

Behaviour Policy¹

Introduction

The OSH Behaviour Policy is the framework within which members of the School are expected to conduct themselves. It is shaped to support the School's ethos and aims and defines the key elements and the moral code by which we choose to live and develop within the OSH community, makes a clear distinction between acceptable and unacceptable behaviour, is designed to allow students to develop a sense of self-discipline and an acceptance of responsibility for their actions and to empower staff to determine and request appropriate behaviour so that students may achieve to the best of their ability, develop self and others and offer mutual respect.

It can be described and summarised by the following tenets and principles:

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

We should:

All encourage achievement and celebrate success.

Promote acceptable behaviour and challenge unacceptable behaviour in order to make our School a safe secure and healthy environment.

Always have tolerance, trust, understanding and respect for others irrespective of age, ability, background and ethnicity.

So that, in all that we do, we adopt and promote the fundamental British Values of democracy, the rule of law, mutual respect and tolerance of those of different faiths and beliefs.

Students are invited to embrace the OSH philosophy and be part of this unique community

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¹ Throughout this Policy all rules, guidance and sanctions will be taken to read as applicable at any and all times when a student may be reasonably associated with the School including but not limited to activities, events, visits and trips; work placements; travel to/from school or any activity, event, visit or trips.

PART A

The School Rules²

1 Introduction

- 1.1 OSH is a community that places a strong emphasis on consideration for others, good manners, humility service, 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's buildings and the appearance of the School's grounds and to act in an environmentally responsible manner.
- 1.3 The School Rules are drawn up to assist in making the School the orderly and safe environment we all want it to be, to ensure respect for others and the property of others and to make clear the distinction between acceptable and unacceptable behaviour.
- 1.4 Being a member of this unique community is a privilege and this privilege brings responsibilities with it. 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 students are in the care of the School and at other times when they may reasonably be associated with the School, for example, on work placements, during travel to and from the School or a school event or fixture and when school uniform is worn even when students are not in the lawful control or charge of a member of staff. The behaviour expected of students extends beyond the school day and the school gates, that this includes any, and all, activities, events, visits and trips.
- 1.5 There must be no differentiation between students in the application of the Behaviour Policy on the basis of any of the protected characteristics or in respect of students with special educational needs and/or disabilities. Reasonable adjustment may be made to take account of those needs.
- 1.6 Where students break the law the School will be obliged to consult the appropriate authorities.
- 1.7 Complaints arising under this Policy will be dealt with under the School's Complaints Policy.

2 Safeguarding and Behaviour

- 2.1 OSH is committed to safeguarding and promoting the welfare of children and has in place an appropriate and current Safeguarding Policy.
- 2.2 There is an inextricable link between good behaviour and safeguarding so it is important that we actively manage behaviour in order to fulfil our commitment to keeping children safe and promoting their welfare as well as ensuring community standards, cohesion and order.
- 2.3 The Schools Behaviour Policy lays down rules and sets boundaries and it establishes our expectations for student conduct. It is a whole school policy and through proactive behaviour management we aim to ensure these expectations are met, that poor behaviour does not become normalised and by doing this, make a significant contribution to the safeguarding and welfare of children.

² You are reminded that throughout this Policy all rules, guidance and sanctions will be taken to read as applicable at any and all times when a student may be reasonably associated with the School including but not limited to activities, events, visits and trips; work placements; travel to/from school or any activity, event, visit or trips.

3 Behaviour

- 3.1 Nothing must be done by any member of the School community that will unreasonably 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.
- 3.2 The School will not tolerate:
- Bullying in any form whether physical, verbal, emotional, cyber, prejudice-based or discriminatory;
 - Any form of discrimination;
 - Disregard or disrespect;
 - Rudeness, harassment, violence, aggression, disorderly or threatening conduct or incitement to any of these behaviours;
 - Swearing or any other inappropriate language or gestures;
 - Theft or damage to the property of others;
 - Disruption of any kind to lessons or other activities;
 - Insolence or disobedience towards those in authority;
 - Any form of plagiarism or cheating;
 - Inappropriate use of telecommunications or computer technology including messaging, imaging, online applications and social media;
 - Any form of peer on peer abuse;
 - Sexual violence, voyeurism³, or sexual harassment;
 - Extortion or sextortion;
 - Involvement with illegal substances;
 - Behaviour which damages the good reputation of the School;
 - The violation of personal space or privacy in boarding houses; or
 - Otherwise inappropriate behaviour.
- 3.3 In accordance with Part 1 of the Health Act 2006 OSH is a smoke free environment and this includes all buildings, out-buildings, play areas and sheltered areas. Smoking and vaping is not permitted at any time and students must not have tobacco, matches, and lighters, or vaping or associated materials in their possession or be in the company of anyone who is smoking or vaping. This rule also applies to all e-cigarettes and similar vaping or other devices e.g. shisha pens. Any student found smoking or vaping or found with smoking or vaping materials on site is likely to be internally excluded. Repeat offenders are likely to be externally excluded.
- 3.4 Students must not bring caffeinated energy drinks (either with or without sugar) or alcoholic drinks onto the School's premises or consume alcohol except under the supervision of a member of staff at an approved School, Sixth Form or House event. Students aged 18 or over may consume no more than four units of alcohol at such an event provided they have not consumed any alcohol in a reasonable time period prior to the event. Being under the influence of alcohol during the school day or excessively under the influence of alcohol at any time is a serious breach of the School's Rules.
- 3.5 Students over the age of 18 may visit licensed premises as provided in the Regulations for Leaving the School's Grounds.
- 3.6 Sexual activity involving students is a very serious breach of the School's Rules.

³ Including but not limited to the act commonly referred to as 'upskirting'.

- 3.7 Students are not permitted to participate in any form of gambling, including on-line gambling, or be in the company of anyone who is gambling.
- 3.8 Students must not possess or use any illegal drug. Any student who becomes involved with illegal drugs in any capacity is likely to be permanently excluded from the School. The abuse of solvents and other harmful substances, as defined in the [Drug/Substances Use and Misuse Policy](#) (Part G attached), is considered in the same way as the abuse of drugs.
- 3.9 Students are not permitted to publish or distribute, including on-line, any image, poster, magazine, pamphlet or the like or to contact the press on matters concerning the School without the express and written authority of the Headmaster.⁴
- 3.10 Students are not permitted to make a money collection in the School without the express permission of a member of the Senior Leadership Team.
- 3.11 Students are not permitted to forward chain letters whether electronic or otherwise.
- 3.12 Students are not permitted to send emails to 'all staff' without express permission from the Headmaster.
- 3.13 Where aggressive and/or threatening behaviour is displayed, or criminal/illegal activity is discovered or thought to have occurred, including active or passive involvement with terrorism or extremism or any incitement to terrorism or extremism the School will not hesitate to contact the police, or other relevant authority, if the circumstances so require, in order to comply with their general legal duties to report such matters and their specific safeguarding duties.
- 3.14 Students must not carry out, or incite, any form of initiation type behaviours or peer on peer abuse including, but not limited to, any kind of bullying, gender based violence/assaults, verbal abuse, physical violence, voyeurism, sexual violence, sexual harassment, upskirting or consensual or non-consensual sexting and whether online or not. Students must think before they speak or carryout actions. The School has a zero-tolerance approach to abuse, it will be treated as a serious breach of the School's rules .Abuse of any kind will not be tolerated nor allowed to be passed off as 'just banter'⁵, 'just having a laugh', 'part of growing up' or 'boys being boys' or 'girls being girls' and this extends to students displaying such abusive or threatening behaviour to those outside of school both in the real world and online.
- 3.15 Malicious accusations against staff made either in the real world or online will be considered a serious breach of the rules and disciplinary action will be taken against students who are found to have made malicious accusations.
- 3.16 Students must remain in house or designated house/school areas unless attending lessons, organised activities or meals or unless their absence has been approved by a member of staff. They are not permitted to use the Climbing Wall or gym equipment except in the presence of, or with the express permission of, a member of staff or to enter any of the areas listed below except in the presence of, or with the express permission of, a member of staff
- Laboratories, the Technology Department, IT rooms, Sports Hall or Dining Room;
 - Any, or any part of a building which is not designated for the use of students; or
 - Any, or any part of the School designated for use only of the opposite sex.

⁴ Under S579(1) Education Act 1996, head teacher" includes acting head teacher and this applies throughout this policy and also to any position where a person has an authorized acting capacity

⁵ Students should be aware that The Equality Act includes as 'harassment', any behaviour that is meant to or has the effect of either violating dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment. This means it is harassment even if they didn't mean to offend or intimidate, as long as the harassment has one of the above effects which means that it is even more important that students understand that they should not initiate or engage in any form of banter.

- 3.17 Visitors cannot be brought on to site without prior arrangement and the permission of a staff member. Visitor registration is essential to ensure the School meets its obligations in respect of safeguarding and for the safety of visitors for example in the event of fire.
- 3.18 Students must not bring or keep animals on site.
- 3.19 Complaints from members of the public about bad behaviour from OSH students will be taken very seriously and will be fully investigated.
- 3.20 Students must follow the instructions given by staff to safeguard their safety and ensure that they learn properly. They must behave in a manner which supports not only their learning but also that of other students and shows respect to staff and guests.

4 Dress and Appearance

- 4.1 Students must dress in accordance with the [School Dress Code](#). They must be clean, neat and tidy at all times. Hair must be of a reasonable length, of an acceptable style and where long enough, should be tied back. Highly bleached or unnaturally dyed hair is not permitted. Female students may wear discreet make up, nail polish and jewellery.
- 4.2 Excepting discreetly in the ear, no other piercing should be visible in any student. Any piercing on a student must be safely covered for the purposes of sport or activity.
- 4.3 Tattoos and body art must not be visible under normal clothing.
- 4.4 All students must accede to the reasonable requests of senior staff with regard to appearance.
- 4.5 The chewing of gum is prohibited.

