

## DISCIPLINE, REWARDS AND SANCTIONS

### Introduction:

- a. As far as discipline is concerned the school policy is that the highest standard of manners and behaviour is expected from Ludgrove boys.
- b. Not only is it important that staff, acting as they are 'in loco parentis', should maintain the standards expected in the boys' own homes, but also that they should educate them in the art of living together in a community. This may involve rules, although these are kept to a minimum and are mainly common sense, and stricter discipline than that to which boys are accustomed at home.
- c. It is important that the approach to discipline by the staff should be as uniform as possible. Boys need to know where they stand and should have complete confidence in the fairness and impartiality of all adults in the community.
- d. Taking into account what is said above staff should take into account the character of the boy being dealt with and should make allowances for inexperience, special problems and particular circumstances.
- e. Disciplinary sanctions should be corrective and instructive, never vindictive.
- f. The school does not use corporal punishment.

### Rewards:

- a. The main form of reward is in the plus mark system.
- b. Boys gain plus marks in the classroom for good individual pieces of work. One should avoid a blanket award of 'three plus marks to the division' for a week's work. Plus marks may be awarded as staff see fit for other reasons.
- c. Each boy becomes the member of a 'set' when he comes to the school. Plus and minus marks are added up weekly and go towards the 'sets' competition. At the end of term there is a special tea for the winning 'set'.
- d. Shows: a particularly good piece of work may be awarded a show, which means that the piece of work is taken to one of the Headmasters after lunch on Wednesday or Saturday and a reward is given.

### Sanctions:

- a. Minus marks: can be given for minor breaches of discipline / school rules. As a general guide no more than one minus mark should be given for any individual offence.
- b. Off grub: usually for bad manners or lateness in the dining room but can be given for other minor misdemeanours as appropriate.
- c. Sit downs: for poor behaviour, usually in the classroom, be it for one or more boys, or indeed the whole division. The member of staff who issued the sanction must be present.
- d. Report cards: in the first instance a boy can be issued with a report card because of poor work or behaviour in school. The division master / mistress should discuss with the Senior Master ( Academic ) who will, if in agreement, see the boy concerned and issue him with a report card. This should be given to each member of staff at the

beginning of each lesson and signed by him / her at the end. Staff are encouraged to be honest in their appraisal of the lesson as this sanction must be seen to be both positive and informative. The boy will see the Senior Master (Academic) at 8.30 each morning to review the previous day and to be issued with a new card. It is hoped that a week should be sufficient to have the desired effect.

- e. Send outs: this is to be used as a last resort, when disruption to a lesson has become such that the member of staff concerned feels that the removal of a boy would be beneficial. In the first instance the boy should report to the office / classroom of the Senior Master (Academic) – or one of the Headmasters if not available. Details will be recorded by the Senior Master and action taken, usually after discussion with the member of staff concerned. Any of the school sanctions might be used as appropriate.

- f. Detentions:

Saturday at 6.00 pm: **Minus mark detention for:**

- a. boys with four or more minus marks during the previous week.
- b. Boys sent out of lessons as agreed with Senior Master (Academic)
- c. Serious misbehaviour – as agreed with member of SMT

During the week as appropriate: **School detention for:**

- a. Work to be redone
- b. Serious misbehaviour - as agreed with member of SMT

All detentions and send-outs are recorded by the Senior Master (Academic).

- g. Sending to the Study: for matters considered sufficiently serious to bypass the system above boys should be sent to see one of the Headmasters.

- h. Other: at the discretion of the Headmasters. Boys may be detained either on Saturday evening at 6.00 pm or at the start of the leave-out weekend at 12 noon.

- i. Exclusion: In extreme circumstances boys may be excluded either temporarily or permanently at the discretion of the Headmasters, after consultation with the parents concerned.

### **Recording pluses and minuses:**

Minus marks are to be recorded by individual members of staff in the folder in the Common Room as that are given. These will be added up at 8.45 on Thursday morning. Division masters/mistresses should be aware of how each member of his/her division is doing and encourage as appropriate. Each member of staff is responsible for uploading his/her plus marks for the week into the folder on the school computer system by 5.20 pm every Thursday afternoon. These will then be collated centrally and each division master/mistress will be given a sheet relating to his/her division for reading out on Monday morning in the division

period. Boys who receive four or more minuses in a week will attend a special detention on Saturday evening after tea from 6.00 until 7.00.

Any boy who wishes to challenge his totals should see the Senior Master (Academic) in his office during Monday break.