

# NEWPORT GIRLS' HIGH SCHOOL ACADEMY TRUST



## BEHAVIOUR AND REWARDS POLICY

<b>Policy written by:</b>	SLT
<b>Policy written/reviewed:</b>	Summer 2025
<b>Next review due:</b>	Summer 2026
<b>Statutory Governor Approval:</b>	May 2025

## Aims

This policy aims to:

- Provide a consistent approach to behaviour and rewards management across the school
- Define what we consider to be unacceptable behaviour
- Outline how students are expected to behave and how we reward the students who always do
- Summarise the roles and responsibilities of different people in the school community with regards to behaviour and rewards management
- Outline our system of rewards and sanctions

## Statement of principle

All students are entitled to a safe, secure environment which is conducive to effective learning. Good behaviour underpins the success of NGHS and we expect all students to demonstrate high standards of behaviour at all times. We recognise that some students experience difficulties and we will do all we can to support them. All incidents of unacceptable behaviour will be dealt with in a fair and appropriate way. We will also reward and recognise positive behaviour and achievement.

## Definitions

Our Home/School Agreement (which is in the student planner) sets out our expectations for students, parents/carers and the school.

A levels system is used which identifies the severity of any misbehaviour that is dealt with. Items that are prohibited in school are:

- Knives or weapons
- Alcohol
- Illegal drugs
- Legal highs / psychoactive substances
- Stolen items
- Tobacco and cigarette papers (including vapes)
- Fireworks
- Pornographic images
- Energy drinks
- Liquid Tippex
- Scissors (other than safety scissors)
- Any article a staff member reasonably suspects has been, or is likely to be, used to commit an offence, or to cause personal injury to, or damage to the property of, any person (including the student)

Please see searching, screening and confiscation policy relating to the School's powers to conduct searches for prohibited items.

The behaviour policy applies within all of the following situations, when the student is:

- Taking part in any school-organised or school-related activity
- Travelling to or from school
- Wearing school uniform
- In some other way identifiable as a student at our school

Or any situation which:

- Could have repercussions for the orderly running of the school
- Poses a threat to another student or member of the public
- Could adversely affect the reputation of the school

## Rewards and Sanctions

This school aims to ensure that a consistent approach to managing rewards and sanctions is adopted by all in school. All staff are responsible for ensuring that this policy is applied consistently and fairly.

### Rewards System

The rewards system uses NGHS points which are awarded on SIMS.

### Rewards System Table

The NGHS Way	Examples
Niceness	<ul style="list-style-type: none"><li>- Thank You Friday</li><li>- Mentoring Others</li><li>- Charity work</li><li>- Good manners</li><li>- Being Kind</li><li>- Helpful behaviour</li></ul>
Getting involved	<ul style="list-style-type: none"><li>- Extra-curricular clubs</li><li>- House Events</li><li>- PTA Events</li><li>- Assemblies</li></ul>
Homework	<ul style="list-style-type: none"><li>- Good quality work completed at home</li></ul>
Schoolwork	<ul style="list-style-type: none"><li>- Good quality work completed at school</li><li>- Assessment performance / praise postcards</li><li>- Making a positive contribution to the lesson</li><li>- Student of the Half Term</li><li>- Attendance</li></ul>

When a student demonstrates something in the NGHS way at any time, any member of staff in school should provide the student with the N, G, H or S sticker and also add a N, G, H, S house point to the school system.

Students will collect NGHS stickers in their planner. For every 24 NGHS points achieved, a student will receive an award which will be shared in rewards assemblies.

