

BEHAVIOUR POLICY

CONDUCT AND BEHAVIOUR OF PUPILS

i. Introduction

Stonyhurst College recognises that good personal and professional relationships between staff and pupils are vital to ensure good order in the College.

The Deputy Head (Pastoral) promulgates school disciplinary procedures, as directed by the Headmaster. However, classroom and studies' discipline is largely the responsibility of individual teachers, while disciplinary matters outside the classroom are usually addressed by the appropriate Playroom Master/Housemistress. Serious disciplinary matters are dealt with immediately by the Deputy Head (Pastoral).

In disciplinary situations, there can be occasions when sanctions are perceived to be unfair and all pupils have a right to express complaints in an appropriate manner. A sensible approach to the person issuing the punishment can usually lead to clarification but, failing that, a pupil's Playroom Master/Housemistress or Tutor can assist. The Deputy Head (Pastoral) is also available at any time.

ii. Conduct and Rewards

Pupils are taught, encouraged and expected to develop and maintain a strong personal integrity that is truthful, generous, courteous and considerate of the needs and feelings of others. They are expected to have a positive and purposeful attitude to their studies and school lives, and to their relationships with staff and other pupils.

Pupils are rewarded for good conduct and performance in the following ways:

- Brags (Lower Grammar and Grammar)
- Good Teas (Syntax)
- Headmaster's (individual) commendation
- Celebration of particular successes in assemblies

iii. Policy on Care and Control of Pupils

It is recognised that the majority of pupils in the College respond positively to the discipline and control practised by staff. This ensures the wellbeing and safety of all pupils and staff in the College.

It is also acknowledged that, in exceptional circumstances (e.g. where a pupil is a danger to others, a threat to property, a danger to themselves) staff may need to use physical contact, physical intervention or physical restraint as a last resort when all other strategies have been exhausted.

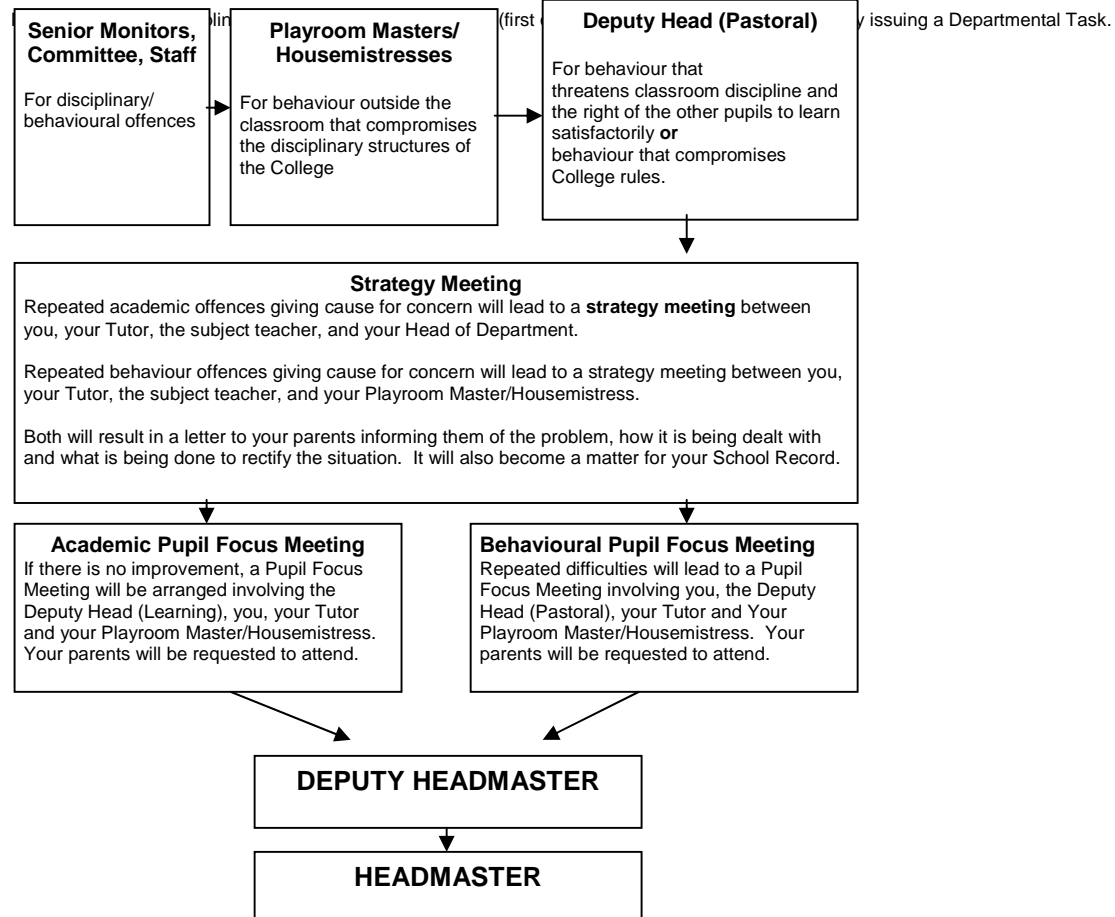
The policy is published in full in The Staff Handbook and a copy of the document can be obtained on request.

