

# ST MARY'S SCHOOL ASCOT

## REWARDS, SCHOOL RULES, DISCIPLINE AND SANCTIONS

### POLICY (104)

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#### Policy Aims

- To define the rewards system and school rules, in line with the School's aims and ethos which promote the virtues of honesty, integrity, kindness and courtesy.
- To outline to pupils and parents the system of rewards that recognise pupils' achievements and endeavours.
- To outline to pupils and parents the sanctions imposed on pupils for any breaches of the School Rules.
- To enable the Headmistress to carry out her responsibilities of maintaining order and good discipline in the School.

#### School Rewards

Staff warmly appreciate the importance of the recognition and encouragement of pupils' excellent achievements, behaviour, commitment and endeavours, and the rewards system reinforces this. Pupils' achievements are celebrated each week in Chapel, in House meetings and in year group meetings. Pupils' efforts and achievements are also rewarded at the annual whole school Prize Giving. The House Cup competitions offer further celebration of pupils' efforts and achievements, with the termly House Treat as a collective reward for the winning House. Other age-appropriate opportunities to commend effort and success include the weekly award of the Kindness Bear in Year 7 and treats and pizza suppers for groups of pupils throughout the year.

#### Green Tickets

Green Tickets are awarded for excellence and include very good achievement, consistent effort, exceptional helpfulness, unselfish contributions to the School, and for high grades for work and/or effort. Green Tickets can be awarded by teaching staff, residential staff, evening boarding assistants and graduate assistants and each Green Ticket counts for one House point.

#### Individual Merit Awards

Individual merit awards are awarded to pupils for **outstanding** service, effort, progress or achievement and are worth ten house points. **Annex A** shows in detail examples of the different achievements for which a pupil may receive an individual Merit Award. Nominations for individual Merit Awards are made by members of staff and must be approved by Heads of House (for outstanding personal qualities, service etc) and by Heads of Department (for outstanding academic progress or achievement). Members of boarding staff may nominate pupils for boarding merits to the Pastoral Deputy Head.

Merit Award certificates are given to the pupil who will take them to the Headmistress for her to sign.

Individual Merit Awards are announced three times a year at the end of the Michaelmas, Lent and Summer terms but may be awarded by staff at any time throughout the three terms.

#### Group Merit Awards

Group merit awards are awarded to Houses according to their position in the Inter-House competitions as follows:-

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<b>Position</b>	<b>Major competitions: Drama, Instrumental Music, Vocal Music, Dance, Athletics, Film and Public Speaking</b>	<b>Other competitions: Science, Sport (hockey, netball, tennis, rounders, swimming, gymnastics, tennis, House dash), Art, Debating, Balloon Debate, Maths Challenge</b>
<b>1st</b>	24 merit awards	12 merit awards
<b>2nd</b>	20	10
<b>3rd</b>	16	8
<b>4th</b>	12	6
<b>5th</b>	8	4
<b>6th</b>	4	2

### ***The House Cup***

Each term the House with the most merits wins the coveted House Cup for that term. At the beginning of the following term the winning House enjoys the privilege of the House Treat which is an evening at a local restaurant for all members of the House.

In the UVI the pupils compete in their individual boarding houses in the Mary Breen Courtyard. The winning house is given a sum of money to spend as a group on a meal out.

### **The School Rules**

Throughout this handbook, guidance, rules and expectations of behaviour are stated forming a code of conduct known as the School Rules.

All pupils will be judged on their words and actions, and are rewarded for positive achievements and good behaviour, and held to account fairly in accordance with the School Rules. In accordance with the Equality Act (2010), appropriate notice is taken of a pupil's SEND profile when considering both rewards and sanctions.

By agreeing to the Standard Terms and Conditions (section 6) on entry to the School, parents are committing their daughter to adhering to the School Rules.

The School Rules are necessary

- for the safety and wellbeing of everyone at the School;
- for the reputation of the School community as a whole;
- for the protection of school property and the wider environment.

