



**Cayman Prep & High School  
Code of Conduct Policy (Rewards)  
FOR THE HIGH SCHOOL  
2023-2025**

**Approved by: HS School Principal**

**Date: June 2023**

**Reviewed by: Pastoral Team & Head of Pastoral Care & Student Services**

**Next review due by: June 2025**

**Introduction**

“Our mission is to provide a stimulating learning environment, firmly rooted in Christian principles in which our students become critical creative thinkers, responsible citizens and lifelong learners in an ever-changing world”

The CPHS Mission Statement clearly states our overall expectation for all students to thrive in our school community. Students realise personal and learning success, achieve their best and this delivery underpins the CPHS Advantage.

At Cayman Prep & High School we value praise and rewards as a means of ensuring student wellbeing and positive behaviour for learning. We believe that ALL students are motivated to learn by praise, reward and celebration of achievement. Students should always be commended for good behaviour. Staff should recognise students’ special achievements and share such information with other colleagues. Comments should also be logged onto the student’s record on SIMS/VLE and use praise to reprimand/consequences in the ratio of roughly 4:1. Positive behaviour will be reinforced by our Rewards system and through involving students in the High School’s leadership / decision making processes.

The core principles of the Code of Conduct and Christian values that students are rewarded for at CPHS are outlined in the table below.

We show respect for ourselves	We show respect for others	We show respect for the environment
<ul style="list-style-type: none"> <li>• Being self-disciplined</li> <li>• Showing pride in personal appearance</li> <li>• Being ready to learn and engage in learning</li> <li>• Being honest with ourselves and others</li> <li>• Representing ourselves and the school positively on island and on educational trips and visits</li> <li>• Taking care of our physical, social and mental well- being</li> </ul>	<ul style="list-style-type: none"> <li>• Protecting the rights of others to learn</li> <li>• Actively listening and cooperating</li> <li>• Being courteous and helpful</li> <li>• Using appropriate language and communicating appropriately</li> <li>• Resolving conflict effectively</li> <li>• Respecting the privacy and rights of others</li> <li>• Treating all members of our community equally regardless of appearance, race, gender, sexuality, ethnicity, nationality and faith.</li> </ul>	<ul style="list-style-type: none"> <li>• Taking pride in our school surroundings</li> <li>• Using resources and property carefully</li> <li>• Caring for our health and safety</li> <li>• Behaving in a manner that cares for our Island ecosystem</li> <li>• Supporting and living in a manner that strives for sustainability, waste reduction and recycling</li> </ul>

Praise and Rewards is a critical tool in a Teacher's Toolkit. Teachers are encouraged to use the following motivation strategies to praise and reward students

- Fostering an environment of mutual respect
- Verbal individualised praise
- Postcards or Emails home
- Positive phone calls home
- Subject praise boards
- House Points
- Award Evenings
- Subject prizes
- Quiet personal praise at the end of the lesson
- Fair distribution of acknowledgement
- Certificates
- Competitions in class
- Exhibitions and displays
- Trips
- Showcase evenings and presentations
- Student of the week
- House colours
- Recognising out of school success
- Regular updates and newsletter
- School website or Facebook page
- Showing interest in family, life experiences and culture
- Informal classroom-based celebration
- Photo displays to publicise excellence

The grid below provides guidance as to how we reward positive behaviour. As part of the CPHS Advantage, we reinforce good behaviour as this encourages students to strive for excellence

