

THE CHARTER SCHOOL NORTH DULWICH
POSITIVE DISCIPLINE POLICY

Our Goal:

All students will develop the knowledge, skills and character so that they can be happy in life, and be successful in higher education or the inspiring career pathway of their choice.

POSITIVE DISCIPLINE:

The Charter School North Dulwich works on the principle of mutual respect. All staff and all students are expected to be polite and courteous to one another, and to deal with problems in a non-confrontational way.

Positive Discipline is about

- being positive
- giving clear, firm instructions
- having very clear simple rules and consequences that are implemented by all staff in a consistent way

The purposes of Positive Discipline

- To enable students to study in a safe and disciplined classroom environment
- To provide a consistent approach to classroom behaviour management
- To reward good behaviour and attendance in a consistent way
- To provide information about student behaviour for teachers, pastoral staff, parents and carers
- To support all staff in the implementation of effective behaviour management inside and outside the classroom

The Charter School North Dulwich Code of Conduct

Work Hard

Always give 100%, maintain a growth mindset and never give up.

Complete all classwork and homework to the highest standard.

Arrive to school and lessons on time and with the correct equipment.

Do not disrupt or interrupt the learning of others (SLANT).

Be Kind

Speak politely to students and staff (STEPS).

Engage in obvious acts of kindness both inside and outside the classroom.

Do not get involved in bullying of any kind and help anyone who is being bullied.

Follow instructions straight away and accept sanctions without argument.

Do the Right Thing

Exemplary uniform and behaviour.

No play-fighting of any kind or running in the corridors. No swearing or shouting.

Eat and drink only in designated areas and put rubbish in the bins provided.

Stay safe in school and online. Do not bring in banned items including mobile phones.

When Speaking to Staff:	In Class:
Sir or Ms	Sit up straight
Thank You	Listen
Excuse Me	Answer questions
Please	Never interrupt
Sorry	Track the speaker

We reward students with positive praise or House Points for proactively following the Code of Conduct, but are sanctioned for any negative breaches of the Code of Conduct.

All staff have the power of authority in The Charter School North Dulwich. The key aspect of Positive Discipline is the emphasis on **positive reinforcement of excellent behaviour**. We expect

all students to behave well and have high expectations of them. We promote and reward excellent behaviour and look for excellent behaviour first. **'First attention to best conduct'**

Our high expectations for the personal development of all our students, means that students will be challenged and sanctioned if they breach the Code of Conduct.

We firmly believe that students must learn to manage their own behaviour and whilst staff will support them to do this, we expect them to attend any detention as requested. There will be increased level of sanctions for any student who fails to take responsibility for managing their behaviour.

Parents / Carers have a vital role to play in promoting a positive attitude to school and, together with the school, celebrating achievement at all levels and in all areas of school life. The school will work with parents / carers and the student to resolve any difficulties. This 'partnership' is cemented through the Home School Agreement.

Students who have difficulty with adhering to the Code of Conduct are supported in a number of ways as outlined below. This is not an exhaustive list:

Restorative Conversations
Pastoral Support Reports to staff
Personal Education Plans / Individual Education Plans
Placement in the Student Support Room
Mentoring and Enrichment Programme
Peer mentoring
Anger Management
Counselling
Educational Psychologist Interventions
Dramatherapy
Speech and Language Therapy
Social Communications Interventions
Learning Support Department Interventions
Off – site Alternative Provision at SILS 6, BAP, Phoenix Place, New Start, Street Vibes and ARCO.
CAMHS referral
Proud to be Me Intervention for girls
Great Men Intervention for boys
Girls 'consent' intervention
London Fire Brigade 'LIFE' programme
PSHEE and SMSC education and initiatives
XLP interventions
Referral to Local Authority Early Help interventions including the Youth Offending Service
Strengthening Minds intervention

Praise and rewards

As part of Positive Discipline, we use:

- Verbal praise
- House Points
- Presentations of awards in assemblies
- Reward trips for consistently excellent Engagement in Learning
- Letters, post cards, certificates, emails and phone calls to parents and carers from teachers, support staff, Year Leaders; Directors of Learning, The Deputy Head Teacher, Head Teacher.

