

Rewards and Sanctions

Rewards

Reinforcing and encouraging positive behaviour that contributes to the school should be our priority and the most important tool to develop and maintain a constructive and collaborative culture in LMS. Therefore, pupils should be praised, acknowledged, and commended frequently when deserved. This can happen by “catching” pupils doing the right thing and then remarking on it in Form Time or in lessons.

Recording these praise-worthy actions is also important and should be done on the system.

1. Merits

- a. 1 merit should be awarded for positive behaviour or performance. Exceptionally, up to 2 merits can be awarded for a single action, when this is truly outstanding. Some examples of behaviour that would warrant merits are:
 - Kindness towards others
 - Contribution to school life
 - Excellent work submitted
 - Significant contribution in lessons
 - Good effort
- b. There will be a system of escalation of rewards for accumulated merits:
 - i. 10 merits (5 for 6th Form) – Form Tutor reward
 - Token to skip the queue at lunchtime with a friend
 - Token for a sweet or biscuit to be exchanged in the Hub
 - ii. 30 merits (15 for 6th Form) – Head of Key Stage reward
 - Token for a drink or snack at Joe’s Café
 - iii. 50 merits (25 for 6th Form) – SLT reward
 - Golden Time at lunchtime on a Friday

2. Commendations

- a. For more significant contributions or sustained positive behaviour or academic achievement, pupils can be issued a Commendation. This will be a letter written by a member of SLT, typically Head of Key Stage, and posted home detailing the accomplishment and a certificate awarded during the next Assembly.
- b. Form Tutor, Subject Teachers, and Prefects can all recommend a student for a Commendation.
- c. Commendations will be recorded in the system and a copy of the letter will be added to the student’s file.

Sanctions

Where behaviour does not meet LMS expectations or school rules have been broken, the following system of sanctions and escalations should be followed:

1. Low level sanction
 - a. Minor infractions should be addressed by teachers or LSAs as soon as possible. This can take the form of a restorative conversation, attendance at break to complete a piece of work, etc.
 - b. The focus of these sanctions should be to ensure understanding on the part of the pupil of what was wrong about the behaviour, what would have been a better way to act in the same situation, and how to avoid this in the future.
 - c. Low level sanctions should be recorded on our system but carry no further negative consequences for the pupil in question. Records can be brief, simply highlighting the reason for the sanction and any outcome.
 - d. Form Tutors should monitor these records and follow up with tutees to ensure the lessons are being learnt. Where there is a recurrence of the same issue or an accumulation of several minor incidents in a short period of time, the Form Tutor can escalate this to a Detention, following a conversation with the tutee where this is explained. When a Detention is issued because of repetition or accumulation of minor offenses, the Form Tutor should also call home to inform the parents of the situation.
2. Uniform infractions
 - a. Where a student is not wearing their uniform correctly, they should be asked to rectify the infraction immediately and a record made in the system
 - b. Form Tutors should monitor these occurrences, as an accumulation of 3 uniform infractions leads to a detention.
3. Detention
 - a. Detentions take place at lunchtime, from 12:45 – 13:15 from Monday to Friday and are staffed by the Pastoral Team. During the detention, the pupil will have to do constructive or reflective work set by the member of staff who issued the detection.
 - b. Detentions can be issued by any teacher or LSA. The issuing member of staff must speak to the pupil about the reason for the detention, record it in the system, and set work to be done during the detention.
 - c. Examples of offenses that would warrant a detention are:
 - Misbehaviour on school trips or on Cathedral services
 - Misuse of iPads in lessons
 - Misuse of school equipment
 - Inappropriate behaviour in class
 - Failure to bring correct equipment to lessons or to submit homework on time
 - Lateness to lessons or activities with no valid reason
4. Report Cards
 - a. Report cards will be tiered to suit the situation.
 - i. Form tutor report card
 - ii. Head of Key Stage report card
 - iii. SLT report card

- b. These cards will be pre-printed and available to staff at the Hub. They will include targets that will be set for the student by the issuing member of staff.
5. SLT Detention
 - a. SLT Detentions take place on Thursdays after school, from 16:00 to 17:00 and are staffed by a member of SLT, based on a rota.
 - b. These detentions can only be issued by a member of SLT or with the agreement of a member of SLT. Families must be notified by phone and a follow up letter explaining the nature of the offense, when it happened, and the time and date of when the detention will take place. Parents must be given a minimum of 24 hours' notice for these detentions.
 - c. SLT detentions are awarded for a more serious breach of discipline, or for an escalation of any of the above points. Examples are:
 - Rudeness or inconsiderate behaviour towards another member of the LMS community
 - Repeated infringements of school rules
 - d. SLT detentions are considered serious sanctions and should therefore be entered in the Serious Sanctions Log, held by the Deputy Head Pastoral, and a copy of the letter should be kept in the student file.
 - e. Two SLT Detentions in one term will usually require a formal meeting with parents to discuss an appropriate course of action. This may include signing a behavioural contract.

For major breaches of discipline, the following procedures can be used. Any of these must be agreed and approved by the Head.

6. Internal Fixed Term Exclusion
 - a. This can be issued for:
 - Truancy from lessons or assemblies
 - Bullying or unkindness
 - Deliberate damage to school property or other's belongings
 - Possession of prohibited items
 - Affront against protected characteristics

This is not an exhaustive list and internal exclusion may be given at the Head's discretion. For negative behaviours that go beyond the ones described above, the following procedures can be followed, as per our Exclusion, Removal, and Review policy.

7. External Fixed Term Exclusion
8. Permanent Exclusion