The central belief at St Charbel’s College is that every child is unique with God given gifts and talents. It is our duty as Catholic educators to ensure that every child develops their potential to the full. This is achieved through a positive behaviour management system. Our reward system is focused on building the self-esteem of our students. We take a holistic view of the student and we have high expectations of each individual. Our aim is to nurture self-belief. Central to this is encouragement and reward and the building of positive relationships.

Our aim is to know the child well. We recognise good behaviour, effort and achievement at every possible opportunity. Our system involves the formal and public recognition of our students. Rewards are earned in many ways, including good behaviour or attitude, consistently high standard of effort, attendance and punctuality, helpfulness and contribution to community service. We encourage staff to use positive behaviour management through positive language and regular verbal praise.

**RECORD OF ACHIEVEMENT AND THE MERIT SYSTEM**

The Record of Achievement will be presented to students before they leave in Year 12. This is a personal account of the student’s achievements. All students have a Record of Achievement. High school students have folders and Primary have plastic wallets. The Merit System is an account of the progress and achievements of the students in each year in all aspects of school life.

We aim to ensure that our system is effective. As such we:

- Encourage consistency among teachers in their use of sanctions and rewards
- Ensure regular monitoring of how the system is working looking at patterns of positive referrals, investigating variation amongst departments or stages and taking steps to ensure consistency
- Encourage staff to ensure that praise is genuine and deserved not routine and meaningless
- Keep the system fresh and meaningful—each year with the arrival of a new set of pupils it needs to be reintroduced
- The system is explained to parents at the appropriate time
- It is presented as part of a formal induction for new staff
- It is given as part of the pastoral file to all casual teaching staff
POSITIVE RELATIONSHIPS

The praise and reward system is part of the larger picture of the whole school ethos of positive relationships. The system is congruent with the deep structures and values of the school. It forms part of the positive behaviour policy. The aim of the rewards system is to build self-esteem so all teachers are encouraged to:

- Target the pupil’s strengths
- Give frequent positive verbal feedback
- Avoid giving negative feedback in front of the pupil’s peer group. If reprimanding, the teacher must always use the sandwich model. Start with a positive comment and end with a positive comment
- View the pupil as successful. Provide several positive comments to every negative one
- Publicly celebrate the pupil’s successes however small
- Use regular reinforcers when the pupil is on task and desirable work rate or effort is shown. This may be verbal praise or a mention in the pupil diary. Reinforcers should be given at the time when the positive behaviour or attitude or achievement is shown. If given at a later time they are less effective
- Set rewards at an attainable level for the pupil
- Encourage students with positive affirmations: I can do this; I can achieve this; I will try; I will do my best; I can be successful; I embrace challenge.

MERIT AWARDS

<table>
<thead>
<tr>
<th>Award</th>
<th>Merits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bronze Award</td>
<td>25</td>
</tr>
<tr>
<td>Silver Award</td>
<td>50</td>
</tr>
<tr>
<td>Gold Award</td>
<td>75</td>
</tr>
<tr>
<td>Platinum Award</td>
<td>100</td>
</tr>
<tr>
<td>Principal’s Award</td>
<td>140</td>
</tr>
</tbody>
</table>

WHAT ARE MERITS AWARDED FOR?

Merit grids are located in the front of the diary/communication book. Teachers sign or stamp the squares when merits are awarded. A4 versions will be made available to Kindergarten, Year 1 and Year 2.

Merits are awarded for:

ACADEMIC AWARDS

- Good work
- Good effort
• Good progress
• Great test results

ATTENDANCE AND PUNCTUALITY

• Excellent attendance each half term
• Excellent punctuality each half term

SPORTING MERITS

• Good sportsmanship
• Achievement in sport
• Contribution to Athletics/Swimming Carnival
• Contribution to sport

CITIZENSHIP MERITS

• Work in local community
• Contribution to the life of the school
• Charity work
• Litter picking
• Contribution to mass
• Taking part in dramatic productions
• Helping with displays
• Organising events
• Taking responsibility for homeroom/classroom displays

PASTORAL MERITS

• Significant improvement in behaviour
• Achieving personal goals
• Completing work to personal best
• Bravery
• Displaying gospel values
• Special achievements
• Special kindness
• Representing the school
• Showing initiative
• Membership of SRC
• Peer mentoring/coaching
• Involvement in extra-curricular activities
THE PROCESS

- Teachers are required to promote the merit system and be proactive in awarding merits.
- Children may write the reason for the merit in the box and the teacher signs or stamps it. Some teachers will choose their own merit stamps that fit neatly inside the merit boxes in the diaries.
- Students colour code the merits. They may colour in blue for English, green for maths etc. They also colour code for citizenship which involves any participation or contribution to the life of the school.

HIGH SCHOOL

This system replaces all other systems including letters of praise. Parents receive subject postcards and letters to announce Platinum and Principal’s Awards. It is tied in to the Record of Achievement.

- Merits are awarded on a lesson by lesson basis.
- We suggest that 5 merits are awarded on average in each lesson.
- If students achieve 20 merits in one subject they receive a subject postcard which the student takes home to parents. If they achieve 20 for citizenship the same applies. Subject postcards will be made available in the staffroom.
- High school teachers may take the subject postcard when the student prompts them that they are doing well and have achieved 20 merits in that subject.

PRIMARY SCHOOL

- In kindergarten and years 1 and 2 Dojo points are equivalent to merits and this is a form of record.
- In years 3-6 the merit grids at the start of the diary are used to record merits.
- In the primary we suggest a maximum of eight merits per day are awarded as the same children remain in the class.
- Sport and Arabic teachers are encouraged to sign the diaries in the same way-five per lesson on average would be appropriate.
- Those students plus the high achievers will receive subject rewards in the end of semester awards.

INFORMING THE OFFICE

Homeroom teachers (High school) and class teachers in the primary email names to the High School Office when merit certificates are achieved. The certificates are kept until there is a number ready to be awarded. They are awarded in assemblies.
DATABASE

The office will hold a database of these and the names will be included in the scrolls in the noticeboards which are displayed around the school.

COMMUNICATION WITH PARENTS

Parents are encouraged to take an active interest in the child’s achievements in school. They receive a letter home for Platinum and Principal’s Awards. Students may take the certificates home but in the high School they must return them to school and should be kept in the Record of Achievement. The subject postcards will go home as a matter of course.

REPORT WRITING

Teachers will mention the merits achieved in updating parents about progress. They may also refer to achievements in report writing and references.

END OF YEAR AWARDS CEREMONIES

The top achievers of merits in each year will be awarded with trophies and plaques in the end of year awards ceremonies. In the High School teachers who nominate students for effort awards must have evidence of this in the merits awarded for that subject throughout the year. They must make a note in their files about those students have achieved subject postcards having achieved 20 merits in that subject. In the High School awards will also be given for high achievers in each subject. If a child achieves 20 merits for citizenship in the primary they will achieve a citizenship postcard. Those with the highest number of merits for this will receive the awards in semester awards in term 2 and term 4.