



# MARLBOROUGH COLLEGE MALAYSIA

## SENIOR SCHOOL REWARDS AND SANCTIONS POLICY

The best way to maintain a positive atmosphere in school is to maintain good communication amongst pupils, parents and beaks. Force of argument, negotiation and reasonable pressure are more likely to generate results than the inflexible application of formal sanctions.

The focus should be on rewarding pupils for outstanding behaviour, work, achievement, effort, etc. However, sanctions are available to deal with those pupils who do not meet the school's expectations for pupil behaviour or academic application. All beaks should strive to be consistent, fair and conscientious in applying this policy.

### REWARDS

Everyone enjoys and is motivated by being praised for something that has gone well. To this end, beaks should praise pupils whenever they can. Personalised, specific praise and thanks is much more effective than group praise.

Formally, pupils are awarded **Merits** for good work etc. at any beak's discretion and iSAMS is used to record these. **Merits** are not given out for pupils meeting normal expectations (e.g. uniform being correct, homework being handed in on time) but are awarded for work/behaviour that stands out from the crowd (See Appendix I for guidelines).

Tutors and HMs will be automatically informed. Tutors and HMs will monitor these and pupils will be rewarded further accordingly.

Boarders can also be awarded **HM Commendations** for particularly good attainment / effort / help outside the academic day.

### SANCTIONS

Beaks and pupils are expected to acquaint themselves with the School Rules and where necessary, beaks should take action as explained below.

The key to effective sanction systems is consistency. When giving out sanctions, beaks bear in mind that the three key tenets of the School Rules are:

- To treat all others with respect and courtesy
- To take due care of all buildings and property, including personal possessions
- To fulfill all College commitments punctually and positively

### Sanctions during the Academic Day (up to 4.15pm)

A pupil committing a minor misdemeanour should expect a reprimand and a warning about repeated action.

Any pupil who commits **repeated** minor misdemeanours should expect to receive a **Demerit** (See Appendix I for guidelines). Demerits should be logged on iSAMS. It is important that the beak informs the pupil of the reason for the Demerit, in order to avoid misunderstanding. HMs and tutors are automatically informed of Demerits. If a pupil does not hand in prep, the beak should give a Demerit and make sure the work is handed in quickly. If the prep cannot be done, equivalent work needs to be set. If still no work is forthcoming, 3 Demerits should be awarded.

A pupil will be given a **Lunchtime Detention** for obtaining **3 Demerits in one week**. The information will be extracted from iSAMS and an email will go out to the pupil, HM, tutor and Head of Senior School.

If a pupil has accumulated **3 Lunchtime Detentions** this will result in a **Wednesday Detention** after school. The information will be extracted from iSAMS and an email will go out to the pupil, HM, tutor and Head of Senior School. A letter to parents will be sent from the HM. There will be a late bus to Singapore for Day pupils.

### **Boarding Sanctions i.e. after the Academic Day (after 4.15pm)**

A pupil committing a minor misdemeanour should expect a reprimand and a warning about repeated action.

Any pupil who commits **repeated** minor misdemeanours (e.g. lateness, out of their room during prep or after lights out, iPod/mobile misuse, untidy dress or room, low-level disruption, unpleasant behaviour) should expect to receive a **House Chit**. House Chits should be logged on iSAMS. It is important that the beak informs the pupil of the reason for the House Chit. HMs and tutors are automatically informed of House Chits.

A pupil will be given a **House Detention** for obtaining **3 House Chits in one week**. The information will be extracted from iSAMS and an email will go out to the pupil, HM, tutor, and Deputy Head Pastoral. The detention will take place in House.

If a pupil has accumulated **3 House Detentions** this will result in a **Saturday night HM Detention** in House. The information will be extracted from iSAMS and an email will go out to the pupil, HM, tutor and Deputy Head Pastoral. The HM will send a letter to parents.

### **More Serious Misdemeanours**

Serious indiscretions such as theft, cheating, smoking, plagiarism, vandalism, missing lessons or bullying will warrant one-off major sanctions such as **House Gating** or **Suspension**. In all such cases the beak will inform the HM, Head of Senior School and the Deputy Head Pastoral immediately so they may follow up.

See Appendix 2 for a list of sanctions and Appendix 3 for the Gating Card.

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## APPENDIX I – GUIDELINES FOR AWARDING MERITS AND DEMERITS

### Merits in class:

Minimum number of merits to be awarded by a beak = 1 merit per lesson per week

Maximum number of merits to be awarded by a beak = 1 merit per pupil per week (a pupil may receive more than 1 merit, but the merit total should not exceed the number of pupils taught)

### Merits outside class:

One merit to be awarded for participation in a rehearsal, fixture, House competition etc.

