

# Rules, Rewards & Sanctions

## 2024 - 2025



Dauntsey's



## **Introduction**

All members of the Dauntsey's community are expected to treat each other with courtesy, respect and consideration, and are encouraged to respond positively to the demands that community life places upon them.

The School should be lively, creative and caring and it should also be a happy place with a friendly and supportive atmosphere. In this way we hope to create an environment in which all pupils have the opportunity to fulfil their potential and to achieve their aspirations, both academically and otherwise.

The quality of relationships in this School is of crucial importance in forming pupils' attitudes to good social behaviour and self-discipline. The Code of Conduct at Dauntsey's is based upon mutual respect between pupils, teaching staff and all other members of the community. It also includes a healthy respect for property. The Code of Conduct is printed in each term's calendar.

At times the Code of Conduct may be broken. This can cause suspicion and damage relationships; it is vital for the success of the community that, if and when problems arise, they are addressed promptly and sensitively.

The School Rules and the system of Rewards and Sanctions have been evolved to support the Code of Conduct and thus regulate the life of the community. It is a condition of a pupil's admission to the School, and of their remaining a member of it, that both parents and pupils accept and support the School's ideals.

Pupils should ensure that they are fully acquainted with both the Code of Conduct and the contents of this booklet.

**John Davies**  
*Head Master*

## **The Code of Conduct**

The Code of Conduct is based on a need for mutual respect and trust. All members of the Dauntsey's community have the right to experience a well-ordered environment that is conducive to study. This right can be achieved only when all members of the community accept their obligation to honour the Code of Conduct.

There are two main principles:

**Everyone has the right to be treated with respect and to work in a clean, calm and safe environment.**

This means:

1. treating everyone with courtesy, respect and consideration.
2. showing respect for others by working sensibly in lessons and not disrupting the learning of others.
3. caring for all members of the School community, for the buildings and equipment, and for the quality of the environment.
4. showing consideration for others by moving around the School quietly and carefully.
5. showing respect for the property of others.
6. not saying or doing anything that is unkind and could be considered as, or encourages, bullying.

**Everyone is expected to make the most of their time at school; all are asked to be punctual and well prepared for both lessons and other activities.**

This means:

1. coming properly dressed and bringing everything you will need for lessons
2. arriving in plenty of time for the start of lessons
3. completing all work and prep on time, and to the best of your ability.

**Dauntsey's is the place you come to work. Make sure you always do your best.**

## **The Library Code of Conduct**

The Library is an area for silent and independent study.

### **General**

- Work alone and in silence.
- Always ensure that you have work to do in Private Study lessons in the Library. At other times only use the Library if you have work to do, or for quiet reading.
- Food and drink, with the exception of a water bottle, may not be brought into the Library.
- Mobile phones should be switched to 'silent'.
- Pupils are responsible for all items borrowed and will be required to pay for any lost or damaged items.
- Pupils in PE kit must wear tracksuit trousers (unless the rule is relaxed when summer uniform is allowed).

### **Computers**

- The computers in the Library should only be used for educational purposes.
- There should be no more than one person to a computer at any time.
- This Code of Conduct applies at all times, including breaks and evenings, and to all parts of the Library.

## Use of Devices in the Classroom Policy

1. **Purpose:** The purpose of this policy is to establish guidelines and expectations for the use of electronic devices in the classroom. This policy aims to ensure that devices are utilised effectively and responsibly, enhancing the learning experience while minimizing distractions.
2. **Permitted Use**
  - a. Devices approved by the school but owned by pupils are the normal way of working for the majority of classwork, including note-taking, research, accessing relevant online resources, and collaborating on class assignments or projects.
  - b. Devices may only be used in lessons with explicit permission from the teacher.
  - c. The use of devices must align with the curriculum and work set by the teacher.
3. **General Responsibilities**
  - a. Pupils are responsible for using their devices in a responsible and respectful manner.
  - b. Pupils are responsible for accessing appropriate and relevant content and applications during class time.
  - c. Pupils must always come to class with a stocked pencil case along with their laptop.
4. **Charging:** Pupils should ensure that their devices are fully charged and in working order for the start of each school day.
5. **Class Notebook:** All pupil work should be stored in the relevant section of their Class Notebook and according to the teacher's instructions.
6. **Paper Tasks:** When appropriate, teachers will ask pupils to handwrite work on paper, unless a given pupil has a typing exemption. Once such work is completed (and returned by the teacher if it was submitted), it is the responsibility of the pupil to photograph it for upload to the relevant section of their OneNote.
7. **Prep and Assignments:** these will be set on Microsoft Teams Assignments. Prep work is to be completed and submitted according to the instructions given in the assignment.

8. **Expectations:**

- a. In lessons, devices must be used exclusively for educational purposes.
- b. Pupils should refrain from using devices for personal activities, such as social media, gaming, or entertainment, unless explicitly authorized by the teacher.
- c. Devices should be used in silent mode to minimize disruptions during class - headphones should only be used with permission of the teacher.
- d. Any audio or video played on the devices should be used in a manner that does not disturb or distract other pupils.

