

Behaviour and Conduct Policy

SCHOOL RULES

Ardingly College is a co-educational School in the Woodard Family founded to teach the Christian Faith. Our aim is to enable all boys and girls to develop their love of learning, academic potential and individual talents in a caring community which fosters sensitivity, confidence, a sense of service and enthusiasm for life.

Any school needs essential rules to which the members of the school community subscribe both on gaining admission and throughout their time within it. There are of course a large number of rules and regulations to which staff have agreed to adhere.

What follows are the general principles and rules to which pupils are required to adhere and which parents are expected to support.

Pupils are expected to exhibit a high standard of personal behaviour, self-discipline and respect and to work to the best of their abilities at all times.

The School Rules are not restricted solely to School premises and term time. Conduct outside School term time and off School premises may be deemed to be a breach of School Rules where that conduct has a detrimental impact on the School, its reputation or the School community.

1. Spiritual Awareness

To be a well-balanced individual we need a sense of spiritual awareness along with academic achievement and physical ability. The experience of holiness, an understanding of right and wrong, and respect for the worth of each human being; these are the invisible strands that hold our community together. These values are learned in every part of our lives but the Chapel and the activities connected with it are a particular focus for our spiritual growth. Our status as a Woodard School places a special emphasis on this aspect of our common life.

2. Academic

Academic work must be the students' priority. They should aim, by wider reading and further enquiry, to do more than merely satisfy formal academic requirements.

All students are expected to be committed to their academic work, to work to the best of their ability and to encourage and facilitate each other to do the same. They should do their preparation thoroughly, make sure that they know what tasks have been set, and be scrupulous in caring for and returning books.

Students must not do anything to affect the learning of others in the classroom. They should concentrate, listen to the instructions of the teacher and only talk when invited to by the teacher. Disruptive behaviour will not be tolerated. Teachers may impose a sanction commensurate with the offence. Repeated offences may result in either the teacher, HoMM or Deputy Headmaster imposing a Saturday or Sunday detention. They may also jeopardise a student's position in the School.

All pupils are expected to be open and honest about the origins of their academic work. Taking the work or ideas of someone else and attempting to pass them off as one's own is cheating (see 'plagiarism' in Academic Honesty contract) and is a very serious offence. Such an offence may result in exclusion. In the case of public examinations (including coursework) such an offence may also lead to disqualification by the Board from all exams taken.

Individual Target Cards provide structured support for pupils who are causing academic or behavioural concern and to help them find effective patterns of work and achievement. Pupils may be placed on this if they are under-performing, after consultation with their tutor and HoMM, or by the Head of Middle School/Head of Sixth Form as a result of a poor school report.

Pupils must present their card at the start of each lesson and collect it with comments at the end of the lesson. HoMMs or parents should review the card every day.

Pupils with special educational needs are indicated on the College database and records are available to all staff. They are expected to structure their teaching accordingly.

Classroom code of conduct

Pupils are expected to show respect at all times to adults in the College community; there is a greater degree of formality in an academic context [in the classroom particular]. The College expects high standards of behaviour at all times but courtesy, punctuality and appropriate dress are particularly important.

Pupils should:

- Arrive for lessons on time
- Always complete homework tasks on time
- Be tidily and correctly dressed
- Have the required equipment
- Focus and engage in their lessons/activities
- Work diligently and efficiently
- Stand up if an adult enters the room

This code of conduct should be adhered to at all times. In addition, good discipline will be greatly assisted by good organisation. Teachers are expected to know what they are doing and how they intend to do it; they will set high standards. If work is set frequently and marked promptly and accurately then mutual respect will be fostered.

3. Pupil Conduct

Ardingly College is an educational community whose philosophy embraces the challenges of academic excellence, responsibility and leadership, friendship and participation in a wide variety of activities and spiritual awareness.

All students will be encouraged to develop their talents and gifts and to use initiative to achieve this. As an individual everyone is part of a larger group – a year group in a House, the House itself, a class, a team, the College and local community. We wish all members of the College to think of others at least as much as they do of themselves, giving as well as receiving, including all, trusting others, being tolerant of those who have different views and habits, respecting all around as individuals and caring about them, and always being prepared to help when needed. Any unpleasantness directed at any member of the School or the wider community will not be tolerated.

