



ABINGDON

Behaviour, Rewards and Sanctions Policy

In general terms the rule for the School is that we all, staff and pupils alike, treat each other as we should wish to be treated. It can make an enormous difference to the well-being of the School if we can agree to and abide by a recognised code of conduct. In general, pupils are encouraged to behave in a responsible, thoughtful and considerate manner towards each other and all members of the Abingdon community. In this respect, the School adheres to the DfE Guidance on Behaviour and Attendance.

1. In class, make it as easy as possible for everyone to learn and for the teacher to teach.

For example

- by arriving on time
- by developing effective study habits and striving for excellence in all areas of school life
- by completing all work on time and to a high standard
- by being properly equipped
- by being orderly at the beginning and end of the lesson
- by being helpful when required

2. Move sensibly around the School.

For example

- stand back to let people pass
- keep to the left on the stairs
- wait patiently in queues
- don't push and shove

3. Speak politely to everyone, pupils as well as adults.

For example

- remain silent when others are speaking
- not answering back or shouting
- not using bad language, even if no teacher is present

4. You do not act unkindly to anyone.

For example

- behaving in an uncaring manner to members of the School, especially those younger than yourself
- never teasing or verbally abusing other people
- never hitting other people, or hurting them in any way – cyber, sexual, racial or otherwise

5. You help to keep the premises tidy

For example

- by putting all litter in bins
- by not defacing school property, including books, desks etc

6. Respect your own safety as well as that of others

For example

- not climbing on buildings or walls
- not throwing things out of windows
- not tampering with fire extinguishers

7. You do not bring inappropriate things to School

For example

- expensive toys or games
- anything else which is likely to be distracting or dangerous

8. When travelling to and from School and when in town

- be courteous to the public
- do not eat while walking around
- ensure you are correctly dressed and your uniform is clean
- always wear a helmet when cycling and follow the code of practice when cycling around school.

Rewards and sanctions in the middle and upper schools

Rewards

1. **Commendations:** awarded by subject teachers for significant effort and top quality work in the Middle School only. A boy takes his piece of work to his housemaster. The housemaster awards a prize at the end of each term to the boy in his house with the most commendations.

2. **Housemaster's Praise:** notable achievements of an academic and non academic nature may be commended by way of a note to a boy's housemaster who can refer to the achievement in a House assembly, a report card or by directly offering congratulations to the boy.

3. **House prize:** awarded at the end of each term in a House assembly to a boy who shows most improvement in his work (awarded to someone who isn't necessarily an academic high achiever) or personal development (e.g. making a significant contribution to a service activity, school society or event). To be awarded at the housemaster's discretion after having consulted with his team of tutors. Up to two prizes per year group.

4. **Special Prizes:** these are currently issued at a special assembly or on Leavers' Day and include the awarding of colours and half-colour ties. Prizes are awarded for excellence in academic, sport, musical, drama or service activities.

5. **Head's Praise:** the practice of asking a boy to report to the Head for special congratulations following an outstanding piece of work, improved report card, special music, games, drama achievement etc.

Sanctions

1. **Copies:** are given in the Middle School only for minor misdemeanours such as noisy or disrespectful behaviour, repeated forgetting of books, lateness and untidiness, etc. It is not an appropriate punishment for late, incomplete or badly done work. Copies can be given by teachers or school prefects. Copies are issued by housemasters on receipt of information received from staff or prefects. Boys then have 48 hours in which to complete the copy and return it to the housemaster. Failure to do this will result in an escalation of the sanction.

2. **Detentions:**

- a) **Prep detention:** given to a boy who fails to do his prep or does not do his prep properly. It takes place daily after lessons. The completed work should be placed in the punishing master's pigeonhole at the end of the detention. Should boys fail to attend Prep detention two days in a row, without good reason, they can expect to receive a Friday work detention.
- b) **Friday detention:** this takes place from 5 to 7pm on Friday evenings or on Thursdays before exeats and holidays. Boys can be placed in Friday detention for poor behaviour or to complete coursework; classwork that is unacceptable can be done at this time, as can retests. 24 hours notice is given in writing to the boy's parents.
- c) **Head's Detention:** this takes place on Saturday mornings from 9 to 11am. Boys can be placed in a Head's detention where their behaviour has been particularly poor. This sanction is used sparingly and should be considered quite serious. 24 hours notice is given in writing to the boy's parents.