House System

All students are placed into one of the six House Tutor Groups:

Frank, King, Mandela, Pankhurst, Seacole, Turing.

Students earn House Points for themselves and their House. Students are awarded House Points for following our Code of Conduct – Working Hard, Being Kind, Doing the Right Thing in school work, conduct and contributions to school life.

Students also compete in numerous House competitions across the school.

Number of House Points received	Action to be taken
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Every 3 House Points	Emailed letter from the Deputy Headteacher congratulating the student, explaining the House Point/s awarded, The staff member who issued the House Point/s and the reason for the House Point/s
At 50 House Points	Emailed letter from Deputy Headteacher congratulating the student on achieving 50 House Points 50 House Points certificate awarded in celebration assemblies
At 100 House Points	Emailed letter from Deputy Headteacher congratulating the student on achieving 100 House Points 100 House Points certificate awarded in celebration assemblies
At 150 House Points	Emailed letter from Headteacher congratulating the student on achieving 150 House Points 150 House Points certificate awarded in celebration assemblies
At 200 House Points	Emailed letter from Headteacher congratulating the student on achieving 200 House Points 200 House Points certificate awarded in celebration assemblies
At 250 House Points	Emailed letter from Headteacher congratulating the student on achieving 250 House Points 200 House Points certificate awarded in celebration assemblies
At 300 House Points	Emailed letter from Headteacher congratulating the student on achieving 300 House Points 200 House Points certificate awarded in celebration assemblies

In Assemblies each week, Year Leaders award certificates for the top 10 students with the most House Points accrued during the previous week. These students will also be entered for a 'live' draw for various prizes including shopping vouchers, skip the lunch queue, money on food account and breakfast with the Headteacher. Trophies are also awarded in assemblies to the house who has most House Points and best attendance in the previous week.

Engagement in Learning (EiL)

Students are assessed at the end of every module by teachers who report students' EiL and Homework EIL which are published in their modular reports. Student Engagement in Learning is reported as:

- A= Excellent
- B= Good
- C= Requires improvement
- D= Unsatisfactory

Students who receive an Engagement in Learning (EIL) average of A or A/B across their modular report receive 5 House Points from their Year Leader.

Homework / Equipment / Organisation

If any student does not submit homework on time (or has produced incomplete homework), or has not brought subject specific equipment to a lesson they will be issued a 10-15 minute detention by their teacher. During the detention, the teacher will ensure that the student starts completing the HW and a deadline for the next day or next lesson is set.

If a student fails to attend this detention, they will be issued with a 3rd Warning and will be kept for 1 hour that evening.

Subject specific equipment (this is not an exhaustive list)

Exercise book

Maths equipment – eg calculator

PE kit

Design Technology materials – eg ingredients for food technology lessons

Thresholds and notifications

HW/Organisation total reached per term	Action to be taken
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At 5 Slips	Year Leader to contact parents/carers and invite in – refer to compulsory HW intervention / Prep
At 10 Slips	Year Leader to contact parents/carers and invite in – refer to compulsory HW intervention / Prep and review/amend HW strategy for the student
At 15 Slips	Assistant Headteacher to contact parents/carers and invite in - refer to compulsory HW intervention / Prep and review/amend HW strategy for the student
At 20 Slips	Assistant Headteacher to contact parents/carers and invite in - refer to compulsory HW intervention / Prep and review/amend HW strategy for the student
At 25 Slips	Deputy Headteacher to contact parents/carers and invite in - refer to compulsory HW intervention / Prep and review/amend HW strategy for the student
At 30 Slips	Deputy Headteacher to contact parents/carers and invite in - refer to compulsory HW intervention / Prep and review/amend HW strategy for the student

Disruptive classroom behaviour / Warning System

When a student breaches the Code of Conduct in the classroom, the teacher will challenge the student. It could include temporarily removing the student from the classroom. Staff will follow the system as outlined below, progressing clearly from warning stage to warning stage with students, but there may be occasions when staff rightly move more quickly through the process.