Addictive and Forbidden Substances

The College will make clear to pupils what is allowed and what is not allowed on the school campus. Pupils are expected to use their common sense in making this decision.

The following list contains the most obvious items but the College reserves the right to prevent pupils from bringing other items into school if they feel the risk is justified.

i. Alcohol

There are occasions when consumption of beer or its equivalent may be permissible for those in the Sixth Form and also over the age of 16 years if express permission is given by a member of staff. If, however, any student is found to be intoxicated or caught drinking outside of the approved occasions they will be subject to either a Saturday or Sunday detention depending on the gravity of the offence. A pupil's parents will be informed of any alcohol-related offence.

Drinking spirits is especially dangerous and the School takes the offence of drinking and/or purchasing them extremely seriously. Any student who consumes (or is about to consume) or purchases them will be suspended. The amount consumed is immaterial. A second offence is likely to lead to exclusion.

The law does not permit anyone under 18 to buy alcoholic drink and no student may bring alcohol into the School. Any senior student caught selling alcohol could be dismissed from the College.

ii. Drugs

The College defines drugs as including:

- all illegal drugs (those controlled by the Misuse of Drugs Act 1971)
- all legal drugs, volatile substances (those giving off a gas or vapour which can be inhaled), ketamine, khat and alkyl nitrites (known as poppers)
- any substance the College considers forbidden

For the purpose of this policy, the word 'drug' will be taken to mean drugs and forbidden substances.

The School employs a three-pronged approach to drugs:

- We provide students with clear information on the dangers of drug use;
- We encourage students to develop the common sense and self-confidence needed to resist peer pressure to take drugs;
- We have clear sanctions for those who are suspected of, or found to be using drugs.

Students at Ardingly may not consume these substances either at School or during the holiday periods. Offences traced back to the holidays will be treated in the same way as offences that occur at School.

Where reasonable grounds for suspicion exist, the School may carry out a drugs test without notice. Such grounds will include long periods of lethargy, unusual signs of aggression or aggravated failure to cooperate, in addition to intelligence or reports, which give rise to suspicion.

The School's policy on drugs is that use, possession or supply of a drug renders a pupil liable to immediate dismissal from the College.

In certain circumstances, however, and on the Headmaster's sole discretion, a pupil who contravenes the School's policy may be allowed to continue in the School on certain conditions which must be strictly adhered to.

iii. Pornography

Pornography in any form must not be brought into the School and students must not access pornographic material on the internet. A breach of this will probably result in a suspension.

Because of the potentially harmful nature of pornography, it is understood that each case needs to be handled sensitively and on an individual basis. In the event of a pupil being found in possession of inappropriate pornographic material for the first time, this would, in

most cases, be dealt with internally, but it would also depend on the seriousness of the case. In extreme cases students may be suspended from the School and any students found to be selling or dealing pornographic material may put their continued attendance at the School in jeopardy. In the event of a pupil sending unwanted material of an unsavoury or abusive nature to someone else via email or mobile phone, it will be considered by the School as bullying of a serious nature and will be dealt with accordingly.

Pornography is now available in a variety of forms; the School reserves the right to determine what is and is not appropriate material.

iv. Smoking

The health dangers of smoking are clearly established and carefully communicated in School in the health education programme. The process of sanctions stands alongside programmes to help the addicted to reduce and give up the habit.

Anybody found smoking outside the buildings will be punished with a Level 4 Saturday Detention. A second offence in a term will result in a Level 5 Sunday detention. Repeated offences may result in gating or suspension and will probably lead to the student being tested for drug use.

Those found associated with smokers will be treated as a group guilty of the offence. Possession of smoking materials or evidence on clothes or breath may, according to circumstances, be treated as evidence of actual smoking of tobacco. Those found in such circumstances are liable to receive the same sanction as those caught smoking.

The dangers of tobacco are fully addressed in health education classes and if anyone is addicted to tobacco and would like help, we offer confidential opportunities for personal advice and support.

