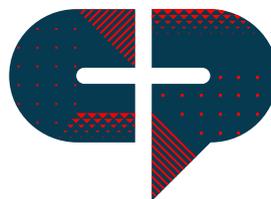


**CP RIVERSIDE
SCHOOL**



STUDENT MANAGEMENT PLAN

Policy adopted and ratified by the Governing Body on	July 2016
Period of review	Annually
Next review date	July 2017

1. Introduction

We are a small alternative free school working in partnership with Rushcliffe and Nottingham City secondary schools. We believe that it is really important to combine elements of a traditional curriculum to support a meaningful post 16 destination with an alternative and enriched curriculum that clearly links learning to the world of employment. We believe that when a young person understands the validity of their learning and has a clear line of sight into a job or career then it is at that point that they choose to engage and focus to the best of their ability.

2. Behaviour management

Our behaviour code is collaborative and encourages students to show self-discipline and be responsible for the consequences of their actions. We expect high standards of attendance and punctuality, friendly and thoughtful behaviour towards others, and for students to prepare themselves for lessons and learning. We want all students to develop their personal character and become happy, respectful, gritty, confident and trustworthy.

Channeling Positivity's Positive Discipline approach is central to our aim of creating a purposeful working atmosphere for staff and students. CP Riverside is committed to providing a learning environment, which maintains high standards of behaviour and an environment with the local community that is respectful.

We have a Behaviour Policy to promote the principles of positive behaviour in school, this Student Management Policy aims to promote a respectful relationship with our local community.

3. Local Community Cohesion

We recognise that our students' behaviour outside of school in the local community is as important as their behaviour inside school. We encourage students to show self-discipline and be responsible for the consequences of their actions and we encourage neighbours and members of the public, through this policy, to inform us of any actions they would like us to address with our students.

In order to minimise any concerns and to demonstrate our commitment to being open and transparent with our local community we undertake the following proactive measures to support our Student Management Plan:

- Supervision before and after school
At the start and end of the school day a member of staff will be on duty at the school gate to ensure students arrive and leave site in a respectful manner.
- Complaints
The school has a clear Complaints Policy which is publicised on the school website in accordance with Department for Education requirements. We will always aim to resolve a complaint informally in this first instance but any complaint raised will be dealt with fairly, speedily and effectively. The process for dealing with complaints is outlined below.

Stage 1 - Informal Stage

All complaints should be reported to the Business Manager. The Business Manager may refer the complaint to an appropriate member of staff to resolve the matter. That member of staff will have a duty to inform the Business Manager if any issue is not resolved after discussion with the complainant, however, complainants should be encouraged to settle the matter with the Business Manager, class teacher or designated staff member. It is reasonable that matters of

concern should receive a response within *15 working days* of making initial contact, unless there is a good reason not to do so. The response should offer the complainant a full explanation or set out the steps that are proposed to resolve the complaint.

The majority of straightforward complaints and problems are likely to be resolved at this point.

Stage 2 – Principal

When the complainant is not satisfied with the informal response or feels it is not appropriate they should refer their complaint in writing to the Principal. A stage 2 complaint should be responded to within *15 working days* from receipt of complaint escalation unless a longer timeline is agreed with the complainant.

If the Principal undertakes an investigation at stage 2, they will be exempt from sitting on any complaints committee convened to hear a complaint escalated to stage 3. The outcome at this stage may be:

- no further action, with reasons given
- action within the Principal's own powers
- referral to the Chair of the Trust for consideration.

Stage 3 – The Trust

The third stage will be where the complainant is not satisfied with the outcome of the stage 2 investigation and response. They should be advised to put their concerns in writing to the Clerk of the Trust for consideration.

The Clerk will convene a panel of three trustees with delegated powers to hear the complaint at a meeting attended by the complainant, the Principal and witnesses. Written evidence is submitted in advance to all parties and verbal evidence given at the hearing.

The panel's decision is final and will be notified to all parties as soon as possible after the meeting. The outcome will be one of the following:

- dismiss the complaint in whole or in part;
- uphold the complaint in whole or in part;
- decide on the appropriate action to be taken to resolve the complaint;
- recommend changes to the school's systems or procedures to ensure that problems of a similar nature do not recur.

Stage 3 complaints should be responded to within *20 working days* from receipt of complaint escalation unless a longer timeline is agreed with the complainant. The longer time limit for Stage 3 reflects the fact that these complaints may be complex and therefore likely to take longer to resolve. Where it is not possible to respond to complaints within these timescales, the complainant should be informed in writing of the reason for the delay and given an anticipated response date.

- CP Riverside Community Cohesion Group

The school will facilitate a half termly meeting with neighbours, transport representatives and local community Policing to support positive student management and community cohesion. The aim of the Group will be to discuss any issues that student actions might be causing within the local community and the how the school is managing any issues raised. The monitoring of the impact of issues on the local community will take place at this Group.

4. Contacting the school

The school websites contain the landline telephone number and an email contact; the school websites are: www.channelingpositivity.co.uk; www.cloud.channelingpositivity.co.uk

Any issues regarding students can be reported by phoning the school landline on **0115 9864098** or via email at hello@channelingpositivity.co.uk

Alternatively, if you wish to contact a specific individual please use the contact details below:

Mrs Justine Drury Principal 07946 591850

justine.drury@channelingpositivity.co.uk

Mrs Claire Kay Business Manager 07976 894677

claire.kay@channelingpositivity.co.uk

If members of the public are concerned about the safety of a CP Riverside young person they should contact the school's Designated Safeguarding Lead, Mark Eyre on 07496 415868.

If a concern is sent via email, hello@channelingpositivity.co.uk should be used.

The school's Complaint Policy can also be found on the school website.

5. The principles underlying our behaviour management are outlined in our Behaviour Policy, these are:

- Positive behaviour is fundamental to successful learning, but it extends further than the classroom. We see positive behaviour as a key skill that is as important as reading or writing
- If we want our students to behave well, we need to create a positive, caring and fair environment to teach, model and manage the behaviours we want.
- Positive reinforcement – recognising and rewarding students good behaviour is more effective than sanctions and punishments. Our behaviour approach is therefore a positive, rewards-based system, with regular opportunities to recognise and celebrate success
- Positive discipline – addressing the causes of poor behaviour and not the outcomes and creating a consistent and cooperative climate for learning

This Student Management Plan will be available on the school websites and will be distributed to members invited by the Trust to be part of the Community Cohesion Group. Dates of this Group will be published in advance.

6. Monitoring and review

The Trust will monitor the occurrences that fall within the remit of the policy every 6 months. This report will be submitted to the Planning Services Manager at Nottingham City Council (NCC) as part of the requirements of the school's planning consent (May2016). This report shall include the appropriate actions taken to resolve any incidences that may have occurred and detail any further measures or recommendations put in place to address re-occurrence of incidences of a similar nature. The Trust will respond or act on any concerns raised by the Planning Services Manager at NCC arising from this monitoring mechanism and update the Planning Services Manager at NCC accordingly.

The effectiveness of the policy will be reviewed by the Trust annually. Specific consideration will be given to the effectiveness of resolving complaints raised through the policy and amendments will be made by the Trust as considered appropriate.