	<b>Example Behaviour</b>	<b>Example Rewards</b>
Good	<ul style="list-style-type: none"> <li>• 96% attendance</li> <li>• Uniform always correct</li> <li>• Consistent punctuality</li> <li>• Good work and effort</li> <li>• Positive classroom contributions</li> <li>• Organised</li> <li>• Promotes safety around the school</li> <li>• Positive attitude to learning</li> </ul>	<p>These types of behaviours would be praised and rewarded by the classroom teacher or member of staff. The following praise and rewards may apply:</p> <ul style="list-style-type: none"> <li>• Verbal Praise</li> <li>• House Points</li> <li>• Contact Home</li> <li>• Certificate</li> </ul>
Excellent	<ul style="list-style-type: none"> <li>• 98% attendance</li> <li>• Consistently performs well in lessons</li> <li>• Shows initiative</li> <li>• Role models the school values (respect, empathy, excellence, integrity, care for others, care for our world, loyalty and friendship, forgiveness &amp; self-discipline)</li> <li>• Consistently shows good behaviour</li> <li>• Good citizenship</li> <li>• Excellent work ethic</li> </ul>	<p>These types of behaviours would be praised and rewarded by the classroom teacher, Faculty or Pastoral Team. The following praise and rewards may apply:</p> <ul style="list-style-type: none"> <li>• Verbal Praise</li> <li>• House Points</li> <li>• Contact Home</li> <li>• Certificate</li> <li>• Faculty Awards</li> <li>• Civvy Day</li> <li>• Leadership award</li> <li>• Wellness period</li> <li>• PE kit day</li> <li>• Pastoral Award</li> </ul>
Outstanding	<ul style="list-style-type: none"> <li>• 100% Attendance</li> <li>• Outstanding Leadership</li> <li>• Excellence in lessons</li> <li>• Contribution to our school</li> <li>• Excellent role modelling</li> <li>• Positive school representation</li> <li>• Always punctual to lessons</li> </ul>	<p>These types of behaviours would be praised and rewarded by the High School Leadership Team and postholders. The following praise and rewards may apply:</p> <ul style="list-style-type: none"> <li>• Principal award</li> <li>• House colours</li> <li>• CAS award</li> <li>• Subject award</li> <li>• Trips</li> <li>• Great Learner Award</li> <li>• Badges</li> </ul>

# CPHS House Point Currency

It is expected that staff will reward students giving regard to the above criteria and not undermine its value.

HP	Examples
<b>1</b>	All staff members Active contribution to learning in lesson Excellent answer given or asked Good achievement in starter quiz Helping another student in or out of lessons Active contribution at an extra-curricular club session Tutor rewards Completing jobs within tutor group Participation in a tutor time quiz or activity organised by tutor
<b>2</b>	All staff members Good effort in class work/homework/assessment (on target) Good achievement in class work/homework/assessment (on target) Good attitude in class work/homework/assessment (on target) Good progress in class work/homework/assessment (on target) Excellent contribution to learning Tutor Rewards Volunteering to help with jobs within tutor group
<b>3</b>	All staff members Excellent effort in class work/homework (above target) Excellent achievement in class work/homework (above target) Excellent attitude in class work/homework (above target) Completion of a larger piece of outstanding work, lasting less than half a term Excellent achievement in extracurricular activity Tutor rewards Displaying leadership within tutor time
<b>5</b>	All staff members Excellent achievement in an assessment (above target) Completion of a larger piece of outstanding work, lasting more than half a term
<b>10</b>	All staff members Representing the school; excellent contribution on trips, sporting tournaments Tutor rewards Helping at a school events – open evening, parents evening, shows, leading a fundraising event for a form class Pastoral/Head of KS/Head of House 100% attendance for the half term Tutor rewards Subject awards - attainment, progress or effort Helping with a club for other students for a whole term Reading / Learning Buddy Pastoral/Head of KS/Head of House Half Colours

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Tutor rewards  
Top Tutee  
Pastoral/Head of KS/Head of House  
Faculty Rewards Full Colours  
CAS (Community Action Service) Award  
Great Learners, Greatest Learners and Principals' Award

## The House System

On joining the High School students are allocated to a House by the House Coordinator. Existing students are allocated to the same house they represented in the Primary School. New students are allocated in such a way as to keep a balance of House members in each year group, or in line with other family members with previous association to the school. Teachers and parents are allocated the same House as their child, if applicable. As well as sporting activities there are opportunities to take part in other academic events. In addition to House Honours, all House Points earned are collated and a House Cup is awarded at the end of each term to the House with the highest total number of House Points accumulated from all House events throughout the year. The House Competition year runs from Easter until Easter the following year, to enable every student the opportunity to celebrate the success of their House. The House Cup is awarded at the Easter Awards ceremony.