NGHS Golden Pencil	Sweet Treat / Hot Drink	NGHS Winner's Pen	Break Time Item	NGHS Achievement Lapel Badge	Headteacher's Reward
24 NGHS Points	48 NGHS Points	72 NGHS Points	96 NGHS Points	120 NGHS Points	144 NGHS Points

### Incidents and Sanctions Table

Level:	Type of Behaviour:	Behaviour Examples:	Sanction:
<b>0</b>  The first instance of minor behaviour infringement	Lack of/inappropriate uniform	E.g. inappropriate jewellery, rolled up blazer sleeves, skirt length too short)	Uniform sanctions to be logged and issued by form tutor during daily check of uniform. Other staff to log any issue as required where infringement occurs later in the day.  All other infringements to be issued by all staff: <ul style="list-style-type: none"> <li>Infringement warning given to student and logged on SIMS by the staff member. Should the behaviour occur again, move to Level 1.</li> <li>In the case of homework/classwork, the student should subsequently complete the work to the expected standard of the staff member.</li> </ul>
	Returning school laptops without logging them off	E.g. returning school laptops without logging them off	
	Lack of equipment/books for lessons	E.g. Attending a lesson without all necessary equipment	
	Lack of homework/inadequate homework	E.g. Homework that was set is not complete	
	Lack of classwork/inadequate classwork	E.g. Work during the lesson is not complete	
	Poor punctuality (typically less than 5 minutes late)	E.g. arriving late (to school, form, lesson) with no acceptable reason for this, extending the time it takes to return from a music lesson or not returning to the lesson	
	Being inside after 1pm at lunchtime	E.g. walking around corridors, sitting in form rooms	
	Low level disruption	E.g. talking while the teacher is talking	
Level:	Type of Behaviour:	Behaviour Examples:	Sanction:
<b>I</b>  Each incident is worth 1 behaviour point	Further recent incident of any behaviour in Level 0 for which the student has already received a warning for	See examples in Level 0	All staff to issue sanctions: <ul style="list-style-type: none"> <li>1 BP added to SIMS. 10-minute break/lunchtime detention issued by staff member.</li> <li>Second occasion at L1: 1 BP added to SIMS. 30-minute lunchtime detention issued by staff member.</li> <li>Subsequent occasions please liaise with HOY / HOF / Second in Faculty to escalate to level 2</li> </ul>
	School equipment returned in an unacceptable condition	E.g. Returning any item of IT equipment such as laptop, camera or iPad in an unacceptable condition	All staff to issue sanctions:

	Failure to return school equipment	E.g. Borrowing a camera, laptop or iPad and not returning it once it has been used	<ul style="list-style-type: none"> <li>• 1 BP added to SIMS for each infringement and 10-minute break/lunchtime detention issued by staff member.</li> <li>• Second occasion at LI: BP added to SIMS. 30-minute lunchtime detention issued by staff member.</li> <li>• Subsequent occasions please log as a Level 2 on SIMS and alert relevant member of staff to implement sanction.</li> </ul>
	Inappropriate internet searches on school devices	E.g. during lessons or social times making searches that do not support the curriculum	
	Inappropriate behaviour	E.g. not following instructions, encouraging poor behaviour from others	
	Chewing gum	E.g. chewing gum in a lesson	
	Inappropriate absence / lateness (over 5 minutes late)	E.g. arriving late (to school, form, lesson) with no acceptable reason for this, extending the time it takes to return from a music lesson or not returning to the lesson	
	Missing of deadlines	E.g. Failing to meet a deadline for a piece of work	
	Vandalism of school property	E.g. Graffiti on workbook, small damage to equipment	
	Lack of/inappropriate use of equipment	E.g. not using the equipment correctly, not adhering to the BYOD policy	
	Disruptive behaviour	E.g. talking or distracting others in class, slowing down the pace of the lesson, misuse of social rooms	
	Copying homework	E.g. copying homework from a friend	
	Inappropriate use of mobile phone / social networking sites	E.g. using mobile phones in school at break or lunchtime, without teacher's permission	

Please note that behaviour points will be regularly reviewed by Heads of Year and SLT link. Where a student accumulates a total of 5 behaviour points from more than one incident, the Head of Year will also issue a 30-minute lunchtime detention, and should the student reach a cumulative total of 10 behaviour points from more than one incident, the Head of Year will issue a 1 hour after-school detention.

