



## **Behaviour Policy:**

# **SCHOOL RULES and REGULATIONS Section 3**

## **SCHOOL RULES and REGULATIONS**

(See also Standard Terms and Conditions Contract)

The School Regulations apply to all age groups and at all times when the student is:

- At School or representing the School
- Travelling to or from School
- On a School field trip, visit, expedition, holiday or involved in any activity associated with the School, except where the conditions of the activity expressly state otherwise.
- Associated or identified as being with or part of the School

Most of these regulations affect Day students; some affect Day students and Boarders. Common sense indicates which are which.

**Misconduct of any kind outside of school will be amenable to school discipline if the welfare of another student, member of the public or the culture or reputation of the school is placed at risk.**

### **Taunton School Rules (overview)**

School Rules, identified in the school's behaviour policies (which are on the school web-site), will enable individuals within the school community to function happily and effectively. Rules are there to create a safe and purposeful environment which helps to inspire, challenge and nurture all students at Taunton School.

Students are encouraged to develop self-discipline; indeed this represents the main form of discipline with the Taunton School community. Common sense is to be used in interpreting the school rules and in general behaviour; students are expected to set high standards of honesty, courtesy and appearance.

### **The following points underpin the spirit of the School's behaviour policy:**

1. Taunton School is committed to safeguarding and promoting the welfare of children and young people. Bullying is not tolerated within the Taunton School community. We celebrate diversity and expect everyone to be valued as an individual and treated with respect, courtesy and consideration. Any bullying must be reported immediately.
2. Create an open and honest relationship with TS staff which is respectful and accepts their authority.
3. Be familiar with the school dress code, daily routine, computing code of conduct, screen policy and fire drill. These are published on the web site and printed in all the houses.

4. Embrace the spirit of the school ethos: 'work hard, aim high and look after one another'.
5. Respect and uphold the classroom learning environment
6. Embrace the House system at TS and it will support, nurture and inspire every student.
7. Embrace 'The ABC of life at Taunton School'.
8. Be self-disciplined and organised: turn up at the right place, at the right time with the right kit.
9. Respect your surroundings, especially shared areas.
10. The rules around driving in and around school must be followed.
11. The following represent serious discipline issues which, along with conventions 1 and 10 may lead to an exclusion from the school. (The list is not exhaustive as other breaches could also lead to exclusion).
  - Tampering with a fire or safety device or ignoring health and safety rules
  - Purchase or consumption of alcohol
  - Gambling or betting
  - Inappropriate or unpleasant misuse of communication devices
  - Theft of property or identity
  - Possession or misuse of fireworks, fire-arms, knives or other weapons
  - Inappropriate sexual behaviour
  - Possession, supply or misuse of drugs or substances or paraphernalia of drugs and substances

### The ABC of life at Taunton School

<b>ADVERSITY</b>	<p><b>Risk takers:</b> we try new things; we embrace challenge and we value, in equal measure, success and failure.</p> <p><b>Commitment:</b> we approach challenges with determination; we set goals and we promise to see things through to the end.</p> <p><b>Independent:</b> we strive to find personal solutions to challenges but we explore this challenge creatively and with the help of others.</p>
<b>BELIEFS</b>	<p><b>Ambitious:</b> we really believe we can do it; we want to learn; we are curious; we want to acquire knowledge and improve.</p> <p><b>Thinkers:</b> we use critical and creative thinking; we aim to become independent and open-</p>

	<p>minded learners.</p> <p><b>Principled:</b> we act with integrity, kindness and honesty, with a strong sense of fairness and justice, and with respect for the dignity of others; we aim to engage and influence others.</p> <p><b>Balanced:</b> we aim for intellectual, physical and emotional balance to achieve well-being for ourselves and our community.</p> <p><b>Service:</b> we have a commitment to service both locally and globally.</p>
<p><b>CONSEQUENCES</b></p>	<p><b>Responsibility:</b> we take responsibility for our actions and their consequences.</p> <p><b>Moral code:</b> we aim to develop a moral code which is open-minded, tolerant and allows us to stand up for what we believe in to enhance the communities we live in.</p> <p><b>Reflective:</b> we sit and consider our actions; we work to understand our strengths and weaknesses to support our learning, our personal development and the development of the communities we live in.</p>

