

## **Policy on Behaviour and Student Rules**

### **Introduction**

This document is intended to set out the standards to which we aspire and which we expect all our students to achieve.

### **Policy Aims**

1. To enable the Summer School Director, or their deputy, to carry out their responsibilities of promoting good behaviour, maintaining order and good discipline in the College, and setting a range of appropriate sanctions to be adopted in the event of student misbehaviour.
2. To ensure, so far as possible, that every student in this Summer School is able to benefit from and make his/her full contribution to the life of the Summer School, consistent always with the needs of the Summer School community.
3. To authorise the Summer School Rules and any procedures necessary for implementing them.

### **Fundamental Principles**

4. Students of Concord Summer School are expected to act with DECENCY and show CONSIDERATION at all times, specifically to:

- do their best to act with honesty and integrity and to treat all members of the College's Summer School community and the public with respect, courtesy and kindness.
- act in a manner which is in sympathy with the ethos and aims of the Summer School.
- contribute to the high quality of learning by ensuring that they:
  - arrive calmly, punctually and correctly equipped for each lesson
  - listen carefully and use their time in class appropriately and effectively
  - do not disturb teaching, or the learning of others
  - write down any prep to be undertaken, complete it and hand it in on time
  - take responsibility for their own safety and that of others. Behave calmly and sensibly when moving around school, when waiting for lessons and when not directly supervised.
  - take care of the school environment, ensuring that everybody's property is respected and safeguarded.

5. Parents and students will be expected to support the enforcement of this policy and the College's Summer School Rules. This policy and the College Summer School Rules will be reinforced periodically at assemblies and at other times. Students are expected to know and understand the College's Summer School Rules, which may be amended from time to time.

### **College Summer School Rules**

6. The College's Summer School Rules shall be set by the Summer School Director. The Rules are necessary:
- for the safety and well-being of everyone at the summer School
  - for the reputation of the Summer School community as a whole
  - for the protection of Summer School property and the wider environment

The Summer School Rules apply to all age groups and at all times when the student is

- at Summer School, representing the Summer School or could be identified as a member of the College during the Summer School

- travelling to and from Summer School
- associated with the Summer School in any way (e.g., while participating on a Summer School trip)

All students attending Summer School must agree and abide by the Student Rules (Summer School).

### **Code of Conduct**

- Be friendly, kind, helpful and polite to everyone by showing consideration and respect to all members of the Summer School community.
- Do not use bad or offensive language (in any language).
- Speak English in all classes and activities.
- Follow the instructions of boarding parents, teachers or other members of staff.
- Work well with boarding parents, teachers and other students.
- Keep the college surroundings in a good condition, not cause damage to college property or graffiti.
- Keep the college and places visited on excursions clean, by putting litter in the bins. Do not leave litter on the floor, in vehicles, in classrooms or in other facilities.
- Be on time for lessons, activities, excursions and bed.
- Respect the property of others. This includes taking, moving or using other people's belongings.
- Always remain within the college campus, unless given permission by a member of staff to do otherwise.
- Remain within the Boarding Residence at bedtime unless given permission by a member of staff to do otherwise or bedtime has been extended due to a specific event.
- Do not bully or harass other members of the college community.
- Use online resources safely and respectfully, and do not post anything online about others. Comply with the *Student E-Safety Policy*.
- Do not consume or possess any banned substances including, but not limited to, cigarettes (this includes e-cigarettes and vaping), alcohol or illegal substances whilst on the college's premises or during off-site activities and excursions.
- Do not bring, buy or use prohibited items into the school including, but not limited to, drones, skateboards, Segway's, go karts, roller skates, motorised vehicles, hair dye.
- Do not enter the accommodation of the opposite sex. No girls in boys' accommodation and no boys in girls' accommodation.
- Do not put the college community in danger or damage the good reputation of Concord College.

### **Health & Safety Instructions (Transport)**

- Arrive on time and wait for the vehicle (coach, minibus or car) in a safe place.
- Do not rush towards the vehicle when it arrives.
- Wear their seatbelt and stay seated whilst travelling in the vehicle.
- Never touch any of the vehicle's equipment or controls.
- Keep bags clear as not to block aisles or exits.
- Never attempt to get on or off the moving vehicle.
- Never lean out of or throw things from the window of the vehicle.
- Never kneel or stand on seats.
- Never distract or disturb the driver or block the driver's vision.
- Stay clear of doors after boarding or leaving the vehicle.
- Always stop, look and listen before crossing the road after leaving the vehicle.
- If you feel unwell, tell a member of staff.
- Tidy up any rubbish.

The Summer School reserves the right to send home any student who:

- Breaks these rules or who has persistent bad behaviour.
- Presents with a safeguarding or wellbeing issue.
- Or, for any other reason deemed to put members of the Summer School community or themselves in

danger or the good reputation of Concord College at risk.

