



# Behaviour Management Policy

## ISI Regulatory Code – 9A

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Approved by Executive:

This Policy is for Mount St. Mary's College

Linked Policies: Anti-Bullying Policy which includes Cyberbullying,  
Rewards and Sanctions Policy, Use of Reasonable Force Policy

## Mount St Mary's College

Educating Men and Women for Others since 1842

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## Behaviour Management Policy

**This policy covers the ways in which staff shape, manage and respond to the behaviour of pupils in order to form young men and women of conscience, competence and compassionate commitment.**

### INTRODUCTION

#### Jesuit Pupil Profile

Pupils in a Jesuit school are growing to be . . .

**Grateful** for their own gifts, for the gift of other people, and for the blessings of each day;

and **generous** with their gifts, becoming men and women for others.

**Attentive** to their experience and to their vocation; and **discerning** about the choices they make and the effects of those choices.

**Compassionate** towards others, near and far, especially the less fortunate; and **loving** by their just actions and forgiving words.

**Faith-filled** in their beliefs and **hopeful** for the future.

**Eloquent** and **truthful** in what they say of themselves, the relations between people, and the world.

**Learned**, finding God in all things; and **wise** in the ways they use their learning for the common good.

**Curious** about everything; and **active** in their engagement with the world, changing what they can for the better.

**Intentional** in the way they live and use the resources of the earth, guided by conscience; and

**prophetic** in the example they set to others.

Mount St Mary's College aims for its pupils to adopt the highest standards of behaviour and to encourage the growth of the virtues outlined in the Jesuit Pupil Profile.

The behaviour of the adults in the school and the ways in which they treat the students are the key to creating a safe, trusting and positive environment in which all pupils are able to learn.

Accordingly we welcome pupils from a wide variety of ethnic and social backgrounds and faiths.

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We treat everyone as an individual and aim to develop the whole person equipped to take their place in the modern world.

The school has 3 'Golden Rules' which we expect everyone to work towards at all times:

1. We conduct ourselves with **respect**: respect for ourselves, respect for others and respect for our environment.
2. We hold dear the Ignatian principles of **compassion** and **care**: we always seek to understand the difficulties others may be facing. We are sensitive to the needs of others and we try to help in any way we can.
3. We strive for the **Magis**: in all things, at all times, we have high standards in all that we do and we push ourselves to be the very best we can be - for the Greater Glory of God (**AMDG**).

The Pupil Code of Conduct is in Appendix One.

This policy should be read in conjunction with the documents of:

- Anti-Bullying Policy which includes Cyberbullying
- Discipline and Exclusion Policy
- Rewards and Sanctions Policy
- Use of Reasonable Force Policy

### HOW THE COLLEGE PROMOTES GOOD BEHAVIOUR AMONGST PUPILS

The College's chief strategy for the promotion of good behaviour is to ensure that it is recognised and celebrated as often as possible, from a comment in a classroom and the use of the recognition board, to e-mails home, whole school assemblies and Grand Academy. For further information please refer to the recognition, rewards and sanctions policy located on the College's website.

### THE USE OF SANCTIONS

Sanctions help us to set boundaries and to manage challenging behaviour. Copies of the code of conduct are in the Pupil Planner, the Parent Handbook and Appendix One of this document.

All staff endeavour to use sanctions fairly and consistently. This means that pupils can expect to be warned, either individually or as a group, and that sanctions given will be appropriate to the offence. Where a pupil has behaved inappropriately in a lesson a teacher will always seek to have dealt with the issue before the next lesson, usually by having a restorative conversation.

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## CODE OF CONDUCT

This community of governors, staff, parents and pupils adhere to an established routine and code of conduct, rather than to lists of rules. We regard education as a partnership. Our staff are committed to excellence, aiming to achieve a spirit of trust and co-operation. The College expects the highest values and standards of behaviour inside and outside the classroom, as well as outside College and in any written or electronic communication concerning the College.

We expect pupils to treat staff and each other with consideration and good manners and to respond positively to the opportunities and demands of College life. They should follow the College rules and regulations and understand what is expected of them and why sanctions may be imposed for inconsiderate behaviour.

## MEASURES TO COMBAT BULLYING

Everyone has a right to feel secure and to be treated with respect, particularly the vulnerable. Harassment and bullying will not be tolerated. Our Anti-Bullying policy is on our website. The College is strongly committed to promoting equal opportunities for all, regardless of race, gender, gender or sexual orientation or physical disability or learning difficulty.

