

## REWARDS and POSITIVE DISCIPLINE

At Holy Trinity we aim to operate a positive approach rewarding students and celebrating achievement. Rewards are given for recognition of good behaviour, attendance, achievement, effort, willingness to help and appearance. Rewards can be given both in the classroom setting by teachers and also in a more summative form by Subject Leaders, Learning Managers and Senior Leaders.

In the classroom these will take the form of praise, credits in planners and retaining behaviour stars and uniform credits.

From Subject Leaders, Learning Managers and Senior Leaders rewards may take the form of letters or postcards of commendation being sent home, recognition in assemblies and/or certificates. Both Subject Leaders and Learning Managers are encouraged to be creative in ways to rewards individuals with intangible rewards which help build an environment where achievement is celebrated by all. In addition both Subject Leaders and Learning Managers are encouraged to recommend when they feel a letter of commendation from the Headteacher may be appropriate.

### Behaviour Stars

In addition to the rewards mentioned above students collect stickers for behaviour stars. These accumulate and lead to an end of year trip for those students who are successful. Learning managers will organise the end of year trip for their year group.

Behaviour stars are monitored by form tutors and communicated to Learning Managers who may arrange additional rewards for individuals at some points during the year.

### Credits

Credits can be given via a stamp in the planner by any member of staff for good work, homework, verbal answers, willingness to help, improvement and many other reasons. Credits lead to tangible rewards for students and students are welcome to 'cash-in' their credits for rewards at the 'Fairtrade and Rewards shop' on Wednesday lunchtimes between 12.40 and 1pm. (This will begin partway through the academic year to allow students time to accrue credits, specific dates will be set).

The value of credits and rewards available are shown below.

	Years 7-10	Year 11
50 Credits	Holy Trinity USB Memory Stick	
100 Credits	£5 Voucher	£5 voucher OR £5 off Prom Ticket
150 Credits	£10 Voucher	£10 voucher OR £10 off Prom ticket
200 Credits	£15 voucher	£15 voucher OR £15 off Prom ticket

Once credits are cashed in students must start collecting again.

## Learning Manager Rewards

In addition to the rewards above, Learning Managers are encouraged to be creative in ways to reward students. Prizes of some sort could be given for best behaved form, best attendees and form with the most credits.

## SANCTIONS

Whilst we encourage a positive approach, there are times when students fail to meet the required standards and in order to improve behaviour and attitude we have a system of sanctions. The procedure on the diagram page opposite shows the course of action that must be taken by staff.

### Standard DTs

These are detentions that follow the normal path of inappropriate behaviour or problems in the classroom. The standard DTs follow increasing levels of seriousness for students:

DT1	Subject Teacher	In school time	between 5 and 30 mins	classroom
DT2	Subject Leaders	After school (Mon)	30 minutes	A10/A12
DT3	Learning Manager	After school (Wed)	45 minutes	A10/A12
DT4	Senior Leaders	Afterschool (Fri)	45 minutes	Hall

In addition, students who do not attend arranged DTs will find that they move to the next level. At DT1 students should be given 2 chances to attend a DT1, where this is not fulfilled the teacher will refer to the Subject Leader and be put into DT2. At DT2 and DT3 an attendance list will be taken and non-attendees will be referred to the next level. At DT4 non-attendees will be followed up by senior leaders and may face isolation.

At DT2, DT3, DT4 it may be normal and appropriate for Subject Leaders, Learning Managers and/or Senior Leaders to telephone and speak to parents. At levels beyond DT1 standard monotonous work will be provided for students.

For standard DTs the appropriate form must be completed and distributed appropriately.  
(Detention Advice Form shown on next page).

**Green Form – Student/Parent**

**Pink Form – Reception**

**Yellow Form – Teacher Retain**

In addition students who accrue 3 DTs at any given level in one half term will also be put into a DT of the next level. For example, a student accruing 3 DT1s in one half term will also be automatically put into a DT2.

### Leadership DTs (see sheet opposite)

These will take place at the same time as DT4s and will be staffed by Senior Leaders. In addition to the DT4s students may be placed in this DT for any 3 of the following incidents in any one half term:

- Inappropriate uniform
- Red Card Incidents
- Sent out of class (when students are sent out for acting inappropriately)

**(reminder to staff that students sent out of class should be left unattended for max. 5 mins only for time out)**

### Late DTs

Where there are any 3 lates in one week or where Form Tutors in consultation with Learning Managers feel a late DT is appropriate, a DT3 form will be completed by the learning manager and students attend DT3. In addition, form tutors should monitor lates through the attendance and punctuality record and enter students into a DT1 where there are 3 lates in one half term.

## Reports

Students may be placed on report by Learning Managers (all lessons) and Subject Leaders (subject specific). The aim of a report is to monitor closely the behaviour, attitude, attendance, punctuality and/or homework. Often this information will be used to help inform communication with parents. Normal sanctions will apply when a student is on report.

## Isolation & Exclusion

Where appropriate Senior Leaders, in consultation with Learning Managers will make decision to isolate or exclude students.

## Clarification on keeping students after school without warning

It may be necessary to keep students after 3.30pm without warning. If this is the case teachers may keep students for just **2 minutes** before they must be allowed to go. It is suggested that there is no need to tell the students how long they can be kept, but just to enforce this is a statement which can be followed up by further sanctions if necessary.

## Attendance

Attendance is crucial to the successful achievement of students. As such we take truancy very seriously and have a range of strategies to deal with the issue. In all cases parents will be contacted by telephone. In the first instance students who truant lessons will be required to make up time after school as follows:

Miss 1 lesson	=	DT2
Miss more than 1 lesson but less than 1 full day	=	DT2 + DT3
Miss full day	=	DT2, DT3 + DT4

Depending upon the individual circumstances of the incident, students may also be isolated from the normal school routine for a fixed period and in some cases the Education Welfare Officer will be involved.