

Policy Lead: CEF	Creation Date: 24/02/2016	Revision due: Nov 2024
Date of Amendment:	Staff Initials:	
16/10/2018	DJT (prep section)	
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WORKSOP COLLEGE
AND
RANBY HOUSE

Behaviour POLICY

School Tier: Worksop College

Related Policies:

- Admissions Policy
- Admissions & Attendance Register
- Anti-Bullying
- Complaints Procedure
- Discipline and Exclusions
- The Use Of Force To Control Or Restrain Pupils
- Disability Policy
- Equal Opportunities
- Framework for Assessment & Evaluation of Pupil Performance
- Pupil Sanctions Record
- SEN & Learning Difficulties Policy
- PSHE Policy

POLICY AIMS

Through the operation of this policy we aim to encourage pupils to adopt the highest standards of behaviour, principles and moral standards. We aim to promote trust and mutual respect for everyone.

INTRODUCTION

Promoting Positive Behaviour

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We believe that good relations, good manners and a secure learning environment play a crucial part in the development of intellectually curious pupils, who are motivated to become life-long learners. We develop qualities of team-work and leadership through the whole school curriculum including our extensive programme of extra-curricular activities and PSHE programme.

Worksop College is an inclusive community. We welcome pupils from a wide variety of ethnic and social backgrounds and faiths, treating everyone as an individual.

In addition to setting out rewards and sanctions, consideration should be and has been given to:

- (a) duties under the Equality Act, including issues related to pupils with special educational needs/disabilities and how reasonable adjustments are made for these pupils at Worksop College;
- (b) support systems for pupils to ensure they are treated fairly and considerately;
- (c) close liaison with parents and guardians in particular, and any other agencies involved;
- (d) managing pupils' transition between year groups and other schools.

We expect pupils to treat staff and each other with consideration and good manners and to respond positively to the opportunities and demands of school life.

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 available to view from our website and set out in the 'Welcome Pack' and, in brief, in 'The Pupil Charter'. The school is strongly committed to promoting equal opportunities for all, regardless of race, gender, gender, orientation learning needs or physical disability.

We expect pupils to be ready to learn and to participate in school activities. They should attend school and lessons punctually and follow the school's attendance policy. They should care for the buildings, equipment and furniture. We expect pupils to behave at all times in a manner that reflects the best interests of the whole community.

The Headmaster and school staff undertake to apply any sanctions fairly, and, where appropriate, after due investigative action has taken place. Sanctions may undergo reasonable change from time to time; but will not involve any form of unlawful or degrading activity. The school's policy on Discipline and Exclusions is available from the School on request.

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3.1 THE COLLEGE

3.1.1 Staff are encouraged to support the highest standards in collective and self-discipline. The ethos of the School and the planning of the broad curriculum promote the attitudes and values necessary for individual children to contribute positively to their own personal development and to that of the School. These attitudes and values are further encouraged through a system of rewards and sanctions.

It is anticipated that there will be an increase in negative student behaviour due to the impact of the COVID-19 pandemic. Such behaviour will be sanctioned in line with this policy and taking into account specific and unique circumstances of each transgression.

3.2 GENERAL PRINCIPLES

3.2.1 The promotion and maintenance of good discipline should be based on praise, reward and encouragement rather than on the threat of sanctions.

3.2.2 The school relies upon the integrity of each pupil to observe the school rules which are printed in the Pupil Charter, a copy of which is sent to new parents, is on the school website, on display in Houses and available in hard copy upon request. It is also an appendix to this policy.

3.2.3 All pupils have a right to work in a calm, supportive and purposeful atmosphere.

3.2.4 All pupils have the right to come to school without the fear of being bullied (see Anti-bullying and related Policies).

3.3 THE HOUSE SYSTEM

3.3.1 The House system plays a vital part in the personal development of each student. Although each House has its own system of rewards and sanctions, two broad principles are paramount:

(i) that Houses should have the means by which House members are

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acknowledged and rewarded for achievement, whether that be academic, sporting, cultural, co-curricular or personal.

(ii) that Houses have in place published rules and sanctions; that rules and sanctions are in line with the Children Act.

High standards of student behaviour are encouraged through house meetings, tutor group conversations and PSHE. Heads of House will initiate and reinforce these messages in their weekly assemblies. The Headmaster and other senior staff will initiate and reinforce good behaviour at Head's Assemblies.

3.4 REWARDS AND SANCTIONS

Rewards

3.4.1 For academic achievement pupils may receive credits, commendations, distinctions, school prizes, exhibitions and scholarships. Scholars or exhibitioners, whether academic, music or art, may wear a scholar's tie or jumper.

3.4.2 For sporting achievements there is an honours system for awarding colours.

3.4.3 Commendations are also awarded for non-academic achievement.

3.4.4 Recognition for outstanding contribution to College life is given in House assemblies and the Head's assemblies and the reporting system – the website news page, newsletters, and magazines will contain details of such contributions.

3.4.5 Each House also has a system of rewards and House Colours, outlined in House Handbooks.

SANCTIONS, CLASSROOM AND ACADEMIC

3.4.6 The class teacher should ensure unsatisfactory work is repeated. This may be in a break or lunchtime detention with the class teacher. A poor Attitude to Learning may also result in a break or lunchtime detention. The class teacher should issue a Cause for Concern, which is sent to the pupil, their Tutor, and Hsm which should state, clearly and dispassionately, what the pupil has done (or not) and what sanction has been put in place by the member of staff.

