



**Jesmond Park
Academy**

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PRAISE CODE

2022 - 23

Student/Parent Guidance

PRAISE CODE

Rewards

2022-23

Our principal aim is to encourage high expectations and high standards of achievement, both academic and personal. Our values embrace honesty, trust, reliability, respect for the legitimate rights of others, care for the weaker members of society, regard for the environment and a kindness towards other people.

We believe that a calm, friendly, disciplined atmosphere, in which hard work and co-operation are respected and rewarded, is the best way to promote these values.

Poor behaviour is unacceptable in this school and will not be tolerated. The school will do what is reasonably practicable to eliminate poor behaviour and to support those who need help. Equally, the school will reward and celebrate the achievements of those that achieve high standards, whether those are in relation to their academic potential or in their attitude and conduct.

The Rewards System

Ongoing departmental reward system

Each department has their own style of STAMP. It is expected that all good work will be rewarded with one stamp, very good work with two stamps and excellent work with three stamps. Students who have worked in lessons and been **ON TASK, ON TIME, ON SIDE** should receive at least one stamp per lesson. Stamps should not just be issued at the end of the week. They must be issued every lesson. You must keep your stamps in a safe place. Please inform Dave Merrifield as soon as they go missing.

Tutor Stamps

Each week 3 stamps are issued by tutors for students who have a clean sheet (no planner comments the previous week) and the planner signed by the parent/guardian. They **MUST** have both. Each half term tutors award 3 stamps for 100% attendance and 3 more if students also have 100% punctuality.

Ongoing Certificates

A record is kept by the tutor of how many stamps have been earned and students receive certificates for their achievement. Certificates are distributed half-termly.

Bronze Award	500 Stamps
Silver Award	1000 Stamps
Gold Award	1400 Stamps
Platinum Award	1800 Stamps
Diamond Award	2200 Stamps
Certificate of Achievement Award	2600 Stamps
Diploma of Outstanding Achievement Award	3000 Stamps
Headteacher's Special Award	3400 Stamps
Headteacher's Outstanding Achievement Award	3800 Stamps
Headteacher's Exceptional Achievement Award	4200 Stamps

Termly Rewards

Students reaching the end of term targets for stamps will be rewarded on the last day of each term.

End of Term Rewards

Major end of term rewards are given to students with the most stamps in each year group.

Senior Leadership Team Involvement

Students are referred to attached members of the Senior Leadership Team for special praise as appropriate and are given stamps by the members of the Senior Leadership Team and the Headteacher on a weekly basis.

Year 11 Rewards

The criteria for attendance at the Year 11 Prom ties in with the Praise Code Rewards and Sanctions.

All staff have the right to praise students, including contacting parents, as and when they choose to do so.

PRAISE CODE

Sanctions

2022-23

Phase 1

FORMAL VERBAL WARNING

Give a FORMAL VERBAL WARNING when a student is generally causing some low level disruption in the class.

Tell the student that they are receiving a FORMAL VERBAL WARNING for their behaviour (rather than just “getting a telling off” or gesturing to stop their behaviour). It must be clear to the student and others that this has occurred (e.g. by putting their name on the board or removing their planner and putting it on your desk).

A student can only receive ONE verbal warning in a lesson. A second offence will result in a PLANNER COMMENT.

Phase 2

PLANNER COMMENT

If the behaviour does not cease the next action is to issue a FORMAL WRITTEN WARNING. This is a PLANNER COMMENT. Comments may also be issued around school.

The comment should include your subject e.g. PE, initials – LAU, date – 7.11.20 and the appropriate code – Behaviour **(B)** (See below for other codes).

Please circle the code.

If the behaviour continues after a planner comment, the student moves to the next level of sanction.

Some types of behaviour go straight to a planner comment. These are as follows: O, Ch, T, U, H, L, E, P, Li, Sm, Cs.

A planner comment should also be given immediately for not following the one way system (code=B).

