CHELTENHAM
LADIES' COLLEGE

BEHAVIOUR, DISCIPLINE AND REWARDS POLICY, INCLUDING SCHOOL RULES

2026-27

DOCUMENT CONTROL

Title:	Behaviour, Discipline and Rewards Policy
Reviewed By:	Jo Wintle (AHP), Caroline Ralph (Head of Pastoral Care)
Read by: (Committee)	ARC – January 2023 *(Next Review – November 2026)*
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Legal Advice Obtained	NA
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DOCUMENT DISTRIBUTION

All members of staff within College via the College Policies SharePoint Site, the Pupil Portal for pupils, the Parent Portal and the external website.

STATUS CONTROL

VERSION	DATE	STATUS	PREPARED BY	REASON FOR AMENDMENT
01	June 2014	Approved by ARC	Richard Dodds and Jackie Adams	No changes
02	July 2015	Approved by ARC	Richard Dodds and Jackie Adams	1. Community Service included as a "punishment". 2. Use of Electrical Devices & Mobile Phones revised under "College Rules" pages 10 and 11. 3. Reference to Divisional Handbooks added. 4. Page 6 - Lates Report applied by Heads of Division tweaked as well as and Detention. 5. Page 9 Alcohol tweaked. 6. Page 12 School Uniform tweaked. Change 30.11.15 page 8 Merits are awarded in "all" divisions not just LC & UC. Policy now in line with Teaching & Learning - teacher's version. 7. Name change - "reward" to "malpractice"
03	July 2016	Approved by ARC	Richard Dodds and Jackie Adams	Re-ordering of College rules Reference to Biometric Registration
04	April 2017	Approved by ARC	Richard Dodds and Jackie Adams	No changes Policy to be reviewed by ARC May 2017
05	June 2018	Approved by ARC	Richard Dodds and Jackie Adams	Includes the new version of the College rules from the planners plus a few other changes to the appendices.

VERSION	DATE	STATUS	PREPARED BY	REASON FOR AMENDMENT
06	June 2019	Approved by ARC	Richard Dodds and Jackie Adams	No key changes
07	May 2020	Approved by ARC	Richard Dodds	Cross Reference to Pupil Relationships in College Policy and Minor changes to LC Section
08	June 2021		Richard Dodds	Minor changes to paragraphs referring to "Behaviours to be Discouraged", mention of "digital etiquette" in the "Discipline in the Classroom" section, changes to timings for VICE PRINCIPAL Detention, changes to timings for registration and Saturdays, minor changes to "Hair and Makeup" and "Headphones" Sections, major re-write of the "Alcohol" section.
09	August 2022		Richard Dodds	Reference and link to DfE Behaviour in Schools Advice and Guidance for Headteachers and School staff. Policy Aims updated. Removal of "peer on peer" wording and replaced by "child on child". Additional wording referencing College expectations and communication of this policy. Removal of tutor rooms and replaced by Academic House Bases. Responding to Poor Behaviour – additional paragraphs re consideration of the pupil suffering or will suffer harm and consideration of any Pupil SEND. Additional paragraph re actions in the event of removal from a classroom. Reference to reintegration into College after a period of suspension or removal from classroom. Updated guidance on wearing headphones. Amended arrival times for Fridays when scanning into College. Reemphasise that pupils must wear track suit bottoms in College. Rewrite of section for use of mobile phones for SFC students.

VERSION	DATE	STATUS	PREPARED BY	REASON FOR AMENDMENT
10	August 23		Richard Dodds	Available Sanctions – updated to include pupil issues which can be awarded by any member of staff via ISAMs Detention – updates to section to reflect HoDiv can hold detentions and giving examples of misconduct Vice Principal's Detention – update to section to reflect more serious misconduct. Saturday Evening Detention – new paragraph Internal Suspension – new paragraph and change of wording Update to reflect new start time for the day When Silence is expected – revisions to paragraph Uniform – minor updates clarification over when sports kit can be worn Headphones – minor updates Upper College use of Devices – new paragraph Transport and Safety – new demerit to be issued if crossing at Bayshill Road not used Vaping – new paragraph Hair Guidelines added Appendix 2 – new – rules and examples of sanctions applied
11	August 24		Richard Dodds	Page 7 – reference to VP detention. Page 7 – removal of "College Community Service" section. Page 12 – "Digital Awareness" heading replaced with "Mobile Phones and Electronic Devices". Page 13 – Reference to Smart Watches Page 13 – new section heading "Lower College and Upper College" Additional bullet points under this section referencing Smart Watches and phones on educational trips. Page 13 – new section: "Confiscation LC/UC" Page 13 - removal of "Upper College" section Page 14 – Update to SFC section – mobile phones not to be visible when not permitted. Phones not permitted in corridors. Pages 14-15 – new section – "Confiscation SFC"

VERSION	DATE	STATUS	PREPARED BY	REASON FOR AMENDMENT
12	March 25		Richard Dodds	Page 11 – amendment to 'Make-Up' section
13	August 25		Caroline Ralph	Reordering of paragraphs and small changes to language.
14	August 2026		Jo Wintle and Caroline Ralph	General update to formatting. New section 5 – responding to good behaviour New section 6 – Available rewards. Revised wording around uniform, dress and appearance. Updates to uniform changes, inc shoes, Jewellery hair, nails and makeup. Rewrite of section on Mobile Phones and Electronic Devices. Update to Alcohol rules for SFC. Minor updates throughout.

RELATED POLICIES

This policy should be considered in conjunction with all policies referred to in this document and the following additional policies and guidelines:

- Academic Honesty and Malpractice Policy
- Alcohol, Drugs and Smoking Policy for Pupils
- Anti-bullying and Anti-cyberbullying Policy
- Attendance and Registration Policy
- ICT Acceptable Use Policy for Pupils
- Pupil Relationships in College Policy
- Physical Interventions and Positive Handling Policy
- Search and Confiscation Policy for Pupils
- Curriculum Policy
- Staff Code of Conduct
- Safeguarding (Child Protection) Policy

THIS POLICY HAS REGARD TO THE FOLLOWING GUIDANCE AND ADVICE - FEBRUARY 2024

- DfE Behaviour in Schools advice and guidance for Headteachers and school staff: link

BEHAVIOUR, DISCIPLINE AND REWARDS POLICY

OUR POLICY IN SUMMARY

Cheltenham Ladies' College promotes a respectful, inclusive, and aspirational environment. The policy outlines expectations for behaviour, discipline procedures, and rewards. It supports pupil wellbeing, learning, and development, and ensures consistency across staff and pupils. Misconduct is addressed proportionately, with consideration for safeguarding and SEND needs.

KEY RULES TO REMEMBER

- **Follow College Rules**: Understand and adhere to expectations in all areas of College life.
- **Show Respect**: Treat peers, staff, and the wider community with courtesy and kindness.
- **Be Responsible**: Take ownership of your actions and behaviour, including punctuality and preparedness.
- **Engage Positively**: Contribute to lessons, House life, and College activities with enthusiasm and integrity.
- **Maintain Appearance**: Wear uniform correctly and follow guidelines on dress, hair, and jewellery.
- **Use Devices Appropriately**: Follow rules on mobile phones, headphones, and digital etiquette.
- **Seek Help When Needed**: Approach staff for support or clarification when unsure.
- **Represent College Well**: Behave responsibly in public and online, remembering you are an ambassador for CLC.

YOUR ROLE

STAFF RESPONSIBILITIES

- Model and reinforce positive behaviour.
- Apply rules consistently and fairly in the context of pupils' profiles and with reference to their Pupil Profile
- Intervene promptly when standards are not met.
- Reward good behaviour and effort.
- Escalate serious or persistent issues to Houseparents or Heads of Division.
- Communicate expectations clearly and uphold College values.

