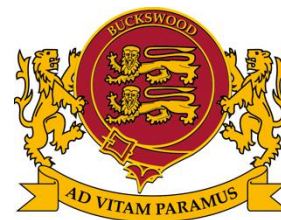


# POLICY STATEMENT



Policy	<b>Behaviour Policy</b>
Date Written	01 September 2018
Written by	Michael Lawless, Michael Shaw & Di Durant
Approved by	
Date of Approval	
Next major review date	September 2019
Location and disseminations	A copy of the policy can be found, in the school admin office and on the school website.
The context of the policy and its relationship to other policies	This policy should be considered in conjunction with other written policies on Child protection/safeguarding policy, Health and safety policy, and Use of Force.

## Contents

Discipline in schools.....	2
Students' conduct outside the school gates – teachers' powers .....	3
Detention.....	3
Confiscation of inappropriate items .....	3
Power to use reasonable force .....	4
Malicious accusations against school staff .....	4
Buckswood school rules and sanctions .....	6
Appendix 1 - policies that the school rules have regard to .....	18
Appendix 2 - explanation of sanctions & credits .....	19
Appendix 3 - school uniform & personal appearance .....	23
Appendix 4 - school code of conduct.....	25
Appendix 5 - boarding house rules .....	26
Appendix 6 - school boundary areas .....	31
Appendix 7 - explanation of prep .....	32
Appendix 8 - guidance around gambling .....	33
Appendix 9 - code of class conduct .....	35
Appendix 10 - school travel and transport .....	36

This policy has been written having regard to the DfE guidance: Behaviour and discipline in schools advice for Headteachers and school staff, January 2016.

This policy is a whole school policy and applies to all students.

This policy aims to

- promote good behaviour, self-discipline and respect;

- prevent bullying;
- ensure that students complete assigned work;
- regulate the conduct of students.

## Discipline in schools

Teachers at Buckswood School have the following powers:

- Statutory authority to discipline students whose behaviour is unacceptable, who break the school rules or who fail to follow a reasonable instruction (Section 90 and 91 of the Education and Inspections Act 2006).
- The power also applies to all paid staff (unless the Co-Principals say otherwise) with responsibility for students, such as teaching assistants.
- To discipline students at any time the student is in school or elsewhere under the charge of a teacher, including on school visits.
- To discipline students in certain circumstances when a student's misbehaviour occurs outside of school.
- To impose detention outside school hours.
- To confiscate students' property.

Teachers at Buckswood School can discipline students whose conduct falls below the standard which could reasonably be expected of them. This means that if a student misbehaves, breaks a school rule or fails to follow a reasonable instruction the teacher can impose a sanctionment on that student.

To be lawful, the sanction (including detentions) must satisfy the following three conditions:

1. The decision to sanction a student must be made by a paid member of school staff or a member of staff authorised by the Co-Principals;
2. The decision to sanction the student and the sanction itself must be made on the school premises or while the student is under the charge of the member of staff; and
3. It must not breach any other legislation (for example in respect of disability, special educational needs, race and other equalities and human rights) and it must be reasonable in all the circumstances.

Any sanction given must be proportionate and in considering what is reasonable. Section 91 of the Education and Inspections Act 2006 says the penalty must be reasonable in all the circumstances and that account must be taken of the student's age, any special educational needs or disability they may have, and any religious requirements affecting them.

The Co-Principals may limit the power to apply particular sanction to certain staff and/or extend the power to discipline to adult volunteers, for example to parents who have volunteered to help on a school trip.

Corporal punishment is illegal in all circumstances and is not practised at Buckswood School

Buckswood School will consider whether the behaviour under review gives cause to suspect that a child is suffering, or is likely to suffer, significant harm. Where this may be the case, school staff should follow the schools' safeguarding policy. They should also consider whether continuing disruptive behaviour might be the result of unmet educational or other needs. At this point, the school should consider whether a multi-agency assessment is necessary.

## Students' conduct outside the school gates – teachers' powers

Buckswood Teachers have the power to discipline students for misbehaving outside of the school premises "to such an extent as is reasonable"

Subject to the behaviour policy, teachers may discipline students for:

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

or misbehaviour at any time, whether or not the conditions above apply, that:

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

In all cases of misbehaviour the teacher can only discipline the student on school premises or elsewhere when the student is under the lawful control of the staff member.

### **Managing challenging behaviour**

Teachers will be expected to use good classroom management techniques and develop a range of behaviour management strategies

Should a teacher need further guidance and support in doing this, they will speak to their Head of Department, Head of Year or the Deputy Principal Teaching and Learning.

A range of strategies to deescalate situations can be found in the Use of Reasonable Force and Restraint Policy, and staff will be expected to use these strategies (if appropriate) to diffuse the situation and issue sanctions.

## Detention

Please see the school rules further in this policy document, which sets out the rules and relevant sanctions.

Teachers have a power to issue detention to students.

Any detention (including detention outside of school hours) issued will be as a sanction.

## Confiscation of inappropriate items

Please see the Screening, Searching and Confiscation Policy for guidance

## Power to use reasonable force

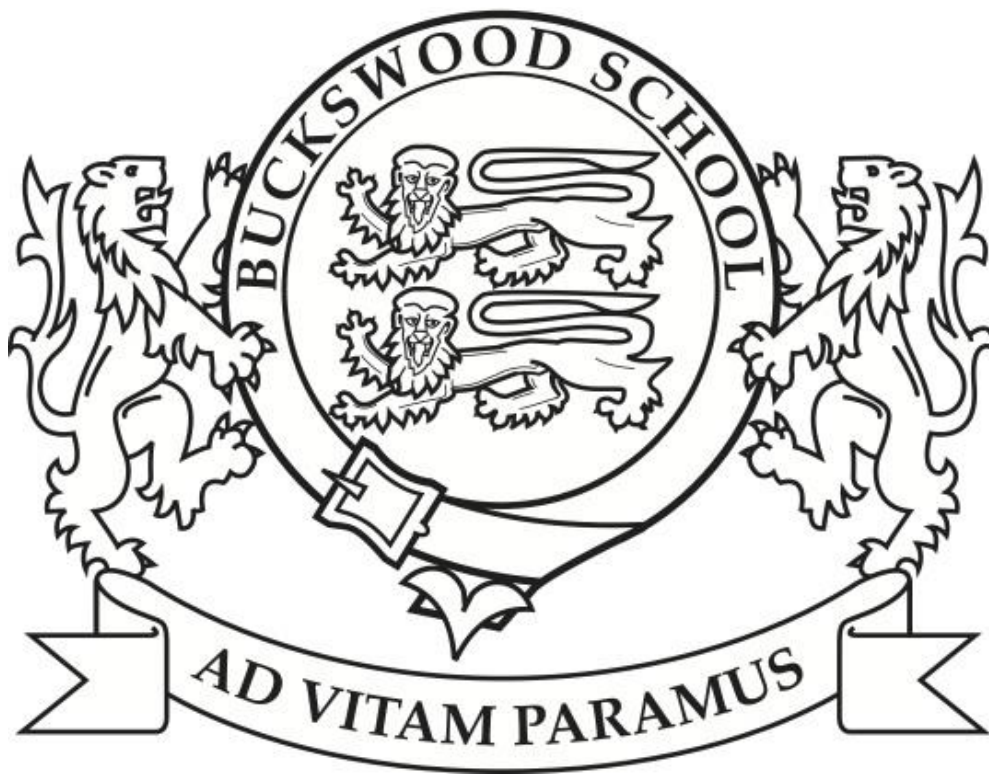
Members of staff have the power to use reasonable force to prevent students committing an offence, injuring themselves or others, or damaging property, and to maintain good order and discipline in the classroom

For further guidance please see the Use of Reasonable Force and Restraint Policy

## Malicious accusations against school staff

Buckswood School take all allegations against staff and students very seriously and will investigate all allegations in line with the Child protection and Safeguarding Policy and the school's behaviour policy.