9. **Misuse of Artificial Intelligence (AI):** AI is an ever-changing landscape, but we currently define AI use as pupils using any AI tool to generate information, ideas, or content for a particular task.

There are several potential dangers associated with AI use, including that the information generated could be biased or simply wrong. It is also the case that misuse of AI can constitute malpractice in an examination, or in relation to an NEA - it is important for pupils to be aware of this.

Generally speaking, a pupil could misuse AI by:

- Failing to be honest and transparent in how they have used AI for a task, including presenting AI generated content as their own.
- Failing to follow the teacher's instructions about AI use for a given task or failing to alter their approach following feedback from a teacher on their use of AI.

Misuse of AI will be treated as misconduct and/or plagiarism and will be handled accordance with 'Rules Rewards and Sanctions'.

10. **Acceptable Use:** Pupils' usage of their device should be entirely in line with the expectations set out in the Acceptable Use Policy. The following activities are strictly prohibited:

- a. Cyberbullying, harassment, or any form of online unpleasantness.
- b. Recording or sharing images of other pupils without their explicit permission.
- c. Accessing or sharing inappropriate or explicit content.
- d. Engaging in plagiarism or any form of cheating, including unauthorized sharing of answers or presenting someone else's work (including AI generated) as your own.

11. **Consequences for Violations:** Misconduct around the use of devices will be considered serious and will be handled as such. Teachers will use detentions where they see fit and will liaise with House Staff and parents for repeat and/or serious offenders.

By adhering to this device usage policy we aim to create a positive and productive learning environment across the School, fostering responsible digital citizenship and maximising the educational benefits of technology.



## ICT Acceptable Use Policy

Dauntsey's enjoys the privilege of a computer system with connection to the global IT community and misuse of the system can cause significant disruption to the work of other members of the School. All users of the School's IT facilities are deemed to have agreed with the conditions of the Acceptable Use Policy (AUP).

Devices approved by the School but owned by pupils will regularly be used for classwork, including note-taking, research, accessing relevant online resources and collaborating on class assignments and projects. Please refer to the Use of Devices in the Classroom Policy and the Bring Your Own Device Policy.

The key points of the AUP include:

- Access to the network is only possible with a valid username and password. The username uniquely identifies each individual, who is then personally responsible for all activity that takes place through the use of this username. Passwords must never be disclosed to any other person.
- Access to the internet is both filtered and monitored in order to minimize the potential for harm to individuals by contact with materials that is defamatory, abusive, obscene, indecent, racist, sexist, in breach of copyright or otherwise inappropriate including material that seeks to promote terrorist activities and radicalist points of view. For more information see the Filtering and Monitoring Policy.
- The use of School email and access to the School internet is only permitted once you have received your user name and password.
- During lesson and prep times the use of email and access to the internet and network should be for educational purposes only as directed by the teacher. Facilities for personal, social or non-educational use are provided at certain other specified times.

Users must not:

- Tamper with any school computing equipment, nor remove it from School.
- Interfere with, or bypass, the security controls on the computer system.
- Use technology in a way that causes hurt or harm to another pupil or to a member of staff.
- Install, or alter, software on any of the School's computers.
- Write computer viruses or knowingly introduce computer viruses.
- Use any of the School resources or facilities to assist or support any illegal activity.
- Knowingly attempt to access and download or upload internet material that is hurtful, defamatory, abusive, obscene, indecent, racist, sexist, or in breach of copyright, or is

otherwise inappropriate, including material that seeks to promote terrorist activities and radicalist points of view.

- Send or store emails or attachments containing material that is hurtful, defamatory, abusive, obscene, indecent, racist, sexist, or in breach of copyright, or is otherwise inappropriate, including material that seeks to promote terrorist activities and radicalist points of view.
- Make use of any electronic image(s) stored on the School network to create a meme, or other depiction, of another pupil or member of staff.
- Under data protection legislation and laws relating to confidentiality, publish personal details of identifiable individuals, even if accessed inadvertently, on the Internet without first obtaining the subject's permission or the permission of the subject's parent/guardian.
- Make use of any IT facilities, whether within or outside the School, in a manner which may adversely affect the reputation of the School.
- Attempt to use an alternative means of gaining internet access on the School network in order to view material which is blocked by the School's filtering system.

Users must:

- Assume that all material on the internet is protected by copyright and therefore treat such material appropriately and in accordance with the owner's rights e.g. pupils must not plagiarize another's original work.
- Tell IT Services or a senior member of staff immediately if they have accidentally read, downloaded or have been sent inappropriate material, which might be considered to be hurtful, defamatory, abusive, obscene, indecent, racist, sexist in breach of copyright, or otherwise inappropriate, including material that seeks to promote terrorist activities and radicalist points of view.
- Have up to date anti-virus software installed on personal devices.
- Be aware of the appropriate uses of Microsoft applications and ensure that, in all instances, they are protected by acting responsibly when using it.
- Use devices in silent mode to minimise disruptions during class, headphones should only be used with permission of the teacher. Any audio or video played on the devices should be used in a manner that does not disturb or distract other pupils.