## INVOLVEMENT OF PARENTS AND GUARDIANS

Parents and guardians who accept a place for their child undertake to uphold the College policies and regulations, including this policy when they sign the Parent Contract. They will support the school's values in matters such as attendance and punctuality, behaviour, uniform/dress and appearance, standards of academic work, extra-curricular activities, homework and private study.

The College is always happy to consider suggestions from parents and hopes that parents find the College responsive and open-minded.

## UNEXPLAINED ABSENCES

The College will telephone the pupil's home on the first day of an unexplained absence in order to make sure that your child has not suffered an accident. Please note that it is the governors' policy usually not to allow holiday to be taken during term.

## INVOLVEMENT OF PUPILS

Our experience shows that the ethos of and respect for the College is enhanced by listening to our pupils and by encouraging constructive suggestions from them, in assemblies, form time and via the College Council which meets regularly.

Sanctions may undergo reasonable change from time to time but will not involve any form of unlawful or degrading activity. Examples of sanctions include:

- detention at lunchtime or on Saturdays;

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- the completion of a written task;
- withdrawal of privileges;
- confiscation of property that is being used inappropriately or without consideration;
- assistance with domestic tasks, such as collecting litter clearing tables in the dining hall;
- withdrawal from a lesson, College trip or team event;
- suspension for a specified period, removal or expulsion.

The College policy on discipline and exclusions is set out in this policy, and all parents and pupils should be aware of the more serious sanctions, including suspension and expulsion that the Headmaster or Headteacher can impose for serious breaches of the rules and regulations, including criminal behaviour. Examples of serious breaches of the rules and regulations include:

- drug abuse;
- alcohol and tobacco abuse;
- theft;
- bullying;
- physical assault/threatening behaviour;
- fighting;
- sexual harassment;
- racist or sexist abuse;
- sexual misconduct;
- damage to property;
- persistent disruptive behaviour; and/or
- parental behaviour.

In applying sanctions, especially those with serious consequences, we undertake to take reasonable steps to avoid placing children with a disability at a disadvantage compared to children who are not disabled.

A suspension, or temporary exclusion, may only be carried out by one of the Deputy Headmasters, Deputy Headteacher or Head of Higher Line, who will inform the Headmaster/Headteacher. Parents will be informed in writing of the exclusion and the reasons. A parent or guardian may appeal against the exclusion to the Headmaster whose decision will be final.

Permanent exclusions may only be carried out by the Headmaster/ Headteacher in consultation with at least one governor. Parents will be informed in writing of the exclusion and the reasons. A parent or guardian may appeal against the exclusion to the Chair of Governors whose decision will be final.

### PHYSICAL RESTRAINT

Like all schools, staff may have to use reasonable force to control or restrain a pupil in specific circumstances. The Education and Inspections Act 2006 enables College staff to use "such force as is reasonable in the circumstances to prevent a pupil from doing or continuing to do" any of the following:

- "Committing any offence (or, for a pupil under the age of criminal responsibility, what would be an offence for an older pupil)"
- "Causing personal injury to any person (including the pupil themselves)"
- "Causing damage to the property of any person (including the pupil themselves)"
- "Prejudicing the maintenance of good order and discipline at the school, and among any pupils receiving education at the school, whether during a teaching session or otherwise"

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The Act also defines to whom the power applies as follows:

- "Any teacher who works at the school"
- "Any other person whom the head teacher has authorised to have control or charge of pupils"

All of our staff are trained in the circumstances in which reasonable minimum force may be used, both as part of their induction and regular refresher training on managing pupil behaviour. In particular, they are advised always to use their voices first and to use the minimum force necessary to restrain a child for the shortest possible period of time.

Their training specifically deals with the factors that must be considered in reaching a judgement as to whether the use of physical restraint is appropriate which includes:

- "The seriousness of the incident, assessed by the effect of the injury, damage or disorder that is likely to result if force is not used"
- "The chances of achieving the desired result by other means"
- "The relative risks associated with physical intervention compared with using other strategies"

Every member of staff will inform the Headmaster immediately after he/she has needed to restrain a pupil physically.

The College will always inform a parent when it has been necessary to use physical restraint and invite them to the College, so that we can, if necessary, agree a way forward for managing that individual pupil's behaviour.

