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Rewards, Behaviour & Sanctions Policy



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Author:	Head Teacher
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Related Documents:	Rewards, Behaviour & Sanctions Grid Alcohol, Smoking & Substance Abuse & Policy Searching & Confiscation Policy Student Handbook – Code of Conduct Anti-Bullying Policy
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Aim

EF Academy Torbay believes that in order to enable teaching and learning to take place, desired behaviour in all aspects of school life is necessary. It seeks to create an inclusive caring, learning environment in the school by:

- ☒ promoting desired behaviour and discipline through a system of rewards and sanctions
- ☒ promoting self-esteem, self-discipline, proper regard for authority and positive relationships based on mutual respect
- ☒ ensuring equality and fairness of treatment for all
- ☒ encourage consistency of response to both positive and negative behaviour
- ☒ promoting early intervention
- ☒ providing a safe environment free from disruption, violence, bullying and any form of harassment
- ☒ encouraging a positive relationship with parents, host families, house parents and carers to develop a shared approach which involves them in the implementation of the school's policies and associated procedures
- ☒ promoting a culture of praise and encouragement in which all students can achieve

Community Values

EF Academy Torbay is a proudly international school. It is built upon shared community values which inform everything that we seek to do. Our rewards and sanctions are designed to promote these values, which are:

Responsibility – Our students take responsibility for their own learning and behaviour. We want students to be confident and self-guiding individuals. Students will have guidance and sufficient freedom to make informed choices, considering the consequences of their actions. We want students to be able to take leadership opportunities and to show consideration of others & the environment in everything they do.

Respect – Our students show understanding, tolerance & compassion. We value open-mindedness and seek to develop international awareness and cultural sensitivity. By listening first and treating others as we wish to be treated, we create a culture of mutual respect which benefits the whole community.

Ambition – Our students are given self-confidence and belief in their ability to achieve the best possible outcomes. We value and celebrate both progress & achievement; we believe our students can achieve



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more here than they would do at any other school. Our students are always encouraged to dream big give every opportunity their very best.

Growth mindset – Our students embrace challenge. As a school, we believe in the value of commitment and hard work; effort and attitude are the keys to success here. Our students are helped to develop resilience, the ability to accept and respond to difficult situations. We do not

believe that intelligence is fixed and we know that failure in a supportive and responsive environment will help the learning process.

Love of learning – Our students develop intellectual curiosity; they want to learn more. Teachers promote problem solving through interesting and challenging lessons that require creativity & innovation. Students and staff value feedback, using it to continuously improve the achievement and personal development opportunities within our school. As a school, we recognise that students are better, more well-rounded individuals when they have ample opportunity for enjoyment & fun – as well as interesting lessons, we provide a wide range of enrichment opportunities through trips, clubs, activities and social events.

Scope

Staff, including teachers, support/welfare staff and volunteers, will be responsible for ensuring that the policy and procedures are followed, and consistently and fairly applied. Mutual support amongst all staff in the implementation of the policy is essential.

Staff have responsibility, for creating a high quality learning environment, teaching positive behaviour for learning and implementing the agreed policy and procedures consistently.

All staff will ensure there is no differential application of the policy and procedures on any grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion/belief, disability, sex (gender), sexual orientation, ethnic background, religious faith, appearance, issues in the family, ethnic or national origin or because of cultural background, linguistic background, special educational needs, or academic or sporting ability. They will also ensure that the concerns of students are listened to, and appropriately addressed. All staff will ensure that provision is made for SEND students whose needs will be taken into account and they will be treated accordingly.

All stakeholders will be expected, encouraged and supported to take responsibility for the behaviour of the student both inside and outside the school.

Students are expected to take responsibility for their own behaviour and will be made fully aware of the school policy, procedure and expectations. Students will also be encouraged to take responsibility for their social and learning environment making it both safe and enjoyable by reporting all undesirable behaviour.