The interest of the class must be seen as paramount and the disruption cannot be allowed to continue. Challenging a teacher's authority will likely escalate the warning system more quickly. **All staff MUST use the warning system below with all students including those in the 6th Form. Consistency is Key.**

1st Warning - name recorded and no further consequence for the student

A student not following the Code of Conduct in the classroom will have their name written down by the teacher. This breach – a first warning - is a request to a student to change their behaviour. There is no further sanction at this stage and most students receive no further warnings.

2nd Warning (2nd W) - no detention – 1 negative behaviour point

A 2nd Warning is a second stage offence: a student has broken the Code of Conduct twice in a lesson. A student who receives a 2nd Warning must move to a different part of the room **if possible**. The teacher records this in Behaviour Watch as a 2nd Warning before 8am the following day. A letter is sent home informing parents/carers informing of every three 2nd Ws issued.

3rd Warning (3rd W) , Removal from class to another area within the Key Curriculum Area and a 1 hour after-school detention that day – 2 negative behaviour points

If a student reaches the 3rd W stage, the teacher calls for an Inclusion Team member (6614) to take the student away for the remainder of the lesson and place him/her in the agreed KCA parking area. If this option is not available, then the Inclusion Team member will take the student to another location to complete work for that lesson. The Inclusion Team member who collects the student will write the 3rd W in the student's planner and inform them that they are to attend the 3rd W detention after school that day (unless the 3rd W occurs during Period 5)

A student will be issued a 3rd Warning for inappropriate use of our ICT equipment and breaching our e-safety policy, or for graffiti in their book or planner where this has not been deemed as a Serious Breach (SB).

A text message and email is sent automatically to parents / carers informing of the 3rd Warning and 60-minute detention that afternoon. An email letter detailing the 3rd W detention is sent as soon as possible and is posted if we do not have a valid email address for a parent/carer.

Any student failing to attend a 3rd W detention will be issued with a Persistent Breach (PB).

The student will then need to spend from 3-5pm in the ACE room as punishment the following day.

The teacher who issues the 3rd Warning must enter it on Behaviour Watch before 1.00pm for the detention to be held that day, and should make every effort to attend the restorative meeting in the 3rd W detention. Following removal from a class for a 3rd W, the student will attend their next lesson as usual.

Poor Behaviour in a 3rd W detention will result in a Serious Breach.

SUMMARY:

1st Warning:

Name written down – no further consequences

2nd Warning:

Note in planner and move seats
Information recorded on Behaviour Watch
Email letter sent home for every third 2nd Warning accrued
No detention

3rd Warning:

Removal from class
Information recorded on Behaviour Watch
1 hour detention after school that day
Parents/carers notified by text/email automatically
Letter emailed / posted home

Red Cards – issued for poor out of class behaviour, organisation and poor timekeeping – 1 negative behaviour point

We expect excellent behaviour at all times and in all areas of the school. Students who do not respect this rule will be issued with a **Red Card – 15 minute detention**.

All Staff including support staff have the authority to issue a Red Card and we expect them to do so if they see a student breaching the Code of Conduct.

A Red Card will also be issued for any breach of the school uniform code. Items which must not be worn will also be confiscated for parent collection. Please refer to the uniform appendix.

All students are expected to work silently in the library – Red Cards will be issued in the library for any student failing to work respectfully and responsibly.

Any student chewing gum in school will be issued with a Red Card.

Any student in Years 7-11 without their planner and pencil case and correct writing equipment will be issued a Red Card by their tutor.

Any student late to school, tutor time or any lesson without a valid reason will also be issued a Red Card.

