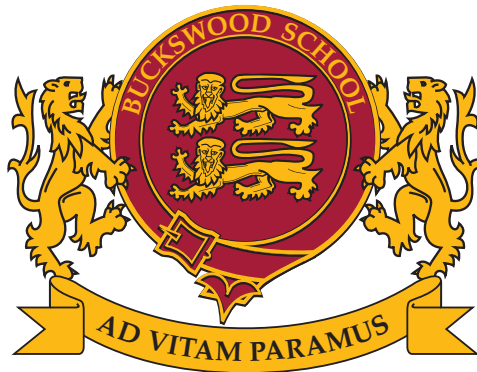


# BUCKSWOOD SCHOOL

## **RULES & REGULATIONS BOOKLET 2017/18**





# **RULES & REGULATIONS BOOKLET**

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# Behaviour Policy

This Policy has regard to:

- DfE Behaviour and Discipline in Schools (2016)
- Buckswood Child Protection Policy
- Anti-bullying Policy
- Complaints Policy
- Substance Misuse Policy
- Pupil Complaint Procedure
- Pupil Reasonable Force Policy
- Search and Confiscation Policy
- Admissions Policy
- Equality Policy
- SEN Policy
- EAL Policy
- Supervision of Pupils
- Staff Supervision Policy
- Uniform Requirements



## **Introduction**

This policy document sets out to promote and maintain honest, considerate and dependable behaviour amongst Buckswood's pupils. The core aim of the School is: "to prepare for life" such that they leave as well-rounded, confident and successful members of the global community

### **1. Policy Aims**

1. To promote good behaviour
2. To set out the sanctions to be adopted in the event of pupil misbehaviour

### **2. School Rules (See appendix 1)**

These rules have been set out by the School in relation to:

- Conduct and good behaviour
- Self – respect and respect for others
- Respect for property and the environment

These rules are necessary so that pupils 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 pupils whilst they are at School, representing the School, on School trips & visits, travelling to and from school, wearing School uniform and when pupils are associated with the School at any time.

### **3. Consideration for others**

An absolutely vital ingredient of a productive life in any community is the ability to behave with consideration for others at all times; an important element of this considerate behaviour will be inclusivity and the tolerance of difference.

The most effective way for anyone to learn considerate behaviour and tolerance is through example. The teaching, other pastoral staff and senior pupils in the School have a vital role here: the example which they set will be followed by pupils who have joined the School more recently.

The School's admissions principles also plays an important part.

### **4. The Promotion of good behaviour and reward system (see Rewards and Sanctions policy)**

The staff of the School are committed to rewarding good behaviour. Praise is the greatest motivator. Formal rewards and awards are part of the School system for exceptional academic work, excellent academic effort, kind behaviour, considerate behaviour and helpfulness. These awards are given and formally recorded in the form of Headmaster's Commendations, Speech Day prizes, House Points and Reward pins on blazers.

The School recognises that where challenging behaviour is related to a pupil's disability, the use of positive discipline and reward methods may enable the School to manage the pupil's behaviour more effectively and assist their educational needs.

### **5. Sanction for Breaches of School Discipline (see Rewards and Sanctions policy)**

Expulsion – A pupil is liable to expulsion for a grave breach of the School discipline, such offences might include, but are not limited to, offences involving drugs and substances, alcohol misuse, repeated smoking offences, serious sexual misconduct, a wilful act calculated to cause serious damage to the School, a serious criminal offence and other serious incidents of unacceptable behaviour.

Formal expulsion implies that the pupil's name will be removed from the roll of the School and reference to the facts and circumstances will be made in response to every reference request. All outstanding fees up to and including the term of expulsion shall be payable and any deposit shall be retained by the School.

The Headmaster is required to act fairly and in accordance with the principles of natural justice. The Headmaster will make a decision on a case by case basis. He will expel a pupil from the School only as a last resort and will not expel a pupil other than in grave circumstances.

Required to leave – A pupil may be required to leave the School for a serious breach of the School discipline falling short of an act requiring expulsion, but one such that the pupil cannot expect to remain a member of the School community. In these circumstances a pupil may be required to leave permanently. Subject to a payment of all outstanding fees the pupil will be given reasonable assistance in making a fresh start at another School.

A boarder may be required to leave boarding without necessarily being required to leave the School.

Suspension – A pupil may be sent home, or to their guardian, for a significant breach of School discipline. A pupil may be placed under suspension while a complaint is investigated or as a sanction in its own right.

Leave from School. – This is for cases of less serious breaches of the School rules caused by personal problems or upset when a pupil requires time out from School to recover.

Weekend Headmaster's Detention – Is given for serious and / or unpleasant behaviour or accumulation of other detentions (See Rewards and Sanctions Policy for more details).

Weeknight Detention – Is given for poor behaviour in lessons, lack of work and unpleasant behaviour. These can be issued by teaching and house staff.

Extra work detention – Is given for low level misbehaviour or lack of academic work. This is issued by the subject teacher and takes place in their classroom or that of another member of the particular academic department.

Other Sanctions – The Headmaster may prescribe and authorise the use of other sanctions as comply with good educational practice and promote observance of the School rules.

Corporal Punishment – is not used at Buckswood School.

The particular sanction or sanctions applied will depend upon a number of circumstances, including the frequency and severity of the offence, the manner of the offence; and any previous warnings; and the previous or subsequent conduct of the pupil concerned.

## **6. Equality**

The School has duties under the Equality Act 2010 and will make reasonable adjustments for managing behaviour which is related to a pupil's special educational need and / or disability. Where expulsion needs to be considered the School will ensure that a pupil with a disability or special educational needs is able to present their case fully where their disability or special educational needs might hinder this. Any religious requirements affecting the pupil will also be considered.

## **7. Child Protection (Please see Buckswood's Child Protection Policy)**

Where behavioural issues give cause to suggest that a child is suffering or is likely to suffer significant harm, the School's child protection procedures will be followed.

## **8. Use of Reasonable Force (Please see Buckswood's Reasonable Force Policy)**

Any use of force by staff will be reasonable, proportionate and lawful.

## **9. Searching and Confiscation (Please see Buckswood's Search and Confiscation Policy)**

Staff have the right to search student possessions as outlined by Department for Education guidance

– [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/554415/searching\\_screening\\_confiscation\\_advice\\_Sept\\_2016.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/554415/searching_screening_confiscation_advice_Sept_2016.pdf)



## **10. Malicious Allegations**

Where an allegation by a pupil is shown to have been deliberately invented or malicious, the Headmaster will consider whether to take disciplinary action in accordance with the School's behaviour and discipline policy.

## **11. Support systems for pupils**

The School's pastoral system (i.e House, tutoring, welfare, medical, SEN, EAL) and management systems (digital and human) are designed and used to support pupils with their behaviour. Teaching and pastoral staff are made aware of the particular circumstances of children in their care and their classrooms and of any circumstances that may make a child vulnerable (for example being from overseas, EAL, SEN).

