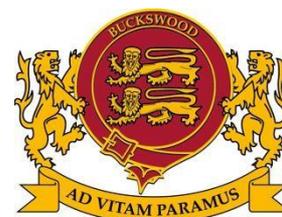


POLICY STATEMENT



Policy	Behaviour Policy
Date Written	01 September 2018
Written by	Michael Lawless, Michael Shaw & Kevin Samson
Approved by	KS
Date of Approval	02 September 2018
Next major review date	September 2021
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.

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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 a member of the School Leadership Team.

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

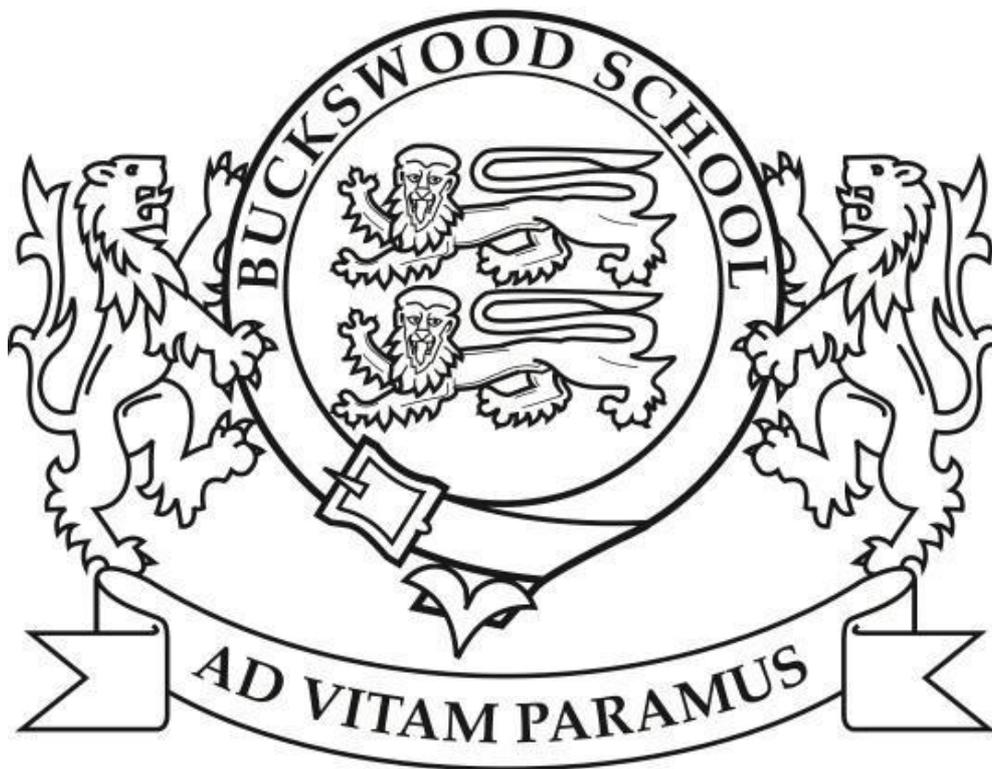
Members of staff have the power to use reasonable force to prevent students committing an offence, injuring themselves or others, or damaging property, and to maintain good order and discipline in the classroom

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 Leadership 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.

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1. Lessons		
<p>(a) Students will:</p> <p>(i) attend all lessons at the times and locations as specified in their timetable with in the school calendar; and</p> <p>(ii) adhere to the Code of Class Conduct</p> <p>(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 for boarders must be completed online via the system (CareMonkey) (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</p>		
See Appendix 5 - Code of Class Conduct		
Sanctions		
1st Offence	2nd Offence	3rd Offence (options)
<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 lunchtime detention to catch up on the work missed</p>	<p>Manager's Detention</p>	<p>a) Saturday Detention/ loss of town leave</p> <p>b) Disciplinary meeting with Head of Year to discuss further 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.</p> <p>e) Referral to counsellor or external support agencies.</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		
1st Offence	2nd Offence	3rd 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.	(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)