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Procedures

Rewards

A school ethos of encouragement is central to the promotion of desirable behaviour. Rewards are an integral means of achieving this. They have a motivational role in helping students to realise that desirable behaviour, self-awareness and responsibility to self and others is valued, and are clearly defined in the procedures. Integral to the system of rewards is an emphasis on praise both informal and formal to individuals and groups. Alongside this is informing parents regularly on their child's desired behaviour. The school is currently rolling out an online based rewards system called 'E-Praise', following a successful pilot at the end of the 2015/16 academic year. This will be further developed in the coming months, including using student voice to help to decide upon the rewards offered for collection of merits.

Code of Conduct – see Student Handbook

The following is a summary of the code of conduct. The full code of conduct will be issued to students on arrival in the student handbook. Rewards will be given through the E-Praise system as above, and sanctions will be applied according to the Behaviour and Sanctions Grids (in school & Residence versions are below). In all cases, the school will support the student to modify and improve their behavior.

Summary of the Code of Conduct

Students are expected to:

- ☑ be in full attendance each day, except when on approved leave, although a student may leave the premises during lunch time.
- ☑ be punctual in the mornings and for all commitments thereafter.
- ☑ do all work set and complete assignments on time.
- ☑ behave in a civilised way both on and off the premises.
- ☑ use school property with care, and for sanctioned purposes only, and to reimburse the school for any losses or damage caused.
- ☑ treat other students and all staff with respect and courtesy at all times.

The following is not acceptable:

- ☑ There is a strict NO SMOKING rule on school premises.
- ☑ Alcoholic drinks are not allowed on school premises, nor is the consumption of alcohol allowed at any time during the school term, on or off school premises.
- ☑ No non-medical drugs are allowed. Any involvement with illegal substances is likely to result in your permanent exclusion from the school.



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- ☒ Gambling of any kind is forbidden.
- ☒ Mobile phones may not be used during lesson time. Teachers may permit students to use mobile phone 'Apps' for certain research projects.

The following is against UK law:

- ☒ Smoking in any public building
- ☒ Non-prescribed drugs, including cannabis and formerly called 'legal highs' which are treated as illegal substances now referred to as psychoactive substances..

For students under 18 years:

- ☒ It is illegal to buy alcohol
- ☒ It is illegal to buy alcohol for anyone under the age of 18
- ☒ If you are under 18, it is illegal to buy tobacco
- ☒ It is illegal to buy tobacco for others under the age of 18
- ☒ Driving without insurance or a valid driving licence
- ☒ Carrying an offensive weapon (including small pocket knives)
- ☒ Causing a disturbance (including loud noises) in the street or other public places
- ☒ Shop-lifting or any kind of theft

For students under 16 years:

- ☒ It is illegal to smoke tobacco

Statement of belief

Joining the EF Academy Torbay community requires the acceptance of principles which allow everyone to have their rights respected.

Students are expected to act with common sense, courtesy and co-operation. This will make life as a student productive, enjoyable and ultimately successful. Infringements of this code will lead to sanctions.

All students have a right to learn

Behaviour in the school should at all times be conducive to learning.

Respect for property is a value of our society. Each student is expected to help to maintain and protect the school's property and environment and their own property. Respect must be shown for the property of others.

All relationships within the school should be characterised by respect, care and concern for the other person, whether a staff member or another student. Bullying and harassing behaviour is not acceptable.

Care and concern for others should be extended to members of the public on public transport and in public places.



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A community depends on every member to contribute to its functioning. Every student should contribute to the sense of community in class. Courtesy, punctuality and orderly behaviour in and out of the classroom are required.

Respect for the law as well as the health and well-being of the individual is important. Smoking under 16, possession or drinking of alcohol and possession or taking of drugs are strictly forbidden. Students who do not respect the law in relation to these matters may be asked to leave the school.

Acceptance for attending EF Academy Torbay carries the obligation of full attendance at school. Exemption from attendance can only be given by the school through the following procedures. **Students MUST contact their Pathway Manager or the school nurse by 8:30am if too sick to attend school. For absence permission, including the purpose of travelling outside the immediate local area at the weekends, students MUST contact their Pathway Manager well in advance so that the necessary details, permissions and paperwork can be completed.**

Students must make attendance at class their top priority. Students must not arrange holidays or visit family/friends during term time. In times of family emergencies etc. the student should discuss this as soon as possible with their Pathway Manager and fill out the necessary request forms to obtain the school's agreement for special leave.

