



KING WILLIAM'S COLLEGE

King William's College

Behaviour Management Policy

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KING WILLIAM'S COLLEGE

BEHAVIOUR MANAGEMENT POLICY

1 INTRODUCTION & AIMS

1.1 King William's College (the 'School') is a small school that fosters a strong sense of community and allows individuals to flourish. As a Christian foundation we believe that education should be of the whole person and we seek to prepare our pupils to be confident and responsible citizens with a life-long love of learning.

In this context our aims can be stated as follows:

1. A SENSE OF COMMUNITY. We aim to create bonds of friendship and mutual support which will last a lifetime. Our pupils should play an active role in the school community and the world beyond.
2. ACADEMIC RIGOUR. We aim to offer an education with academic rigour at its heart. This also informs our approach to the curriculum, in particular our endorsement of the values and internationalism of the International Baccalaureate which underpins the education we provide throughout the school.
3. FOCUS ON THE INDIVIDUAL. We aim to support and stretch the individual. To achieve this aim we need to provide teaching and learning of the highest quality together with appropriate support structures and an extensive enrichment programme.
4. OPPORTUNITY. We aim to provide an education which offers a wide range of opportunity outside the classroom. Our aim is to offer an excellent programme of sport, drama and music and a broad range of extracurricular activities.

1.2 In addition to the College aims, there are also pastoral aims which encourage the following:

Kindness

Model kindness

Lead by example and show everyone else what being kind looks like.

Encourage kindness

Have an expectation that others will be kind - carry out acts of kindness

Notice kindness

Recognise and praise others when you notice them being kind.

Stand up for others

Give support to others and let them know they are not alone.

Be kind to yourself

*Do not expect perfection. **Challenge** yourself while looking after your **wellbeing**.*

Wellbeing

Mind your Head!

Connect with the people around you

Be active. Go for a walk or run, cycle, play a game, garden or dance.

Take notice. Be observant, look for something beautiful or remark on something unusual.

Keep learning.

*Give what you can: time, patience, and understanding. Be **kind**.*

Challenge

Set yourself goals

Everyone has their own goals. What can you do to challenge yourself?

Be Realistic

Consider having four realistic goals at a time: academic, mental, social and physical.

Be Resilient

What do you do when you face a challenge? What do you do when things do not go to plan?

Be Determined

If at first you do not succeed, try, try again.

- 1.3 A positive approach to behaviour and discipline is promoted: praise is promoted over punishment, although inevitably there is a hierarchy of consequences for those who fail to keep to the standards required of them. The primary aim of School consequences is reform and improvement, rather than punishment. Consequences must also take into account not only the welfare of the individual, but also the needs of the community as a whole.
- 1.4 Staff are encouraged to be open and accessible and are required to respect the pupils in the way they address and treat them, to be fair and be seen to be fair. The development of the individual with respectful relationships is essential, along with the safety, health, welfare and well-being of everyone in the community.
- 1.5 Senior pupils, and particularly the School Praepositors, House Prefects and Peer Mentors, are expected to set high personal examples and to care for other pupils' welfare. New pupils are guided on what we expect and where to turn for help.
- 1.6 School Praepositors meet weekly with the Deputy Heads. Patterns of behaviour are discussed, as are ways in which the school responds and ways in which good behaviour can be promoted or modelled.
- 1.7 Within the boarding houses, senior students play a key role in supporting the pastoral welfare of all students. They work in conjunction with House Staff in building a culture of mutual respect within the community.
- 1.8 To encourage pupils in good behaviour and positive attitudes there are marks of recognition for good work, behaviour, effort, achievement and contribution to the School's life.
- 1.9 Linked policies are all available on the KWC website or in hard copy from the Principal's Office: Anti-Bullying Policy, Equal Opportunities, School Rules, E-Safety Policy, Restraint Policy, Alcohol Drugs and Tobacco Policy.

