

REWARDS AND SANCTIONS POLICY

POLICY FOR	Rewards and Sanctions
PERSON RESPONSIBLE	Head of Pastoral
REVIEW DATE	May 2023
REVIEWED BY	Assistant Principals and Head of School
APPROVED DATE	5 th July, 2022
APPROVED BY	Executive Leadership Team
DATE OF NEXT REVIEW	June, 2023
RELATED POLICIES	Attendance & Punctuality Policy, Acceptable Use of Digital Device Policy, Social Media Policy, Anti-bullying Policy, E-safety Policy

Executive Principal / CEO




The Westminster School, Dubai (TWS) believes in supporting every individual to achieve his or her dreams in a safe and positive environment. In order to enable teaching and learning to take place, we believe that responsible behaviour in all aspects of school life is necessary. We seek to create an inclusive, caring, learning environment promoting growth mindset among the students in the school by:

- Promoting and encouraging positive behaviour.
- Promoting self-esteem, self-discipline and positive relationships based on mutual respect.
- Encouraging consistency of response to both positive and negative behaviour.
- Promoting early intervention.
- Providing a safe environment - free from disruption, violence, bullying and any form of harassment.
- Encouraging positive relationships with all stakeholders to develop a shared approach which involves them in the implementation of the school's policies and associated procedures.
- Promoting respect for others and their rights and encouraging them to take responsibility for their own actions.

AIMS

This policy aims to:

- Set out the broad principles for the implementation of rewards and sanctions.
- Define roles and responsibilities, including the expectations that we have of each member of the school community.
- Develop a culture of friendship and kindness between all.
- In order to realize its objective, facilitate innovation and creativity while providing varied and compelling educational opportunities for students to have a well-planned system for controlling all educational procedures for dealing with student conduct and behaviour.
- To facilitate the rectification of negative behaviour and underpin positive conduct, a bylaw relating to student conduct within the school community has been put in place.
- The establishment of a control reference identifying the rules, criteria and procedures which need to be adopted in order to ensure a safe educational environment in compliance with school regulations and values.
- The establishment of an educational and teaching ethics which supports students, teachers and the school's administration in realising educational objectives.
- The enhancement of positive behaviour by means of encouragement and promotion and limiting students' behavioural problems by all possible educational means.
- The provision of clear and educationally sound methods for staff to deal with behavioural problems.
- Community Service: All work assigned to the student is in pursuant to the decision of the educational committee and under the approval of the educational zone. In addition to notifying the student's guardian, such works will be performed inside or outside the school with the aim of rectifying behaviour through serving the surrounding community.

PROCEDURES

- Online Behaviour Management tracking system is used to record positive as well as negative behaviour of the student.
- Teachers to update on the Phoenix classroom for recording of behaviour based on the 'standard description points.
- Appropriate rewards/certificates will be awarded at individual level, year level and House level.
- Appropriate sanctions are followed as per the Behaviour Policy

REWARD AND SANCTIONS

- Rewards are given at individual level, Year level and House Level.
- Positive behaviour of a student is acknowledged through emails, Phoenix Pulse, certificates and felicitation.
- 'Best House' at Year level and overall will receive special appreciation.
- Negative behaviour is rectified by taking appropriate action as per the policy.

STUDENT CODE OF CONDUCT

All students are expected to conduct themselves in a disciplined manner in all places at all times and project the good name of their school by their courtesy, manners, deportment and conversation. Students should be kind and considerate and co-operate with their fellow students and teachers at all times. The whole-hearted co-operation of parents is expected at all times in building the character of their children. As the student progresses from the lower to the higher classes, he/she will be given increasing opportunities to shift from conforming to externally imposed order to self-imposed order and self-imposed discipline.

SCHOOL BEHAVIOUR

- Students should greet guests, visitors and members of the staff politely and give them due respect.
- Every student must strive to maintain the name of the school by excelling in good manners and deportment.
- Students are required to display good manners, be polite and courteous to one another and no use of objectionable language.
- All students must listen when a member of the staff asks for silence and attention.
- All students should show respect for all cultural backgrounds.
- Insubordination, immorality, vandalism, smoking, and any form of violence and abuse will lead to immediate suspension from school.
- Money should not be lent or borrowed, and articles should not be exchanged or sold in the school premises.