As appropriate and at an early stage the School also liaises with parents/guardians and carers and outside agencies (such as Child and Adolescent Mental Health Service (CAMHS), ISEND, East Sussex Children Services, East Sussex Local Safeguarding Children's Board, East Sussex Virtual School, The WISE Project).

## **12. Parental and External Liaison**

As mentioned in Point 6, when appropriate the School will liaise closely with parents / guardians and carers and may on occasion have to make reference to external agencies. These situations are managed by the Housemaster/mistress or Head of Year and overseen by the Designated Safeguarding Lead.

Information of events recorded at School is shared formally with parents/guardians and carers who are invited in to discuss the child's behaviour in the broader context of home and School. If a situation meets the relevant criteria or if a child has a condition requiring expert intervention beyond the capacity of the School to deliver, then the relevant outside agencies are notified.

## **13. Staff training**

Staff are employed to carry out tasks for which they are appropriately qualified and in which they are competent. The Head of Teaching and Learning and Head of Boarding are charged with ensuring the teaching and pastoral staff are adequately well-trained and supported to ensure good standards of behaviour prevail across the School, in both formal and informal settings.

Via eportal, annual appraisals, departmental meetings, lesson observation and feedback from pupils and colleagues, senior staff are able to track any trends in pupil behaviour that might suggest a member of staff requires extra support in behaviour management.

Once identified this situation will be monitored by the line manager.

## **14. Managing transition**

The Admissions department, working closely with the relevant Heads of Year, Head of SEN and Head of EAL oversees the management of a pupil's transition to Buckswood. Information on behaviour, welfare and academic performance is gathered from parents/guardians and carers; previous Schools; and allied health professionals (e.g. educational psychologist).

The Heads of Year are responsible for seeing that this information is disseminated and used in an effective manner. Extensive induction processes are employed to ensure a smooth transition by all students.

## **15. Records**

Administration of all school sanctions is recorded, with the name of the pupil concerned, the reason for the punishment, and the name of the person administering the punishment.

## School Rules and Regulations

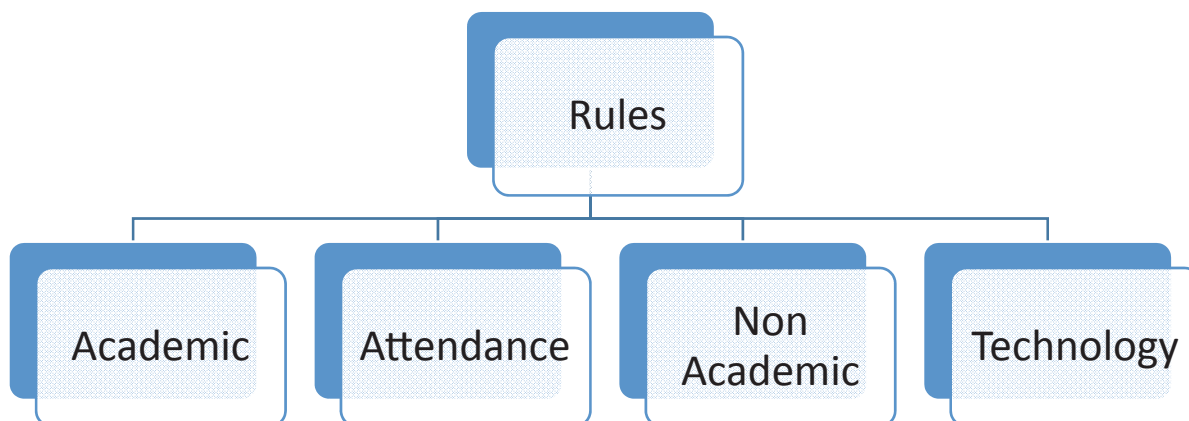
Dear Scholar and Parent,

The Motto of Buckswood School 'Ad Vitam Paramus', when translated into English means 'Preparation for Life'. We believe that part of preparing for life is developing an understanding of the rules and conventions that define society.

Since civilization began, humans have lived according to certain principles and rules, so the Buckswood School Rules and Regulations are just an extension of these. Western Society has rules that are based around the Ten Commandments. Some of these include - You shall not dishonour your parents; You shall not murder; You shall not commit adultery; You shall not steal; You shall not lie. Islamic Society has rules based on the Koran, often referred to as Sharia Law. It includes similar tenets to those found in Western Society that are outlined above.

In all human societies, it is recognized that rules are necessary for individuals to co-exist in peace and that if these rules are broken, there must be consequences. Buckswood also recognizes the need for structure in our school community and the rules and sanctions for failing to uphold them have been worked out with this in mind. Discipline at Buckswood is thought of as 'training or experience that corrects, moulds and strengthens or perfects' (Webster). To this end, we have a firm but fair system of rules, which is easily understood by everyone.

The school rules are divided into four main sections:



Here at Buckswood, we understand that no-one is perfect! We recognise that scholars will make mistakes and therefore, our system of discipline is set up to help scholars learn from these mistakes and not repeat them. We want to prepare you for life beyond school, so that when you leave us you have the skills and maturity to cope with being a productive member of society.

Please take some time to read and understand the rules and sanctions contained within these pages. Once you have read them, please ask if there is anything you don't understand.

Welcome to Buckswood!

## OVERVIEW

At Buckswood it is believed that each scholar is capable of achieving whatever it is that they put their mind to. The school has developed a set of rules and regulations in order to ensure that everyone has the best possible chance for success in life. As you read through this list of rules and regulations, remember that it has been created to help our scholars reach their goals in a safe and secure environment. We believe in mutual respect and understanding and feel that these rules accurately reflect this ethos.

To help simplify understanding of the rules and regulations, Buckswood has developed the 'Traffic Light' system of sanctions. Next to each of the sanctions is an image of a set of traffic lights. Depending upon the severity of the sanction, a different colour of light is illuminated. Minor sanctions are indicated by the **green** light being on, medium-severity sanctions are **amber** in colour and severe sanctions are **red**. If the skull and crossbones are showing, this is the worst possible sanction.

The Buckswood school rules and regulations have been developed to provide an orderly, happy and secure environment that enhances the development of scholars, both as individuals and as members of various groups within the School. They seek to foster in each individual a responsibility for his or her own actions, as well as respect for authority and the rights of others.

The school rules and regulations, along with our sanction system are intended to support the scholars here and the school expects all to adhere to these. It is the school's belief that we are all one community and in order for each scholar to succeed, the community must work together in supporting each individual and giving them the tools to survive in the modern world beyond the school gates.

