



BEHAVIOUR, REWARDS, AND SANCTIONS POLICY

Atlantic Hall School

Year
2025/2027

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ATLANTIC HALL

Behaviour, Rewards, and Sanctions Policy

SCHEDULE I

PART 1 Introduction

1. The Policy on Behaviour, Rewards, and Sanctions is designed to promote excellence in behaviour in all aspects of life befitting such a prestigious school as Atlantic Hall.
2. The policy is based on clear values that draw upon a long and deep religious and spiritual tradition. Central to this tradition lies the value placed on spiritual reflection, humanity, humility, hard work, a wide outlook, inclusivity, and tolerance, which aligns with the School's ethos and its educational tradition.
3. This Policy emphasises the positive behaviour to be expected and rewarded (as well as the prevention and punishment of what is unacceptable).
4. It seeks to promote an excellent teaching and learning environment in which all learners can realise their talents.
5. It recognises the School's duty to safeguard and protect the welfare of all learners and to take action against inequalities and discrimination of any kind that are identified.
6. It relies on a culture of mutual respect between learners, staff, and parents, and has been drawn up in consultation with the School community.
7. The Code of Conduct seeks to enshrine, very broadly, the kinds of behaviour which members of the School community believe are appropriate and desirable to foster a safe, positive environment.

PART 2 All learners are expected to: Promote a safe and healthy environment:

1. Show good manners to members and guests of the School.
2. Show regard for legitimate authority and individual privacy and sensitivity.
3. Show a proper appreciation of risk, both about themselves and to others.
4. Avoid bad, offensive, or discriminatory language and any behaviour which might offend.
5. Follow and support the School's anti-bullying policy, and report any concerns.

PART 3 Show respect and compassion for others:

1. Respect the differences and diversity of individuals, institutions, and faiths.
2. Respect the property of others; look after the fabric and property of the School.
3. Respect our shared working and living environment by avoiding undue noise, litter, or other disruptive behaviour.

PART 4 Make a positive contribution to the community

1. Take pride in membership of the School and be its ambassador at all times.
2. Be self-disciplined and committed; dress tidily at all times.
3. Be trustworthy, honest, and punctual in all their dealings.
4. Support activities to help the wider community outside school.

PART 5 Enjoy and achieve, and help others to do so:

1. Take responsibility for their own learning and academic progress.
2. Help promote a positive learning atmosphere in the classroom through full participation.
 - a. Fully participate in extra-curricular activities; value effort and achievement.
 - b. Prepare for life after school by developing good work habits and social skills.

SCHEDULE II

MANAGING BEHAVIOUR

1. Praise is a more effective tool in modifying poor behaviour than sanctions. As such, managing behaviour should focus more on reinforcing good behaviour through rewards and recognition rather than merely recording poor behaviour.
2. Poor behaviour must be tracked, however, to establish patterns and support effective intervention.
3. The approach for managing poor behaviour will be based on a three-phase intervention strategy involving a time-out:

The 3Rs model:

- Reflection – What has happened? Could it have been different?
- Resolution – How can we try to ensure this doesn't happen again?
- Reconciliation – How do we put things right between those involved?

PART 1 SCHOOL GUIDELINES AND RULES

1. The School Guidelines and Rules exist to promote the values that underpin the Atlantic Hall education; to foster the sense of personal integrity, responsibility, and mutual respect that is expected of all learners; to nurture the appropriate exercise of rights and the constructive fulfillment of responsibilities as both increases during a learner's time at the School; to ensure that the School provides an environment conducive to good education and the development of a responsible sense of independence within the wider community.
2. The School expects that all learners will follow the School Guidelines and Rules given their Parents'/Guardians' acceptance of the Standard Terms and Conditions, including Uniform Regulations; Acceptable use of the Computer Network, and the Policy on Anti-Bullying.
3. Should there be unacceptable breaches of the School Guidelines, there will be appropriate consequences in line with the Policy on Behaviour, Rewards, and Sanctions and, where appropriate, the Policy on Exclusion.

PART 2 UNACCEPTABLE ANTI-SOCIAL BEHAVIOUR:

This will not be tolerated under any circumstances. Unacceptable anti-social behaviour can range at the lower end from running in the School corridors (walking is the rule) and remaining in the School during breaks without good reason, and taking food and drink into non-designated areas, to the more serious offences of tampering with a colleague's belongings and bullying.

PART 3. COMPUTERS AND OTHER ELECTRONIC, MOBILE OR DIGITAL DEVICES:

1. Accessing, or attempting to access, an account or files other than the user's own; sending anonymous e-mails, posting or viewing obscene or offensive photographs, videos, or information on the internet; use of a computer or network for purposes of bullying or plagiarism; tampering with hardware or the network; and any other online or computer-based activity likely to bring the School into disrepute are all forbidden.
2. Learners may not bring into the School laptops, mobile phones, or any other electronic equipment or storage devices containing obscene or offensive material.

