



## **St John's School — Praise, Rewards & Sanctions Policy**

(Whole School: Junior, Senior, Boarding & EYFS)

**Updated: June 2025**

### **1. Rationale**

At St John's, we believe pupils flourish in a culture of mutual respect, trust and positivity. Praising and rewarding positive behaviour, effort and attitude must always outweigh the need for sanctions. This policy sets out clear expectations for staff, pupils and parents, ensuring a fair and consistent approach across the whole School, including Boarding and the EYFS.

### **2. Core Principles**

- Pupils are encouraged to do their best for their own sense of pride and success ('intrinsic motivation').
- Praise and rewards should be given frequently, genuinely and fairly.
- Sanctions should be reasonable, proportionate, never humiliating, and used only when necessary to help pupils reflect and improve.
- Parents will be kept informed if behaviour becomes an ongoing concern.
- Good behaviour supports the wellbeing and safety of the whole School community.

### **3. Praise & Rewards**

Staff are encouraged to praise and reward pupils whenever they see effort, kindness, resilience or improvement. Examples include:

- Verbal or written praise.
- House Points — awarded via iSAMs (Senior School) or class systems (Junior School).
- Letters, phone calls or emails home.
- Certificates in assemblies or Celebration Assemblies.
- Commendations and prizes at Speech Day.
- Displaying good work around the School.
- Boarding: commendations with age-appropriate privileges, e.g. extended sign-out or treats.

### **4. Rewards System**

- **Senior School:**  
House Points are recorded on **iSAMs** by staff. Points add up for individual and House rewards. Staff may award 1–3 House Points per occasion for excellent work, effort or behaviour.



- **Junior School:**  
Pupils earn House Points, which are tallied weekly and celebrated in assembly. Certificates (Bronze, Silver, Gold) mark milestones, with parents invited to share in successes.
- **Boarding:**  
Boarding commendations are tiered: pupils who go above and beyond may earn treats like ice-cream trips, meals out, or a day's adventure, depending on the number of commendations.

## 5. Sanctions

While praise comes first, pupils must understand that poor choices have consequences. All staff should deal with minor incidents 'on the spot' wherever possible, using their professional judgement.

### Sanctions may include:

- A verbal warning or reminder.
- Moving a pupil's seat.
- Missing a short break or lunchtime privilege.
- Apologising or making amends.
- Detentions for repeated or more serious issues.

## 6. Behaviour Tracking & Recording

- **Senior School:**  
Misdemeanours are logged on **iSAMs**, using standard codes (e.g. B for Behaviour, H for Homework). Each is graded (1–3) for severity. Tutors, Heads of Year and Senior Leads monitor these regularly to spot patterns and ensure appropriate follow-up.
- **Junior School:**  
Behaviour concerns are recorded by class teachers. Patterns or repeated issues are shared with the Junior Leads and parents as needed.
- **Boarding:**  
Incidents are logged in the Boarding Sanctions Book and online records. Points build towards clear, age-appropriate consequences, such as loss of sign-out privileges.

## 7. Escalation & Ongoing Issues

- Persistent low-level issues or serious incidents are escalated to the relevant Heads of School, Head of Boarding, or Head of School.
- Parents will be informed if a pupil is not responding to initial interventions.
- Report Cards or Behaviour Cards may be used to support pupils who need extra guidance.
- Sanction records reset each term to give pupils a fresh start.



## **8. Key Expectations for Staff**

- Apply this policy consistently and fairly.
- Use praise more often than sanctions.
- Never ignore or 'turn a blind eye' to unacceptable behaviour.
- Keep parents informed — don't leave surprises for reports or Parents' Evenings.
- Support colleagues: whoever deals with an incident must be backed up by the wider team.

## **9. Duties & Supervision**

All staff share responsibility for supervising pupils. Be visible, proactive and engaged during duties. Patrolling is better than standing still — the aim is to anticipate and prevent issues.

## **10. Final Note**

St John's is a family-oriented School and Boarding community. We know pupils will make mistakes from time to time, it's our job to help them learn from these moments and grow into respectful, resilient young people.