Medical, dental and other appointments should be made in the students' own time. However, the school recognises that this is not always possible. If a student needs to be absent in class time to attend such an appointment, the Guidance Counselor must be informed so that the appropriate adjustment to the school register can be made and teachers are aware that permission has been granted.

Ambassadors for the school

Students should be good ambassadors for the school. Students need to be aware that the good reputation of the school rests on their conduct as they walk about the town. Students should not behave in a loud disorderly manner or force people off the pavements as they walk along in groups.

Out of bounds areas and premises

Students under the age of 18 are forbidden to enter amusement arcades, pubs or clubs & betting shops and casinos.

From time to time, the school may also designate certain public areas as out of bounds for a period of time, depending on local safety issues.

Alcohol and illegal drugs (See school's policies on Smoking Alcohol and Substance Abuse)

Alcohol affects many aspects of behaviour and those students whose behaviour reflects badly upon the school due to the influence of alcohol will be subject to disciplinary measures, even if they are over 18 and can legally drink alcohol. Students under 18 may not consume, buy or share alcohol under UK law or under school rules. Possessing, using or supplying drugs is against the law in the UK and against all school rules. This includes so-called 'legal highs'.



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Damage to property

Any damage to property as a result of foolish or reckless behaviour or deliberate/intentional vandalism within the school, the residences or in the Host Family will result in those responsible being liable to pay for any damages caused.

COVID-19

Any student suspected of faking or feigning of COVID-19 symptoms will be dealt with firmly using the procedures laid out in this policy. Please see the COVID-19 policy for further guidance.

Criminal offences

The following activities are examples of criminal offences that carry the consequence of arrest by the police, imprisonment and deportation.

- ☒ Carrying any type of weapon (e.g. a knife)
- ☒ Theft or Shoplifting
- ☒ Public disorderliness or drunkenness
- ☒ Possessing, using or supplying illegal drugs
- ☒ Anti-social behaviour
- ☒ Hate crimes (such as racism)
- ☒ Motoring offences: driving without insurance, after drinking alcohol, driving dangerously
- ☒ Sexual offences: e.g. indecent exposure, attempted rape
- ☒ Damage to property

Incidents of theft, violence, drug abuse or other extremely serious cases will be referred to the Police as necessary and, once legal procedures have been satisfied, the student will be sent home immediately at the parent's expense.

Searching and confiscation

See searching and confiscation policy

Use of reasonable force

All school staff have the power to use reasonable force to prevent pupils committing an offence, injuring themselves or others, or damaging property, and to maintain good order and discipline. The school will record any such use of restraint.

The Headteacher and authorised staff may also use only such force as is reasonable given the circumstances when conducting a search without consent for knives or weapons, alcohol, illegal drugs or so called 'legal highs', stolen items, tobacco and cigarette papers, fireworks, pornographic images or articles have been or could be used to commit an offence or cause harm.

Any use of restraint as described above will be recorded. The school records all major behavioural incidents, serious sanctions and monitors students who have been involved in such.



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Protecting staff from malicious accusations:

Where, following the school's safeguarding policy and any other advice/direction from the local safeguarding hub, a student has been proven to have made a malicious allegation against a member of staff, appropriate disciplinary sanctions will be applied. Such sanctions will take into account the nature and the impact of the allegation and may include permanent expulsion from the school.

Applying Sanctions

Sanctions are a necessary part of school life which, properly used, reinforce expectations of positive behavior and guide students away from harming their own and their peers' chances of success.