A major part of upholding our rules and regulations is the Disciplinary Committee. This committee is appointed by the Headmaster to deal with serious offences. The committee consists of a Chairman (Head Teacher), and at least two other senior members of the Management Committee. The Housemaster or Form Teacher of the accused scholar will also be present. The committee may call witnesses and all pupils concerned and the scholar offender will have the opportunity to present their case.

## SECTION 1 – ACADEMIC RULES

At Buckswood, the classroom is a place for learning. In order to ensure that scholars have the optimal environment to succeed, the following rules have been developed.

### Rule 1.1 CHEATING/PLAGIARISM

- If any scholar is alleged to have cheated during classroom time and exams, he or she could be asked to appear before a disciplinary committee and if found guilty he or she could be suspended and/or expelled.
- Plagiarism is defined as being ‘the copying or paraphrasing of other people’s work or ideas into your own work without full acknowledgement’ (Oxford University). It is treated in the same way as cheating. A more detailed explanation of how to quote sources correctly is found in the Appendix to the rules.

### Rule 1.2 LESSONS and ORGANISATION

- Scholars are expected to be prepared for all lessons. This includes, but is not limited to:
  - Correct School Uniform to be worn
  - Having a fountain pen in the junior school and other required writing implements.
  - Bringing the necessary textbooks and exercise books.
  - Ensuring that prep is completed prior to the lesson.
  - Writing prep down in prep diaries.
  - Keeping neat and tidy notes.
  - Remaining quiet and respectful of others.
  - Obeying classroom rules as posted.

### Rule 1.3 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.
- Scholars will be allocated a form room where they will do 1<sup>st</sup> Prep. Once Prep has started, scholars 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, scholars may use computers but only with permission of the form tutor and a note from the subject teacher. No headphones or music are permitted.
- Boarders - During 2<sup>nd</sup> Prep, scholars 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 scholars 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 16:00 until 17:05 and 2<sup>nd</sup> Prep for boarders runs from 20:30 until 21:30. 2<sup>nd</sup> Prep for day scholars runs from 17:10 until 17:35 in the Upper Library. Teachers have the right to place day scholars in 2<sup>nd</sup> prep if they feel it is necessary.

**Rule 1.4 CLUBS AND EXTRA LESSONS (ie RIDING, MUSIC, LANGUAGES)**

- All scholars are required to select at least one club or activity to be done during the week after school.
- Once your activities are confirmed, you are committed to them for the remainder of the term and they will appear on your timetable.
- Clubs and extra lessons may not be used as excuses for not attending sanctions.
- Failure to attend an activity or extra lesson will be treated in the same way as missing a lesson during the regular academic day and will be sanctioned accordingly.

**Rule 1.5 SCHOOL LIBRARY**

The library is totally silent area – please respect this. Scholars misbehaving in these rooms are subject to the school sanction system as if they were misbehaving in a lesson.

**Rule 1.6 RED CARDS**

Red cards are handed out to international scholars who are caught speaking any language other than English in public. It is extremely rude to speak in one's own mother tongue when in the presence of others who might not speak the language. International scholars are in school to practice and improve their English. Red cards are also given out to any scholar using inappropriate language.

**Rule 1.7 GREEN CARDS**

Green cards are handed out to scholars who fail to perform up to expected levels in school assessments or exams. Scholars are required to take the green card to each lesson for a two-week period and it is inspected at the end of each school day by their form tutor and the Head Teacher. If there is not an improvement at the end of this two-week period then the scholar will be put into extra work to ensure that they receive one-to-one tuition and will remain on green card until improvements occur.

## SECTION 2 – ATTENDANCE RULES

In order to learn, you must be at school! Attendance is taken at every lesson and absences are noted within 5 minutes of the start of a lesson or activity.

### Rule 2.1 UNAUTHORIZED ABSENCE FROM SCHOOL

- No scholar may be knowingly absent from school or lessons without the school's permission or without a letter of explanation from his or her parents or guardian.
- Being more than five minutes late to a lesson or activity will be marked as an absence. It is very rude to be late to commitments.

### Rule 2.2 UNIFORM

Part of attendance at school includes being dressed correctly. 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.

All members of the school are expected to ensure that their appearance and dress is presentable and such as to bring credit to themselves, their families and the school. It is essential that all scholars are familiar with the dress code. All scholars 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, school waistcoat. Scholars 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) Girls have the opportunity to wear school regulation trousers (tartan pattern) - enquire at the school shop. In winter months, black leather boots may be worn.
- Blazers are to be worn at all times unless permission is specifically given by the Headmaster.
- Lower Sixth Boys may wear their own waistcoats, lower Sixth girls may wear their own skirts that must sit below the knee.
- Upper Sixth Scholars may wear clothing appropriate for a business environment.
- Presentation is important! All scholars 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.
- Scholars 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

#### Games Kit or Academy Kit

It is one of the school rules that all scholars 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.
- Scholars 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:**

- Scholars are not permitted to wear casual dress outside their Houses at any time before supper on weekdays, or before lunchtime on Saturdays
- Scholars may not leave the school grounds in casual dress during weekdays, unless with the Headmaster's permission.
- Day scholars may not be on the school grounds in casual dress during weekdays, or on Saturday mornings.
- These rules apply to ALL scholars 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 Headmaster or Head Teacher before any orders are made.
- Occasionally, scholars 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 scholars 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 scholars may travel home after sport in their games kit.
- Boarders may leave and return for the weekend in casual clothes, with the Headmaster's permission .

### **Rule 2.3 ASSEMBLY**

Assemblies are held on Friday at the end of the school day. They are compulsory for all pupils. If a scholar misses assembly, they will automatically receive a Sunday Detention. Assembly is a time when the school comes together for a time of reflection on the week ahead or the week ending. It is also a time for rewards and commendations to be awarded.

## **SECTION 3 – NON-ACADEMIC RULES**

Not everything that happens at Buckswood is academic! The rules and regulations outlined in this section apply to all aspects of Buckswood not directly relating to the academic side of life. They are intended to make school safe and to promote mutual respect for all members of the school community.

### **Rule 3.1 GENERAL BEHAVIOUR**

Expectations about standards of behaviour are centred on the ideas of mutual respect upon which the School is based. The criteria for Buckswood scholars are that they shall, at all times:

- Act with consideration for others.
- Display a reasonable attitude to personal safety.
- Act independently rather than conform to peer pressure.
- Be accountable for their words and actions.
- 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.

### **Rule 3.2 THEFT**

- The deliberate act of taking for one's own use, and either keeping for one's own possession or giving or selling to a third party, something which belongs to another is forbidden.

### **Rule 3.3 DISRESPECT FOR OTHERS/PROPERTY/BULLYING**

- No scholar may encroach upon the personal rights of others, whether in the form of bullying, baiting or racial intolerance.
- Willful damage of property is not acceptable at any time. Willful damage of property on the school's premises will render any scholar liable for suspension or expulsion. This includes tampering with the fire alarm system and other fire safety devices.

