



Mildenhall College
A C A D E M Y

Rewards and Sanctions Policy

Adoption Date: March 2015

Last Reviewed: June 2017

Next Review: June 2020

This policy is reviewed every three years. It can be reviewed sooner if amendments to legislation or educational practice necessitate a change.

Links to other policies:

- Attendance Policy
- Behaviour for Learning Policy
- Anti-Bullying Policy
- Exclusions Policy
- Drugs Policy

Mildenhall College Academy

Rewards and Sanctions Policy

AIM OF THE ACADEMY

MCA aims to instil a sense of pride in everyone who learns here. We aim to provide an excellent education in a safe, supportive learning environment, where people are valued and make positive contributions to the academy community, and where students go on to become responsible, independent members of society.

Principles

We believe that all students and staff at MCA have the right to be treated with respect and courtesy. They also have the right to work and study in an effective well-ordered learning environment where standards of behaviour and discipline are high.

A well-disciplined environment creates effective conditions for learning and promotes high standards for all.

- To ensure an ethos of high expectations
- To provide students and staff with a secure well-ordered environment
- To ensure that clear boundaries support learning and progression
- To ensure clear dialogue with students about potential barriers to learning
- To secure the involvement of parents/carers in students learning and personal development
- To promote the development of a range of personal qualities and interpersonal skills such as courtesy, respect and sensitivity to the needs of others
- To promote the development of good personal relationships
- To promote equal opportunities and value individuals regardless of gender, race or disability

Praise and Rewards

Praise System

Mildenhall College Academy encourages a praise culture in line with our 'ACE' commendation scheme. Studies show justified praise and recognition promotes learning, expectations, motivation and aspirations. All outstanding schools have praise cultures both within and outside of the classroom and at Mildenhall College Academy students all receive praise on a continuous basis which is;

- justified
- personalised, in that it is based on knowledge and understanding of individual students
- delivered sensitively in ways which the individual student prefers

- backed up by communicating this to parents and family on every opportunity

Students are praised appropriately for good work, leadership, behaviour, community or charity work, extracurricular involvement or attendance and for other appropriate actions. Praise is given in a variety of ways;

- Teacher marking in books and files
- Celebration Assemblies
- Newsletter / Website / Newspaper / Academy Screen recognition/ Celebrating Success Newsletter
- Certificates
- Displayed work/ Comments by staff on pieces of work
- Principal's letter home
- Academy Awards evening
- Faculty letters / post cards / emails / phone calls home
- Additional rewards for achievement (e.g. coaching qualifications / meeting famous role models)
- Tutor announcements / Daily Notice
- Sports 'Colours' system and team hoodies
- Staff briefings and emails advise staff of achievement for praise
- SEN praise and reward system – well done cards

Rewards System

At Mildenhall College Academy students can achieve tangible rewards through the 'ACE' commendation scheme. This ACE (Achievement, Commitment, and Excellence) commendation scheme is designed to reward students for various successes at the academy over and above the standards where general praise would be given. The scheme is based on gaining "reward commendations" in a range of different areas which include working at or above target grade level, lesson progress, positive service to the academy community, pastoral areas such as uniform or attendance improvements, positive lesson participation, showing leadership, extra-curricular participation or displaying a positive attitude to learning.

The system is widely advertised to students in assemblies, student notices and also through discussions during student voice groups (House and Academy Councils). All classrooms have posters displaying the Praise, Rewards and Consequence system. The ACE commendations are banked on the academy's GO4Schools information system but can be seen by staff and parents / carers by visiting Go4Schools student pages (all promoted to parents and carers). Students are able to save for a variety of rewards available from a catalogue which is updated yearly to include items which motivate and inspire students to achieve based on student voice within the academy. Twice a year there are cash in weeks where students can exchange their ACE commendations for a reward. The ACE commendations are used to purchase store vouchers, trip/academy event discounts, phone top-ups, iTunes vouchers, costa vouchers and cinema vouchers. Year 11 students also have the option to donate their points to 'The Prom' or celebration day funds which is widely used by many students to enhance their final celebration experiences.

