Manchester Grammar School
Behaviour, Rewards and Sanctions Policy

Aims

The aims of this policy are:

- To enable the High Master to carry out his responsibilities of maintaining order and good discipline in the School;
- To promote good behaviour;
- To ensure, so far as possible, that every pupil in this School is able to benefit from and make his full contribution to the life of the School, consistent always with the needs of the school community; and
- To support the implementation of the School Rules.

Equality statement: The School will make reasonable adjustments for managing behaviour which is related to a pupil’s special educational needs or disabilities. Any religious requirements affecting a pupil will be also considered.

School rules

Purpose and application: The School Rules are set by the High Master. They are necessary for the safety and well-being of the whole school community, its reputation, and for the protection of school property and the wider environment. The Rules apply to all age groups and at all times when a pupil is at school, representing or associated with the School, wearing school uniform or travelling to or from School. The Rules and sanctions provided in them may also, where appropriate, be applied when boys are away from school premises, whether or not they are engaged in school activities, for example, during weekends and holidays.

Expectations of pupils: Pupils are expected to know and understand the School Rules and to read them through with their parents. The School Rules will be amended from time to time and reinforced at assemblies, in Tutor periods and on other appropriate occasions.

Promoting good behaviour

Rewards and sanctions: The School takes the view that rewards are more effective than punishment in motivating pupils, and is committed to promoting and rewarding good behaviour. A system of rewards and sanctions applies across the entire range of pupils. It seeks to create and reinforce positive relationships between all members of the school community, and with the wider community it serves. It also endeavours to promote respect for personal and communal property. All staff are encouraged to respond to all evidence of commitment, good work and positive behaviour (whether within the classroom or without) with praise and reward and, further, to share this with others.

As a result, the system of rewards and sanctions is integrated into the School’s procedures for assessment and reporting. It is applied fairly so that (a) all pupils are motivated to seek praise and reward, (b) sanctions are both consistent and proportionate, and (c) it is clearly understood and valued by staff, pupils and parents.

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The system of rewards: High standards of work, significant improvements in standards, high and sustained levels of effort and a willing and helpful attitude, whether within the classroom or without, will be rewarded. The range of awards, which is designed to make them accessible to all pupils, is set out below:

- House Points (Junior School)
- The 'Wise Old Owl' badge (Junior School) for the greatest effort to improve over the term;
- Merit (Junior School) for academic achievement
- Club Star (Junior School) for enthusiastic involvement in a large number of clubs and activities
- Great Buddy (Junior School)
- Positive oral and written feedback from members of staff, which will be shared with others
- Congratulatory letters, emails and telephone calls home
- Commendations
- Formal displays and exhibitions of pupils’ work
- Tutor Awards for effort and attitude
- Heads of Section and Heads of Year Awards
- High Master Commendations
- Achievement assemblies
- Sporting Colours
- School Prizes, including ‘ad hoc’ prizes awarded by the High Master.

Sanctions

Nature of sanctions: A system of sanctions complements the system of rewards. Sanctions should be imposed for breaches of School Rules. They should be fair, reasonable and consistent with this policy. They should never be humiliating, degrading, inappropriate or disproportionate, nor should they compromise the health and safety of the pupil or others. All forms of corporal punishment are unlawful. Further, any sanction imposed on a pupil will take account of any disability, special educational need or specific learning difficulty, in keeping with the Equality Act (2010). Finally, where misbehaviour by a pupil raises concerns over a child’s safety and welfare, such concerns will be dealt with in accordance with the School’s Safeguarding Policy.

Promoting reflection
In using sanctions the aim should always be to improve pupils’ overall behaviour and help them learn from their mistakes. In some circumstances pupils in receipt of sanctions may need additional support from the School’s pastoral system and guidance from staff which promotes reflection and helps them to develop resilience.

Authority of teachers to issue sanctions: All teachers are authorised to impose sanctions from the list in paragraph 9. When imposing a sanction, they must ensure that it meets the criteria set out in paragraphs 5 and 7. They must therefore familiarise themselves with the guidance and, where they have doubts, seek advice from the appropriate member of the Pastoral Team.

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Sanctions available to all teachers:

- Punishment Points (Junior School only)
- Loss of free time at break and over lunch
- Litter collection
- Daily monitoring of academic performance and general conduct
- Supervised work over lunch or after school
- Attendance at weekday Punishment School for a maximum of one hour
- Attendance at Saturday morning Punishment School for a maximum of two hours.

Removal of free time at break and at lunchtime: This may be imposed for minor infringements of school rules or failure to produce acceptable work. Responsibility for supervising the pupil rests with the teacher imposing the sanction.

Daily monitoring of work and behaviour: This sanction is usually imposed by the Tutor or the Head of Year and is monitored by the Tutor. All teachers are encouraged to inform the Tutor if a pupil has failed to produce a piece of work, if work is not of an acceptable standard, or if a pupil misbehaves. In the Junior School, boys on report are seen by the Headteacher.