3. Uniform

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

See the Appendix 3 - School Uniform Policy

Sanctions		
1st Offence	2nd Offence	3rd Offence
Discussion with Student and Form Tutor / Head of Year. Lunchtime detention. Contact home to inform parent/guardian.	a) Manager’s detention. b) Student may be sent home to change	a) Saturday detention/loss of town leave b) Student may be sent home to change c) Fixed term exclusion may occur if problem persists after 3 rd offence

4. Prep

- (a) Students will attend 'Prep' which runs between 1550 and 1645hrs on Monday, Tuesday and Thursday unless they have another timetabled school commitment at that time.
- (b) Prep is conducted in silence without the use of Headphones, or electronic devices unless express written permission has been given by subject teacher for a specific task
- (c) Students must record prep in their prep diary
- (d) Students must complete all work/prep set

Sanction		
1st Offence	2nd Offence	3rd Offence
Lunchtime detention	Manager’s detention	Saturday afternoon detention

5. Clubs & Societies

- (a) Students must take part in the school clubs and societies programme
 (b) Failure to attend a club or society without permission will be dealt with as a missing lesson

Sanction		
1 st Offence	2 nd Offence	3 rd Offence
Meeting between student and subject teacher and/or Form Tutor and unless suitable explanation provided the student must attend a lunchtime detention.	Manager's detention	a) Saturday detention/ loss of town leave b) Fixed term exclusion may occur if problem persists after 3 rd offence

6. Friday Assembly

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

Sanction		
1 st Offence	2 nd Offence	3 rd Offence
Saturday Detention	Saturday detention plus loss of weekend leave	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 st Offence	2 nd Offence	3 rd Offence
a) Lunchtime Detention or b) Red Card prefect detention	a) Manager's Detention b) Saturday Detention/ loss of town leave	a) Saturday Detention and Gating or possibly b) Fixed Term Exclusion or permanent exclusion depending on severity of

		offence
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8. Violence and inappropriate physical behaviour

a) Students must not threaten or act in a violent way

Sanction		
1 st Offence	2 nd Offence	3 rd Offence
Disciplinary meeting will be held to discuss whether an exclusion 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 st Offence	2 nd Offence	3 rd 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 st Offence	2 nd Offence	3 rd 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)
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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 st Offence	2 nd Offence	3 rd Offence
(a) The student causing the damage will be required to pay for the damage (b) Disciplinary meeting 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 to decide on whether an Exclusion (Fixed term) is appropriate or whether there is a more appropriate sanction; (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 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. Students found in possession of smoking paraphernalia or in the presence of students smoking will be subject to the same smoking sanctions as if found smoking themselves. **Note that use of e-cigarette devices (vaping) and possession of vaping paraphernalia/liquids receives the same sanctions as drugs at Buckswood.**

Sanction

1 st Offence	2 nd Offence	3 rd Offence
(a) Smoker's reform Detention (Saturday detention plus loss of town leave for the weekend if a boarder) (b) Parent/Guardian informed	(a) Student must attend BHS to receive smoking cessation support (b) Smoker's reform detention/ loss of town leave for 2 weeks (c) The student's parents will be informed directly	(a) Possible 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:
- i) Students must not be under the influence of alcohol or be or associated with those that are under the influence of alcohol when in the school's duty of care.
 - ii) Students over the age of 18 must not purchase or supply alcohol for other students
 - iii) Students must not be in possession of alcohol or alcohol containers (empty or full) whilst under the care of the school, irrespective of their age.

Please also see the Drugs and Alcohol Policy

Sanctions

1 st Offence	2 nd Offence	3 rd Offence
a) Saturday Detention/loss of town leave for 2 weeks b) Parents informed c) Risk assessment put in place and town leave may be restricted or subject to special conditions for up to 4 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 BHS to receive information on substance misuse support.	Exclusion (Permanent)

14. Drugs

- (a) Students must not break the laws in relation to the purchase and consumption of illegal drugs or chemical substances that have an effect similar to that of an illegal drug.
- (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
- (e) Buckswood School considers 'vaping' in the same category as drug usage and will be treated as such. Possession of 'vaping' apparatus, liquids and other paraphernalia will be considered a breach of the rules in relation to drugs.