CHELTENHAM LADIES' COLLEGE

BEHAVIOUR, DISCIPLINE AND REWARDS POLICY

College is founded on values of trust, respect, honesty and consideration for others. The rules and expectations are to support the vision and mission of the College, which aims to promote excellence in all areas; to develop pupils' independence; and to inspire and empower the young people who attend the College.

We have high aspirations, with an expectation that we all strive to do our best and make a positive contribution to the College community. Certainly, pupils should treat all those with whom they engage at College in a respectful and inclusive manner, which is in keeping with the character and ethos of Cheltenham Ladies' College.

The College Rules set out our standards of behaviour and certain things which are expressly forbidden, but do not list every possible variant. The Pastoral Staff Handbook is also available and details some issues that can arise in House.

This policy should be considered in conjunction with the policies referred to in this document and the following additional policies:

- Academic Honesty and Malpractice Policy
- Alcohol, Drugs and Smoking Policy for Pupils
- Anti-bullying and Anti-cyberbullying Policy
- Attendance and Registration Policy
- ICT Acceptable Use Policy for Pupils
- Pupil Relationships in College Policy
- Physical Interventions and Positive Handling Policy
- Search and Confiscation Policy for Pupils
- Curriculum Policy
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- Safeguarding (Child Protection) Policy

1. POLICY AIMS

The policy includes information on the following:

- Purpose – including the underlying objectives of the policy, and how it creates a safe environment in which all pupils can learn and reach their full potential;
- Leadership and management – the Head of College is responsible for this policy and its implementation. The policy also includes the roles and expectations all College staff and specific responsibilities of other senior members of staff such and House Parents and Heads of Division.
- College systems – including rules, routines, and consequences for any behavioural breaches.
- Staff induction, development and support – including training for staff on behaviour;
- Pupil transition – including induction and re-induction into behaviour systems, rules, and routines;
- Pupil support – including the roles and responsibilities of designated staff and the support provided to pupils;
- Child-on-child abuse – including measures to prevent child-on-child abuse and the response to incidents of such abuse;
- Prohibited items – reference to items which are banned by the school and for which a search can be made.

This policy outlines various standard expectations all pupils should respect, as well as certain behaviours that would be deemed unacceptable. It is not possible to provide an exhaustive list, nor would we wish to do so, because our approach is to rely on the overwhelming good sense and character of our pupils. If necessary, when addressing behaviour that falls short of our expectations, there is an escalating scale of responses that could lead to exclusions for serious misconduct.

2. EXPECTATIONS FOR BEHAVIOUR IN COLLEGE

All members of the College community are expected to behave in a respectful, courteous and considerate way towards others, and we regard this as an important aspect of education.

Treating each other with mutual respect is part of our College Statement of Values.

3. THE ROLE OF STAFF

Appropriate standards are maintained through consistency of expectation across the College. Therefore, *all staff* have a role to play in supporting this policy:

- They should be familiar with and apply the College Rules and policies.
- They should uphold and support College's standards, rules and policies, both in

their communications and actions, keeping in mind the impact of their own tone and approach
- They should intervene promptly when pupils' behaviour does not meet the appropriate standard.
- They should never regard a pupil's poor behaviour as 'someone else's problem'.
- They should give encouragement and praise regularly and should reward good conduct and not just high achievement.
- They should apply appropriate sanctions according to College's policies and procedures.
- They should maintain consistent standards on minor details and not just respond to more serious bad behaviour. Examples include paying attention to the standard of pupils' dress and appearance and their own; insisting on punctuality; ensuring that pupils speak thoughtfully to and about each other.
- They may choose to respond or impose a sanction themselves, but for more serious, complex or persistent cases, they should ensure that the pupil's Houseparent and Tutor are informed and escalate to the Head of Division as required.

All staff should communicate the College expectations, routines, values and standards explicitly through teaching behaviour and in every interaction with pupils. Staff should uphold the whole-College approach to behaviour by modelling expected behaviour and positive relationships, so that pupils can see examples of good habits and are confident to ask for help when needed.

Staff should also challenge pupils to meet the College expectations and maintain the boundaries of acceptable conduct. Staff have clear guidance about College expectations for their own conduct at College in the Staff Code of Conduct.

Heads of Division, House Parents and Tutors are expected to clearly communicate the Behaviour, Discipline and Rewards Policy and College Rules to the pupils. The pupils can access these on the pupil portal.

4. EXAMPLES OF BEHAVIOUR WE WISH TO PROMOTE

- Polite and thoughtful communication, whether in person or otherwise.
- Calmness and self-discipline during the working day.
- Punctuality and reliability.
- Hard work.
- Self-control and considerate behaviour in public and on formal occasions.
- Respect for the beliefs and opinions of others.
- Respect for the property of others.
- Sharing and valuing the participation and contribution of others.
- Good manners.
- Expressing thanks and appreciation, or apology and contrition.
- Appropriate standards of dress and appearance in a variety of situations.
- Appreciation of surroundings and environment.
- Appreciation for the work and contribution of others.

5. RESPONDING TO GOOD BEHAVIOUR

It is extremely important that staff should promote and reinforce good behaviour through prompt, positive feedback. Examples of ways in which this can be done are:

- Specific positive feedback directly to the pupil
- Awarding merits for good conduct or academic work.
- Sending an email or brief note of congratulation to the pupil, copied to her parents and the Head of Division for exceptional or improved behaviour.
- Sending an email to the pupil's Houseparent or Tutor, who can give public praise and feedback to her in a tutor group or House meeting.
- Sending a pupil to the Head of Division for congratulations.

6. AVAILABLE REWARDS

Good Conduct Merits:

- Applied by: Any teacher or member of staff
- Applied for: Good behaviour or academic work
- Good conduct merits are awarded for any behaviour which a member of staff thinks appropriate, such as acts of particular kindness or courage, taking responsibility unprompted or improved effort.
- A tally of good conduct merits is kept and used as the basis for the award of a House shield at the end of the year.

7. EXAMPLES OF BEHAVIOUR WE WISH TO DISCOURAGE

- Gossip, rumours and malicious comments (including via online activity).
- Behaviour which disrupts the work or activities of others, whether in College or in public.
- Swearing or uncouth language and conduct.
- Behaviour which damages or puts at risk other people or property.
- Behaviour which diminishes the enjoyment of others (eg noise).
- Behaviour which creates unnecessary work for others (eg littering or untidiness).

8. DISCIPLINE IN THE CLASSROOM

High standards of behaviour in the classroom are essential to effective learning. In order to apply the principles outlined above to the classroom, teachers should:

- Start and finish lessons on time.
- Ensure that pupils arrive properly dressed and equipped and remind them if they are not.
- Always follow up lateness or absence according to College procedures.

- Maintain a calm and productive atmosphere (eg paying attention; taking turns speaking;
  respecting others' ideas).
- Ensure pupils conform to the 'Digital Etiquette' section of the ICT pupil acceptable use policy when using digital devices in a lesson.
- Insist that work is completed to a high standard.
- Ensure that assigned work is submitted on time and follow up non- or partial submissions with both the pupil and her Tutor.
- Ensure that pupils do not pack up or seek to leave before they are dismissed.
- Ensure the pupils leave the classroom organised and tidy.

More detail can be found in the Curriculum Policy.

9. DISCIPLINE IN THE HOUSE

Pupils' interactions with others in the House are vital in developing their social skills in situations which are varied and sometimes complex. The same standards and expectations apply here as elsewhere.

More detail can be found in the Pastoral Staff Handbook and the House Rules are included as an Appendix to this policy.

10. RESPONDING TO POOR BEHAVIOUR

Generally, it is appropriate to respond to the first instance of minor infractions with a warning and explanation only, but a sanction should be applied should the behaviour recur. Immediate application of a sanction may be appropriate for more serious misconduct. Serious incidents such as those involving bullying, stealing, smoking, alcohol or drugs should be reported immediately to the Head of Division, the Head of Pastoral Care or the Head of College.