Codes

Codes that receive a verbal warning first:

- B = Behaviour
- F = Eating outside of the designated areas
- D = Disobedience

Codes that receive an immediate planner comment:

- Not following the one way system (code = AS).
- Truancy (code = T) – automatic detention + day in isolation/internal exclusion for persistent truancy.
- Chewing (code = Ch).
- Wearing incorrect uniform (code = U) – isolation, if this cannot be remedied. Any student that is unable to wear full school uniform due to a medical condition will need to supply the school with a suitable letter from a medical professional explaining how wearing uniform would have a negative effect on their condition. For ongoing issues, such a letter would need to be renewed at the start of each academic year. Only Heads of Key Stage and D. Merrifield can authorize these notes. Students who are medically excused from PE must always bring their PE kit to change into.
- No homework (code = H).
- Lateness (code = L). Students arriving late to school will receive a late comment for registration and an additional comment for each subsequent lesson that they arrive late to.
- Lack of book or other equipment (code = E).
- Mobile phone / Smartwatch / Music device visible or in use inside the school buildings (code = P).
- These are then confiscated and placed in the school safe. If parents wish to reclaim confiscated phones before the end of the week, they may do so between 2:40pm and 3:45pm, Monday to Thursday, or 2:40pm and 3:15pm on Fridays. Phone can be collected from student reception. Only parents listed on SIMS as contacts will be able to reclaim phones and ID must be presented. Students may reclaim their own phones from student reception at 2:40pm on the Friday of each week, without the need for parents to come in. If a phone is confiscated on a Friday it will be kept until the following Monday at 2:40pm.
- Out of bounds (code = O).
- Dropping litter (code = Li).

- Smoking (code = Sm) – automatic detention + isolation. Smoking includes e-cigarettes and vaping. Tutors should count an Sm comment as three planner comments when inputting comments into SIMS.
- Being caught with smokers (Cs).
- Misbehaviour around school (code = AS).

Equipment Comments:

- If a student has failed to bring equipment that he or she needs to class, please issue a planner comment.
- Next to the comment, write what the missing equipment is.
- Only one equipment comment should be issued per lesson, regardless of how many individual items of equipment have been forgotten, but all missing items that were required that lesson should be listed next to the planner comment.
- If a student has forgotten an exercise book containing homework, only issue a homework comment, not an equipment one too. If it is just a forgotten book, issue an equipment comment.
- If you see that a student has already been given a planner comment for a piece of missing equipment, do not give another comment on the same day for the same piece of equipment (this is why it is important to write down what missing equipment led to the planner comment being issued.) For example, if a student has a planner comment for a missing pen, do not give a comment later in the day if he or she still has a missing pen. However, if the student also needs a pencil in your lesson, but has not comment for it, then you can issue a new comment – this time labelled 'pencil'.

If you mistakenly issue a planner comment:

You must notify Dave Merrifield as soon as possible and send the students at break or lunch time to have it cancelled. Tutors must count up all comments unless they have the official "Cancelled Stamp" on them.

PLEASE DO NOT CROSS OUT THE COMMENT YOURSELF

**Staff decision is final
Do as you are asked
FIRST TIME - EVERY TIME**

Sanctions for Receiving 12 Planner Comments in a Week:

If a student receives their 12th planner comment in a week they must be taken to Isolation. They will remain in Isolation or Internal Exclusion for the rest of the week. The names of students who receive 12 planner comments in a week are kept and the following interventions are put in place to help change their behaviour:

- If a student gets 12 planner comments, their parents will be contacted to discuss their behaviour.
- On the second occasion that they get 12 planner comments, their parents will have to come into school to meet with the Year Manager.
- On the third occasion that they get 12 planner comments, their parents will have to come into school to meet with the Year Manager and Head of Year.
- On subsequent occasions that they get 12 planner comments, their parents will have to come into school to meet with the Head of Key Stage and Head of Year.

All of these interventions will be recorded on CPOMS.

Phase 3

MOVE SEATS

Failure to cease inappropriate behaviour after a planner comment will result in being asked to MOVE SEATS.

Another PLANNER COMMENT is made, again include your initials, date and the reason, usually code 'B' again.

If more than one student has received the planner comment and are asked to move seats, this may not be physically possible or prudent. In this case, all students involved should receive the second planner comment, but the movement of seats in order to split up the offenders may be left to your discretion. You may choose to move seats with the 1st planner comment.

Making changes to seating plans is permissible at any time.

Phase 4

MOVE ROOMS – DETENTIONS

If, after the second planner comment, the inappropriate behaviour still continues, the student must be sent to on-call. Staff should have a copy of their department on-call rota. Should you wish to do so, you can e-mail the details of the incident to the relevant year manager.

The teacher in whose lesson the incident occurred should make a **THIRD PLANNER COMMENT** before the student is removed. Please do not simply make students stand outside of classrooms. If On Call is not available send the student to Isolation for the remainder of the lesson.