Please also see the Drugs and Alcohol Policy

Sanction		
1st Offence	2nd Offence	3rd Offence
a) A disciplinary meeting with SMT to decide if Exclusion (Fixed term) or Exclusion (Permanent) is appropriate or if another sanction is appropriate. (b) If fixed term exclusion, (i) the student will be required to attend a reintegration 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. (c) ongoing drug testing	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		
1st Offence	2nd Offence	3rd Offence
a) Exclusion. Disciplinary meeting 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 'lights out' in their boarding houses

See the Online safety policy

Sanctions		
1 st Offence	2 nd Offence	3 rd Offence
Mobile phones or other electronic devices confiscated until 5pm that day	Mobile phones or other electronic devices confiscated for up to one week	Mobile phones or other electronic devices confiscated for one month and may be sent home at the parent's expense if behaviour persists further.

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 Smoothwall 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
- (d) Students must not access Virtual Private Networks (VPNs) using the school's internet connections.

See the Online safety policy

Sanctions		
1 st Offence	2 nd Offence	3 rd Offence
(a) Internet privileges restricted for 1 week (allowed for special reason e.g. to contact family) and (b) Confiscation of the USB internet dongles or tethering connections (to be returned at the end of term) ; and blocking of VPN site.	(a) Internet privileges restricted for 1/2 term (allowed for special reason e.g. to contact family) (b) Confiscation of the USB internet dongles or tethering connections (to be returned at the end of term) ; and blocking of VPN site. (c) Parents informed	(a) Internet privileges restricted for 1 term (allowed for special reason e.g. to contact family) (b) Confiscation of the USB internet dongles or tethering connections (to be returned at the end of year) ; and blocking of VPN site. (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, or partisan political nature)

See the Online safety policy

Sanctions		
1 st Offence	2 nd Offence	3 rd 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 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 re be require to attend a re-integration meeting on return to school and (ii) may be subject to a risk assessment

19. Key cards

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

Sanctions		
1 st Offence	2 nd Offence	3 rd Offence
Manager's Detention	Saturday Detention/loss of town leave for one week	Exclusion (fixed term)

20. Out of bounds

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

See appendix 7 School Boundary Area

Sanctions		
1 st Offence	2 nd offence	3 rd offence

<p>a) Saturday Detention/loss of town leave</p> <p>b) Town leave permission revoked for 1 week</p> <p>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 reintegration meeting on return to school and may be subject to a risk assessment</p>	<p>(a) Student placed on green card sheet that requires regular sign off.</p> <p>(b) Manager's detention for a week.</p> <p>(c) Gated for 2 weeks</p> <p>(d) A risk assessment on future town leave will be carried out which may result in restrictions on future town leave (if appropriate to OOB)</p> <p>(e) Disciplinary meeting to decide if Exclusion (Fixed term) is suitable at this stage</p>	<p>a) Exclusion -Disciplinary meeting to decide if an Exclusion Fixed term or permanent is appropriate.</p> <p>(b) If Exclusion (Fixed term) (i) the student re be require to attend a re-integration meeting on return to school and (ii) may be subject to a risk assessment</p>
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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 maybe 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		
1 st Offence	2 nd Offence	3 rd Offence
Town leave permission revoked for 1 week Saturday detention	<p>(a) Gated for 2 weeks plus Saturday detention for 2 weeks.</p> <p>(b) A risk assessment on future town leave will be carried out which may result in restrictions on future town leave</p>	<p>(a) any town leave revoked indefinitely</p> <p>(b) Student must be supervised at all times when in town.</p>

