



WHITGIFT COMMUNITY SUMMER SCHOOL RULES

The Whitgift Summer School Rules and Regulations are designed to promote high standards of behaviour in and around the School and on any School visit or activity. They are based on clear values of humility, hard work, a wide outlook, inclusivity and tolerance, which are in line with the Summer School's aims and values and also apply in today's society. These rules place emphasis on positive behaviour and seek to promote an excellent teaching and learning environment. They recognise the Summer School's duty to safeguard and protect the welfare of all pupils, and to take action against inequalities and discrimination of any kind. We rely on a culture of mutual respect between pupils, staff and parents. We undertake to promote these rules in all facets of the Summer School: in the boarding house, lessons and also during activities and excursions.

The published rules are not intended to be comprehensive. Students will be subject to Summer School discipline at any time if their behaviour runs counter to our values.

GENERAL

- Be friendly, kind, helpful and polite to everyone.
- No alcohol or smoking, this includes electronic cigarettes (zero tolerance at all times).
- Never leave the school grounds without permission.
- You are not allowed to use mobile phones during lessons, activities, mealtimes or overnight.
- Mobile phones will be collected before bed and handed back each morning.
- Be friendly, kind, helpful and polite to everyone.
- Speak English at all times.
- Do not use bad language (in any language).
- Respect the School grounds and property - no graffiti or litter.
- Avoid noisy or disruptive activities.
- Be on time for all lessons, activities and excursions.
- No chewing gum.
- Do not feed the animals.
- No gambling, buying or selling.
- Enjoy yourself and be happy!

IN CLASS & ACTIVITIES

- Don't be late for classes/activities. Always arrive on time.



- Always bring your workbook and a pen with you to classes.
- No eating or drinking (bottled water only).
- Speak in English.
- Participate in all lessons and activities.
- Ask questions if you are unsure.
- Treat other students with respect.

FORBIDDEN ITEMS

You must not bring any of the following articles to Whitgift Summer School under any circumstances. We reserve the right to send you home if you bring, use or attempt to use any of the following:

- Tobacco/cigarettes/other smoking materials e.g. e-cigarettes
- Alcohol
- Illegal drugs/'Legal Highs'
- Blades, firearms/air guns/replica firearms or any other form of weapon
- Poisonous/corrosive liquids
- Flares/lighters/matches or candles
- Pepper spray

The above list is not exhaustive. Whitgift Summer School reserves the right to decide what is deemed an inappropriate item.

Illegal substances - Any drug-related offence, including the possession or distribution of illegal substances, is regarded extremely seriously and the Summer School will always inform the Police of any drug-related incident. The individuals who make up the Summer School community must be protected and any student who disregards the law of the land or the well-being of themselves and the community by such offences cannot expect to continue their stay at Whitgift Summer School. Please refer to the Whitgift School's Substance Use and Misuse Policy for more details

BULLYING

Bullying of any kind is unacceptable and will not be tolerated at Whitgift Summer School. If a student feels that someone is being unkind to them at any time, they must speak to any member of staff.

The following forms of behaviour are included in the definition of bullying:

- Physical assault
- Verbal abuse or aggression
- Deliberate exclusion from a peer group by rejection and isolation



- Aggressive or insulting gestures
- Extortion or coercion by means of intimidation

The Summer School will aim to provide prompt and appropriate action and support to

persons involved. All members of the Summer School community are encouraged to report any case of bullying to a member of staff. Any student who continues to bully cannot expect to remain a member of the Summer School community.

MOBILE PHONES

It is recommended that mobile phones should be made secure in a bedroom locker during the entirety of the Summer School Day. In particular they should not be left unattended in changing rooms or in pockets.

Mobile phone use is prohibited in morning English classes, English in Action classes, mealtimes and afternoon and evening activities. Phones must remain switched off during these times unless students are granted express permission by a member of staff to use their phone for a specific purpose. Teachers and Activity Leaders may collect mobile phones at the beginning of each lesson and activity to help avoid temptation.

