



Secondary Rewards and Sanctions Policy

Oryx International School's Rewards and Sanction Policy exists in conjunction with the Behaviour Policy and in line with the school's Code of Conduct. The over-arching principle for the creation and application of this policy is the establishment and consistency for the school as a community of Students, staff and parents in regard to how rewards and sanctions can, and should, be used to positively reinforce desired behaviours and to negatively reinforce inappropriate behaviour. Establishing the right environment must be a whole-school priority at all times but especially in the first weeks of the new school year. We operate a positive discipline policy throughout the Secondary department to ensure that discipline is upheld in every classroom and that all children have a calm environment in which to learn and in which teachers are able to teach.

Aims:

- To celebrate Students' successes at every opportunity.
- To ensure the whole school behaviour policy is supported and followed by Students, parents and teachers based on a sense of community and shared values.
- By applying positive policies in which teaching and learning can take place in a safe and happy environment.
- Maintain an atmosphere conducive to learning.
- To promote responsible behaviour, encourage self-discipline and respect for themselves, for others and for property.
- To encourage good behaviour by providing a range of rewards and publicising those rewards.
- To publicise sanctions that may be imposed on Students not adhering to school rules and procedures.

We have high expectations of the entire community at OIS. We are valued and should value others. This means that every member of the school community will follow a **code of conduct**. Therefore everyone student must:

Be Respectful

- in speech and conduct
- by showing respect for others
- by being attentive
- by speaking when it is your turn to do so
- by respecting school equipment and that of your classmates
- by speaking in the language of the class

Be Prepared

- by wearing the school uniform correctly
- by being on time
- by being organised
- by having all the correct equipment
- by being ready to work

Be Hard-Working

- by following instructions
- by starting work quickly
- by being focussed on the learning activity
- by completing homework

Be Responsible

- by taking pride in your work
- by caring for your surroundings
- by moving around the school calmly
- by observing all safety practices
- by using all equipment carefully

Certain forms of behaviour will not be tolerated under any circumstances:

BULLYING AND UNKIND TEASING, CYBERBULLYING*, FIGHTING, STEALING, VANDALISM, INSOLENT TO STAFF, MISBEHAVING ON SCHOOL TRANSPORT

Reporting other incidents

Students have a responsibility to report incidents of bullying, stealing and vandalism to a member of staff. Students follow the code of conduct by stressing the damage that can occur if they are found to be covering up for others. Honesty is promoted as the best solution to any wrongdoing.

Rewards

Without exception, success is to be celebrated at all levels and teachers should use verbal praise as much as possible, wherever and whenever it is appropriate.

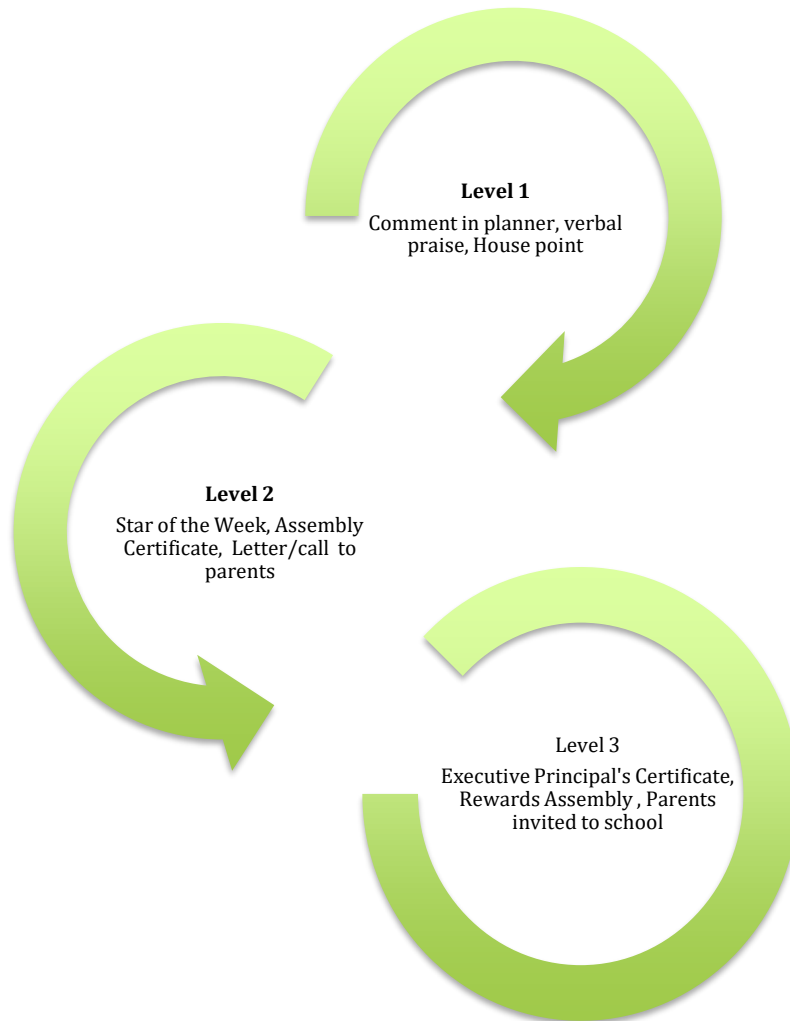
Rewards should be given to students for good work, good behaviour and good citizenship. On iSAMS, "Positive Comments" and "Commendations" should be entered and form tutors and Year Leaders are encouraged to communicate positives home to parents as frequently as possible.

