



CHELTENHAM  
LADIES'  
COLLEGE

# BEHAVIOUR, DISCIPLINE AND REWARDS POLICY

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2024-25



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

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

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

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

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

## POLICY AIMS

The policy includes information on the following:

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

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

## EXPECTATIONS FOR BEHAVIOUR IN COLLEGE

All members of the College community are expected to behave in a respectful, courteous and considerate way towards others, and we regard this as an important aspect of education. Treating each other with mutual respect is part of our College Statement of Values.

## THE ROLE OF STAFF

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

- They should be familiar with and apply the College Rules and policies.
- They should uphold and support College's standards, rules and policies, both in their communications and actions.
- They should intervene promptly when pupils' behaviour does not meet the appropriate standard.
- They should never regard a pupil's poor behaviour as 'someone else's problem'.
- They should give encouragement and praise regularly and should reward good conduct and not just high achievement.
- They should apply appropriate sanctions according to College's policies and procedures.

- They should maintain consistent standards on minor details and not just respond to more serious bad behaviour. Examples include paying attention to the standard of pupils' dress and appearance and their own; insisting on punctuality; ensuring that pupils speak thoughtfully to and about each other.
- They may choose to respond or impose a sanction themselves, but for more serious, complex or persistent cases, they should ensure that the pupil's Houseparent and Tutor are informed and escalate to the Head of Division as required.

All staff should communicate the College expectations, routines, values and standards explicitly through teaching behaviour and in every interaction with pupils. Staff should uphold the whole-College approach to behaviour by modelling expected behaviour and positive relationships, so that pupils can see examples of good habits and are confident to ask for help when needed. Staff should also challenge pupils to meet the College expectations and maintain the boundaries of acceptable conduct. Staff have clear guidance about College expectations for their own conduct at College in the Staff Code of Conduct.

Heads of Division, House Parents and Tutors are expected to clearly communicate the Behaviour Discipline and Rewards Policy and College Rules to the pupils. The pupils are also provided with a copy of the College rules in their planners and it is available to them on the pupil portal.

#### EXAMPLES OF BEHAVIOUR WE WISH TO PROMOTE

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

#### EXAMPLES OF BEHAVIOUR WE WISH TO DISCOURAGE

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

#### DISCIPLINE IN THE CLASSROOM

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

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

More detail can be found in the Curriculum Policy.

## DISCIPLINE IN THE HOUSE

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

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

## RESPONDING TO GOOD BEHAVIOUR

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

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

## RESPONDING TO POOR BEHAVIOUR

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

College should consider whether the misbehaviour gives cause to suspect that a pupil is suffering, or is likely to suffer, harm. Where this may be the case staff should follow the College Safeguarding (Child Protection) policy and speak to the designated safeguarding lead (or

deputy). They will consider if pastoral support, an early help intervention or a referral to children's social care is appropriate.

College should not assume that because a pupil has SEND, or mental health concern, it must have affected their behaviour on a particular occasion – this is a question of judgement for the school on the facts of the situation. College should consider whether a pupil's SEND has contributed to the misbehaviour and if so, whether it is appropriate and lawful to sanction the pupil.

### **In the classroom or during any lesson**

If a class is persistently behaving badly, teachers should, in the first instance, seek the advice of their Head of Department. The Head of Department or teacher should also pass on significant concerns to the Head of Division. Poor conduct demerits may be awarded by the teacher for bad behaviour. For more serious or persistent misconduct, further sanctions may be appropriate.

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

### **In the House**

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

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

## **AVAILABLE SANCTIONS**

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

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

Formal sanctions can also be applied. They include:

### **Pupil Issues**

- Awarded by any member of staff via iSAMS to notify the HP and Tutor that an issue has been logged. This will usually be minor uniform infringements. The member of staff can either choose to inform the pupil or not. If significant numbers or regular pupil issues are recorded, the tutor should inform the Head of Division to take further action.

### **Demerits (Academic or poor conduct)**

- Applied by: Any teacher or member of staff
- Applied for: Good or bad behaviour or academic work
- More details are below

### **Confiscation**

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

Food may be disposed of. Confiscated items should be clearly labelled with the pupil's name and given to the Head of Division. Staff should also enter a demerit on iSAMS.

See the *Search & Confiscation Policy* for more detail.