The School Rules apply to all age groups and at all times when a pupil is:

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- at school, representing the School or wearing school uniform
- travelling to and from School
- associated with the School at any time.

The Governors and the Headmistress intend that the School Rules and the sanctions provided in them shall also, in appropriate circumstances, be capable of regulating the conduct of pupils when they are away from school premises and outside the jurisdiction of the School, for example during an exeat or half term and in the holidays.

Pupils read and discuss the content of this Handbook and therefore the School Rules in tutor period, year group meetings, House meetings and Skills for Life lessons. The School Rules are also reinforced by teaching and residential staff and in Chapel from time to time during Morning Prayer.

## Sanctions

The Headmistress may prescribe and authorise the use of such sanctions as comply with good education practice and which promote the observance of the Behaviour Principles (see the Behaviour Policy) and compliance with the School Rules. These comprise the general school sanctions. The use of corporal punishment is never permitted by any member of staff or adult responsible for pupils. Physical intervention will only ever be used to secure the immediate safety of a pupil or pupils or to avert an immediate danger to property. **Annex B** gives definitions of key terms.

### General School Sanctions

General sanctions are applied when pupils breach the School Rules as described in this School Handbook as follows.

#### Blue Tickets

Blue tickets are penalties given for procedural concerns such as failing to register, repeated lateness for lessons, repeated lateness with handing in devices, failure to hand in study on time, breaches of the school uniform or VI form dress code. An electronic record is kept recording a pupil's name, House, the misdemeanour she has committed and the date. An email with this information is received by the pupil's Head of House, her Tutor, the Senior Deputy Head and the pupil. A Blue Ticket incurs a loss of two House points. It is expected that the member of staff issuing the ticket will discuss it with the pupil before recording it. Blue tickets may be issued by any member of the teaching staff.

Records of all sanctions are retained electronically and are discussed weekly at the Heads of House Meeting with the Headmistress and the Deputies. The administering of blue tickets is also monitored by the Senior Deputy Head.

Examples of misdemeanours that warrant blue tickets:

- poor behaviour in class or other activities, or in the boarding area;
- failure to register at either of the two daily weekday sessions, or any of the weekend sessions;
- lateness to lessons, tutor meetings, co-curricular activities etc (see Punctuality Policy);
- late study;
- persistent uniform or VI Form Dress Code offences;
- leaving belongings around the School;

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- found to be chewing gum.

Sanctions for receiving blue tickets are given by Heads of House and will be one of the following:

- extra school clearing or other duties;
- put on support card;
- delayed going out for an hour or more at the weekend;
- asked to return early from outings at the weekend.

If a pupil receives two blue tickets in one week she must attend Saturday Detention at 08:45-09:45 as directed by her Head of House.

If a pupil receives three blue tickets in one week she will be gated for one or two days at a weekend.

The following misdemeanours do not normally result in the pupil actually receiving a blue ticket but they will nonetheless have the blue ticket sanctions applied:

- returning late from an unaccompanied weekend outing;
- internal House matters eg missed duties.

### ***Missing, late or unacceptable study work***

Unacceptable work is given an appropriately low mark and the pupil is spoken to by the teacher to ensure she knows how to improve in future. Continued problems are reported to tutors and Heads of House by subject teachers. Action is taken which includes supervised study and contacting parents.

Missing or late study work is addressed using blue tickets in all year groups. The procedure is as follows:

- i. The teacher sets study and gives the pupil a deadline by which to hand in the completed study. The deadline has to be at least 48 hours after the study is set.
- ii. If any pupil does not hand in the study by the deadline, a blue ticket is given and a new deadline is set (also at least 48 hours). This continues until the work is completed and handed in.
- iii. Pupils who are experiencing difficulties completing their work in the allocated time should speak to their teachers and tutor who can advise them. Extensions may be given if appropriate. From time to time the Senior Deputy Head will advise staff of events in the diary that will make it more difficult for pupils to complete study.
- iv. Heads of House decide on the sanctions allocated to pupils receiving blue tickets for late or missing work. However, if the pupil receives more than three in a week the sanction will normally be a gating at the weekend to allow the pupil time to complete study work.