22. Swimming pool

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

Sanctions		
1 st Offence	2 nd Offence	3 rd 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 are expected to attend and eat all school meals provided		
(b)	However, 6 th form students may at their discretion choose to have lunch in TJs		
(c)	Only students in Form 5 and the 6 th form are allowed to go to TJs during break times		
(d)	Students must not purchase food for other students, who are not allowed in TJs		
(e)	Only Upper 6 th students in good academic standing may study in TJs instead of the library during study periods.		
Sanctions			
1 st Offence	2 nd Offence	3 rd Offence	
a) Student banned from TJs 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 TJs 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 TJs 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 st Offence	2 nd Offence	3 rd 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. All medication brought to school must be handed in to a member of staff.
 (b) When in the school in the school's duty of care, students must only take medication or supplement that have been approved under UK legislation
 (c) Students must not share or supply any medication (prescription or otherwise) to any member of the community

Sanctions		
1 st Offence	2 nd Offence	3 rd 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) Saturday Detention/ loss of town leave	(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
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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 st Offence	2 nd Offence	3 rd Offence
(a) Disciplinary meeting to decide on appropriate initial sanction	(a) Disciplinary meeting to decide on appropriate sanction (b) Student to attend counselling if appropriate	(a) Disciplinary meeting 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 st Offence	2 nd Offence	3 rd Offence
(a) Manager's detention	(a) Saturday detention / loss of town leave	(a) Disciplinary meeting to decide if Fixed Term Exclusion is appropriate, if
(b) Student will be required to clean any mess created and/or will be billed for any damage (c) Restrictions may be put in place with regards to future travel plans on school transport (d) Parent/guardian informed	(b) Student will be required to clean any mess created and/or will be billed for any damage (c) Restrictions may be put in place with regards to future travel plans on school transport (d) Parent/guardian informed	so, a reintegration meeting will take place. (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 (d) Parent/guardian informed

28. Covid 19 – Policy addendum

Students should not contravene the guidance set out in the 'Covid Code of Conduct' that can be found in each classroom. In addition students must also....

- Adhere to Social distancing guidelines
- Refrain from spitting (spitting at someone is an automatic stage 3 offence)
- Stay inside their bubble
- Follow all safety instructions in and out of the classroom
- Follow all school transport instructions
- Follow all dining room and communal space instructions

Sanctions

1 st Offence	2 nd Offence	3 rd 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

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

Positive Points (House Points)

These are awarded to pupils who do positive things in and around school – for example, produce an excellent piece of work or who are helpful within the school community. Positive points are recorded on SIMS and count towards the House total at the end of each week. **20 positive points in a week equals a 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, accumulate 20 or more positive points in a week or are outstanding positive contributors to the school. Commendations will count towards the House scores. Pupils who gain an average score of 1.5 or better (for attitude to learning) in their assessments automatically gain a commendation.

Badge System

Badge System

Positive points also count towards badges that are worn on the blazer. All scholars begin the academic year with no badge. Once they earn 150 reward points they earn 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 250 points they earn a silver pin, moving up to gold after receiving 350 points. The point breakdown is below:

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

Positive and negative points count towards house totals so students should keep this in mind!

Sanctions

There are 3 detentions that can be set by members of staff for breaches of the rules by students:

(A) Lunchtime Detention (Level 1)

- A Lunchtime Detention is given to a Student if they fail to meet the expectations of their teacher (this includes Clubs, Societies and Weekend lessons). This can include incomplete work, or work of a poor standard. Lunchtime Detention takes place in the library during lunchtime on the following days:

Monday – Forms 1 to 3; Tuesday – Lower and Upper 6th, Wednesday – Forms 4 and 5; Thursday Forms 1 to 3; Friday – Forms 4 to Upper 6th

Junior school Lunchtime detention runs from 12:55 until 13:20 and senior Lunchtime detention runs from 13:20 until 13:45. Students are expected to be on time and prepared. (During Covid-19 restrictions, these will take place at the following times – Key Stage 3 from 12:25 until 12:55; Key Stage 4 from 13:20 until 13:50 and Key Stage 5 from 14:15 until 14:35)

- If the Lunchtime Detention not completed to a satisfactory standard, or if they miss the sanction, the Student will then be placed in a Manager's detention.

