



THE DOWNS
PREPARATORY SCHOOL
BRISTOL

6.4 SANCTIONS REWARDS AND POSITIVE REINFORCEMENT POLICY

Aims

The aims of the policy are to assist in the maintenance of good behaviour among the pupils (in accordance with the Guide to Behaviour and the Dfe non-statutory advice '[Behaviour in schools February 2024](#)') and a positive work ethic (in accordance with Curriculum policy).

Objectives

- To make clear to all pupils from reception to Year 8, what the expectations of the school are in the areas of behaviour and work.
- To manage the pupils' transition through the school with positive reinforcement. Sanctions for poor behaviour should involve only a comparatively small number of pupils.
- To make clear to the pupils what the consequences will be if they fall short of the expected standards.
- To implement sanctions efficiently, fairly and consistently, whilst making reasonable adjustments for those pupils with special educational needs/disabilities. (In accordance to the Equality Act 2010).
- To liaise with other agencies if the need arises, eg Ed Psychologists, GP, Local Authorities etc
- To take disciplinary action against pupils who are found to have made malicious accusations against staff.

Communication of Policy in the Community

Parents will have access to this policy via the school website.

Pupils will be reminded of school expectations and sanctions during assemblies, lessons and tutor time.

If a child has a behavioural or pastoral need a management plan will be devised in a transparent way following a Team Around the Child (TAC) meeting. Parents will be consulted and together a plan will be agreed and drawn up. The plan will then be recorded on CPOMS and communicated and implemented by all staff concerned. It

will be kept under review and if any amendments are deemed necessary, these will be agreed with and communicated to parents and staff.

The school is always happy to consider suggestions from parents and hope that parents find the school responsive and open-minded.

Corporal Punishment

This form of punishment is not used or threatened at any time at the Downs School.

Physical Intervention

Physical intervention may be undertaken by a member of staff where deemed necessary. (In accordance with 6.1 Behaviour Management Policy)

Positive Reinforcement and Rewards

Staff should use positive reinforcement for good behaviour / work as it is positively encouraged within the school.

This can be administered through:

- words of encouragement,
- smiley faces in books,
- stickers,
- certificates,
- house points, (See house points policy)
- Commendations
- visit to Section Heads or SLT
- golden time
- kindness leaf
- celebration of success in assembly.
- presentation of Charlton Kindness Certificate
- celebration Head's End of term kindness tea

Sanctions (also see 6.3)

Pre-Prep

These are based in the expectations of good behaviour at all times, in and out of the classroom. Any misbehaviour at playtime or around school results in:

- i. the teacher will deal with minor incidences as they arise and as they see fit
- ii. the child has time out and is removed from the activity i.e. stands with teacher or sits on bench (if out at break).
- iii. continued misbehaviour or more serious misdemeanours result in missed playtime and sending to Head of Pre-Prep.
- iv. The Head of Pre-Prep may involve parents when misconduct continues or a serious breach of expectations occurs.
- v. Pupil placed on Support Card. Parents informed by Head of Pre-Prep
- vi. Temporary exclusion or 'suspension' from school – length to be decided by DI/Head of Pre-Prep.
- vii. Permanent exclusion or 'expulsion' from school.

In the classroom, children are dealt with in an individual way by class teachers. This may involve some ‘time-out’ or removal from activities.

Pre-Prep staff are highly sensitive to the age-related issues of sanctions with very young children and always strive to promote good behaviour through positive reinforcement.

Sanctions in the Prep School

These are based in the expectations of good behaviour at all times, in and out of the classroom. Any misbehaviour at playtime or around school results in:

Academic: Any issue arising from the quality or quantity of work produced in lesson time or for prep,

Pastoral: Any issue arising from poor behaviour in any part of the school, including the classroom or school trips.

The following table outlines the various strategies and/or interventions which may be used to help support a child whose behaviour is below the expected level. The order of sanctions will be considered on a case-by-case basis. Depending on the severity and/or consistency of previous misdemeanours a more serious ‘entry level’ sanction may be deemed appropriate.

	Academic	Pastoral
1	Minor incidences-The teacher concerned to deal with the incident as they see fit. (noted down by teacher on CPOMS)	
2	Minor detention with Heads of Sections or Deputy Heads to do the work concerned. Work finished for prep if not done in lunch time.	Minor detention with Heads of Section or Deputy Heads. An explanation/apology to be written or reflection on incident and conversation with HOS or Deputies.
3	Pupil placed on Academic Report / Support Card. parents informed.	Pupil placed on Behavioural Report / Support Card parents informed.
4	Major detention after given. Parents to be informed.	
5	Formal Saturday morning detention with Head or Deputy Head. Parents informed, and also informed that the next stage in the process is exclusion from school.	
6	Internal exclusion – pupil follows daily timetable but works independently in school. Allowing time for reflection and support from tutors and heads of section throughout the day.	
7	‘Time out’ – pupil is sent home for time to reflect their behaviour. This is recorded on CPOMS but does not go on their formal file.	
8	Temporary exclusion from school – length to be decided by DI.	
9	Permanent exclusion from school.	

Behaviour Records Pre–Prep and Prep

These are recorded in CPOMS for all staff to add entries to.

CPOMS should be used for recording details of both positive and negative comments with regard to pupil behaviour and work. Entries should include objective description of the incident, what action has been taken place and what action is requested.

Bullying Record

All cases of bullying in Pre-Prep and prep school should be recorded on CPOMS.

Serious Misbehaviour

All cases serious misbehaviour in the school should be recorded on CPOMS.

Monitoring and Evaluation

The Deputy Head will meet weekly with Section Heads to monitor CPOMS entries and analyse trends for minor and major behavioural incidents and any cases of bullying or discrimination. In the light of these weekly meetings support strategies and action points will be put in place and shared with staff or parents as deemed appropriate.

Timescale

There will be an annual review carried out by the Leadership Team.

This policy was updated on	Signed on behalf of the School	Date for review
<i>03/03/24</i>	<i>O Elliott</i>	<i>01/01/2026</i>

Overview required by Education Committee - date		Policy uploaded to website(s) - date
<i>10/06/24</i>		<i>04/03/24</i>