



SCHOOL REGULATIONS & DISCIPLINARY

Revised May 2017

- 1 Boys should be aware of their responsibilities as members of a Christian community and should treat each other accordingly with respect.
- 2 Boys should impress by their standards of manners and politeness at all times.
- 3 Uniform should be worn smartly in accordance with the current uniform list.
 - * All items of clothing and personal property including stationery should be securely labelled with the boy's name.
 - * Caps or ski hats should be worn to and from school by boys up to Elements.
 - * Unless boys are engaged in an official school sports activity, proper traditional outdoor shoes and not trainers should be worn outside school. Shoes with L.E.D. flashing lights should not be worn. Boys who cannot do up laces are encouraged to wear shoes with velcro fastenings.
 - * Track suits should be royal blue and in the style of the track suit supplied by the official school suppliers (apart from spare track suit trousers for use at optional rugby training).
 - * Official school kit must be worn for all sports activities.
 - * Should pupils wear skins for sports activities these should not be visible when boys are in class or not engaged in the activity. Thus track suits should be worn to cover them at these times.
 - * Games kit bags should be as supplied by the school suppliers.
 - * Sun hats must be worn in the playground and sports field in the event of extreme weather conditions as supplied by the school supplier.
 - * Please be aware of weather forecasts and in the event of sunny weather, also administer sun protection cream or lotions as required. Should it be deemed necessary that a pupil should have additional creams administered in school, the school assumes your permission for staff to do so unless we receive written communication from parents that you do not wish this.
 - * Trainers may be worn in the playground but should not be worn in the classroom.
 - * Appropriate footwear must be worn on the all-weather playing surface.
 - * School bags should be as officially supplied by the school supplier.
 - * Hair-cuts should be sensible and traditional no longer than collar length - neither very short nor long styles (for health and safety purposes) should be worn unless for religious reasons otherwise agreed with the Headmaster. Such pupils must either tie up their hair for gymnastics and sports activities and for practical activities in ADT and science. Hair designs should not include motifs shaved onto the scalp and hair gel should not be worn.

- * Jewellery should not be worn apart from religious items agreed with the Headmaster. Such jewellery should be removed for gymnastics and games. Body piercing of any sort is not appropriate in school. Watches should not be worn in sports activities but remain the responsibility of their owners once removed.
 - * Apart from on the occasion of birthdays or for religious observance, lapel badges on blazers should only be those officially issued by the school.
- 4 Pride should be taken in the condition of the school premises and care should be taken against litter or damaging any part of the school in any way.
- * Particular care should be taken to deposit litter into the litter and recycling bins.
 - * Gum is not allowed in our school and nor on official school trips and residential holidays.
 - * Work placed on display in any area around the school should be respected and looked after. It is not to be damaged in any way.
 - * Work should be presented as neatly as possible. Formal written work should only be in blue or black ink using a fountain pen, cartridge pen or fibre tip **from Elements to Rudiments** and Prep at the class teacher's discretion. No formal class or homework should be presented in biro or ball point.
 - * Correction fluid should not be used in school. Mistakes should be crossed out with a single neat line.
 - * In the Upper School, each **new** piece of written work should be prefaced by the initials A.M.D.G., to show that the work is being presented as an expression of the glory of God, and dated.
 - * Homework should be done by the due date. Parents may refer to pupils' reading records, homework diaries or the class page on the web site for further clarification.
- 5 Fruit juice may be brought to school in cartons or well secured non-breakable containers for consumption during the mid-morning break. Only fresh fruit may be eaten during morning break. Bottled water may be brought to school for consumption in class during hot weather.
- * Reasonable amounts of snack foods may be eaten after 3.00 p.m. by boys staying on for official after school activities, but they are responsible for ensuring that all resultant litter, packaging or unwanted food is placed securely in litter bins or taken home. Foods containing nuts should **not** be included due to the high incidence of pupils with nut allergies in school.
 - * Food and drink should not be consumed on any coaches or on the school mini buses unless in exceptional circumstances. All rubbish must be removed in such events.
- 6 All boys arrive should at school by 8.30 a.m. for registration and the prompt start of the morning's work.
- 7 During break times and before school, boys are only allowed in the building with the express permission of members of staff on duty. Boys must gain permission from the

teacher in charge to leave the all weather playing surface, playground, building or a classroom for any reason whatsoever including visits to the lavatory. This also applies to extra- curricular activities outside the official school day.