House Points, Certificates and Prizes

- In Years 7-10 full use of the house point system should be made by teachers – completing the appropriate pages in the Student planners. Positive comments on the iSAMS system also contribute to a pupil's house point total.
- Form Tutors and the Assistant Head of Secondary monitor merit levels and award certificates for 25, 50, 100 and 250 House Points.

- In Years 7-10, Executive Principal Commendation Certificates will be awarded at the end of each term in Assembly to students who have demonstrated excellence in terms of effort, academic progress, citizenship, sports or school service.

Rewards



NB: All exceptional rewards involving personal bests, outstanding performance at local or international level, sustained and significant contributions to school will result in the Oryx Exceptional Student Award from the Executive Principal. This will be awarded at the end of year celebration.

Students' work should be regularly exhibited around the school and also brought to the Executive Principal for congratulations. Successes should be included in the weekly newsletter and ultimately the yearbook.

Code of Conduct Guidelines for Staff

Staff are also expected to follow the code of conduct which supports the rewards and sanctions (see flow charts).

During Registration

- Students should be in correct uniform. If not, the form tutor should make a note in their Student planner.
- Students should be on time. All lateness should be noted both in the pupil's planner and on iSAMS- There are standard letters tutors and year leaders can send home regarding lateness
- Students should have their Homework Diary. If not they should be given a day planner.
Repeated problems with the above should be referred to the Assistant Head of Secondary

During Class Time

- Students failing to follow the code of conduct should be warned in the first instance (this could be emphasised by putting their name or initials on the board).
- Failing to adhere to the code of conduct on three occasions may result in a lunch or break time 'teacher talk' or catch up session.
- It may be appropriate for certain incidents to be carried over from lesson to lesson. This may apply for missing homework (not handing in homework on 3 occasions may result in a teacher talk and/or catch up session) or lateness to class.
- Subject Teachers and Tutors can use the Student planner to communicate concerns or praise via the Student planner. If a comment is written in the Student planner it must be recorded in the iSAMS system. These comments should be monitored by the tutor. Three comments may require a follow-up action from the Assistant Head of Secondary who will apply appropriate sanctions. A Student will only receive a detention from the Assistant Head of Secondary. This should be communicated home as soon as possible. When a Student has received 3 detentions, the Assistant Head of Secondary may decide to administer an after school detention. Persistent offenders may attend a detention after school only from the Executive Principal.
- If a Student is disrupting a lesson they may be removed to work in another classroom, preferably with the subject leader, or in exceptional cases, referred to the Assistant Head of Secondary

Around the School

- If a Student is misbehaving outside class time, the duty member of staff should either administer a sanction, or report the matter to the Assistant Head of Secondary

Use of iSAMS

- Form tutors and Assistant Head of Secondary will record all incidents and detentions on iSAMS as appropriate

Sanctions

The intention of all sanctions is to correct unacceptable behaviour, they are not punitive measures: we do not 'punish' children in our care.

The range of sanctions are not exclusive to the individual levels, and the levels themselves are not necessarily incremental. Each case will be determined upon its own circumstances when deciding the level of sanction.

Students failing to adhere to the school's code of conduct means they can expect to receive some the following sanctions; the sanctions are not exhaustive and other appropriate measures may be taken with agreement from the Vice Principals or Executive Principal.

LEVEL 1 : Verbal warning, lunchtime correction meeting, note in planner
LEVEL 2 : Call parents , meeting with Year Head / SLT, internal or external suspension
LEVEL 3: Parent interview with SLT, external suspension

LEVELS 2 and 3 might also result in student loss of privileges (eg attending clubs, trips, bus use, etc...)

Any infringements more serious than Level 3, or a repeated level 3 infringement will result in a review meeting with the Executive Principal and parents. The School Board and/or the MoEHE will be informed and this may result in a student being suspended for a lengthy time or removed from the school.