If a student makes a malicious accusation against a member of staff this could have very serious consequences for that member of staff and where a student is found to have made a malicious accusation there will be serious consequence for the student. The school's senior management team will meet to decide on the most appropriate sanction which might include Exclusion (fixed term or permanent)



**Buckswood School**

**Rules & Sanctions**

## Buckswood School Rules and Sanctions

This document sets out the rules by which students are expected to adhere to as a member of the school community.

### Contents:

1. Lessons.....	7
2. Academic honesty.....	7
3. Uniform.....	7
4. Prep.....	8
5. Clubs & societies .....	8
6. Friday assembly .....	8
7. General behaviour .....	9
8. Violence and physical behaviour .....	9
9. Bullying .....	9
10. Theft .....	10
11. Damage to property .....	10
12. Smoking .....	11
13. Alcohol .....	11
14. Drugs.....	12
15. Weapons.....	12
16. Electronic devices .....	13
17. Internet access.....	13
18. Inappropriate material .....	13
19. Key cards.....	14
20. Out of bounds.....	14
21. Town leave.....	14
22. Swimming pool .....	15
23. Meal times and tj's .....	15
24. Relationships .....	15
25. Medication.....	16
26. Gambling.....	16
27. School transport .....	16

## 1. Lessons

(a) Students will:

- (i) attend all lessons at the times and locations as specified in their timetable within the school calendar; and
- (ii) adhere to the Code of Class Conduct

(b) Parents or Guardians must notify the school if there are any planned (72hrs before) or unexpected absences (as soon as possible). Weekend leave requests must be completed online via the school website

(c) Students will not be allowed to leave the school's duty of care until the school has written confirmation from the parent or guardian of where the student is going including contact details

See Appendix 5 - Code of Class Conduct

Sanctions		
1 <sup>st</sup> Offence	2 <sup>nd</sup> Offence	3 <sup>rd</sup> Offence
<p>(a) Discussion with between student and subject teacher and/or Form Tutor / Head of Year and unless suitable explanation provided the student must attend a subject detention</p> <p>(b) If an unauthorised absence from lessons or unsatisfactory standard of work, the student will be required to attend a subject detention to catch up on the work missed</p>	Manager's Detention	<p>a) Sunday Detention/Gating</p> <p>b) Disciplinary meeting with Head of Year to on a suitable sanction (which might include an Exclusion (fixed term)</p> <p>c) Students will be placed on Green Card</p> <p>d) Fixed term exclusion if problem persists after 3<sup>rd</sup> offence</p> <p>e) Referral to wellbeing hub for support</p>

## 2. Academic Honesty

Students must not commit or be involved in

- (i) academic misconduct
- (ii) malpractice; or
- (iii) behaviour that results in or may result in a student gaining an unfair advantage in one or more assessment components.

See Appendix 3 – Academic Honesty Policy

Sanctions		
1 <sup>st</sup> Offence	2 <sup>nd</sup> Offence	3 <sup>rd</sup> Offence
Disciplinary meeting with Head of Department and/or Head of year to decide if Exclusion (Fixed term) is appropriate, or whether there is more suitable sanction.	<p>(a) Exclusion (Fixed term)</p> <p>(b) The student will be required to attend a re-integration meeting on return to school and may be subject to a risk assessment</p>	Exclusion (Permanent)

## 3. Uniform

Students will wear their uniform in accordance with the School Uniform Policy

See the Appendix 3 - School Uniform Policy

Sanctions		
1 <sup>st</sup> Offence	2 <sup>nd</sup> Offence	3 <sup>rd</sup> Offence
Discussion with Student and Form Tutor / Head of Year. Contact home to inform parent/guardian.	a) Manager's detention. b) Student may be sent home to change	a) Sunday detention/Gating b) Student may be sent home to change c) Fixed term exclusion if problem persists after 3 <sup>rd</sup> offence

## 4. Prep

- (a) Students will attend 'Prep' which runs between 1550 and 1645hrs.
- (b) Prep is conducted in silence without the use of Headphones, or electronic devices unless express written permission has been given by subject teacher
- (c) Students must record prep in their prep diary
- (d) Students must complete all work/prep set

Sanction		
1 <sup>st</sup> Offence	2 <sup>nd</sup> Offence	3 <sup>rd</sup> Offence
Subject Detention	Manager's detention	Sunday detention

## 5. Clubs & Societies

- (a) Students must take part in the school club's programme (if in F1-5), or the school's Societies Programme (if in the sixth form)
- (b) Failure to attend a club or society without permission will be dealt with as a missing lesson

Sanction		
1 <sup>st</sup> Offence	2 <sup>nd</sup> Offence	3 <sup>rd</sup> Offence
Meeting between student and subject teacher and/or Form Tutor and unless suitable explanation provided the student must attend a detention with their clubs/societies teacher.	Manager's detention	a) Sunday detention/ Gating b) Fixed term exclusion if problem persists after 3 <sup>rd</sup> offence

## 6. Friday Assembly

Students must attend the Friday afternoon assembly, unless they have permission or are on a school trip

Sanction		
1 <sup>st</sup> Offence	2 <sup>nd</sup> Offence	3 <sup>rd</sup> Offence
Sunday Detention	Sunday detention/Gating	Fixed term exclusion



## 7. General behaviour

At all times when a student is in the care of Buckswood School students will:

- (a) act with consideration to all and will be accountable for their words and actions;
- (b) be expected to adhere to the school's code of conduct and if a boarder the Boarding House Rules ; and
- (c) students must at all times display good manners and respect to all members of the school community
- (d) students must adhere to the language requirements of the school (this includes swearing)

See Appendix 4 - School Code of Conduct and Appendix 5 – Boarding House Rules

Sanctions		
1 <sup>st</sup> Offence	2 <sup>nd</sup> Offence	3 <sup>rd</sup> Offence
a) Subject Detention or Manager's Detention b) Red Card	a) Subject Detention or Manager's Detention b) Sunday Detention/ Gating	a) Subject Detention or Manager's Detention b) Sunday Detention or Gating c) Fixed Term Exclusion or permanent exclusion

## 8. Violence, physical behaviour and offense comments

- a) Students must not threaten or act in a violent way
- b) Students must not make offensive comments/gestures (e.g. comments that are of homophobic, racist, extreme, of a partisan political nature or are offensive to religions)

Sanction		
1 <sup>st</sup> Offence	2 <sup>nd</sup> Offence	3 <sup>rd</sup> Offence
Disciplinary meeting will be held involving the DSL and SMT to discuss whether an Exclusion (Fixed term) is an appropriate sanction, or whether there is a more appropriate sanction.	Exclusion (Fixed or Permanent)	Permanent exclusion

## 9. Bullying

- (a) students will not bully or be involved in bullying of anyone
- (b) any allegations or incidents of bullying will be dealt with as per the Schools Anti-Bullying Policy

See the Schools Anti-Bullying Policy

Sanctions		
1 <sup>st</sup> Offence	2 <sup>nd</sup> Offence	3 <sup>rd</sup> Offence
Disciplinary meeting with SMT/Head of Year to decide if fixed term exclusion is suitable, or whether there is more appropriate sanction	(a) Exclusion (Fixed term) (b) The student will be required to attend a re-integration meeting on return to school and may be subject to a risk assessment	Exclusion (Permanent)

## 10. Theft

- (a) Theft is the dishonest appropriation of property belonging to another with the intention of permanently depriving the other of it; and “thief” and “steal” shall be construed accordingly  
 (b) Students will not steal  
 (c) Students must not be involved with an act(s) of theft

Sanctions		
1 <sup>st</sup> Offence	2 <sup>nd</sup> Offence	3 <sup>rd</sup> Offence
(a) Possible Exclusion (Fixed term) (b) The student will be required to attend a re-integration meeting on return to school and may be subject to a risk assessment. (c) Parent/Guardian informed	Exclusion (Fixed term/Permanent)	Exclusion (Permanent)

## 11. Damage to Property

- (a) Students will not damage property belonging to other or the school's premises  
 (b) If a student has caused damage to another person property, the student will be bear the financial cost of repairing or replacing the item.

