



The Charter School
Bermondsey

Behaviour & Attendance Handbook

We firmly believe that every child can reach their full potential, provided they receive the appropriate support, inspiration, and challenges. Our goal is to be a world-class institution renowned for its exceptional academic achievements alongside creative, community and sporting opportunities.

In order to fulfil our vision, we feel it is important to make our expectations of behaviour and attendance clear, so we can all work together to create an exemplary learning culture, where each student is happy, safe and accepted. On this foundation, excellent learning can take place and students can flourish.

We expect all of our community to uphold the school's core values - **aspiration, integrity, exploration and resilience**.

These values permeate all aspects of school life, including our daily routines, curriculum, and enriching experiences, ensuring a cohesive and supportive environment. This means we all work together so each student experiences:

- A culture of high expectations of learning and behaviour that extends beyond the school day
- The full curriculum offer through 100% attendance to school
- Zero tolerance of learning disruption, bullying, intimidation, discrimination or violence
- Frequent celebration of positive attitudes and achievement
- Care and concern for their welfare
- Adjustments for special educational needs

We use ClassCharts to ensure parents and students can check their progress in real time. This means seeing their levels of attendance, positive points, and where corrections have been given.

I look forward to your continued support for our high expectations.

Marcus Huntley (Principal)

We expect all of our community to uphold the school's core values - aspiration, integrity, exploration and resilience.

Marcus Huntley (Principal)



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Arrival to School

Breakfast club 8:15 a.m.

Gates open 8:25 a.m.

Line-ups 8:35 a.m.

Students arrive in full uniform and with the correct equipment by 8:35 a.m.

Uniform, including hairstyles and make-up are checked by staff on the gate.

These will not be accepted if the student is persistently late.

Students may also buy items of stationery from Student Services using positive ClassCharts points.

Lateness

The following detentions will be applied according to the time of arrival:

8:35 - 9:00 a.m. = 30-minute same day

9:00-10:00 a.m. = 60-minute same day

After 10:00 a.m. = 90-minute same day

The school will consider adjustments to the sanctions where lateness was unavoidable. E.g:

Verified transport strikes, cancellations, or road accidents.

The student has been unwell.



Transition to lessons

Teachers will lead students to their lessons silently, in single file and keeping to the left on stairs and in corridors. If students are talking they will be issued with a **"30 minute detention Line Ups -1"**. Coats must be removed before entry in to the building. An **"Incorrect Uniform -1"** correction will be awarded if a coat is worn beyond this point.

The teacher will log corrections on ClassCharts for any students not adhering to these rules or issue positives.

E.g., **"Corridor Behaviour -1"** or **"Good Manners"**.

Line ups

These are used at the start of the school day and at the end of social time to ensure students make an orderly transition to lessons or assembly. We expect students to manage themselves responsibly with limited direction from staff. Line ups take place at:

8:35 a.m.

11:08 a.m.

1:35 p.m.

A whistle will be blown which gives pupils 2 minutes to line up in silence and face the front, ensuring uniform is correct, e.g., blazer on, shirt is tucked in, top button fastened etc.

"30 minute detention Line Ups -1" correction will be issued for any talking or **"Incorrect Uniform -1"** for non-compliant uniform.



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Moving between classes

Students must walk calmly and quietly, showing respect for each other, adults and the built environment. They must also ensure they:

- **Help others by opening doors, letting others pass, and showing good manners**
- **Never run, chase, barge or shout**
- **Keep left in corridors and on the stairs**
- **Follow the signs and routes around school**
- **Are in correct uniform e.g., coats removed before entry to the building**

Staff will log corrections on ClassCharts for students not adhering to these rules or issue positives e.g., **"Corridor Behaviour -1"** or **"Good Manners"**.

Social time

Students are encouraged to relax, socialise, use the library or play games during breaks, but this must be done with respect for all.