Keeping pupils behind after school: Where a pupil is asked to remain behind after 3.45pm (e.g. to work under supervision), prior parental agreement must always be obtained first by the teacher detaining them.

Punishment Schools (detentions): The day-to-day operation of the Punishment School (PS) system is the responsibility of the Proctors, and the system is monitored by Heads of Year. A Lower School pupil should not be placed in Punishment School for a first offence, unless it involves a serious breach of School Rules. The Punishment School system is not used as a sanction in the Junior School. In the exceptional circumstance that an out-of-hours detention should be judged appropriate for a Junior School pupil, the Head of the Junior School will liaise directly with the pupil’s parents about the arrangements.

Use of Punishment School:

- PS can be used as a sanction for poor behaviour, refusal to engage with academic work, or a deliberate refusal to comply with a reasonable request from a member of staff.
- PS should not be used as a sanction for (a) poor work which is the result of a failure in understanding, or (b) failure to produce work, where this is a first offence.
- When academic work is not produced in accordance with stated deadlines and/or is of an unacceptably low standard, an alternative sanction should be considered, such as a requirement to re-do the work, loss of free time over lunch or an agreement that the pupil stays after school to complete the work under supervision in the School Library or Homework Club.
- The Proctors review every PS before it is issued. Teachers are encouraged to consult the Proctors or refer to the exemplars in the guidance for staff on the Y drive if they are unsure whether a sanction is appropriate.
- Teachers must discuss in advance any Saturday morning PS with a Head of Year, Head of Section or Proctor.
- The procedure for lodging an appeal against a PS is to write to the Head of Section, stating clearly the grounds for the appeal.

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Failure to attend Punishment School: Where a pupil fails to attend PS without a reasonable excuse, he can expect to serve both the original punishment and, in addition, a second PS handed down by the Proctors or Head of Year/Section.

Pupils who repeatedly attend Punishment School: Pupils will not be allowed to attend PS repeatedly without further and more serious sanctions being considered. The PS register is monitored by the Proctors and Heads of Year/Section, and meetings with pupils and parents are arranged, where necessary. More serious sanctions will be considered where there is repeated poor behaviour.

Meetings with the High Master: Pupils who repeatedly attend Punishment School over several terms will attend a meeting with the High Master or his designated deputy. Once again, the pupil can expect that his parents will be invited to a meeting to discuss his behaviour. The High Master or his designated deputy will use their discretion to open a full investigation under the procedures set out in the School’s Exclusions Policy.

Serious breaches of school rules

Malicious and unfounded allegations against staff: an allegation against a member of staff which is found to be malicious or unfounded will always be treated as a serious breach of school rules.

Temporary exclusions: Where other sanctions are deemed inappropriate or inadequate, Heads of Section and the Pastoral Deputy are authorised by the High Master to impose the sanction of temporary exclusion for up to three days. Before issuing such a sanction the Head of Section will consult the Pastoral Deputy. If a parent wishes to appeal against a decision to temporarily exclude, this should be made to the High Master.

Permanent exclusion: A pupil is liable to permanent exclusion for the most serious or repeated breaches of School Rules. Full details are set out in the Exclusions Policy, which is available on the website and on request from the High Master’s Office. Where permanent exclusion is a possibility, a copy of the policy, which includes details of how to appeal, will always be provided to the parents of the pupil before the disciplinary hearing takes place.

Pupil records

Rewards and sanctions will form part of the pupil’s record.

Use of restraint

Any use of restraint by staff will be by reasonable and non-injurious means, and will only be used when immediately necessary and for the minimum time necessary to prevent injury to self or others, or very serious damage to property. Where restraint is used, the member of staff must inform the Pastoral Deputy, who will keep a written record. Parents will be informed in the event of any physical intervention.
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Central record of sanctions

All impositions of Punishment School, temporary and permanent exclusions are recorded centrally. This record will include the date the sanction was imposed, the name of the pupil concerned, the reason for the sanction, and the name of the person administering it. This record will be routinely monitored by the Pastoral Deputy and other senior pastoral staff, not only to ensure fairness and consistency, but also to identify trends in poor behaviour and evaluate the impact of the School’s interventions. The record of sanctions is available for inspection by the School’s governors.

Monitoring and evaluation

Feedback on the School’s approach to rewards and sanctions will be sought from pupils via a variety of means, including School Council, and occasional questionnaires and interviews.

The monitoring and evaluation of the effectiveness of this policy and its implementation will be carried out by the Pastoral Deputy Head and Deputy High Master, taking account of information provided by the Heads of Section and Proctors. The Senior Management Team will meet annually to review the effectiveness of the policy.

SMT lead: Pastoral Deputy Head

Governing Body lead: Joy Kingsley

Date reviewed by the Governing Body: 29 March 2017

Last updated: 3 October 2019

Next Governing Body review: Lent Term 2020