



ADMISSIONS, REWARDS, DISCIPLINE AND EXCLUSIONS POLICY

ADMISSION

St Richard's is a non-selective, Catholic preparatory school which welcomes children of all denominations and none. The school has a strong SEN Department and is thus able to cater for children with Special Educational Needs as set out in the Special Educational Needs Policy. All children are considered on merit and no child will be excluded on the grounds of race, gender, ability, disability, religion or nationality. The school is also well equipped to cater for the needs of gifted and talented pupils as can be seen from the excellent results achieved at 13+ in national scholarship and common entrance examinations.

Following a verbal or written request for a prospectus or attendance at an Open Morning, the Headmaster invites prospective parents/guardians to visit the school, preferably during the week when a broad range of lessons and activities can be observed.

There are no formal entrance examinations for St Richard's however the Headmaster likes to meet all children prior to their admission to the School. Once parents/guardians have registered a firm interest in the School, their child/children will be invited to attend a 'Taster Day' (see Taster Days Policy), at which they will be placed in a class with children in their year group and encouraged to participate in all school activities. Children will be assessed informally during the course of the day and the Headmaster will receive feedback from members of staff, which he will pass on to the parents/guardians when they collect their child/children.

Scholarships and bursaries are available at the discretion of the Headmaster. If a child is considered a candidate for a scholarship award he/she will be required to take an English paper, a Mathematics paper and a Verbal Reasoning paper. These will be marked in-house and the result of a scholarship application will be relayed to the parents/guardians within three days.

If parents/guardians would like to apply for a Bursary, they should contact the Bursar who will supply a Means Tested Bursary Application Form for completion and return to the Headmaster. A written decision will be sent to the parents/guardians within one week of receipt of the form.

Once a decision has been made to enrol a child at St Richard's the parents/guardians should complete an application form (contained in the Prospectus) and return it to the School Office, together with a deposit of £50. A place at St Richard's will not be deemed to have been confirmed until the school has written to the parents/guardians to that effect. The submission

of a completed application form and deposit does not constitute a formal entitlement to a place at St Richard's.

REWARDS

All members of staff are aware of the school's ethos of positive reinforcement, praise and reward. Pupils respond well to systems which recognise their achievements across the full range of school activities and reflect their strengths as well as their difficulties. All members of staff are encouraged to:

- Give praise and encouragement as much as possible
- Mark pupil's work regularly and positively, stickers may be used in work books of younger pupils to reinforce praise
- Display pupil's work both in the classroom and around the school
- Reward pupils who achieve above their expected standard in any sphere of school activities through the Green Cards system/Certificate system/Stickers (see below)
- Prizes are awarded at Speech Day at the end of the summer term for achievement in all areas of school life

GREEN CARDS

All pupils from Year 2 upwards are assigned to one of the four Houses: Champion, Fisher, More and Wall.

Green Cards/Half Green Cards, which convert to House points, are awarded for specific pieces of good work or other contributions to school life. These are held in high regard and, once awarded, the recipient takes the signed card to the Headmaster where it will be logged under the appropriate House tally.

Green Cards/Half Green Cards are added up on a half-termly basis and results for the half term are announced at the Friday Whole School Assembly, with rewards for the individuals with the highest number of points and the announcement of the winning House for that period; there is a House Cup, which is awarded at Speech Day at the end of the summer term, for the House which has achieved the highest number of House points during the course of the academic year.

CERTIFICATES

A member of staff can choose to award a certificate as well as, or instead of, Green Cards/Half Green Cards in recognition of achievement at school. Pupils in the Reception and Year One classes are not yet affiliated to a House and are therefore rewarded through the award of a Certificate at the Friday Whole School Assembly. Certificates are, in most cases, counter-signed by the Headmaster.

STICKERS

Younger pupils may be rewarded through the distribution of stickers, either to display on their jumpers or in their workbooks.

DISCIPLINE

St Richard's encourages all children to conduct themselves with attitudes grounded in self-respect and courtesy towards others, which environment is thought best to achieve good discipline. Sanctions are used only as a last resort and there is an escalating range of sanctions which can be applied at the discretion of the member of staff. Any sanction should be fair, considered, consistent and appropriate to the situation. All members of staff are encouraged to discuss any transgression with the child as this is usually the best way to make him/her understand what it is they have done wrong. Poor behaviour in class should always be dealt with at the time and may involve the pupil repeating work at break time or the pupil may receive a yellow card.

