



FARNBOROUGH HILL
WHOLEHEARTEDLY

BEHAVIOUR POLICY INCLUDING REWARDS AND SANCTIONS

Our Mission

Farnborough Hill welcomes all into our community, where we aim to live Christ's Gospel values joyfully and wholeheartedly, forming each individual to fulfil her potential and face the future with wisdom, strength and dignity.

As a Catholic school, we live out the Gospel by promoting respect, justice and compassion for all. These values shape how we learn, act and treat one another. Our behaviour policy is rooted in the belief that each person is made in the image of God and deserves kindness, fairness and dignity in all interactions.

Good discipline, and the maintenance of it, is of the utmost importance for the growth, welfare and development of pupils as well as creating a safe, welcoming and respectful environment where everyone can grow in knowledge and faith. Pupils should be given clear expectations, effective pastoral support and opportunities to build good social relationships.

There is a high expectation that the School and the wider community at Farnborough Hill will fully support this statement; that all members of the School will behave in a way that will allow for the full development of all individuals personally, socially and academically; that all will show tolerance and respect towards individuals and a responsibility towards the community as a whole.

All teaching staff are expected to be fully aware of the rules, procedures and expected standard of behaviour, as laid out in the Staff Handbook. Form tutors should remind their pupils of the School's expectations and rules at the start of each term. All staff should work towards maintaining the positive and supportive aims of the School: rewarding high standards of effort and behaviour, and following sanctions procedures to deal with any breach of the School rules or expectations.

This policy has been written with due regard to the advice in 'Behaviour and Discipline in Schools' 2020. It is backed by a system of rewards and, where necessary, appropriate sanctions.

This policy should be read in conjunction with the following:

- Anti-Bullying Policy
- Drugs Policy
- Exclusions Policy
- Learning Support Policy
- Mental Health Policy
- Safeguarding and Child Protection Policy
- Supporting Pupils with Medical Conditions Policy

The School's **Code of Conduct** (Annex A) is published on Firefly and issued to all new pupils upon their arrival at Farnborough Hill.

Farnborough Hill expects all members of its community to show respect...

For Others

Any actions, words or attitudes which show a lack of respect for others will be taken very seriously. In particular:

- **Disruption:** which shows a lack of respect for both the teacher and other pupils will be dealt with firmly.
- **Bullying:** Bullying is not tolerated at school. Any instances of bullying will be dealt with firmly and sensitively as per the School's *Anti-Bullying Policy*. Our aim is to prevent bullying of any form. This requires pupils to avoid any deliberate unkindness to another member of the community. It also requires anyone made aware of any such behaviour to report it. The School supports all pupils, victims and perpetrators. All pupils should be aware that, depending on the severity and/or nature of the bullying, permanent exclusion may result from their behaviour.
- **Malicious Allegations against a Member of Staff:** a pupil may make an allegation against a member of staff and the possible outcomes of investigations are:
 - **Substantiated**
 - **Unsubstantiated**
 - **False**
 - **Malicious** – an investigation which leads to this decision will be subject to the School's most serious sanctions

For Property

The property of others is to be respected by all. Pupils should do all they can to minimise the possibility of theft and vandalism by not bringing valuables or significant amounts of money to school. If it is ever necessary to do so, they should be handed to their Form Tutor/Head of Year for safekeeping. All clothing and equipment should be clearly marked with pupils' names, and care should be taken to lock away valuable equipment.

- **Theft:** If theft is detected pupils must expect to be either suspended or permanently excluded.
- **Vandalism:** Any damage (which includes graffiti) to someone else's property be it a fellow pupil's, a teacher's or the School's property will be taken very seriously. Not only will the damage have to be paid for, but a vandal must expect to be suspended or permanently excluded.

