



## BEHAVIOUR POLICY

<b>RESPONSIBILITY</b>	<b>SENIOR DEPUTY HEAD</b>
<b>DATE REVIEWED</b>	<b>AUGUST 2023</b>

At Framlingham College we believe that any breach of good manners or of common sense is a breach of school rules as also is any action which may lower the College's good name. Good discipline prevails when each child brings into school the manners and behaviour he or she may be presumed to practise at home.

Rules and Expectations are written for pupils so that they may know what to do and what not to do in matters such as behaviour, work, whereabouts and organisation. Meeting these expectations requires more than staying within the rules; it requires pupils to learn the best ways of enjoying their life and work at Framlingham College, and applying them as consistently as they can.

The Principal and the staff manage the school according to the Rules and Expectations, as well as other policies, which are not printed here but can be obtained from the Senior Deputy Head. The Principal has ultimate responsibility for and authority over every aspect of the College, including the upholding of the Rules and Expectations. The Principal may suspend or exclude pupils whom are deemed to have been in serious breach of the letter or spirit of the Rules and Expectations.

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## 1. INTRODUCTION

- 1.1** The College is a community whose purpose is to educate pupils and give them opportunities to experience a broad range of activities and interests. The Rules and Expectations set out the boundaries within which the College community operates.
- 1.2** Pupils are responsible for knowing and respecting the Senior School Rules and Expectations. Tutors are responsible for ensuring that new pupils are made aware of them and teaching staff for applying them fairly and proportionately.
- 1.3** Framlingham College pupils are subject to school Rules and Expectations at any time when they are at school or engaged in an activity organised by the College. It is important for pupils to appreciate that the College is responsible for their safety and welfare while at school. The Rules and Expectations are therefore framed so that pupils cooperate with the College in carrying out this responsibility.
- 1.4** School rules cannot cover all contingencies, but the following rules and expectations apply in order to maintain a safe, well ordered and civilised environment.
- 1.5** Pupils should also be aware of House rules, directed specifically at maintaining good order within the houses.

## 2. PUPIL REGISTRATION, LEAVE OF ABSENCE

- 2.1** Pupils register in houses at the start of each day; day pupils in houses also at lunchtime, and boarders in houses in the evening.
- 2.2** Pupils should remain on site during school hours unless they have the consent of their Housemaster or Housemistress (HM) to leave the site. All pupils should be on site and engaged in academic work during lesson time unless they have their HM's permission to do otherwise.
- 2.3** Pupils should follow this procedure for leave of absence from any lesson or activity:
  - a. Request HM's permission for absence (except for music lessons).
  - b. Inform staff of planned absence, at least 24 hours in advance. Ideally, this should be done in person during the lesson or activity preceding the planned absence. If not, a polite email request is appropriate.
  - c. Find out about the work missed and catch it up within reasonable time.

- 2.4** If a pupil is absent or unaccounted for staff will put out an alert to Reception and to the House. Parents will be informed after a maximum period of one hour when a pupil has gone missing. Refer to the Missing Pupil Policy for further details.
- 2.5** Pupils should not enter classrooms until instructed to do so by a member of the teaching staff.
- 2.6** Day pupils may remain in school after school Hours only with the permission of their HM.
- 2.7** Boarders must be on campus after 6:00pm unless they have their HM's permission, and be in their houses according to house lock-up times.
- 2.8** House handbooks should be consulted for specific house rules and expectations.

### 3. THE CAMPUS AND TOWN LEAVE

- 3.1** College Prefects only may be outside the precincts of the College during lesson times and then only in private study periods. Year 13 pupils only may go into town during lunch break. No other pupils are allowed into town during the formal part of the day (08:15am – 4:00pm), unless they have the specific permission from their HM, is on an organised outing, trip, or is going to an official appointment. This applies to day pupils as well as boarders.
- 3.2** The Senior School Bounds are defined as the School buildings; the playing fields; Inskips, Penny Farthings, TAC, the front and the Medical Centre.
- 3.3** All classrooms are out of bounds to pupils from the following times, unless they are accompanied by a member of staff:

**Monday – Friday:** 6:30pm

**Saturday:** 5:30pm

**Sunday:** All day

The sanctions for being present in a classroom as above are:

- 1<sup>st</sup> Offence – Detention
- 2<sup>nd</sup> Offence – Head's Detention (parents contacted by HM)
- 3<sup>rd</sup> Offence – Suspension (meeting with HM, Senior Deputy Head, Pupil and Parents)

- 3.4** Pupils must take care when crossing roads. No one should begin to cross until certain that the road is clear or that a cyclist or vehicle is going to stop or is already stationary. Pupils must not walk between cars when crossing a road, due to the potential danger of not being seen by oncoming drivers.

- 3.5** Town Leave, post 4pm is allowed as follows:

**Year 13:** Monday through Friday. Year 13 may also go to Town at lunchtime and return by 1.35pm.

**Year 12:** Monday, Thursday and Friday

**Year 11:** Thursday

**Year 9 & 10:** Tuesday

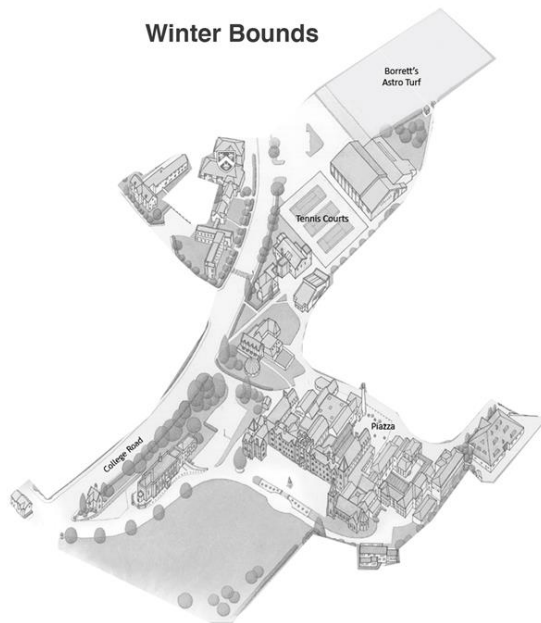
**At weekends all pupils may go into Town after school commitments.**

