

## POLICY STATEMENT

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| Policy             | College Rules & Regulations policy |
| OFSTED Standard No |                                    |
| College Department | Student Services                   |

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| Date Written   | 20 <sup>th</sup> April 2017 (18 <sup>th</sup> April 2018)  |
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| Approved by  | G Sutton   |
| Date of Approval   | 20 <sup>th</sup> April 2017  |
| Next major review date   | 20 <sup>th</sup> April 2019  |
| Location and disseminations                                      | A copy of the policy can be found, in the college admin office and on the college website.   |
| The context of the policy and its relationship to other policies | This policy should be considered in conjunction with other written policies on behaviour, health and safety, medicines, college visits, child protection and safeguarding. |

### College Rules and Regulations

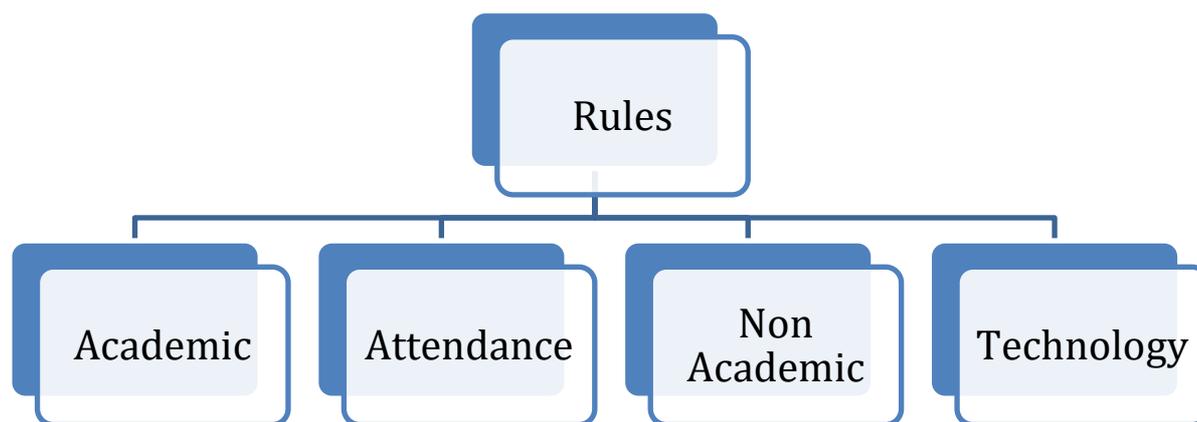
Dear Scholar and Parent,

The Motto of St George's 'Ad Vitam Paramus', when translated into English means 'Preparation for Life'. We believe that part of preparing for life is developing an understanding of the rules and conventions that define society.

Since civilization began, humans have lived according to certain principles and rules, so the St George's Rules and Regulations are just an extension of these. Western Society has rules that are based around the Ten Commandments. Some of these include - You shall not dishonor your parents; You shall not murder; You shall not commit adultery; You shall not steal; You shall not lie. Islamic Society has rules based on the Koran, often referred to as Sharia Law. It includes similar tenets to those found in Western Society that are outlined above.

In all human societies, it is recognized that rules are necessary for individuals to co-exist in peace and that if these rules are broken, there must be consequences. St George's also recognizes the need for structure in our college community and the rules and sanctions for failing to uphold them have been worked out with this in mind. Discipline at St George's is thought of as 'training or experience that corrects, molds and strengthens or perfects' (Webster). To this end, we have a firm but fair system of rules, which is easily understood by everyone.

The college rules are divided into four main sections:



Here at St George's, we understand that no-one is perfect! We recognize that scholars will make mistakes and therefore, our system of discipline is set up to help scholars learn from these mistakes and not repeat them. We want to prepare you for life beyond college, so that when you leave us you have the skills and maturity to cope with being a productive member of society.

Please take some time to read and understand the rules and sanctions contained within these pages. Once you have read them, please ask if there is anything you don't understand.

Welcome to St George's!