iv. Sanctions

An illustrative chart can be found on the next page indicating the Sanctions that are in place.

Sanctions

Offence	Punishment
Minor academic offence e.g. poor studies	Departmental Task
Failure to complete Departmental Task	Academic Detention Saturday Evening Detention
Persistent idleness	
More serious breach of discipline in the classroom	
Behind with coursework	
Missed study period/missed lesson 1 st offence	



Recording of disciplinary problems and sanctions.

In the first instance, most infringements are dealt with by Playroom Masters/Housemistresses and appropriate sanctions are recorded accordingly. Parents will be kept informed as deemed appropriate.

The Prefect of Studies administers Academic Detentions and keeps parents informed of potential difficulties. As a matter of procedure, parents will always be informed if a pupil misses a class.

All behavioural matters inside and outside the classroom are referred to the Deputy Head (Pastoral) and kept as a central record for each pupil. The purpose of this central recording is to anticipate potential difficulties and to liaise with Playroom Masters/Housemistresses, Tutors, and parents whenever a discernible pattern of poor behaviour emerges or when a single incidence of serious misbehaviour gives cause for concern.

There is often a blurring of boundaries between what constitutes a minor infringement and what is regarded as a more serious misdemeanour. Pupils are encouraged to reflect on what they have done in a sensible fashion but if they are concerned that they have been treated unfairly they should speak to their Tutor, Playroom Master / Housemistress or the Deputy Head (Pastoral) in order to clarify areas of concern.

A number of sanctions can be implemented:

Committee Detentions

This is a punishment recommended to the Deputy Head (Pastoral) by the Committee for pupils whose behaviour has been particularly unhelpful. These are short periods, usually at morning break, when a pupil who has transgressed in a relatively minor way is given a short copying out exercise or useful task to complete. The punishment is one of the sanctions available to designated senior pupils noted at the end of this section.

Fatigues

It may be deemed appropriate that a Fatigue is ordered for a pupil to complete because of a misdemeanour. This involves doing some service to the College community during their free time, such as litter collection.

Departmental Task

This can be awarded by the subject teacher for untidy work, no studies presented etc. A specific subject related task is set for completion within twenty-four hours.

Academic Detention

This detention takes place during specified periods of time between 5.30pm and 6.30pm, four evenings a week (Monday, Tuesday, Thursday, Friday). It is designed for academic and behavioural misdemeanours in the classroom. Pupils should be given a specific academic task by the teacher.

Saturday Evening Detention

If a pupil's behaviour is persistently unsatisfactory, he/she will be ordered a Saturday evening detention lasting between one and three hours, depending on the seriousness of the offence. Day Pupils are governed by the same punishment as Boarders but parents of Day Pupils will be given twenty-four hours notice to make arrangements. Accommodation without charge can be provided in the College if necessary. Persistent or more serious academic issues can also be dealt with by issuing a Saturday evening detention.

Headmaster's Detention

For particularly serious offences, a special copying out detention lasting three hours can be ordered. This is generally part of a package of sanctions.

