

## POLICY STATEMENT



Policy	<b>Behaviour Policy</b>
Date Written	01 September 2018
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Approved by	KS
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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 2022.

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

- promote and model good behaviour, self-discipline and respect;
- prevent bullying;
- ensure that students complete assigned work;
- regulate the conduct of students.

*"Good behaviour is a necessary condition for effective teaching to take place." (DES 1987)*

Buckswood School accepts this principle and seeks to create an environment in the school which encourages and reinforces good behaviour. Furthermore, it is acknowledged that society expects good behaviour as an important outcome of the educational process.

## **Introduction**

At Buckswood School we believe that students have the right to learn in a supportive, caring and safe environment and that high standards of behaviour allow this to occur. It is the responsibility of all people within the school to maintain a calm, caring and purposeful atmosphere, and to promote tolerance and harmony between the different cultural traditions.

Buckswood School has a published Pupil Code of Conduct that we expect all pupils to adhere to. This policy provides details around how breaches of the Code of Conduct are addressed as well as how the School rewards pupils for following the Code of Conduct.

The School believes that the plentiful and appropriate use of rewards will encourage students in their efforts and achievement and will lead to a minimal use of sanctions. Our aim is to encourage respect for others and for property and not to have to punish wrongdoers.

The School has regard for the Equality Act 2010 and makes all reasonable adjustments including issues related to pupils with additional educational needs/disabilities.

The School is aware of its duty to promote good behaviour among pupils and to support them at all times, and will liaise with parents and other agencies as appropriate (eg ESCC, CAMHS, independent listeners and other counselling).

Students should be aware that their behaviour is a significant factor in the reputation and standing of the School in the community.

Where it is considered necessary to remove the pupil (by mutual agreement or otherwise), the School will do its utmost to support the pupil, and parents during transition (e.g. in the providing of references).

## **Purpose:**

The purpose of this Policy is to:

- have clear expectations of good behaviour and conduct;
- encourage best practice on the part of staff in developing and maintaining good behaviour amongst students;
- promote a positive atmosphere in and around the School based on a sense of community and shared values;
- develop opportunities for students to take responsibilities for themselves and others and to become involved in the running of the School;
- maintain a healthy balance between rewards and sanctions;
- tackle instances of bad behaviour in a firm, clear manner;
- ensure that a written record is kept of serious sanctions imposed on students.

## **Staff responsibilities:**

The Staff at Buckswood School have an important responsibility to model high standards of behaviour, both in their dealings with the students and with each other, as their example has an important influence on the pupils.

They should aim to:

- emphasise the importance of being valued as an individual within the group;
- promote, through example, honesty and courtesy;
- provide a positive, caring and effective learning environment;
- encourage relationships based on kindness, respect and understanding of the needs of others;
- ensure fair treatment for all regardless of age, gender, race, ability and disability;
- show appreciation of the efforts and contribution of all;
- avoid sanctions that could jeopardise the health, safety or dignity of pupils.

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 sanction 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 Principal;
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 Principal 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 rejects all Corporal Punishment.**

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 Key Stage 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.

**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)

#### **Pupil obligations:**

Pupils are expected to adhere to the spirit and content of the policy. Disciplinary action may be taken against pupils who are found to have made malicious accusations against staff.

#### **Communication:**

Assemblies and form periods are seen as key channels for promoting and maintaining an ethos of corporate responsibility, consideration of the individual and moral values. These, as well as the School's PSHE programme, seek to reinforce positive values amongst students focusing on such topics as relationships, self-esteem, leadership opportunities and working with others.

Where the behaviour of a student is giving cause for concern it is important that all those working with the student in school are aware of those concerns, and of the steps which are being taken in response.

The key professional in this process of communication is the Form Tutor or Residential Tutor who has the major role in the general well-being of pupils in their care. Therefore, they must be kept fully informed on all issues relating to their pupils. These will include commendations, failures, successes, illness, absence, sanctions, bullying and so forth.

Early warning of concerns should be communicated by a Classroom teacher to the Head of Key Stage or the Head of Boarding so that strategies can be discussed with the student's form tutor and agreed before more formal steps are required. If the concern is more serious the Head of Key Stage teacher will inform the Academic Principal and/or Designated Safeguarding Lead.

A positive partnership between School staff and Parents and Guardians is crucial to building trust and developing a common approach to behaviour expectations and strategies for dealing with problems.

#### **Rewards:**

- Rewards have a motivational role helping students to see that achievement and good behaviour is valued. The commonest reward is praise, informal and formal, public and private, to individuals and groups. It is earned by the maintenance of good standards as well as particularly noteworthy achievements;

The student reward system involving 'Positive Points' operates across the School. Teachers can reward a pupil Positive Points for good work or conduct. Positive Points are awarded through the SIMS system. Each week the totals for each House are read out in assembly as are the pupils with the most points. At the end of the school year the House Positive Points Cup will be awarded to the House with the greatest number of Positive Points, awarded proportionally. In addition, pupils with the most Positive Points will also be recognised and awarded a certificate (commendation);

- Assemblies are held on a regular basis to reward students for effort and achievement in academia as well as co-curricular activities;
- Sports and Speech Day is held in June each year to reward academic and cultural achievements, and service to the community.
- The school operates a system of badges. 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.

Positive Points are shown below:

Description	Points
Politeness & Good Manners	3
Access Time Attended	3
Charity Event	5
Positive Behaviour	3
Community Service	5
Weekend Tutorial	5
Good Work	3
Internationalism	3
School Colours	5
Representing School	5
Player of the Match	5
Commendation	10
Team Captain	5
Performed in Assembly	10
Housepoint	1
Top 5 Attitude to Learning Score	10
Attending School Council	5

#### Sanctions:

Colleagues should have equal expectations of behaviour and performance from pupils regardless of year group or any other category and be prepared to use sanctions accordingly. To this end:

- Staff should communicate clearly to pupils on how offences will be dealt with (depending on circumstances such as severity and re-offending) with verbal warnings, weekday detentions and Sunday Detentions, community service or weekend gatings in further escalation, so that pupils have a clear understanding that teachers will follow through accordingly.

- It is especially important that, when reporting on poor pupil progress or behaviour, staff are able to demonstrate consistent use of interventions to hold them to account and incentivise improvements. Pupils should, as far as possible, have the sense that they are being treated fairly in comparison with their peers and in accordance with policy. Therefore, Sixth Form pupils should be held to account for issues such as dress / appearance, punctuality and prep just as would lower year groups.

All sanctions and the reasons for them must be recorded. ***Under no circumstances are corporal punishment or other physical sanctions to be used.*** At Buckswood School, negative behaviours are grouped into 3 levels, with level 3 considered the worst and therefore subject to the strongest sanctions. An explanation of sanctions is given in the appendix to the Behaviour policy.

### Negative points

Negative points are given to a pupil who fails to meet our academic expectations or for a misdemeanour. Examples of this might include:

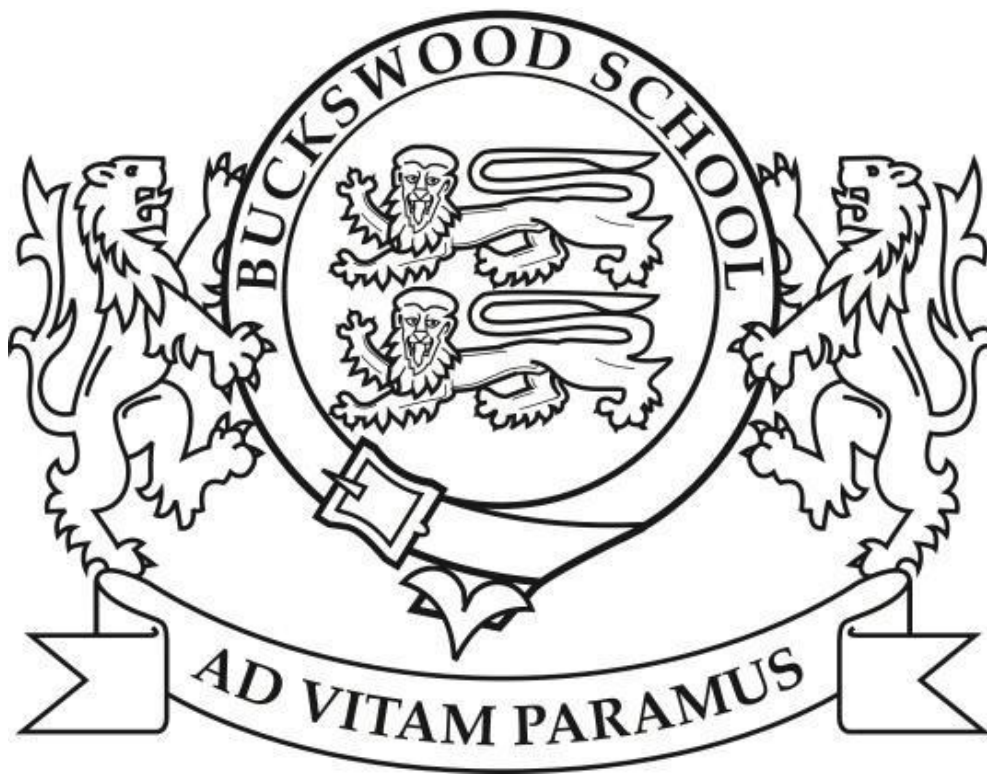
- Failure to hand work/prep in on time
- Producing work of an unacceptable standard
- Lateness to class or any other commitment (e.g. games, activities)
- Being regularly ill-equipped for a lesson (e.g. no text book, nothing to write with)
- Immature behaviour