**All pupils** must sign out and back in according to House rules.

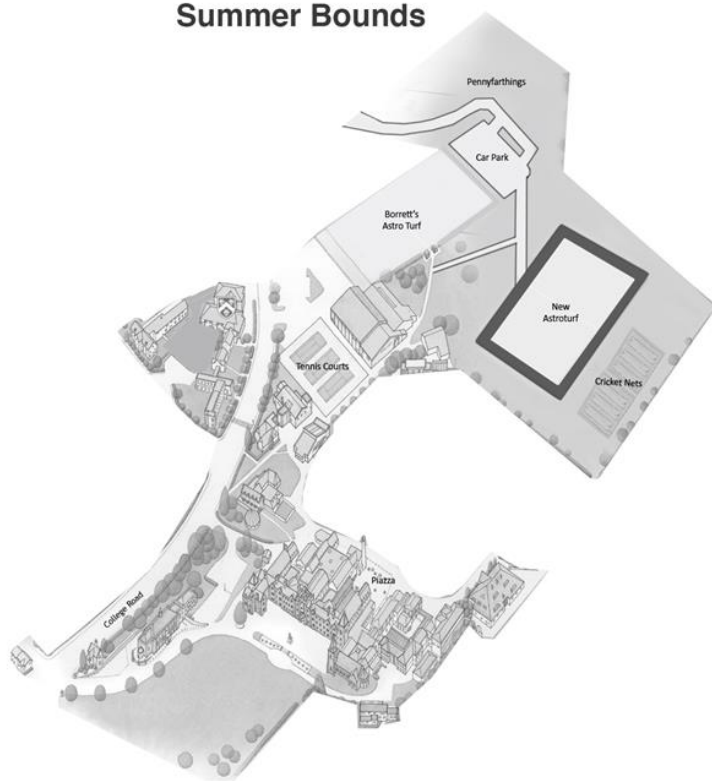
**3.6** Pupils should not eat or drink while walking around the school or town. Pupils should always show courtesy to the public, whose progress should not be impeded.

**3.7** All pupils are reminded that under no circumstances should they go out alone into unprotected areas, whether for jogging or other purposes.

**3.8** Bounds



## Summer Bounds



### **Sanctions for any pupil in the school being found out of bounds are as follows:**

1<sup>st</sup> Offence: Behavioural Detention and withdrawal of Town Leave for a 2-week period

2<sup>nd</sup> Offence: Head's Detention

### **3.9 The following are not allowed:**

- a. Swearing or offensive language or behaviour.
- b. Littering.
- c. Leaving books and bags around the school.
- d. Wearing earphones around school during the school day.
- e. Chewing gum at any time on the school site.
- f. Eating while walking around the campus. Pupils are not allowed to bring food of any kind into lessons.
- g. Using false identification.
- h. The use of mobile phones whilst walking around school.

## 4. LESSONS AND TIME-KEEPING

Framlingham College life is busy, and pupils are expected to be organised in their time-keeping and preparation for lessons. Expectations are laid out clearly in the Classroom Expectations Document (Be ready to learn; Engage; Persevere; Reflect and Be a purposeful learner), published in every classroom.

- 4.1** Pupils are expected to be punctual for lessons and other commitments during the school day.
- 4.2** If a member of staff is more than 10 minutes late for a lesson or activity pupils are expected to contact the nearest member of staff to report the absence. Pupils should not go back to their houses during lesson time unless they have a timetabled study period.
- 4.3** Pupils are expected to arrive at lessons with the required equipment or sports kit. Teachers should clarify what is required, after which pupils failing to bring these items may be sanctioned.
- 4.4** Pupils should not be sent out of a class unless in exceptional circumstances. In such cases, the teacher must inform the Head of Department and the Head of Section and Housemaster/mistress as appropriate.

## 5. REWARDS AND SANCTIONS POLICY

Policies relating to Drugs and Substance misuse, alcohol, smoking, ICT abuse, bullying and theft are set out in other sections of the Rules and Expectations and are distinct from the Rewards and Sanctions policy.

### 5.1. Rewards policy

The aim of the rewards policy is to encourage every pupil to make the most of his or her talents and time at school. A system of school rewards can only work by building an informal culture of praise, encouragement and recognition. More important than any system of rewards, verbal praise must be the principal way in which pupils are encouraged, and encourage each other. Mutual support amongst the entire Framlingham College community forms the foundation of a positive mind-set. Subject teachers, tutors, HMs, Heads of Section and Heads of Departments also develop their own ways of encouraging and recognising pupils' achievements.

A few shared principles should be applied to the giving of Rewards:

- a. A balance should be sought in rewarding achievement, progress and effort.
- b. Consistency and objectivity must be applied at all times.
- c. Rewards should seek to encourage pupils who require extrinsic motivation as well as recognising those who are intrinsically motivated.
- d. Tutors are encouraged to use target setting as a means of encouraging the academic progress of their tutees, and to reward the achievement of targets appropriately.
- e. Demonstration of good manners, teamwork, and service should be recognised alongside academic and other total curriculum achievements.
- f. Rewards should be communicated as appropriate to relevant staff and parents.

Rewards and Sanctions are entered by teaching staff on iSAMS and the pupil, Tutor and HM are automatically informed.

## **Rewards:**

**Positives:** These are awarded in Year 9 -11.

Staff may award Positives for work that is very good or for work that shows considerable improvement.

