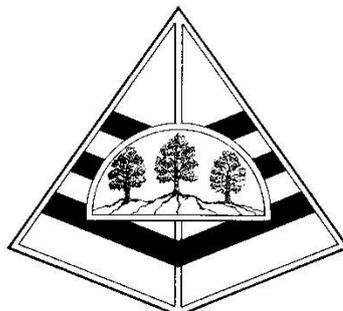


REWARDS & AWARDS POLICY

FERNDOWN MIDDLE SCHOOL



Policy to be reviewed by Governor Committee:	Community & Curriculum
Frequency:	Annually

This policy has been reviewed in line with the 8 principles set out in the Single Equality Policy and an initial screening Equality Impact Assessment has been carried out.

Rewards and Awards at Ferndown Middle School



A teacher guide/policy document

1. Key Aims – This system of rewards and awards has been produced to ensure that a consistent approach to motivating learners and recognising the achievements of individuals, classes, year groups and houses across all aspects of school life is adopted by all staff at Ferndown Middle School. It is the aim of this system to ensure that pupils are continually able to gain recognition for their endeavours and that staff are able to deploy this manageable system alongside the tools they consider good practice as individual teachers, **such as stickers and class competitions.**

2. The planning process – **This policy was planned and updated following feedback received from the students, parents and staff, gathered via anonymous online surveys. Research was also carried out into various online systems however it was decided that this would not work for Ferndown Middle School, at this time.**

3. The House Point system – This reward and Award system is encapsulated under the umbrella of a 'house system'. **There are five houses- red, blue, green, yellow and orange. Each house is made up of one tutor group from each year group, plus associated staff. The house with the highest number of house points at the end of each term will be awarded with the Housepoint trophy in the end of term celebration assembly. The trophy then resides in the school reception wearing the appropriate coloured ribbons for the following term.**

House points provide the opportunity for pupils to gain recognition for **their effort and attitude** at an individual, class and **whole school** level.

At the end of each half term house points are collected by form captains and tutors before being sent to the school office. Each house's current standings will be updated before the headteacher shares the current running totals with the pupils in assembly. Each new school year sees the process begin again.

4. Individual Rewards – Pupils have a House Point Reward Chart in the front of their school diary. This reward chart has three sets of 30 house points. Each house point is further sub divided into four pieces. Each set of 30 points represents a stage, bronze, silver and gold. Pupils can be awarded parts of house points or whole house points working towards each of the three stages.

Upon completion of the bronze stage pupils **visit the school receptionist who records the achievement on SIMs so that tutors and Teaching and Learning managers (TLMs) are aware. Bronze certificates are given out to children by their TLM, silver, gold and platinum awards are given out in whole school assemblies.**

If pupils complete all three stages they are still able to continue gaining house points and are considered to be at the Platinum level. On completing the platinum level

chart, pupils will see the Headteacher to award a gold star pin badge (or other special award).

This process is progressive and pupil's work throughout the academic year moving through the bronze, silver, gold and platinum stages.

IMPORTANT - A house point should look to recognise academic achievements and effort, whilst also rewarding pupil's contribution to school life and the citizenship qualities a child displays. Each of these attributes should be considered to have equal weighting. There is a limit of 3 house points that may be awarded for any one single occurrence of a previously mentioned attribute.

5. Individual Awards – In year 8, two awards for each curriculum area are given, one to recognise achievement and one to acknowledge progress. For year 8 pupils a celebration event is held to present these awards and an appropriate prize. It is the responsibility of the subject co-ordinator to ensure an appropriate recipient of each award selected. **Physical Education awards girls' and boys' prizes for achievement and progress.**

In addition to subject awards in year 8 the following awards are also presented at the end of year assembly: The Cherry trophy for contribution to school life and the Lions Club citizenship trophy. **Awards are also given to children for acts of citizenship over the course of the year, for example running the school games shed or the stationary shop or being a library monitor.**

The Dyble-DuRose award for effort is presented at the end of each term to a pupil who is identified by the teaching staff as giving an outstanding effort in all aspects of school life regardless of academic ability. **It is awarded to a year 8 pupil in the summer term and is awarded during the end of year awards presentation.**

6. Sporting Achievements – **housepoints are awarded to pupils for participation in interform competitions, winter and summer sports days and other events (such as the daily mile) which run across the year. These points are added to the points total for individual houses.**

7. Managing this system

Awarding House points

IMPORTANT – the following is intended as a guide. It is hoped that the House Point system is used by staff consistently and thoughtfully and regular review of best practice when awarding these points is encouraged at departmental and year meetings. Staff meetings time is set aside annually to review this process.