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3.4.7 The individual's academic tutor and relevant Head of Department (who will put in place their own intervention, for example a lunchtime departmental detention) must be informed of continued unsatisfactory work or Attitude to Learning.

3.4.8 Repeated failure to produce work / repeated unsatisfactory work of an acceptable standard, or poor Attitude to Learning, may lead to an academic detention (Monday lunchtime) with a Head of Key Stage. This takes priority over any other activities.

3.4.9 In cases of further poor work or Attitude to Learning, a pupil will be entered into School Detention (after school on a Wednesday) by the Head of Department. A report card may be issued by the Head of Key Stage, after discussion with the pupil's Tutor & Housemaster/Housemistress.

3.4.10 Pupils in the 6th Form who are repeatedly underachieving in more than one subject may be asked to attend additional intervention sessions under the guidance of the Head of Sixth Form. These will take priority over all co-curricular activities.

3.4.11 Disruptive behaviour in class may lead to a pupil being asked to stand outside the classroom for a short time; removed to another classroom, usually within the same department; or, in serious cases, being sent to a member of SLT. The relevant Housemaster or Housemistress is to be informed of any instance of a pupil being asked to leave a lesson. A sanction will also be issued in such occurrences.

3.4.12 Consistently poor work, results and/or Attitude to Learning from holders of scholarships or exhibitions may lead to the awards being removed.

CONDUCT & DISCIPLINE: Pastoral

SANCTIONS

In accordance with the Worksop College General Code for Pupils and the Basic Expectations as laid out in the Pupil Charter, all boarders are strongly encouraged to show consideration for other members of the school community with emphasis on good manners, communication and friendliness.

RATIONALE

Whilst the Pupil Charter is the foundation of the discipline system, the policy on sanctions is set out in the school Discipline Policy which focuses mainly on detentions. In the main, it is felt that such sanctions should be used sparingly during the evenings

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and at weekends in an effort to make a distinction between school and home time.

THE SYSTEM

Pupils who misbehave during boarding time may receive a punishment depending on the severity of the offence:

1. A polite reminder of what is expected coupled with encouragement for better behaviour in the future.
2. A verbal warning.
3. Be required to be in the House early.
4. Early Lights out.
5. Community service (e.g. tidying up storage areas)
6. Re-allocation of dorm, away from influences.
7. Loss of privileges (e.g. tuck).
8. Loss of free time during the day.
9. Letter of apology to wronged party e.g. peer (unkindness/bullying), maintenance staff (vandalism) or staff (rudeness).
10. Pastoral Detention (Wednesday afternoon)

3.5 PROCEDURES

- 3.5.1 Academic achievement is recognised by the awarding of either a credit, a Head's commendation or a Special Headmaster's Commendation via the School Information Management system (iSAMS). These are awarded for achievement relative to a pupil's ability.
- 3.5.2 Credits for rewarding achievement outside the classroom should be entered electronically into iSAMS.
- 3.5.3 Alerts & Cause for Concern notifications should also be entered electronically into iSAMS.
- 3.5.4 Pupils being put into either detention are informed by the member of staff giving the detention and entered into the iSAMS database. An email will also go home informing parents.
- 3.5.6 All Behaviour Management entries (HMCs, Credits, Alerts, CFCs) by teaching staff form part of the pupil tracking and performance data which can be evaluated over time and instantly by HsMs, Tutors and SLT.

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INVOLVEMENT OF PARENTS AND GUARDIANS

Parents and Guardians who accept a place for their child at Worksop College and Worksop College Preparatory School undertake to uphold the School's policies and regulations, including this policy. They will support School values in matters such as attendance and punctuality, behaviour, uniform/dress and appearance, standards of academic work, extra-curricular activities and homework/private study. For the School's part we want to support the pupil in every way that we can and an open and frank relationship between parents and the pastoral staff is critical.

We will always telephone the 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 School's policy usually not to allow holiday to be taken during term and we advise parents not to organise parties for pupils in term time.

BEHAVIOUR OUTSIDE SCHOOL

We may also take action where behaviour could have repercussions on the orderly running of the school, poses a threat to another student or member of the public or could adversely affect the reputation of the school.

INVOLVEMENT OF PUPILS

Our experience shows that the ethos of and respect for the School is enhanced by listening to our pupils and by encouraging constructive suggestions from them, (e.g. via the Students' Council, which meets regularly).

MALICIOUS ACCUSATIONS AGAINST STAFF

Where any malicious accusations are made by a pupil against a member of staff, the procedures as set out in the Discipline and Exclusions Policy will be followed.

COMPLAINTS

We hope that you and your child do not have any complaints about the operation of our behaviour policy; but copies of the School's complaints procedure can be sent to you on request.

