

Highcliffe School Rewards Policy

“His nature is such that he has to be drawn out by kindness and encouragement
But if he be treated well and love be shown him,
He will accomplish things that make
The whole world wonder.”

Michelangelo 1490AD

Contents

1. Policy Summary p2.
2. The Commendation p3 – 5
3. Higher Rewards (Commendation Letters, Headteacher’s Awards) p5 – 7
4. Rewarding Sustained Excellence (Awards Evenings, Highcliffe Challenge Graduations, Passports) p7 - 9
5. Rewarding Excellence in Examination Results (Annual Prize Giving) p9 – 10

Policy Summary

Aims of the Policy

The purpose of Rewards is to celebrate our students' achievements and encourage them to continuously strengthen the attitudes, skills and behaviours which we believe underpin their educational achievement, personal development and community contribution. Our students succeed when they persevere in the face of challenges, use their initiative, take responsibility for their own learning and behaviour, help each other learn, and contribute to the wider success of their Highcliffe School community. We reward hard work, perseverance, initiative, progress in learning, achievement (academic, practical, athletic, creative), good conduct, and kindness and consideration of others. We aim to encourage development of a 'Growth Mindset' through our rewards policy, whereby rewards help students recognise their individual level of academic achievement, personal development or community contribution is not pre-determined or limited, but is under their control. In order to achieve our different aims the school uses different categories of Rewards organised into a sliding scale from the basic Commendation up to the formal Annual Prize Giving.

We reward individual and collective (i.e. team or Tutor Group) achievements. The Rewards Policy provides an increasing scale of reward:

1. The basic 'currency' of a Commendation, awarded for certain reasons on a daily basis is the first level of reward.
2. For a higher standard of achievement or conduct an Excellence Commendation Letter and, in some circumstances, a Headteacher's Award, are the next level of reward.
3. Sustained achievement and good conduct over a school year are rewarded through the accumulation of the Commendations, Commendation Letters and Headteachers' Awards which lead into annual Awards Evenings in each Year Group. In Years 8, 10 and 12 awards evenings are combined with a graduation ceremony for the Highcliffe Challenge, for those students who pass it. Special Awards are also awarded annually.
4. Finally the school rewards outstanding examination success at its annual Prize Giving, which celebrates the achievements of the highest performing students in Year 11 and Year 13 in the preceding August.

Scope of the Policy

The Rewards Policy applies to all students in Years 7 to 13, tailored to suit different age groups. All school staff are expected to apply the Policy. All Rewards are logged electronically and made available to parents/carers via MyHighcliffe. The criteria for awards are reviewed annually.

The Commendation: The basic currency of all rewards

Teachers award ONE Commendation at a time. Commendations are entered electronically so the accumulation of Commendations can be tracked to unlock further Rewards. Commendations may still be written on students' work by teachers when marking (at the teacher's discretion), however teachers will need to employ simple methods to transfer them to the school database e.g. have the database open for their class when marking. Commendations should also be electronically awarded during lessons too, by the teacher telling the student they have achieved a Commendation and what it is for and then recording it online. Teachers will need to either enter Commendations directly onto the School database during the lesson (by simply clicking a box), or employ simple methods to record them before entering them on the database later e.g. allowing one student to be 'Commendation Monitor' who keeps a record on behalf of the teacher during the lesson, or by writing a list of names on the whiteboard, then entering them on the database while students are leaving the room.

The same Commendation can be given to groups of students or a whole class, at the same time.

Teachers must only award ONE Commendation per student at a time (although students can achieve more than one Commendation in a lesson if they do different things worth Commending – for example they might make an excellent verbal contribution using knowledge they acquired outside school in the first 10 minutes of lesson, and then towards the end of the lesson make a breakthrough in their learning).

If a student repeatedly does one thing to a very high standard during a lesson then the teacher may consider awarding a Commendation letter (see below).