### **House Sanctions**

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

### **Report Card**

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

### **Vice Principal Supervised Study (academic detention)**

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

### **'Lates' Report**

- Applied by: Heads of Division
- Applied for: Five lates within a half-term
- These are awarded to pupils who are late for their tutor time in the morning. Tutors should use their FastVein dashboard to record that a pupil is late if they arrive after 8.20am
- The Head of Division will place the pupil on 'late report' if they are late five times within a half term

- Pupils must report to their Head of Division at 08.00 for five consecutive days. This will 'reset' to another five days if the pupil is late on any one of these mornings.
- A second set of five lates within the same half term will result in the pupil being asked to report to her Houseparent at 07.40 in full school uniform, and then her Head of Division at 08.00 for five consecutive mornings.
- Continued lateness will result in the addition of a Vice Principal detention to the above sanction and will also require parental notification and involvement.

### **Detention**

- Applied by: Heads of Division / Vice Principal for misconduct which can be referred by any member of staff.
- Can be held by the Head of Division at a convenient time, or escalated to the Vice Principal's Detention.
- Applied for: Misconduct such as:
  - Three demerits within a term. This can be any combination of three demerits.
  - Accumulation of minor offences such as lateness or 'pupil issues'
  - Missing Prayers' without permission

### **Vice Principal's Detention**

- As above, but for more serious misconduct. The Vice Principal's office will write to parents to inform them of the detention and the reasons. The detention will take place on a Saturday morning at 8am.
- Applied for more serious misconduct such as:
  - o Behaviour which endangers self or others;
  - o Leaving College, missing lessons or other activities without permission.
  - o Rudeness or defiance towards staff.
  - o Damage to property.
  - o Persistent misconduct

### **Saturday Evening Detention**

- Awarded for repeat Vice Principal's detentions or for misconduct that is more serious.
- Detention is held by a member of the Leadership Team and takes place on a Saturday evening after supper. It lasts for a minimum of one hour.

### **Pupil Contract**

- Pupils who persistently offend may be required to sign a pupil contract. This will be issued by the Head of Division in conjunction with the Vice Principal and parents will be informed.

### **Internal Isolation**

- Applied by the Vice Principal after discussion with the Principal.
- Applied for; Very serious misconduct that warranted a discussion on whether it resulted in an external suspension (please see list below). This might include certain breaches of the Alcohol, Drugs and Smoking Policy.

### **Exclusion and Suspension**

- Applied by: The Principal only: see the Suspension and Exclusion Policy.



- Applied for: The most serious misconduct such as:
  - Breaches of the Alcohol, Drugs and Smoking Policy;
  - Bringing College into disrepute
  - Bullying (including child on child abuse);
  - Theft;
  - Breaches of the ICT Acceptable Use Policy;
  - Unsustainable disruption to teaching and learning;
  - Unlawful behaviour.

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

### **Use of Physical Restraint**

Physical force must never be used as punishment. On rare occasions, physical restraint of a pupil may be necessary to prevent injury to herself or others; to prevent serious damage to property or equipment; or to avoid disruption to important activities. In such circumstances, any member of staff may physically restrain a pupil, but the force used must be reasonable and for the minimum time necessary. In determining what is reasonable, any disability or SEN must be considered. Where physical restraint has been required, the member/s of staff involved must immediately inform the Principal, or in her absence the Vice Principal. They should also record the details in writing as soon as possible after the incident and forward them to the Principal. The Principal will instigate a formal investigation into each incident and a report will be submitted to the College Council Audit and Risk Committee for consideration.

### **Demerits**

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

### **Academic Merits and Demerits**

Further details are in the Curriculum Policy.

### **Poor Conduct Demerits**

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

## **AVAILABLE REWARDS**

### **Good Conduct Merits**

- Applied by: Any teacher or member of staff
- Applied for: Good behaviour or academic work
- Good conduct merits are awarded for any behaviour which a member of staff thinks appropriate, such as acts of particular kindness or courage, taking responsibility unprompted or improved effort.

- A tally of good conduct merits is kept and used as the basis for the award of a House shield at the end of the year.

## **COLLEGE RULES AND EXPECTATIONS**

### **Cooperation**

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

### **Attendance and Punctuality**

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

Pupils must attend all meals.

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

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

Pupils must arrive promptly to their tutor room to drop off their bags to move to the PH to be seated for the 8.25am start..