For Self

Farnborough Hill wants all its pupils to have respect for themselves; therefore, the School will not tolerate, the following:

- **Smoking/Vaping/E-cigarettes:** Farnborough Hill is a non-smoking environment. For those who offend, suspension is likely to be sanctioned in the first instance; after this the sanction will be of a more serious nature
- **Alcohol:** This is far more immediately dangerous than tobacco. Sanctions against those who have possession of, or who use, alcohol in school will include suspension.
- **Drugs:** Drug or solvent abuse or possession (including the possession of illegal drugs, prescribed medication and non-prescribed medication used in an inappropriate manner) will be regarded very seriously. The severity of the offence is of paramount importance, particularly in regard to its possible influence on others. Supplying any of the above to other members of the community is seen as an even more serious offense and the consequences should be expected to be significantly more severe. Pupils are reminded that the possession and supply of illegal drugs is a criminal offence.

In addition, the following are specified as a practical expression for others and are intended to make life easier for everyone:

- *Be polite and show respect to all members of our community and to visitors to the School.*
- *Move about the School in a quiet and orderly manner - walk, do not run, in corridors and on staircases, and keep to the left.*
- *Make every effort to keep the School tidy - litter must not be dropped in the grounds, buildings or on the way to and from school.*
- *Make yourself aware of the out of bounds areas of the School as displayed in the classrooms.*
- *No pupil may leave the School premises without permission - everyone must sign out at the School Office (Reception) and sign in again when they return.*
- *Ensure that all clothing, sports kit and personal possessions are clearly marked with your name.*
- *Use only your allocated book locker and be responsible for making it secure. Under no circumstances are you to use or tamper with anyone else's locker.*

- *Pupils who own musical instruments, or are loaned school instruments, must take responsibility for these items. Whilst these items are in school, they should be kept in the appropriate areas of the Music Department.*
- *Wear your School uniform (as specified in the uniform regulations) smartly each day, including on the journey to and from school.*
- *Food provided in the Refectory must be eaten there and not removed to be eaten elsewhere. Food and drink must not be consumed in, or carried around, the corridors.*
- *Chewing of gum is not permitted.*
- *Any personal electronic equipment brought into school is the responsibility of the individual. All phones for Years 7 – 11 should be kept in your Yondr pouch. Anyone found using mobile phones in Year 7 - 11, should expect them to be confiscated for the remainder of the School day on the first offence, and to be collected from the School Office by parents/guardians for any further offenses. Pupils in the Sixth Form may bring mobile phones into school but may only use them in the Sixth Form Centre.*
- *Arrive promptly in School for the formal start of the day at 8.45 am.*

Sixth Form Drivers - *If you have permission to drive a car to school a permit specifying the names of the driver and permitted passengers, and to confirm permission to park on site, should be displayed at all times. Permission to drive a car to school may be granted to members of the Sixth Form by the Head of Sixth Form upon written request from the parents. You may not be driven by another pupil without the written consent of parents of both parties.*

IT Acceptable Usage - *When using the School's network and Wi-Fi, all pupils are expected to follow the Acceptable Use Policy and to be aware of the E-Safety guidance from their Computing and PSHE lessons. Social media should not be used during the School day and taking images/videos of other pupils, or staff, without their permission is not permitted. The School expects high standards of online behaviour at all times. Cyber-bullying is not tolerated.*

Behaviour on a School Trip

It is expected that all pupils observe the highest standard of politeness, courtesy and conduct at all times. Pupils are representing the School at all times and it is expected that they will behave in a way that reflects positively on them as well as the School. Pupils are reminded of their expected behaviour in meetings prior to the trip and during the trip. The member of staff leading a trip reserves the right to decide whether or not mobile phones, or any other electronic devices, may be taken on the trip and when they may be used, if taken. As part of the paperwork for residential trips, a signed behaviour contract is required. Where a pupil's behaviour is such that it is likely to cause disruption or spoil the enjoyment of others or be a danger to others, then, if necessary, arrangements will be made for the pupil to be removed from the trip. The School will be consulted first for advice. Any additional costs required will be met by the parents of the individual concerned. The trip leader in conjunction with the designated member of the SLT will make the final decision and will contact parents or designated emergency contact person.