Sanction		
1 <sup>st</sup> Offence	2 <sup>nd</sup> Offence	3 <sup>rd</sup> Offence
(a) The student causing the damage will be required to pay for the damage (b) Disciplinary meeting with Head of Boarding/SMT to decide if an Exclusion (Fixed term) is suitable, or whether there is a more appropriate sanction (c) Parent/guardian informed	(a) The student causing the damage will be required to pay for the damage; (b) Disciplinary meeting with at least 2 members of the SMT to decide on whether an Exclusion (Fixed term) is appropriate or whether there is a more appropriate; (c) The student will be required to attend a re-integration meeting on return to school and may be subject to a risk assessment; and (d) Future town leave may be restricted or subject to special conditions for up to 2 weeks	(a) The student causing the damage will be required to pay for the damage; and (b) Disciplinary meeting with at least 2 members of the SMT to decide on whether an Exclusion (Fixed term) or (Permanent) is appropriate.

## 12. Smoking

(a) Students must not smoke cigarettes or e-cigarettes at any time when in the school's duty of care.

Sanction		
1 <sup>st</sup> Offence	2 <sup>nd</sup> Offence	3 <sup>rd</sup> Offence
(a) Smoker's reform Detention (b) Parent/Guardian informed	(a) Student must attend smoking cessation course offered by BHS (b) Smoker's reform detention/Gating (c) The student's parents will be informed directly (d) £10 donation to cancer research	(a) Exclusion (Fixed term) (b) The student will be required to attend a re-integration meeting upon return to school and may be subject to a risk assessment (c) Future town leave may be restricted or subject to special conditions

## 13. Alcohol

(a) Students must not break the UK legislation in relation to the purchase and consumption of alcohol. For the sake of clarity further guidance is as follows:

(b) Students must not consume alcohol or be or associated with those that are, under the influence of alcohol when in the school's duty of care

(c) Students must not purchase or supply alcohol for other students

Please also see the Drugs and Alcohol Policy

Sanctions		
1 <sup>st</sup> Offence	2 <sup>nd</sup> Offence	3 <sup>rd</sup> Offence
a) Sunday Detention/Gating b) Parents informed c) Risk assessment put in place and town leave may be restricted or subject to special conditions for 2 weeks	(a) Exclusion (Fixed term) (b) (i) The student will be required to attend a re-integration meeting on return to school and may be subject to a risk assessment (ii) future town leave may be restricted or subject to special conditions for up to 6 weeks (c) The student will be required to attend a Substance misuse course	Exclusion (Permanent)

## 14. Drugs

- (a) Students must not break the laws in relation to the purchase and consumption of illegal drugs or chemical substance that have an effect similar to that of an illegal drug (also known as 'Legal Highs')
- (b) Students must not consume illegal drugs or Legal Highs or be or associate with those that are, under the influence of these substances when in the school's duty of care
- (c) Students must not purchase or supply illegal drugs or Legal Highs for or to other students or members of the community
- (d) Students must not possess or bring on to the school campus any illegal drugs or Legal Highs

Please also see the Drugs and Alcohol Policy

Sanction		
1 <sup>st</sup> Offence	2 <sup>nd</sup> Offence	3 <sup>rd</sup> Offence
a) Exclusion. A disciplinary meeting with SMT to decide if Exclusion (Fixed term) or Exclusion (Permanent) is appropriate (b) If fixed term exclusion, (i) the student will be required attending a re-integration meeting on return to school and will be subject to a risk assessment, (ii) future town leave may be restricted or subject to special conditions for up to 4 weeks.	Exclusion (Permanent)	

## 15. Weapons

Students must not possess or bring or allow to be brought, on to the school campus any items which under UK legislation are classified as an offensive weapon

Sanction		
1 <sup>st</sup> Offence	2 <sup>nd</sup> Offence	3 <sup>rd</sup> Offence
a) Exclusion. Disciplinary meeting with SMT to decide if fixed term or permanent exclusion is appropriate. b) If fixed term exclusion. The student will be required to attend a re-integration meeting on return to school and will be subject to a risk assessment	(a) Exclusion (Permanent)	

## 16. Electronic devices

(a) Students must not use mobile phones or other electronic devices (including wireless accessories for example Bluetooth headphones) during the timetabled school day unless they have express permission from a member of staff

(b) Students must only use any electronic device in accordance with the online safety policy

(c) Students must not use any electronic device after the 'lights out'

See the Online safety policy

Sanctions		
1 <sup>st</sup> Offence	2 <sup>nd</sup> Offence	3 <sup>rd</sup> Offence
Mobile phones or other electronic devices confiscated for up to one week	Mobile phones or other electronic devices confiscated for up to one month	Mobile phones or other electronic devices may be sent home at the parent's expense

## 17. Internet access

(a) Students are free to use the school internet on their own devices, but must follow the rules as set out in the 'Online Safety Policy' for the sake of clarity this requires students to log in to Smooth wall using their individual login details

(b) Students must not share personal login details with other students

(c) Students must not use USB internet dongles or tethering connections from mobile phones or other devices

See the Online safety policy

Sanctions		
1 <sup>st</sup> Offence	2 <sup>nd</sup> Offence	3 <sup>rd</sup> Offence
(a) Internet privileges on Smooth wall restricted for 1 week (allowed for special reason e.g. to skype) and (b) Confiscation of the USB internet dongles or tethering connections (to be returned at the end of term)	(a) Internet privileges on Smooth wall restricted for 1/2 term (allowed for special reason e.g. to skype) (b) Confiscation of the USB internet dongles or tethering connections (to be returned at the end of term) (c) Parents informed	(a) Internet privileges on Smooth wall restricted for 1 term (allowed for special reason e.g. to skype) (b) Confiscation of the USB internet dongles or tethering connections (to be returned at the end of term) (c) Parents informed

## 18. Inappropriate material

Students must not possess, or pass on any materials that is pornographic or deemed offensive in nature (e.g. material that is of homophobic, racist, extreme, partisan political nature)

See the Online safety policy

Sanctions		
1 <sup>st</sup> Offence	2 <sup>nd</sup> Offence	3 <sup>rd</sup> Offence
(a) Meeting with Safeguarding team and follow any recommendations arising from that meeting (b) Parent/guardian informed	(a) Student required to attend counselling (b) Parent/guardian informed (c) A referral to relevant Local Authority service under the	(a) Exclusion. Disciplinary meeting with SMT to decide if an Exclusion Fixed term or permanent is appropriate.

