



## BEHAVIOUR POLICY – YEARS 7 TO 13

### Index

1. **Aims of this Policy**
2. **The College Code of Conduct**
3. **College Rules for Pupils**
  - 3.1 Respect for others
  - 3.2 Health & Safety
  - 3.3 Respect for Property
  - 3.4 Care of Personal Property
  - 3.5 Summary of ICT Acceptable Use Policy
  - 3.6 Attendance
  - 3.7 College Uniform
  - 3.8 Food and drink
  - 3.9 Games and playing fields
  - 3.10 Transport
4. **Rewards**
  - 4.1 Aims
  - 4.2 Rewards in Lower, Middle and Upper Schools
5. **Sanctions**
  - 5.1 Lower, Middle and Upper Schools
  - 5.2 Sanctions for serious misconduct
  - 5.3 Pupil contracts
6. **Definitions**

## 1. AIMS OF THIS POLICY

- To provide a caring and supportive environment in which pupils are able to distinguish right from wrong
- To develop a positive climate, based on care, courtesy and consideration for others, for the whole College
- To provide an atmosphere in which pupils can learn well and teachers can teach effectively
- To promote good relationships throughout the school, both between adults and pupils and between pupils
- To develop respect for school and personal property
- To encourage pupils to use their initiative and accept responsibility for their behaviour and progress
- To show pupils that their work and good behaviour is valued, and to help maintain high expectations
- To ensure a consistent approach to rewards and sanctions so that pupils feel that the systems are fair

## 2. THE COLLEGE CODE OF CONDUCT

The College is a large community. We wish all its members (pupils, teachers and operational staff alike) to derive the greatest possible benefit from being here. Our [Code of Conduct](#) is designed to promote harmony and the efficient and safe functioning of the community. This pupil Behaviour Policy, as well as those of DUCKS and Junior School, derives from our Code of Conduct. We are all expected to:

- be helpful, tolerant and respectful towards everyone in the Dulwich community
- behave with courtesy and in a manner which reflects well on us and on the College
- avoid behaviour or comments which could lead to any distress
- make sure that our appearance does credit to us and the College
- be punctual
- respect both the property and environment of the College
- show consistency and common sense in observing the particular rules

### 3. COLLEGE RULES FOR PUPILS

All pupils are expected to obey the College Code of Conduct, and the College Rules, and adhere to the Behaviour Policy, ICT Acceptable Use Policy, Anti-bullying Policy and Health and Safety Regulations. All of these documents can be found on the Website, and in the calendar and are displayed on all Form Room notice boards.

#### 3.1 Respect for others

Physical violence of any type is a serious matter and will not be tolerated. If you witness any confrontation, report it to a member of staff.

Any form of bullying is unacceptable. Taunting and verbal or physical abuse, and other forms of victimisation, whether inside or outside the classroom, are totally against our ethos. Bullying may take several forms. Remarks deemed to be homophobic, racist, sexual, or offensive about culture, religion, gender, special educational needs, transgender or disability will not be tolerated.

Equally, cyber bullying (on social websites, mobile phones, text messages, photographs and email) is totally unacceptable (see the [ICT Acceptable Use Policy](#).)

Bullying can cause serious psychological damage and even suicide.

Always inform a member of staff if you feel you are being bullied or if you see or hear about anyone else being mistreated.

Persistent bullying may well lead the College to exclude the offender.

The full text of our [Anti-Bullying Policy](#), including sanctions for bullying, is available on the College website. Dulwich College does not use corporal punishment.

Physical restraint will only be used in the exceptional circumstances where it becomes necessary to restrain a pupil for their own protection or others' safety; this will be appropriately recorded and reported to the appropriate Head of School, the Deputy Master Pastoral, the Master and parents.

Any physical restraint used will comply with DFE and LA guidance (see the [Use of Reasonable Force Policy](#) on the website for detailed guidance).

Disciplinary action may be taken against pupils who are found to have made malicious allegations against staff.

#### 3.2 Health and safety

Exercise common sense when engaged in any hazardous activity and observe the particular rules which apply to laboratories, workshops, sports facilities, the theatre and other specialist teaching rooms and areas.



### **3.3 Respect for property**

Any deliberate damage to, or defacement of, College property, whether accidental or through carelessness, is unacceptable and should be reported without delay to your Form Tutor or to the teacher in charge of the specialist area concerned. A charge may be made for any damage which is deemed to be your fault.

Borrowing without permission is unacceptable and could be regarded as the far more serious offence of theft.

### **3.4 Care of personal property**

The College can accept no responsibility for your personal property and you and your parents are advised to insure valuable items.

Do not leave bags containing books, sports kit and valuables in exposed places around the College. You are advised to use the locker facilities available around the College. Special arrangements are made for the safe keeping of musical instruments in the Music Block and valuables in the Sports Centre

All personal property should be marked clearly with your name.