Each half term analysis of the ACE commendation system is completed to show the breakdown of House rewards, year groups, and disadvantaged students in comparison with other groups, top performing students and individual subject analysis. This is to guide each faculty to ensure staff are using consistently and appropriately to motivate, inspire and improve individual or class performances.

As well as the ACE commendation system there are other tangible rewards on offer to students throughout the academic year. These include:

- Recognition points - awarded fortnightly to recognise 95%+ attendance and excellent conduct (no consequences)
- Attendance rewards
- House rewards
- House competition rewards
- Non uniform days
- Stationery prizes

Sanctions

Procedures

1. MCA aims to involve parents in their child's learning in the following ways:

- Through the Home & Academy Agreement which is set out in each student's planner and which is also signed by new students upon arrival into the academy
- Regular contact and communication with the student's Form Tutor
- Through the assessment and reporting cycle
- Through 'Personal Support Programme' meetings with members of the BEST or SEND teams
- Individual contact with subject, faculty or SEND staff at parents evening or when necessary

2. Classroom behaviour

2.1 Behaviour in the classroom is covered by our Behaviour for Learning Policy expectations for learning procedures linked to this Policy. (See Appendix 1)

2.2 Behaviour at social times should meet the same high expectations as would be expected in the classroom. Students who do not meet these expectations will be issued a Social Consequence or Gross Misconduct which will result in the student losing their break and lunch time for a set period of time.

3. Attendance and lateness

All students are expected and required to attend the academy every day on time. It is the responsibility of the academy and parents working together to ensure that students' attendance is as regular as possible.

Guidance on attendance and procedures for dealing with attendance problems is given in our Attendance Policy.

4. Home/Academy Agreement

When students join the academy they are issued with a planner. It contains the Home/Academy agreement that parents and students must sign. It contains information about the academy's expectations for learning. These expectations are discussed and reinforced with the students during academy assemblies and tutorial time. These expectations for learning are introduced to new staff at their induction meetings.

5. **Bullying**

“Bullying is behaviour by an individual or group, repeated over time that intentionally hurts another individual or group either physically or emotionally.”

(DfE *Preventing and Tackling Bullying, advice for headteachers, staff and governing bodies*. October 2014)

Every student has the right to feel emotionally and physically safe in our academy. We recognise the worth of each individual and demonstrate our shared values in the way that we work with and behave towards others.

As such, bullying and prejudice related behaviour of any kind is unacceptable in our academy. The academy expects a high standard of behaviour from all students.

Please refer to the Anti-Bullying Policy for more information.

6. **Investigations regarding breaches of the Behaviour for Learning Policy**

Before any decision on internal or external exclusion is reached, a thorough investigation should take place. Investigations will be conducted by the B.E.S.T (Behaviour and Engagement Support Team) under the guidance of the Assistant Principal for Behaviour or any other SLT member. All those involved in the incident will be asked to write an account. Accounts should also be gathered from witnesses where appropriate.

7. **Detentions**

7.1 Detentions are given for incidents of a C3 nature. Short impromptu detentions at break and lunch can be given when deemed necessary, but not as standard practice.

7.2 Detentions will also be given when students fail to hand in their homework. In KS3 these detentions take place at lunchtime. At KS4 these detentions take place from 15:30 – 16:30 and will form part of the academy day. Staff should place students who fail to hand in their homework in detention using the academy’s intranet detention system.

7.3 Students who arrive late to the academy without a valid explanation will be given a detention.

8. **Exclusions**

Exclusion means that a student is removed from normal lessons and prevented from mixing with other members of the academy community. Exclusions may be conducted internally through the use of the Seclusion room or externally, depending on the severity of an incident.

Fixed Term Exclusions will be conducted in accordance with the academy’s Exclusions Policy and according to the statutory guidelines.

Permanent Exclusions will be conducted in accordance with the academy's Exclusions Policy and according to the statutory guidelines.

9. **The B.E.S.T area - Seclusion**

9.1 The BEST area is a resource base which is used to internally seclude students who have breached the academy's Behaviour for Learning Policy. The Seclusion Room is staffed by the BEST Team. Here students are allocated a seat and are expected to work in silence without disturbing the area. Students internally secluded in this room are supported by the BEST Mentor and specific members of the Student Support Team/outside agencies in order to re-integrate them back into lessons.