Late to school is defined as not past reception by 8.25

Late to lesson is defined as:

Tutor Time – Any Time after 8.30

Period 1 – Any time after 8.55

Period 2 – Any time after 9.55

Period 3 – Any time 11.10

Period 4 – Any time after 12.15

Period 5 – Any time after 2.00pm

Red Cards are recorded in Behaviour Watch, go on the student's record, and lead to an automatic 15-minute lunchtime detention with The Inclusion Team in room 312.

If a student fails to attend the Red Card detention, they will be issued with a Persistent Breach (PB). The student will then need to spend from 3-5pm in the ACE room as punishment the following day. Poor Behaviour in a Red Card detention will result in a Serious Breach being issued.

A letter is sent home informing parents/carers informing of every three Red Cards issued.

Serious Breach (SB) of the Code of Conduct

This applies to all students. Any student who commits a Serious Breach (SB) will likely face some sort of placement in our ACE room or in some cases exclusion from school. In extreme/persistent cases placement at Alternative Provision or permanent exclusion may be necessary.

All Staff, including support staff, have the authority to issue an SB and we expect them to do so if they see a student breaching the Code of Conduct.

It is rare, but sometimes students behave in a manner that clearly breaches the Positive Discipline Policy and is unacceptable. We class this as a Serious Breach (SB) of the Code of Conduct. If this happens, the member of staff who witnesses the event should send a message immediately to the Inclusion Team who will come to remove the student. A Serious Breach (SB) slip should then be completed in Behaviour Watch as a matter of urgency, and the incident will be investigated. The Key Stage Key Stage Assistant Headteacher and Headteacher will then decide upon the appropriate sanction for the incident.

Reasons for issuing a Serious Breach (SB) includes the following:

- Bullying
- Repeated / extreme non - compliance – including any refusal to attend an ACE placement
- Drug & alcohol related behaviour
- Damage to personal or school property - including serious graffiti
- Physical Assault against adult
- Physical Assault against student
- Any student who has to be restrained physically by staff using force
- Racist / Homophobic Abuse
- Sexual misconduct
- Theft
- Verbal abuse / threatening / rude / insulting behaviour to adult
- Verbal abuse / threatening / rude / insulting behaviour to student
- Carrying a weapon or bladed implement
- Arson or fire-starting
- Selling or gambling
- Bringing banned items into school – including mobile phones Years 7-11
- Extreme ICT misuse – including cyber bullying
- Disrupting a formal examination
- Any other behaviour that could have repercussions for the orderly running of the school, poses a threat to the student themselves, another student or member of the public, or could adversely affect the reputation of the school.

Persistent Breach (PB) of the Code of Conduct

Reasons for issuing a Persistent Breach (PB) are:

- Failure to attend a Third Warning detention
- Failure to a Red Card Detention
- Meeting negative behaviour points Thresholds

From time to time we will search students for items that are banned in the school.

The list of banned items that students may not bring to The Charter School North Dulwich include:

- any article that has been or is likely to be used to commit an offence, cause personal injury or damage to property including knives or other weapons
- alcohol, illegal drugs, 'legal highs' or associated paraphernalia
- medical drugs not for the use of the individual student
- tobacco, cigarettes and smoking paraphernalia
- fireworks or other items that present a risk of fire
- pornographic images including on any personal electronic devices
- stolen items
- literature or other items intended to cause harm or distress to others
- laser pens, chewing gum
- any other item that the school deems to be offensive, harmful or dangerous.
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Illegal items will be given to the police. Banned items will be destroyed or in some cases may be returned to parents / carers at their request.

Mobile Phones (Yrs 7-11)

A Serious Breach will be issued for any phone seen or heard. The phone will go to the Key Stage AHT for 1 week from the date of confiscation. When a student gives over the mobile phone immediately it will not be a 3-5 ACE placement on the first occasion of this type of SB. If there is refusal by a student to hand over the phone on the first occasion, there will be a 3-5pm ACE detention and the phone confiscated.

If a student is found with a mobile phone for a 2nd time or on any subsequent occasion time, then a 3-5pm ACE placement will be served and the phone kept for 1 week.

