

Queen Elizabeth's Grammar, Alford

A Selective Academy



Rewards Policy

At Queen Elizabeth's Grammar, Alford the named persons with responsibility for this Policy are:

Author	Mr G Thompson
Governor	Full Governing Body

Approved by: Full Governing Body
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MERITS

1. Merits should be given for commendable effort and/or attainment (this could be oral presentation, practical skills or written work) and for service to the school. There is no statutory number of merits that must be given and formulae, such as 3 G's= a merit, are not appropriate. Merits are a means of saying 'Well done!' and showing that we as a school value pupils' effort. Merits should help to motivate pupils to work hard and to take pride in their work.
2. Merits should be awarded consistently across **all** year groups. Subject leaders should monitor this during book checks, observations and using the intranet to make sure that as a department, rewards are being distributed fairly and regularly.
3. A merit sticker should be placed on the work and the merits recorded on the intranet as soon as possible so that merits can be tallied immediately.
4. Merits may also be awarded in extra-curricular activities.
5. If you are a form tutor, please show an interest in how many merits your tutees have obtained and perhaps have a look at pieces of work which have been commended in this way. Merit achievements will also be placed in the Tuesday letter and on the intranet to recognise the students' achievement; this may be shared in form time to congratulate students and be used to encourage others. You may also wish to share the standing total between the Houses to spark competition for the House Championship Merit Trophy.
6. **Do not give merits in multiple numbers** and also guard against bribing pupils with merits or giving them automatically for helping at Parents' Evenings, etc.
7. So that pupils have an equal opportunity to obtain merits, **all** teaching staff need to support the system. If a merit has been placed on the intranet by mistake, you should contact the head of school who can remove it.

There are two types of awards available for earning merits:

BRONZE, SILVER, GOLD, PLATINUM CERTIFICATES.

1. These certificates are awarded for a total of merits across all subjects and recognise their achievement across the school.
2. Students need to obtain **25** merits for **Bronze**, **40** merits for **Silver**, **60** merits for **Gold** and **100** merits for **Platinum**.

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3. When pupils in **Lower School** have gained the required number of merits for an award they should see the Head of Lower School. **Bronze** certificates will be awarded in Friday assembly for the first half-term only to recognise the first set of students to achieve this award, after which they will be awarded in registration by the Form Tutor. **Silver and Gold** certificates and badges will be awarded in assemblies.
4. **All** students who achieve the **Platinum** award will be identified at Speech Night and receive a commemorative pen and certificate.
5. For **all** students, e-certificates will be automatically sent home via email so that parents are aware of the students' achievement. This will be approved by the Head of School beforehand to check that no merits have been awarded by mistake on the intranet. When a certificate is awarded, the student's name will also appear in the next Tuesday Letter and be posted on the intranet's News and Achievements.

SUBJECT LEADER'S COMMENDATIONS

1. When a student has achieved **10 merits** in a particular subject in a single whole-term, a student will receive a **Subject Leader's Commendation**. This is to identify a student's effort and/or attainment in a particular subject directly by the subject leader.
2. Subject leaders and the member of staff who awarded the tenth merit will receive an email notifying them of the award to check that the merit was issued correctly. The subject leader will then approve the certificate, which will be presented by the form tutor and e-certificates will be automatically sent home.
3. There will be no roll-over of merits into a new term. Form tutors should monitor the number of merits a student has achieved in a subject to encourage them to work towards their SLC.
4. It is possible for students to achieve multiple SLC awards in a term.
5. SLC awards will also be listed in the Tuesday letter and on the intranet.

DEPARTMENT COLOURS

1. Department Colours are another way that a subject leader can commemorate a student's particular effort and/or attainment in a subject. In contrast to merits, this should be seen as a more long-term engagement with the subject, rather than individual pieces of work. For example, this award could recognise a significant improvement in a student's projected grade from a previous year or a consistent and

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continued amount of effort, engagement, and participation in all aspects of a subject included extra-curricular activities.

2. The number of department colours awarded to each year group will be based on the number of groups taught in that year: **One colour per group**. However, if you have multiple colours to award to a year group, you can determine where they are distributed – you are **not** restricted to giving one to each group.
3. When a department has decided on the recipient of the award, the subject leader should email the Headteacher's PA who will organise the award. Please do not tell the student about the award, this should be a surprise in assemblies to differ from the merit awards which a student can monitor on the intranet.
4. Department colours can be awarded to students at any point in the academic year. The student will receive the badge in Friday assemblies and their name will be identified in the Tuesday letter and on the Intranet.
5. A student can only achieve one colour in a particular department during their time at QEGS. However, unlike the merit badges, a student may wear the colour badge for their remaining time at the school. A list will be kept in each school folder in Staffshare so that staff can check who has received the award in the past.

HEADTEACHER'S COMMENDATION

The headteacher will be available in his office on Thursday break times, 11.20 – 11.35 am, to see pupils with their work. When a member of staff is particularly pleased with a piece of work/performance they should email the headteacher directly explaining what the work is and why it has been awarded a HTC. Teaching staff should inform the pupil of the award and ask them to see the headteacher on a Thursday with the work where appropriate. He will then give them a certificate and a sticker for their work. When the headteacher observes lessons he may also select pieces of work for commendations.

Headteacher's Commendations are recorded on end of year communications and parents are informed of them via the intranet.

NB Headteacher's Commendations should be available to pupils in all year groups.

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