College should consider whether the misbehaviour gives cause to suspect that a pupil is suffering, or is likely to suffer, harm. Where this may be the case staff should follow the College Safeguarding (Child Protection) policy and speak to the designated safeguarding lead (or deputy). They will consider if pastoral support, an early help intervention or a referral to children's social care is appropriate.

College will consider whether a pupil's individual personal, pastoral or SEND circumstance has contributed to the misbehaviour and if so, whether it is appropriate and lawful to sanction the pupil.

In the classroom or during any lesson

If a pupil is persistently behaving badly during a lesson, teachers should, in the first instance, seek the advice of their Head of Department. The Head of Department or teacher should also pass on significant concerns to the Head of

Division. Poor conduct demerits may be awarded by the teacher for bad behaviour. For more serious or persistent misconduct, further sanctions may be appropriate.

Removal from the classroom is where a pupil, for serious disciplinary reasons, is required to spend a limited time out of the classroom at the instruction of a member of staff. The use of removal should allow for continuation of the pupil's education in a supervised setting such as with the Head of Department. Removal from the classroom should be considered a serious sanction. It should only be used when necessary and once other behavioural strategies in the classroom have been attempted unless the behaviour is so extreme as to warrant immediate removal. The Head of College should be informed as soon as is practical, and arrangements will be made for parents to be informed on the same day if their child has been removed from the classroom.

In the House

Generally, misconduct in the House is dealt with through sanctions applied in the House. For more serious or persistent misconduct, further sanctions may be appropriate. Details of all house sanctions are available in the Pastoral Staff Handbook and Appendix 1 to this policy.

It is important to discuss ongoing poor behaviour with those who know the pupil best: initially this should be her Houseparent and Tutor, but both should be informed of the behaviour. The concerns should then be passed to the Head of Division or HPC as appropriate. Good communication promotes a better understanding of the causes of the behaviour and consistency of response. Poor behaviour, both pastorally or academically, is logged on CPOMS and may be discussed at a weekly 'Pupils of Concern' meeting with any appropriate action plans put in place.

11. COLLEGE RULES AND EXPECTATIONS

Cooperation

In order to teach and care for the pupils properly, staff rely on pupils following instructions. Refusal to comply with reasonable staff instructions is considered a serious breach of the conduct expected at College.

12. ATTENDANCE AND PUNCTUALITY

Pupils must attend school from the published first day of term until the last, except in case of sickness. Exceptional leave of absence should be sought from the Head of Pastoral Care, Miss Ralph.

Pupils must attend all meals.

Pupils must scan into College in the morning, and report to their tutor base by the following times:

- 8:20am on Mondays – Thursdays
- 8:55am on Fridays
- 8.55am on Saturdays

13. WHEN SILENCE IS EXPECTED

Pupils must be silent at certain times and in certain places. In particular, silence must be observed as pupils enter the PH for Prayers. Along the full length of the Marble Corridor; pupils should be silent during lesson time out of respect for the pupils who are working in the library. Pupils should also be silent on the Bridge, as well as in Prayers and during fire drills or alarms.

14. SCHOOL UNIFORM, DRESS AND APPEARANCE

A uniform is important for promoting a sense of community. By it we instill pride in personal appearance and the College. Pupils should wear school uniform in the Main College during core hours or, as required when participating in school events outside normal school hours. Pupils are expected to wear the uniform correctly and to present themselves smartly at all times. A full uniform guide is available in the Parent Handbook. Non-uniform coats, jackets, hoodies etc. are not acceptable with uniform, nor is sports kit permitted to be worn with uniform. **The Head of Division has the final say on whether dress is appropriate for College.**

Mandatory Uniform Items

College Uniform
Skirt / trousers – kilt or navy trousers for LC & UC; navy skirt or trousers for SFC
Blue blouse (short or long-sleeve as preferred by pupil)
Blazer or Jacket – navy for LC & UC; green for SFC
Black leather shoes (these **must** comply with guidelines below)
Navy or black tights
Navy or black socks (LC & UC – only for summer; SFC – only with trousers)

Blazers or Jacket

Lower College and Upper College pupils are expected to wear their blazer at all times unless given permission to remove their blazer in class. Shirts should be tucked in, and a jumper should only be worn with the blazer over, and not as the outer layer.

SFC pupils are permitted to wear the jumper as the outer later when in College but must wear their blazer in Prayers and between the Houses and College in the morning, afternoon and when in public (this includes Community Links).

During periods of hot weather, the Head of Pastoral Care will let the pupils know that they do not need to wear their blazers or jackets until further notice. Shirts can then be the 'outer layer' in Prayers, to and from the Houses and in College. Students in sports uniform during this period do not need to wear tracksuit bottoms, but their skirt or skort must be an appropriate length. The Head of Pastoral Care has the discretion to alter the uniform during the year to respond to variations in the weather, including snow.

Coats

Outer coats must be either the navy College wool coat, the College subcoat or the navy College waterproof (Stormproof or puffa). Coats should only be worn to and from College and Houses. Outside coats must not be worn inside Main College during core hours; 8.20am until 4.30pm Monday to Friday and 8.30am until 12.20pm on a Saturday. If the weather is very cold, provided pupils are wearing all other layers (shirt, jumper and jacket/blazer) the Head of Pastoral Care will let the pupils know that coats may be worn inside. The pupils may also wear their coats as they are arriving or leaving the main College site at the start or end of the day or at lunchtime. Only House scarves, or monochrome dark scarves may be worn and only in accordance with the same rules as outer coats.

Trousers

Pupils must wear trousers neatly, ie properly fastened and at the correct length. Trousers are optional as students may choose to wear skirts at all times

Shoes - Lower College and Upper College

Shoes should be black, with a black sole and any fastenings (laces, buckles or Velcro) should
be black. They must be smart and appropriate for school. They must be safe and practical, study enough to walk to and from College in bad weather and offer sensible support. They
should not slip off the feet when walking.

Shoes - Sixth Form

Shoes should be black, with a black sole and any fastenings (laces, buckles or velcro) should be black. They must be smart and appropriate for the workplace. They must be safe and practical and should not slip off the feet when walking.

Jewellery

Pupils should follow the guidelines below and will be expected to remove jewellery that does not meet these guidelines, which could be confiscated. Pupils are strongly advised not to wear items of high monetary or sentimental value.

Lower College
A single stud earring or sleepers may be worn in each ear lobe. A single stud may be worn in the nose if there are cultural or religious reasons. There should be no other visible body piercings. A watch is encouraged, but smartwatches are not permitted. A single bracelet and necklace may be worn.

Upper College
Stud earrings and sleepers may be worn and students may have more than one earring in each ear. A single stud may be worn in the nose if there are cultural or religious reasons. There should be no other visible body piercings. A watch is encouraged, but smartwatches are not permitted. A single bracelet and necklace may be worn.

Sixth Form
Jewellery, hair, nails and accessories should all be professional, practical and safe and must never be of a style or design that may cause offence. All piercings should be studs or sleepers only and only ear or nose piercings should be visible.

Hair

At Cheltenham Ladies' College, we are dedicated to nurturing an environment where every pupil feels valued, empowered, and respected. Our commitment extends to ensuring that our policies reflect principles of equality, diversity, and inclusivity. This policy is grounded in the guidance provided by the Equality Act 2010 and is designed to prevent any form of discrimination related to hair. We draw inspiration from our student body and strive to create an atmosphere that celebrates individuality while upholding our collective responsibility for equality.