Classroom Code of Conduct

We have the right to learn – this means:

Everybody should:

- arrive on time
- listen to instructions
- bring the proper equipment
- work quietly
- do her homework

Nobody should:

- disrupt lessons
- interfere with the work of others
- interrupt when others are speaking

We all have the right to be treated fairly - this means:

Everybody should:

- be considerate
- respect each other's belongings

Nobody should:

- make inappropriate comments
- swear or name call
- fight or bully

We all have the right to work in a clean and attractive environment – this means:

Everybody should:

- wear the correct uniform
- respect our classrooms, locker rooms, communal areas and the grounds

Nobody should:

- drop litter
- leave classrooms in a mess, including food waste
- cause damage of any sort or vandalise property belonging to the School, or its community

We all have the right to be safe - this means:

Everybody should:

- use equipment properly

Nobody should:

- run or push
- act dangerously

We expect all Pupils to:

- arrive on time and, before Form Time and lessons, wait to be invited into the classroom by a member of staff
- organise yourself in the classroom in an appropriate manner (ie no running or rushing for particular desks/seats)
- arrive with all textbooks, exercise books and other equipment that is relevant and expected
- listen carefully to instructions
- complete all tasks that the teacher has set in an orderly and appropriate way - the instructions for the activity must always be followed carefully
- listen in silence and be attentive whenever the teacher is talking
- listen in silence and be attentive whenever a fellow pupil has been asked to contribute/make an observation/explain something - we will all follow common courtesy and listen to each other
- seek the teacher's permission to contribute to class discussion by raising your hand
- only use their devices with the teacher's permission, and only for the task which has been set.
- complete all work by the deadlines that you are given - no late work will be accepted unless an acceptable explanation has been given to the teacher or where previous arrangements have been made
- note that swearing will not be tolerated
- ensure that all classrooms are left neat and tidy at the end of every lesson. All classes should check the state of the room at the end of each lesson
- no eating or chewing gum is allowed in class
- arrive and leave the class dressed as per the School uniform rules

At the start of every academic year, the Heads of Year and Form Tutors will work with their Year Group to ensure that the classroom rules for form time, lessons and lunchtime are understood and added to as required.

Monitoring Behaviour

Positive behaviour is rewarded through merits, commendations and communication to parents/guardians. Negative behaviour incurs lunchtime and after school detentions. Sanctions will be at a level that reflects the severity of the offence, the possible influence on others and the maturity of the pupil.

REWARDS

House Points are awarded by staff at both departmental and whole school level. House Points for excellent academic effort or achievement are noted in each pupil's Reward Card (in written, sticker or stamp form). Pupils may exchange a complete Reward Card for a physical reward. In addition, House Point tokens are awarded by staff to pupils who make a notable contribution to the wider life of the School (for example, Houses, Chaplaincy, School Community, Co-Curricular, Drama, Music or Sport). These House Points can be exchanged for tokens that are added to the House Point collections in the Hall. All House Points contribute towards the totals for each House throughout the year, culminating in the awarding of the House Cup at the end of the Summer Term.

Praise Postcards can be sent to pupils' parents to recognise particularly excellent achievements for work such as extended projects and examination results or for a particularly notable achievement within a subject or in the life of the School.

Headmistress's Commendations are awarded by the Headmistress on the advice of teachers for particular achievements and consistent effort. If a pupil receives two or more Headmistress's Commendations, a **Headmistress's Letter** will be sent home to congratulate the pupil.

Each week a **One Step Beyond award** is given to one pupil in each Year Group and a member of staff who has gone above and beyond in their daily life at school to make a difference, help others, make the most of opportunities and live life wholeheartedly. Pupils and staff are able to nominate worthy candidates.

Co-Curricular Colours are awarded for specific outstanding contributions and achievements in wider school life, including Music, Drama and Sport. These colours are awarded at the end of the Summer Term.