Positives can be awarded for all areas of College life where pupils are making a positive contribution. Good behaviour, improved attitude or acts of consideration and helpfulness should be entered into the iSAMS system under the pastoral category.

**Plaudits:** As above. These are awarded in Sixth Form

**House Colours:** For pupils who make a contribution to their House. Awarded by HMs at end of year House assemblies.

**School Colours (Academic and Co-Curricular):** For pupils who have excelled in Academic and Co-Curricular areas of School life. Awarded in the Sixth Form.

**Academic Teas:** The Principal regularly hosts an Academic Tea and pupils are invited on the basis of excellent academic work and attitude during the term. The Deputy Head (Academic) asks Tutors to nominate worthy pupils for each event.

**Academic Commendation:** awarded by the Deputy Head (Academic), usually for exceptional Attitude Grades across a half term.

**Head's Commendation:** When a pupil has produced work of an exceptional standard (absolutely or for that pupil) **and** reflects sustained effort in a major assignment or examination such as a Mock Examination or End of Year Examination.

An exceptional accomplishment or deed in other aspects of College life.

**Speech Day and Prize Giving:** End of year prizes are given for excellence and service.

## **5.2 Sanctions Policy**

Staff are asked to be mindful of the reasons that lie behind poor behaviour, when deciding upon a sanction. Staff are expected to use their judgement and common sense when dealing with an individual who has done something wrong.

There will be times when a conversation with the individual and then that individual's tutor, is all that is needed but to support staff, there is also a clear structure of sanctions that can be awarded if necessary.

The Head of Department is also there as a sounding board for a member of staff who needs guidance as to how to deal with an individual. It is sometimes better to take time to reflect on the most suitable sanction rather than making a snap decision and staff are encouraged to do this.

Before sanctions are applied, pupils can expect to be given a warning to correct their behaviour or meet a reasonable expectation. If the warning is ignored, the pupil should expect to be given a sanction according to the policy. The sanction is also a warning and a deterrent to further misconduct.

Corporal Punishment by any member of staff upon a child is unlawful and will be dealt with accordingly. It is not permitted under any circumstances.

## **Sanctions**

Pupils who do not submit Prep on time and without a valid reason will be awarded a Concern with an Academic Detention awarded if the work is not submitted by 9am the following school day.

**Concerns:** At the discretion of the teacher, a Concern (Poor Behaviour or Poor work/Not Done) may be given (via iSAMS) for minor misdemeanours such as late/incomplete work or poor classroom behaviour.

**School Detention:** Further misdemeanours lead to a School Detention which takes place on Tuesday (Years 9 & 10) and Thursday (Years 11 – 13) at 4.10pm.

**Electronic Report Cards:** are used to assist pupils who are struggling to meet the expectations of the Senior School. They are largely seen as a supportive measure, as opposed to an outright sanction.

1. **Self-Appraisal Card** (White) is for those pupils who want to have their own measure of how they are performing. These are issued by either the Tutor, Head of Section or HM after discussion with the pupil. These are not to be seen as "punitive" but rather as a support mechanism.
2. **Subject Report Card** (Yellow) is issued for subject specific under-performance. It is signed by the class teacher at the end of each lesson and then by the Head of Department at the end of the week. The card is then signed by the Tutor and handed to the Head of Section.
3. **Tutor Report Card** (Blue) is issued by the Tutor if there is a general concern about two or more subjects (e.g. Inconsistent Attitude Grades) or a Subject Report Card is not leading to improved performance. This report needs to be signed by the Tutor on a daily basis and is handed to the Head of Section at the end of the week.
4. **Head of Year Report Card** (Green) is issued if the Yellow and Blue Cards are not leading to an improved performance by the pupil. At this stage, parents will be contacted to inform them as to the strategies being put into place to support their son or daughter. This report needs to be shown to the Head of Section on a daily basis.
5. **Senior Team Report Card** (Orange) is a very serious measure and will involve an interview with parents before the card is issued. It needs to be shown to the Senior Deputy Head or Deputy Head Academic on a daily basis.

In all cases, completed report cards should be placed in the pupil's house file.

The purpose of the Sanctions Policy is to provide a clear description as to how pupils are sanctioned for contravening the Rules & Expectations.

### **Report Cards Summary**

<b>Report Card</b>	<b>Issued by</b>	<b>When to use it</b>	<b>Consequences</b>
Self-Appraisal Card	Tutor/HM/ HoS	Issued by tutor if concerns about academic work/behaviour continue.	A supportive measure.



		Completed by each teacher each lesson and checked by tutor every day.	Parents contacted by Tutor/HM
Subject Report Card	Subject Teacher & HoD	Issued by Head of Department after teacher warnings and for subject specific under-performance.	It is signed by the class teacher at the end of each lesson and then by the Head of Department at the end of the week. The card is then signed by the Tutor.
Tutor Report Card	Tutor	Issued by the Tutor if there is a general concern about two or more subjects (e.g. Inconsistent Attitude Grades) or a Subject Report Card is not leading to improved performance.	It is signed by the teacher at the end of every lesson and by the Tutor on a daily basis and the Head of Section at the end of the week. Parents contacted by Tutor.
Head of Section Report Card	HoS	Issued by the HoS if the Subject Report and Tutor Cards are not leading to an improved performance by the pupil.	It is signed by the teacher at the end of every lesson and by the Head of Section on a daily basis.  Parents contacted to by HoS to inform them.
Senior Team Report Card	SLT	Issued by SLT and is a very serious measure.	It is signed by the teacher at the end of every lesson and shown to either the Deputy Head Academic or Senior Deputy Head on a daily basis.  Parents are informed prior to the card being issued.