There are three Houses named after United Church Ministers who were heavily involved in the United Church in Grand Cayman in the 1800's and early 1900's. Each House is represented by a different colour. Students purchase a PE kit in their House colours.

At CPHS, we have a vibrant House System that allows all students and staff to work together in a wide variety of events, academic and sporting. House Points are awarded for actions that reflect the school's core values:

*Respect*

*Empathy*

*Excellence*

*Integrity*

*Care for others*

*Care for our World*

*Loyalty & Friendship*

*Forgiveness*

*Self-discipline*

All House Points are recorded in the student profile on SIMS or through the VLE. All students, staff and parents have a responsibility for implementing and supporting all aspects of this code of conduct, ensuring a positive behaviour environment. Effective communication between home and school is encouraged using appropriate channels e.g., via VLE, parent evenings, phone, newsletters and school e-mail addresses.

### Rewards

Redpath	Red
Elmslie	Green
Young	Yellow

Every student will experience recognition and reward for success as they uphold the school's core Christian values. There are many opportunities throughout the year to be rewarded for academic success, for demonstrating excellent behaviour, contributing to learning and for taking part in House and School events.

### Rewards System

#### House Honours

House Points are awarded to honour individuals who excel through personal and team endeavour. Students receive a House Honours Certificate from their Head of House as they accumulate House Points in an academic year. These are recorded on the VLE/SIMS, and students also record their achievements in Unifrog as part of their record of achievement.

Bronze -	50
Silver -	10
Gold -	15
Platinum	20

## **Prizes and Milestones (House Points)**

Ultimate Prize – End of Year School Trip

- The top 20 students in each year group for house points
- Students with 100% attendance to school and lessons for the academic year
- The pastoral team recognition students for pastoral excellence throughout the academic year

House points will be regularly checked by tutors every fortnight during tutor time. When a student reaches a milestone, the tutor will award them with the following prizes during tutor time. Tutors will keep a log of rewards for students over the course of the year to ensure that they have received their prizes.

<b>Milestone</b>	<b>Prize</b>
50 House Points	Certificate
100 House Points	Bronze Badge & Positive Email Home from Tutor
150 House Points	PE Kit day
200 House Points	Silver Badge & Positive Email Home from Head of Year
250 House Points	Civvy Day (on designated day)
300 House Points	Gold Badge & Positive Email Home from Head of Pastoral Care & Student Services
Over 300 House Points	Wellness period (on designated day) & skip the lunch queue pass
Top 10% of students with the highest house points in each year	Monetary Voucher

## **Pastoral Awards**

Tutor group sessions are an important part of the CPHS family and values. As such, students can collectively achieve prizes for their combined efforts as tutor groups. This will be celebrated every half term during the Pastoral Awards assembly. Please note, prizes may change depending on the academic year.

<b>Achievement</b>	<b>Award &amp; Prize</b>
Best Behaviour	An Extra two PE kit days
Best Attendance	Wellness Period
Best Punctuality	Wellness Period
Highest House Points	Pizza Party or Form Breakfast
Best Uniform	Civvy Day
Tutee of the term (students demonstrating core values in tutor time)	Pizza Party
Community Service students of the term	Civvy Day or an extra PE kit Day
Environment Service student of the term	Civvy Day or an extra PE kit Day
Student Leaders of the Term	Civvy Day or an extra PE kit Day



## **Academic Awards**

The purpose of Academic Awards is to recognise academic excellence, accomplishments in other fields and or exceptional commitment to the school.

### **Subject Awards**

Awards are given to students at the end of each term

- Faculty Heads nominate students in two categories per subject – Progress and Attainment
- One subject award is given for each category, per year group at each end of term Awards Ceremony.

### **Principal's Award**

This Award is presented to the top 3 boys and top 3 girls for overall academic attainment in each year group, as per the 'working atgrade' or assessment grade, as collated in SIMS.