As far as possible teachers should avoid issuing large numbers of negative points at any one time. A full description of negative behaviours and the points assigned are below:

Sanction Level	Action	Points deducted
1	Lack of Uniform/Equipment	-2
1	Swearing/Not speaking English	-3
1	Inappropriate use of phone	-3
1	Incomplete/inadequate work	-3
1	Negative behaviour	-3
1	Missed Detention	-3
1	Rudeness	-3
1	Lateness	-3
1	Uncooperative behaviour	-3
1	Incomplete work	-3
1	Low level disruption	-3
1	Missing assembly	-3
1	Missing registration	-3
1	Not attending meals/clubs/societies	-3
2	Missing lessons	-5

2	Aggressive Behaviour/Abusive language/Insolence	-5
2	Internet offence/Inappropriate material	-5
2	Transport offence	-5
2	Green Card	-10
3	Out of Bounds	-10
3	Damaging property	-10
3	Child on Child abuse	-10
3	Plagiarism/cheating	-15
3	Caught smoking	-15
3	Illegal substances (including illegal vaping/drugs)	-15
3	Alcohol	-15
3	Racism/Sexism	-15
3	Weapons	-15
3	Theft	-15
3	Alcohol (Level 2)	-20
3	Bullying	-20
3	Illegal substances	-20
3	Bringing the School into disrepute	-20
3	Violent behaviour	-20

Entries are made using the Behaviour module on the SIMS database. Pupils earning negative points are subject to sanctions which include weekday detentions, Sunday Detentions, green cards, loss of town leave and, in extreme situations, exclusion. The appendix has more detail on these sanctions.



**Buckswood School**  
**Guide to 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

- (a) Students will:
- (i) attend all lessons at the times and locations as specified in their timetable with in the school calendar; and
  - (ii) adhere to the Code of Class Conduct
- (b) Parents or Guardians must notify the school if there are any planned (72hrs before) or unexpected absences (as soon as possible). Weekend leave requests for boarders must be completed online via the school website
- (c) Students will not be allowed to leave the school's duty of care until the school has written confirmation from the parent or guardian of where the student is going including contact details

See Appendix 5 - Code of Class Conduct

### Sanctions

1 <sup>st</sup> Offence	2 <sup>nd</sup> Offence	3 <sup>rd</sup> Offence (options)
<p>(a) Discussion between student and subject teacher and/or Form Tutor / Head of Key Stage.</p> <p>(b) Unless suitable explanation provided the student must attend a weekday detention</p> <p>(c) If an unauthorised absence from lessons or unsatisfactory standard of work, the student will be required to attend a detention to catch up on the work missed</p>	<p>Sunday Detention/Parent meeting</p>	<p>a) Sunday Detention/ loss of weekend leave</p> <p>b) Disciplinary meeting with Head of Key Stage 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

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

### 3. Uniform

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

See the Appendix 3 - School Uniform Policy

Sanctions		
1 <sup>st</sup> Offence	2 <sup>nd</sup> Offence	3 <sup>rd</sup> Offence
a) Discussion with Student and Form Tutor / Head of Key Stage. b) Weekday detention.	a) Weekday detention. b) Contact home to inform parent/guardian. c) Student may be sent home to change	a) Saturday or Sunday detention/loss of town leave b) Student may be sent home to change c) Fixed term exclusion may occur if problem persists after 3 <sup>rd</sup> offence

### 4. Prep

(a) Junior School students (Forms 1 to 3) will do 'Prep'. Students will attend 'Prep' which runs after third break on Monday, Tuesday and Thursday unless they have another timetabled school commitment at that time.

(b) GCSE Years (Forms 4 and 5) and 6<sup>th</sup> form students will be taking part in activities during this time. Prep for these years will take place in the evening either at home (Day Students) or under the supervision of boarding staff (Boarders).

(c) Prep is conducted in silence without the use of headphones, or mobile phones unless express written permission has been given by subject teacher for a specific task.

(d) Students must record prep tasks in their prep diary.

(d) Students must complete all work/prep set

Sanction		
1 <sup>st</sup> Offence	2 <sup>nd</sup> Offence	3 <sup>rd</sup> Offence
a) Discussion with teacher. b) If explanation is unsatisfactory, weekday detention	Weekday detention	a) Sunday detention / parents contacted b) Continued lack of work may lead to exclusion

### 5. Co-curricular

(a) Students must take part in the Co-curricular programme

(b) Failure to attend the Co-curricular programme without permission will be dealt with as a missing lesson

Sanction		
1 <sup>st</sup> Offence	2 <sup>nd</sup> Offence	3 <sup>rd</sup> Offence

<p>a) Discussion between student and subject teacher and/or Form Tutor / Head of Key Stage.</p> <p>b) Unless suitable explanation provided the student must attend a weekday detention</p> <p>c) If an unauthorised absence from lessons or unsatisfactory standard of work, the student will be required to attend a detention to catch up on the work missed</p>	<p>Saturday/Sunday Detention/Parent meeting</p>	<p>a) Sunday Detention/ loss of weekend leave</p> <p>b) Disciplinary meeting with Head of Key Stage 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>
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## 6. Friday Assembly

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

Sanction		
1 <sup>st</sup> Offence	2 <sup>nd</sup> Offence	3 <sup>rd</sup> Offence
Weekday detention/ Contact Parents	Saturday/Sunday detention plus loss of weekend leave and letter home	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 – this includes taking your hands out of your pockets when speaking with an adult and not chewing gum in school.
- (d) students must adhere to the language requirements of the school (this includes not swearing and speaking English in the dining room and academic spaces during the academic day)

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

Sanctions		
1 <sup>st</sup> Offence	2 <sup>nd</sup> Offence	3 <sup>rd</sup> Offence

<p>a) Discussion between student and subject teacher and/or Form Tutor / Head of Key Stage.</p> <p>b) Issue of a 'Time Out' card if part of behaviour management plan.</p> <p>c) Unless suitable explanation provided the student must attend a weekday detention</p>	<p>Saturday/Sunday Detention/Weekend Gating/Parent meeting</p>	<p>a) Saturday/Sunday Detention/ loss of weekend leave</p> <p>b) Disciplinary meeting with Head of Key Stage 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> <p>f) If a student is persistently demonstrating poor general behaviour and is accumulating large numbers of negative points, a meeting will be convened with the parent and student to put an appropriate behaviour contract and support in place. If this is breached, the student will be asked to leave permanently.</p>
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## 8. Violence and inappropriate physical behaviour

a) Students must not threaten or act in a violent way – this includes the use of threatening language.

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

## 9. Discrimination/Bullying/Peer on Peer Abuse

- (a) students will not discriminate against, 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
- (c) Peer on Peer abuse is not acceptable in any form even if it does not fall under the definition of bullying. This includes harassment, racism, sexist or other discriminatory comments.

See the Schools Anti-Bullying Policy for further details

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

## 10. Theft

(a) Theft is the dishonest appropriation of property belonging to another with the intention of permanently depriving the other of it; and “thief” and “steal” shall be construed accordingly

(b) Students will not steal

(c) Students must not be involved with an act(s) of theft

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

## 11. Damage to Property

(a) Students will not damage property belonging to other or the school’s premises

(b) If a student has caused damage to another person property, the student will be bear the financial cost of repairing or replacing the item.