Sanctions should always be applied in the following framework:

- As fundamentally supportive measures, the necessary application of which should be explained to the student(s) being sanctioned;
- With awareness that there *might* be mitigating factors underpinning poor behavior, which it is our duty to identify and support;
- In understanding that support systems such as time with the school counsellor may take priority over a given sanction;
- Where necessary, in conjunction with parents and other agencies that can provide support;
- With a readiness to move positively onwards once the sanction has been applied;
- With awareness that many students studying here are away from home for the first time in their lives and some come from starkly different socio-cultural backgrounds – that there is an important job to be done in educating young people towards a greater understanding of their surroundings;
- In firm support of the school's values, which include a commitment to protect staff.

Use of isolation as a sanction

The school may temporarily isolate a student from class or peers as a sanction for unacceptable behaviour ('internal suspension'). This may range from working in a separate room to being supervised in another teacher's classroom. The student will be permitted breaks, to eat, drink and to use the toilet, and it is expected that the student will use this period of time to complete any work set. If the student is considered to represent a risk to themselves or others, and isolation in a separate room is considered to reduce this risk, then the student may not be permitted to leave the room unless accompanied by a member of staff, and may be required to take breaks at different times to their peers.

Records of major behavioural incidents and serious sanctions

As outlined in the School Day & Residence Sanctions Charts, when a student commits a serious offence or if they escalate to a level 4 offence, this triggers an entry into the 'Serious Behavioural Offences Log'. This is stored both electronically and by the Head of School.

When a student is sanctioned at formal warning letter level or higher (e.g. final warning letter or exclusion/expulsion notice, the school records the incident and a copy of the warning is placed in the students' confidential file.



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For further details about rewards, behaviour and sanctions please refer to the Student Handbook for the Code of Conduct, the 2 Sanctions Charts (below) and the Serious Behavioural Offences Log.'



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Appendix 1: EF Academy Torbay: Boarding (Residence) Sanctions Chart

Offence	1 st offence	2 nd offence	3 rd offence
Drug related offence	ZERO TOLERANCE - EXPULSION		
Alcohol related offence Buying/drinking Leaving residence at night Aggressive Behaviour Fighting/bullying	Final warning/ parents informed/ grounding 6pm daily for 6 school weeks./possible expulsion	EXPULSION	
Damaging property	Community service, Verbal warning/letter home to parents for repayment of costs	Letter home to parents for repayment of costs/weekend grounding (Fri-Sun inclusive)	Full time supervision, Letter home to parents for repayment of costs/weekend grounding (Fri-Sun inclusive)
Smoking in room – health and safety issue Unacceptable behaviour Treating staff with disrespect	Verbal warning/letter home to parents/ Saturday grounding	Letter home to parents/weekend grounding (Fri-Sun inclusive)	Full time supervision, Letter home to parents weekend grounding (Fri-Sun inclusive)
Curfew violations Night time disruption Late to school Room untidiness Bedding not stripped/put on Study time disruption	Verbal warning/logged on sanction chart	Saturday grounding/logged on sanction chart	Weekend grounding (Fri-Sun inclusive)/ a full weekend grounding for every time offence is committed thereafter.

* Student action can be defined as:

- Lateness: missing curfew, late to bed, late to leave for school.
- Poor attitude towards fellow boarders or staff.
- Lack of respect towards boarding environment e.g. untidy room, careless use of communal facilities.
- Refusal to reply with any reasonable request made by boarding staff.

All students will start with a clean record at the beginning of every school termAll serious incidents (eg. bullying, endangering the safety of others, swearing/aggressive behaviour etc.) should be reported immediately to a member of the Senior Leadership Team who will follow up & ensure the incident is recorded in 'Serious Behavioural Offences Log.'