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References:

Legal Framework: **Legislative Links**

Education Act 1996

School Standards and Framework Act 1998

Education Act 2002

Education and Inspections Act 2006

School Information (England) Regulations 2008

Equality Act 2010

The Education (Independent School Standards) (Amended) (England) Regulations 2014

Schools (Specification and Disposal of Articles) Regulations 2012

Searching, Screening and Confiscation

<https://www.gov.uk/government/publications/searching-screening-and-confiscation>

General Guidance:

Technological:

Boarding Schools:

Appendix:

Appendix 1: The Pupil Charter (College), which includes the School Rules

WORKSOP COLLEGE

- The behaviour we expect
- Codes of conduct
- Uniform and appearance
- School Day
- School routines
- Rewards and Sanctions

The behaviour we expect

Basic expectations are that all pupils will -

- Openly welcome all to our community;
- Accept the rules of the School and behaviour codes which are based on the laws of the land and common sense

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- Attend the appropriate number of Chapel services and recognise their own spiritual dimension
- Make academic study their priority, whilst showing a determination to develop to the full all their talents, whether intellectual, physical or creative
- Find the necessary motivation to pursue their academic work in lessons, in study periods and in preparation to the best of their ability
- Show involvement and effort in extra-curricular commitments this includes School, House and recreational sport and other chosen activities
- Wear the School uniform and see it as a unifying factor for community identity
- treat all others with equal respect, regardless of age, gender, race, religion, sexual orientation, identity or ability and see any differences as an enrichment to the life of the College
- Be sensitive to the fact that appropriate members of staff will need to know of an individual's whereabouts
- Adhere to the School and house timetables
- Communicate on a regular basis with parents and guardians
- Take primary responsibility for their own health and personal hygiene and alert the appropriate people if they, or others, are in need of pastoral or practical help
- Conduct any close relationships sensitively and in an acceptable manner
- Remember that, as the College is home for many of the school community, a respect for personal privacy and property is necessary
- Conduct themselves outside the school in a responsible manner

Codes of conduct

The purpose of school policies and procedures is to create a supportive, caring and co-operative environment within which all pupils have the opportunity to mature and develop as well-rounded, happy and fulfilled individuals. This framework aims to encourage in each student respect for themselves and others, build self-esteem, forge a strong set of moral standards, encourage self-motivation and independence and engender a positive approach to life.

What follows is a summary of the principal policies relating to general conduct and discipline. Copies of full school policies are available on our website.

Any act that may injure an individual or the school community as a whole is unacceptable. Persistent abuse of one or a combination of the following could lead to a pupil being asked by the Head to leave the school.

1.1 Alcohol

a) The legal requirements regarding the consumption of alcohol by persons under the age of 18 are central to school policy and will be adhered to at all times.

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b) Members of the school will not drink alcohol unless legally allowed to do so and under the supervision of a staff member. Pupils will not, under any circumstances, bring alcoholic drinks into the school.

c) A sensible amount of alcohol may be consumed on school trips with written parental permission and under staff supervision, and in line with (a) and (b) above.

1.2 Bullying

Bullying of any kind is absolutely unacceptable. Detail of the school's attitude and response to all forms of bullying is made clear in the College Anti-bullying Policy.

1.3 Close Relationships In a community such as ours, close relationships sometimes develop between two members of the school. Any physical contact beyond a respectable level is unacceptable and public showing of affection and thus embarrassment to others must be avoided. A close relationship between pupils is strongly discouraged if there is more than two years difference in the school years of the pupils concerned.

1.4 Medicines and Drugs

a) The possession and use of medicines and drugs without permission from the Health Care Centre or Housemaster/ mistress is not permitted. **ALL** medicines and drugs, whether requiring a prescription or not, will be kept in the Health Care Centre and dispensed by the Health Care Centre staff unless special permission has been otherwise granted.

b) The use or possession of any illegal drugs is not allowed. The school reserves the right to ask a pupil to undergo a test if there are suspicions that an illegal drug has been, or is being, used, including 'Legal Highs'. The above guidelines are strictly in accordance with current legal requirements. A detailed drugs policy document is available on request.

1.5 Smoking

Smoking, the possession of smoking materials and the purchase of tobacco, in any form, are forbidden, this includes electronic cigarettes, vapes and vaping materials. Punishment procedures are clearly outlined in the smoking policy document.

1.6 Electronic Communications

a) Pupils are reminded that using a mobile phone, an Ipad, a computer or any other electronic means to retrieve, download, send, store or print any material which is, or might be considered, offensive, pornographic or libellous is a criminal offence.

b) Technological communication (email, sms, mms, social network sites e.g. Facebook, Twitter, WhatsApp, TikTok etc) that offends others will be treated as bullying and dealt with accordingly.

c) The connection of laptops into the network or printer is not allowed. The College will always deal particularly rigorously with such offences.

d) The College reserves the right to look at the contents of any file, whether stored on the school network, I pad, laptop, flash memory stick, or any other memory

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storage facility. All pupils are asked to sign the Worksop College Acceptance Use Policy.

- e) Random checks will be carried out to ensure that College's policy is being adhered to, for the safety and protection of both the College and the pupils.
- f) Guidelines on the use of all Computer Rooms and the College ICT systems are published in the Computer Room and must be adhered to.
- g) Any pupil who observes wrong-doing in the use of electronic communication should report it without fear of retribution or feelings of disloyalty.

Sensitive Personal Data

The College operates a Data Protection Policy, a full copy of which is available on demand.