### SEARCHING PUPILS AND THEIR POSSESSIONS

The Headmaster and staff authorised by them have a statutory power to search pupils or their possessions, without consent, where they have reasonable grounds to suspect that a pupil may have a prohibited item. Prohibited items include:

- knives or weapons
- alcohol
- illegal drugs
- stolen items
- tobacco and cigarette papers
- fireworks
- pornographic images or any article that the member of staff reasonably suspects has been, or is likely to be, used to commit an offence, or to cause personal injury to, or damage to property of, any person

The Headmaster and authorised staff can also search for any item banned by College rules which has been identified in the rule as an item which may be searched for. Prohibited items may also be seized.

They may also confiscate any item, however found, which they consider harmful or detrimental to College discipline.

### MALICIOUS ACCUSATIONS AGAINST STAFF

Where a pupil is found to have made malicious accusations against College staff they are likely to have

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breached the College behaviour policy. The College, therefore, will consider whether to apply an appropriate sanction, which could include temporary or permanent exclusion (as well as referral to the police if there are grounds for believing a criminal offence may have been committed.)

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### TEACHING AND LEARNING

We aim to raise the aspirations of all our pupils and to help them to appreciate that there are no barriers to their potential achievements both inside and outside the classroom. Pupils are encouraged to take responsibility for their own learning. We celebrate success, emphasise the positive and deal with the negative in a sensitive and tactful way. The College teaching staff offer every child a high level of individual attention together with consistent and helpful advice. In return, the College expects every pupil to co-operate and to work hard.

### COMPLAINTS

The College hopes that parents will not feel the need to complain about the operation of its behaviour management policy and that any difficulty can be sensitively and efficiently handled before it reaches that stage. However, the College complaints procedures are on our website. We will send you copies on request. We maintain records of complaints for three years after your child has left the College.



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## APPENDIX ONE

## PUPIL CODE OF CONDUCT

One of the basic elements of education is self-discipline. You learn to control your own mind so that you do the things you should, not the things you want to do.

A high standard of self-discipline and behaviour is required from all pupils. You are expected to take responsibility for your own actions and to show courtesy and respect to staff, visitors and to one another.

Older pupils are encouraged to participate in the care of younger children.

Please move about the school in a quiet and orderly manner. Keep to the left and do not run.

Pupils must not enter classrooms until directed to do so by a teacher.

Always pay careful attention during lessons and do not allow your mind to wander.

### **Learn to Listen and Listen to Learn**

Lesson change bells are a signal to staff; do not pack up your books until your teacher concludes the lesson.

You are expected to obey all members of staff without argument.

Smoking is forbidden in school and whilst travelling to and from school or at any other time whilst wearing school uniform.

Pupils wishing to travel by bicycle or motor vehicle must obtain permission from their parents and from the Head of Line.

The combination of quality teaching and a stimulating environment is the key to our academic success.

## **REWARDS AND SANCTIONS**

### **Rewards**

The school aims to promote high standards of behaviour, self-discipline and learning through positive encouragement and reward.

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When you do something well your teacher will recognise this by speaking to you in class, writing comments in your book and giving high marks.

Outstanding effort or achievement may be rewarded through the school merit system. Merits in this way contribute to the award of a letter of commendation for 15 merits, a bronze certificate for 25 merits, a silver certificate for 35 merits and a gold certificate for 50 merits. These certificates are then presented by the Heads of Line or the Headmaster in school assemblies.

### **Sanctions**

If you fail to meet the required high standard of behaviour then you should expect to be held responsible for your misbehaviour. For more information please refer to the blue "rules" section at the back of this diary.

You may be placed 'On Report'. Each teacher will write a comment after every lesson and the report sheet will be checked by the Head of Line.

In serious cases you may be suspended from school for a period of time and then invited to come in with your parents and agree to accept a written code of conduct before being re-admitted.

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## **BULLYING**

Every person in Mount St Mary's College should be treated with respect, NOBODY should be bullied.

If you are being bullied by anyone you MUST let an adult you feel you can trust, know. The person could be a parent, a teacher, an aunt, uncle etc. The important thing is to let somebody know so that the school is informed and can deal with it.

A lot of things come under the label 'BULLYING'. These include all kinds of name-calling, whether online or in person, taking or asking for money, ridiculing pupils with any kind of medical condition, and of course physical bullying.

## **BULLYING HAS NO PLACE AT MOUNT ST. MARY'S COLLEGE**

If we stick together we can make Mount St Mary's College bully-free and a place to feel proud to be a part of.

## **SCHOOL RULES AND REGULATIONS**

The rules that follow are not intended so much to restrict but rather to allow our school to become in reality what it claims to be. They stem from the 'three golden rules' and are really extensions of those rules.

Each section begins with a general principle that is expanded more specifically.

1. Parents and pupils have the right to be fully informed of school rules and any changes made to them.

**1.1** Information about school rules will be made available to new and current pupils via their personal planners and to parents through the Information for Parents Handbook and/or Parent Mail.

**1.2** Pupils and parents will be informed about any changes to school rules. Pupils will be told promptly of such changes at an assembly whilst parents will be informed of significant changes by letter or Parent Mail.

**2. Parents and pupils have the right to appeal if they believe a rule or a sanction, once imposed, is unfair.**

**2.1** In the first instance, parents and pupils should make an appeal to the appropriate Tutor, Head of Line or member of the House staff and then, if they deem it necessary, to the Headmaster or his Deputy, as appropriate.

**2.2** If pupils feel they cannot approach any of the above, they can make an appeal through any member of staff.

**2.3** All parents have the right to appeal directly to the Headmaster or his Deputy on behalf of their child if they are unhappy about disciplinary decisions.

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### **3. Respect for others and their property must at all times be of primary importance to all members of the school. This includes any personal property or the property of the school and the school's fabric and furnishings.**

- 3.1** Stealing property, or borrowing without the owner's permission, either inside or outside of school is a serious breach of rules and will be dealt with severely.
- 3.2** Good care should be taken of school textbooks and exercise books at all times. They should neither be left around the school by their owners nor be borrowed by other pupils except with the owner's express permission.
- 3.3** It is forbidden to borrow anything but small sums of money from any other pupil, even with permission, as it can lead to numerous misunderstandings. Pupils who need money urgently should see their Tutor, Head of School or their Housemaster or mistress.
- 3.4** Pupils may only borrow school property with the express permission of a member of staff.
- 3.5** Graffiti is totally forbidden. Pupils will be liable for the cost of removing graffiti.
- 3.6** Any damage, accidental or not, should be reported to a member of staff as soon as possible by those responsible for the damage. Pupils may be charged for the cost of damage.
- 3.7** The school community works best when there is mutual trust based upon openness and honesty between all working and living here. Consequently, everyone has a right to be told the truth at all times.
- 3.8** Each pupil is provided with a locker for the storage of personal items such as books, laptops, mobile phones etc and is responsible for the safekeeping of the key. Pupils are discouraged from bringing expensive items into school and from wearing expensive items of jewellery in school (see section 5 for the rules about the wearing of jewellery). Any expensive items which are brought into school must be insured.
- 3.9** Pupils must store their sports kit in a locked locker or other designated area. It must not be left in the form room or lying around school.

### **4. Everyone working in the school community should show care, courtesy and compassion towards one another.**

It is most important that everyone has a care for everyone else, most particularly those who are new, home-sick or unhappy or for whatever reason do not seem to fit in; they should be our special concern. Everyone should show them friendship and include them in their groups.

It is entirely appropriate to talk to a member of staff about a fellow pupil who seems unhappy in the long-term. In such cases, it is a member of staff who is best placed to help.

- 4.1** The school is a much more pleasant place when we say 'good morning,' hold doors open for others, go to help those who are in need and say 'please' and 'thank you'.
- 4.2** Pupils should not drop litter or in anyway create mess and, above all, the attitude that the domestic or kitchen staff will clear up is not acceptable.
- 4.3** Litter makes the living and learning space dirty and unpleasant. While pupils have the right to live and work in a regularly cleaned environment, everyone has a responsibility towards the tidiness of the school. If there is litter

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around the buildings, it should be picked up and disposed of in a litterbin.

- 4.4 The taking of food outside the refectory after any meal, because it creates litter and encourages waste, is not allowed. For the same reason, eating in classrooms is not allowed. The chewing of gum, in school or during school trips is not allowed, because it is difficult to remove when dropped and its removal can damage furniture and fabrics.
- 4.5 The tuck shops are available for the use of all pupils as designated. They should be kept tidy at all times and litter should not be dropped onto the floor or left lying around.
- 4.6 All have a right in a community to be addressed in a respectful manner. Pupils are encouraged to address each other by their first or Christian names. Only those nicknames, which are acceptable to fellow pupils, should be used.
- 4.7 All have a right to be treated respectfully by other pupils, regardless of age, sex, race or religion. Remarks which are racist or sexist or which disparage another's faith, be they made by pupils or staff are entirely unacceptable.

**Bullying - both physical and verbal - is the single most serious breach of rules against the community. The school's determination to deal severely with bullying is set out in its anti-bullying policy.**

Similarly, any form of physical violence is forbidden.

All such behaviour will be treated as a serious breach of the College's disciplinary policy.

- 4.8 The teaching staff work hard for the good of the pupils and deserve respect. Consequently, staff should be addressed by using 'Miss', 'Sir' or 'Father'. All should stand when a member of staff enters a classroom. It is expected that all members of the school, staff and pupils alike, behave courteously to one another.
- 4.9 Pupils should all be friendly and courteous towards visitors.
- 4.10 When on school journeys pupils act as ambassadors for the Mount and can contribute to, or detract from, its good reputation. Behaviour must, therefore, be excellent at all times. All pupils must wear either correct uniform or full school games tracksuit when traveling to and from school (see 6.7).
- 4.11 Punctuality for lessons and all other appointments is expected.
- 4.12 Bad language is not permitted between pupils nor directed towards members of staff.
- 5. School uniform is to be worn each school day. Dress should at all times be neat, clean and tidy.

- 5.1 All pupils from Upper Elements to Syntax should wear the school uniform. It should be worn smartly, with top button done up and shirt tucked in.  
Boys should wear a blazer, grey trousers, sober socks, V-neck grey pullover (optional), school tie, pale blue shirt and black polishable shoes. A blue shirt is generally worn from day to day. On special occasions, boys will be asked to wear 'best dress'. This means that they will wear a white shirt in place of a blue one.

Girls should wear a blazer, the school skirt, V-neck navy pullover (optional), school tie, blue blouse, flat black polishable shoes and navy blue woollen/nylon tights or white knee socks. On special occasions, girls will be asked to wear 'best dress'. This means that they will wear a white shirt in place of the blue one and navy tights.

Outside coats, when worn with the uniform by boys or girls, should be dark and must not be decorated with large badges.

In hot weather, 'shirt sleeve order' may be declared. The blazer and tie are then not worn and the top button is undone. Shirt sleeves should be rolled to above the elbow. Pupils at such times must either be in full 'shirt sleeve

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order' or full uniform. Short-sleeved shirts may be worn during the first half term and the summer term.

- 5.2** Sixth Formers are not expected to wear school uniform though formal dress is expected. The guidelines for appropriate dress are set out below.

Boys should wear a sober-coloured jacket and trousers (or a suit) with a sober-coloured shirt and tie and black or brown polishable shoes. A pullover, if worn, should be V-necked. On special occasions, boys will be asked to wear 'best dress' of a dark suit and white shirt.

Girls should wear a sober-coloured jacket and skirt (or a suit) with a sober-coloured blouse and black or brown polishable shoes. A pullover, if worn, should be V-necked. The length of girls' skirts should be neither too short (above the knee) nor too long (down to the ankle). On special occasions, girls will be expected to wear 'best dress' which means a dark suit and a white-collared blouse.

- 5.3** All pupils should be in full possession of sports kit as set out in the separate clothing list; sports kit should be clean.
- 5.4** All items of clothing should be clearly labelled with the name and, where appropriate, the boarder's number. Full boarders have the responsibility to ensure that their clothes are clean and the school laundry should be used each week.
- 5.5** Hairstyles for boys and girls should be neither too long nor too short, conventionally styled and should not be dyed. Girls' hair should be tied back during the day if directed to do so. In PE, Science, DT and other practical subjects, girls' hair must always be tied back. Hair accessories should be blue or black.

*For all pupils*, hair should not be dyed, highlighted, streaked or stepped. Hair should be tidy.

*For boys*, hair should not be so short that the scalp is visible. Nor should it be so long that the hair reaches the collar, the eyebrows or the sideburns extend below the ears.

Boys are now more disposed to styling their hair with gel. If the resulting appearance is deemed by the Head of School to be unconventional, it must be immediately remedied.

*For girls*, as with boys, it should not be so short as to appear unconventional and if long must be tied back. In the sixth form, hair extensions of natural colour are not forbidden so long as the overall appearance remains acceptable.

If a member of staff is concerned that a pupil's hair breaks the school's rules it will be referred to the pupil's Head of School who will make the judgement. If the hair is deemed unsuitable then the pupil will be given a brief but reasonable period of time to remedy the situation and parents will be contacted.

If a pupil fails to take sufficient action to comply with the College's request after one week, the Head of School will refer the matter to the Headmaster or his Deputy, who is likely to send the child home or to a guardian until such time as the pupil's hair is deemed acceptable by the College.

- 5.6** A variety of casual clothes is permitted outside of school hours, on outings and on 'casual days' but tatty and untidy clothing will not be allowed. Pupils may change into their sports kit prior to a games, PE or sports studies lesson when permitted to do so by a teacher. No sports shirts or vest or shorts or sports skirts may be worn without a tracksuit in the refectory at any time.
- 5.7** No make-up, nail varnish or jewellery (except for a watch, a single ring, one pair of ear studs in the lobe of the ear and a discreet necklace) is allowed. Boys are not permitted to wear an earring.

After 4.30pm, Sixth Form girls and boys who are boarding may wear discreet jewellery (rings and necklaces). Girls may wear earrings. This is, of course, subject to the discretion of members of staff in charge of evening activities in the interests of pupils' safety.

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### **6. The formation of friendships is something to be encouraged.**

It is entirely compatible with school life that individual boys and girls become good friends and begin to discover the happiness and fulfilment that comes from enjoying each other's company.

#### **6.1** The experience of conducting a co-educational school suggests that the following are generally not helpful either to individuals or the community:

- The formation of strong relationships between pupils where there is an age gap of more than two years.
- The formation of relationships which are exclusive of others.
- Relationships of such depth that they distract individuals from their study or other school commitments.
- Physical contact and other signs of affection, subject to sections 7.4 and 7.6 below.

**6.2** Relationships of a sexual nature are not compatible with Christian teaching or appropriate between young people of school age.

#### **6.3** Boys and girls' living quarters are out of bounds to members of the opposite sex except with the express permission of the House staff.

#### **6.4** Signs of affection should not make other pupils feel awkward or embarrassed. Such signs of affection should be reserved for time outside of the normal school teaching day.

#### **6.5** The school acknowledges that pupils have a right to privacy and the opportunity to develop in relationships appropriate to their age group in a healthy and open way.

#### **6.6** The school also acknowledges that the pupil common rooms are there for the pupils to associate together freely. While they need adult supervision, this will be done discreetly and with tact.

### **7. All have a responsibility to promote their own good health and that of others.**

#### **7.1** Smoking and the possession of tobacco in whatever form are prohibited. Anyone caught smoking will be firmly dealt with. Smoking indoors is a fire risk and will lead to immediate suspension from school. The possession of herbal tobacco is similarly not permitted.

#### **7.2** The possession and use of drugs or similarly harmful substances threatens the well-being and quality of life of individuals and the community as a whole and is prohibited. It is so serious that it may lead to expulsion. The school has a clear drugs policy which is published both on-line and in the College handbook.

#### **7.3** Similarly, the abuse of aerosols and solvents for inhaling is a very serious breach of rules.

#### **7.4** The school has a responsibility to educate its pupils in the proper use of alcohol and also to follow the law of the land. The purchase and possession of alcohol by those under the age of 18 is a serious breach of rules and will lead to suspension from school. This rule applies also to trips. There are occasions when those over 16 may be allowed to consume alcohol whilst having a meal.

#### **7.5** Rhetoric boarders may be allowed to go to the village pub with the permission of their Houseparents. Only those over the age of 18 may purchase or consume certain alcoholic drinks there and may consume only in moderation. Spirits and Alco pops are not allowed; only beer and wine may be purchased except with the express permission of House staff, Headmaster or his Deputy.

#### **7.6** Day pupils and weekly boarders who have passed all parts of the relevant driving test may, as a privilege, and with

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the written permission of the Head of Sixth Form, bring vehicles to school, parking them at their own risk in the place allocated. Vehicles are only to be used for journeys to and from school and not during the school day. This privilege will be withdrawn if abused. Passengers may only be carried, subject to a pupil's insurance arrangements, with the express written permission of all concerned: parents and Head of Sixth Form as well as passengers. This privilege will be withdrawn, for the safety of all, if at any time vehicles are driven recklessly.

**7.7** All members of the school must conduct themselves with due regard for the health and safety of themselves and everyone else at all times.

**8. The school is responsible for all its pupils. Consequently the school needs to know where pupils are at all times, it has a responsibility to ensure that everyone remains within a safe distance of the school and that the privacy of all working here is protected.**

The following rules are made with everyone's interests at heart and in the hope that all unnecessary accidents and misunderstandings will be avoided.

**8.1** Registration takes place for all pupils each weekday morning with Tutors at 8.35am and each afternoon between at 1.55pm. A register is taken at the start of each lesson.

**8.2** Pupils are not allowed access to boarding areas other than their own except with the express permission of the House staff concerned. Day pupils do not have access to boarding areas. Staff quarters and offices are out of bounds except with a member of staff's express permission.

**8.3** The school grounds are defined as the area within the perimeter hedges of the sports fields. The sports' fields are out of bounds during the school day except during games or other supervised activities. Boarders have access to the grounds including the sports' fields from 4.30pm until supper. However, in the winter months, these grounds are out of bounds once it is dark and the light-sensitive lights are on. Pupils should not be outside in the dark unless they are between buildings or have permission.

**8.4** Requests for weekend exeats need to be made by parents or guardians in writing to House staff five days in advance. If a pupil wishes to stay with a friend for the weekend, House staff will need to receive letters of invitation from their friend's parents and permission from their parents or guardian at least five days in advance.

**8.5** Requests for absence for a dental or medical appointment need to be made in advance to the Tutor either by e-mail or letter.

**8.6** Time off school is not allowed during the term except where there are mitigating circumstances. A request for absence in such cases must be sought from the Headmaster or Prefect of Studies. The academic dates are published a year in advance in order to facilitate travel arrangements for pupils who live overseas. Convenient air flights on the day prior to the end of term are not considered a reason for asking to leave school early. In such cases, pupils should depart on the day set and stay with their guardian until the next convenient flight. This also applies to return flights.

**8.7** Upper Elements to Syntax day pupils not taking part in an after school activity should study under supervision until they are either collected by parents or the school buses depart from the Chapel Entrance. 6<sup>th</sup> form students may study in the 6<sup>th</sup> form centre.

**9. All pupils are expected to make every effort with their studies and to give themselves fully to the life of the school.**

**9.1** If a lesson is to be knowingly missed, the teacher should be informed beforehand and the work completed immediately afterwards. Planners need to be signed accordingly.



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**9.2** Pupils should always feel free to approach all teachers with their worries and difficulties in study.

**9.3** The pupil planner/homework diary is a great help in organising work; it should be taken to every class and kept up to date. Day pupils should have their diary signed each week by a parent; boarders should similarly have their diary signed by House staff. Tutors will check the diary on a weekly basis.

**9.4** All work should have AMDG written in the title.

**9.5 Phones may not be used inside the school buildings.** The possession of a mobile phone in school, whilst permitted, is entirely at a pupil's own risk. They should not be left switched on during lessons and studies, in the Chapel, in the library or in the refectory. Failure to abide by this rule will lead to the confiscation of the phone and further to a pupil not being allowed to bring a phone into school. Sixth form students are allowed to use phones for the purposes of study. Pupils are not allowed to take mobile phones into the examination room even if they are switched off.

**9.6** The possession of a laptop in school, whilst permitted, is entirely at a pupil's own risk. Any laptop brought into school must be insured.

### RULES FOR USE OF ICT

These rules are taken from the school's Acceptable Use Policy which is published on the College website.

Access to the Mount Trust IT systems is controlled by the use of Usernames and passwords and/or pin numbers. All Usernames and passwords are to be uniquely assigned to named users and consequently, users are accountable for all actions on the Mount Trust's IT systems.

#### Users must not:

- Allow anyone else to use their user ID/password or pin numbers.
- Leave their user accounts logged in at an unattended and unlocked computer
- Use someone else's user ID and password or pin to access Mount Trusts IT systems
- Leave their password or pin unprotected (for example writing it down).
- Perform any unauthorised changes to Mount Trusts IT systems or information.
- Attempt to access data that they are not authorised to use or access.
- Exceed the limits of their authorisation or specific business need to interrogate the system or data.
- Connect any non-Mount Trust unauthorised device to the Mount Trust network or IT systems. (**Please read the BYOD Policy**)
- Store Mount Trust data on any non-authorized Mount Trust equipment.
- Give or transfer Mount Trust data or software to any person or organisation outside Mount Trust without the authority of Mount Trust.

Use of the Mount Trust internet services is intended for educational use. Personal use is permitted where such use does not affect the individual's performance, is not detrimental to Mount Trust in any way, not in breach of any term and condition in the parent contract and does not place the individual or Mount Trust in breach of statutory or other legal obligations. The IT department have implemented a centralised firewall to block most known unwanted applications from all devices that connect to the Trust's network.

All users are accountable for their actions when using any internet services.

#### Users must not:

- Use the internet or email for the purposes of harassment or abuse.
- Use profanity, obscenities, or derogatory remarks in communications.
- Access, download, send or receive any data (including images), which Mount Trust considers offensive in any way, including sexually explicit, discriminatory, defamatory or libellous material.
- Use the internet or email to make personal gains or conduct a personal business.
- Use the internet or email to gamble.

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- Use the email systems in a way that could affect its reliability or effectiveness, for example distributing chain letters or spam.
- Place any information on the Internet that relates to Mount Trust, alter any information about it, or express any opinion about Mount Trust, unless they are specifically authorised to do this.
- Send unprotected sensitive or confidential information externally.
- Forward Mount Trust mail to personal (non-Mount Trust) email accounts (for example a personal Hotmail account).
- Make official commitments through the internet or email on behalf of Mount Trust unless authorised to do so.
- Download copyrighted material such as music media (MP3) files, film and video files (**not an exhaustive list**) without appropriate approval.
- In any way infringe any copyright, database rights, trademarks or other intellectual property.
- Download any software from the internet without prior approval of the IT Department.
- Connect Mount Trust devices to the internet using non-standard connections.

### Software

Users must only use software that is authorised by Mount Trust on the Mount Trust computers. Authorised software must be used in accordance with the software supplier's licensing agreements. All software on Mount Trust computers must be approved and installed by the Mount Trust IT department.

#### **Users must not:**

- Store personal files such as music, video, photographs or games on Mount Trust IT equipment.

### Viruses

The IT department has implemented centralised, automated virus detection and virus software updates within the Mount Trust. All Trust computers have antivirus software installed to detect and remove any virus automatically.

#### **Users must not:**

- Remove or disable anti-virus software.
- Attempt to remove virus-infected files or clean up an infection, other than by the use of approved Mount Trust anti-virus software and procedures.

### Monitoring and Filtering

All data that is created and stored on Mount Trust computers is the property of Mount Trust and there is no official provision for individual data privacy, however wherever possible Mount Trust will avoid opening personal emails. IT system logging will take place where appropriate, and investigations will be commenced where reasonable suspicion exists of a breach of this or any other policy. Mount Trust has the right (under certain conditions) to monitor activity on its systems, including internet and email use, in order to ensure systems security and effective operation, and to protect against misuse.

Any monitoring will be carried out in accordance with audited, controlled internal processes, the UK Data Protection Act 1998, the Regulation of Investigatory Powers Act 2000 and the Telecommunications (Lawful Business Practice Interception of Communications) Regulations 2000.

#### **This policy must be read in conjunction with:**

- Computer Misuse Act 1990
- Data Protection Act 1998
- BYOD (Bring Your Own Device) Policy
- Social Media Acceptable Use Policy

The College allows users to access the Guest wireless network using their personal device (laptop, smart phone or tablet). This element of the Mount Trust's ICT provision is a privilege extended to individuals and as such there are rules associated with this Bring Your Own Device policy that, if misused or abused, will result in that privilege being taken away

### Terms of Use

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The College provides wireless connectivity as a guest service and offers no guarantees that any use of the wireless connection is in any way secure or that any privacy can be protected when using this wireless connection.

Use of the College's wireless network is entirely at the risk of the user and the Trust is not responsible for any loss of any information that may arise from the use of the wireless connection.

All users using the College's networks are bound by the College's ICT Acceptable Use Policy.

When a device connects to the wireless network, all users will have filtered internet access.

Use of the device in lesson time is entirely at the discretion of the teacher. If the teacher asks you not to use your device then you must follow those instructions.




The use of a personal device is not to be a distraction in any way to teachers or students. Personal devices must not disrupt class or Private Study areas in any way.

Users shall make no attempts to circumvent the Mount Trust's network security. This includes setting up proxies and downloading programs to bypass security.

The College has the right to take action against anyone involved in incidents of inappropriate behaviour, that are covered in this policy and other policies such as the Anti-Bullying and Cyber-Bullying Policy, whether on or off the Trusts premises.

Any failure to comply with this policy, will be subject to disciplinary action. This may include loss of access to the College's network / internet, detentions, suspensions, contact with parents and in the event of illegal activities, involvement of the police.

The College reserves the right to search the content of any mobile or devices on their premises where there is a reasonable suspicion that it may contain inappropriate material including, but not limited to, those which promote pornography, gambling, violence, bullying or discrimination of any form.

APPROVED DATE	September 2019		
REVIEW DATE	September 2020		
SIGNED HEADMASTER		PRINT NAME	Dr Nicholas Cuddihy
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