



# St Dunstan's College

## COLLEGE RULES

This policy and procedure applies to employees of St Dunstan's Trustee Limited on behalf of St Dunstan's Education Foundation & College Hire Limited.

### 1. PRINCIPLES

These College Rules codify the sort of behaviour that will enable individuals and the College community to function happily and effectively. They are not intended to constrain but rather to create an environment that allows all pupils at St Dunstan's College to develop in a safe and purposeful way.

The Rules should be viewed as the detail underpinning the Expected Behaviours. Pupils who follow the Expected Behaviours will not fall foul of the College Rules. No set of rules can address all concerns; therefore common sense must be a powerful and sensible guide. Teachers are given the authority by the Head to use their professional judgement in deciding if a pupil's conduct falls short of expectations, regardless of whether or not a College Rule, as set out in this document, has been breached. Should a pupil or parent feel that they have been treated in an unjust or disproportionate manner, they should report their concerns to their tutor, Head of Year, or Section in the first instance. Should their concerns not be satisfied, they should report to the Deputy Head Pastoral or the Junior School Deputy Head Pastoral for resolution.

Breaches of the Rules defined as "Serious Offences" will be brought to the attention of the Head or the Head of the Junior School, as appropriate. Examples of Serious Offences are listed in Section 4 of this document. Committing a Serious Offence may lead to temporary or permanent internal (on-site) or external (off-site) exclusion; repeated misdemeanours of a less serious kind may also attract the same decision. In the case of a breach of UK or English Law, the police may be informed.

It is also important to remember that the Head is responsible for the reputation of the College; he reserves the right to protect it and therefore actions which bring the College into disrepute, whether these occur on or off site, in term-time or not, may be regarded as a Serious Offence.

### 2. SCOPE

The Rules apply to all pupils at the College during term-time when under our jurisdiction, (please note though the details in the above paragraph concerning the College's reputation),

and also to any other times when a pupil is representing the College, for example trips, camps, tours, away matches, College-sponsored social events or travelling to or from the College by whatever means.

All pupils are expected to know the College Rules, read notices, refer to their email messages (this only applies to those pupils with a College email account), keep themselves informed, and ask for assistance if it is needed. There are local rules and regulations, which apply to the Refectory, the LRC, laboratories, studios and workshops, the swimming pool, the sports buildings and College minibuses and these should be observed.

In addition to this written form, the College Rules will be articulated in an age-appropriate way to pupils for whom this document is less accessible, for example in the Pre-Prep.

### **3. THE COLLEGE RULES**

These College Rules can be accessed via the College's website and its Virtual Learning Environment (Firefly). Any updates that occur in the course of the year will in the first instance be displayed on Firefly and will be announced in tutor notices, Form Time and/or assemblies as appropriate.

The Rules cover the following areas of College life:

- A. Academic
- B. Dress and Appearance
- C. Property
- D. Behaviour
- E. Health and Safety
- F. Games, Activities and CCF
- G. Fire Regulations – Actions to be taken in the event of a fire
- H. Leaving the Site
- I. College Bounds
- J. The Media

In addition to adhering to College Rules at all times, it is expected that pupils cooperate fully with any investigation into possible breaches of College Rules conducted by members of staff. This may include writing statements outlining their experience of events they may have been party or witness to and/or being asked questions about such events. Wilful dishonesty or refusal to cooperate with members of staff in this respect may be treated as a Serious Offence, and could result in sanctions in accordance with the College Policy on Expected Pupil Behaviour.

#### **A. Academic**

1. All pupils must arrive at the College in good time to report to their tutor/form room for registration. It is therefore expected that pupils in the Junior School arrive between 0820 and 0835, and pupils in the Senior School (Years 7-13 arrive between 0745 and 0820.
2. All pupils must be punctual for timetabled activities, including lessons, registration periods, tutor times, assemblies and activities. In the Senior School, they must arrive at the designated start time of the lesson. Arriving more than 10 minutes after the

timetabled start of a lesson or activity may be considered wilful truancy and sanctioned as a Serious Offence.