5 Students' Property

- 5.1 Students 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. Substantial sums of money should not be kept by students but should be paid into the Finance Office or handed to the Housemaster for safekeeping. Students may operate their own bank or building society account. Items of lost property will be disposed of after one full term if they have not been reclaimed.
- 5.2 Students may not bring to school any knives, weapons, solvents, fuel, explosives, aerosols or other dangerous articles including fireworks or have in their possession any material of a pornographic, defamatory or otherwise unreasonably offensive nature.
- 5.3 All electrical equipment must be registered with the Housemaster and be submitted to regular PAT testing. Any equipment which fails a PAT test or which is not submitted for testing may be confiscated by the Housemaster and dealt with at his discretion.
- 5.4 Mobile phones and other electronic equipment may only be brought into school and used in accordance with the School's policy on [Student Use of Electrical and Electronic Equipment & Internet Guidance and the School's policy on Online Safety and Computer Usage and associated guidance](#). Students in Years 7-9 may not bring mobile phones into their classrooms but they may have access to them at breaks and lunchtimes. For other students, mobile phones must be kept switched off during assemblies, lesson times, and activities, prep and after lights out. Mobile phones must not be used in the Dining Hall at any time and may only be used in the Library for purposes of school work and study.
- 5.5 The School offer personal property insurance. If parents⁶ opt not to take up the School's insurance students' property is brought to school at the risk of the owner and must be

⁶ Throughout this policy all references to parents includes parents, carers and guardians

insured by students or their parents, however, all incidents of theft will be fully investigated and dealt with robustly.

- 5.6 Students may not buy or sell possessions except with the approval of the Housemaster or as part of an approved school activity. Students may not lend or borrow money or valuable items other than in exceptional circumstances and with the approval of the Housemaster or other member of staff.

6 School Premises

- 6.1 Students must take care of the School's 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 Second Deputy or to the Housemaster if in a Boarding House.
- 6.2 Students are expected to do their utmost to act in an environmentally responsible manner for example clearing litter, using recycling facilities and conserving power.
- 6.3 Students must respect wall displays and protect them from damage.
- 6.4 Students who damage School property will be charged for its repair or replacement.

7 Food and Drink

- 7.1 Students 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. Cutlery and crockery must not be removed from the Dining Hall. Food may only be removed from the Dining Hall following approval by Dining Hall Duty Staff but must not be eaten when walking around the campus.
- 7.2 With the permission of the class teacher, or relevant member of staff, students may drink, in lessons or any other activity, event, visit or trip, drinking water from a clear plastic drinks container with a sports cap.
- 7.3 It is the responsibility of students to keep in a hygienic condition all areas around the School used by them for the preparation of food.

8 Skateboards, Rollerblades and Scooters

Students 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's environment is permitted. Areas around Boarding Houses must be avoided during examination periods. Skateboarding and Rollerblading is not allowed beyond the school site. The same regulation applies for the use of scooters except that, where authorised for mobility purposes, they may also be used during the school day.

9 Information & Communication Technology

- 9.1 Students must follow, and adhere, to the School's Online Safety and Computer Usage Policy and associated guidance,
- 9.2 Students must use the IT and communication infrastructure of the School responsibly and according to the Acceptable Use Agreement.
- 9.3 Students must not have stored on their electronic devices (including backup storage for those devices) or use the internet to access or attempt to access material of a pornographic, defamatory or otherwise unreasonably offensive nature.
- 9.4 Any use of IT and or communications technology, including the use of mobile phones (or any such derivative) to harass, bully or exploit any other person is considered a serious breach of the School Rules.

- 9.5 Every care must be taken to avoid introducing viruses to the School's network.
- 9.6 Students 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.
- 9.7 Students must not place personal photos on the School's IT system.
- 9.8 Students using their own computing equipment in school are subject to the same rules as those using equipment provided by the School.

10 Plagiarism

- 10.1 Students must not copy, or attempt to copy, material from another student or any other source and represent it as their own unaided work. Students must respect the copyright of published material including materials derived from internet sources
- 10.2 Any infringement of this rule in relation to examination work will be reported to the appropriate awarding body and may result in disqualification.

11 Punishments

- 11.1 Action will be taken for breaches of the rules so that the student and other students are aware that their actions can have consequences and of what is and is not acceptable and so that we can ensure, as far as possible, there is no recurrence of the breach.
- 11.2 Action may not in all cases mean the application of the School's system of disciplinary procedures but in many cases it will do so.
- 11.3 All punishments imposed must be fair and proportionate and in line with the School's policy on [Rewards and Sanctions](#).
- 11.4 An appeal against a punishment may be made to the Second Deputy or, for boarding sanctions, to the Deputy Headmaster, but an appeal does not prevent a punishment taking effect immediately after it has been imposed. Where the sanction has been given by either deputy, an appeal against a punishment may be made to the Headmaster.
- 11.5 The Headmaster has the authority to exclude students from the School either temporarily, through a fixed term exclusion, or permanently. The Headmaster also has authority under the Boarding Contract to require that a student be withdrawn from the School's boarding accommodation.⁷

12 Searching, Screening and Confiscation

- 12.1 School staff can search students or their possessions for any item if the student agrees.
- 12.2 The Headmaster and staff authorised by him have a statutory power to search students or their possessions, without consent, where they have reasonable grounds for suspecting that the student may have a prohibited item. Prohibited items are:
 - Knives or weapons
 - Alcohol
 - Illegal drugs
 - Stolen items
 - Tobacco and cigarette papers
 - Fireworks
 - Pornographic images,

⁷ Under S579(1) Education Act 1996, head teacher" includes acting head teacher and this applies throughout this policy including in relation to the giving of exclusions. Further details on the giving of exclusions is set out in Part E

- Any article that the member of staff reasonably suspects has been, or is likely to be, used to commit an offence, or to cause personal injury to, or damage to the property of, any person including the student.
- 12.3 The Headmaster and staff authorised by him can also search for any item banned by the School Rules and for this purpose includes:
- Those items banned as other harmful substances, as listed in the [Drug/Substance Use and Misuse](#) (Part G attached), whether or not covered by the Misuse of Drugs Act or being a prohibited item;
 - Any article, item, literature or other which may be, or be construed to be, related in any way to terrorist or extremist views or activity or incitement to terrorism or extremism;
 - Anything held on an electronic device, including mobile telephones and other personal devices, which may refer to any banned item or to any behaviour that is contrary to the School's rules including, but not limited to, bullying behaviour.
- 12.4 School staff can seize any prohibited or otherwise banned item found as a result of a search. They can also seize any item, however found, which they consider harmful or detrimental to school discipline.
- 12.5 The 2011 Education Act increases these powers with regard to the searching for and of electronic devices and the deletion of data. Where the person conducting the search finds an electronic device that is prohibited by the school rules or that they reasonably suspects has been, or is likely to be, used to commit an offence or cause personal injury or damage to property, they may examine any data or files on the device, if the person thinks there is a good reason to do so and they may also delete data or files if they think there is a good reason to do so.
- 12.6 Anything found in a search which may be evidential will be retained until such time as authorised by the Headmaster, after consultation with any relevant authority, to be disposed of or deleted.
- 12.7 The Headmaster and staff authorised by him can require students to undergo screening by a walk-through or hand-held metal detector even if they do not suspect them of having a weapon and without the consent of the students.

13 Use of Reasonable Force

- 13.1 Members of staff have the power to use reasonable force to prevent students committing an offence, injuring themselves or others, or damaging property, and to maintain good order and discipline in the classroom.
- 13.2 The Headmaster and staff authorised by him may also use such force as is reasonable given the circumstances when conducting a search without consent for knives or weapons, alcohol, illegal drugs, stolen items, tobacco and cigarette papers, fireworks, pornographic images or articles that have been or could be used to commit an offence or cause harm.
- 13.3 Force cannot be used as a punishment.
- 13.4 In using reasonable force staff must consider and take into account the individual educational and or other needs of the students involved.

14 Health & Safety

- 14.1 The School is committed to providing a safe, secure and healthy environment and students should be equally aware of, and committed to, sound health and safety practices.

14.2 They can do this by:

- Complying with School's rules and procedures and any instructions given in an emergency situation.
- Taking reasonable care of themselves and others.
- Co-operating with class teachers and other school staff.
- Using equipment and substances in the manner in which they are instructed.
- Making full use of personal protective equipment provided for them to use when it is required.
- Not misusing anything provided for the purpose of safety or fire requirements.
- Keeping the workplace tidy and hazard free.
- Reporting anything they believe to be harmful or dangerous.

14.3 Students must pay attention to and uphold any control measures put in place to help the School deal with safeguarding students and staff in response to circumstances⁸ for example, but not limited to, for preventing the spread of COVID-19. Certain provisions in this and other policies may be amended or suspended in response to these circumstances such as the regulations for leaving site and in the event of this happening the Headmaster's revised instructions will prevail. Students will be kept informed.

15 Remote Learning

15.1 Where remote learning is put in place for any reason, and students are well enough to have normally attended school, they are expected to:

- Register in accordance with school practices
- Be contactable during the school day
- Engage with remote learning
- Uphold the expected standards of behaviour in remote learning sessions
- Complete work to the deadline set by teachers
- Seek help if they need it, from teachers, teaching assistants or tutors
- Alert teachers if they're not able to complete work

15.2 Where a student does not have access to suitable technology to participate in remote learning at all they must inform their tutor immediately. Where they do not have access to suitable technology for a specific lesson they must inform their subject teacher in advance of the lesson.

