

Behaviour, Rewards and Sanctions Policy

REWARDS POLICY

At the heart of the girls' education and formation at Marymount is relationship and community, as informed by the values instilled by the RSHM. As a school that values the gifts and potential of each individual, students are known and supported. As a school rooted in its Catholic faith, students are encouraged to consider and reflect on their behaviour and encouraged to live a life that is fulfilled and principled. At Marymount, praise and the encouragement of students far outweighs the use of sanctions. Rewarding students promotes and incentivises them to make positive choices and in doing so, creates a positive environment that is effective for personal growth, and teaching and learning. The School seeks to partner with parents so that, in working together, students are fully supported. Parents and Guardians who accept a place for their daughter at Marymount London undertake to uphold the School's policies. They will support the School's values in matters such as attendance and punctuality, behaviour, uniform/dress and appearance, standards of academic work, extra-curricular activities and homework/private study.

MERITS AND CREDITS

The iSAMs module – Reward & Conduct – will be used to acknowledge positive student choices through the awarding of merits (Middle School) and credits (High School). These can be given for the following:

<i>Middle School</i>	<i>High School</i>
- Uniform Merit	- Uniform Credit
- Behaviour Merit	- Behaviour Credit
- Academic Merit	- Academic Credit
- Service Merit	- Service Credit

The following system is used to acknowledge students for making positive choices:

Level 1: The use of the Reward & Conduct module in iSAMs to acknowledge students for making good choices.

Level 2: Should a student receive 10 or more merits in a half-term period, they will be presented with a certificate at Assembly / Homeroom to recognise their good effort. A letter will also be sent to parents by the Head of Year to inform them of their daughter's achievement.

Level 3: Should a student receive over 20 or more merits in a half-term period, they will be presented with a voucher during Assembly. A letter will also be sent to parents by the Head of Year to inform them of their daughter's achievement.

For those Advisor groups with the least infringements over the course of a half-term, a reward of a free dress day will be issued.

It is the responsibility of the Heads of Year and the Senior Leadership Team to monitor the frequency and effectiveness of the reward system.

Merits and credits are turned into House points which enable House teams to compete for the House Cup at the end of the year. The Faculty and Staff also vote for the Grade that has shown unity, integrity and has positively contributed to the school community. The Grade with the most votes is awarded the Spirit Cup.

USE OF PRAISE

At Marymount, praise is not used indiscriminately but as a teaching strategy purposefully designed to enable students to recognise facilitative approaches to learning, to link these to their successes, and to build upon them in order to improve future learning and performance. The aim of praise is always to increase students' capacity and inclination to take ownership of their own learning, whether that be academic, social, or social-emotional. Therefore, when praising students, teachers seek evidence of positive effort, strategy use, and application of ATL skills and help students recognise and articulate how these support learning and achievement and enable them to thrive in school.

REWARDS IN BOARDING

In Boarding, students are awarded Bonuses through the iSAMs module to acknowledge students for making good choices. Bonuses can be granted for helpful behaviour, participation in Boarding events and acts of kindness towards others.

Should a student collect a number of Bonuses, they may be traded for certain Boarding privileges. For example, 5 Bonuses allows a student to study in their room as opposed to Study Hall. 10 Bonuses allows a student to order take-away food to be delivered any night of the week (the student must pay for the food).

SANCTIONS POLICY

Although rewards are central to the encouragement of good behaviour, there is a need to recognise and address when students make poor choices and decisions that are not in sympathy with the rules, ethos and mission of the School. In living in community and relationship with each other, there is a duty and responsibility for the School to recognise and use formal disciplinary procedures for serious offences where necessary. Standards of conduct and behaviour are outlined in Appendix A. Before giving any sanction, the staff member should consider the perspective of the student and adopt a contextual approach by considering the student's challenges and circumstances at the given time. Particular regard should be given to students who may have special educational needs and/or disabilities and reasonable adjustments should be made. In cases of serious misconduct, the DSL will be consulted to see if there are any child protection issues that should also be considered. Students should always be dealt with in a caring, supportive and fair manner. Sanctions are most useful when seen by all as a deterrent. When used they must be applied fairly and consistently, and appropriately to the seriousness of the offence.

In setting out the following, the need for flexibility and common sense is emphasised. The intention is to provide clarity in empowering members of staff to deal with situations themselves or know how and when to pass it on to a higher authority. It should be noted, however, that the teacher is responsible in the first instance for dealing with students when they make poor choices.

