



**Calday Grange**  
Grammar School

# **Recognition and Rewards Protocol**

# **Recognition and reward change behaviour; sanctions only limit it**

## **Rationale**

Caldy Grange Grammar School aims to encourage and celebrate the success of all its students in all areas of school life and to ensure that personal commitment and achievement is acknowledged, rewarded and recorded.

We acknowledge the importance of praise and reward and seek to promote and reinforce our expectations of students at any relevant opportunity.

We recognise that students thrive on praise; the pride of success and recognition encourages and inspires ambition in our students, both personal and for the school as a whole. Praise recognises the deserving, can inspire those who may be struggling and should motivate those who may be disenchanted. Finding ways to reward must be at the heart of our teaching.

We must reward whenever possible:

- Formally or informally
- Publicly or discretely
- Regularly
- Consistently
- Sincerely

We must ensure that students of all ability levels in all year groups across the school can benefit from our recognition and reward processes and that there is consistent application of policy across faculties, Years and from teacher to teacher.

Rewards must be given sincerely and fairly as a means of recognising effort, achievement or action that is beyond the norm. Rewards must never be given as 'bribery' (rewarding students for doing what should be expected of them normally).

## **Aims**

- Recognition and rewards increase the motivation of all students, encouraging their self-esteem, aspirations and enjoyment of learning.
- The practice of recognition and rewards assists the school in maintaining and increasing the quality of teaching and learning.
- The giving of rewards encourages all students to achieve. Thus, they will receive achievement points throughout the school in all contexts.
- The system of nominating 'Form of the Half Term' supports the role of the form tutor in celebrating the success of their form and facilitates awareness of achievement of all members of the form.
- Every member of staff will recognise students for outstanding, or improved, behaviour, work and effort using the school reward and recognition system.
- Rewards and recognition support and promote good behaviour and should be used in conjunction with the school behaviour policy.

## **Recognition and Rewards systems in our school link into:-**

- Effort
- Attainment
- Progress / attainment
- Behaviour
- Attendance and punctuality
- Caring for others
- Participation

- Positive attitude to learning / enthusiasm
- Respectful and courteous behaviour

We will continue to consult with our students and the School Council to seek student advice on recognition and reward structures and, in particular, for their views as to what should be rewarded and how we can further develop and improve our recognition and rewards systems.

There are a number of ways in which we reward at Calday Grange Grammar School, and these include:

- Verbal praise
- Achievement points
- Subject emails and letters
- Postcards home
- Fast track lunch passes
- Lapel badges
- Acknowledgement through assemblies
- Positive phone call home
- Headteacher's awards- hot chocolate afternoon and certificates
- Public display of high quality work
- 'Golden Time' for the Form of the Half Term for each House
- Reward and recognition trips for each year group
- Formal Awards Evening

### **Rewards**

Achievement points form the basis of our recognition and rewards system and can be given by any member of staff. They are awarded for academic and pastoral achievement or effort and participation in the extra-curricular opportunities available at Calday:

- 20 Achievement Points- message home from Form Tutor
- 40 Achievement Points- Head of Year Certificate

### **Calday Lion Lapel Badges**

- Bronze 50 Achievement Points + attendance at an extra-curricular club – Autumn term
- Silver 100 Achievement Points + attendance at an extra-curricular club – Spring term (+50)
- Gold 150 Achievement Points + attendance at an extra-curricular club – Summer term (+50)

Students will receive certificates and Calday Lion lapel badges in celebration assemblies at the end of each half term.

Achievement Points are awarded on SIMS or Edulink.

### **Very Important Student Award (VISA)**

Every member of staff is expected to award a VISA per week.

Students collect VISAs and pass them to form tutors to post in the box in the staffroom. During celebration assemblies at the end of each half term the SLT will draw a VISA ticket with the winner receiving a voucher.

### **Subject Recognition and Rewards:**

- Staff are encouraged to praise verbally all positive achievements at every opportunity.
- Staff should write positive and encouraging comments in exercise books when they are marked.
- Display outstanding work in the classroom and around the school on subject notice boards, display areas in corridors and reception.
- Publicly.

