



Behaviour, Rewards & Sanctions Policy

August 2024

Document Quality Control

Original

Version	Author	Date	Reviewed By	Date
Version 1	Lisa Morton	January 2017	Charlotte McQuaid	January 2017

Document Reviews/Updates

Document Version Editing	Reason for Review/Update	Reviewer	Date	Checked / Approved By	Date
Jan 17	Change in Unauthorised and behaviour sanction	Lisa Morton	Sep 17	Charlotte McQuaid	Sept 2017
Sep 17	Annual Update	Lisa Morton	Aug 18	Gareth Collier	Jan 19
Jan 19	Document Formatting	Cerys Williamson	Jul 19	Gareth Collier	Aug 19
Aug 19	Interim Update	Lisa Morton	Nov 19	Gareth Collier	Nov 19
Nov 19	Annual Review	Lisa Morton	Sep 20	Gareth Collier	Sep 20
Sep 20	Annual Review	Lisa Morton	Sep 21	Gareth Collier	Sep 21
Sep 21	Annual Review	Tom Arrand	Sep 22	Gareth Collier	Sep 22
Sep 22	Annual Review	Tom Arrand	Sep 23	Gareth Collier	Sep 23
Sep 23	Annual Review	Adam Reid	August 2024	Tom Arrand	August 2024

Contents

1.0	Introduction.....	1
2.0	The Role of Staff.....	2
3.0	Studentship.....	3
4.0	Rewards.....	4
5.0	Sanctions.....	6
6.0	School rules.....	9
7.0	School Uniform- Clarification.....	11

1.0 Introduction

- 1.1 Cardiff Sixth Form College nurtures, demonstrates and delivers excellence. In all things, our expectations are the same: teaching, learning, pastoral care and personal standards are all expected to be of the highest standard and it is through those high standards that excellence is achieved and maintained.
- 1.2 Students are supported in becoming outstanding young people who will go on to make a valuable contribution to the world, who will achieve academic success and personal fulfilment by developing the skills, habits and personal high standards required to do so. These standards are demonstrated, modelled and rewarded by staff at the College. When necessary, they are also reinforced through fair, consistent and robust systems which are in place to support all students.
- 1.3 Our purpose is to ensure that all students learn, grow and develop within a safe, supportive and understanding environment. We recognise that, in order to achieve that, we must at all times celebrate, praise and reinforce good behaviour, high standards and academic endeavour, which we refer to under the umbrella term, 'studentship'. Likewise, we regard it as our duty to challenge, correct and support students if their studentship falls below the expected standard.
- 1.4 This applies to all students at Cardiff Sixth Form College when under our duty-of-care and *may* also apply when not under our duty-of-care, if the actions of a student compromise the wellbeing or reputation of any member of the community, or the reputation of the College more widely.
- 1.5 All staff are in place to support the learning and well-being of the students. It follows, therefore, that all staff can expect to be always treated with respect and courtesy
- 1.6 This policy should be read in conjunction with the College Safeguarding and Child Protection Policy, E-safety Policy, Substance Misuse Policy, Conducting a Search and Use of Physical Intervention Policy.
- 1.7 We follow all Welsh Government guidance on Behaviour & Discipline in Schools: <https://gov.wales/school-behaviour-and-discipline>; And the Welsh National Minimum Standards for Boarding Schools: <https://careinspectorate.wales/sites/default/files/2018-01/131009nmsboardingschoolsen.pdf>
- 1.8 This policy applies to all students at Cardiff Sixth Form College when under our duty-of-care.
- 1.9 The policy *may* also apply when not under our duty-of-care if the actions of a student impacts the wellbeing, reputation or ability to learn of a member of the College, or the reputation of the College itself.
- 1.10 Support processes in the College are designed to guide students throughout their studies and life at the College and prepare them for life outside of the College community.

2.0 The Role of Staff

2.1 Staff reward and reinforce excellent studentship through their own personal example and through the use of the procedures outlined in this policy.

2.2 **Senior Leaders** are responsible for setting the tone, leading the culture and ensuring that high standards are upheld and reinforced, throughout.

