



# Blundell's

## **SCHOOL RULES AND NOTES FOR GUIDANCE**

**Including REWARDS AND SANCTIONS**

**2017/18**

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## INTRODUCTION

*“Law; an ordinance of reason for the common good, made by him who has care of the community.”* [Saint Thomas Aquinas](#)

These Rules and Notes for Guidance codify the sort of behaviour that will enable individuals and the School community to function happily and effectively. They are not intended to constrain but rather to create an environment which allows Blundellians to develop in a safe and purposeful way.

Some rules are made in the interests of safety, health or general individual well-being. Others are regulations made in response to academic life, good order and the smooth administration of the wider community. The rest promote concern, tolerance and respect for others and in this perhaps the most important overarching rules are kindness and courtesy. Remember the wise words of William Penn.

*“I expect to pass through life once. If therefore, there be any kindness I can show, or good things I can do to my fellow being, let me do it now and not defer or neglect it, as, I shall not pass this way again.”*

No set of rules can address all the concerns, therefore common sense must be a powerful and sensible guide. Breaches of the rules defined as “Serious Offences” will be brought to the attention of the Head. These are listed in the Rewards and Sanctions section of the Discipline Policy. Committing a Serious Offence may lead to suspension or even exclusion; repeated misdemeanours of a less serious kind may also attract the same decision. In the case of a breach of the law of the land, the police may be informed. It is also important to remember that the Head is responsible for the reputation of the School; she reserves the right to protect it and therefore actions which bring the school into disrepute, whether these be in term time or not, may be regarded as a “Serious Offence”.

The rules apply to members of the School during term time when under our jurisdiction, (please note though the details in the above paragraph concerning the school’s reputation), and also to any other times when a pupil is “representing” the school, for example trips, camps, tours, away matches, or travelling to or from school by whatever means.

All pupils are expected to know the School Rules, read notices, refer to their email messages, keep themselves informed, and ask for assistance if it is needed. There are local rules and regulations, which apply to Houses, School House, the Dining Hall, the laboratories, the swimming pool, the sports buildings and School minibuses and these should be observed.

Wholeness is at the heart of the school, and our aim is to develop interests and enthusiasms, and our hope is that these rules will provide the necessary framework. The goal is to pursue excellence in an environment where all are sensitive and tolerant to the differing personalities and to the core values which underpin our community.

The Head



# SCHOOL RULES AND NOTES FOR GUIDANCE

## INTRODUCTION

The School Rules found in this policy can also be found in the Parents' Handbook and in the pupils' Prep Diaries. They are also on display on House notice boards and can be accessed via the School's public web page. Any updates that occur in the course of the year will in the first instance be displayed on House notice boards and on the web page.

This policy covers the following areas of School life:

- A.** Academic
- B.** Dress and Appearance
- C.** Property
- D.** Behaviour
- E.** Health and Safety
- F.** Games, Activities and CCF
- G.** Fire Regulations – Actions to be taken in the event of a fire or bomb alert
- H.** Leaves
- I.** School Bounds and House Visiting
- J.** The Media

## A. ACADEMIC

1. All pupils must be punctual for lessons.
2. Set work should be neatly presented and handed in on time.
3. Books, equipment and other materials should be properly cared for.
4. Unacceptable work, poor classroom behaviour or a lack of punctuality will be challenged. Staff may ask pupils to redo the work. Persistent failure to complete the work to expectations will result in further academic sanctions.
5. Academic detention may be given for unacceptable work or late prep.
6. If pupils have to miss a lesson or preparation for any reason (for example Learning Support, TESOL, Music and LAMDA), they must seek the permission of the teacher involved. Where possible, 24 hours' notice should be given. It is expected that they should apologise if they fail to do so. As the lessons above are charged for, pupils are likely to be billed for lessons missed without forewarning or good reason. Work missed should be made up unless officially excused from doing so by the subject teacher. It is the pupil's responsibility to initiate this.
7. Sixth Formers may have Private Study periods in their own Houses, but if they do they should remain there for the duration of the lesson. The very few in Years 9, 10 and 11 who have study periods should not generally work in Houses unless the House Parent has sanctioned this, they should normally work in the Library.