(b) Manager's Detention (Level 2)

- Manager's detentions are held on Monday, Tuesday and Thursday evenings from 1645hrs – 1815hrs in the school library (during Covid-19 restrictions these will be held in a designated classroom within Key Stages) and taken by a senior member of staff. Mondays will be for Key Stage 3 students (Forms 1 to 3), Tuesdays for Key Stage 4 students (Forms 4 and 5) and Thursdays for Key Stage 5 (Lower and Upper 6th) IE students should attend the appropriate age-group detention. Day students are expected to attend for the entire time and parents/guardians must make travel arrangements accordingly.
- Where possible, students will be given 24 hours' notice (via SIMS which will automatically notify parents when a negative event 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 and extra lessons, so students should bear this in mind with their general behaviour.
- If the Detention is not completed to a satisfactory standard, the students will then be placed into
 - Saturday Detention/Gating

(c) Saturday Detention

- Saturday detentions take place on Saturday afternoons from 1400 until 1800. They take place in the School library and are taken by a senior member of staff.
- Students are required to be in uniform and to work in silence for the duration of the detention. If they do not bring sufficient work, the supervising member of staff will set tasks for them to complete.
- Saturday detentions are for both day and boarding students – families of day students are expected to deliver and collect their child from the school.
- This is the most serious in-school sanction. Failure to complete a Saturday detention to the satisfaction of the supervising member of staff may result in a fixed term exclusion.

What follows below is a list of other sanctions that may be employed should a student not perform or behave as expected.

(i) Green card

Following 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.

- The green card 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 either an access time or a manager's detention in order to improve their results and to have the day signed off.
- 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 as this has been found to help students focus.
- Each Friday following assembly one of the co-principals will sign off the green card and make a comment.
- Green cards are retained on the student's file for reference.

(ii) Red card

The spoken language at Buckswood is English. Students are expected to speak English around the school between the start of the academic day and the end of the academic day. They are also expected to speak English in the dining room during meal times. The reasons for this are twofold – firstly it improves their spoken English skills and secondly, it ensures that someone is not excluded from a conversation because they do not speak the same first language as others. It is essential to our community that this rule is respected.

To encourage students to remember to speak English, prefects and staff have the authority to issue a 'red card' to a student who is not speaking English (or who is using foul language). The student is then expected to attend a red card detention in room 9 ¾ from 17:40 until 18:10. Day students may sit their red card in the library under supervision of the manager taking detention from 16:45 until 17:15 so that they can get the school bus.

Non-attendance at red card will result in a manager's detention being issued.

(iii) Smokers reform

The smokers reform sanction takes place on Saturday afternoons from 14:00 until 18:00. Students on smokers must attend in sports kit. They report to Saturday detention in the library for further instruction and should bring school work in case there are no tasks to complete around the campus. Students on smoker's reform are also gated for that weekend (Saturday and Sunday).

(iv) Community Service

- Community Service is for Students that have taken away from the community – be it in terms of time or material.
- Community Service runs during breaks in the academic day and in the morning before the academic day begins, where students can perform certain Community Service Detentions. It will be supervised by the duty house CEO and senior prefect.
- Community Service 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 perform Community Service will result in a Saturday Detention.

(v) 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 Lead Residential Tutor.
- The length of gating is determined by the Lead Residential Tutor.
- Minimum length of gating is 2 hours, with maximum being all weekend.
- Gated Students may be required to remain in school uniform.
- Failure to complete a gating correctly will result in it being extended and possible further sanction.

(vi) 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: (NOTE - 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

Whilst the school recognises each student's right to express their individuality, there are certain expectations as regards appearance and uniform required of Buckswood students. This constitutes part of the contract between the school and student when a student signs up to be a member of our community. Students must consider this when deciding on whether or not Buckswood is an appropriate school for them. A uniform removes symbols of status/difference and breaks down barriers between students, forging closer relationships and a greater sense of community and as such is key to the Buckswood family.