Any student caught selling cigarettes is likely to be suspended and could be dismissed from the College.

Bounds

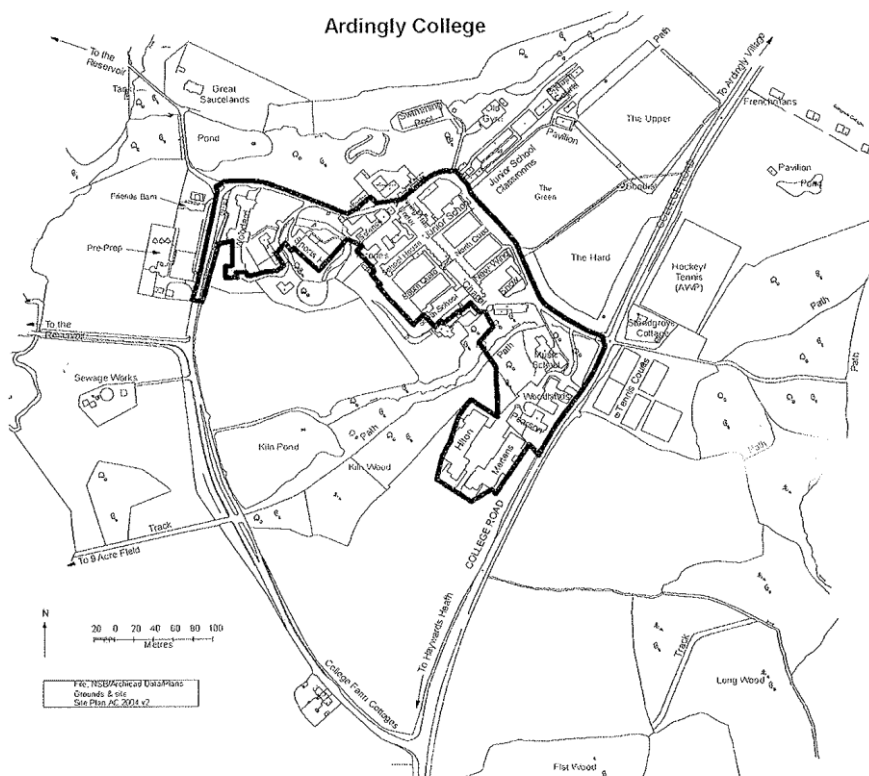
In the interests of safety, students are restricted to particular areas of the School site at certain times of the day. If students go 'out of bounds' they are placing themselves at some risk – a risk which is unacceptable to the teachers and House staff who have a duty to ensure the health and safety of students in the College's care.

If, when students are free, they intend to leave the School grounds, they must first sign out in the House Book. Students must get permission from their HoMM. Staff must know the whereabouts of students at all times.

The areas that are out of bounds at all times are:

- The Pre-prep 'Farmhouse' Area;
- Saucelands;
- The area around the Southern Water Authority buildings and pumping station;
- The Prep School and associated play areas;
- Any cricket square
- The Prep School half of North Quad;
- The bricked area outside the staff dining room in South Quad;
- The grassed areas of South Quad;
- All kitchen, workshop and maintenance areas;
- The roofs of all School buildings
- Any wooded area on the School campus (except the Cinder Path when going to and from Nine Acre or the main school buildings)

Boarders must remain within their own designated area after the bedtime callover unless they have permission to be elsewhere. The punishment for students who breach this rule may include a short suspension from School and, as a minimum, students can expect a Saturday detention. The areas out of bounds are set out in the map.



Bullying

Bullying behaviour is action which hurts or causes distress by taking advantage of another person in some way, making him or her feel uncomfortable or threatened.

The School expects all members of the School Community to uphold the School Code on Bullying and follow the guidelines given in the anti-bullying policy.

- Every student at Ardingly has the right to enjoy their learning and leisure time free from intimidation.
- Our School Community will not tolerate unkind actions or remarks, even when these were not intended to hurt.
- To stand by, when someone else is being bullied, is to support bullying.
- If you are being bullied, or you know of someone who is being bullied you should report this to a member of staff or a responsible senior student.
- Bullying will always be taken seriously.