8. Pupils in Years 10, 12 or 13 who wish to change or discontinue a subject should first submit a request from their parents in order to obtain agreement from the Deputy Head (Academic) and the support of all concerned. A "Change of Subject" form must be signed by all staff concerned, concluding with the Deputy Head (Academic), before any change may take effect. This form is available from the House Parents and the process is initiated by the pupil. It is unlikely that permission to change will be given after the first half of the Autumn Term.
9. Classrooms may be used in the absence of staff only for schoolwork or other authorised school activities, with the permission of the staff member concerned. Staff desks and all other equipment must not be interfered with and the room should be left in a tidy condition and configured as it was found.
10. Following briefings from the Examinations Officer pupils must familiarise themselves with the rules governing examinations and assessments and observe them.
11. Cheating is unacceptable. Cheating in public examinations or plagiarism in coursework would have to be reported to the Examination board concerned which could jeopardise the candidate's GCSEs or A levels across all subjects. This and plagiarism from the Internet are regarded as Serious Offences.
12. Failure to meet academic standards may lead to a pupil's loss of privileges, withdrawal of an Award, or removal from the School. A pupil whose attitude and achievement is unacceptable will be given an Academic Gating by the Head.

## **B. DRESS AND APPEARANCE**

1. It is the responsibility of Blundellians to see that they are well groomed and neatly and appropriately dressed at all times, including when off the School campus. Boys should be clean-shaven. Girls' makeup should be discreet and only clear nail varnish may be worn.
2. Extreme hairstyles are unacceptable. It is reasonable for the School to expect Blundellians to conform on colours, lengths and styles of hair.
3. Clothing lists indicate what is official school uniform. Modifications may be published from time to time. Blundellians must wear School uniform within the School and on visits, expeditions and away matches. Exceptions and endorsements of this statement are outlined below:
  - a. Pupils should wear plain black leather shoes appropriate for everyday wear. Girls' shoes must have a substantial sole. Only School Monitors may wear brown leather shoes.
  - b. Only v-necked sweaters bought from the School Shop may be worn. School Monitors may choose other V-necked sweaters in plain colours. Games kit may not be worn with daily uniform.
  - c. Boys may not display any form of jewellery.
  - d. In Years 7 to 11 girls may not wear visible forms of jewellery, apart from a pair of ear studs. Girls in the Sixth Form may wear discreet jewellery. Ear studs should only be worn in the lower ear lobe.
  - e. No hats or other headgear should be worn with School uniform.
  - f. Scarves must be of School authorised patterns. They may not be worn indoors. The Sixth Form may wear navy blue or black scarves bought from the School Shop.
  - g. Overcoats may be worn in cold weather; these should be of formal style and either dark grey, black or navy blue in colour. Overcoats should not be worn indoors.
  - h. Jackets should always be worn with uniform even under a coat except when the Head gives permission for shirtsleeve order to be worn in summer.
  - i. Pupils should arrive at School and depart in full School uniform.

- j. All items of clothing must be marked with the owner's name and House.
- k. For formal occasions including the Carol Service and Speech Day pupils in Years 7-11 will wear navy blazers. Sixth Form pupils may wear a suit but it must be of sober cut and dark colour. The suit's jacket and trousers/skirt should be of the same colour and material. Sixth Form boys should wear a white or light coloured shirt with their suit. Girls should also wear formal style dark shoes and tights on these occasions. For Speech Day, Sixth Form girls may opt to wear a suitable dress and coordinating jacket.
- l. For lectures, concerts and other similar events unless otherwise informed Years 7-11 will wear navy blazers and the Sixth Form may wear suits. Alternative dress requirements will be published with event notices.
- m. Clothing worn for games or activities and to and from games and activities must conform to the School clothing list, unless specific permission has been given.
- n. Games kit may only be worn to lunch with the specific permission of the member of staff in charge of the related activity. Dirty or torn games kit is not allowed and where appropriate a clean School tracksuit should be worn. The member of staff on duty will ask the pupil to leave and get changed if they feel that their games kit does not meet the required standard.
- o. Casual clothes may be worn within Houses, for House visiting after prep, within School grounds and for town visiting on Wednesdays, Saturdays and Sundays. All, pupils may wear casual clothes after 5.30 p.m.