If a student's single achievement deserves more than one Commendation, a Reward further up the scale should be given i.e. a Commendation Letter, Headteacher's Award, or a nomination for Best Student at Awards Evenings.

A basic **Commendation** can be awarded for any of the following reasons.

EXCELLENT WORK:

Example criteria for those awarded by the teacher:

- A single small piece of excellent class work or homework (meaning it *fully achieved the learning objectives, was presented to very high standard, and was SPAG'd in line with the expectations of the student*)
- A clear, carefully explained, *extended verbal explanation* answering a question or explaining a key point, *appropriate to the age and level of the student*.
- *For answering a question* or giving an explanation *no other student in the class could answer or explain*.
- For making very effective use of their own *wider general knowledge/reading around a subject*, in a piece of written work or in an extended verbal answer.

Example criteria for those awarded automatically:

- One Commendation for each Subject Grade or Level at the current Target Grade or Level in a Profile or Progress Check.

A BREAKTHROUGH IN LEARNING:

Example criteria for those awarded by the teacher:

- A written piece of work which is *substantially improved* on previous work or *overcame a particular barrier to the student's progress*, either *because the student has acted effectively on advice given in marking/feedback*, or *because on their own initiative the student has been able to grasp a point/demonstrate a written skill or ability which they were not secure in before*, appropriate to their age, their level, and the criteria for the work. NB Teacher's marking will highlight the precise improvement made, for the benefit of the student.
- The student provides *a clear, precise verbal explanation of a point, or answer to a question or a solution to a problem, they had not at first understood*; or *they demonstrate in a practical piece of work a substantial step forward in a particular skill which had previously been a barrier to progress*. The teacher will clearly inform the student of the reason for their Commendation.

Example criteria for those awarded automatically:

- One Commendation for each sub-level of improvement from the previous Profile or Progress Check.

ACTIVELY ENGAGING IN LEARNING:

Example criteria for those awarded by the teacher:

- For working harder at a problem or topic or activity, during a lesson, compared to their peers in the class.
- For consistently answering questions or contributing well to class discussions during a lesson
- For consistently responding promptly to instructions from the teacher and getting on-task quickly during a lesson
- For consistently being very focussed and committed during a task or activity during a lesson
- For consistently making a proactive contribution to a pair or group activity during a lesson
- For consistently doing written or practical tasks carefully and thoroughly during a lesson
- For demonstrating a positive and willing attitude towards learning, by the way they generally respond to the teacher and to other students during the lesson

Example criteria for those awarded automatically:

- ONE Commendation for each ATL Grade of 2 in a Profile or Progress Check.
- ONE Commendation for each week of 100% attendance

DEMONSTRATING INITIATIVE IN LEARNING:

Example criteria for those awarded by the teacher:

- Demonstrating in their work that they have incorporated a substantial piece of knowledge or understanding which the student has learnt from their own research or their own reading around the subject.
- Managing their personal organisation effectively in order to hand in a piece of homework, a project, or coursework *at least 24 hours in advance of the deadline.*

Example criteria for those awarded automatically:

- For taking part in a subject-related competition or scheme, as a participant, outside of normal lessons, in order to extend their own learning.
- One Commendation for every ATL Grade 1 in a Profile

HELPING OTHERS LEARN:

Example criteria for those awarded by the teacher:

- By spending time in class helping another student understand or do something they were struggling with, either by volunteering or being asked by the teacher.
- By being a *notably positive influence on others during a group work activity in class*, for example by taking on a leadership role or organising the group.

Example criteria for those awarded automatically:

- *Helping younger students learn*, by reading with them or tutoring them as part of a programme implemented by the School. *ONE Commendation is awarded for each session undertaken*, by the member of staff organising the programme.

DEMONSTRATING CONSIDERATION FOR OTHERS:

Example criteria for those awarded by the teacher:

- For undertaking a voluntary task helping a member of staff e.g. delivering/carrying books or resources, sharpening a set of pencils.
 - For volunteering to help another student e.g. if they have lost something, or if they need assistance around school as a result of an injury.
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Higher Rewards: when more than a single Commendation is merited

A. Commendation Letters

These are awarded when the students' achievement or conduct are significantly above and beyond the criteria for a single Commendation. These are also awarded electronically by choosing the correct option in the school database.