The Principal

Approves this policy;

Judges whether a student should be excluded (fixed-term or permanent).

Issues Principal's Awards;

Issues Principal's Sanctions.

Vice Principal

Oversees all aspects of this policy;

Judges whether a student should be formally warned;

Advises over whether a student should be excluded (fixed-term).

Issues College Awards;

Issues College Sanctions.

Senior Leaders

Ensure that this policy is understood and followed;

Advises whether a student should be formally warned.

Issue College Awards;

Issue College Sanctions.

2.3 **Middle Leaders** uphold the standards of the College within the area of the College they are responsible for.

Heads of Dept

Ensure that the standards within their department are exemplary;

Manage all aspects of academic discipline within their department;

Issue informal warnings;

Issue Department Awards;

Support their staff in fulfilling their role.

Heads of Houses & Deputy Director of Lower School

Ensure that the standards within their House/Year Groups are exemplary;

Are the first point of contact for students & parents;

Oversee, support and manage all aspects of behaviour;

Issue informal warnings;

Issue House Awards;

Issue Commendations;

Head of Boarding & Senior Houseparents

Ensure that the standards within the Boarding Houses are exemplary;

Oversee, support and manage all aspects of behaviour within the boarding environment;

Issue Boarding Awards;

Issue Commendations;

Issue informal warnings;

Support their staff in fulfilling their role.

2.4 **All Staff** have a responsibility to reinforce, reward and demonstrate the standards outlined in this policy.

Teachers

Maintain excellent discipline;
 Challenge poor standards and conduct, reporting issues as required;
 Reward students for their studentship with House Points;
 Issue informal warnings and other sanctions in line with this policy and departmental policies.

Support Staff

Maintain excellent discipline;
 Challenge poor standards and conduct, reporting issues as required;
 Reward students for their studentship with House Points;
 Issue informal warnings and other sanctions in line with this policy.

Senior Houseparents, Houseparents, GRAs & SSOs

Maintain excellent discipline;
 Challenge poor standards and conduct, reporting issues as required;
 Rewards students for their studentship with House Points;
 Issue informal warnings and other sanctions in line with this policy and boarding policies.

3.0 Studentship

3.1 Excellent studentship is demonstrated through the following habits and behaviours:

Personal Standards:	Academic Standards:
<p>Uniform and equipment <i>Smart, well-presented and correct school uniform, at all times, with the correct equipment (eg laptop, tablet, pens, paper, files, textbook) necessary for effective learning,</i></p>	<p>Engagement <i>Full focus in lessons and thorough commitment to homework and individual study</i></p>
<p>Courtesy & Respect <i>Politeness, good manners and respect for all people, at all times</i></p>	<p>Time-management <i>Commitment to all deadlines, forward planning and personal responsibility</i></p>
<p>Speech <i>Respectful speech, using English, the common language of the College, clearly articulated and spoken in full sentences.</i></p>	<p>Achievement <i>Focus on vital assessment points and on always achieving to the best of our ability</i></p>
<p>Effort, endeavour & application <i>Resilience and determination at all times; willingness to explore and to challenge oneself; wholehearted commitment in all things.</i></p>	<p>Responding to feedback & advice <i>Recognition that all advice is given to support us and to help us to improve</i></p>

<p>Punctuality & attendance <i>Full attendance and a commitment to being in the right place at the right time.</i></p>	<p>Continuous improvement <i>Belief that excellence is a journey of continuous improvement</i></p>
<p>Leadership <i>Demonstrating the standards and behaviours we expect to see in others</i></p>	<p>Intellectual development <i>Valuing intellectual acumen over purely academic achievement.</i></p>

3.2 At intermittent periods, students are graded on their overall studentship. These grades are shared with parents and guardians. The categories for grading are as follows:

Excellent	<i>A student who consistently displays all the standards of studentship.</i>
Good	<i>A student who displays most of the characteristics of studentship most of the time.</i>
Satisfactory	<i>A student who demonstrates many of the characteristics of studentship with occasional shortcomings</i>
Poor	<i>A student who displays some of the characteristics of studentship but not consistently.</i>
Unacceptable	<i>A student who fails to demonstrate basic levels of studentship.</i>

4.0 Rewards

4.1 Core to our philosophy is that good studentship should be rewarded, praised and reinforced at all times.

4.2 Informal praise is a powerful tool, and congratulating, thanking and praising students is encouraged. Recognising effort, progress, endeavour and resilience is just as important as recognising achievement.