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Appendix 2: EF Academy Torbay: Classroom Behaviour Sanctions Chart

		Lesson Time <i>(Offices copy)</i>		
		Teacher	HoF	PM
	Informal warning	Usual behaviour management strategies		
Late arrival ⇒ (1)	1 st Formal Warning	<ul style="list-style-type: none"> ✓ Conversation with student – break/lunch. ✓ Log on Motivis 	Informed	Informed
(2)	2 nd Formal Warning	<ul style="list-style-type: none"> ✓ Set HoF detention: inform student of date, time, venue. ✓ Log on Motivis. ✓ Add student to relevant detention 'group' on Motivis. 	Detention lunch: 30 mins (HoF/CC rota)	Generate letter home (via Alpha)
(3)	3 rd Formal Warning <u>and</u> removal from lesson	<ul style="list-style-type: none"> ✓ Escalate to staff on-call – send student to admin office and send follow-up email to staff on call within the next 10 minutes. ✓ Log on Motivis. ✓ Liaise with SLT / PM re setting of PM detention. 		Detention after school: 45 minutes (PM + SLT rota) PM/SLT Add student to relevant detention 'group' on Motivis. Generate letter home (via Alpha)
(4)	SLT after school detention available every day as required. Formal warning letter home.			
Other points: <ul style="list-style-type: none"> • The levels start afresh from the beginning of each lesson. • Work through the stages of the above consequence system in order, however... • Serious behaviour incident, eg violence / swearing – must be escalated to staff on call level. • Reports may be used to monitor 'Ready to Learn' in lessons – by Head of Faculty or Pathway Manager. • Logs monitored by PMs. • PMs may refer students to SLT level. • Communication and consistency is essential to successful implementation. 				



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Appendix 3: EF Academy Torbay: Homework Sanctions Chart

Homework and Independent Study <i>(Offices copy)</i>				
		Teacher	HoF	PM
(1)	Homework not submitted on time / to satisfactory standard.	<ul style="list-style-type: none"> ✓ Set extended deadline to 6pm the same day. ✓ Log on Motivis. ✓ Keep a record. 	Informed	Informed
(2)	2 nd missed deadline or extended deadline not met.	<ul style="list-style-type: none"> ✓ Set HoF detention: inform student of date, time, venue. ✓ Log on Motivis. ✓ Add student to relevant detention 'group' on Motivis. 	Detention lunch: 30 mins (HoF/CC rota)	Generate letter home (via Alpha)
(3)	3 rd missed deadline or Refusal to comply with HoF detention	<ul style="list-style-type: none"> ✓ Set PM detention: inform student of date, time, venue. ✓ Log on Motivis. ✓ Liaise with SLT / PM re setting of PM detention. 		Detention after school: 45 minutes (PM + SLT rota) PM/SLT Add student to relevant detention 'group' on Motivis. Generate letter home (via Alpha)
(4)	SLT detention as required. Formal warning letter home.			
NB: <ul style="list-style-type: none"> • The levels are reset at the beginning of each new term. • Work through the stages of the above consequence system in order. • Reports may be used to monitor 'Ready to Learn' in lessons and independent learning – by Head of Faculty or Pathway Manager. • Logs monitored by PMs. • PMs may refer students to SLT level. • Communication and consistency is essential to successful implementation. 				



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Appendix 4: EF Academy Torbay: School/Student Agreement

Dear Students,

Welcome to the EF Academy Torbay family! Whether you are joining us aged 14 or 19, learning English on our Preparation Programme or studying IGCSEs, A-Levels or the IB Diploma, you are all entering the most important stage of your life so far. Thank you for putting your trust in us and believing that we are the right school to help you achieve your dreams.

I want you to know that you are joining a very special school at the best possible time. This school has been open for over 10 years and in the last 12 months we have helped our students to achieve the school's best ever results in IGCSE, A-Level and IB Diploma. We are hugely proud of this success and we want the same (or even better) for you.

All of the families who send students like you to us are sacrificing a lot. Not only are they are paying a lot of money but also they are putting their total trust in us to care for and look after the most important thing in their lives – you! For your families, like you, there is only one opportunity to get this right and I believe the best way to achieve that is for us all to work together.

To help make sure we start working as a partnership today, you will find below what we as a school promise you and what we expect you to promise us in return. By signing this I am showing you that I and all the staff here are totally committed to helping you achieve your goals. When you sign at the bottom you are promising to us the same level of commitment.

We know you are coming to us not just to learn and get great school grades but also to have more independence, to make new friends and have fun so our promises to you have been divided not just into what happens during the school day but also (just as importantly) what we will do for you outside of school to keep you safe and help give you lots of opportunities to have a great time with your friends from all over the world.

