



Dame Alice Harpur School

Rewards & Sanctions Policy

At Dame Alice Harpur School, we can be confident that when our girls are themselves treated with courtesy, consistency and consideration, they will almost always cooperate willingly. If teachers find, nevertheless, that they are experiencing difficulty with one or more girls, they should seek advice in the first instance from their Head of Department, the girl's form tutor or Section Head. If the girl is in the Junior School, the member of staff should speak to the form teacher or the Head of the Junior School.

Girls should not normally be sent out of lessons in progress, except in an emergency. Staff are issued with 'Permission to leave' cards to give to any girl who has been given permission to go to the toilets or the lockers. Generally, it is wise to assume that a pupil's request to leave a lesson in progress to go to the Health Centre is a genuine one. Staff should be wary, however, when such requests occur on a regular basis and refer any concerns to the relevant form tutor or, where several different girls are involved, to the Section Head/Head of Junior School. Occasionally, if there are repeated instances of low level poor behaviour, a girl may, following warnings, be excluded from a lesson and sent to the Head of Department, Section Head, Assistant or Deputy Head.

All colleagues are asked to deal on the spot with unsatisfactory behaviour where it occurs outside lessons and to report breaches of discipline to the form tutor(s) or to the Section Head(s) concerned. If the girl is of Junior School age, the Head of Junior School must be informed.

Dame Alice girls are generally keen to please and they want the approval of their teachers and the support staff with whom they come into contact. A system of rewards throughout the school reinforces this approval, for example the use of the Gold Book in the Junior School, House Points and Commendations, Bronze, Silver and Gold certificates, citizenship awards such as the Pooh Bear Award in the Lower School and the Keech Cottage Cup in the Upper School and a full range of prizes and colours for achievement in all areas of school life. Dame Alice girls are not solely motivated by extrinsic rewards, however, and we encourage them to behave responsibly and work conscientiously because they know this to be the right thing to do. Failure to gain the approval of the staff is in itself therefore a powerful sanction. Explaining to a Dame Alice girl why we are disappointed with her behaviour is often sufficient to bring about improvement. However, if the girl does not respond as positively as we would wish, it is necessary to take further steps. Discussion with the girl's form tutor/Section Head/senior staff and, from this point, with the girl in the presence of her parents, usually brings about the desired improvement. All action taken must be clearly documented.

Green cards are issued to girls for consistently impressive work, behaviour or attitude or one off examples of outstanding behaviour or service to the school and pink cards are issued where there are consistent concerns.

Occasionally, daily report cards are issued to girls who need regular feedback and encouragement to establish consistently positive patterns of behaviour and effort. Parents are asked to sign these report cards so that they, and we, can work together to encourage the girl concerned and ensure good habits are developed and reinforced. These are often viewed in a positive light and at times are requested by the girls themselves in order to underline their commitment to improvement.



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In the Senior School, lunchtime homework detentions are used for girls who do not complete homework promptly. In the detention the girl must complete the work she has failed to produce or other work set by the subject teacher. Girls who are late with homework but who subsequently produce it may still be put into this detention, as this is a deterrent for girls who do not reliably meet deadlines. Older girls who are in danger of failing to complete coursework deadlines will be seen by Heads of Department and, should they continue to fail to meet deadlines, by the Deputy Head, Mrs McGill.

Occasionally, for serious breaches of discipline or consistent disappointing behaviour, girls may be required to attend after school detentions organised by the Section Heads. Saturday detentions also take place, should a girl continue to behave in an inappropriate manner. These are organised by Assistant Heads. They take place relatively infrequently, and parents are given notice of the time of the detention, the reason for it and the need to make arrangements for their daughter's safe travel to and from school.

In the most serious cases, the Headmistress has the right to ask parents to withdraw their daughter from the school for a specified period of time, or permanently. Such action is only taken when it is considered to be in the best interests of the girl(s) involved and the remainder of the school community. The issues are fully discussed with the parents and the girl concerned. See the separate Discipline and Exclusions Policy for further details.

Standards of behaviour, and expectations, are high at Dame Alice Harpur School. The rewards and sanctions we have exist to protect and preserve these high standards, of which we are proud.

December 2009