1.7 Photography

It must be recognised that all members of the College community have the right to privacy and to have that privacy respected by others. It should not therefore be assumed by anyone taking photographs in the College that subjects of those photographs are willing for them to be used for any purpose which would involve them coming into the public domain. Anyone taking photographs or video recordings anywhere on the College site is requested to bear in mind that they are aware of the College policy regarding photographs, a copy of which can be obtained from the College upon request. No photographs may be taken or video recordings made in class unless:-

- (i) explicit permission has been given by a teacher and
- (ii) it is a part of the curriculum being followed.

The taking of photographs/videos in bathrooms, bedrooms or changing rooms is strictly forbidden.

1.8 Motor Vehicles

Members of the School are not allowed to take a lift in a car without written permission from their parents and the driver's parents. Pupils may use their car **only** to drive to and from school, with the Head's permission, following written authorisation from parents. The vehicle must be parked in the visitors' car park and must not be used during the day, other than in an emergency and only then with the express permission of a pupil's Housemaster/ Housemistress. Entry to and departure from the College is only via the main drive.

1.9 Health & Safety

Pupils should be aware that due to the age of the building some floors and stairs are uneven. Correct footwear should be worn at all times and there should be no running, either in the cloisters or up and down stairs.

1.10 Sports Hall

Pupils are reminded that they may not enter the main Sports Hall unless a member of staff is present. Clean indoor footwear must be worn in the main hall. Pupils wishing to use the Fitness Suite must have been inducted by a member of the P.E.

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department and wipe down equipment after use. No pupil may use the Fitness Suite without a member of staff being present.

1.11 Bounds (leaving the school grounds)

a) Once pupils return to school from holiday or exeat they must not leave the school grounds without permission. All boarders are expected to be back by 9.00 p.m.

Pupils may return before 7.00 p.m. in exceptional circumstances only and with prior arrangement with Housemaster/mistress.

b) When a day pupil signs out of the House at the end of the day he or she should not return to school that day without the permission of his/her Housemaster/mistress.

1.12 Restricted areas outside School

a) Outside the School grounds – All areas outside those marked on the maps published in Houses (except when under the auspices of a teacher, e.g. on Community Service), Windmill Lane, the Golf Course (except for those who are members), the Golf Clubhouse, the Worksop Manor Estate (down Castle Farm Lane) and premises such as hotels, public houses, licensed premises, snooker halls, betting shops and amusement arcades.

1.13 Dangerous Weapons

The possession or use of any gun, pistol, blank, live ammunition, fireworks, sheath or flick knives, darts, laser pointer or any other dangerous implement or weapon is prohibited.

1.14 Gambling

No gambling of any kind is permitted at school.

2. SCHOOL ROUTINES

2.1 Daily Routine

The typical school day can be found below

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
REG 0830-0900	CHAPEL	HEAD'S ASSEMBLY	CHAPEL	HOUSE ASSEMBLY	TUTORIALS	Games/Fixtures/ Activities 0830 Breakfast for boarders 0920 Registration 0930 - 1030 Activity One 1030-1045 Break 1045 - 1145 Activity
PERIOD 1 0900-0945						
PERIOD 2 0945-1030					CHAPEL	

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BREAK 1030-1045						Two 1145 Lunch available for teams 1200 Lunch Fixtures: Pupils to check fixtures calendar
PERIOD 3 1045-1130						
PERIOD 4 1130-1215						
REG & LUNCH 1215-1315 (Y7&8 1210)						
PERIOD 5 1315-1400			Games/Fixtures			
PERIOD 6 1400-1445			Games/Fixtures			
BREAK 1445-1500			Games/Fixtures			
PERIOD 7 1500-1545		Senior Games	Games/Fixtures	Junior Games		
PERIOD 8 1545-1630		Senior Games	Games/Fixtures	Junior Games		
1630-1730	Optional Co- curricular programme	Optional Co- curricular programme	1600-1800 Town Time for boarders	HOUSE TIME MANDATORY	Optional Co- curricular programme	

Registration is by Houses at the designated point.

At weekends, Day pupils remaining in school beyond normal hours **must** inform the house staff of their presence.

2.2 Evening Routine

- Prep sessions will be as outlined in the daily routine and under the direction of Housemasters/mistresses.
- A day pupil who elects to stay for evening prep must stay for the whole session. Day pupils may stay after 4.30 p.m. if they are attending an official school activity. Staying to socialise is not acceptable.
- Pizzas and other fast food may only be purchased on Wednesday and Saturday evenings or on special occasions at the discretion of Housemasters and Housemistresses. Orders may only be made through the member of staff on duty in the House and be delivered to the **Bus Shelter, where a member of the ordering House should collect it.**

2.3 Exeats and Leave

- Applications for leave should be made to the Housemaster/ mistress. We do not grant leave during term-term unless in exceptional circumstances

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b) If a boarding pupil is staying with another pupil written permission/e mail must be received from both sets of parents or guardians by the Thursday evening prior to the break.

c) It is vital that pupils going on leave complete the correct House leaving procedures.

d) It will not normally be permitted for boarding pupils to attend parties during term time. Day pupils and weekly boarders are strongly encouraged to hold parties only during exeats or school holidays.

e) All pupils must leave school in uniform unless they have been given permission to wear casual clothes.