## Specific Rules

### Absence through Illness (see also Missing Lessons)

On the first day of any absence parents should telephone Reception (01823 703703) before 8.30am. If a student is absent he/she should bring on his/her return a written explanation addressed to his/her House Staff. A medical certificate should be provided for absence of more than 7 consecutive days. Parents are required to inform the School immediately if a student develops, or is in contact with, an infectious disease.

### Absence with Permission

Except in the case of illness, no student should be absent without prior permission. Parents should write in advance: routine medical or dental appointments to the House Staff; other requests to the Headmaster, including absence for religious reasons.

## **Academic Log (known as 'The Log')**

This system will be implemented for monitoring students whose academic performance persistently gives cause for concern. Parents of any student put on the Academic Log will be communicated with.

## **Alcohol (see Section 5 of this policy)**

- Any student who brings alcohol onto the School site (boarding house, day house or any part of the site) will be suspended (*refer to paragraph in School Rules on Suspension for further information as to how Suspension and Internal Suspensions are used at Taunton School*).
- Any student who procures alcohol for another student is likely to be suspended.
- Alcohol brought on to the site as a gift (or as a prize etc) should be declared and passed on to house staff for safe keeping.
- Any student who consumes alcohol on the School site (outside of a recognised School event where alcohol is being served to Sixth Form students in a controlled fashion) will be suspended.
- Any student who drinks alcohol in a public place whilst under the authority of the School will be suspended.
- Any student, whilst under the authority of the School, who visits a public house or consumes alcohol in a licensed premises without permission of house staff is likely to receive a suspension.
- Any Sixth Former who abuses any of the strict regulations of sixth form socials (drinking alcohol 'purchased' by another / using another's ticket to 'purchase' alcohol, consuming any alcohol before a social etc.) will be banned from sixth form socials for a term and may receive a suspension depending on the severity of the incident. In the case of an upper sixth former abusing these regulations during his/her last term, they may not be permitted to attend the Leavers' Ball.
- Any student whose action requires the intervention of the Health Centre is likely to be suspended.

Parents of boarders (6<sup>th</sup> Form) give permission for their sons/daughters to go to town on a Saturday evening. If a student abuses these rules or breaks the law of the land, they may be suspended.

Alcohol on Trips: Any student who breaks the guidelines on alcohol, as published to students prior to departure, might be sent home at the expense of parents (other sanctions will be in place at the discretion of the member of staff running the trip). The Deputy Head and House staff concerned must be informed on return to School; permission to go on future trips may be denied. A student may be suspended on their return to School at the discretion of the Headmaster.

## **Bicycles**

All students riding bicycles are recommended to take the cycling proficiency test; to wear fluorescent marking

and a helmet. Bicycles should be kept in good repair (including lights), padlocked while in School and named, preferably with the name punched on the metal. (For mountain bikes, see section on Safety and Sense)

## **Bullying**

Bullying, whether verbal, physical or emotional will be taken seriously will not be tolerated because of psychological damage it can cause. Cyberbullying is a form of bullying – refer to paragraph below. (The School Policy on Bullying / Cyberbullying is available from the Admissions Office and the Parents' Information section of the School website.)

## **Buses**

Day students may book to travel to School on one of the School buses. Details of routes and availability may be obtained from Site Services on 01823 703106. The buses depart School Monday to Friday from 5:15pm. This time is subject to change at half term and exeat weekends and on special occasions (eg House Singing) but advance notice will be given. Buses do not return at the end of term. Please note that when travelling on the bus students **must** wear seatbelts at all times.

## **Cars**

Day students are welcome to drive to and from School in a car, providing the following conditions are kept in the interests of safety.