2 ACCEPTABLE BEHAVIOUR

- 2.1 The School defines acceptable behaviour as including the requirements to:
 - be courteous, co-operative, helpful and considerate towards:
 - other pupils when inside and outside of the school, teachers and other school staff, visitors or other persons within/outside the school premises
 - be punctual for school, registration, lessons, Chapel, assembly and other activities
 - behave in a manner which contributes to a positive learning environment
 - always complete school work to the best of their ability
 - wear proper school uniform or 6th Form dress code

- respect each other, and appreciate everyone regardless of race, culture, religion, lifestyle, sexual orientation, ability/disability and physical characteristics
- honour all commitments freely undertaken
- respect the school environment and the property of others

3 UNACCEPTABLE BEHAVIOUR OR MISCONDUCT

- 3.1 The School defines unacceptable behaviour as that which includes any behaviour taking place inside or outside of school which disrupts or impacts on the learning or welfare of other pupils, on the maintenance of health, safety and discipline within the school community or which brings the good name of the School into disrepute.
- 3.2 **Bad Language:** The use of bad language is unnecessary, may be insulting to others and damaging to the person who uses it. It creates an unpleasant environment and so is inappropriate at school, as in any formal or public setting. For these reasons its use is unacceptable and may lead to school consequences.
- 3.3 **Tolerance of others:** It is expected that everyone in the community will be accepting and tolerant of people who have different faiths or beliefs. The community will not accept or promote prejudicial or discriminatory behaviour towards others on the basis of: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex or sexual orientation. Conduct, including online conduct, at all times should be guided by a spirit of kindness.
- 3.4 **Bullying and Fighting:** Threats, physical attack, name-calling, mocking, harassment, racism, bi- or homophobia, transphobia, misogyny, ostracism and all forms of victimisation, whether face-to-face or in another forum, are bullying. During any period of pandemic infection control measures, deliberately increasing the risk of infection to another, or causing upset by threatening to do so, is bullying. Bullying has never been tolerated and will not be excused in any circumstances – it can cause great and lasting harm. It is a serious matter which may lead to suspension or expulsion.
- 3.4 Current School Rules are given in Appendix 2.

4 PHYSICAL CONTACT AND RESTRAINT

- 4.1 Guidance on Physical Contact and Restraint can be found in The Restraint Policy, available on the College website or from The Principal's Office.

5 REWARDS AND CONSEQUENCES

- 5.1 Corporal Punishment is not used at the School.
- 5.2 An outline of Rewards and Consequences for King William's College is set out at Appendix 1

6 SERIOUS MISCONDUCT WITH SPECIFIC CONSEQUENCES

- 6.1 Serious misconduct **may** lead to suspension or exclusion. Examples of potential serious misconduct behaviour are given (but not limited to the) below:
- possession, use or supply of drugs in school or in school related contexts
 - possession, use or supply of alcohol in school or in school related contexts
 - possession, use or supply of cigarettes/tobacco or vaping equipment in school or in school related contexts
 - bullying and harassment
 - threatening language or behaviour or intimidation
 - violence or physical abuse
 - theft

- academic dishonesty
- swearing or aggression directed at a member of staff
- flagrant or repeated breaches of the school rules
- criminal activity
- acts that potentially or actually endanger others
- behaviour of a sexually inappropriate nature

6.2 Further information regarding Alcohol, Smoking and Drugs & Substance Abuse is given in The Alcohol, Smoking and Drugs Policy.

7 EXTERNAL AGENCIES

7.1 Some types of harassing or threatening behaviour, or types of communication, could be a criminal offence and may involve contacting the police or other agencies. A bullying incident will be addressed as a child protection concern when there is reasonable cause to suspect that a child is suffering or is likely to suffer significant harm. In such cases, the Designated Safeguarding Lead will report significant concerns to Isle of Man Department of Social Care.

7.2 There is also a procedure in place for conducting a search or confiscating any illegal items or items that are prohibited under the school rules. The College has a legal duty to report the possession of some items to the police.

7.3 The College works closely with external agencies (Social Care, Police, other schools, CAMHS etc) to encourage and ensure that the highest standards of behaviour are maintained at all times.