2.4 Chapel

a) Pupils must attend the designated weekly Chapel services including the occasional Friday or Sunday Evensongs.

2.5 Health Care Centre

In case of accident or other medical emergency – pupils should go directly to the Health Care Centre, having informed the appropriate member of staff, accompanied by one or more pupils. (See the medical precautions contained in 1.4 above). If it is not possible to go directly to the Health Care Centre, a member of staff or a prefect must be alerted as soon as possible. In the case of non-emergency problems, attend the Health Care Centre at surgery times.

Monday-Friday:

8.00 -8.30 a.m.

10.30 -10.45 a.m.

12.15 –1.15 p.m.

4.30 p.m – closing time, on call after this time

Saturday/ Sunday

HCC operates an on call system, which is in place until 8am on a Monday morning. Throughout a pupil's time as a member of the College, the Medical Officers shall have the right to give the pupil's parents (or guardians) the Head, Housemaster or Housemistress, any confidential information about the boy or girl, if he/she considers that it is in the pupil's own interest or necessary for the protection of other members of the College community that he/she should do so. It is acknowledged, of course, that permission will be needed in the case of pupils who are over 16 years of age.

2.6 Designated Safeguarding/Child Protection Person

To ensure that the welfare of pupils is secured, the School has clearly laid down and recognised procedures for dealing with the safeguarding of children. The Senior Deputy Head (Pastoral) has lead responsibility for safeguarding within the school. Mr Mark Pymm is the Designated Safeguarding Lead at the College.

2.7 Personal Matters

a) We can all have worries, problems, difficulties, from time to time which could be major or minor and which could affect an individual or group. They might cause

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anxiety or prompt complaint. In a boarding school matters can normally be resolved or dealt with to some extent by talking to one's friends, a peer listener, or any member of staff or by telephoning home. The Chaplain, a Housemaster, Housemistress or Tutor will always be ready to listen. The Doctor, the School Nurses, the Deputy Head are also available. A pupil may also contact other people who are not involved in the day-to-day running of the College.

Key listening contacts

School Listener (Contact HCC 01909 537 138)

Father Nicolas Spicer 01909 472180 (independent listener)

Provost – Reverend Justin White 01283 840120

Childline 0800 1111

The Samaritans 116123

Children's Commissioner 02077838330,

info.request@childrenscommissioner.gs.gov.uk

Some problems are best dealt with by individual contact with one person, but others may need to be dealt with by several people. It is important to stress that you may choose the people with whom you would like to speak. Your choice may depend on the circumstances and your feelings at the time and you do not have to tell anyone else what you are doing.

There are many problems and situations which may upset you. No list can ever be appropriate for all individuals at all times, but you may not be able to manage alone in the following situations:

- (i) You feel you are unable to cope owing to problems with work or for social reasons, (i.e. difficulty with friends).
- (ii) You feel you are being discriminated against on grounds of race, religion, gender or otherwise.
- (iii) Someone has hurt, abused or harassed you or someone else has made suggestions, sexual or otherwise, that you feel are inappropriate.
- (iv) You feel you have been treated unreasonably by a member of staff.
- (v) You are being bullied or treated unkindly or unfairly by another pupil.

The College's pastoral and counselling system, including the arrangements in place for peer listening, should support you through your time at Worksop and deal with most matters of concern. In order to support you professionally and carefully teachers may need to share information you give them. Under some circumstances you may wish to make a formal complaint in writing, especially if an informal complaint has not been satisfactorily resolved. Whether you deal alone with the problem, seek advice or help in sorting it out informally, or feel that a formal complaint is appropriate, is a matter for you to decide. Pupils are encouraged to report serious wrong-doing they experience or observe, without feelings of disloyalty or fear.

Pupils Making a Formal Complaint

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You may make a formal complaint by adopting the following procedure, (with or without informing the person you are complaining about).

(i) Write to your Housemaster/Housemistress or to a Deputy Head. In practice you may have discussed the matter with this person already.

(ii) Your complaint will be registered.

(iii) The Deputy Head will speak to you acknowledging your letter and indicating that it is being attended to, within 24hrs of you making the complaint.

(iv) You will then be asked to talk the matter through with the Head, the Deputy Head or the Chaplain. You may invite a pupil or a member of staff of your choice to come to this meeting with you.

(v) If, at this stage, you are dissatisfied with this procedure you may contact Reverend Justin White, the Provost or Mr Jason Barnsdale, the Custos. They will come and speak to you privately at the College (again you may have someone with you), and will advise you about what course seems sensible. At that stage it will be up to you to make a decision, acting on the advice given.

2.8 Fire and Emergencies

a) If you discover a fire, shout 'Fire' and sound the nearest alarm (break the glass), but do not attempt to deal with the fire yourself. Go immediately to your House assembly point, via the nearest exit.

b) If you hear the fire alarm, proceed in an orderly manner, using the nearest exit, to the House assembly points. Houses are to line up in year groups whereupon a roll call will be taken.

c) Fire emergency instructions are published in every House and fire training is given in each House. Pupils must familiarise themselves with these instructions. The school Fire Policy document is published in the Cloisters.

d) If you hear any alarm (Health Care Centre, Gibbs House alarm), please respond and ascertain the nature of the assistance required.