- Before a student is entitled to drive to and from School, a **Sixth Form Vehicle Permission Form** must be completed. This can be collected from the School Secretary and should be returned to House Staff on completion.
- **The car is only for travel to and from School at the beginning and at the end of the day. Any other use during the School day would require clearance in writing from House Staff, exclude passengers, and be an essential journey. (Travel to and from games, visits to town during the day are NOT considered essential journeys).**
- Safe and considerate driving is required at all times.
- No passenger(s) may be carried to and from School **unless written parental permission** has been received by House Staff from the parents of the driver **and** the parents of the passenger(s).
- Cars in the School grounds must be parked in the designated areas.

If these conditions are infringed, the Headmaster, or Deputy Head, may withdraw Sixth Form privileges, including permission to drive to and from School, from the individual concerned.

It is the responsibility of the driver to ensure that passengers comply with the above regulations – it is he / she who will be banned if the rules are broken.

Boarders may only bring a car to school with the express permission of the Headmaster.

## **Chapel**

All students attend Chapel services. School uniform must be worn and students should be seated quietly five minutes before the service is due to start. Each House takes the service approximately twice yearly and there is often the opportunity to listen to choral, orchestral and solo performances during the service. Students are expected to attend Chapel unless the Board of Governors has granted permission for an individual to be exempted.

## **Chewing Gum**

The chewing of gum is not allowed on school premises.

## **Cyberbullying**

Cyberbullying can be defined as 'the use of Information and Communications Technology (ICT), particularly mobile phones and the internet, deliberately and over a period of time, to upset someone else'. It can be an extension of face-to-face bullying, with technology providing the bully with another route to harass their target. It will not be tolerated at Taunton School. (The School Policy on Bullying / Cyberbullying is available from the Admissions Office and the Parents' Information section of the School website, as is our statement on Combating Cyberbullying at Taunton School.)

## **Detentions**

Sanctions including Detention may be given when a student displays a lack of common sense or self-control. The student will be told clearly the reason for the detention and will be expected to check their email to know the details of the sanction and where, for example, the 'Detention' will be and what is required from them.

As a guide, Academic Detention (normally on a Wednesday) is used when a student fails to meet the required academic expectations of their teachers. Daily Detention is used when a student fails to meet the required behavioural expectations of their teachers.

More detailed information is available in the 'Rewards and Sanctions' policy.

## **Dining Hall**

Food and drink should be consumed only in the dining room (or in the Guvvy and Houses with permission of the staff responsible). Students are expected to use courtesy over the use of the dining hall. Any day student wishing to stay in school for supper should book whilst queuing at lunch time. There is a charge unless the school has required attendance. The dining hall is a mobile free zone during lunch time.

## Dress, Uniform and Property

Girls' jewellery should be simple: for example, silver or gold; one ring, one necklace, one bracelet. Only small stud earrings are suitable for school. Other studs, body piercings (eg eyebrow studs) and tattoos are not allowed. In any event, jewellery and make-up should be discreet and not attract undue attention. Sixth form students can expect more latitude on this but are asked to set an example to younger students by choosing discretion rather than loud statements. Boys may wear one simple bracelet and/or simple necklace but earrings, piercings and tattoos are not permitted. No jewellery to be worn during games or PE.

Boys' hair should be neat and off the collar of the shirt: it should be neither shaved nor sculptured, and it should not impair vision. It is an accepted norm that girls may wear their hair long, but it should be neat and neither shaved nor sculptured. It should not impair vision. In some school activities, for health and safety reasons, students should tie it back if instructed to do so. If hair attracts undue attention, that in itself will be judged to be inappropriate. Please be guided by the following points:

1. Students must arrive at school in uniform. Although it is not compulsory to **leave** in uniform, there are two clear-cut rules on this: if uniform is being worn, it should be worn properly: shirts, ties and blouses should be done up. Uniform should not be mixed with home clothes. If home clothes are worn for any reason, they should be neat and respectable – and should not bring the student or the school into disrepute.
2. For certain agreed subjects (eg Theatre Studies, Art, Games) it is sometimes appropriate and permitted to change out of School uniform. But students must change back into uniform immediately afterwards, eg it is not acceptable to go straight into lunch in mufti; that includes Saturday lunch. Certain formal occasions require a particularly high standard of dress. In addition, in certain areas, safety dictates suitability of attire and the requirement to wear protective clothing, eg Science. All staff monitor the students' standard of dress and appearance. In the unlikely event of a dispute, the Headmaster's decision is final.
3. Students are not permitted to wear scarves in class or in the dining room. During cold weather, scarves may be worn in Chapel. Fifth Form and below should wear uniform, navy blue or black scarves. Sixth Form may wear a plain scarf of their choice.
4. The Headmaster does not wish day students to be in the habit of regularly bringing non-uniform clothing into School.
5. Boarders may change out of uniform *after* Low Tea (after lunch on Thursday and Saturday).
6. All School uniform must comply with the lists published separately. Lists of Clothing and Games Kit are available from the Admissions Office and the School website.
7. All items of clothing and kit, including boarders' casual clothes, must be marked with names and initials. Names on games kit must be on the outside and visible.
8. In all matters of School dress, there are bound to be exceptions or special circumstances from time to time. What matters is that common sense applies.

## **Sixth Form Uniform**

Members of the sixth form are required to wear formal tailored clothes appropriate for the work place which are not ostentatious. Suits may be plain, discreetly pin-striped, discreetly textured or discreetly patterned. Different coloured jackets and trouser are permitted (eg chinos for boys) as long as it is smart and business like (Bright colours are not permitted). A smart coat may be worn when appropriate. All students must wear a jacket during the formal part of the academic day.

### **BOYS**

A collared shirt and tie must be worn. The shirt may be subtly striped or patterned but must not be ostentatious. A jumper may be worn as long as it is of a single colour and made of a lightweight knit. Shoes must be made of a polishable leather.

### **GIRLS**

Girls may wear a dress, trouser or skirt suit. A smart collard or collarless shirt is acceptable. A smart jumper of a lightweight knit may be worn (including turtle neck Jumpers). Over tight, over large, untidy or revealing clothing is inappropriate and unacceptable. Shoes/boots should be of a polishable leather and suitable for the work place, extremes of fashion (Stilettoes, flip flops, over knee boots etc.) are not acceptable.

*Above all a smart appearance is vital and any clothing that is deemed unsuitable by House Staff is unacceptable*

## **Drugs**

Drugs are forbidden (see Section 5 of this policy). Authorised staff have the legal power to search a student or their personal space without a student's consent if there are reasonable grounds to suspect that they are in possession of illegal drugs. For the purpose of school rules, authorised staff have the power to search a student or their personal space without their consent if there are reasonable grounds to suspect that they are in possession of drugs or substances, including legal highs, as defined in section V of this policy.

## **Electrical Safety in Houses**

Students may not bring equipment on School premises which runs off mains electricity without permission of House Staff.

## **Equal Opportunities**

Taunton School is an Equal Opportunities School and is committed to ensuring that it provides equality of educational opportunities that are free from unlawful or unfair discrimination, victimisation or harassment and in particular on the grounds of race, colour, nationality, ethnic origin, cultural background, religious beliefs,

linguistic background, gender, sexual orientation, gender reassignment, pregnancy/maternity, disability, special educational needs and academic or sporting ability.

As a result each student shall be regarded as an individual of equal worth and importance. Good relations between all students with or without shared characteristics will be fostered.

We shall strive to ensure that Equal Opportunities are evident in

1. the formal curriculum of the school e.g. lessons
2. the informal curriculum of the school e.g. extra curricular events.
3. the 'hidden' curriculum of the school e.g. the ethos of the school.

We shall ensure that the students of the school are made aware of and understand this policy. It should be read in conjunction with the Anti Bullying Policy and Behaviour Policy.