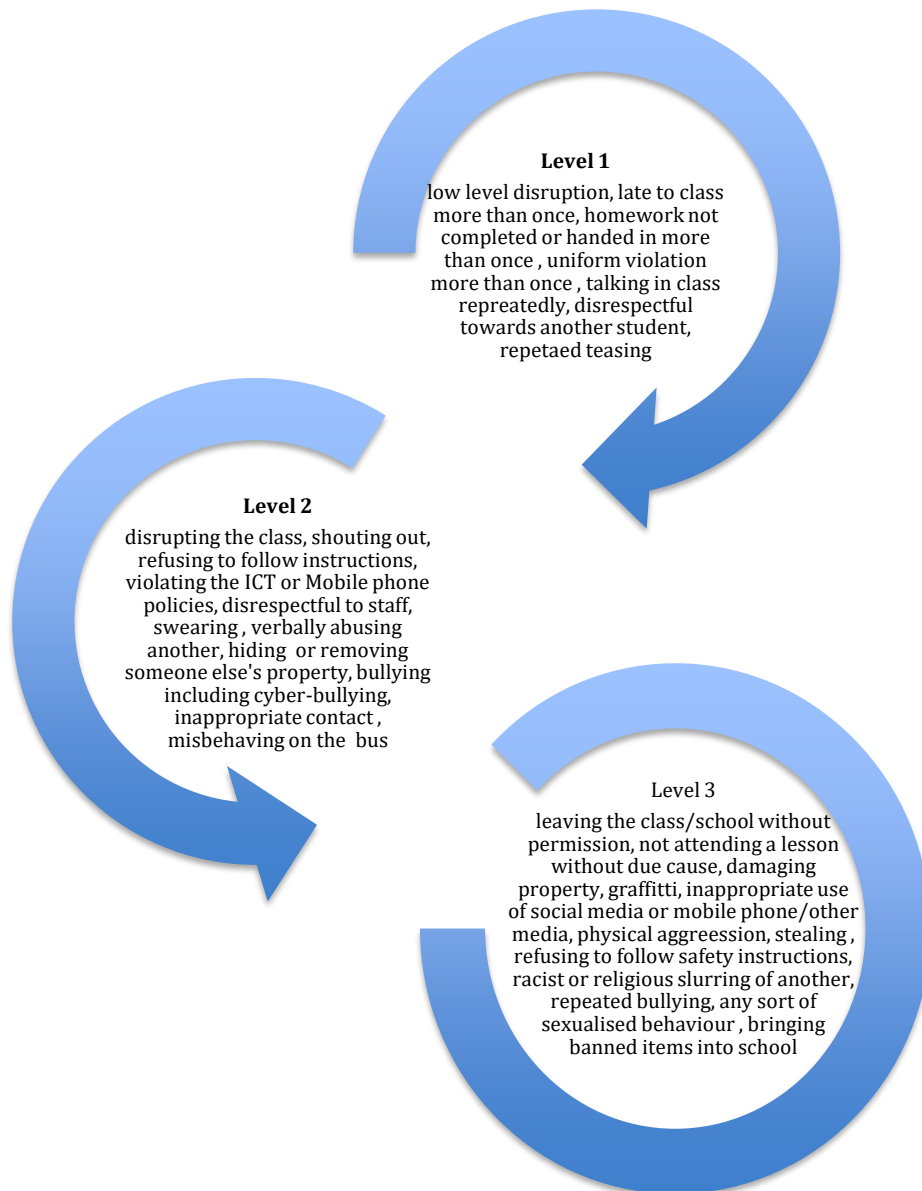
During any period of external suspension , the school will provide online learning via the CANVAS platform. Students will be expected to attend to all work set during the normal school hours and meet deadlines from teachers. Any suspension lasting **more than 5 school days** will be supported by a named member of staff having regular contact via TEAMS / ZOOM with the student to assist with schoolwork. Students will be granted access to the school for the purpose of sitting external or end of term MoEHE Examinations during the time of the exam only. and must not remain on school premises beyond that time.

All instances of misbehaviour or application of sanctions must be reported in iSAMS. Any which constitute a Safeguarding concern must be reported on CPOMS.

* Whilst it is understandable that on occasion a student may 'lash out in anger' in reaction against another student, this must be treated with a LEVEL 3 sanction, no matter the provocation. A sustained and / or premeditated physical attack will be treated as 'more serious' than LEVEL 3 and will be dealt with by the Executive Principal.

In all cases of aggression involving a weapon of any sort, the police will be informed. Any incident involving the police may result in an extended period of suspension where necessary to consider any outcomes.

Any act of verbal or physical aggression against a member of staff will result in immediate suspension from school and a review meeting arranged to determine whether or not to re-admit the student in the future.



Review

This document will be reviewed on an annual basis by the Executive Principal

Drawn up by D Laidlaw	
Approved RHoS September 2018	Review : June 2021 Reviewed DL KH
Review : January 2023 DL GP (post COVID)	Next Review : August 2025

NOTE:

* Cyberbullying and any other form of misuse of social media, including during out of school hours, which is deemed to be harmful and/or detrimental to other students, staff or the good name of the school will be subject to the sanctions procedures as stated in this policy.

Similarly, any breach of school rules including the misuse of mobile phones in school or on a school trip will also be subject to these sanctions.

- Reference: Social Media Policy
 Mobile Phone Use Policy
 Student Code of Conduct
 MoEHE Code of Ethics (Students)

Revised April 2024

Derek Laidlaw , Executive Principal