Sanction		
1 <sup>st</sup> Offence	2 <sup>nd</sup> Offence	3 <sup>rd</sup> Offence

<p>(a) The student causing the damage will be required to pay for the damage</p> <p>(b) Disciplinary meeting to decide if an Exclusion (Fixed term) is suitable, or whether there is a more appropriate sanction</p> <p>(c) Parent/guardian informed</p> <p>(d) Saturday Community Service Detention</p>	<p>(a) The student causing the damage will be required to pay for the damage;</p> <p>(b) Disciplinary meeting with to decide on whether an Exclusion (Fixed term) is appropriate or whether there is a more Appropriate sanction;</p> <p>(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</p> <p>(d) Saturday Community Service Detention</p>	<p>(a) The student causing the damage will be required to pay for the damage; and</p> <p>(b) Disciplinary meeting to decide on whether an Exclusion (Fixed term) or (Permanent) is appropriate.</p> <p>(c) Saturday Community Service Detention</p>
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## 12. Smoking / 13. Alcohol

- 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, nicotine pouches, or other tobacco or nicotine based produce or in the presence of students smoking or engaging in this behaviour will be subject to the same smoking sanctions as if found smoking themselves.
- b) 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 unless relevant permissions have been completed as per the Alcohol Policy.
- iv) Pupils may not, under any circumstances, drink alcohol before driving to or from school. Irrespective of whether they are over the legal alcohol limit or not, pupils known to have driven after drinking will have their right to drive to school withdrawn indefinitely.
- v) A pupil committing a first offence will normally be placed on Level 1 with the following exceptions:
  - a) A pupil who has consumed spirits, brought alcohol of any description onto the school grounds or supplied alcohol to others will automatically be placed on Level 2.
  - b) A pupil who has brought spirits onto the school grounds, supplied spirits to others, been incapacitated by alcohol or required medical attention as a direct or indirect result of drinking alcohol will automatically be placed on Level 3.

Note 1 - We will make every effort to ascertain where the alcohol was obtained. The details of shops supplying alcohol to under-aged pupils will be passed to the police.

Note 2 - A pupil who returns to school clearly under the influence of alcohol, irrespective of whether a day or boarding pupil or having been in the company or care of his/her parents, will incur the appropriate penalty according to the scale above.

Substance / Action	First Offence	Second Offence	Third/Severe Offence
<b>Smoking (Tobacco Products)</b>	- Confiscation - Weekend detention, loss of town leave for two weeks - Parent notification - PSHE session	- Weekend detention, loss of town leave for three weeks - Behaviour contract - Health advisor referral	- Fixed Term External Exclusion (3 days) - Further contract - Risk of permanent exclusion
<b>Vaping (Nicotine-based)</b>	- Confiscation - Sunday Detention and parent notification - PSHE or e-cigarette awareness session	- Internal suspension (1 day) - Behaviour contract - Counselling referral	- Fixed-term suspension (3–5 days) - Possible permanent exclusion for distribution
<b>Vaping (THC-based)</b>	- Confiscation - Fixed term exclusion (2 days) - Parent notification - Awareness training session	- Fixed Term Exclusion (5 day2) - Behaviour contract- Counselling referral	- Permanent exclusion
<b>Nicotine Pouches (Snus, etc.)</b>	- Confiscation	- Internal suspension (1 day)	- Fixed-term suspension (3–5 days)

	- Sunday Detention and parent notification - PSHE or e-cigarette awareness session	- Behaviour contract - Counselling referral	- Possible permanent exclusion for distribution
<b>Alcohol Possession/Consumption Beer/Cider/Wine</b>	- Confiscation - Parental contact - Weekend Gating - Sunday Detention - Learning and alcohol education session	- Fixed Term Exclusion (2 days) - Behaviour contract - Referral to school counsellor	- Fixed-term exclusion - Possible Permanent Exclusion - Loss of boarding place - Medical assessment if signs of regular misuse
<b>Alcohol Possession/Consumption Spirits</b>	- Fixed Term Exclusion (2 days) - Behaviour contract - Referral to school counsellor	- Fixed Term Exclusion (5 days) - Safeguarding team review - Loss of boarding place	- Fixed-term (10 days) or permanent exclusion depending on context and prior behaviour
<b>Alcohol: Blood Alcohol Level (BAL)</b>	BAL < 0.03% → educational response BAL 0.03–0.08% → suspension + monitoring BAL > 0.08% → safeguarding referral	Same thresholds apply with escalating consequences	BAL > 0.08% → immediate medical + safeguarding referral, likely exclusion if repeated
<b>Purchasing for/Distributing to Others (Any Substance)</b>	- Immediate fixed term exclusion (3 days) - Parent meeting - Investigation	- Fixed-term exclusion (5 days) - Possible police involvement (if criminal offence suspected)	- Permanent exclusion - Mandatory safeguarding referral
<b>Age Consideration (16–18 vs &lt;16)</b>	- Sanctions are more serious for older students knowingly providing to younger peers	- Peer influence will be addressed in line with safeguarding and intent	- Where supply to under-16s is involved, immediate referral to DSL and potential permanent exclusion

**Notes:**

- Discretion by senior staff applies in all cases.
- Safeguarding and welfare measures accompany sanctions.
- All incidents documented and followed up with relevant external agencies if required.
- Boarding-specific consequences apply as necessary.

## 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) Students must not test positive to banned substances whilst at school – irrespective of when/where the substance was taken.

Please also see the Drugs and Alcohol Policy

<b>Sanction</b>		
<b>1<sup>st</sup> Offence</b>	<b>2<sup>nd</sup> Offence</b>	<b>3<sup>rd</sup> Offence</b>
a) Exclusion. A disciplinary meeting with SMT to decide if Exclusion (Fixed term) or Exclusion (Permanent) is appropriate  (b) If fixed term exclusion, (i) the student will be required to attend a re-integration meeting on return to school and will be subject to a risk assessment, (ii) future town leave may be restricted or subject to special conditions for up to 6 weeks.  (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. Students must not have items like 'Swiss Army' knives or other bladed instruments and must hand these in to staff upon arrival.

<b>Sanction</b>		
<b>1<sup>st</sup> Offence</b>	<b>2<sup>nd</sup> Offence</b>	<b>3<sup>rd</sup> Offence</b>
a) Disciplinary meeting to decide if fixed term or permanent exclusion is appropriate or if another sanction should be applied.  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. Mobile and electronic devices

- (a) Students must not use mobile phones during the timetabled school day unless they have express permission from a member of staff within a lesson or in the library, the Hive or TJs at breaks.
- (b) Students must only use electronic devices (Computers) in accordance with the online safety policy
- (c) Students must not use any electronic device after 'lights out' in their boarding houses
- (d) Headphones are not to be worn during the school day whilst moving around the school site. They can only be used in the library, with permission of the staff member supervising.

See the Online safety policy

Sanctions		
1 <sup>st</sup> Offence	2 <sup>nd</sup> Offence	3 <sup>rd</sup> Offence
<ul style="list-style-type: none"> <li>a) Item confiscated for 1 day</li> <li>b) Weekday Detention if student does not engage positively with request</li> </ul>	<ul style="list-style-type: none"> <li>a) Item confiscated for 1 week</li> <li>b) Sunday detention if student does not engage positively with request</li> </ul>	Item confiscated until the end of academic year and sent home.

## 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 <sup>st</sup> Offence	2 <sup>nd</sup> Offence	3 <sup>rd</sup> Offence
<ul style="list-style-type: none"> <li>(a) Internet privileges restricted for 1 week (allowed for special reason e.g. to contact family) and</li> <li>(b) Confiscation of the USB internet dongles or tethering connections (to be returned at the end of term) ; and blocking of VPN site.</li> <li>(c) Communication home explaining this.</li> </ul>	<ul style="list-style-type: none"> <li>(a) Internet privileges restricted for 1 month (allowed for special reason e.g. to contact family)</li> <li>(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</li> </ul>	<ul style="list-style-type: none"> <li>(a) Internet privileges restricted for 1 term (allowed for special reason e.g. to contact family)</li> <li>(b) Confiscation of the USB internet dongles or tethering connections (to be returned at the end of year); and blocking of VPN site.</li> <li>(c) Parents informed</li> </ul>

## 18. Inappropriate material

Students must not possess, view online 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 <sup>st</sup> Offence	2 <sup>nd</sup> Offence	3 <sup>rd</sup> Offence
(a) Meeting with Safeguarding team and follow any recommendations arising from that meeting (b) Parent/guardian may be informed	(a) Student required to attend counselling (b) Parent/guardian may be 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 may be referred to counselling services (e) Detention or Exclusion (fixed term or permanent) may be considered depending on the circumstances	PREVENT duty may be made if appropriate. c) Detention 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 <sup>st</sup> Offence	2 <sup>nd</sup> Offence	3 <sup>rd</sup> Offence
a) Weekday Detention b) Loss of town leave	a) Saturday Detention/loss of town leave for one week b) Weekend gating	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. This includes going back to boarding residences during the school day, being in TJs when you are not supposed to be in there etc.