- In front of a class.
- Recognition by Head of Faculty through congratulatory letters (via email) to parents for students who have shown consistent effort in class work, both verbal and written, and in homework (staff will be given reminders about this process throughout the year).
- CCT and examination performance should also be taken into account.

### **Whole School Rewards and Single Events:**

- Academic Awards Evening
- Celebration Assembly for Year 11 and 13 leavers prior to external exams
- Celebration and Presentation Evening for ex-Year 11 and 13 students
- Trips organised by staff for students who have made significant progress in attitude and behaviour
- Local press publicity for students who have contributed to specific whole achievements such as the Green Flag Award or Rainbow Flag,
- School Newsletter feature recognising achievements of specific students both in and outside of school
- Letters home from Head of Year/ Sixth Form when attendance shows sustained improvement over a term
- Library Awards for number of books read in a term
- Praise in reports and at Parents' Evenings
- Community awards
- Student Leadership opportunities such as nomination to Prefect Teams, School Council Leadership, Sports Leaders etc.
- DoE awards
- Competitions – Young Enterprise, etc.

### **Celebration Assemblies Each Half Term:**

It is vital that rewards, recognition and congratulations are celebrated at every opportunity. A number of assemblies are allocated for this purpose each year.

### **End of Year Assemblies:**

- Reward for individual 100% attendance
- Trophy and reward for best Year group attendance
- Trophy and reward for best House- Music
- Trophy and reward for best House -Drama
- Trophy and reward for best House -Sports
- Ties are awarded for consistent membership of a school team, County team or higher, excellent team spirit and/or leadership of a team
- Ties are awarded for Performing Arts/Drama performance, band or choir membership, etc.
- Overall winner- House Cup is awarded each year.

### **Rewards – Summary**

- Achievement Points- Any member of staff can award these electronically on SIMS/ Edulink under achievement points
- Positive email- Subject staff
- Subject postcards/ letter- Subject Staff
- Subject Awards- HoFs
- Head of Year Awards- HoYs
- Headteacher's Award/ Student of the Half Term- any member of staff can nominate

## **Roles and Responsibilities**

**Teaching staff** should ensure that they

- Apply consistency, in line with guidance and procedures, when giving rewards
- Award achievement points
- Write and send home 'well done' emails/ postcards
- Monitor students' achievements and progress.

**Heads of Year, HoFs and Curriculum Leaders** should ensure that they

- Check that staff apply consistency, in line with guidance and procedure, when giving recognition or rewards
- Award subject achievement
- Liaise with subject teachers to ensure students are recognised for their effort and progress.

**Senior Leaders** should

- Send home congratulatory emails/ letters when appropriate
- Send home Senior Pastoral Leader certificates three times a year to those students with no Behaviour Points and 100% attendance
- Send home Headteacher's Commendation letters as appropriate.

## **Monitoring and Evaluating**

Achievement points are awarded and administered through SIMS/ Edulink. Higher level rewards are recorded and monitored by the pastoral support staff and the Heads of Year. The Senior Leadership Team will monitor consistency of allocation of rewards in line with guidance and procedures. Evaluation is by students, teaching staff, the Senior Leadership Team and Governors.

## Rewards change behaviour

Rewards should be accessible to all and not just for the academically gifted who come top.

Achievement	Verbal reinforcement	Written comments (book)	Achievement Point	Letter/email home
Following routines	1			
Special effort	1	2	3	4
Sustained effort	1	2	3	4
Improvement	1	2		
Sustained improvement	1	2	3	4
Notable actions/ contributions		1	2	3
Notable achievement			1	2

### Notes

Following routines:

Verbal reinforcement is really important for successfully establishing routines. Thank you for remembering how we.... Etc.

Special effort:

A noticeable effort for a single piece of work. If it is an important piece of work (assessment etc) a letter/email home may be appropriate.

Sustained effort:

We have to recognise effort separately from attainment. Students of any standard must be able to access recognition for good effort.

Improvement/ sustained improvement:

Improvement recognises a **change** in quality.

Notable actions:

Contribution to open evenings, charity initiatives etc.

Notable achievements:

Academic achievement etc



**Calday Grange**  
Grammar School

# Calday Grange Grammar School Praise

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- 150** Gold Lion Badge
- 100** Silver Lion Badge
- 50** Bronze Lion Badge
- 40**
- 20**

