



1888

S. Anselm's School

School Rules and Guidelines

(See also Code of Conduct)

Pupils at S. Anselm's School are expected to demonstrate good manners, common sense, honesty and consideration for others at all times.

The acceptance and observation of School rules and guidelines is a fundamental part of membership of the School. All pupils are expected to conform to the School rules whilst under the authority of the School. This means throughout the day, to and from School, whilst wearing School uniform and during any School activity either on campus or off-site.

Any action which may harm the good standing of the School (be it in School time or leisure time) may be regarded as an infringement of School rules and dealt with accordingly.

Behaviour and Bullying

No pupil has the right to make another pupil unhappy through thoughtless verbal, physical, mental or other means. Bullying of any sort is completely unacceptable and will be dealt with most severely.

Pupils are expected to behave with dignity. Behaviour should not cause offence or embarrassment and there should be no inappropriate public displays of affection at School. Any pupils involved in a full sexual relationship whilst in the School's care can expect to be asked to leave S. Anselm's School .

Illegal Substances; Alcohol; Smoking; Weapons

Pupils may not have in their possession, or use, the following whilst under the authority of the School: illegal substances, alcohol, cigarette lighters, any smoking materials, any offensive weapon or fireworks.

Any use or possession of any of the above will result in serious sanctions, as the Headmaster deems appropriate.

Any pupil found in possession of, or tested positive for, illegal substances can expect to be asked to leave S. Anselm's School .

ICT

On joining the School, all pupils (of appropriate age) must sign and adhere to the agreement regarding the proper use of computers and the network in School.

Any abuse of the ICT system or misuse of the access granted to pupils will result in removal from the system for a period of time. More serious incidents may result in a pupil being asked to leave the School and the police being involved.

Unauthorised access of the School ICT system is a criminal offence.

Mobile Phones

Pupils are not allowed mobile phones in school or when on a school trip.

The misuse of a mobile phone, particularly in text bullying and abuse of the camera is unacceptable. The School will take the strongest action against anyone involved in this form of 'bullying'.

Dress

All pupils should be tidy in appearance and conform to the uniform and games kit regulations which are published in the joining instructions.

Boarders may change into casual clothes at the end of each School day.

On weekdays, all pupils must arrive and leave school in correct School uniform.



S. Anselm's

Behaviour & Discipline: Our Code of Conduct

Introduction

It is the School's declared aim to try to help each child grow in a healthy and balanced way, with the emphasis on a happy, confident and productive childhood. To this end, the School operates a Rewards and Sanctions Policy which is designed to reinforce positive behaviour and to teach the need to minimize, and hopefully eradicate, negative and anti-social behaviour.

Aims and expectations

- It is a primary aim of our school that every member of the school community feels valued and respected and that each person is treated fairly and well. We are a caring community, whose values are built on mutual trust and respect for all.
- The School has a number of rules, but our behaviour policy is not primarily concerned with rule enforcement. It is a means of promoting good relationships, so that people can work together with the common purpose of helping each child develop both academically and socially.
- The School expects every member of the school community to behave in a considerate way towards others.
- We treat all children fairly and apply this behaviour policy in a consistent way.
- The School rewards good behaviour as it believes that this will develop an ethos of kindness and cooperation. This code of conduct is designed to promote good behaviour, rather than merely deter anti-social behaviour. Children are taught to be responsible citizens, they have "rights" in the school, but these come with a personal responsibility to uphold the S. Anselm's moral code.

Rewards

It is a basic assumption at S. Anselm's that good behaviour may be expected as the norm. In addition, however, the following rewards system is in place:

- Teachers regularly and consistently congratulate and praise children where appropriate. This may be verbal or written comments on the student's work.
- Teachers give children house points for effort and behaviour.

- A Headmaster's Show-Up is awarded to children for 'out of the ordinary' levels of commitment and effort. Children with three Show-Ups are then awarded a Headmaster's Commendation.
- 'Golden Time' is awarded to children in the Pre Prep.
- The school acknowledges all the efforts and achievements of children, both in and out of school. This is done through public praise, for example in assemblies, school newsletters and on the school intra and internet sites.

School Rules

We have general rules to promote the happiness and safety of everyone at S. Anselm's School. The School rules are:

- Be gentle and treat each other with respect.
- Be kind, polite and helpful.
- Work hard.
- Look after your own belongings and school property.
- Listen to people.
- Be honest and always tell the truth.
- Be properly dressed for all activities.
- No running in school.
- No swearing.
- No throwing of objects such as sticks and stones.
- No physical or verbal bullying.
- No rudeness to staff.

The class teacher discusses the school rules with each class. In this way, every child in the school knows the standard of behaviour that we expect in our school. If there are incidents of anti-social behaviour, the class teacher discusses these with the whole class during P.S.H.E. time.

We also have an extended Prefectoral role given to some of the peer group leaders. These pupils are expected to lead by example and to monitor general behaviour and expectations and, if possible, use their natural influence to correct minor infringements.

Personal Appearance

1. Dress

All uniform and sportswear must comply with the published clothing list, be labelled and kept in a state of good repair.

2. Hair

Boys' hair should be of reasonable length, both for smartness and for ease of maintenance. It should be no shorter than a Number 4 clipper length and no longer than the nape of the neck. It should not be dyed, streaked or gelled. Eccentric styles should not be adopted e.g. 'flat tops', 'Mohicans' or 'tramlines'.

Girls' hair may be long, provided that it is tied back for tidiness and for safety. It should not be dyed or streaked; it should not be beaded and it should not have 'attachments' such as false braids. Hair bands and accessories, such as bobbles, slides etc may be worn but must be in navy or black.

