



Alley's Junior School

Policies & Procedures

Recognition Policy

Name of Policy	Recognition Policy
ISSR	Part 3: Welfare, health and safety of pupils
Reviewed by	Alley's Governing Board
Author/SLT	Mrs E Olley (Junior School Deputy Head)
Date of school review	September 2025
Date of next school review	September 2026

Policy Overview

This policy applies to all children at Alley's Junior School including those in EYFS.

At Alley's Junior School, we strive to offer positive recognition where it is merited throughout the school day, as well as in assemblies and at more formal events. Individual and group recognition are important to pupil's self-worth and well-being as well as providing staff opportunities to reinforce and support our learning dispositions, golden rules/code of conduct and school aims.

1. Commendations

Commendations are awarded to children throughout the school who have excelled in an area of the curriculum or who have behaved in an outstanding way. Children can be awarded commendations at any time of the year. The child's name and reason for receiving a commendation are read out in assembly by the Deputy Head, and their name is written in the Commendation Book and is featured in that week's Junior School Alley's On Point. The Commendation Book is displayed in the school entrance.

2. Head's Merits

Teachers are encouraged to give an average of one or two of these each week to children who have produced particularly impressive work, for them. The Head visits classrooms during a designated time each week, where these children receive a sticker in their workbook and a certificate to take home. Their names also go into the weekly Junior School Alley's On Point and a permanent Head's Merit Book at Reception.

3. House Points

House points are awarded to children for a variety of reasons. They are used to reinforce good work and good behaviour. House points are awarded as either 1, 2 or 3 points.

Children in the Infants collect coloured counters that are kept in their classrooms for a weekly total that are added together for the award of a winning house ribbon that is tied around the neck of the Infants' House mascots. These are added to the whole school totals.

The Junior children record their house points on a chart in the classroom in the form of a tally for each house, not as individuals.

The House Captains count up the house points and read the totals out in Friday's celebration assembly. The winning house puts a house ribbon on Edward Alleyn, the mascot statue of a cat. The houses are then allocated a number of points: 4 for the winning house, then 3, 2 and 1 points.

At the end of the year, all of the points awarded are combined with the points allocated from the house competitions over the year and the winning house is awarded the House Trophy.

Both the signing up of house points and counting of weekly totals are done by the children and based on trust.

4. Marking and general feedback

Stamps, stickers and teacher comments are used to recognise individual effort in school work. Teachers also acknowledge children who have displayed the School's Learning Dispositions and School Values.

5. School Captains

Staff elect two School Captains and two Vice School Captains at the beginning of the Advent Term each year. These children are always drawn from pupils in Year 6. The School Captains carry out important jobs on behalf of the school. Amongst other things they meet visitors, regularly lead the prayer in assembly, meet with the Head and Deputy Head at a weekly meeting, analyse suggestions from the suggestion box, run the School Council, attend the whole school Catering Committee and act as role models for other children within the school. The School Captains make a formal speech at the Celebration Ceremony.

6. Form and Vice Form Captains

Each Form from Year 1 upwards has an elected Form Captain and Vice-Captain each term. These are all roles of responsibility that are elected by the children. Children receive a badge at the start of each term in assembly and they represent their forms on the School Council as well as taking on small roles of responsibility for staff.

7. Eco-councillors

Each class elects an Eco-councillor who attends the Eco-Council meeting, collects the recycling from classrooms each week, and presents themed assemblies to the whole school. Children receive a badge at the start of each term in assembly.

8. Sports Captains

Members of the sports department choose children for this recognition and responsibility. Children then carry out roles of responsibility for the sports department in their particular field.

9. Top Table

Each week staff on duty in the Dining Hall select children who have impressed with table manners and the Deputy Head announces their names in Friday's Celebration Assembly. These children then eat Friday's lunch at a specially prepared table with squash and a special pudding.

10. Celebration assembly

This Friday assembly is an opportunity to celebrate many of the above types of recognition, along with certificates and prizes gained from school competitions and tournaments.

11. Infant assembly

At the weekly Infant assembly, commendations are handed out and the Infant children celebrate their house points and top table names.

12. Junior School Alleyn's On Point

This weekly newsletter typically celebrates those children who have been recognised during the week, alongside photographs of school events that have taken place.

13. Infant Celebration Ceremony

At the end of the year, this ceremony is held in the Junior School. Reception and Year 1 receive a commemorative gift, with Year 2 receiving a short citation and a gift of their Junior School tie.

14. Year 6 Leavers' Dinner

All children in Year 6 attend a leavers' dinner at the end of the academic year to which their parents are also invited. Each children receives a diploma certificate and an individual citation about themselves, read by their Form Teacher.

15. Celebration Ceremony

At the end of the year, this ceremony is held in St Barnabas Church, is attended by 3-6 and can also be attended by any school parent. It provides an opportunity to reflect on the school year, showcase a variety of co-curricular areas of school life, and further recognise a small number of individuals in Year 6, with the awarding of some cups and trophies.

Some of our school cups have been donated to Alleyn's Junior School and so carry the beneficiary's name.

16. Monitoring

A spreadsheet is kept on a central school database, which all staff can access and see what recognition has been awarded to pupils. The Deputy Head monitors this.