On Saturdays, pupils need to scan in by 8.55am and be at their first session for 9am. Occasionally there will be Divisional Prayers on a Saturday, when girls in the Division will need to scan into College by 8.30am for the 8.35am start.

In the afternoon, all pupils must scan into College by 2:25pm before moving promptly to their period 5 lesson.

- Lateness or not scanning is recorded and will result in sanctions: a combination of five lates / not scanning in a half term will result in a series of 'late detentions' with your Head of Division.
- Unauthorised absence is regarded very seriously, and sanctions will be applied to address this.

On Field afternoons, pupils scan to register when leaving House and then register with the member of staff taking their activity. If a pupil is unable to participate for medical reasons, they must still report to Field, but with a slip from the Medical Centre.

### **When Silence is expected**

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

## School Uniform, Dress and Appearance

Pupils must observe and respect the regulations relating to uniform and appearance. They should wear school uniform in the Main College during core hours or, as required when participating in school events outside normal school hours. Pupils are expected to wear the uniform correctly, to present themselves smartly at all times and to represent College with pride when wearing the uniform. On any occasion when pupils are wearing uniform in public, this should be in keeping with the uniform policy and should reflect the high standards consistently required by College. A full uniform guide is available in the Parent Handbook.

### Mandatory Uniform Items

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

### Blazers or Jacket

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

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

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

### Coats

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

### Trousers – SFC

Sixth Form pupils must wear trousers neatly, ie properly fastened and at the correct length.

Every pupil should have at least one skirt whereas trousers are optional.

## Jewellery

No visible jewellery, apart from stud earrings or sleepers (one in each earlobe) may be worn with uniform. The sleepers must be small, discreet and tight to the lower ear lobe; not hooped earrings. No other form of piercing is allowed. Pupils are allowed to wear a single necklace which must be worn discreetly and should not be visible. The Head of Division must approve any variation from the above.

Pupils are expected to remove any other jewellery, which could be confiscated. Pupils are strongly advised not to wear items of high monetary or sentimental value.

## Make-Up

Make-up and nail varnish are not allowed and pupils will be required to remove this.

## Hair Guidelines

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

### Guiding Principles

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

### Permitted Hairstyles

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

- **Natural Afro Hairstyles:** Pupils with Afro-textured hair are encouraged to embrace natural hairstyles such as braids, locks, twists, cornrows, plaits, skin fades, and other Afro-inspired styles.
- **Head Coverings:** Religious head coverings and African heritage head wraps are embraced as a reflection of cultural and religious identity.
- **Hair Length:** There are no gender-based restrictions on hair length; all pupils are free to wear their hair long or short based on their individual choices.
- **Hair must be neat, tidy and appropriately styled.** Pupils with long hair should ensure that it does not obscure their face, and is tied back for safety reasons in practical lessons (such as science or PR) or at the instruction of a teacher.

## Shoes

Shoes must be black, plain, flat and of a type which can be polished. They may not have buckles, tassels or other adornments.

## Bags

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

#### Mufti

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

#### Headphones

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

#### Sports Uniform

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

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

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

#### **Mobile phones and electronic devices**

The use of mobile phones and electronic devices is managed at College with everybody's best interests in mind. The rules are in place to promote wellbeing and to uphold the standards of courtesy expected at CLC.

The acceptable use of IT is very important and there is a clear expectation that the internet and related communication technologies are used appropriately and safely.

Pupils may use devices in the Houses according to House rules. Within the Houses phones should never be used in dining rooms. Phones should not be out during lunchtimes in the GCR either.

The rules for use of phones (including smart watches) in College vary according to the Division.

### Lower College and Upper College:

Pupils in Lower or Upper College are not allowed to bring their mobile phones into College, unless special permission is sought. For example, teachers may on occasion, invite pupils to bring mobile devices to their lesson for use as part of an educational activity. If this is the case, the teacher will inform both the Houseparent and Head of Division and then phones must be handed in at Main Reception or to the Head of Division and collected for use at the appropriate time.