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. During colder months, the padded Buckswood jacket may be worn instead of the blazer.
- 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. During colder months, the padded Buckswood jacket may be worn instead of the blazer.
- Blazers are to be worn at all times unless permission is specifically given by the Co-Principals or School Director. (See exception for colder months above)
- Lower Sixth Boys may wear their own waistcoats, Lower Sixth girls may wear black skirts that must sit at or below the knee or school trousers.
- Upper Sixth Students may wear business suits with their school tie (boys) and a shirt 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 face being sent back to their room to dress properly. If they are a day scholar, they face being sent home at their parent's expense, to dress correctly
- Students must have their student ID card with them at all times and are required to present it to a member of staff when asked.

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 and/or trousers 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 must 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 Principals' permission. School trips are in school uniform (this might be games kit if the trip requires it).
- Day students may not be on the school grounds in casual dress during weekdays, or on Saturday mornings. This includes on school transport at the end of the academic day. Day students who attempt to board school transport at the end of the day not in school uniform will not be allowed to board.
- 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 Principals 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 and start and end of term in casual clothes.

Jewellery:

- Girls may wear one pair of earrings only. Boys are not permitted to wear earrings. Body/nose piercings are not allowed at school and should be removed.
- 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 and must be a natural hair colour.
- If students do not comply with the above rules, they may be sent home at their parent's expense (or removed from lessons if a boarder) and may only return when the problem has been remedied.

Tattoos

- Students are expected to cover any tattoos that might be visible outside of their school uniform.

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 line up outside of the classroom and upon being invited in by their teacher remain standing behind their desks until being given instructions to be seated.
- Students must not walk around the school with their hands in their pockets.
- Students must not chew gum at school or eat food in the classrooms, the library, sports hall or the Great Hall.
- 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.		
a. Junior (forms 1 to 3) lights out is at 2145hrs		
b. Senior lights out is at 2230 pm		
(c) All students must be ready for morning inspection.		
Sanctions		
1 st Offence	2 nd Offence	3 rd Offence
a) Warning issued b) Community service in boarding house	Saturday Detention	Gating

2. Registrations

(d) All students must attend compulsory registrations on time

Sanctions

1 st Offence	2 nd Offence	3 rd Offence
a) Warning issued b) Saturday detention may be appropriate c) In-residence community service	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 Saturday 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 for 2 weeks.

3. Signing in and out

Students must sign out and in when they leave the premises and will not leave the premises without permission.

- (iv) Sign in and out in room 9 3/4 for Town Leave and in Boarding House time
- (v) Sign in and out in Reception during the school day

Sanctions

1 st Offence	2 nd Offence	3 rd Offence
Saturday 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.

- (i) Should not be used during prep
- (ii) Must not distract others at bed times
- (iii) Should not be used after lights out

Sanctions

1 st Offence	2 nd Offence	3 rd 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 residences unless they have the express permission of the resident tutor. If this is granted they can only stay in the common area of the residence.
- 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 st Offence	2 nd Offence	3 rd Offence
a) Warning issued b) Saturday Detention may be considered	a) Gating	(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

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 st Offence	2 nd Offence	3 rd Offence
This is to be decided on a case by case basis, depending on the nature of the offence. Disciplinary meeting to decide on the most suitable sanction which could include 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.		

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 handed in to 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 UK 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 st Offence	2 nd Offence	3 rd Offence
(a) Discussion with School Nurse and residential staff (b) The student will be required to surrender all medications that they have (c) Parents will be informed	(a) Discussion with School Nurse and residential staff (b) The student will be required to surrender all medications that they have (c) Parents will be informed (d) Risk assessment will be put in place	Interview with parents stating this must not continue and explaining the seriousness of the issue. If necessary, consider Fixed term exclusion. Reintegration meeting and code of conduct to be signed.