Prize Giving Junior and Senior Prize Giving provide a formal opportunity to recognise and reward outstanding achievements. They are both highlights of the School year and are held at the end of the Summer Term. Prizes are awarded to pupils for their achievements in subjects, for sport and music, and for their contributions to the life of the School.

Recording of Rewards

Praise Postcards, Headmistress's Commendations, Headmistress's Letters, One Step Beyond awards, Achievement Certificates and certain other rewards are recorded on iSAMS and can be viewed by parents on the Parent Portal.

SANCTIONS

No member of staff should ignore poor manners or behaviour. Minor infractions of the School rules and expected behaviour, should be dealt with immediately by the member of staff concerned.

Depending on the seriousness of the misdemeanour, different sanctions will apply. Once the concern has been satisfactorily dealt with, a record is kept by the teacher, on iSAMS or in the pupil's file in more serious circumstances.

Staff will, in the first instance, issue a **verbal caution** for:

- inappropriate/unacceptable behaviour in lessons or around the School
- failure to complete work on time
- lateness which is the pupil's own fault
- not being fully equipped for lessons (including PE kit)
- non-uniform items of clothing, including skirts that are not of regulation length

Detentions

If verbal warnings have not been effective in stopping unacceptable behaviour or academic infringements, then detentions may be given. Twenty-minute Teacher/Tutor Detentions and thirty-minute Head of Department/Head of Year Detentions will take place at lunchtime on a Tuesday or Thursday. These will be supervised centrally and collectively by staff on a rota basis. The Deputy Heads may also be involved in the detention process, when appropriate. On rare occasions, longer detentions for more serious offences may take place after school (at the behest of the Headmistress or Deputy Heads). Detentions may also be given for other issues, such as repeated uniform infringements. Parents are informed in advance of any detention scheduled after school.

Recording of Detentions

Detentions are recorded on iSAMS and can be viewed by parents on the Parent Portal.

On Report

In order to provide additional support, a Head of Year or member of the SLT can place a pupil on Report. This will only be done after discussions with the relevant staff and on approval of either the Deputy Head - Academic or Deputy Head - Pastoral. A Report should be seen as a way to support a pupil's progress and can be used to help support a pupil who has had a number of detentions for failure to complete prep, repeated lateness or disruption of lessons. Whilst On Report, the pupil will carry a Report Form with her to each lesson, for completion by the subject teacher, and this will be reviewed daily by the pupil's Form Tutor.

Other Infringements

Pupils are expected to take pride in their uniform and appearance, to adhere to the School Rules where issues such as jewellery and chewing gum are concerned, and to follow the School's conduct guidelines related to the use of mobile phones. They are also expected to respond courteously, respectfully and positively during any discussions with staff about these issues. If pupils do not meet the School's expectations at any point, staff will deal with these issues as appropriate. A detention or other sanction will be issued as appropriate.

In the Sixth Form, if a student is causing concern in terms of effort and/or progress, the privilege of going off-site during study periods may be withdrawn. In some cases, supervised study may be put in its place. A range of other responses may be used as appropriate, in discussion with parents.

Sanctions Record

A Discipline Log containing a record of sanctions for serious disciplinary offences is kept by the Headmistress and it includes the following:

- pupil's name and Year Group
- nature and date of offence
- sanction imposed

These offences and sanctions will also be the subject of a discussion between a member of the Senior Leadership Team and the pupil's parents before any action is taken. The Discipline Log will be reviewed termly by the Headmistress and the Deputy Head - Pastoral.