Level:	Type of Behaviour:	Behaviour Examples:	Sanction:
2  Each incident is worth 5	Persistent infringement at LI	Repeated infringements at level 1, with appropriate interventions as above, no improvement is shown	All staff to log 5 behaviour points on SIMS for each infringement.  Sanctions issued by:
	Inappropriate language to one another	E.g. using language towards each other which is unpleasant / unkind / banter or using language that is derogatory, offensive or discriminatory generally including sexist comments	

behaviour points	Higher level disruptive behaviour	E.g. behaviour against our policy which happens at break, lunchtime, when travelling to and from school, or on an educational visit	<ul style="list-style-type: none"> <li>Faculty Head/Second in Faculty (academic/lesson-based concerns) or Head of Year (wider/multiple concerns).</li> </ul> <p>The sanction may include one of more of the following depending on the situation:</p> <ul style="list-style-type: none"> <li>Parents contacted</li> <li>Confiscation of mobile phone</li> <li>Lunchtime detention(s)</li> <li>Letter home and after school detention(s)</li> <li>Withdrawal of privileges</li> <li>Community service</li> <li>Internal social isolation</li> <li>Behaviour plan monitored by HOY</li> <li>Directed workspace for study periods (Sixth Form)</li> </ul> <p>If repeated level 2 incidents have occurred please escalate as a level 3 incident for repeated infringement at level 2 and alert the relevant member of staff.</p>
	Inappropriate internet use / inappropriate online behaviour	E.g. inappropriate online behaviour either in or out of school that affects self and / others in the school community	
	Bullying (including cyberbullying)	Please see anti-bullying policy for more details	
	Cheating	E.g. copying work in an assessment	
	Graffiti/vandalism	E.g. Serious damage to school property	
	Deliberate disregard for health and safety	E.g. not following clear safety instructions during lessons or evacuations	
	Serious / Repeated breach of uniform code	E.g. inappropriate hair colour, piercings	
	Injury to another student	E.g. slapping, hitting, tripping up	
	Rudeness to peers/members of staff, back chatter, insubordination, defiance, lying	E.g. answering back to staff or challenging their decisions inappropriately, using tone and language inappropriate for a member of staff	

Level:	Type of Behaviour:	Behaviour Examples:	Sanction:
3  Each incident is worth 10	Persistent infringement at L2	Repeated infringements at level 2, with appropriate interventions as above, no improvement is shown	<p>All staff to log 10 behaviour points on SIMS for each infringement.</p> <p>Sanctions issued by:</p>
	Bullying (repeated issue) including cyber bullying	E.g. Student has been dealt with in line with anti-bullying policy and the behaviour persists	

behaviour points	Truancy from lessons / leaving school without permission / truancy from school	E.g. Choosing not to attend lesson with no reason or not following school systems. Walking out of school without permission. Truancy from school for any period of time	<ul style="list-style-type: none"> <li>Head of Year / Faculty Head with support from SLT link</li> </ul> <p>The sanction may include one of more of the following depending on the situation:</p> <ul style="list-style-type: none"> <li>Parents informed by phone and / or letter</li> <li>Formal meeting with parents (HOY/HOF with Head of Upper or Lower School)</li> <li>Detention</li> <li>Community service</li> <li>Withdrawal of privileges e.g. study leave</li> <li>Internal isolation (1 to 5 days)</li> <li>Internal social isolation (1 to 5 days)</li> <li>Behaviour Plan monitored by Head of Upper or Lower School</li> <li>External suspension (if deemed appropriate by Headteacher)</li> </ul> <p>If repeated level 3 incidents have occurred please escalate as a level 4 incident for repeated infringement at level 3 and alert the relevant member of staff.</p>
	Copying/cheating in examinations	E.g. plagiarism, sharing of exam content / questions in internal examination	
	Inappropriate use of mobile phone/social networking sites	E.g. involving other students, unpleasant or unkind comments being used	
	Serious breach of uniform code	E.g. Refusal to follow the uniform policy	
	Online Safety / Sexting Incident	E.g. Serious online safety (giving away personal details, meeting someone you don't know) or the sending, possession or receiving of nude images.	
	Stealing of items	E.g. stealing something that belongs to another student / staff member	
	Possession of illegal substances/materials or possession of any prohibited items	E.g. Please see the list in the definitions section above for further details	
	Possession of a dangerous item	E.g. Please see the list in the definitions section above for further details	
	Persistent bullying (or cyberbullying)	E.g. Student has been dealt with in line with anti-bullying policy and the behaviour persists	
	Inappropriate sexual behaviour	E.g. unwanted sexual contact, comments or remarks, sexual harassment, sexting	
	Fighting	E.g. hitting, kicking, spitting	
	Smoking/drinking/vaping	E.g. bringing onto the premises or consuming alcohol or vaping	
	Setting off fire alarm	E.g. intentionally setting off the fire alarm	
	Misrepresentation of school online	E.g. posting unpleasant material online about the School and its members	