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 st Offence	2 nd Offence	3 rd Offence
Community Service in the Boarding House	Saturday Detention	Gating

9. Naked Flames

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

Sanctions		
1 st Offence	2 nd Offence	3 rd Offence
a) Confiscation and warning b) Saturday detention may be considered	Saturday Detention / gating	Gating/Exclusion

10. Smoking

(a) Students must not smoke cigarettes at any time when in the school's duty of care. (E-cigarettes/vaping is considered in the same category as drugs at Buckswood)

Sanction		
1 st Offence	2 nd Offence	3 rd Offence
(a) Smoker's reform (b) Parent/Guardian informed	(a) Student must attend BHS for smoking cessation support. (b) Smoker's reform detention/ loss of town leave privileges (c) The student's parents will be informed directly	(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

11. Alcohol

- a) Students must not break the UK legislation in relation to the purchase and consumption of alcohol.
- b) Students must not be under the influence of 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 aged below 18 years of age.

Sanctions		
1 st Offence	2 nd Offence	3 rd Offence
a) Saturday detention / loss of town leave privileges b) Parents informed c) Risk assessment put in place and town leave may be restricted or subject to special conditions for 4 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	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. This includes 'vaping' devices and associated liquids and paraphernalia.
- f) The school reserves the right to administer drug tests on students at any time.

See also Drugs and Alcohol Policy

Sanction		
1 st Offence	2 nd Offence	3 rd Offence
a) Exclusion. A disciplinary meeting 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 aggressive physical behaviour

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

Sanction		
1 st Offence	2 nd Offence	3 rd Offence
Disciplinary meeting will be held 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) Takeaway food can only be delivered to school from certain approved outlets and only at certain times of the week. Students must not order takeaway food to be delivered to the school which breach the takeaway procedures.

Sanctions		
1 st Offence	2 nd Offence	3 rd Offence
Saturday Detention	Gating	Fixed term exclusion

15. Cooking/heating/refrigeration appliances

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

Sanctions		
1 st Offence	2 nd Offence	3 rd Offence
Item confiscated until the end of term	a) Item confiscated until the end of term b) Gating for 2 weeks	a) Item confiscated and sent to the parents at the parents' expense b) Gating for 3 weeks

16. Taxis

a) Students are not permitted to book their own taxis for transport from school. All taxi bookings must be done through the school. Any transport dropping students back at school must stop at the designated location and students must exit the vehicle at that point only. Student bags are subject to searching when returning from town and must be made available upon request.

Sanctions		
1 st Offence	2 nd Offence	3 rd Offence
Saturday detention / loss of town leave privileges for 1 week	Saturday detention / Loss of town leave privileges for 2 weeks	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.
- Boarding residences 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.
- The Orchard and Vineyard and areas behind the astro-turf.
- All staff quarters and the Staff Room.
- The School Dining Room outside of meal times.
- Another Scholar's dormitory room, unless members of that room are present and you are a member of that residence. All changing rooms in residences 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.
- Rooftops, attics and crawl spaces anywhere at school.
- The school library after hours.
- TJs after the school day ends.
- The sports hall and gym unless a member of staff is present.

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 by asking a classmate or the teacher.
- 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 1st 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.
- 1st Prep must be done in assigned form rooms. During 1st 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 2nd Prep, students may use technology in an appropriate and non-disruptive manner. Any scholar found using technology inappropriately during 2nd 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.
- 1st Prep runs from 15.50 until 16.45 and 2nd Prep for boarders runs from 20:30 until 21:30 – this is compulsory. 2nd Prep for day students runs from 16.45 until 18:15 in the Library – this is optional unless a student is directed to attend manager's detention.
- Teachers have the right to place day students in 2nd prep if they feel it is necessary by placing them in manager's detention.

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 online. 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 the School Leadership Team 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 School Leadership and the DSL.

Appendix 9 - 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 and both sets of 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.