PART 4. CHEATING:

Cheating, including all forms of plagiarism, is forbidden.

PART 5. BANNED SUBSTANCES:

1. Cigarettes, tobacco, alcohol, knives, and illegal drugs are banned, and learners are forbidden to associate with anyone in possession of any such items.
2. Cooked and perishable food items may not be taken out of the dining hall.
3. Medication must be handed to the School clinic or the nominated staff if on a trip.
4. It should be noted that the School Guidelines and Rules apply both on and off the School Premises.

PART 6. REWARDS

1. The School takes pride in celebrating the success of its learners and in communicating this success both to them and to their parents.
2. In addition, there are a variety of more formal ways in which this is recognised.
3. The normal reward for good work or helpful behaviour is a commendation.
4. Exceptionally good pieces of work and other achievements.
5. This achievement will be acknowledged in the Assembly.
6. School Prizes are given for a range of things, both academic and extra-curricular, at end-of-term and year-end formal assemblies.
7. Achievements, news about individuals, and successes are communicated in the School Newsletter and Yearbook.
8. Commendations, house points, merit marks, and certificates are awarded for excellence, achievement, and endeavour.
9. A Principal's Commendation or Prize is the pinnacle of achievement at Atlantic Hall.
10. Trustee prizes are awarded at Prize Giving.

PART 7. SANCTIONS

1. Sanctions can be applied for unacceptable behaviour.
2. When used, they will be applied fairly, consistently, and appropriately to the seriousness of the offence.
3. The School employs a scale of formal sanctions with a clear understanding of whose responsibility it is to apply them at the appropriate level.
4. This includes Form Teachers, Heads of Year, Heads of Boarding Houses, Heads of Department, Vice Principals, and the Principal.
5. In setting out this scale of sanctions, *the perennial need for flexibility and common sense must be emphasised.*
6. The intention is to provide clarity in empowering members of staff to deal with situations themselves or to know how and when to pass the matter on to a higher authority.
7. It should not preclude simple remedies like reporting a learner to their Tutor, Teacher, and Head of Year or to the Vice Principals.
8. For unacceptable behaviour (speaking out of turn, inattentiveness, and so on), learners are given verbal reprimands.
9. If any learner is giving cause for concern, there are various methods by which staff will try to set them on course.
10. In JS1& 2, the Form tutor will be responsible for attempting to resolve problems.
However, intractable matters shall be referred to the Head of Year.
11. From JS3, poor behaviour will result in a referral to a Year Head, Head of Department, or Vice Principal.
12. A School Detention may be given for persistent misbehaviour or a single serious offence.
13. A School Detention takes place on any day of school.
14. Attendance at detention takes priority over all other activities.
15. The Vice Principal keeps a Record of Detentions.

PART 8. Non-Satis Card

It sometimes helps a learner (and staff) if comments are made on their participation in lessons for a week or two. This is done using the report card (Non-Satis) to help support the learner and monitor particular aspects of their behaviour.

PART 9 Exclusion

1. Decisions to exclude a learner from the School, either temporarily or permanently, are made by the Principal.
2. This sanction will normally follow where the behaviour in question is at the end of the scale, e.g. serious and/or repetitive instances of bullying, theft, and possession of illegal drugs.
3. Exclusion may also be employed as a sanction for an infringement of one of the School policies.
4. It may also be used for a culmination of examples of poor behaviour if it is believed that the learner is unwilling to adhere to the School's regulations.

5. Permanent exclusions are reported to the Chair of the Governing Body. The procedure for appealing against exclusion is set out in the Complaints Procedure to be found on the School website.
6. A record of serious incidents, including exclusions, is held by the Principal.
7. A student who has been permanently excluded or expelled from the school shall not be eligible to participate in, continue with, or complete any examination conducted within the school, whether internal or external. This includes, but is not limited to, Checkpoint, IGCSE, WASSCE, and any other external examinations. Where a student is expelled before or during the course of such examinations, the student shall not be permitted to continue writing the examinations within the school.

SCHEDULE 3

ROLES AND RESPONSIBILITIES

1. All members of the staff have a responsibility to maintain School discipline and to manage the behaviour of learners.
2. They must have realistic expectations of learners' behaviour, and be prepared to talk through and engage with issues of behaviour before considering the application of sanctions.
3. Tutors have responsibility for the safety and behaviour of learners in their forms. They are expected to maintain good discipline, to help learners develop self-discipline, and to encourage and reward effort and achievement in all spheres of School life.
4. They should be the first and main point of contact with parents and staff about all aspects of a learner's behaviour and development.
5. They will be informed and consulted by all members of staff about issues involving learners in their form.
6. The Management Team oversees all behavioural issues within the School. They will support Form Teachers and support learners on a day-to-day basis.
7. The Principal is responsible to the Governors for ensuring appropriate standards of discipline within the School, and for the promotion of positive behaviour.
8. The Principal will determine all issues of exclusion.
9. The Governing Body endorses the principles underlying the Policy and requires the Principal to ensure appropriate standards of discipline within the School.
10. This Policy will be reviewed regularly by the Vice Principals in consultation with the Principal and will be submitted for approval to the Governing Body after any substantial revisions.