Two merits to be awarded for winning / particularly good performances etc.

### Merit Guidelines

A pupil may be awarded a merit for:

#### *Attainment*

- A high standard of prep
- Good progress in assessment results
- High score in an assessment

#### *Effort*

- Commitment beyond the expected in prep
- Much more than expected time spent on prep
- Exceptional work ethic in class

#### *Participation*

- Original ideas offered during discussions / important contribution to a lesson
- Depth of understanding demonstrated
- Particularly good collaborative work

Only one merit should be awarded at one time unless it is a truly exceptional case  
Merits should not be awarded for 'being helpful'

### Demerit Guidelines

A pupil may be awarded a demerit for:

- No prep for the second time in a term or any repeated offence – the work should still be expected
- Poor work – the work should be repeated
- Lateness – more than two minutes or persistent lateness without an acceptable excuse
- Poor behaviour after a warning – the beak will tell the pupil why their behaviour is inappropriate and inform the HM
- Persistently not bringing the right equipment – pens, book, games kit etc.
- Persistently breaking uniform rules
- Missed tutor meetings, house assemblies

## APPENDIX 2 – Sanctions

### **Verbal Warning by HM**

Minor insensitivity e.g. an inconsiderate comment  
Bus disruption (written warning to parents, suspension from bus if serious enough)

### **Monday Detention**

3 demerits in a week  
Disruption through spamming emails sent during a lesson  
Contravention of ICT AUP e.g. installation of a proxy server\*  
Plagiarism  
Minor graffiti  
Videoing / photographing beak / pupil without permission\*  
Disrespect to a beak  
Minor unpleasantness e.g. hurtful posting on social media\*  
Potentially dangerous activity e.g. throwing stones  
Out of bounds during the academic day  
\*Plus HM confiscation of the device used for 1 day

### **House Detention (for Boarders)**

Monday detention misdemeanours if occurring outside the school academic day  
3 House chits in a week

### **Saturday night HM Detention (for Boarders) - letter to parents from the relevant HM**

3 House detentions  
Handing in a phone, but keeping another to use at night\*  
Breach of visiting rules  
Minor impropriety e.g. minor state of undress in public  
\*Plus HM confiscation of the phone used for 3 days

### **Wednesday Head's Detention - letter to parents from the relevant HM**

3 Monday detentions  
Missed Monday detention  
Repeated Monday detention misdemeanour  
Significant unpleasantness\*  
Missing a lesson / assembly / games / Friday afternoon activity  
Bringing the College into disrepute e.g. minor behaviour issues  
Minor impropriety e.g. minor state of undress in public  
\*Plus HM confiscation of phone for 3 days if the offence is related to social media etc.

### **3-Day Gating (for Lower School)**

**Gating involves a meeting with the HoSS and a letter from HM to parents**

Deceit e.g. dishonesty about signing out, forged off-games chit  
Cheating in a test / exam  
Vandalism / major graffiti  
Lying to a beak  
Minor physical abuse / major unpleasantness\*  
Smoking  
Out of bounds outside the academic day  
Possession of fake ID

\*Plus HM confiscation of phone for 5 days if the offence is related to social media etc.

### **5-Day Gating (for Lower School)**

Repeated 3-day gating misdemeanour  
Minor alcohol offence

### **Behaviour Contract – instigated by HoSS and sent to parents by HM and signed by all parties**

Persistent lying, poor behaviour etc.

### **Caution (for Upper School)\*\***

**This involves a meeting with the HoSS and a letter from HM to parents**

\*\*Pupils who accumulate more than three cautions in a calendar year will normally be required to leave the College.

Deceit e.g. dishonesty about signing out, forged off-games chit  
Vandalism / graffiti  
Cheating in a test / exam  
Lying to a beak  
Minor physical abuse / major unpleasantness\*  
Smoking  
Out of bounds outside the academic day  
Possession of fake ID  
Minor alcohol offence

\*Plus HM confiscation of phone for 5 days if the offence is related to social media etc.

### **2 Cautions (for Upper School)**

Supplying alcohol or cigarettes  
Being tipsy or drunk

### **3-Day Suspension / Technical Suspension**

**Suspension involves a meeting with the HoSS and a letter from HoSS to parents**

Repeated lying to a beak  
Incident of substantial physical abuse  
Bringing the College into disrepute e.g. major issues such as smuggling cigarettes into Singapore  
Sexual impropriety i.e. short of 'in flagrante delicto'  
Systematic bullying, including cyber-bullying  
Being tipsy or drunk (Lower School)  
Theft (may result in expulsion if serious enough)

### **College Withdrawal**

Drug abuse  
Sexual misdemeanour involving 'in flagrante delicto'