INFORMAL SANCTIONS

Informal sanctions are often as effective as any formal sanction and should be the first recourse of any member of staff.

The teacher is responsible in the first instance for dealing with minor poor decision making by students. An informal sanction should be applied when a student makes a poor decision for the first time, or when the behaviour / decision exhibited is not in keeping with the 'normal' behaviour of the student, such as one-off / first instance of: forgetting textbook, calling out in class, watching non-work related video in class.

A discussion between the teacher and student must take place when an informal sanction is applied, so as to better understand the context of students' decision-making process and if there are any wider issues at play. In this discussion it should be made clear why an informal sanction has been applied and what changes are required

to ensure an infringement isn't issued in the future. It is important in the discussion that students acknowledge that they are responsible for their own conduct and choices.

Informal sanctions include:

- Verbal reprimand and reminder of expected conduct
- Moving a student in the classroom (this may occur before a discussion between the teacher and student has taken place)
- Written reflection
- Loss of privileges, such as reduced free time at Break or Lunch (to be supervised by the teacher)

When an informal sanction is issued it must also be noted through the iSAMs module with an outline of the incident, this will alert the Advisor if a wider picture of repeated behaviour is being established.

FORMAL SANCTIONS

Formal sanctions are applied when a student repeatedly makes poor choices, through the issuing of infringements. These can be given for the following:

- Behaviour infringement, i.e. speaking rudely to a peer, disrupting class, misuse of technology
- Uniform infringement, i.e. skirt is too short
- Academic – late work infringement, plagiarism
- Academic – standards not met infringement, i.e. iPad not charged and no charger in School
- Punctuality infringement

The iSAMs module Reward & Conduct will be used to log infringements.

A discussion with the student must take place before an infringement is issued, and an infringement cannot be given to a student for a first offence. When the infringement on iSAMs is issued, the teacher must give an outline of the incident and give context to the conversation that took place with the student.

Note: infringements may be removed from the iSAMs module at the discretion of the Pastoral Team, i.e. student is given two uniform infringements for the same offence on the same day by two different staff members.

The Reward & Conduct module on iSAMs will be monitored by Heads of Year and the following scale of sanctions will be implemented for students with repeated infringements – please note that the need for flexibility and common sense is emphasised. The intention is to provide clarity in empowering members of staff to deal with situations themselves or know how and when, to pass it on.

Formal Sanctions following informal intervention:

Heads of Year are responsible for monitoring student infringements. Academic infringements will be forwarded to the appropriate Department Chair to implement the sanction.

Level 1: If a student receives any three infringements in a half-term period, they will receive a detention. Parents will be informed in advance of their daughter's after school detention.

Level 2: If a pattern of behaviour persists over the course of the term leading to three or more detentions, the Head of Year or Chair of Department will arrange a meeting with the student and her parents/guardian in order to implement a Pastoral Support Plan.

Level 3: If behaviour persists beyond Level 2, a meeting will be held with the student and her parents with a member of SLT.

Further disciplinary actions will take place as needed, and include but are not limited to: implementation of pastoral support plans, and/or temporary or permanent exclusion. It may be necessary for a student to be sanctioned at Level 3 if the infringement is appropriate.

FORMAL SANCTIONS IN BOARDING

Formal sanctions in Boarding are applied when a student repeatedly makes poor choices, and does not take seriously the rights and responsibilities that come with being part of the Boarding community.

These can be given for the following:

- Behaviour infringement, i.e. speaking rudely to a peer or Houseparent, misuse of technology.
- Punctuality infringement, i.e. late to meals, late return to campus.

White Slips are issued through iSAMs to log repeated poor decision-making. A discussion with the student must take place before a White Slip is issued, and an infringement cannot be given to a student for a first or second offence. When the infringement on iSAMs is issued, an outline of the incident and context to the conversation that took place with the student must be given.

When a student has received three White Slips, they will be asked to reflect on their choices to date in a written piece of work – a copy of which will be stored on the iSAMs module. The student will also be asked to complete an appropriate act of service (of their choice), for example: a student repeatedly late to meals may decide to assist Houseparents at meal registration for 3 mornings in a row. Depending on the nature of the White Slips, a detention may also be imposed.

Behaviour that continues to show a lack of respect for the rights and responsibilities of being a part of the Boarding community will result in an interview with the Head and Deputy Head of Boarding, and if necessary, the Headmistress. Parents will be notified in such instances by letter.