Level:	Type of Behaviour:	Behaviour Examples:	Sanction:
<p>4</p> <p>Each incident is worth 15 behaviour points</p>	Persistent infringement at L3	Repeated infringements at level 3, with appropriate interventions as above, no improvement is shown	<p>All staff to log 15 behaviour points on SIMS for each infringement.</p> <p>Sanctions issued by:</p> <ul style="list-style-type: none"> <li>Headteacher with support from members of SLT where appropriate.</li> </ul> <p>The sanction may include one of more of the following:</p> <ul style="list-style-type: none"> <li>Incident Report</li> <li>Internal isolation (1 to 5 days)</li> <li>External suspension (1 to 5 days)</li> <li>Formal meeting with parents, Governors and Headteacher</li> <li>Pastoral Support Programme (for two or more external suspensions. Work sent home)</li> <li>Formal meeting with the parents and Governors' Discipline Panel for a permanent exclusion</li> <li>Referral to the Police/outside agencies (TAW)</li> </ul>
	Deliberate breach of network security	E.g. hacking into school network	
	Bringing to school items which could cause harm/damage to self or others	E.g. Please see the list in the definitions section above for further details	
	Bringing school into disrepute/damaging its reputation.	E.g. Completing an illegal activity while on the school site, in the school uniform	
	Physical/verbal abuse of staff or students	E.g. Please see child protection policy for definitions of abuse	
	Threatening of staff or students or malicious accusations against school staff	E.g. threatening a member of staff verbally or making malicious accusations: directly or indirectly	
	Racist incidents/abuse	E.g. any form of racist comment or remark towards another student or member of staff	
	Homophobic/transphobic incidents	E.g. any form of homophobic comment or remark towards another student or member of staff	
	Supply of illegal or banned substances including vapes	E.g. Please see the list in the definitions section above for further details	
	Possession of pornography	E.g. Being in possession of pornographic material and / or making others watch this	



## **Managing Behaviour**

Instances of unacceptable behaviour will be taken seriously and dealt with immediately. Staff will respond promptly, consistently and with confidence to maintain a calm, safe learning environment. Staff will consider afterwards how to prevent such behaviour from recurring. Heads of Year will review all behaviour incidents weekly and staff will be vigilant to changes in behaviour that could indicate the child needs additional help. Support, such as targeted discussions with students, and working closely with parents / carers will take place, alongside the use of sanctions to prevent the misbehaviour recurring.

## **Interventions and Sanctions**

This section outlines the school's strategies for preventing unacceptable behaviour and use of intervention and sanctions to improve students' behaviour in the future.

Examples of interventions to address misbehaviour will include but are not limited to, the following:

- Engagement with parents
- Providing mentoring and coaching from a trusted adult
- Short term report card
- Long term behaviour plans with targets for improvement and regular review points
- Where the student has a SEND need, an assessment of whether appropriate provision is in place to support them to be completed by the schools SENDCO. If the student has an EHCP contact should be made with LA to consider a review of the plan
- Support from external agencies such as the Behaviour Support Advisory Team

A multi-agency assessment, such as an early help assessment, that goes beyond a student's education will be considered where serious concerns about a student's behaviour exists.

## **Detentions**

Detentions can be used as one of the sanctions for level 1, 2 and 3 incidents. Lunchtime detentions can be arranged by any member of staff and should be logged on SIMS. Failure to attend a detention will result in the Head of Faculty or Head of Year issuing a longer detention. For example, if a student chooses not to attend a 10-minute detention set by the teacher, this will be escalated to a 30-minute detention. After school detentions are for more serious incidents and are arranged by Heads of Faculty, Heads of Year and the Senior Leadership Team and we would give parents at least twenty-four hours' notice including a written follow up to allow transport arrangements to be made.

