

## **RULES**

*Rules are subject to change, with the updated version in the printed school calendar and published to the Parent Portal.*

These Rules are intended to impose only such restrictions as are necessary for the general well-being of the School. Good order is best when it results naturally from the good sense and good feeling of everybody concerned, and the idea of this School is that we all live together in respect for one another and behave accordingly. Rules and conditions remain binding on boys and girls throughout their time at school, or when travelling to or from school, regardless of age. Bringing the School's reputation into disrepute (by defamatory or other words or deeds) constitutes a serious breach of discipline at any time, and could lead to expulsion.

The Headmaster is responsible for the care and the discipline of the pupils and for the management of the School. If a pupil fails to comply with the School Rules and any regulations made from time to time, he may require the pupil to be removed, without a refund of the current term's fees. He also reserves the right to ask parents to withdraw any pupil who is, in his opinion, not making sufficient progress to warrant (in the pupil's own interest) his or her retention in the School, or to withdraw a pupil from a particular examination subject if, in his opinion, that is also in the pupil's own interest.

### **1 Bounds**

The following are out of bounds without Housemaster's or Housemistress's leave:

- i) Any place beyond the limits shown on the city maps displayed in all Houses and in the Undercroft (including the Dane John Gardens), plus the ruins of St Augustine's Abbey.
- ii) The Kingsmead playing field, and the riverside path and underpass on that side beyond the Sainsbury's bridge. Also, the rest of that riverside path during the hours of darkness.
- iii) The city before 1.10 p.m. (10.15 a.m. on Sundays), at all other times when lessons are in progress, and in the evenings after 6 p.m. (or 6.30 p.m. for Sixth Formers). During the Autumn & Lent Terms the city is out of bounds to Shells after 4.30 p.m. and to Removes after 5 p.m.
- iv) The South Side of the Cathedral, along with the Great Cloister and approaches thereto, after 6 pm (unless on the way to a Cathedral event).
- v) The Cathedral Herb Garden and the Campanile Garden.
- vi) School kitchens.
- vii) The roofs of all buildings (including the Cathedral).
- viii) All pubs, bars, betting shops and amusement arcades.
- ix) Private houses, including the houses of day pupils.
- x) Cinemas, theatres and other places of public entertainment.
- xi) The river and all boats on the river, sea or lakes.

### **2 School Order**

- i) Paid private academic tuition requires the prior consent of parents, the Headmaster and the pupil's Housemaster or Housemistress, and may not take place on School premises.
- ii) No pupil may drive a motor car except with his or her parents or with a qualified driving instructor; nor may motorcycles or scooters be used. Exceptional permission (for day pupils only) to drive a car or to ride a motorbike or scooter should be sought from the Senior Deputy Head, and will require written parental consent. In all cases the Senior Deputy Head must approve parking arrangements. The vehicle

may only be used for driving between home and School, and for no other purpose during the School day.

Driving lessons require the written consent of parents and the permission of the Housemaster or Housemistress.

No pupil may be driven in a private car by any other pupil, nor by anybody who is not an employee of the School, unless the driver is the guardian or a member of the pupil's own family, or the written consent of parents and the permission of the Senior Deputy Head or the Housemaster or Housemistress has been obtained.

iii) The following are forbidden:

- a) The possession or use of weapons, replica weapons, firearms or explosives of any kind (including BB guns, fireworks, all sharp knives and penknives).
  - b) The unauthorised use or possession of any aerosol or solvent-based glue.
  - c) The possession or use of laser pens.
  - d) The possession or use of 'Hoverboards'.
  - e) Busking.
  - f) Walking outdoors in bare feet.
  - g) Hitch-hiking.
  - h) The possession or use of computer games, DVDs, videos or CD roms by anyone under age according to their classification in England.
- iv) Pupils should not bring back to School items of significant monetary or emotional value, nor any item that (by its ostentatious nature or worth) might cause division or jealousy amongst peers. Any cash or item of significant value must be handed in for safe keeping or secured in the safe or the lockable space provided.
- v) Buying and selling among pupils, and the lending of money, must have Housemaster's or Housemistress's permission. Betting among pupils is forbidden.
- vi) No pupil may obtain credit at any town shop or restaurant.
- vii) Paid employment is forbidden during term time.
- viii) No one may miss a school meal without the Housemaster's, Housemistress's or Matron's permission.
- ix) It is forbidden to remove food, drink, cutlery or crockery from any School dining hall.
- x) No food or drink may be consumed outdoors in the Precincts or in the streets.
- xi) The chewing of gum is forbidden.
- xii) Pupils may not gather in large groups on any roads or pathways where they may inconvenience residents and visitors.
- xiii) Personal possessions (books, files, clothing, &c.) may not be left outside rooms and buildings except in the racks or lockers provided, and they should be in some suitable bag. They should not be left there after 7.20 p.m.