### **Rule 3.4 MISCONDUCT**

- Any misconduct, which may compromise the name of the school, including being convicted by a court of a criminal offence, will render the perpetrators liable for suspension or expulsion.
- Major misconduct (e.g. theft, bullying, consumption of alcohol/drugs) will result in a minimum of 1 week's suspension for the first offence. The second time of breaking a major rule will result in expulsion.
- Any instance of major misconduct will result in a meeting of the disciplinary committee

### **Rule 3.5 PROHIBITED ITEMS**

#### **A. Alcohol, Illicit drugs, performance enhancing substances, tobacco and e-cigarette type devices**

- The school accepts and acknowledges that a wide variety of addictive and habit forming substances are readily available throughout society and that young people are particularly vulnerable to substance abuse. The school reserves the right to administer random drug and alcohol tests at any time.
- Scholars testing positive are subject to sanction and must appear before the disciplinary committee. A positive result can result in suspension or expulsion, irrespective of when or where the substance was taken. Scholars are expected to behave within the boundaries of the law whether at school or at home.
- The school accepts that it has a role to play in equipping people with information and knowledge about drugs, alcohol and substance abuse generally. This includes performance enhancing substances. The school's policy is that in the event of any scholar being apprehended with drugs or alcohol the parents should be informed and be involved in the disciplinary process.
- It is an offence for any member of the school to enter the school grounds whilst under the influence of alcohol.
- It is an offence for any member of the school to bring alcohol onto the school premises.



- Drinking of alcohol on the school grounds, in or out of school uniform is not allowed.
- Scholars under 18, according to the law, are not allowed in a licensed bar and may not be served alcohol in any licensed premises such as a restaurant.
- Scholars may not drink alcohol on school tours.
- Drinking of alcohol in public, including in licensed premises is only allowed for scholars over 18, when out of school uniform and with their parent's permission.
- No scholar may drink at any school function whether on or off campus. This includes all school functions and holds true whether or not a scholar is 18 years or older.
- No staff member, including Housemasters or Housemistresses, may provide scholars with, or give scholars permission to drink alcohol under any circumstances, at any school function whether on or off campus.
- No scholar may be in possession of drugs. The use of drugs or any illegal chemical substance is strictly prohibited. This includes so-called Legal Highs'.
- No scholar is allowed to be in possession of or smoke cigarettes while under the jurisdiction of the school unless they are aged over 18 and have the written permission of their parents – if this is the case they may only smoke or use tobacco/e-cigarettes in a designated area).
- No scholar is allowed to possess smoking-related paraphernalia. This includes matches, lighters, lighter fluid or pipes of any kind as well as electronic cigarettes and other 'vaping' devices and paraphernalia.
- Any items confiscated will be destroyed. Possession of such items will be treated the same as if the scholar was found to be using them.

#### **B. Pornographic/Offensive material**

- Scholars may not possess pornographic or offensive materials in any form. If found, they will be confiscated and destroyed.

#### **C. Weapons**

- Scholars may not possess weapons at school. This includes (but is not limited to) knives, firearms, fireworks, explosives of any kind.

#### **Rule 3.6 AFTER LIGHTS OUT**

- Scholars found out of their dorms after lights out will be suspended from school with a letter sent to parents. Computers and mobile telephones must not be used after lights out.

#### **Rule 3.7 TAKE AWAYS**

- No takeaway food deliveries are permitted on site.
- There is a shop on site serving food, should scholars want a snack during the evening.

#### **Rule 3.8 TOWN LEAVE**

Town leave is a privilege. As with other privileges in life, if you abuse town leave, you run the risk of losing it. It is, therefore, in your own interest to comply with the points listed below:

- You are allowed into town in groups of no more than 3 at a time. Pupils under the age of 14 may not go into town alone.
- On Saturdays and Sundays, you may wear your own clothes (mufti) when going into town, as long as the Duty Teacher considers this sensible.
- Saturday and Sunday town leave is available to all boarders, in good academic and social standing, from 2pm until 6pm on Saturday and 9am-12:30pm on Sunday.
- Scholars are expected to always behave properly in town. Scholars are distinctive and easily identified as representatives of the school and their country. Do not loiter, eat in the street, or make a spectacle of yourself.

### **Rule 3.9 OUT OF BOUNDS (OOB)/SWIMMING POOL RULES**

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

- All classrooms, labs and lecture rooms (out of class time).
- Ladies sitting room during the academic day.
- 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, unless members of that dormitory are present. All changing rooms in Houses other than your own. Scholars 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 life saving qualification and who has the personality and authority to control scholars.
- 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.

### **Rule 3.10 JEWELLERY**

- No rings, bangles, body piercings or other ornaments may be worn. Girls may wear one pair of stud-type earrings only. Boys may not wear earrings.
- Failure to comply will result in being sent home at parent's expense until remedied.

### **Rule 3.11 HAIR AND GROOMING**

- All scholars should be clean-shaven.
- Scholars are not to wear make-up or have acrylic nails or coloured nail polish at school.
- For girls, hair should be kept neat and tidy.
- Hair should be cut so as not to draw attention. For boys, it must be neat and tidy and must be kept above the eyebrows, ears and collar. There should be no "sculptured" styles. Hair may not be dyed.
- If scholars do not comply with the above rules, they will be sent home at their parent's expense and may only return when the problem has been remedied.

### **Rule 3.12 MANNERS AND THE SCHOOL DINING ROOM**

- All members of the school are expected to greet staff and visitors, standing up to do so if necessary. At the start of each lesson, classes should remain standing until being given instructions to be seated.
- Scholars must not walk around the school with their hands in their pockets.

- Scholars should not chew gum at school or eat food in the classrooms, the library, sports hall, cinema room and the Academic Resource Centre.
- Destruction of property, defacing of desks, walls, books and vandalism of any kind is a serious offence.
- During meals, scholars 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.
- Offer condiments and water to the head of table first.
- If there is an adult on the table, wait until you are invited to start eating.
- Do not stretch across the table – ask your neighbour to pass the item to you.
- Do not use your fork as a shovel.
- 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.
- Scholars are expected to make regular use of ‘Please’ and ‘Thank You’.
- Only the waiter is permitted to leave the table during the meal.

### **Rule 3.13 GENERAL – RESPECT AND CIVILISED BEHAVIOUR**

- Some aspects of behavior do not fall within the headings already covered. One of these relates to relations between boys and girls. Naturally, being a co-ed school, we expect and encourage boys and girls to establish working and social relationships among themselves. What we do not expect is any form of sexual relationship. Any pupil who does not heed this advice risks his or her career at this school.
- Bullying in any shape or form cannot be tolerated. All members of the Buckswood community are committed to ensuring a safe and caring environment that promotes personal growth and a positive self-esteem for all. Buckswood does not tolerate bullying in any form. If you are concerned about bullying, please report this any member of staff or directly to the Wellbeing hub opposite the 6<sup>th</sup> form library. If you wish to report bullying anonymously, this is also possible by writing your concerns down on a piece of paper and putting it in the red ‘Buckswood Mail’ box outside the dining room.