## **Use of Form Time**

Positive behaviour will be taught to all pupils as part of the form time programme. Conversations will be had to enable student to understand what behaviour is expected and encouraged and what is unacceptable. Positive reinforcement will be used by staff where expectations are met to acknowledge good behaviour and encourage repetition of this. This will also include defining positive behaviour and what this looks like at NGHs, including the key habits and routines required by the school. Routine will be used to teach and reinforce the expected behaviour of all students.

## **Preventative measures for students with SEND**

Behaviour will always be considered in relation to a student's SEND need. If it is deemed that a student's SEND need has contributed to their misbehaviour, the SENDCO will support with deciding the appropriate next steps including any sanctions that need to be issued. The graduated approach will be used to assess, plan, deliver and review the impact of support being provided and care plans will be updated to support teachers.

## **Off-Site Behaviour**

Further details about this can be found in the school trips student behaviour policy, but sanctions may be applied where a student has failed to follow the school's expectations when off-site whilst representing the school, such as on a school trip, sports fixture or on the bus on the way to or from school.

## **Malicious Allegations**

Where a student makes an accusation against a member of staff and that accusation is shown to have been malicious, the Headteacher will discipline the student in accordance with this policy. Please refer to our child protection and safeguarding policy for more information on responding to allegations of abuse. The Headteacher will also consider the pastoral needs of staff accused of misconduct.

## **De-escalation strategies**

Where negative behaviour is present, staff members will use emotion coaching and implement de-escalation strategies to diffuse the situation. This will include:

- Appearing calm and using a low tone of voice
- Using simple, direct language
- Providing adequate personal space and not blocking a student's escape route
- Showing open, accepting body language e.g. not standing with their arms crossed
- Reassuring the student and creating an outcome goal
- Identifying any points of agreement to build a rapport
- Offering the student a route out of the confrontation
- Rephrasing requests made up of negative words with positive phrases e.g. "if you don't return to your seat, I won't help you with your work" becomes "if you return to your seat, I can help you with your work".

## **Classroom Removal**

If, on the rare occasions that a classroom teacher feels that a student needs to be taken out of class temporarily due to their behaviour, then Reception must be informed and they will arrange for a member of staff to support.

Some examples of this level of disruption are:

- Abuse of staff
- Abuse of fellow students
- Racial harassment
- Sexual harassment
- Illegal substances
- Criminal damage
- Physical assault
- Dangerous behaviour / self-harm
- Repeated disruption of other students learning
- Repeated refusal to follow instructions

## **Physical Restraint**

In some circumstances, staff may use reasonable force to restrain a student to prevent them:

- Causing disorder
- Hurting themselves or others
- Damaging property

More details about this can be found in the School's Use of Reasonable Force Policy. Some staff have received additional training in this area.

### **Confiscation**

**Any prohibited items (listed in the Definitions Section) found in a student's possessions will be confiscated. These items will not be returned to students.** We will also confiscate any item which is harmful or detrimental to schools' discipline. This could include:

- Mobile phones (see Mobile Phone Policy for further details)
- Jewellery not permitted (see Uniform Policy for further details)
- Badges / other items not permitted (see Uniform Policy for further details)
- These items will be returned to students but will be recorded on our behaviour management system (please see information contained within the mobile phone policy about collection of confiscated mobile phones).

Searching and screening pupils is conducted in line with the DfE's [latest guidance on searching, screening and confiscation](#). (please see the School's searching, screening and confiscation policy for further details)

### **Monitoring Arrangements**

This behaviour and rewards policy will be reviewed annually. At each review, the policy will be approved by the Governing Body.

### **Links with other policies**

- Anti-Bullying Policy
- Child Protection and Safeguarding Policy
- Mobile Phone Policy
- School Trips Student Behaviour Policy
- Searching, screening and confiscation Policy
- Social media Policy
- Uniform Policy
- Use of reasonable force Policy