## **OVERVIEW**

At St George's it is believed that each scholar is capable of achieving whatever it is that they put their mind to. The college has developed a set of rules and regulations in order to ensure that everyone has the best possible chance for success in life. As you read through this list of rules and regulations, remember that it has been created to help our scholars reach their goals in a safe and secure environment. We believe in mutual respect and understanding and feel that these rules accurately reflect this ethos.

The St George's rules and regulations have been developed to provide an orderly, happy and secure environment that enhances the development of scholars, both as individuals and as members of various groups within the college. They seek to foster in each individual a responsibility for his or her own actions, as well as respect for authority and the rights of others.

The college rules and regulations, along with our sanction system are intended to support the scholars here and the college expects all to adhere to these. It is the college's belief that we are all one community and in order for each scholar to succeed, the community must work together in supporting each individual and giving them the tools to survive in the modern world beyond the college gates.

A major part of upholding our rules and regulations is the Disciplinary Committee. This committee is appointed by the Principal to deal with serious offences. The committee consists of a Chairman (Principal), and at least two other senior members of the Management Committee. The accused scholar will also be present. The committee may call witnesses and all pupils concerned and the scholar offender will have the opportunity to present their case.

## SECTION 1 – ACADEMIC RULES

At St George's, the classroom is a place for learning. In order to ensure that scholars have the optimal environment to succeed, the following rules have been developed.

### **Rule 1.1 CHEATING/PLAGIARISM**

- If any scholar is alleged to have cheated during classroom time and exams, he or she could be asked to appear before a disciplinary committee and if found guilty he or she could be suspended and/or expelled.
- Plagiarism is defined as being 'the copying or paraphrasing of other people's work or ideas into your own work without full acknowledgement' (Oxford University). It is treated in the same way as cheating. A more detailed explanation of how to quote sources correctly is found in the Appendix to the rules.

### **Rule 1.2 LESSONS and ORGANISATION**

- Scholars are expected to be prepared for all lessons. This includes, but is not limited to:

- Having a pen and other required writing implements.
- Bringing the necessary textbooks and exercise books.
- Ensuring that prep is completed prior to the lesson..
- Keeping neat and tidy notes.
- Remaining quiet and respectful of others.
- Obeying classroom rules as posted.

### **Rule 1.3 college LIBRARY**

The library is a totally silent area – please respect this. Scholars misbehaving in these rooms are subject to the college sanction system as if they were misbehaving in a lesson.

## SECTION 2 – ATTENDANCE RULES

In order to learn, you must be at college! Attendance is taken at every lesson and absences are noted within 5 minutes of the start of a lesson or activity.

### **Rule 2.1 UNAUTHORIZED ABSENCE FROM college**

- No scholar may be knowingly absent from college or lessons without the college's permission or without a letter of explanation from his or her parents or guardian.
- Being more than five minutes late to a lesson or activity will be marked as an absence. It is very rude to be late to commitments.

### **Rule 2.2 UNIFORM**

Part of attendance at college includes being dressed correctly. While there is no uniform, members of the college are expected to ensure that their appearance and dress are, on all occasions, presentable and appropriate and such as to bring credit to them, their families and the college.

### **Rule 2.3 ASSEMBLY**

Assemblies are held on Monday morning. They are compulsory for all pupils. If a scholar misses assembly, they will automatically receive a study session. Assembly is a time when the college comes together for a time of reflection on the week ahead or the week ending. It is also a time for rewards and commendations to be awarded.

## **SECTION 3 – NON-ACADEMIC RULES**

Not everything that happens at St George's is academic! The rules and regulations outlined in this section apply to all aspects of St George's not directly relating to the academic side of life. They are intended to make college safe and to promote mutual respect for all members of the college community.

### **Rule 3.1 GENERAL BEHAVIOUR**

Expectations about standards of behaviour are centred on the ideas of mutual respect upon which the college is based. The criteria for St George's scholars are that they shall, at all times:

- Act with consideration for others.
- Display a reasonable attitude to personal safety.
- Act independently rather than conform to peer pressure.
- Be accountable for their words and actions.
- Act as ambassadors for the college and at no time or under any circumstance should their conduct be such as to bring discredit to the college.