### **Related Documents:**

- Behaviour Policy
- Safeguarding Policy
- Boarding Handbook
- EYFS Behaviour Expectations

### ST JOHN'S SCHOOL – BOARDING REWARDS AND SANCTIONS LEVEL CONSISTENCY MATRIX

LEVEL	STATUS	EXAMPLE OF INCIDENT	ACTION BY	SANCTIONS AVAILABLE	PERSON RESPONSIBLE	WHO TO INFORM	WHERE TO SHARE INFO
1	MINOR	<ul style="list-style-type: none"> <li>Failure to obey simple instructions or house procedures</li> </ul>	Duty staff	<ul style="list-style-type: none"> <li>Verbal warning</li> </ul>	Duty staff	Recorded on ROM	ROM
2	REPEATED ACTIONS OR DISRUPTION	<ul style="list-style-type: none"> <li>Repeats of Level 1</li> <li>Persistent lateness</li> <li>Inappropriate use of electronic devices</li> <li>Persistent low-level silly behaviour</li> <li>Persistent lack of personal organisation</li> <li>Persistent untidy bedroom</li> </ul>	Duty staff	<ul style="list-style-type: none"> <li>Sanction point +</li> <li>Early bed</li> <li>24 hours confiscation</li> <li>Dining room community service</li> <li>Dorm based community service</li> </ul>	Duty staff	All duty staff	ROM
Tier 1: Loss of privilege to sign out on a Friday evening – 3 sanction points							
3	REPEATED DISRUPTION, FAILURE TO RESOLVE THE PROBLEMS AT LEVEL 2	<ul style="list-style-type: none"> <li>Failure to resolve problems at Level 2</li> <li>Use of any offensive or inappropriate language to peers</li> <li>Disruption at bedtime</li> </ul>	Duty staff	<ul style="list-style-type: none"> <li>As above but leading to Tier 2 (6 sanction points)</li> </ul>	Housemaster / Head of Boarding	All duty staff, Housemaster and Head of Boarding	ROM
Tier 2: Loss of privilege to sign out for a whole weekend: Fri – Sun – 6 sanction points							
4	BLATANT DISOBEDIENCE, CONTINUAL REPEATED DISRUPTION	<ul style="list-style-type: none"> <li>Repetition of Levels 1, 2 or 3</li> <li>Blatant disobedience</li> <li>Out of Bounds on site</li> </ul>	Duty staff with Housemaster / Head of Boarding informed	<ul style="list-style-type: none"> <li>Multiple sanction points +</li> <li>As above but leading to Tier 3 (9 sanction points)</li> </ul>	Head of Boarding	HoB informs: All boarding staff Parents Ed Guardians	ROM
Tier 3: Loss of privilege to sign out for a whole week – 9 sanction points							
5	VERY SERIOUS	<ul style="list-style-type: none"> <li>Rudeness to staff</li> <li>Repetition of Level 4</li> <li>Fighting or any inappropriate actions towards other pupils</li> <li>First offence of being off site without permission</li> <li>Damage to House property or deliberate misuse of House property</li> </ul>	Duty staff with Housemaster / Head of Boarding informed	<ul style="list-style-type: none"> <li>Multiple sanction points</li> <li>As above but leading to Tier 4 (12 sanction points)</li> <li>Internal exclusion</li> </ul>	Head of Boarding Head	HoB informs: All boarding staff Parents Ed Guardians Head Form Tutor Finance	ROM
Tier 4: Meeting with the Head – 12 sanction points							
6	EXTREMELY SERIOUS	<ul style="list-style-type: none"> <li>Repetition of Level 5</li> <li>Use of offensive language to staff</li> <li>“Visiting” other dorms at night</li> <li>Bullying and inappropriate sexual behaviour</li> <li>Drug related incidents</li> <li>Drinking, smoking, theft</li> </ul>	Head of Boarding informed. Full investigation by HoB and Head	<ul style="list-style-type: none"> <li>Extended Internal exclusion</li> <li>Fixed term exclusion from boarding</li> </ul>	Head of Boarding Head	Head informs: All boarding staff Parents Ed Guardians Form Tutor SMT	Student file Serious Behaviour Register ROM
7	PERMANENT EXCLUSION FROM BOARDING	<ul style="list-style-type: none"> <li>Extreme violence</li> <li>Repeated use of short Fixed Term Exclusions from Boarding</li> <li>Repeated refusal to accept house discipline</li> <li>Severe incident of poor behaviour</li> <li>Any incident which affects the Health and Safety</li> </ul>	Head of Boarding consults directly with the Head	<ul style="list-style-type: none"> <li>Permanent exclusion from boarding</li> </ul>	Head	Head informs: All boarding staff Ed Guardians Form Tutor SMT Admissions	Student File Serious Behaviour file, Permanent Exclusion from School ROM