Users of cameras or mobile phones must adhere to the Bring Your Own Device Policy.

Users of IT equipment must be aware of the following points:

- If the Head Master has reasonable grounds to believe that a pupil's electronic device contains images, text messages or other material that may constitute evidence of criminal activity, he may hand the phone, camera or laptop to the police for examination.

- Any misconduct as outlined in this policy that takes place outside School will be liable to School discipline if the welfare of another pupil or the culture or the reputation of the School is placed at risk.
- Failure by a pupil to abide by these guidelines may result in legal action being taken against them by any individuals, entities or organisations who consider that they have been slandered or defamed.
- Use of email, the internet, laptops and workstations is monitored by the School and may be made available to teachers and house staff. It is important to remember that once an email, or anything downloaded from the internet, has been deleted, it can still be traced on the system.

The sanctions for any pupil misusing the facilities will depend upon the nature of the incident and are set out in Rules, Rewards and Sanctions.

In addition, a pupil or their parents may also be asked to pay for any significant expenditure, or indemnify any significant liability, incurred by the School as a result of the breach.

**Individuals must be aware that in breaching any of the above guidelines they may also be acting illegally.**

## School Dress Code - *First to Fifth Forms*

### Uniform

- Blazer
- Charcoal grey trousers or;
- Blue Bedford check skirt (which should not be rolled up to make it shorter)
- Sky blue Oxford shirt (long or short sleeved) and tie *or*:
- Sky blue blouse (long or short sleeved)
- Blue V-neck pullover with crest
- Black/navy socks or black tights
- Smart black polishable shoes (boots and black leather fashion trainers are not acceptable)

### Jewellery

- Necklace - a simple and discreet chain necklace is permissible.
- Earrings - one small sleeper/stud earring is permissible in each lower lobe.
- Rings and bracelets may not be worn.
- If wearing sports kit, no jewellery is allowed.

### Hair and Make-up

- Make - up should not be worn in the First and Second Form. If worn in the Third to Fifth Form, it must be subtle and discreet.
- Hair - there should be no extremes of style, colour or cut.
- Hair accessories must be dark blue/black.
- Nail varnish may not be worn.

## School Dress Code - *Sixth Form*

Sixth Form pupils are not expected to wear School uniform but are expected to follow a simple formal dress code. The following guidelines will help in deciding what is appropriate.

<b>Suit/formal jacket and skirt, dress or trousers</b>	A tailored suit or plain, discreet coloured skirt, dress, or trousers with a tailored jacket. The skirt/dress must be of an appropriate length. Skirts, dresses, and trousers must not be skinny fit (lycra and jean type material are not acceptable).
<b>Shirt</b>	A formal sleeved top or shirt and tie. It must be long enough to be tucked in at all times.
<b>Shoes</b>	Dark or tanned smart polished leather shoes or smart ankle boots. No trainers, wedges, Doc Martin boots. Black leather fashion trainers are not acceptable.
<b>Jumper/Cardigan</b>	A v neck or round necked pullover or cardigan may be worn under the jacket but may not be a substitute for a jacket.
<b>Coat</b>	A plain dark coloured coat.
<b>Jewellery</b>	Discreet jewellery is permitted with sixth form dress. No piercings are permitted except in ears and no more than two in each ear. If wearing sports kit, no jewellery is allowed.
<b>Hair</b>	Hair must be neat and tidy, of a natural and consistent colour and not in an extreme style.
<b>Make-up</b>	Discreet make-up is allowed.

- Corduroy, denim, leather, suede, canvas, fur or fleece clothing is not appropriate.
- Clothes should not be over-sized or under-sized, unclean or in a state of poor repair. Clothes and shoes should not be of an extreme colour or style, but discreet.
- No exposed midriffs or low-cut tops. No sweatshirts, hoodies or chunky knit sweaters.

If pupils or parents have any queries, then please consult your Housemaster/mistress.

## Further Guidance on Dress Regulations

### General

School dress, as prescribed above and including School sports' kit, is to be worn until 5.30pm from Monday to Friday, and up to 1.30pm on Saturdays, after which pupils may change into their own clothes. However, if pupils are involved in matches or any other school activity, they must remain in uniform until their commitments are fulfilled.

Unless summer dress has been declared, all pupils in the First to Fifth Form are required to wear a blazer.

If a pupil wishes to adopt a particular style of dress because of their religious beliefs, they should consult the Head Master.

All day pupils should travel to School in full School uniform.

Between 8.00am and 4.00pm all pupils should be dressed in full School uniform. On certain occasions it might be necessary for pupils to wear School sports' kit to lessons; this should only be the case if it is a requirement of the lesson (for example A level Sports Studies) or special permission has been given by the member of staff running an official activity either just before or just after the lesson.

When this is necessary, all pupils must ensure that tracksuit trousers are worn.

After 4.00pm day pupils may wear their House sweatshirts/hooded tops as part of their games' kit if they are attending a club/activity; boarders can wear their House sweatshirts/hooded tops at this time.