- Phones are handed in at House every morning by 08:10am and collected at the end of the school day. Day pupils who are being collected from Field may take their phones with them for the afternoon, but these must be kept out of sight and pupils should not have their phones out while walking to field.
- Pupils may have access to their devices at lunchtime in the House in agreement with the House Staff on duty, but this will usually only be to allow phone calls home.
- Any LC or UC pupils seen using a phone in College without permission will be issued a demerit and will have the device confiscated. The Head of Lower or Upper College will retain the phone and it may be confiscated for up to a week.
- These rules also apply for Smart Watches (such as Apple watches)
- Pupils will be allowed to take their phones with them on Educational Trips unless the trip leader decides otherwise.

### **Confiscation LC/UC**

LC or UC Students who are seen with mobile phones or headphones in breach of this policy will have the item confiscated. The staff member who confiscates the item will take it to the Head of Division (or Divisional Assistant) where it will be logged by staff and demerit issued.

The item will be able to be collected between 4:30-5:00pm. Students will be unable to collect confiscated items outside these times.

### **SFC:**

- During the core College hours (8:20am until 4:30pm Monday to Friday and 8:30am until 12:20pm on a Saturday) mobile phones can be used in break or study periods in defined areas. This is to minimise the visible use of phones by SFC students, to promote self-regulation of use by students, and to minimise distraction.
- Mobile phones should never be visible when they are not permitted. They should be put away in a pocket or bag, and never left on a desk.
- The areas where SFC phone use is permitted is:
  - GCR during break time
  - College Gardens during break time
  - Sixth Form Common Room
  - Library
    - for academic purposes during study periods
    - non-academic purpose at break or lunchtime but showing consideration for other Library users
  - A classroom
    - before a lesson has started, but as soon as a member of staff enters the room the mobile phone should be put away
    - after a lesson in order to check information for the next lesson

- if there is no lesson taking place in a classroom  
A Tutor room

– before the arrival of the Tutor  
If a student needs to use a mobile phone in order to check information for College purposes (e.g. to consult their timetable), they should do this in one of the defined areas.

For the avoidance of doubt, mobile phone use is not permitted in corridors.

Headphones should not be used while walking around College but may be used in the Library but showing consideration to other Library users. Pupils can expect their headphones to be confiscated if they do not follow this guidance.

Sixth Form students who do not follow the above guidelines can expect to have their mobile phone confiscated until the end of the day and to receive a demerit which will be issued.

Confiscated headphones or mobile phones should be given to Reception for collection at the end of the day.

### **Confiscation SFC**

SFC Students who are seen using mobile phones or headphones in breach of this policy will have the item confiscated. The staff member who confiscates the item will take it to Reception, where it will be logged by staff. The student's Houseparent will be informed and will follow-up on the confiscation.

Houseparents will log incidents of confiscation. If a student breaches this policy more than once, each subsequent breach will result in a Poor Conduct being issued.

The item will be able to be collected between 4:30-5:00pm. Students will be unable to collect confiscated items outside these times.

### **Transport and Safety**

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

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

Unsafe behaviour endangers pupils and can cause great disruption and distress, so it is taken very seriously and sanctions may apply. Pupils crossing Bayshill Road away from the crossing can expect to receive a demerit if seen by a member of staff.

Pupils are expected to behave with consideration towards others on public transport or as they move around College and town, being mindful of the fact that when in uniform, they are representatives of the College.

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

### **Food and Drink**

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

### **Keeping College Tidy**

Pupils should always dispose of any packaging or litter appropriately and contribute to keeping College neat and tidy. Lockers should be kept in good order and pupils should contribute to keeping academic house bases, classrooms and general areas neat and tidy.

### **Gardens**

The gardens are for everyone to enjoy, and pupils must help to keep them tidy, and observe any instructions such as keeping off the grass in wet weather. In exceptionally warm weather, pupils may do school work in the gardens during free periods provided they are working in a discrete and productive manner.

### **Bullying**

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

### **Academic Honesty**

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

### **Dishonesty**

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

### **Unlawful Acts**

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

### **Alcohol**

Pupils may not bring alcohol onto College premises at any time. Were they to do so and hand it into their House Parent, usually no sanction would be incurred. However, if alcohol is discovered in a pupil's room, either by chance or after the search and confiscation policy has been enacted, a significant sanction can be expected. They may not drink alcohol unless authorised to do so by the College on particular occasions, and never to excess. They must not supply alcohol to other pupils.