### **Great Learner Awards and Greatest Learner Awards:**

- Great Learner Awards are presented each term to students who have demonstrated excellent attitudes to effort in learning, behaviour for learning and organisation.
- Greatest Learner Awards are presented at the end of the Academic Year to students in Year 7, 8, 9, 10 and 12 who have achieved Great Learner Awards in all three terms.
- Students in Year 11 and 13 will be awarded Greatest Learner Awards at the end of the second term.
- The Greatest Learner award is the student who has the highest average over the three terms.

### **Attendance Certificates**

Certificates and badges will be presented at the end of each term to students who have achieved 100% attendance.

- 100% attendance. No days of school missed.

### **Extra-curricular awards for KS3/4/5**

**House Colours:** Nominated by Heads of House and the House Coordinator and awarded at the end of each term.

- **Half colours:** awarded to outstanding students who represent or contribute towards their House's progress and success with pride and consistency.
- **Full colours:** after receiving half colours, students may be awarded full colours for their continued outstanding commitment, effort and pride when representing their house.

### **Community Action Service Awards**

Awarded at the end of winter and spring term to students who have shown leadership or organisational skills that have had an impact within the community. Nominated by peers and tutors. Selected by the Pastoral Team.

## Year 11 Graduation Awards

- **Significant Contribution to the Cultural Life of the School:** Awarded to the student who has made the most significant impact in the Creative and Performing Arts, during Year 10 and Year 11. Students are selected by the Drama, Music and Art faculties.
- **DART Award of Excellence in STEM:** Awarded to the student who has excelled and made significant contributions in STEM subjects over the course of the two-year IGCSE programme. Recipients are nominated by the Mathematics, Science and IT faculties.
- **Spirit of the School Award:** Awarded to the student whose actions throughout Year 10 and Year 11 have most embodied the School's Core Christian Values. Nominated by the Year 11 tutors and selected by the School Principal
- **The Arthurlyn Pedley Award for Community Action Service:** Awarded to the student who has made the most significant impact to Community Service. Nominated by the Year 11 tutors and selected by the School Principal.
- **United Church in Jamaica and the Cayman Islands Ethics Award:** Awarded and selected by United Church Ministers, recognising the student who has made the most significant contribution to the Ethics course.
- **Male & Female Sports Persons of the Year Awards:** Awarded to the most outstanding male and female student in sports, both inside and outside of school, over the course of the two-year IGCSE programme. Selected by the P.E faculty.
- **Ernst and Young Top Academic Achievement Award:** Awarded to the student with the highest academic performance over the course of the two-year IGCSE programme.
- **The Key Club Community Service Award:** Awarded to the student who has made the most significant contribution to Key Club and the Cayman Islands community

## Year 13 Leavers' Awards

- **DART Award for excellence in STEM:** Awarded to the student who has excelled and made significant contributions in STEM subjects over the course of the two-year A' Level programme. Recipients are nominated by the Mathematics, Science and IT faculties.
- **Bryan Bothwell Outstanding Citizen Award for Year 13:** Awarded to the student whose actions throughout Year 12 and Year 13 have most embodied the School's Core Christian Values. Nominated by the Year 13 tutors and selected by the School Principal
- **Outstanding Athlete of the Year (Male and Female):** Awarded to the most outstanding male and female student in sports, both inside and outside of school, over the course of the Year 12 and Year 13. Selected by the P.E faculty.
- **The Olive Miller Award for Community Action Service:** Awarded to the student who has made the most significant impact to Community Service. Nominated by the Year 13 tutors and selected by the School Principal.
- **Outstanding All-round Academic Achiever:** Awarded to the student with the highest academic performance over the course of the two year A' Level programme.
- **National Gallery Award for Art:** Awarded to the most outstanding Art student, over the course of the two year A' Level programme. Selected by the Art faculty.
- **Significant contribution to the Cultural Life of the School:** Awarded to the student who has made the most significant impact in the Creative and Performing Arts, during Year 12 and Year 13. Students are selected by the Drama, Music and Art faculties.