Guiding Principles

1. Inclusivity: We embrace the diverse backgrounds and identities of our pupils and affirm their right to express themselves through their hair in ways that are meaningful to them.
2. Equality: Our policy is rooted in the principles of equality, and we stand against any form of discrimination based on race, religion or belief, sex, disability, sexual orientation, or gender.
3. Natural Hair Colour: To maintain a sense of cohesion within our school community, we kindly ask that pupils' hair colours remain natural shades.
4. Regular Review: We are committed to regularly reviewing and refining our policy to ensure it remains up-to-date, relevant, and aligned with the changing needs of our school community.

Permitted Hairstyles

At Cheltenham Ladies' College, we celebrate the uniqueness of each pupil. Our policy allows students to choose hairstyles that align with their cultural, religious, and personal preferences. This includes, but is not limited to:

- Natural Afro Hairstyles: Pupils with Afro-textured hair are encouraged to embrace natural hairstyles such as braids, locks, twists, cornrows, plaits, skin fades, and other Afro-inspired styles.
- Head Coverings: Religious head coverings and African heritage head wraps are embraced as a reflection of cultural and religious identity.
- Hair Length: There are no gender-based restrictions on hair length; all pupils are free to wear their hair long or short based on their individual choices.

Lower and Upper College
Hair should be clean and tidy but can be worn down when safe to do so. Students must carry a hair tie in order to secure hair when asked to do so for safety reasons. Hair can be of any cut but must never be in a style or design such as to cause offence. Hair may be your natural colour, or may be coloured a single colour in one of the following colours: blonde; brown/brunette; black.

Sixth Form
Hair can be of any cut but must never be in a style or design such as to cause offence. Hair may be your natural colour, or may be coloured a single colour in one of the following colours: blonde; brown/brunette; black; deep red.

Nails and Make-Up

LC and UC: Nails should be kept short for reasons of safety, practicality and hygiene. Nails should not be coloured or adorned.
LC Make up should not be worn in the Lower College.

UC If pupils choose to wear make up, it should be discreet

SFC Hair and nails should be professional, practical and safe and must never be of a style or design that may cause offence.

Bags

Pupils should carry their books in a sturdy bag and carry this with consideration for others. Bags should not be left lying in corridors or near doors and walkways.

Mufti

While pupils are expected to wear uniform when leaving College, they may wear mufti when leaving on Saturdays, provided they are suitably dressed. Pupils wearing mufti to a College activity or when leaving College should dress with decorum.

Headphones

Headphones should not be worn on the College site. Any pupil walking around the College site wearing Headphones (including 'ear bud' styles of headphones) will be asked to take them off and may have them confiscated until the end of the day. These can be either given to the Head of Division or if they are not available, to Reception for collection at the end of the day. The exception is in the Main Library where SFC pupils are permitted to use headphones if required for their work provided, they are not audible to others , and pupils who are permitted to use headphones according to their pupil passport.

Sports Uniform

- Only full College PE kit, which must be clean and smart, can be worn down in College. This consists of CLC white / green polo shirt, CLC navy fleece, CLC navy tracksuit trousers and CLC navy tracksuit top.
- Track suit bottoms should be worn on the College main site
- Base layers or 'skorts' are not acceptable outer layers and should not be worn as such.
- 'Mufti' sports hoodies or jogging bottoms are not permitted under any circumstances.
- Pupils can come down to College in PE kit in the morning if they have a PE / games lesson before lunch, a PE club at lunchtime or if they are a member of the senior / UC4 rowing squads that depart early during a lunchtime. After a morning PE lesson, pupils are required to change back into College uniform at lunchtime unless they have an afternoon Field session or sports club after College.
- On Field afternoons, pupils are permitted to wear PE kit during the morning.
- Pupils are not permitted to wear sports kit if they have no sport during the day (P1 to P6) but have a sports club/extra in the evening after lessons. Pupils should either go back to house after lessons to get changed into sports kit or change at the HFC before their club/extra.

Pupils may wear the sports uniform to College only at the times specified for their year group eg Field sessions. Occasionally, pupils with matches immediately after school may be given special permission to wear sports uniform to lessons at other times.

Day pupils being collected by parents from College may wear sports uniform home.

15. MOBILE PHONES AND ELECTRONIC DEVICES

The wellbeing of students is at the forefront of our decision-making at CLC. We know that ensuring that there are times of day which are phone-free allows our students to learn effectively, and that phone-free time encourages in-person connection, protects relaxation and rest, and reduces the pressure to be constantly online. Therefore the College site - that is to say, all areas except for boarding houses - is mobile phone free throughout the school day for all year groups. In addition, to ensure pupils' safety, phones should not be used when walking between the different areas of the College site.

It is equally important for the Houses to work with girls to support girls' safe use of technology in these home-from-home environments. The guidelines for Houses (attached at the end of this document) have been carefully considered to provide a graduated approach to the use of technology as pupils move through the age groups and to ensure girls whose parent/guardians are overseas to be able to contact them at a suitable time (ref NMS Standard 12.1[1]). To support House cohesion and development of friendship and social skills, phones are not to be used in dining rooms.

To ensure pupils' safety when they are online we have a clear expectations that internet and related communication technologies are used appropriately and safely. Pupils are supported in making safe and healthy choices in a number of ways, and our expectations are formally communicated through our ICT Acceptable Use Policy. In addition, College has the right to search where staff have reasonable grounds to suspect that the pupil is in possession of a mobile phone.

In accordance with the Equality Act, and as part of our commitment to support all of our pupils' needs, we will support flexibility around the rules for mobile phone use in specific cases where such use facilitates the safeguarding, medical or SEND needs of student, such as disability-related needs or monitoring of health conditions. Such exceptions will be purpose-specific, time-limited and supervised and permission should be sought from the relevant Head of Division.

Lower College and Upper College

In order to support learning, development of friendships and focus in lessons, pupils in Lower or Upper College do not bring their mobile phones into College. The only exception is if they are requested that they do so by a member of staff. In such cases, the teacher will seek permission from the Head of Division for this specific circumstance, and then inform the tutor and Houseparent. Phones must be handed in to the Head of Division and collected for use at the specified time.

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[1] NMS Extract from 12.1 *Schools facilitate arrangements so boarders can contact their parents/carers and families in private, at a time that is suitable for both parties, considering relevant time zones for international pupils.*
https://assets.publishing.service.gov.uk/media/64787a31b32b9e000ca96010/National_Minimum_Standards_for_boarding_schools.pdf

Pupils whose parents are overseas may request occasional permission from House staff to have access to their phone at lunchtime in the House.

In order that pupils benefit fully from the experience of an off-site trip, LC and UC boarding pupils will not be allowed to take their phones with them on educational trips or on sports fixtures. Day pupils should hand their phones in to the member of staff accompanying the trip/team but will be permitted to message home to confirm return times.

To ensure that there is equity between boarders and day pupils, junior day pupils' phones are handed in at House every morning before College and collected immediately before they return home. We feel strongly that – whenever possible - starting and ending the day at the House is the best way to ensure pastoral support and safeguarding of our pupils. However day pupils who are attending a club at the HFC at the end of the day may return House to collect their phone before their session at the HFC. Similarly, when day pupils have activities in College after school and they are required to leave immediately these finish from WWH, pupils may request that the Eversleigh House team take their phone to Main site, so that the pupil can collect their phone from reception or staff on duty at West Wing before they depart.

Sanctions: LC/UC

If a pupil is seen using a phone in any area of the College site without permission (that is to say, any area that is not a boarding house), a demerit will be issued and the device will be confiscated. The Head of Lower or Upper College will retain the phone for up 48 hours. The same rules and sanctions apply to Day pupils.

These rules also apply for Smart Watches (such as Apple watches) as these are not permitted under the uniform policy. Digitally enabled 'smart' glasses are not permitted either at College or in the boarding houses.