At this point the student should have 3 planner comments for the lesson. These planner comments will be recorded along with others when the form tutor does their count up on a Monday.

If a student fails to behave after being moved rooms or refuses to comply then either take them to Isolation or dial 0 for pastoral or SLT support. Please do not send students on their own to Isolation.

In PRAISE registration on Monday, a SIMS record form should be completed by the form tutor when a student has 3 or more move planner comments the previous week. If you have no students with 3 or more planner comments in your tutor group, go to the main dashboard on FROG, click on 'planner comments', enter your form and click 'no planner comments to submit'.

DETENTION will be supervised by members of SLT, Heads of Year, Year Managers and all TLR holders.

Missing Detention

Students who are in school and miss a detention of any length will receive an automatic two hour detention the following week on a Thursday and may still have a normal detention on the Friday. Refusal to attend the catch-up detention will result in isolation or a fixed-term exclusion. Students who are unable to attend a detention for a medical appointment must provide proof of this in writing from a medical professional. If students are away from school on a Friday for an authorised absence or illness then their detention will be carried forward to the following Friday. Students will have to catch up any owing detentions.

The following behaviour will result in a school detention:

- Having to move rooms to on-call.
- Truancy = also Isolation/Internal Exclusion.
- Repeated refusal to follow staff instructions.
- Being caught smoking in school uniform or on school property.
- 3 or more planner comments in one week.
- “Losing” planner when stamps and comments are due to be counted – (automatic 2 hour detention).

Detentions:

Detentions vary in length depending on the number of planner comments:-

Number of Comments		Length
3 - 5	=	1 hour (detention A)
6 - 8	=	1.20 hours (detention B)
9 - 11	=	1.40 hours (detention C)
12 or more	=	2 hours (detention D)

Parents can check the length of detention by counting the comments for the previous week. Parents can check if detention has been attended by looking for the PAID stamp issued by staff when detention is attended.

Phase 5

ISOLATION

Students who have not complied with the removal from room sanction or have further misbehaved will be placed directly into ISOLATION by SLT, Heads of Key Stage, Heads of Year, Year Managers or the on-call member of staff.

It is anticipated that the majority of incidents will be handled by Heads of Key Stage, Heads of Year, Year Managers or SLT. If the incident warrants further time, subsequent days can be served.

- No planner.
- Not in full uniform.
- Poor behaviour when moved rooms.
- Refusal to move rooms.
- Misuse of planner.
- Damage to planner.
- Dangerous or unruly behaviour.
- Smoking.
- Truancy.
- Pending investigation of an incident.
- ICT misuse.
- Insolence to staff.
- Refusal to hand over a planner.
- Refusal to hand over a mobile phone/ Smart-watch or music device.
- Persistent disobedience.
- Receiving 12 planner comments in one week. Students may be placed in IE on second and subsequent days.
- Selling any items to other students.
- Fighting.
- Poor behaviour in isolation.
- Failure to attend detention.
- Verbal abuse of staff.
- Dangerous behaviour.
- Bringing the school into disrepute.
- Handling stolen goods.
- Truancy (persistent).
- Poor behaviour on a school trip.
- Poor behaviour in detention.
- Poor behaviour in exam.
- Bullying.
- Minor damage to school property.
- Investigation of incident.
- Ongoing missing planner.
- Ongoing uniform issue.

Phase 6

DAILY REPORT

Students may be placed on a daily report, or daily planner checks for the following behaviour:

- One-off serious offences.
- Accumulating large numbers of planner comments in a week.
- Persistent poor behaviour.
- Returning from exclusion.
- Persistent or frequent lateness.

Phase 7

FIXED AND PERMANENT EXCLUSION

Any member of staff who witnesses any of the offences listed below being committed must report it to the relevant Head of Key Stage, Head of Year, Year Manager or member of SLT immediately.

Students will be given a **FIXED TERM EXCLUSION** for the following behaviour:

- Theft.
- Severe defiance of staff.
- Serious verbal abuse of staff.
- Threat of assault on staff.
- Severe assault of another student (possibly a permanent exclusion, depending on the severity of the attack) or incitement of such an assault.
- Being under the influence of alcohol or controlled drugs or bringing them on site on a first occasion.
- Peer on peer abuse, including harmful sexual behaviour.