### ***Disorganisation***

A pupil who is disorganised which results in her not bringing the correct equipment or work to lessons is reported to her tutor and Head of House in order to offer appropriate care and support. Action is taken to assist the pupil and if the difficulties continue then the pupil will be put on a Support Card to help guide and monitor her organisation.

### ***Grey Tickets***

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Grey Tickets are penalty points given for poor behaviour that does not meet the threshold for a Red Ticket, but which is of a more serious nature than the concerns sanctioned with a Blue Ticket, for example (but not limited to):

- plagiarism (Years 7-9);
- rude or disrespectful behaviour;
- uncooperative behaviour eg visiting other pupils after bedtime;
- foul language;
- disruptive behaviour in class or other activities, or in the boarding area;

A Grey Ticket results in the loss of 20 House points and the sanction is a one-day gating at a weekend. Grey Tickets may only be issued by Heads of House or Deputy Heads, and parents will be informed.

### **Red Tickets**

Red Tickets are given for more serious breaches of the School Rules and incur a loss of 30 House points and a gating for one or two days at a weekend, depending on the severity of the offence. Red Tickets are only issued by the Deputy Heads who will write to inform parents.

A Red Ticket is given for serious breaches of the School Rules which include:

- serious dishonesty or cheating
- use of racist or offensive language
- plagiarism (for Year 10 and above)
- being absent from school without permission from a member of staff
- missing a lesson or whole school Mass without a valid reason
- causing a serious disturbance in the boarding area after lights out
- being out of the pupil's own bedroom without good reason between bedtime and 07.00 in the summer, and 07.20 when it is dark in the winter (an exception is made for UVI who may go out at any time after 06.00 in the exam season).
- setting off the fire alarm on purpose or by careless or silly behaviour (if this occurs at night the pupil may be suspended)
- obtaining a tattoo, a piercing, or an undesirable hairstyle (eg dyed or shaved hair) whilst in the care of the school
- piercing the ear or any other part of the body of another pupil with or without her consent
- dangerous behaviour or vandalism
- misuse of any aspect of ICT or mobile phone
- arranging or receiving take-away meal deliveries

### **Sixth Form Pupils**

In the Sixth Form pupils are at a stage when they should be taking more responsibility for their own learning, attitudes and organisation. Therefore, sanctions for non-attendance at lessons or Chapel, or lateness to lessons or other commitments, reflect the fact that the pupil herself is not behaving responsibly and staff will respond accordingly. To this end the sanctions imposed are discussed with the Head of House, the Director of Sixth Form and the pupil herself with the outcome being directly related to the original misdemeanour and intended to develop better study habits and self-discipline. However, non-attendance at a lesson without an appropriate reason will always incur a Red Ticket.

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## **Failure to Scan Sanction**

It is imperative that every pupil takes responsibility for ensuring that the School always has an accurate record of whether they are on or off site. This falls into three categories: in school and under the care of the School; off site and under the care of the School; off site and under the care of their parents or guardians. The FastVein biometric system is the method used to account for all pupils. Every pupil must scan out when leaving the school premises and scan in on their return.

The Failure to Scan sanction is applicable when pupils fail to scan in when they return to school or fail to scan out when they leave school for any reason. The Senior Deputy Head and the pupil's Head of House are notified. The sanction consists of the loss of fifteen House points for the pupil's House and a requirement to sign in with the Head of House on duty every hour from 12 noon until 6 pm, on one day of the next weekend in school. Should the pupil have a floating exeat already planned, some flexibility will be allowed on which weekend the sanction is implemented.

## **Sanctions Authorised by St Mary's Governing Body**

The Governors have authorised the following sanctions for grave and serious breaches of the School Rules (see section 6 & 7 of the Standard Terms and Conditions).

