



BRUTON SCHOOL

FOR GIRLS

Rewards and Sanctions

This document applies to the whole School. However, for Prep School, read HOPS, and for the Sixth Form read HO Sixth in place of Head of Hall.

Rewards

Good discipline is founded on good relationships and the generous use of rewards as opposed to sanctions. Good work is rewarded by Honourables, Games Colours, Prizes at Speech Day and good behaviour by Hall Marks. Instructions to staff on the use of Honourables and Hall Marks are appended to this document. Letters of congratulations are sent by the Head and verbal praise often given in Assembly.

Honourables

Honourables are awarded to all senior years (Form 1-Upper 6) both for consistently excellent effort and attainment.

As a guide, no pupil should be able to earn more than three honourables per subject per term and departmental policies reflect this in their criteria for awarding them.

Hall Marks

Hall Marks are awarded to all years (Form 1-Upper 6) for citizenship and good deeds eg:

- Representing the Hall in Hall teams, Quiz teams and other Interhall activities – one per event.
- Offering to help staff without asking (those deeds which make the staff have a feel good factor)
- Taking part in an assembly – one per assembly.
- Collecting the register (without reminders) for half a term or equivalent.
- Hosting new girls on day visits and looking after new girls for their first week in School.

Rudeness, lateness and incorrect uniform should not be tolerated but dealt with in class or elsewhere by the teacher. Verbal or written apologies should be expected as a matter of course for rudeness, lateness or lying. Reprimands must be firm but fair and not belittling. Repeated misdemeanours or lying to a member of staff should be reported to Tutor and the girl placed in Friday Detention by the class teacher.

The Detention book is lodged in Reception. The Receptionist will ensure that a note is attached to the register to inform the girl and her Tutor. A letter will be sent home by a Deputy Head (and copied to HOH and pupil file). Brief but accurate and detailed

reasons for putting the girl into detention must be given in the book. More serious instances should be referred to the Head of Hall, who may involve the Deputy Head or Head.

Serious disruption of a lesson through rudeness, disobedience or causing a disturbance should result in the girl being sent to the Head of Department or Deputy Head. She may be sent to Reception where she should wait until seen by the Deputy Head. In serious cases, this may result in a letter and/or referral to the Headmaster.

Wilful damage should be referred to the Head of Hall. The girl will be expected to pay for damage done.

Aggressive behaviour, either direct or indirect, should be dealt with by the member of staff present and referred to the Tutor. Repeated or more seriously upsetting behaviour or physical violence should always be referred to the Head of Hall, who may involve the Deputy Head or Head.¹

Any girl who leaves school bounds without permission must be referred to the Head of Hall and/or Deputy Head.² Members of staff should be discreet when dealing with suspicions of theft, and not be drawn into making judgements. Allegations of theft will be carefully investigated by the Head of Hall, who will keep the Deputy Head informed. A girl thought to be guilty of theft will be referred to the Head. Her parents will be called into School to discuss the matter.

Any girl suspected of cheating in school examinations will be admonished by the relevant teacher. If cheating is confirmed, the Head of Hall and the Examinations Officer must be informed. The girl will be admonished and the relevant regulations applied. Parents will be informed.

Girls caught smoking or possessing alcohol³ in School must be referred to the Deputy Head for reprimand. Repeated offences will bring education or community based tasks, and referral to the Head. Parents will be informed.

If suspected of being under the influence of drugs or alcohol, girls should be referred to the Deputy Head. The Head may require a test. Parents will always be informed.

Girls who repeatedly infringe the dress code should be sent to the Staff Landing to await a Deputy Head.

Suspension and exclusion are sanctions which will only be used by the Head in agreement with the Chairman of Governors in extreme cases. In such cases, the behaviour of the girl will have been such that she cannot be accepted back into the School community without risking the wellbeing of others. It will have been discussed with both girls and parents.

¹ Countering Bullying Policy; Discipline Policy

² Missing Pupils Policy

³ Abuse of Substances Policy

Girls who breach the School regulations concerning drugs and alcohol, or who are found guilty of theft, breaking bounds or physical violence should expect to the Head to consider excluding them from the School.

Records of all major sanctions are kept in School Office.

Housemistresses may reprimand the boarders in their care and restrict or withdraw privileges according to the guidelines in the boarding manuals as is appropriate to their position 'in loco parentis' eg boarders may be gated for breaking bounds or being late back into House. They may be asked to tidy up if they have been disorganised or made an inordinate mess.

Housemistresses must record all misdemeanours or incidents together with reprimands and withdrawal of privileges or referrals.

No sanction may involve humiliation, corporal punishment or restraint. All sanctions must be recorded, communicated and copied to file.

Boarding Sanctions/Loss of Privileges

In House, sanctions/loss of privilege are imposed to fit the misdemeanours as appropriate.

Lateness/Failure to Sign In	Minor chores or loss of privilege depending on the seriousness at Housemistress discretion.
Untidiness	Minor chores in House.
Breaking Bounds	loss of visiting privileges for a period depending on the seriousness.
Smoking/Alcohol/Drugs	Always to be reported to the Deputy Head and acted upon according to the relevant 'Abuse of Substances' Policy.

Housemistresses are 'in loco parentis' and consequently are to discipline in the same way as a reasonable parent. The relationship with the pupil and family is also important. Discipline is implemented with the welfare of the child and the view of the parents in mind.