(c) A referral to relevant Local Authority service under the PREVENT duty may be made if appropriate (d) Students will be referred to the School's counselling services (e) Detention or Exclusion (fixed term or permanent) may be considered depending on the circumstances	PREVENT duty may be made if appropriate. d) Exclusion (either fixed or permanent) may be considered	(b) if Exclusion (Fixed term) (i) the student must be required to attend a re-integration meeting on return to school and (ii) may be subject to a risk assessment
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## 19. Key cards

Students must not share key card access with any other students at any time

Sanctions		
1 <sup>st</sup> Offence	2 <sup>nd</sup> Offence	3 <sup>rd</sup> Offence
Manager's Detention	Sunday Detention/Gating	Exclusion (fixed term)

## 20. Out of bounds

Students must not go into the areas deemed out of bounds in accordance with the school's boundary areas and boarding rules

See appendix 7 School Boundary Area

Sanctions		
1 <sup>st</sup> Offence	2 <sup>nd</sup> offence	3 <sup>rd</sup> offence
a) Sunday Detention/Gating b) Town leave permission revoked for 1 week c) If male/female boarding house protocols breached then Exclusion (Fixed term). If this is the case the student will be required to attend a re-integration meeting on return to school and may be subject to a risk assessment	(a) Student placed on Green card (b) Gated for 2 weeks (c) A risk assessment on future town leave will be carried out which may result in restrictions on future town leave (d) Disciplinary meeting with SMT to decide if Exclusion (Fixed term) is suitable at this stage	a) Exclusion -Disciplinary meeting with SMT to decide if an Exclusion Fixed term or permanent is appropriate. (b) If Exclusion (Fixed term) (i) the student must be required to attend a re-integration meeting on return to school and (ii) may be subject to a risk assessment

## 21. Town Leave

(a) Students may be granted permission to go into town at the weekend, in accordance with the boarding rules

(b) this permission may be subject to special conditions being required and risk assessment

(c) students must sign in and out in accordance with the Boarding rules

See Appendix 5 Boarding House Rules. See also Out of Bounds

Sanction
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1 <sup>st</sup> Offence	2 <sup>nd</sup> Offence	3 <sup>rd</sup> Offence
Town leave permission revoked for 1 week	(a) Gated for 2 weeks (b) A risk assessment on future town leave will be carried out which may result in restrictions on future town leave	(a) any town leave revoked indefinitely (b) Student must be supervised at all times when in town.

## 22. Swimming pool

Students may only use the swimming pool under supervision of a member of staff. See out of bounds

Sanctions		
1 <sup>st</sup> Offence	2 <sup>nd</sup> Offence	3 <sup>rd</sup> Offence
a) Banned from using the swimming pool for 1 week	a) Banned for using the swimming pool for 1/2 term	a) Banned for using the swimming pool for 1 term

## 23. Meal times and TJ's

- (a) All students in Form 1-5 and Lower 6th are expected to attend and eat all school meals provided
- (b) 6<sup>th</sup> form students may at their discretion choose to have lunch in TJs
- (c) Only students in Form 5 and the 6th are allowed to go to TJ's during break times
- (d) Students must not purchase food for other students, who are not allowed in TJ's
- (e) With the express permission of the Head of Sixth form students may study in TJ's instead of the library

Sanctions		
1 <sup>st</sup> Offence	2 <sup>nd</sup> Offence	3 <sup>rd</sup> Offence
a) Student banned from TJ's for 1 week; b) Matter referred to Form Tutor / Head of Year / House staff (if boarder) for discussion and setting of appropriate sanction	a) Student banned from TJ's for 1/2 term; b) Student will be supervised by member of staff supervising lunch for 1 week; c) Matter referred to Form Tutor / Head of Year / House staff (if boarder) for discussion and setting of appropriate sanction	a) Student banned from TJ's for 1 term; b) Student will be supervised by member of staff supervising lunch for 1 week; c) Matter referred to Form Tutor / Head of Year / House staff (if boarder) for discussion and setting of appropriate sanction d) Matter referred to welfare Committee

## 24. Relationships

- (a) Students must not engage in public displays of affection
- (b) Students must not engage in sexual relationships with other students

Sanction		
1 <sup>st</sup> Offence	2 <sup>nd</sup> Offence	3 <sup>rd</sup> Offence
This is to be decided on a case by case basis, depending on the nature of the offence. Disciplinary meeting with DSL and other members of the SMT to decide on the most suitable sanction which could include Green card, Restriction of Town leave, gating, or Exclusion (fixed term) and counselling. The school acknowledges that not all relationships are consensual and will act according to the situation by providing support where appropriate.		

## 25. Medication

- (a) Students must not have, possess or use any medication (prescription or otherwise) unless with the express permission of the school nurse  
 (b) When in the school in the school's duty of care, students must only take medication or supplement that have been approved under EU legislation  
 (c) Students must not share or supply any medication (prescription or otherwise) to any member of the community

Sanctions		
1 <sup>st</sup> Offence	2 <sup>nd</sup> Offence	3 <sup>rd</sup> Offence
(a) Discussion with School Nurse and (b) The student will be required to surrender all medications that they have (c) Parent/guardian informed	(a) Discussion with School Nurse and (b) The student will be required to surrender all medications that they have (c) Parent/guardian informed (d) Sunday Detention/Gating	(a) Fixed Term Exclusion (b) The student will be required to attend a re-integration meeting on return to school and may be subject to a risk assessment

## 26. Gambling

- (a) Gambling in schools is illegal and as such students must not gamble or be involved in any activity which could be construed as gambling.

Please see Appendix 9 Guidance around Gambling

Sanctions		
1 <sup>st</sup> Offence	2 <sup>nd</sup> Offence	3 <sup>rd</sup> Offence
(a) Disciplinary meeting with Head of Year and DSL to decide on appropriate initial sanction	(a) Disciplinary meeting with at members of the SMT and DSL to decide on appropriate sanction  (b) Student to attend counselling	(a) Disciplinary meeting with members of the SMT and DSL to decide if Fixed Term Exclusion is appropriate, or whether there is a more suitable sanction  (b) if Fixed Term Exclusion, (i) the student will be required to attend a re-integration meeting on return to school and may be subject to a risk assessment

## 27. School Transport

Students must adhere to the Student Code of travel and transport

See Appendix 10 Code of travel and transport

Sanction		
1 <sup>st</sup> Offence	2 <sup>nd</sup> Offence	3 <sup>rd</sup> Offence
(a) Manager's detention (b) Student will be required to clean any mess created and/or will be billed for any damage	(a) Sunday detention / Gating (b) Green card (c) Student will be required to clean any mess created and/or will be billed for any damage	(a) Disciplinary meeting with the SMT and DSL to decide if Fixed Term Exclusion is appropriate, if so, a reintegration meeting will take place.



(c) Restrictions may be put in place with regards to future travel plans on school transport	(c) Restrictions may be put in place with regards to future travel plans on school transport	(b) Student will be required to clean any mess created and/or will be billed for any damage (c) Students may be excluded from travel on school transport
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## Appendix 1 - Policies that the School Rules have regard to

This School Rules have regard to:

- DfE Behaviour and Discipline in Schools (2016) Preventing and Tackling Bullying (2017)
- Buckswood Child Protection and Safeguarding Policy
- Anti-bullying Policy
- Complaints Policy
- Use of Reasonable Force & Restraint Policy
- Search and Confiscation Policy
- Admissions Policy
- Equality Policy
- SEND Policy
- EAL Policy
- Drugs and Alcohol Misuse Policy

## Appendix 2 - Explanation of Sanctions & Credits

### Credits

#### House Points

These are awarded to pupils who produce either an excellent piece of work or who are helpful within the school community. House Points are collected each week in House meetings and accumulated to the House total at the end of term. House Points are not given out in multiples of more than two at a time. House Points are collected and recorded in the "Passport to Success" and each form tutor counts them weekly. The House Point is a 'stamp' in the passport and a brief explanation of the reason for that House Point must be given. **12 house points equals a Bronze Commendation.** Each week the winning house is announced in assembly and will take charge of the house points cup.