4.3 **Formal Rewards** are defined as follows:

Praise and recognition	Generally informal and regular but a member of staff can choose to attribute a House Point to a student for individual instances of excellent work, studentship or service.	1 House Point
Commendation	Formal recognition of excellence in terms of academic work, studentship or service, over time.	5 House Points

Department/ House Award	Formal award from an academic department or House for achievement, studentship or service.	10 House Points
College Award	Formal award from a Senior Leader for excellent studentship or academic performance.	20 House Points
Principal's Award	Formal award from the Principal for excellence in studentship, academic performance or sustained contribution to the College.	30 House Points

4.4 Rewards are given as follows:

Praise and recognition	<p>Generally informal, verbal praise – to be encouraged at all times.</p> <p>House points are given for:</p> <ul style="list-style-type: none"> • A piece of classwork, homework or any other assignment which shows considerable effort, application and/or progress; • A demonstration of studentship or a contribution to the House, Boarding House or College worthy of recognition 	<ul style="list-style-type: none"> • The member of staff adds a House Point on ISAMS with a short note detailing the reason. This is visible to the student and parent.
Commendation	<p>Commendations, worth 5 House Points, are given for:</p> <ul style="list-style-type: none"> • Sustained studentship and achievement for an entire reporting cycle as evidenced in the student's grades; • A major contribution to the Department, House, Boarding House or College which goes above and beyond 	<ul style="list-style-type: none"> • Automatically attributed to students who achieve grades at a level agreed by SLT • Awarded at the discretion of the Head of Dept, HoB, SHP, ADLS or HoH
Department/ House Award	<p>Department or House Awards, worth 10 House Points are given for:</p> <ul style="list-style-type: none"> • A major contribution to the Department, House or Boarding House which goes above and beyond 	<ul style="list-style-type: none"> • Awarded at the discretion of the Head of Dept, HoB, SHP, ADLS or HoH. Noted on ISAMS for parental info.

<p>College Award</p>	<p>College Awards, worth 20 House Points are given for:</p> <ul style="list-style-type: none"> • Excellent achievement in an EP/mock exam cycle • Excellent studentship for two successive reporting cycles • At the discretion of SLT for significant contribution, achievement or instance of studentship. 	<ul style="list-style-type: none"> • Automatically attributed to students who achieve grades at a level agreed by the SLT • Awarded at the discretion of SLT. Noted on ISAMS and accompanied by a standard letter to parent, guardian and student
<p>Principal's Award</p>	<p>Principal's Awards, worth 30 House Points are given for:</p> <ul style="list-style-type: none"> • Exceptional achievement in a mock exam cycle • Exceptional studentship for two consecutive terms • At the discretion of the Principal for outstanding contribution, achievement or instance of studentship. 	<ul style="list-style-type: none"> • Automatically attributed to students who achieve grades at a level agreed by the Principal • Awarded at the discretion Principal. Noted on ISAMS and accompanied by a standard letter to parent, guardian and student

4.5 In addition, we celebrate achievement and contribution through assemblies and newsletters; at formal occasions including at our annual Cultural Event and Graduation Ceremony, where prizes are given to students for their outstanding contribution/achievements.

5.0 Sanctions

5.1 We recognise that it is in the best interests of individual students and of the College community for poor studentship to be challenged and corrected.

5.2 Clear, consistent and supportive challenge is the responsibility of all staff who will reinforce standards by challenging poor studentship and then by proceeding through the processes outlined in this policy.