Exclusions

For very serious incidents a pupil might be excluded either temporarily or permanently. A pupil will not be permanently excluded without grave cause. The circumstances which may lead to exclusion include:

- abuse on the grounds of race, religion/belief, disability, special educational needs or any form of unlawful discrimination etc
- sexual harassment, sexual violence or misconduct, including in relation to indecent images and youth-produced sexual imagery
- taking inappropriate photographs at school and posting them on social networking sites or websites
- bullying or persistent bullying, including through social media and other forms of cyber-bullying
- physical assault/threatening or intimidating behaviour/blackmail against pupils or adults

- fighting
- verbal abuse/threatening behaviour against pupils or adults
- wilful damage to property/vandalism
- drug, psychoactive substance, solvent and alcohol misuse (including supply/possession/use)
- tobacco, e-cigarette or vape misuse (including supply/possession/use)
- theft or unauthorised possession of any property belonging to the School, another pupil, or a member of staff
- bringing illegal, inappropriate or dangerous items into School, such as drugs, weapons, firearms, knives, other weapons, corrosive substances, pornographic material etc
- computer hacking or other computer misuse
- persistent disruptive behaviour or breaches of the School's *Behaviour Policy* or *School Rules and Procedures*, or persistent attitudes or behaviour which are inconsistent with the School's ethos
- misconduct which adversely affects, or is likely to adversely affect, the welfare of a member or members of the School community
- misconduct which brings, or is likely to bring the School into disrepute
- making a malicious accusation against a member of staff or other adult closely linked to the School, such as a Governor
- committing a criminal offence
- unreasonable or inappropriate parental behaviour (see *Exclusions Policy* for further detail)

Where required, the School reserves the right temporarily to exclude a pupil after communicating with parents, but before a face-to-face meeting has taken place. However, this meeting will be arranged as soon as possible.

A complaint which could lead to permanent exclusion will be investigated thoroughly and fairly. In such cases parents are contacted as soon as reasonably practicable.

While a pupil is excluded, no work will be set, nor may the pupil contact teachers for support. Suitable work to be completed by the pupil will be available on OneNote.

Use of Physical Intervention or Restraint

This section of the policy is in accordance with the following document: *Use of reasonable force: Advice for head teachers, staff and governing bodies (DfE July 2013)*

Staff are expected to encourage a climate of calm discussion between pupils, or pupils and staff, who are in conflict. At Farnborough Hill, fighting between pupils is almost unknown but if it happens, staff need to intervene appropriately.

In managing pupil behaviour, staff should be aware of the above document which clarifies the position about the use of physical intervention for staff. The law forbids a teacher to use any degree of physical contact which is deliberately intended to punish a pupil or which is primarily intended to cause pain, injury or humiliation. That said, everyone has the right to defend himself or herself against attack, provided they do not use a disproportionate degree of force to do so. However, this action should only be taken as a last resort when other options have been exhausted or are not possible.

If a pupil is at immediate risk of injury or on the point of inflicting injury on someone else, any member of staff would be entitled to intervene.

Before physical intervention, a teacher should:

- adopt a calm and measured approach
- tell the pupil who is behaving inappropriately to stop
- continue to talk to the pupil throughout
- have another member of staff present if at all possible
- be aware that the shoulder and upper arms are the most suitable areas for the application of restraint
- make it clear that physical contact or restraint will stop as soon as it ceases to be necessary

A restrained child should feel safe, even if also furious/angry/upset. If the teacher believes she/he may be at risk of injury themselves, they should not intervene without additional help.

Reporting Incidents of Physical Restraint

Immediately following any such incident when physical intervention or restraint is used, the member of staff concerned should tell the Headmistress and provide a written report. This should give all appropriate details, names, witnesses and the outcome. The report must be signed and dated.

Corporal Punishment

Corporal punishment is strictly forbidden and deemed to be abhorrent. This applies to all members of staff.

Reasonable Adjustments

For pupils with learning or developmental difficulties, the above rewards and sanctions will be adapted based on the individual needs of these pupils.

Pastoral Monitoring

The Heads of Year are responsible for monitoring the iSAMs entries for rewards and sanctions, and to initiate appropriate support as required for any girls for whom that is appropriate. All rewards and sanctions will be visible to parents on the Parent Portal.