The student will be sent home at the parents' expense and fees will not be refunded (Terms and Conditions policy). The Summer School's decision will be final and, due to the short length of the course, there is no right to appeal. However, parents may refer to the Summer School's Complaints Policy if it is felt necessary.

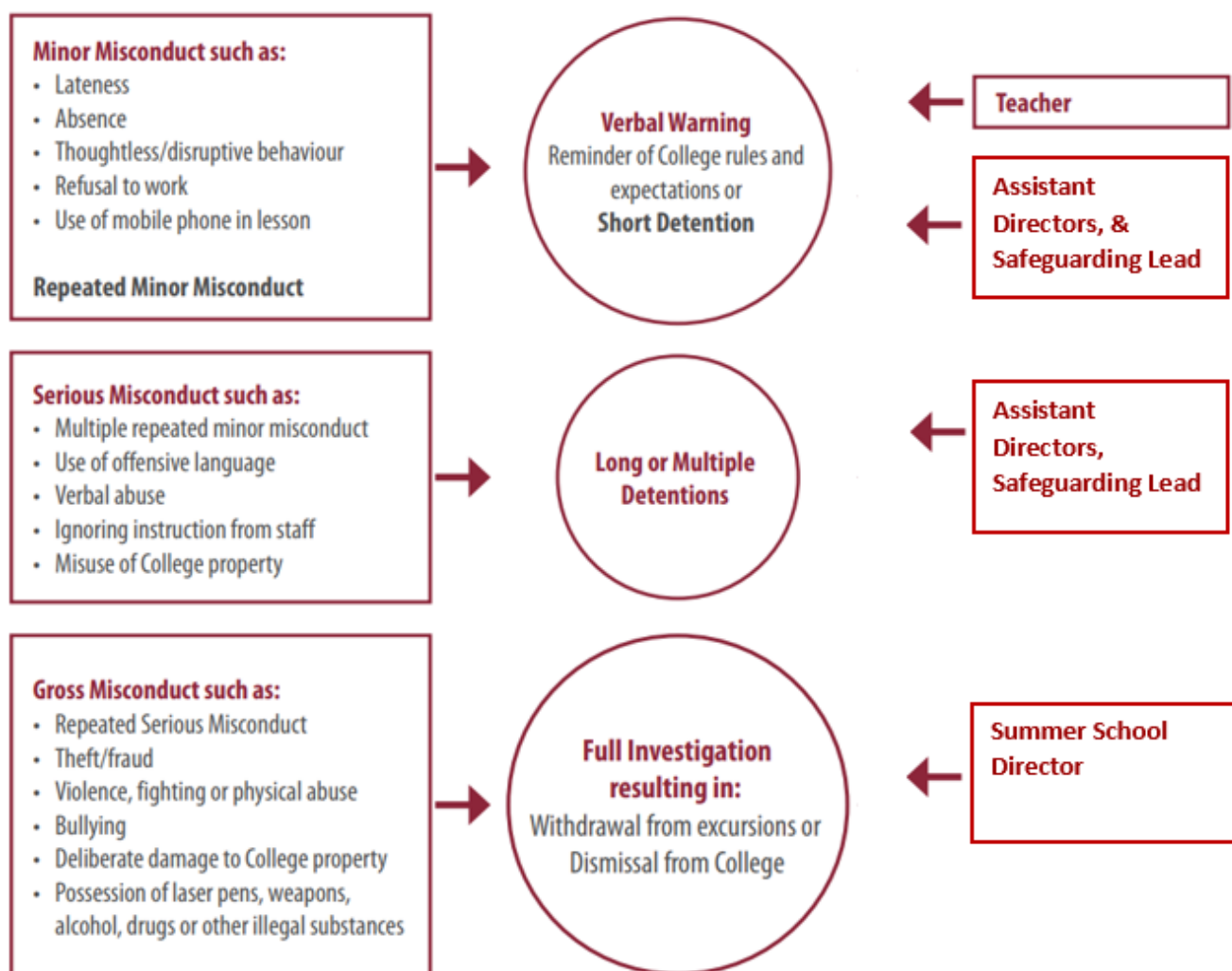
Students on Science summer programmes will also need to abide by the Laboratory Rules which will be issued and discussed during their first science lesson.

### Policy on Punishment for Breaches of College Discipline

In line with all educational establishments a system of correction for any student that breaks College rules is in place.

Detentions and the more serious punishments listed below will form part of the Summer School's disciplinary record. Teachers should use their discretion and consider disciplining the student proportionately by, for example, issuing an informal verbal warning.

Corporal punishment (i.e., any punishment intended to cause physical pain) is banned at Concord College. This is in line with legislation applicable to all private schools in England & Wales since 1998. Corporal punishment is not permitted in any circumstances for use as a sanction.



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