See appendix 6 School Boundary Area

Sanctions		
1 <sup>st</sup> Offence	2 <sup>nd</sup> offence	3 <sup>rd</sup> offence

<p>a) Discussion with Head of Key Stage.</p> <p>b) Afternoon or evening or Saturday/Sunday Detention/loss of town leave depending upon circumstance.</p> <p>c) Parent Contact</p> <p>d) If male/female boarding house protocols breached then Exclusion (fixed term or permanent) will be considered. 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>e) If leaving school site without permission then exclusion will be considered – this is a big safeguarding issue.</p> <p>f) If leaving boarding house via windows or other unauthorised exits, before or after ‘lights out’ then exclusion will be considered – this is a big safeguarding issue.</p>	<p>(a) Student may be placed on green card sheet that requires regular sign off.</p> <p>(b) Parent contact</p> <p>(c) Weekday detention</p> <p>(d) Saturday/Sunday detention</p> <p>(e) Loss of weekend leave for 2 weeks may be applicable depending on nature of OOB If male/female boarding house protocols breached then Exclusion (fixed term or permanent) will be considered. 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>(g) Depending on nature of out of bounds, 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>(h) Disciplinary meeting may be held to decide if Exclusion (Fixed term) is suitable at this stage</p> <p>(h) If leaving school site without permission then exclusion will be considered – this is a big safeguarding issue.</p> <p>(j) If leaving boarding house via windows or other unauthorised exits, before or after ‘lights out’ then exclusion will be considered – this is a big safeguarding issue</p>	<p>a) Saturday/Sunday detention and gating may be appropriate depending on nature of OOB offence.</p> <p>b) Parent contact</p> <p>c) If male/female boarding house protocols breached then Exclusion (fixed term or permanent) will be considered. 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>d) Exclusion may result depending on nature of OOB offence - Disciplinary meeting to decide if an Exclusion Fixed term or permanent is appropriate.</p> <p>e) 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> <p>f) If leaving school site without permission then exclusion will be considered – this is a big safeguarding issue.</p> <p>g) If leaving boarding house via windows or other unauthorised exits, before or after ‘lights out’ then exclusion will be considered – this is a big safeguarding issue</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 <sup>st</sup> Offence	2 <sup>nd</sup> Offence	3 <sup>rd</sup> Offence
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<p>a) Town leave permission revoked for 1 week plus Saturday/Sunday detention</p> <p>b) A risk assessment on future town leave may be carried out which may result in restrictions on future town leave</p>	<p>(a) Gated (must have gating sheet signed) for 2 weeks plus Saturday/Sunday detention for 2 weeks.</p> <p>(b) A risk assessment on future town leave may 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> <p>(c) Exclusion (Fixed Term or Permanent) may be considered depending on nature of breach.</p>
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## 22. Swimming pool

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

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

## 23. Meal times and TJ's

- (a) All students are expected to attend all school meals provided, dressed correctly
- (b) However, form 5 and 6<sup>th</sup> form students may at their discretion choose to have lunch in TJs
- (c) Only students in Form 5 and the 6<sup>th</sup> form are allowed to go to TJ's during break times (Small side TJs for form 5, big side, 6<sup>th</sup> form)
- (d) Students must not purchase food for other students, who are not allowed in TJ's
- (e) Only Upper 6<sup>th</sup> students in good academic standing may study in TJ's instead of the library during study periods.

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

## 24. Relationships

- (a) Students must not engage in public displays of affection
- (b) Students must not engage in sexual relationships with other students
- (c) Students must not send sexually explicit messages or images to other students, nor request suchlike from them either in person or online.
- (d) Students are expected to behave appropriately in regards to societal expectations around relationships and harassment. To do otherwise would be bringing the school's name into disrepute.

### Sanction

1 <sup>st</sup> Offence	2 <sup>nd</sup> Offence	3 <sup>rd</sup> Offence
<p>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 detention, green card, Restriction of Town leave, gating, or Exclusion (fixed term) and counselling. It may require contacting outside agencies for support. The school acknowledges that not all relationships are consensual and will act according to the situation by providing support where appropriate. The school encourages all students to let a member of staff know if they are receiving inappropriate messages or images from other students and will support any victims of such behaviour.</p>		

## 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 <sup>st</sup> Offence	2 <sup>nd</sup> Offence	3 <sup>rd</sup> Offence
<ul style="list-style-type: none"> <li>(a) Discussion with School Nurse and</li> <li>(b) The student will be required to surrender all medications that they have</li> <li>(c) Parent/guardian informed</li> </ul>	<ul style="list-style-type: none"> <li>(a) Discussion with School Nurse and</li> <li>(b) The student will be required to surrender all medications that they have</li> <li>(c) Parent/guardian informed</li> <li>(d) Weekday detention/ Saturday/Sunday Detention/ loss of town leave</li> </ul>	<ul style="list-style-type: none"> <li>(a) Fixed Term Exclusion</li> <li>(b) The student will be required to attend a re-integration meeting on return to school and may be subject to a risk assessment</li> </ul>

## 26. Gambling

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

Please see Appendix 9 Guidance around Gambling

### Sanctions

1 <sup>st</sup> Offence	2 <sup>nd</sup> Offence	3 <sup>rd</sup> Offence
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(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
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## 27. School Transport

Students must adhere to the Student Code of travel and transport

See Appendix 10 Code of travel and transport

Sanction		
1 <sup>st</sup> Offence	2 <sup>nd</sup> Offence	3 <sup>rd</sup> Offence
(a) Weekday detention	(a) Saturday/Sunday 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. Health and safety (including fire)

Students should:

- Ensure that they take reasonable care for the safety of themselves and others who may be affected by their actions
- Follow all instructions, emergency procedures, codes of conduct etc. issued by the School and its staff
- Not use any equipment unless they have been trained and authorised to do so
- Not to misuse or interfere with any fire, health & safety related equipment e.g. fire alarms & extinguishers
- Inform staff of any fire, health, safety or safeguarding concerns they may have
- Report all accidents and injuries suffered whilst at the School
- Report any incidents that could have caused accidents or injury to themselves or others whilst at the School

**Sanctions**

1 <sup>st</sup> Offence	2 <sup>nd</sup> Offence	3 <sup>rd</sup> Offence
<p>Depending upon severity of situation the following options are in place:</p> <ul style="list-style-type: none"> <li>a) Weekday detention</li> <li>b) Sunday Detention/gating</li> <li>c) Fixed term exclusion</li> </ul>	<ul style="list-style-type: none"> <li>a) Sunday Detention/ Gating</li> <li>b) Fixed term exclusion</li> <li>c) Permanent exclusion</li> </ul>	<ul style="list-style-type: none"> <li>a) Fixed Term Exclusion or Permanent Exclusion</li> </ul>

## Appendix 1 - Policies that the School Rules have regard to

This School Rules have regard to:

- DfE Behaviour and Discipline in Schools (2022) Preventing and Tackling Bullying (2017)
- Keeping Children Safe in Education (KCSIE)
- 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 - Sanctions

### Sanctions

There are 4 detentions that can be set by members of staff for breaches of the rules by students:

#### **(a) Weekday detention (during lunch break Monday, Tuesday, Thursday)**

- A weekday 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. Weekday takes place in the library on the following days: Monday, Tuesday, Thursday.
- If the detention is not completed to a satisfactory standard, or if they miss the sanction, the Student will then be placed in the next detention. If this is then missed, it will be a Sunday detention. If this is missed, a fixed term exclusion may result.

#### **(b) Sunday Detention**

- Sunday Detention will take place on a Sunday Morning. Day students are expected to attend as well as boarders 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 a subsequent Sunday Detention/Gating
- This is the most serious in-school sanction. Failure to complete a Sunday detention to the satisfaction of the supervising member of staff may result in a fixed term exclusion.

### **(c) Saturday afternoon Detention (Community Service)**

- Saturday afternoon detentions take place on Saturday afternoons from 1400 until 1800. They take place around the school campus and are taken by a senior member of staff – usually the director of boarding.
- Students are required to be in sports uniform and the supervising member of staff will set tasks for them to complete.
- Saturday afternoon detentions are for both day and boarding students – families of day students are expected to deliver and collect their child from the school.

### **(i) Green card**

Following assessments, results are analysed and if a student is deemed to have been falling below an appropriate level of effort (Attitude to learning), 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 morning the form tutor must sign off the green card for the previous day. Any concerns are raised with the Head of Key Stage and an weekday detention may result.
- Students will be on green card for at least 1 week and if they demonstrate sufficient improvement will be taken off green card. If they are not progressing they will remain on green card until such point at which improvement is shown.
- Students who are found to be missing lessons without reason may be placed on a similar report – in this case it will be called 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 Head of Key Stage will sign off the green card and make a comment.
- Green cards are retained on the student’s file for reference.
- Boarding students can be issued with a ‘boarding green card’ if they are not meeting expectations in the boarding house. This will be signed each day by the resident tutor and reviewed at the end of the week by the Head of Boarding.

### **(ii) 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 afternoon detention in reception 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).

### **(iii) Community Service**

Community Service is for Students that have taken away from the community – be it in terms of time or material. Students will be required to perform some tasks to help the community

### **(iv) 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 Director of Boarding.
- The length of gating is determined by the Director of Boarding.
- 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.

#### **(v) 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. Students must depart school at the end of term in school uniform – not in casual clothes. This applies to both day and boarding students. 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**

At Buckswood, all students must wear the correct school uniform every day. Uniform helps everyone feel part of the same community. Please read the rules below carefully.