They can be awarded for:

EXCELLENT WORK:

Example criteria for those awarded by the teacher:

- A single piece of work or a project which *substantially exceeds the learning objectives/expectations set for the task*, appropriate to the age and level of the student, either during the lesson or for homework.

Example criteria for those awarded automatically:

- One Card for each Subject Grade or Level *above* the current Target Grade or Level in a Profile.
- Performing in a major musical or artistic event on behalf of the School e.g. Bournemouth Music Festival.
- Being exhibited in a local gallery or participating in major school production.
- Performing in an in-school performance e.g. Grease

A BREAKTHROUGH IN LEARNING:

Example criteria for those awarded automatically:

- *2 or more sub levels or more improvement* from the first annual Profile or Progress Check in a subject, or moving from one Grade/Level into the next. One letter summarising all subjects.

DEMONSTRATING PERSEVERANCE IN LEARNING:

Example criteria for those awarded by the teacher:

- The student has made an excellent, substantial effort to produce a single piece of truly outstanding work; or has demonstrated substantial commitment, over a period of weeks, to producing work at the highest possible standard.

Example criteria for those awarded automatically:

- For achieving at least 6 ATL Grade 1s (*Going Above and Beyond*) in a Profile or Progress Check (3 in Year 12 & 2 in Year 13) where there are no Grade 3s or below.
- ONE Letter every half-term of 99%+ attendance.

DEMONSTRATING INITIATIVE IN LEARNING

Example criteria for those awarded by the teacher:

- One Card for reaching the district or regional finals of a competition linked to a subject at School.
- For undertaking a substantial piece of independent work linked to a topic being studied in lessons, on the student's own initiative.

HELPING OTHERS LEARN:

- For assisting for a day a student with an injury which might otherwise prevent them from learning e.g. a broken writing arm, a broken leg etc.

CONTRIBUTING TO A SCHOOL EVENT:

Example criteria for those awarded automatically:

- Attending a school event as a helper, not directly related to the student's own course of study (i.e. NOT for helping at a performance or event required as part of their course).
- These may include Year 6 Open Evening, Options Evening, Sixth Form Open Evening, Parents Evenings etc. Teaching staff should provide a list of students who helped at an event to the Admin Office for entry onto the School database.
- For taking visitors on a tour of the school.
- Contributing to a recruitment process as a student interviewer
- For being Student of the Day

A Commendation Letter adds a tariff of 5 Commendations to the students' individual annual total.

B. Headteacher's Award Lunch

Headteacher's Lunches are awarded to students by their teachers for examples of academic, creative and sporting excellence *at the highest level, beyond the classroom*. Examples may include:

- Achieving 1st, 2nd, or 3rd place in a district, regional or national competition in STEM, art, dance, music, drama, enterprise, sport etc.
- Reaching the final stages in a major musical or artistic event on behalf of the School e.g. Bournemouth Music Festival

Headteacher's Award lunches take place in the Dining Hall, and students are presented with a Certificate recorded on the School database.

A Headteacher's Award adds a tariff of 10 Commendations to the students' individual annual total.

Awards Evenings: rewarding sustained excellence

These are awarded for the accumulation of Commendations, Commendation Letters and Headteacher's awards at or beyond certain trigger points, over the course of one school year.

They take 3 formats, either an Awards Evening in Years 7 and 9; or a Highcliffe Challenge Graduation in Years 8, 10 and 12 (where they contribute, alongside other criteria, to achieving a Pass, Merit or Distinction); or 'Passport' Awards in Year 11 and 13.

A. Annual Awards Evenings, for Years 7 and 9 (or Highcliffe Graduations Years 8 and 10):

Annual Awards or Highcliffe Graduations take place after school in late June or early July each year, with parents/carers of awarded winners invited to attend.