YELLOW CARDS

In the Prep School Yellow Cards may be issued by a member of staff for any form of inappropriate behavior. A record of Yellow Cards is kept in a book in the Resources Room and is available to parents for scrutiny with regard to their child only. The receipt of three Yellow Cards leads to a period of detention of one hour. Work is set by the Form Teacher and parents/guardians may be informed of these detentions if they wish. Detention is taken during the Hobbies period on Wednesday and never impinges on academic time.

NON-YELLOW CARD SANCTIONS

The Sanctions Book/Incident Book is kept in the Resources Room. It records sanctions given to a child, which would not otherwise be entered in the Yellow Card Book eg boarders may miss a film presentation, which is considered a serious sanction. The Headmaster checks the Sanctions Book regularly and signs it accordingly. All members of staff are required to complete this book when necessary. Certain sanctions are considered unreasonable and should not therefore be applied, such as picking up litter, tidying the cellars, sweeping the yard.

ASSESSMENT CARDS

Assessment Cards are given to children whose work needs close monitoring and are seen as an aid to improvement. From time to time an Assessment Card may be used as the result of a request from a pupil, particularly after Set Marks, or as a vehicle for self-help with organizational skills. The Assessment Card is signed by the staff member at the end of a lesson and also after prep. They are counter-signed daily by the form teacher and Headmaster. Completed Assessment Cards are placed on the pupil's file.

SATIS CARDS

If it is felt that a child is consistently not achieving a satisfactory standard of work a SATIS card may be given for a week or a longer period. After each lesson the child presents the SATIS card to the teacher who signs it. The card is presented to the Headmaster each day. If a non-satis is recorded the child is given appropriate extra work. If two goods are given the child receives a Half Green Card. The SATIS card is seen as a way of helping a child and of monitoring his/her progress, rather than as a sanction.

SENDING TO THE HEADMASTER

Pupils should be sent to the Headmaster as a last resort. The Headmaster will interview the pupil and, if necessary, the member of staff/other individuals involved before deciding on the appropriate sanction. The Headmaster keeps a record of such meetings and the outcomes in his office.

Repeated visits to the Headmaster may lead to a formal warning being given. The Headmaster may wish to contact the parents/guardians if the offence is serious or in the event of repeated offences.

EXCLUSIONS

It is highly unusual for a pupil to be excluded from St Richard's and exclusion is always at the discretion of the Headmaster, who alone has the power to exclude a pupil. The Headmaster may exclude a pupil for one or more fixed terms, for up to 30 days in any one school year. The Headmaster may also exclude a pupil permanently. It is also possible for the Headmaster to convert a fixed-term exclusion into a permanent exclusion, if the circumstances warrant this.

Any exclusion will be fully discussed with parents/guardians and members of staff to ensure that all parties understand and support the need for this measure. The Headmaster will inform the Chair of Governors of any exclusion, whether fixed-term or permanent. The parents/guardians will be informed that they can, if they wish, appeal against the decision to exclude their child either informally through discussion with the Headmaster or formally, as follows:

APPEAL AGAINST EXCLUSION

- The parents/guardian must lodge an appeal against exclusion in writing to the Chair of Governors within 24 hours of the decision to exclude a pupil; said appeal will be deemed to have been lodged if received at the School Office within 24 hours and may be by email confirmed by letter in the mail or by letter.
- The pupil will not be permitted to return to school during the appeal process.
- The Chair of Governors will appoint a panel to hear the appeal (normally but not exclusively the Chair of Governors plus two other Governors).
- The panel will meet within 48 hours of receipt of the appeal

- The parents/guardians will be invited to address the panel and may be represented by a third party if they so wish.
- The panel will consider the exclusion, the circumstances in which the pupil was excluded, any submissions/evidence provided by the school, any representations by the parents/guardians and whether the pupil should be reinstated.
- The Chair of Governors will inform the parents/guardians of the panel's decision by the close of play on the same day.

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