**Sanctions Summary:**

School Sanction	Issued by	When to use it	Consequences
Concern	All teaching staff	For minor misdemeanours such as late/incomplete work, poor classroom	Work should be redone and submitted within a stated deadline.

		behaviour or poor behaviour in general.	
Academic Detention	All teaching staff	Further misdemeanours of an academic nature, such as repeated failure to hand in work (overdue work not submitted by 9am the following day).	Academic Detention is for an hour on Tuesday or Thursday at 4:10pm  One-hour subject related work to complete.
Behavioural Detention	All teaching staff	Issued for significant or persistent breach of school rules. Poor behaviour such as deliberate rudeness, repeated lesson disruption or unpleasantness towards others	Behavioural Detention is for an hour on Tuesday or Thursday at 4:10pm.  One-hour restorative behaviour work to complete.
Head's Detention	SLT	Issued for:  Serious infringements of school rules such as fighting, abuse of social media, bullying etc  Accumulation of Behavioural or Academic detentions.	Head's detention is on Saturday evening 6:30pm – 8:30pm.  Parents contacted by Senior Deputy Head.
Internal Suspension	Senior Deputy Head, Head	For serious breaches of school rules, continued failure to complete work satisfactorily or as a result of 3 Head's detentions.	Up to 3 days reporting to the Senior Deputy Head and in lessons but suspended from all other activities.  An Internal suspension will lead to a Full suspension if the same behaviour is repeated.  Parents contacted by Senior Deputy Head
Full Suspension	Senior Deputy Head, Head	For major breaches of school rules or as a result of further infringements after an Internal suspension.  A decision will be made by the Head in discussion with the Senior Deputy Head about whether the infringement leads to an Internal or Full Suspension	Parents contacted by Senior Deputy Head.  Pupil meets with the Head after the suspension and receives a warning /final warning.  Further serious or persistent breaches of the school rules may

			result in the pupil being required to leave the school.
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*Notes on Sanctions:*

Precedence: attendance and completion of sanctions takes priority over other school commitments.

Record keeping: sanctions are entered on iSAMS by the member of staff giving the sanction; this generates an automatic e-mail to the pupil, tutor, Head of Section and HM; tutors, Heads of Section and HM are expected to monitor their pupils' Rewards & Sanctions record and report to parents accordingly.

Academic and Behavioural detentions: once a pupil has been placed in Academic or Behavioural detention they can only be withdrawn by the Senior Deputy Head.

House sanctions: Each House will have its own set of sanctions for breaking of House regulations. These may include House Gating. House Sanctions are recorded by the HM.

## 6.POLICY TO COUNTER BULLYING

**The policy to counter bullying aims to:**

- To maintain and drive a positive culture of kindness and consideration among all pupils and staff throughout the School.
- To deter bullying behaviour, detect it when it occurs, and deal with it by counselling and/or disciplinary sanctions and, if necessary, by expulsion. It is important to note that the College's response to bullying does not start at the point at which a child has been bullied.
- To create an ethos in the College where pupils treat each other and staff with respect because they are aware of the correct way to behave.
- To create an inclusive environment where all pupils can discuss the cause of their bullying.
- To create a community which recognises that all forms of bullying are wrong and that it is everybody's responsibility.

**For further detail, please refer to the Anti-Bullying Policy on the Website.**

## 7.PERSONAL RELATIONSHIPS

Open hearted friendliness is encouraged as being at the centre of a good community.

The guiding principle on personal relationships for the whole community must be respect for others at all times. This includes respecting those who have different values and opinions and trying to do to others as we would have done to ourselves.

There will be times when a pupil behaves in a very unkind way towards another. This does not equate to bullying. Rather it might be a one-off, ill-judged decision to behave in an unkind, mean or

thoughtless way, with little or no regard for the consequences and impact on the other person. In situations like these, the behaviour will be sanctioned appropriately and robustly by the Senior Deputy Head in conjunction with the Head. As is stated at the beginning of this section, the Head may suspend or exclude pupils whom are deemed to have been in serious breach of the letter or spirit of the Rules and Expectations.

### **7.1 Anti-Discrimination**

It is the policy of the school to ensure equitable treatment for all, rejection of discrimination on any grounds and a positive attitude to a pluralist community. The school recognises and accepts racial, religious and cultural differences amongst the pupils and staff at all levels. To this end individual worship requirements may be arranged alongside routine attendance at Chapel.

The policy of the school is that discrimination on the grounds of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership, pregnancy and maternity, class, academic or sporting ability is not acceptable and will be treated seriously and dealt with appropriately.

### **7.2 Sexual relationships**

An important aspect of a co-educational education is for boys and girls to learn to live and work together in a natural and respectful way. Any form of sexism is discouraged, as are excessive displays of affection in public. Sexual relationships between pupils are forbidden in any circumstances and those who overstep the boundaries can expect to be given a severe sanction.

## **8. DRESS REGULATIONS AND APPEARANCE**

### **Personal Appearance**

Pupils are expected to present a good impression at all times and their clothing, behaviour and demeanour are important ingredients in achieving this. The overall impression must be smart and modest. **The College reserves the right to interpret what is and is not appropriate uniform.**

Pupils not dressed appropriately during the formal part of the day will be sent back to House to change.

The prescribed uniform must be worn by all pupils during the formal part of each working day (weekdays: 08:15 - 15:55, Saturday: 08:15 - 14:15/after games) and when representing the College away from school on sporting fixtures or at official functions.

### **Hair, Makeup and Jewellery**

- Unconventional or extreme hairstyles or colouring are not permitted. Specific instructions regarding safety apply and must be obeyed in laboratories and workshops.
- Make-up must be discreet and conventional. Any effect considered to be extreme is not acceptable.
- Nail varnish is acceptable in neutral colours in the Sixth Form only.
- All jewellery must be removed for P.E. lessons and Games,
- Pupils are not permitted to have tongue or nose studs at any time,
- No other form of visible body piercing or body art is permitted.