Meritorious Conduct Certificates, for annual Commendation totals:

- Bronze 75+
- Silver 125+
- Gold 175+
- Special Mention: Students with no Demerits.

Attendance Certificates as follows:

- 96.5.% to 98.5% attendance since 1st September/over a year (Bronze)
- 98.6% to 99.9% attendance since 1st September/over a year (Silver)
- 100% attendance since 1st September/over a year (Gold)
- Most Improved Attenders Awards (where attendance improves substantially and remains improved)
- Overall Best Tutor Group for Attendance (Years 7 to 11)
- Overall Most Improved Tutor Group for Attendance (Individual Certificates and Tutor Room Trophy)

Academic Achievement Certificates:

- The Highest Attainers overall across Subjects
- The Most Progress overall across Subjects
- Individual Student Awards by Subject (nominated by Subject Leaders)

Special Awards Certificates as follows:

- Tutor Group Student of the Year Award (chosen by Form Tutors)

For the student who best represent the ethos and values of Highcliffe School or is a role model to other students

- Pastoral Lead Award (chosen by Pastoral Lead)

For a student succeeding in the face of adversity or making significant personal and positive change

Creative and Sporting Awards

- *Individual Certificates for Students Achieving creative or sporting excellence linked to the school e.g. representing the school in a team, being in a school orchestra/giving public performances. These students should have already received Postcards and/or Headteacher's Awards for their excellence.*

Highcliffe Community Contribution Awards

- For outstanding fundraising/charitable work inside/outside School

- For a significant contribution to helping others in School e.g. the Peer Mentors, serving on a Year Council or School Council
- The Tim Barnes Award for Caring Students

Overall Student of the Year (chosen by Head of Achievement)

- *For overall contribution to the Year Group/being an outstanding role model to others.*

B. Highcliffe Challenge Graduations for Years 8 and 10

In these Year Groups students' progress completing the relevant stage of their Highcliffe Challenge are assessed. This is in addition to their academic achievements, conduct, attendance and community contribution, rewarded as outlined above.

Students can graduate with a:

- Pass
- Merit
- Distinction

Commendations contribute to the award of Pass, Merit or Distinction at each stage of the Highcliffe Challenge.

C. 'Passport' Rewards

These are one-off incentive schemes run in Year 11 and 13 to help students focus positively on coping with the demands of GCSE and A Level examinations. Students accumulate points towards a series of agreed/negotiated rewards (e.g. a free Year Book, or a refund towards the cost of Prom tickets).

Year 11 Passport

- Commendations contribute to the success criteria for the Year 11 Passport.
- The criteria for the Passport are agreed annually with staff and the Year Council at the end of Year 10 or the start of Year 11.

Year 13 Passport

- Commendations contribute to the success criteria for the Year 13 Passport.
- The criteria for the Passport are agreed annually with staff and the Student Leadership Team at the end of Year 12 or the start of Year 13.

Annual School Prize Giving: rewarding excellence in final examination results

Highcliffe School Prize Giving is the highest point in the School Rewards policy. It celebrates students who achieve excellence in their academic or vocational qualifications at the end of Key Stage or Sixth Form.

It is based on August examination results and is by invitation only.

Year 11

- Overall Highest Achieving students based on Best 8 APS total
- Overall Highest Achieving Student in each Subject, based on UMS (including vocational subjects)
- Headteacher's Award for Highest Achieving Student based on APS
- Headteacher's Most Improved Student from Key Stage 2 based on Average Points Score difference
- Any Special Awards chosen by Head of Achievement

Year 13

- Overall Highest Achieving A Level/BTEC students
- Overall Highest Achieving A Level/BTEC Student in each Subject
- Headteacher's Award for Highest Achieving Student overall
- Headteacher's Award for Most Improved Student from Key Stage 4
- Any special Awards chosen by the Director of Sixth Form

Policy Complied by: P. Earnshaw July 2015.

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