Home Leave

Sometimes a pupil's behaviour can act as an early warning that all is not well and that more serious difficulties appear inevitable. In such cases, the parent/guardian will be consulted and arrangements will be made for the pupil to spend some time reflecting at home.

Suspension

Suspension serves a number of purposes including:

A cooling off period when all concerned (pupil, parents, teachers, senior staff) can consider the situation and the best way forward;

The signalling by the College authorities of serious disquiet with, and disapproval of, a pupil's behaviour,

Parents should expect suspension to be used:

- If a pupil refuses to obey the College Rules or to accept College discipline;
- If a pupil has been involved in a serious incident or breach of good conduct such as insolence to a member of staff, bringing alcohol into the College or leaving the building after curfew;
- If, despite previous warning and disciplinary action, a pupil behaves in a way that adversely affects the studies or good order of others;
- If a pupil engages in behaviour that is a danger to his/her own safety or the safety and well-being of others.

Pupils who have been suspended may not return to school, or attend any school function or games' fixture, until they and their parents have attended an interview with the Headmaster, with satisfactory outcome. At this interview, the College will set out clear expectations for future behaviour and attitude. Should these conditions for returning not be kept, the pupil is likely to face expulsion.

Permanent Exclusion

This is the ultimate sanction and is implemented by the Headmaster for the most serious offences of a behavioural or academic nature. It could be the culmination of a deteriorating situation that has been monitored over a period of time or it could be the result of one incident. In such an event, parents have the right of appeal to the Chair of Governors. Any such appeals for review will be conducted in accordance with the College's Complaints and Appeals Procedure Stage 3.

Committee and Senior Monitors

To assist in the smooth running of the College, the Headmaster appoints each academic year a small group of senior pupils to the **Committee** and a further group to the position of **Senior Monitor**. These pupils are given limited authority to demand good behaviour and compliance with the College Rules. They have authority in the College, at College events and in public places.

Pupils are expected to obey their reasonable instructions but, if any unfairness is perceived, they should seek help from their Tutor, Playroom Master/Housemistress or the Deputy Head (Pastoral).

Committee members and Senior Monitors may award Fatigues and Committee Detentions approved by the Deputy Head (Pastoral).

v. **Drugs and Substances Policy**

Scope

1. **Application:** This policy relates to the misuse of controlled drugs and other substances and applies to all pupils at Stonyhurst College. It applies at all times whether or not the pupil is in the care of the College.
2. **Drugs and Substances:** These expressions refer to the possession, use and supply of controlled drugs and the paraphernalia of drugs or substances intended to resemble drugs, or "legal" drugs which can be obtained from a chemist shop, performance enhancing drugs, anabolic steroids, glue and other substances held or supplied for purposes of misuse.

Aims and Policy

3. **Prevention:** The central aim of this policy is to keep drugs out of Stonyhurst. We aim to do so by means of education, pastoral care, detection of users and a sanctions policy.
4. **Education:** We educate the pupils to understand that the use of illegal drugs is a criminal offence and will be harmful to their health, integrity, independence, opportunities and careers and will damage the society in which they live. We educate by means of personal development courses and by example, by discussion and by means of lectures from people such as doctors, lawyers, the police and reformed addicts.
5. **Pastoral care:** We encourage the pupils to discuss their anxieties about drugs or substances in confidence with a member of staff or the College counsellor. Matters brought into counselling by a pupil or his parents, in circumstances which are genuine, will be "ring-fenced" from disciplinary sanctions or adverse report but a pupil who is suspected of involvement with drugs or substances outside this context will face the full disciplinary consequences.
6. **Detection:** Every complaint or report of involvement with drugs and substances will be followed up and investigated. A pupil suspected of involvement with drugs and substances may be suspended.
7. **Sanction for Supplying:** ANYONE SUPPLYING DRUGS MUST EXPECT TO BE EXPELLED IMMEDIATELY even if he/she is about to sit public examinations.
8. **Sanction for Possession or Use:** Anyone possessing or using drugs MUST ALSO EXPECT TO BE EXPELLED but in exceptional cases a supportive regime may be offered as an alternative to expulsion. The Headmaster is not obliged to offer a supportive regime.