2.9 House Visiting

a) Pupils should respect the people, contents and fabric of the house they are visiting.

b) Visitors' signing-in procedures should be followed, particularly when boys are visiting girls' houses or vice-versa. Pupils may **ONLY** visit Houses of the opposite sex when a member of staff is in-house.

c) On Sundays, members of the school are not allowed to visit members of the opposite sex in their house until after 12.45 p.m

d) Pupils may only visit Houses of the opposite sex when a member of staff is in House.

2.10 Library

a) Pupils are able to take books, CDs and DVDs out by using the signing out procedure published.

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2.11 Lost Property

Lost Property (Years 9 – 13) is kept in the Sewing Room, Year 7 and 8 in Portland House. Pupils who lose property around School should check with their Housekeeper. If that property is not found the loss should be reported to the Housemaster/ mistress. The School Shop may be able to lend items of games kit to pupils who have forgotten them. Pupils must not use any kit belonging to another pupil.

2.12 Meals and Registration

- Pupils must return to House or designated room at 12.15 p.m. in order to register, with the exception of Portland House who will register after lunch. Pupils must not go to lunch until their designated time.
- All pupils are expected to attend all meals to which they are entitled. Attendance at lunch is obligatory for all pupils.
- Second tea is only available for day students who are remaining at school. Breakfast is only for those who have boarded overnight
- Pupils requiring early lunch must have a chit signed by a member of staff.

2.13 Off-Games

Off-games slips must be obtained from the Health Care Centre by all pupils. Day pupils must bring a letter from their parent or guardian explaining why they wish to be off games. Pupils must report to their coach or supervisor with the slip (and then attend the designated classroom with work). One copy must also go to the Housemaster/mistress.

2.14 School Trips

- Parental permission is required for every school visit except when this is less than a school day in length and under £10 in estimated cost.
- Normal school rules apply, unless otherwise stated by the member of staff in charge of the trip.

3. EVERYDAY CODES OF CONDUCT

3.1 School Sport

- Any pupil selected to represent the school is required to fulfil this commitment.
- There should be no foul or abusive language in any arena of school sport.
- Teams should never seek to claim unfair advantage by verbal abuse or any other means.
- Showing dissent or open criticism of umpiring or refereeing decisions, whether playing or spectating, is unacceptable.
- Any pupil who is in breach of the above guidelines will be formally warned – any necessary further sanctions will include suspension from matches.

3.2 Eating & drinking

There is to be no eating or drinking downstairs in the school building during the working day, except in the Dining Hall. Chewing gum is not permitted anywhere

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downstairs in the school building. Food may not be taken out of the Dining Hall without permission.

3.3 Manners

- a) High standards of courtesy are expected throughout the school at all times.
- b) Students should always remember to hold doors for and acknowledge others whom they meet around the school. However, pupils are expected to question (or report to a member of staff) any adult in the school building who is not wearing a visitors' badge.

3.4 Mobile Phones (see also 1.6)

The guiding principle is that mobile phones may only be used to make essential calls and these calls must not be made in public places. During the working day mobile phones should not be used in classrooms, cloisters or other public areas. (Years 7 and 8 under separate guidance from the Housemaster). The use of mobile phone cameras or videos is not permitted unless part of a lesson. No mobile phones may be taken into the Health Care Centre. These guidelines apply equally to text messages, phone calls or pagers. A full mobile phone policy is available on request. Any pupil failing to adhere to these guidelines is likely to have his/her mobile phone confiscated for a period of time. The right to bring a mobile phone to school will be withdrawn for persistent offenders.

However, mobile devices such as laptops Ipads or tablets, with permission from a member of staff, may be used in lessons as part of a learning activity.

3.5 Electronic Games

No pupil may use, access or bring into the school any games console, computer game or dvd which is rated above his/her age.

3.6 Noise

When allowed, radios, CD players, iPad must be played quietly enough not to disturb others or interrupt school activities. Headphones may not be worn or used on the ground floor during the working day unless this is required for specific lessons.

3.7 Study Periods

- a) Sixth Form students are expected to use study periods gainfully.
- b) Visiting other Houses during lesson time is not allowed.
- c) Sixth Form students may not study in House after lunchtime. They should use the SFC

4. REWARDS AND SANCTIONS

The promotion and maintenance of good discipline is based on praise, rewards and encouragement rather than on the threat of sanctions. The School relies upon the integrity of each pupil to observe the School rules but clearly, from time to time, sanctions may have to be applied.

4.1 Rewards

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- a) For academic achievement pupils may receive Special HMCs, Head's commendations, credits, distinctions, school prizes, exhibitions, music or art. All Scholars may wear a scholar's tie or jumper.
- b) For sporting and extra-curricular activities there is an honours system for awarding colours. Full colour sweaters may be worn as part of normal working dress.
- c) For achievement outside the academic or sporting programme, a card system also operates.
- d) Recognition for outstanding contribution to College life is given in assemblies, through the reporting system, as well as in e-newsletters and school publications.
- e) Each house also has a system of rewards.

4.2 Sanctions

Apart from verbal reprimands the following sanctions may be imposed. It should be noted that sanctions are designed to enforce school rules and systems and correct inappropriate behaviour. However, serious breaches will be monitored and recorded by the Housemaster/mistress and, if necessary, referred to the Deputy Heads or the Head.