If there is evidence that a student has used their phone in school previously – for example, a film they have taken in school this will also be a Serious Breach and their phone confiscated.

If a student refuses to hand over the phone on the second or subsequent occasions, there will be an all-day ACE placement. If there is further refusal – the parent/carer will be telephoned by Inclusion staff/Year Leader or a member of The Senior Leadership Team to ask the parent/carer to support. If the student still refuses, the student will be sent home on external exclusion. The student will be in ACE all day the following day and phone confiscated for 1 week.

*** The school also reserves the right to ban students from attending trips or extra – curricular activities for poor behaviour**

We have '**Zero Tolerance**' of any students carrying knives or other offensive weapons. Similarly, this expectation is also applied to:

- possession, handling or supply of weapons such as knives, pocket knives, replica knives, sharp objects/ bladed implements, guns and replica guns on school site
- possession, supply, use of drugs and any direct association with drugs/illegal substances
- students who bring an intruder to the school or close to the school to attack or intimidate any student, staff or parent.
- arson, attempted arson or fire-starting
- inappropriate sexual activity or behaviour
- physical aggression towards or assault against a member of staff.

The school will refer any student who has breached our zero-tolerance policy to the Local Authority Early Help team for additional support for the student and their family. The school will require consent from parents/carers for this referral. If the parent / carer does not consent to this important intervention, the school may decide to increase the severity of any exclusion.

In rare instances, it may be necessary for a student to be restrained by a member of staff.

Reasonable force may be used to prevent a student from hurting themselves or others, from damaging property, from causing disorder or to search for banned items. Key members of staff have completed accredited 'Positive Handling' training and will only physically restrain students when necessary and in line with DfE guidance. Please refer to our Student Restraint Policy.

Exclusions

A student may be excluded internally in the ACE (Alternative Centre for Exclusion) room from 8.30am – 5pm or externally to the home for a fixed period. If a student is excluded externally they will usually be required to attend the ACE room as part of the exclusion.

Any decision to externally exclude a student from school will be taken by the Headteacher. In most cases, exclusions are for a short fixed-term period.

However, the school may also permanently exclude a student in response to a serious breach, or persistent breaches, of the Positive Discipline Policy, and where allowing the student to remain in school would seriously harm the education or welfare of the student or others in the school.

A compulsory return from external or internal exclusion meeting will be held directly after the period of exclusion with the parent/carer, the student, the Key Stage Assistant Headteacher / Year Leader and the teacher who issued the Serious Breach (SB) or Persistent Breach (PB). In all cases where a student has been rude or insulting towards a member of staff he/ she will be expected to apologise as part of the restorative process.

When a student returns from ACE or fixed term exclusion, they will be placed on Pastoral Support Report to help successful reintegration into school.

Parents and carers have the right to make representations about an exclusion decision to the governing body. If a parent or carer wishes to make representations they should contact the Clerk to

Governors C/O The Charter School North Dulwich, as soon as possible and preferably within 10 days of being notified of the exclusion. Whilst the governing body has no power to direct reinstatement, they must consider any representations made and may place a copy of their findings on the child's school record.

The Department for Education statutory exclusions guidance can be found at www.gov.uk/government/publications/school-exclusion

Students' conduct beyond the school gates

Every school has the legal right to sanction students for poor behaviour away from the school site in the same way as they would sanction students if they behave on the school site if they are:

- taking part in any school-organised or school-related activity
- travelling to or from school
- wearing school uniform
- in some other way identifiable as a student at the school.

In addition, misbehaviour at any time will be sanctioned, whether or not the conditions above apply, if it:

- could have repercussions for the orderly running of the school
- poses a threat to another student or member of the public
- could adversely affect the reputation of the school.

A Serious Breach or Persistent Breaches of the Code of Conduct, even if not on the school site, could result in permanent exclusion.

Detentions

Detentions are given to students for breaches of the Code of Conduct. Failure to attend any detention will result in a more serious sanction being applied.