3. All pupils must attend lessons and timetabled activities, or have express permission from a member of staff to not be in attendance. Failure to report to a lesson or timetabled activity may be considered wilful truancy and sanctioned as a Serious Offence.
4. Books, equipment and other materials should be properly cared for.
5. Unacceptable work, poor classroom behaviour or a lack of punctuality will be challenged, and appropriate sanctions may be imposed. Staff may ask pupils to redo the work. Persistent failure to complete the work to expectations will result in further academic sanctions, in accordance with the College Behaviour Management Procedures.
6. In the Senior School, if a pupil has to miss all or part of a lesson for any reason (for example due to individual music tuition), they must seek the permission of the teacher involved. Where possible, 24 hours' notice should be given. It is expected that they should apologise if they fail to do so. As the lessons above are charged for, pupils are likely to be billed for lessons missed without forewarning or good reason. Work missed should be made up unless excused from doing so by the subject teacher. It is the pupil's responsibility to initiate this.
7. In the Senior School, if a student is unwell and needs to leave a lesson they must seek permission to go to the Pavilion from the teacher of their lesson and should report directly to the staff in the Pavilion. Failure to seek permission or to report directly to the Pavilion may be considered wilful truancy and sanctioned as a Serious Offence.
8. In the Senior School, if a pupil misses all or part of a lesson for any reason, they are still responsible for completing any homework set during that lesson to the same deadline as the other pupils in their class. All homework is posted on Firefly; it is the pupil's responsibility to check for homework. Pupils who miss a lesson for any reason may request an extension to the homework deadline where reasonable; but this request must be received by the subject teacher in good time (at least 24 hours before the deadline) and granting such extensions is at the teacher's discretion.
9. Sixth Form students may have Private Study periods. These periods will be either supervised in the first instance or unsupervised with the permission of the Head of Sixth Form. Students who are assigned supervised Private Study are expected to report to the LRC punctually (see 2 above) and to remain in the LRC for the duration of the lesson. Students assigned unsupervised Private Study may work in the LRC or the Sixth Form Common Room, or other location on the College site with teacher permission. It is, however, expected that students remain in their chosen area for the duration of the lesson and not wander about the College.
10. In the Senior School, form rooms may be used in the absence of staff only for schoolwork or other authorised College activities, and only by pupils who have tutor time in the room. Pupils should not be in any classroom other than their own form room during non-lesson time. Staff desks and all other equipment must not be interfered with and the room should be left in a tidy condition and configured as it was found.
11. In the Senior School, pupils must familiarise themselves with, and observe, the rules governing examinations and assessments following briefings from the Examinations Officer.
12. Cheating is unacceptable. Cheating in public examinations or plagiarism in coursework is reported to the Examination board concerned which could jeopardise

the candidate's GCSEs or A Levels across all subjects. This is regarded as a Serious Offence.

13. Plagiarism is form of cheating, and is not limited to exam work. Plagiarism and other academic dishonesty are Serious Offences, and includes but is not limited to the following activities:
  - Including parts of someone else's work in your own without using quotation marks and identifying the source. This includes cutting and pasting information from the internet.
  - Copying, re-wording or summarising someone else's work and including it as your own without acknowledging the source.
  - Not labelling diagrams/illustrations that you have used
  - Working together with other pupils on a task that should have been done on your own.
14. Failure to meet academic standards may lead to a pupil's loss of privileges, withdrawal of an Award, or removal from the College.