## **Smoking**

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

## **Vaping**

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

## **Drugs**

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

## **Serious Misconduct Outside College**

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

## **Child on Child sexual violence and sexual harassment**

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

## **Behaviour incidents online**

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

## **Further Information**

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

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

## Appendix 1:

### PREP RULES FOR JUNIOR HOUSES

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

Prep times: LC1 - 7.00 - 8.00pm  
LC2 - 7.00 – 8.15pm  
LC3 - 7.00 – 8.30pm  
UC4 - 7.00 – 8.45pm  
UC5 - 7.00 – 9.00pm

### PREP RULES FOR SIXTH FORM HOUSES

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

## HOUSE ROUTINES BY YEAR GROUP

	LC1	LC2	LC3	UC4	UC5
<b>Prep</b>	Supervised in Prep Room	Supervised in Prep Room	Supervised in Prep Room	Monitored in rooms	Monitored in rooms
<b>Prep time</b>	7-8pm	7-8.15pm	7-8.30pm	7-8.45pm	7-9pm
<b>Hand in Electronic time</b>	8.45pm	9.00pm	9.15pm	9.30pm	Keep Phones and laptops
<b>FOG / Reading Time</b>	9.00pm	9.15pm	9.30pm	9.45pm	10.00pm
<b>Bed Time</b>	9.15pm	9.30pm	9.45pm	10.00pm	10.15pm (small lights can be left on)
<b>Wake ups</b>	By Staff	By Staff	By Staff	On Own	On Own
<b>PJs at breakfast</b>	Not allowed	Not allowed	Not allowed	Not allowed	Allowed
<b>Tuck</b>	Kept by staff	Kept by Staff	Can keep	Can keep	Can keep
<b>Film Rating</b>	PG	12	12	12	15
<b>Walk to and from school</b>	Partners	Partners	Partners	Partners	Partners (on own during exam leave only)

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

## SANCTIONS WITHIN JUNIOR HOUSES

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

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

<b>Behaviour</b>	<b>Possible sanction</b>
<b>Late to house notices or breakfast</b>	Report in uniform earlier and help staff with wake-up duties
<b>Not ready for FOG / reading time / disruption after lights out</b>	Earlier bedtime routine or lights out
<b>Phones / laptops handed in late or not at all</b>	Confiscation of device and / or help staff collect in devices
<b>Deceit regarding phones / laptops</b>	Confiscation of device and / or limitation of usage. Help staff collect in devices
<b>Late from shopping</b>	Time penalty for next shopping trip.
<b>Repeatedly untidy room</b>	Removal of Saturday / Sunday town time in order to tidy room and / or other areas of the house.
<b>Antisocial behaviour towards staff or pupils</b>	Community Service for the house

## SANCTIONS WITHIN SIXTH FORM HOUSES

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

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

	<b>1<sup>ST</sup> OFFENCE</b>	<b>2<sup>ND</sup> OFFENCE</b>	<b>REPEATED</b>
<b>LATE RETURN FROM NIGHT OUT</b>	Warning	Loss of permission for night out following week	Weekend Gating
<b>POOR BEHAVIOUR IN COLLEGE SERVICES OR MISSING SERVICES</b>	7.45am Vice Principal detention on Monday morning	Support to Chaplaincy during the week	Gating – attendance at next Service to give support to Chaplain
<b>TAKEAWAYS – once only across the weekend</b>	Remove and return later	Domestic Chores on Sunday afternoon	Vice Principal Detention
<b>DISHONESTY / RUDENESS AND DEFIANCE</b>	Warning	Poor Conduct Demerit	Vice Principal Detention

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

#### OUT OF BOUNDS AREAS

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

## **Appendix 2: College rules and examples of sanctions applied:**

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

### **Alcohol:**

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

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

### **ICT AUP infringement:**

Ranges from demerit, device confiscation to suspension.

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

### **Out of College without permission:**

VP detention and letter home. Gating for a defined period.

### **Phone infringement:**

Confiscation of the phone until the end of the day and a poor conduct demerit.

### **Smoking:**

In possession of cigarettes; VP detention and letter home for first offence. Subsequent offences will see an escalation. Smoking on site, or off site in uniform – 1-2 Day suspension

### **Uniform infringements:**

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

### **Vaping:**

In possession of a vape; VP detention and letter home for first offence. Subsequent offences will see an escalation. Vaping on site or off site in uniform – 1-2 Day suspension