#### Commendations

A Commendation is awarded to those who produce an outstanding piece of work. Commendations will count towards the House scores.

Pupils who gain a 1.5 or better in their assessments automatically gain a commendation.

There are three levels of Commendation:

<b>Bronze:</b>	House Points, Academic, Sports and Arts
<b>Silver:</b>	Community Service, Academic and Sports
<b>Gold:</b>	Sustained Level of Performance, Leadership and Academic <b>Colours</b>

Students that are selected to represent the County in a sport are awarded school colours and can wear this badge on their blazer

#### Man of the Match

Students who perform well in a sporting fixture may be nominated by their team-mates for the 'Man of the Match' award for which they will receive a medal in assembly.

#### Badge System

In addition to earning house points, students can also be able to earn points that count towards badges that are worn on the blazer.

##### **(a) Positive events**

As they take part in school life, they earn points for positive events – for example attending access time, playing for a school team, performing in assembly, earning a commendation.

- Upon earning 50 points they earn a red badge
- Upon earning 100 points they earn a silver badge
- Upon earning 150 points they earn a gold badge

The way in which students can be awarded points for positive behaviour is as follows

Action	Points awarded
Good Manners	3
Access Time	3
Charity Event	5
Politeness/good manners	3
Community Service	5
Weekend Tutorial	5
Good work	3
Internationalism	3
School Colours	5
Representing school	5
Player of Match	5
Player in Match	3
Commendation	10
Team Captain	5
Performed in assembly	10
Top 5 attitude to learning score	10
House point	1

**(b) Negative events**

In addition to earning points towards the next level of badge, students can also lose them for negative actions which would move them down the levels. These are listed below:

Action	Points deducted
Inadequate work	-3
Negative behaviour	-3
Uniform/Equip	-3
Red Card	-3
Weekday Detention	-5
Use of phone	-3
Poor manners	-3
Missed Detention	-3
Plagiarism/cheating	-15
Smokers	-20
Bullying	-20
Community service Detention	-10
Green Card	-10
Sunday Detention	-10
Illegal substances	-20
Gating	-10
Subject detention	-5

## **Sanctions**

### **(A) Subject Detention**

- A Subject Detention is given to a Student if they fail to meet the expectations of their subject teacher (this includes Clubs, Societies and Weekend lessons). This can include incomplete work, or work of a poor standard.
- Teacher's Detention takes place in the classroom of the subject teacher after school (i.e. from 1645hrs) on a day of the teacher's choosing. It may also take place with another teacher from within that academic department. The Student will be informed of when they are expected to attend.
  - If the Teacher's Detention not completed to a satisfactory standard, or if they miss the extra work sanction, the Student will then be placed in a Manager's detention.

### **(b) Manager's Detention**

- Manager's detentions are held on Monday, Tuesday, Thursday and Friday nights from 1645hrs – 1745hrs in the school library and taken by member of SMT or Head of Year.
- Students will be given 24 hour notice (via SIMS which will automatically notify parents when a negative vent is entered)
- Students must wear full school uniform and must work in **silence** for the entire time.
- There are no portable music players or mobile phones allowed. Laptop use must be supported with a note from the subject teacher.
- **All detentions** take priority over all other extra-curricular activities, including sport.
- If the Detention is not completed to a satisfactory standard, the following sanctions are in place...
  - Manager's Detention will be set (first offence)
  - Sunday Detention/Gating (second offence)
  - Fixed term exclusion (third offence)

### **(c) The Red card system.**

- Red Cards are given when a Student does not speak English during the working school day or uses inappropriate language.
- Collecting a Red Card results in a 5:40 Weeknight Detention and writing a piece in English during this time.
- If a red card has been given for foul language the poem that must be written is "If"
- Earning 3 Red Cards in a one week period earns an automatic Sunday Detention.
- Red cards can be given out by both Staff and Prefects.

### **(d) The Green card system**

- Following half termly assessments, results are analysed and if a Student is deemed to have been falling below their predicted level of achievement they may be placed on green card.
- This is taken to each lesson and is signed off by the subject teacher indicating the level of 'attitude to learning'.
- Each evening they will attend weeknight detention or access time in order to improve their results.
- Students will be on green card for at least 2 weeks and if they demonstrate sufficient improvement will be taken off green card.
- Students who are found to be missing lessons without reason may be placed on a similar report – in this case it will be called an attendance report and the same consequences apply.
- In some cases students may be given a green card for poor behaviour or poor attitude to learning

### **(e) Smokers**

- The smokers sanction takes place on Saturday afternoons from 14:00 until 16:00. Students on smokers must attend in sports kit. They report to the house tutor on duty in room 9 ¾.

### **(f) Community Service Detention**

- Community Service Detention is for Students that have taken away from the community – be it in terms of time or material.

- Formal Community Service Detention runs on Saturday afternoon from 14:00 until 16:00.
- There may be other times during the school week, such as breaks during the academic day and in the morning before the academic day begins, where Students can perform certain Community Service Detentions.
- Community Service Detention will consist of activities such as keeping the school grounds free from litter, cleaning graffiti and chewing gum off desks, removing leaves and general upkeep of the school property.
- Failure to attend Community Service Detention will result in a Weekend Detention.

#### **(g) Gating**

- If a boarding Student breaks certain rules as outlined in the school sanctions, they will be gated.
- This means that they are restricted to school grounds and must account for their whereabouts to a member of staff by having the gating sheet signed off every hour.
- Housemasters will refer a Student for gating to the Head of Boarding.
- The length of gating is determined following a disciplinary meeting of at least 2 members of the SMT.
- Minimum length of gating is 2 hours, with maximum being all weekend.
- Gated Students may be required to remain in school uniform.

#### **(h) Sunday Detention**

- Weekend detention is held on a Sunday from 10.00 to 12.00 under the supervision of the staff on duty.
- Failure to attend Weekend detention will lead to further Disciplinary action such as Fixed Term exclusion.
- Students must wear full school uniform and must work in **silence** for the entire time. There are no portable music players or mobile phones allowed. Laptop use must be supported with a note from the subject teacher.
- Both Day and Boarding Students must attend detention. It is the responsibility of day scholar parents to ensure their child attends. The school is not responsible for getting day students to or from school to serve detention.
- As Day students cannot be Gated, a Sunday detention represents the most severe school sanction before an exclusion.

#### **(i) Exclusions**

- Please see the exclusion policy for more details
- In line with the school's rules and behaviour policy, the following actions constitute unacceptable behaviour and may result in permanent or fixed-term exclusions, this is not a definitive list
  - physical abuse to/attack on staff
  - verbal abuse to students
  - physical abuse to/attack on students
  - indecent behaviour
  - misuse of illegal drugs
  - misuse of other substances
  - theft
  - serious actual or threatened violence against another student or a member of staff
  - sexual abuse or assault
  - Academic misconduct
  - supplying an illegal drug
  - carrying an offensive weapon
  - arson
  - Unacceptable behaviour which has previously been reported, and for which school sanctions and other interventions have not been successful in modifying the student's behaviour.
  - Bringing the school's good name into disrepute

## Appendix 3 - School Uniform & Personal Appearance

Members of the school are expected to ensure that their appearance and dress are, on all occasions, presentable and appropriate and such as to bring credit to them, their families and the school. The correct dress must be worn at all times. The school uniform consists of clothing worn during the academic day and official games kit.