If valuable items such as mobile phones, and laptops cameras or other similar electronic items are brought to the College they must remain switched off and kept safe during the working school day.

Personal electronic devices brought onto College premises by Upper School boys should only be used in the Common Rooms, and should be kept by the boy or locked in a safe place at all times.

Report any loss or theft as soon as possible to your Form Tutor and the appropriate School Office.

On no account should boys leave phones or other valuables unattended particularly in changing rooms.

Always search for anything you lose and make enquiries at the Lost Property Office at the Commissariat. 'Lost and Found' is also available on the "My Dulwich" site.

If you see visitors behaving suspiciously within the College grounds or buildings, report them without delay to a member of staff.

### **3.5 Summary of ICT Acceptable Use Policy**

All pupils have access to the College computer network, enabling them to use standard applications (word processing, spreadsheet, database etc.) as well as online facilities such as the Internet and electronic mail.

Every boy is issued with a username, password and an e-mail address at the start of his College career. Pupils are encouraged to make use of ICT facilities in support of their studies.

To ensure that ICT usage is safe, responsible and conforms to the Behaviour Policy the following guidelines apply. Users of the College network are prohibited from:

- logging on to the network with, and/or using, another user's account
- using the College network to send or post offensive or harassing material or material which brings the College or any of its members into disrepute or causing distress to another member of the College community
- tampering physically with equipment, or altering the settings of the computers, or making other changes which interfere with the safe and effective functioning of the equipment or network, or render them unusable by others
- installing software without authorisation
- hacking into unauthorised areas of any network
- accessing inappropriate or offensive web sites or trying to circumvent the College filtering system
- attempting to spread viruses via the network
- using College computers for any form of illegal activity, including software, music and video piracy In circumstances where a pupil's use of ICT while he is "at the College" or elsewhere threatens, actually or potentially, the wellbeing of any member of the College community or the reputation of the College, the College may investigate the pupil's conduct and, as a result of this investigation, if it is considered appropriate to protect wellbeing and the College's reputation, impose sanctions proportionate to the seriousness of the misconduct.

The full ICT Acceptable Use Policy is available on the College website.

### **3.6 Attendance**

Prior permission from your Head of School is required for any anticipated absence.

If you are absent because of illness, the relevant School Office should be contacted by telephone or email as soon as possible on the first day of absence. Upon return to the College a letter/email confirming the reason for the absence should be handed to the Form Tutor from your parent(s).

If you are injured or taken ill during school hours, go to the Medical Centre. Do not go home before the end of the school day without the permission of the Medical Centre. The Medical Centre will inform the relevant School Office.

Do not leave College premises during the school day. (Special arrangements are made for boys in the Upper School).

During normal school hours boarders and day boys are governed by the same rules regarding bounds. Boarding Housemasters issue separate instructions for boarders regarding bounds outside normal school hours.

### **3.7 College uniform**

Unless special permission has been granted you must wear the correct uniform on the College premises, when attending College functions or when representing the College. The uniform consists of:

- a College blazer or for the Upper School only a black or navy single-breasted jacket
- charcoal grey trousers (not denim or cotton)
- white shirt (tucked into the trousers) with a tidy collar
- vests or T-shirts should be white with no printed patterns or insignia
- an approved College tie, knotted close to the collar, which must be fastened
- plain dark grey or black socks
- plain black, polished, leather shoes
- a black V-necked jumper or slipover and, in the Upper School only, a plain grey or black waistcoat
- a coat of sober hue and cut with plain buttons and no insignia
- a scarf in College colours

In addition:

- hats should be of a sober hue and not worn indoors
- do not wear a scarf or coat in class, in dining halls or in Assemblies
- do not wear jewellery, unless you have permission to do so on religious grounds
- have clean shoes, your uniform correctly worn and keep your hair tidy, i.e. not excessively long (below collar length) or excessively short (closely shaven) and not tinted
- beards and moustaches are only allowed where there is a well defined religious reason supported by a letter of application from parents

### **3.8 Food and drink**

Boys in the Junior and Lower Schools are expected to eat school lunch.

Boys in the Middle and Upper Schools can obtain lunch on production of a swipe card or a lunch ticket. Only eat and drink in a designated area and not in any classroom or while walking around the College.

### **3.9 Games and playing fields**

Any boy selected to represent the College in a sporting event is expected to do so unless medical or other reasons make this impossible. Parents/guardians are requested to give prior notice in writing in these circumstances.

Wear the appropriate games kit for all sporting activities and ensure you change into full school uniform for the journey home.

Only play informal games on designated areas.

Skateboards and scooters may not be used on College premises.

A bell rings at 2:20 p.m. and boys must move off fields to prepare for afternoon school.

