

Behaviour Policy

This policy applies to all College pupils, including adult pupils.

Aim

To promote good behaviour amongst pupils by fostering a caring, supportive and purposeful atmosphere within the College to ensure that this right is enjoyed by all.

Denstone College believes that in order for its pupils to reach their full potential appropriate behaviour in all aspects of college life is necessary. It seeks to create an inclusive caring, learning environment in the College by:

- Promoting appropriate behaviour and discipline
- Promoting self-esteem, self-discipline, proper regard for authority and positive relationships based on mutual respect which provides support systems for pupils
- Ensuring equality and fairness of treatment for all
- Encouraging consistency of response to both positive and negative behaviour
- Promoting early intervention
- Providing a safe environment; free from disruption, violence, bullying and any form of harassment
- Encouraging a positive relationship with parents and carers to develop a shared approach which involves them in the implementation of the College's policy and associated procedures
- Promoting a culture of praise and encouragement in which all students can achieve

Staff Responsibilities

Staff are expected to maintain the highest standards of professionalism at all times, which will foster and inspire good pupil behaviour and work ethos throughout the College. Staff are expected to be punctual. Staff should dress as professionals who are role models in the work place for the young and should know the College's policies on pupil behaviour and insist on high standards of work and behaviour from pupils.

Pupil Responsibilities

At all times, pupils are expected to act responsibly, courteously and considerately to everybody. They are expected to exercise self-discipline and self-respect, showing respect to all, regardless of their status. It follows that courtesy is paramount just as much in minor as in major matters. Pupils are expected to do their best to contribute to a positive learning environment and allow others to do the same.

Promoting good student behaviour

- Staff will praise students when they see good behaviour.
- Staff will tell students clearly what is expected of them.
- Rules are consistent, fair, and will be kept.
- Rules will be regularly reviewed with staff and students.
- Responsibilities and expectations will be matched to individuals and their development, taking into account any special educational needs or disabilities
- Staff will regularly inform a student's parents of exemplary behaviour as well as achievement (Parents evening, or informally via a note in the student's planner or phone-call home)

- When students have worked hard to support others, in or out of school, they will be commended

Rewards

Pupils' own personal achievement, confidence and happiness are the main rewards that should be aimed for, as well as helping others to do the same. In addition, merits and distinctions are issued for outstanding work or effort in class. A good conduct merit is available for pupils who go above and beyond and are particularly helpful at any time. These are recorded on the school database as are House and Boarding comments when pupils make valuable contributions to their House or Boarding House.

Each half term your Head of House will give commendations to a minimum of one pupil per year group who has done particularly well. The Head will then choose from these and award his own commendations in a full College assembly for both Effort and Attainment. In addition to this the top ten performing pupils for effort will receive a certificate, these are presented in House meetings.

There are many posts of responsibility within subjects, activities, Houses, Schools as well as in the whole College. Appointment to any of these posts whether as team captain, Chapel sacristan, NCO, College Prefect is a reward in itself which also carries the responsibility to set a good example to other pupils.

Grades are given regularly for achievement and effort in all subjects. These are also sent to parents. Various College prizes are given each year and awarded on Speech Day.

College Regulations

These are designed to encourage self-discipline and consideration for others, and are based on common sense, good practice and the ideals of good citizenship.

Behaviour that shows a lack of consideration and respect for others, their feelings and property, or a disregard for the law of the land or the reputation of the College is considered a breach of College rules. Your Tutor can advise you on any aspect of College regulations. They are also able to give permission if needed for a particular purpose.

Certain activities are forbidden at the College. These include:

- Smoking, use of e-cigarettes and vaping
- Using drugs including psychoactive substances (previously referred to as 'legal highs') and solvents
- Gambling, including online gambling
- Drinking alcohol, with the exception of occasions explicitly permitted by the school.
- Consuming energy drinks or caffeine tablets
- Chewing Gum
- Possession of offensive or dangerous items such as fireworks, explosives, laser pointers or weapons of any description
- The sale of goods or property by pupils unless approved by a member of SMT in advance
- Bringing the school, into disrepute or danger through poor behaviour at any time or via any media including the internet and social networking sites or by breaking the school's Acceptable Use Policy.
- Tampering with electrical or mechanical appliances, including fire alarms, fire extinguishers etc.
- Truancy from school.

Smoking (including “vaping”) inside College buildings is considered an extreme breach of College regulations.

Being with anyone breaking these rules is also a serious breach of College discipline. The possession and/or supply of materials associated with these forbidden activities are extreme breaches of College regulations.

Pupils may be searched in accordance with the Searching Pupils Policy.

All pupils are expected to be polite and good mannered with each other, with teaching staff, operations staff and visitors. If you need to miss lessons, Chapel, Games or activities for any reason, you must obtain the permission of the member of staff concerned at least a day in advance.

Manners

Good manners are important in helping maintain an atmosphere of confidence, happiness and achievement.

The following suggestions for guidelines to be followed were put forward by pupils in tutorial discussions:

Treat others as you would expect to be treated.

Offer help when needed.

Respect the views and beliefs of others even if you disagree.

Respect the privacy of others.

Remember good manners at meal times.

Be punctual.

Hold a door open for someone if it helps them.

Acknowledge others with ‘Good Morning’, ‘Please’ and ‘Thank you’.

Queue in order.

Don’t use bad language.

Listen to others when they are talking, don’t interrupt.

Respect those in authority.

If you are in the wrong, admit it and apologise.

Respect the times when silence is asked for.

Being kind and polite on-line.

Representing the College

College regulations apply when pupils are off-site, for example on trips or matches, when pupils are part of any College-organised group including on College transport and at any time when in College uniform or sports kit. All pupils must attend games or MLO supervision. There are no other categories, unless permission has been obtained to be absent.

MLO (off games)

In order to be placed on the MLO register either parents must contact the Medical Centre or alternatively the pupil may visit the Medical Centre to be assessed. In this instance the Medical staff have the final say in who is added to the MLO register. Pupils are not to self-diagnose.

Pupils’ Computers, Tablets and Other Devices

These are allowed in College with the understanding that pupils have sole responsibility for their care and security. They may be used during lessons with the permission of the subject teacher concerned. As with other expensive items it is recommended that parents insure these computers and make maintenance arrangements. Pupil’s computers may be connected to the College network.

The internet must be used responsibly; this includes social networking and similar sites, in line with the College's Pupils Acceptable Use Policy. The posting of material on such sites which is offensive to other pupils or staff, or which damages the reputation of the College will be considered a serious breach of regulations.

Pupils are expected to use technology in a responsible way, and all pupils and parents sign a Pupil Acceptable Use Agreement.

All Valuables are brought in at pupils' own risk.

Mobile Phones

If parents feel it is necessary, pupils may bring mobile telephones to school but they may only be used during free time. They must be turned off during lessons, activities, meetings, assemblies, prep etc, unless given permission by the member of staff to use them. Pupils are responsible for the care and security of their phones. If phones are misused, they may be confiscated, and will be handed into the lodge for collection at the end of the school day

Pupil Acceptable Use agreement which all pupils and parents sign when they join Denstone College – which includes guidelines on behaviour, including not taking or distrusting photos of member of staff, not taking or distributing photos of pupils without first gaining their permission.

Being in possession of a mobile phone, or other communications device, during an examination, even if it is switched off, is a serious breach of examination board regulations. It is essential that all phones and devices are handed in to invigilators before the examination begins. Internal examinations will operate under the same system in order that pupils are well prepared for public examinations.

Academic Honesty

You must always submit your own work. Plagiarism is a form of cheating and is not acceptable under any circumstances. Where academic sources have been used, appropriate referencing must be included in your work. The College will carry out plagiarism checks on coursework. Please be aware that exam boards take a zero-tolerance view with regards to any form of plagiarism or cheating. Breaking academic honesty rules in a public exam often results in disqualification from one or more qualifications.

Bounds and Times

Permission is needed to leave the College outside of the regular school day. Pupils leaving the College site having been granted permission to do so must sign out. During the school day pupils must sign out at the Lodge. At other times, boarders must sign out in their boarding signing out books. Boarders are not to leave their accommodation before 7.30am or after the published 'In house' times without express permission from duty staff, or in the event of an emergency. All boarders are required to sign in and out, giving their location; failing to do so is likely to result in a sanction.

The following areas are out of bounds at all times to pupils: Operations Corridor; Trademen's Entrance; the grounds sheds and yard, boiler houses, clock tower, roofs, dangerous areas such as the Old Swimming Pool and pond; any area closed off for maintenance/building work; the staff and visitors' toilets in The Lodge.

Other areas are out of bounds without supervision such as the Swimming Pool, staff accommodation, shooting range, CV gym and Performance Centre, Science laboratories, Art Classrooms, DT Classrooms/Workshop, School Room. Pupils are also not allowed into the

Cloisters without permission during boarding hours. Only Sixth form pupils are allowed in Cloisters and the associated corridor. Pupils are only allowed into the College Laundry to collect and drop off their laundry when it is staffed by a member of the Domestic Services team. Boarding Houses and classroom blocks are accessed by keypad. Pupils are briefed formally, usually at the start of academic courses and years, about safety measures in classrooms as appropriate (e.g. Science, Art, DT).

Girls are not permitted in the boys' bathrooms and bedsits in North House, nor are they permitted in South House. Boys are not permitted in Moss Moor. They are made aware that to enter such an area deliberately is regarded as a serious disciplinary offence that will be dealt with in an appropriate manner.

School Shop and Café hours term time

Monday 10.00 – 15.00

Tuesday 10.00 – 17.00

Weds 10.00 -17.00

Thursday 10.00 – 17.00

Friday 10.00 – 15.00

Sat 10.00 – 15.00

Closed Exeats and Bank Holidays

Conduct in the Library

Do not bring food or drink into the Library.

Turn mobile devices off or onto 'silent', and do not make or take calls in the Library.

Please help to maintain a quiet and productive academic environment.

Conduct in the Music School

The Music School has a 'coded entry' door and pupils are actively encouraged to practise in practice rooms between 8:00am and 6:00pm and boarders during the evening too.

There is a maximum number of two pupils per room, unless by prior arrangement with the Director of Music.

Do not bring food or drink into the Music School.

The Recording Studio & Ensemble Rooms can be booked by students using the booking sheets outside the room.

All electrical equipment must be turned off after use.

All windows must be shut & blinds rolled up before leaving a practice room.

Boarding Study Areas and Bedsits

Pupils should behave in a way that does not disturb others.

During study periods or prep, pupils should not leave their study area.

It should not be necessary for any pupil to lock themselves in a study or bedsit at any time.

Pupils will be expected to keep their studies or bedsits in good order. Any damage must be reported immediately. Rooms must be cleared and left clean and tidy before the end of each term or at other times as required. Keys must be returned to their Head of Boarding House. A charge may be made if these procedures are not followed.

Electrical equipment that uses the mains supply must be PAT tested before it may be used at the College. Cookers and other similar equipment that pose a fire risk are not allowed in studies or bedsits. Other equipment may be used at the Head of Boarding Houses' discretion.

Boys are not allowed into the girls' boarding accommodation and girls are not allowed in boys' bedsits. This means no boys in Moss Moor, Endways or Green wing and no girls on the top floors of the Boys Boarding houses (with the exception of the Senior School Club).

Possessions

Pupils should make the effort to look after their own possessions and respect the possessions of others. Pupils should not need to bring valuables into school. However, pupils can be provided with a lockable space. Pupils should provide their own padlocks. Pupils should also have a padlock for their bag to help distinguish their bag from similar bags.

College Property

Pupils are expected to respect the College property and facilities, should they be responsible for any accidental damage they will be charged £100 or less if the cost to repair is less, however should the damage be intentional they should expect to be charged the full amount for the repairs.

Rewards

Your own personal achievement, confidence and happiness are the main rewards you should aim for, as well as helping others to do the same.

In addition, you will receive merits and distinctions for outstanding work or effort in class. A conduct merit is available for pupils who go above and beyond and are particularly helpful at any time. These are recorded on the school database as are House and Boarding comments when pupils make valuable contributions to their House or Boarding House.

Each half term your Head of House will give commendations to a minimum of one pupil per year group who has done particularly well. The Head will then choose from these and award his own commendations in a full College assembly for both Attitude to learning and Attainment. In addition to this the top ten performing pupils for attitude to learning will receive a certificate, these are presented in House meetings.

There are many posts of responsibility within subjects, activities, Houses, Boarding Houses as well as in the whole College. Your appointment to any of these posts whether as team captain, Chapel sacristan, Cadet Force NCO, College Prefect or other position is a reward in itself which also carries the responsibility to set a good example to other pupils. Grades are given regularly for achievement and effort in all subjects. These are also sent to your parents.

Various College prizes are given each year and awarded on Speech Day.

Transport

When travelling on College transport pupils must wear seat belts and remain seated during the journey. Pupils must not distract the driver. Failure to follow these rules may result in permission to travel on College transport being withdrawn.

Upper Sixth Form pupils who have passed their driving test may apply to the Head for permission to drive and park on the College campus. Failure to follow the procedures outlined may result in removal of this permission. Safe and responsible use of cars is essential. Taxis may be ordered only with the permission of their Head of Boarding Houses for boarders. Parents should arrange taxis for day pupils.

Sanctions

Most pupils behave according to the standards expected at the College. Sometimes it may be necessary to remind a few pupils of these standards and to help and encourage them to behave accordingly.

Sanctions or punishments are usually only used following a warning. They include:

Being placed on "Support" either for academic or behavioural reasons. Targets for improvement are set and a support card is taken to each lesson. There are Tutor, Head of

House/Head of School/Head of Boarding House and Deputy Head (Pupils)/ Head of Wellbeing support cards providing three increasing levels.

Academic Detentions are issued for inadequate work either in class, or for prep, which is the result of unsatisfactory effort.

Conduct Cards are issued in the event of poor conduct and may be used in a wide range of situations. Examples include repeated lateness to lessons, missing games/activities, failure to attend meetings, unruly behaviour, impoliteness / rudeness to staff, including support staff, poor behaviour on the day bus, away match or theatre trip, missing registration, verbal or physical bullying.

Extended Detention (Wed & Sat 4.00-6.00pm) if either three academic detentions or conduct cards are received in one half term.

A combination of Deputy Head (Pupils) Punishments and Extended Detentions depending upon how serious the breach of College regulations is.

Head's Punishments, for serious breaches of College regulations.

Suspension or permanent exclusion from College.

Boarding behaviour and sanctions

Generally speaking, school expectations and rules apply in boarding houses and in boarding times. There will, of course, be some adaptation to suit the context of boarding and to reflect our boarding principles, and there will be further rules and expectations which are particular to boarding and individual boarding houses.

Both positive and negative behavioural and academic issues which arise during the school day may be followed up by the boarding team (in the way they might be for a day pupil at home), and positive and negatives in boarding may be followed up by the pastoral teams in the College.

Incidents involving poor behaviour in boarding houses will be dealt with in boarding houses initially. They are monitored by school pastoral teams and may be escalated so that sanctions are issued or reinforced at this higher level. In-house boarding sanctions include the following:

1. In the case of prep boarders, sending an individual to take some time out to calm down and for reflection.
2. Removal of privileges.
3. Not allowing a boarder to attend an evening activity or bar event.
4. Extra duties within the boarding house.
5. Gating.
6. If it is deemed that a boarder poses a safety threat to themselves or others they are likely to be sent home the same evening.

Heads of boarding houses are the decision-makers in the case of in-house sanctions at the more serious level (5 and above).

Boarding Positives and Negatives are used to record incidents and, in the case of Negatives, any in-house sanction issued will be noted. These Positives and Negatives are viewed by pastoral staff in the College; this enables key staff to keep an overview and decide when further action needs to be taken, then following the wider-school procedures. There will often be a pastoral dimension to behaviour incidents, and, in such cases, CPOMS records should be kept for all pupils involved, in addition to any Boarding Negatives

Pupil Complaints Procedure

If you wish to make a complaint about any aspect of College life, it may be possible to deal with a complaint informally through discussion with your tutor or Head of House/Boarding.

If you would like to make a formal complaint it must be in writing to the Deputy Head (Co-Curricular, Operations & Partnership), or in the event that the complaint is regarding the Deputy Head (Co-Curricular, Operations & Partnership), to the Head. It will be acknowledged also in writing within 48 hours.

The Deputy Head (Co-Curricular, Operations & Partnership) / Head will begin the process of investigating the complaint. Then you will be asked to talk the matter through with the Head and/or the Deputy Head (Co-Curricular, Operations & Partnership). You may bring a friend to this meeting. You will then be involved in the decision about any action to be taken.

Parents' Complaints Procedure

If your parents wish to make a complaint, they can use the Parents' Complaints Procedure which is available on the College website or by request from the Head's office.

Dress and Appearance

You are expected to be correctly and appropriately dressed at all times, whether in school uniform, correct sports kit or informal dress. Combinations of school uniform and informal clothing are not allowed. School uniform is worn throughout the working day until the time of day pupils' departure.

A full list of school uniform is sent to your parents with the joining instructions, and all uniform for First to fifth form should be bought from School blazer.

All pupils must wear jackets except when summer dress is allowed.

Girls

Girls must wear burgundy plaid culottes or trousers, a white reverse collar blouse, grey v-neck jumper with burgundy trim and a grey tweed blazer with burgundy detail.

Girls must wear a house pin badge on their left lapel.

Girls must wear either navy blue tights or navy ankle or knee high socks with black shoes (if in culottes) or grey socks with black shoes (if in trousers), shoes which are suitable for walking around campus.

Boys

Boys must wear burgundy plaid trousers or burgundy plaid shorts, a white collared shirt, a house tie, grey v-neck jumper with burgundy trim and a grey tweed blazer with burgundy detail. Boys will wear grey ankle or knee high socks and black shoes.

Sixth Form pupils must wear a tailored suit as school uniform. These should be black, mid-dark grey or mid-dark blue. They may have discreet stripes or checks. They must also wear a shirt (or blouse with collar and sleeves for girls) in quiet, light colours or stripes but not highly patterned as their uniform. Girls must wear a house pin badge on their left lapel and boys will wear a house tie.

Girls must wear either a tailored dress suit, trouser suit or a skirt suit, skirts must be a maximum of 2 inches above the knee, no skirts of a stretchy material are permitted. Shoes should be black or brown and with a heel suitable for school, with grey or black socks for boys and black, navy or natural tights for girls.

Sixth Formers are also permitted to wear a standard unbranded V-neck, or round neck jumper. These jumpers must not be patterned and should be in quiet colours.

Jewellery must be plain and not stand out. Pupils may wear a fine chain around the neck, a ring, and a plain stud in each ear lobe.

Make-up must be discreet and only clear nail varnish is allowed, no acrylic nails or gel nail polish are permitted.

Hair must be clean, neat and tidy and of a natural colour.

All pupils must be clean shaven, with the exception of religious grounds. Sports kit should not be worn in the dining hall except with permission.

Headgear may only be worn as part of correct sports uniform and not indoors, with the exception of headgear worn on grounds of disability, religion/belief or race.

School Coats (but not hoodies, tracksuits, any sports wear etc) can be worn around school but must not be worn in the dining hall

Informal dress should be clean, tidy and suitable for school.

Check with your Head of House/Boarding House/School if you are unsure about your dress and appearance. They will give you advice, SMT will make the final decision.

Health and Wellbeing Centre

The Health and Wellbeing Centre is open at the following times:

Mon-Fri: 8.00am-6.00pm

Sat: 9.00am-5.00pm

Pupils will be seen outside these times in an emergency

The Medical Nurse will organise appointments with the Doctor as required. Pupils wishing to see a female doctor may do so by visiting the Health and Wellbeing Centre and booking an appointment.

Pupils needing to visit the Health and Wellbeing Centre during lesson times need permission from their subject teacher. Pupils feeling unwell should report to the Health and Wellbeing Centre for assessment, pupils must not self-diagnose. Unwell pupils must not take themselves off to their own accommodation or leave school premises without explicit permission from a member of the Medical Staff.

Swimming

Pupils are not allowed in the swimming pool or the swimming pool building at any time unless supervised by a suitably qualified member of staff.

Fire Regulations

These are posted in Houses and Boarding Houses and should be memorised. If the alarm sounds you should:

- Leave the building by the nearest practical exit. Walk quietly to your assembly point. Do not run. Do not lock rooms.
- You will be told when to stand down by a member of staff who receive the call from a Fire Marshall. Switching the alarm off is also the stand down signal.

It is a criminal offence to tamper with fire appliances.

Take all sensible precautions to avoid the danger of fire:

- No naked flames or private heaters.
- No drapes from ceilings.
- Central lights must be white and not obscured.
- Sockets must not be overloaded and appliances must be switched off when you leave a room.

Relationships

Personal relationships are one particularly significant area in which values are important. While it is natural and right for relationships to develop, College is essentially a place for a wide range of friendship, activity and intellectual discovery. In relationships do please remember to think of the other person. One useful guideline for what you can and cannot do is defined by the phrase 'causing embarrassment to others'. It is therefore inappropriate for students of any age to engage in sexual petting or kissing around College, in common rooms, or at School social events. You should also remember, at all times, to respect the feelings of others.

If a member of staff comes across a couple who are to some extent undressed and clearly engaging in a sexual act other than sexual intercourse, individuals are likely to be suspended. It is very likely that anyone who engages in sexual intercourse at School will be permanently excluded. For legal reasons, the relative ages of those involved in such activity could seriously exacerbate the consequences, as it could for any misconduct of a sexual nature.

Conduct

“Behaviour which shows a lack of consideration and respect for other people, their feelings and their property, or a disregard of the law of the land or the reputation of the College will be deemed a breach of the school rules.”

The Conduct Procedures aim to:

- Draw together good practice from the past as well as meeting the requirements of the Children’s Act, particularly in the recording of sanctions applied.
- Help all academic staff manage behaviour in a consistent, fair and suitable way.
- Complement the procedures for dealing with poor academic performance.

The Conduct Card (For Lower & Middle School only)

In the event of poor conduct, academic staff are able to issue a conduct card proceeding as follows:

Appropriate Use

These procedures are not to be used for academic problems (see academic detention procedures). They may be used in a wide range of situations, usually following a warning. Repeated lateness to lessons, missing games/activities, failure to attend meetings, unruly behaviour, impoliteness / rudeness to staff, including support staff, poor behaviour on the day bus, away match or theatre trip, missing registration, verbal or physical bullying, are all examples of when the system should be used.

Senior School Pupils

Conduct Cards are not used with Senior School pupils.

A more individual approach may be needed in the Senior School, although the Head of House/North House/Moss Moor should be consulted or, as a minimum, House or Boarding Negatives may be issued informed for their records. It is at the discretion of the HOH/HOS/HOB when a Sixth Former is entered into Extended Detention for accumulating either 3 or 4 House/Boarding Negatives. House and Boarding Negatives should be seen separately.

Sanctions employed in the event of poor conduct.

Most pupils behave according to the standards expected at the College. Sometimes it may be necessary to remind a few pupils of these standards and to help and encourage them to behave accordingly.

Sanctions or punishments are usually only used following a warning unless the behaviour is deemed to be extreme. They include:

- Being placed on “Support” Targets for improvement are set and a support card is taken to each lesson. There are Tutor (*in liaison with Head of House/Head of School*), Head of House/Head of School and Deputy Head (Pupils) support cards providing three increasing levels.
- Conduct Cards which are monitored by the Deputy Head (Pupils) to ensure they are fair and appropriate.
- Extended Detention (Wed & Sat 4.00-6.00pm) if three cards are received in one half term. Pupils may also be given an Extended Detention for deliberately missing lessons, assemblies, activities or games.
- Deputy Head (Pupils)’s and Head’s Punishments, for serious breaches of College regulations.
- Temporary (suspension) or permanent Exclusion from College.

Group punishments are not acceptable and are not used unless it is clear that a whole group of pupils has broken College regulations. They are not used to establish individual responsibility as this would also be punishing innocent pupils. There may of course be occasions when staff need to speak to whole groups in order to discuss or investigate an incident. Corporal punishment is illegal in all circumstances.

Pupils that are found to have made malicious allegations are likely to have breached College behaviour policies. The College will therefore consider whether to apply an appropriate sanction, which could include temporary or permanent exclusion (as well as referral to the police if there are grounds for believing a criminal offence may have been committed).

If a pupil repeatedly breaks College regulations, they can expect sanctions to be increased. Repeat offenders may need referral to the Head by Heads of House/Heads of Hartley House/North House /South House/Moss Moor or Deputy Head (Pupils). Further offences may lead to a case conference and / or parents called in. Some offences may be sufficiently serious that lesser sanctions are bypassed and the incident taken to a higher level.

Any Smoking, Drug or Alcohol offences go straight to the Deputy Head (Pupils) as per the Drugs, Alcohol and Smoking Policy.

Types of Sanctions

Staff Sanctions –Conduct Cards

As far as possible, these should be constructive.

Written sanctions designed to take up about 25 minutes of the pupil's free time are appropriate. An essay on two sides of A4, dictionary definitions, a letter of apology drafted by hand and then word processed, are all examples of suitable sanctions. Lines should not be issued. Pupils with special education need must be taken into consideration when setting work

Various tasks such as litter picking, tidying a classroom, tidying notice boards, may be used as sanctions, but the correct equipment must be used (available from the School Marshal) and tasks should be supervised. In some instances, this may mean checking afterwards rather than close supervision.

As a general rule, a warning does not require the issuing of a card but employment of sanctions, particularly anything taking up pupil's free time, does.

Head of House & Head of Boarding Sanctions

These are to be employed if an offence is serious enough to warrant the intervention of the Head of House Hartley House/North House/South House/Moss Moor.

The Deputy Head (Pupils) should be notified, and details should be entered onto iSAMS.

Extended detentions for Wednesday/Saturday afternoons may be given with details entered on the college data base.

If offences requiring more severe sanctions occur, a recommendation should be made to the Deputy Head (Pupils) who will then apply Deputy Head (Pupils) Sanctions.

Deputy Head (Pupils) Sanctions

Up to two weeks' duties at break and lunch time involving tasks such as litter picking, cleaning the tables in hall. Extended detentions for Wednesday/Saturday afternoons may be given by as part of Deputy Head (Pupils) sanctions.

Recommendations for suspension or expulsion are to be made to the Head.

Records of punishments issued are kept on iSAMS.

Head Sanctions

Any combination of the above, culminating in suspension and expulsion as seen fit by the Head. The Head consults the Chair of Governors in the event of expulsion. Records of suspensions (exclusions) and expulsions (permanent exclusions) are kept on the College data base. See also the policy on Discipline and Exclusion.

Support available

College staff are experienced in dealing with a wide range of problems. There are a wide range of staff who pupils can seek support from including, their Tutor, the Chaplain, the Medical Centre Sister, School Doctor, School Counsellor, Head of House or Head of School, Chaplain, Deputy Head Pastoral, Deputy Head (Pupils), Head of Wellbeing or Head. The College also has a Safeguarding team which are available to support pupils. Within the Student Planner key contacts are provided for the pupils including the Independent Student Helpline.

Pupils entering the College or transitioning between the various schools or from day to boarding (or vice versa) may need further support. A number of strategies are employed including inductions and shadowing, as well as handbooks being issued to help clarify expectations and to make these transitions as smooth as possible.

This Policy should be read in conjunction with

Bullying

See Anti Bullying Policy

Buses

See Transport Policy.

Discipline

See Discipline & Exclusion Policy

Drugs , Alcohol and Smoking

See Policy on Drugs, Alcohol and Smoking

Mobile Phone and Internet Use

See Pupil Acceptable use Agreement

Restraint

See Restraint Policy

Safeguarding

See Safeguarding Policy

Searching Pupils and Their Possessions

See Searching Policy