Gating (when a Boarder is confined to campus) is possible when behaviour and decision-making is deemed to show a lack of awareness for safety. For example; repeated lateness in returning to campus or leaving campus without all the required permissions. Parents will be notified in such instances by letter.

SERIOUS MISCONDUCT

Serious misconduct will result in an automatic interview with a member of the SLT, and parents. Serious misconduct includes:

- Unexplained absence from class
- Bullying and cyberbullying
- Peer on Peer abuse
- Smoking or drinking on or about campus
- Damage to property
- Theft
- Truancy
- Cheating of any kind
- Repeated acts of plagiarism
- Actions which bring the School into disrepute, on or off school premises or online
- Malicious accusations against staff

Everyone has a right to feel secure and to be treated with respect, particularly the vulnerable. Harassment and bullying will not be tolerated. Our Anti-Bullying policy is set out in the Student/Parent Handbook and appears on the website. The School is strongly committed to promoting equal opportunities for all, regardless of race, gender, gender orientation or physical disability.

Under the School Standards and Framework Act 1998 corporal punishment is prohibited in independent and maintained schools. The prohibition includes the administration of corporal punishment to a student during any activity, whether or not within the school premises. The prohibition applies to all members of staff, including all those acting in loco parentis. (Please see ‘Policy on Use of Reasonable Force’).

INCIDENT INVESTIGATION / FACT FINDING

In the process of determining the violation in a specific instance, it may be necessary for a School Senior Manager to search a student’s belongings.

Searching Students

Informed consent: School staff may search a student or her possessions or accommodation with their consent for any item. If a member of staff suspects that a student has a banned item in her possession, they can instruct the student to turn out her pockets or bag. If the student refuses, sanctions will be applied in accordance with this policy.

Searches without consent: In relation to prohibited items, the Head, and staff authorised by the Head, may search a student or a student’s possessions, without their consent, where they have reasonable grounds for suspecting that a student has a prohibited item in their possession. Such action will be taken in accordance with the DfE guidance Searching Screening and Confiscation (February 2014).

EXCLUSION PROCEDURES

In the event of a student’s behaviour having a serious impact on others in the community or on the integrity of the ethos of the School, the Headmistress may decide to temporarily or permanently exclude a student from the School. A student will not be temporarily or permanently excluded without grave cause.

The circumstances which may lead to exclusion include:

- Supply/possession/use of certain drugs and solvents or their paraphernalia or substances intended to resemble them, and alcohol and tobacco.
- Theft, blackmail, physical violence, intimidation, racism and persistent bullying.
- Offences of a sexual nature; supply and possession of pornography, sexual harassment or abuse.
- Vandalism and computer hacking.
- Persistent attitudes or behaviour which are inconsistent with the School’s ethos.
- Truancy and leaving school premises without permission.
- Other serious misconduct towards a member of the school community or which brings the School into disrepute (single or repeated episodes) on or off School premises.

A complaint which could lead to a student being excluded or required to leave the School permanently will be investigated thoroughly and fairly by members of the Pastoral Life Team. It may also be necessary in the event of an investigation into serious allegations to ask a student not to attend School.

If temporary or permanent exclusion is warranted, a conference is scheduled with the parents, student and administration as soon as possible. This conference usually takes place before the end of the day. However, at the discretion of the Headmistress and the Deputy Heads, this conference may be held at another time. In all cases, the parents are informed of the temporary exclusion prior to the student’s departure from the School. A student who is temporarily excluded from school for a violation of school regulations is placed on disciplinary probation for the remainder of the school year and is required to complete some kind of agreed rehabilitation, such as counselling and/or community service. A student on disciplinary probation may be permanently excluded for additional violations of school regulations.

In certain circumstances, it may be decided that a temporary exclusion should be served at the School itself. If appropriate, a boarding student may be temporarily or permanently excluded from boarding but continue to attend lessons as a day student.

Following an investigation and meeting with the student, the Headmistress may decide to permanently exclude a student. During the review procedures, the student will have an opportunity for the assistance of her parents and/or a teacher to state her side of the case and she will also have a right to ask for the decision to be reviewed by a panel of the Governors.

RECORD KEEPING

Records of disciplinary actions are kept in Student Files in the School Office.