Testing for Drugs

9. **Urine Sample:** If, outside the context of confidential counselling, there is reason to suspect that a pupil has been involved with drugs or substances, he/she

may be asked to supply, under medical supervision, a urine sample for analysis. The reason for this policy is:

- 9.1 to deter the use of drugs and substances
- 1.2 to identify users
- 1.3 to absolve those who have been wrongly suspected.

Reason to suspect use of illegal drugs may arise because of information or a complaint received or because of a pupil's behaviour.

10. **Informed Consent:** The relevant consent to a drug test is that of a pupil rather than the parents, even if the pupil is under 15 years of age, provided he/she is of sufficient maturity and understanding and gives his/her informed consent in writing.
11. **Notifying Parents:** Reasonable endeavours will be made, before a urine sample is taken, to notify a parent or guardian of the requirement of a urine sample and the reasons for that requirement.
12. **Obtaining a sample:** The urine sample will be taken under supervision of a trained member of staff. All due care will be taken to respect the pupil's privacy and human rights.
13. **Refusal:** If a pupil refuses to provide a urine sample, he/she will be asked to say why he/she has refused. The College will be entitled to draw inferences from his/her response and general demeanour and the police may be informed.
14. **Testing Procedures** will be in accordance with standard good practice:
 - 1.1 Care will be taken (including the careful measurement of the urine temperature) to make as certain as possible that the sample provided is genuine and uncontaminated.
 - 14.2 The urine sample will be poured into two clean sample bottles, which will be sealed and labelled immediately in the pupil's presence. The bottles will then be placed in an appropriate envelope.
 - 14.3 The supervisor will organise the paperwork. The donor will be asked to sign various seals and documents, which confirm that the specimens are his/hers. The donor will also be asked to sign a form that signifies that he/she has been satisfied with the collection procedure and gives consent for the results of the test being made available to the Headmaster.
 - 14.4 The forms and one sample will then be sent immediately and securely to a designated approved laboratory.
15. **Medical Record:** The outcome of the test, whether positive or negative, will not form part of the pupil's permanent medical record.
16. **Outcome:** When the College receives the laboratory report:
 - 1.1 Reasonable attempts will be made to notify a parent by telephone.
 - 1.2 If the result is negative, the second sample will be destroyed immediately.
 - 1.3 If the result is positive, the second sample will be made available for independent analysis.

Subsequent Action

17. **Procedure:** The College will treat a positive test, although not infallible, as evidence that the pupil has been using drugs. A meeting will be arranged at which:

The pupil will be asked to attend the Headmaster (or, in his absence, the Deputy Headmaster) with his/her parents or a member of the College staff chosen by him to assist him.

The evidence of the positive sample and all other relevant evidence will be put to the pupil and he/she will be invited to respond.

His/her response will be heard and considered and further enquiries will be made if necessary.

The Headmaster will make a finding of fact based on the evidence and supported by reasons.

18. Sanction: If the Headmaster's decision is that the pupil has been using drugs, the Headmaster will outline the range of sanctions he is considering and will then, or at a later meeting if requested, hear mitigating circumstances and consider the pupil's academic and disciplinary record before deciding on the sanction.

Review: If the pupil is expelled or required to leave, he/she and his/her parents have the right to appeal to the Chair of Governors and will be offered a Review which will normally take place under a separate procedure (see Section 3 (ii), within ten days and his suspension may be continued in the interim.

vi. Alcohol Policy

Alcohol is a drug and its abuse is widespread. There is no doubt that it can be a destructive force, undermining the individual, the family and the community at large.

Our policy in establishing a response to the subject of alcohol is closely linked to our PSE programme. However, while education is our primary objective, the protection of our pupils is of equal importance and demands that we put in place clear directives.