Any student being bullied or knowing that someone is being bullied should report what is happening to his or her parents or guardians or to someone in authority within the School. The School will investigate the allegation; bullying will always be treated seriously and may potentially result in exclusion. At all times, the College will endeavour to be sensitive, impartial and equitable.

Education

The College's Learning for Life and tutorial programmes promote, through discussion, the concepts and demands of good behaviour as well as academic, moral and spiritual growth.

Gambling

Gambling is prohibited.

Identity Cards

It is a serious offence to carry any form of identification with false information on it.

Prohibited Items

The possession of the following is prohibited:

- i. Fireworks and explosives;
- ii. Weapons (including imitation weapons and knives which do not meet police regulations);
- iii. Lighters and matches;
- iv. Chewing-gum.

Possession of a knife is a particularly serious offence and will lead to suspension. The police may also be called. Brandishing a knife or threatening someone with a knife at School will most likely lead to expulsion and the person concerned may be brought before a magistrate

Sexual Conduct/Relations

The College seeks to encourage normal friendships between students; this can be one of the great assets of the coeducational environment. The College cannot but be aware of the pressures to which teenagers especially are subject, with a linking of early sexual experience to self-esteem.

Intense romances, and the emotional disturbances, which they are very likely to cause, are to be avoided at School. Students found engaged in any form of intimate sexual activity must expect to be dismissed from the College. Public and private displays of affection are not allowed. We encourage proper friendships between students in different year groups. Therefore visiting other Houses has always been allowed. Students may visit each other in the public areas of their Houses during free time. Students may not visit each other's rooms at any time.

Theft

Theft is a serious crime; it destroys trust in the community; it leads to unhappiness and can be used as a form of intimidation. If a student is found to have stolen items belonging to either another student (or his or her family) or the school, he or she may be suspended or, in particularly severe cases, excluded.

Vandalism

We expect students to respect property belonging to the School, and we will take serious action against pupils who damage it.

4. Staff Conduct

Restraint

Staff should intervene physically (with regard for their own personal safety) only when and if a student is endangering themselves or others by their action(s) or potential action(s).

If the "problem" can be resolved by removing other students directly, then do this.

Searching a pupil's possession

In the unusual event of a pupil, or a pupil's room, locker or bag, being searched; the school ensures the rights of the pupil are respected and the law of the land upheld. Professional judgement is used in all cases. The following general guidelines should be observed.

If a pupil is suspected of carrying an unauthorised item (for example, alcohol) a member of staff should ask the pupil, in the presence of a second adult witness, to turn out their pockets or bag. If the pupil refuses to cooperate, the member of staff should contact the HoMM who contacts the pupil's parents and refers the matter to the Deputy Head.

The parent should be encouraged to persuade the pupil to agree to the search taking place. If the matter is of major concern and the pupil still refuses to approve of the search, then the police may be called in to conduct the personal search.

If a pupil's room needs to be searched, it should be with their consent and the search carried out in their presence and in the presence of a second adult witness. If the pupil refuses permission for the room to be searched then the HoMM should contact the parent and inform them of the situation that has led to the need for a search to be made. The parent should be encouraged to persuade the pupil to agree to the search taking place. If the matter is of major concern and the pupil still refuses to approve of the search then the Deputy Headmaster should be informed and the police may be called in to conduct the search of the room.

Whatever the pupil's response, staff should not:

- Touch the pupil forcibly. Any restraint should be in line with the College's policy on the use of restraint
- Search the pupil's person, which for these purposes extends to his or her outer clothing and pockets; or remove the pupil's clothing - even their coat - for the purpose of searching it.
- Search a pupil's pockets: these should be turned out by the pupil.
- Search a pupil's room or bag without them being present and without another adult witness being present.

If a search reveals any offensive weapons or knives, or evidence in relation to an offence, the item or items should be removed to a place of safe-keeping. The member of staff must inform the Deputy Headmaster. The Deputy Headmaster reports the finding of any weapons to the police. If evidence of drugs is found, the Deputy Headmaster determines what action to take in accordance with the College policy on drugs.