## Dining Room Dress Code

The dining room dress code applies during both the formal and informal part of the day. The following forms of dress are not allowed in the dining room:

- Outdoor wear including coats, scarves, gloves and hats
- Ugg boots or similar are not permitted
- Bare feet
- Bare shoulders
- Fashion or sports shorts/skorts with bare legs
- College sports shorts/skorts are not permitted unless worn under College track suit bottoms
- Pyjamas/onesies

## Personal appearance during the informal part of the day

Pupils are free to wear their own choice of clothing during the informal part of the day. Informal dress should be appropriately modest and safe. The following are not permitted:

- Ripped or dirty clothing.
- Clothing with offensive or inappropriate slogans.
- Low slung trousers which reveal underwear.
- Crop tops which reveal the midriff.
- Immodestly low cut tops.
- Inappropriately short skirts or shorts.

## Years 9 – 11 Uniform

### Winter Uniform

Particular attention must be paid to the following:

- Navy College Jackets must be worn.
- A fitted, smart coat in either navy or black may be worn by Sixth Form pupils.
- Skirts must be worn at the correct length; no more than 5cms above or below the knee.
- Trousers must be worn at the correct length.
- An official College tie must be worn with a formal shirt.
- Shirts must be of the regulation colour and style, clean, pressed and tucked neatly into waistbands.
- Shoes must be formal, black, leather, polishable shoes. **Ballet pumps, boots, plimsolls, canvas shoes or trainers are not permitted as part of the prescribed uniform.**
- Sweaters must fit neatly and must not protrude beyond the blazer hems or cuffs.
- Socks must be plain dark grey.
- Tights must be navy.
- Pupils can wear the Framlingham College school scarf (scarves should not be worn during lessons, lunch or games sessions).

### Summer uniform

Summer uniform will be worn from the start of the Summer Term. Summer uniform is the same in all respects as in winter except that:

- Jackets need not be worn

- Ties must be worn until the end of the formal day at 15:55
- Shirt sleeves must either be down and buttoned at the cuff or rolled up neatly
- If the weather turns cold, College sweaters may be worn without jackets. In this case shirts/blouses will be tucked in.

## **Sixth Form Uniform**

In the Sixth Form, pupils are encouraged to develop a greater sense of personal responsibility and are therefore permitted to wear a formal business suit of their choice.

### Winter Uniform (Suits)

- A formal, tailored, plain skirt or trouser suit. The suit must be dark coloured (navy blue/grey/black/pin stripe) and made of wool or similar fabric.
- An official College tie must be worn with a formal shirt.
- Same colour separates not purchased as a suit are not permitted.
- Suit skirts must be of formal style with a one length hem worn no more than 5cms above or below the knee.
- Skirts with large vents or slits and mini-skirts of stretch fabric are not permitted.
- Trousers must be of a smart, classic cut and tailored. Jeans-style trousers are not allowed.
- A tailored waistcoat may also be worn under the suit jacket.
- Pupils can wear the Framlingham College school scarf (scarves should not be worn during lessons, lunch or games sessions).

### Collared Shirt

- Shirts and blouses must have a collar.
- See-through shirts and blouses are not permitted. Bras and under tops must not be visible through the fabric of the shirt.
- The cleavage must not be visible.
- T-shirts and camisole tops are not permitted.

### Shoes

- Shoes must be formal and business-like in style.
- They must be made of leather or similar polishable material and of a dark colour (black/brown/navy).
- Heels should be of conventional style and no more than 7cms high.
- Shoe styles not permitted are: stilettos, canvas shoes, trainers, boots, platform soles, sling-backs and open-toed shoes without a heel strap.
- Specific instructions regarding safety apply, and must be obeyed, in laboratories and workshops.

### Jumpers worn under suits

- A plain v-necked jumper over a collared shirt or blouse
- A smart polo-neck of a discreet colour.
- No half zip jumpers are permitted.

### Tights

Black or Navy (Winter), or neutral (Summer).

## Summer Uniform Regulations

Summer uniform will be worn from the start of the summer term. Summer uniform is the same in all respects as in winter except that:

- Suit jackets may be removed.
- Shirt sleeves must be down and buttoned at the cuff or rolled up neatly.
- Ties must be worn until the end of the formal day at 15:55.
- A formal, tailored dress with collar and long or short sleeves, or a formal, tailored shift dress over a collared shirt or blouse may be worn.
- Sling-back or open toed shoes with a heel strap may be worn without tights. Styles without a heel strap are not permitted.
- Shirts and blouses must have a collar and long or short sleeve. Sleeveless styles are not allowed
- See-through shirts and blouses are not permitted. Bras and under tops must not be visible through the fabric of the shirt
- T-shirts of any style are not acceptable
- In cooler weather, a plain V-neck jumper may be worn without a jacket over a collared shirt or blouse
- Neutral coloured tights may be worn

### **Games kit**

Officially prescribed School games kit to be worn, both for playing and for walking to and from games.

## 9. THE DINING HALL

Pupils are expected to take all meals while they are at school, and behave sensibly and respectfully while queuing and eating. Pupils should take note of the following:

- a. Breakfast: School uniform is to be worn at breakfast.
- b. Lunch: Full school uniform is to be worn at lunch. Pupils should arrive at the published times and not before. Sports kit may only be worn with permission from the teacher i/c the sport; if sports kit is worn, it must be tracksuit bottoms and a College tracksuit top.
- c. Supper: casual clothes may be worn at supper. Coats and scarves should be hung up in the Foyer and not worn in the dining hall.
- d. Books: books must be placed in Pigeon Holes and should not be left lying in the Café and in Paul's Court.
- e. Food should not be wasted, so please eat what you take. No food or drink may be taken from the dining hall.
- f. Mobile phones and other electronic devices should not be used in the Dining Hall.