9.2 The BEST Team use a variety of strategies in order to ensure that barriers to learning are removed and those students do not continue to breach the academy's expectations for learning and behaviour.

These strategies include:

- The use of restorative justice techniques
- Mentoring
- Mediation
- Self-management techniques
- Referrals to counselling services such the school nursing team
- Other appropriate interventions

9.3 Whilst in the Seclusion Room, all students are expected to follow the Seclusion Room Code of Conduct. If a student's behaviour is deemed unacceptable whilst internally secluded, parents/carers will be contacted, advised of the situation and, if necessary, students will be collected immediately pending further action.

10. **Aggression, Intimidation and Violence**

10.1 Aggressive, intimidating or violent behaviour is unacceptable and will not be tolerated at MCA. Aggression, intimidation and violence will be deemed as Gross Misconduct. An incident does not need to result in physical harm for it to instigate serious sanctions. Each incident will be investigated and where necessary the perpetrator(s) will receive consequences.

10.2 Where the incident is minor, a student may be isolated and this could result in time spent in the Seclusion Room.

10.3 Where there is violence, or where there is an attack by a student on another, exclusion may be used. The length of exclusion will vary according to the severity of the incident. Second and/or subsequent offences will attract a longer period of exclusion. Persistent offenders will face permanent exclusion. In extreme cases the student may face permanent exclusion for a first offence.

10.4 Verbal, physical threats or intimidation against staff will be investigated and may result in seclusion or exclusion. Depending on the severity of the situation, verbal, physical threats or intimidation towards staff may result in permanent exclusion.

10.5 Physical violence towards staff will result in permanent exclusion.

10.6 The academy retains the right to report incidents to the Police.

11. **Weapons and Dangerous items**

11.1 Students are not allowed to bring guns, knives, laser pens, other weapons and dangerous items to the academy. Students who do so will be secluded or may be excluded for a fixed period depending on the nature of the offence. Any student bringing such an item in to the academy with intent to harm another will be permanently excluded and will be reported to the Police.

11.2 The police will normally be informed in all cases where a dangerous weapon is brought onto the academy site.

12. **Theft**

12.1 Theft will lead to seclusion or exclusion depending on the severity of the offence. The sanction will vary according to the severity of the incident. Second and/or subsequent offences will lead to a greater sanction. Persistent offenders and those involved in very serious incidents will face permanent exclusion.

In addition, the cost of those items that have been stolen will be recovered from the student involved.

12.2 The police will usually be informed in all cases where a theft has occurred.

13. **Harmful or illegal substances and smoking**

These are dealt with under MCA's *Drugs Policy*.

14. **Setting off the fire alarm**

Setting off the fire alarm or damaging fire protection equipment is a criminal offence that puts the health and safety of students, staff and visitors at risk. Any student who intentionally sets off the fire alarm will be excluded from the academy for one day. However, second and/or subsequent offences will attract a longer period of exclusion. In the case of persistent offenders permanent exclusion will be considered. Any damage to fire alarm equipment will be charged to the perpetrator.

15. **Uniform and Appearance**

15.1. Students who arrive at the academy without the correct uniform will be sent to the House Office so problems can be rectified. Where a solution cannot be found the student will remain in the BEST Area and parents/carers will be contacted. Students will be given consequences where appropriate for not wearing uniform correctly.

15.2. Students are not permitted to wear jewellery to the academy apart from a maximum of one stud in each ear and a watch. No other visible body piercing, such as tongue piercing are allowed. Students who contravene these rules will be asked to remove the items and will have the item confiscated for

the day: it will be placed in a labelled envelope and stored at reception until the end of the day. A subsequent confiscation will require collection from a parent/carer.

15.3. Hairstyles must not be extreme, e.g. with bright unnatural hair colours (pink or green for instance), with more than one colour, or shaved into patterns. Hair must not be shorter than a number 2 cut, and must be kept clean. Students who come to the academy with an extreme hairstyle will not be allowed to attend lessons and will be placed into the BEST Area until the problem is rectified. During examination periods students who contravene this rule will be asked to sit their examination, under supervision, away from other students.