15.3 Where a student is unable to attend through ill-health they must notify the school in accordance with the normal practice for absence. Arrangements should be made by them and with their tutor and teachers as to the means of, and reasonable time table for, accessing catch-up sessions.

16 General

16.1 A breach of the law, whether in or out of School, is by definition a breach of the [School Rules](#).

16.2 For the safety of all of the school community, and potentially even wider, students should report anything relating to the behaviour of others which they know, or believe, to be an infringement of the School's rules and in particular which may pose a threat or cause harm or distress. They may, if they wish, do this through the School's system of electronic anonymous reporting which is wholly confidential.

⁸ These circumstances are not specifically defined but are likely to be for the safeguarding and wellbeing of the school community or any part of it however the Headmaster's discretion is not limited solely to this. The School's restrictions will be at least in line with national restrictions but may be wider at the discretion of the Headmaster.

PART B

Code of Conduct for Students⁹

As an OSH student you are expected to help maintain a welcoming, caring and hardworking atmosphere within the School so that everyone can do his or her best and we can all be proud of the unique community of which we are a part.

Students are expected to:

- 1 Contribute to school life to the best of their abilities and talents and take full advantage of the activities available to them.
- 2 Treat everyone and everything with respect, never bully or tolerate other people bullying, act with honesty, courtesy and consideration at all times, address staff, students and visitors in a polite and considerate manner and look out for others – help them if they need it.
- 3 Attend all lessons, activities and meals, arriving punctually and with the correct equipment.
- 4 Make it easy for everyone to learn and for the teacher to teach, be silent and concentrate whenever the teacher is talking to the whole class or asks, always try to understand and respect other peoples' points of view, work hard and sensibly with their classmates and do not distract or annoy them or their teachers.
- 5 Put their hand up to answer a question and always ask for help when they need it.
- 6 Note any, and all, prep to be done and ensure it is completed and handed in on time.
- 7 Leave the room quietly when dismissed by the class teacher, ensuring it is left tidy at the end of the lesson.
- 8 Move around the School in an orderly manner, walk along corridors and staircases keeping to the left hand side wherever possible and consider others when using doors and entrances.
- 9 Not run when moving around the School's campus or cut across lawns or playing fields; stick to proper paths and paved areas.
- 10 Queue quietly and orderly, enter rooms quietly and apologise if late, remove outdoor clothing when inside and ask permission before removing jackets or blazers in class.
- 11 Not eat, drink or chew in class, or around the school site except as approved.
- 12 Keep the School clean and tidy, place litter in the bins provided, collect and dispose of litter if it is there, keep walls and furniture free of graffiti, take care of wall displays in classrooms and corridors and use all school facilities in a responsible way.
- 13 Be environmentally aware and responsible. Use the facilities provided to recycle drinks cans and other recyclable items, turn off lights and other electrical equipment, including computers, when not in use and turn down radiators to the minimum comfortable setting.
- 14 Protect themselves and others; report any strangers onsite immediately to a staff member.

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- 15 Follow guidance and meet the expectations of learners where remote learning is put in place.
- 16 Uphold the good reputation of the School and remember that the School's reputation also depends on the way they behave out of School so travel to and from School in a sensible manner, show respect to members of the public and private property and behave in a way which brings credit to the School.
- 17 Protect themselves when offsite by respecting traffic and members of the public including when visiting Hanbury Music School, the village and the town, and at all times when away from the school site.
- 18 Wear the correct uniform and be clean, smart and presentable at all times and when involved in sporting or recreational activities wear correct kit, including protective gear.
- 19 Look after their personal hygiene and be aware of the need for a healthy diet in their food choices.
- 20 Seek help from the School Counsellor or other members of the pastoral teams if they feel they need it.
- 21 Adhere to any rules and/or regulations introduced from time to time, for example, in connection with safeguarding and wellbeing relating to covid.

And at all times - OBSERVE THE SCHOOL RULES

PART C

School Dress Code¹⁰

1 Introduction

- 1.1 Full school uniform must be worn except when Informal Dress regulations or Summer Dress regulations apply.
- 1.2 The Deputy Headmaster has the discretion to vary the dress code according to the weather.

2 Uniform

Years Seven to Ten

- 2.1 The uniform for boys is a navy blue blazer, full length dark grey trousers, light blue shirt, grey or black socks, school tie and a blue School sweater if required.
- 2.2 The uniform for girls is a navy blue blazer, full length dark grey trousers or knee length grey plaid pleated skirt, light blue shirt, grey or black socks or grey tights, school tie and a blue School sweater if required.
- 2.3 In all cases:
 - Shoes must be of plain black leather and be capable of being polished and be polished.
 - Top coats must be plain and of a dark, sober colour and must cover the blazer. The official School coat can be purchased from the School stockist.
 - Hats or caps may not be worn with school uniform but a grey headscarf may be worn if it is required for cultural or religious reasons.

Year Eleven

- 2.4 As Years 7 to 10 except that in Year 11 a white shirt may replace the light blue shirt.

Sixth Form Dress

- 2.5 Sixth Form dress for male students is smart appropriate business wear comprising:
 - A smart plain, check or prinstripe black, navy or grey (mid grey/charcoal) suit of a conventional style, not tightly fitted and either single or double breasted style. To be worn with a white or pastel coloured shirt which may be plain or subtly striped and tone with the suit, an approved tie as listed below, plain dark socks and a plain dark crew or v-necked sweater, cardigan or waistcoat if required, subject always to the tie being clearly visible at the neck of the sweater.
 - Appropriate black or brown shoes or ankle boots capable of being polished and be polished.
 - Top coats must be plain and of a dark, sober colour and cover the jacket.
 - Hats/caps may not be worn with school uniform but a grey headscarf/turban or similar may be worn if it is required for cultural or religious reasons.
- 2.6 Sixth Form dress for female students is smart appropriate business wear comprising:
 - A smart black, navy or grey (mid grey/charcoal) suit of a conventional style. The jacket may be matched with a dress, skirt or trousers each combination of which should match, be of conventional suit material and not fit tightly. The dress or skirt should be

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knee length to mid-calf and the trousers full length, worn with a white or pastel coloured shirt which may be plain or subtly striped and toning with the suit, an approved pin, plain dark or neutral toned tights with a dress or skirt, plain dark socks with trousers and a plain dark crew or v-necked sweater or cardigan if required.

- Appropriate black or brown shoes or ankle boots (for trousers only) capable of being polished and be polished. Heels should be no more than 2 inches high.
- Top coats must be plain and of a dark, sober colour and 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/caps may not be worn with school uniform but a grey headscarf may be worn if it is required for cultural or religious reasons.

Ties/Pins

2.7 Excepting on formal occasions when the School/Sixth Form tie (as appropriate for the year group) will be worn, or as directed by the Headmaster, the following ties may be worn with school uniform:

- House
- School Prefect
- Sixth Form
- House Prefect
- Scholar

2.8 The following ties may be worn when representing the relevant activity and with the permission of the member of staff responsible for that activity.

- Full Sports Colours
- Music Colours
- Junior Sports Colours
- Cadet
- 1st Team Sports

2.9 House or School anniversary ties may be worn with school uniform for and during the anniversary or House occasion subject to the approval of the Headmaster.

2.10 School representative tour ties may be worn with school uniform on tour subject to the approval of the Headmaster.

2.11 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.

3 Sports Clothing

3.1 Students will wear School approved sports kit appropriate to the sport played and as itemised on the kit list.

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

3.3 Students may wear their own sports kit for lunchtime and after school training lessons.

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

3.5 Relevant safety equipment must be used e.g. gum shields

4 Informal Dress Regulations

4.1 Subject to 4.2 below informal dress regulations apply after lessons on Monday to Friday and throughout the weekend.

4.2 Full school uniform must still be worn on the following occasions unless authorised by the Housemaster:

- Students going to town on Mondays to Fridays
- Students on official School business, including home or away matches, open mornings, Sunday services, concerts and other such activities

- When requested by the member of staff in charge of an activity
- 4.3 Students 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.
 - 4.4 Informal dress must be clean, smart and presentable. Matrons, Housemasters and staff on duty will determine whether a particular item is suitable for informal dress.
 - 4.5 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's laundry system.

5 Summer Dress Regulations

- 5.1 Summer Dress Regulations apply in the Summer Term after the May Day Bank Holiday, or earlier if determined by the Deputy Headmaster.
- 5.2 For Summer Dress shirts or blouses may be worn with sleeves rolled neatly above the elbow. Blazers or suit jackets should be removed. The Deputy Headmaster will decide if ties are to be worn depending on the weather.

6 Gowns

Prefects will wear their gowns over their suits on Founder's Day, Prize Giving and other formal and public occasions as may be directed by the Headmaster.

PART D

Regulations for Registration, Absence and Leaving School Grounds¹¹

1 Attendance and Leave of Absence During Term Time

OSH has high expectations of students and is committed in enabling them to achieve their full potential. Students need to attend regularly if they are to gain full advantage from the range of opportunities available to them, both inside and outside the classroom. The School's policy on Attendance including Leave of Absence of Students during Term Time forms part of this Policy.

2 School Hours

School hours are Monday to Friday 08.30 to 15.45.