The College's position is as follows:

- While at the College, pupils may consume alcohol only within the norms laid down by the Headmaster. These norms stipulate that pupils in Rhetoric have specific privileges that fall within the Law of the Land. Similarly, it may be appropriate for the Headmaster or his Deputy to extend those privileges to pupils in Syntax and Poetry but only in extraordinary circumstances and, again, governed by the Law of the Land.
- Any pupil who is found to be under the influence of alcohol **MUST EXPECT TO BE SUSPENDED**. They will also be placed on the College "Alcohol Misuse Register" and offered assistance in dealing with any evident problem.
- Any pupil who brings alcohol into the College **MUST EXPECT TO BE SUSPENDED**. This includes alcohol brought into the College grounds.
- Any pupil who repeats such an offence **MUST EXPECT TO BE REMOVED PERMANENTLY** from Stonyhurst.
- Any pupil caught drinking alcohol outside the College, contrary to the norms laid down by the Headmaster, **MUST EXPECT TO BE SUSPENDED**. A REPETITION COULD LEAD TO THAT PUPIL'S PERMANENT EXCLUSION FROM THE COLLEGE.

All disciplinary matters involving alcohol will become a matter of College Record and will be communicated to the pupil's parents.

vii. Smoking Policy

We try to educate our pupils about the well-documented dangers of smoking and to deter them from experimentation that could lead to dependency.

Although education about smoking forms a key part of our PSE, the simple dictate of the College is that all pupils are **forbidden** to smoke under any circumstances whilst they are at Stonyhurst.

The interior of the College has been designated a “No Smoking Area”.

For pupils who break the College regulations the following sanctions are imposed:

- The first offence will result in a letter being sent to the pupil's parents. In addition, a Headmaster's Detention copying out educational material on the possible consequences of smoking will also be imposed plus some task that is of value to the College community. The pupil will be placed on the College “Smoking Register” and offered assistance in addressing their smoking habit.
- A further offence will lead to another Headmaster's Detention and community task, and a letter warning parents that any repetition WILL IN ALL PROBABILITY LEAD TO SUSPENSION.
- Any further offence would indicate that the individual concerned had failed to accept how seriously the College regards the offence and SUSPENSION WILL BE IMPLEMENTED.
- If a pupil is caught smoking anywhere in the building, he/she WILL BE SUSPENDED from the College.
- If a pupil is caught smoking in public, or in a way that indicates a direct challenge to the College's policy on smoking, they will be required to attend an interview with the Headmaster. Parental presence at this interview may be requested.
- No excuse is acceptable. If a pupil is a member of a group in which at least one person is smoking, they will be regarded as equally culpable regardless of any protestations of innocence.
- Anyone discovered bringing cigarettes or tobacco products into the College for sale to any other pupil MUST EXPECT TO BE SUSPENDED.

All disciplinary matters involving smoking will become a matter of College Record and will be communicated to the pupil's parents.

viii. Pupil Concerns and Complaints

College Commitment

Things do not always go well at school and we try to ensure that we have a structure in place within which pupils can feel confident that there is always an adult available who can help them overcome whatever difficulties may arise in any area of school life.

Who can help in times of difficulty?

- Your Playroom Master or Housemistress;
- Any member of your Playroom or House Team;
- Your Tutor;
- The College Chaplains, Fr Twist, Miss S Young

- The College Counsellor, Mrs K Aldridge;
- The Health Centre Staff led by the Senior Nurse, Mrs N Fogden;
- The Deputy Head (Pastoral), Mr J Hopkins, who has overall responsibility for your welfare;
- The Deputy Headmaster, Mr A Gordon- Brown;
- The Headmaster, Mr Johnson, is always happy to see a pupil if he or she so wishes;
- Any member of staff.

Disciplinary Problems

If you are concerned about anything, or think that you are being treated unfairly, you can approach any of the above for help. They will represent your anxieties to the appropriate person in a sensitive way.

Your Playroom Master or Housemistress would be the natural support in times of difficulty but you are entitled to seek assistance from any member of staff.

If you are nervous about expressing a concern, or making a complaint, you might like to ask one of your friends to accompany you for support. This is perfectly acceptable.

You can be assured that all concerns and complaints will be treated seriously and confidentially.

If you feel that your concern or complaint has not been addressed satisfactorily, you should talk to your parents who can then make contact with the school on your behalf as set out in the School's Complaints and Appeals Procedure.

Likewise, if parents have a concern the Complaints and Appeals Procedure is in place to ensure its resolution.

