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**Rewards and Sanctions**

At SETS, personal and public recognition of effort, progress and attainment are used to encourage individual excellence across all areas of school life, including academic work, vocational work and general conduct.

**REWARDS**

The following are the most common forms of recognition, although other certificates and prizes may also be awarded from tie to time:

* Praise. Verbal and/or written.
* Gold Star System
* Certificates of Merit**. A**warded by Heads of Departments throughout the year.
* Trophies. Awarded by the Heads and Principal during the end of year awards ceremony.
* Personable gifts given for pupils who have shown the best progress are awarded per term.

Trophies are awarded for Best Academic Achiever, Best All-Round Performer, Best Musical Performer, Most Personal Progress, Technical Wizard and there is also a Special Trophy, which goes to the person who has worked consistently in academic and vocational studies and has the highest record of service to the school and its wider community.

**School Outings and Special Reward Days**

These are arranged at the discretion of the Head for specific pupils or year groups who have shown continued focus and improvement in specific subjects over the term/year. These can be visits to shows or places of interest or a school day of workshops in art, music or film etc

**SANCTIONS**

However much we praise, encourage and reward good behaviour and high achievement, there will always be a need for sanctions to deal with students who are not conforming to the school’s expectations. The purpose of sanctions is to bring about improvement in the behaviour and/or learning of a student and to prevent the disruption of the learning of the majority.

A variety of sanctions may be used:

**1. Verbal warning or reminder** from a member of staff. This may be accompanied by writing the student’s name on the board as a reminder that they have had a warning. If students have to be given a third warning during a lesson, this will generally lead to them being sent out of class or to the Head, who will decide whether an e-mail should be sent to the pupil’s parents.

**2. Moving the student to a different part of the classroom.** Students should always move without any complaint.

**3. Sending out of class for a short period of time** – the teacher reports to the Head that a pupil was asked to leave class. The pupil is seen by the Head and a letter or e-mail is sent home. The pupil may or may not be allowed back into the lesson, at the discretion of the teacher and/or Head.

**4. Students detained at break or lunchtime** – if an incident is fairly minor, pupils may be detained at break or lunchtime by individual staff without prior notice (staff will obviously be mindful of the fact that pupils need sufficient time to buy/consume food and drink). The purpose of this may be to speak to the pupil individually about their behaviour/work/attitude or to catch up on work that has not been completed. If the issue is serious, the Head will be informed and a letter may be sent home.

**5. Letter/e-mail to parents –** standard letters/e-mails are sent home for failure to complete homework or coursework, for forgetting vocational uniform and for pupils’ mobile telephones going off in class.

**6. Telephone or e-mail contact with parents** – telephone contact may be made with parents to discuss a variety of work or behaviour issues. Subject staff are encouraged to make contact with parents in this way, as it can be a good way of resolving problems quickly. However, individual staff should always check with the Head before contacting the pupil’s parents, to keep them informed of any issues and in case there are any issues that staff need to be aware of. E-mail contact is also useful in a variety of circumstances, such as keeping parents up to date with an ongoing issue. E-mails should be copied (as appropriate) to the Head and Principal, for information.

**7. Detentions** – these are issued for a variety of reasons, including poor behaviour or attitude, persistent failure to complete homework or coursework (two failures to complete homework within a half term would definitely be serious enough for a detention), being late to school twice in a week, and forgetting items of vocational uniform or any books/equipment three times in a term. School detentions are held before school or after school, for a duration of thirty minutes, and are supervised by the form tutor or subject teacher. Any teacher can put a pupil in school detention by informing the Head and given the reason to be included in the letter/e-mail home. Parents are given at least twenty-four hours’ written or verbal notice of any after school detention. Subject teachers may choose to set and supervise their own after school detentions, but the Head should always be informed, so that they are aware of the problem and so that appropriate letters can be sent home.

**8. Head teacher’s Detentions –** these are given for a more serious breach of school rules or when a student has received three ordinary detentions. Head’s detentions last for one hour and are held after school. More than one Head teacher’s detention in a school year could lead to a period of suspension.

**9. Withdrawal of privileges –** this sanction is used as appropriate – for example, Year 10 and 11 pupils who are late to school are not allowed to go out to lunch on that day.

**10. On report to Head teacher (Academic or Vocational Report)** – where there are persistent or serious problems in academic or vocational areas, a pupil may be issued with a report sheet which must be filled in by the subject teacher for each lesson and shown to the Head teacher at the end of the day.

**11. Class report** – a whole class may be put on report if there are general concerns about the group. The report focuses on identifying those pupils who are working well as well as those who are causing the problems. Issues are followed up by the class teacher and/or Head teacher, depending on the seriousness of the issue.  
**12. Working in isolation** – this may be used for persistent disruption or as an alternative to suspension.

**13. Suspension or Exclusion** – see Exclusions Policy for details.

**Recording of Sanctions** – Sanctions are centrally recorded and checked every half term by the head, in order to identify trends or matters of concern.