



## REWARDS POLICY

### THE SCHOOL ETHOS

Downe House offers a stimulating environment committed to the pursuit of excellence in academic and extra-curricular pursuits combined with the celebration of individuality. Within our school we aim to build a happy, caring environment where strong friendships are built and relations between staff and pupils are productive and respectful. We introduce girls to a huge variety of interests across all disciplines and encourage them to develop their own passions. Our aim is to ensure that, by the time they leave, all girls feel there is nothing they could not achieve.

### THE DOWNE HOUSE STANDARD

Downe House seeks to foster a unique kind of intellectual curiosity in its pupils and it is expected that, working together with their teachers, girls will be able to achieve more than they could have imagined when they arrived.

The school has a commitment to recognise both achievement and improvement, and work will be monitored regularly and carefully. Rewards will be available as generously for the Sixth Form as they are for the Lower and Upper Schools, and each member of staff is able to reward either excellent academic progress, or consistent and thorough hard work through the reward system listed below.

Service to the community is also a very important area of recognition, and it is hoped that all girls will be rewarded during their time at school for their willingness to help others in promoting a happy and purposeful school for everyone.

### Downe House expects every girl to be:

- trustworthy
- courteous
- considerate
- punctual
- tolerant
- justly proud of her achievements
- rightly conscious of her own worth
- proud of her appearance

## **ACADEMIC REWARDS FOR ALL YEAR GROUPS**

Pupils should be praised, whenever appropriate, for work, effort and any other actions both orally in class and in writing. There should be written praise on all appropriate pieces of written work, together with clear targets of how further improvements could be made.

A member of staff may bring any girl who performs well in any area of school life to the attention of her Head of Department or the Tutor, or the Housemistress of the pupil, depending on whatever appears to be the most appropriate. Additional praise from other staff with direct concern for a pupil should always be encouraged and entered on Merlin when possible.

## **MERIT STICKERS (Lower school – Upper school)**

Individual departments may have a set of merit stickers to be used by teachers as they see fit to reward good pieces of work, tests or where significant effort has been made. Each department will have an agreed policy on how these stickers should be used. The Head of Department will monitor this.

## **COMMENDATIONS (All years)**

A commendation may be awarded for either a very good piece of work, an excellent test performance or evidence through class work and preps of good effort and commitment being made over a period of time. A teacher will note on the work (through a sticker or by other means) that a commendation has been awarded, congratulate the girl concerned and will enter the commendation on Merlin. Merlin will record this, and will alert the HsM, Tutor and HoS, and a commendation certificate will be automatically emailed to the girl.

## **STARS (All Years)**

A star may be awarded (and entered on Merlin) for the accumulation of three commendations in one subject in the Lower and Upper School or for two commendations in the Sixth Form, or for an outstanding test result or exceptionally fine piece of work in any year group.

## **Presentations in Assembly and in Houses**

At the end of each term, the number of stars and commendations that pupils have accumulated over the term will be counted up and a list is prepared. The top group of points awarded will be identified and the girls will be presented with a £10 gift voucher in final assembly by the Headmistress. The next group of points awarded will be identified and girls will be awarded with a £5 gift voucher which will be presented in house meetings at the end of term.

The benefit of this system is that public recognition of work well done, and consistent effort being made can contribute to a real feeling of progress being attainable for each and every girl. This sense of personal achievement will enhance self-esteem and build confidence.

## **EXCELLENT PIECES OF WORK**

When a star has been awarded for an outstanding piece of work in a given subject, the teacher should send examples of the excellent work to the Headmistress, who will congratulate the girl in person.

## **SCHOOL PRIZES**

Attached to this document is a list of prizes awarded annually after consultation with the Staff. They cover progress and also achievement.

### **PASTORAL REWARDS FOR ALL YEAR GROUPS**

Service to the community and enthusiasm and effort in activities outside the classroom are equally valid reasons for recognition. It should be within every girl's reach to gain reward for their involvement in their houses, in sports or in other projects. Staff should praise girls for their willingness to contribute and should contact a girl's HsM, and tutor and enter as a comment on Merlin if their behaviour or achievement has been excellent in any area. House staff may award House commendations, and there are also commendations given in other areas, for instance Extra-curricular activity awarded.

### **COLOURS: PE**

These are awarded for the different sporting disciplines on a termly basis. They are for sporting excellence, performance, attitude and commitment to the team effort. Individual PE staff will make recommendations to the Director of Sport.

House Games Captains make recommendations once a term to the Director of Sport for **Stars** as a result of commitment and performance in House Games. This gives a larger number of girls an opportunity to be recognised for their contribution to school life.

### **COLOURS: DRAMA and MUSIC.**

These are awarded annually to celebrate personal achievement in performance or in direction.

### **HOUSE COLOURS**

Housemistresses may award house colours annually to girls in any year group who consistently support their house, peers and staff in any manner of ways.

### **DOWNE COLOURS**

Colours and a **gift token** may be awarded by the Heads of Section, in consultation with Housemistresses in any year group, to celebrate their commitment and service to their community.

### **HOUSE TROPHIES**

Competitions in GAMES, MUSIC and DRAMA enable a large number of girls to share in team and personal success at varying levels. Trophies are awarded to Houses who win inter-house competitions. A House Cup will be awarded by the Housemistress to an individual from each House at the end of each year in recognition of their service and contribution to the life of the House.

### **HOUSE PRIZES**

Individual Houses run incentives within the House to promote tidiness, helpfulness, leadership and service. House Prizes are awarded to girls who make significant and sustained commitment to the House. Details should be made available in the House Handbook.

## OTHER PERSONAL SUCCESSES

These are celebrated by the Headmistress personally and recognised publicly before the school at assembly. Match results are read out to enable all teams and outstanding individual performances to be recognised. Special events are also celebrated at school assembly e.g. details of monies raised for charity.

## SCHOLARSHIPS AND EXHIBITIONS

On entry and at various stages during the year to the School pupils are rewarded for exceptional performance in scholarship examinations.

Reward	Awarded for	Given by
Merit Sticker	Good effort or a Good result in work generally. Each dept will have its own criteria.	Subject teachers
Commendation	Very good effort shown in one piece of work or an excellent result test result	Subject teachers
Star	Either an outstanding piece of work or the accumulation of three commendations (LS – US) or two commendations in the Sixth Form	Subject Teachers
Gift Token	Awarded by the HM.	HM
Excellent pieces of work	Outstanding work that is awarded a star in the first instance may also be sent to the HM, and she will congratulate the girl in person.	HM
Colours: PE	Awarded for different sporting disciplines on a termly basis.	Director of Sport (on PE staff recommendation)
Colours: Drama and Music	Awarded annually for excellent achievement.	Director of Drama and Director of Music respectively
House Colours	Awarded annually for good citizenship.	Housemistresses
Downe colours	Awarded for excellent commitment and service.	Head of Sections
House Cup	Awarded annually to one individual in each house for contribution to the House.	Housemistresses
House Trophies	Awarded to the winning house in Inter- House games, music and drama competitions	HM

Review Leader: Deputy Headmistress

Reviewed: January 2011

Next Review: January 2012