



# **Archbishop Holgate's School**

A Church of England Academy

## **REWARD POLICY 2018-2019**

*In this policy we explain how we promote and create a positive working environment in which all students' hard work and achievements are recognised.*

Last Review Date: January 2019

Next Review Date: January 2020

Member of staff responsible: Assistant Head: Pastoral Care

Governors sub-committee responsible: Pastoral

Archbishop Holgate's School is committed to developing to the full, the potential of each member of the school community, within the context set by its mission, its strategic aims, and its Christian values as a Church of England Academy.

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## Vision and Values of Archbishop Holgate's School

As a Church of England school we strive to ensure that all of our young people are cared for, given every opportunity to develop through academic study, to grow personally and spiritually and to live into being those Values we hold dear in our community and in wider society. Our role as a Church school is to help nurture both academic excellence and to help shape young people who can make a significant contribution to the community they serve. Key to this is a clear recognition that all students have individual gifts and talents and with support every young person can flourish.

Archbishop Holgate's School is distinctive and effective as a Church of England school because our Christian vision and values are very explicit and drive all areas of school life. Our Vision is one which combines Values, Care and Achievement.

**“A threefold cord is not easily broken.” Ecclesiastes 4:12**

Through this vision we seek to be a Church of England School which is deeply Christian. As such, the three themes of our vision, Values, Care and Achievement are deliberately expressed in that order, our distinct Christian Values help ensure that every child is cared for as an individual and this in turn will help them to succeed academically.

Our school values of **Justice**, **Compassion**, **Forgiveness** and **Trust** have been embedded across our school community and permeate all areas of school life.



This policy is to complement our vision and values and to enable the school to allow all members of Archbishop Holgate's community to live them into being every day.

At Archbishop Holgate's School we believe in Care, Values and Achievement. In order to promote these and to create a positive school community the following rewards policy was created based on the following purpose and principles.

### **Purpose**

- To promote a positive ethos through a culture of praise
- To motivate and encourage students
- To develop self-confidence, self-esteem and leads to further personal development
- To recognise students' effort and achievement
- To recognise and reward students' contribution and commitment to the school
- To reflect the school's Christian values
- To develop and foster positive working relationships between pupils, staff and parents

### **Principles**

- Equitable and inclusive
- Fair and consistently applied
- Easy to use and efficient
- Flexible

## **How the rewards policy works**

The rewards policy is based around two principles: "Merits" and "The Gold Award". All pupils have the capacity to achieve these throughout their school career.

### **Merits**

Following a student and staff review, a change has been made to the use of merits. Merits are now used, exclusively, for KS3 to foster community and form engagement whilst acting as another form of recognition for effort and living out the school values.

### ***What can pupils receive a merit for?***

1. Demonstrating the four school values through conduct in lessons and around school
2. Effort which exceeds expectations in lesson
3. Homework which demonstrates excellent effort

The top performing pupils will also receive Letters of praise or attend celebration events with the Head and HOY, as decided by the Head of Year and AHT.

### ***How do we record a merits?***

All merits are recorded on SIMs (the school MIS).

### ***What happens to the merits afterwards?***

Support staff generate and distribute graphs of merits to form tutors and Heads of Year. These are then highlighted in form time. Pupils and parents can see specifically each merit (inc. total) via the school app.

Support staff also create lists of pupils who qualify for a certificate, collate merits for the Values reward and create registers for those who qualify for that term's event.

Members of staff are responsible for promoting a positive school environment, issuing rewards and celebrating success.

## **The Gold Award**

This is a separate award to merits. This is issued weekly to a boy and girl from each year group (Years 7-13). This is intended to reward excellent work and effort. It is not given on academic achievement but effort and commitment. Through suggestions by teachers, HOYs will select two pupils to receive these awards. HOY will also keep a list of their nominations and ensure a broad selection of pupils are awarded. However, the award will only ever be given on evidence of excellent effort and work.

### **The rewards**

*Formal recognition of merits*

Name	Trigger Point	Reward	Plus	Presented
Bronze	75	Certificate	Attend Christmas event	Head of Year
Silver	150	Certificate	Attend Spring event	Form tutor
Gold	225	Certificate	Attend Summer event	Head of Year
Platinum	300	Certificate	Breakfast with head	Head of pastoral
Special commendation	400	Certificate	Prize giving	Head

### **Winners of weekly “Gold Award”**

Each recipient of the “Gold Award” will receive a letter home, a gift voucher and will be publicised on the “Gold Award board” and in the school newsletter.

### **Homework Reward Event**

To support our new ‘Homework Policy’ we have launched a new homework trip even for December and July. This is to ensure every student has the potential to be recognised and all students are reward fairly. We have actively sought to remove every barrier which might be stop students producing homework. If students repeatedly complete homework to the necessary standard, they should access rewards.

To access the Year 7 party, Year 7s should have 5 or fewer “no homeworks” across the Autumn term.

To access the Christmas shopping trip, Year 8-13 should have 5 or fewer “no homeworks” across the Autumn term.

To access the summer reward trips (specific to year group) students should have 5 or fewer “no homeworks” across the Spring and Summer term respectively.

## **Appendix 1: Staff roles – rewards policy**

### ***Teaching staff should ensure that they***

- Praise, praise, praise
- Be welcoming
- Give positive and constructive feedback in books
- Give out merits to reward
  - Evidence of school values in work, conduct and effort in and around school
  - Excellent effort in lessons, extra-curricular or outside of lessons.
  - Excellent effort in homework. These should not be rewarded for simply completing homework.

### ***Form Tutors***

- Celebrate success with their forms
- Challenge their form to compete in the merit challenge
- Identify and reward evidence of values.

### ***Heads of Year***

- Nominate two pupils weekly for “The Gold Award” and submit names and explanation to Jane Leonard for display and Katie Robinson for text message/letter home.
- Hold a celebration assembly each half term and after interim data.
- Challenge their year to be able to access the homework reward trips.
- Include merit challenge as standing agenda point at Year group meetings
- Submit rewards section for weekly newsletter.

### ***Subject Leaders***

- Include merit challenge as standing agenda point at CLG and subject meetings
- To ensure they submit and monitor departmental rewards strategy and publicity. Review half termly and check consistency of approach across department.

### ***Head***

- Include mention of merit challenge in start/end of term assemblies
- Reward students who receive “The Gold Award”.

### ***Office***

1. Complete all letters of commendation for pupils
2. To update “The Gold Award” board and rewards section of newsletter weekly
3. To generate list of pupils who have achieved the half termly “Values Awards”
4. To support the organisation of each trip to Meadowhall and specific year group trips. Including: letters, buses, Evolve

### ***Parents***

- Monitor sons/daughters progress via the app on a daily basis
- Praise when trigger points are reached
- Encourage and support the schools positive ethos