### **3 Mobile Phones and Devices**

- i) Mobile phones and similar devices may normally only be used in leisure time, discreetly, and not in the Cathedral or in School buildings other than the Houses (except with permission). They must not be used when crossing roads. Shell & Remove Boarders must hand in their mobile phones and similar devices each night.
- ii) They must be registered with a pupil's Housemaster or Housemistress, and any changes in the number recorded.
- iii) Offensive messages sent to others will be regarded as a serious breach of School discipline.
- iv) The photographing, filming or recording of others (pupil or adult) without their permission is not permitted at any time.

v) Pupils must abide by the more detailed rules on mobile phones and other mobile devices displayed on House notice boards. Misuse of phones and other such equipment will lead to confiscation as well as to other sanctions.

#### **4 Exeats & Absence from School.**

i) Exeats are intended to allow pupils to spend time at home with their parents or guardians, who take full responsibility for them while they are away from School. Exeats are understood not to involve parties or infringement of School rules.

ii) Exeats are subject to pupils' fulfilling all their School commitments (including any matches, home or away, and any Sunday commitments). They are granted at the discretion of Housemasters and Housemistresses, from whom permission must always be obtained in advance. Pupils may leave after their games commitment on the Saturday and must return by 9.30 pm on the Sunday.

Requests for exeats must always be made in writing to the pupil's Housemaster or Housemistress by 12 noon on the Thursday preceding the intended exeat weekend, and earlier whenever possible.

iii) Exeats should not normally be taken on the first or last weekend of a term. Sunday Leave may be taken any week, provided the pupil attends the School Service and fulfils all other existing commitments.

iv) Normally, one exeat may be taken in each half of the term; a third exeat may be granted by permission of the Housemaster or Housemistress. Further requests will be considered only in exceptional circumstances.

v) Twice a year there is a whole-school 'fixed' exeat, when all pupils are expected to leave the School by 7 p.m. on the Friday and not to return before 5 p.m. on the Sunday.

vi) Members of the choir for the Sunday service on any given weekend must have the express permission of the Director of Music to be away.

vii) Where a pupil in exceptional circumstances wishes to go on exeat with family friends or the parents or guardian of another pupil, the pupil must ensure that the written permission of his or her own parents or guardian and also of the people he or she is to stay with is communicated directly to the respective Housemasters and/or Housemistresses.

viii) No pupil is allowed an exeat solely in the charge of, nor is allowed to travel in a car driven by a present pupil, or an OKS of less than three years' standing; an exception in the case of a brother or sister may be permitted with the Housemaster's or Housemistress's consent.

ix) If absence from School involves missing lessons or other School commitments, permission must (under normal circumstances) be sought at least two weeks in advance from the Housemaster or Housemistress, who will, if necessary, consult with the Senior Deputy Head or Headmaster. No bookings should be made for any flights or events without prior leave of absence being granted by the School.

#### **5 Meals Out & Saturday Leaves**

i) Pupils may miss Call-over on Sundays only if the Housemaster or Housemistress has given permission.

ii) 6b pupils may go out unaccompanied for supper after 7 p.m. on Saturdays, provided that they have followed the procedures for booking supper leaves published in Houses.

iii) Supper leaves do not entitle pupils to ignore the law governing alcohol consumption. Only those old enough may drink beer, cider or wine—and then only in moderation. No spirits of any kind, or drinks containing spirits, may be consumed.

iv) 6a pupils may visit the town between 7.15 p.m. and 10 p.m. on Saturday evenings, subject to conditions published in Houses.

- v) On a weekday evening, Boarders may be allowed to go out for a meal with their own parents with the prior approval of the Housemaster or Housemistress, at whose discretion two or three other pupils from that House (only) may attend, if so wished.
- vi) Takeaway food and food deliveries are not allowed during the school week, nor at normal meal times, except with specific permission from the Housemaster or Housemistress. Fast food may be ordered on Saturdays from 4.30 p.m. and on Sundays until 5.30 p.m.