## Uniform Types During the Year

We use three versions of school uniform during the year, depending on the weather:

### No 1 – Winter Uniform (Usually worn from October half term to February half term)

- Worn in cold/wet winter weather
- **Rain jacket instead of blazer**
- Students may also wear the school jumper or waistcoat under the rain jacket
- This uniform is designed for rain and strong wind
- Blazer must be worn on Fridays for assembly
- Rain jacket to be taken off when in class

### No 2 – Spring Uniform (Usually worn from February half term to May half term)

(Used when the weather improves after winter)

- **Blazer is compulsory**
- Students may wear a **jumper or waistcoat** under the blazer
- **Raincoat is NOT part of Spring uniform**
- **If it rains**, students *may wear the raincoat, but only OVER the blazer* (not instead of it) *Rain jacket to be taken off when in class*

### No 3 – Summer Uniform (Usually worn from May half term until October half term)

(When the weather is warm and the school announces the change)

- **Waistcoat only** – no blazer needed if the student is wearing a waistcoat. If wearing jumper, blazer must be worn.
- Comfy for hot weather
- Blazers must be worn for formal occasions

## General School Uniform Rules

These rules apply to *all* uniform types:

### Clothing

- **Trousers:** Black (not jeans, skinny, or flared)
- **Shirts:** White shirt with school tie (boys & girls). Lower 6 and Upper 6 may wear other coloured shirts, but Monday is the only day they can wear a black shirt. When wearing a tie, top button must be done up.
- **Tie:** All male students (Forms 1 to U6) must wear a school tie. On Fridays, a bow tie is to be worn.
- **Black Skirts (girls form 1 to L6):** Must be worn **on or below the knee**
- **Jumpers/waistcoats:** School blue jumper or school waistcoat
- **Blazers:** Worn according to the Number 1/2/3 system

- **Suits:** Students in the Upper 6<sup>th</sup> are to wear formal business suits – the top and bottom of the suit must be matching. The suit must be worn with a collared shirt (male and female) and school tie (male)
- **Coats:** Only the official rain jacket or long formal school coat is allowed
- **Socks:** Black or Grey socks
- **Shoes:** Black leather or leather-look shoes. *No trainers, canvas shoes, or boots.* Shoes must be polished.
- **Hats and scarves:** Only school issued woolly hats and scarves to be worn during cold weather. Hats must be removed when indoors.

### Appearance

- Hair must be tidy and of a natural colour
- Only **one pair of earrings, one simple necklace, one bracelet**
- No coloured nail polish or long acrylic nails
- Students must be clean-shaven (unless they have a medical letter)

### Other

- Uniform must be clean and tidy every day
- Students may be sent back to change if not correctly dressed
- ID cards must be carried at all times

### Special Notes for Students

To help everyone understand and follow the rules:

- If you are unsure which uniform to wear (No 1, 2, or 3), **ask your Form Tutor**
- If you are confused about vocabulary (such as “blazer,” “waistcoat,” “tights”), teachers can show you pictures
- If you need help buying correct trousers or shoes, please ask House Staff or Form Tutors

### Quick to Winter (No 1) Uniform

**Wear this uniform in cold or rainy winter weather.**

**You MUST wear:**

- ✓ **Rain jacket** (this replaces the blazer in winter)
- ✓ **White shirt + tie**
- ✓ **School jumper or waistcoat** under the rain jacket
- ✓ **Correct trousers/kilt/skirt**
- ✓ **Polished Black leather or leather-look shoes**

You MAY wear:

- ✚ Long school overcoat **over** rain jacket (optional, very cold days)

You must NOT wear:

- ✗ Blazer (the rain jacket replaces it)
- ✗ Trainers or boots
- ✗ Casual jackets, hoodies, or non-school coats

Purpose

→ Designed to protect students during **heavy rain, cold wind, and winter weather.**

### Quick Guide for Spring (No 2) Uniform

**You must wear:**

- ✓ Blazer
- ✓ Jumper OR waistcoat
- ✓ White shirt + tie
- ✓ Correct trousers/skirt
- ✓ Black polished shoes

**You must NOT wear:**

- ✗ Raincoat *instead* of blazer
- ✗ Trainers
- ✗ Casual clothes

**If it rains?**

→ You may wear the raincoat **over the blazer**

### Quick Guide for Summer (No 3) Uniform

**Worn only when the school announces warm-weather uniform.**

You **MUST** wear:

- ✓ **Waistcoat only** (no blazer needed if you have a waistcoat)
- ✓ **White shirt** (with tie, unless the policy states otherwise)
- ✓ **Correct trousers/kilt/skirt**
- ✓ **Polished Black leather or leather-look shoes**

You **MAY** wear:

✚ Short-sleeve shirts (follows normal uniform rules) – if wearing long sleeved shirt, the sleeves are not to be rolled up at any time.

You must NOT wear:

- ✗ Blazer (not needed in Number 3 uniform)
- ✗ Rain jacket (unless weather suddenly changes AND staff say it's allowed)

- ✘ Casual clothes
- ✘ Trainers, canvas shoes, or sandals

Purpose

→ Keeps students comfortable in **hot weather** while still looking smart.

### **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.
- Sports uniform does not include plastic 'croc' type shoes, flip flops or similar open toed shoes. Trainers must be worn with sports uniform if not playing sports on the front field, where studs may be worn.

### **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 disposed of.

Exceptions: Day students may travel home after sport in their games kit. Boarders may leave and return for the weekend in casual clothes

### **Tattoos**

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

## Appendix 4 - Student Code of Good Conduct

### Introduction

All pupils must know and, when under School jurisdiction, observe this Code of Conduct. This is a positive framework within which we live and work together for the benefit of the community as a whole. It is a contract between you, the pupil and the school.

We believe that it is important that our pupils and staff understand the importance of being good citizens, and we want you to behave in a way that is ethically and morally responsible.

We believe that the best form of discipline is self-discipline. With this in mind, you are expected to show courtesy and respect towards all members of the School and wider community, to behave responsibly, to work to the best of your abilities, and to conduct yourself at all times in a way that enhances your own reputation, and that of the School.

Any disregard of common sense, good manners, respect for others and their property, and any improper behaviour is considered to be a breach of this Code of Conduct.

This code of conduct is built on the Buckswood 12 Pillars, which are central to the School's ethos.

### 1. Academics

The main purpose of being at Buckswood School is to learn to work to the best of our abilities and, with this in mind, all lessons **must** be attended. A positive approach to learning is commended. Disruption to the learning of others is not tolerated. Your teacher is in charge in lessons – remember this and follow the classroom code of conduct that is up on each classroom's wall. (See Appendix 2 at the end of this Code of Conduct)

### 2. Sport

Pupils have a responsibility to make the most of our many facilities and activities; these enhance your School life and experience. Physical activities are arranged by the Academies and Games department and are published by them. Exercise is a key component to good mental health and as such all pupils take games lessons as part of their school experience. Additionally, every pupil is given the opportunity to represent the School in competitive sports fixtures.

Pupils should participate in a minimum of one non-sporting club or activity, at least once a week. Pupils are expected to support cultural events by attending, if not directly involved. Education is not just about academics – it is about learning new skills in a variety of areas. Participation in extra-curricular clubs and activities is key to this.

**Please refer to Appendix 3 about uniform for more information on sports kit.**

### 3. Appropriateness

The way in which we present ourselves is of fundamental importance. Pupils must dress in line with the School's Uniform Regulations (See Appendix 1 below). Your appearance is your 'window to the world' – take pride in your appearance! Polish shoes regularly, make sure your uniform is clean and ironed!

All pupils must arrive dressed appropriately for the start of the School day. Boarders should arrive for Breakfast dressed appropriately for the start of the School day. Sports kit must be brought in a bag into school and can be kept in the changing rooms – pupils do not go back to boarding houses to change during the day.

School uniform is worn on all formal occasions, and as directed. Official games kit is worn for all School matches and practices. Players should appear neat and tidy.

**Relationships** - It is important that all relationships are based on mutual trust and respect. There must be a recognition that each and every one of us is a person of equal value. There is no place for harassment or misogyny at Buckswood. The School recognises that not all relationships are consensual and as such will take a firm line on such situations – the Wellbeing Hub is here to support students should they be in such situations. Private affection should be kept private.

**Assembly** - Assembly brings the whole School community together; all pupils are expected to attend. Assembly provides an opportunity for reflection and for quiet contemplation. Irrespective of religious belief (and Assembly is not religious in nature), opportunities for reflection are highly valuable in an increasingly busy society. Silence should be observed from entering the Great Hall. Remember that we have a tradition of listening thoughtfully to the readings and address, celebrating success appropriately and participating where relevant.

#### 4. **Spirituality**

Reflection on life's fundamental questions and beliefs are an important part of daily life at Buckswood. It is important that all pupils give each other the respect and space to reflect when it is required. When moving around the campus, it is expected that pupils are respectful to one another, that they respect each other's religious beliefs and cultures and behave accordingly. If you wish to attend religious services locally, this can be arranged by the school. Our beautiful campus provides ample space for reflection and appreciation of the beauty in the world around us.