8 CONFISCATION AND CONDUCTING A SEARCH

8.1 A member of staff may confiscate, or retain a pupil's property as a punishment so long as it is reasonable in the circumstances. What happens to confiscated items is detailed in the school's separate policy for conducting a search of pupils and their possessions. A copy of the Search Procedure is available on the KWC Website or from The Principal's Office.

9. DISCIPLINE BEYOND THE SCHOOL GATE

9.1 The College's rules and standards of behaviour apply when a pupil is on a school trip; when a pupil is travelling to or from school; and when a pupil is in school uniform or identifiable as a pupil at the school. Any breach of a school rule in these circumstances will be treated seriously.

9.2 The College may also take disciplinary measures where a pupil misbehaves in a way that: poses a threat to another pupil or member of the public (including online behaviour); could have repercussions for the orderly running of the school; or could adversely affect the reputation of the school.

10. MONITORING AND EVALUATION

10.1 Feedback on the College's approach to rewards and consequences will be sought from pupils via a variety of means, including College Council, and occasional questionnaires.

The monitoring and evaluation of the effectiveness of this policy and its implementation will be carried out by the Deputy Heads and volunteers from the teaching staff. It is reviewed regularly.

Appendix 1 - REWARDS AND CONSEQUENCES

All rewards and consequences must be applied fairly and consistently. None of the School's consequences will be degrading or humiliating.

REWARDS

We recognise and encourage positive pupil involvement, co-operation and achievement in all aspects of school life. Teachers promote positive patterns of behaviour through example and through their recognition and praise of good behaviour and achievement in pupils. A range of awards recognise and celebrate pupils' achievements and efforts which include:

- verbal praise
- positive written comments on work and on Firefly feedback
- displaying pupil work in classrooms and around the school
- teachers sending samples of a pupil's exemplary work to the Principal for his own personal commendation
- celebration of achievements at Year and Whole School assemblies
- for the boarders, celebration of positive achievements at House Prayers
- celebration of achievements on the School website and social media
- distribution of prizes on Founders' Day celebrating achievements over the academic year

Positive behaviour which enhances the School's code of conduct is noted electronically on iSAMS.

Colours

The awarding of colours is the highest internal honour that College can bestow on a student and whilst it is tempting to use this system to recognise achievement of the many, there is a danger that such an approach devalues the significance of the award. Full colours are typically awarded only to students in the Sixth Form.

Academic Colours

Full Academic Colours are awarded in the Autumn Term of the Lower Sixth to students who sat their (I)GCSEs at KWC. In order to be eligible for Colours, a student should have achieved straight A*/A or 9-7 grades with at least 5 A*/8/9. Any non A*/A or 9-7 s should be off-set by additional A*/8/9 grades. Further awards of Academic Colours may be made later on in the year, or in the Upper Sixth, on the basis of exceptional performance in the internal school examinations.

Sports Colours

Full Colours

Awarded for **excellence** in a sport or for a **quite outstanding** contribution to that sport. As a guideline the pupil will have reached a level equivalent to County/National standard on the field of play, or if failing to reach this level has shown a quite outstanding contribution to the sport within school, usually in the form of exceptional leadership. It is likely that the pupil will have represented the school for at least two years at first team level. However, regular participation as a member of the first team should not be sufficient in itself to merit the awarding of colours. The student must be a role model for all pupils in the school and an ambassador for the school on and off the field. Full colours are typically awarded in the sports of rugby, hockey, cricket, netball and athletics; however, in exceptional circumstances full colours may be awarded in any sport.

Colours will only be awarded for participation whilst representing the College, not for achievements in external competition.

Names of those nominated for full colours must be submitted in the first instance to the Deputy Head Pastoral and Principal's Secretary. A full explanation giving the reasons why the pupil should be awarded colours must be provided to the Deputy Head Pastoral. Whether a nominee receives full colours is ultimately the decision of the Principal.

