

REWARDS AND SANCTIONS POLICY

A weekly report of positive and negative behaviour is prepared by the Deputy Head's secretary and issued to Prefects, Year Heads and members of the Senior Leadership Team.

Rewards

Girls at QM should be given opportunities to succeed and their success should be celebrated. Verbal praise and the display or publication of good work via the intranet or web site are all ways of noting achievements and thus increasing girls' self-esteem. A simple thank you for good behaviour is always valued.

For excellent work in any subject or for other reasons e.g. contribution to boarding, extra-curricular activities etc, a Headmaster's Commendation may be awarded. This is worth three House points. Headmaster's commendation cards are kept in the Staff Quiet Room. Fill one in and hand it to the girl. She then gives it to the Headmaster, who signs it and presents it to her in Assembly on the following Friday. Headmaster's Commendations are given to girls of all ages.

For good work of a more 'everyday' nature, one or two House points may be awarded.

Commendations and House points must be recorded on the girls' record via CMIS.

Girls keep records of house points in their planners. For Year I and II when 10 house points have been recorded (in a single term) the form tutor issues a Headmaster's Commendation. For Years III and upwards the Headmaster's Commendation is awarded for a total of 5 house points (in a single term).

Sanctions

High standards are expected of QM girls and they generally meet expectation. Most girls respond positively to a simple, short rebuke. In disciplining girls it is important to avoid humiliation and sarcasm. It is equally important to express disapproval of behaviour not of an individual. The first and obvious reprimand is a verbal warning.

If this proves ineffective, an Order Mark should be issued. The girl should be informed that she has been given an Order Mark, and then the Order Mark should be entered on to the girl's record via CMIS.

If girls have committed a more serious offence (e.g. chewing gum, being in dormitories/dining room during Chapel, Assembly or Prep, rudeness (comments or behaviour) in class or around school generally) a Return should be issued. The girl should be informed and the Return entered on to the girl's record via CMIS.

'Return' is usually a detention which takes place under the supervision of the Deputy Head, the appropriate Year Head or Housemistress. Three house points are deducted for a Return. During the Return, girls are set work, a Conduct Paper or they help with a general task.

Serious misbehaviour might include:

Any girl who attracts two Returns in one week or several within one term may be placed on Report. She is issued with a sheet by her Year Head and must present this to her teacher at the beginning of each period. The teacher will initial the appropriate slot at the end of the lesson and, if necessary, append a comment (e.g. 'exemplary behaviour' or 'late again', etc.) A Report can also be issued to a girl who has managed to avoid Returns but whose general behaviour or demeanour is less than satisfactory. A Housemistress may also put a girl on Report out of school hours if the misdemeanour has occurred outside lessons. A Report should only be issued after consultation with the Deputy Head.

For Years II -V dorm visiting is penalised as follows:-

1. A warning.
2. A Return for the girl out of her own dormitory and an Order Mark for the girl who has been visited.
3. The sanction to be extra duties (e.g. Laundry Duty or Common Room clearing) of a nature to repay the Year Group for anti-social behaviour and act as a deterrent.

Serious misdemeanours may be referred to the School Council for investigation and comment. The decision to summon a School Council will be made by either the Headmaster or Deputy Head.

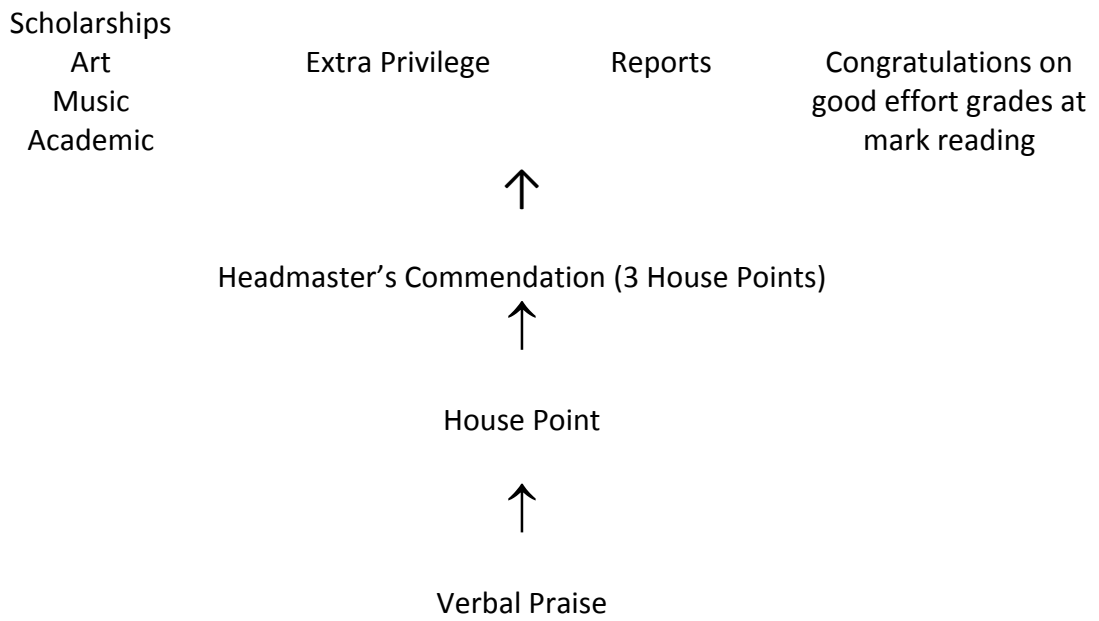
In the Autumn Term girls in Year I are not put on Return. Any disciplinary issues should be discussed with the Year Head.

See also:

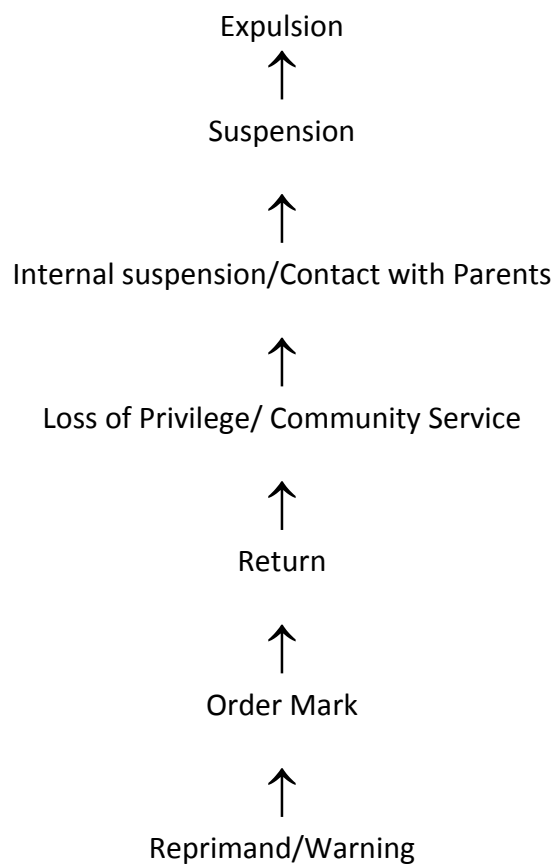
Staff Code of conduct

Physical Restraint Policy

Rewards Tree



Discipline Tree



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