**Jewellery:** Nose studs, tongue studs and the like are not allowed under any circumstances.

**Hair:** There should be no extremes of style, colour or cut.

**Boys:** Hair must be groomed and tidy; sideburns should not be below the ear lobe and hair should be off the collar. Boys should be clean shaven.

**Girls:** If hair is worn long it must be kept groomed and tidy or be tied back.

### School Transport

Pupils using School transport are expected to travel to school in School uniform. They can return home in uniform or full School tracksuit.

## **Summer Uniform**

Once the Head Master declares 'Summer Dress' the following modifications are allowed:

### **Boys - Sixth Form**

Jackets need not be worn. It is acceptable to wear a jacket without a tie. Only shirts with a formal collar should be worn - polo shirts are unsuitable. If the tie is removed, a jumper should not be worn.

### **Fifth Form and below**

Pupils may choose not to wear blazer but a jumper cannot be worn without a blazer. It is permissible still to wear a tie; this can be done with or without a blazer. If the tie is removed, a jumper cannot be worn. A short-sleeved shirt may be worn.

### **Girls - Sixth Form**

Jackets need not be worn.

### **Fifth Form and below**

Pupils may choose not to wear a blazer but a jumper cannot be worn without a blazer. A short-sleeved shirt may be worn.

### **All pupils**

Jumpers should not be tied around the waist. If a T-shirt is worn under a shirt, it should not be visible.

## Games Kit

### Boys

- Personalised sports bag
- School white polo shirt
- School white PE shorts
- School tracksuit bottoms
- School games fleece
- School padded coat or rain jacket (optional)
- White ankle socks
- School games socks
- Black rugby shorts
- Rugby shirt
- School cricket trousers (teams only)
- School cricket shirt (teams only)
- Shinpads for hockey
- Hockey stick
- Gum shield for hockey and rugby
- Black lycra shorts
- Black base layer top
- School swimming trunks
- Water bottle
- Indoor trainers
- Outdoor trainers
- Astro shoes
- Rugby boots
- Training tee (seniors)

### Girls

- Personalised sports bag
- School white polo shirt
- School tracksuit bottoms
- School games fleece
- School padded coat or rain jacket (optional)
- School games leggings (optional)
- School running shorts (optional)
- White ankle socks/trainer socks
- School games socks
- School games skort
- School tennis skort (teams only)
- School swimming costume
- Shinpads for hockey
- Gum shield for hockey
- Hockey stick
- Tennis racquet
- Black base layer top
- Water bottle
- Indoor trainers (non-marking sole)
- Outdoor trainers
- Astro shoes
- Training tee (seniors)

### **Gum shields are compulsory for rugby and hockey**

*If any item of dress is found to be unacceptable, boarders will be asked to return to their Houses and change, and day pupils will be asked to report to House staff.*



## School Rules

### **A breach of common sense and trust is a breach of School rules.**

1. All members of the Dauntsey's community are expected to abide by the Code of Conduct.
2. Any act of bullying, theft, blackmail, physical violence, intimidation or racism, constitute a serious breach of School rules, and all reported incidences of such behaviour will be thoroughly investigated.
3. Pupils must know, and comply with, the School Bounds Rules.
4. Pupils must know, and comply with, the School Dress Code.
5. Pupils must know, and comply with, the School rules on computer use and must abide by the ICT Acceptable Use Policy.
6. Smoking is not permitted, nor is the possession of tobacco. Chewing gum is not to be brought into School.
7. It is forbidden to purchase, possess or consume alcoholic drinks. However, in some circumstances, as explained in this document under the heading 'Alcohol', older pupils are exempt from this rule.
8. Misconduct of a sexual nature constitutes a serious breach of discipline.
9. It is forbidden to possess, or bring into School, unauthorised drugs.
10. The supply or possession of extreme pornography constitutes a serious breach of discipline.
11. Pupils, be they drivers or passengers, must be aware of, and comply with, the School driving regulations.
12. Personal behaviour should be discreet and seemly at all times and there should be no public displays of affection.
13. Pupils should respect the property of the School and that of all members of the community.
14. Pupils should be aware of, and comply with, the School safety rules.

Further guidance on the School rules is given in this handbook. In addition, the rules are posted on House notice boards.

The laws of the land circumscribe all School rules.

## **Further Guidance on the School Rules**

### **Behaviour**

As explained both in the Head Master's Introduction and in the Code of Conduct, pupils are expected to show consideration for all members of the School community, for the equipment and for the quality of the environment. In addition, they are expected to treat others with courtesy and respect. They should move around the School quietly and carefully, show respect for the property of others and work sensibly in lessons, thereby not disrupting the learning of other pupils. Any incidents of misbehaviour will be thoroughly investigated.

It is the School's policy to investigate all incidents involving Dauntsey's pupils, whether these occur on site or outside school, if the welfare of any individual in the School community or the reputation of the School is put at risk.

### **Bullying**

Bullying, in any form, is not acceptable and will not be tolerated.