3 Registration

- 3.1 All students must register with their tutors by 08.30 and by 13.20 on weekdays. A student who is late must report to the School Office as soon as they arrive. Students when registered must remain on site.
- 3.2 Boarders who are in School during the weekend must register in their houses by 09.00 on Saturdays.
- 3.3 Persistent absence is defined¹² as 10% or more of sessions missed, based on each student's possible sessions. Students who are persistently absent may lose their right to be entered for examinations in School.
- 3.4 Students are also registered by their teachers at the beginning of each lesson and are expected to arrive on the bell for lessons 1,3 and 5, and within five minutes of the bell sounding for lessons 2,4 and 6.

4 Absence Due to Illness

- 4.1 Any absence due to illness must be reported to the School Office by 08.30 on the first morning of absence.
- 4.2 Prolonged absence of more than three days should be reported in writing to the Housemaster or, for day students in Years 12 and 13, Heads of Year. It is essential that a letter giving reasons for any absence should be sent to the Housemaster as soon as possible after a students' return to School.

5 House and School Exeats

- 5.1 House Exeats may be granted by Housemasters or, for day students in Years 12 and 13, Heads of Year for absence from school outside normal lesson time or for reasons such as medical appointments. An exeat form is available from the School Office or from Housemasters. Only the Headmaster can give leave of absence which involves missing lessons other than for routine medical reasons.
- 5.2 School Exeats for absences of longer than one school day must be obtained from the Headmaster. Application must be made by the parent in writing at least one week in

¹¹ You are reminded that throughout this Policy all rules, guidance and sanctions will be taken to read as applicable at any and all times when a student may be reasonably associated with the School including but not limited to activities, events, visits and trips; work placements; travel to/from school or any activity, event, visit or trips.

¹² A guide to absence statistics (May 2016)

advance. Leave during term time will only be authorised in exceptional circumstances, for example bereavement, serious illness, time off for religious observances.

- 5.3 Headteachers no longer have the discretion to authorise holidays during term time¹³.

6 Illness at School

A student 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, students report to the House staff on duty. Students who are ill may only leave the site to go home if agreed by the Medical Centre and/or Housemaster.

7 Off Games Notes

Where a flexi boarder or day student is unable to participate in PE, games or other physical activity, an appropriate parental note/email must be sent to the student's PE/games teacher or activity co-ordinator. A doctor's note is required for periods of longer than one week. Boarders must obtain off-games status from the Medical Centre.

8 Visiting Stourbridge

- 8.1 Visiting Stourbridge is defined as the area within the Ring Road of Stourbridge. Students must always use the underpass when crossing the Ring Road.
- 8.2 Boarding students may visit the town between 15.45 and 17.30 as defined below unless they have a School or House commitment. Entitlement to town leave is subject to good behaviour.

Year 7	Normally no permission will be given
Years 8 & 9	Once a week <u>and</u> only with Housemaster's special permission
Year 10	Once a week
Year 11	Twice a week

- 8.3 Sixth Formers may visit the town any afternoon after 12.30 provided they return before afternoon registration and after 15.45. All students must sign out before leaving site and sign in again on their return.
- 8.4 Boarding students in Years 8 to 11 must be accompanied by at least one other student.
- 8.5 Boarding students must sign out in their House Signing-Out book and sign in on return.

9 Visiting Oldswinford

- 9.1 Oldswinford is defined as the shopping area on Hagley Road in the immediate vicinity of the traffic lights at the junction with Heath Lane.
- 9.2 On the relevant night(s), boarders in Year 10 and above may seek permission to go to Oldswinford:
- Between 15.45 and 17.30 unless they have a School commitment, and/or
 - After second Prep.
- 9.3 Students must:
- Check out personally with the House Duty Member of Staff,
 - 'Sign out' in their House Signing-Out book
 - Use the direct route (being Heath Lane and Hagley Road) there and back,
 - Be in groups of two to four,

¹³ September 2013 amendment to The Education (Student Registration) (England) Regulations 2006

- Not be out for longer than 30 minutes, and
- 'Sign in' in their House Signing-Out book on their return no later than half an hour before lights out.

- 9.4 The Housemasters and Deputy Headmaster will review at their regular meetings which nights are available to which students, and will communicate this information by notices in the Houses.
- 9.5 All areas off the direct route are out of bounds including side roads, carpark, alleyways and the garage area behind the shopping area.
- 9.6 Sixth Form students may visit Oldswinford during the lunch break but not at morning break without prior permission from their Housemaster or a member of the Senior Leadership Team. All students must sign out before leaving site and sign in again on their return.

10 Other Visiting

Boarding students are not allowed to visit any other part of Stourbridge, including Mary Stevens Park, without the permission of Staff.

11 Visits to Authorised Public Houses

- 11.1 When a boarder reaches the age of eighteen they may, with the consent of their Housemaster, visit one of the authorised Public Houses provided that parents have given written consent to the Housemaster.
- 11.2 Consent will be given at the Housemaster's discretion. Consent may be withdrawn by the Housemaster at any time.
- 11.3 Students may consume no more than 2 units of alcohol on a single visit to an authorised public house/s.
- 11.4 Authorised public houses:
- The Crispin on Church Road
 - The Cross at Oldswinford
 - The Crab Mill at Oldswinford
- 11.5 The Chequers Inn, Stourbridge, is an authorised public house when visiting as a restaurant.
- 11.6 Students may not visit any public house and consume alcohol during the school day.
- 11.7 The list of authorised public houses will be reviewed regularly and may be liable to change. Changes will be advertised. Public Houses in Stourbridge Town Centre, other than as specified above, (within the ring road) are, and will remain, out of bounds.

12 Dress and Behaviour

- 12.1 Informal dress will be worn when visiting the town. Appearance must be smart, and manners and behaviour exemplary. Staff, parents and members of the public should be acknowledged politely. Complaints from members of the public about bad behaviour from OSH students will be taken very seriously and will be fully investigated.
- 12.2 School rules apply throughout any visit.

13 Cycles and Cars

- 13.1 Flexi boarders and 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 students' own risk and must not be ridden in the School's grounds.

Bicycles may only be used by their owners, be in a fully roadworthy condition and appropriate safety helmets and reflective clothing must be worn. Parking rules apply.

- 13.2 Flexi boarders and day students may drive to and from School by motor cycle/scooter/moped¹⁴ provided that their parents have first written to gain the permission of the Deputy Headmaster. All vehicles are kept at School at students' own risk and must not be ridden in the School's grounds. Vehicles may only be used by their owners, be in a fully roadworthy condition and appropriate safety helmets and reflective clothing must be worn. Students must have a valid provisional/full licence to use the vehicle. Parking rules apply.
- 13.3 Flexi boarders and 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 their parents and the Deputy Headmaster. Parking rules apply.
- 13.4 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 vehicle keys to their Housemasters for safekeeping when the vehicle is not in use. Parking rules apply.
- 13.5 A number of parking spaces are available on the School's car park on Prospect Hill, for which a barrier key is required. Subject to availability, these will be issued on receipt of a returnable deposit (currently £35). No student has permission to park any vehicle on any other area of the school site. The School reserves the right to clamp vehicles parked on the school site without appropriate permission or on an inappropriate place.
- 13.6 Any student who is convicted of any motoring offence is likely to have permission to drive to School revoked.

¹⁴ Or similar vehicle

PART E

Rewards and Sanctions¹⁵

1 Introduction

- 1.1 It is important that praise and rewards should have a considerable emphasis within the School. Students will therefore achieve recognition for a positive contribution to school life including for sound academic work and effort, good behaviour and adherence to the [School Rules](#) and Code of Conduct for Students however, they will equally be sanctioned for any breaches of these or other generally poor unacceptable behaviour.
- 1.2 The attention of the School will 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 the [Code of Conduct](#) supported by a balanced combination of rewards and sanctions within a constructive school ethos.
- 1.3 Staff (or other adult person authorised to impose sanctions) must not differentiate between students on the basis of any of the protected characteristics when either rewarding students or imposing sanctions however the imposition of sanctions must consider and take into account the individual educational and or other needs, including religious requirements, of the students involved.
- 1.4 The giving of rewards and sanctions is part of the School's everyday behaviour management mechanism but we feel it is right that parents are engaged with this and kept informed. They will be notified (generally by email) when their child receives either a commendation or a sanction above a deminimus level and where sanctions escalate there will be more formal engagement.

2 Rewards

2.1 Informal Rewards

Informal rewards for academic achievement, appropriate behaviour and outstanding effort might include for example:

- General and ample praise and encouragement in lessons
- The Headmaster or other appropriate members of senior staff to be invited to praise individuals, groups or classes and being invited into classrooms
- Recognising success of differing kinds in assemblies, tutor periods or in House time
- Displays of students' work

2.2 Formal Rewards

Individuals, teams and Houses are recognised for their academic effort and achievement, extra-curricular achievement, sporting success and overall positive contribution by the giving of cups, certificates, awards and formal recognition throughout the year and include:

- Awards, for example certificates, for academic effort and/or achievement
- Extra-curricular achievement such as under the Duke of Edinburgh scheme
- Recognition of status for example in the making-up of Prefects and of Scholars
- The wearing of gowns, ties and badges of distinction

¹⁵ You are reminded that throughout this Policy all rules, guidance and sanctions will be taken to read as applicable at any and all times when a student may be reasonably associated with the School including but not limited to activities, events, visits and trips; work placements; travel to/from school or any activity, event, visit or trips.

- House points for very good academic work
- Blue Distinction Cards for academic work of distinction or for a consistently excellent standard of work in a subject over a period of time
- Full or half colours for commitment, loyalty and achievement in sport
- Individual colours for commitment, loyalty and achievement in music
- Boarding awards for those who have made a consistently outstanding contribution to boarding

3 Sanctions

3.1 Authority to Impose Sanctions

The Headmaster¹⁶ has ultimate authority on all matters of discipline. Routine matters of discipline in boarding are the responsibility of the Deputy Headmaster through Housemasters and in school are the responsibility of the Assistant Head and Heads of Year through classroom teachers. In addition to members of the teaching and boarding staff, adult volunteers acting under the authority of the Headmaster may also impose sanctions in certain circumstances.