It is essential that all students are familiar with the dress code. All students are required to wear school uniform at any event in which Buckswood is taking part. This would include field trips and sports matches played at other schools. If you are supporting Buckswood please wear and be proud of the Buckswood uniform. The correct uniform is to be worn to all school activities.

### **School Uniform for the academic day:**

- For Boys - School blazer, White collared shirt, Regulation navy blue pullover, plain black, leather, polished shoes, grey trousers (not black jeans or any other type of trouser), School tie, dark socks, and school waistcoat. Students may wear any official school tie as part of their uniform. On Fridays, bow ties should be worn.
- For Girls - blazer, White collared shirt, Regulation navy blue pullover, blue tights, plain black, leather, polished shoes (sensible and practical shoes for walking about the school campus), blue or red waistcoat, School kilt (worn below the knee) or tartan trousers. In winter months, black leather boots may be worn.
- Blazers are to be worn at all times unless permission is specifically given by the Co-Principals or School Director.
- Lower Sixth Boys may wear their own waistcoats, Lower Sixth girls may wear their own skirts that must sit at or below the knee or school trousers.
- Upper Sixth Students may wear clothing appropriate for a business environment.
- Presentation is important! All students should wear clean and polished black leather shoes with their uniform. For boys, top buttons must be fastened when ties are worn and waistcoat is to remain buttoned at all times. For girls, skirt must be below the knee and blazers are to be worn, rather than carried on the arm. Uniform should be clean and ironed each day.
- Students not correctly dressed for school will be sent back to their room to dress properly. If they are a day scholar, they will be sent home in a taxi at parent's expense, to dress correctly
- Students must wear their student ID card and correctly coloured lanyard.

### **Games Kit or Academy Kit**

It is one of the school rules that all students must be correctly dressed for their sports commitments. Tracksuits, T-shirts and other gear, which were made for specific events or tours or other 'one-off' occasions may not be worn around the school. Please note the following:

- When you travel to other venues or schools to play or watch, you must wear either the normal everyday uniform or the official games kit.
- If watching any Buckswood match, you must wear school uniform.
- Games kit consists of the Buckswood sports jersey, shorts and sports socks.
- A blue Buckswood tracksuit top may be worn on particularly cold days.
- Games kit may not be worn in class unless the next lesson is games.
- Football or rugby boots are not to be worn inside buildings. Muddy footwear should be removed from feet before going inside.

- Students should change out of games kit in the break immediately following a games lesson. Games kit is not to be worn during prep.

### **Casual Dress:**

- Students are not permitted to wear casual dress during the academic day (unless with express permission) , or before lunchtime on Saturdays
- Students may not leave the school grounds in casual dress during weekdays, unless with the Principal's permission.
- Day students may not be on the school grounds in casual dress during weekdays, or on Saturday mornings.
- These rules apply to ALL students and apply throughout the year, including the period of examinations.
- The School encourages any team or group wishing to organise special attire such as T-shirts or touring tracksuits to do so. Approval for the designs must be obtained from the School Director or Principal before any orders are made.
- Occasionally, students that have organized a special T-shirt or other attire will be permitted to wear this item of clothing over jeans on a school mufti day.
- Casual dress worn by students may not contain offensive language or inappropriate images. Advertisements for drugs, tobacco or alcohol on casual clothing are prohibited and will be confiscated and destroyed.

### **Exceptions:**

- Day students may travel home after sport in their games kit.
- Boarders may leave and return for the weekend in casual clothes, with the Principal's permission.

### **Jewellery:**

- Girls may wear one pair of earrings only. Boys are not permitted to wear earrings. Body/nose piercings are not allowed at school.
- Failure to comply may result in being sent home at parent's expense until remedied.

### **Hair and Grooming:**

- All students should be clean-shaven unless there is a medical exemption provided
- Students are not to wear make-up or have acrylic nails or coloured nail polish at school.
- Hair should be cut so as not to draw attention. Hair should be kept neat and tidy.
- If students do not comply with the above rules, they may be sent home at their parent's expense and may only return when the problem has been remedied.



## Appendix 4 - School Code of Conduct

- All members of the school are expected to greet staff and visitors, including standing up if you are in a room and a member of staff or visitor walks in, as well as opening doors for member of staff and visitors
- At the start of each lesson, classes should remain standing until being given instructions to be seated.
- Students must not walk around the school with their hands in their pockets.
- Students should not chew gum at school or eat food in the classrooms, the library, sports hall, and the Academic Resource Centre.
- Students are expected to make regular use of 'Please' and 'Thank You' and must address members of staff as Sir or Ma'am
- Students should always display a reasonable attitude to personal safety, act with consideration for others and be accountable for their words and actions.
- All students act as ambassadors for the School and at no time or under any circumstance should their conduct be such as to bring discredit to the School.
- Earphones must not be used during the school day except with permission in the school library or TJs.

### **Dining room etiquette**

- During meals, students are expected to eat with correct table manners, sitting up straight, keeping elbows off the table and not speaking with a mouthful of food. Conversations should be restricted to immediate neighbours.
- Do not stretch across the table – ask your neighbour to pass the item to you.
- Student must use the cutlery (knife and fork/chopsticks) properly
- Do not spread ketchup etc. all over your meal. Place it on the side of your plate – otherwise it could be thought of as an insult to the cook.
- Do not lean on the table.

## Appendix 5 - Boarding House Rules

1. Timings		
(a) All students must be in the designated prep room or their own rooms according to the house times. (b) All students must adhere to appropriate lights out times. <ul style="list-style-type: none"> <li>a. Junior lights out is at 2145hrs</li> <li>b. Senior lights out is at 2230 pm</li> </ul> (c) All students must be ready for morning inspection.		
Sanctions		
1 <sup>st</sup> Offence	2 <sup>nd</sup> Offence	3 <sup>rd</sup> Offence
a) Warning issued b) Community service in boarding house	Sunday Detention	Gating

2. Registrations		
(d) All students must attend the compulsory registration on time		
Sanctions		
1 <sup>st</sup> Offence	2 <sup>nd</sup> Offence	3 <sup>rd</sup> Offence
a) Warning issued b) Sunday detention may be appropriate	If the student is late more than 3 times in a 7 day period, and if no reasonable explanation is provided the student will be placed in Sunday detention	If the student is late more than 7 times in a 14 day period, and if no reasonable explanation is provided the student will be gated.

3. Signing in and out		
Students must sign out and in when they leave the premises and will not leave the premises without permission. <ul style="list-style-type: none"> <li>(iv) Sign in and out in room 9 3/4 for Town Leave and in Boarding House time</li> <li>(v) Sign in and out in Reception during the school day</li> </ul>		
Sanctions		
1 <sup>st</sup> Offence	2 <sup>nd</sup> Offence	3 <sup>rd</sup> Offence
Sunday detention	(a) Gating (b) Risk assessment may be put in place	(a) Exclusion (Fixed term) (b) The student will be required to attend a re-integration meeting on return to school and may be subject to a risk assessment

4. Electronic devices	
Electronic devices should only be used with the permission of the staff and at appropriate times. <ul style="list-style-type: none"> <li>(i) Should not be used during prep</li> <li>(ii) Must not distract others at bed times</li> <li>(iii) Use after lights out</li> </ul>	
Sanctions	

1 <sup>st</sup> Offence	2 <sup>nd</sup> Offence	3 <sup>rd</sup> Offence
Confiscation for up to one week	Confiscation for up to one month.	Confiscation for up to one term and one weekend of gating.

