



REWARDS AND SANCTIONS POLICY (INCORPORATING SCHOOL CODE)

Reviewed by: L Hudson	Date: Sept 21	Next review: Sept 22
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Aims of the School Code

The School Code at Adcote is based on common sense and good manners, and a shared sense of trust between staff and girls. Girls are asked to follow their own dreams with ambition but with respect for others; they are asked to treat others with sympathy, understanding and tolerance; they are asked to be positive about the demands that living in a community puts upon them.

This policy aims to

- create a positive, orderly and safe environment where teaching and learning can take place
- provide clear values and expectations for pupils and staff

The policy was created after discussion between SMT, staff and pupils, using the School Council as a forum for discussion.

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Values and Expectations

Putting Learning First

Adcote will:

- provide for your educational needs
- provide you with appropriate information and advice
- enrol you onto appropriate courses

Pupils will:

- attend lessons punctually
- be prepared for lessons with appropriate books and equipment
- take responsibility for your learning
- value other students and staff in the learning and teaching environment
- behave appropriately in lessons, in a way that is not to the detriment of other learners in the group
- keep regular attendance at school

Aiming for Excellence

Adcote will:

- offer teaching that will maximise your potential
- assess your work regularly and give feedback promptly
- share information about your performance and progress with parents/guardians
- encourage you to take pride in your achievements
- provide you with references reflecting your achievements, commitment and general contribution to school life.

Pupils will:

- work conscientiously, submitting only your own work for assessment and following all guidelines given on how to undertake your work, including coursework
- ask for help when you need it
- respond to help appropriately

Respect for the Individual and the Community

Adcote will:

- treat every individual with respect
- recognise the rights and beliefs of others
- listen to your views
- provide you with a safe learning environment

Pupils will:

- treat all other students and staff with respect and courtesy
- abide by the School's Code of Conduct policy
- be tolerant of other people's views and beliefs
- be willing to work together in a positive way
- be respectful of the school's and other people's belongings

School Rules

Apart from the law of the land, which binds us all, and a sense of right and wrong, which most of us would share, girls are expected to accept the School and Boarding House rules, which have been designed to regulate the life of the community at Adcote. These rules are listed below and pupils are expected to be familiar with them.

ARRIVAL AND DEPARTURE FROM SCHOOL

You must be in your form rooms by 8:35 am (Monday to Friday) ready for registration. Year 3-6 arriving earlier than 8.15 must go to the dining room.

Day girls staying in school after 4:30 pm, must stay within the school buildings and go to prep or activities until going home.

Yr 10 - 13 boarders may return to their boarding house for prep at 4.30 after registration in school.

Girls may not leave the school site during the normal school day without written request from your parents to the Head or a senior member of staff.

Girls must sign out when leaving school for any reason and must sign back in when you return.

ABSENCE FROM SCHOOL

If pupils are away from school unexpectedly for any reason parents should telephone school as soon as possible. If the School receives no call, the School office will contact parents. When pupils come back to school they must bring a letter from parents explaining why you were away.

Requests for absence for any reason must be made in writing to the Form coordinators.

Requests for absence from boarding for any reason must be made in writing to the Head of Boarding.

Leaving early at the end of term is not permitted. In exceptional circumstances, parents should contact the Head.

General Rules

Pupils should treat their own and other people's property, particularly the School's, with care and respect.

Mobile phones are not to be used at school. If a pupil wishes to make contact with home, permission should be gained from a member of staff. Any phones seen by staff will be confiscated until the end of the day. Parents/house staff may then collect them. See Mobile phone policy.

Pupils must not borrow other people's possessions without permission and should not lend or borrow money at all. Possessions should be clearly named.

Chewing gum is banned.

Do not drop litter.

Bottles of correction fluid and ink are not permitted in school.

Students should sign and adhere to the Network Use Agreement.

Smoking/drugs/alcohol

Smoking and the taking of drugs is strictly forbidden.

Girls are not permitted to drink alcohol. This rule is relaxed on occasions for Sixth Form girls, but only at the discretion of the Head.

Additional guidance can be seen in our Drug related incidents Policy.

Cars

Sixth Formers who hold a full driving licence may drive to and from school in their own car. Other girls may only travel in the car with written permission from both families.

Safety

Pupils must not lean out of windows or throw anything out of them.

The fenced area around the lake is strictly out of bounds to all pupils.

Girls must not go into high risk areas e.g. science labs, food room without staff permission. Girls may not use the gymnastic equipment without staff supervision.

All electrical items must be safety checked each year. This includes boarders' personal equipment.

Security

It is the responsibility of parents to arrange adequate insurance cover for their daughter's belongings.

Boarders may deposit pocket money with the finance office. Lockable lockers are provided for all members of the Senior School so that belongings can be kept safe. There are additional lockers available for all boarders in each house.