3.2 Appeals

A student or their parent may appeal against a punishment to the Second Deputy or, for boarding sanctions, to the Deputy Headmaster, but an appeal does not prevent a punishment taking effect immediately after it has been imposed. Where the sanction has been given by either deputy, an appeal against a punishment may be made to the Headmaster.

3.3 Principles to be Observed When Imposing Sanctions

Students have a right to expect fair, proportionate and consistently applied sanctions for poor behaviour and which make a clear distinction between serious and minor infringements of the School's Behaviour Policy.

A member of staff (or other adult person authorised to impose the sanction) must have reasonable cause to believe that a student has infringed the [School Rules, Code of Conduct](#) or any other aspect of the School's Behaviour Policy before a sanction is imposed.

Students should understand why they are being punished and should usually be confronted with both evidence and explanation which leads the member of staff (or other authorised adult) to issue any particular sanction. Students must always be given an opportunity to give their account of events and, where appropriate, invited to make redress.

Every effort must be made by staff (or other adult person authorised to impose sanctions) and students to avoid confrontational situations.

An appropriate sanction is one which is designed to put matters right and encourage better behaviour in future.

Sanctions which are designed to humiliate students or put their welfare at risk must never be imposed.

No form of corporal punishment is permitted including the use of force as a punishment.

¹⁶ Under S579(1) Education Act 1996, head teacher" includes acting head teacher.

The imposition of sanctions should be equitable but must consider and take into account the individual educational and or other needs, including religious requirements, of the students involved.

Housemasters will be made aware of disciplinary problems with students and the sanctions imposed.

Continued misbehaviour in boarding will be referred via Housemasters to the Deputy Headmaster or in the classroom to Subject Leaders then Heads of Year. They may refer the matter to the Second Deputy or the Headmaster if it is serious or intractable.

Repeated infringements are viewed most seriously and are likely to result in an escalation in the level of sanctions imposed.

4 Types of Sanction

4.1 Inappropriate Punishments

There is no corporal punishment or sanctions which are designed to humiliate students and neither should there be any use of physical restraint as a sanction, or the use of physical exercise (e.g. a run), or any activity that puts the health and safety of the individual at risk.

4.2 Approved punishments

Punishments must be fair and proportionate and take into account the individual educational and or other needs, including religious requirements, of the students involved.

The sanction of formal exclusion (as set out below) can be applied by the Headmaster for behaviour in breach of this Policy whether arising during the school day or in boarding or at any and all times when a student may be reasonably associated with the School.

4.3 Sanctions during the school day¹⁷

Poor work, lack of prep or effort and behavioural issues in the classroom and around school are detrimental to the learning and the learning environment not only of the individual student but also to that class or group and of that class or groups progress. These issues are managed through a system that defines behaviour types and links with these a series of consequences.

Consequential sanctions will be given swiftly to ensure that it is apparent they are linked to a behaviour type. They will also be given with clear explanations as to why they have been issued.

Age appropriate consequential sanctions have been drawn up for Years 7-11 and for the Sixth Form. The programme for Years 7-11 is managed by the Assistant Head. That for the Sixth Form by the Director of Sixth Form. Each of these programmes is based on 5 stages although it is not necessary for the process to start at the first stage if the behavioural incident warrants a higher level sanction. Schematic diagrams outlining each programme are attached at the end of this section of the Policy.

- **Reprimand (C1)**

A simple verbal rebuke to remind students of what is and is not acceptable however the rebuke must not be offensive or designed to humiliate. This should be combined with setting out the expectations for making good the poor work, lack of prep or effort or

¹⁷ Please be reminded that all rules, guidance and sanctions will be taken to read as applicable at any and all times when a student may be reasonably associated with the School including but not limited to activities, events, visits and trips; work placements; travel to/from school or any activity, event, visit or trips.

poor behaviour and requiring an apology from the student either verbally, or where more serious, written.

For the Sixth Form this may also constitute a level C2 consequence and then the number of behaviour points issued will reflect the higher level sanction.

- Negative Behaviour Points (C1-C5)

Each consequential sanction will generate behaviour points against the student.

- Confiscation (generally C1-C3 but may be higher depending on nature of the item and intention of use)

Staff can confiscate an item from a student if there is a likelihood the item will be used inappropriately or it is potentially unsafe.

- Individual Staff/Departmental Detentions

For culpably poor work a teacher may require a student, group of students or a class to attend a detention which will generally be at lunchtime but may be after school. After consultation with Academic Tutors and the Head of Year, a decision will be made by staff on the most appropriate form of detention. For repeated difficulties, a teacher may refer a student to attend a detention within the consequences scheme as referred to below and will ensure work is set which will be completed by the student during that detention. Students will be given twenty-four hours' notice of individual staff/departmental detentions which will take place after school.

- Intervention/School Report

Where intervention is required to address poor work or lack of progress the Second Deputy, Deputy Headmaster, Assistant Head, Head of Sixth Form and Heads of Year, in consultation with staff may decide to place a student on report and/or require the student to attend top up sessions. This is reviewed fortnightly and includes immediate contact with parents.

- School Detentions (C2-C3)

A detention issued as a C2/C3 will last for 45 minutes (C2 Years 7-11) or 60 minutes (C3 all years) depending on the level of the sanction.

Work to be completed during the detention is classwork set by the subject teacher and might be catch up class work missed due to removal from lesson, a detention paper, overdue prep, prep to be improved or revision. Sixth Form detention may be set by a member of Sixth Form team.

Detentions are run each weekday night from 4pm in a designated classroom space and are led by a member of the Senior Leadership Team or a Head of Year.

Students must attend in full school uniform.

Detention takes priority over all of a student's other activities, both within and outside school unless a more appropriate time to serve the detention is agreed with the Senior Leadership Team.

Any student missing detention without good cause will have their consequence escalated to the next level.

- Removal from Class/Internal Exclusion (C3-C5)

Where the consequence of an action requires removal from a classroom or any other space/area, a student may be moved to the corridor or other appropriate area, by a member of staff, for a brief period of "cooling off" or to be spoken to in private by the member of staff. The student will be re-admitted at the earliest opportunity.

Where the consequence requires higher level intervention the student will be removed to a supervised isolation work room so that they might have time to reflect and be

supported to change their attitude and ways. Following internal exclusion there will be a reintegration meeting with the Head of Year, Head of Sixth Form or a Member of the Senior Leadership Team.

Where a student has been removed or excluded from class then they may also be removed or excluded from an activity, event, visit or trip by a member of the School's Senior Leadership Team because of this behaviour.

Where the exclusion or removal is from a school/learning related activity, event, visit or trip the particularly poor behaviour must be of a kind that compromises the safety or learning of the remainder of the class or group or has potential to damage the reputation of the School.

In the case of an activity, including but not limited to sport, music or drama, behaviour which compromises safety may result in a student being deselected from a subsequent fixture, concert or performance including representative fixtures, concerts and performances.

Any student found with smoking or vaping or with smoking or vaping materials on site is likely to be internally excluded. Repeat offenders are likely to be externally excluded.

- Escalation

Where a student is repeatedly sanctioned at the warning level, or more than once at levels above this, the level of sanction will escalate. It will also escalate for example where the consequence of an action led to a detention or meeting and these were not attended without good reason.

- Formal 3 stage disciplinary procedure (Sixth Form only)

The issuing of a level C4 sanction will trigger a formal 3 stage disciplinary procedure for students who are in the Sixth Form. It is not necessary for the process to start at the first stage if the behavioural incident warrants a higher stage. The formal procedure may also be used if a student has failed to improve their behaviour despite the use of informal actions and warnings. Minutes will be taken for all stages of the formal procedure and logged on SLEUTH.

Stage 1 Meeting

Between	Head of Sixth Form and/or Head of Year and appropriate member of staff with the student and their parent/guardian
Outcome	<ul style="list-style-type: none"> • A formal contract with clear SMART¹⁸ targets • A formal Stage 1 warning will be issued
Review period	4 weeks
Satisfactory review	If progress from the student is acceptable then further targets are set/not set at the discretion of the Head of Sixth Form/Head of Year
Unsatisfactory review	<p>If progress is insufficient then either:</p> <ul style="list-style-type: none"> • The intervention period is extended, with a new review meeting scheduled within four weeks, or • The Student will move to Stage 2 of the formal procedure <p>An extension of the intervention period is only likely to occur if the student has shown good improvement in some areas</p>
Ongoing	A student who has been given a Stage 1 meeting will, for a subsequent breach during their time at the School, enter the formal process at Stage 2

¹⁸ Specific, Measurable, Attainable, Relevant, Timely

Stage 2 Meeting

Between	Head of Sixth Form and/or Head of Year and appropriate member of staff with the student and their parent/guardian
Outcome	<ul style="list-style-type: none"> • If the meeting is because a student did not make sufficient progress at Stage 1 then a new formal contract is set • If the student's behaviour meant they entered the procedure directly at Stage 2 then a formal contract is created with clear SMART targets • A formal Stage 2 warning will be issued
Review period	4 weeks
Satisfactory review	If progress from the student is acceptable then further targets are set/not set at the discretion of the Head of Sixth Form/Head of Year
Unsatisfactory review	Failure to meet requirements may lead to escalation to Stage 3
Ongoing	A student who has been given a Stage 2 meeting will, for a subsequent breach during their time at the School, enter the formal process at Stage 3

Stage 3 Meeting

Between	Headmaster with the student and their parent/guardian Members of staff by arrangement
Outcome	<p>Whether the meeting is because:</p> <ul style="list-style-type: none"> • The student did not make sufficient progress at Stage 2 or • The student has already been issued with a Stage 2 warning and a further breach of expectations is alleged or • Investigation of an incident has provided reasonable grounds for believing it to be so serious as to warrant immediate consideration at Stage 3 <p>The Headmaster will consider any appropriate remedial requirement and determine an appropriate sanction, which could be a fixed term or permanent exclusion in accordance with section 4.24 below.</p>
Review period	4 weeks where remedial action is agreed
Satisfactory review	<p>If the decision is to exclude for a fixed term, then the student will have a reintegration meeting on their return where SMART targets will be set up</p> <p>If progress from the student is acceptable then further targets are set/not set at the discretion of the Head of Sixth Form/Head of Year</p>
Unsatisfactory review	Formal exclusion will be reconsidered
Ongoing	A student who has been given a Stage 3 meeting and remains in the School will, for a subsequent breach during their time at the School, enter the formal process at Stage 3

4.4 Sanctions in boarding

Poor or inappropriate behaviour in boarding is detrimental to the cohesiveness of the boarding community and to our trust in its members. Behavioural issues disrupt and cause disharmony for individuals, groups or all of those living and working in the boarding environment. These issues are managed through a system that defines behaviour types and links with these a series of consequences.