Half Colours

Awarded for the pupil playing very well for the first team, outstandingly well at second team level, or making a first-rate contribution to that sport. This is likely to be excellent lower sixth players or upper sixth players who have failed to reach full colour criteria. It does not exclude upper fifth pupils but this will be an exceptional award. Names of those to be awarded half colours must be submitted to the Director of Sport who will seek the approval of the Deputy Head Pastoral for the award to be made.

Music Colours

Full Colours

Awarded for **excellence** in Musical Performance or for a **quite outstanding** contribution to Music in the school. The student will have made a truly significant contribution to Music. It is very likely that the pupil will have represented the school for a minimum period of two years in various Musical events. However, regular participation in performances should not be sufficient in itself to merit the awarding of colours. Names of those nominated for full colours must be submitted in the first instance to the Deputy Head Pastoral and Principal's Secretary, giving the reasons why the pupil should be awarded colours. Whether a nominee receives Full Colours is ultimately the decision of the Principal.

Half Colours

Awarded for a pupil offering an exceptional performance or technical contribution to Performing Arts. This is likely to be excellent lower sixth musicians or upper sixth musicians who have failed to reach full colour criteria. It does not exclude upper fifth pupils but this will be an exceptional award. Names of those to be awarded half colours must be submitted to the Head of Music who will seek the approval of the Deputy Head Pastoral for the award to be made. Half colours should only be awarded to members of the Sixth Form unless circumstances are exceptional.

Drama Colours

Full Colours

Awarded for **excellence** in Dramatic performance or for a **quite outstanding** contribution to Drama in the school through direction, performance or technical expertise. As a guideline the student will have made a truly significant contribution to Drama. It is very likely that the pupil will have represented the school for a minimum period of two years in various dramatic events. However, regular participation in performances should not be sufficient in itself to merit the awarding of colours. Names of those nominated for full colours must be submitted in the first instance to the Deputy Head Pastoral and Principal's Secretary giving the reasons why the pupil should be awarded colours. Whether a nominee receives full colours is ultimately the decision of the Principal.

Half Colours

Awarded for a pupil offering an exceptional performance or technical contribution to Performing Arts. This is likely to be excellent lower sixth dramatists or upper sixth dramatists who have failed to reach full colour criteria. It does not exclude upper fifth pupils but this will be an exceptional award. Names of those to be awarded half colours must be submitted to the Head of Drama who will seek the approval of the Deputy Head Pastoral for the award to be made.

Intermediate Colours

Intermediate colours are intended to allow recognition of significant achievement for students in the Lower and Middle Fifth. They should be awarded with the same stringency as full colours, as acknowledgement of sustained commitment over time. There are no half-colours at Intermediate Level, and awards to the Lower Fifth should be for truly exceptional achievement.

Junior Colours

Junior colours are intended to allow recognition of significant achievement for students in the Lower and Upper Fourth. They should be awarded with the same stringency as full colours, as acknowledgement of sustained commitment over time. There are no half-colours at Junior Level, and awards to the Lower Fourth should be for truly exceptional achievement.

Colours in Other Areas

It is possible to award colours in other areas – such as contribution to the Community – but such recommendations must be backed by significant supporting evidence.

Awarding of Multiple Colours

It is possible for a student to be awarded colours in more than one field of achievement but this would be a rare event indeed.

Re-awarding of Colours

Whilst it is possible for colours to be re-awarded, this would require the student not simply to repeat previous levels of achievement, but to excel beyond previous expectations.

Rewards

Rewards are given to praise such things as good work, effort or behaviour. An accumulation of rewards are celebrated in the year Group Centres with awards such as “Star Pupil”. The Principal will congratulate accumulated excellence throughout a term for each year group at the Whole School End of Term Assesmbly. Rewards are noted on the Rewards section of iSAMS.