3. Jewellery & Make-Up

We feel that it is simpler, less likely to cause problems and more generally in keeping with the aims and ethos of the school if no jewellery of any kind is worn by pupils during the school day. The exceptions to this rule are small objects of religious or ethnic significance. We ask the children to remove these objects during PE and games, or to cover them with a plaster.

If you wish your child to have pierced ears, we respectfully suggest that it is done immediately Summer Term ends, to allow sufficient time for the holes to become permanent before returning to school.

Make-up or nail varnish of any kind should not be worn at school. Children will be asked to remove nail varnish and make-up immediately if they do not adhere to this regulation.

Health & Safety

1. Drugs, Alcohol and Smoking

It is strictly forbidden for children to sell, buy, be in possession of or consume any illegal drugs, alcohol or cigarettes. Any such possession will be seen as a very serious misdemeanour.

2. Medication

All medication brought into school (except asthma inhalers) must be handed to the school nurse or surgery assistant, together with full written instruction for administration. Medication is administered in surgery by the school nurse or surgery assistant as directed. All parents will have signed consent for administration of homely remedies which is kept in surgery. For more information please refer to the schools policy on medicines administration.

3. Use of Buildings

Pupils should not use classrooms, laboratories, ICT Suites or The Hargreaves Hall unless a member of staff is present or permission has been granted.

Sanctions

Minor misdemeanours of a normal age appropriate nature will simply be dealt with by staff as they arise. Explanation, guidance and advice will be given, alongside a 'telling-off' when necessary. Such offences may incur penalties resulting in missed break times or loss of golden minutes for children in the Pre Prep.

Disciplinary Sanctions in the Pre Prep Department

A child who is unable to sustain good behaviour may be given a report card which will track behaviour week by week. This will be introduced only after consultation with their parents and the Head of Pre Prep.

The Pre Prep Department disciplinary sanctions are listed below:

1. If the misdemeanour continues, the child will sit down with their class teacher and the Head of Pre Prep (in the case of the child being in the Head of Pre Prep's class, the teacher witnessing the incident will also be present) and a discussion will ensue. A short-term positive reward system may be introduced and realistic identified goals set for the child.
2. The class teacher will discuss the matter with the child's parents and work in partnership with them to rectify the situation via home and school guidance, including a positive reward system.
3. In cases of continued misdemeanours a meeting will be held between the Head of Pre Prep, parents and the class teacher. Regular reports will continue.
4. If stages 1-3 have not resolved the issue, the Headmaster will meet with the parents, Head of Pre Prep and the class teacher.
5. In extreme, continuing cases, there will be suspension. This will usually be 2-3 days, but may be altered if appropriate.
6. Where all previous stages fail to succeed, the Headmaster will review the pupil's future place in the school.

If deemed appropriate, in order to help pupils improve, a member of the Senior Management Team may speak to the pupil(s) involved at any stage in the process

The Headmaster will be made aware of any situations reaching stage 2 of the above process and will be kept fully informed. All incidents regarded as major incidents will be recorded by class teachers.

Disciplinary Sanctions in the Prep School and College

There are certain forms of behaviour that are thoroughly unacceptable at S. Anselm's School, which we regard as very serious breaches of our Code of Conduct:

- Any form of bullying.
- Grossly offensive language.
- Wilful disobedience of, or disrespect shown to, any member of staff, (teaching or non-teaching), parent or visitor.
- Deliberate use of any dangerous implement, including the throwing of sticks, stones etc.

- Deliberate bringing into school of any known harmful substance.
- If a child repeatedly misbehaves in the classroom in the same way – and has not responded to praise / being placed on a report card which will monitor behaviour on a lesson to lesson basis.

The school runs a system of disciplinary slips. They are blue slips for general behaviour around school and pink slips for issues related to academic work.

Blue Slips

These relate to general behaviour and include the following:

- Poor behaviour during break
- Hair not tied back/untidy
- Incorrect sports kit
- Late for lessons
- Pupil found in off limits area of school
- Pupil behaving inappropriately
- Poor behaviour during lesson
- No equipment for lesson
- Pupil using/defacing equipment which is off limits
- Other

Staff indicate on the slip what it has been given for. There are two parts to the slip. The first part is stuck in the pupil's planner and parents should sign to indicate that they have seen it. The second part is collected and monitored by staff.

When a child reaches two slips, they are spoken to and warned of their conduct. Should a child receive a third slip they receive a Head Teachers detention.

Pink slips

These relate to issues arising in academic work and include the following:

- Prep has not been handed in for marking
- Prep is incomplete or not up to a satisfactory standard
- Classwork is not up to a satisfactory standard.
- Other

Staff indicate on the slip what it has been given for. There are two parts to each slip. The first part is stuck in the pupil's planner and parents should sign to indicate that they have seen it. The second part is collected and monitored by staff.

When a child reaches two slips, they are spoken to and warned of their conduct. Should a child receive a third slip they receive a Head Teachers detention.

In extreme cases of negative or anti-social behaviour the Headmaster has the right to suspend or review the future of a pupil at the school at any point of the disciplinary procedure.

The Role of Parents

- The role of parents in rewarding and sanctioning our students is paramount. The school collaborates actively with parents, so that children receive consistent messages about how to behave at home and at school.
- We explain the school rules to the children and we would appreciate parents reading them and supporting them. A copy of the rules is stuck in the homework diary.
- We would appreciate parents supporting their child's learning and the parents cooperating with the school. We aim to build a supportive dialogue between the home and the school and we inform parents immediately if we have concerns about their child's welfare or behaviour.
- We would appreciate the parents supporting the actions of the school.
- If parents have any concerns about the way that their child has been treated, they should initially contact the class teacher/ tutor. If concerns remain unresolved, parents should follow the complaints procedure.

A full copy of the Behaviour and Discipline policy and the Anti-Bullying Policy is available in the school office for parents to view.