### 5. House Visitors

- a) Students are not allowed to visit other Boarding Houses.
- b) Boarders are not allowed into each other's rooms without permission and being with the room owner.
- c) Visiting of friends happens in the common areas of the school.
- d) See also sexual relationships (below)

Sanctions		
1 <sup>st</sup> Offence	2 <sup>nd</sup> Offence	3 <sup>rd</sup> Offence
<ul style="list-style-type: none"> <li>a) Warning issued</li> <li>b) Sunday Detention may be considered</li> </ul>	<ul style="list-style-type: none"> <li>a) Gating</li> </ul>	<ul style="list-style-type: none"> <li>(a) Exclusion (Fixed term)</li> <li>(b) The student will be required to attend a re-integration meeting on return to school and may be subject to a risk assessment</li> </ul>

### 6. Sexual Relationships

- (i) Students must not engage in public displays of affection
- (ii) Students must not engage in sexual relationships with other students

Sanctions		
1 <sup>st</sup> Offence	2 <sup>nd</sup> Offence	3 <sup>rd</sup> Offence
This is to be decided on a case by case basis, depending on the nature of the offence. Disciplinary meeting with DSL and other members of the SMT to decide on the most suitable sanction which could include Green Card, Restriction of Town Leave, gating, or Exclusion (fixed term) and counselling.		

### 7. Medication

- (i) Students must not have, possess or use any medication (prescription or otherwise) unless with the permission of the school nurse. When returning from holidays any medication carried must be checked by the school nurse.
- (ii) when in the school in the school's duty of care, students must only take medication or supplements that have been approved under EU legislation, the school nurse and parental knowledge
- (iii) students must not share or supply any medication (prescription or otherwise) to any member of the community

Sanction		
1 <sup>st</sup> Offence	2 <sup>nd</sup> Offence	3 <sup>rd</sup> Offence
<ul style="list-style-type: none"> <li>(a) Discussion with School Nurse and Housestaff</li> <li>(b) The student will be required to surrender all medications that they have</li> <li>(c) Parents will be informed</li> </ul>	<ul style="list-style-type: none"> <li>(a) Discussion with School Nurse and Housestaff</li> <li>(b) The student will be required to surrender all medications that they have</li> <li>(c) Parents will be informed</li> <li>(d) Risk assessment will be put in place</li> </ul>	<ul style="list-style-type: none"> <li>Interview with parents stating this must not continue and explaining the seriousness of the issue. If necessary, consider Fixed term exclusion.</li> <li>Reintegration meeting and code of conduct to be signed.</li> </ul>

## 8. Sunday Evenings

Sunday Evenings are an important part of the preparation for the school week.

- (i) Students must place shoes outside room door and polish shoes
- (ii) Be in their houses by 7.30pm
- (iii) Prepare for the week ahead

Sanctions		
1 <sup>st</sup> Offence	2 <sup>nd</sup> Offence	3 <sup>rd</sup> Offence
Community Service in the Boarding House	Sunday Detention	Gating

## 9. Naked Flames

Under no circumstances must students light incense, candles or other items that could cause fire.

Sanctions		
1 <sup>st</sup> Offence	2 <sup>nd</sup> Offence	3 <sup>rd</sup> Offence
<ul style="list-style-type: none"> <li>a) Confiscation and warning</li> <li>b) Sunday detention may be considered</li> </ul>	Sunday Detention	Gating

## 10. Smoking

(a) Students must not smoke cigarettes or e-cigarettes at any time when in the school's duty of care.

Sanction		
1 <sup>st</sup> Offence	2 <sup>nd</sup> Offence	3 <sup>rd</sup> Offence
<ul style="list-style-type: none"> <li>(a) Smoker's reform Detention</li> <li>(b) Parent/Guardian informed</li> </ul>	<ul style="list-style-type: none"> <li>(a) Student must attend smoking cessation course offered by BHS</li> <li>(b) Smoker's reform detention/Gating</li> <li>(c) The student's parents will be informed directly</li> <li>(d) £10 donation to cancer research</li> </ul>	<ul style="list-style-type: none"> <li>(a) Exclusion (Fixed term)</li> <li>(b) The student will be required to attend a re-integration meeting upon return to school and may be subject to a risk assessment</li> <li>(c) Future town leave may be restricted or subject to special conditions</li> </ul>

## 11. Alcohol

- a) Students must not break the UK legislation in relation to the purchase and consumption of alcohol.
- b) Students must not consume alcohol or be or associated with those that are, under the influence of alcohol when in the school's duty of care
- c) Students must not purchase or supply alcohol for other students

Sanctions		
1 <sup>st</sup> Offence	2 <sup>nd</sup> Offence	3 <sup>rd</sup> Offence
<ul style="list-style-type: none"> <li>a) Gating</li> <li>b) Parents informed</li> <li>c) Risk assessment put in place and town leave may be restricted or subject to special conditions for 2 weeks</li> </ul>	<ul style="list-style-type: none"> <li>(a) Exclusion (Fixed term)</li> <li>(b) (i) the student will be required to attend a re-integration meeting on return to school and may be subject to a risk assessment (ii) future town leave may be restricted or subject to</li> </ul>	Exclusion (Permanent)

	special conditions for up to 6 weeks (c) The student will be required to attend a Substance misuse course	
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## 12. Drugs

- a) Students must not break the laws in relation to buying or taking of illegal drugs or a chemical
- b) Substance that have an effect similar to that of an illegal drug (also known as 'Legal Highs').
- c) Students must not be or associated with those that are, under the influence of these substances when in the school's duty of care
- d) Students must not buy or supply illegal drugs or Legal Highs for or to other students or members of the community
- e) Students must not possess or bring on to the school campus any illegal drugs or Legal Highs

See also Drugs and Alcohol Policy

Sanction		
1 <sup>st</sup> Offence	2 <sup>nd</sup> Offence	3 <sup>rd</sup> Offence
a) Exclusion. A disciplinary meeting with SMT to decide if Exclusion (Fixed term) or Exclusion (Permanent) is appropriate (b) If fixed term exclusion, (i) the student will be required to attend a re-integration meeting on return to school and will be subject to a risk assessment, (ii) future town leave may be restricted or subject to special conditions for up to 6 weeks.	Exclusion (Permanent)	

## 13. Violence and physical behaviour

- a) Students must not threaten or act physical violence (students must not exhibit threatening behaviour or engage in acts of violence)

Sanction		
1 <sup>st</sup> Offence	2 <sup>nd</sup> Offence	3 <sup>rd</sup> Offence
Disciplinary meeting will be held involving the DSL and SMT to discuss whether an Exclusion (Fixed term) is an appropriate sanction, or whether there is a more appropriate sanction.	Exclusion (Fixed term)	Fixed term exclusion or Permanent exclusion depending on the incident

## 14. Takeaways

- a) Students must not order takeaway food to be delivered to the school which breach the takeaway procedure

Sanctions
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<b>1<sup>st</sup> Offence</b>	<b>2<sup>nd</sup> Offence</b>	<b>3<sup>rd</sup> Offence</b>
Sunday Detention	Gating	Fixed term exclusion

#### 15. Cooking appliances (appliances)

- a) Students must not use or have in their room any form of cooking appliance, portable heating device, fridge or boiling water source .

<b>Sanctions</b>		
<b>1<sup>st</sup> Offence</b>	<b>2<sup>nd</sup> Offence</b>	<b>3<sup>rd</sup> Offence</b>
Item confiscated until the end of term	a) Item confiscated until the end of term b) Gating	a) Item confiscated and sent to the parents at the parents expense b) Gating

#### 16. Taxis

- b) Students are not permitted to book their own taxis for transport from school. All taxi bookings must be done through the school.