### **C. PROPERTY**

1. Theft is a Serious Offence. Borrowing without permission may be construed as theft.
2. Vandalism is a Serious Offence.
3. All property, whether individually or communally owned, must be respected.
4. Damage must be reported to a member of Staff as soon as possible.
5. Buying and selling between pupils may occur only with the permission of the Housemaster/mistress.
6. Money may be deposited in House banks and pupils are strongly advised not to have or carry more cash than is needed on a daily basis. Pupils should be careful with valuables. Pupils must safeguard their private banking arrangements and should not lend bankcards or reveal PIN numbers to other pupils.
7. Lost property should be handed to the School Porter, a member of staff or a School Monitor or it can be handed into the Secretaries' Office. Lost property may also be handed in at the School Shop.
8. Any valuable personal property brought to school is not covered by the school's insurance and should be fully insured at home.

### **D. BEHAVIOUR**

1. Good manners are expected of all pupils.
2. Aggressive or threatening behaviour be it physical or verbal is unacceptable. This is a Serious Offence.
3. Bullying, be it physical, verbal or emotional, is a Serious Offence. This includes direct or indirect bullying for example cyber-bullying (social websites, mobile phones, text messages, photographs and emails). This includes any abuse or harassment against groups or individuals on grounds of

race, religion, culture, sex, gender, homophobia, special educational needs or disability. (There is a School anti-bullying policy issued to parents and pupils on joining Blundell's.)

4. Sexual relationships at school are forbidden. Breach of this rule is a Serious Offence. Explicit physical contact and public displays of affection are unacceptable.
5. Pupils should pay particular attention to behaviour (and appearance) when off the School campus. Blundellians should remember that they are ambassadors for the school at all times.
6. All visitors and School employees should be treated with respect and courtesy.
7. Good manners and orderly behaviour are expected in the Dining Hall and the meal queues.
8. Food may not be removed from the Dining Hall.
9. Chewing gum is not allowed in School.
10. Pupils should avoid dropping litter and are asked to pick up any they may find.
11. Phones, Smart Phones, iPods and the equivalent should not be used in School during the working day unless with specific permission from a member of staff.
12. At all times music or electronic games played in houses should not interfere with the work or relaxation of others. All laptops should be turned off after lights out.
13. Mobile telephones are allowed, but with certain restrictions. The numbers must be registered with House Parents. They may not be used during School time, during prep or after lights out unless with specific permission from a member of staff. During those times they should be switched off.
14. The sending of inappropriate text or picture messages is likely to be considered a serious offence. The use of cameras on mobile phones is not allowed in washing and changing areas.
15. Users of Computers and the Internet are expected to comply with the standards of behaviour laid down in these rules and the IT guidelines. Inappropriate images or language posted on the Internet which would bring the School into disrepute will be treated as a Serious Offence.
16. Pupils are reminded that they should not take photographs or videos of another pupil or member of staff or distribute that image without their agreement. Misuse of such images especially if inappropriate may constitute bullying (see Behaviour paragraph 3 above). This may constitute a Serious Offence.
17. Blundellians are encouraged to remember the propriety of good taste in the decoration of their rooms. Pictures and posters, which are deemed unsuitable, will be taken down.
18. Betting and gambling are forbidden.

## **E. HEALTH AND SAFETY**

1. If parents' of pupils are abroad they must supply the School with details of their nominated guardians.
2. All health care comes under the authority of the School Doctor. No pupil may engage in unauthorised medical treatment. Medication brought from home should be declared to the House

Parent and Matron. In the first instance, any pupil needing medical attention should consult the Matron. Accidents or injuries should be reported immediately, to the Sanatorium if necessary.