## **B. Dress and Appearance**

1. It is the responsibility of all pupils to see that they are well groomed and neatly and appropriately dressed at all times, including when off the College site.
2. The Senior School Dress Code is published in the related document P3RD03 Dress Code. This dress code is also available in the Senior School Parents' Handbook, the Senior School Students' Handbook, and on the College website and Virtual Learning Environment (Firefly). It is expected that all pupils know and conform to the dress code.
3. The Junior School dress code is available in the Junior School School Parents' Handbook and on the College website. It is expected that all pupils know and conform to the dress code and are supported with this by their parents.
4. Sanctions for dress code violations are listed in the related document P3RD03 Dress Code. Repeated, deliberate violations of the Dress Code may be considered a Serious Offence.

## **C. Property**

1. Theft is a Serious Offence. Borrowing without permission may be construed as theft.
2. Vandalism is a Serious Offence.
3. All property, whether individually or communally owned, must be respected.
4. Damage must be reported to a member of staff as soon as possible.
5. Buying and selling between pupils is not allowed at the College.
6. Junior School pupils should not normally bring any money to College. Exceptions include fund-raising sales or 'dress up' days, and will be clearly communicated to parents in advance.
7. Senior School pupils are strongly advised not to have or carry more cash than is needed on a daily basis (breakfast and snacks may be purchased daily for a small fee).
8. Pupils should be careful with valuables. They should never lend bankcards or reveal PIN numbers to others.
9. Lost property should be handed to the College Office, a member of staff or a Prefect.

10. No personal property brought to school is covered by the College's insurance and therefore valuables should be fully insured at home. It is advised that all pupils label their personal property clearly with their full name.
11. Lost property (named and unnamed) is made available to pupils on a daily basis. Unclaimed lost property is collected termly and donated to charity or the College Second-hand Uniform Scheme. Specific arrangements for lost property vary between the Senior and Junior Schools; further information is communicated to parents annually and is available on request at any time.

#### **D. Behaviour**

1. Good manners are expected of all pupils at all times.
2. Pupils are expected to act on the instructions of College staff (teaching and non-teaching) immediately and without complaint.
3. Aggressive or threatening behaviour, be it physical or verbal, is unacceptable. This is a Serious Offence.
4. Bullying is a Serious Offence. See the related policy P4 Anti-bullying for details.
5. Explicit physical contact and public displays of affection are unacceptable.
6. Pupils should pay particular attention to behaviour and appearance when off the College site.
7. All visitors and College employees should be treated with respect and courtesy.
8. Good manners and orderly behaviour are expected in the Refectory and the meal queues.
9. Food may not be removed from the Refectory.
10. Chewing gum is not allowed in the College.
11. Pupils should not drop litter and are asked to pick up any they may find.
12. In the Senior School, phones, music players, tablet computers and the like should not be used in College during the working day unless with specific permission from a member of staff. Further information may be found in the College BYOD Policy. Students who use their phones during the school day without specific permission from a member of staff should expect their phone to be confiscated for the remainder of the school day.
13. In the Junior School, phones, music players, tablet computers and the like should not be brought to College. Year 6 pupils who go home alone may bring in a mobile phone. This should be handed in to the form teacher at the beginning of the school day.
14. The sending of inappropriate text or picture messages is likely to be considered a Serious Offence. See related policy P15 ICT and Acceptable Use for details.
15. Pupils should not take photographs or videos of another pupil or member of staff or distribute that image without their agreement. Misuse of such images, especially if inappropriate, may constitute bullying or even a criminal offence (see Behaviour point 3 above). This may constitute a Serious Offence.
16. Betting and gambling are forbidden.

#### **E. Health and Safety**

1. Any medication brought from home, whether prescription or over-the-counter, should be left with the College Nurse, where it can be dispensed under supervision. All medication should be accompanied by a written instructions from the pupil's parents/carers. All prescription medication should have the original label, clearly

stating the pupil's name, name of GP and the dose. Further information regarding dispensation of medication is available upon request.