### **Exeats (Boarders)**

'Exeats' are permissions to be away from School on a Saturday evening or all day on a Sunday. Boarders may, except on the first and last weekend of the academic year, ask their House staff for this permission. It will be given if parents or guardians have agreed, and the student is staying either with parents, guardians, relations or a friend approved by the House staff. Boarders must return by 9.30pm on Sunday or, by special arrangement with the House Staff, by 8.30am Monday. Leave from School at any other time requires the Headmaster's permission.

### **Fire and Fire Drill**

Students may not have any naked flames in their room (matches, candles, lighters, etc) because of the risk of fire.

Fire drills are carried out on a regular basis. Details of action to take are displayed around the School.

### **Games**

All students who are fit and well are expected to fulfil the games commitments that are required of them, which will be detailed on School and House notice boards. Year 9, 10 and 11 students who are 'off games' must attend the supervised 'off games room' and use the time constructively. Students selected for School teams are expected to honour that commitment as a priority over private social arrangements.

### **Headmaster's Assembly**

Students attend Headmaster's Assembly as per the calendar.

### **Health Centre**

All Boarders are automatically under the care of the School Doctors, and day students may during the day seek the help of the nursing and medical staff (see below). The Medical Centre is open to all students from 8.00am until 7.30pm Monday to Saturday (but closed between the hours of 12.00-1.00pm and 5.45-6.45pm). The Duty Nurse is on call outside these hours in case of emergency. Students may attend the Medical Centre at any time during the above hours providing they are not missing lessons (unless in the case of an emergency or for a pre-arranged appointment with the Doctor). Permission must be obtained from the Nurse on duty before visiting a patient. Boarders may not have in their possession any drugs or medicines without the approval of the School Doctors.

**Internet** (see technology)

### **Kindness**

If there is a defining characteristic of the day to day life of students and staff at school it should be kindness. It should govern all interactions and is the building block for the community which we all take pride in and care deeply about.

### **Litter**

Students are expected to be selfless and to think of others. We are proud of our beautiful site and are aware of how hard the domestic and grounds staff work to maintain this.

Chewing gum is forbidden on site.

### **Malicious Allegations**

Any students found to have made a malicious allegation against a member of staff can expect a severe sanction. S/he is likely to be suspended and may be asked to leave the school.

### **Mobile Phones ('Screens')**

**(see Technology)**

#### **Student 'Screen' Policy**

Every year the IB Psychology group complete a research project into screen use and outcomes. They looked at number of different areas which impact on individuals and the wider Taunton School Community. Based on this research the following guidelines apply and support the 'Acceptable Use Policy'.

'Screens' refer to a broad range of inter-active technologies from mobile phones through to 'Fit-Bits' and Smart-pens.

<b>Education</b>	'Screens' can form a key part of learning. Students respond well when digital learning is placed at the heart of lessons and teachers discuss with them how to boost interactive learning by using on-line resources and apps.
<b>Addiction</b>	Addictive behaviour can result from excessive use of 'screens' which affects concentration, relationships and learning. Students are encouraged to load Apps like 'Moments' as this will help them track their usage.
<b>Mental Health</b>	'Screens' and social media can lead to upset, anxiety and isolation. We want people to respect one another, show tolerance and kindness.
<b>Physical Health</b>	'Screens' can help support a healthy and rounded lifestyle, for example, by monitoring sleep and diet.
<b>Community</b>	To help foster relationships and an open community, 'screens' are not allowed to be used in public places during the formal part of the school day unless students are instructed to by a member of staff (for example in lessons) or if the students are in houses.
<b>Sleep</b>	Open access to the internet can disrupt sleep patterns and affect people's ability to get into a balanced routine. Internet shut down should be staggered to reflect the different bed times within the houses.  Students in year 9 and 10 must hand their phones in at bed time. In Year 11 and above students have the opportunity to hand their phones in overnight for sound sleep.

