

REWARDS AND SANCTIONS POLICY

Motto

Find True Wisdom

Vision

To be a centre of excellence in provision and promotion of quality education

Mission

- To help children become confident, informed, purposeful and independent.
- To provide an enriching and stimulating environment within which the child becomes an active explorer.
- To provide a framework of discipline which empowers a child to develop self-discipline and a strong sense of self.
- To provide a cross-cultural environment in which the foundation of global peace may be laid.
- To awaken children's interest in all subjects and to encourage in them a love for learning.



In support of a holistic approach to the development of our pupils at Scholars, we seek to provide a structure for daily living within which behaviour is encouraged and supported. At Scholars we employ a consistent system of rewards which addresses the needs of individual students as well as those of the whole school community. We recognise and appreciate the achievements of students in all aspects of school life through school assemblies, appointments to positions of responsibility and the award of colours and prizes. We have a system of awards and commendations to recognise the achievements of our students in a wide range of academic and extra-curricular activities. These awards recognise the individual and the team nature of the students' excellence, but also the contribution they make to our community as a whole.

The School recognises the contributions that students make and they are rewarded accordingly. This will enhance the students' belonging to the school and the environment.

Good discipline is also an essential ingredient of any school. It is a prerequisite for a holistic approach to teaching and learning, and also upholds and facilitates the courtesy and respect which should characterise relationships among all students and staff. It is, therefore, important that the School, through its staff and students, particularly the Prefects, but also through the influence which boys and girls exercise on one another, should work at all times to uphold this discipline, including those periods when students have finished for the day.

In this way, with each taking due responsibility, the general pattern of life at Scholars should help to create good habits among all members of the community. When this is not of itself sufficient, especially in serious instances, effective action to curb and remedy indiscipline will be taken, with due consideration and compassion.

- 1 All offences, will result in sanctions being imposed in accordance with the * **MOE behavioural violations and their categories**. The context in which the offences have been committed will also be taken into account.
- 2 Low level sanctions may accumulate, thereby resulting in a higher level of sanction being imposed. When this is the case, only offences committed in the current term and three preceding terms will be considered. Any punishments over four terms old will effectively not be cumulative, but may be taken into account detailing with a serious breach of the school rules.

In addition, pupils must bear in mind that transgressions occurring outside of the normal bounds of school jurisdiction may result in disciplinary sanctions, if it is considered that they have brought, or may potentially bring, the School's name into disrepute.

The rewards and sanctions table that follow indicate how the different level of rewards may be achieved. Equally, there is a table summarising the level of sanction that will be imposed for certain indiscretions. However, this list is not exhaustive and merely a guideline for pupils, parents and staff. The discretion of the Principal is applied to all rewards and sanctions. He will consult with the Senior Management Team, Class Teacher and discipline in charge, before making a final decision.

* MOE Behavioural Violations and their categories

a. First level violations.

1. Coming late to the morning assembly or not participating therein.
2. Coming late to the class without acceptable justification.
3. Being absent without acceptable justification.
4. Not wearing the school uniform or sports dress.
5. Not bringing books and school tools or not taking care of them.
6. Entering and leaving the classroom, during the class, without permission.
7. Negligence or not doing the homework.
8. Student's non-compliance with the regulations of using the school facilities.
9. Taking the mobile phone or electronic devices (flash memory, laptops etc) into the school.
10. Any action similar to these violations.

b. Second level violations.

1. Writing on the school walls and furniture.
2. Absconding from the school during the school day.
3. Quarreling with, and threatening school mates verbally or physically.
4. Noncompliance with the advisory and disciplinary regulations applied in the school.
5. Talking inappropriately to the school mates or the school staff.
6. Noncompliance with the instructions or directions regulating the school work.
7. Noncompliance with the instructions for using the computers or technical aids in the school.
8. Counterfeiting the guardian's signature in the school correspondence upon submission to the school.
9. Any action similar to these violations.

c. Third level violations.

1. Engaging in what would violate the morals and general system in the school.
2. Possessing unnecessary sharp items, firearms, non-firearms or hazardous materials in the school.
3. Damaging or destroying school equipments or devices.
4. Damaging or destroying the belongings of school mates or school staff.
5. Damaging of or tampering with school buses.
6. Flagrant violation of the community traditions and values in clothing, appearance and behaviours.
7. Seizing the school's, the school staff's or school mates' belongings.
8. On campus smoking.
9. Possession of electronic or physical media materials that is unlicensed or non-compliant with the general system.
10. Any action similar to these violations.

d. Fourth level violations.