COMPLAINTS AND APPEALS PROCEDURE

Introduction

Stonyhurst has long prided itself on the quality of the teaching and pastoral care provided to its pupils. We welcome suggestions and comments from parents and take seriously any concerns you may have. These will be treated in a professional and appropriate manner in accordance with this Procedure.

Stage 1

- It is hoped that most complaints and concerns will be resolved quickly and informally.
- If parents have a complaint they should normally contact their son/daughter's tutor. In many cases, the matter will be resolved straightaway by this means to the parents' satisfaction. If the tutor cannot resolve the matter alone, it may be necessary for him/her to consult with a head of department or Playroom master/housemistress before responding to you.
- Complaints made directly to a head of department, a Playroom master/housemistress or one of the Deputy Heads may be referred to the relevant tutor unless the head of department, Playroom master/housemistress or Deputy Head deems it appropriate for him/her to deal with the matter personally.
- The tutor will make a written record of all concerns and complaints and the date on which they were received. Should the matter not be resolved within five working days or in the event that the tutor and the parent fail to reach a satisfactory resolution then parents will be advised to proceed with their complaint in accordance with stage 2 of this Procedure.

Stage 2

- If the complaint cannot be resolved as set out above, then the parents should put their complaint in writing to the Headmaster. The Head will decide, after considering the complaint, the appropriate course of action to take.
- The Head will respond to the parents within 5 working days of receiving the complaint. If possible, a resolution will be reached at this stage.
- It may be necessary for the Head to carry out further investigations.
- The Head will keep written records of all meetings and interviews held in relation to the complaint.
- Once the Head is satisfied that, so far as is practicable, all of the relevant facts have been established, a decision will be made and parents will be informed of this decision in writing. The Head will also give reasons for his/her decision. Parents will be notified of the outcome of an investigation within 28 days of receiving the complaint.
- If parents are still not satisfied with the decision, they should proceed to Stage 3 of this Procedure.

Stage 3

- If parents seek to invoke Stage 3 (following a failure to reach an earlier resolution), they will be referred to the Chairman of Governors who may call a hearing of the Complaints Panel.
- The matter will then be referred to a Complaints Panel for consideration. The Panel will consist of at least three persons not directly involved in the matters detailed in the complaint, one of whom shall be independent of the management and running of the school. Each of the Panel members shall be appointed by the board of governors. The Chairman of Governors, on behalf of the Panel, will then acknowledge the complaint and schedule a hearing to take place as soon as practicable and normally within 14 days.
- If the Panel deems it necessary, it may require that further particulars of the complaint or any related matter be supplied in advance of the hearing. Copies of such particulars shall be supplied to all parties not later than two days prior to the hearing.
- The parents may be accompanied to the hearing by one other person. This may be a relative, teacher or friend. Legal representation will not normally be appropriate.
- If possible, the Panel will resolve the parents' complaint immediately without the need for further investigation.
- Where further investigation is required, the Panel will decide how it should be carried out. After due consideration of all facts they consider relevant, the Panel will reach a decision and may make recommendations, which it shall complete within 7 days of the Hearing. The Panel will write to the parents informing them of its decision and the reasons for it. The decision of the Panel will be final. The Panel's findings and, if any, recommendations will be sent in writing to the parents, the Head, and the Chair of Governors and, where appropriate, the person complained about.
- A written record will be kept of all complaints and at what stage they were resolved. These records will be kept for at least three years.

Parents can be assured that all concerns and complaints will be treated seriously and confidentially. Correspondence, statements and records will be kept confidential except in so far as is required of the school by paragraph 6(2)(j) of the Education (Independent Schools Standards) Regulations 2003; where disclosure is required in the course of the school's inspection; or where any other legal obligation prevails.

Parents can make a complaint to Ofsted, whose contact details are:

Email: enquiries@ofsted.gov.uk
Telephone: 08456 40 40 45

Address: Ofsted National Business Unit
Royal Exchange Buildings
St Ann's Square
Manchester
M2 7LA

Our most recent report can be viewed on line at: <http://www.ofsted.gov.uk/>

The School will provide Ofsted, on request, with a written record of all complaints made during any specific period, and the action which was taken as a result of each complaint.