The Deputy Head – Pastoral monitors and keeps an overview of serious sanctions, in addition there are records of pastoral and behaviour concerns, bullying (including racial, religious and gender intolerance). This information is held on a pastoral monitoring spreadsheet and in CPOMS.

The *Behaviour Policy* is agreed by pupils (via School Council) and staff. This policy is reviewed annually by the Deputy Head – Pastoral and Heads of Year.

The next review is due in September 2025.

ANNEX A – Farnborough Hill Code of Conduct

Registration: **All** pupils must attend morning registration; a pupil arriving after registration has closed, or who misses registration for a co-curricular lesson, must sign in at the School Office.

Absence: School should be informed by email or telephone **on each day** of absence - no later than 9.00 am.

Girls remaining in school after 4.15 pm must be in Prep or at a co-curricular club or activity.

Before Form Time and lessons, pupils should not enter classrooms or teaching areas until invited to do so by a member of staff. Pupils are expected to line up outside classrooms and wait quietly. In the classroom pupils should wait to be invited to sit by the member of staff.

If a pupil feels unwell, they must ask permission from a member of staff to report to the Rennie Surgery. No pupil may telephone / text / email parents or guardians to ask to be collected. The decision to send a sick pupil home is taken by the School Nurse.

All money and valuables should be locked in a pupil's locker. Alternatively, items can be handed to the Form Tutor or Head of Year. The School cannot be held responsible for such items. Pupils are advised to use padlocks on their lockers.

No pupil may at any time bring into school or use cigarettes (including vapes and e-cigarettes), drugs or alcohol. Possession of these articles will be treated as a very serious offence. Possession or use of drugs on school premises may result in immediate expulsion.

Damage: Damage or defacement to school property must be reported immediately to the class teacher or Form Tutor. Offenders will be expected to pay repair costs.

Chewing gum is not allowed in any part of the School premises.

Pupils in Years 7 – 11 must store their mobile phone in their Yondr pouch.

Pupils may not use social media during the School day. Pupils may not use their devices to take pictures/videos of their peers, or teachers, without their consent.

ANNEX B – Uniform Lists

Years 7 – 11

Main Uniform

Compulsory - Schoolblazer.com:	ex VAT
Green tweed jacket	from £143.00
Navy kilt OR	£ 55.50
Navy full length trousers	£ 29.75
Pale purple long sleeve blouse (2 pack) OR	£ 26.50
Pale purple short sleeve blouse (2 pack)	£ 26.50
Green scoop neck jumper (Years 7 - 9)	£ 32.25
Navy scoop neck jumper (Years 10 - 11)	£ 32.25

Compulsory - available at Schoolblazer.com and elsewhere:	
Black 70 denier tights (2 pack)	£ 8.25
Black ankle socks	
<i>(Ankle socks must cover the ankle bone)</i>	

Compulsory - available from School:	
Gold crest badge	
<i>(Gifted by school in the first instance. Chargable replacements available from the Head's PA)</i>	

Compulsory - to be provided by parents:	
Food Tech apron	
Schoolbag - sturdy, waterproof and with a fastening	

Optional - available at Schoolblazer.com:	
Navy quilted jacket	£ 62.50
<i>(Pupils may wear a non-uniform winter coat in either plain black or plain navy blue)</i>	

Shoes

Compulsory from the list below - available at ShuZu (North Camp) and elsewhere:

Start Rite:	Brogue, Impact, Impulsive II, Isaac, Glitch, Penny 2, Samba
Froddo:	Brogue, Lea L
Ricosta:	Beth, Kate, Lucy, Nora
Petasil:	Expo, Emma, Tina
Geox:	Agata, JR Casey, Loafer
Clarks:	Loxham Brogue, Loxham Derby, Loxham Shine, Loxham Pace, Scala Lace

(Shoes should be black leather only. Laces, cross straps and T-bars are acceptable but ballet pump styles or patent shoes are not.)