- **Break-time starts at 10:50 a.m. and ends at 11:08 a.m.**
- **Lunch starts at 1:00 p.m. and ends at 1:35 p.m.**

During social times students will be expected to:

- **Follow staff instructions (including lunchtime supervisors)**
- **Eat hot food inside the canteen, or sandwiches in the designated area**
- **Bring only healthy snacks of 100 calories or lower into school. (Unhealthy snacks including crisps, sweets, chocolate, fizzy/sugary drinks and chewing gum are not permitted in school)**
- **Students are encouraged to bring in fruit**
- **The only drinks permitted are still water or still flavoured water**
- **Students not meeting expectations will be taken to parking and issued with a 60-minute detention.**

Staff will log corrections on ClassCharts or issue positives as required. E.g., **"30 minute detention"**, **"Inappropriate Language -1"**, **"Good Manners"**, **"Litter Picking"**.

Students are encouraged to use the toilet during social times so learning is not disrupted.

End of the school day

Students going to clubs, activities or detentions go directly to line ups and are directed from there by their Head of Year. They line up in silence, facing the front, ensuring uniform is correct, e.g., blazer on, shirt is tucked in, top button fastened etc.

"30 minute detention Line Ups -1" correction will be issued for not meeting line-up expectations or **"Incorrect Uniform -1"** for non-compliant uniform. Heads of Year will give notices for the next day.

Students with detentions will be walked to the detention hall while the rest of students are dismissed in an orderly manner.

Outside school

Our expectations are applicable when students are travelling to and from school, are off- site on a school trip, wearing school uniform or are otherwise identifiable as a pupil from the school. Students should:

- **Disperse immediately on leaving the school, be home and out of uniform within 20 minutes where possible**
- **Not loiter outside shops or public spaces while in uniform**
- **Represent the school well in public by being respectful to all they encounter**

Failure to follow these expectations will result in a **"60 minute detention Out of School Uniform -1"** correction.

Behaviour online will also be sanctioned if it has repercussions for the orderly running of the school, poses a threat to another student or member of the public and could adversely affect the reputation of the school.

Routines for the classroom

Learning Family Time

We have the same expectations of students as in any lesson, so all students engage in the weekly programme of learning activities. These include reading, personal development and our Celebration PowerPoint on Fridays.

In addition, Learning Family Tutors will check students have full equipment each day and discuss attendance with the group or individuals, including where there are concerns.

If a student does not have the correct equipment, an **"Equipment -1"** correction will be issued.

Assembly

There is a weekly assembly for each year group. Students are expected to:

- **Enter the hall silently**
- **Place bags and coats under their chair**
- **Sit up straight and face the front**

"I make sure she packs her bag the night before so there is no rush in the morning."



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Lessons

Learning time is valuable. Our routines ensure all students arrive ready to learn our challenging curriculum and without disruption. Students are expected to:

- **Arrive on time, no longer than 3 minutes after stated lesson start time**
- **The teacher will close the door once the 3 minutes are up. Any student arriving after this time will be issued a 'late -1'. (Students who make their way to see a different member of staff, or check their Class Charts points in the library between lessons without valid permission will receive a a 'truancy -3')**
- **Enter the classroom silently**
- **Be organised (full equipment and full uniform)**
- **Place their bags on the floor under or beside the desk or chair**
- **Start the 'do now' activity immediately and in silence**
- **Complete all the work for the lesson to a high standard including opportunities for stretch**
- **Catch up on work missed through absence - this can be done by; using your knowledge organiser, using a peer's book, or by speaking to a teacher.**

FOCUS

Teachers use **FOCUS** to reinforce our expectations:

- **FACE the front**
- **ORGANISED and ready to learn**
- **COMMUNICATE appropriately**
- **UNDERSTAND the tasks**
- **SIT UP, listen and engage**

Teachers issue **Corrections** where students fail to meet our expectations. 3 corrections in a lesson will result in the student being removed to parking to prevent further disruption and enable them to reflect on their behaviour "**students will also receive a 1 hour detention**". 3 corrections over the course of the day will result in the student receiving a 1 hour detention.