- Repeated bullying.
- Serious disruption of an exam.
- Repeated or serious disruptive or threatening behaviour.
- Breaking rules of internal exclusion, despite warnings.
- Malicious allegation against staff (may be permanent depending on the nature and extent of the allegation).
- Bringing the school into disrepute.
- Any other serious incident.

There are a limited number of **EXCLUSIONS** which will usually automatically increase should further offences occur.

Fixed Term Exclusions

Number of days	Follow up
1	Return from exclusion meeting with parent and student. Head of Key Stage or SLT.
3	
5	
10	
15	

We may also decide on the length of a fixed term exclusion based on the seriousness of the incident.

Following fixed term exclusions the student and parent must attend a return from exclusions meeting with their Head of Key Stage or SLT.

Under government regulations for fixed term exclusions of 1, 3 or 5 days it is the parents' responsibility to supervise the student away from school at school times.

On the 6th and subsequent days of a Fixed Term exclusion, the student will be accommodated at a site away from Jesmond Park Academy (Gosforth Academy, North

Gosforth Academy or Gosforth Junior High Academy) and be monitored by our staff. For Looked after Children this begins after the first day of exclusion.

Jesmond Park Academy reserves the right to direct students to alternative provision if to do so would benefit their behaviour.

The next exclusion after a 15 day exclusion would be a **PERMANENT EXCLUSION**.

Permanent Exclusions

- Permanent exclusions would be as a result of:
- Having received forty-five days of exclusion in a year.
- Supplying banned substances or appearing repeatedly under the influence of them, carrying them on site for a second time.
- Defiance of the Headteacher.
- Assault or serious threat of assault on a member of staff.
- Setting off the fire alarm.
- Serious or persistent theft.
- Carrying an offensive weapon.
- Repeated racial or harmful sexual behavior.
- Persistent instances of severe bullying.
- Severe assault of another student.
- Serious malicious allegation against staff.

Tutor Guidance

Structure of 'PRAISE' registration

PRAISE registration must be used to support the workings of our PRAISE Code. It is intended to give Tutors the opportunity to inspect each student's planner, to check the progress being made, and monitor their level of organisation.

All students should have their planner open and at the correct page to allow tutors to check the number of planner comments and stamps. A visual check of every student planner must be made. This is an ideal time to check for graffiti, altered pages etc. Students should be engaged in silent reading or other work (depending on the group). If a student is absent on a Monday and you enter their comments on any other day, please inform Helen Donnelly as well so she can update the detention list.