- It is the responsibility of every student to keep the classroom, and the school campus clean. All litter should be deposited in the dustbins, which have been provided for this purpose, in the classrooms and at several points in the hallways and campus.
- Bringing or viewing of any kind of obscene material is strictly prohibited and could lead to suspension and other strict disciplinary action including de-enrollment.
- Students are permitted to bring their own electronic devices ONLY with prior permission from the concerned authority. Smartphones and other electronic devices brought to school without the written permission of concerned authority will be confiscated and will be handed over to the parents.
- The school bears no responsibility for loss, theft or damage to any valuables, including electronic equipment.
- Malpractice such as copying and cheating or even being in possession of objectionable material during tests/assessments will lead to cancellation of the paper.
- The use of the canteen and bookstore is permitted ONLY during break times.
- The use of the office telephone by students is restricted to emergencies only and with the permission of the Head of House / Head of Pastoral/ Key Stage Leader.
- Chewing gum is not permitted in school.
- Students are not permitted to bring firecrackers of any sort to school. Bringing such items to school is punishable and could lead to suspension.
- Students are not allowed to bring objectionable material which is age inappropriate. In any such case the decision taken by the school would be acceptable to the parent.

DRESS CODE

- All students are expected to come smartly dressed to school wearing the prescribed uniform.
- The school tie and belt must be worn at all times.
- The Head of School / Principal may decide on the change in uniform under extreme situations.
- Head Scarves (if worn) should be plain, with no lace or fringes. The colour of headscarf should be grey, black or white.
- Tie - Should be of the correct length. The top shirt button must be fastened at all times.
- Students should not roll up the sleeves of their shirts or fold their pants to be above the ankles.
- Plain black socks to be worn with plain black leather shoes along with the school uniform. The socks must be visible and should be quarter length or crew length at least.
- As part of PE uniform, only white or white track shoes are allowed. Only plain white socks are allowed to be worn with white shoes. The socks must be visible and be quarter length or crew length. Trainer socks, ankle socks, transparent socks or slip on socks are not permitted.
- No slippers or sandals are to be worn within the school premises unless special permission has been granted by a teacher due to medical reasons which is supported with documentary evidence from a professional practitioner.
- Students should wear regular school uniform during Term Examinations.
- Modifications to the uniform is strictly not allowed.



HAIR for GIRLS

- Hair that touches or is below the collar must be tied up or braided, this includes shoulder length hair. Official school hair-scrunchies / black scrunchies to be used.
- No colouring / tinting is permitted. Hair must of natural colour. Hair should be neat and clean at all times.
- Fringe must be kept above the eyebrows or pinned up.

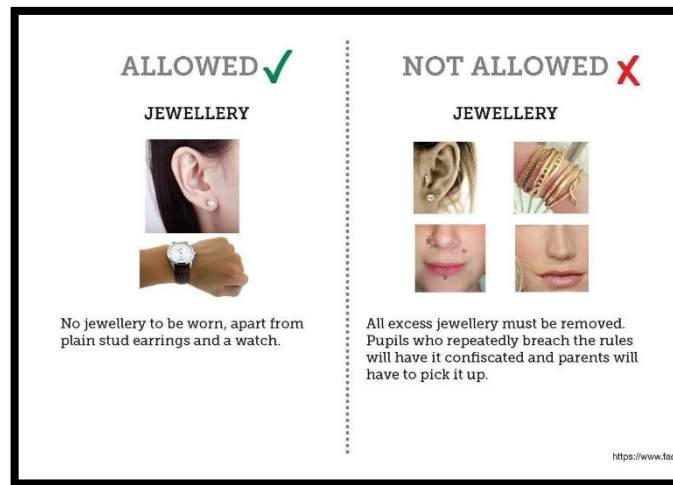
HAIR for BOYS

- Hair must be neat and clean at all times.
- To be cut short and combed. No fancy haircuts will be permitted. No use of gel/tinting is permitted.
- Hair should not be shaved intentionally such that there are fanciful designs, e.g.one part should not be distinctively shorter than the other etc.
- Hair must be of natural colour.
- If senior boys choose to have a beard, for religious reasons, then it should be trimmed and kept well.
- Moustaches or long sideburns without a beard are not allowed.