## 6 Dress and Appearance

The purpose of these rules is to maintain the good reputation and high standard of the School. At all times clothes must be clean, neat, tidy and in good repair. More detailed guidelines will be issued from time to time. Regard for the spirit of these regulations is as important as regard for their letter.

- i) 'Canterbury Dress' means, for boys, a black jacket with School striped trousers, white shirt with wing collar and black tie or House tie, optional black v-neck pullover or waistcoat, black or grey socks and plain black polished leather shoes. For girls, 'Canterbury Dress' means a School black jacket with a knee-length School striped skirt or School trousers, School white blouse (with wing-collar and brooch on formal occasions), optional black v-neck jumper or waistcoat, plain black tights and plain black polished leather low-heeled shoes of sensible shape and weight.  
 'Canterbury Dress' is to be worn:
  - a) until all time-tabled lessons have finished for the day, unless the rules are relaxed during hot weather or specific permission is given.
  - b) for all School services on Sundays.
  - c) always on appropriate School occasions, which include such events as Parents' Meetings, King's School talks (unless otherwise advertised), House Plays and Concerts, and any other event at which parents may be present. N.B. Jackets must not be taken off at concerts, lectures or similar occasions unless permission is specifically given.
- ii) Make-up, if worn, must be discreet. Only small studs, one per ear-lobe, are permitted, but not nose, tongue or other studs, dangling earrings, rings, bracelets, chunky necklaces, tattoos or nail varnish. Non-School lapel badges and other unsuitable ornaments are forbidden. Individual pupils may be privileged to wear other specified ties, lapel badges and jumpers.
- iii) With 'Canterbury Dress', only a School-issue coat or plain black or navy-blue overcoat or rain-coat of suitable length may be worn, and only a black, School or Boat Club scarf.
- iv) 'Formal Clothing': every pupil must always have available at least one set of smart clothes for formal occasions. Such dress might be required for some trips, dinners or other special occasions.
- v) 'Casual Clothing' ('home clothes') must be clean and in a good state of repair.
- vi) Hair styles must be consistent with the wearing of School uniform. Bizarre or extravagant styles are forbidden; any dyed hair should be discreet. Pupils must be clean shaven, with hair that is no shorter than 'Grade 3', and with the means to tie their hair back if so required.
- vii) Hats should not be worn indoors.
- ix) Headphones and earphones should not be worn when moving around the School or the City.
- x) Only official School games clothes and/or track suits may be worn for School sports.

## 7 Bicycles

Note: The School is not responsible for the safety of bicycles, either on or off School property. They may be kept here only subject to the conditions stated below and at the owner's risk. Nor is the School responsible for any accidents which may happen to cyclists, whether owners or borrowers, or to third parties. Parents are advised to insure bicycles.

- i) The bicycle must be in good condition, properly equipped with lights and clearly identified in whatever manner is decided upon by the School or House.
- ii) The bicycle must at all times be locked when not in use and a spare key lodged with the Housemaster or Housemistress.

- iii) The owner must possess and use a safety helmet marked with his or her name.
- iv) Pupils cycling at or after dusk must wear fluorescent safety clothing and use fully-working front and rear lights.
- v) No one may borrow a bicycle without leave from the owner.
- vi) Bicycles are to be wheeled through the Mint Yard Gate, the Christ Church Gate and other Precincts gates, St. Augustine's Gate, the Dining Hall Undercroft, the Grange Passageway, the Memorial Court surrounds, the Dark Entry and the Brick Walk.
- vii) Pupils are expected to comply fully with the Highway Code.

## 8 House Rules

The following rules apply in all Houses. Rules governing individual Houses are displayed in each House.