We would like students to keep mobile phone use to a minimum during their stay in the boarding house and instead encourage them to communicate face-to-face with the other students. However, it is understood that students will be keen to use them to contact home, and recreationally, and, as such all students are able to access the Boarding House Wifi at set times. However, it is a requirement that mobile phones are collected in by the Welfare team before bedtimes. Phones can be signed back out from the Welfare team each morning before breakfast. Students should be aware that the Welfare team will not be able to charge phones overnight and they are encouraged to charge their phones in their rooms between 15.45-18.30 each day.

Information and communication technology, particularly mobile phones and the internet should not be used to deliberately upset someone.

The sending of offensive voicemail, text messages or images by mobile phone constitutes bullying and will lead to disciplinary sanctions.

Cyberbullying is the use of information and communication technology, particularly mobile phones and the internet deliberately to upset someone else. Its particular forms are:

- Harassment or “cyber stalking”
- Defamation/vilification
- Impersonation/unauthorised publication of private images
- Manipulation
- Peer rejection

Any student involved in cyberbullying can expect to face summer school sanctions, whether



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the cyberbullying occurs inside or outside the summer school.

INTERNET

It is important that individual users of the Internet understand that they are responsible for any sites which they view and for any e-mail or other message which they send or post. Students must always act in accordance with the ICT Acceptable Use Policy.

- Students should not attempt to access inappropriate sites, e.g. material which is discriminatory, offensive, uses strong language, or depicts images of abuse or of a pornographic nature.
- If students accidentally access a site with inappropriate images, text or themes, they must exit that site immediately.
- Students must not send any material which may cause offence to any person. Circulating any material about a member of staff over the Internet is a serious offence and is likely to result in exclusion from the Summer School. Students must be particularly careful when texting, sending e-mails or communicating through social network sites to ensure that they operate safely and within the law of the land and the summer school rules. The Summer School has the right to impose a sanction on any misuse of the Internet or misuse of an electronic device.
- Obtaining information about another student, member of staff or about the summer school by deception, including through electronic communication, is extremely serious and is likely to result in exclusion.

Irresponsible use of the Internet, including e-mail, Facebook and any other social networking sites or profiles may, at the very least, result in the withdrawal of the privilege of Internet access at the summer school and could result in further sanctions including exclusion. It is expected that no information or material is kept on the summer school premises which would be considered inappropriate.

FIRE REGULATIONS

Whitgift School's fire regulations are published separately. In the event of a fire being discovered, a member of staff must immediately be informed, and the nearest alarm sounded. If the alarm sounds, students are immediately to leave the building using the nearest exit, and walk quietly to the assembly area on Little Side where they should assemble in tutor groups during lesson time and houses outside lesson times. Activation of the fire alarm automatically calls the Fire Service to the School. Misuse of the fire alarm causes disruption both to the Fire Service and the whole School community and is deemed a serious disciplinary matter.

SANCTIONS

If you break any of the School Rules, a member of staff will talk to you about what happened and why your behaviour is unacceptable.

If you behave very badly, or repeat bad behaviour, we will use the following sanctions:



1. **First Warning** – the student is given a verbal first warning by the Welfare Manager, Director of Studies or Activities Manager.
2. **Second Warning (parents informed)** – the student is given a written second warning by the Welfare Manager, Director of Studies, Activities Manager or Course Director and their parents are informed of the situation.
3. **Final Warning** – the student is given a final written warning by the Course Director which stipulates that they will be immediately sent home should they repeat unacceptable behaviour.
4. **Exclusion** – the student is sent home.

Whitgift Summer School staff reserve the right, where appropriate, to exclude a student from a period of free time or an activity/excursion alongside their Second or Final Warning. This extra punishment would apply in cases of verbal abuse or violence perpetrated against another student or a member of staff.

Whitgift Summer School reserves the right, at the discretion of the Course Director, to administer an immediate Final Warning or Exclusion for the serious breaches of discipline.

Reviewed by the Course Director: July 2020

Next Review: July 2021