### **Rule 3.2 THEFT**

- The deliberate act of taking for one's own use, and either keeping for one's own possession or giving or selling to a third party, something which belongs to another is forbidden.

### **Rule 3.3 DISRESPECT FOR OTHERS/PROPERTY/BULLYING**

- No scholar may encroach upon the personal rights of others, whether in the form of bullying, baiting or racial intolerance.
- Wilful damage of property is not acceptable at any time. Wilful damage of property on the college's premises will render any scholar liable for suspension or expulsion. This includes tampering with the fire alarm system and other fire safety devices.

### **Rule 3.4 MISCONDUCT**

- Any misconduct, which may compromise the name of the college, including being convicted by a court of a criminal offence, will render the perpetrators liable for suspension or expulsion.
- Major misconduct (e.g. theft, bullying, consumption of alcohol/drugs) will result in a minimum of 1 week's suspension for the first offence. The second time of breaking a major rule will result in expulsion.
- Any instance of major misconduct will result in a meeting of the disciplinary committee

**Rule 3.5 PROHIBITED ITEMS**

**A. Alcohol, Illicit drugs, performance enhancing substances, tobacco and e-cigarette type devices**

- The college accepts and acknowledges that a wide variety of addictive and habit forming substances are readily available throughout society and that young people are particularly vulnerable to substance abuse. The college reserves the right to administer random drug and alcohol tests at any time.
- Scholars testing positive are subject to sanction and must appear before the disciplinary committee. A positive result can result in suspension or expulsion, irrespective of when or where the substance was taken. Scholars are expected to behave within the boundaries of the law whether at college or at home.
- The college accepts that it has a role to play in equipping people with information and knowledge about drugs, alcohol and substance abuse generally. This includes performance enhancing substances. The college's policy is that in the event of any scholar being apprehended with drugs or alcohol the parents should be informed and be involved in the disciplinary process.
- It is an offence for any member of the college to enter the college grounds whilst under the influence of alcohol.
- It is an offence for any member of the college to bring alcohol onto the college premises.
- Drinking of alcohol on the college grounds.
- Scholars under 18, according to the law, are not allowed in a licensed bar and may not be served alcohol in any licensed premises such as a restaurant.
- Scholars may not drink alcohol on college tours.
- Drinking of alcohol in public, including in licensed premises is only allowed for scholars over 18, when out of college and with their parent's permission.
- No scholar may drink at any college function whether on or off campus. This includes all college functions and holds true whether or not a scholar is 18 years or older.
- No staff member, including Housemasters or House mistresses, may provide scholars with, or give scholars permission to drink alcohol under any circumstances, at any college function whether on or off campus.
- No scholar may be in possession of drugs. The use of drugs or any illegal chemical substance is strictly prohibited. This includes so-called Legal Highs'.
- No scholar is allowed to be in possession of or smoke cigarettes while under the jurisdiction of the college.
- No scholar is allowed to possess smoking-related paraphernalia. This includes matches, lighters, lighter fluid or pipes of any kind as well as electronic cigarettes and other 'vaping' devices and paraphernalia.
- Any items confiscated will be destroyed. Possession of such items will be treated the same as if the scholar was found to be using them.

**B. Pornographic/Offensive material**

- Scholars may not possess pornographic or offensive materials in any form. If found, they will be confiscated and destroyed.

**C. Weapons**

- Scholars may not possess weapons at college. This includes (but is not limited to) knives, firearms, fireworks, explosives of any kind.

**Rule 3.13 GENERAL – RESPECT AND CIVILISED BEHAVIOUR**

- Bullying in any shape or form cannot be tolerated. All members of the St George's community are committed to ensuring a safe and caring environment which promotes personal growth and a positive self-esteem for all. St George's does not tolerate bullying in any form.

**What is bullying?**

- Bullying is an act of aggression causing embarrassment, pain or distress to another.
- It can take a number of forms: physical, verbal, gesture, extortion and exclusion;
- It is an abuse of power and an act of cowardice;
- It can be planned and organised, or it can be unintentional;
- Individuals or groups may be involved.