### **3.10 Transport**

If you cycle to or from the College, you are strongly advised to wear a safety helmet and a reflective outer garment, even when cycling within College grounds. You may not cycle for recreational purposes within College grounds.

If you bring your cycle onto College premises you should make a note of the frame number of your cycle in case of loss or damage.

The College Code of Conduct and the College Rules also apply to the behaviour expected on all journeys on the Foundation Coach Service.

## **4. REWARDS**

### **4.1 Aims**

Through constructive feedback and praise, whether formal or informal, public or private, verbal or written and daily interaction with pupils around the College and in activities beyond it, staff encourage good pupil behaviour in lessons, assemblies, House and co-curricular activities and reinforce the Code of Conduct explicitly and, implicitly, through their own behaviour.

Pupils are encouraged to promote good behaviour through, for example, their Tutor groups, assemblies, prefect duties, Wellbeing, pupil mentoring, service, and charity events.

In addition, the College seeks to promote good behaviour through formal rewards.

## 4.2 Rewards in Lower, Middle and Upper Schools

*(For rewards in Junior School please see Junior School Behaviour Policy)*

TYPES OF REWARD	Lower	Middle	Upper
<b>Charity, departmental and co-curricular</b> A tie or badge may be awarded by the member of staff in charge of any activity in which a boy is deemed to have made a particularly significant contribution, such as charities, music, drama, sport, a society or for working in a College Library.	●	●	●
<b>Form commendation.</b> Boys can be awarded a commendation by a teacher for an outstanding piece of work or for showing good citizenship at College – helping another pupil, teacher or visitor for example. The reason for the award is recorded electronically and notification sent to the Form Tutor, Head of Year, Head of School, School Office and parents. A record of the commendations awarded is placed in the pupil's file.	●	●	●
<b>Prizes</b> are awarded termly by Form Tutors in the Lower and Middle Schools and, in the Middle School, annually for GCSE results and individual subjects.	●	●	
<b>Assessment commendations:</b> Every half term boys are assessed (unless there is a full written report). Boys are commended by the Master, by the Head of School or the Head of Year depending on the number of 1s they gain for effort.	●	●	●
<b>Assemblies</b> are used to highlight a range of individual and group achievements in the academic and co-curricular spheres. This also enables the Head of School to commend examples of leadership, or service to the local community, as well as conspicuous examples of contributions to life at the College and outside it.	●	●	●
<b>Letters home.</b> The Head of School writes to parents in cases of conspicuous leadership and achievements.	●	●	●
<b>College Half and Full Colours</b> These are awarded by the Master at the end-of-term assembly in recognition of sustained contribution to the co-curricular sphere in more than one area: all contributions are regarded as valuable, from community service, to drama, music, sport, and the Union. All staff who run activities nominate boys for Half and Full Colours and these are then considered by a committee of senior staff. Other than in occasional exceptional circumstances, boys are first awarded Half Colours before being considered for Full Colours. We would expect all Sixth Form leavers to have achieved at least Half Colours.			●

<p><b>House Colours</b> In the Upper and Middle Schools Housemasters award certificates to boys for a marked contribution to Day Houses, and this entitles them to purchase a House tie. Lower School boys receive a badge.</p>	●	●	●
<p><b>Dulwich Diploma</b> All Sixth Form leavers aspire to achieve the Dulwich Diploma. The diploma recognises boys' achievements in three areas: academic (completion of 4 AS and 3 A2 courses and an extended research essay); beyond the classroom (College Half Colours and a commitment to service, broadly defined); and preparation for life after Dulwich (completion of careers education programme in Year 11, UCAS training in the Remove, and our ICT course).</p>			●
<p><b>The Extended essay</b>, completed by all boys at the end of the Remove, is celebrated by prizes, publication of the best essays, and publication of every boy's title in a separate booklet. A selection of essays will also be placed in the College Archives.</p>			●
<p><b>Remove and Sixth Form prizes</b> are awarded for conspicuous academic and co-curricular achievements. These are currently presented at a prize giving ceremony in September attended by both year groups.</p>			●

## 5. SANCTIONS

### 5.1 Lower, Middle and Upper Schools (For sanctions in Junior School see Junior School Behaviour Policy)

To avoid the necessity of imposing sanctions and to foster constructive work habits, boys in the Middle and Upper Schools who would benefit from additional support with the organisation of their work may be referred to after school Monitored Work Sessions where staff are available to provide guidance and encouragement in a structured environment. In the Lower School a Support Card is used.

Staff are encouraged to discuss this support system with the Form Tutors of such pupils. Detentions, however, may be used in response to evidence of unacceptable behaviour or poor work.

The evidence for this may be derived from the Daily Report system, a summary of which is sent to Year Heads at the end of each week.

Parents and Form Tutors will be informed of detentions by email and the full list displayed on the staff Common Room notice board.