2. Pupils are not allowed to carry, distribute or self-dispense medication of any kind at College. This includes over-the-counter pain medication such as paracetamol, ibuprofen, and medicated lozenges.
3. All accidents or injuries should be reported to a staff member immediately, even if the injured party requires no medical treatment.
4. Smoking and the possession of smoking materials, including e-cigarettes and shisha pens, are forbidden, regardless of the nicotine content. Pupils should not arrive at the College having clearly smoked elsewhere. There are Serious Offences. (See also P3R306 Tobacco, Alcohol and Drugs Policy)
5. Taking, possessing or dealing in drugs is forbidden. These are Serious Offences. (See also P3RD06 Tobacco, Alcohol and Drugs Policy)
6. Solvent abuse is a Serious Offence. The College will react to solvent abuse in a similar way to other forms of drug abuse. (See also P3RD06 Tobacco, Alcohol and Drugs Policy)
7. Alcoholic drinks may be consumed only at authorised College occasions and only by Sixth Form students over 16, under supervision. Alcoholic drinks may not be brought onto the College premises or to College events/trips held off-site. Drinking to excess under any circumstances is unacceptable. Pupils should not arrive at the College clearly having consumed alcohol elsewhere. These are Serious Offences. (See P3RD06 Tobacco, Alcohol and Drugs Policy and P3RD10 College Alcohol Policy)
8. The swimming pool, fitness suite, sports hall and other sports facilities have their own safety guidelines which must be followed by all pupils. These guidelines are posted outside each of the locations. Pupils must not use any of these facilities if there is no member of staff present.
9. Pupils must not enter laboratories, art rooms or design technology rooms without the permission of, and supervision by an appropriate member of staff.
10. Possession of dangerous articles or imitations thereof as defined by the Head, such as laser torches, knives, firearms, air pistols, paintball/ball-bearing guns, catapults, fireworks, chemicals and explosives is forbidden.
11. Pupils are not permitted to drive themselves to school or park a vehicle on the College premises. This rule applies to the school day as well as evening and weekend performances and events.
12. Pupils riding bicycles to and from the College should wear protective headgear. It is the pupils' responsibility to ensure the bicycles left at the College are properly secured.
13. Due consideration should be given to all road users and pedestrians. In particular, great care should be taken in crossing roads, taking care only to use designated crossing points.

## **F. Games, Forder Activities and CCF**

1. The College offers a wide variety of sports, clubs and activities through the Forder Programme and as part of College life. Pupils who commit to participate in any College-run sport, CCF, or Forder activity must honour their commitment and attend regularly and in good spirit. Pupils must consider carefully if they have the time and ability to meet the attendance and time requirements for any co-curricular activity before they commit. Pupils should not 'double-book' for activities.

2. It is the duty of each pupil to read notices and arrive to Games, Forder activities and CCF events at the correct time. If pupils have to miss Games, Forder activities or CCF for any reason, they must seek advance permission from the member of staff in charge, and it is expected that they should apologise if they fail to do this. Absence from an organised commitment may result in a sanction.
3. Pupils travel to away fixtures in College uniform or sports kit as directed. Kit must be clean for all fixtures.
4. Sports Captains must ensure that visiting teams are met and treated hospitably during their visit.
5. Spiked or studded footwear may not be worn on the way to and from the games fields.
6. For sport and some Forder Activities, pupils must wear the protective clothing and equipment (e.g. gumshields, helmets) as required by staff in charge.

### **G. Fire Regulations – Action to be taken in the event of a fire**

1. The College building(s) should be evacuated immediately, silently and in a calm manner, closing all windows and doors as the last person leaves a room. Everyone should proceed to the designated assembly point shown on fire notices. Do not re-enter the building until authorised to do so.
2. Pupils must not stop to collect belongings in the event of a fire alarm – they must evacuate immediately as described above.
3. If you are in the building where there is a fire, move to the assembly area where pupils are to organise by form. Form tutors/teachers are to check that all pupils are present and accounted for.
4. During teaching periods, if you are in another building and become aware of the emergency elsewhere, remain in class until further instructions are received.
5. Senior School students who leave the College during the school day must fob out, and fob back in upon their return (Sixth Form) or sign out at the College Office (Years 7-11). This will keep the College fire register accurate.