Students may be detained for breaches of our Code of Conduct by staff without informing parents. When a student is detained for longer than 15 minutes, we notify parents /carers by text and email, though this is not a statutory requirement. If a parent / carer does not wish for their child to attend an after school detention on a particular day, they must contact the school immediately.

Monitoring of behaviour and further consequences

The issuing of negative behaviour incidents is monitored by Year Leaders, Key Stage Assistant Headteachers, Inclusion Manager, SENCO, Deputy Headteacher and Headteacher regularly and at a formal (ISG) meeting every 2 weeks.

There are clear consequences for students who reach a certain number of negative behaviour incidents can achieve each term without more significant intervention. When each threshold is met a Persistent Breach is automatically generated.

	2 nd Warning	Red Card	3 rd Warning
Negative Points	-1	-1	-2

Thresholds and notifications (Persistent Breaches)

Negative points total reached per term	Action to be taken
At 10 Negative Points	Form tutor to call parents/carers and discuss – on report to Form Tutor
At 20 Negative Points	Year Leader to contact parents/carers and invite in on report to YL
At 30 Negative Points	3-5pm ACE placement - Meet with YL on report to YL
At 40 Negative Points	All day ACE placement - Meet with AHT and DFS - Pastoral Support Plan (PSP) organised - on report to AHT

At 50 Negative Points	2 days ACE placement Meet with DHT on report to DHT
At 60 Negative Points	1 day exclusion / followed by 1 day ACE placement Meet with DHT on report to DHT
At 70 Negative Points	3 day exclusion / placement at Alternative Provision for 2 weeks Meet with HT on report to HT

Key Stage 5 (6th Form) Positive Discipline Policy

The same policy applies for 6th form students as for Key Stage 3 and 4 students, except where noted below.

1. **Mobile Phones** Sixth form mobile phones **and headphones are** only allowed in 6th form-only spaces
 - The Bridge
 - The 6th form silent study area
 - The Cyber Café
 - The 6th form area of the library
 - Or with explicit permission of teacher to facilitate learning in a lesson e.g. photography
 - If students have their phone out or headphones in, in any other area, they will be asked to hand it/them to a member of staff. Staff will complete a red card and drop the phone with reception, but no detention set on the first occasion.
 - Students will be able to collect phone from reception at **3.30 that day (there will be a member of 6th form team there to facilitate this)**
 - If this occurs **more than once**, then student will need to drop off phone with their Year Leader each morning for a period of time to be decided by the Assistant Headteacher or Year Leader.
 - During independent study periods, if a member of staff is concerned a student's phone is distracting them, they will ask the student to switch their phone to airplane mode. If the member of staff is still concerned, they will ask the student for the phone and will hand to the 6th form office staff until the end of the day, and a red card will be issued.

5. **Red Cards – for poor out of class behaviour**

Staff do not need to insist on being given planners from 6th form students, but they must be told to attend the Red Card detention.

- Students coming to school without their pass will be issued with a Red Card. Students will have to leave their phone at reception in order to access a temporary pass. If a student comes without their pass twice in one term, they will be issued with a Red Card and sent home to collect their pass.

Red card detentions

6th form Red Card detentions are held in room 102a every lunchtime by a member of the Inclusion Team.

6th form Dress Code / Uniform

We expect 6th form students to wear appropriate clothing to school. A full list of acceptable expected clothing is in the 6th form planner.

If a 6th form student comes to school dressed inappropriately, the student will be sent to the 6th form office, a Red Card issued and sent home to change or given alternative clothing to wear that the 6th form team will provide.

Smoking

We advise all students not to smoke. We understand however that a small number of 6th form students smoke cigarettes or 'vape'. If a 6th form student wishes to smoke or vape, they may not do this in sight of the school or in any area that will bring the school into disrepute eg in front of neighbour's houses / North Dulwich Train Station.

We have agreement from Southwark Council that 6th form students may smoke/vape in Sunray Gardens Park.

If a 6th form student is seen smoking or vaping elsewhere, a Serious Breach will be issued.

Updated 17th September 2019