15.4. Students should not attend the academy wearing excessive makeup.

15.5. All students must wear the correct PE kit. If they fail to bring PE kit to their lesson, alternative spare PE kit will be provided which students are expected to wear. If they refuse to wear this kit then a Gross Misconduct will be issued.

15.6. Key Stage 5 students must dress according to the Key Stage 5 Code of Conduct.

16. **Planners**

The planner is an essential learning tool and an important part of a student's day. If the planner is lost the student should pay for a replacement copy (available from the House Office). It is not acceptable for a student not to have one. Students are not allowed to leave their lesson for any reason without a signed note in their planner.

17. **Swearing**

Swearing is regarded as verbal abuse and is unacceptable.

The following sanctions apply:

- Swearing overheard in conversation with another student: Consequence 1 in accordance with Appendix 3.
- Using extremely offensive language in conversation may result in a Gross Misconduct.
- Swearing directly at a member of staff: the situation will be investigated according to the guidelines set out below. Swearing at a member of staff will result in a Gross Misconduct.
- Second and/or subsequent offences may result in exclusion. Persistent offenders will face permanent exclusion.

18. **Damage to the academy fabric or furniture**

18.1. If the damage is accidental, there will be no charge. If the damage is the result of silly behaviour, parents/carers will be informed and the cost of repair/replacement will be shared between those involved.

18.2. Deliberate or malicious damage will result in the full cost of replacement or repair and, depending on the incident, further sanctions may result. Serious offences may result in permanent exclusion.

19. **Behaviour on academy trips and on home-Academy transport**

19.1. Students on academy trips and visits, and on the daily home-academy buses, are governed by the academy's expectations for learning and behaviour.

19.2. It is expected that students behave well on trips and visits and on the daily buses. Poor behaviour on buses can be extremely dangerous and is completely unacceptable. Likewise rudeness to drivers and other adults will not be tolerated and may result in sanctions or refused travel.

19.3. Students could be sent home if their behaviour risks the health and safety of others.

19.4. Students who misbehave on the daily buses may be reported to Suffolk County Transport who are able to ban them from further travel on the buses concerned. Those who travel on buses commissioned directly by MCA may not be allowed to continue to travel on our buses. Students are expected to follow the Code of Conduct for home to academy transport. This is issued to students when they get their bus passes.

20. **Use of mobile phones or other electronic devices**

20.1 Students who choose to bring mobile phones or other electronic devices into the academy will be responsible for their safekeeping. The academy will not be responsible should they go missing or be stolen.

20.2. Students should not have their mobile phones or other electronic devices switched on and visible during lesson times unless they have been authorised to use them by their teacher for a planned activity.

20.3. Students using their mobile phones or other electronic devices inappropriately during lesson time will have these items confiscated for the day. These items will be placed in a labelled envelope and taken to reception for safekeeping until the end of the day. A subsequent confiscation will require collection by a parent/carer.

20.4. Incidents of bullying using mobile phones or other electronic devices will be dealt with according to the *Anti-Bullying Policy*.

20.5 Any student using a mobile phone to send or receive illegal images may be referred to Child Protection agencies and the Police and sanctioned accordingly.

20.6 Students who breach any of the academy's policies or use a mobile phone to act illegally will be banned from bringing a mobile phone to the academy and sanctioned accordingly.

21. **Chewing Gum**

Chewing gum is not permitted in the academy. Students' chewing gum will be told to put the gum in a bin.

22. **Truancy**

Students who leave the site during the day without permission will be regarded as truants. The following sanctions apply:

- Students caught truanting will be taken straight to the Seclusion Room and be recorded as a Gross Misconduct.
- Persistent truancy: Where a student is truanting regularly the situation would need to be investigated thoroughly by the Attendance Office and EWO under the supervision of the Assistant Principal in charge of Attendance. In the case of persistent truants a case conference will be convened with all parties in attendance, and improvement strategies will be implemented.