5.3 **Formal Sanctions** are defined as follows:

<p>Correction and challenge</p>	<p>Informal, respectful, clear and direct.</p> <p>A member of staff may choose to deduct a House Point from a student for defiance, rudeness or lack of effort.</p>	<p>Minus 1 House Point.</p> <p>Other appropriate sanctions include compulsory attendance at a support session(s) or departmental detention.</p>
--	---	---

<p>Verbal Warning</p>	<p>Clear warning from a member of staff that a student has knowingly and/or deliberately breached a school rule (category 1), despite previous correction.</p>	<p>Detention – 1 hour</p>
<p>Formal Warning</p>	<p>Clear warning, communicated directly to parents, that a student has deliberately and repeatedly breached a school rule, or has breached a significant school rule (category 2)</p>	<p>Saturday Detention.</p>
<p>Fixed Term Exclusion</p>	<p>Temporary removal from College accommodation and lessons for up to five consecutive school days following a major breach of school rules or repeated breaches of significant rules (category 2).</p> <p>Where the impact is judged to be low, category 3 breaches may result in a fixed-term exclusion.</p>	
<p>Permanent Exclusion</p>	<p>Removal from Cardiff Sixth Form College. This could take place when a fixed-term exclusion has already been used or following a category 3 breach in school rules. UKVI informed.</p>	

5.4 **Formal Sanctions** are given as follows:

Correction and challenge	If a member of staff feels the student's conduct warrants notification on ISAMS and the deduction of a House Point, they log it and the Head of House receives a notification for their information.
Verbal Warning	Having agreed with the Head of Department, HoB/SHP, ADLS or HoH, a member of staff can issue a verbal warning in the presence of the HoD, HoB/SHP, ADLS or HoH. The reason for the verbal warning must be made clear and must be understood by the student. This is logged on ISAMS and visible to parent, guardian and student. The student serves a detention for one hour.
Formal Warning	Following investigation and consideration of mitigating or contributing factors, the Vice Principal may issue a formal warning. These are logged on ISAMS and followed up with a letter to parent/guardian, clarifying the reasons and informing them that a repeat of the behaviour/conduct is likely to result in a fixed-term exclusion. The student serves a Saturday Detention.
Fixed Term Exclusion	Following investigation and consideration of mitigating or contributing factors, the Principal may judge that a fixed term exclusion is appropriate to reinforce the College's values, enable 'cooling off' time and/or to enable space to continue to evaluate the impact of an incident. This will be communicated directly to parents from the Vice Principal once endorsed by the Principal. Guardians will take responsibility for the student during the period of the fixed-term exclusion. Any actions which are reportable under UK law will be referred to the appropriate authorities.
Permanent Exclusion	Following investigation and consideration of all factors, the Principal may judge that the student's behaviour is a significant breach of the terms & conditions of the college; shows no sign of improvement; has caused significant distress or potential harm to others; potentially or actually breaches the law and that the student should be permanently excluded from the college. Parents will be informed by the Principal and guardians will be responsible for the student. UKVI will be informed and other outside agencies, including the police, potential universities or schools, may also have to be informed.

5.5 Students and their parents have the right to appeal against temporary or permanent exclusion. They must do so, in writing, within 48 hours of the sanction being formally issued and can expect a response within 24 hours of receipt.

Fixed-Term Exclusion Appeal

This must be made in writing to the Senior Vice Principal, within 48 hours of notification of the fixed term exclusion. The SVP will respond within 24 hours to explain how the college will proceed. This may include further investigation, if required. The SVP's judgement will be referred to the Principal who will decide the outcome and communicate this to parents/guardians, informing them of their further options which may include making an official complaint. If a parent/guardian decides to make an official complaint without lodging an appeal, they will be directed to the complaints procedure.

Permanent Exclusion Appeal

This must be made in writing to the Principal, within 48 hours of notification of the permanent exclusion. The Principal will inform the Director and respond within 24 hours to explain how the college will proceed. Following full investigation, the parent/guardian will receive a full written outcome within 7 days of the first, initial response. They may then decide to proceed through the formal complaints procedure.