CONSEQUENCES

Students who do not conform to the standards of acceptable behaviour as outlined in section 2.1 can expect to reflect on the consequences of their actions. Consequences may be linked to work, effort, behaviour and personal conduct. Whenever possible, exploration of an issue, restorative approaches and a chance for improvement are given before resorting to consequences. In some repeated or more serious cases, a consequence may be the most appropriate course of action. Appendix 3 gives guidance on possible consequences in response to certain behaviours.

Warning: For minor breaches of the School or pastoral aims, a warning may be given to a student with a reminder of the expected standards of behaviour. Warnings are noted in the Conduct Concern section of iSAMS.

Detention: A pupil who produces work demonstrating inadequate effort or who fails to produce work may be required to attend Class Detention. A Department Detention may be awarded if the situation does not improve. Persistent inadequate effort will result in a Friday after-school detention. Any pupil repeatedly placed in a Friday after-school detention may be placed in Principal's Saturday morning detention. Detention time is a consequence of an action and therefore should be used productively to restore confidence or improve in respect of the initial conduct concern.

'Report'

A student whose work or behaviour is below standard, particularly owing to unsatisfactory effort, may be put 'On Report' by his or her Year Head or Tutor. The student receives a sheet on which each teacher makes a comment on the Effort and Achievement in each lesson. This 'Report' is inspected daily by the Year Head or Tutor. The period 'On Report' will continue until there is clear evidence of improvement. This should not be seen as a punishment but a chance to improve standards and restore confidence.

A pupil may also be put 'On Report' for one or more specific subjects.

A pupil may also ask to be put on 'Voluntary Report'.

For students who require additional guidance, they may be placed on Deputy Head's Report (as above with the addition of reporting to the Deputy Head at 8am every morning).

Suspension

The Principal has the discretion to temporarily exclude (suspend) a student from the School Community but will not do so without just cause and a thorough investigation. An internal suspension, where a student is supervised away from the usual school routine may be used. If the Principal is absent, the process will be done by either of the Deputy Heads in consultation with the Principal.

Exclusion

The Principal has discretion to exclude a pupil from the school community but will not do so without good and just cause and a thorough investigation. Such action will never be taken lightly and the Principal will always consult with the Chairman of Governors or his Deputy before deciding to exclude.

It is recognised that a pupil or parents may wish to request a review of such a decision. A copy of the School's Complaints Procedure is available on the KWC Website or from The Principal's Office.

Consequences are not arbitrary but are based on the following principles:

- they must not humiliate or physically tire the offender.
- they must be justifiable and appropriate to the scale of offence and the pupil's age and circumstances.
- punishments may include an element of reparation or remediation.
- parents are involved over any serious or repeated misbehaviour.
- punishments are recorded electronically on iSAMS. The Tutor, Year Head and Boarding HM are kept informed and can monitor what is happening. The Deputy Head Pastoral keeps an overall view of the Rewards and Conduct area of iSAMS.
- pastoral guidance is given alongside punishment.

SCHOOL RULES

The purpose of these rules is to ensure that in the environment provided and the relationships developed, pupils learn to respect each other, those in the wider community in which they live and their surroundings, in a manner which balances ambition with a sense of duty, friendliness and community.

GENERAL

In all matters concerning behaviour, care and consideration for others and for the good name of King William's College must be of paramount importance and any actions which could bring discredit to the College, whether committed within or without College, will be dealt with by such consequences as are deemed to be appropriate to the situation. The primary aim of any consequence is to restore trust and provide an opportunity for self reflection and improvement. Any action which breaks the law of the land will automatically be deemed to be discreditable. Certain matters will always be treated as serious, such as smoking, the possession or use of drugs and other illegal or potentially harmful substances, sexual impropriety, bullying (including prejudicial or intimidating behaviour), theft and the carrying of offensive or potentially injurious materials. Some of these are spelt out in separate policy statements and should be regarded as addenda to these rules. Other matters which bring discredit and amount to unacceptable behaviour will be judged on the circumstances.