#### **What is bullying?**

- Bullying is an act of aggression causing embarrassment, pain or distress to another.
- It can take a number of forms: physical, verbal, gesture, extortion and exclusion;
- It is an abuse of power and an act of cowardice;
- It can be planned and organised, or it can be unintentional;
- Individuals or groups may be involved.

#### **Some examples of bullying** (for which perpetrators would be held to account) include:

- Any form of physical violence such as hitting, pushing or spitting on others;
- Any physical activity that causes acute discomfort (outside of a sport’s practice organised by a staff member.)
- Interfering with another’s property by stealing, hiding, damaging or destroying it;
- Using offensive names, teasing or spreading rumours about others or their families;
- Using ‘put-downs’, belittling others’ abilities and achievements;
- Hurtfully excluding others from a group;
- Making suggestive comments or other forms of sexual abuse;

- Writing offensive notes or graffiti about others – including ‘cyber bullying’ electronically on sites such as Facebook.
- Making degrading comments about another’s culture, sexual orientation, religious or social background;
- Ridiculing another’s appearance;
- Forcing others to act against their will.

The only solution to bullying is to deal with bullies. At Buckswood, we are committed to ensuring that every scholar feels safe and secure at school. The Anti bullying policy gives more detail on the school policy on Bullying.

#### **Rule 3.14 MONEY AND POSSESSIONS**

- You are not allowed to have in your possession at school a sum equivalent to more than one week’s pocket money (£30).
- If you return to school with more, or are sent money in the post, advise the headmaster immediately.
- The school takes no responsibility for money stolen over the amount of your primary allowance.
- **Each boarding scholar has a safe for valuables and is expected to use it!**

#### **Rule 3.15 GATING**

This sanction is applied to boarders only and should be used mainly in connection with bad behaviour in the boarding house. Scholars who are gated must have the hourly gating form signed off by a member of staff during the period of their gating.

#### **Rule 3.16 SMOKING/SMOKER’S REFORM**

Pupils caught smoking will be automatically reported to the Headmaster and Head of games and put on smoker’s reform. Being caught twice will result in meeting with the Disciplinary Committee and may result in suspension. Being caught 3 times may result in expulsion from school.

#### **Rule 3.17 TRAVEL/TRANSPORT**

- The school calendar clearly shows the dates of the start and end of each term. All pupils are expected to arrive at school on the correct date and to arrange departure transportation on the correct date as well. Buckswood School is over-subscribed. Failure to adhere to the dates as shown in the calendar may result in a scholar’s place at the school being taken away and given to a more deserving scholar.
- All vehicles are to be driven/ridden with parental knowledge and permission, within the law, and with due regard for the safety and peace of mind of others.
- Scholars must wear helmets, when cycling.
- Bicycles should not be ridden on the school fields.
- No pupil 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 Headmaster.
- Only those day scholars 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 Headmaster.
- No scholar may keep a car at the school unless he or she has permission from the Headmaster.
- Hitch-hiking is forbidden for all members of the school.
- When travelling on school transport, scholars 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.

### **Rule 3.18 SPECIFIC SCHOOL RULES FOR BOARDERS**

The purpose of the following regulations is to protect each individual scholar and to ensure all parents of boarders that the school is acting 'in loco parentis' in a responsible and efficient manner as possible. With this in mind it is absolutely necessary to insist that these rules are strictly adhered to. As a result, any scholars who break these rules will render themselves liable for suspension and/or expulsion.

- All boarders are to be within the confines of their own houses after 10:30pm, unless attending official school events or with the express permission of the Headmaster or Head of Boarding.
- No boarder may leave the school premises without permission. Leaving without permission is a serious offence.
- No Boarder may go to a private function or party during the weekend (Friday to Sunday), unless he or she has the permission of the Headmaster or Head of Boarding.
- All boarders must be in possession of permission from parents before leaving the school grounds for any reason other than to go to town. Parents can fax or email permission using the fax back form provided at the start of the year. This must be received by Wednesday prior to a weekend for any weekend leave.
- To go to town, boarders must obtain permission from either the Headmaster or Head of Boarding. All boarders are responsible for providing the school with the details of people with whom they are staying during the weekend, providing names, addresses and telephone number. The providing of incorrect information is a serious offence and can result in suspension or expulsion.

## SECTION 4 – TECHNOLOGY RULES

Buckswood recognizes that modern technology can be a useful aid in studying. However, it must be used properly. Failure to follow the rules governing technology use will result in confiscation of the offending item and it being sent home at parents' expense.

### Rule 4.1. MOBILE TECHNOLOGY

- Whilst useful items of technology, in a school environment mobile telephones may not be appropriate. They can be a distraction and therefore an impediment to learning.
- During the school day (from 8:45 am until 5pm), mobile phones, smart watches and digital music players are not to be used at school unless with the specific consent of the classroom teacher. Other than in these situations they must be kept out of the classroom and if visible can be confiscated.
- If you are found with a mobile device as outlined above, it will be confiscated and placed in the Head Teacher's safe until the end of the academic day. If this occurs a second time during a week, the device will be taken for 1 week. Continued failure to follow the rule can result in confiscation and the item will then be sent home at parents' expense.
- The school takes no responsibility for these items. The School encourages families to take out insurance on all valuable items like mobile phones, smart watches and mp3 players.
- During exams mobile phones, smart watches and anything with a digital memory capacity are not allowed into the hall. Should they be brought in, they are subject to confiscation and this may result in disqualification from an exam.
- In the boarding house during prep mobile devices must be put away and may not be used.
- In case of an emergency you are still contactable through the school (01424 813 813).

### Rule 4.2 TABLETS, LAPTOPS, COMPUTERS, PRINTERS AND INTERNET USE POLICY

#### A. TABLETS, LAPTOPS AND COMPUTERS

- All tablets, laptops and personal computers must be registered with the school.
- The school takes no responsibility for these items. The school encourages families to take out insurance on all valuable items like laptops and computers.
- Tablets, laptops and other computers are not to be used after lights out. Use of such devices will result in confiscation and further sanctions. Confiscated devices will be sent home at parent's expense.
- Computers are learning instruments and their basic purpose at school is educational. Anything that enhances a scholar's educational potential is to be encouraged; anything that hinders them achieving their purpose is to be prevented. As educational school tools, the notion of privacy will be treated as secondary to the achievement of school's educational purposes. Accordingly, if a teacher suspects that a child is using his or her machine for purposes other than educational during school time, that teacher will be entitled, and indeed expected, to intervene and inspect the contents of the machine to determine whether the facility has been or is being used for a purpose which is contrary to school policy. This would relate specifically, but not only, to the storage of illegal music files, pornography, anti-social material, 'cyber-bullying' or hacking material.