If a pupil is found to have their phone on their person during the school day or if a pupil is found to have a 'second' device either during the day or in boarding time, a College sanction will follow. They are also likely to have to abide by the phone rules for the year group or division below them for a period of time to be decided by the Houseparent.

SFC:

We know that our Sixth Form students are increasingly mature and we welcome the opportunity to encourage their independence in the Sixth Form. We also see the wisdom of applying a graduated approach to the use of technology. Since it is vital that the main site of College is to all intents and purposes a 'phone free' environment, SFC pupils' phone use should not be visible to younger pupils, no matter what the phone is being used for.

SFC pupils may bring their phones to College but they must be invisible and inaudible in all areas, including the Library. The exception is the Sixth Form Common room where they may be used freely.

To support the establishment of good sleep and work habits and to encourage pupils to socialise in person, in the first term of SFC boarders will be encouraged to hand in their phones during prep time and at night. After this term, if pupils are misusing technology or need support with the establishment of good sleep hygiene and work habits, students will be expected to hand their phones in at night.

In order to support good habits in our pupils and to ensure consistency, the following guidelines are to be shared in all SFC houses:

Use of mobile phones has become a central part of our day to day lives. It's important that we support you in developing a clear sense of what appropriate mobile phone usage looks like before you leave College.

In the boarding House this looks like:

- *Not walking around looking at your phone - this includes in the queue for food. Be present and look where you're going.*
- *If you are alone in the communal areas, you may use your phone.*
- *Aim to engage with the people around you; don't sit next to others and scroll. You may use your phones in communal areas if you are engaging with content with those sitting next to you. Do not let it isolate you from your surroundings.*

In recognition of their increased ability to self-manage their use of technology, phones may be used on educational trips and sports fixtures.

Sanctions: SFC

If a pupil is seen using a phone in any area of the College site without permission (that is to say, any area that is not a boarding house or the Sixth Form Common Room), a demerit will be issued and the device will be confiscated. The Head of Sixth Form will retain the phone until the end of lessons the following day. The same rules and sanctions apply to Day pupils.

These rules also apply for Smart Watches (such as Apple watches) as these are not permitted under the uniform policy. Digitally enabled 'smart' glasses are not permitted either at College or in the boarding houses.

If there are repeated issues or concerns regarding phone use, a College sanction may be issued. Pupils may also be asked to abide by the phone rules for the year group or division below them for a period of time to be decided by the Houseparent.

16. TRANSPORT AND SAFETY

Pupils at CLC are trusted with a certain amount of freedom. It is therefore imperative that pupils abide by the procedures and rules put in place to help keep them safe. These measures include:

- Crossing roads at designated points and following staff instructions;
- Using walking partners when required by College;
- Using recognised routes to College and staying within these bounds;
- Scanning in and out as required, and notifying staff of their whereabouts;
- Only leaving the House or College with permission;
- Following instructions issued by staff or otherwise displayed.

Unsafe behaviour endangers pupils and can cause great disruption and distress, so it is taken very seriously and sanctions may apply. Pupils crossing Bayshill Road away from the crossing can expect to receive a demerit if seen by a member of staff.
Pupils are expected to behave with consideration towards others on public transport or as they move around College and town, being mindful of the fact that when in uniform, they are representatives of the College.

Pupils may not drive mopeds or motorcycles to school. Day pupils may ride bicycles between home and College with the permission of their parents and Houseparent. They must always wear a cycle helmet.

17. FOOD AND DRINK

Pupils should eat or drink within the designated areas at break or lunchtime. Pupils may not eat in the corridors or in classrooms. Pupils are asked to ensure the area they eat in is left clean and tidy. Pupils should also refrain from eating and drinking when walking to and from College.
Water may be permitted in some rooms at the discretion of the supervising teacher. Chewing gum is forbidden.

Keeping College Tidy

Pupils should always dispose of any packaging or litter appropriately and contribute to keeping College neat and tidy. Pupils should contribute to keeping academic house bases, classrooms and general areas neat and tidy.

18. GARDENS

The gardens are for everyone to enjoy, and pupils must help to keep them tidy, and observe any instructions such as keeping off the grass in wet weather. In exceptionally warm weather, pupils may do schoolwork in the gardens during

free periods provided they are working in a discreet and productive manner.

19. BULLYING

College is committed to providing a positive environment where pupils and staff have the right to learn and work free from harm and intimidation. The College is resolutely opposed to any form of bullying, prejudice or discrimination. The College will not only act against this in terms of discipline, sanctions and restorative practice, but it will also actively work to counter this through education.

20. ACADEMIC HONESTY

Pupils should follow the principals of academic honesty as laid out by College policy. Plagiarism and malpractice are treated very seriously by College.

21. DISHONESTY

Dishonesty corrodes the relationships amongst pupils and with staff. As much of College life is built on the premise that pupils can be trusted, dishonesty will be regarded very seriously.

22. UNLAWFUL ACTS

Pupils are expected to obey the law at all times. Any unlawful behaviour will be regarded in a serious light and could result in the involvement of police and other authorities.

23. ALCOHOL

Pupils may not bring alcohol onto College premises at any time. Were they to do so and hand it into their House Parent, usually no sanction would be incurred. However, if alcohol is discovered in a pupil's room, either by chance or after the search and confiscation policy has been enacted, a significant sanction can be expected. Pupils may not drink alcohol. The only exception is SFC pupils who may be invited to do so on particular social occasions or when they go in to town once they are over 18, and never to excess.

Pupils must not supply alcohol to other pupils.

24. SMOKING

Smoking and associated paraphernalia and all products containing nicotine are forbidden at all times. Smoking in uniform, on private property or on College premises is particularly serious.

25. VAPING

Vaping in College is forbidden and will result in a serious sanction that is consistent with that applied for smoking in College. The same rules apply. Being in possession of a vape on the College premises is forbidden and will be treated in the same way as smoking. Vaping in uniform off the College premises is also particularly serious.

26. DRUGS

The use, supply, possession or any other improper involvement with drugs is strictly prohibited.
This includes illegal drugs, 'legal highs' and the misuse of prescription drugs.

Serious Misconduct Outside College

Private behaviour is not usually governed by College rules. However, any behaviour which is not legally or socially acceptable, which brings the College into disrepute or which in the judgment of College has a serious detrimental effect on the College, its pupils or members of its community, may attract sanctions. This includes, in the most serious cases, suspension or exclusion.

27. CHILD ON CHILD SEXUAL VIOLENCE AND SEXUAL HARASSMENT

Incidents of child-on-child abuse can be both a disciplinary and safeguarding issue. Therefore, the guidelines outlined in the Safeguarding (Child Protection) policy will direct the College response and consequences. The designated safeguarding lead (or deputy) is the most appropriate person to advise on the school's initial response. Each incident should be considered on a case-by-case basis.

28. BEHAVIOUR INCIDENTS ONLINE

Behaviour issues online can be difficult to manage given issues of anonymity, and online incidents occur both on and off the school premises. Even though the online space differs in many ways, the same standards of behaviour are expected online as apply offline, and that everyone should be treated with kindness, respect and dignity. Further details of the expectations for pupil

online conduct are outlined in the ICT Acceptable Use Policy for Pupils.

29. FURTHER INFORMATION

Pupils seeking more information or clarification on particular issues are referred to the following policies:

- Anti-bullying and Anti-cyberbullying Policy
- Alcohol, Drugs and Smoking Policy for Pupils
- College Uniform Regulations
- ICT Acceptable Use Policy for Pupils
- Safeguarding (Child Protection) policy

30. AVAILABLE SANCTIONS

Sanctions should be applied in a manner that is consistent and proportionate. Often the most appropriate response is a simple and immediate instruction to fix the problem: eg pick up litter; dispose of chewing gum; hand in phone; tidy up an area.