## Money and Valuables

Students should have in School no more money than they require for that day's expenses. Valuable documents or large sums of money should be lodged with House Staff. Credit cards should be guarded and the PIN numbers should **never** be given to anyone else. To safeguard his/her belongings, every student has a secure locker. Parents should insure musical instruments and bicycles. Other valuable items, should not be brought to School or taken on School visits – except for agreed educational purposes. Money and keys should be kept in this locker or in a secure pocket or purse about the student's person. On the rare occasions, when this is unavoidable, they should hand cash to House Staff for safe keeping or 'bank' it in Reception if it is to be collected the same day. The School insurance provision does **not** cover cash, mobile phones, laptops or personal possessions. Please contact the Finance Office if you wish to discuss students' personal property

insurance. Students are advised to have all their belongings, including watches, radios and similar articles, marked and identifiable.

## **Mouthguards**

The wearing of mouthguards for rugby, hockey and other 'contact sports' is mandatory for all students under 18. A student may be excused from wearing a mouthguard if the parent sends to the Headmaster a written disclaimer stating that they have been advised in writing that a mouthguard should be worn, along with the reasons for this policy; that they have read and understand the information about the purpose and value of wearing a mouthguard; and that the parent accepts full responsibility and liability in the case of accident where a mouthguard could have prevented or reduced any injury sustained.

## **Out of Bounds**

Rules on 'School Bounds' are published in Houses. The following are important extracts from these rules:-

Boys may not visit girls' Houses, nor girls visit boys' Houses, except when on Saturday evenings boarders rec rooms may be opened to visitors from all other Houses.

The School buildings and grounds may not be used during half terms and holidays without special permission.

Betting shops and amusement arcades are out of bounds. Public Houses and licensed premises may be visited only by Sixth Formers who are legally entitled to do so, and who have House Staff permission.

Within School, students must not visit the TPS grounds, workshops, the Science laboratories or the Theatre and lighting gallery, except when authorised.

Students are strongly advised in the interests of their own safety **not** to use **Chip Lane** and not to walk to town on their own if this can be avoided. It is strictly forbidden to climb over fences or gates around the School site.

**Greenway Road** - Because of the traffic this is not an easy road to cross. Senior school students are not supervised when crossing this road and must use the pedestrian crossing.

## **Outside Commitments**

Parents are asked to consult the Headmaster before a student takes a job or commitment which is likely to make heavy demands during term time. The School reserves the right to review the matter should it become apparent that the student's progress is being compromised. Under no circumstances should a job interfere with School commitments.

## **Outside School: when does the behaviour policy apply?**

Rewards and sanctions can be applied when a student:

- is taking part in any school-organised or school-related activity
- is travelling to or from school or
- is wearing (or expected to wear) school uniform

- is in some other way identifiable as a student at the school.

Or when a student's conduct:

- could have repercussions for the orderly running of the school
- poses a threat to another student or member of the public
- could adversely affect the reputation of the school.

### **Parents' Change of Address**

Parents are asked to notify Reception immediately *in writing* of any change of address or telephone numbers.

### **Parents' Residence**

All students are required, throughout their time in School, to reside with a parent, or a guardian nominated by both parents to act 'in loco parentis' and whose name and address are supplied in writing to the Headmaster.

Parents should inform their son/daughter's House Staff well in advance of the arrangements they have made for him/her if they are away from home. It is necessary for the School to have details of the person taking responsibility for the boy/girl in case of absence or illness.

### **Parties**

We would prefer that all parties take place in school holidays because of the impact that a heavy social life outside of school can have on students and their development.

If Parents wish to have parties and they propose to invite boarders they are requested to write to the Head of Boarding ([david.tarr@tauntonschool.co.uk](mailto:david.tarr@tauntonschool.co.uk)) with full details, including a list of invitees, timings and transport arrangements. There should be adult supervision if boarders are to obtain permission to attend. Boarders below the Sixth Form are not normally given leave of absence to attend parties. Sixth Form boarders may not normally attend parties on weekdays. Those on exeat are the responsibility of parents or guardians. The School has advice on Teenage Parties, based on parents' feedback, which is available from the Admissions Office and on the Parents' Information of the School website.