All pupils have the right to enjoy their time at Dauntsey's in an atmosphere of emotional and physical security, and we, the staff and pupils, will uphold that right. Pupils have the right to talk to any adult at any time about bullying in the knowledge that the resulting staff intervention will be designed to bring any bullying to an end, without damaging pupils' peer group relationships.

Bullying is considered to be any act that deliberately causes pain, unhappiness, humiliation or suffering to another. Bullying activities include isolated or repeated acts of physical violence, persistent verbal abuse, the sending of hurtful text and e-mail messages, and the use of social media sites. The deliberate exclusion of others from the social groups that form in Houses, classes, the dining room and elsewhere is also an act of bullying. The erosion of self-esteem, and, in certain cases, the taking or spoiling of possessions, may also be classed as bullying.

Further guidance is given in a separate document detailing the School's anti-bullying policy.

### **Bounds**

In general, unless accompanied by a member of staff or taking part in an official school activity, no pupil may leave the main School grounds during the School day (8.25am-5.30pm), unless permission has been obtained from House staff. This includes pupils who are 'off games'.

There are a number of exceptions to this rule, however, and these are set out below.

1. **Upper School boarding pupils** may visit the village shop without staff permission at the following times:  
Mondays–Fridays 1.15pm–2.30pm (Sixth Form only)  
4.00pm–5.50pm  
7.00pm–7.45pm and 8.45pm–9.00pm  
Saturdays from 12.45pm until 9.00pm  
Sundays up to 9.00pm
2. **Upper School day pupils** may visit the village shop without staff permission at the following times:  
Mondays–Fridays 1.15pm–2.30pm (Sixth Form only)  
4.00pm–5.20pm (Sixth Form only)
3. Lower School pupils (day and boarding) may not visit the village shop at any time unless they have permission from their Housemaster or Housemistress.
4. On Upper School games’ afternoons (Tuesdays and Thursdays), the shop may be visited from 3.30 pm if a games’ activity has been completed.
5. Once purchases have been made from the village shop, pupils should return to the School grounds immediately. Pupils are not allowed in the areas behind the village shop, i.e. the housing estate, garages and grassed area near the village hall.
6. In exceptional circumstances boarding pupils may be given permission to visit the shop at other times in the evenings and at weekends.
7. When crossing roads outside School gates, pupils should use crossings, if available.
8. Trips to Devizes are arranged each week for Upper School boarding pupils and they may sign up for these without staff permission. Boarders who wish to visit another neighbouring town should obtain permission from House staff beforehand.
9. Other than to visit the village shop, and other than as described above, Upper School boarders may only leave the site with the permission of House staff.
10. No pupils are allowed outside paved areas of the main School grounds during the hours of darkness, other than as described above.
11. The Manor grounds are out of bounds to all except Manor pupils unless pupils are undertaking a recognised or supervised activity.
12. The Manor bounds rules for Lower School boarders are published separately.

13. The following are OUT OF BOUNDS to all pupils:
- The Staff Common Room, staff studies and offices, the private accommodation of all members of staff and the gardens of staff homes, except when accompanied by a member of staff.
  - The School Offices and Reception area, unless specifically required.
  - The kitchens, unless requested by a member of staff.
  - The area behind Jeanne House and the Lower School Centre.
  - All laboratories, pavilions, the Sports Hall and the Swimming Pool, except with staff permission.
  - The Memorial Hall lawn and all cricket squares.
  - Any licensed premises, other than the village shop (see alcohol rules).

All pupils, including those boarders who are resident on site during examination study leave, must know, and comply with, these rules.

## Alcohol

Pupils are forbidden to purchase, possess or consume alcoholic beverages. Exceptions to this are:

- Within the 17 Club by those who are members of the Club. Following the introduction of The 2003 Licensing Act, which came into effect in November 2005, the School has adapted its policy in order to conform to the regulations of the Act. This allows, in the case of older pupils, a sensible and reasonable approach such as might be found in the pupil's own home. Of course, the laws of the land circumscribe any School dispensation.
- Formal House/School dinners, directly under the supervision of members of staff. At such events only beer and wine will be available, and it will not be served to pupils below the Sixth Form, or to Sixth Form pupils when House staff know that there are family objections.

In addition, it is forbidden to visit any licensed premises, other than the village shop. Exceptions to this are:

- Sixth Form boarding pupils with specific permission from House staff, and who are in possession of appropriate identification.
- Boarding pupils accompanied by parents/guardians, or who are the guests of other parents/guardians; House Staff should be made aware of all such instances in advance.

It is recognised that some parents may have objections to their sons or daughters using the dispensation set out above. House staff are glad to hear of such cases and to support parents accordingly.

Any pupil who breaks the rules on alcohol will be subject to the following sanctions:

### **First offence**

Saturday evening detention. Parents informed.

### **Second offence**

Saturday evening detention (parents informed), or temporary exclusion from School for up to 1 week.

### **Third offence**

Temporary or permanent exclusion at the Head Master's discretion.

At the start of all 17 Club and House Parties a breathalyser will be used on a randomly selected group of pupils in order to ascertain if any of them have been drinking before the event. This will only be carried out by the Second Master or by a senior member of staff in his absence.