23. **Defiance of staff**

Defiance of staff will not be tolerated. Defiance is a Gross Misconduct and could lead to exclusion from the academy. Continued defiance may result in a longer period of exclusion. In extreme cases, such as defiance of the Principal, students could face permanent exclusion.

24. **Gross Misconduct**

(See Appendix 3)

Gross Misconduct is a very serious breach of our expectations for learning and behaviour. An agreed list of actions that constitute Gross Misconduct is reviewed annually by staff, students and parents. A student who commits gross misconduct will be internally secluded.

Where a student's conduct does not fit into any of the areas stated previously; but disturbs the learning environment, puts student or staff at risk or affects the MCA Community in any detrimental way, seclusion will be considered. Depending on the severity of the incident students could face external exclusion.

25. **Pastoral Support Programmes**

Students who are excluded as a result of poor behaviour may be placed on a Pastoral Support Programme. This will be drawn up in partnership with parents and the student at a readmission Interview. Readmission interviews will be conducted by the Assistant Principal for Behaviour or a member of the SLT. A BEST Team member may also be present at the readmission Interview.

26. **Police involvement**

We aim to work closely with our colleagues from the police. However, the decision to involve the police in any incident should not be taken without reference to the Principal.

Appendix 1

EXPECTATIONS FOR LEARNING, REWARDS AND SANCTIONS

EXPECTATIONS

- We respect each other.
- We wear correct academy uniform.
- We keep our hands, feet and objects to ourselves.
- We only leave the room with our teachers' permission.
- We do as we are asked, when we are asked to do it.

LEARNING ROUTINES

- We arrive on time to our lessons with the correct equipment.
- We line up outside our classrooms and stand behind our desks when we are asked to enter the room.
- We have our planner out on our desk every lesson and use it to help us organise our learning.
- We sit down when we are asked to and sit where our teacher asks us to.
- At the end of the lesson we stand behind our desks in silence and wait to be dismissed.

REWARDS

ACE Commendation System

Rewarding pupil success is very important and forms an essential part of our Behaviour for Learning Policy.

The system is based on gaining commendations for a whole range of things based around Achievement, Commitment and Effort.

Each time a member of staff awards an ACE commendation it will be recorded on GO4Schools. At the end of each term there will be a cash in week where pupils can exchange their points for rewards out of the ACE catalogue if they wish to. They can also continue to save them into the next term and they will remain valid.

The ACE catalogue sets out what rewards are available and how many points are required for each item. These range from academy canteen vouchers, store vouchers, iTunes vouchers, non-uniform days to phone top ups.

Appendix 2



Praise, Rewards and Consequences

You have the right to learn to the best of your ability.
You have the right to feel emotionally and physically safe at the academy.
You have the right to work in a safe and pleasant environment.

PRaise

Letters home
Praise written on a piece of work
Stickers or stamps
Mini-plenary activities
Celebration assemblies
Postcards home

A note in your planner
Faculty prizes
Phone call home
Feedback from teachers
Work displayed in the academy
Use of certificates

ACE Commendations
Outstanding attitude in lessons
Outstanding presentation of work
Outstanding progress in a subject
Outstanding resilience
Outstanding determination
Outstanding effort and attainment in an assessment

Pastoral
100% attendance over a half term
Winning a house competition
Service to the academy
Winning a tutor project
Student of the week

REWARDS

CONSEQUENCES

C1 = Formal verbal warning
C2 = Final warning. Member of the BEST team will pay you a visit and record the reasons why in your planner. A record of the event will go on your academy behaviour log.
C3 = Removal from lesson. Lunchtime detention set. Parental contact made before you can return to that lesson.
GM – Serious breach of academy rules. Immediate removal to the Seclusion Room. Parental contact made before you can return to that lesson.

Your teacher will decide which consequence is most appropriate:

- Fixed term exclusion
- Permanent exclusion



This plan is found in every classroom and is used by every teacher in the academy. It is there to ensure that no one disrupts the teaching and learning of other pupils and that you can achieve your potential in every lesson

Appendix 3

CLASSROOM SANCTIONS

- **Consequence 1:** A formal warning given. This will be logged on GO4Schools by the class teacher.
- **Consequence 2:** A final formal warning given. A member of BEST will be called to speak to the student outside the classroom and remind them of the expectations of their behaviour. This will be logged on GO4Schools by the class teacher.
- **Consequence 3:** The student is removed from the classroom by BEST to the Faculty Leader and a Faculty detention set. The teacher making the referral will contact home that evening by telephone and inform parents. They will complete the behaviour record on GO4Schools and if necessary will discuss further action with their Faculty Leader. A parental meeting before the student can return to that lesson may be required if problems persist or the incident was deemed serious enough.