3. Smoking and the possession of smoking materials, including e-cigarettes and shisha pens, are forbidden, regardless of the nicotine content. Pupils should not return to School having clearly smoked elsewhere. These are Serious Offences.
4. Taking, possessing or dealing in drugs is forbidden. These are Serious Offences. There is a School Drugs Policy.
5. Solvent abuse is a Serious Offence. The School may react to solvent abuse in a similar way to other forms of drug abuse.
6. Alcoholic drinks may be consumed only at authorised School occasions. Alcoholic drinks may not be brought onto the School premises or campus. Drinking to excess under any circumstances is unacceptable. Pupils should not return to School clearly having consumed alcohol elsewhere. These are Serious Offences.
7. Pupils in Years 7 to 11 are not allowed to purchase or use any nutritional supplements, unless they are prescribed by a doctor. Pupils in the Sixth Form are strongly recommended not to use nutritional supplements as evidence suggests that there are no benefits and indeed some may contain prohibited substances for those playing sport. The School reserves the right to confiscate any supplement that they have concerns about.
8. All pupils must acquaint themselves with the Fire Regulations. Candles, naked flames, flammable drapes and other similar hazards are prohibited. Electric wiring, fire alarms or fire equipment must not be interfered with. Tampering with fire and other safety equipment is a Serious Offence.
9. All electrical items are subject to an electrical check by the School electrician.
10. Swimming anywhere is permitted only when a member of Staff is present; they or someone else on the poolside should be a qualified lifeguard. The swimming pool is out of bounds except at official swimming times and may be used only as the Rules of the Swimming Pool dictate.
11. The Gymnasium may only be used if a member of Staff is present. The Multi-Gym may only be used by pupils aged 16 years or over, provided they have had induction by the Director of Sport. There must a minimum of two persons present at any time (see pupil guidelines for more information).
12. Pupils should only enter the Sports Hall if a member of staff is present or if they have permission from a member of staff who has checked that the Sports Hall is safe. If no member of staff is present a House Monitor or senior pupil must be present (see pupil guidelines for more information).
13. All pupils who use the *Fitness room* must have received an induction from a qualified member of staff. Pupils may not enter the Fitness room or use the equipment unless a member of staff is present. In exceptional circumstances and only with the permission of The Director of Sport, Year 13 pupils may be allowed to use the room without the presence of a member of staff. All pupils must behave sensibly and properly, in a manner suitable to Fitness room etiquette (see pupil guidelines for more information).
14. Possession of dangerous articles as defined by the Head, such as laser torches, knives, firearms, air pistols, paintball/ball-bearing guns, catapults, fireworks, chemicals and explosives is forbidden.

15. No pupil may drive a car or motorcycle without the written permission of parents and his/her Housemaster/mistress, except when accompanied by his or her parents. Only the Upper Sixth pupils will be allowed to drive a car to or from School. Pupils may only normally be a passenger in a car driven by their parents/guardians or another driver for whom their parents/guardians have given express written permission. Where permission is granted to pupils to drive themselves, the vehicle may only be used for the direct transport between home and school. The transportation of other pupils by Blundellians is forbidden unless specific written permission has been obtained. Pupils who have consumed alcohol should not drive. Pupils, who wish to travel to or from School in a car driven by another pupil, or by an Old Blundellian under the age of 21, must ensure that they have their parents' written permission and that this has been communicated to the School. This rule also applies at the beginnings and ends of terms and half terms. More detailed rules and application forms are available from House Parents.
16. Pupils must obtain their House Parents' permission to use bicycles. Bicycles may not be ridden in School grounds nor after lighting-up time, with the exception of day pupils on journeys to and from School or pupils involved in a supervised activity. Pupils riding bicycles are recommended to wear protective headgear; members of School House are required to wear protective headgear. It is the pupils' responsibility to ensure that bicycles left at School are properly secured.
17. Due consideration should be given to all road users and pedestrians. In particular, great care should be taken in crossing the road through Blundell's. Blundell's Road may be crossed only at the following points:-
  - Porter's Lodge/Petergate
  - Chapel Steps/Big School
  - North Close/Lady Chapel
  - Gornhay Crossing

#### **Notes**

The main school entrance is not a crossing point and should not be used by pedestrians.