**Some examples of bullying** (for which perpetrators would be held to account) include:

- Any form of physical violence such as hitting, pushing or spitting on others;
- Any physical activity which causes acute discomfort outside of a sport's practice organised by a staff member.
- Interfering with another's property by stealing, hiding, damaging or destroying it;
- Using offensive names, teasing or spreading rumours about others or their families;
- Using put-down, belittling others' abilities and achievements;
- Writing offensive notes or graffiti about others — including 'cyber bullying' electronically on sites such as Facebook.
- Making degrading comments about another's culture, sexual orientation, religious or social background;
- Hurtfully excluding others from a group;
- Making suggestive comments or other forms of sexual abuse;
- Ridiculing another's appearance;
- Forcing others to act against their will.

The only solution to bullying is to deal with bullies. At St George's, we are committed to ensuring that every scholar feels safe and secure at college. In the Appendix you will find the college policy on Bullying in more detail.

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| <b>Rule 3.16 SMOKING</b>   |
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| Smoking is permitted for students aged 18+ in the designated smoking area of the college. Being caught smoking in other external areas of the college will result in a verbal warning. |
| Being caught smoking inside or out of any windows will result in a monetary fine and a formal written warning.   |
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| <b>Rule 3.17 TRAVEL/TRANSPORT</b>  |
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- The college calendar clearly shows the dates of the start and end of each term. All pupils are expected to arrive at college on the correct date and to arrange departure transportation on the correct date as well. Failure to adhere to the dates as shown in the calendar may result in a scholar's place at the college being taken away and given to a more deserving scholar.
- Scholars must wear helmets, when cycling.
- No scholar may keep a car at the college unless he or she has permission from the SMT..
- Hitch-hiking is forbidden for all members of the college.
- When travelling on college transport, scholars are expected to follow all college rules and behave in an appropriate manner.
- Seatbelts are to be worn on all college transport.
- Failure to adhere to the policy on behavior on college transport will result in this privilege being revoked.

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| <b>Rule 3.18 SPECIFIC COLLEGE RULES FOR BOARDERS</b> |
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The purpose of the following regulations is to protect each individual scholar and to ensure all parents of boarders that the college is acting 'in loco parentis' in a responsible and efficient manner as possible. With this in mind it is absolutely necessary to insist that these rules are strictly adhered to. As a result, any scholars who break these rules will render themselves liable for suspension and/or expulsion.

- Students under the age of 18 are required to be in the house after 18:30 unless permission has been granted by the Vice Principal.
- No boarder may leave the college overnight without permission.

### **SECTION 4 – TECHNOLOGY RULES**

St George's recognizes that modern technology can be a useful aid in studying. However, it must be used properly. Failure to follow the rules governing technology use will result in confiscation of the offending item and it being sent home at parents' expense.

**Rule 4.1. MOBILE TECHNOLOGY**

- Whilst useful items of technology, in a college environment mobile telephones are not appropriate. They can be a distraction and therefore an impediment to learning.
- The college takes no responsibility for these items. The college encourages families to take out insurance on all valuable items like mobile phones, smart watches and mp3 players.

- During exams mobile phones, smart watches and anything with a digital memory capacity are not allowed into the hall. Should they be brought in, they are subject to confiscation and this may result in disqualification from an exam.
- In case of an emergency you are still contactable through the college (01424 813 696).