* Boys should never be in the school building unsupervised by a member of staff unless officially moving from one part of the school to another or using the lavatory facilities.

* Pupils should not enter a classroom unless there is an adult present. If no adult is present, pupils should line up in single file quietly outside whilst the delegated pupil consults with the teacher in the nearest adjacent classroom. Boys should not be unsupervised in class.

* Boys should not be in the I.C.T. room without an adult.

* Boys are not allowed to leave the school premises during school hours without prior permission following a parental request or unless in the event of an official evacuation of the school being authorised.

* Under no circumstances may pupils leave the premises during school times to retrieve footballs from neighbouring locations nor for any other practical reason apart from an official evacuation of the school premises at a time of emergency.

*Pupils in **Rudiments and Figures** may leave the school premises unescorted at the end of the day if the form teacher has received written authorisation from the parents concerned and has given permission. Pupils in **Elements and all classes below** must be escorted from the premises by a responsible adult or young person above the age of 14 so sanctioned by the parent.

8 Boys should walk quietly in all areas of the school building at all times.

* Pupils should always walk on the left side of the stairs.

9 Boys should stop moving and speaking when the whistle is blown by a member of staff in the playground.

10 Exchanging and swapping is not allowed.

11 Homework should be signed, timed and marked aided or unaided by parents including if it has been completed and signed in school supervised homework sessions.

12 Suspicion of carrying dangerous objects or substances will lead to a search following the DfE advice Searching Screening and Confiscation Feb14, balancing pupil's right to privacy with the right to search a pupil when there is a strong reason to do so, either with or without their consent; Such items include knives, weapons, alcohol, illegal drugs, stolen items, tobacco, cigarette papers, fireworks, pornographic images or any article likely to be used to commit an offence.

- 13 Pupils who are found to have made malicious allegations against staff will be subject to disciplinary action involving at least fixed term exclusion.

Disciplinary Policy

Revised May 2017

Please read in conjunction with the School Exclusion Policy.

- 1 There is a distinction to be made between discipline and sanction. Sanctions are used only when discipline has broken down.
- 2 The school regulations should be backed up by positive reinforcement wherever possible. Such rewards as house points should be given for good and responsible conduct as well as for good work.
- 3 House points are given to all pupils from the class of Pre-Prep I upwards. Multiple house points may be given as appropriate up to a maximum of twenty for any one distinction.
- 4 House points may be removed as fines for individual cases of misconduct. Multiple fines may be given, as appropriate up to a maximum of ten.
- 5 House points should be handed in to the school office to Mrs Long for collation each Tuesday. Totals will be read out to pupils at the main assembly after Mass each Wednesday.
- 6 Pupils who show particular excellence in work at their own level, behaviour, thoughtfulness, conduct, manners etc. may be referred to Mrs Anthony for entry into the Golden Book each Monday and Thursday between 12.15 and 1.00 p.m. (Apart from EYFS pupils for whom special arrangements pertain). Pupils will receive certificates at school assembly for every three times they are listed in a particular term and lapel stars on receipt of nine, twelve and eighteen citations in a period of one term.
7. The porch entrance to the school will be locked in the morning following the bell for the start of school being sounded and the children being escorted to their classes. Late comers who arrive after this time should ring the front door bell and enter by the front door. Boys arriving after registration will be marked as being late for the morning session.
- 8 Boys who misbehave in the playground or whose conduct could prove a danger to

themselves or to others in the opinion of the playground supervisor should be placed against the wall (following a warning if the supervisor feels such is appropriate).

However, boys should not be left against the wall for longer than fifteen minutes for a member of the Lower School or twenty minutes for a member of the Upper School. If a pupil re-offends following a period against the wall, he should be escorted outside the staff room by a prefect if available or by another responsible boy to report to Mrs Anthony.

- 9 In the event of pupils indulging in dangerous behaviour either placing themselves at risk or endangering others, such as in a fight or to prevent a pupil committing an offence or destroying property, staff may use reasonable force to restrain or separate such pupils. All such instances must be recorded in a timely manner.
- 10 The school will follow DfE advice Searching Screening and Confiscation Feb14, in the event of needing to search pupils or their possessions with their consent, if a member of staff suspects a pupil has a dangerous object or substance in their possession or without consent if a pupil is suspected of carrying knives, weapons, alcohol, illegal drugs, stolen items, tobacco, cigarette papers, fireworks, pornographic images or any article likely to be used to commit an offence.
- 11 Class room offences should be treated in the first instance verbally or by minus house points. Lines should not be given either to be done in school time or at home.