- House points can be awarded in part for **pupils who go above and beyond what is the normal expectation of them in lessons. For example, an especially good piece of work, or playing a particularly effective part of a group during an activity.**
- A single house point is expected to be awarded to a high quality piece of work, this is not necessarily the single best piece of work a child has produced in a term but an example of what represents a high standard for the individual. In

addition to this a contribution to school life that has taken time to carry out could be considered for a full house point.

- Up to three house points can be awarded when considering a piece of work that has been produced over a period of time such as work in art or design or when considering a pupil's contribution to school life as a monitor for example.
- **Housepoints should not be awarded for good behaviour that is in line with the school's general expectations of pupils.**

Recording House Points

Each pupil has a House Point Reward Chart attached in the front of their school diary. When children are awarded points, these are signed for by the member of staff issuing the reward on this chart.

Every fortnight the class tutor and form captain use these sheets to count up house points for each class. These totals are **added to an online spreadsheet**. The **Assistant headteacher** will then update the whole school house point tally in assembly.

Marking Pupils' books

When staff are marking pupils work and awarding house points they are required to keep a record of this on the child's work to provide feedback and a record for pupils. **Praise in books is monitored during departmental work scrutinies and learning walks.**

The bronze, silver and gold recognition of commitment to school life awards

Upon completing each set of house points, pupils are awarded with the appropriate level of award in the form of a 'recognition of commitment to school life award' certificate. These certificates are signed by the member of staff managing each stage of the process. (the TLM, Assistant Headteacher or Headteacher). Certificates are **regularly presented in school assemblies**. A poster for each classroom has been commercially produced explaining how this system and the wider rewards and awards system for the school works to ensure that pupils are fully aware of how to gain recognition and reward.

The platinum stage

For those pupils who complete the Gold stage they will progress to the platinum stage. This stage does not have an end total to work towards. Instead pupils are considered to be working at the highest level of achievement. Pupils who consistently work well at this level are acknowledged by the headteacher in person and through a letter home to parents/guardian.

The role of the subject teacher

Subject teachers are required to record house points in exercise books when marking to acknowledge a child's achievements whilst also ensuring that they record all house points that they award in pupils' diaries with a signature.

The role of the class tutor

Each tutor is responsible for reviewing house point collection with their tutor group during the academic year. As diaries are signed each week this process can be monitored with a sample group from the class. In addition to this each tutor group will be asked to tally their points **fortnightly**.

The role of the subject co-ordinator

Subject co-ordinators should take time to ensure that house points are being awarded consistently across their department.

The role of the headteacher and assistant headteacher

The headteacher and assistant headteacher will manage the award of Silver and Gold awards in the same way that a TLM will manage the Bronze award.

The role of administrative staff

A Practical Assistant produces Bronze, Silver and Gold certificates as they are requested by the **school office**. **A record of pupils' achievements is recorded on the SIMS system by the school office.**

The role of the teaching assistant

All Teaching Assistants have an understanding of this rewards and awards system and are able under the guidance of teachers responsible for teaching groups to suggest the award of house points by teaching staff.

8. Teaching and Learning Manager awards – Each TLM is encouraged to use their year group assemblies to present Bronze awards.

9. Supporting this system with Individual teacher rewards – Individual members of staff who have successful methods for rewarding pupils' achievements and motivating targeted children, are encouraged to use these techniques whilst ensuring that they reflect on the value of their strategies alongside the whole school policy.

10. Continuous assessment – These grades are awarded at 4 points throughout the school year and recorded in pupils' diaries. These grades will continue to reflect effort in subject lessons and run alongside the house point system.

11. Form Captains – Form captains represent their class on the school council and are responsible for collecting their classes house points each **fortnight** under the supervision of their class tutor. Form Captains are selected by the pupils within the class from a list of nominees presented by the class tutor.