



Archbishop Holgate's School

A Church of England Academy

REWARD POLICY

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: September 2021

Next Review Date: September 2022

Member of staff responsible: Assistant Head: Personal Development

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.

AHS REWARDS

At Archbishop Holgate's School we aim to create a positive and motivated atmosphere, within which students can take pride in what they do. We believe that through formal recognition of achievement, positive attitude to learning or community mindedness students will work harder and take more pride in themselves and their community during their 'Journey' through school.

In order to promote this aim and to create a positive school community, the whole school rewards policy is in place to achieve 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 in relation to their position on the 'AHS Journey'.
- To recognise and reward students' contribution and commitment to the school.
- To develop and foster positive working relationships between students, staff and parents

Principles

- Equitable and inclusive
- Fair and consistently applied
- Easy to use and understood by all

How the rewards policy works

The rewards policy is based around three principles: "Merits", the weekly "Head of Year Award" and the "Values Award". All pupils have the opportunity and the capacity to achieve these throughout their school career.

Merits

In Key Stages 3 and 4, pupils receive merits. What can pupils receive a merit for?

1. Strong, positive contributions to lessons
2. Effort which exceeds expectations in lessons
3. Homework which demonstrates excellent effort

The top performing pupils may also receive letters of praise or attend celebration events with the Head and Head of Year following any reporting that is sent home to parents – this can be done at the discretion of the Head of Year.

How are merits issued?

All staff will be issued with a stamp when they arrive at AHS. A stamp is issued in planners on that particular date in the planner. That is the extent of a member of staff's involvement in issuing rewards. This simple process should ensure merits are distributed widely and evenly across the entire school.

How are merits recorded?

All merits are recorded on SIMs. Each form tutor has a specified time during PM Registration when to record this on SIMs once a fortnight.

What happens to the merits afterwards?

Heads of Year can then use SIMs to calculate totals for students, weekly totals, half-termly totals, form totals etc... These are then highlighted in form time and in ACW where individual students/forms will be praised and issued with awards where appropriate at the discretion of the Head of Year.

Heads of Year also create lists of pupils who qualify for a certificate and collate merits for the Values Award.

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

Formal recognition of merits

| Name | Trigger Point | Reward | Presented |
|----------------------|---------------|-------------|------------------|
| Bronze | 75 | Certificate | Form Tutor |
| Silver | 150 | Certificate | Head of Year |
| Gold | 225 | Certificate | Head of Year |
| Platinum | 300 | Certificate | Head of Pastoral |
| Special Commendation | 400 | Certificate | Headteacher |

These awards will be publicised at the end of each half-term in ACW, in the school newsletter and certificates sent home to parents. The office will handle the production and distribution of these certificates.

End of term Rewards

There will also be a termly rewards experience at the end of each term. All students are eligible for the end of term reward. However, attendance is at the discretion of the relevant Head of Year. Dialogue with parents will be established early if a student is at risk of not being able to attend for whatever reason. This includes consistently poor behaviour in lessons and around.

The Head of Year Award

This is a separate award to merits. This is issued weekly to two students from each year group (Years 7-13). This is intended to reward excellent effort, work or strong evidence of living the school values into being. It is not given on academic achievement but effort, commitment and character. Through suggestions by teachers, Heads of Year will select two pupils to receive these awards.

Heads of Year 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, work and character.

Winners of the weekly "Head of Year Award"

Each recipient of the "Head of Year Award" will receive a letter home, a gift voucher and will be publicised on the "Head of Year Award board" and in the school newsletter.

Values Award

The Values Award will be based on nominations by staff throughout an academic year. If staff have an example of an action that profoundly demonstrates the core values of the school (Justice, Compassion, Forgiveness and Trust), they can email Alex Arthur, along with the relevant Head of Year and PSW. This will then be recorded, and count towards students receiving the Values Award at the end of the school year.

Year 10 and 11 Specific Rewards

Year 10 and 11 will be part of the Whole School Rewards System outlined above. However, as there is the added expectation of Period 6 sessions, beyond what is expected of other year groups, the rewards system will be used to reflect this. Students in Year 10 and 11 that attend Period 6 sessions will be recorded centrally on a spreadsheet by the person carrying out the session. When students reach certain thresholds, their commitment will be recognised with a certificate outlining their commitment to their studies. This can also be counted if a student completes the Period 6 work to a satisfactory standard outside of the Period 6 session itself. This can be used by students in a 'Record of Achievement' for job / college interviews, providing recognition of these sessions being a reward in themselves.

APPENDIX: 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

- Record their forms merits on SIMs every fortnight
- Celebrate success with their forms
- Challenge their form to achieve more merits through positive behaviour
- Identify and reward evidence of values.

Heads of Year

- Nominate two pupils weekly for “The Head of Year Award” and submit names and explanation to Jane Leonard for display and Katie Robinson for text message/letter home.
- Include rewards as part of Acts of Collective Worship each week based on various sources of data (e.g. SIMs, interim data etc...)
- Challenge their year to compete in the ‘Values Merit Challenge’
- Include merit challenge as standing agenda point at Year group meetings
- Submit rewards section for weekly newsletter.

Subject Leaders

- Include merits 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 merits in start/end of term assemblies
- Include merits as standing agenda point at SLT half termly.

Office

1. Complete all certificates for pupils to be sent home
2. To update “The Head of Year 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 rewards trip. Including: letters, buses, Evolve