3. **Reporting:** given for being off site without permission, cutting lessons, private study or activities such as games, CCF, music. It can also be used to monitor academic progress, punctuality and behavioural problems. A boy is placed on report and he is required to get the signature of each member of staff after each lesson or activity. The report can last for a day, a week or longer as determined by the boy's housemaster. The report must be shown to the housemaster at regular intervals determined by the housemaster.

4. **Letter of apology:** given when a teacher reports an offence of the behavioural type which does not warrant a Friday evening detention. The offending boy is required to write a letter of apology to the member of staff which might be signed by the boy's parents. The letter must be handed to the boy's housemaster for onward transmission to the teacher. Can also be used in conjunction with other sanctions.

5. **Summons by the Senior Academic Staff:** a boy may be sent to a member of the SAS if he receives three punishments (apart from copies) during the course of each half term.

6. **Summons by the Head:** a boy will be sent to, or summoned by, the Head in the event of a serious incident or breach of school discipline. After investigating the background, the Head may issue a Head's warning of which there are three types:

- Informal warning - recorded internally
- Formal warning - recorded internally and parents informed
- Final warning - recorded internally, parents informed and a written statement posted on the School notice board.

7. **Suspension and Exclusion:** a boy may be suspended from School for a designated period of time, or excluded permanently, at the discretion of the Head.

Sanctions will be applied proportionally, consistently and reasonably, taking account of any special educational needs (SEN) or disabilities that pupils may have and taking into consideration the needs of vulnerable children.

Every boy has the right of appeal against any punishment. The appeal procedures are laid out at the end of the School Rules and Regulations and in the Discipline and Exclusions Policy

Rewards And Sanctions In The Lower School

Rewards

1. **Commendations:** awarded by subject teachers for significant effort and top quality work. A boy takes his piece of work to his tutor. Any boy who gets ten commendations in a single term receives a Housemaster's Praise. In addition a prize is awarded at the end of each term to the boy in each tutor group with the most commendations.
2. **Housemaster's Praise:** notable achievements of an academic and non academic nature are rewarded with a Housemaster's Praise which is announced in a Lower School Assembly.
3. **Head's Praise:** the practice of asking a boy to report to the Head for special congratulations following an outstanding piece of work, improved report card, special music, games, drama achievement etc.

Sanctions

1. **Copies:** are given in the Lower School for minor misdemeanours such as noisy or discourteous behaviour, repeated forgetting of books, lateness and untidiness, etc. Copies can be given by teachers or school prefects. A copy must be collected from one of the Lower School Housemasters and completed within 48 hours of it having been issued.
2. **Detentions:**
 - a) **Prep detention:** given to a boy who fails to do his prep or does not do his prep properly. Lower School boys put in prep detention should attend the after school prep session at 4pm to complete their work and hand it to the supervising member of staff. A prep detention takes priority over all other activities.
 - b) **Behaviour detention:** given for major classroom disturbances, rudeness to staff, loutishness, repeated failure to work (do prep.), disruption in class. This takes place on Friday evening and is supervised by a Lower School Housemaster. 24 hours notice is given in writing to the boy's parents.
3. **Letter of apology:** given when a teacher reports an offence of the behavioural type which does not warrant a Friday evening detention. The offending boy is required to write a letter of apology to the member of staff which must be signed by the boy's parents. The letter must be handed to one of the Lower School Housemasters for onward transmission to the teacher.
4. **Summons by the Head:** see 'Rewards and Sanctions in the Middle and Upper Schools'.
5. **Suspension and Exclusion:** see Rewards and Sanctions in the Middle and Upper Schools'. Sanctions will be applied proportionally, consistently and reasonably, taking account of any special educational needs (SEN) or disabilities that pupils may have and taking into consideration the needs of vulnerable children.

Every boy has the right of appeal against any punishment. The appeal procedures are laid out at the end of the School Rules and Regulations and in the Discipline and Exclusions Policy