For your guidance, specific rules, regulations and guidelines concerning various aspects of College life are as follows:

ATTENDANCE

- Pupils must attend all lessons, chapel, assemblies and meals.
- All pupils must register twice during the course of each school day. Morning registration takes place at 8.20am, afternoon registration at 2.10pm.
- Late arrivals must sign in at Reception before proceeding to class.
- Failure to register or persistent late arrival at school will lead to disciplinary action being taken.
- School must be notified of all absences.
- Pupils who need to leave the school premises before the end of the school day must first obtain permission from their Year Head and then sign out of school in Reception.
- Pupils must arrive at lessons, punctually and properly equipped.
- At the beginning and end of term, any pupil who needs to return to school late or depart from school early must obtain permission from the Principal in advance. Boarders must work with the Head of Boarding in providing their travel details.
- All pupils are required to attend all meals, to which they are entitled, unless permission has been given by their Year Head or the Head of Boarding for alternative arrangements to be made.
- Concerning patterns of attendance may be referred to the Department of Social Care Early Help and Support team, or the Educational Welfare Officers.

VEHICLES

Rules for pupils driving to and from King William's College require him/her:

- To have submitted a completed "Driver and Passenger Permission Form" to the Deputy Head Pastoral. This permission will be withdrawn if the pupil fails to obey school rules with regard to driving.
- To use the car only for travel to and from College and not to use the car to leave the site during the normal school day without the express permission of the Head of Sixth Form or the Boarding House Staff as appropriate.
- To park in the approved areas.

- Never to give lifts to other College pupils unless the written permission of the parents concerned has been logged with the Deputy Head Pastoral.
- To drive in a manner which shows consideration towards others and with due regard to safety.
- To ensure that the vehicle is in a roadworthy and safe condition.

DRESS

- Pupils are expected to adhere to the school dress regulations (including games kit). It is expected that normal school uniform will be of a standard that would be respected in the smartest office environment.
- Persistent failure to comply with these rules may lead to the pupil concerned being sent home until such time as they do comply.
- All items of clothing should be clearly named.
- Lunch in the Barrovian Hall must be in full school uniform (including jacket)/College tracksuit. Headgear and scarves may only be worn outside.
- Pupils attending school events outside normal school hours must attend in uniform unless otherwise advised.
- Hair – pupils’ hair must be clean, neat and tidy, and of a natural style and colour acceptable to the Principal. Students below the Sixth Form with long hair must wear it completely tied back (e.g. plaits or pony tail). All students must be clean shaven.
- Skirts must be an appropriate length – rolled up, or short skirts are not acceptable. Skirts should be worn from on or just above the knee. Please remember that the guide here is – “would the strictest critic accept this?”
- Headphones - must not be worn in public areas.
- Jewellery – pupils may wear the following: one pair of sleepers or plain studs worn in the lower part of each ear lobe, and one ring.
- Make-up must be minimal, discreet and natural.
- Below Sixth Form, coloured nail varnish and false nails must not be worn.

HEALTH

- The College Medical Centre exists to provide nursing care for the KWC boarding community and is on hand to provide emergency first aid for day students, staff and visitors when required.
- Pupils must adhere to the published surgery times except in an emergency.
- A visit to the Medical Centre during lessons or immediately prior to a lesson requires permission from the member of staff who is, or will be, teaching the pupil concerned.
- Day pupils are to inform Medical Centre Staff if they have any medication which needs to be taken while they are at school.
- Boarders’ medicines must be declared to Medical and House staff.
- On days when Games are played a Leave-Off Games chit needs to be obtained if a pupil is unwell or injured. Parents of Day Students must inform the games teacher by email/letter that if their child is unable to take part that day. Boarding pupils will be given a chit from the Medical Centre if deemed necessary. All pupils who are unable to participate in Games must report to their Games teacher with their chit prior to the start of each and every Games session. Pupils should be aware that the Medical Centre can only excuse students who are genuinely ill or have a medical appointment.

FOOD

- Food and/or drinks must not be taken out of the Barrovian.
- Eating and drinking in libraries, computer rooms, Stenning, Fifth Form Centre, King’s Court Theatre, Bragg Lecture Theatre, classrooms and walking around College is not allowed.