ACCESSORIES for GIRLS

- Only black hair clips, ribbons, hair bands or hair accessories are allowed.
- No bracelets, rings, necklaces, chains, brooches, anklets or wristbands are to be worn with the school uniform.

- Up to two plain ear studs in each ear may be worn at any one time.
- No make-up is allowed, unless permission is granted by the school for specific activity.



ACCESSORIES for BOYS

- No bracelets, rings, necklaces, chains or wristbands are to be worn with the school uniform.
- Boys are not allowed to wear earrings or ear studs.

ALL STUDENTS

The following are not allowed at all:

- Tattoos
- Coloured or cosmetic contact lens
- Coloured or tinted hair
- All students should refrain from wearing expensive ornaments or any other jewelry to school.

HYGIENE

- Students must keep short, clean and unvarnished fingernails (no nail paint).
- Students should always come to school in clean uniform.
- Students should take pride in their uniform and appearance as it provides an identity.
- Students should take pride in looking and smelling fresh through the day.
- Students should keep the school grounds and classrooms clean at all times.
- Students are to keep the toilets clean.

CLASSROOM CONDUCT

To set up a positive classroom culture in order to support effective teaching and learning, ABCD should be practiced in the classroom.

Attendance & Attention	Attend every lesson on time.
Books	Place all relevant books and materials on the table before teachers start teaching.
Cleanliness	Keep the classroom clean at all times.
	Clean and appropriate school attire.
Devices	Use of devices under the guidance and supervision of teacher.
	Devices to be kept away.

- Students moving from one venue to another must move in line, in a quiet and orderly manner.
- Students are responsible for their valuables at all times. The school cannot accept any liability for personal belongings and valuables, inclusive of musical instruments and other student owned property, if these items were to become lost, stolen or broken. As a result, we discourage students from bringing valuables to school.
- Students must seek permission before entering or leaving the classroom.
- Students should be responsible for their own belongings. They should not leave any valuable items unattended in the classroom or anywhere in the school.

PUNCTUALITY and ATTENDANCE

- Punctuality is essential and students must report to school on time every day. Once they come to school they are not allowed to go out of the campus without the permission of the concerned authority.
- In all cases of absence, parents/guardians should notify the Form Tutor through an email or submit a leave application on PHOENIX on the first day of absence.
- Prior sanction must be sought from the Head of House/ Head of Pastoral/ Asst. Principal through a written application, in case of absence exceeding three days.
- Absence on medical grounds should be supported by a Medical Certificate at all times.
- Irregularity in attendance will be viewed seriously and insufficient attendance could result in detention at the end of the year. If a student's frequent absence is found to be willful or is not supported by a note of absence from the parent / guardian, this could result in further action by the Ministry of Education and could lead to de-enrolment for the next academic year. Continuous absence of 21 days or more, without permission will be reported to the Ministry of Education and will result in the student being struck off the school rolls automatically.
- Students must be present in their Form Class at 7:30 am
- Attendance at the assembly is compulsory.
- ARRIVING late to lessons will not be tolerated and will lead to detention and warning letter if repeated.
- The school bus trip at 11.30 am (Monday to Thursday) will only be for the Foundation Stage and students of other classes will not be permitted to take this trip.
- As per the school policy 96% attendance is compulsory.
- All students have to be present on the first and last working days of each term.

- Students suffering from contagious or infectious diseases must refrain from attending school until the completion of the quarantine period. They will not be permitted to attend school until they produce a Medical Certificate of clearance.