- i) Visitors should normally remain in the communal areas of Houses. Pupils may visit Boarding Houses at the following times:
  - At Morning Break, 2–2.40 p.m. and 4.45–7.15 p.m. from Monday to Saturday.
  - 2.30–7.15 p.m. on Sunday.
- ii) Furthermore, provided they adhere to the conditions posted in the Houses, boys may visit other boys' studies and girls may visit other girls' studies as follows:
  - 4.45–7.15 p.m.
  - 9.15–10.10 p.m. (Sixth Formers only, and not Sunday or Wednesday).
  - 11.30 a.m.–7.15 p.m. on Sundays.
- iii) Only members of 6a may visit the studies of pupils of the opposite gender, and then only other 6as, adhering strictly to the conditions posted in the Houses, and only at the following times:
  - 6–7.15 p.m. from Monday to Saturday.
  - 4.30–7.15 p.m. on Sunday (or until 6 p.m. on Evensong Sundays).
- iv) Pupils must, wherever possible, obtain the permission of the Housemaster or Housemistress when visiting a House. After 7.30 p.m. such permission must be obtained from the Duty Tutor in both Houses. All visitors to a House at any time must sign in and out, and must respect the staff and pupils of that House and their sensibilities.
- v) Special arrangements may be made for visiting on Saturday evenings by the those on duty in the relevant Houses.
- vi) Pupils may visit Day Houses as above, except that Day Houses may not be visited on Sundays or after 7.15 p.m. on any day.
- vii) Outsiders may not visit a House without the permission of the Housemaster or Housemistress. If he or she or a member of staff acting in his or her stead is not available, no visit may take place. It is the duty of the pupil being visited to ensure that permission has been obtained.
- viii) Electrical appliances may be used in studies only with the Housemaster's or Housemistress's consent and in accordance with the regulations on this matter.
- ix) Music, radios, computers, &c. must not be played during lesson or prep time, nor after 10.15 p.m., unless earphones are used; nor at any time so as to cause a nuisance to others.
- x) Computer games, DVDs, videos and the like may not be used during lesson or prep time, nor after lights out, nor at other times as determined by the Housemaster or Housemistress.
- xi) No one may be absent from Preparation without Housemaster's or Housemistress's leave.
- xii) All pupils must be in their Houses by 7.25 p.m., and, after Preparation, Sixth Formers by 10.15 p.m.
- xiii) Pupils should never put themselves to bed in the course of the day without first seeing a matron.

## 9 Library Rules

The Library is an important Listed Building and should be treated with care and respect.

It is open from 9 a.m. to 10 p.m. Monday to Friday, 9 a.m. to 6 p.m. Saturday and 11 a.m. to 10 p.m. Sunday.

- i) A quiet working environment is expected at all times. Mobile phones must be kept on silent: no calls should be taken within the Library building.
- ii) No food may be brought into the Library. Water is provided; any other drink must be in a sealed flask or bottle.
- iii) Sixth Formers may borrow up to ten items at any one time; Middle & Lower School pupils six.
- iv) Each individual is responsible for any item borrowed. If a pupil fails to return an item to the Library by the required time, parents will be informed and the pupil charged for a replacement.
- v) Use of the Library during Preparation time:
  - a) Fifth and Sixth Form pupils may use the Library for prep but must stay there for the whole time (7.40–9 p.m.). There can be no casual or part-time visiting.
  - b) Pupils must obtain a signed Library Exeat before leaving their Houses.
  - c) Pupils should arrive at the Library by 7.40 p.m. and hand in their Exeats on arrival.
  - d) At 9 p.m. their Exeats should be countersigned by the Librarian on duty, and pupils should report back immediately to the Tutor in charge in their House.
  - e) Sixth Formers who wish to continue using the Library will need to obtain Gate Passes from their Houses.

## **10 Day Pupils**

- i) Day pupils are required to observe all rules which by their nature apply.
- ii) All day pupils are to be off School premises by 7.30 p.m. unless they have the permission of the relevant Housemaster or Housemistress.
- iii) All day pupils are required to register attendance in their Houses before morning school, and, from Monday to Friday, at lunchtime.

## **Policy and Sanctions with regard to:**

### **DRUGS**

The School considers that the use of illegal drugs and so-called 'legal highs' (or the misuse of prescribed medication or controlled drugs) is likely to be damaging to a young person's health, safety, independence and respect of the law; and will also damage the integrity of the School community by possibly exposing others to temptation and to the risk of criminal proceedings.

The School's definition of drugs includes illegal drugs (those categorised as Class A, B or C) and those substances that are misused to create a so-called 'legal high'. These include amongst others: nitrous oxide, alkyl nitrites ('poppers'), ketamine, khat, synthetic cannabis (or spice), volatile substances (giving off a gas or vapour that can be inhaled), performance-enhancing drugs, as well as prescribed medication or controlled drugs (unless authorised by a doctor).