## 10. PUPIL TRANSPORT

## 10.1 Bicycles

Pupils living nearby may cycle to school and are responsible for their personal safety and the security of their bicycle at school.

## 10.2 Use of Cars by Sixth Form Pupils

A pupil may not start driving to school until the correct permission has been received by the school. The pupil will then receive a driving permit and a copy of the driving regulations.

- Pupils in Years 12 and 13 may bring a car into school.
- Cars are only to be used between home and school.
- Pupil cars should not be parked on the roads around the College.
- Cars are not to be used for visiting town.
- All travel to and from School matches and other School events must be by official School transport unless by prior arrangement with the Senior Deputy Head.
- All relevant permissions must be completed, and the permit issued before a pupil commences driving to school.
- Failure to comply with any of the above could result in the privilege being withdrawn.

### **Sanctions for not adhering to driving regulations are as follows:**

#### Parking in the wrong place

First offence: Pupil to move car as directed. School Detention. HM to contact home and clear written warning via email to pupil of next sanction.

Second offence: Pupil to move car as directed. Head's Detention and pupil to meet with Deputy Head, Sixth Form (with HM). HM to contact home.

#### Driving without permission (solo driver)

First offence: Head's Detention. HM to contact home and give clear written warning via email to pupil of next sanction.

Second offence: Internal suspension and banned from using own car for one week. Senior Deputy Head to formally meet with pupil driver (with HM). Senior Deputy Head to contact home.

#### Driving a passenger without permission

First offence: Head's Detention and banned for using own car for one week. HM to contact home and give clear written warning via email to pupil of next sanction.



Second offence: Internal suspension and formal meeting, for pupil with the Senior Deputy Head (with HM) to determine whether permission to have a car in school can continue. Senior Deputy Head to contact home.

#### Being a passenger without permission

First offence: Head's Detention. HM to contact home and give clear written warning via email to pupil of next sanction.

Second offence: Internal suspension and banned from travelling in any car other than their parents for one week. Senior Deputy Head to contact home.

### **10.3 Pupils on school transport**

When travelling on minibuses or coaches on school related business, pupils must at all times wear a seatbelt, behave correctly and be responsive to both the driver of the vehicle and the staff in charge.

## 11. DRUGS AND SUBSTANCE MISUSE POLICY

**Please refer to the recently updated Drugs Policy on the Framlingham College Website.**

## 12. ALCOHOL

Pupils are encouraged to adopt a sensible attitude towards alcohol. The effect on health of alcohol and its social implications are taught and discussed. Help and advice is also available through the school's medical centre and the school's counselling service.

The consumption of alcohol by pupils in years 9, 10 and 11 at school or on School trips is forbidden.

No pupils are permitted to bring alcohol onto campus or to keep alcohol in their possession at school.

House staff and medical staff have access to breathalyser equipment and have the right to ask pupils to use this equipment if they suspect that alcohol may have been consumed against school rules.

If a pupil is caught with alcohol, or is in the company of pupils who do so, the following will normally apply:

- a. **A first offence involving beer, wine or similar:** Head's Detention or Internal Suspension and a letter home to parents from the HM.
- b. **For a second offence involving beer, wine etc or for a first offence involving spirits:** Internal Suspension or suspension from the school for three days.
- c. **For a third offence:** depending on the severity of the circumstances, either suspension from the school for a week and a final warning.
- d. For further offences the pupil will be required to leave the school.

Under no circumstances are pupils allowed unsupervised access to alcohol while at school. If alcohol is served at a school event, it must be only to pupils in the Sixth Form, with a meal, served and supervised by staff and limited to a maximum of 2 glasses of wine or beer per pupil. There must be no unrestricted access to a bar, even if pupils are over 18. No spirits will be served at any time.

The over-riding importance is that pupils feel able to inform staff immediately at any time when they encounter another pupil who has consumed too much alcohol. In this way the pupil concerned will be safe and can be cared for by qualified medical staff.

### **Pubs and restaurants**

- a. Pupils may be accompanied to a restaurant by staff for tutor group meals, society outings or team dinners. However, the policy, as outlined above applies.
- b. In the week, Year 13s may ask to go into town (as agreed with the Senior Deputy) for a meal from 8.15pm -10.15pm at either the Curry House or the Chinese Restaurant. A maximum of 10 pupils will be allowed from across the Houses. It is vital that pupils find the time to study prior to going out. All Year 13 pupils will be limited to two evening meals per term. Pupils who wish to organise a meal must seek permission from their HM no later than the previous Friday. However, the policy, as outlined above applies.
- c. Staff discovering under-age pupils drinking in a licensed premise should take the names of all those present, escort them out of the licensed premise and send them back to House. In all cases, day or boarding, the pupils should be reported to their HM.
- d. If the incident takes place during school time or at school organised events then all offenders will be dealt with according to the school rules. If Day pupils are caught outside normal school hours their parents will be telephoned by the HM concerned.
- e. Sixth Form Boarders may visit licensed premises in Framlingham on Saturday evenings with permission from their HM. Those over 18 may purchase and consume alcohol. Drunkenness and poor behaviour will lead to sanctions. No spirits may be purchased or consumed. Those under 18 must carry identification with them confirming their age and they may not purchase or consume alcohol. Offenders will be reported to their HM and will be dealt with under the school rules. Smoking is not permitted in any circumstances.
- f. Licensed premises where Sixth Form Boarders are permitted to go are as follows: The Crown, The Railway and the Castle pubs.
- g. With the exception of (e), all Public Houses are out of bounds to all pupils at all times. If parents wish to take their sons or daughters to a Public House, this is permissible, as long as HMs are aware and are happy with the arrangement.

### **13. SMOKING**

It is a breach of the College Rules for pupils to smoke cigarettes and other tobacco products (including e-cigarettes and vaping sticks).