Gross Misconduct:

Gross Misconduct is a very serious breach of our rules. This will be logged on GO4Schools by the class teacher and may lead to seclusion from lessons. The teacher making the referral will contact home that evening by telephone and inform parents of what happened.

Students will be removed to The BEST area and the incident is investigated.

Details will be passed to the Assistant Principal for Behaviour who will make a decision regarding the nature of the exclusion.

Consequences are given for three reasons.....

- 1. Being late to lessons**
- 2. Not being ready to learn**
- 3. Poor attitude to learning**

Gross Misconduct....

- Physical abuse or injury to anyone**
- Swearing at, or threatening a member of staff physically or verbally**
- Threatening behaviour towards anyone in the academy community**
- Walking out of lessons or off site without permission from a member of staff**
- Defiance of a member of staff**
- Intentional dangerous behaviour**
- Discrimination, intimidation and bullying and cyber-bullying**
- Smoking on the academy site or when travelling to and from the academy**
- Accessing inappropriate sites and behaviour on the computer**
- Deliberate damage of academy property**
- Any other behaviour or action that is deemed inappropriate.**

Appendix 4

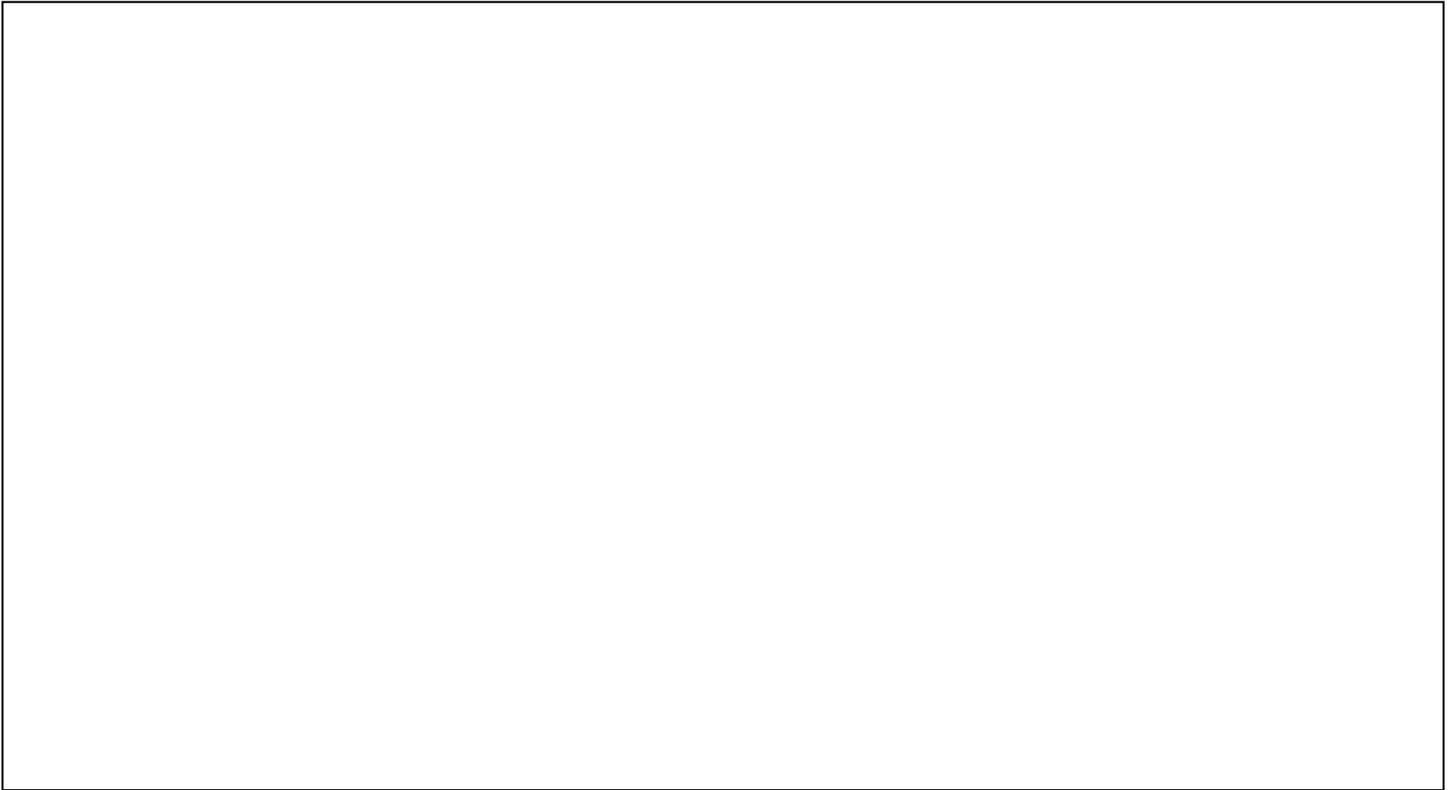
Dealt with by:	Recorded by:	Date:
Outcome of the event:		