Pupils will be involved in a programme of drugs education throughout the School. This will be delivered through the curriculum, including the Life Matters syllabus, and through specially invited external speakers.

It is School policy to discourage the use of illegal drugs and 'legal highs'. Any cases discovered of the use or possession by pupils of such substances (or of drugs paraphernalia) will be treated as a very serious breach of discipline and those involved should expect to be expelled.

A pupil becoming involved with drug misuse must expect to leave the School; those who have acted as a source of supply will be expelled automatically. Where there is reasonable cause for suspicion that a pupil may be involved with drugs, a pupil may be questioned and rooms and personal possessions

searched. A saliva or urine test may be taken and sent for analysis by an independent and approved agent. The procedures are available to parents on request. Testing is the best possible protection for the innocent as well as compelling evidence against those who would put others at risk. Refusal to take a test will be regarded as a disciplinary offence and the School may proceed as if there had been a positive result. The School has the right to inform the police of the possession, consumption or supplying of an illegal drug, as it constitutes a criminal offence. Should the need arise, the School reserves the right to use sniffer dogs.

This policy is seen as being in the best interests of all pupils.

## **ALCOHOL**

Pupils are encouraged to adopt a sensible attitude towards alcohol. The effects on health of alcohol and its social implications will be taught and discussed as part of the curriculum, in the Life Matters course, and in tutorials. Help and advice is also available via the School's medical practice and counselling service. There are breathalysers available in all Houses.

Below the Sixth Form consumption of alcohol at any time and in any circumstances is forbidden. In certain circumstances (such as special school suppers and socials with members of staff), and in accordance with the Alcohol Policy, Sixth Formers may be allowed to drink beer or wine in moderation; a non-alcoholic drink must always be offered as an alternative and food will always be offered on such occasions. No pupil is allowed to serve alcohol at any event, nor is alcohol to be freely available on tables. Those in the Sixth Form who attain 18 years may buy (for themselves only) limited amounts of beer or wine at the Pupils' Social Centre on specified occasions, under the supervision of authorised staff. Sixth Formers are also allowed to drink beer or wine in moderation when on supper leave in the city at weekends. The rules on supper leaves are published in Houses.

The consumption of spirits at any time and in any circumstances is forbidden. The unauthorised possession of any alcoholic drink is also forbidden.

If a pupil breaks the code outlined above, or is in the company of pupils who do so, the following will normally apply:

- (i) A first offence involving beer, wine or similar will be dealt with by the Housemaster or Housemistress: a detention will be imposed, and possibly a gating, a letter will be sent home to parents and the Senior Deputy Head will be informed.
- (ii) For a second offence involving beer, wine, &c. or a first offence involving spirits the pupils will be referred to the Senior Deputy Head or Headmaster who may impose a lengthy detention, and a letter will be sent to parents; alternatively it may be decided to impose a period of suspension.
- (iii) For further offences involving alcohol, pupils will be dealt with by the Headmaster whose powers of sanction include all the foregoing and, in addition, expulsion.

It is hoped that the School's policy on alcohol at school will be helpful to parents organising private functions for teenagers in the holidays.

## **SMOKING**

Pupils are forbidden to smoke. The effects on health of smoking will be taught and discussed as part of the curriculum, in the Life Matters course, and in tutorials. Help and advice is also available through the School's medical practice and counselling service.

If a pupil is caught smoking, in the company of pupils smoking, or in possession of smoking materials, the following will normally apply:

- (i) A first offence will be dealt with by the Housemaster or Housemistress: a detention, and possibly a gating in addition, may be imposed, together with a letter home to parents. However, a pupil caught

smoking in a School building can expect to be punished as if this were at least a second offence, regardless of the previous record.

(ii) Further offences will be dealt with by the Senior Deputy Head who may impose a lengthy detention and an extended period of gating; a letter will be sent home to parents; alternatively, it may be decided to impose a period of suspension.

(iii) Ultimately, a pupil caught smoking on numerous occasions will be dealt with by the Headmaster, whose powers of sanction include all the foregoing and, in addition, expulsion.

The School does not condone the use or possession of e-cigarettes, 'vapes' or similar smoking devices. Any such items (or associated paraphernalia such as 'vape juice') will be confiscated on discovery and a punishment will be given in line with those for smoking.