Academic

- Students who produce unsatisfactory academic work are managed by their subject teacher. Persistent unsatisfactory work will be referred to the individual's academic tutor, Head of Department and Head of Key Stage, informing Housemaster/mistress - a work report card may be issued. Teaching staff, often in consultation with Heads of Department, may put a student in Detention. Those with scholarships or exhibitions may have that award removed.
- Sixth form pupils, whose work leads to significant and ongoing concern, will be subject to closer monitoring in a programme of support. This will be led by the Head of Sixth Form and/ or Deputy Head of Sixth Form and involve discussion with the pupil's teachers, the Head of Department, the pupil's academic tutor, his/her Housemaster/mistress and, if necessary, the Head. A target-based action plan will be put in place to measure progress, the detail of which will be discussed with parents.

Non-academic

- Pupils who are found by Prefects to be breaking certain school rules can expect to be challenged
- A pupil may be placed in the school pastoral detention which takes place on Wednesday afternoon. Parents will be informed by email
- Serious breaches of school rules (refer to relevant section) will be brought before the Deputy Head or the Head. Punishments, suspension or expulsion may result depending upon the nature and seriousness of the offence

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5. GENERAL INFORMATION

5.1 Care of Own Property

All pupils must be responsible for their own property and money, and valuables should be handed to the Housemaster/mistress for safekeeping, otherwise the School cannot be responsible for their loss. Any form of buying or selling transaction may only take place with parents' and Housemaster/mistress's permission.

5.2 Bicycles

a) Bicycles must comply with accepted safety standards. Bicycles cannot be used after dark without a light. Having a pillion passenger is not allowed. Bicycles using public roads must adhere to the rules of the road as applicable. Cycle helmets must be worn.

b) When not in use bicycles must be kept in the bicycle shed and locked with a padlock and chain.

5.3 Electrical Appliances

Tampering with electrical fittings is forbidden. Electrical installations in studies must be approved by the Housemaster or Housemistress in consultation with the Operations Manager. Detailed guidelines regarding electrical appliances in studies are published in each house.

5.4 Roller Blades/Skateboards

The use of roller blades/skateboards is permitted around the school grounds, but not beyond the iron gates. Full protective equipment must be worn – helmet, elbow and knee protectors.

5.5 Restricted areas in school

a) In the school building(s) - the cellars, the kitchen and kitchen yard and the area adjacent to the caterers' outside entrance.

b) Within the school grounds – areas behind the outlying buildings such as the CCF building, Health Care Centre, Geography School, the Drama Studio and the Squash courts. Pupils are not allowed onto or beyond Windmill Lane.

5.6 School Shop

The school shop for uniform items is now online. Please follow the link below.

<https://www.mansfieldsportsgroup.com/worksop-college>

5.7 Sewing Room

On weekdays, the sewing room will be open for normal work for an hour after breakfast and lunch. Emergencies (ripped seams etc) can be dealt with at any time.

Uniform and appearance

Working Dress: Must be worn on the ground floor throughout the working day, unless advised otherwise, and in the school grounds, but need not be worn in House areas, for breakfast or 2nd tea. Day pupils must arrive and return home in working

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dress. On match afternoons or after priority time, pupils may go home in tracksuit trousers and tracksuit top/school hoodie/school sweatshirt.

Formal Dress: To be worn for Chapel services, plays, concerts and other special occasions.

Smart Casual: The member of staff in charge of a school outing will usually provide dress regulations in advance of the outing.

Informal Dress: Pupils may wear informal dress before and after the working day and when in town

Dining Hall: School uniform or tracksuit trousers (plus school top) can be worn for lunch, first tea and match teas. Informal clothing at other times; shorts are permitted but only knee length, non-sports shorts.

Uniform

Items marked with an asterix must be purchased from our online shop at <https://www.mansfieldsportsgroup.com> All other items can be purchased from a retailer of your choice.

Yr 7-11

School uniform

- School blazer*
- Navy-blue checked skirt* (at least knee length) or charcoal grey trousers
- White shirt-type blouse with collar (short sleeve Summer term) to be tucked into skirt/trousers
- Navy-blue sweater (v-necked)
- *House tie/cravat
- Flesh, black or navy-blue tights/socks
- Plain black shoes (lightweight) with a sensible heel. Stiletto or wedge heels are not allowed

Sports uniform

- 1 x Tracksuit bottoms/sports leggings*
- 1 x Hockey shirt*
- 1 x Mid-layer top*
- 1 x Sports socks (Navy)*
- 1 x Sports skort* - for netball (girls) and hockey
- 1 x Sports shirt*
- 1 x House polo shirt*
- 1 x House socks*

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- 1 x Rugby Shirt* for Rugby (boys)
- 1 x Rugby shorts* for Rugby (boys)
- White sports socks
- Navy swimming costume/trunks
- Goggles
- Appropriate indoor and outdoor trainers
- Shin pads (Hockey and Football)
- Gumshield

Non-compulsory

- 1 x Active Jacket*
- 1 x Cricket trousers (if selected)*
- 1 x Cricket shirt (if selected)*

Sixth Form (years 12&13)

- Navy-blue, grey, dark pin striped or black suit, with skirt/matching dress (close to knee length) or tailored trousers (not tapered or tight fitting).
- Plain dark coloured v-necked sweater
- House Tie (boys)*
- Shirts/blouses may be of an appropriate plain colour, discreet small check or thinly pinstriped. All sixth form pupils will require a plain white shirt for formal occasions.
- Black/navy or flesh coloured tights/socks
- Plain dark coloured shoes with a sensible heel. Stiletto or wedge heels are not allowed, nor are platform soled shoes

Compulsory

- Tracksuit bottoms/sports leggings*
- Polo shirt*
- Mid-layer top*
- Shorts/skort *
- 1 x House polo shirt*
- 1 x House socks*

Only purchase Hockey, Cricket and specific sports kit if pupil practices and represents the school.