#### In Lessons/Study Periods/ Prep

- Pupils should only connect to the network when asked to do so by their teachers.
- Pupils should not listen to music files while working.
- Pupils may not use E-mail or other messaging applications during these times unless instructed to do so by their teachers.
- Pupils should not display screen savers/backgrounds that are inappropriate or noisy.

- Pupils may not play games on their computers during these times unless the games are part of a lesson and have been required by the teacher.
- Pupils should respect that the Internet is a shared resource and should therefore be circumspect and reasonable about what they download.
- Screens should be positioned in such a way as to be easily viewed by the supervising teacher.

### **Printing on School Printers**

The School does provide printing facilities as part of the School's Network. These printers should only be used in accordance with the following school policy:

- Pupils should only print during class-time when instructed to do so by their teachers. Pupils are encouraged to hand in work electronically where possible, so reducing the amount of paper used.

### **B. INTERNET**

Pupils are expected to demonstrate appropriate behaviour on the Internet just as they are in a classroom or playground. Communications on the Internet are often public in nature and general school rules for behaviour and communications will therefore apply. The use of the Internet is a privilege, not a right, and may be revoked if abused.

Pupils are personally responsible for their actions in accessing and utilising the school's computer resources. Pupils are expected never to access, keep or send anything that they would not want their peers, parents or teachers to see. In addition the school reserves the right to bar certain sites or applications during school hours to enable greater focus on school sanctioned activities. It is expected the users will comply with the specified standards and rules set out below.

### **SPECIFICALLY ACCEPTABLE USES**

As Internet facilities area limited resource and one which we pay for, users are expected to use them primarily for:

- Direct educational purposes:
- Accessing information for private interests or hobbies
- Constructive communication with other Internet users provided it is not anti-social in nature.

### **SPECIFICALLY UNACCEPTABLE USES**

Users are not to:

- Take part in the sending or re-sending of any sort of chain letters.
- Forward any email without the permission of the author.
- Use offensive language or language which may be deemed offensive (anti-social, profane, Satanist, abusive, racist, sexist or impolite language) in any written communication over the Internet.
- Use the Internet to make threats, derogatory statements about the school, staff or other scholars.
- Use the internet to bully others (Cyber-bullying).
- Attempt to access pornographic or sexual explicit material of any kind whatsoever, be it via E-mail, the World-Wide-Web or any other Internet facility.
- Use any other scholar's E-mail account and thereby impersonate (and possibly incriminate) any other user.
- Attempt to spread viruses or any other methods of interfering in other people's accounts, including any attempt to break into the network.

Pupils who break any of the above rules are subject to the normal disciplinary structures of the school. In addition, when using the school's internet computer network, pupils must understand the following:

1. All users are entitled to reasonable privacy of their work under normal circumstances and therefore it is an offence to use or attempt to use another user's account/password no matter what the circumstances may be.
2. Storage capacity is at a premium and pupils are to conserve space by deleting unnecessary E-mail or other material which takes up excessive storage space.
3. Pupils should never download or install any commercial software onto network drives. All copyright laws must be obeyed.
4. Pupils may not use any account other than their own. They have full responsibility for their accounts and must not share their passwords with anyone, and therefore, any violation of any part of this policy that can be traced to an individual account name will be treated as the sole responsibility of the owner of that account.
5. The IT staff at Buckswood have the right to investigate any pupil's E-mail / electronic information who in their opinion might be transgressing either the rules or the spirit of this Acceptable Use Policy.



## EXPLANATION OF SANCTIONS

### A. EXTRA WORK (ACADEMIC SANCTION)



- Extra work is given to a scholar if they fail to meet the expectations of their subject teacher. This can include incomplete work, or work of a poor standard.
- Extra work takes place in the classroom of the subject teacher on the night of that teacher's choosing. It may also take place with another teacher from within that academic department. The Scholar will be informed of when they are expected to attend.
- If the extra work is not completed to a satisfactory standard, or if they miss the extra work sanction, the scholar will then be placed in a manager's detention.
- A teacher has the discretion as to whether to place a scholar in extra work or in a Manager's detention.
- If a Scholar earns more than 3 extra works in one week, they are placed in Weekend HM Detention.

### B. THE RED CARD/GREEN CARD SYSTEMS (ACADEMIC SANCTION)



- Red Cards are given when a scholar 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 of prose in English during this time.
- Earning 3 Red Cards in a one week period earns an automatic Sunday Detention.
- Missing a Weeknight Detention as a result of receiving a Red Card, automatically earns a Sunday Headmaster's Detention.
- Red cards can be given out by both Staff and Prefects.
- Following half termly assessments, results are analysed and if a scholar 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.
- Scholars will be on green card for at least 2 weeks and if they demonstrate sufficient improvement will be taken off green card.
- Scholars 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.

### C. COMMUNITY SERVICE DETENTION (NON-ACADEMIC SANCTION)



- Community Service Detention is for scholars 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 scholars 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 HM Detention.

#### D. GATING (NON-ACADEMIC SANCTION)



- If a boarding scholar 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 scholar for gating to the Head of Boarding.
- The length of gating is determined by the Headmaster or Head of Boarding.
- Minimum length of gating is 2 hours.
- Gated scholars must remain in school uniform.
- Repeated gating will lead to appearing before the disciplinary committee and may lead to suspension.

#### E. SMOKER'S REFORM



- This is given to a student who is found to be smoking or in possession of smoking paraphernalia (both tobacco and/or e-cigarette type devices).
- It results in one week's pocket money going to Cancer Research and a letter home.
- In addition, students will serve Community Service detention on Saturday and take part in a morning run each day at 7am on the Astro turf.
- Smoker's reform also results in gating for one week and enrolment in the school's smoking cessation program under supervision of the nursing staff.
- Smoking in a school building will result in appearing before the disciplinary committee and can result in expulsion.
- Failure to perform the sanction results in suspension.
- Being caught smoking twice in a term will lead to appearing before the disciplinary committee and may result in suspension from school. Three times will result in expulsion.

#### F. MANAGER'S DETENTION (ACADEMIC/ATTENDANCE/TECHNOLOGY SANCTION)



- Manager's detentions are held on weeknights from Monday through Thursday nights from 5.00 in the school library. This detention is for offences such as missing work and more serious behavioural issues such as serial lateness or absenteeism during the working week.
- Any scholar missing a Manager's detention, or receiving more than two weeknight detentions in a given week is automatically entered into Weekend Detention.
- Scholars must wear full school uniform for detention.
- Scholars 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.
- Form tutors will escort scholars to the Manager's detention at the end of prep.
- **All detentions** take priority over all other extra-curricular activities, including sport.