MILDENHALL COLLEGE ACADEMY

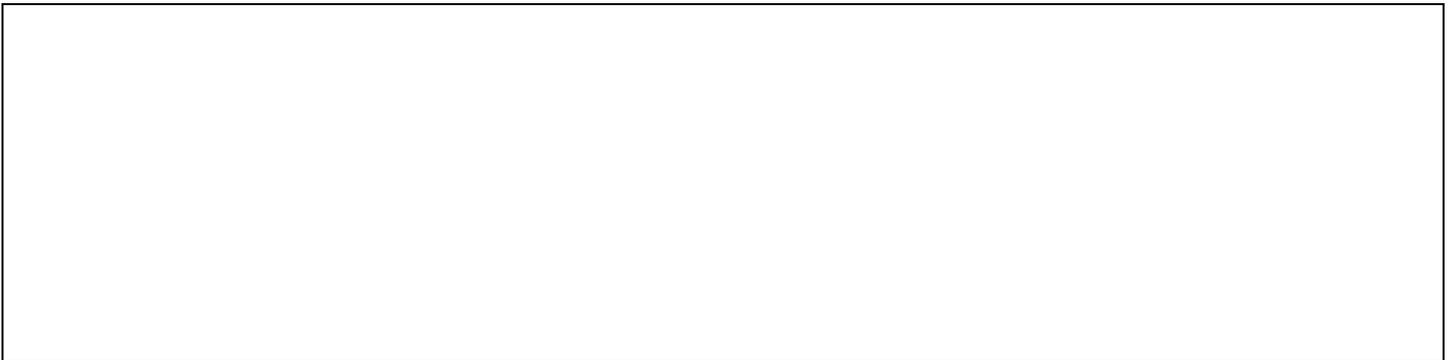
Student Account

Name:	Tutor/Group:	
Date and time of event:		
Where did it happen?		
What actually happened, what did you hear and see? (Give exact quotations and be specific if your details)		
<i>Continue overleaf</i>		
How do you feel about the incident?		
Who was with you at the time?		
Signature	Date	Time
By signing this account you are confirming this is a truthful and accurate version of events.		

Continued.....

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Details logged on incident/bullying log by? _____ Brief details of follow up if necessary

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Appendix 5

Dealt with by:	Recorded by:	Date:
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MILDENHALL COLLEGE ACADEMY

Staff Account

Name:	Position:
Date and time of event:	
Where did it happen?	
What actually happened, what did you hear and see? (Give exact quotations and be specific if your details)	
<i>Continue overleaf</i>	
Who was with you at the time?	

Signature

Date

Time

By signing this account you are confirming this is a truthful and accurate version of events.

Continued.....

Details logged on incident/bullying log by? _____ Brief details of follow up if necessary

Follow up action/ information passed onto...