#### 5. **Manners**

As we go about our daily lives, manners are very important. This starts with understanding that a recognition of each other, no matter how brief, is important, as is a warm welcome towards all visitors. It is a common courtesy that we extend a greeting to everyone who visits the Buckswood site. Our community is known for being warm, friendly and welcoming and through our actions, we will make sure that this continues.

Members of our community are expected to greet those we pass with a verbal greeting (Good Morning, Good Afternoon, Good Evening), a nod of the head, a smile, or a wave. This means that our heads are up, and we are conscious of those around us and aware of our surroundings. We are present. Additionally, this means that we are holding doors open for those coming in the opposite direction, or standing back to let someone else through a doorway before going through ourselves. It means standing up when a visitor enters the room. It is fundamentally about respecting those around us, no matter who they are.

Manners also extend to the dining room – where during meals, students are expected behave in certain ways –

- 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.
- 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 or put your elbows on the table

## 6. Home

As well as being a School, Buckswood is also a home. And as such, it has rules and boundaries that everyone needs to follow and respect! Boundaries exist to support the safety and wellbeing of everyone at Buckswood School. Should you go out of bounds, you are then not only potentially endangering yourself, you are also creating additional work for those who have to look for you – in short, it is not supportive of the wellbeing of our community.

**Boundaries** – All pupils must remain within the School grounds during the School day, unless specific permission has been granted. (See Appendix 6 for a clear list of Out of Bounds areas.) Boarders may only leave their House after evening prep with resident tutor’s permission. Houses and House facilities (other than your own) are out-of-bounds to non-residents at all times. Boarding Houses are out of bounds to all pupils from 0845 until 1700 Monday to Friday. Permission for absence from school must always be requested from and granted by the Head of Boarding (for boarders in the case of weekend leave) or the Academic Principal (during the academic day). Any departure from school must be registered by signing out – it is important that the School knows who is here. It is a common courtesy, expected of all pupils, to excuse yourself with the appropriate member of staff when a lesson or activity has to be missed for whatever reason. You are expected to attend all meals, lessons, activities and sport/exercise unless excused by the Buckswood Health Service. You must attend Roll Calls and Sign In and Out according to House Rules.

**Town Leave** may be given between 1.00pm and 6.00pm on Saturday afternoons for all pupils. There is additional 6<sup>th</sup> form town leave on Sunday mornings from 9.00 am until 1.00 pm. School commitments always take priority. **Weekend Leave** requires documentation to be completed at by the prior Wednesday at the latest.

Day pupils should only be in School after 5.30pm on weekdays with specific permission from your Form tutor.

**Property** – Respect for one’s own and other people’s property is a fundamental responsibility of all members of Buckswood School. We live and work in a beautiful setting. We ask everyone to please appreciate the hard work done by the support staff to provide us with a safe and clean working environment. To this end, make sure you use the litter bins available and keep the School clean, tidy and free from vandalism, graffiti and chewing gum. Please report any accidental damage to a member of staff.

## 7. Charity

Each pupil is expected to contribute in some form to good causes. Charity does not have to be by giving money – it could be through giving time to others. It doesn’t have to be outside of school, but can involve being a positive member of the community and giving up your time to help others – be it students or staff members. It is important to remember that everyone in the world has value and it is everyone’s responsibility to help each other. There are many charitable opportunities at Buckswood for students to engage in throughout the year. For some students, there is the opportunity to go Eswatini and take part in the annual charity trip there.

## 8. Adventure

Life is an adventure. We expect all Buckswood pupils to take advantage of the opportunities that a Buckswood Education provides them with. To say ‘Yes’ to new opportunities and to move outside of their comfort zones. Adventures can be as small as learning an instrument, a new language, trying a new sport, talking to someone from another part of the world. Or they can be as big as going on a school trip to a different country, inviting a

boarder home for the weekend, taking flying lessons or signing up to the Duke of Edinburgh Award scheme. Adventures come in lots of shapes and sizes and it is expected that all pupils seek out the opportunity for adventure.

## 9. Talent

At Buckswood our School Prayer states 'Let us remember that at Buckswood every child has a talent. It is our job to firstly find that talent and to encourage each and every child to be the best at what they do. Here at Buckswood it is our responsibility to cast the net of opportunity so wide that any talent gets a chance to develop and to ensure that many of these talents should be just as highly ranked as academic scholarship.'

With this in mind, we expect every pupil to try new things and take advantage of new opportunities so that they can find their talent. With any talent, there is a responsibility on the pupil as well as the teachers to develop their talents and to help others to also develop their particular talents. This includes participating in assemblies, getting involved in the school Debating Society, horse riding, joining the rugby academy or other similar examples. You are not at school to sit still – life is not a dress rehearsal!

## 10. Internationalism

As a school made up of over 35 different nationalities, Buckswood is truly an international school. With this in mind, each pupil is expected not only to have pride in their national identity, but to also respect and celebrate the many other nations represented here. You are expected to be a positive ambassador for your country and to have an open and enquiring mind about the cultures, languages and traditions of others. Whilst there may be differences and at times there may be difficulties between nations, here at Buckswood it is everyone's responsibility to show the world how an international community can be a positive force for good! As we are located in England, it is expected that all pupils speak in English during the academic day as this is a common language and is therefore inclusive to all. For British pupils, attending Buckswood is a unique opportunity to make friends from all over the world.

## 11. Wellbeing

Pupil wellbeing is central to everything that happens at Buckswood. We expect all pupils to respect this and to think about how their actions could be impacting on the wellbeing of others as well as themselves. In this respect, pupils should be considerate around things like playing music at loud volumes, about shouting around school, about teasing others, about keeping the school neat and tidy, about showing respect to your teachers and not creating disruptions in lessons – in short, Buckswood expects pupils to think before they act and to consider the needs of others as part of any decision making process. If you have concerns about your own wellbeing or that of somebody else, these need to be reported to staff members so that the school can help resolve matters. We are a listening school and the staff are here to support you.

We expect pupils to make healthy choices as regards what they eat and drink – to carry a water container with them to stay hydrated and to engage in PHSE lessons which will help with being healthier. Regular exercise is important in looking after mental and physical wellbeing so many opportunities are available for this. Buckswood has set lights out time for boarding pupils in the evenings which must be observed as these contribute to overall wellbeing as well.

**Mobile phones** - these are very useful tools – however, responsible use is encouraged as when not used correctly they can negatively impact on wellbeing. Misuse is subject to sanctions in accordance with the School's Behaviour Policy. The use of mobile phones is restricted during the academic day. We do **NOT** expect to see mobile phones around the School (in the corridors, the Lunch queues, the Dining Hall, etc.) Phones may not be used in the Dining Hall or Great Hall. In the classroom, mobile phones can only be used with the express permission of the teacher. Photographs and/or videos of other people must only be taken with their express permission; there are legal implications to taking/using/sending images (e.g. Child Protection, Copyright Law).

## 12. Success

At Buckswood we want every pupil to be the best version of themselves. Success comes in many different forms, but we want to celebrate success wherever it happens! Each week assembly is a focal point for this celebration and we expect all pupils to positively contribute to celebrating success. We expect all pupils to actively seek out opportunities for success – to see challenge as opportunity and to push themselves. A Buckswood pupil is successful because they want to be.

Success comes by bringing others with you – through teamwork and collaboration. We do not expect arrogance when you do well! Success comes through hard work and making positive choices. We expect all Buckswood pupils to do this. To engage positively with your teachers and peers and make sure that when you leave Buckswood you have made the most of every opportunity and are prepared for a successful life.

## Appendix 5 - Boarding House Rules

The Boarding House Rules supplement the normal school rules. The school rules apply to all boarders when they are at school and in their Houses. These should be strictly adhered to by boarders. They are designed to create a positive, safe climate, and they set out the expectations of those within that climate. They teach boarders that there are limits to the behaviours that they may engage in, and that these limits are to train them to behave appropriately within a civil society.