### **Serious or Grave Breaches of the School Rules**

Pupils will be liable to suspension or permanent exclusion from the School for any serious or grave breach of the School Rules, for example:

- if they commit a criminal offence or some wilful act calculated to cause serious damage to the School, its community or any of its members or its property;
- if they commit any serious or repeated acts of bullying, including cyberbullying;
- if, whilst under the jurisdiction of the school, they are engaged with or complicit in the acquisition, sharing, use or consumption, or possession or handling of:
  - any tobacco or tobacco product or vaping product;
  - any alcohol or alcoholic product (except in the case of senior pupils on authorised occasions);
  - any dangerous or classified drug or steroid (unless prescribed and notified to the school nurse);
  - any other harmful substance for abuse or a substance intended to resemble drugs;
  - any pornographic material or electronic device for that purpose;
  - any electronic device with software that enables computer hacking;
  - any lethal weapon or other item that might endanger their own safety or that of others;
  - any stolen item;
- if they wilfully, as individuals or as a group, plan or carry out any actions that disrupt the smooth running of the School;
- if a pupil is out of school overnight without the express permission of the School and her parents.

This list is not exhaustive but indicates the type of action likely to result in suspension or permanent exclusion from the School.

### **Permanent exclusion from the School**

A pupil is liable to permanent exclusion from the School for a grave breach of school rules (see above). Following permanent exclusion from the School, reference to the facts and circumstances will be made in

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response to every request for a reference. All outstanding fees up to and including the term of permanent exclusion from the School shall be payable and any deposit shall be retained by the School.

The Headmistress is required to act fairly and in accordance with the procedures of natural justice and not to expel a pupil other than in grave circumstances (see the section below referring to appeals).

### **Requirement to leave**

For a serious breach of school rules falling short of one for which permanent exclusion from the School is necessary, but such that the pupil cannot expect to remain a member of the school community, the pupil may be required to leave permanently. Subject to payment of all outstanding fees (the deposit being returned or credited to the account) the pupil will be given reasonable assistance in making a fresh start at another school. A boarder may be required to leave boarding without necessarily being required to leave the School.

### **Suspension**

A pupil may be placed under suspension for up to fourteen days while a complaint is investigated or pending a Governors' Review, or as a sanction in its own right.

Suspension from school is a serious matter and only occurs when the behaviour of the pupil is serious enough to merit it and when other sanctions are deemed to be inappropriate. Parents are asked for their full co-operation when a pupil is suspended. Social contact with friends in school and outings should be discouraged. A suspended pupil should spend her day following the school working day as closely as possible. Suspension normally lasts for one week and incurs 2 red tickets and the loss of sixty House points.

### **Deputy Head Sending Home**

For breaches of the School Rules that do not meet the threshold for suspension, one of the Deputy Heads can authorise for the pupil to be sent home for up to a week. This sanction incurs one red ticket and the loss of 30 House points, as well as a letter home to parents.

### **Access**

A pupil who has been withdrawn, suspended, sent home, removed or expelled from the School has no right to enter school premises without the written permission of the Headmistress.

### **Appeals**

Parents are entitled to ask for a Governors' Review of a decision to expel or to require the pupil to leave for disciplinary reasons. The form of application for a review and the review procedures will be supplied to parents on request at the time of the original decision. A copy of the formal Review Procedure may be obtained from the Bursar's office.

There will be no right to a Governors' Review of general school sanctions but a pupil who feels aggrieved may ask the Headmistress, a Deputy Head or a Head of House to take up her concerns with the member of staff who imposed the sanction.

### **Records**

A central record is maintained of all sanctions imposed for serious disciplinary offences including permanent exclusion from the School, suspension and red tickets so that any patterns of misbehaviour may emerge and be addressed.