1. All kinds of threats to the school staff.
2. Engaging in actions contradictory to the morals, including sexual harassment.
3. Any actions similar to these violations.

e. Fifth level violations.

1. Defamation of political, religious or social symbols.
2. Promoting anything against ethical values, manners and general system.

3. Possessing, bringing, promoting or using drugs, anaesthetic drugs, and psychotropic drugs in the school.
4. Presence in the school under the effect of drugs, narcotic or psychotropic drugs.
5. Assaulting the school mates or the school staff.
6. Counterfeiting the official documents of the school.
7. Defaming religious or provoking what would cause sectarian or religious conflicts in the school.
8. Committing major actions contradictory to the morals such as sexual assault or having sex.
9. Committing acts of public indecency in the school.
10. Using firearms or non-firearms in the school.
11. Any actions similar to these violations.

Rewards

CREDIT

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| <ul style="list-style-type: none"> • Good homework / classwork • Good effort in class or homework • Good attitude • Helpfulness / good manners • Good contribution to citizenship project | <ul style="list-style-type: none"> • Showing respect to others • Good contribution or effort to other extra-curricular activity • Good performance in sports activity |
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KEY STAGE COMMENDATION (KSC)

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| <ul style="list-style-type: none"> • Accumulation of A+ Credits • Exceptional or consistently excellent homework • Exceptional or consistently excellent Class work • Exceptionally good attitude • Exceptional contribution to Citizenship project • Consistently helpful and polite • Consistently respectful of others | <ul style="list-style-type: none"> • Excellent contribution or effort to other extra-curricular activity • Excellent performance in House sports activity • Excellent behaviour which benefits the School Community • Top effort grades • Improvement in effort grades • Excellent contribution to the wider community • Excellent academic performance |
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PRINCIPAL'S COMMENDATION (PC)

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| <ul style="list-style-type: none"> • Accumulation of 10 A+ • Outstanding performance in internal or external exams • Outstanding extra-curricular performance or contribution • Outstanding contribution to citizenship project • House Colours (awarded for outstanding contribution to House activities) | <ul style="list-style-type: none"> • At the end of each reporting cycle at PC will be awarded for: <ol style="list-style-type: none"> 1. The highest academic achiever in each year 2. The most improved academic performer in each year 3. The highest application grade scores in each year |
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CHAIRMAN'S AWARD

<ul style="list-style-type: none">• <u>Accumulation of 4 PC's</u>	<ul style="list-style-type: none">• Regional or National representation in extra-curricular fields• Participation in CBSE Programmes/Activities
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SANCTIONS***

SNACK TIME DETENTION

<ul style="list-style-type: none">• No homework• No organiser or not signed• Lack of equipment• Unruly but not immediately dangerous behaviour• Chewing gum• Poor behaviour in class (shouting out, talking persistently)• Uniform infringements (following warning)• Lateness to class• Eating during class	<ul style="list-style-type: none">• Littering• Lack of respect towards prefects• Using gadgets inappropriately• Inappropriate use of ICT in class• Missed/late registration• Missed department detention• Inappropriate language• Lack of effort• Low level inappropriate behaviour/contact
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KEY STAGE DETENTION (KSD)

<ul style="list-style-type: none">• Accrual of 5 lunchtime Detentions	<ul style="list-style-type: none">• Off site without permission
<ul style="list-style-type: none">• Persistent lack of homework	<ul style="list-style-type: none">• Not signing out
<ul style="list-style-type: none">• Persistent lack of equipment	<ul style="list-style-type: none">• Sent out of class
<ul style="list-style-type: none">• Persistent poor behaviour in class	<ul style="list-style-type: none">• Dangerous and disrespectful behaviour (e.g. spitting)
<ul style="list-style-type: none">• Low level bullying	<ul style="list-style-type: none">• Missed lunchtime detention
<ul style="list-style-type: none">• Persistent uniform infringements	<ul style="list-style-type: none">• Not meeting academic expectations
<ul style="list-style-type: none">• Rudeness to staff	<ul style="list-style-type: none">• Generally poor behavior
<ul style="list-style-type: none">• Foul language in the presence of adults	<ul style="list-style-type: none">• Provocation
<ul style="list-style-type: none">• Persistent lack of respect towards prefects	<ul style="list-style-type: none">• Inappropriate behaviour/contact
<ul style="list-style-type: none">• Disobedience/Defiance	