SCHOOL PROPERTY

- All school property should be handled carefully. Students must refrain from defacing or writing on walls, tables or chairs. Utmost care must be taken when handling the computers, lights, projector screen, sound cables and air-conditioners.
- Any damage done, even by accident, must be reported immediately to the Form Tutor or Head of House. Any damage committed willfully or through carelessness will have to be compensated for.
- Care of all classroom property is the responsibility of the students who occupy it.
- Students using the Computers, Physics, Chemistry and Biology laboratories are expected to follow safety guidelines while using the equipment provided.

PERSONAL PROPERTY

Students should look after their own possessions with utmost care. The School will not take any responsibility, whatsoever, for books, clothes, money, calculators, electronic devices, snack boxes or other articles lost. Valuables should not be brought to school.

DISTANCE LEARNING POLICY

The e-learning class is an official class that is subject to the regulations and laws of the face-to-face classrooms in the United Arab Emirates. The e-learning class is subject to the law of electronic crimes in the Federal Government No (12) for the year 2016 regarding the use of the Internet and social media.

- Distance Learning is a method of self-learning which employs the use of modern technology and leads to the strengthening of the open and continuing education system.
- Student Behaviour Management during the period of Distance Learning specifies a set of procedures to help control student behaviour when learning remotely.
- Electronic Period is an official period to which the instructions, regulations and laws are applied as in the classroom period, and they may be synchronous (direct broadcast) or asynchronous (as per electronic sources available at any time).
- Absence: Missing class (distance learning environment) for one or more days, or part of the school day or more, will affect the total attendance of the student.

OFFENCES


- Any student behaviour that is not consistent with expectations, which has a negative impact on the student, others and the educational environment will be punishable.
- Cyberbullying: Using the means of communication and information technology to insult, use profanity towards, threaten with violence, slander, or blackmail someone.
- Technical Offences: Any act committed, including unlawful entry, to threaten or blackmail a person, prejudice his/her private life, defame or harm him/her, access or delete his/her private

data, or produce anything that might undermine public order or religious values.

RESPONSIBILITIES OF THE STUDENTS:

- Use of digital platforms endorsed by the School.
- Mute the microphone and disable the camera during the lesson.
- Where possible use group chat function and that too with the permission of the teacher only.
- Appropriate language should be used at all the times.
- Attendance in all classes to be maintained as that is being recorded by the school.
- Make sure that the tasks are submitted on time.
- Send message on a group chat only if you have any questions about the task given.
- Collaborate and support TWS peers in their learning.

RESPONSIBILITIES OF THE PARENT:

- Monitor your child online (usage, content, time, group-messaging etc.)
- Observe your child closely when in a remote learning class and assist where necessary.
- Have regular discussions with them about their learning online.
- Reinforce E-Safety at all times with students.
- Do not leave their child unsupervised.
- Supplying the school with valid and updated contact details, including home and mobile numbers, e-mail addresses and home locations.
- Updating the school about any changes in the contact information.
- Referring regularly to established means of communications for any updates about the school.
- Being courteous in their approach to staff when enquiring about their child.
- Attending all meetings, conferences and reviews related to their child's progress and performance. Failure to do so may jeopardise their child's progress and learning experience. Parents' level of participation, involvement and responsibility in their child's learning will affect his or her chances for re-enrolment in the following year.
-  By signing the school - parent contract, you automatically agree to abide by this policy.

THINGS THAT MUST NEVER BE DONE:

