



# Newfield School

## Rewards Policy

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<b>Signature of Chair:</b>	
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### Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any student and it helps to promote equality at Newfield School.

## **Rewards Policy**

### **Newfield School Values**

At Newfield School we passionately believe that achievement leads to opportunity and choice. Our school values underpin all we do and are as follows;

- We are high performing because we are curious and have a thirst for knowledge
- We are considerate and value our community
- We succeed through dedication and relentless ambition

### **Policy Aims**

At Newfield School our students are curious, considerate and committed. As a school we need to recognise and value the importance of rewarding students for the positive behaviours they demonstrate.

Our aim is to always ensure all pupils, whatever their ability or background, receive more rewards opportunities than behaviour points. This will ensure students have an intrinsic deserve to succeed and the school has a warm welcoming environment.

### **Reward Stamps**

Each member of staff will be allocated a stamper that is personalised. It is of high importance that the stamper is seen as valuable. If staff lose or break their stamper, they must report this to the Assistant Headteacher with responsibility for Inclusion. A replacement stamper will be purchased through the department's capitation budget. Staff are not permitted to purchase their own stamper, all stampers must be personalised.

Students can access rewards for:

1. performance above expected (homework and classwork)
2. significant contribution to the school community outside of the classroom

The latter may include presenting a positive image of the school in the local community, showing care and concern for the environment of other students, or making a substantial contribution in extra-curricular activities.

The amount of stamps given is not prescribed, however, the expectation is that one stamp is allocated for each event/episode celebrated. You may have multiple learning episodes each lesson. The awarding of stamps is collected in the Student Planner. Members of staff will stamp a student's planner in the appropriate week on the appropriate planner page. Certainly the administrative burden involved in awarding stamps is intended to be both simple and time efficient.

Stamps are 'cashed in' once a week during tutor time and entered into SIMS.net by the Form Tutor. **See Appendix A - Recording rewards stamps**

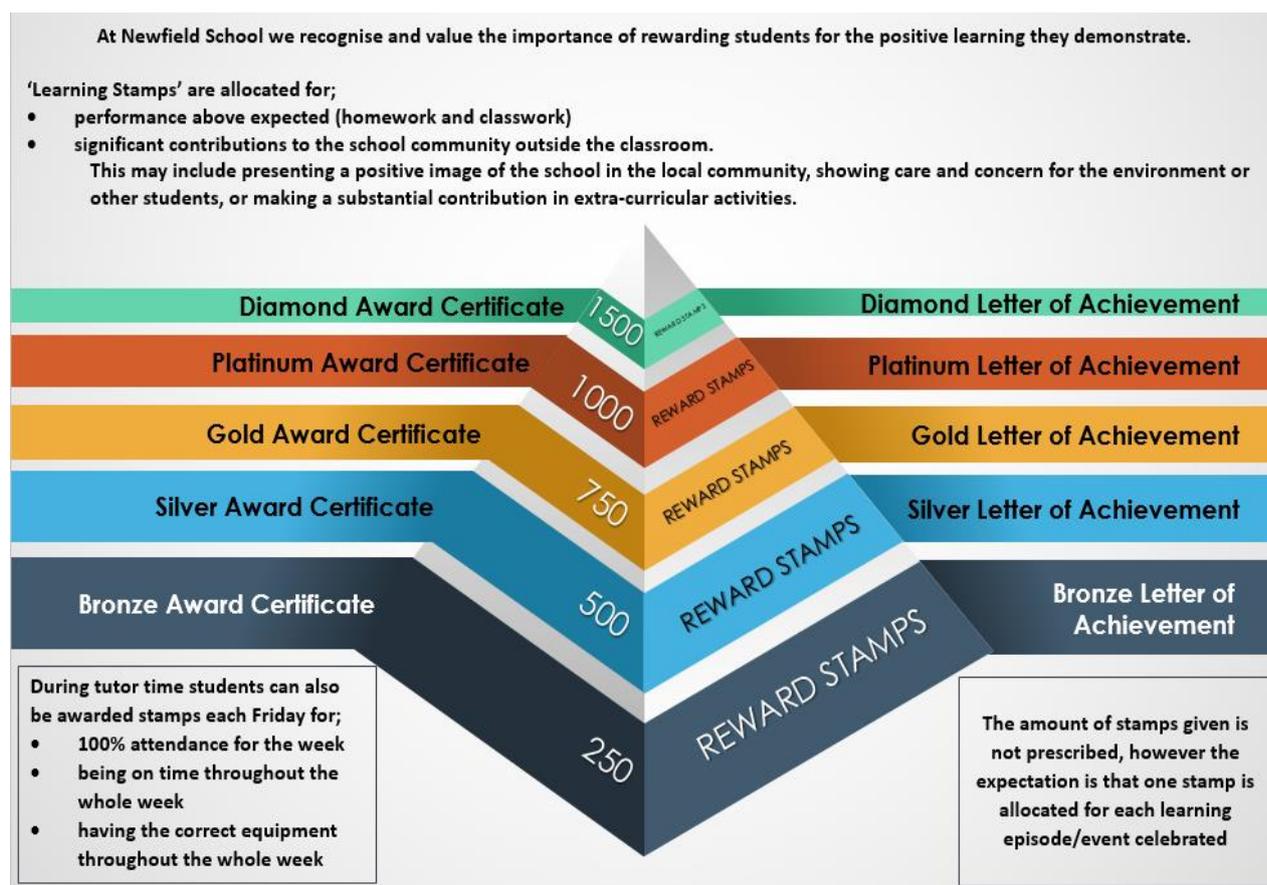
### **Rewards Opportunities**

At Newfield School we aim to foster a desire within our students to be the best they can be and we want them to be curious, considerate and committed.

