

FRENSHAM
HEIGHTS

SCHOOLS
RULES



INTRODUCTION

A healthy community requires a balance between freedom and responsibility. Student discipline at Frensham Heights is based on mutual respect and understanding between the students and teachers. Students are expected to develop self discipline, to behave responsibly and to show consideration in their relationships and dealings with each other.

However, the school has rules to ensure the welfare and safety of its own members and to establish the standards of behaviour it expects from its students. In addition, any breach of good manners, common sense or any activity that endangers the individual or other people, is likely to be regarded as a breach of the school's rules.

These rules are accurate at the time of publishing but the school does reserve the right to change them from time to time. If further details on any particular issue are required please check for related policies (please feel free to ask the Deputy Head of your Head of School for further information if needed).

THE SCHOOL'S AUTHORITY

Boarders are under the school's authority at all times during term, except when with their parents or guardians or clearly under their jurisdiction. Day students are under the authority of the school whilst attending, or representing, the school, are still "signed in", and are subject to the school's requirements regarding behaviour, travelling to and from school and at all other times.

REGISTRATION

Students are required to register by 08.20 a.m. and again at 1.55 p.m.

ABSENCE

Permission for planned absences of more than one day can be given only by the Head. The school must be informed by telephone, or in writing if a student is absent from the school unavoidably for illness or other reasons.

Sixth Form students who need to be absent for short periods during the day (e.g. driving lessons, appointments) need to communicate directly with the Head of Sixth Form for discussion and permission.

BEHAVIOUR IN CLASS AND PREP

Students are expected to follow the Classroom Expectations; contributing to a positive and orderly atmosphere in the classroom and to work quietly during study periods, Prep (Main House and Hamilton House) and Quiet Time (in Roberts House). A student who falls short of these expectations will undoubtedly find themselves communicating with their subject teachers and tutors in the first instance. This could then be escalated up to Heads of Department and Heads of School if improvements are not made. Saturday Academic detentions are issued by Heads of School for repeat of significant causes of concern.

Students who continue to demonstrate their unwillingness to cooperate may then find themselves in discussions and under the watchful eye of the Deputy Head or Deputy Head (Academic), or the Head. Continued lack of progress in this areas or an unwillingness to cooperate could lead to suspension.

DRESS AND APPEARANCE

Students are expected to follow the school's dress code and to dress simply, unostentatiously and appropriately in well maintained, clean clothes. Clothing should be free of tasteless, loud or offensive messages, slogans and pictures. Students may be required to wear smart, formal clothing for school trips and other special occasions. Boarders are expected to have smart clothes at school.



LEAVING THE SCHOOL SITE

Any student missing a lesson or other school commitments to attend an interview or appointment away from the school must inform all teachers of their absence at an appropriate time prior to their departure.

Students below Year 9 may not leave the site during the school day. Students in the Middle and Senior Schools may only leave the school site at lunch during the school day and must sign out and back in at Reception. Times for signing out and signing in at Reception can be confirmed with your tutors and the Heads of Middle or Senior Schools.

Members of the Sixth Form do not need permission to go into Rowledge at lunchtime but must sign out from Roberts House.

Boarders below the Sixth Form may not leave the school site after 5.30 p.m. unless involved in an official school activity or with appropriate permission from their Housemaster or mistress.

When darkness falls all members of the school must remain within the lighted areas of the school buildings.

All boarders must sign out before leaving the school campus.

OVERNIGHT

No boarder may leave the school after reporting in time. Absence from a boarding house during the night is a serious offence and will receive appropriate school sanctions. This includes being in the wrong wing at the wrong time for boarders.

VISITORS

Students may not invite any visitors under the school premises without prior permission from a member of staff.

Visitors to the school must report to the reception and receive the appropriate visitor badge. If visitors are arriving after 5.30 p.m. then they should report to an appropriate boarding house and sign in as a guest of a boarder.

SMOKING

Smoking is against the school rules. Tobacco products electronic cigarettes or vaping equipment, lighters and matches may not be brought to school. Students found smoking, or in possession of tobacco related products, will be gated and their parents will be notified. Repeated offences will incur more severe sanctions including Saturday community work.

Any student found smoking inside the buildings or in the company of younger students or supplying smoking materials to younger students must expect to be suspended.