Appearance

Adcote School expects its pupils to appear smart at all times. Girls must adhere to the school uniform list relevant for each age group.

Uniform List.

Senior Girls Uniform Year 7-11

Adcote Pleated Skirt (Gordon tartan)

White cotton blouse (standard)

Adcote summer dress – for use from 1st May for Summer term only - no summer dress for Yr 11

Adcote navy cardigan or Adcote V-neck sweater

Navy waterproof

Adcote School blazer

Adcote School scarf

White science lab coat

Art Apron or oversized shirt for Art

Senior Sports Kit

Adcote navy games skort

Adcote navy short sleeved sports shirt

Adcote navy games socks

Adcote navy microfleece top

Adcote navy or plain navy (no visible logo) skins - long sleeve top and/or leggings (optional)

Adcote navy tracksuit trousers

Adcote navy jacket (advisory)

School kit bag

Gum Shield (Hockey) Yrs 7- 9

Shin Pads (Hockey/Football)

6th Form

6th formers should wear a smart business suit in dark colours – Navy, Black or Grey, with a skirt at or below the knee, trousers or a tailored dress. A plain light coloured blouse should be worn with a collar. A jumper or cardigan may be worn over the shirt and under the jacket. Sensible shoes with a heel of no more than 2 inches should be worn with suits. Sixth Formers are expected to recognise the importance of taking pride in a smart appearance and of setting an example to younger pupils. A white lab coat is needed if studying Biology or Chemistry at A Level.

Sports Kit – from the school shop

Navy games skirt
Navy short sleeved polo shirt
Navy tracksuit trousers
Navy tracksuit jacket
Navy microfleece top
Navy/Black shorts
Navy games socks

Year 3-6 Girls Uniform

Pinafore tunic or skirt (Gordon tartan)
White cotton blouse
Summer dress – for use in Summer Term
Navy Adcote logo cardigan or jumper
Reversible waterproof / fleece jacket
School blazer
School scarf
School straw boater (Optional)
Winter school hat (Optional)

Year 3-6 Sports Kit

Adcote green games skirt or Skort
Adcote green polo shirt
Black shorts
Green games socks
Leotard
Adcote navy microfleece top
Adcote navy tracksuit trousers
School swim hat and school swim bag
School swimsuit (one piece)
School kit bag

Other essential items
Art overall or shirt
Adcote rucksack bag

Incentives and Sanctions

The satisfaction of behaving properly and considerately, alongside hard work in the classroom is reward in itself. However, Adcote School has a series of incentives designed to celebrate positive behaviour, contributions to the well-being of the community and for academic effort and achievement.

Sanctions are designed to encourage good learning practice, self-discipline, respect for others and to promote positive behaviour. Those applied will be appropriate and constructive.

Pastoral and Extra Curricular Incentives

Year Group	Incentive	Examples
All	Positions of responsibility and leadership	Form Captain, vice-captain, School council rep,
	School Colours	Awarded at the end of Spring and Summer terms for sport, music and drama.
	Selection for teams and external competitions	Sports matches, inter school drama comps, Public speaking comps, Science quizzes etc.
	Commendations	CLEAR awards given by Head of Section every half term in Senior and 6 th form. In Prep, awards are made every week. Email home to parents.
Lower Prep	Stars	Given for good behaviour and contribution to community. Added to house points.
Upper Prep and Seniors	CLEAR points	Given for good behaviour and contribution to community. Added to house points.
6 th form	Positions of responsibility and leadership for whole school	Games captain, House Captains, Prefects, Head and Deputy Head girl,

Academic Incentives

Year Group	Incentive	Examples
All	Head's Awards	Given for exemplary work, nominated by teaching staff, awarded by Head in assembly, letter home and noted in Honour's book.
	Certificate presentation	Certificates for external examinations (e.g. GCSE, A level, Music, Public speaking,) presented in assembly.
	Subject commendations and Section Head's awards	Nominated by subject staff with regard to CLEAR attributes and certificate presented in assembly.
Lower Prep	Star commendations	Awarded in assembly 60 = bronze, 120=silver, 180 = gold, 240=platinum
Yr 7 - 9	CLEAR Point certificates	Awarded in assembly 30 = bronze, 60=silver, 90 = gold, 120=platinum
Yr 10-11	CLEAR Point certificates	Awarded in assembly 20 = bronze, 40=silver, 60 = gold, 90=platinum
Yr 12-13	CLEAR point certificate	Awarded in assembly 20 = bronze, 30=silver, 40 = gold, 50 =platinum
Seniors	CLEAR points	Given for outstanding academic work or effort. House points awarded.
Lower Prep	Stars	Given for academic work or effort. Marked on star charts in Lower Prep classrooms. House points awarded.
All	Subject prizes	Awarded at Speech day.