The gate at the rear of the Pavilion with access to the road is strictly out of bounds to all pupils.

Members of School House must cross Blundell's Road at the Pelican Crossing. To reach Mayfield they must cross Tidcombe Lane at the Old House steps.

Years 7 to 11 must cross Blundell's Road at the Pelican Crossing.

Years 7 to 10 must not use the pavement between Francis House and the Dining Hall but walk around the back of North Close.

Years 9 to 11 may use the Gornhay Crossing to and from Games and CCF.

18. Pupils must not roller-skate, roller-blade or skateboard on public pavements and should confine themselves to designated areas in school grounds.

#### **F. GAMES, ACTIVITIES AND CCF**

1. It is the duty of each pupil to read notices and turn up at the correct time. If pupils have to miss Games, Activities or the CCF for any reason, they must seek advance permission from the member of staff in charge and it is expected that they should apologise if they fail to do this. Absence from an organised commitment may result in a sanction.
2. Absits may be given by Housemasters/mistresses, or Sanatorium staff, and must be presented where possible by the pupil concerned to the member of staff in charge of the Game, Activity or CCF to be missed.

3. Pupils travel to away matches in School tracksuits or blazers or as directed. Kit must be clean for all fixtures.
4. Captains must ensure that visiting teams are met and treated hospitably during their visit.
5. Spiked or studded footwear may not be worn on the way to and from the games fields.
6. For Sport and other Activities pupils must wear the protective clothing specified in the School's Protective Clothing Requirements published on the Games notice board.
7. House Drama and House Music do not have priority over School Activities and should avoid prep where possible except for a dress rehearsal.

#### **G. FIRE REGULATIONS - Action to be taken in the event of Fire or Bomb alert:**

1. The building should be evacuated immediately in a quiet calm manner, closing all windows and doors as the last persons leave. Everyone should proceed to the designated assembly point shown on fire notices. Do not re-enter the building until authorised to do so.
2. During teaching periods, if you are in the building where there is fire, move to the class assembly area where the member of staff will check that all pupils they have been teaching are present.
3. During teaching periods, if you are in another building and became aware of the emergency elsewhere, remain in class until further instructions are received.
4. During non-teaching periods, the building where there is fire should be evacuated immediately and everyone should assemble in their respective House Common Room for roll call. Occupants of other buildings, hearing the alarm, are to return to their House for roll call. All members of the academic and non-teaching staff, not attached to a House, should proceed to Big School and await instructions.
5. In the event of a bomb alert during the day, the School bell will ring intermittently and the Chapel bell continuously. In the event of a bomb alert or other serious occurrences during the evening or night, House fire alarms will be sounded. All pupils and staff in school will assemble by Houses on the main car park at the rear of Big School. No one is to re-enter any building until authorised to do so.

#### **H. LEAVES**

All leaves for boarding pupils are at the discretion of, and only with the permission of, the House Parents. Parents of day pupils and flexi-boarders are recommended to see that their children observe the School Rules, even at weekends. *In particular day and flexi pupils should not visit public houses and other places which are out of bounds either during the week or at weekends.*

1. Pupils under the care of the School should not leave the campus without permission.
2. The School Day starts at 8.30 a.m. and ends at 5.30 p.m. Blundellians in Years 9 to 13 should not normally leave School until after their games commitments have been met (usually about 4.00 p.m. on Wednesdays and Saturdays). School House finish at 3.30 p.m. on a Wednesday.
3. Once pupils have signed out and left the campus, they should not normally return to the campus before academic School restarts, unless they have their Housemaster/mistress's permission.