Sanctions will apply for a 12-month period from the date of the first offence. If any offence involves spirits, or medical intervention is required, a pupil should expect to be temporarily excluded from School. If a pupil brings any alcohol into the School, they should expect to be temporarily excluded.

## **Drugs**

It is forbidden to possess drugs of any kind, including those banned by the Psychoactive Substances Act, except where expressly authorised by the School Doctor or Senior Sanatorium Sister. Authorisation will only ever be given for a drug prescribed by a medically qualified practitioner or over the counter medicines. Parents should ensure that the pupil contacts the Senior Sanatorium Sister at the first possible opportunity with any medication or prescribed drugs. The sale, supply, possession or use of illegal drugs at any time constitutes a criminal offence whether on, or outside, School property and whether in term time or vacation. A pupil contravening these rules should expect that the Police will be informed, and the most likely outcome is that they will be required to leave the School.

The School also treats the possession, use, supply or sale of psychoactive substances as a substantial breach of School policy, and any pupil found to be in contravention of this policy is likely to be required to leave the School. The misuse of solvents is also forbidden.

If the Head Master feels there is reasonable cause, he may request a medically supervised test to establish whether a pupil has used illegal drugs.

## Smoking

Pupils are forbidden to smoke or possess tobacco in any form; this includes electronic cigarettes, vapourisers or any form of nicotine pouch including snus. It is also forbidden to possess matches or cigarette lighters.

Any pupil who breaks the rules on smoking will be subject to the following sanctions, which will apply for a 12-month period from the date of the first offence:

### First offence

Parents informed. Saturday evening detention.

### Second offence

Parents informed. Saturday evening detention or temporary exclusion from School for up to 1 week.

### Third offence

Temporary or permanent exclusion at the Head Master's discretion.

If an offence is serious it will assume greater gravity (e.g. pupils supplying tobacco to, or smoking in the presence of, pupils younger than themselves). Any pupil caught smoking a cigarette with a lighted flame inside a School building should expect to be suspended immediately. Any pupil caught smoking an electronic cigarette or using a vaporiser inside a School building will be punished with the sanctions outlined above. Pupils who are found in the presence of other pupils who are smoking can expect similar disciplinary action to be taken against them.

Pupils who feel unable to give up smoking will always be offered some form of medical support in the form of therapy or counselling. However, a pupil who persistently breaks the no smoking rules, and who has exhausted the normal disciplinary procedures, may expect to be asked to leave the School.

## **Use of Mobile Phones around School**

### **Rationale**

- The School recognises that personal communication through mobile technologies is an accepted part of everyday life and provide pupils and parents with a ready means of communicating. However, there is a need to set clear guidelines and limit their use during the School day.
- The School recognises the importance of technologies in mobile phones (e.g. camera and video recording, internet access, playback, blogging etc) and therefore teachers may wish to utilise these functions to aid teaching and learning. However, the use of mobile phones in one lesson for a specific purpose does not mean that similar usage is acceptable in other lessons, unless instructed.

### **Responsibility**

- The decision to provide a pupil with a mobile phone should be made by the parents or guardians. It is the responsibility of the parents or guardians to understand the capabilities of the phone and the potential use, and misuse, of these capabilities.
- The School cannot accept any responsibility for any loss, damage or costs incurred due to its use at School.
- Parents and guardians are reminded that in cases of emergency, the School Reception offers an appropriate point of contact and can ensure that a message reaches a pupil. This also reduces the likelihood of lessons or activities being inadvertently disrupted.
- It is strongly advised that pupils use passwords/pin numbers to ensure that unauthorised phone calls or messages cannot be made from their devices. It is also recommended that pupils mark their devices clearly with their names (invisible marker pens can be used).

### **Acceptable Use in the Sixth Form**

- Mobile phones must be kept in 'silent' mode throughout the time that pupils are in School.
- Sixth Form pupils may only use mobile phones in House areas, in the Library, in the 17 Club, or when a member of staff specifically permits their use in a lesson. Pupils also should not be wearing headphones outside of these areas.
- When they are used, as explained above, it is important that they are used discreetly and that pupils display courtesy, consideration and respect for others.

### **Acceptable Use in the Middle School**

- Mobile phones may be brought into School, but they must be handed to House staff on arrival.
- Mobile phones will be locked away securely in the Houses on Monday to Friday from 8.20 - 17.20 (unless they are needed for prep taking place in the House under staff supervision) and on Saturday from 08.20 - 12.45.

### **Acceptable Use in the Lower School**

- Mobile phones may be brought into School, but they must be handed to House staff on arrival.
- Mobile phones will be locked away securely in the Day Houses on Monday to Friday from 8.20 - 17.20 (and on Saturday from 08.20 - 12.45).
- The Manor pupils leave their phones locked away safely at The Manor.



## Plagiarism

Plagiarism is the reproduction, without acknowledgement, of work, including that of fellow pupils, either verbatim or in close paraphrase. In this context, the work primarily includes material taken from books, textbooks or downloaded from the internet.

