

NEWPORT GIRLS' HIGH SCHOOL ACADEMY TRUST



BEHAVIOUR AND REWARDS POLICY

Policy written by: SLT
Policy written / reviewed: Summer Term 2026
Next review due: Summer 2027
Statutory Governor Approval: May 2026

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

This policy is based on guidance for the Department for Education including *Behaviour in Schools (2024)* and *Searching, Screening and Confiscation (2022, updated)*

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 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
- This includes behaviour online outside of school hours where it impacts school, harms others or damages reputation

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	- Good manners - Mentoring Others - Charity work - Being Kind - helpful behaviour
Getting involved	- Extra-curricular clubs - House Events - PTA Events - Assemblies
Homework	- Good quality work completed at home
Schoolwork	- Good quality work completed at school - Assessment performance / praise postcards - Making a positive contribution to the lesson - Student of the Half Term (5 S points) - Attendance

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

Rewards Prizes

Rewards and prizes are to recognise and celebrate students' achievements, efforts, and positive behaviour. They help to motivate learners to strive for excellence and encourage a supportive goal-orientated learning environment.

	NGHS Golden Pencil	Sweet treat	NGHS Golden Pen	Break time item	NGHS Achievement Lapel badge	Headteacher's Award
Year 7 & 8	29 points	53 points	77 points	101 points	125 points	149 points
Year 9 & 10	24 points	48 points	72 points	96 points	120 points	144 points

Year 11 and Sixth Form Half-Termly Credit Rewards

Students in Year 11 and the Sixth Form will take part in a half-termly credit reward system. Credits are accumulated throughout each half term and converted into rewards at the following rate:

- **Every 10 points earned = £1 Costa voucher**

Vouchers will be issued to students during the **first week of the following half term**.

The **'Golden lapel'** will be awarded to all students who surpass the maximum points threshold, recognising exceptional achievement.

Mobile Phones and Personal Devices

Rationale

The school operates as a phone-free environment for Years 7–11 and a restricted-use environment for Sixth Form. This supports learning, behaviour, safeguarding, and wellbeing. Students are encouraged to avoid bringing phones to school; however, if phones are brought to school they will be switched off and stored securely in either student bags or lockers at the beginning of the school day.

Definition

Mobile phones include smartphones, smartwatches, tablets, and any personal electronic device capable of communication, recording, or internet access.

Expectations

Years 7–11

- Mobile phones must not be seen, heard, or used at any time on the school site
- This includes before school, after school, lessons, corridors, break, and lunch

- There are no routine exceptions. Any permitted use for specific students will be limited strictly to the specific purpose outlined in the agreed plan.
- Phones should be switched off and kept in bags, lockers or left at home
- They should not be in blazer pockets
- Students will be able to use their personal devices when travelling to and from school; however, they should not be used to arrange travel during the school day.

Sixth Form (Years 12–13)

Allowed only:

- During study periods and social time
- In designated areas: Atrium, Centenary Hall, Sixth Form Silent Work Room

Not allowed:

- In lessons
- In corridors or while moving around the school

Use must be purposeful, respectful, and appropriate.

Use for Learning

Sixth Form students may use devices for study. School devices are available where needed. Where a Bring Your Own Device (BYOD) scheme is operated to facilitate the use of laptops or tablets for learning, such devices will be used in accordance with this policy.

Prohibited Use

- Filming or photographing without consent
- Bullying or harassment
- Accessing inappropriate content
- Cheating in assessments or exams

These will be treated as serious behaviour incidents.

Sanctions

The school will apply sanctions for breaches of this policy in a consistent and proportionate manner as shown in the sanctions table.

Years 7–11

First Breach

Where a mobile phone or personal electronic device is seen, heard or used at any time during the school day:

- The device will be confiscated immediately and stored securely in the school office.
- A Level 2 behaviour incident will be recorded.
- The student will attend the next scheduled Friday SLT after-school detention.
- The device will only be returned to the student at the end of that detention.
- If a student fails to attend the detention, the device will remain securely stored until the detention has been completed (unless alternative arrangements are agreed by the school).