4. Weekend leaves normally start on a Saturday at 4.00 p.m. School obligations must be met before a weekend leave may begin. A pupil on weekend leave is the responsibility of the parent or guardian.
5. Town leaves on a Wednesday or Saturday require pupils to sign out of Houses and to return by 6:30pm. At other times pupils should seek the permission of their Housemaster/mistress and remember to sign out. Blundellians are advised, when going on a town leave, not to do so alone but rather in groups of a least two or three. Younger pupils particularly should pay attention to this.
6. Sixth Form boarding pupils, with their Housemaster/mistress's permission, may be granted a meal leave to venues which are approved of by their Housemaster/mistress.
7. During term time parents are strongly discouraged from permitting parties, late nights or 'sleep overs' without firstly consulting their Housemasters/mistresses or the Second Master. A set of guidelines for parties exists. Boarders must have their Housemaster/mistress' permission to attend a party.
8. Day pupils or flexi-boarders found in contravention of the rules whilst in the company of a boarder should expect the full application of the School rules to be extended to them.
9. If a boarder or flexi-boarder intends to stay overnight with other parents, then both sets of parents should contact the Housemaster/mistress.

## **I. SCHOOL BOUNDS AND HOUSE VISITING**

### **1. The following places are out of bounds:**

- a) Off-licences, betting shops and amusement arcades
- b) Hotels, public houses and cinemas unless appropriate leave has been granted
- c) Houses and gardens at Gornhay
- d) The Link Road
- e) The area behind the Horsdon petrol station at the bottom of Blundell's Road
- f) Private houses (unless with Housemaster/mistress's permission)
- g) The School Clock Tower
- h) The Kitchens
- i) The Laundry
- j) Groundsmans' hut and storage areas
- k) Maintenance areas
- l) Porter's storage areas
- m) Boiler houses
- n) Cleaners' areas/cupboards
- o) Science prep rooms
- p) The Beale Centre (except for School functions)
- q) School lawns (except for School Monitors)
- r) School fields after dark
- s) Crossing Big Field, unless appropriate permission has been granted
- t) School House garden (except for Years 7 & 8)
- u) Other areas specifically notified to and applicable to members of School House

### **Areas that may only be visited with staff supervision/permission:**

- a) Swimming Pool
- b) Gym
- c) Sports Hall and Fitness Suite
- d) Astro-turf pitches

- e) Assault course
- f) Paradise Woods and River Lowman
- g) CCF buildings
- h) Science Labs
- i) DT workshops
- j) Art classrooms
- k) The Canal and Old Railway footpaths

2. Pupils must be in their Houses between roll call and breakfast unless they have their Housemaster/mistress's permission. Times are published in the Calendar. Breach of this rule is a Serious Offence.

3. House visiting:

a) Venue: Pupils may not visit the study of someone of the opposite sex as this could be construed as a Serious Offence. They must confine themselves to the designated public areas of the House being visited. All Sixth Formers should return to their Houses by 10 p.m.

b) Times: Pupils may visit pupils in other Houses at the designated times.

(i) Sixth Form pupils may not visit another House before lunchtime on any day or during afternoon lesson times, Games, Activities, CCF or prep.

(ii) Pupils in Years 9 and 10 may visit another House during the lunch break and at the following times. On Monday, Tuesday, Thursday and Friday they may visit between 5.30 p.m. and supper, Wednesday between 4.00 p.m. and supper, Saturday between 4.00 p.m. and 8.00 p.m. (unless by prior agreement). On Sunday visiting can occur between 1.00 p.m. and 8.00 p.m. On Sundays during the Summer Term, visiting may be extended with permission until 9.00 p.m.

(iii) Year 11 pupils may visit other Houses at the same times as Years 9 and 10 (see b(ii) above). Year 11 may also visit other Houses on Wednesdays between 9.15 p.m. and 10.00 p.m., on Saturdays between 8.00 p.m. and 10.00 p.m. with their Houseparents permission and on Sundays between 8.00 p.m. and 9.00 p.m.