Boys who are repeatedly late for roll call in the morning with no good reason may be placed on Early Report to the relevant Head of Year (Lower and Middle Schools) or Deputy Master Pastoral (Upper School).

For unsatisfactory behaviour or work a Lower, Middle or Upper School pupil may be required to attend a meeting with the relevant Head of Year where he will be encouraged to improve and warned of the potential consequences of recurrence of the behaviour.

TYPES OF DETENTION	Lower	Middle	Upper
<b>Lunchtime</b> (1:45-2:15) In the Lower School, for a minor offence. In the Middle School, for the following offences (each committed three times in a single week in any subject and recorded via the Daily Report): lateness for lessons; prep not submitted on time; incorrect uniform; incorrect equipment.	●	●	
<b>Thursday</b> (4:00 – 5:00) In the Lower School, for more serious incidents of poor behaviour inside the classroom or outside it. Following a meeting with the pupil the Head of Year will inform his parents of the date of the detention.	●		
<b>Friday</b> (4:00 to 5:30) In the Upper School, for unacceptable behaviour such as repeated failure to hand in work, cutting games or unauthorised absence off-site. In the Middle School, for poor behaviour or for continuing failure to submit prep after 24 hours following parental notification by email via the Daily Report system, where there is no good reason. Parents are informed of the date of the detention.		●	●
<b>Heads of School Detentions</b> (Saturday: 09:00 -12:00 in Middle and Upper Schools; 09:30 – 11:30 in Lower School) for more serious breaches of the Code of Conduct. The Head of School will contact the parents and agree a date and time for the detention.	●	●	●

## 5.2 Sanctions for serious misconduct

Boys found guilty of serious misconduct may be liable to either fixed-term or permanent exclusion. In circumstances where a pupil's behaviour while he is not at the College (as defined below) damages or threatens, actually or potentially, the wellbeing of any member of the College community or the reputation of the College, the College may investigate the pupil's conduct and, as a result of this investigation, if it is considered appropriate to protect wellbeing and the College's reputation, impose sanctions proportionate to the seriousness of the misconduct.

When judging whether to exclude a pupil permanently or for a fixed-term, the College will take into account all the circumstances, including the age of the pupil, the seriousness of the offence, its impact upon the College and any member of the Dulwich community (pupils and staff), and any extenuating circumstances raised by the pupil in his defence.

### 5.3 Pupil contracts

To support a pupil found guilty of serious misconduct, the pupil may be encouraged to sign a Pupil Contract setting out the required improvements in his behaviour and/or work. Breach of such a contract normally results in permanent exclusion. As part of this support he will also be encouraged to see the School Counsellor.

### 5.4 No inappropriate sanctions

The College does not use unacceptable, excessive or idiosyncratic sanctions (e.g. punishments intended to cause pain, anxiety or humiliation; corporal punishment; deprivation of access to food or drink; forcing eating or drinking; prevention of contact with parents, the independent listener or any helpline; a requirement to wear distinctive clothing as a punishment; use of or withholding medical, optical or dental treatment; deprivation of sleep; a fine exceeding two thirds of a boarder's available pocket money provision; or locking in a room or area of a building).

### 5.5 Records

The College maintains a record of sanctions for serious misconduct in order to help it to monitor behaviour and the College's response to misconduct.

## 6. DEFINITIONS

For the purposes of this policy:

**“at the College”** means each of the following:

- (a) on College premises;
- (b) anywhere where a pupil is engaged in an activity organised by College staff or anyone acting on behalf of the College; and
- (c) whenever and wherever the pupil is wearing College uniform or other clothing which identifies him as a College pupil, including when travelling to and from the College

**“serious misconduct”** means any act or omission (or any series of acts and/or omissions) that:

- (a) is criminal; and/or illegal
- (b) has or could have had a serious adverse effect on: (i) any part of the physical environment or property of the College; (ii) any aspect of the

wellbeing of any member of the College community (pupils and staff);  
and/or (iii) the learning of the pupil himself or that of any other pupil;  
and/or

(c) harms the public image of the College

The following are examples of serious misconduct:

- violent or threatening behaviour
- indecent, offensive, abusive, bullying or harassing behaviour
- theft
- involvement with illegal drugs, psychoactive substances or associated items (which includes testing positive for illegal drugs whilst at the College) – see also the [Drugs Policy](#)
- possession of offensive weapons or any dangerous, poisonous, flammable or explosive items
- cheating in examination
- deliberate or reckless damage to property
- rudeness to a member of staff or other adult involved in or encountered in the course of an event organised by the College, or acting on behalf of the College
- serious misuse of College ICT facilities (see the ICT Acceptable Use Policy)
- serious or repeated breaches of the College Code of Conduct
- breach of the Code of Conduct after a pupil has signed a behavioural or academic contract

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