### **H. Leaving the College Site**

1. Pupils should not leave the College site without permission.
2. Junior School pupils should not leave the College site without appropriate adult supervision to meet their parent.
3. Pupils are expected to remain on-site for the duration of the school day (with the exception of some Sixth Form students, who may obtain permission to sign out).
4. In the Senior School, pupils without formal commitments (such as sport, Forder programme, music or drama) are welcome to stay in the LRC until it closes at 1730. Pupils who wish to remain on site must remain either supervised in the LRC or supervised by the teacher/s in charge of their activity.
5. Once pupils have left at the end of the school day, they should not normally return to the College before then next school day, unless they have permission from staff to attend for example rehearsals or performances.
6. Sixth Form students may request permission from the Head of Sixth Form to leave the College site at certain times. They must state where they plan to go, and return promptly at the agreed time. They must fob out upon leaving the College and back in

upon their return. Further information is available in the Sixth Form Handbook and upon request.

7. At the end of the school day, pupils in Year 6 may go “home alone”. They may only do this with their parents’ permission which should be communicated to the Junior School Office.

## **I. College Bounds**

1. The following places are out of bounds for pupils:
  - Off-licences, pubs, betting shops and amusement arcades
  - Private houses
  - The kitchens
  - The Groundsmans’ storage areas
  - Maintenance areas
  - Cleaners’ areas/cupboards
  - Science prep rooms
  - The College front lawn
  - The front drive
2. Areas that may only be visited with staff supervision/permission:
  - Swimming pool
  - Junior School Classrooms
  - Gym
  - Sports Hall and Fitness Suite
  - Astro-turf pitches
  - Science Labs
  - Design Technology workshops
  - Art classrooms
  - The Jubilee Sports Ground and Pavilion
  - The drive between the Junior School and the Senior School
  - The West entrance to the Senior School

## **J. The Media**

Under no circumstances may pupils communicate with any member of the media without permission from the Head.

## **4. SERIOUS OFFENCES**

Serious Offences are infractions that incur the most serious sanctions. Any single act or developing pattern of behaviour may be deemed a Serious Offence at the discretion of any member of the College Leadership Team. Any offence may be deemed a ‘Serious Offence’ in the professional judgement of the Head, Deputy Head Academic, Deputy Head Pastoral or



Head of Junior School, given the circumstances and context of the offence. Serious Offences include but are not limited to:

- Drug abuse including supply, possession or use
- Alcohol abuse
- Smoking or vaping
- Theft, blackmail
- Leaving the College Site during the School Day without leave
- Wilful truancy from timetabled lessons or activities, including assemblies and registration periods
- Bullying, including cyberbullying
- Persistent refusal to follow staff instructions or verbal abuse of staff
- Physical assault, threatening behaviour or intimidation
- Fighting, regardless of extent of physical contact or injury
- Sexual harassment or violence
- Racist, sexist, homophobic or transphobic abuse, or any abuse relating to a protected characteristic
- Sexual misconduct including the supply and possession of pornography
- Vandalism or damage to property through poor behaviour choices
- Certain violations of the College's Pupil Acceptable Use Policy for ICT or the College's Bring Your Own Device Policy
- Possession or use of unauthorised firearms or other weapons
- Cheating, including plagiarism (not limited to public examinations)
- Malicious allegations against staff
- Persistent attitudes or disruptive behaviour which are inconsistent with the College's ethos, including on social media
- Bringing the College into disrepute, whether on site, off site or online
- Failure to adhere to an agreement made as part of an Academic or Conduct Sanction, for example a Behaviour Agreement
- Parental or pupil behaviour which, in the Head's reasonable opinion leads him to believe that removal of the pupil from the College is in the best interests of the College or the pupil