Sports Kit

Compulsory - Schoolblazer.com:	ex VAT
Navy crested soft shell jacket	£ 51.00
Navy crested training pants	£ 42.00
Green / cerise crested polo shirt	£ 28.00
Navy / cerise skort	£ 30.75
Navy running shorts with green trim OR	£ 33.75
Navy crested cycling shorts	£ 24.00
Navy crested swim cap	£ 9.75
Green / cerise / navy hockey socks	£ 10.75
House polo shirt	£ 18.25

Optional - Schoolblazer.com:	
Navy crested midlayer	£ 39.75
Cerise crested fitness top	£ 28.50
Navy crested base layer top	£ 30.25
Navy crested full length fitness leggings	£ 43.50
Navy Duffel Bag	£ 43.50

Compulsory - available at Schoolblazer.com and elsewhere:	
Navy swimming costume (Years 7 and 8)	£ 21.00
White sports socks (3 pack)	£ 10.50
Shin pads	£ 21.25
Sports trainers	
Opro 'gold' gum shield OR	£ 20.50
Basic gum shield	£ 7.25

Optional - available at Schoolblazer.com and elsewhere:	
Tennis racquet	£ 40.75
Swimming goggles	£ 12.25
Hockey stick	from £ 35.50
Astro boots	from £ 74.00

NB:

- All items are to be marked with the pupil's name. Schoolblazer apply nametapes free of charge.
- VAT is applied only to items above a certain size and may not be applicable to all items.

SIXTH FORM DRESS CODE

Gold - Formal

Prize Giving and special services (example: blouse, smart skirt/trousers and smart shoes)

Appropriate length skirts (past fingertips with hands by side)

No denim or leggings

No hoodies/sweatshirts

No midriff

No trainers

Preferably shoulders covered

No dyed hair for Prize Giving

Purple - Smart

Open Afternoons, formal parents' events and masses (example: smart jumper and trousers)

Appropriate length skirts (past fingertips with hands by sides)

No leggings

No sweatshirts

No hoodies

No spaghetti straps

No midriff

No trainers

Green - Casual

Everyday wear

No majorly ripped jeans

No cut-outs (only open back allowed) or bandeaus

No midriff

No spaghetti straps

No flip flops/sliders

Hair, jewellery, piercings and tattoos

Hair – no bright or outrageous colours (eg bright blue, green or pink). No permanent colours. Styles should remain business-like

Jewellery is allowed, including extra ear piercings (as long as there are not too many)

A small nose stud is allowed but no other nose or face piercings

No visible tattoos

ANNEX C – School Transport Rules

Keeping Safe on Farnborough Hill minibuses and coaches

These rules will keep everyone safe and help us be fair to others. The agreement is that:

- I will be considerate to the driver and the passengers on the bus.
- I will keep the noise levels down.
- I will not distract the driver in any way when they are driving the bus.
- I will keep my seatbelt on at all times during the journey to and from school.
- I will use my phone and electronic devices sensibly, taking care not to film or photograph anyone around me without their permission.
- I will not use the torch on my phone when the bus is moving.
- I will only use my water bottle for drinking and will take care not to spill or squirt water on the bus.
- I will use appropriate language, taking into consideration the age of all the pupils on the bus.
- I will take my rubbish with me when I get off the bus, leaving the bus as I found it.
- If anything happens on the bus that I am unhappy about, I will tell my bus driver and a teacher.

Please be aware that any pupil reported to be not adhering to these rules will be dealt with through the School's *Rewards and Sanctions Policy*. The School also reserves the right to remove any pupil from school transport permanently if they persistently ignore the rules and regulations. These rules and regulations are in place to ensure that the law is adhered to and, for the health and safety of the pupils and drivers.