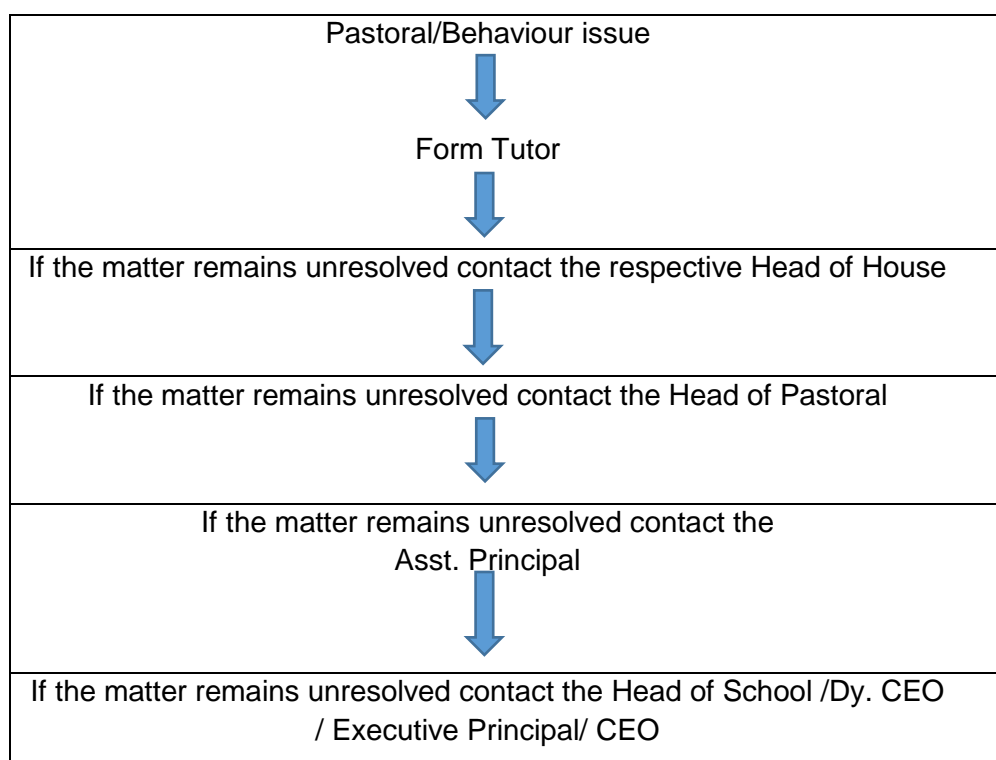
- Do not share login details with others as this could potentially give access to others to meddle with your work.
- NO private messaging allowed when in a class and chatting during a lesson.
- Using inappropriate language with the teacher or a fellow student.
- Unnecessary disturbance for the teacher and peers.
- Tampering with the teacher's presentations and taking control of the applications being used.
- Contacting the teachers at odd times and disturbing unnecessarily.
- Posting things, not related to your learning.

THE RESPONSIBILITIES OF THE SCHOOL INCLUDE:

- Communicating to parents all policies, possible changes and immediate announcements.
- Using all contact details provided by parents to communicate key messages.
- Updating the information about school policies, expectations, programs, staff and any other information deemed necessary by the school.
- Informing parents of their child’s progress through regular assessment reports and meetings. The school will exercise fairness, objectivity, transparency and credibility in the assessment reports shared with parents.
- Providing parents, the opportunity to see and review all of their child’s work and assessments.

PARENT COMMUNICATION

Please follow the steps below to ensure we maintain consistency and equality throughout our school.



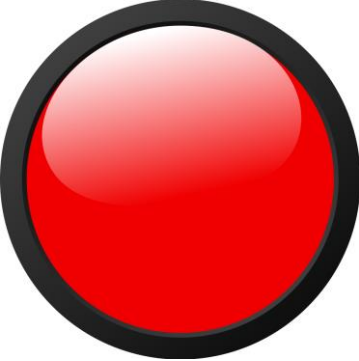


BEHAVIOUR MANAGEMENT

Behaviour in the Primary School focuses on the positive and we proactively look to seek out examples of “Catching the children being good “and consequently recognize such achievements. We strongly believe that praise is the most powerful form of influencing children’s behaviour and that all pupils have the opportunity to make positive choices about their behaviour and influence outcomes.

We work towards standards of behaviour (green) that are based on the GEMS Core Values: **Leading Through Innovation, Pursuing Excellence, Growing by Learning, Global Citizenship.**

If instances of negative behaviour (yellow or red) do occur, then they are dealt with swiftly and appropriately. Our expectation is that everyone in the school community aims to show the expected code of conduct at all times. All forms of behaviour are recorded, monitored and analyzed through our

online system.