F.O.C.U.S

FACE
the front

ORGANISED
and ready to learn

COMMUNICATE
appropriately

UNDERSTAND
the task

SIT UP
listen and engage

SHAPE

We use **SHAPE** to develop students' communication skills so their contribution to learning is heard and understood.

- **SPEAK** in full sentences
- **HANDS** away from mouth
- **ARTICULATE** your words
- **PROJECT** your voice
- **EYE** contact

Lesson ending

Teachers will ensure the following:

- Students stand behind chairs silently, and in correct uniform
- Students' straighten tables, put chairs under and put mess in the bin
- Students' dismissal is staggered

"Every minute of every lesson matters. Make each minute count."

Former Year 11 Student



S.H.A.P.E

SPEAK

in full sentences

HANDS

away from mouth

ARTICULATE

your words

PROJECT

your voice

EYE

contact



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Homework

Teachers set homework regularly to extend students' learning beyond the classroom, and to enable them to take responsibility for their part in the educational process. This also gives parents a chance to see what is being learnt in school.

- **You and your child can view all their homework on the ClassCharts app, and whether they completed it.**
- **Students are given sufficient time to complete homework to a high standard (not less than 48hrs).**
- **An area will be open during breaks and after school Mondays to Thursdays where homework can be completed.**

Students can be awarded "Outstanding Homework" positives on ClassCharts for their effort or quality of their homework.

If homework is not completed students will receive an "incomplete homework" correction. If the homework is not submitted, students will receive a "No Homework" correction on ClassCharts. This will result in a 1 hour detention where students must complete the homework.

If still incomplete, the escalation includes further detentions until the work is complete. We will organise parental meetings to support those who repeatedly fail to meet our expectation for homework.

Students may be allocated to after-school study support where appropriate.

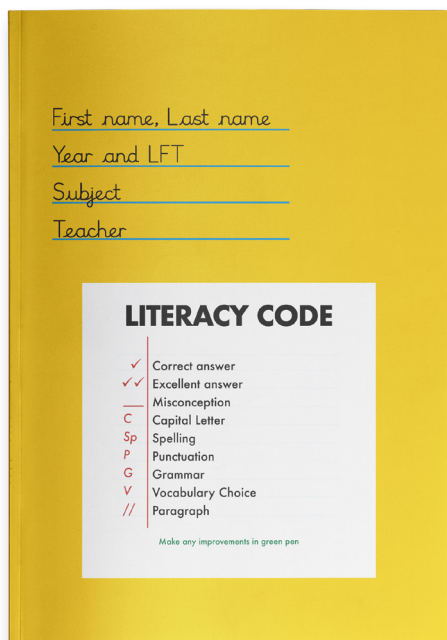


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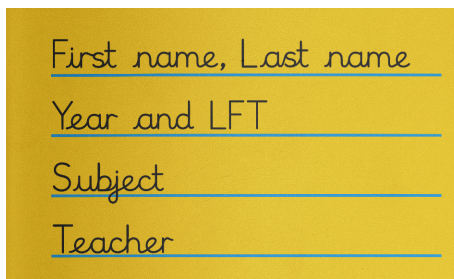
Pride in your work - cover to cover!

We expect students to take pride their work and present it well and with a high standard of spelling, punctuation and grammar (SPAG). Parents are encouraged to check their work frequently and take steps to help them make improvements:

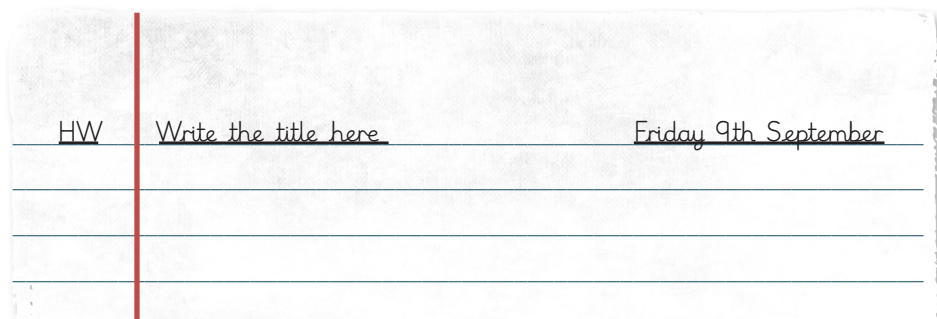
- **Is it well presented?**
- **Are errors being corrected in green pen?**
- **Are there any gaps in their work, questions missed?**