Appendix 1. College Rules

The Rules apply at all times during the academic year, including travelling to and from the College:

Conduct and Behaviour

Stonyhurst College pupils are expected to cultivate the highest standards of behaviour.

Courtesy, consideration and good manners should characterise the dealings of Stonyhurst pupils with others.

Pupils are expected to work hard in lessons and to participate with a positive and purposeful attitude in sports, extra-curricular activities and the life of the College in all its many facets.

According to age and maturity, pupils are expected to exercise reasonable and responsible behaviour at all times.

Discipline

All pupils must familiarise themselves with the Policy Statements issued by the Headmaster for their well-being.

The College is committed to providing a safe and supportive environment for all pupils and staff. The deliberate causing of distress, either mental or physical, to another individual is always unacceptable.

Pupils are expected to obey promptly and courteously the instructions of Staff, members of the Committee and Senior Monitors in and out of the classroom.

If confrontational situations arise, pupils are expected actively to seek to defuse them; resorting to physical violence is never acceptable.

While travelling in public places pupils must pay particular attention to their conduct and appearance and to the need to show courtesy and consideration to members of the public.

Behaviour that may offend or intimidate members of the public or damage the reputation of the College is regarded as a serious breach of discipline.

Environment

Pupils are to have a particular care in protecting the environment of the College and the locality. Litter is to be placed in a waste bin. Litter seen on the ground should be picked up and not passed by.

Classrooms should be kept clean and tidy. No marks or damage should appear on College fabric, furniture or property.

Exeats and Bounds

All pupils are expected to familiarise themselves with the map defining "Bounds" which can be found on the Playroom/House notice board and the Deputy Head (Pastoral)'s notice board.

No pupil is allowed to leave their accommodation after the time specified by their Playroom Master or Housemistress. Failure to follow this instruction will be treated as a serious breach of security.

Exeat permission for all excursions or visits must be obtained from the appropriate Playroom Master/Housemistress.

Specific permission is required to visit areas that are outside normal bounds for a particular Playroom. Such bounds are communicated in each Playroom and House.

Exeats to visit brothers/sisters at St Mary's Hall must be obtained from the Playroom Master/Housemistress who will liaise with the authorities at S.M.H.

The front entrance to the College is only to be used by Higher Line and never as an exit to games.

Visits to the River Hodder

Please observe the following instructions when visiting the River Hodder:

- No pupil is permitted to go to the River Hodder without the permission of his/her Playroom Master or Housemistress.
- No pupils are allowed on the bank opposite the College. This is private land.
- No pupil in Lower Line is allowed to go to the River Hodder without adult supervision.
- No pupil is allowed to go to the River Hodder on their own in any circumstances. This includes Higher Line.
- You are expected to behave in a civilised fashion, considering local residents.
- Make sure there is no reckless behaviour. The river is dangerous even when the water level is low.
- Take some identification with you (a school calendar would do) in case you are challenged. Access to the Hodder is by the private road running adjacent to Hodder Place and can only be used by residents and College pupils and staff.

- Day pupils who have permission to drive to school must **not** take their cars onto the private road leading to Hodder Place at any time.
- Do not drop litter, and please observe the normal rules of the countryside.

Health and Safety

Pupils are forbidden to purchase, or be in the possession of, any kind of alcoholic drink, smoking material, illegal substance, controlled drug or solvent-based substance.

The possession of any weapon is forbidden. Members of the archery and shooting clubs must keep their bows or guns in an authorised store and be registered with the supervising member of staff.

Uniform

Dress must conform to the College clothing list. Home clothes are allowed after classes on Saturday and after Mass on Sundays. Special dispensations are given occasionally.

Smart casual clothing may be permitted when going on trips to theatres, cinemas and the like but only with the permission of the teacher in charge.

General Points

All pupils must familiarise themselves with, and observe, the rules of the More Library, classrooms and various other places such as the Refectory, Laboratories and Playroom/House areas.

The Rules deal with particular College needs. Clearly, pupils are also expected to observe the Law of the Land, the obligations of citizenship, high standards of manners, decency and consideration for others, the dictates of common sense and the duty to maintain the good name of the College.