ACTIONS		CONSEQUENCES
<ul style="list-style-type: none"> • Aggressive Behaviour; e.gs: Hitting / kicking/fighting/ physical abuse and threatening behaviour. • Destructive Behaviour; e.gs: Destruction of property and/or the environment. • Non-Compliant Behaviour; e.gs: Consistent refusal to abide by essential agreements. • Bullying/Racism: Evidence of sustained emotional or physical abuse towards fellow students(s). Including Cyberbullying. • Prolonged low-level disruptive behaviour 		<ul style="list-style-type: none"> • Direct referral to Assistant Principal - Pastoral. Incident Report submitted. Student is accompanied by the teacher or HOH where deemed appropriate. • Parents to informed by telephone or email by HOH/HOP • Possible outcomes could include Parent Meetings. • Actions may lead to suspension, corrective work, expulsion
<p>Low level disruption; e.gs but not limited to:</p> <ul style="list-style-type: none"> • Littering • Late arrival, skipping classes • Using foul/vulgar language • Eating in class/chewing gum • Uniform default • No timely submission of work • Disturbance in class. • Unauthorized/misuse of mobile phone/electronic devices. • Being disrespectful to any adult. 		<p>But not limited to:</p> <ul style="list-style-type: none"> • One to one discussion with the student (s) by teacher/ HOH/Counsellor. • Communication with parents via School planner, email or phone call. • Detention • Supervised exclusion from % of break/lunchtime.
<ul style="list-style-type: none"> • Not only following, but "going beyond" the classroom and whole school essential agreements on a frequent basis. • Displaying a marked and consistent improvement in terms of a behaviour trait or general effort. • Producing a truly outstanding piece of classwork, homework or project work. 		<ul style="list-style-type: none"> • Direct referral to Principal/ Head of School/Asst. Principal with outstanding piece or work or other evidence. • Communication with parents via School planner, email or phone call. • House Points and possible nomination for the monthly 'Star of the Month' Certificate.

DISCIPLINE POLICY

Level 1 Offences	Actions and Support
<ul style="list-style-type: none"> • Littering • Late coming • Skipping classes • Not doing assignments • Improper attire & grooming • Disobedience • Leaving class without permission • Eating in class/chewing gum • Uniform default • Late submission of work • Not equipped with books/ student planner/ stationery for daily learning • Disturbance in class. 	<ul style="list-style-type: none"> • Detention • Corrective work • Informing parents • Reflection session • Confiscation of item • Counselling/warning • Performance reports/ daily observation reports • Community service • Other appropriate disciplinary action deemed necessary by the school
Level 2 Offences	Actions and Support
<ul style="list-style-type: none"> • Verbal aggression against schoolmates or school staff • Using foul/vulgar language • Five occurrences of Level 1 offences • Unkind remarks/ rude/aggressive • Truancy (Bunking Class) • Unauthorized use of electronic devices during curriculum hours • Abuse of technology • Non-compliance with the instructions for using the computers or technical aids in the school. 	<ul style="list-style-type: none"> • Counselling • Informing parents • Warning letter and undertaking • Suspension (1-3 days) • Corrective work • Performance report/ Daily observation report • Community service • Other appropriate disciplinary action deemed necessary by the school
Level 3 Offences	Actions and Support
<ul style="list-style-type: none"> • Truancy (Bunking School) • Hitting / kicking/fighting/ physical abuse • Racist/ lewd comments or behaviour • Cheating in assessments/tests/exams • Bullying or cyberbullying • Extortion • Repetition of Level 2 offences committed will be considered as a Level 3 offence • Smoking within/near the school premises • possession of smoking materials including e-smoking • Downloading/installing /possession of objectionable material • Possession of any unauthorized material, including electronic devices and mobile phones in the examination hall 	<ul style="list-style-type: none"> • Counselling • Informing parents • Warning letter and undertaking • Suspension (minimum of 3-5 days) • Corrective work • Recommended for de-enrolment for next academic year • Performance report/ Daily Observation Report • Community Service • Police assistance • Expulsion based on the intensity of the offense • Other appropriate disciplinary action deemed necessary by the school • Awarding zero marks for cheating during tests/ examinations
Level 4 Offences	Actions and Support
<ul style="list-style-type: none"> • Damage of school property (including damaging staff vehicles) 	<ul style="list-style-type: none"> • Incident report • Warning letter and undertaking