The School takes allegations of plagiarism very seriously. Instances that are discovered in the Lower School will normally be punished with a School detention, during which the work will be repeated. In the Upper School, a pupil should expect to be punished with a Saturday afternoon detention for any internal piece of work that demonstrates clear signs of plagiarism. If plagiarism is detected in work that is to be submitted to an Examination Board as a piece of coursework, the Examination Board will normally be contacted and the consequences are likely to be very serious. In this final example, the pupil will be punished internally with a Saturday evening detention.

For all instances of plagiarism, the School will write formally to the parents of the pupil involved. In the event of a pupil repeating the offence, the consequences are likely to be much more serious and could involve suspension from School.

## Property

All property should be clearly labelled with the name of the owner.

Pupils should not:

- leave books and equipment lying around the School site; books and equipment should be stored in the designated areas or left on the green racks or in the pigeon-holes by the glasshouse or the Dining Hall, for a temporary period of time.
- borrow property, or money, including clothing and games kit, without the consent of the owner.
- borrow or handle School equipment without the consent of a member of staff
- damage any School buildings or property belonging to the School or any other member of the community.
- bring into School any mains electrical equipment, unless sanctioned by a Housemaster or a Housemistress.
- bring large sums of money to School.

The deliberate removal or borrowing of School or personal property without consent for any period of time may be deemed an act of theft and will be dealt with very seriously indeed. All instances of theft will be thoroughly investigated, and the police will be informed in serious cases. Any member of the School found to be guilty of theft will be subject to a range of sanctions up to and including temporary or permanent exclusion.

Parents are advised to ensure that adequate insurance cover is in place to protect pupil belongings whilst on the School premises.

## **Protocol for the searching of the possessions of a pupil**

On occasions it may be necessary to search the possessions of a pupil. This can only be done once permission has been received from the Head Master or, in his absence, the Second Master. When the search is carried out, the pupil should be present, with an option to be supported by a member of staff, relative or friend of his or her choosing.

Where a pupil is unable to be present (e.g. if they are absent from School), they must be informed that a search is due to take place and given every opportunity to be present. If it is not possible for them to be present, they must be given the opportunity to nominate a friend or supporter who is able to be present whilst their possessions are being searched. It should be explained to the pupil exactly what is being sought, and they should be given the opportunity to discuss the situation before the search commences.

Anything found and subsequently confiscated should be formally recorded and acknowledged by signature by those present. Any item removed must be stored securely and a time frame for its return must be discussed with the pupil concerned.

## **Relationships**

The School is a completely co-educational environment and a close integration between pupils in the classroom, in extra-curricular activities and on the sports field is both expected and to be encouraged.

As in any community, however, it is sensible to have guidelines in place to inform all on what is considered to be an acceptable code of behaviour.

- There should be no public displays of affection.
- Pupils must be aware that being in close physical contact leaves them vulnerable to more serious accusations. In such cases sanctions are at the discretion of the Head Master and may involve the issue of a formal warning, suspension or, in extreme circumstances, expulsion.
- Pupils must be aware of, and adhere to, House visiting rules.

## Safety

In order to make the School a safe environment for all members of the community the safety rules must be both known and observed. In particular, full attention should be given to the fire regulations and the School evacuation procedure, details of which are posted around the School.

In addition, pupils should not bring any item into School that is likely to endanger themselves or others. This includes:

- fireworks, or other explosive material, firearms, knives or any other kind of weapon.

In addition, pupils should not:

- cycle, skateboard or roller blade in the school grounds in a manner liable to cause an accident (see additional rules below)
- hitch-hike.

## Bicycles

### General

- Pupils may not ride across any grassed area.
- Pupils must wear a protective helmet.

### Boarders

- Boarding pupils may ride bicycles on the School site at any time on a Sunday, after lessons finish on a Saturday and after the buses have left on other days of the week.
- Before riding a bicycle out of the School grounds, a pupil must first obtain permission from a member of the House staff. For such outings pupils must wear the appropriate safety equipment.

### Day pupils

Day pupils may use a bicycle to travel to and from School only. They do so subject to the general conditions set out above. Pupils should ensure that appropriate safety equipment is worn and that bicycles are safely secured during the School day.

## Motor Vehicles

It is forbidden to bring into School any motorcycle or car, except as authorised by Housemasters and Housemistresses and the Second Master for day pupils. Boarders may not drive cars, except when accompanied by the family for the purpose of returning to or leaving School, nor may they be carried in cars driven by day pupils, unless under exceptional circumstances and only when permission has been granted by both sets of parents and by the Second Master. However, in the summer term only, Upper Sixth boarders are allowed to bring cars to School subject to the same conditions as day pupils; keys must be given to House staff whilst the boarder is in School.

Day pupils who hold a full driving licence, and whose parents have completed and signed the necessary form, may apply to drive a car/motorcycle that is licensed, taxed and insured, and in good order (MOT if appropriate) for journeys to, and from, home and School only. Special permission from House staff must be sought in advance for any other journey.