<b>Sanctions</b>		
<b>1<sup>st</sup> Offence</b>	<b>2<sup>nd</sup> Offence</b>	<b>3<sup>rd</sup> Offence</b>
Sunday detention	Gated	Fixed term exclusion. Permanent exclusion will be considered for any further breach of this rule.

## Appendix 6 - School Boundary Areas

### Out of Bounds

The following are out of bounds to any Student not accompanied by a member of staff:

- All classrooms, labs and lecture rooms (out of class time).
- Ladies sitting room during lesson times.
- Dormitory rooms during lesson times.
- The maintenance and workshop areas, the stables.
- The Nurse's Office, except during official visiting times.
- The back fields and any neighbouring farmer's fields, including those across the street from the school, the woods, all roof areas.
- All staff quarters and the Staff Room.
- The School Dining Room.
- Another Scholar's dormitory room, unless members of that room are present. All changing rooms in Houses other than your own. Students are not allowed to enter boarding houses unless they are members of that house. This is especially true in regards to boys being in girls' dormitories and vice versa.
- Off Campus – except for those officially signed out, going to town.
- Pubs, off-licenses, so-called 'head' shops which sell drug paraphernalia, betting shops.

### Swimming Pool Rules

- The pool may only be used when there is an accredited supervisor i.e.: A person qualified to supervise swimming, with a lifesaving qualification and who has authority to control students.
- Behaviour in the pool area must be scrupulously correct. No food or drinks are allowed in the pool area. No games except for water polo. No pushing, chasing, ducking or other horseplay. No stereos or mp3 players are permitted in the pool area.
- Correct swimming attire must be worn.

## Appendix 7 - Explanation of Prep

- Prep must be entered into the scholar's prep diary at the time it is set. The prep diary must be brought to prep for inspection. If a scholar is absent from a lesson, they must access the prep task via the VLE
- It is the responsibility of the scholar to understand the Prep assignment at the time it is set. If the student does not understand he/she must ask the teacher concerned.
- Students will be allocated a form room where they will do 1<sup>st</sup> Prep. Once Prep has started, students may not leave that room.
- Prep must be done in silence.
- Reading books should be brought to prep, in case work is finished early.
- 1<sup>st</sup> Prep must be done in assigned form rooms. During 1<sup>st</sup> Prep, students may use computers but only with permission of the Form Tutor / Head of Year and a note from the subject teacher. No headphones or music are permitted.
- Boarders - During 2<sup>nd</sup> Prep, students may use technology in an appropriate and non-disruptive manner. Any scholar found using technology inappropriately during 2<sup>nd</sup> Prep will have it confiscated and may face further sanction.
- If students are late to prep, they will be made to remain behind to make up the time and will tidy the classroom.
- 1<sup>st</sup> Prep runs from 15.50 until 16.45 and 2<sup>nd</sup> Prep for boarders runs from 20:30 until 21:30 – this is compulsory. 2<sup>nd</sup> Prep for day students runs from 16.45 until 17:30 in the Upper Library – this is optional unless a student is directed to complete missing work (See below).
- Teachers have the right to place day students in 2<sup>nd</sup> prep if they feel it is necessary.



## Appendix 8 - Guidance around gambling

These rules exist to:

1. Promote good, socially acceptable behaviour that is in line with the law.
2. Support staff in developing an awareness of the adverse effects of gambling.
3. Follow correct procedures should a staff member have any concerns around the issue of gambling.

These rules are necessary so that students and staff are kept safe at the School, for the reputation of the School and for the protection of Buckswood's property and environment. They help to engender a healthy living and educational environment where young people can learn together and thrive. These rules apply to all students whilst they are at School, representing the School, on School trips & visits, travelling to and from school, wearing School uniform and when students are associated with the School at any time.

### **Current research in Gambling amongst young people.**

Research in England and Wales conducted by the Gambling Commission shows that children agree that gambling is dangerous and can have very negative consequences.

The most popular forms of gambling are fruit machines, placing a bet with friends, playing cards for money with friends, The National Lottery and gambling on line. Gambling is twice as prevalent among boys (21%) as among girls (11%)

Increasingly, on line gambling is becoming popular with some young people using their own money, while others are using a parent's account, with or without permission.

Young people are seeing gambling as a means to make money, to have fun and find excitement.

Gambling advertising is used increasingly on social media websites, which many young people use.

### **A definition of problem gambling.**

Problem gambling occurs when one loses control over the amount of time and money one spends on gambling, despite adverse consequences.

### **Consequences of gambling.**

Some of the problems manifested by habitual gambling in schools are:

1. Poor grades, possibly going from high to low in achievement and results.
2. Stealing and lying.
3. Borrowing money and not repaying it.
4. Extortion of money from younger students.
5. Having money or debt that cannot be explained satisfactorily.

### **Some possible signs of gambling**

1. Apathy at school, reluctant to take part in events and fully engage in the lesson.
2. Poor social relationships.
3. Tiredness.
4. Clear drop in results and levels.
5. Increased anger or aggression.

6. Repeated attempts to access gambling sites blocked by the school 'Smooth wall' filtering system.

### **Procedures if concerned**

Any form of gambling behaviour cannot be tolerated as it can do harm to the climate and safety of the school as well as to the individual.

Any students that cause concern around gambling issues must be reported to SMT and a welfare form, a green slip, handed to the Designated Safeguarding Lead (DSL)

The student(s) in question need to be continually monitored and checked for any further signs of gambling or illegal activities and will be overseen by the DSL.

Staff on supervision duties and all boarding staff should be very vigilant of any gambling taking place and address the issue immediately with the full force of the school's behaviour policy, inform the SMT and the DSL.

## Appendix 9 - Code of Class Conduct

### **Code of Class Conduct**

- Line up outside the classroom and wait for your teacher
- Stand behind your desk until asked to sit
- You must sit where your teacher asks you to sit
- Come prepared – with relevant materials and equipment
- Raise your hand to contribute a comment or answer
- Be helpful & polite to those around you
- Follow your teacher's instructions at all times – it is the teacher, and only the teacher, who is in charge in your classroom
- Ask your teacher if you don't understand something
- Do not walk around the classroom
- Do not eat or drink in the classroom OR bring food/drinks into the class
- Mobile 'phones must not be used for any purpose in the classroom. Teachers will confiscate electronic gadgets, 'phones, headphones and iPods/MP3s if they see them in evidence in the classroom
- English is the public language of the school and except in foreign language lessons, must be used at all times in the classroom
- Have your prep diary signed by your teacher before leaving the room in an orderly manner
- If you feel that you have been wrongly sanctioned speak to your teacher privately about it in a diplomatic fashion
- Have FUN learning!

## Appendix 10 - School travel and Transport

- Only those day students with licenses and with parental permission may drive motorcars or other motorised vehicles. Vehicles may only be driven to and from the school with the permission of the Principal.
- No student may ride in, or on a vehicle driven by another member of the school whilst on the school property, unless he or she has obtained permission from the Principal/parents.
- No scholar may keep a car at the school unless he or she has permission from the Principal.
- Hitch-hiking is forbidden for all members of the school.
- When travelling on school transport, students are expected to follow all school rules and behave in an appropriate manner.
- Seatbelts are to be worn on all school transport.
- Failure to adhere to the policy on behaviour on school transport will result in this privilege being revoked.
- Students may not book taxis for collection from school. All taxi bookings must go through the school.