The front of your book will look like this:



Inside your book should look like this:



Literacy code

We use the literacy code when marking students' work or for peer-to-peer marking. They are then expected to correct any errors in green pen.

LITERACY CODE

| | |
|----|-------------------|
| ✓ | Correct answer |
| ✓✓ | Excellent answer |
| — | Misconception |
| C | Capital Letter |
| Sp | Spelling |
| P | Punctuation |
| G | Grammar |
| V | Vocabulary Choice |
| // | Paragraph |

Make any improvements in green pen

Expectations at all times

Attendance

Our curriculum is carefully planned and sequenced so students build new knowledge on prior learning.

Absence from school disrupts this educational journey and forms bad habits from an early age that will disadvantage them in life beyond school. For this reason, each parent should aim for 100% attendance for their child. Parents are legally responsible for ensuring their child attends every day the school is open.

Did you know?

- **100% attendance over 5 years gives a student half a year more education than a student on 90%**
- **96%+ attendance gives students the best chance of academic success**
- **Missed days means your child falls behind and negatively impacts mental health and wellbeing**
- **Absence from school is a potential safeguarding risk**
- **Parents and carers are legally responsible for their child's attendance and punctuality.**

100% PERFECTION

96%+ VERY GOOD

At this level, you give yourself the best chance of achieving your potential.

96% equals 7.5 days absence in a year.

93% -95.9% COULD BE BETTER

95% means a half-day missed every 2 weeks.

In a year, that's 43 lessons to catch up on.

90.1% - 92.9% IMPROVEMENT REQUIRED

92% equals 3 weeks of lost learning every year.

Between Y7 and Y11, this means 15 weeks lost in total.

90% and below PERSISTENTLY ABSENT

At 90%, you have missed almost 100 lessons in a year.

Attendance at 90% each year means that by Y11, you will have missed out on 6 months learning.

Reporting absence

Parents are expected to message or phone the school by 8:15 a.m. leaving a clear message with the following:

- **Name of the child and learning family**
- **Reason for absence**
- **Action parent will be taking**
- **Date the child will return to school**

Parents will receive a follow-up call from a member of staff.

- **Holidays taken during term time are not approved**
- **Dental and medical appointments should be avoided during the school day. If unavoidable, these should only result in absence for the appointment and travel time. Evidence of appointments must be provided. E.g. An appointment slip or note from the doctor**
- **Parents must contact their child's Head of Year if there are issues that might affect their child's attendance, and not keep them at home**
- **The school carries out home visits, and also invites parents in for meetings to help understand the causes of low attendance and the support the school and other agencies can provide**
- **The school takes absences seriously and this can lead to legal action including fixed penalty notices.**

Applications for exceptional leave of absences can be found on the school website and must be sent to the Principal of the school. Evidence will need to be given to why and how long this will be for.

Meet the team

Our pastoral team are here to ensure every child receives their entitlement to education:

Mr. Snoxell - Assistant Principal
Mr. Haverty - Senior Leader
Ms. Bissmire - Attendance Officer
Ms. Elcock - Education Welfare Officer
Heads of Year



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Personal space

It is important that students respect each other's personal space at all times.

- **Brief handshakes and fist bumps are acceptable social norms**
- **Students should have no further physical contact including hugging, play-fighting, pushing, barging or other inconsiderate behaviour.**

Students breaking this rule will be sanctioned with a **"Personal Space -1"** correction for minor breaches, or **"Personal Space -3"** for more serious or deliberate breaches.