Consequential sanctions will be given swiftly to ensure that it is apparent they are linked to a behaviour type. They will also be given with clear explanations as to why they have been issued.

As with classroom behaviour the programme is based on 5 stages although it is not necessary for the process to start at the first stage if the behavioural incident warrants a higher level sanction. A schematic diagram outlining these stages is attached at the end of this section of the Policy.

- Reprimand (C1)

A simple verbal rebuke to remind students of what is and is not acceptable however the rebuke must not be offensive or designed to humiliate. This should be combined with setting out the expectations for making good this behaviour and requiring an apology from the student either verbally, or where more serious, written. They may be combined with 'early bed' or withdrawal of privileges for example.

A student may also be removed to quiet area by a member of staff, for a brief period of "cooling off" or to be spoken to in private by the member of staff. The student will be re-admitted at the earliest opportunity.
- Negative Behaviour Points (C1-C5)

Each consequential sanction will generate behaviour points against the student.
- Community service (C1-C3)
- Reporting at intervals (C3)

Students may be required to report at intervals to a member of staff
- Confiscation (generally C1-C3 but may be higher depending on nature of the item and intention of use)

Staff can confiscate an item from a student if there is a likelihood the item will be used inappropriately or it is potentially unsafe.
- Gating (C2-C3)

This boarding sanction can be used at the discretion of the Housemaster, Deputy Headmaster and Headmaster only. It is given for a length of time they determine.

A student who has been gated must:

 - Forfeit all privileges;
 - Complete a 'Gating Card' at times determined by the member of staff giving the sanction; and
 - Remain on School ground at all times and must seek the Housemaster's permission to leave the School for any reason, including seeking permission to leave the School's grounds if involved as a representative/recognised club/activity.
- Boarding Detentions (C2-C3)

A detention issued as a C2/C3 will last for 45 minutes or 60 minutes depending on the level of the sanction and can be given by any member of boarding staff or SLT.

Detentions are run on Tuesday to Friday evenings starting at 7.30pm and are led by a member of the Boarding team.

Students must attend in full school uniform.

Detention takes priority over all of a student's other activities, both within and outside school unless a more appropriate time to serve the detention is agreed with the Senior Leadership Team.

Any student missing detention without good cause will have their consequence escalated to the next level.

- Saturday Detention (C3)

Members of the Senior Leadership Team may impose Saturday detentions where they deem behaviour to warrant this. Such behaviour will include, but not be limited to, instances of fighting and repetitive behavioural issues.

- Saturday detention will be for 2½ hours and take place on the next available Saturday from 09.30-12.00;
- Students sanctioned in this way will not participate in any activity, event, visit or trip on that Saturday whether a representative fixture or otherwise. At the Deputy Headmaster's discretion, he may extend the period of non-participation;
- Saturday detentions may require pieces of work to be completed or community service to be undertaken. If the set work or tasks are completed in a lesser time than the period of detention the remaining time will be made up of school related study;
- Saturday detention will be held in the School's Library or wherever directed for community service. Any student missing detention without good cause will be referred to the Headmaster;
- Students will be expected to attend punctually and, unless otherwise informed, dressed in full school uniform and with appropriate writing equipment;
- All students will be given twenty-four hours' notice of detention;
- Parents will be informed by email of any detentions imposed;
- After 3 Saturday detentions in a term the Headmaster will consider imposing a fixed term exclusion. He may impose a fixed term exclusion irrespective of the number of Saturday detentions should he conclude the behaviour warrants it.
- Exclusion/removal from an activity, event, visit or trip (C3-C4)

A student may be excluded from an activity, event, visit or trip by a Housemaster or a member of the School's Senior Leadership Team in the event of any particularly poor behaviour.

Where the exclusion or removal is from a school/learning related activity, event, visit or trip the particularly poor behaviour must be of a kind that compromises the safety or learning of the remainder of the class or group or has potential to damage the reputation of the School.

In the case of an activity, including but not limited to sport, music or drama, behaviour which compromises safety may result in a student being deselected from a subsequent fixture, concert or performance including representative fixtures, concerts and performances.

- Internal Boarding Restriction (C4)

The Deputy Headmaster or the Headmaster has the authority to temporarily restrict a student from accessing boarding accommodation for particular periods of time and for a set duration. This will usually be for break time, lunch time and from 16.00 – 17.20.

The students will normally be required to remain in school spending the restricted times in a place/room in school designated by the person imposing the sanction.

Any student found with smoking or vaping or with smoking or vaping materials on site is likely to be internally excluded. Repeat offenders are likely to be externally excluded.

- **Fixed Term or Permanent Removal of a Student from Boarding (C5)**

The Headmaster has authority under the Boarding Agreement to require a student be withdrawn from the School's boarding accommodation. In these instances, the student will not be allowed access to boarding accommodation and parents will be required to make alternative arrangements for them during the period of a fixed term removal or thereafter for a permanent removal. The severity, nature or repetition of an incident will determine the level of sanction imposed. This is not a formal exclusion as detailed below.

4.5 **Formal Exclusion**

The Headmaster¹⁹ has the authority to exclude students from the School either temporarily or permanently for behavioural incidents relating to school time or boarding time and including any and all times when a student may be reasonably associated with the School including but not limited to work placements; travel to/from school or any activity, event, visit or trip. A decision to exclude a student will be taken in response to serious or persistent breaches of this Policy and where allowing the student to remain in school would seriously harm the education or welfare of others.

In considering and applying any exclusion, and in setting up any subsequent review process, the School will follow statutory guidance issued by the DfE²⁰.

The Governing Body's Discipline Committee will review the Headmaster's decision and consider reinstatement if the exclusion is permanent, is for a fixed term which would bring the student's total number of school days of exclusion to more than 15 in a term or if the exclusion would result in a student missing a public examination. Parents of students excluded for more than 5 school days (but less than 15) in a term may also request the Discipline Committee consider the reinstatement of a student. Review and consideration by Governors will also follow the process and timeframe of the same statutory guidance issued by the DfE.

Where a student returns to school after a period of being excluded reintegration measures will be put in place where required.

¹⁹ Under S579(1) Education Act 1996, head teacher" includes acting head teacher.

²⁰ Currently Exclusions from Maintained Schools, Academies and Pupil Referral Units (PRU's) in England (2017)

Behaviour for Learning - Consequences Years 7-11



Behaviour for Learning – Consequences in the Sixth Form



Behaviour in Boarding – Consequences for Boarders



PART F

Anti-Bullying, Harassment & Assault²¹

1 Introduction

- 1.1 OSH views all forms of bullying, harassment and assault as unacceptable and adopts a zero-tolerance approach and, as such, is committed to the elimination of them from the School community.
- 1.2 Every student has the right to work, play and relax free from abuse, humiliation, harassment, teasing, violence and assault and the right to feel safe and valued. This places a responsibility on all members of the School community to create a positive ethos, to be involved in implementing this policy and to eliminate these kinds of behaviour.
- 1.3 The [School Rules](#) and [Code of Conduct for Students](#) in this Behaviour Policy make it abundantly clear that any form of bullying, harassment and assault will not be tolerated.
- 1.4 In establishing and protecting a positive environment, this policy enables individuals to raise concerns and allows these to be addressed.

2 What is Bullying, Harassment and Assault?

- 2.1 It is the wilful, conscious desire to hurt, threaten, frighten, intimidate, humiliate or demean someone; it is peer-on-peer abuse.
- 2.2 It can take a number of forms - physical, sexual, financial, coercive, manipulative, verbal or cyber; prejudice-based or discriminatory, obvious or subtle; by action or omission
- 2.3 In all cases the person displaying these types of behaviour is seeking to exercise power over a fellow human being; a person who habitually seeks to harm or intimidate those they perceive as vulnerable.
- 2.4 It is deliberate, hurtful behaviour, often repeated over a period of time and it is difficult for those being treated in this way to defend themselves.
- 2.5 Be aware that what some may deem to be 'banter' is equally not acceptable as its limits and definition cannot be expressly defined. It is not to be thought of as 'part of growing up' or 'just having a laugh' or even 'boys being boys' or 'girls being girls' – one person's banter is another's abuse and the School has a zero-tolerance policy to abuse.
- 2.6 These types of behaviour may not solely be between students, adults may be equally vulnerable and equally liable to offend. The School will support each member of its community.