SANCTIONS

Pastoral Sanctions

	1. Action by all staff	2. Further action by staff or SMT	3. Measures in response to serious or repeated incidents
Poor behaviour around school e.g corridors, dining room,	Staff to challenge inconsiderate and unacceptable behaviour. Tutors to be informed.	Tutors to interview students. Pupils may be excluded from school event. Incident recorded on pupil's file. Behaviour report card issued.	Interview with Deputy Head. Possible internal suspension to follow. Boarder may be gated. Head informed.
Misbehaviour on school buses	Staff to reprimand pupil and inform tutor.	Head of Section to interview pupil and issue final warning.	Withdrawal of permission to travel on school buses for a given period of time. Parents informed.
Misuse of personal electronic equipment including mobile phones.	Item to be confiscated and given to main office. Returned to parents at end of academic day.	Item may be confiscated for a longer period of time at Deputy Head's discretion.	Letter home and detention given.
Misuse of Social media during the school day	Immediate internal suspension. Parents informed.	External suspension.	Possible exclusion
Misuse of alcohol/drugs			Parents Informed. Suspension. Possible exclusion.
Incorrect uniform/ unsuitable hair colour/make up	Staff to challenge. Inappropriate jewellery to be confiscated and given to main office and returned at end of day. Uniform to be corrected. Make up to be removed and checked.	Tutors to interview pupil. Report card may be issued. Parents advised.	Letter home and detention given.

Academic Sanctions

	1. Action by all staff	2. Further action by staff or SMT	3. Measures in response to serious or repeated incidents
Inattentive , distracting and disruptive behaviour in class	Staff to challenge behaviour, setting out clear standards of behaviour and by effective classroom management e.g. seating plan, separation of pupils, no tolerance of inappropriate noise levels. Inform tutor by email. Subject detentions may be given.	Persistent disruptive behaviour reported to Head of section who will interview pupil and record behaviour on pupil file. Detention with SMT may be given. Seriously disruptive pupils should be sent out of lessons to Head of Section. Report card used. Parents advised.	Pupil may be withdrawn from lessons and parents asked to come in and discuss behaviour.
Unsatisfactory or incomplete work/prep	Pupil required to repeat work. Tutor informed. Possible subject detention given.	Head of section informed. SMT detention. Report card used- Parents informed.	6th form may encounter loss of privileges. Parents asked to come in and discuss daughter's behaviour.

Rejected Sanctions: Corporal punishment, fines, the imposition of lines and unreasonable deprivation of liberty are all inadmissible at Adcote School.

Exclusion Policy

The school has the right to exclude, temporarily or permanently, any pupil who, in the opinion of the Head or Deputy Head, has transgressed to such an extent that their place in the school has become untenable.

The school policy above sets out examples of offences likely to be punishable by exclusion, temporary or permanent. These examples are not exhaustive, and in particular the Head may decide that exclusion for a lesser offence is justified where there has been previous misbehaviour. All aspects of the pupil's record at the School may be taken into account.

When a temporary or permanent exclusion is being considered by the Head, they will ensure that:

- the pupil's welfare has been taken into account
- the welfare of the School community has been taken in to account
- an appropriate investigation has been conducted and the pupil's view sought
- all relevant information has been considered.

The Head will inform the Chair of the Governing Body, Head office and the parents. Parents and the pupil have a right of appeal against this decision. An appeal should be expressed in writing, and addressed to the Chair of the Governing Body within 10 working days of the notice of exclusion. The decision of the Governing Body is final. Although not a complaint the appeals procedure will follow that of the complaints procedure.

The Pupil Complaints Procedure

If a girl believes that sanctions have been administered unfairly, or if she has other cause for complaint, she should seek the advice of an adult in school whom she thinks could help her. She may also seek the advice of an adult outside of school as explained in the next section about the complaints procedure.

In order to protect the interests of children living away from home, The Children Act 2004 requires the School provide a way for your voice to be heard if you are worried about anything which affects your welfare. There are three possible courses of action:

The Internal Informal Procedure

Firstly it is recommended that you speak to one of the following:

Your parents Form Tutor Personal Tutor Head of Boarding SMT Head
Any other member of staff Your doctor/GP

The Internal Formal Procedure

If you are still not happy about the situation or feel that you cannot speak to any of the above people, then you can hand in a written complaint to the School Office.

Such a complaint will receive a written reply with 48 hours and, if necessary may be referred to the Internal Review panel, which will hear and look into your case. The panel will consist of at least three of the following people:

The Head Deputy Head Head of Section Head of Academics Governor

The Independent Panel

At any stage you have the right to telephone any of the following Independent Adults who are outside of school and have agreed to hear complaints or problems.

And/or Independent Schools Inspectorate (who oversee the inspection all independent Schools) On
02077109900 or concerns@isi.net

Or by post at CAP House, 9 -12 Long Lane, London EC1A 9HA

And/or Childline 0800 111