APPENDIX 1

Behaviour	Reward	Comment
Attendance of 97.5% at all activities(x): $x \geq 97.5\%$	Public recognition at the general assembly, a letter of commendation from the Principal to parents, and a copy in the learner's file	
Attendance at all activities(x): $95\% \leq x < 97.5\%$	Public recognition at the General Assembly	
Appreciation of hazards and take steps to prevent harm	Assembly recognition with a commendation letter	
Report or acts against bullying or discrimination	Public decoration at a general assembly as Ambassador of Peace	
An act of trustworthiness or honesty	Public acknowledgment in the newsletter	
Consistent high academic performance ($\geq 80\%$)	Public recognition at a general assembly with a plaque, inclusion in the newsletter, and on the school website	
Demonstration of leadership attributes	Letter of recognition with a plaque. In addition, a week's special meal in the dining hall.	
Active role in service to the community	Recognition at an assembly with a certificate, a special meal, or a 3-times tuck shop gift	

APPENDIX 2

S/N	BEHAVIOUR	SANCTION	BEFORE SANCTION
1	Unauthorised possession of a sharp or dangerous object	Confiscation of an object, a letter of offence to the parent, with a copy in the learner's file. Expulsion from school if found a second time.	No warning required
2	In infliction of injury with a sharp object	Immediate external suspension for a week and working suspension for 14 days thereafter.	
3	Possession of cash, cell phone, flash drive, and electronic gadget	Immediate retrieval and return to parents. Confiscation and community service for 3 days after a warning.	One warning
4	Pornography	Two (2) weeks of external suspension from school. A repeat occurrence leads to expulsion.	No warning required
5	Possession of a candle, lighter, cooking implement, or foodstuff	Confiscation of materials for immediate destruction and community service for 3 days after warning	One warning
6	Unauthorised makeup is not permitted	Confiscation and warning once, thereafter, community service for 1 day	No warning
7	Unauthorised leaving of the clinic	Write lines on compliance	No warning
8	Inappropriate sexual behavior	Internal suspension for 5 days	No warning required
9	Caught in a romantic or sexual act	Immediate dismissal from school.	
10	Physical assault: fighting, hitting, biting, etc	External suspension, with an invitation to the parents and a letter in the learner's file	One warning
11	Verbal assault	Internal suspension for 3 days of community service	One warning
12	Harassment, bullying	Internal suspension for 3 days of community service	One warning
13	Improper dressing	Confiscation of unauthorised or improper wear, 3 days of community service after one warning.	One warning

14	Absence from the dining hall	After two warnings and counselling sessions, Loss of privilege: Social, voluntary sports, tuck shop purchases, etc.	Two warnings
15	Lateness to activities	Write lines and copy notes of missed lessons before engaging in sports/social activities.	
16	Rudeness or disobedience to the prefect	After warning: packing of plates in the dining hall, Second time: writing of lines Third: loss of privilege: Social, voluntary sports; suspension thereafter.	One warning
17	Disrespect of staff	Working suspension (Cleaning of toilets and bathrooms/ juniors' quadrangle) with a letter to parents and a letter in the learner's file	No warning required
18	Lateness to wake or refusal to do chores	Loss of privilege: Social, voluntary sports, etc.	Two warnings
19	Cheating in an examination	Re-sit of the exam and working suspension	No warning required
20	Fraud and other forms of dishonesty	Internal or external suspension, depending on the level of dishonesty	No warning required
21	Putting on another learner's wear	Writing of lines or internal suspension for community service	One warning
22	Damage to property or graffiti.	Surcharging for the damaged property and working suspension with a letter to the parents and copy into the learner's file	No warning required
23	Possession of an illicit drug	14 days' external suspension in the first instance and dismissal after the first.	No warning required
24	Violation of lights out	Arranging of the box room/common room, or sweeping or mopping of corridors	Two warnings
25	Use of profane language	Writing lines or packing plates in the dining hall	One warning
26	Running in the corridor or being in an unauthorised place	Writing of lines.	Two warnings

Atlantic Hall is an equal-opportunity school and is committed to safeguarding the welfare of children and young people.

Last Reviewed: October 2025
Next Review: October 2027