**Rule 4.2 TABLETS, LAPTOPS, COMPUTERS, PRINTERS AND INTERNET USE POLICY**

**A. TABLETS, LAPTOPS AND COMPUTERS**

- All tablets, laptops and personal computers must be registered with the college.
- The college takes no responsibility for these items. The college encourages families to take out insurance on all valuable items like laptops and computers.
- Tablets, laptops and other computers are not to be used after lights out. Use of such devices will result in confiscation and further sanctions. Confiscated devices will be sent home at parent's expense.
- Computers are learning instruments and their basic purpose at college is educational. Anything that enhances a scholar's educational potential is to be encouraged; anything that hinders them achieving their purpose is to be prevented. As educational college tools, the notion of privacy will be treated as secondary to the achievement of college's educational purposes. Accordingly, if a teacher suspects that a child is using his or her machine for purposes other than educational during college time, that teacher will be entitled, and indeed expected, to intervene and inspect the contents of the machine to determine whether the facility has been or is being used for a purpose which is contrary to college policy. This would relate specifically, but not only, to the storage of illegal music files, pornography, anti-social material, 'cyber-bullying' or hacking material.

**In Lessons/Study Periods**

- Pupils should only connect to the network when asked to do so by their teachers.
- Pupils should not listen to music files while working.
- Pupils may not use E-mail or other messaging applications during these times unless instructed to do so by their teachers.
- Pupils should not display screen savers/backgrounds which are inappropriate or noisy.
- Pupils may not play games on their computers during these times unless the games are part of a lesson and have been required by the teacher.
- Pupils should respect that the Internet is a shared resource and should therefore be circumspect and reasonable about what they download.
- Screens should be positioned in such a way as to be easily viewed by the supervising teacher.

**Printing on college Printers**

The college does provide printing facilities as part of the college's Network. These printers should only be used in accordance with the following college policy:

- Pupils should only print during class-time when instructed to do so by their teachers. Pupils are encouraged to hand in work electronically where possible, so reducing the amount of paper used.

## **B. INTERNET**

Pupils are expected to demonstrate appropriate behaviour on the Internet just as they are in a classroom or playground. Communications on the Internet are often public in nature and general college rules for behaviour and communications will therefore apply. The use of the Internet is a privilege, not a right, and may be revoked if abused.

Pupils are personally responsible for their actions in accessing and utilising the college's computer resources. Pupils are expected never to access, keep or send anything that they would not want their peers, parents or teachers to see. In addition the college reserves the right to bar certain sites or applications during college hours to enable greater focus on college sanctioned activities. It is expected the users will comply with the specified standards and rules set out below.

### **SPECIFICALLY ACCEPTABLE USES**

As Internet facilities are a limited resource and one which we pay for, users are expected to use them primarily for:

- Direct educational purposes:
- Accessing information for private interests or hobbies
- Constructive communication with other Internet users provided it is not anti-social in nature.

### **SPECIFICALLY UNACCEPTABLE USES**

Users are not to:

- Take part in the sending or re-sending of any sort of chain letters.
- Forward any email without the permission of the author.
- Use offensive language or language which may be deemed offensive (anti-social, profane, Satanist, abusive, racist, sexist or impolite language) in any written communication over the Internet.
- Use the Internet to make threats, derogatory statements about the college, staff or other scholars.
- Use the internet to bully others (Cyber-bullying).
- Attempt to access pornographic or sexual explicit material of any kind whatsoever, be it via E-mail, the World-Wide-Web or any other Internet facility.
- Use any other scholar's E-mail account and thereby impersonate (and possibly incriminate) any other user.
- Attempt to spread viruses or any other methods of interfering in other people's accounts, including any attempt to break into the network.

Pupils who break any of the above rules are subject to the normal disciplinary structures of the college. In addition, when using the college's internet computer network, pupils must understand the following:

1. All users are entitled to reasonable privacy of their work under normal circumstances and therefore it

is an offence to use or attempt to use another user's account/password no matter what the circumstances may be.

2. Storage capacity is at a premium and pupils are to conserve space by deleting unnecessary E-mail or other material which takes up excessive storage space.

3. Pupils should never download or install any commercial software onto network drives. All copyright laws must be obeyed.

4. Pupils may not use any account other than their own. They have full responsibility for their accounts and must not share their passwords with anyone, and therefore, any violation of any part of this policy that can be traced to an individual account name will be treated as the sole responsibility of the owner of that account.

5. The IT staff at St George's have the right to investigate any pupil's E-mail / electronic information who in their opinion might be transgressing either the rules or the spirit of this Acceptable Use Policy.