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Culture, religion and gender identity

We understand and are sympathetic to individuals who may wish to, or not wish to, wear a particular piece of uniform that falls outside our uniform policy. If this applies please get in touch with a member of the Admissions Team.

Sports Equipment

Protective Equipment: The wearing of mouthguards for hockey and rugby is strongly recommended. A leaflet from O-Pro, a specialist supplier of fitted mouthguards, will be sent out during the summer holiday; it takes about a week for them to supply a mouthguard after taking an impression. Dental practices can provide fitted mouthguards; they are likely to need more notice. The wearing of shin-guards is compulsory for hockey. Body or head protectors worn for rugby must be approved by the International Rugby Board and marked with the IRB label. Helmets must be worn by batsmen and close fielders in cricket; the school will provide helmets for those pupils who do not have their own. The wearing of goggles to play squash is mandatory.

Appearance and standards (all year groups)

Sweaters: Cardigans are not allowed. School sweatshirts are not an acceptable alternative to a V-necked jumper.

Shoes: Only plain polishable shoes are acceptable; not suede, suede effect, heavy duty 'Doc Marten' type, patent, or sling-backed. Heels must be of a sensible design. Heels above 5cm (2") are not acceptable. Boots or casual trainers are not to be worn with school uniform. Ankle boots may be worn with trousers.

Hair: Hair must be clean and tidy at all times, and be tied back when appropriate with plain dark coloured hair bands. Dyed hair is only acceptable when discreet. Facial hair is expected to be kept neat and tidy.

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Jewellery: A wrist watch and one pair of earrings, one in each ear lobe, (not in the upper ear) and a small chain may be worn. No other jewellery may be worn by pupils below the Sixth Form
One charity wristband may be worn.

Tattoos: The law states that persons under the age of 18 are not allowed to be tattooed and the school expects pupils to observe this law. On pupils who are over 18, tattoos that can be seen when wearing school uniform or games kit are not permissible.

Skirts: Must be of an acceptable length and style. Skirt lengths must be close to knee length. Full length skirts are unacceptable. Slits in skirts are unacceptable other than a kick pleat or small slit at the back. No skirts with fringes are permitted.

Make-up: Discreet make-up may be worn by members of the Sixth form. They may also wear nail varnish but only pale shades of pink or beige. Other colours are not acceptable. Extensions, decorated gels, acrylics or any other glitter type varnish may not be worn. Pupils below the Sixth form are not allowed to wear make-up.

Socks: Should be of a quiet, single colour. Highly coloured or striped socks are not allowed. White socks must not be worn with weekday or formal wear

Pupil positions of responsibility

Purple Gowns

Purple Gowns are the most senior prefects across the school, comprising two Captains of School (sometimes described as Head Boy and Head Girl) plus two Vice Captains of School. These positions are voted for by their peers and teachers.

House Captains

Each House is led by a House Captain, elected each year by the Houseparent(s). House Captains are often prefects.

Blue Gowns

Blue Gowns are school prefects who undertake responsibilities across different areas of the school.

For a full list of our current pupils in positions of responsibility, please check our website.

Promoting Positive Behaviour

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Contact Details

A list of all teachers and contact details can be found on the Parents area of our website – wsnl.co.uk/parents. You will need your log-in details.

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Area	Phone	Email
Worksop College Main School Office	01909 537100	enquiries@wsnl.co.uk
Worksop College Head's PA	01909 537127	head@wsnl.co.uk
Marketing & Admissions Team	01909 537155	marketing@wsnl.co.uk admissions@wsnl.co.uk
Finance Team	01909 535764	billing@wsnl.co.uk
School Shop		https://www.mansfieldsportsgroup.com/worksop-college
Healthcare Centre	01909 535764	hcc@wsnl.co.uk
Houses - Worksop College		
Derry House (Miss Jamie Grant)	01909 537134	j.grant@wsnl.co.uk
Gibbs House (Miss Helen Lane)	01909 537137	h.lane@wsnl.co.uk
Mason House (Mr Owen Meredith)	01909 537129	o.meredith@wsnl.co.uk
Pelham House (Mr. Trevor Franse)	01909 537131	t.franse@wsnl.co.uk
Portland 7 House (Mr Mark Pymm)	01909 5357102	m.pymm@wsnl.co.uk
Portland 8 House (Mr Neil Longhurst)	01909 537130	n.longhurst@wsnl.co.uk
Talbot House (Mr Nathan Hill)	01909 537152	n.hill@wsnl.co.uk