The aim of the College is to deal with offenders in a simple, direct manner, which does not become a barrier to normal relationships, and which offers positive help for those who are addicted to the habit. The effects on health of smoking and vaping will be taught and discussed as part of the curriculum in the PSHE course and during tutorials.

Sanctions are used with "Quit Smoking" kits and medical advice as appropriate. The Medical Centre is on hand to offer advice and refer pupils to the Pharmacy to sign up to the Quit Smoking programme. All pupils who are interested in quitting and all pupils caught will be offered this as a way to help them give up, with a strong recommendation to persistent offenders.

Pupils found in possession of smoking paraphernalia, including vaping equipment will be sanctioned as below. Pupils who are found with peers who are smoking are likely to be dealt with in a similar manner.

Sixth Form pupils caught smoking with Year 9-11 pupils or encouraging or enabling them to smoke (by supplying cigarettes or vaping equipment), can expect particularly serious consequences; smoking and vaping inside School buildings will also be viewed as a particularly serious offence and either of these instances could lead to a suspension.

### **Smoking sanctions are as follows for Year 9 -11:**

The Quit Smoking programme on offer via the Medical Centre will be strongly recommended.

#### **1<sup>st</sup> offence:**

Phone call to parents from the HM indicating that the Senior Deputy Head will be informed and will see the pupil.

Head's Detention

#### **2<sup>nd</sup> Offence:**

Phone call to parents from the Senior Deputy Head indicating that the Principal will be informed and will see the pupil.

2-day internal suspension.

#### **3<sup>rd</sup> Offence:**

A consultation with the pupil, their parents and the Principal.

A full suspension.

### **Smoking sanctions are as follows for Sixth Form:**

The Quit Smoking programme on offer via the Medical Centre will be strongly recommended.

#### **1<sup>st</sup> Offence:**

Phone call to parents from the HM.

Behavioural Detention

#### **2<sup>nd</sup> Offence:**

Phone call to parents from the HM indicating that the Senior Deputy Head will be informed and will see the pupil and that the third offence will result in an internal suspension.

Head's Detention.

3<sup>rd</sup> Offence:

Phone call to parents from the Senior Deputy Head.

Internal suspension.

**Repeat offenders may endanger their place at the Senior School.**

#### 14. VAPING

All and every form of electronic, battery operated and rechargeable device, including refillable and disposable vape sticks, or electronic cigarettes are prohibited from the school site. Any pupil found in possession of any form of vaping paraphernalia whether there is suspicion they have been vaping or not will be subject to the sanctions as set out below. Vaping within school buildings including rooms in boarding houses, classrooms or toilets have a hugely negative and anti-social effect. *Pupils in the company of those who are vaping will be subject to the same sanctions.*

1<sup>st</sup> Offence

Head's Detention and a phone call from the Senior Deputy Head and HM to parents

2<sup>nd</sup> Offence

2-day suspension and a phone call from the Senior Deputy Head to parents

3<sup>rd</sup> Offence

A consultation with the pupil, their parents and the Principal.

A full suspension.

#### 15. THEFT

Theft is defined as the taking of any personal property without the owner's permission, regardless of monetary value. Because it damages the assumption of trust within the school community, the School encourages responsible protection of property and takes strong action against thieves.

Pupils are encouraged to:

- a. Lock valuables in secure personal areas e.g. drawers, lockers.
- b. Mark valuable possessions to identify by name.
- c. Report instances of theft promptly to the HM.
- d. Be self-disciplined in respecting other pupils' property.

Personal property is brought into the School entirely at the owner's risk and should be insured under home contents insurance. The School will not make a claim on its insurance for pupils' personal property.

The School may use detection devices to catch thieves, and may also call in the police to assist with conducting detection. Any pupil caught stealing is likely to be asked to leave the School.

## 16. OFFENSIVE WEAPONS

An offensive weapon includes an article made for causing injury (such as a knife, blade or gun), an article adapted for causing injury (such as a broken bottle) or an article carried for the purpose of causing injury (such as baseball bat, armour rings, knuckledusters).

Unless being supervised by a teacher, pupils must not be in possession of any form of offensive weapon, including pen knives. Where an offensive weapon such as a pen knife/axe is being used for legitimate school activities it will be provided and retained by the school.

Pupils found to be carrying an offensive weapon will have it confiscated and disposed of at the HM's discretion. Punishment will be decided according to the schools Rewards and Sanctions policy.

## 17. DISCIPLINARY INTERVIEWS, SEARCHES AND CONFISCATION

### 17.1 Disciplinary interviews with pupils

- a. Interviews should always be conducted in such a way that pupils are given a fair opportunity to give their account before a judgement is reached.
- b. In sensitive cases, notes should be taken of the meeting, and kept on file.
- c. Investigating serious disciplinary matters relating to pupils may require additional witnesses or support; in such cases, the pupil should be offered the choice of a witness, who should be either an adult or a senior pupil.

### 17.2 Searches (in relation to searching pupil's rooms)

- a. Searches may be conducted to find a stolen, missing or unauthorised item. Only the HM or member of the SLT may authorise a search; the search will be for a particular item, not as a general search of a pupil's belongings.
- b. Where possible, the pupil is to be present while his/her possessions are being searched.
- c. If the sought item is illegal or dangerous the police may be called to carry out or assist with the search.

### 17.3 Confiscation

- a. From time to time pupils will breach school regulations in such a way that items of their private property will need to be confiscated.
- b. Once an item has been confiscated, it will be put into a labelled bag and passed to the pupil's HM. The details of the item are recorded by the HM.
- c. Once an item is confiscated the school undertakes to ensure that it is kept safe and in the condition in which it was removed.

- d. The duration of the confiscation period depends upon the item confiscated and the offence. Confiscated items given to the HM can normally be collected within 48 hours.

## 18. ICT AND INTERNET USAGE POLICY

By logging on to the Framlingham College network pupils signify their acceptance of the ICT and Internet Usage Policy and pupils are encouraged to seek clarification of any issues that they do not understand.