### **DIETARY SUPPLEMENTS & ALTERNATIVE MEDICATIONS**

The School provides a healthy, balanced diet to all pupils and there should be no need for pupils to take any form of dietary supplement, including vitamins, herbal remedies and legal cannabinoids. There are risks with certain unregulated supplements (often Internet bought) and even regulated supplements can be harmful if overused.

The School prides itself on its sporting ethos and commitment to fair play and honesty. Medical and sports coaching advice is that a balanced diet, good hydration, well-organised training and a healthy lifestyle should be all any sports player needs to develop and grow in a healthy way. The School therefore discourages the use of dietary supplements (such as protein or whey powders) to enhance levels of physical or sporting achievement, in the belief that they are of no benefit to the physical or sporting performance of the vast majority of pupils and can, at worst, create an unhealthy attitude towards body image.

The following advice is given for pupils who wish to maintain a healthy lifestyle:

(i) You should always have a water bottle with you during the day, and especially at training—hydration is crucially important.

(ii) You should aim to get at least 8 hours sleep or more.

(iii) You should stretch at least 2 to 3 times a week.

(iv) You should always eat 3 main meals per day (breakfast is crucial) with 2 snack-meals in between if required.

(v) You should try to eat plenty of fish and white meat such as chicken (provided these form part of your normal and existing diet), plenty of fresh vegetables and salad and plenty of pasta, potatoes and rice. Such a diet is quite possible if you attend meals as provided by the School each day.

If a pupil perceives a need to take any form of dietary supplement, this must be discussed with the Health Centre nurses prior to any consent being given. Any pupil using alternative medications can only do so if a full English transcript of usage is provided to the Health Centre and the usage approved. A pupil in the Sixth Form may be permitted to take Whey Protein only. Before such permission is given, there must be discussion between the Housemaster or Housemistress and both the pupil and the parents, and the Director of Sport must be informed.

No pupil below the Sixth Form should take any form of protein supplement. If such supplements are found by House staff, they will be confiscated and returned to the parents.

The School strongly discourages the use of caffeine-based 'energy drinks' (such as Red Bull).

### **PERSONAL RELATIONSHIPS**



Positive relationships are essential for the well-being of the community and for individuals. At all times the guiding principle must be respect for others. This includes respecting those who have different values and opinions. It also includes behaving in a considerate way which includes the feelings of all: for this reason excessive displays of affection in public, going beyond normal greetings, are not allowed. Sexual relationships are forbidden in any circumstances. Pupils who are found to be in breach of this rule, or who are judged to be so, should expect to be required to leave the School.

## **BULLYING**

The School is committed to providing a caring, friendly and safe environment for all of its pupils so that they can learn and develop in the House, in the classroom and in all extra-curricular areas in a relaxed and secure environment. Any attempt to interfere with this safe environment will be treated most seriously. An atmosphere is encouraged in which all pupils should be able to tell a member of staff or a senior pupil if they feel bullied, knowing that the incident will be investigated promptly and effectively. The School recognises that bullying can occur between pupils, between members of staff, and between staff and pupils.

Bullying is an intentional abuse of power by an individual or group, usually repeated over time. In bullying there is a conscious desire to hurt, to threaten or to frighten.

Bullying takes many forms:

- (i) Physical: pushing, kicking, hitting, pinching or any other use of violence.
- (ii) Verbal: name-calling, sarcasm, comments on disability, teasing, insulting or spreading rumours.
- (iii) Emotional: exclusion, tormenting (for example, hiding books or belongings), threatening gestures, racial taunts, unfriendliness, cultural insensitivity, graffiti or gestures.
- (iv) Sexual: unwanted physical contact or abusive comments about gender or sexuality.
- (v) Cyber: defined as the 'sending or posting of harmful or cruel text or images using the internet or other digital communication devices'. Types of cyberbullying range from abusive text messages, emails and phone calls, to bullying in Internet chatrooms, on social networking sites and via instant messaging.

It is not bullying when, for example, two people have the odd dispute or when senior pupils are given responsibility to supervise others in order to ensure the smooth running of the House and the School.

The School aims to provide:

- (i) An open, positive, friendly and caring atmosphere which helps to build positive self-images among pupils and fosters appropriate behaviour in all areas.
- (ii) The encouragement of positive role-models across the school community.
- (iii) A structured Life Matters programme within the curriculum which aims at developing personal and inter-personal skills as well as dealing specifically with the issue of bullying.
- (iv) A weekly period set aside for contact time with personal tutors and regular House meetings where issues including bullying can be addressed.
- (v) Pupil guidelines, including a complaints procedure.
- (vi) A Peer Listeners group.
- (vii) Reassurance that all senior pupils with some responsibility for younger pupils receive regular support from Housemasters and Housemistresses.