(iv) Years 7 & 8 pupils may visit and be visited by their relatives in another House if permission has been given by the relevant Houseparents. Year 7 pupils may not visit any other Houses but may be visited in School House by their siblings.

(v) There should be no House visiting on a Tuesday or a Thursday evening after quiet hour.

c) All visitors to Houses, excepting current Blundellians, should have the Housemaster/mistress's permission.

## **J. THE MEDIA**

Under no circumstances may pupils communicate with "the Media" without the permission of the Head.

## **K. THE ROLE OF THE SCHOOL PROCTOR**

The School Proctor is a role assigned to a senior member of Common Room with the specific brief to promote the good conduct of all pupils and to ensure that pupils are turned out in a manner that reflects the pride pupils are expected to have in wearing the School uniform. The Proctor plays an important role in helping to maintain good discipline and order in the School.

The School Proctor has specific responsibility for

1. Appearance,
2. Punctuality, and
3. Politeness

The Proctor will be based in the heart of the School and will be a very visible presence in the School, especially at the beginning of the day and at break times.

## **REWARDS AND SANCTIONS POLICY**

As with all things here at Blundell's we are keen to emphasise rewards rather than punishments and there follows a summary of both rewards and sanctions. Pupils are actively encouraged to abide by the School Rules and Notes for Guidance, thus maintaining the spirit of the community.

### **ACADEMIC RECOGNITION AND REWARDS**

<b>Reward</b>	<b>Action by pupil</b>	<b>Recognised by...</b>	<b>Also informed...</b>
Praise in class, Mark Order, Plus Points (School House)	Effort, attainment, progress	All Staff	HoD, Tutor, HM
HP Commendation Head's Prize	Good Mark Order	Tutors HM's	The Head, Tutor, Deputy Head (Academic), HoY, Parents
Merit Award	Excellent Work	All Staff	HoD, HM, Tutor, The Head
Honours Award (Book Token)	Outstanding work of absolute excellence	All Staff	HoD, HM, The Head, Parents
Subject Prize on Speech Day	Consistent high standard of work	HoD	The Head, Staff, Parents
Latin Prayer Recognition	Recognition of strong intra-school performance (e.g. debating, etc)	HoD, HM, HoY, Staff i/c	Staff, Pupils, Web Page
Appointed to committee of academic society	Academic enthusiasm and commitment to a subject area	Staff i/c	Head, HM, Tutor
Latin Prayer Recognition and Presentation	National or regional success	HoD	Staff, Pupils, Web Page
Academic Status	Outstanding AS results (min. 4A grades)	The Head	Latin Prayer, Parents
Academic Colours	Excellent consistent academic leadership in the School both within a subject area and making a wider contribution to enrich the academic life of the school (U6 only)	The Head	Latin Prayer (Citation), Web Page, Parents

## RECOGNITION OF CONTRIBUTION TO SCHOOL LIFE

Reward	Action by pupil	Recognised by...	Also informed...
Praise in private or public forum (house or class)	Regular acts of good behaviour. For example, acts of kindness, consideration or helpfulness	All Staff	HM
Recognition in Latin Prayer	Outstanding acts of good behaviour which reflects the ethos of the school.	All Staff	HM, The Head, Web Page
Appointments to positions of responsibility	Leadership qualities, commitment to a game or activity, organisational ability and outstanding enthusiasm. Examples include positions of House or whole School responsibility, sports captaincy, society committee, CCF officer)	Staff in charge of area concerned.	HM, The Head, Web Page
School Prizes on Speech Day	Strength of character, commitment, setting a good example, tackling adversity, etc.	HODs, HM, All Staff	HM, The Head, Parents
House Colours	Excellence in House activities	HM	The Head
Half Colours	Significant contribution to a team or activity	Staff in charge of games or activities	HM, The Head, Web Page
Full Colours	Excellence in School activities	The Head	HM, Parents, Web Page Citation to the School in Latin Prayer

## SANCTIONS

It should not normally be necessary to punish members of the school but should it be required the following table gives an idea of the type of sanction which will be imposed should a transgression occur. This is a guide, since it will not be possible to be prescriptive given the different circumstances which may occur, all of which will be taken into consideration by the member(s) of staff dealing with the situation.