6.0 School rules

- 6.1 No list of rules is exhaustive and, in all instances, the context in which there is judged to be a breach will be taken into consideration
- 6.2 For ease of understanding, we loosely categorise the rules into three tiers:
 - i. Category 1 rules
 - ii. Category 2 rules
 - iii. Category 3 rules
- 6.3 **Category 1** rules are essentially instances of poor studentship. The following list of examples is not exhaustive:
 - Incorrect and/or untidy uniform
 - Not communicating in English (other than in private conversations in accommodation)
 - Lack of effort, application and focus
 - Lateness and poor organisation
 - Setting a poor example to others
 - Poor time-management and missed deadlines
 - Failing to respond to instructions or communications
 - Inappropriate or foul language
- 6.4 **Category 2** rules are breaches of trust, acts of defiance, significant breaches of the school rules, rudeness to staff, or any form of conduct which puts individuals at risk, reputationally, physically or emotionally. The following list of examples is not exhaustive:
 - Breaches of category 1 rules that are repeated to the point at which they constitute defiance.
 - Unkind behaviour towards others.

- Misuse of communications, verbally, written or online, including slander, foul or abusive language, intimidation or malicious gossip.
- Activity which could cause physical harm, including physical intimidation.
- Activity which could impact the wellbeing, learning or reputation of others.
- Activity which could impact the reputation of the college.
- Direct defiance, rudeness or discourtesy to staff.
- Unauthorised absence from lessons.
- Smoking/vaping (including e-cigarettes), drinking alcohol or being in possession of cigarettes, e-cigarettes or alcohol.
- Being off-site without permission, including after curfew.
- Attempts to circumvent processes for ensuring student whereabouts.
- Being in a location which is out of bounds (including failure to respect spaces designated as single-sex).
- Academic misconduct, including cheating, plagiarism, copying, bribery or collusion.
- Inappropriate physical intimacy or sexual conduct.

6.5 **Category 3** rules are major breaches which could include behaviour which is illegal (and reportable). The following list of examples is not exhaustive:

- Repeated breaches of category 2 rules
- Breaches of category 2 rules where the impact is judged to be severe
- Unfounded accusations against staff or other pupils which are deemed to be maliciously motivated or vexatious
- Deliberate attempts to do serious damage to the reputation of the College
- Use of illegal drugs
- Attempts to supply or trade alcohol, e-cigarettes, vapes or tobacco products
- Gambling
- Physical violence or intimidation
- Unwanted physical contact
- Sexual intimidation
- Theft
- Active discrimination against a person, persons or group on the grounds of a protected characteristic (including sex, gender, disability, race, nationality, ethnicity, religion, belief, sexual orientation)
- Any illegal activity whether or not whilst under our duty of care

6.6 When considering outcomes (sanctions) the college takes into consideration the impact of the action, the acceptance of responsibility and sincere contrition, the context in which the breach occurred, the wellbeing of all parties, and the overall conduct/studentship of the individual.

6.7 Behavioural issues and lapses in attendance/punctuality are always seen as an opportunity to support and offer appropriate intervention. Such issues are, in many cases, an indication that a student requires support and our first priority is to ensure that this is offered before we consider any sanctions. Similarly, any sanctions outlined in this policy

may be reviewed subject to individual circumstances where a safeguarding need is evidenced.

7.0 School Uniform- Clarification

7.1 School Uniform:

- ✓ Black trousers or knee-length skirt
- ✓ White shirt, buttoned to the collar
- ✓ CSFC School tie
- ✓ CSFC School jumper
- ✓ Black/dark grey socks or black/skin-coloured tights
- ✓ CSFC coat or plain black coat with no insignia
- ✓ Black shoes (no trainers)
- ✓ Official CSFC PE kit for PE lessons (Y10-11)
- ✓ Students may wear modest make-up and jewellery. A Head of House/Director of Lower School will consider whether make-up or jewellery is excessive. Where there is disagreement, a member of SLT will be asked to offer guidance and their decision is final.
- ✓ The CSFC lanyard and ID card must be worn at all times

7.2 The following items are not allowed:

- ✗ Hooded tops or any pullover other than the official CSFC jumper
- ✗ Trainers
- ✗ Boots higher than the ankle
- ✗ Jeans
- ✗ Jogging/tracksuit bottoms
- ✗ Caps/hats