Heads of Division have overall responsibility for ensuring that sanctions such as demerits and detentions for the pupils in their division are recorded in iSAMS, and for monitoring any patterns which emerge.

Formal sanctions can also be applied. They include:

Pupil Issues

- Awarded by any member of staff via iSAMS to notify the Houseparent and Tutor that an issue has been logged. This will usually be minor uniform infringements. The member of staff can either choose to inform the pupil or not. If significant numbers or regular pupil issues are recorded, the tutor should inform the Head of Division to take further action.
- Demerits (Academic or poor conduct)
- Applied by: Any teacher or member of staff
- Applied for: Bad behaviour or poor academic work
- More details are below under 'Detention'

Confiscation

- Applied by: Any member of staff
- Applied for: Any item they consider harmful or detrimental in terms of discipline.
- Staff are expected to confiscate items in cases of obvious breach of the rules eg mobile phones, smart watches, smart glasses, non-regulation jewellery and clothing, or other electronic devices used contrary to

College Rules.

Food may be disposed of. Confiscated items should be clearly labelled with the pupil's name and given to the Head of Division. Staff should also enter a demerit on iSAMS. See the *Search & Confiscation Policy* for more detail.

House Sanctions

- Applied by: Houseparents, deputies and House staff
- Applied for: Any breach of House rules or poor conduct.
- Examples of house sanctions are chores, early bedtime, removal of privileges, gating, and House demerits.

Report Card

- Applied by: Head of Division after referral by tutor or Houseparent.
- Applied for: Repeated misbehaviour in the classroom or ongoing concern about academic work.
- Pupil must ensure her teacher signs the card each lesson to confirm her behaviour and progress is satisfactory.

Supervised Study (academic detention)

- Applied by: Any teacher
- Applied for: Failure to submit work or compete it to a suitable standard.
- Teacher to record this on iSAMS and provide necessary instructions and materials to the pupil. Pupil to report to the Head of Division's office at an agreed time and be supervised and have their attendance recorded on iSAMS.

'Lates' Report

- Applied by: Heads of Division
- Applied for: Five lates within a half-term
- These are awarded to pupils who are late for their tutor time in the morning. Tutors should use their FastVein dashboard to record that a pupil is late if they arrive after 8.20am
- The Head of Division will place the pupil on 'late report' if they are late five times within a half term
- Pupils must report to their Head of Division at 08.00 for five consecutive days. This will 'reset' to another five days if the pupil is late on any one of these mornings.
- A second set of five lates within the same half term will result in the pupil being asked to report to her Houseparent at 07.40 in full school uniform, and then her Head of Division at 08.00 for five consecutive mornings.

- Continued lateness will result in the addition of a Saturday morning detention to the above sanction and will also require parental notification and involvement.

31. DETENTION

- Applied by: Heads of Division / HPC / VPA for misconduct which can be referred by any member of staff.
- Can be held by the Head of Division at a convenient time or escalated to the Saturday morning Detention.
- Applied for: Misconduct such as:

    - Three demerits within a term. This can be any combination of three demerits.
    - Accumulation of minor offences such as lateness or 'pupil issues'
    - Missing Prayers without permission

Saturday Morning Detention

- As above, but for more serious misconduct. When appropriate, the Head of Division's office will write to parents to inform them of the detention and the reasons. The detention will take place on a Saturday morning at 8am. The detention will be supervised by the Heads of Division on a rotational basis.
- Applied for more serious misconduct such as:

    - Behaviour which endangers self or others
    - Leaving College, missing lessons or other activities without permission
    - Rudeness or defiance towards staff
    - Damage to property
    - Persistent misconduct

Saturday Evening Detention

- Applied by: Head of College/HPC
- Applied for more serious or repeated misconduct beyond Saturday morning detentions.
- Detention is held by a member of the Leadership Team and takes place on a Saturday evening after supper.
- Duration seldom exceeds one hour, but where it is warranted that the time is longer, a Saturday evening detention will generally not exceed two hours in a single sitting.

Pupil Contract

- Applied by: Head of College
- Applied for more serious or persistent misconduct beyond detentions.
- Pupil may be required to sign a pupil contract. This will be issued by the Head of Division in conjunction with the HPC/Head of College and parents will be informed.

Internal Isolation

- Applied by the Head of College after discussion with the Executive Principal.
- Applied for very serious misconduct that warranted a discussion on whether it resulted in an external suspension (please see list below). This might include certain breaches of the Alcohol, Drugs and Smoking Policy. Exclusion and Suspension
- Applied by the Head of College only: see the Suspension and Exclusion Policy.
- Applied for the most serious misconduct such as:

    - Breaches of the Alcohol, Drugs and Smoking Policy;
    - Bringing College into disrepute;
    - Bullying (including child on child abuse);
    - Theft;
    - Breaches of the ICT Acceptable Use Policy;
    - Unsustainable disruption to teaching and learning;
    - Unlawful behaviour.

Following a period of suspension (or removal from the classroom), consideration must be given to the reintegration of the pupil back into College and the classroom. This may involve meeting with the pupil, parents and Head of College, Head of Pastoral Care or Head of Division.

32. USE OF PHYSICAL RESTRAINT

Physical force must never be used as punishment. On rare occasions, physical restraint of a pupil may be necessary to prevent injury to herself or others; to prevent serious damage to property or equipment; or to avoid disruption to important activities. In such circumstances, any member of staff may physically restrain a pupil, but the force used must be reasonable and for the minimum time necessary. In determining what is reasonable, any disability or SEN must be considered. Where physical restraint has been required, the member/s of staff involved must immediately inform the Head of College, or in their absence the Head of Pastoral Care. They should also record the details in writing as soon as possible after the incident and forward them to the Head of

College. The Head of College will instigate a formal investigation into each incident and a report will be submitted to the College Council Audit and Risk Committee for consideration.

33. DEMERITS

These are awarded by any teacher who should record them on iSAMS. They are monitored by the pupil's Houseparent, Tutor and Head of Division, and used as the basis for behaviour management. They are not currently published to parents, but they can be referenced by the tutor in tutor reports.

Academic Merits and Demerits

Further details are in the Curriculum Policy.

Poor Conduct Demerits

These are awarded to any pupil for behaviour in any aspect of College life. Poor conduct demerits are awarded for any breach of College rules or behaviour which falls below the standards expected in College. Examples include breaches of uniform regulations, disruptive behaviour, and rudeness to others.

Appendix 1:

1. PREP RULES FOR JUNIOR HOUSES

- Prep starts promptly at 7.00pm.
- Prep operates in silence so that everyone can concentrate.
- Listening to music on phones or other mobile devices (even with earphones) is not permitted because of the distraction that it causes both to you and those around you.
- Be organised before prep starts so that you cause as little disruption as possible.
- Have your planner open on the corner of your desk so that it can be checked by supervising staff.
- Earphones should be used if there is any audio link to your work.
- Music practice may be undertaken once all other prep has been completed, providing it
  doesn't disturb anyone else.
- Always have a reading book with you in order that you have something to do once you have completed everything else.
- Showers must be taken outside of prep time.
  Prep times:

  LC1 - 7.00 - 8.00pm
  LC2 - 7 .00 – 8.15pm
  LC3 - 7.00 – 8.30pm
  UC4 - 7.00 – 8.45pm
  UC5 - 7.00 – 9.00pm

2. PREP RULES FOR SIXTH FORM HOUSES

- Prep starts promptly at 7.00pm.
- Music practice may be undertaken once all other prep has been completed, providing it
  doesn't disturb anyone else.
- Listening to music whilst studying is permitted but not the watching of films.
- Please keep movies until after prep.