1. Timings		
<ol style="list-style-type: none"> <li>1. All students must be in the designated prep room or their own rooms according to the schedule provided.</li> <li>2. All students must adhere to appropriate lights out times.               <ol style="list-style-type: none"> <li>a. Junior lights out: 21:45</li> <li>b. Senior lights out: 22:30</li> </ol> </li> <li>3. All students must be ready for morning inspection.</li> </ol>		
<b>Sanctions</b>		
<b>1<sup>st</sup> Offence</b>	<b>2<sup>nd</sup> Offence</b>	<b>3<sup>rd</sup> Offence</b>
<ol style="list-style-type: none"> <li>a) Warning issued</li> <li>b) Community service in boarding house</li> </ol>	Sunday Detention	Gating

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

<b>3. Signing in and out</b>		
Students must sign out and in when they leave the premises and will not leave the premises without permission.  1. Sign in and out using residential folders at reception for Town Leave 2. Sign in and out in Reception during the school day		
<b>Sanctions</b>		
<b>1<sup>st</sup> Offence</b>	<b>2<sup>nd</sup> Offence</b>	<b>3<sup>rd</sup> Offence</b>
Sunday Detention or weekday 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

<b>4. Tidiness</b>		
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<ul style="list-style-type: none"> <li>a. Boarders are expected to keep their rooms tidy.</li> <li>b. Boarders are expected to keep communal areas, including house kitchens, tidy.</li> </ul>		
<b>Sanctions</b>		
<b>1<sup>st</sup> Offence</b>	<b>2<sup>nd</sup> Offence</b>	<b>3<sup>rd</sup> Offence</b>
Community Service Detention in boarding house or weekday	Sunday Detention	Weekend Gating

<b>5. Electronic devices</b>		
<p>Electronic devices should only be used with the permission of the staff and at appropriate times.</p> <ul style="list-style-type: none"> <li>1. Should not be used during prep</li> <li>2. Must not distract others at bed time</li> <li>3. No use after lights out</li> </ul>		
<b>Sanctions</b>		
<b>1<sup>st</sup> Offence</b>	<b>2<sup>nd</sup> Offence</b>	<b>3<sup>rd</sup> Offence</b>
Confiscation for up to one week.	Confiscation for up to one month.	Confiscation for up to one term and one weekend of gating.

<b>6. House Visitors</b>		
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<ol style="list-style-type: none"> <li>1. Students are not allowed to visit other Boarding Houses.</li> <li>2. Boarders are not allowed into each other's rooms without permission. They must be with the room owner.</li> <li>3. Visiting of friends happens in the common areas of the school.</li> </ol>		
<b>Sanctions</b>		
<b>1<sup>st</sup> Offence</b>	<b>2<sup>nd</sup> Offence</b>	<b>3<sup>rd</sup> Offence</b>
<ol style="list-style-type: none"> <li>a) Warning issued</li> <li>b) Sunday Detention or weekday detention may be considered</li> </ol>	Gating	<ol style="list-style-type: none"> <li>a) Exclusion (Fixed term)</li> <li>b) The student will be required to attend a re-integration meeting on return to school and may be subject to a risk assessment</li> </ol>

<b>7. Sexual Relationships/Harassment</b>		
<ol style="list-style-type: none"> <li>1. Students must not engage in public displays of affection</li> <li>2. Students must not engage in sexual relationships with other students</li> <li>3. Students must not sexually harass other students</li> </ol>		
<b>Sanctions</b>		
<b>1<sup>st</sup> Offence</b>	<b>2<sup>nd</sup> Offence</b>	<b>3<sup>rd</sup> Offence</b>
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 Restriction of Town Leave, gating, or Exclusion (fixed term) and counselling.		

8. Medication		
<ol style="list-style-type: none"> <li>1. Students must not have, possess or use any medication (prescription or otherwise) unless with the permission of the school nurse. When returning from holidays any medication carried must be checked by the school nurse.</li> <li>2. When in the school in the school's duty of care, students must only take medication or supplements that have been approved under EU legislation, the school nurse and parental knowledge</li> <li>3. Students must not share or supply any medication (prescription or otherwise).</li> </ol>		
<b>Sanction</b>		
<b>1<sup>st</sup> Offence</b>	<b>2<sup>nd</sup> Offence</b>	<b>3<sup>rd</sup> Offence</b>
a) Discussion with School Nurse and tutor b) The student will be required to surrender all medications that they have c) Parents will be informed	a) Discussion with School Nurse and tutor 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.

9. Sunday Evenings		
<p>Sunday Evenings are an important part of the preparation for the school week.</p> <ol style="list-style-type: none"> <li>1. Students must be in their houses by 7.30pm</li> <li>2. Prepare for the week ahead</li> <li>3. Participate in the Sunday Evening Boarding Meeting</li> </ol>		
<b>Sanctions</b>		
<b>1<sup>st</sup> Offence</b>	<b>2<sup>nd</sup> Offence</b>	<b>3<sup>rd</sup> Offence</b>
Community Service in the Boarding House	Sunday Detention	Gating

10. Naked Flames		
Under no circumstances may students light incense, candles or other items that could cause fire.		
<b>Sanctions</b>		
<b>1<sup>st</sup> Offence</b>	<b>2<sup>nd</sup> Offence</b>	<b>3<sup>rd</sup> Offence</b>
a) Confiscation and warning b) Sunday Detention or weekday detention may be considered	Sunday Detention	Gating

11. Smoking		
(a) Students must not smoke cigarettes or e-cigarettes at any time when in the school's duty of care. Note: <b>Vaping is considered a breach of the drugs rules at Buckswood.</b>		
<b>Sanction</b>		
<b>1<sup>st</sup> Offence</b>	<b>2<sup>nd</sup> Offence</b>	<b>3<sup>rd</sup> Offence</b>
(a) Smoker's reform Detention (Saturday community service 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 d) Saturday Community Service Detention

## 12. Alcohol

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:

- a) 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.
- b) Students over the age of 18 must not purchase or supply alcohol for other students
- c) 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 unless relevant permissions have been completed as per the Alcohol Policy.
- d) Pupils may not, under any circumstances, drink alcohol before driving to or from school. Irrespective of whether they are over the legal alcohol limit or not, pupils known to have driven after drinking will have their right to drive to school withdrawn indefinitely.

Note 1 - We will make every effort to ascertain where the alcohol was obtained. The details of shops supplying alcohol to under-aged pupils will be passed to the police.

Note 2 - A pupil who returns to school clearly under the influence of alcohol, irrespective of whether a day or boarding pupil or having been in the company or care of his/her parents, will incur the appropriate penalty according to the scale above.

<b>Alcohol Possession/Consumption Beer/Cider/Wine</b>	- Confiscation - Parental contact - Weekend Gating - Sunday Detention - Learning and alcohol education session	- Fixed Term Exclusion (2 days) - Behaviour contract - Referral to school counsellor	- Fixed-term exclusion - Possible Permanent Exclusion - Loss of boarding place - Medical assessment if signs of regular misuse
<b>Alcohol Possession/Consumption Spirits</b>	- Fixed Term Exclusion (2 days) - Behaviour contract - Referral to school counsellor	- Fixed Term Exclusion (5 days) - Safeguarding team review - Loss of boarding place	- Fixed-term (10 days) or permanent exclusion depending on context and prior behaviour
<b>Alcohol: Blood Alcohol Level (BAL)</b>	BAL < 0.03% → educational response BAL 0.03–0.08% → suspension + monitoring BAL > 0.08% → safeguarding referral	Same thresholds apply with escalating consequences	BAL > 0.08% → immediate medical + safeguarding referral, likely exclusion if repeated
<b>Purchasing for/Distributing to Others (Any Substance)</b>	- Immediate fixed term exclusion (3 days) - Parent meeting - Investigation	- Fixed-term exclusion (5 days) - Possible police involvement (if criminal offence suspected)	- Permanent exclusion - Mandatory safeguarding referral
<b>Age Consideration (16–18 vs &lt;16)</b>	- Sanctions are more serious for older students knowingly	- Peer influence will be addressed in line with safeguarding and intent	- Where supply to under-16s is involved, immediate referral to DSL and

	providing to younger peers		potential exclusion	permanent
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13. Drugs		
<ul style="list-style-type: none"> <li>a) Students must not break the law in relation to buying or taking of illegal drugs or substances that have an effect similar to that of an illegal drug (also known as 'Legal Highs').</li> <li>b) Students must not be associated with those that are under the influence of any of these substances when in the school's duty of care</li> <li>c) Students must not buy or supply illegal drugs or Legal Highs for or to other students or members of the community</li> <li>d) Students must not possess or bring on to the school campus any illegal drugs or Legal Highs</li> </ul>		
See also Drugs and Alcohol Policy		

<b>Sanction</b>		
<b>1<sup>st</sup> Offence</b>	<b>2<sup>nd</sup> Offence</b>	<b>3<sup>rd</sup> Offence</b>
<p>a) Exclusion. A disciplinary meeting with SMT to decide if Exclusion (Fixed term) or Exclusion (Permanent) is appropriate</p> <p>(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.</p> <p>(c) ongoing drug testing</p>	Exclusion (Permanent)	

<b>14. Violence and physical behaviour</b>		
<p>a. Students must not threaten or use physical violence (students must not exhibit threatening behaviour or engage in acts of violence)</p>		
<b>Sanction</b>		
<b>1<sup>st</sup> Offence</b>	<b>2<sup>nd</sup> Offence</b>	<b>3<sup>rd</sup> Offence</b>
Disciplinary meeting will be held involving the DSL and SMT to discuss whether an Exclusion (Fixed term) is an appropriate sanction, or whether there is a more appropriate sanction.	Exclusion (Fixed term)	Fixed term exclusion or Permanent exclusion depending on the incident

<b>15. Takeaways</b>		
Students must not order takeaway food to be delivered to the school in breach of the takeaway procedure. Food deliveries are only allowed on Friday and Saturday evenings.		