3 Nature and Extent of Bullying

- 3.1 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, including but not limited to voyeurism, misogyny, transgender or homophobia, may exploit insecurity or embarrassment about sexual matters. Bullying may also relate to a person's special educational need and/or disability.

²¹ You are reminded that throughout this Policy all rules, guidance and sanctions will be taken to read as applicable at any and all times when a student may be reasonably associated with the School including but not limited to activities, events, visits and trips; work placements; travel to/from school or any activity, event, visit or trips.

3.2 **Verbal bullying may:**

- 3.2.1 Involve name calling
- 3.2.2 Make use of written notes, e-mails or mobile telephone messages
- 3.2.3 Include threats of physical violence
- 3.2.4 Spread rumours or malicious accusations

3.3 **Physical bullying:**

- 3.3.1 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.
- 3.3.2 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.

3.4 **Manipulative bullying:**

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

3.5 **Cyber bullying:**

- 3.5.1 Is bullying via electronic means and as with the more traditional forms of bullying it will be dealt with vigorously. The use of modern technology and social networking sites to bully, harass, threaten, intimidate, humiliate or socially exclude others, or to perpetuate any of the other forms of bullying will be seen as an extremely serious offence and may be against the law.
- 3.5.2 In addition to the Harassment Act 1997 which makes it an offence to knowingly pursue any course of conduct amounting to harassment it is unlawful to disseminate defamatory information in any media including internet sites. The legislation that deals with cyber bullying is section 127 of the Communications Act 2003, which makes it an offence to send, by public means of a public electronic communications network, a message or other matter that is grossly offensive or one of an indecent, obscene or menacing character.
- 3.5.3 The School Rules clearly provide that Students must use the IT and communication infrastructure of the School responsibly and according to the Acceptable Use Policy and that any use of IT and, or, communications technology (whether the School's or the Student's own), including the use of mobile phones (or any such derivative) to harass, bully or exploit any other person is considered a serious breach of the Rules.

3.6 **Harassment**

- 3.6.1 Is unwanted behaviour which you find offensive or which makes you feel intimidated or humiliated. It can happen on its own or alongside other forms of bullying or discrimination. It could be abusive comments, offensive emails, tweets or comments on other social networking sites. It could also be jokes, graffiti, facial expressions or insulting gestures.
- 3.6.2 It is unlawful under the Equality Act if it's because of or connected to any of the protected characteristics defined in the Act. These characteristics are any one of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

3.6.3 The Equality Act also says it is harassment where the behaviour is meant to or has the effect of either violating dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment. This means it is harassment even if the person harassing didn't mean to offend or intimidate, as long as the harassment has one of the above effects which means that it is even more important that students understand that they should not initiate or engage in any form of banter.

3.7 Sexual violence and sexual harassment

3.7.1 Sexual violence refers to sexual offences under the Sexual Offences Act 2003 which include rape, assault by penetration and sexual assault; acts carried out without express consent²² of the person on whom they are inflicted and provided that those involved have the freedom and capacity to make that choice. It is a serious offence.

3.7.2 The scope of the 2003 Act has always included voyeurism but was specifically extended by the Voyeurism (Offences) Act 2019 to include taking, or trying to take, any image (picture or video for example) under another person's clothing, without the other person's knowledge or consent, with the intention of viewing that person's genitals or buttocks, whether with or without clothing, in circumstances where the genitals, buttocks or underwear would not otherwise be visible. This is commonly referred to as 'upskirting' however, despite the name, anyone and any gender, can be a victim of upskirting. It is a serious offence.

3.7.3 Sexual harassment is unwanted conduct of a sexual nature that can occur online and offline. It is likely to violate dignity, intimidate, degrade or humiliate and/or create a hostile, offensive or sexualised environment. It may include:

- Sexual comments, such as telling sexual stories, making lewd comments, making sexual remarks about clothes and appearance and calling someone sexualised names;
- Sexual "jokes" or taunting;
- Physical behaviour, such as: deliberately brushing against someone, interfering with someone's clothes and displaying pictures, photos or drawings of a sexual nature; and
- Online sexual harassment, which may be standalone, or part of a wider pattern of sexual harassment and/or sexual violence such as consensual and non-consensual sharing of nudes and semi-nudes images and/or videos, sharing of unwanted explicit content, upskirting, sexualised online bullying, unwanted sexual comments and messages, including, on social media and sexual exploitation; coercion and threats.

3.7.4 It is important for students to recognise that again, what they may call banter could also be sexual harassment.

3.7.5 The School does not condone and will not tolerate any of these behaviours which, if left unchecked, may become normalised and/or stray into the remit of sexual violence.

4 Challenging these Behaviours

OSH aims to create a culture of intolerance towards any form of bullying, so that these behaviours do not become normalised, which is reinforced by all means possible including:

²² The age of consent is 16; a child under 13 can never consent to any sexual activity.

- 4.1 Staff and senior students are expected to model good practice and behaviour.
- 4.2 The School will participate in Anti Bullying Week.
- 4.3 The Beliefs & Issues programme will include specific elements to educate and set behaviour standards and aim to prevent bullying by providing the opportunity for discussion by students and staff within the School's programme of pastoral care.
- 4.4 The opportunity will be extended to more formal occasions such as talks in School and House Assembly.
- 4.5 Students being bullied should not reply or retaliate. Instead they report bullying behaviour to a member of staff or senior student or report the matter through the School's system of an anonymous reporting which is wholly confidential. If necessary students can report the matter to another person outside School or in confidence to ChildLine.
- 4.6 Staff, prefects and peer mentors will provide support to persons being, potentially being or having been bullied. Students are encouraged to support these persons too.
- 4.7 The School will continue 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. Staff will not ignore bullying whether it is specifically reported to them or they suspect it. Any incidents or suspicions will continue to be monitored, it will not be automatically assumed that the bullying has stopped.
- 4.8 A system of recording incidents of bullying and the collection of survey data enables analysis of patterns can inform policy and practice.
- 4.9 The School will seek the support of parents in preventing and tackling incidents of bullying and they will be invited through the Parents' Forum to comment on the School's Behaviour Policy including this section on Anti-Bullying.
- 4.10 These behaviours, which may be potentially criminal, will not be dismissed or ever considered normal behaviours and those carrying out these behaviours will face sanctions from the School and/or, where appropriate, from outside agencies and this may include the Police.

5 Procedures in Response to these Behaviours

There are clear procedures to follow in dealing with incidents of bullying:

- 5.1 Staff will thoroughly investigate any incidents or allegations reported to them.
- 5.2 The incident is reported to a Housemaster or Deputy Headmaster as appropriate using a School Incident Form which is completed by the member of staff reporting the incident.
- 5.3 Written statements/accounts will be taken from all those involved including any witnesses to the incident.
- 5.4 If appropriate, and with the agreement of the person being subjected to these behaviours, both they and the person displaying these behaviours will be offered support and counselling as an alternative to a punitive approach.
- 5.5 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 person displaying the bullying behaviour in accordance with the [Rewards and Sanctions](#) in this Behaviour Policy and as outlined in Part E above.
- 5.6 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.

- 5.7 The unacceptable nature of bullying and the consequences of any repetition will be made clear to the person displaying these behaviours and to their parents.
- 5.8 Information will be passed to relevant members of staff so that both the person being bullied and the person displaying bullying behaviour can be monitored over an agreed time period with a final review completed by the Designated Safeguarding Lead.
- 5.9 The circumstances of a bullying incident will be reviewed after an appropriate period of time to evaluate the effectiveness of the actions taken.

PART G

Drug/Substance Use and Misuse²³

1 Introduction

- 1.1 OSH does not condone the use of illegal or the misuse of legal drugs, alcohol or solvents by members of the School, or the illegal supply of these substances.
- 1.2 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 zero tolerance policy applies to all members of the school community both boarding and day.
- 1.3 The School acknowledges the importance of its educational and pastoral role in the welfare of young people and, through the general ethos of the School, will seek to persuade students in need of support to come forward.
- 1.4 Fundamental to the School's values and practice is the principle of shared responsibility for the education of the students 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.
- 1.5 The [School Rules](#) and [Code of Conduct for Students](#) in the School's Behaviour Policy make it abundantly clear that, other than for approved and authorised medicinal use, any form of drug or substance use and misuse will not be tolerated. Expressly, but not exclusively:
 - 1.5.1 In accordance with Part 1 of the Health Act 2006 OSH is a smoke free environment and this includes all buildings, out-buildings, play areas and sheltered areas. Smoking is not permitted at any time and students must not have tobacco, matches, and lighters or associated materials in their possession or be in the company of anyone who is smoking. This rule also applies to e-cigarettes and similar devices including vaping materials
 - 1.5.2 Students must not bring caffeinated energy drinks (either with or without sugar) or alcoholic drinks onto the School's premises or consume alcohol except under the supervision of a member of staff at an approved School, Sixth Form or House event. Students aged 18 or over may consume no more than four units of alcohol at such an event provided that they have not consumed any alcohol in a reasonable time period prior to the event. Students may not visit licensed premises except as provided in the Regulations for Leaving the School's Grounds. Being under the influence of alcohol during the school day or excessively under the influence of alcohol at any time is a serious breach of the School's Rules.
 - 1.5.3 Students must not possess or use any illegal drug. Any student who becomes involved with illegal drugs in any capacity is likely to be permanently excluded from the School. The abuse of solvents and other harmful substances, as defined in [Drug/Substances Use and Misuse](#) (Part G), is considered in the same way as the abuse of drugs.