Sanctions for breaking this rule could potentially be more severe dependent on context and nature of breach.

"I would not have gained the knowledge to achieve the best grades if I did not show up to school every day."

Former Year 11 Student



The Charter School
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**“So what,
I’m only five
minutes late
to lesson!”**

**THAT’S TWO MONTHS
MISSED LEARNING OVER
YOUR SCHOOL CAREER!**

Uniform

We have kept compulsory branded items to a minimum and our online provider, Price & Buckland, ensures costs remain low. Students must wear correct uniform at all times and come to school in PE kit on the days they have practical PE. Students refusing to meet uniform standards can be parked for the day and receive a “defiance -3” correction.

The items below reflect correct school uniform, with compulsory branded items purchased from Price & Buckland in bold. All other items are not branded and can be purchased from a retailer of parents’ choice:

- **The Charter School Bermondsey (CSB) single-breasted blazer with logo**
- **School tie**
- Plain navy-blue V-necked jumper
- White shirt buttoned to the neck
- Grey or black socks only
- Plain black leather/vegan leather shoes without logos
- Belts, if worn, must be plain black with a plain buckle
- Mid-grey trousers or shorts (tailored, not tight, shorts knee length)
- CSB tartan skirt (optional) or mid-grey (skirt knee length)
- Plain navy or black hijab (optional)
- A school bag large enough to carry an unfolded A4 folder
- Coat (optional) – this should be weather resistant (E.g. No denim, leather, fur jackets).

Price & Buckland
SCHOOLWEAR SINCE 1959

PE kit

If students have a practical PE lesson, they attend school in their PE kit:

- **CSB blue polo shirt**
- **CSB blue shorts**
- Pale blue sports socks
- Sports trainers
- CSB tracksuit top or new style mid-layer top (optional) (Students can wear their school blazer over their PE top during the day if they do not have the tracksuit top. or mid-layer top. This is removed for PE lessons)
- CSB tracksuit bottoms (optional). Or plain black/navy tracksuit/jogging bottoms without logo.
- A plain, black/navy, base layer for warmth (optional).

Students who don't have correct PE kit will be supported with a replacement so learning is not disrupted. They will receive an **"Incorrect Uniform -1"**. If a student has no PE kit, they will be parked for the lesson and receive a 60-minute detention that day. Students who are wearing PE kit on non-PE kit days will will a 60 minute detention and will be expected to change if possible.

Students who attempt to tie up their clothing at the back to tighten it will receive a **'incorrect uniform -1'**

Please visit:

[**www.charterbermondsey.org.uk/for-parents/uniform-parents/**](http://www.charterbermondsey.org.uk/for-parents/uniform-parents/)

for examples of correct and incorrect uniform.

Jewellery, accessories and hair

Students should not wear jewellery to school, other than:

- **Single, small, plain, gold, silver or pearl stud earring in each ear**
- **A wristwatch (this must not be a smartwatch)**
- **No other jewellery and piercings on other parts of the face and body**
- **Hair must be neat with no shaved patterns or facial hair**
- **Hair must be of a natural colour**
- **Hair accessories must be discreet and navy blue/grey/black**
- **Headscarves are not permitted unless worn for religious observance Smart watches are not permitted**

Where a student is required to wear additional items for religious reasons, parents/carers must send a letter to the school to confirm this and reasonable allowances will be made, providing the health and safety of the student or their peers is not compromised.

Makeup

Students should not wear makeup or nail polish to school, and staff have the authority to ask students to remove makeup with wipes. This includes but not limited to:

- **Acrylic nails**
- **False eyelashes and eyebrows**

An **"Incorrect Uniform -1"** correction will be issued for non-compliance with uniform. Where unresolved, students will be required to work in the Behaviour Support Unit and parents/carers will be informed.