Incidents that could appear to involve bullying should be reported to the relevant tutor and Housemaster or Housemistress at the earliest opportunity. The appropriate member of staff will interview the relevant people in a sensitive and appropriate manner; following this investigation, incidents that are found to have involved bullying will be recorded in writing and details passed to the Senior Deputy Head and the Deputy Head (Pastoral).

Any pupil who is being bullied will be given support and protection as well as assistance to develop positive coping strategies and self-assertion. Pupils who are bullying will also be given support and assistance to change their pattern of behaviour. It will be emphasised that any bullying behaviour must cease immediately. In serious cases of bullying, the parents of both parties will be informed of what has happened and how it has been dealt with. Where appropriate, colleagues will be informed and urged to be vigilant. If the bullying behaviour continues and counselling of all involved has not worked, then appropriate sanctions, determined by the Headmaster (or in his absence the Senior Deputy Head) in consultation with the relevant Housemaster or Housemistress, will follow. In persistent and/or serious cases, suspension or expulsion will be considered.

## **REWARDS**

Interim Grades and Interim Reports provide a means for giving positive affirmation through comments and grades. Additionally, significant achievements are commended as follows:

- (i) Bene fecits are given to pupils (on-line) for anything (academic or co-curricular) that warrants immediate positive recognition. A central record is kept electronically.
- (ii) Subject Commendations are given to pupils (on-line) for sustained exceptional effort or outstanding achievement in an academic subject. A central record is kept electronically.
- (iii) Co-Curricular Commendations are awarded as in (ii), but for sustained excellence of effort or achievement in co-curricular participation.
- (iv) Tutor/Housemaster/Housemistress Commendations are awarded as in (ii), but for a significant contribution to House or School life, or for an Interim Report (or set of Interim Grades) that is outstanding either by virtue of excellent grades and comments, or in terms of very significant improvement.
- (v) Headmaster's Commendations occur when a teacher, supported by the Head of Department, recommends an outstanding piece of work (or other contribution) by sending a short note to the Headmaster, normally with a copy of the work. The Headmaster writes to the pupil, where relevant signing the piece of work and adding a comment.

Achievement, effort and good behaviour in all areas of School life are also recognised and celebrated via notices, in House, School and Congratulatory Assemblies, through the awarding of Co-Curricular and Sports Colours, with prizes on Speech Day and through regular communication with parents.

## **ACADEMIC SANCTIONS**

Procedures to help pupils struggling to hand in adequate work owing to a lack of motivation or self-organisation may include:

- (i) Prep Reporting organised in-House, whereby the pupil shows evidence of the completion of preps set to the member of staff on duty that evening (or the next morning in Day Houses).
- (ii) Tutor Satis, a sanction recorded electronically, but where the pupil presents a Satis Card at the start of each lesson so that the teacher can give effort and attainment grades. The Card is shown daily to the Duty Tutor, who signs and returns it, notifying the Housemaster/ Housemistress and the pupil's Tutor if any grade be unsatisfactory. The pupil gives it to his/her Tutor at the end of the period of Satis.
- (iii) Housemaster/Housemistress Satis, as in (ii), but issued personally by the Housemaster/Housemistress who checks the Card daily. Where there is persistent underachievement, lack of effort or a record of very poor behaviour, the pupil may be referred to the Head of Year, the Senior Tutor or a member of the Senior Leadership Team (as appropriate), who may, in turn, issue a Satis.
- (iv) Headmaster's Satis may be invoked where there is very serious concern, and the Housemaster, Housemistress or Head of Year will arrange for the pupil to see the Headmaster in person.

(v) Detentions may be organised by teachers or Departments as needed. Mid-week (“Jockers”) Detention on Thursdays between 5.15 and 6.45 p.m. is given for failure to attend School commitments (of all kinds). Academic Detention on Tuesdays between 5 and 6.15 p.m. is given for repeated shortcomings in work or behaviour in lessons. Headmaster’s Detention on Saturdays between 7 and 10 p.m. is reserved for serious disciplinary misdemeanours (including deliberately missing lessons).