#### G. WEEKEND HEADMASTER'S DETENTION (ACADEMIC/ATTENDANCE/TECHNOLOGY SANCTION)



- Weekend detention is held on Saturday afternoons from 14:30 to 16:30 under the supervision of the Headmaster. Weekend detention is the ultimate in-school sanction.
- Failure to attend Weekend HM detention will lead to further Disciplinary action such as suspension.
- Scholars 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 Scholars must attend detention. It is the responsibility of day scholar parents to ensure their child attends. The school is not responsible for getting day scholars to or from school to serve detention.

#### **H. SUSPENSION(ACADEMIC/ATTENDANCE/NON-ACADEMIC/TECHNOLOGY SANCTION)**



- If a scholar is suspended from school they are expected to continue with their academic work.
- During the period of suspension, scholars must send work back to school on a regular basis.
- If the scholar is placed locally by the school, they are subject to the same rules as if they were at school.
- On occasion, suspended scholars may be required to complete counselling or enrol in a program to help them with the particular issue for which they were suspended from school. Upon successful completion of this program they may return to the school community.
- Failure to adhere to these simple guidelines may result in expulsion from school.
- If a scholar is suspended more than twice in a school year they must report to the Disciplinary Committee (SMT) and may be expelled from school.

#### **I. EXPULSION**



















- In certain cases, students may be expelled from school. This will occur when all other avenues of behaviour management have failed or if it is deemed that the student poses a serious threat to the community or has broken the law.
- Any decision to expel a student is at the Headmaster's discretion and it will involve a consultation with the Senior Management Team and other relevant stakeholders.

## APPENDIX A

### PROGRESSION OF DISCIPLINARY PROCEDURES

- If a scholar is found to have broken a minor rule they are assigned a sanction as outlined in the school sanction procedure. This sanction is entered by the staff or prefect into the school database.
- If the scholar fails to attend an extra work, or Manager's Detention, they will be given one chance to attend the next available session. Missing any other sanction automatically enters the scholar into the progression of disciplinary procedures.
- Should the scholar not attend this second opportunity, consequences are outlined in the table below. This applies to both day and boarding scholars as all scholars are part of the school community. A letter will be sent home informing parents of the actions of their child.

Sanction	INITIAL LEVEL	PROGRESSION
Extra Work		Missed = Manager's DET Poor Work = Manager's DET 3 per week = Weekend DET 
Red Card		Missed = Manager's DET 3 per week = Weekend DET 
Community Service Detention		Missed = Weekend HM DET 
Gating		Multiple = SUSPENSION 
Smoker's Reform		Missed = Suspension 2 per term = Suspension 3 = Expulsion 
Manager's Detention		Missed = Weekend HM DET 2 per week = Weekend HM DET 
Weekend HM Detention		Missed = SUSPENSION Continued Absence = EXPELLED 
Suspension		Failure to follow agreed guidelines = EXPELLED 2 per term = EXPELLED 

## Credits & Sanctions

In support of a holistic approach to the development of our pupils at Buckswood, we seek to provide a structure for daily living within which good behaviour is encouraged and supported. At Buckswood we employ a consistent system of rewards which addresses the needs of individual students as well as those of the whole school community.

We recognise and appreciate achievement in all aspects of school life through school assemblies, appointments to positions of responsibility and the award of colours and prizes. We have a system of rewards and commendations to recognise the achievements of our students in a wide range of academic, extra-curricular and citizenship based fields. These awards recognise the individual and team nature of the students' excellence but also the contribution they make to our community as a whole.

The School recognises that it acts *In Loco Parentis* for the Boarding Community and that boarding pupils will come into contact with members of staff more often than day students. This inevitably creates more opportunities for students to be rewarded for the positive contributions they make to the boarding environment. It is very important that students be recognised for the crucial contributions they make to the boarding community and consequently, there is an additional tariff of rewards for boarders. This recognises those occasions when boarders behave in a manner which enhances the boarding community.

Good discipline is also an essential ingredient of any school. It is a prerequisite for a holistic approach to teaching and learning, and also upholds and facilitates the courtesy and respect which should characterise relationships among all students and staff. It is, therefore, important that the School, through its staff and students, particularly the Prefects, but also through the influence which boys and girls exercise on one another, should work at all times to uphold this discipline, including those periods when day students have finished for the day/week and boarders are in the care of residential and visiting staff.

The school is aware that whilst boarders have more chance to be rewarded, they also have an increased chance to be disciplined. Therefore, the boarders may receive gatings and other procedures which are not appropriate to day students. It is only when the actions of a boarder affect the learning environment of others or the personal/ social well-being of others that whole school sanctions will apply. In this way, with each taking due responsibility, the general pattern of life at Buckswood should help to create good habits among all members of the community. When this is not of itself sufficient, especially in serious instances, effective action to curb and remedy indiscipline will be taken, with due consideration and compassion.

Low level sanctions may accumulate thereby resulting in a higher level sanction being imposed. When this is the case, only offences committed in the current term and three preceding terms will be considered. Any punishments over four terms old will effectively not be cumulative, but may be taken into account when dealing with a serious breach of the school rules.

All offences, especially involving alcohol, tobacco, drugs and bullying, will result in sanctions being imposed in accordance with the School rules. The context in which the offences have been committed will also be taken into account. In addition, pupils must bear in mind that transgressions occurring outside of the normal bounds of school jurisdiction may result in disciplinary sanctions, if it is considered that they have brought, or may potentially bring, the School's name into disrepute.

The credits and sanctions tables that follow indicate how the different level of rewards may be achieved. Equally, there is a table summarising the level of sanction that will be imposed for certain indiscretions. However, this list is not exhaustive and merely a guideline for pupils, parents and staff.

The discretion of the Headmaster applies to all rewards and sanctions. He will consult with the Senior Management Team and boarding staff, before making a final decision.