Although we do operate a number of rewards opportunities and events we want our students to be intrinsically motivated so they want to succeed and have a love of learning as they know this is more important than winning prizes in a tombola. Achievement will lead to opportunity and choice.

### The Newfield School Rewards Pyramid

The Rewards pyramid below shows the rewards stamp structure that students aspire to achieve. The rewards pyramid should be on display around the school so students are able to set tangible goals.



### Award Certificates and Letters of Achievement

Students receive an award certificate for an allocated number of reward stamps. The higher the acquisition of the stamps the higher the prestige of the reward. Each certificate is presented to the student and a letter of achievement is written and sent to the student's parent/guardian. The certificate and reward should be kept safe for the student's personal record of achievement.

### Top 50 Club

Each week for an allocated period, there is a league table of the top 50 students with the most rewards stamps in each year group. The Top 50 Club notice board is in a prominent position in the school and is updated weekly.

Students who are in the Top 50 Club after an allocated time, and have acceptable attendance and behaviour records, receive a reward usually an enrichment activity. The parameters of receiving such reward are articulated clearly at the beginning of the allocated

time frame. Every half term the Top 50 Club is updated, so that a fresh league table can start. This is so all students can have a 'clean slate' and are able to access our rewards. Year 11 students will receive rewards that do not take them out of lesson time.

The Student Services Team are responsible for updating the Top 50 Club league table.

### **Postcards**

Students may receive a postcard, in addition to reward stamps, which will be sent direct to their home when they have evidenced something exceptional. Space will be left for a teacher comment, so staff can communicate the reason for celebration/praise. Postcards need to be handed to the admin team so they can be posted home.

All teachers are free to involve themselves in such positive communication.

### **The Newfield School Annual Rewards Ceremony**

In the final term there is a rewards ceremony for students who have been nominated by staff and departments. The parameters for the rewards ceremony will be articulated by an Assistant Headteacher during the summer term. This is a prestigious event that celebrates the breadth of achievements Newfield School pupils achieve each year.

### **The Newfield School Diploma**

The Newfield School Diploma is a two year programme that is unique to our school. During Year 7 and Year 8 students will have an abundance of opportunities to demonstrate evidence where they have met one of the Newfield School Values and create a rich portfolio of evidence.

They will strive to meet the gold standard and be invited to the 'Newfield School Diploma Graduation Ceremony' during the summer term of Year 8 where students will attend in formal dress and graduate with honours. Each graduate will receive a certificate, scroll and Newfield School Diploma Pin Badge. There will also be awards for special achievements.

Our students are the only students in the country who will participate in this once in a lifetime opportunity.

### **The Role of the Form Tutor**

The role of the form tutor is to ensure students are ready to learn. The tutor is responsible for inputting positive rewards into sims.net from the previous week. The tutor will see all students with their planner to input the learning stamps gained. The tutor will also check the behaviour points acquired.

During tutor time students can also be awarded a stamp each Friday for each of the following:

- 100% attendance for the week
- being on time throughout the whole week
- having the correct equipment throughout the whole week

Stamps are 'cashed in' once a week during tutor time and entered into SIMS.net by the Form Tutor. **See Appendix A - Recording rewards stamp**

The rewards opportunities described above is not exhaustive and they may be other opportunities that arise during the academic year.

## Appendix A

### Adding Reward Stamp Points

1. Access the student's record in sims.net
2. Under the links on the right hand side, select 'Behaviour Management'
3. Click "New" next to box 2 Achievement
4. This will open the Achievement pop up box shown below.

The screenshot shows a 'SIMS Add Achievement : Asha Foster' window. It is divided into several sections:

- Achievement Details:**
  - Type: Reward Stamps (dropdown), 0 (text box)
  - Additional Types: A table with columns 'Description' and 'Points'. To the right are 'New' (blue folder icon) and 'Delete' (red X icon) buttons.
  - Activity Type: (empty dropdown)
  - Date: 14/12/2015 (text box with calendar icon)
  - Lesson Information: (empty text box with staff icon and red X icon)
  - Comments: (empty text box)
  - Recorded On: 14/12/2015 (text box with calendar icon)
  - Recorded By: Mr Matt Loxley (text box)
- Student Details:**
  - Points: 58 (text box)
  - Parents / Carers Informed: (empty dropdown)
  - Award Given: Reward Stamps (dropdown)
  - Date of Award: 14/12/2015 (text box with calendar icon)
  - Awarded By: Mr Matt Loxley (text box) with a 'Select Staff' button.

At the bottom right, there is a 'Send' button with an envelope icon, and 'OK' and 'Cancel' buttons.

5. Under 'Type' select the drop down 'Reward Stamps'.
6. In the 'Points' box under 'Student Details' you may enter the total number of stamps the student has been awarded.

7. Use the 'Award Given' drop down box to select 'Reward Stamps' and the date will automatically fill in.
8. Select your name using "Select Staff", click 'OK' and then 'save' the student record.

Save Undo Print

1 Academic Year 2 Achievement 3 Behaviour 4 Detention 5 Report Card 6 Reviews 7 Interventions

**1 Academic Year**

Academic Year

Achievements Points  Behaviour Points  Net Points

No. of Detentions Recorded  No. of Report Cards  No. of Interventions

**2 Achievement**

Date	Type	Points	Comments	Award	Award Date	
11/12/2015	Reward Stamps	58		Reward Stamps	11/12/2015	<input type="button" value="New"/> <input type="button" value="Open"/> <input type="button" value="Delete"/>

9. You will see the number of points awarded will now show in the 'Achievement points' box at the top of the student's record.

For further information on how to find patterns and trends of behaviour for individual students, please see the admin team.