and Pastoral Leaders**

A range of awards will be presented to celebrate success and achievement in various out of school activities.

This policy will be kept continually under review as part of our commitment to improve our systems for rewarding pupils and celebrating their success.

## **SANCTIONS**

There are very clear guidelines as to how behaviour should be dealt with in classrooms

- The School's Positive Discipline Policy details classroom discipline
- Detentions are either: Teacher (10 minutes), Faculty/Pastoral (30 minutes) or Senior Leadership (60 minutes). Again, consistency in this hierarchy should be maintained.

**For 10 minute catch up sessions at lunchtime or after school – pre-parental contact is not required.**

**For 30 minute catch up sessions after school or for a 1 hour catch up session on a Friday, pre-parental contact is required.**

### **Standards Card**

Each student in Witton Park Academy carries a Standards Card that monitors uniform and equipment issues. Failure to meet the required standard results in a 30 minute detention.

For continued or sustained indiscipline a student will be put "On Report"

- 3 tiered system
- Tutor Level – (Green)
- Achievement Leader Level (Orange)
- Senior Leader Level (Red)

Each level contains its own sanctions which escalate throughout the system

#### **Tutor Report**

- Achievement Leader Report
- Referral to Behaviour Room (half-full day)
- Catch Up Session (10 minutes)
- Parental Contact

#### **Year Leader Report**

- SLT Report
- Referral to Behaviour Room
- Detention (30 minutes)
- Parental Contact.

#### **Senior Leader Report**

- SLT Report
- Referral to Behaviour Room
- Detention (1 hour)
- Parental Contact
- Placement on the School Partnership Programme.
- Referral to other outside agencies.

Students placed upon Year Leader Report or Senior Leader Report will be required to attend Triage at lunch time. If the report is satisfactory, then the student will be allowed their free time. If the report is unsatisfactory, then the student will stay in the Triage room during lunchtime.

## **Behaviour Room**

- Referrals only made by:-
- SLT
- Year Leaders
- Behaviour Support Coordinators
- Referrals must be made the day before placement unless as an emergency
- Placements will start at 8.45am and finish at 3.15pm.
- Curriculum Leaders are to regularly update the curriculum in the Behaviour Room, and provide appropriate work for GCSE students

## **Pupil Partnership Agreements**

- School has partnerships with several other schools in the Authority. If students are not responding to any of the above sanctions then they may be referred to a partner school to spend time in the partner school's Behaviour Room.
- At times, more extended placements away from school may be necessary, to facilitate the student a fresh start, or so that an extended assessment of the student's needs can be made. Extended placements are carried out at the Pupil Referral Unit at St Thomas's Centre, or the ACE Unit at The Heights AP School.

In addition to the above rewards and sanctions, the Governing Body of Witton Park Academy Trust have agreed that the Head Teacher or person deputising may:

- Screen or search pupils if there is a reasonable risk that they have banned school items such as drugs (including cigarettes and e-cigs) or weapons in their possession
- Use reasonable force or make other physical contact:  
Trained members of staff may use reasonable force to prevent pupils from hurting themselves or others, from damaging property, or from causing disorder.

## **Discipline beyond the school gate**

The Governing Body has authorised the Head Teacher to take disciplinary action in the event of any bad behaviour when the pupil is:

- taking part in any school-organised or school-related activity
- travelling to or from school or wearing school uniform
- in some other way identifiable as a pupil at the school.

and misbehaviour at any time, whether or not the conditions above apply, that:

- could have repercussions for the orderly running of the school
- poses a threat to another pupil or member of the public
- could adversely affect the reputation of the school.

**Reviewed by Ian McNulty June 2018**

**Date of next review: Summer Term 2019**