3. HOUSE ROUTINES BY YEAR GROUP

	LC1	LC2	UC3	UC4	UC5
Prep	Supervised in Prep Room	Supervised in Prep Room	Supervised in Prep Room	Monitored in rooms	Monitored in rooms
Prep time	7-8pm	7-8.15pm	7-8.30pm	7-8.45pm	7-9pm
Hand in Electronic time	8.45pm	9.00pm	9.15pm	9.30pm	Keep Phones and laptops
FOG / Reading Time	9.00pm	9.15pm	9.30pm	9.45pm	10.00pm
Bed Time	9.15pm	9.30pm	9.45pm	10.00pm	10.15pm (small lights can be left on)
Wake ups	By Staff	By Staff	By Staff	On Own	On Own
PJs at breakfast	Not allowed	Not allowed	Not allowed	Not allowed	Allowed
Tuck	Kept by staff	Kept by Staff	Can keep	Can keep	Can keep
Film Rating	PG	12	12	12	15
Walk to and from school	Partners	Partners	Partners until HPs agree walking alone is permitted	Pupils may walk alone during daylight	Pupils may walk alone during daylight

	LC1	LC2	LC3	UC4	UC5
Town Time	Weekend: 1 hour supervised	Weekend: 1 hour supervised walk but can go off in groups.	Weekend: Only after lunch and must be back by 4pm	Weekend: Only after lunch and must be back by 4.45pm	Weekend: 3.5hours total (can stay out until 8pm).
Waitrose and Mont P (after Field)	Not allowed	Not allowed	After field days only	After field days only	After field days only
Waitrose and Mont P (at weekends)	Supervised only	Unsupervised	Unsupervised	Unsupervised	Unsupervised
Meals at weekends	Required to eat all meals in house (unless out on a floater or out with guardian / parents)	Required to eat all meals in house (unless out on a floater or out with guardian / parents)	Required to eat all meals in house (unless out on a floater or out with guardian / parents)	Required to eat all meals in house (unless out on a floater or out with guardian / parents)	Can go out for a meal as long as this is requested in advance.
Takeaways	Not allowed	Not allowed	Not allowed	Permission to be sought from HP or DHP before placing the order. Give notice by Thursday. One takeaway per weekend per pupil Saturday OR Sunday (afternoon OR evening) only If already going out for a meal, then not allowed takeaway	Permission to be sought from HP or DHP before placing the order Give notice by Thursday. One takeaway per weekend per pupil Saturday OR Sunday (afternoon OR evening) only If already going out for a meal, then not allowed takeaway

4. JUNIOR HOUSE EXPECTATIONS

In College we value trust, respect, honesty and consideration for others, enabling us to develop self-discipline and positive habits of mind which will last a lifetime, and which establish a happy and productive atmosphere within the house, fostering learning and growth for all. Where possible, this is achieved by reliance on positive enforcement: encouragement, praise, explanation and role modelling.

When dealing with poor behaviour each case is individual; we discuss our core values and how the behaviour may contravene what we are trying to achieve, and consider what may have caused this behaviour. It is this reasoning and the understanding that negative behaviour is not helping the house as a community which underpins how we deal with sanctions. Sanctions are always proportionate and appropriate to the misdemeanour and to the individual, and always include restorative practice. We will always try to give much greater focus to rewarding and promoting positive situations which reflect examples of pupils being trustworthy, honest, respectful and community minded.

Junior House Expectations

Key principle of boarding:	What sort of behaviour will be rewarded in House?	What can go wrong?	What is the consequence for a first offence?	What is the consequence of a second offence?
Respecting staff and students				
Our houses are founded on an atmosphere of mutual trust and respect. We must all feel able to work, play, relax and rest in House. **House Values should be lived out in all interactions between students and staff.**	House staff will recognise students who are polite and friendly to their peers, house staff and visitors. Acts of kindness and acts of service (helping others) will be noticed and rewarded too, along with upstander behaviour that helps to set the right tone in house.	Being disrespectful or unkind to others in person or online, excluding others, lying, bad language.	Warning and restorative conversation	Pupils may be asked to repair relationships in house by giving their time, for example helping House staff or supporting their peers. House sanctions will be recorded on the House sanctions log. Behaviour in breach of College's anti-bullying and anti-cyberbullying policy is likely to lead to College sanctions
Respecting the House environment				
We are proud of our houses and we are grateful to all the people who work to look after our them, showing this gratitude by tidying up after ourselves. We understand that we are a community so we are thoughtful about how we use and leave spaces.	House staff will keep track of tidiness of your dorms and rewards for tidy spaces will be given. House staff will notice and reward students who not only leave the spaces they have used tidy, eg dining room, common room, but help to tidy up after others and/or set up activities.	Making or leaving a mess in common areas, laundry, dining room, bathroom. Untidy dorm	Pupil will be asked to tidy the area in question. Warning and restorative conversation	Pupils may be asked to repair relationships in house by giving their time, for example tidying communal areas for a period of time. House sanctions are recorded on the House sanctions log.
Respecting House routines				
We understand that the House provides a safe, structured framework within which we can learn, develop, work, rest and have fun. **We understand that the smooth running of a busy boarding house depends on each person abiding by House routines. Our House staff work hard to look after us, and we support them by listening carefully to instructions and doing our best to meet expectations.**	House staff will notice students who are always on time to meetings, prep, activities etc, and who always leave House on time. More generally, following the rules builds trust between students and staff, and will inevitably mean that staff are more able to offer flexibility when it is needed.	Not respecting prep or quiet times, missing house meetings or registration, not leaving House at the correct time, returning to house late.	Warning and restorative conversation	Pupils may be asked to repair relationships in house for example by being asked to be in their rooms early or wake up early, doing prep in a designated area, reporting early. Late returns from town might lead to reduced time out or loss of permission to go out the next weekend, House Gating (day or weekend).
		Not handing in a device at the right time.	Warning and restorative conversation	Pupils may be asked to help collect devices, their device time may be reduced or device may be confiscated.
		Secret second phone, device or smart watch.	Confiscation of phone for 48 hours. Second device kept by House and only returned to parent/guardian	As for first offence, plus when phone is returned to the pupil they will have to abide by the phone rules for the age group below them (1 week minimum). College device sanctions will apply.
		Ordering takeaways at times that are not permitted	Warning and restorative conversation	Restorative consequence matching the incident ie takeaway removed; no takeaways over the remainder of the weekend; no takeaways over the following weekend.
Respecting House rules				
We understand that it is important that our environment is safe and healthy, and if we bring something that is not permitted it might cause risk to ourselves or others.	House staff will always be pleased if you check with them what is allowed and what isn't, since collaborative and mature, reasonable communication is key to the safe working of the house.	Bringing banned items in to the house	Confiscation and discussion regarding why the item is not permitted If the purchase of the item is in breach of one of the main school policies, College sanctions are likely to apply.	

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5. SIXTH FORM HOUSE EXPECTATIONS

In College we value trust, respect, honesty and consideration for others, enabling us to develop self-discipline and positive habits of mind which will last a lifetime, and which establish a happy and productive atmosphere within the house, fostering learning and growth for all. Where possible, this is achieved by reliance on positive enforcement: encouragement, praise, explanation and role modelling.

When dealing with poor behaviour each case is individual; we discuss our core values and how the behaviour may contravene what we are trying to achieve, and consider what may have caused this behaviour.. It is this reasoning and the understanding that negative behaviour is not helping the house as a community which underpins how we deal with sanctions. Sanctions are always proportionate and appropriate to the misdemeanour and to the individual, and always include restorative practice. We will always try to give much greater focus to rewarding and promoting positive situations which reflect examples of pupils being trustworthy, honest, respectful and community minded. We expect our Sixth Form students in particular to be role models for younger pupils, and to work in a collaborative and mature manner with their peers and staff.