# Credits/Sanctions explained

## 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: Gold, Silver and Bronze.**

**Bronze:** House Points, Academic, Sports and Arts

**Silver:** Community Service, Academic and Sports

**Gold:** Sustained Level of Performance, Leadership and Academic

### Colours

Scholars 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

Scholars 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, scholars can also be able to earn points that count towards badges that are worn on the blazer. All scholars begin the academic year with a red badge, which is pinned to the lapel. 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 – and upon earning 50 points they earn a silver pin, moving up to gold after receiving 125 points. The point breakdown is below:

### Positive

Action	Points
Access time	3
Good manners	3
School Colours	20
Team Captain	10
Representing school	5
Positive behaviour	3
Player of the match	7
Commendation	10
Perform in Assembly	10
Weekend tutorial	5
Top 5 effort score	10
Internationalism	3

# Sanctions

## Badge system

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

### Negative

Action	Points
Extra Work	-3
Detention	-5
Smoker's reform	-20
Weekend Detention	-10
Gating	-15
Red Card – non-use of English	-3
Green card - poor effort	-10
Negative behaviour	-3
Suspension	-30
Expulsion	-50
Poor manners	-3
Community Service Det	-10
Plagiarism/Cheating	-15
Use of phone in class	-2
Lack of prep	-3

### EXTRA WORK (ACADEMIC SANCTION)

- Extra work is given to a scholar if they fail to meet the expectations of their subject teacher. This can include incomplete work, or work of a poor standard.
- Extra work takes place in the classroom of the subject teacher on the night of that teacher's choosing. It may also take place with another teacher from within that academic department. The Scholar will be informed of when they are expected to attend.
- If the extra work is not completed to a satisfactory standard, or if they miss the extra work sanction, the scholar will then be placed in a manager's detention.
- A teacher has the discretion as to whether to place a scholar in extra work or in a Manager's detention.
- If a Scholar earns more than 3 extra works in one week, they are placed in Weekend HM Detention.

### GREEN CARD/ATTENDANCE REPORT

- Following half termly assessments, results are analysed and if a scholar 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.
- Scholars will be on green card for at least 2 weeks and if they demonstrate sufficient improvement

will be taken off green card.

- Scholars 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.

### **RED CARD**

- Red Cards are given when a scholar 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 of prose in English during this time.
- Earning 3 Red Cards in a one week period earns an automatic Sunday Detention.
- Missing a Weeknight Detention as a result of receiving a Red Card, automatically earns a Sunday Headmaster's Detention.
- Red cards can be given out by both Staff and Prefects.

### **COMMUNITY SERVICE DETENTION**

- Community Service Detention is for scholars 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 scholars 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 HM Detention.

### **GATING**

- If a boarding scholar 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 scholar for gating to the Head of Boarding.
- The length of gating is determined by the Headmaster or Head of Boarding.
- Minimum length of gating is 2 hours.
- Gated scholars must remain in school uniform.
- Repeated gating will lead to appearing before the disciplinary committee and may lead to suspension.

### **SMOKER'S REFORM**

- This is given to a student who is found to be smoking or in possession of smoking paraphernalia (both tobacco and/or e-cigarette type devices).
- It results in one week's pocket money going to Cancer Research and a letter home.
- In addition, students will serve Community Service detention on Saturday and take part in a morning run each day at 7am on the Astro turf.
- Smoker's reform also results in gating for one week and enrolment in the school's smoking cessation program under supervision of the nursing staff.
- Smoking in a school building will result in appearing before the disciplinary committee and can result in expulsion.



- Failure to perform the sanction results in suspension.
- Being caught smoking twice in a term will lead to appearing before the disciplinary committee and may result in suspension from school. Three times will result in expulsion.

### WEEKNIGHT MANAGER'S DETENTION

- Manager's detentions are held on weeknights from Monday through Thursday nights from 5.00 in the school library. This detention is for offences such as missing work and more serious behavioural issues such as serial lateness or absenteeism during the working week.
- Any scholar missing a Manager's detention, or receiving more than two weeknight detentions in a given week is automatically entered into Weekend Detention.
- Scholars must wear full school uniform for detention.
- Scholars 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.
- Form tutors will escort scholars to the Manager's detention at the end of prep.
- **All detentions** take priority over all other extra-curricular activities, including sport.

### WEEKEND HEADMASTER'S DETENTION

- Weekend detention is held on Saturday afternoons from 14:30 to 16:30 under the supervision of the Headmaster. Weekend detention is the ultimate in-school sanction.
- Failure to attend Weekend HM detention will lead to further Disciplinary action such as suspension.
- Scholars 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 Scholars must attend detention. It is the responsibility of day scholar parents to ensure their child attends. The school is not responsible for getting day scholars to or from school to serve detention.

### SUSPENSION

- If a scholar is suspended from school they are expected to continue with their academic work.
- During the period of suspension, scholars must send work back to school on a regular basis.
- If the scholar is placed locally by the school, they are subject to the same rules as if they were at school.
- On occasion, suspended scholars may be required to complete counselling or enrol in a program to help them with the particular issue for which they were suspended from school. Upon successful completion of this program they may return to the school community.
- Failure to adhere to these simple guidelines may result in expulsion from school.
- If a scholar is suspended more than twice in a school year they must report to the Disciplinary Committee (SMT) and may be expelled from school.

### EXPULSION

- In certain cases, students may be expelled from school. This will occur when all other avenues of behaviour management have failed or if it is deemed that the student poses a serious threat to the community or has broken the law.
- Any decision to expel a student is at the Headmaster's discretion and it will involve a consultation with the Senior Management Team and other relevant stakeholders.

## Additional Notes:

### **Absences from School**

- Wherever possible prior notification of absence from School should be given in writing by parents. Where this is not possible, written confirmation of the reason for absence should be brought on return to School.
- Absence from School remains unauthorised until a note is received.
- If pupils are late for registration they should report to the School Office immediately on arrival at school to sign in. Consistent failure to do so will result in a letter being sent home, the pupil being placed on attendance report and if no improvement is forthcoming, parents will be asked to come to school for a meeting.

### **Unauthorised absence from Lessons**

Unauthorised absence from lessons is taken very seriously. Where a pupil is absent from a lesson, this will be recorded on the eportal system and picked up by the attendance officer. Any unauthorised absence will be followed up immediately by either the Key Stage Head, Deputy Head or Headmaster. A weeknight Detention will be issued.

### **Time-Outs**

This sanction removes a disruptive student from a classroom. Pupils sent on a Time-Out will first be sent to the School Office, where one of the secretaries will immediately direct the pupil to a lesson taken by one of the Key Stage Heads. The pupil will sit with the Key Stage Head and eventually return to the original lesson to apologise to the teacher if appropriate. Automatic return to the next lesson of that teacher is not guaranteed.

Being sent on a Time-Out is a very serious matter and will result in the pupil receiving an automatic weeknight Detention and a letter being sent home.

### **Lateness/Forgetfulness during lessons**

Subject teachers will keep a register of pupils at all lessons. Any lateness and forgetfulness will be reported on the eportal system, with action being taken where necessary.

### **Uniform**

In building up the ethos, reputation and identity of the School, upon which we all depend, we expect that scholars attend in full school uniform. This includes travelling to and from School, during the school day and correct kit during games lessons. Students found to be abusing the uniform code will be sanctioned as per the school rules.

### **NB:**

The list of offences above and the statements above cannot be considered an exhaustive list of punishable offences. Any disciplinary matter that falls outside the guidelines written above will be dealt with as the Headmaster sees fit.



