

Dear Parents,

You will probably have noticed from your son's/daughter's planner that we have introduced a stamp system as a way of recording students' involvement in school. The launch of this initiative this term follows a very successful trial in the summer term with year 8. We have now fully evaluated the trial and have found that the students were motivated and enthusiastic about the system, parents' comments were very positive and the staff were keen to extend the process to the whole school.

Our aims for the introduction of the stamp system are:

- To increase rewards for all
- To give clear messages regarding sanctions
- To monitor attendance and punctuality to lessons
- To improve communications with parents
- To increase tutor involvement
- To give staff support in dealing with behaviour issues

The way the stamps work is that:

- Students each have a planner which includes a weekly "stamp" chart
- Students gain a stamp for every lesson if they are:
 - on time
 - in correct uniform
 - with full equipment
 - with completed homework – where appropriate
 - conforming with classroom expectations for work and behaviour
- At the end of the lesson the planners are stamped by the teacher
- Students add up their stamps and record in the planner
- Stamps mean PRIZES
Stamps can be cashed in for stationery, non uniform days, early dinner passes, vouchers and a variety of other rewards. Different prizes require different numbers of stamps, therefore students can access rewards quickly or save up for bigger prizes.
- For excellent pieces of work or excellent effort in lessons, students can gain extra stamps. There is a separate page for these stamps in the planners. By collecting these within a subject area, students will get certificates and an invitation to an achievement assembly.
- Separate certificates will also go to the students who achieve excellent attendance throughout the year.

We very much want parents to be involved in the process and would ask that you check stamps regularly and discuss them with your son/daughter and perhaps reward them appropriately!

On the other side of the coin we are able to monitor students who are perhaps not meeting expectations and are regularly receiving C1/C2 in their planners. Tutors have been asked to monitor this closely and highlight missed stamps. Initially these will be marked in green and an extra eye will be kept on the student for that week. If there is no improvement the student will be marked up to amber and a report will be issued to check what the problems might be, further missed stamps will result in a red highlight and the HOY will be in contact with parents as there will clearly be serious issues at this point.

It is worthwhile noting that the following consequences apply for all students:

C1 – this is given if a student does not conform to normal classroom rules for behaviour, for example, they turn up late, without the right equipment, they are wearing incorrect uniform or other minor infringements of the code of conduct

C2 - if the behaviour does not improve and the student continues to disrupt the lesson then a C2 is recorded.

C3 – when behaviour becomes totally unacceptable a C3 is issued and the student would be expected to attend a departmental detention, the head of department will discuss the issues with the student at this point.

C4 – further departmental action is taken and parents will be contacted. A subject report will be put into place.

C5 – the student is removed from the lesson and the Senior teacher on call will deal with the situation. Parents will be contacted and suitable arrangements will be made to deal with the inappropriate behaviour.

C6 – a serious breach of the behaviour code will result in exclusion from school

All consequences will be recorded on a central database for the tutor and the head of year to consult regularly.

We hope that you as parents will support the school in rewarding good behaviour and punishing poor behaviour, this will enable us to continue to Strive For Success with all pupils.