Equipment

Students must be ready to learn by ensuring that they bring the correct equipment with them each day:

- **2 black or blue pens**
- **2 green pens**
- **Pencil**
- **Ruler**
- **Eraser**
- **Glue-stick**
- **Reading book**
- **Casio scientific calculator (Casio FX300, any Casio CLA SSWIZ)**
(Not allowed: Casio FX 82)
- **School Planner**
- **Highlighter pen**
- **Science knowledge organiser**

Equipment can be purchased from Student Services before school, during break, lunchtime and after school. If a pupil attends a lesson without the correct equipment an "Equipment -1" correction will be issued.

Phones & digital devices

Mobile phones and smart devices including watches should be left at home and not brought into school. Those that are brought on site must be turned off and be kept out of sight in the student's bag at all times. Phones should not be seen or used on the school site for any reason.

Phones and devices not kept as above will be confiscated. Confiscated devices will be taken directly to the main office/reception where they are put in the safe until collected at the end of the day. An "Electrical Device -1" correction will be issued and a 1 hour detention will be issued.

The school will not be responsible for any lost or stolen mobile devices.

"My son says having the right equipment makes him feel like a professional. He's right!"

Rewards and Sanctions

It is important that students are recognised and rewarded when behaving and achieving well. Our ClassCharts application allows teachers to log and monitor each student's behaviour, and parents can follow their child's progress in real time.



Positives

Students accumulate positive points through exceptional behaviour and attendance and will be able to use these to purchase rewards from Student Services. These rewards change termly, and students will be involved in deciding the options. Celebration events include trips, assemblies and our annual prize-giving.



Corrections

Students can also receive negative points for "corrections" where they are not meeting our high expectations.



"Prize-giving was amazing. Both my children got awards. The ClassCharts app is great for keeping track of how they are doing."

Behaviour Support Unit and Parking

The Behaviour Support Unit (BSU) is a withdrawal provision to prevent a suspension from school. When the decision is made to place a student in the BSU, the parent is informed at the earliest opportunity. This will last from 09:00 - 17:00.

Any student who needs to be removed from learning or social time is taken to Parking by the 'on call' member of staff. This is a shared space within the Behaviour Support Unit staffed by members of the Behaviour Team. Students complete a reflection on their behaviour and other activities then return to lessons if they are ready to learn.

Suspensions and Exclusions

We want to ensure that the culture, ethos and atmosphere for learning is not compromised. The Principal can choose to suspend (for a fixed-period) or permanently exclude a student in line with our Behaviour and Exclusions policy. This includes any behaviour that brings the school in to dispute, including that which may have taken place offsite.

Off-site Placements

Placement in a North Bermondsey Hub school or other alternative provision may be used as an alternative to suspension. Section 29 of the Education Act 2002 allows schools to direct a student to an off-site provision in order to improve their behaviour.

POSITIVES



Download the Class Charts student app



Use your positive points to buy rewards



Track your behaviour

Good Effort

Positive attitude to learning.

Good Progress

Demonstrating improvement in learning.

Exploration

Independent learning outside of the classroom.

Good Manners

Showing good manners to any member of the Charter community or visitor.

Resilience

Willingness to challenge yourself and keep trying, even if you don't succeed immediately.

Outstanding Homework

Homework that is completed to an exceptional standard.



The Charter School
Bermondsey

CORRECTIONS

Students are expected to uphold our vision and values at all times. This means abstaining from negative behaviours, as well as distancing themselves from others who might be engaged in poor behaviour.

There are consequences for behaviours that fall short of our high expectations.

| Timeframe | Corrections | Sanction |
|-------------|-------------|---|
| In a lesson | 1 | Logged on Class Charts. |
| | 3 | 60-min detention - Sent to parking for at least the remainder of the lesson/ social time. |
| In a day | 3 | 60-min detention. |
| | 6 | 90-min detention and parked for the remainder of the day. Contact made with parents and possible time in the Behaviour Support Unit (BSU) the next day. |
| In a week | 10 | Day(s) in the Behaviour Support Unit and a parental meeting. |
| | 15 | Considered for long term BSU, off-site BSU or suspension. |



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