FINAL DETENTION

<ul style="list-style-type: none">• Accrual of 3 Key Stage Detentions	<ul style="list-style-type: none">• Stealing
<ul style="list-style-type: none">• Swearing at an adult	<ul style="list-style-type: none">• Vandalism

<ul style="list-style-type: none"> • Persistent low level or severe bullying 	<ul style="list-style-type: none"> • Serious provocation
<ul style="list-style-type: none"> • Fighting or inciting to fight 	
<ul style="list-style-type: none"> • Seriously inappropriate use of ICT (pornography) 	
<ul style="list-style-type: none"> • Unauthorized absence from class 	

***PLEASE REFER TO THE MOE RULES TOO.

EXCLUSION

<ul style="list-style-type: none"> • Accrual of 3 Principal's Detentions (at the discretion of the Principal) 	<ul style="list-style-type: none"> • Fighting • Bullying
<ul style="list-style-type: none"> • Serious provoked or unprovoked assault 	
<ul style="list-style-type: none"> • Serious vandalism or damage to property 	
<ul style="list-style-type: none"> • Racial abuse 	
<ul style="list-style-type: none"> • Inappropriate sexual behaviour 	
<ul style="list-style-type: none"> • Stealing 	
<ul style="list-style-type: none"> • Seriously inappropriate use of ICT 	
<ul style="list-style-type: none"> • Irresponsible behaviour – leaving class without permission 	

Additional notes regarding Disciplinary Policy

Absences from School

- Wherever possible prior notification of absence from School should be given in writing by parents. Where this is not possible, written confirmation of the reason for absence should be brought on return to School.
- Absence from School remains unauthorized until a note is received.
- If pupils are late for registration they should report to the School Office immediately on arrival at the School. Consistent failure to do so will result in a letter being sent home, the pupil being placed on report and if no improvements is forthcoming, being issued with a Key Stage Detention.

Unauthorised absence from Class

Unauthorised absence from class is taken very seriously. Where a pupil is absent from a class, a note will be sent by the School Office to the class teacher and any unauthorised absence will be followed up immediately by either the HOD or Supervisor. A Key Stage Detention and Report Form will be issued.

Time-Outs

This sanction removes a disruptive student from a classroom. Pupils sent on a Time-Out will first be given a green Time-Out Form and sent to the main School Office, where one of the secretaries will immediately direct the pupil to a class taken by one of the Key Stage Heads. The pupil will complete

the form and eventually return to the original class to apologise to the teacher. Automatic return to the next class of that teacher is not guaranteed. Being sent on a Time-Out is a very serious matter and will result in the pupil receiving an automatic Key Stage Detention, being placed on report and a letter being sent home.

Lateness/Forgetfulness during class

Subject teachers will keep a register of pupils at all class. Any lateness and forgetfulness will be reported on the Yellow Card system, with action being taken where necessary.

Uniform

In building up the ethos, reputation and identity of the School, upon which we all depend, we do ask that students attend in full school uniform. This includes travelling to and from School, during the school day and correct kit during PE class. Students found to be abusing the uniform code will be recorded using the Yellow Card System.

Detentions

Except in extraordinary circumstances, all detentions will take precedence over all other school activities. Lunchtime detentions will be run from Sunday to Thursday for poor work, effort, behaviour and appearance. These detentions will be recorded on a central system and names published on bulletin boards and on registers. An accumulation of 5 lunchtime detentions over 5 terms will result in a Key Stage Detention, after school on a Thursday. A student can be given a Key Stage directly for more serious offences. Principal's Detention may be issued for serious offences.

NB:

- Very serious offences or a history of serious offences may result in a temporary or permanent exclusion from School.
- The list of offences above and the statements above cannot be considered an exhaustive list of punishable offences. Any disciplinary matter that falls outside the guidelines written above will be dealt with as the Principal sees fit.

Prof.M.Abubaker
Principal