- Chewing gum is not permitted anywhere on campus.
- Bottles of water are allowed at the discretion of the teacher.

DETENTION

- Whole school detention takes place on Friday between 4.30 and 5.30pm. A minimum of 24 hours notice will be given by Year Heads if a pupil is required to attend.
- Full school uniform will be worn by pupils in Friday detention.
- Year Group detentions are held in the Year Group Centres.

PROPERTY

- All pupils are allocated a locker in which to store their property – these should be kept locked. It is the responsibility of the individual to provide their own padlock.
- Valuable property should be handed to Year Heads, or House Master/Mistress in the case of boarders, or be kept under lock and key.
- All personal property should be clearly named.
- It is not sensible to carry more than £5 on the person.
- Mobile phones – Pupils may bring their phones into school but this is at their own risk. Fourth Form Students must have their phones switched off during the school day. The use of mobile telephones in public areas is at the discretion of the teacher in charge of the lesson/activity at the time.
- Sale of goods to other pupils may not occur without the permission of the Year Head.
- Valuables brought in to school are brought in entirely at the pupils' own risk. However the suspected theft of any such personal property must be reported to the Year Head without delay, in which case every attempt will be made to locate it. Pupils should then retrace their movements checking in every place where they may have left their belongings. Most frequently, items reported as stolen have indeed been misplaced.

BREAKAGES

- Please report breakages immediately to the appropriate Year Head.

SOCIAL EVENTS

- Approval from the Principal must be sought before College social events involving pupils are arranged.
- Alcohol may only be served at such events at the discretion of the Principal and in accordance with the law of the land.
- Approval will not be granted without agreed adequate adult supervision.

BOUNDS

- Pupils may not leave the bounds of the College during the school day without the permission of their Year Head, Tutor or Boarding HM and must sign out and in again in the designated area.
- Classrooms without a member of staff present and any other room other than the public rooms of the pupil's own Form Centre and the School are out of bounds.
- Pupils are not to visit the kitchens, maintenance staff blocks, Junior House or the Pavilions unless directed to by a member of the teaching staff.
- The following areas may be used for recreational purposes during break times, weather permitting: front Chapel, tennis courts, field area opposite the Bursary and the grass area outside Stenning Fourth Form Centre.
- Day pupils wishing to visit the boarding houses must be accompanied by a boarding pupil and have permission from the boarding house duty tutor.
- Pupils, not part of an expedition or trip, are not allowed to visit participants on such expeditions or trips

at any time without permission from the teacher in charge. This includes campsites, whether in or out of School.

The good name of the School depends upon the pupil. The good manners and consideration of College pupils are often favourably commented on and this is a fine tribute to many. The rules are not designed unnecessarily to restrict freedom of activity, but to ensure personal safety, the primacy of academic and cultural activities, respect for others, and above all the continuation of good manners within the community. Much else is a matter of custom, rather than regulation, and in the observance of the rules, pupils are expected to follow the spirit, as well as the letter, of the law.

Common KWC Offences and Consequences

Academic:

1. Warning
2. Class Detention
3. Department Detention
4. Friday Detention

Pastoral:

1. Warning
2. Class Detention
3. Head of Year Detention
4. Friday Detention

Severe:

1. Saturday Detention – Community Service
2. Suspension
3. Expulsion

Offence	Level 1 (First Offence)	Level 2 (Repeat within in a half term)	Level 3	Level 4	Notes
Missing a lesson	Friday Detention, apology to teacher, catch up with missed work.	Saturday Detention, apology to teacher, catch up with missed work.			
Misbehave on School Bus	Warning	Head of Year Detention	Friday Detention	Banned from Bus for a period of time	
Out of Bounds	Warning	Head of Year Detention	Friday Detention		
Out of Bounds (dangerous place)	Head of Year Detention	Friday Detention			
Miss registration	Warning	Contact Home	Head of Year Detention	Friday Detention	
Use of Mobile Phone	Phone removed and picked up from Principal's Office				See mobile phone policy
Throwing Fruit	Head of Year Detention	Friday Detention	Saturday Detention		
Jumping Lunch queue	Send to back of queue	Head of Year Detention	Friday Detention		
Non attendance at Class Detention	Department Detention				
Non attendance at Department Detention	Friday Detention				
Non attendance at Head of Year detention	Friday Detention				
Non attendance at Chapel	Friday Detention	Saturday Detention			
Bypass IT filters	Ban from school system for 1 week				
No prep	Extension	Class Detention	Department Detention	Friday Detention	Saturday Detention
Uniform	Warning	3 Warnings = Head of Year Detention	Friday Detention		
Missing Sports Kit	Warning	3 Warnings = Head of Year Detention	Friday Detention		

Make up offence	Warning – remove make up	Head of Year Detention	Friday Detention		
Bad Language (frustration)	Warning	Class Detention	Head of Year Detention	Friday Detention	Saturday Detention
Bad Language (directed at teacher)	Suspension				
Disrespecting School Property	Head of Year Detention	Friday Detention	Saturday Detention		Depending on severity
Bullying (including racism or threatening behaviour)	Warning	Friday Detention	Saturday Detention	Suspension / Expulsion	Depending on severity – some behaviour may merit a level 3 or 4 response.
Drugs Offences	Suspension	Expulsion			
Alcohol	Community Service/Gating	Suspension	Exclusion		Spirits = Suspension (level 2)
Smoking/Vaping	Friday Detention/Gating & letter home from Head of Year	Friday Detention/Gating & letter home from Deputy Head Pastoral	As for Level 2 with Anti smoking presentation	Smoking review – suspension or expulsion an option	
Smoking/Vaping in a building	Suspension				
Chewing Gum	Warning – bin the gum	Class Detention	Head of Year Detention	Friday Detention	Clean under desks
Lack of Consideration for Others (Rudeness to member of staff)	Warning	Class Detention	Head of Department/Head of Year Detention	Friday Detention	Depends on severity
Lying	Head of Year Detention				
Leaving site without permission	Friday Detention				
Plagiarism	Award zero. Re-do	Head of Year Detention		Possible suspension	Depends on Exam regs
Lateness	Warning	Class Detention	Department Detention	Friday Detention	
Theft	Friday Detention	Saturday Detention	Suspension		Depending on severity
Failure to bring correct equipment to school	Warning	Class Detention	Department Detention	Friday Detention	
Low Level Disruption	Warning	Class Detention	Department Detention	Friday Detention	

Common Boarding Offences and Consequences

Possible consequences: early rise / kitchen duty / gating / no guests allowed / device confiscation / uniform in free time / extra prep / Barrovian duty / community service / helping Housemother / hourly sign-ins / early to bed / room inspection

Offence	Consequences	In case of repeat offence
Late for breakfast	Warning	Early rise with HM
Absent from breakfast	Early rise with HM	Barrovian Duty
Absent from dinner	Warning	Early rise with HM
Untidy room	Morning room check	Morning and afternoon room checks until tidy
Not signing out	Gating 16:30 – 18:00	HM gating
Late for House Prayers	Community Service	Kitchen Duty
Absent from House Prayers	Community Service	Kitchen Duty
Disrupting Prep	Sitting with tutor during Prep	Device confiscation until morning
Inappropriate use of mobile phone	Device confiscation for remainder of prep	Device confiscation by HM
Not speaking English in communal areas	Warning	English presentation to Prefects
Disrespecting prefects	Discussion with HoH	Discussion with HM
Walking through Sixth Form corridor	Early rise HM	Device confiscation
Late to bed	Warning	Device confiscation
Late for device hand-in	Warning	Device confiscation
Excessive noise during Prep or at night	Warning from prefect or tutor	Early rise with HM
Inappropriate social behaviour	Warning from tutor	Discussion with tutor and Community Service
Failing to do Colbourne duties	Consecutive Kitchen Duty	Community Service