Pupils who engage in **malicious, anti-social conduct or behaviour which prevents other pupils being able to work without disturbance** should be referred to Mrs Anthony. The pupil concerned should be escorted by a responsible boy in the class to Mrs Anthony with a note of his offence and with a written task associated with the work being done in class if appropriate. Mrs Anthony will maintain a written record of pupils so referred and the reasons for referral. In the case of a pupil so referred thrice during a half term period, a letter will be sent by the head master to the parents of the boys concerned informing them of the situation and requiring the boy to attend a detention after school on a Thursday afternoon. Similar action will follow six referrals during the same period at which point parents will be asked to attend an interview in school. If a pupil is referred nine times in a half term period for behavioural misdemeanours, a fixed-term exclusion will be applied following authorisation from the chair of governors.

From Elements upwards, If a pupil arrives without a certified excuse and **no homework**, he shall be referred to Mrs Anthony, the details will be recorded in a Homework Book and he will be still expected to complete the task in his own time. If he is referred three times within a half term, parents will receive a letter home; following six referrals a more formal letter will be sent along with a request for parents to attend an interview at school. Upon nine referrals, he will be required to stay after school for a period of at least fifteen consecutive school days up until 4.15

- p.m. when he will be supervised doing his homework at school. He will be debarred from all other after school activities during that period including representing the school in sporting and musical events and we will ask for parental co-operation in suspending him from any other after school activity he might normally undertake prior to 4.15 p.m. within that time.
- 12 Mrs Anthony has at her disposal sanctions involving the withdrawal of privilege such as detaining a pupil during play times or debarring him from any school activity should she feel that further action is necessary. Parents will be notified as appropriate.
 - 13 Playground supervisors may use their discretion to send miscreants directly to Mrs Anthony (or in her absence Mrs Brown or Mr Nicholson) during break times if they feel that the offence is greater than a wall detention would normally cover.
 - 14 Should Mrs Anthony believe that the offence is of sufficient severity, she will refer a pupil directly to Mr Nicholson. He will use his discretion and will deal with the offence appropriately taking into consideration all prevailing circumstances.
 - 15 In cases of malicious and deliberate bullying, theft, or vandalism, Mr. Nicholson can apply to the Chair of Governors for an immediate exclusion.
 - 16 In the event of Mr Nicholson's absence, Mrs Anthony will have the authority to liaise with Mrs Brown and to seek an exclusion order from the Chairman of Governors, but the facts of the case will be reviewed on Mr Nicholson's return.
 - 17 For the purposes of discipline The Strategic Leadership Team consists of Mr Nicholson, Mrs Brown and Mrs Anthony. Ultimate authority in dealing with severe disciplinary issues devolves along that line.
 - 18 In the event of all three being absent at the same time, authority for the running of the school devolves to Mrs Payne and Mrs Foster as the longest serving members of staff. If either are in sole charge, exclusion orders may be sought from the Chairman of Governors, but in the first instance should be confined to a period of twenty-four hours subject to review.
 - 19 **Under no circumstances should corporal punishment be used or threatened in the school or in EYFS.** Neither the headmaster nor the Governors can support staff that use physical punishment at the school. However, the school recognises the clause in the DfE 2013 advice "Use of Reasonable Force" that 'reasonable force' may be used by teachers if circumstances warrant it.

- 20 Public officers are appointed annually following formal interview with members of the SMT. The role of a prefect is to support the discipline of the school by example in the first instance. A prefect will also have a set duty rota to follow. This will involve the following duties:
- * to supervise the landings of the stairwell after breaks to ensure that no one runs or behaves in a manner likely to disturb or interfere with those around him
 - * to alert playground supervisors of any untoward activity taking place by pupils in the playgrounds
 - * to act as stewards in various school functions
 - * to be mindful of the best interests of the school and to use their initiative as required
 - * to respond to particular responsibilities required from time to time.
- 21 Prefects do not have the power to impose sanctions amongst boys. Their chief function is to report individual cases to the appropriate authority figure by name: they are not required to actually take alleged offenders to the teacher concerned. If it is considered that a Prefect either performs his responsibilities inefficiently or that his conduct is unsatisfactory, a member of staff may demote him for a period of one week by withdrawing his badge and notifying the head master writing. A prefect so demoted thrice in a half term period would normally lose his prefect status permanently.

The school will also appoint monitors and mentors with specific duties and class prefects.

Reviewed May 2017

To be reviewed May 2018