### **Prep**

All students are expected to do Prep. On average the following Prep will be set:

Year 9: 20-30 minutes per subject per night; Years 10, 11: 30-40 minutes per subject per night;

6<sup>th</sup> form: 4-6 hours per subject per week for U6 and proportionately less for L6 formers taking four subjects.

## **Punctuality**

Students are expected to be punctual when attending any school commitment, whether it be a lesson or a co-curricular activity. This is especially important after any break – period 4 *starts* at **11.20am** and period 6 at **1.50pm**.

## **Student Log (Known as ‘The Log’, please also see Detention)**

This system will be implemented for monitoring students whose behaviour persistently gives cause for concern.

Parents of any student put on the Student Log will be sent a letter and information sheet, giving details of the system.

## **Registration (see also School Day)**

All Year 9, 10 and 11 students are legally required to attend Registration in their Houses Monday to Saturday at 8.25am and Monday to Friday at 1.40pm. Sixth Formers are normally required to attend Registration in their Houses Monday to Saturday at 8.25am. If you are away ill, your parents should ring your House staff or Reception. If you arrive late, you must let Reception and House Staff know that you have arrived.

## **Safety and Sense**

There are certain areas of the School where special safety rules apply – for example laboratories, workshops, the Sports Hall, the Swimming Pool, the Theatre and the Library. These rules are prominently displayed in each particular area. Please make sure that you know what they are. **Note the following specific points.**

**It is vital that they are observed in order to avoid risking a serious accident.**

1. Ball games on the Parade Ground are forbidden.
2. Mountain biking, roller-blading and skate boarding on the Clarke Centre steps, car parks and kerb sides around the Parade Ground and Centenary Hall are forbidden. The recommended area is the Wills Triangle.
3. Mountain biking, roller-blading and skate boarding must **not** take place before 6.00pm on weekdays and 1.00pm on Saturdays. (This is to avoid the peak period when vehicles are in School).

Please be aware at all times of pedestrians and cars.

## **School Day (see also Registration)**

8.25am House Assemblies and Registration

8.30am Tutorial with House Tutor (2/3 days per wk)

8.35am Headmaster’s Assembly (Mon/Tues)

8.35am Chapel (Mon/Tues) and alternates on Friday with Horizons (Years 9-11 and 6<sup>th</sup> Form)

6.30pm Chapel for Boarders on some Sundays

**Monday – Friday**

**Saturday**

9.00am	Period 1	9.00am	Period 1
9.40am	Period 2	9.40am	Period 2
10.20am	Period 3	10.20am	Period 3
10.55am	BREAK	10.55am	BREAK
11.20am	Period 4	11.20am	Period 4
12.00pm	Period 5	12.00am	Period 5
12.35pm	LUNCH **		
1.40pm	Registration		
1.50pm	Period 6		
2.30pm	Period 7		
3.10pm	Period 8		

Every year group will have two lessons on every afternoon (excluding some Games afternoons) and then have period 8 on certain days.

\*On Tuesdays and Thursdays there are Games in the afternoon. Different year groups finish at different times, depending on options and rotas. Most Games will have finished by 4.00pm unless students are involved in away matches.

On Fridays there is no Period 8 to allow a slot for CCF and Trek Force. On Saturdays lessons finish at 12.35pm.

\*\* There are various activities which run through lunch. Please see the calendar.

**Sexual Relationships**

The School encourages positive and friendly relationships between students but it has a responsibility to draw the line at sexual relationships between the students in its care. The law does not permit sexual intercourse in which one or both partners is under the age of 16. The School rules go further. Any sexual activity between students, of whatever age, either on school premises or at times when the school has the prime responsibility for the students concerned, will be treated as a serious offence. It is likely that the parents of those involved

will be invited to find an alternative school for their son/daughter.

## **Signing Out**

All Sixth Formers may visit town from 12:35pm (i.e. when morning lessons end) when they do not have a School commitment. Students should sign out in their houses, and sign back in on their return.