²³ You are reminded that throughout this Policy all rules, guidance and sanctions will be taken to read as applicable at any and all times when a student may be reasonably associated with the School including but not limited to work placements; travel to/from school or any activity, event, visit or trips.

2 Aims and Objectives

2.1 Educational

- 2.1.1 To enable students to make healthy, informed choices by increasing knowledge and challenging attitudes.
- 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.

- 3.1.1 CLASS 'A' - Heroin, Methadone, Opium, Crack, LSD, Ecstasy, Cocaine, Crystal Meth. Processed Magic Mushrooms and any Class 'B' drug which is injected.
- 3.1.2 CLASS 'B' - Amphetamines (speed), Resin and Grass, Barbiturates, Codeine, Cannabis (plus herbal).
- 3.1.3 CLASS 'C' - Mild Amphetamines, tranquillisers, DF118 (Painkillers), Ketamine, Gamma Hydroxbuterate (GHB).

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

- 3.2.1 Magic Mushrooms - it is illegal to make them into a preparation such as a tea or dry them out.
- 3.2.2 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.
- 3.2.3 Alcohol.

- 3.2.4 Solvents & fluids (including but not limited to glue, gas, other sprays and correction fluid.)
- 3.2.5 Tobacco, E-cigarettes and like devices e.g. shisha pens.
- 3.2.6 Poppers (Liquid Gold, Nitrites, Rush).
- 3.2.7 Legal Highs.
- 3.2.8 Caffeinated energy drinks.
- 3.2.9 Any banned performance enhancement drugs e.g. anabolic steroids.

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:
 - 4.3.1 Opiates, such as heroin
 - 4.3.2 Stimulants, such as cocaine, amphetamines and Ecstasy
 - 4.3.3 Tranquillisers, such as Temazepam
 - 4.3.4 Hallucinogens, such as LSD
 - 4.3.5 Cannabinoids, such as cannabis
- 4.4 These 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, their Tutor/Housemaster must be informed immediately. The Tutor/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 their 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 Tutor/Housemaster and senior member of staff on duty must be informed immediately.
- 5.3 The School may deploy a means of testing²⁴ to test for drugs, and to identify the nature of any substance, if it suspects that a student is under the influence of illegal substances/drugs or has ingested them. Students must give consent for this to happen and testing must take place in the presence of two members of staff and one student witness. If there is strong suspicion and/or evidence that in all probability drugs have been used and the student does not grant consent, then this may influence further disciplinary decisions by the School. If it is concluded that traces of illegal drugs are present following weekend activity which falls outside of the Schools' jurisdiction then any student who has failed their drugs test may be sent home until such a time as the traces of the illegal substances are gone. A further test at School, to be taken on the student's agreed return date, will be taken to verify this.
- 5.4 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. In no circumstances should staff search a student's room or possessions without another adult present.

²⁴ Such testing may include, but not be limited to, oral fluid testing or urine sampling for example

- 5.5 The Police will be informed at the earliest opportunity. Any substance that has been recovered from the student or their room or possessions must be handed to the Police as soon as possible.
- 5.6 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.
- 5.7 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.
- 5.8 Any student who becomes involved with illegal drugs in any capacity is likely to be permanently excluded from the School.

PART H

Student Use of Electrical and Electronic Equipment & Internet Guidance²⁵

1 Introduction

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

2 Acceptance of Guidelines & Online Safety and Computer Usage Policy and Guidance

- 2.1 These guidelines, together with the School's Online Safety and Computer Usage Policy and associated guidance, apply to all students, including day students and apply to both the use of own and school devices and their networks.
- 2.2 By bringing items into School, students and their parents agree to keep to these guidelines policy and guidance. Specifically, they agree that the School may monitor use of equipment if this is considered necessary.
- 2.3 Students who are not prepared to keep to these guidelines policy and guidance must not bring equipment into School.

3 General

- 3.1 Students and their parents are responsible for the safety, security and content of any personal items brought into the School. The School offer personal property insurance. If parents opt not to take up the School's insurance students' property is brought to school at the risk of the owner and must be insured by students or their parents, however, all incidents of theft will be fully investigated and dealt with robustly.
- 3.2 Details of any electrical or electronic items used in School must be logged with the student's Housemaster or for day students, their Tutor
- 3.3 Equipment may be used in students own dormitory or recreation space during breaks, lunch breaks and free time before and after school.
- 3.4 Outside these places and times (e.g. during lessons and prep), equipment may only be used if permitted by the member of staff responsible.
- 3.5 Any electrical item which is, or can be, connected to the mains electricity supply requires a current certificate of electrical testing.
- 3.6 Students are only permitted to use material appropriate to their age. Age restrictions on games and other entertainment MUST be respected.
- 3.7 Any use of material from the internet must comply with the School's guidelines on appropriate use.
- 3.8 Students may only use equipment belonging to another student with the express permission of that student.

²⁵ You are reminded that throughout this Policy all rules, guidance and sanctions will be taken to read as applicable at any and all times when a student may be reasonably associated with the School including but not limited to activities, events, visits and trips; work placements; travel to/from school or any activity, event, visit or trips.

- 3.9 The following restrictions apply, and must be strictly observed for either legal, health and safety or other reasons:
- 3.9.1 Items which contain a heating element (including mini-fridges) are not allowed.
 - 3.9.2 Items which can receive live television pictures are not allowed.
 - 3.9.3 Items restricted for use by over 18's only are not allowed.
 - 3.9.4 During the school day the wearing of headphones when moving around the School and within the Dining Hall is not permitted.
 - 3.9.5 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.
 - 3.9.6 Using electronic equipment to bully, harass, intimidate or humiliate others will be seen as an extremely serious offence, which could result in exclusion.
 - 3.9.7 Sending texts or emails which contain offensive, abusive or inappropriate material of any kind, and including any attachments to texts or emails is not allowed and any infringement will be viewed extremely seriously and may be against the law.
 - 3.9.8 Students must not use mobile phones belonging to other students or any other students' login to equipment, programs or applications of any kind.
 - 3.9.9 Students may not use these items at any time or in any place when this has been prohibited by a member of the School's staff, or where a member of staff considers the content to be inappropriate.

4 Safe Use

- 4.1 Students are responsible not only for the physical security of their electronic equipment but also for its contents, its access protocols (e.g. password security) and the integrity of anything on it (software, data or any other information or files stored on it or accessed by it).
- 4.2 Students are reminded of the potential risk to their safety if they use expensive items outside of the School in public.
- 4.3 Students are reminded not to share personal information with anyone they do not already know and even then to think before you 'send'. Whatever you send, including images, can be made public very quickly and could stay online forever.
- 4.4 Passwords are an important aspect of computer security. They are the front line of protection for user accounts. A poorly chosen password may result in the compromise of either the School's or a student's own IT system. Students should choose their passwords, PIN numbers or security codes wisely, change them frequently and not to tell these details to anyone else. Passwords should not be written down or stored on-line. Try to create passwords that can be easily remembered.
- 4.5 Strong passwords generally have the following characteristics:
 - Contain both upper and lower case characters (e.g. a-z, A-Z)
 - Have digits and punctuation characters as well as letters e.g. 0-9,!@#\$%^&*()_+|~-=\{\}[]:";'<>?./)
 - Are at least eight alphanumeric characters long
 - Is not a word in any language, slang, dialect, jargon, etc.
 - Is not based on personal information, names of family, pets, fantasy characters etc.
 - Are not birthdays and other personal information such as addresses and phone numbers

- Is not a word or number pattern like aaabbb, qwerty, zyxwvuts, 123321, etc. or any of the above spelled backwards
- 4.6 To prevent unauthorised use and access by others, when items are not being used, and particularly when left unattended, they should not be left logged on.
- 4.7 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.
- 4.8 Images or other recordings of other people may only be taken, stored or transmitted with that person's knowledge and permission.

5 Monitoring

- 5.1 The school acknowledges the benefits which modern technology brings but must also take reasonable care to protect the safety and welfare of the entire School community. The School trusts students to use items responsibly but must take reasonable care towards seeing that this is the case.
- 5.2 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.
- 5.3 Where possible, parents will be informed if this is to take place.

6 Sanctions

- 6.1 Items used inappropriately will be removed by a member of staff and handed to the Housemaster or Head of Year, who will retain them for an appropriate period.
- 6.2 Serious or repeated abuse of this privilege will be reported to Housemasters and Heads of Year. Parents will be informed and students will be denied the use of the equipment in School.
- 6.3 Very serious or illegal use of equipment in boarding will be referred to the Deputy Headmaster and in the classroom to the Second Deputy, who will decide what action is to be taken, whether other agencies (e.g. police) need to be involved and whether to refer the matter to the Headmaster.

7 Network & Internet Users Code of Conduct

- 7.1 Access to the School's network requires all students to sign up and adhere to the Acceptable Use Agreement which applies at all times, when under the School's jurisdiction whilst using your own and School's equipment.
- 7.1.1 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 from questionable sources or completing on-line questionnaires or subscription forms.
- 7.1.2 You must not download games or other programs from the Internet, use chat lines, access social media for personal use, send, access or display offensive, abusive or otherwise inappropriate messages or pictures.
- 7.1.3 You must not inappropriately 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.

- 7.2 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.
- 7.3 For the safety of all students you should report any infringement of access rights or other inappropriate use of the IT resources and you may, if you wish, do this through the School's system of anonymous reporting which is wholly confidential.
- 7.4 The School's ICT Support have the right, on the School's network, to change any user's password or access rights if they deem it necessary and will report any inappropriate access to the online Safety Officer. The Online Safety Officer will refer the incident to the Deputy Safeguarding Officer where appropriate and it will be escalated to the DSL where necessary.