<ul style="list-style-type: none"> • Misuse/damaging the fire alarm or firefighting equipment • All kinds of threats to the school staff. • Defamation of school through social media • Possession of illicit materials • Vandalism • Engaging in actions contradictory to the morals including sexual harassment. • Drug/Inhalant Abuse • Theft • Forgery • Gambling • Arson • Possession of weapons • Assault • Any actions similar to these violations 	<ul style="list-style-type: none"> • Meeting with the counsellor, • Indefinite, immediate suspension • Corrective work • Recommendation for de-enrolment for next academic year • Police assistance • Expulsion based on the intensity of the offense • Other appropriate disciplinary action deemed necessary by the school
Level 5 Offences	Actions and Support
<ul style="list-style-type: none"> • Defamation of political, religious or social symbols. • Promoting anything against ethical values, manners and general system. • Possessing, bringing, promoting or using drugs, anesthetic drugs, and psychotropic drugs in school. • Presence in the school under the effect of drug, narcotic or psychotropic drugs. • Assaulting the school mates or the school staff. • Counterfeiting the official documents of the school. • Defaming religions or provoking what could cause sectarian or religious conflicts in the school. • Committing major actions contradictory to the morals such as sexual assault or having sex. • Committing acts of public indecency in the school. • Using firearms or non-firearms and the like in the school. • Any actions similar to these violations. 	<ul style="list-style-type: none"> • Incident report • Warning letter with undertaking • Immediate suspension • Recommendation for de-enrolment for next academic year • Police assistance • Expulsion • Other appropriate disciplinary action deemed necessary by the school

LEVELS OF DISCIPLINARY ACTION IN THE SCHOOL

- Verbal Warning
- Detention/Isolation (in school)
- Community work (in school)
- Meeting with parent
- Meeting with parent followed by warning letter
- Suspension and Post suspension meeting
- Correction work

- Expulsion

OUT OF SCHOOL SUSPENSION:

For serious disciplinary violations the penalty will include an “Out-of- School Suspension”. The Principal or Head of School may suspend a student for up to five days. The student will be given notice of the reasons for the suspension, an explanation of the evidence, and an opportunity to explain his or her side of the story. When students are suspended, they must depart the campus immediately and be under parent’s supervision during the period of the suspension.

CONDITIONS:

During the suspension the students are expected to keep up with all academic work as assigned by the teacher. They must return to school with all assignments completed. Failure to turn in the work for the day of return will be recorded as incomplete work. Any assessment tasks, written or oral, that are missed must be made up at the teacher’s convenience within three school days of the student’s return to school. It is the responsibility of the parents and the student to see that all academic obligations are fulfilled promptly. Students who are suspended from school may not participate in any school sponsored activity and are not permitted on or near school grounds during the period of suspension. The student and parent(s) will return to school at the end of the suspension and meet with the Principal to discuss the conditions under which he or she will be allowed to return and remain at TWS.

EXCLUSION: The Principal may recommend that a student be permanently removed from a particular class.

EXPULSION: A student can be expelled from TWS permanently. This requires KHDA ratification.

FINANCIAL REIMBURSEMENT: A student will be required, to reimburse individuals or TWS for damage to or destruction of property.

Discipline actions may be taken by any of the parties below:

- Form/Subject teacher
- Head of House
- Head of Pastoral
- Asst. Principal
- Head of School / Dy. CEO
- Executive Principal / CEO
- Police

REWARDS AND SANCTIONS POLICY AGREEMENT

Student name _____ Year _____ Section _____

As a student at **TWS** I acknowledge that I have read and agree with the Rewards and Sanctions Policy.

Student Signature _____ Date _____

I acknowledge that my son/daughter and I have read through and agree with the Rewards and Sanctions Policy and will instruct my child regarding the importance of following all the guideline included in this policy.

Parent Signature _____ Date _____