

CATOR PARK SCHOOL

REWARDS POLICY

Revised: July 2009

We believe that recognising achievement is a vital part of maintaining a positive school ethos and good discipline.

The reward policy must be used consistently and be applied fairly by all staff. The policy should be used to motivate pupils and encourage positive attitudes.

Where possible rewards should be given publicly in order to foster a positive ethos towards achievement.

Staff should take every opportunity to inform parents of their daughter's rewards either by writing positive notes in the contact book, making positive telephone calls home or by sending praise letters home.

Commendation letters are sent to students who produce work of exceptional quality for them or who make an exceptional effort on an individual piece of work or project. These are completed electronically by subject teachers and a copy is placed on the student file.

Pupils are encouraged to keep all certificates for their progress file.

Praises

When entering a classroom, every student has a praise- yet they can risk having it taken away. A student can only maintain their praise if:

- They are fully prepared for the lesson (equipment)
- They are no more than 5 minutes late
- Homework is submitted on time
- They do not speak when the teacher is talking

In years 7 and 8 students carry a praise card which is stamped by their teacher each time a praise is awarded. In years 9 to 11 the class teacher enters praises electronically each lesson and a total is generated. At half term a letter or faculty postcard will be sent by the HOF to all students with 80% or more of the total praises for the half term. There will also be a half termly draw for students with the highest number of praises and prizes will be given. There will be a termly pizza lunch for the tutor group in each year with the most praises. Praise for achievements is to be publicly listed for all to see on the corridor notice board. (See appendix for detail of issuing and recording Praises.)

Merit Labels

These can be awarded for service within the school. They are available from the school office. Examples of what these can be awarded for include:

- Involvement in organising special events
- Form Captain
- Sports Captain
- Participation in community events
- Charity fundraising etc

There is a section in the student planner for these labels. They should be signed and dated by the teacher. These labels are under-used currently but students do like to receive them. If more staff award them we can give termly prizes for 'service'.

Expectations

Work rules

Take care with presentation of work i.e.

- Title and date underlined
- Name if working on paper
- Writing in blue or black ink
- Drawings in pencil using a ruler for straight lines, unless otherwise directed
- Margin if working on lined paper
- Ruling off each piece of work
- Work must be neatly presented
- Look up spellings you are unsure of, write them in your vocabulary books and learn how to spell them
- Learn corrected spellings
- Sufficient time spent on work
- Sufficient detail
- Complete all corrections, unless otherwise directed

Additional work rules for Technology

- All work to be presented according to instructions from the teacher
- All formal worksheets must be completed for each module

Additional rules for Science during investigations and practicals:-

- Hair tied back
- Safety glasses worn during experiments
- Replace equipment correctly at the end of the lesson
- No breakages
- No touching of equipment without permission having been given

Additional rules for Technology

- Observe the safety rules of the area displayed in each classroom
- Only use tools and equipment after you have been trained and under the supervision of a member of staff

School Prizes and Certificates

- A form will circulate during the second half of the Summer Term to collect names for prizes and certificates for Years 7-10. These will be awarded in the Summer Term. Certificates are awarded for achievement and progress.
- Years 11 and 13 will be awarded prizes according to their examination results and their banding on entry to the school. These will be awarded at the start of the Spring Term.
- Year 12 will receive prizes for service to the school. These will be awarded in the Autumn Term.
- Subject prizes will also be awarded to Year 13 pupils if required and to Year 12 and/or Year 11 if the subject is not taught in Year 13.

Progress

- Pupils who achieve 75% grade 1 for effort on their progress card will receive a certificate and a praise letter home.

Attendance

- Good attendance will be rewarded with certificates.
- There are termly prize draws for students with attendance of 95% and above.
- There is a termly pizza lunch for the Tutor Group in each year with the highest percentage attendance.
- Gift vouchers are awarded to students on Fast Track who reach their targets set by Educational Welfare.

PRESENTATION AFTERNOON

MONDAY, _____ JULY 20_____

MERIT PRIZES - a prize will be awarded to any pupil gaining ____ or more Silver merit labels

	First Name	Surname
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

ATTENDANCE/PUNCTUALITY PRIZES - a prize will be awarded to any pupil with full attendance AND punctuality up to Friday, _____ 20 ____

	First Name	Surname
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

CERTIFICATES - up to three certificates may be awarded in each form (please state the reason for which the certificate is to be awarded e.g. service, effort etc.):

	FIRST NAME	SURNAME	REASON
1			
2			
3			

FORM TUTOR

Please return this form to _____ by 3.30 p.m. on _____ 20 ____

CATOR PARK'S CLASSROOM BEHAVIOUR PLAN

This plan has been agreed by staff and pupils at Cator Park School. It will be applied fairly and consistently by all staff to all pupils so that everyone can learn in an atmosphere of mutual respect.

RULES – we agree:

- To follow the teacher's instructions
- To remain seated unless we are allowed to move around
- To put any equipment which is not needed in our bags, off the table
- To talk only when allowed by the teacher
- To keep hands, feet and objects to ourselves
- Not to tease or name call or make negative comments about others
- Not to borrow other people's property without permission

We value effort and achievement

REWARDS – teachers will

- Give individual praise and recognition
- Issue faculty stamps and/or stickers
- Issue merits
- Contact parents
- Ask pupils to see their HoD/HoY/HoF/a senior teacher/Governors
- Issue certificates
- Consider special privileges for pupils/classes who are consistently well behaved.

Our behaviour is our choice

CONSEQUENCES – if we do not keep to the rules we will

- Be given a warning C1 with a reminder of the rule being broken
- Be given a final warning C2 with a reminder of the rule being broken
- Be moved to another seat to sit away from others or near to the teacher
- Be given a CME 10 minute detention with the class teacher
- Be given a detention CFAC of no more than 30 minutes with the Head of Faculty with a phone call home
- C3 detention if poor behaviour persists
- C4 period of time in isolation
- C5 out of school fixed term exclusion

We accept that if we stop others from learning by being severely or repeatedly disruptive we face more serious consequences e.g. referral, report, being seen by the Hof, HoY, a senior teacher and/or a governor and our parents will be contacted.

Dear

I am very pleased to say that your daughter has achieved a Gold merit label. This means that she has been awarded ten Silver merit labels.

She should be congratulated on this.

Yours sincerely,

Year Leader

Dear

I am very pleased to say that your daughter has achieved a Silver merit label. This means that she has been awarded ten Bronze merit labels.

She should be congratulated on this.

Yours sincerely,

Year Leader