Repeated Breaches

Repeated breaches will result in:

- Confiscation of the device.
- Escalation through the Behaviour Levels.
- Parent/carers contact.
- Additional sanctions in line with the Behaviour Policy.
- The device may remain stored securely for the rest of the half term.

Sixth Form

- Confiscation
- Behaviour points
- Loss of privileges
- Escalation if repeated

Serious Misuse

Managed under higher-level sanctions, including isolation or suspension.

Confiscation

Confiscated mobile phones and personal electronic devices will be stored securely in the school office. For students in Years 7–11, devices confiscated because they have been seen, heard or used will normally only be returned following completion of the scheduled Friday after-school detention.

Adaptations and Reasonable Adjustments

The school will comply with its legal duty to make reasonable adjustments to the policy where necessary. Adaptations may be made in exceptional circumstances and in response to a student's specific needs.

If it is deemed necessary due to the nature of a pupils SEND, reasonable adjustment will be made to allow that students to use their mobile phone or similar device during the school day.

The school will not prevent students from using their mobile phones to manage their medical condition effectively. E.g. if a student is using a monitoring app on their phone to manage their diabetes.

Incidents and Sanctions Table

Level:	Type of Behaviour:	Behaviour Examples:	Sanction:
0 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: - Infringement warning given to student and logged on SIMS by the staff member. Should the behaviour occur again, move to Level 1. - In the case of homework/classwork, the student should subsequently complete the work to the expected standard of the staff member.
	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:
I 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: 1 BP added to SIMS. 10-minute break/lunchtime detention issued by staff member. - Second occasion at L1: 1 BP added to SIMS. 30-minute lunchtime detention issued by staff member. - Subsequent occasions please liaise with HOY / HOF / Second in Faculty to escalate to level 2
	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	• 1 BP added to SIMS for each infringement and 10-minute break/lunchtime detention issued by staff member. • Second occasion at L1: BP added to SIMS. 30-minute lunchtime detention issued by staff member. • Subsequent occasions please log as a Level 2 on SIMS and alert relevant member of staff to implement sanction.
	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	

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 L1	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 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	- Faculty Head/Second in Faculty (academic/lesson-based concerns) or Head of Year (wider/multiple concerns). The sanction may include one of more of the following depending on the situation: - Parents contacted - Confiscation of mobile phone - Lunchtime detention(s) - Letter / Email home and after school detention(s) - Withdrawal of privileges - Community service - Internal social isolation - Behaviour plan monitored by HOY - Directed workspace for study periods (Sixth Form) 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.
	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	
	Mobile phone seen, heard, or used	E.g. use of mobile phone for any reason, mobile phone in blazer pocket, mobile phone heard	
	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	All staff to log 10 behaviour points on SIMS for each infringement. Sanctions issued by:
	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	- Head of Year / Faculty Head with support from SLT link The sanction may include one of more of the following depending on the situation: - Parents informed by phone and / or letter - Formal meeting with parents (HOY/HOF with Head of Upper or Lower School) - Detention - Community service - Withdrawal of privileges e.g. study leave - Internal isolation (1 to 5 days) - Internal social isolation (1 to 5 days) - Behaviour Plan monitored by Head of Upper or Lower School - Suspension (fixed term) (if deemed appropriate by Headteacher) 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.
	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 do not 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:
4 Each incident is worth 15 behaviour points	Persistent infringement at L3	Repeated infringements at level 3, with appropriate interventions as above, no improvement is shown	All staff to log 15 behaviour points on SIMS for each infringement. Sanctions issued by: - Headteacher with support from members of SLT where appropriate. The sanction may include one of more of the following: - Incident Report - Internal isolation (1 to 5 days) - Suspension (fixed term) (1 to 5 days) - Formal meeting with parents, Governors, and Headteacher - Pastoral Support Programme (for two or more suspensions. Work sent home) - Formal meeting with the parents and Governors' Discipline Panel for a permanent exclusion - Referral to the Police/outside agencies (TAW)
	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. Sanctions will be applied fairly and consistently, considering individual needs, including SEND and any mitigating circumstances.

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 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 students 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

Reasonable Force

In some circumstances, staff may use reasonable, proportionate, and necessary force to restrain a student to:

- Prevent harm
- Prevent serious disruption

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
- 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

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