PRAISE CODE SANCTIONS

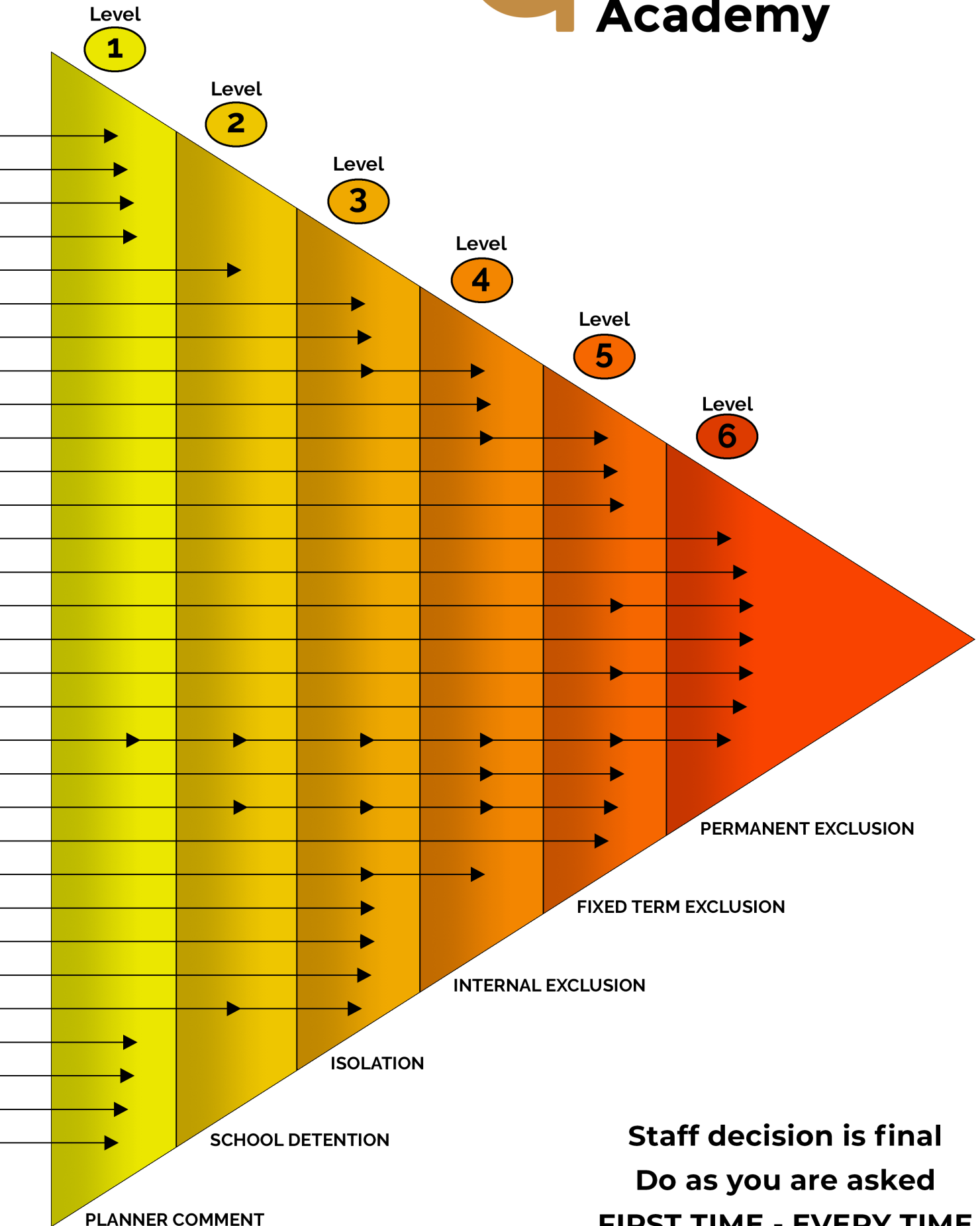
PLANNER CODES

AS	=	Around School
Li	=	Litter
L	=	Late
Cs	=	Caught with Smokers
Ch	=	Chewing
U	=	Uniform
P	=	Mobile phone, Smartwatch or music device
F	=	Eating in wrong venue
T	=	Truancy
O	=	Out of bounds
B	=	Behaviour
Sm	=	Smoking
D	=	Disobedience
E	=	Equipment
H	=	Homework

	OUT OF BOUNDS	_____
	EATING OUT OF DESIGNATED AREAS	_____
	NOT FOLLOWING ONE WAY SYSTEM	_____
	USE OF FOUL LANGUAGE	_____
	THREE OR MORE PLANNER COMMENTS	_____
	ARRIVING AT SCHOOL WITHOUT PLANNER	_____
	TRUANCY	_____
	FIGHTING - EQUALLY TO BLAME	_____
	SERIOUS DISRUPTION OF EXAMS	_____
	BREAKING RULES OF INTERNAL EXCLUSION	_____
	SWEARING AT STAFF / ABUSE OF STAFF	_____
	THREATENING OR INCITING ASSAULT	_____
	CARRYING AN OFFENSIVE WEAPON	_____
	FIRE ALARM	_____
	SERIOUS ASSAULT	_____
	DEFIANCE OF THE PRINCIPAL	_____
	UNDER INFLUENCE OF ILLEGAL SUBSTANCES	_____
	TRADING IN ILLEGAL SUBSTANCES	_____
	HARMFUL SEXUAL BEHAVIOUR / PEER ON PEER ABUSE	_____
	BULLYING	_____
	HANDLING STOLEN GOODS / THEFT	_____
	POSSESSION OF ILLEGAL SUBSTANCES	_____
	MINOR DAMAGE TO SCHOOL PROPERTY	_____
	ARRIVING AT SCHOOL NOT IN FULL SCHOOL UNIFORM AND UNABLE TO MODIFY THIS	_____
	DANGEROUS / UNRULY BEHAVIOUR	_____
	DAMAGE TO OR MISUSE OF PLANNER	_____
	CAUGHT SMOKING	_____
	CAUGHT WITH SMOKERS	_____
	DROPPING LITTER	_____
	DISOBEDIENCE	_____
	MOBILE PHONE / SMARTWATCH / MUSIC DEVICE VISIBLE IN SCHOOL	_____



Jesmond Park Academy



Staff decision is final
Do as you are asked
FIRST TIME - EVERY TIME