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

<b>16. Cooking appliances</b>		
Students must not use or have in their room any form of cooking appliance, portable heating device, fridge or boiling water source.		
<b>Sanctions</b>		
<b>1<sup>st</sup> Offence</b>	<b>2<sup>nd</sup> Offence</b>	<b>3<sup>rd</sup> Offence</b>
Item confiscated until the end of term	a) Item confiscated until the end of term b) Gating	a) Item confiscated and sent to the parents at the parents' expense b) Gating

<b>17. Taxis</b>		
Students are not permitted to book their own taxis for transport from or to school. All taxi bookings must be done through the school.		
<b>Sanctions</b>		
<b>1<sup>st</sup> Offence</b>	<b>2<sup>nd</sup> Offence</b>	<b>3<sup>rd</sup> Offence</b>
Sunday Detention	Gated	Fixed term exclusion. Permanent exclusion will be considered for any further breach of this rule.

<b>18. Manners</b>		
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<ul style="list-style-type: none"> <li>a. Boarders are expected to have good table manners and manners in general.</li> <li>b. They are expected to use 'Please' and 'Thank you' and to stand when an adult enters a room.</li> <li>c. English is to be spoken in communal areas as a mark of respect for others around who may not speak your native language.</li> </ul>		
<b>Sanctions</b>		
<b>1<sup>st</sup> Offence</b>	<b>2<sup>nd</sup> Offence</b>	<b>3<sup>rd</sup> Offence</b>
Weeknight Detention	Sunday Detention	Weekend gating

<b>19. Honesty</b>		
<ul style="list-style-type: none"> <li>a. Living in a community requires trust. The school expects students to behave with honesty.</li> <li>b. Lying and theft are considered major breaches of the school rules and will be treated as such.</li> </ul>		
<b>Sanctions</b>		
<b>1<sup>st</sup> Offence</b>	<b>2<sup>nd</sup> Offence</b>	<b>3<sup>rd</sup> Offence</b>
Sunday Detention/ meeting of school management to determine appropriate sanction based on level of offence.	Weekend gating/ meeting of school management to determine appropriate sanction based on level of offence.	Fixed term exclusion. Permanent exclusion will be considered for any further breach of this rule.

## Appendix 6 - School Boundary Areas

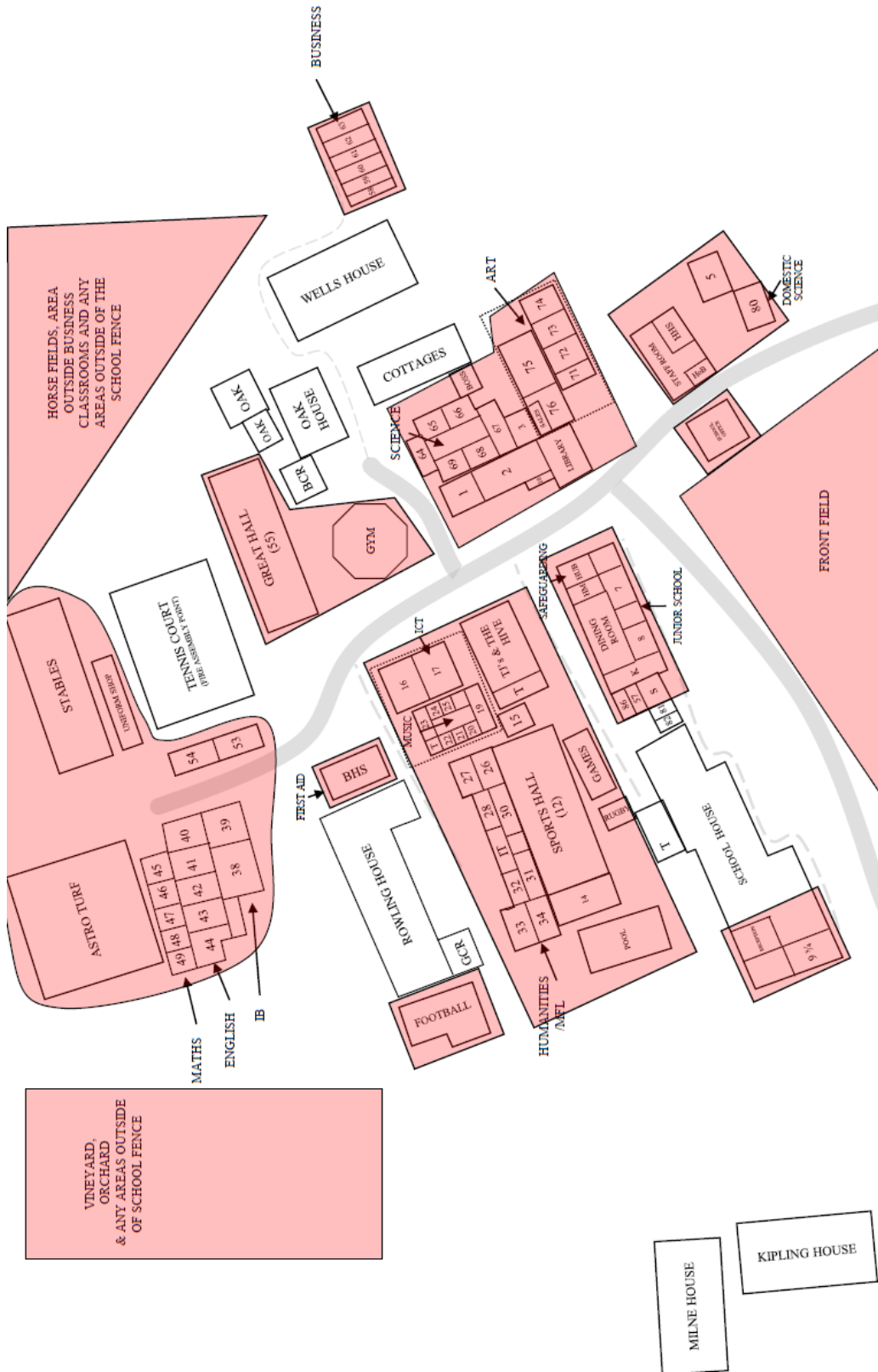
### Out of Bounds

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 the academic day.
- The maintenance and workshop areas, the stables.
- The Buckswood Health Service, except during official visiting times.
- The sports fields, back fields and any neighbouring farmer's fields, including those across the street from the school, the woods, all roof areas.
- The Astro-turf, 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.
- 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.
- Boarders – during prep, students may use technology in an appropriate and non-disruptive manner. Any scholar found using technology inappropriately during 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.
- Lesson 7 (which is when 1<sup>st</sup> prep takes place) runs from 1600 – 1700 Monday to Thursday and 2<sup>nd</sup> Prep for boarders runs from 19:30 until 21:00 – this is compulsory. On Wednesday there is double prep for boarders in the evening.

## 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, (e.g. 'phones, headphones) if they see them in evidence in the classroom being used without permission
- 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.

## Appendix 11 – Time out procedures

When we issue a student with a 'time out' card, the school have already identified that this student would benefit from leaving class to go to either the HUB or SENCo. Here, the student will have the opportunity to regulate their emotions and behaviour in a calm environment before returning to class to learn.

The way we use the 'time out' card is clearly explained to the student. Initially, the student is introduced to the 'Anger Thermometer', so that a dialogue can take place to discuss the triggers that offset the need to leave the classroom. This is done with the SENCo or Head of Key Stage. This dialogue helps the teaching staff to identify the needs of the student and how to best support them with their learning. The 'Anger thermometer' is also used to determine the students level of frustration/anger and both the student and the member of staff will discuss at what point should they leave the class.

Students are given a 'time out' card and are advised to keep these in their blazer pockets for easy access. It is explained to the student that they can show the 'time out' card to leave the class if they are in a heightened state (already identified on the 'Anger Thermometer'). It is explained to the student that when they use the 'time out' card, they must go to either the SENCo or to the HUB.

A clear procedure must be followed by both student and members of staff: -

- When the student identifies that he/she is in a heightened state and needs to leave class, he/she will show the 'time out' card to the teacher. The member of staff will allow the student to leave the class without an explanation.
- The student will be allowed to go to either the SENCo or the HUB to self-regulate in a calm environment.
- In the meantime, the class teacher will email both the SENCo and the HUB. In the subject box, the teacher will enter the student's initials/TO/time of leaving class. For example- RR/TO/10.56.
- A time-out strategy is used only for the minimum period of time necessary for the student to regain enough composure to be able to return safely to their class. HUB and/or SENCo to discuss behaviour and welfare with student.
- Student to be returned to class with member of staff from HUB/SENCo.
- HUB or SENCo to record/log T/O ('Time out' log in time out folder).
- HUB or SENCo to email appropriate staff accordingly.