### 18.1 Computing Facilities

Users are encouraged to make use of the school's computing facilities for educational purposes. All users are expected to act responsibly and to show consideration to others.

### 18.2 Use of Technology

Technology that can be used to store, transmit or manipulate data, such as media rich phones, MP3 players, Personal Digital Assistants (PDAs) and USB media, should be used responsibly and in accordance with the ICT and Internet Usage Policy, even when not used with school equipment.

### 18.3 Account Security

Users are responsible for the protection of their own network account and should not divulge passwords to anybody. Users should not logon to or use any account other than their own and should logoff when leaving a workstation, even for just a short period of time.

### 18.4 Internet Access

The school's Internet service is filtered to prevent access to inappropriate content and to maintain the integrity of the computer systems. Users should be aware that the school logs all Internet use.

### 18.5 Email

Pupils need to be aware that e-mail carries exactly the same status as other forms of communication, including letters, memos and telephone conversations, and the same consideration and legal implications need to be applied and observed in the use of email as in these other forms of communication.

### 18.6 Privately Owned Computers

Personal laptops and desktops are allowed to be connected to the school network. They are subject to the ICT Usage and Internet Policy.

### 18.7 Disciplinary Procedures

Those who misuse the computer facilities and break the ICT Usage and Internet Policy will be subject to disciplinary procedures.

## 19. MOBILE PHONE POLICY

We continue to be concerned about the huge amount of time spent on mobile phones, both in one's own time and throughout the working day, and the potentially negative impact of this on our lives and our wellbeing (including sleep deprivation). These concerns have recently been fully reinforced

through empirical evidence and the policy below is an important step to help manage the pressures that arise with excess screen time.

**Mobile phones should not be used at any stage in the Dining Hall (inc. Annexe) during meal times.**

**Mobile phones are not to be used while walking around the Campus.**

**Pupils can use their mobile phones during the informal part of the day as per the guidelines below.**

#### Years 9, 10 & 11

Pupils must leave their phones in their rooms throughout the academic school day (8:15am – 3:55pm). Pupils may access their phones freely when in House (e.g. break and after lunch/lessons).

***The only exception to this rule comes if a teacher specifically requests for pupils to bring their phone to a lesson. In this case, the teacher will seek permission first from their HoD. Once given, the teacher will email the relevant pupils, their tutors and HMs to inform them of what is required and when, copying in the Senior Deputy Head.***

Phones will be taken in at bedtime and returned the following morning.

If a pupil is found to be carrying their phone or using their phone during a lesson (without permission), around school or in the Dining Hall, the teacher will follow the following procedure:

1. Confiscate the phone from the pupil; inform the pupil that they can collect their phone from Reception from 5:00pm – 5:30 pm (Mon – Fri) and from 12:10pm – 12:30pm (Sat).
2. The pupils can then go to Reception between 5:00pm – 5:30pm during the week and 12:10pm – 12:30pm on Saturday and collect their phone. The pupil will sign the book indicating that they have collected the phone.
3. Reception will email HMs each day to inform them who has had their phone confiscated on that day. HMs will manage repeat offenders.

#### Sixth Form

Years 12 & 13 are allowed to carry their phones on them during the school day and are asked to use them as per the guidelines above in bold. These are such times when they are in between lessons and in the SFC or Café.

If a Sixth Form pupil is using their phone inappropriately during a lesson, around school or in the Dining Hall, the teacher will follow the following procedure:

1. Confiscate the phone from the pupil; inform the pupil that they can collect their phone from Reception from 5:00pm – 5:30 pm (Mon – Fri) and from 12:10pm – 12:30pm (Sat).
2. The pupils can then go to Reception between 5:00pm – 5:30pm during the week and 12:10pm – 12:30pm on Saturday and collect their phone. The pupil will sign the book indicating that they have collected the phone.
3. Reception will email HMs each day to inform them who has had their phone confiscated on that day. HMs will manage repeat offenders.

## 20. PUPILS COMPLAINTS PROCEDURE

No pupil should be afraid to complain. It is the pupils' right to be treated properly and their right to complain if they think they are not being treated fairly.

All staff should be open to, and receptive of, a complaint from a pupil.

All staff should be aware that a pupil may bring a "friend" with them to help them make their complaint. This may be a fellow, or older pupil, a parent or a member of staff.

All staff should refer this complaint to a Senior colleague as soon as possible who will investigate that complaint. If the complaint involves a serious allegation or a matter of gross misconduct then it should be reported directly and immediately to one of the following; the Principal, the Senior Deputy Head or the DSL for any Safeguarding concerns.

The member of staff investigating the complaint should report his/her findings directly to the pupil. If the pupil is unhappy with the decision regarding his/her complaint, a formal complaint must then be made.

### **How a pupil can make a formal complaint**

Write to any member of staff telling him/her that the pupil wishes to make a formal complaint and outlining the nature of the complaint. This will usually be their HM of a member of the SMT.

The member of staff receiving the complaint will pass the complaint to the Principal and both the details and outcome will be recorded in a Complaints File in her office. A copy of the concern will also be kept in the pupil's file.

The pupil will receive a note from the Principal or Senior Deputy Head saying that the complaint has been noted and is being attended to, within two school days of the complaint being logged.

The pupil will then be asked to discuss the matter with the SDH or the Principal together with a "friend" if required.

If the pupil is still unhappy with the School's response then a representation may be made to the Chairman of Governors or to one of those representing outside organisations such as the Suffolk Safeguarding Partnership or Childline.

Whoever is contacted will speak to the pupil at the school and will advise him/her on what course seems sensible. The pupil will then have to make a decision, acting on the advice given.

**N.B. No pupil has to inform staff or anyone else that he/she is complaining about them.**