Sixth Form House Expectations

Key principle of boarding:	What sort of behaviour will be rewarded in House?	What can go wrong?	What is the consequence for a first offence?	What is the consequence of a second offence?
Respecting staff and students				
Our houses are founded on an atmosphere of mutual trust and respect. We must all feel able to work, play, relax and rest in House. **House Values should be lived out in all interactions between students and staff.** **Sixth Form students in particular have a responsibility to behave in a way that sets the standard for younger pupils.**	House staff will recognise students who are polite and friendly to their peers, house staff and visitors. Acts of kindness and acts of service (helping others) will be noticed and rewarded too, along with upstander behaviour that helps to set the right tone in house. Taking the lead (in big and small ways) and being kind and supportive are highly valued.	Being disrespectful or unkind to others in person or online, excluding others, lying, bad language.	Warning and restorative conversation	Pupils may be asked to repair relationships in house by giving their time, for example helping House staff or supporting their peers or younger girls. House sanctions will be recorded on the House sanctions log. Behaviour that is in breach of College's anti-bullying and anti-cyberbullying policy is likely to lead to College sanctions
Respecting the House environment				
We are proud of our houses and we are grateful to all the people who work to look after our them, showing this gratitude by tidying up after ourselves. We understand that we are a community so we are thoughtful about how we use and leave spaces.	House staff will keep track of tidiness of your dorms and rewards for tidy spaces will be given. We will notice and reward students who not only leave the spaces they have used tidy, eg dining room, common room, but help to tidy up after others and/or set up activities	Making or leaving a mess in common areas, laundry, dining room, bathroom. Untidy rooms.	Pupil will be asked to tidy the area in question. Warning and restorative conversation	Pupils may be asked to repair relationships in house by giving their time, for example tidying communal areas for a period of time. House sanctions are recorded on the House sanctions log.
Respecting House routines				
We understand that the House provides a safe, structured framework within which we can learn, develop, work, rest and have fun. **We understand that the smooth running of a busy boarding house depends on each person abiding by House routines. Our House staff work hard to look after us, and we support them by listening carefully to instructions and doing our best to meet expectations.**	House staff will notice students who are always on time to meetings, prep, activities etc, and who always leave House on time. More generally, following the rules builds trust between students and staff, and will inevitably mean that staff are more able to offer flexibility when it is needed.	Not respecting prep or quiet times, missing house meetings or registration, not leaving House at the correct time. Returning to house late from town.	Warning and restorative conversation	Pupils may be asked to repair relationships in house for example by being asked to be in their rooms early or wake up early, doing prep in a designated area, reporting early. Late returns from town might lead to reduced time out or loss of permission to go out the next weekend, House Gating (day or weekend).
		Ordering takeaways at times that are not permitted	Warning and restorative conversation	Restorative consequence matching the incident ie takeaway removed; no takeaways over the remainder of the weekend; no takeaways over the following weekend.
Respecting House rules				
We understand that it is important that our environment is safe and healthy, and if we bring something that is not permitted it might cause risk to ourselves or others.	House staff will always be pleased if you check with them what is allowed and what isn't, since collaborative and mature, reasonable communication is key to the safe working of the house.	Bringing banned items in to the house. Going out of bounds. Misusing alcohol.	Staff may ask you to open your parcels with them. If a banned item is found, it is likely to be confiscated and the house team will discuss with you why the item is not permitted. Your parents may be contacted. If the purchase of the item or bringing it in to House is in breach of one of the main school policies, College sanctions are likely to apply. Misue of alcohol is likely to lead to a College Sanction and may also lead to reduced time out or loss of permission to go out the next weekend and/or House Gating (day or weekend) in the same or subsequent weekend.	

Gating – removes weekend privileges to go home and to go out of the house other than for College commitments or to visit the Health and Fitness Centre (with restricted permission and attendance monitored by House).

OUT OF BOUNDS AREAS

There are certain areas of Cheltenham which are considered unsafe and unsuitable for pupils to go to. These include the Honeybourne Line, Pittville Park, the Lower High Street, (beyond Ambrose Street), Sandford Park, Parabola Lane and the cut through between Malvern Road and Parabola Road. A map is available in the houses for reference.

Appendix 2:

1. COLLEGE RULES AND EXAMPLES OF SANCTIONS APPLIED

Please see below examples. These all depend on the context and any mitigating circumstances including the age of the pupil and their previous behaviour record.

Alcohol:
A level of intoxication that brings College into disrepute – 1-2 Day suspension

Disrespectful behaviour towards a member of staff
Full range of sanctions open to application.

ICT AUP infringement:
Ranges from demerit, device confiscation to suspension.

Missing directed curriculum time (including Prayers):
Saturday morning detention and letter home.

Out of College without permission:
Saturday morning detention and letter home. Gating for a defined period.

Phone/Smart Watch/tech infringement:
Confiscation of the device for 48 hours. Escalating sanctions for repeated misdemeanors.

Smoking, vaping, possession of associated paraphernalia or nicotine products:
In possession or use of cigarettes, vapes or any nicotine products or paraphernalia; Saturday morning detention and letter home for first offence. Subsequent offences will see an escalation up to – 1-2 Day suspension.

Uniform infringements:
Warning from a member of staff followed by confiscation (outside coat, jewellery) or a poor conduct demerit.

Appendix 3 – Device Rules in Boarding

Junior boarders: device access timings

- You may bring a phone and your SurfacePro. UC5s access to additional tech is at agreed times only.
- Smart watches and Smart glasses are not permitted either in House or at College
- If you are found to have additional devices that are kept secretly, a College sanction will follow
- LC1&2 and UC3 may only use their phones in downstairs communal areas
- **If you need to call home at times other than those specified, just ask a member of your House team**

Weekdays

	LC1 & LC2	UC3	UC4	UC5
Morning	Phones and Surfaces may be accessed for 15 minutes after breakfast / notices. Phones to be handed in before College.			
College	No phones to be taken to College. Any phones found in College will be confiscated for 48 hours.			
Lunch	Hand in your Surface on return to the House. Collect it as you leave for College. No phones.	You may keep your Surface. No phones.		You may keep your Surface. No phones. No other devices.
After College	Hand in your Surface until prep time.		You may keep your Surface. No other tech. Phones allowed after supper. Hand in before prep.	You may keep your Surface and other devices and collect your phone. Hand in before prep.
Prep	No phones			
After prep	Phones and Surfaces can be used in downstairs communal areas between 8.15 – 8.45pm. All devices handed in by 8.45pm	Phones and Surfaces can be used in downstairs communal areas. All devices handed in by 9.15pm	Phones and Surfaces can be used. All devices must be handed in by 9.30pm	Phones, Surfaces and other devices can be used. All devices must be handed in by 9.45pm

Weekends

	LC1 & LC2	UC3	UC4	UC5
Saturday morning	Phones and Surfaces may be accessed for 15 minutes after breakfast / notices. Phones to be handed in before College.			
Saturday College	No phones to be taken to College. Any phones found in College will be confiscated for 48 hours.			
Saturday afternoon	Phones and Surfaces may be used in downstairs communal areas. Timings are at HP discretion but are likely to be 4.00 – 6.00pm Permission may be requested to take phones in to town	Phones and Surfaces may be used from 4.00 – 9.30pm in downstairs communal areas. Permission may be requested to take phones in to town All devices handed in by 9.30pm	Phones and Surfaces may be used after College. All devices handed in by 10.00pm	Phones, Surfaces and other devices may be used after College. All devices handed in by 10.15pm
Sunday	Phones and Surfaces may be used in downstairs communal areas. Timings are at HP discretion, but are likely to be: 1.5 hours am, 2 hours pm Permission may be requested to take phones to town		Phones and Surfaces may be used between 9.30am and 9.15pm	Phones, Surfaces and other devices may be used between 9.30am and 9.45pm