RELATED POLICIES:

Acceptable use Policy

Drugs Policy

Academic Honesty Policy

Policy on Use of Reasonable Force

Anti-Bullying Policy

Safeguarding Policy

Attendance and Punctuality Procedures

Missing Persons Procedures

ADDENDUM TO THE BEHAVIOUR, REWARDS AND SANCTIONS POLICY

CONTEXT

From 20th March 2020 parents were asked to keep their children at home, wherever possible, and for schools to remain open only for those children of workers critical to the COVID-19 response – who absolutely need to attend.

Given the international nature of Marymount, many of our students departed for home overseas, and the School was fully closed from 18th March 2020. The School has continued to provide a holistic education to students through the use of Microsoft Teams. This strategy may also be utilised if there is a need for the School to close in the future due to confirmed cases of COVID-19 or students are unable to attend school.

BEHAVIOUR

The nature of distance learning means that certain behaviour may be difficult to monitor given students are not in the classroom. However, alongside the Behaviour, Rewards and Sanctions Policy, this addendum has been created to ensure that good effort and academic excellence continues to be celebrated during this time and also that students who are not working or behaving according to school expectations are approached with care and any wider pastoral issues are considered.

Issues that may arise when students are distance learning include but are not limited to:

- Lack of engagement in class
- Refusal to put on cameras during classes
- Non-attendance to online classes
- Late submission of work
- No work submitted
- Inappropriate behaviour

Stage 1:

Faculty should report merits, credits and sanctions on the ISAMS module to alert Advisors to the relevant issue or to reward a student for academic progress or good effort.

Stage 2:

If there has been an issue with a student's learning, the Advisor should speak to the student and find out if there is a reason for the issue and advise them on how to improve their conduct.

Stage 3:

If the issue recurs (up to two times), the Advisor should find out if this student is also having any issues in other subjects. The Advisor should then discuss this issue with the student and see if they require further support (e.g. LRC, HOY involvement, help with study skills, counselling, to speak with the DSL). The Advisor should notify their HOY of the support that has been implemented.

Stage 4:

If the problem persists once appropriate support has been put in place, the HOY will speak to the student to investigate further. The HOY will then call the student's parents to inform them of the issue, any additional support put in place and the School's expectations moving forward. The HOY will keep the Deputy Head Pastoral (DSL) informed during this stage.

Stage 5:

If the student continues to behave in a manner that is contrary to the expectations of the School, the Deputy Head Pastoral (DSL) will meet with the student and write to the student's parents to inform them of this behaviour and this will be put on the student's file.

The Deputy Head Academic will be kept informed of behaviour that impacts a student's learning and will decide if further consequences need to be explained or implemented (e.g. if a student were to fail to achieve the appropriate credits in order to complete the year, they may be asked to repeat the year; or if subject choices for the following year need to be changed due to lack of effort or proved ability; if there are ramifications for predicted grades or completion of courses for university applications etc.)

RETURN TO SCHOOL

On return to school, students will need to adhere to all health and safety measures that have been put in place to mitigate the risks presented by the COVID-19 virus during the school day and in boarding. It is important that students take these measures seriously to help protect all members of the community.

Examples of behaviour that would contravene school health and safety practices include but are not limited to:

- Failure to wash or sanitise hands between classes
- Failure to observe social distancing rules
- Refusal to notify a member of staff if a student feels symptomatic
- Behaviour that is contrary to the advice as set out by the Department for Education or Public Health England and communicated by the School

Should students fail to observe the measures put in place, the following will take place:

Stage 1:

Faculty should report merits, credits and sanctions on the ISAMS module to alert Advisors / Houseparents to the relevant issue or to reward a student for academic progress or good effort. The student will be spoken to by the Advisor or Houseparent in the first instance.

Stage 2

Failure to observe the measures put in place, or should the severity of a single action deem it necessary, the Head of Year or Deputy Head of Boarding will discuss the incident with the student and parents will be notified.

Stage 3

Should the behaviour persist, the Deputy Head Pastoral (DSL) / Head of Boarding will discuss the behaviour with the student and their parents and a record will be placed on the student's file.

Further disciplinary actions will take place as needed, and include but are not limited to: implementation of pastoral support plans, and/or temporary or permanent exclusion.