Completed application forms must be passed to the Second Master, who will maintain the School register of permitted vehicles, drivers and passengers. Forms must also be countersigned by House staff. Any alteration, such as a change of vehicle, must be notified in advance to the Second Master.

Day pupils wishing to carry another day pupil passenger, to and from School only, must present written permission from both sets of parents. If permission is so granted, it is strictly for travelling to and from School only. Boarding pupils may be carried, in exceptional cases only, to and from the School following written permission from both sets of parents.

Vehicles must be parked only in the area designated by the School. The School can take no responsibility for the safety of vehicles parked on the School site.

This dispensation is not an automatic right and any breach of the conditions will result in the withdrawal of the privilege.

## Sports Fixtures

There is a full range of fixtures against other Schools.

If required by the School, all pupils must participate in team games. The Heads of Sports select pupils to play team games. If a pupil is unable to attend a particular fixture their parents must seek permission from the Head Master well in advance.

Team sheets are published on the relevant team notice boards and on the School's intranet as far in advance of the fixture as possible.

## **Incentives and Rewards**

In order to promote self-esteem amongst pupils, positive behaviour is recognised by rewarding such things as commitment, initiative, responsibility, -self-discipline, good manners and exceptional work.

Rewards may take many forms, e.g. verbal praise, positive reports, written commendation to House staff for parents, positive comments in the pupil planner.

A system of Merit Points is used to recognise good work and to promote positive behaviour. Merits can be awarded, for instance, when a single piece of work is of high quality (bearing in mind the ability of the pupil) or when the pupil has performed a significant act of kindness. Merits are recorded electronically and Awards will be made for every ten Merit Points on a termly basis.

After each grades session, Lower School pupils with a strong set of grades or significantly improved grades receive commendation from the Head Master.

If a pupil, in either the Lower School or the Upper School, produces an exceptional piece of work, they can be requested to show it to the Head Master and they receive a Head Master's Commendation for Excellence.

A Head of Lower School commendation can be awarded for valuable contributions to the School community or for individual performance. Pupils in the Lower School can also be nominated for a Random Act of Kindness, for which they receive five Merit Points.

In addition to the Merit Point system, School prizes, Sports Colours and Head Master's commendation certificates may be awarded for valuable contributions to the School community or for individual performances, both in the classroom and beyond. House and School positions of responsibility are also the outcome of positive behaviour.

**The greatest reward for good behaviour lies in the quality of life and relationships that pupils build among themselves and with staff.**

## Sanctions

Pupils are actively encouraged to keep to the Code of Conduct and the School Rules in the proper spirit of the community. However, when things do go wrong, when rules are broken or when expectations are not met, the School may invoke the following sanctions in order to reinforce what it believes to be right.

	Sanction	Duration	Given by?	Reason	Notes
1	Departmental sanction	Variable	Any member of staff	Poor academic work or poor behaviour in class	Re-doing of work to a higher standard or attending a departmental detention
2a	Academic detention	14:00-14:30 Monday and Thursday	Any member of staff	Poor academic work	Supervised by duty staff and possibly involving undertaking academic work
2b	Behaviour detention	14:00-14:30 Tuesday and Friday	Any member of staff or a prefect	Poor behaviour or minor infringement of the Code of Conduct	Supervised by duty staff and involving some element of community service
2c	Uniform detention	30 minutes	Head of Section	Three infringements in a term	Task set by Head of Section
3	House gating	Variable	House staff	For breaking bounds, infringement of the Code of Conduct etc	Pupil confined to area specified by House staff
4	Report cards	Variable	House staff after liaison with subject staff	Ongoing poor behaviour or academic work	A monitoring tool with parental involvement by signature
5	Head of Lower School or Head of Section's detention	16:20-17:20 Monday to Friday	Deputy Head (Lower School) or Head of Section	Continued infringement of the Code of Conduct or failure to attend two consecutive Academic (2a) or Behaviour (2b) detentions without an acceptable reason.	Supervised by Deputy Head (Lower School) or Head of Section

	<b>Sanction</b>	<b>Duration</b>	<b>Given by?</b>	<b>Reason</b>	<b>Notes</b>
6	Saturday afternoon detention	1 or 2 hours between 2 and 6pm	Deputy Head (Lower School) or Head of Section	Repeated poor work or serious infringement of the Code of Conduct	Supervised by day duty staff
7	Saturday evening detention	1 or 2 hours between 6 and 9 pm	Second Master	Serious misbehaviour	Supervised by evening duty staff <i>Another serious offence is likely to lead to temporary exclusion</i>
8	Temporary exclusion (suspension)	Variable depending on offence	Second Master	Serious or repeated breach of School rules	
9	Permanent exclusion (expulsion) or required removal		Head Master	Serious or repeated breach of School rules	

If a pupil is persistently in breach of the School Rules, or his or her attitude is seriously damaging to the welfare of others, or for a single major breach of the School Rules, he or she may be asked to leave the School. Association with drugs, and cases of malicious or bullying behaviour, are examples of what may be classified as such a breach.

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