Boarders have permission to visit town at the end of the School day (4.00pm or whenever co-curricular commitments have finished). This permission may be removed as a general sanction or in cases when this privilege is abused. They should sign out and in again in their houses and must return to School before 5.30pm. On Saturdays boarders without other commitments may be given town leave between 1.00pm and supper.

Any day student below the Sixth Form wishing to leave the site before 5.30pm (after lessons or other commitments) must sign out in their houses, and back in, on their return. If a student is going home at any time other than 5.30pm, they will indicate so at morning registration.

Behaviour in town should always be that which will bring credit to the individual and the School. School uniform is not required for town visits, but students should be tidily and respectably dressed. In any event, School uniform should not be mixed with home clothes. (Students are advised to go into town in groups of at least two or three).

Students being collected from activities ending after School hours should, if not picked up at the agreed time, return to the School building and wait in their House or the Guvvy, as appropriate. Parents should arrange for students to be collected from School by 6.00pm or within 20 minutes of the end of an evening activity.

## **Smoking**

The School seeks to educate students to live a healthy life through its PSHEE programme. Part of this programme emphasises the dangers and consequences of smoking.

The School has a general no-smoking policy. Students may not smoke or have smoking materials in their possession. This applies on or off school premises.

Students caught smoking will receive a Saturday afternoon detention on each occasion and be referred to the Health Centre to receive help to quit. Their parents will be informed and the offence will be logged. For the fourth offence within a term, the student will be referred to the Deputy Head and will probably receive a suspension. If students are found in the company of smokers, they will also be required to attend detention on a Saturday afternoon. Their parents will be informed.

## **Supper (see Dining Hall)**

### **Suspensions**

Some breaches of School Rules necessitate the use of a suspension from School. This option will be used when an offence merits a period of reflection away from School, and might include any offence where the safety of other students has been compromised.

Other serious breaches of School Rules will result in an internal suspension – students will attend all lessons and academic commitments. Severe restrictions on personal freedom will be put in place, including reporting to a member of the Senior Management Team at the beginning and end of the School day, staff supervision during all breaks, confiscation of mobile phones and community service replacing any co-curricular activities.

### **Exclusion (Permanent Exclusion from School)**

Please see the separate School Policy 'Expulsion or Required Removal from School'

### **Technology**

Is provided for students to complete homework, support their learning, conduct research and communicate with others for educational purposes.

Students are provided with a school email address and log-in code which allows them to access the school learning environment.

Students are responsible for anything they do when using technology. Students sign an 'acceptable use policy' and must remember that access is a privilege, not a right and that access requires students to show self-control and responsibility for their behaviour.

A copy of the 'acceptable use policy' is available on the school web-site.

### **Student Devices**

Students are encouraged to bring their own devices to school. They are also encouraged to link their devices to the school network so that they can access the learning environment. Furthermore, Teachers will regularly use the school email to communicate directly with students so again, students are strongly advised to ask ICT Services to link all their devices to the network.

Students are expected to check their emails daily.

### **Acceptable Use of Student Devices**

In conjunction with the students, TS has written a code of conduct for Student Devices which is included in the 'acceptable use policy'. With all technology and its use the focus is on student behaviour and not on the technology itself.

## **Internet**

Students will be provided with guidelines on the use of the computer network and internet. They will be given their own account and password, which they must keep secret. By logging on to the school system, students agree to abide by the school rules and guidelines relating to computer use, including the use of personal laptops and mobile devices in School.

Students will be expected to sign an 'Acceptable Use Policy'. For further details please see the separate 'Acceptable Use of IT Policy' which is available on the School Web-site.

## **Trips**

A range of trips are organised during the term and holidays. Unless these are regular School fixtures (marked in the calendar) parents should expect to receive a letter from staff organising the trip requesting their consent for their son/daughter to participate, with an indication of activities involved, cost and timing. It will help us if the standard request for medical update (sent out annually by the Medical Centre) is returned promptly: we use this vital information to plan for any risks associated with the school trips.

## **Uniform (see Dress)**

Please refer to section on 'Dress'. Lists of Clothing and Games Kit are available from the Admissions Office and the School website.