APPENDIX A

STANDARDS OF CONDUCT - SCHOOL RULES AND EXPECTATIONS

A healthy school community uses guidelines and structures to provide an atmosphere of order and harmony. All constituents are, therefore, expected to abide by the regulations of Marymount London and to take responsibility for conducting themselves appropriately. These expectations include but are not limited to the following requirements:

1. Respect for oneself and for one another should govern all relationships within the School community. Disrespectful behaviour or language is not tolerated.
2. The School reserves the right to permanently exclude, at any time, a student who has proven to be an unsatisfactory member of the School community. If, in the School's judgement, a student's conduct in or out of school indicates that she is consistently out of sympathy with the mission, ideals, objectives and programme of the School, the student may be asked to withdraw.
3. Bullying in any form is completely unacceptable and will result in disciplinary action being taken possibly leading to temporary and/or permanent exclusion from the School. See 'Anti-Bullying Policy.'
4. The use, possession or distribution of alcohol or illegal drugs on School property or at any School-sponsored activity is strictly prohibited and may result in immediate temporary or permanent exclusion. See 'Marymount Drugs Policy' for more detail.
5. Cigarettes and/or electronic cigarettes (e-cigarettes/vaping) are not allowed on campus. Students are not permitted to smoke in the School building, or on School grounds, in the neighbourhood of the School, on School trips or while wearing the School uniform. Smoking is a serious hazard to the health of the students and to the safety of the School community. Disregard for this regulation may result in immediate temporary exclusion and possible permanent exclusion.
6. Academic success and achievement begin with regular and prompt attendance. Frequent lateness is extremely detrimental to a student's education and will result in informal or formal sanctions being imposed. If a student's attendance is to fall below 90%, a letter will be sent home to the student's parents. If there is continued unauthorised absence which is a cause for concern, the School is obliged to refer the matter to the Education Welfare Officer at the Local Education Authority.
7. Students are not permitted to leave the campus during the school day without the express permission of the Deputy Head or Headmistress. Requests for permission to leave campus must be sent by a parent/guardian and approved by the Deputy Head. Students found contravening this rule will face disciplinary action and possible temporary exclusion.
8. Truancy is never permitted. A student is truant if she misses school without her parents' knowledge or if she misses a class without excuse. Truancy results in immediate parent/guardian conference with appropriate disciplinary action, such as temporary exclusion.
9. Boarding students are not permitted to leave campus without the completion of the parental permission form and permission from a member of the Boarding team. Students must comply with the rules for leaving campus as stated in the Boarding Student Handbook. Students contravening this rule will face disciplinary action and possible temporary or permanent exclusion.

10. Students are expected to conduct themselves properly in school, at school-sponsored events and school-related events and within the larger community. The School reserves the right to take disciplinary action in response to conduct outside the School that is inconsistent with the School's values and standards of behaviour.
11. Students are expected to respect the property of others. Students who steal, deface or destroy the property of another may be temporarily or permanently excluded.
12. Students are expected to respect school property and to leave each place they use (classrooms, library, student lounge, auditorium, dining room and school grounds) clean and ready for use by others. Vandalism of any kind is not tolerated. On a bus or other means of public transportation, in local shops or on school field trips, students are expected to behave in an appropriate manner and abide by school rules.
13. At no time are students to congregate in restricted areas or areas that are deemed out of bounds. Contravention of this rule will always lead to disciplinary action and may lead to temporary or permanent exclusion. (A list of restricted areas are given in the Student/Parent Handbook).
14. The School grounds are maintained for the pleasure of all members of the community and should be respected at all times. Students should not sunbathe on the lawns during the working day (until 6.00pm). Students are required to be sensitive to the environment and observe all notices regarding access to and use of specific areas of the campus. All litter should be placed in the litter bins provided.
15. Electronic devices, including but not limited to mobile phones, iPads and laptops, may not be used during the school day unless permission has been given by a member of staff. Students in Grades 9 -12 may use their mobile phones during break time and scheduled lunch time only. However, the use of technology is not permitted in the Dining Hall and the use of mobile phones is not permitted in the Library. See more information listed below under 'Acceptable Use Policy'.
16. Students should not bring valuables or items of sentimental value to school. Students are responsible for all of their personal items and are expected to care for their belongings at all times. All books and belongings must be clearly labelled with the student's name. Students should keep their books and personal possessions with them or in their lockers and bring to school only the amount of money needed for specific school activities, food and transportation. Students must not leave any of their belongings lying around the school campus. Should a student need to bring additional money for an after-school event, she should give it to the Business Office for safe-keeping.
17. Plagiarism and cheating is never permitted. See policy on 'Academic Honesty.'
18. Gum-chewing is not permitted in school buildings or grounds at any time.

RECORD KEEPING

Records of disciplinary actions are kept in student files in the School Office.

Approved: May 2020
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