I wish you all every success this year – work hard, push yourself and have fun. I hope you make the most of every opportunity so you have wonderful memories of your time here which will stay with you forever and we help you to get one step closer to your dreams.

Teaching & Learning

As a school we promise:

- Your teachers will be ready to teach you at the start of every lesson.
- To always listen to you when you need help and never ignore you. We will always make time to help you if you need it.

As a student you promise:

- You will be 'READY TO LEARN' at the start of every lesson.
- To be confident enough to ask for help when you need it (in lessons or at break/lunchtimes or afterschool).



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- To get you to work individually, in pairs and groups so you get to work with different friends.
- To give you honest feedback on your work so you know how to improve.
- To make your lessons as enjoyable and positive as possible (eg. By using E-Praise).
- To work as hard as we can to plan, teach and mark your work to the best of our ability.
- To regularly share with you how well you are doing and how hard we think you are working compared to your classmates.
- To work well with others, to listen and try to learn from them.
- To ensure all work you hand in is yours and not the work of others.
- Support your teachers and classmates in helping to create positive, happy, supportive classrooms.
- To try your best and work hard.
- To look carefully at your academic reports and make sure you understand where you are doing well and where you need to improve.

University Guidance & Pathways

As a school we promise:

- Debbie and Pathway Managers will always make time for you to give you expert careers and university guidance.
- To be understanding if your future plans change.
- When you graduate AL or IB to help you after you have left to get into the best possible university.

As a student you promise:

- To work with Debbie and your Pathway Manager to make sure they know your goals and dreams and to listen to their advice.
- To tell us if your plans change.
- To ask us if you need help after you have left us.

Boarding

As a school we promise:

- To provide you with a safe, warm, comfortable home.
- To provide you with regular quiet study times at home so you are able to complete the work you need to do to the best of your ability.
- To regularly clean your home so it remains a welcoming place to live.

As a student you promise:

- To respect your new home and the property of your housemates.
- To participate fully in study time by using these periods to complete your work and respecting the right of others in your home to do the same.
- To keep your room and shared areas clean and tidy.



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- Set curfew times which are fair and consistent & which allow you independence but also making sure we are keeping you safe.
- To understand and respect curfew times without exception.
- To make sure you know the emergency phone number and to call this whenever appropriate.
- To have an emergency phone number which will always be answered at any time.
- To make the effort to get to know your house parents and host families (and if you are in residences to participate in the residence activities).
- Provide students in residences with a team of highly trained, caring house parents who will care for you and organise activities outside of school.

Student Life, Care & Support

As a school we promise:

- To have an emergency phone number which will always be answered at any time.
- To help you get medical help if and when you need it.
- To provide you with information about UK law British values and to not allow the purchasing of alcohol or drugs by any student at any time. This includes conducting random drugs tests.
- To provide you with guidance and information on matters of health, safety and relationships.
- To provide access to professional counselling sessions where appropriate.
- To provide you with a huge range of exciting clubs, trips and activities and to listen to your suggestions for how we can make this better.
- To welcome all our students and to be interested in their culture and heritage and to celebrate our

As a student you promise:

- To make sure you know the emergency phone number and to call this whenever appropriate.
- To let us know at any time when you are feeling unwell.
- To understand and abide by both UK law and school rules surrounding alcohol and drug testing.
- To take responsibility for the choices you make, your behavior, appearance and conduct.
- To talk to a member of staff if you feel you would like help.
- To try to join in with as many school clubs, sports teams and trips as possible and to let us know if there is anything else you would like us to do to make your time here more enjoyable.
- To treat everyone with politeness, courtesy and respect at all times. To use this experience to make



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international community. We do not tolerate any
kind of bullying in any form.

friends from all over the world and to make the
most of this wonderful opportunity.

I have read and understand my responsibilities as a student at EF Academy Torbay and I agree to meet the expectations listed above.

Student's Name: Course:

Student's signature: Date:

Head Teacher's signature: