

OLD SWINFORD HOSPITAL

BEHAVIOUR POLICY

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Introduction

The Old Swinford Hospital Behaviour Policy is the framework within which members of the School are expected to conduct themselves. It comprises the following elements:

A. The School Rules
B. Regulations for Registration, Absence and Leaving School Grounds
C. School Dress Code
D. Code of Conduct for Students
E. Rewards and Sanctions Policy
F. Regulations for the Use of Electronic Equipment
G. Anti Bullying Policy
H. Drugs and Substance Misuse Policy
I. Guidelines for Staff

A. The School Rules

"Always treat others as you would like them to treat you." (Matthew 7:12)

1 Introduction

1.1 Old Swinford Hospital is a community which places a strong emphasis on consideration for others, good manners, smart appearance and hard work. All members of the School community and others with whom we come into contact deserve respect and appreciation.

1.2 We all have a duty to preserve the good name of the School, to care for the fabric of the School buildings and the appearance of the School grounds and to act in an environmentally responsible manner.

1.3 Being a member of this unique community is a privilege and we all have a duty to preserve the good name of the School. This privilege brings responsibilities with it.

1.4 The School Rules and Code of Conduct for Students set out the basis of how those responsibilities are to be discharged. These apply at all times when pupils are in the care of the School and at other times when they may reasonably be associated with it.

2 Behaviour

2.1 Nothing must be done by any member of the School community that will adversely affect the right of any other member of the community to enjoy and benefit from being a member of the School, or which may expose them to harm.

2.2 In particular, the School will not tolerate:

2.2.1 Bullying in any form, whether physical, verbal or emotional

2.2.2 Rudeness, violence or disorderly conduct

2.2.3 Theft or damage to the property of others

2.2.4 Disruption of any kind to lessons or other activities

2.2.5 Insolence or disobedience towards those in authority

2.2.6 Otherwise inappropriate behaviour

2.3 Smoking is not permitted at any time and pupils must not have cigarettes, matches, lighters or associated materials in their possession.

2.4 Pupils must not bring alcoholic drink onto School premises or consume alcohol except under the supervision of a member of staff at an approved School, Sixth Form or House event. It is a condition of the School Premises Licence that students may only consume two units of alcohol at such an event. Pupils may not visit licensed premises except as provided in the Regulations for Leaving School Grounds.

2.5 Sexual activity involving students is a breach of the School Rules.

2.6 Pupils must not possess or use any illegal drug. Any pupil who becomes involved with illegal drugs in any capacity is liable to be permanently excluded from the School. The abuse of solvents is considered in the same way as the abuse of drugs.

3 Appearance

3.1 Pupils must dress in accordance with the School Dress Code. They must be clean, neat and tidy at all times. Hair must be of a moderate length and of an acceptable style. Highly bleached or unnaturally dyed hair is not permitted.

3.2 Make up and jewellery, where worn, must be unostentatious.

3.3 All pupils must accede to the reasonable requests of senior staff with regard to appearance.

4 Pupils' Property

4.1 Pupils have a responsibility to safeguard their own property as well as to respect the property of others. All property and clothing must be clearly marked with the name of the owner. Lost property should be handed to the Deputy Headmaster to whom all losses should be reported.

4.2 Substantial sums of money should not be kept by pupils but should be paid into the Finance Office or handed to the Housemaster for safekeeping. Student/pupils may operate their own bank or building society account.

4.3 Pupils may not bring to School any weapons, solvents, fuel or other dangerous articles. Pupils may not have in their possession any material of a pornographic, defamatory or otherwise offensive nature.

4.4 All electrical equipment must be registered with the Housemaster and be submitted to regular PATs testing. Any equipment which fails a PATs test or which is not submitted for testing may be confiscated by the Housemaster and disposed of at his discretion.

4.5 Mobile phones and other electronic equipment may only be brought into School and used in accordance with the School's policy on the Use of Electronic Equipment. Mobile phones must be kept switched off during assemblies, lesson times, activities, prep and after lights out. They must not be used in the Dining Hall or the Library or at any time when forbidden by a member of staff.

4.6 Pupils' property is brought to School at the risk of the owner and must be insured by pupils or their parents.

4.7 Pupils' may not buy and sell possessions except with the approval of the Housemaster or as part of an approved School activity. Pupils may not lend or borrow money or valuable items other than in exceptional circumstances and with the approval of the Housemaster.

5 School Premises

5.1 All pupils must take care of the School buildings and grounds and do nothing to cause avoidable damage. The writing of graffiti is forbidden. If damage occurs it must be reported at once to the Deputy Headmaster or to the Housemaster if in a Boarding House.

5.2 Pupils are expected to do their utmost to act in an environmentally responsible manner. Pupils must not drop litter and should take the initiative in clearing up any litter that they see around the School site. Pupils must use the facilities provided to recycle drinks cans and other recyclable items. Lights and other electrical equipment, including computers, must be turned off when not in use. Radiators should be turned down to the minimum comfortable setting.

5.3 Pupils must respect wall displays in classrooms and corridors and protect them from damage. The chewing of gum is prohibited.

6 Food and Drink

6.1 Pupils must attend all meals to which they are entitled. Queuing outside the Dining Hall must be orderly and good manners must be observed once inside. Food, cutlery and crockery must not be removed from the Dining Hall.

6.2 It is the responsibility of pupils to maintain all areas around the School used by them for the preparation of food in a hygienic condition.

7 Skateboarding and Rollerblading

7.1 Pupils may skateboard or rollerblade during recreational time provided they are wearing the correct safety equipment (helmets, elbow and knee pads) and use safe specified areas. No adaptation of the School environment is permitted. Areas around Boarding Houses must be avoided during examination periods. Skateboarding and Rollerblading is not allowed beyond the School site.

8 Information Technology

8.1 Pupils must use the Information Technology infrastructure of the School responsibly and according to the Information Technology User Policy. Pupils must not possess or use the internet to access or attempt to access material of a pornographic, defamatory or otherwise offensive nature. Every care must be taken to avoid introducing viruses the School network. Pupils must not interfere with computer hardware, attempt to override the network security measures or perform any other unauthorised action using the School's computers or network. Pupils using their own computing equipment in School are subject to the same rules as those using equipment provided by the School.

9 Plagiarism

9.1 Pupils must not copy, or attempt to copy, material from another pupil or any other source and represent it as their own unaided work. Pupils must respect the copyright of published material (guidance published by JCQ defines plagiarism).

10 Punishments

10.1 No form of corporal punishment is allowed in the School.

10.2 All punishments must be imposed in line with the School's policy on Rewards and Sanctions.

10.3 In addition to members of staff, School and House Prefects have limited authority to impose punishments under the direction of the Deputy Headmaster and Housemasters.

10.4 All punishments imposed by staff or prefects must be recorded in one of the following ways:

10.4.1 Deputy Headmaster's Log Book

10.4.2 School Prefects' Log Book

10.4.3 House Log Book

10.5 Punishments imposed by the Headmaster or Deputy Headmaster are recorded in a letter to parents and in the pupil's School Record.

10.6 All punishments imposed must be fair and proportionate. An appeal against a punishment may be made to the Deputy Headmaster or Headmaster but an appeal does not prevent a punishment taking effect immediately it has been imposed.

10.7 The Headmaster has the authority to exclude pupils from the School either temporarily or permanently. Parents of pupils excluded for more than three days have the right of appeal to the Discipline Committee of the Governing Body. The Headmaster also has authority under the Boarding Contract to require that a pupil be withdrawn from the School's boarding accommodation.

B. Regulations for Registration, Absence and Leaving School Grounds

1 Registration

1.1 All pupils must register in their houses (or in the Sixth Form Centre for Sixth Form day students) at 0820 each morning, including Saturdays, and at 1325 on weekdays. Saturday afternoon registration is observed as required. A pupil who is late must report to the School Office as soon as they arrive. Students when registered must remain on site.

2 Absence Due To Illness

2.1 Any absence due to illness must be reported to the School Office by 0830 on the first morning of absence.

2.2 Prolonged absence of more than three days should be reported in writing to the Housemaster. It is essential that a letter giving reasons for any absence should be sent to the Housemaster as soon as possible after a pupils' return to School.

3 House and School Exeats

3.1 House Exeats may be granted by Housemasters for absence from School outside normal lesson time or for reasons such as medical appointments. An exeat form is available from the School Office.

3.2 School Exeats for absences of longer than one School day or where lessons are missed must be obtained from the Headmaster. Application must be made in writing at least two weeks in advance. It should be noted that the Headmaster and Governors actively discourage parents from withdrawing pupils from School during term time (including Adventure Week) for holidays as this adversely affects pupils' progress and attainment.

4 Illness at School

4.1 A pupil who is taken ill during the School day must report to the Medical Centre and must, wherever possible, inform personally or by messenger, the member of staff whose lesson or activity will be missed. In the evening, pupils report to the House staff on duty.

5 Off Games Notes

5.1 An outboarder, dayboarder or Sixth Form Day Student who is unable to participate in PE, games or other physical activity must provide an appropriate parental note for the Head of Physical Education. A doctor's note is required for periods of longer than one week.

6 Visiting Down Town

6.1 Down Town is defined as the area within the Ring Road of Stourbridge. Pupils must always use the underpass when crossing the Ring Road.

6.2 Pupils may visit the town between 1545 and 1730 as defined below unless they have a School or House commitment.

Year 7	Normally no permission will be given
Years 8 & 9	Only with Housemaster's special permission
Year 10	Fridays (or on one other day, with Housemaster's permission)
Year 11	Fridays (and on one other day, with Housemaster's permission)

6.3 Sixth Formers may visit the town any afternoon after 1230 (provided they return before the afternoon registration) and after 1545.

6.4 Pupils in Years 8 and 9 must be accompanied by at least one other pupil.

6.5 Pupils must sign out/in in the appropriate House Down Town/Village book and must sign in again on return.

7 Visiting the Village

7.1 The Village is defined as the shopping area on Hagley Road in the immediate vicinity of the traffic lights at the junction with Heath Lane.

7.2 Year 10 and above may seek permission to go to the village between 1545 and 1730 unless they have a School commitment and after Prep. Pupils must check out and in personally with the House Duty Member of Staff. The direct route there and back must be used and pupils should be in groups of two to four. No pupil should be out for longer than 30 minutes.

7.3 Pupils must sign out/in in the appropriate House Down Town/Village book and must sign in again on return.

8 Dress and Behaviour

8.1 School uniform must be worn when visiting the town except after lunch on Saturday and throughout Sunday. Appearance must be smart, and manners and behaviour exemplary. Food and drink must not be consumed in the street. Staff, parents and friends of the School should be acknowledged politely. Pupils must avoid loitering or walking in groups of more than three.

9 Other Visiting

9.1 Pupils are not allowed to visit any other part of Stourbridge without express permission of House Staff. Mary Stevens Park is out of bounds during term time.

10 Visits to Authorised Public Houses

10.1 When a boarder reaches the age of eighteen he may visit one of the authorised Public Houses provided that parents/guardians have given written consent to the Housemaster.

10.2 A copy of the consent letter should be forwarded to the Deputy Headmaster who will keep a central database which will be displayed in Barn Block.

10.3 Consent will be given at the Housemaster's discretion. If there is a serious breach of House or School Rules consent may be withdrawn by the Housemaster at any time.

10.4 The list of authorised Public Houses will be reviewed regularly. Public Houses in Stourbridge Town Centre (within the ring road) are out of bounds.

10.5 Authorised Public Houses:

10.5.1 The Crispin on Church Road

10.5.2 The Retreat at Oldswinford

10.5.3 The Crab Mill at Oldswinford

11 Cycles and Cars

11.1 Outboarders, Dayboarders and Sixth Form Day students may cycle to and from School provided that their parents have first written to gain the permission of the Deputy Headmaster. Bicycles are kept at School at pupils' own risk and must not be ridden in the School grounds. Bicycles may be used by their owners only. Bicycles must always be kept in a fully roadworthy condition and appropriate safety helmets and reflective clothing must be worn.

11.2 Dayboarders and Sixth Form Day students who have passed their driving test may drive to and from School provided a parental consent form has been completed and returned to the Deputy Headmaster. No student may travel in a vehicle driven by another student without the permission of parents and the Deputy Headmaster. The School does not undertake to provide parking facilities for students' cars.

11.3 In exceptional cases, boarders may be permitted to drive themselves to School. Parents must have first written to gain permission from the Headmaster. Boarders must surrender car keys to their Housemasters when the car is not in use.

11.4 Any student who is convicted of any motoring offence is liable to have permission to drive to School revoked.

C. SCHOOL DRESS CODE

1 Full School uniform must be worn both in and out of school except when Informal Dress regulations or Summer Dress regulations apply.

2 Dancers of Halesowen are the approved supplier of School uniform and an alternative supplier is the Parents' Association uniform shop.

3 **Years Seven to Ten**

3.1 The official School uniform is a navy blue blazer and dark grey (charcoal) trousers, school light blue shirt, grey or black socks, black shoes and a blue school sweater if required. Shoes must be of plain black leather and be capable of being polished.

3.2 Top coats must be plain and of a dark, sober colour and must cover the blazer. The official School coat can be purchased from Dancers. If a scarf is worn, it must be the School scarf. Hats or caps may not be worn with School uniform.

4 **Year Eleven**

4.1 As Years 7 to 10 except that in Year Eleven a white shirt from the School stockist may replace the light blue shirt.

5 **Sixth Form Dress**

5.1 Sixth Form Dress for male students is based on smart appropriate business wear and comprises:

A smart dark suit of a conventional single or double breasted style;

A plain shirt to tone with the suit;

An approved tie;

Plain dark socks;

A plain dark V-necked sweater, cardigan or waistcoat of a sober colour if required;

Black or brown shoes or ankle boots capable of being polished;

Top coats must be plain and of a dark, sober colour and must cover the blazer.

If a scarf is worn, it may be the School scarf, Sixth Form scarf or a non-uniform scarf of a sober style and colour.

Hats or caps may not be worn with School uniform.

5.2 Sixth Form Dress for female students is based on smart appropriate business wear and comprises:

A smart dark suit of a conventional style. Trousers or skirt (knee level or below) may be worn;

A plain blouse or shirt to tone with the suit;

An approved enamelled pin;

Plain dark or neutral toned tights with a skirt or socks with trousers;

A plain dark V-necked sweater of a sober colour if required to be worn underneath a jacket.

Appropriate black or brown shoes or ankle boots capable of being polished (heels should be no more than 2 inches high);

Top coats must be plain and of a dark, sober colour and must cover the jacket;

If a scarf is worn, it may be the School scarf, Sixth Form scarf or a non-uniform scarf of a sober style and colour;

Hats or caps may not be worn with School uniform.

6 **Ties/Pins**

6.1 The following ties may be worn with school uniform:

School

Sixth Form

House

School Prefect

Scholar

House Prefect

Full Sports Colours

Junior Sports Colours

Band

1st Team Sports Ties

Music Colours

Cadet

6.2 County or National representative sports ties may also be worn. The Headmaster may give permission for ties indicating a similar level of distinction in other areas of endeavour to be worn.

6.3 On formal occasions only the following ties may be worn:

School

Sixth Form

Scholar

School Prefect

6.4 Female Sixth Form Students may wear the corresponding enamelled pin as an alternative to an approved tie. Male students may wear an enamelled pin in addition to an approved tie. No more than one pin may be worn at any time.

7 **Sports Clothing**

7.1 Boys Years 7 – 11 and Male Sixth Form Students

7.1.1 All pupils need a House athletic singlet, two pairs of shorts (one pair for rugby, one pair for PE), two pairs of training shoes (one with non-marking soles), a House rugby jersey and navy blue socks. All pupils who play cricket must have white shirts, trousers, socks and footwear. All the above, with the exception of footwear, must be purchased from the School stockist. Pupils may wear their own sports kit for lunchtime and after-school training sessions.

7.1.2 If cycling shorts are worn underneath rugby shorts, either for training or matches, they must be plain navy blue, and without a visible logo.

7.2 Female Sixth Form Students

Polo shirt

Long sleeved jersey

School socks

Athletic socks

Trainers with non-marking soles for use in the Sports Hall

Shorts

Sport skirt (optional)

Tracksuit bottoms

7.3 These items must be purchased from the School stockists, Ron Flowers, Wolverhampton. Students may wear their own sports kit for lunchtime and after school training lessons.

8 **Informal Dress Regulations**

8.1 Informal Dress Regulations apply after 1600 on Monday to Friday, after lunch on Saturday and throughout the weekend. Sixth Formers may wear informal dress on Saturday mornings.

8.2 Full School uniform must still be worn, however, on the following occasions:

Pupils going down town on Mondays to Fridays;

Pupils on official school business, including home or away matches, Sunday services, concerts and other such activities;

When requested by the member of staff in charge of an activity;

When going home or returning to school (except for boarders returning on the evening prior to school restarting).

8.3 Pupils attending sporting clubs and activities after school-hours must wear the correct kit as stipulated by the member of staff in charge of the activity.

8.4 Informal dress must be clean, smart and presentable. Matrons and Housemasters will determine whether a particular item is suitable for informal dress.

8.5 Boarders must keep an appropriate amount of informal clothing in school and store it under the direction of Matrons and Housemasters. Matrons will assist Full Boarders with the laundering of informal dress but Weekly Boarders should arrange for informal dress to be laundered at home. No responsibility is accepted for items of informal dress which are put in the School Laundry system.

9 **Summer Dress Regulations**

9.1 Summer Dress Regulations apply in the Summer Term after the May Day Bank Holiday, or earlier if determined by the Headmaster.

9.2 For Summer Dress shirts or blouses may be worn with sleeves rolled neatly above the elbow without a tie and with the top button only undone. Blazers or suit jackets should be removed.

D. CODE OF CONDUCT FOR STUDENTS

As a student of Old Swinford Hospital your main duty is to help maintain a welcoming, caring and hard working atmosphere within the School so that everyone can do his or her best so that we can all be proud of the unique community of which we are all part.

To achieve this you must:

Generally

Attend all lessons, activities and meals
Be punctual
Work hard
Contribute to school life to the best of your abilities and talents
Treat everyone and everything with respect
Never bully or tolerate other people bullying
Observe the School Rules
Wear the correct uniform and be clean, smart and presentable
Act with honesty, courtesy and consideration at all times

In Lessons

Arrive on time and with the correct equipment
Make it easy for everyone to learn and for the teacher to teach
Always try to understand and respect other peoples' points of view
Enter rooms quietly
Remove outdoor clothing
Remain silent and concentrate when the teacher is talking to the whole class
Work hard and sensibly with your classmates; do not distract or annoy them
Address staff and pupils in a polite manner
Ask for help when you need it
Put your hand up to answer a question
Do not eat, drink or chew in class, or around the school site
Make a note in your prep diary of any prep and ensure it is completed and handed in on time
When dismissed by the class teacher, leave the room quietly and ensure that it is tidy at the end of the lesson

Around the School Site

Move around the school in an orderly manner
Walk along corridors and staircases
Keep to the left hand side wherever possible
Consider others when using doors and entrances
Do not cut across lawns or playing fields, stick to proper paths / paved areas
Do not run when moving around the School campus
Always queue quietly and orderly
Keep the school clean and tidy
Place litter in the bins provided
Keep walls and furniture free of graffiti
Take care of wall displays in classrooms and corridors
Do not chew gum
Use all school facilities in a responsible way

Out of School

Remember that the school's reputation also depends on the way you behave out of school
Travel to and from school in a sensible manner
Show respect to members of the public
Behave in a way which brings credit to the School

Look After Yourself – and Others

Be aware of the need for a healthy diet in your food choices
Take full advantage of the activities available to you
Wear correct kit, including protective gear, when involved in sporting or recreational activities
Look after your personal hygiene – e.g. shower after activities/sport
Seek help from the School Chaplain or Counsellor if you feel you need it
Look out for others – help them if they need it.

E. REWARDS AND SANCTIONS POLICY

1 Introduction

1.1 We consider it is important that praise and rewards should have a considerable emphasis within the School and students will thus achieve recognition for a positive contribution to school life. Such a contribution includes sound academic work and effort, good behaviour and adherence to the School Rules and Code of Conduct.

1.2 The attention of the School should not be limited to those whose academic work is outstanding or to those whose behaviour is consistently poor. It is expected that good standards of behaviour will be encouraged through the consistent application of our code of conduct supported by a balanced combination of rewards and sanctions within a constructive school ethos. Students respond well to a system of reward and enjoy a sense of competition.

1.3 Consistency is vital in the application of the rewards and sanctions policy.

2 Rewards

2.1 Informal Rewards

2.1.1 Informal rewards which staff are encouraged to use for academic achievement, appropriate behaviour and outstanding effort include:

2.1.2 general praise and encouragement in lessons, which should be used as much as possible

2.1.3 the Headmaster or other appropriate members of senior staff to be invited to praise individuals, groups or classes and being invited into classrooms as appropriate

2.1.4 recognition to be given to success of differing kinds in assemblies or in tutor periods

2.1.5 students' work to be displayed as much as possible in order to give recognition to it

2.1.6 a letter home to parents to be used more frequently covering a wide variety of a Academic and non-academic achievements.

2.2 Formal Rewards

2.2.1 These are of an academic and extra-curricular nature, e.g. GCSE Certificates, AS Level Certificates, 'A' Level Certificates, Records of Achievement, Music Certificates issued by the Associated Board and Trinity College, London, English Speaking Board Certificates, City and Guilds Certificates (Novice/Radio Amateur), Duke of Edinburgh Certificates for Bronze, Silver and Gold levels, CCF 'March & Shoot' Certificates.Cups, books and book tokens are awarded at Assemblies and Prize Giving.

2.2.2 The Prefects of the school are formally engowned at Prizegiving. They are presented with blue gowns, red ties and red enamel pins on appointment.

2.2.3 Scholars of the school are recognised by being invited to attend the Foley Lecture (Y11 and above) or Scholars' Trip (Y10 and below). New Scholars are presented with their ties, black enamelled pin and scholars' medals, and all Scholars of good standing are presented with a cheque from the Feoffees at Prizegiving.

2.2.4 House points are awarded for very good academic work in Years 7-13.

2.2.5 Years 7-13, Blue Distinction Cards are awarded for a piece of work of distinction or for a consistently excellent standard of work in a subject over a period of time. The accumulation of FOUR Distinction Cards during a student's school career warrants the award of a book token, presented at the end of term assembly.

2.2.6 A pupil who has exhibited outstanding merit in any area may be presented with the Headmaster's Special Award. Recipients are entitled to replace their usual lapel badge with a special white and gold version.

2.2.7 Representation of the School at sport has its own rewards. Full or Half colours are awarded for commitment, loyalty and achievement in any of the major sports, e.g., there are individual colours awarded at senior level in a range of sports, e.g. any student who represents the 1st XV in rugby 15 times, automatically gains a 1st XV tie.

2.2.8 Individual colours are awarded for commitment, loyalty and achievement in music.

2.2.9 After the annual athletics Inter-House match held at the School, cups (including a cup for the winning house) are presented. The Victor/Victrix Ludorum winners receive their cups on Sports Day.

2.3 The Lord Foley Trophy

Achievements and rewards both inside and outside the classroom all contribute towards points for the Lord Foley Trophy which is presented at the end of the academic year to the House with the highest aggregate. The progress and point orders of the Houses are announced at the end of each term. The Trophy is keenly contested and evokes much Inter-House enthusiasm and rivalry!

2.4 Other Competitions

Most sports have their own fixtures against other schools. Rugby, Hockey, Football, Cricket, Basketball, Netball and Cross Country are particularly popular and involve large numbers. In addition to a wide range of inter-house sporting events, there is an annual Inter-House Music, Inter-House Public Speaking, Inter-House Dance and Inter-House Drama Competition.

3 Sanctions

3.1 Authority to Impose Sanctions

The Headmaster has ultimate authority on all matters of discipline. Routine matters of discipline are the responsibility of the Deputy Headmaster. In addition to members of the teaching and boarding staff, volunteers acting under the authority of a member of staff may also impose sanctions in certain circumstances. School Prefects, House Prefects and other Sixth Form students, duly authorised by Housemasters, also have limited powers to apply sanctions in respect of their responsibilities (see paragraph 3.6 below).

3.2 Principles to be Observed When Imposing Sanctions

3.2.1 Students have a right to expect fair and consistently applied sanctions for poor behaviour and which make a clear distinction between serious and minor infringements of the School Rules and Student Code of Conduct.

3.2.2 A member of staff must have reasonable cause to believe that a student has infringed the School Rules or Code of Conduct before a sanction is imposed. The student must always understand why he/she is being punished and should usually be confronted with the evidence which leads the member of staff to believe that he/she is guilty. The student must always be given an opportunity to give his/her account of events.

3.2.3 Staff should avoid confrontational situations and seek the assistance of a senior member of staff if they are unsure of how to proceed in a disciplinary matter.

3.2.4 All punishments imposed must be fair and proportionate. An appropriate sanction is one which is designed to put matters right and encourage better behaviour in future. Thus, it is usually inappropriate to sanction whole groups for the misdemeanours of a few and sanctions which are designed to humiliate students must never be imposed. No form of corporal punishment is permitted.

3.2.5 The School's Equal Opportunities Policy must be observed in respect of sanctions. Staff must be particularly careful not to differentiate students on the basis of gender when imposing sanctions. It should also be borne in mind that some sanctions (e.g. reporting at a certain time) may be more onerous for day students than for boarders – or vice versa. Staff will always tread with caution and sensitivity when administering sanctions and will take into account the individual educational needs of the students involved.

3.2.6 A member of staff should consider whether a student may need additional support as well as, or instead of, punishment. This should be discussed with a student's Housemaster but could include reference to the SEN team, the School Counsellor or Chaplain, or an outside agency via the Deputy Headmaster.

3.2.7 Communication of disciplinary problems and sanctions imposed is essential to Housemasters in particular, as they have in loco parentis responsibility for the individual. A word with the student's Tutor is always a valuable mechanism for determining whether there is a pattern of misbehaviour.

3.2.8 If a student continues his/her misbehaviour, the member of staff should refer him/her via the Housemaster to the Deputy Headmaster who will refer the matter to the Headmaster if it is serious or intractable. Repeated infringements of the School Rules are viewed most seriously and will probably result in an escalation in the level of sanctions imposed.

3.3 Appeals

A student or his/her parent may appeal against a punishment to the Deputy Headmaster or Headmaster but an appeal does not prevent a punishment taking effect immediately it has been imposed.

3.4 Record Keeping

The School incident pro-forma and Student Referral Form are used to record incidents which occur within the School.

Full records are kept on file of investigations into breaches of school rules and of the sanctions administered, although the record of the punishment may be removed if an appeal is upheld. Disciplinary records are kept in:

House Log Book
School Prefects' Log book (Deputy Headmaster's study)
Central school file
CCF Log Book

3.5 Types of Sanction

3.5.1 Inappropriate Punishments

There is no corporal punishment at Old Swinford Hospital neither should there be any use of physical restraint as a sanction, nor the use of physical exercise (e.g. a run), or any activity that puts the health and safety of the individual at risk. Whole group/class sanctions should be avoided other than in the most exceptional circumstances.

3.5.2 Verbal Rebuke

A verbal rebuke for many students is often sufficient to remind the individual of what is and is not acceptable. The rebuke must not be offensive or designed to humiliate.

3.5.3 Red Points and Red Cards

Staff may issue red points for unsatisfactory behaviour or work. These must be written in the student's diary. Staff may issue 'red cards' for repeated failure to meet academic deadlines. The red card is forwarded by the member of staff to the academic Tutor. The Headmaster interviews any student issued with a red card also signs the card before forwarding to the Headmaster's PA.

3.5.4 Verbal or Written Apologies

A student who has offended should verbally apologise to the individual concerned and produce a letter to support this apology.

3.5.5 Community Service

These can be difficult to implement because they may need supervising. Examples include picking up litter, or cleaning something.

3.5.6 Reporting at Intervals

This should be to the teacher on duty or House staff, for example. This is a particularly appropriate sanction for lack of punctuality or unreliability but, like so many sanctions, it can be onerous for staff to implement!

3.5.7 Gating

This is a Boarding sanction which can be used at the discretion of the Housemaster or Deputy Headmaster only. Gatings are given for a stated length of time, usually two or three weeks maximum. A student who has been gated must:

Remain on School ground at all times and must seek the Housemaster's permission to leave the School for any reason

Forfeit all privileges, e.g. Sixth Form social event

Complete a 'Gating Card' at times determined by the Housemaster/Deputy Headmaster

Only leave the School grounds if involved as a representative/recognised club/activity e.g.: playing rugby for a School team.

3.5.8 Exclusion from Class

Poor behaviour in class may result in exclusion from class. Teachers should avoid this if possible, unless the disruption to the class is significant. If a student is sent from class, to the corridor, it should only be for a few minutes for 'cooling off' and reflection. The teacher may speak to the individual in the corridor and then re-admit. If a student is sent from the class for the duration of the lesson, they should be sent to the Library with work to do and the Deputy Headmaster or, in his absence/unavailability, the Headmaster's PA should be informed she will locate and inform the senior member of staff on duty. Students should not be left in corridors for long periods of time, nor should they be sent back to Houses.

A referral form must be completed when students are excluded from class for more than a few minutes.

3.5.9 Individual Staff/Departmental/House Detentions (Academic)

For culpably poor work a teacher may require a student to attend a detention after School. This must be recorded using the staff referral form. After consultation with the student's Academic Tutor and Housemaster a decision can be quickly made by staff on the most appropriate form of detention e.g. House detention. This type of detention is particularly useful for those students who fall behind with work or fail to meet academic deadlines. Sixth Form Day Students must be given twenty-four hours notice of detention. For repeated difficulties, a teacher may request a student to attend a school detention (see below) and will set work to be completed during that detention.

3.5.10 School Detention (Poor Behaviour or persistently poor work)

School detention is for students whose behaviour is particularly poor and disruptive. Such behaviour may include rudeness, unpleasantness to other students, cheating, disruption to the class etc. It is envisaged that such students will previously have been given red points and a verbal warning as to the consequences of their behaviour. School detention may also be used for repeated failure to complete academic work, and once other avenues have been explored.

The Headmaster may punish students by imposing a school detention at his discretion.

A school detention is held every Tuesday from 4.00 pm to 5.00 pm. The school detention is not intended to be a substitute for individual departmental or House detentions which colleagues may use for poor academic performance (i.e. prep not

attempted/failure to meet deadline). Sixth Form Day Students must be given 24 hours notice of detention.

The Deputy Headmaster must be notified by 4.00 pm on the proceeding Monday via a referral form giving a detailed account of the reason for the detention request.

A notice for those required for the Tuesday detention will be published in Houses on that morning.

Students will attend punctually at 4.00 pm, dressed in full school uniform and bringing a pen.

A school detention takes priority over all other activities, both in and out of school.

The Deputy Head will consult with the colleague concerned when deciding the task to be completed during the detention. The detention file should be collected from the school office in Barn Block by the member of staff supervising the detention session.

Any student who does not attend promptly, dressed properly and with a pen, or who fails to observe the rule of silence in detention, will complete the first detention and be placed in a further detention on the next available occasion. Any student missing detention without good cause will be sent two further detentions and be referred to the Headmaster.

The Deputy Head will keep a record of the number of detentions imposed on students. If a student receives more than two detentions in one academic term he will be referred to the Headmaster and parents will be informed.

The school detention system will be supervised by members of the teaching staff. No member of staff should expect to supervise more than one detention in an academic year.

3.5.11 School Report

The Deputy Headmaster or Second Deputy in consultation with staff may decide to place a student on full report. This is reviewed fortnightly and includes immediate contact with parents/guardians.

3.5.12 Exclusion

The Headmaster has the authority to exclude pupils from the School either temporarily or permanently. Parents of pupils excluded for more than three days have the right of appeal to the Discipline Committee of the Governing Body. The Headmaster also has authority under the Boarding Contract to require that a pupil be withdrawn from the School's boarding accommodation at his discretion

3.6 Sanctions by Senior Students

Although usually a word of admonishment should be sufficient to correct a student's behaviour, sanctions will occasionally be used by senior students. This includes School and House officials and properly authorised officers in the CCF whilst undertaking CCF duties. Guidance will be given by the member of staff responsible and only duly authorised and supervised sanctions may be used. Sanctions are always a particularly difficult and delicate area for senior students to handle. Whilst they wish to assert their authority and exercise their responsibilities, they can find themselves in difficult circumstances if tasks set are not carried out by the offenders. As a consequence, a senior student's authority is weakened and they will need support.

All sanctions must be recorded in the relevant House Log book.

4 The Referral System

The referral form is used

- when colleagues have invoked sanctions themselves and need to take further action
- as a means of alerting pastoral and senior staff of ongoing problems
- in cases of more serious misbehaviour requiring involvement of Housemaster and/or SLG

Staff complete a referral form and hand the top half to the student concerned, who must take it to the Deputy Headmaster (or, in his absence, any other member of the SLG) at 4 p.m. the same day (or after school on Saturdays). The bottom part of the form must be placed in the Deputy Headmaster's tray in Barn Block.

The Deputy Headmaster (or other member of SLG) will decide on the action required and will alert appropriate colleagues. In most instances, the action will be undertaken by Tutor, Housemaster or Head of Department.

The action taken will be recorded on the form, which will be placed on the student's file. The referral slip will be returned to the member of staff concerned with details of action taken. A record of the referral will be made on the SIMS management system, which the Deputy Headmaster will monitor for trends. The SIMS information is available to all staff.

NAME OF STUDENT				DATE	
REFERRED BY				SUBJECT AREA	
HOUSE		YEAR GROUP		TUTOR	

REASON FOR REFERRAL:
5 Red points ☐ Prep not done ☐ Poor work ☐ Lack of equipment ☐ Poor behaviour ☐ Poor timekeeping ☐ Absent without reason ☐

Comment:

SANCTIONS ALREADY APPLIED:

This referral must be given to the student, who takes it to DEW at 4 p.m. that day

ACTION BY:		
EMAIL NOTIFICATION TO:		
LEVEL 1 SANCTION	Spoken to by me, but no additional sanction Prep monitoring by Duty Staff Small community task (20 mins) Department detention or extra work session (30 mins) Action by tutor or Housemaster/ Tutor	☐ ☐ ☐ ☐ ☐
LEVEL 2 SANCTIONS	Longer community task (40 mins) Departmental detention or extra work session (60 mins)	☐ ☐
LEVEL 3 SANCTION	Gating card School detention – notification to parents	☐ ☐
LEVEL 4 SANCTIONS	School "attitude to learning" report with targets Parents phoned/ letter to parents	☐ ☐
LEVEL 5 SANCTIONS	Formal meeting with parents Referral to Headmaster	☐ ☐

Once completed, please return this slip to DEW

Please place this slip in the referral box within 24 hours. It will be returned with details of action taken.

DATE:

STUDENT NAME:		REFERRED BY:	

REASON FOR REFERRAL:
5 Red Points ☐ Prep not done ☐ Poor work ☐ Lack of equipment ☐ Poor behaviour ☐ Poor timekeeping ☐ Absent without reason ☐

ACTION:

BY: DATE:

F. STUDENT USE OF ELECTRICAL AND ELECTRONIC EQUIPMENT & INTERNET GUIDANCE

1 Introduction

1.1 Students wishing to use personal electrical or electronic equipment in school must adhere to the following guidelines. These guidelines include the use of mobile phones, personal computers, laptops, CD and DVD players, personal music equipment, PDAs, personal game equipment and any other communication, information, entertainment, leisure or recreation equipment used by students in school.

2 The Policy

2.1 Students and their parents or carers are responsible for the safety, security and content of any personal items brought into school. The school cannot be held responsible for any loss, damage or costs incurred as a result of items being brought into school, and parents and carers are responsible for insurance thereof.

2.2 Details of any electrical or electronic items used in school must be lodged with the student's Housemaster.

2.3 Equipment may be used in students' own dormitory or recreation space during breaks, lunch breaks and free time before and after school.

2.4 Outside these places and times (e.g. during lessons and prep), equipment may only be used if permitted by the member of staff responsible.

2.5 Any electrical item which is, or can be, connected to the mains electricity supply requires a current certificate of electrical testing.

2.6 Students are only permitted to use material appropriate to their age. Age restrictions on games and other entertainment MUST be respected.

2.7 Any use of material from the internet must comply with the school's guidelines on appropriate use.

2.8 Students may only use equipment belonging to another student with the express permission of that student.

2.9 The following restrictions apply, and must be strictly observed for either legal, health and safety or other reasons:

2.9.1 Items which contain a heating element (including mini-fridges) are not allowed.

2.9.2 Items which can receive television pictures are not allowed.

2.9.3 Items restricted for use by over 18s only are not allowed.

2.9.4 Use when in the Dining Hall, or when moving around the campus is not permitted. In particular, the wearing of headphones at these times is not allowed.

2.9.5 Students must not directly use material from the internet in their school or course work claiming it to be their own. "Plagiarism" is a very serious offence, which can lead to exam boards barring students from their examinations.

2.9.6 Using electronic equipment to bully, harass, intimidate or humiliate others will be seen as an extremely serious offence, which could result in exclusion.

2.9.7 Sending texts or emails which contain offensive material is not allowed.

2.9.8 Students must not use mobile phones belonging to other students.

2.9.9 Students may not use these items at any time or in any place when this has been prohibited by a member of the school staff, or where a member of staff considers the content to be inappropriate.

3 Safe Use:

3.1 Students are reminded of the potential risk to their safety if they use expensive items outside school in public.

3.2 Students are reminded not to share personal information with anyone they do not already know.

3.3 Students are reminded to change frequently any passwords, PIN numbers or security codes, and not to tell these details to anyone else.

3.4 When not in use, items should be locked away securely. If an item (e.g. a desktop computer) is too large for this to be practical, students must consider carefully whether they need the item in school.

3.5 Images or other recordings of other people may only be taken, stored or transmitted with that person's knowledge and permission.

3.6 For mobile phones, the school advises use only of "Pay as You Go" services

4 Monitoring:

4.1 The school acknowledges the benefits which modern technology brings, but must also be able to ensure the safety and welfare of the entire school community. The school trusts students to use items responsibly, but has a duty of care to ensure that this is the case.

4.2 Where any member of staff suspects that students have accessed or stored inappropriate material, the Housemaster or a senior member of staff will investigate, which may include inspection of the equipment concerned, and of any other equipment kept by the student in school.

4.3 Where possible, parents or carers will be informed if this is to take place.

5 Sanctions:

5.1 Items used inappropriately will be removed by a member of staff and handed to Housemasters, who will retain them for a period of at least 48 hours.

5.2 Serious or repeated abuse of this privilege will be reported to Housemasters. Parents and Deputy Head will be informed, and students will be denied the use of the equipment in school

5.3 Very serious or illegal use of equipment will be referred to the Deputy Headmaster, who will decide what action to be taken, whether other agencies (e.g. police) need to be involved and whether to refer the matter to the Headmaster.

6 General Principles:

6.1 These guidelines apply to all students, including day students.

6.2 By bringing items into school, students and their parents or carers agree to keep to these guidelines. Specifically, they agree that the school may monitor use of equipment if this is considered necessary.

6.3 Students who are not prepared to keep to these guidelines must not bring equipment into school.

7. NETWORK & INTERNET USERS CODE OF CONDUCT:

7.1. This simplified code of conduct applies at all times, in and out of school hours whilst using your own and school equipment. Please read it carefully.

7.2. You should only access websites that are appropriate for use in school, be careful of what you say to others and how you say it, respect copyright and trademarks (you cannot copy material without giving credit to the person or company that owns it), check with a teacher before opening email attachments or completing on-line questionnaires or subscription forms.

7.3. You must not download games or other programs from the Internet, use chatlines or web-based email services (e.g Hotmail), send, access or display offensive messages or pictures, give your name, address, telephone number or any other personal information about yourself or others to anyone you write to, use or send bad language, or intentionally waste resources, thus preventing use by others.

7.4. User areas on the school network will be closely monitored and staff may review all files and communications to maintain system integrity. Failure to follow the code will result in loss of access and further disciplinary action may be taken if appropriate. If applicable, external agencies may be involved, as certain activities may constitute a criminal offence.

G. ANTI BULLYING POLICY

1 Introduction

1.1 Old Swinford Hospital recognises that bullying is a most unpleasant aspect of life in any society and is committed to the elimination of all forms of bullying.

1.2 All members of the School community need to be involved in implementing this policy.

2 Aims

2.1 To ensure that there is a clear procedure to follow which deals with incidents of bullying.

2.2 To prevent bullying by providing opportunity for discussion by pupils and staff within the School's programme of pastoral care, Personal, Social, Health and Economic Education (P.S.H.E.E.) and formal meetings.

2.3 To make the unacceptable nature of bullying and the consequences of any repetition clear to the bully and to the parents.

2.4 To respond appropriately to bullying incidents by supporting the victim and perpetrator and by using sanctions including permanent exclusion where necessary.

2.5 To seek the support of parents in preventing and tackling incidents of bullying.

2.6 In establishing and protecting a positive environment, this policy enables individuals to raise concerns and allows these to be addressed.

2.7 To raise and maintain awareness amongst staff, to alert them to indicators which may suggest bullying and to equip them with ways of responding to it.

2.8 To maintain a system of recording incidents of bullying and collecting survey data so that analysis of patterns can inform policy and practice.

3 What is Bullying?

3.1 It is the wilful, conscious desire to hurt, threaten or frighten someone. It can take a number of forms: physical, manipulative and verbal, obvious or subtle. In all cases, the bully is seeking to exercise power over a fellow human being.

3.2 It is deliberate, hurtful behaviour.

3.3 It is often repeated over a period of time.

3.4 It is difficult for those being bullied to defend themselves.

4 Nature and Extent of Bullying

4.1 Bullying frequently focuses on individual differences or anything that is implied to be different from the majority. In this respect, it undermines the School's work in promoting equal opportunities and teaching social and moral principles. Bullying may seize upon aspects of body shape or appearance or focus on parental, cultural or ethnically-based lifestyles. It may dwell upon race, religion or nationality. It may also reflect parental ignorance and bigotry. Sexual bullying may involve misogyny or homophobia and may exploit a victim's insecurity or embarrassment about sexual matters.

4.2 Verbal bullying may

Involve name calling

Make use of written notes, e-mails or mobile telephone messages

Include threats of physical violence

4.3 Physical bullying

Often consists of deliberate jostling, bumping, pushing or shoving. Those responsible may easily maintain that it is accidental when detected for the first time – it is a criminal offence where it involves assault, actual bodily harm or wounding

May involve theft or damage to property (accompanied by the threat of violence) – not all theft or damage is bullying, but it is where the intention is to create fear and use power improperly.

4.4 Manipulative bullying

Manipulates social networks with the intention of excluding, ostracising or marginalising individuals from their friends and normal relationships.

Spreads rumours or malicious accusations.

4.5 Cyber Bullying

Uses modern technology to threaten, intimidate, humiliate or socially exclude others, or to perpetuate any of the other forms of bullying above. It will be dealt with vigourously, as explained in Section F of this Behaviour Policy (paragraph 2.9.6)

5 Challenging Bullying Behaviour

5.1 A culture of intolerance towards bullying is reinforced by all means possible including:

The behaviour of staff and senior students

Participation in Anti Bullying Week

Talks in School and House Assembly

Work in PSHE and Citizenship Classes

Use of Prefects and Peer Mentors to provide support for victims and potential victims.

5.2 Students are encouraged to support victims of bullying and to report bullies to a member of staff or senior student of, if necessary, in confidence to Childline or another person outside the School.

6 Procedures in Response to Bullying Behaviour

6.1 A thorough investigation will take place by staff in line with the school referral system.

6.2 The incident is reported to a Housemaster or Deputy Headmaster as appropriate using the school incident form which is completed by the member of staff reporting the incident.

6.3 Written statements/account will be taken from all those involved including any witnesses to the incident.

6.4 If appropriate, and with the agreement of the victim, both victim and perpetrator will be offered support and counselling as an alternative to a punitive approach.

6.5 Where the bullying behaviour has been serious or prolonged or has persisted after earlier interventions, the Headmaster or Deputy Headmaster may impose sanctions against the perpetrator in accordance with the Rewards and Sanctions Policy. External agencies including the police may be called in and/or legal action may result. Evidence of a racist, sexual or homophobic element to the bullying will be considered an aggravating factor in determining an appropriate sanction.

6.6 The victim of bullying and the bully (or the group of bullies) will be clearly identified and information will be passed to relevant members of staff.

6.7 Relevant staff will monitor both victims and perpetrators over an agreed time period with a final review completed by the Deputy Headmaster.

6.8 The circumstances of a bullying incident will be reviewed after an appropriate period of time to evaluate the effectiveness of the actions taken.

7 Advice to Staff

7.1 If you suspect a student is being bullied or have an incident reported to you:

- Listen carefully
  Talk about it
  Offer support
  Do not promise confidentiality
  DO NOT IGNORE IT – TO DO SO IS TO CONDONE BULLYING

7.2 Report the matter to the student's Housemaster even if you have to dealt with the matter yourself and complete a School Incident Form.

7.3 Always make it clear to the bully that such behaviour is unacceptable and that there are no excuses for bullying.

7.4 Make it clear to the victim that the School will help and support. Reassure the victim that:

It is NOT his/her fault,

He/she is right to tell you,

If the bully gets into trouble it is his/her responsibility, not the fault of the victim who rightly complained.

7.5 Continue to monitor the situation closely. Do not assume the bullying has stopped.

H. DRUGS/SUBSTANCE USE AND MISUSE POLICY

1 Introduction

Old Swinford Hospital does not condone the misuse of drugs, alcohol or solvents by members of the School, or the illegal supply of these substances.

The School is committed to the health and safety of members of the community and will take action to safeguard their well-being. Drug abuse is particularly hazardous to the health,

safety and welfare of other students in a boarding community and this policy is designed to prevent, deter and if necessary detect and eliminate drug misuse in the School.

The school acknowledges the importance of its educational and pastoral rôle in the welfare of young people and, through the general ethos of the school, will seek to persuade pupils in need of support to come forward.

Fundamental to the School's values and practice is the principle of shared responsibility for the education of the pupils with their parents, by keeping them informed and involved at all times. Effective communication and co-operation is essential to the successful implementation of this policy.

2 Aims and Objectives

2.1 Educational

2.1.1 To enable pupils to make healthy, informed choices by increasing knowledge, challenging attitudes and developing and practising skills.

2.1.2 To provide accurate information about narcotic and other substances.

2.1.3 To increase understanding about the implications and possible consequences of use and misuse.

2.1.4 To encourage an understanding for those experiencing or likely to experience substance use.

2.1.5 To enable young people to identify sources of appropriate personal support.

2.2 Preventative

2.2.1 To provide education for all students about the nature and consequences of substance misuse and to provide opportunities for parents and staff to share information.

2.2.2 To provide opportunities for discussion by students and staff within the School's programme of pastoral care.

2.2.3 To ensure that the School's attitude to the misuse of substances and the consequences of such misuse is clear to staff, students and parents.

2.3 Reactive

2.3.1 To ensure that there is a clear procedure to follow which deals with incidents of substance misuse if they occur.

2.3.2 To follow up each incident so as to ensure that the user/supplier is given as much support as possible and to prevent a recurrence of any incident.

2.3.3 To make clear to all parties involved the actions which are being taken by the School, the reasons for doing so and the extent of the support which both the School and the parents can offer to reinforce these actions.

3 Drug Laws

3.1 The Misuse of Drugs Act: is concerned to prevent the non-medical use of certain drugs. Under this Act, drugs are placed into different classes, depending on the penalties associated with offences involving that drug. Class 'A' drugs have the highest penalties, Class 'C' the lowest.

CLASS 'A' - Heroin, Methadone, Opium, Crack, LSD, Ecstasy, Processed Magic Mushrooms and any Class 'B' drug which is injected.

CLASS 'B' - Amphetamines (speed), Resin and Grass, Barbiturates, Codeine, Cannabis (plus herbal).

CLASS 'C' - Mild Amphetamines,), tranquillisers, DF118 (Painkillers).

3.2 Other Harmful Substances not covered by the Misuse of Drugs Act

Magic Mushrooms - it is illegal to make them into a preparation such as a tea or dry them out.

Tranquillisers (Valium, Librium, Ativan) - it is illegal to give them/sell them to other people for non-medical use. In this case they are considered Class 'C' drugs.

Alcohol

Solvents (glue, gas).

Cigarettes.

Poppers (Liquid Gold, Nitrites, Rush).

4 Defining Drugs Misuse

4.1 The non-medical use of drugs that are only intended for use in medical treatment.

4.2 The use of drugs that have no accepted medical purpose.

4.3 The main drugs misused are:

opiates, such as heroin

stimulants, such as cocaine, amphetamines and Ecstasy

tranquillisers, such as Temazepam

hallucinogens, such as LSD

cannabinoids, such as cannabis

4.4 The lists are not exclusive or exhaustive and classification may vary from time to time.

5 Procedures if illegal substance use is suspected or discovered

5.1 If a student is suspected of abusing drugs, his/her Housemaster must be informed immediately. The Housemaster and the Deputy Headmaster will agree an action plan which is designed to safeguard the welfare of the student concerned and other students in the School. This may involve other staff and outside agencies and should be done in consultation with the student and his/her parents.

5.2 If a student is found in possession of an illegal substance whilst in the care of the School or at a time when he/she may reasonably be associated with it, or a member of staff has reasonable grounds to suspect that a student is in possession of an illegal substance at such a time, the Housemaster and senior member of staff on duty must be informed immediately.

5.3 An investigation must be undertaken as soon as possible. If it is considered necessary to search a student's room or possessions this should only be done in the presence of the student unless specifically authorised by the Headmaster or Deputy Headmaster. In no circumstances should staff search as student's room or possessions without another adult present.

5.4 The Police will be informed at the earliest opportunity. Any substance that has been recovered from the student or his/her room or possessions must be handed to the Police as soon as possible.

5.5 The incident and the investigation must be recorded using the standard forms and the matter passed to the Headmaster who will take such action as he may deem necessary, taking into account any action taken by the Police.

5.6 The Headmaster may, without reference to any other person, request the assistance of the Police in searching the School or areas of the School or any student in order to detect drug abuse.

5.7 Any pupil who becomes involved with illegal drugs in any capacity is liable to be permanently excluded from the School.

i. GUIDELINES FOR STAFF

1 GENERAL

WE MUST ALL:

1.1 contribute towards the maintenance of good order in the School;

1.2 be aware of the guidance Code of Conduct for Pupils and act accordingly;

1.3 insist on high standards of behaviour, work, appearance and uniform;

1.4 be as swift to praise and reward good behaviour as to condemn unacceptable behaviour; never ignore bad behaviour within or beyond the classroom;

1.5 treat others as individuals;

1.6 address colleagues and pupils in a polite manner;

1.7 feel confident in referring a problem to a colleague if attempts to resolve it have been unsuccessful;

1.8 deal with misbehaviour. To ignore it is to condone it;

1.9 insist that the pupils respect the environment in which they live. There is a clear connection between the appearance of the School and the behaviour of pupils;

1.10 in the event of an emergency, seek help from a colleague and/or escort the offender to the senior member of staff on duty; If the class cannot be left, a reliable pupil should be sent with a message to a senior member of staff or to the Headmaster's PA who will contact the senior member of staff on duty.

WE MUST AVOID:

1.11 ridiculing pupils;

1.12 over-reacting to situations and becoming drawn into confrontation;

1.13 whole class punishments, unless there are exceptional circumstances;

1.14 allowing pupils out of class, unless it is absolutely essential;

1.15 leaving pupils outside classrooms for lengthy periods;

1.16 physical contact with pupils

2 DELIVERING THE CURRICULUM

The quality of the curriculum's content and the teaching and learning methods through which it is delivered are important influences on pupils' behaviour.

WE MUST ALL:

2.1 arrive punctually for lessons and activities;

2.2 be prepared for lessons;

2.3 be firm and fair when dealing with pupils;

2.4 ensure that pupils know what is expected of them.

2.5 extend and motivate all pupils;

2.6 involve pupils in the lessons. Be aware of baseline data and learning styles. They must not become passive learners;

2.7 mark work promptly and in accordance with the School's marking policy;

2.8 set prep/homework in accordance with the School's policy;

2.9 reward and praise good work/behaviour - use the blue card system and Housepoints;

2.10 display pupils' work;

2.11 keep display work fresh and relevant;

2.12 keep classrooms attractive, clean and tidy;

2.13 report damaged furniture and other maintenance issues to the Facilities Manager;

2.14 be aware of any specific learning difficulties and respond appropriately,

2.15 Follow the advice given on any student by the SENCO and see it as our responsibility to prepare work in accordance with the student's needs analysis.

3) REWARDS

It is very important that the positive aspects of praise and reward should have great emphasis. Please make use of the various structures available in the School for doing this.

a) POSITIVE AND CONSTRUCTIVE MARKING of pupils' work in line with the School Marking Policy;

b) DISPLAYS of pupils' work;

c) RECOGNITION OF SUCCESS via assemblies and the press. Please ensure that information is fed through to those responsible for conducting assemblies and liaising with the press;

d) PRAISE AND ENCOURAGEMENT in lessons;

e) RECORDING OF ACHIEVEMENTS and involvement in activities outside of normal School hours on reports and/or Records of Achievement;

f) INFORMING the Senior Management Team, Housemasters, Heads of Departments/Year Co-ordinators who are very willing, and indeed welcome the opportunity to praise individuals for pieces of good work if these are brought to their attention;

g) AWARDING PRIZES AND CERTIFICATES at special presentation ceremonies and School assemblies.

This Policy was approved by the Governors' Discipline Committee Meeting on 21 January 2010