If tobacco or alcohol items are found in pupils' possession, they must be confiscated by the member of staff and taken to the Deputy Headmaster's office where the confiscation and treatment of the items is recorded. The Deputy Headmaster determines what action to take in accordance with the College policies on smoking and alcohol.

5. Promoting Good Behaviour

Rewards

Academic results relate not only to good teaching but to the positive endeavour and intellectual curiosity of the pupils.

Those who commit themselves most can expect the highest rewards.

Merits: awarded to Shell, Remove and Vth Form only for effort or attainment which relate to written work or oral contributions.

Currency for merits: Bronze=20 Silver=40 Gold=60 Platinum=80.

Beyond the Bronze Award, book tokens or their equivalent of increasing amounts will be awarded.

Distinctions: awarded to VIth form once per half term and limited to one per set for academic achievement.

In addition to a certificate, there is also a gift voucher or a financial equivalent.

Achievement: this provides a mechanism to promote and recognise endeavour in four key areas:

a) Action: anything which is active eg: any sport, hiking, table tennis, colours

b) Academic: academic achievement not necessarily rewarded by merits or distinctions such as Olympiad, Challenges, Contributions to lectures

c) **Creative:** anything that is a creative activity eg: visual forms of art such as painting or photography singing and other forms of music making, music grades, debating, drama, dance etc

d) **Service:** anything which helps others and for which students do not get a financial reward eg: Ecoschools, Amnesty, Gateway, Service in House, Charity focus etc.

Achievements and commendations are awarded for noteworthy and praiseworthy conduct or performances, and celebrated at House or School assemblies.

Individual performances are rewarded and count towards a House Cup and Academic Cups.

Sanctions

No pattern of poor work or behaviour should be tolerated. The College employs a levels-based approach to sanction. There are five levels:

Level 1: Break Detention (BD)

There is a five minute detention in break for certain offences. These include:

- Lateness to lessons and activities
- Unsatisfactory dress or appearance
- Inappropriate behaviour in class or around School

The break detention takes place in room M1 at 11:00 prompt every break; if a pupil is late (even by a few seconds), he or she will be deemed to have missed the detention.

Pupils are informed in morning call over if they have a detention and they are expected to sit down and occupy themselves quietly for five minutes. The detention is supervised by senior members of the school community.

Level 2: Departmental Detention (DD)

The main purpose of Departmental Detentions (DD) is to provide students with an opportunity to catch up on work or seek the help of the teacher. They may also be used for misconduct in lessons. If the misconduct is more serious or repetitive, teachers may put students into Conduct Detention (Level 3).

If it becomes clear that the student is being placed in DD more frequently than is acceptable, the DD will be upgraded.

Level 3: Conduct Detention (CD)

These take place at 16:30 on a Friday evening. The Conduct Detention (CD) is primarily intended for misconduct outside of the classroom or persistent misconduct within a lesson. The Deputy Headmaster will determine what is to be done in a CD.

Level 4: Saturday Detention (SD)

Saturday Detentions (SDs) are given for either serious offences (such as extreme insolence, smoking or out of bounds), a failure to turn up for a CD or repeated misdemeanors. The SD must have been given by the Wednesday evening of the week of the SD. Parents will be automatically informed by the pupil's HoMM.

Level 5: Sunday Detention (SUD)

Sunday Detentions (SUDs) are given for serious offences such as drinking or extreme rudeness. They may also be given for repeat SDs or for failing to turn up for an SD. The SUD runs from 09:30 to 12:30 and will be supervised by a member of SMT. There are two SUDs per term and they are marked in the Kalendar. A member of SMT must sanction an SUD and the student must be entered in it at least one week before the SUD.

Gating:

In the case of boarders, this means being confined to House for a period of time as specified by either the HoMM or Deputy Headmaster. In the case of day pupils, this may mean either being confined to House and being barred from taking part in other activities or sent home after the pupil's last academic lesson on one or several days as specified.

Hard Gating:

Pupils hard-gated must attend all departmental detentions as an opportunity to maintain academic standards.

Monitoring:

Pastoral Committee

Policy Review:

Reviewed and revised December 2011

Next review September 2013

Person Responsible:

Deputy Headmaster