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## REWARDS, SCHOOL RULES, DISCIPLINE AND SANCTIONS POLICY (104) ANNEX A

### Criteria for Individual Merit Awards

Criteria	Explanation
Outstanding example of the virtues of honesty, integrity, kindness and courtesy.	These are awarded by the Headmistress or Deputy Heads on the recommendation of teaching and boarding staff.
Outstanding attainment or effort	These can be awarded to one, two or a maximum of three pupils per class per term. They are for the <i>exceptionally outstanding</i> pupils, not simply the best in the class. Merits may alternate between exceptionally outstanding effort and exceptionally outstanding attainment in different terms to ensure fair recognition. If project work is done to an outstanding level, then up to three or four pupils may be chosen to receive merits.
'Excellent' for all 'Approach to Learning' skills in interims	These are awarded by the tutor.
An excellent report	These are chosen and awarded only by the Headmistress.
Writing a magazine article	These are at the discretion of the editor of the school magazine. Articles for a newsletter, website or portal may be given green tickets by the member of staff requesting the article.
Breaking a school record set by a different pupil	These are suggested by the Director of Sport and approved by the Senior Deputy Head.
Becoming County Champions in sport	Every member of the team will receive a merit.
Representing the County in sport	One merit is awarded when a pupil is selected after training rounds.
Outstanding dedication to a sport	Merits are awarded for attending every practice and being available for all fixtures (with discretion allowed for genuine absence).
Receiving colours or any other awards for sports	The award itself is the recognition so merits are not given for this.
Grade 8 in Music and Drama examinations	Merits awarded by the Music and Drama departments.
Winning a national or regional round of a Competition e.g. public speaking, gold maths award	Merits awarded by the Head of Department – the Senior Deputy Head to advise if necessary.

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<b>Criteria</b>	<b>Explanation</b>
Distinction in Music examinations above Grade 2	Merits awarded by the Music department.
Outstanding performance in a music concert or a play or by the technical crew	Merits may be suggested by the Head of Department and approved by the Senior Deputy Head.
Winning a House competition	As described on page 2 of this policy.

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## REWARDS, SCHOOL RULES, DISCIPLINE AND SANCTIONS POLICY (104) ANNEX B: DEFINITIONS OF KEY TERMS

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### Definitions of Key Terms

#### **Gating**

If a pupil is gated she must remain in school for a given period of time and is asked to 'sign in' with a member of staff at regular intervals, eg every hour. Gatings would normally take place at weekends. Only Heads of House and senior members of staff are able to authorise a gating. A gating will form part of the pupil's permanent disciplinary record, retained by the Head of House.

#### **Support Card**

A pupil who has difficulty in attaining the required standard or who is poorly motivated or has difficulties with organisation can be put on a Support Card so that she can be monitored, supported and encouraged by staff to improve. This means that at the end of each lesson the pupil asks for a comment to be written by the teacher on her level of attentiveness, industry and standard of work achieved. The purpose of being on a Support Card is not punitive; rather it is to encourage the pupil to reach short term goals and to receive positive affirmation of her work and effort. The Support Card will generally be reviewed every one to two days by the Head of House or another senior member of staff and will not usually last beyond a week. Only Heads of House and senior members of staff are able to authorise a pupil being put on a Support Card. When a pupil has difficulty in fulfilling the expectations of staff in the boarding areas then she may be put on a Boarding Support Card, overseen by the Heads of House, and where comments are made each evening by the boarding staff on duty.

#### **Supervised study with Head of House on reserve duty**

Supervised study takes place on Saturday afternoons and is instigated by the pupil's Head of House. It is overseen by the Head of House on reserve duty. It is for pupils who have regularly failed to produce satisfactory class or study work as evidenced by the blue tickets she has received, and provides a formal, supervised opportunity to complete missed or unsatisfactory work in a designated place and at a designated time. It is not intended as a discipline for unsatisfactory class behaviour.

Parents can expect to be informed by their daughter's Head of House if she is regularly in this supervised study session; however, occasional instances will not necessarily be reported.

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