### ACADEMIC SANCTIONS

Poor effort in a subject (whether that be classwork, prep or tested work) is likely to result in a poor Mark Order Effort grade, scoring negative points which will detract from the pupil's cumulative total. The reasons for the score will be identified and discussed by the tutor and the pupil, and targets will be set to address the problem before the next Mark Order.

Poor performance in more than one subject is likely to result in being put 'On Report' or Pink Card (Sixth form) as detailed below. This means the pupil will carry a small report book with them to lessons and receive written feedback in the book after each lesson. This can provide a good opportunity to receive guidance, praise and encouragement

Sanction	Offences	Comment
Good Classroom Management	For all low level issues of work not done neatly or done inadequately. For arriving without appropriate books or equipment. Punctuality.	All staff need to persistently apply high standards.
Work Repeated and Signed	Repeated poor work or absence of prep	Work is re-done but signed off by the Tutor or HM
Report Book (Satis)	For poor mark orders or a broader academic underperformance. Generally issued by the Tutor, the HOY or the HP.	Signed after every lesson and presented to the Tutor at agreed times.
Academic Detention (Faculty)	Pupil can be called back into the department to catch up work or to repeat work.	Repeated Academic Detentions or missing these detentions will be promoted to a 'Second Master's Detention'.
Academic Gating	Removal of all privileges until the pupil is back up to speed again.	This could include a suspension from all games and activities for a period of time. Can be issued by the HM, The Second Master or the Head
Exclusion	Persistent and deliberate lack of effort could lead to exclusion.	This is the Head's final resort when a pupil does not respond to any of the above sanctions and continues to fail to meet the effort required of them in their academic work or who persistently disrupts the learning of other pupils.

## CONDUCT SANCTIONS

Sanction	Offence	Comment
Good 'School Mastering'	For all low level issues of dress, punctuality, courtesy and kindness to others staff need to take responsibility to pull pupils up and demand high standards.	All staff need to persistently apply high standards
In-House Calls	Signing Cards for pupils to have 'signed-off' at various times of the day. <ul style="list-style-type: none"> <li>a. Dress and Appearance</li> <li>b. Meal Card</li> <li>c. General</li> </ul>	Initiated by House staff and the degree of the sanction can be determined by who the pupil has to have the card signed by and when.
Second Master's Detention	For repeated minor infringements and absenteeism as well as other aspects of poor behaviour. Pupils who are Gated will also attend this detention.	Supervised by the Second Master on Wednesday afternoons.

Minor Gating	For repeated minor offences or more serious offences, especially those occurring in House. Signing Card with additional loss of privileges (such as town leave). Pupil to see the Second Master at the end of the period of gating.	Given by the HM. Second Master to be informed. Entry into the Sanctions Register. Second Masters Detention. May include a letter home to parents.
Major Gating	May be used for first time Serious Offences. As above with a Minor Gating but includes a meeting with the Head. Loss of all privileges. Pupils to remain in school uniform.	Given by the Second Master in consultation with the HM. May still fulfil school commitments such as sports but may not go to plays or anything extra. Letter home to parents. Entry in the Sanctions Register.
Internal Suspension	For Serious Offences. The pupil remains at school but is isolated during lessons with work brought to the pupils to do. Escorted into meals. No participation in the extra-curricular programme of the school.	Would be a fixed period (2 or 3 days). Given by The Head. Overseen by the pupil's Tutor. Letter home and recorded in the Sanctions Register.
External Suspension	For Serious Offences. A fixed period of exclusion from the school. For major offences or for repeated offences of a more minor nature.	Given by the Head. Letter to parents. Entry in the Sanctions Register.
Permanent Exclusion	For Serious Offences or repeated poor behaviour.	See the Exclusion Policy for more details.