ANNEX D – Classroom Rules

- Before Form Time and lessons, wait until you are invited into the classroom
- Be polite and helpful to teachers and your peers
- Do not talk when teachers are talking
- Treat everyone as you would like to be treated
- Do not touch any member of staff's property in the room
- Respect your, and your classmates', property
- No eating or drinking in classrooms at any time during lessons
- Do not write on the boards
- Put chairs under desks
- Do not use your device unless invited to by your teacher, and only for the set activity
- Do not leave any litter
- Tidy your area before you leave
- Stand up when a member of staff, or visitor, enters the room

ANNEX E – Procedures for Serious Sanctions

PROCEDURE TO BE FOLLOWED WHEN DEALING WITH THE USE OF ALCOHOL

There are occasions when the use of alcohol on school premises in relation to various social or other events may be permitted. This is generally limited to events for parents/other visitors, and no pupil should attempt to consume alcohol at these events.

Girls are not allowed to bring alcohol on to school premises at any time, either for their own use or for the use of others.

Any flouting of this rule must be reported to the Headmistress immediately or one of the Deputy Heads in her absence and will be dealt with on an individual basis. It will be regarded as a very serious offence and punished accordingly.

PROCEDURE TO BE FOLLOWED WHEN DEALING WITH SMOKING

The possession and/or use of cigarettes, e-cigarettes and vaping items are forbidden on school premises, school transport or off-site where pupils can be identified in uniform. Anybody disobeying this rule will be reported to the Headmistress, or one of the Deputy Heads in her absence, and will be dealt with on an individual basis. It will be regarded as a very serious offence and punished accordingly.

PROCEDURE TO BE FOLLOWED WHEN DEALING WITH THE POSSESSION OF PRESCRIPTION AND NON-PRESCRIPTION MEDICATIONS

It is against school rules to be in possession of any medication (prescription and non-prescription) at school. The only exceptions are for those who have an agreement with the School to self-medicate or are required to carry their medication on them at all times. For these pupils, documentation is in place to ensure their and others safety.

Any medicines (prescription or non-prescription) found in the possession of pupils will be confiscated immediately. Such a confiscation should be witnessed by another adult. The Headmistress, School Nurse or one of the Deputy Heads, should always be informed of medicine in possession of a pupil on school premises. Pupils will be dealt with using the *Rewards and Sanctions Policy*, and medication will be immediately removed.

PROCEDURE TO BE FOLLOWED WHEN DEALING WITH THE POSSESSION OF ILLEGAL DRUGS

It is against school rules to be in possession of illegal drugs or to be found to have brought these into school for use by another pupil. It is known and understood that either action may result in expulsion.

Any drugs found in the possession of pupils will be confiscated immediately. Such confiscation should be witnessed by another adult. The Headmistress, or one of the Deputy Heads, should always be informed of drug possession on school premises.

If the drug is handed to the police, the Headmistress is not bound by law to give the name or other identifying characteristics of the young person from whom the drug was taken. A school may maintain confidentiality over such matters.

A record of the incident is to be produced by the Deputy Head (with input from the staff involved) and it should be kept in the pupil's file. The Governors will be informed by the Headmistress.

MALICIOUS ACCUSATIONS AGAINST STAFF

Any pupil found to have made a malicious accusation against a member of staff will be subject to the School's most serious sanctions.

The Headmistress and Deputy Heads will have been involved in the investigation, and it is likely that the Chair of Governors and the Safeguarding Governor will also already be aware.

The School will take direction and/or advice from the LADO and police as required. Parents and guardians will be kept aware of the matter with direction from appropriate authorities.

PROCEDURE TO BE FOLLOWED WHEN DEALING WITH POSSESSION OF AN OFFENSIVE WEAPON

It is against school rules to be in possession of offensive weapons. If a pupil is suspected of having an offensive weapon in their possession, the Headmistress and any authorised member of the School staff has the right to search that pupil.

If a search reveals any 'offensive weapons or knives, or evidence in relation to an offence', the school must summon the police. The School has no discretion in this. (Section 45 of the 'Violent Crime Reduction Act'). This offence is punishable by exclusion.