Standard Sanctions for Smoking:

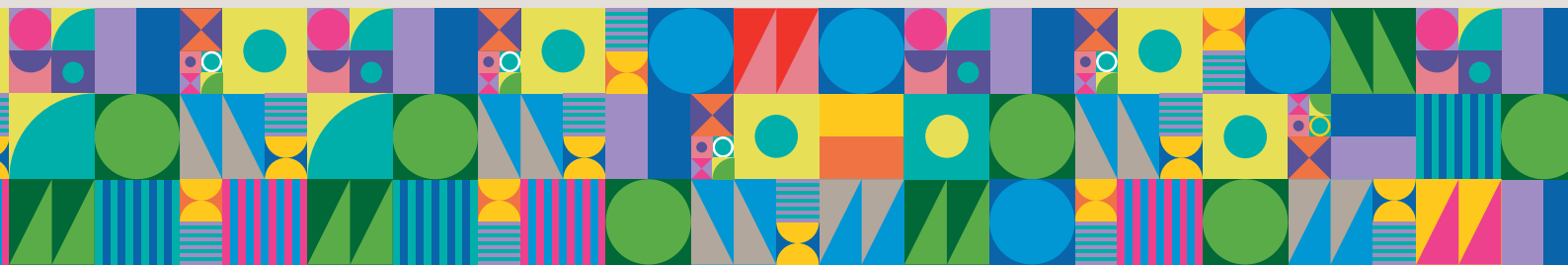
First Offence

- Confined to the Long Gallery (or an area of the boarding house), during free time for a week; completing a gating card which is issued by the Deputy Head
- Interview with Deputy Head
- Offer of support from the School Nurse.
- Letter to parents from the Deputy Head.

Second Offence

As for first offence, plus...

- Saturday community work set by the Deputy Head - or
- Extension of confined free time



Third Offence

As above for first and second offences plus...

- May incur internal suspension (depending on circumstances or timing)
- Warning of suspension for further offences.

Fourth Offence

- Interview with Head or Deputy Head
- Suspension from school for a set period (normally three days)
- Interview with the Head and parents, upon return, at which it will be explained that continued abuse of the school's rules and expectations may lead to expulsion.

BULLYING

The safety and well being of every student is of paramount importance. Any form of bullying or mistreatment of another student (via technology or in person) will be investigated thoroughly and all parties will be involved in reconciliation. If bullying continues it is likely to lead to the suspension or expulsion of the offender.

MOBILE PHONES

Mobile phones may be brought to school but must be used responsibly in line with our tech code of conduct. Phones should be switched off or on silent in lessons (as per the teachers expectations), meetings or during performances.

BICYCLES

Students wishing to bring a bike to school must adhere to the Bike Expectations document which is visible in all bike shelters and boarding houses. Bike riders should be safe, visible and ride sensibly around the school site.

Students who wish to use the Bike Pump Track (school times only) must have parental permission which is obtained via the Head of Outdoor Education

CARS OR MOTOR CYCLES

Students wishing to drive themselves to school must apply, in advance, for permission from the Deputy Head in writing.

No student may travel in a car driven by another student except with the written permission to the Deputy Head of both students' parents.

See Sixth Form Vehicle Contract for further information of expectations.

COEDUCATIONAL LIVING

Students who are living or staying in our coeducational boarding houses are expected to adhere to our rules and expectations surrounding respecting each other's privacy and by not being in the wrong place at the wrong time. Each Boarding House has a handbook (and posters) which lay out these expectations very clearly. Students who are in the wrong place at the wrong time should expect to be sanctioned according to the nature of the incident; this could range from early sign ins to suspension.

DRUGS

All forms of substance misuse and abuse are totally forbidden. Possession or misuse of any drugs, prescribed and nonprescribed, at any time in or out of school during term or vacation may result in expulsion. This rule includes the



use of legally prescribed drugs, mood altering substances including legal highs, glue sniffing, solvent abuse and the like. Further details of the school's misuse of substances policy can be received on request or available via the parents' website.

ALCOHOL

Alcohol is forbidden on school premises, except for senior students under adult supervision at certain authorised school functions. Students who are under the influence, or in possession, of small quantities of beer, cider or wine on site should expect to be gated in the first instance with a form of suspension for any subsequent offences. On a fourth breach of this rule students should expect to be expelled.

Students who are under the influence, or in possession of, spirits (or spirit based drinks), large quantities of beer, wine or other drinks of a similar alcohol content must expect to be suspended for a first offence (infringement may result in suspension for between 1 and 7 days) and further abuse of this rule will lead to expulsion.

If it was felt appropriate in the view of the Head or School Counsellor then counselling may be required for a student who has developed a history of alcohol abuse.

SEXUAL BEHAVIOUR

Sexual behaviour which is embarrassing to other members of the school community or likely to threaten the school's standards or reputation will lead to suspension. It is important that all members of the community are aware of the impact that their behaviour can have on others and behave appropriately wherever possible.

SCHOOL PROPERTY

Intentional damage to school property is a serious offence. Anyone who causes damage, intentionally or unintentionally, must expect to have to pay for the damage and will face appropriate sanctions.

CLIMBING

Climbing in or out of windows or on roofs and buildings is strictly forbidden. Students who leave the boarding house via a window must expect to be suspended as a result of deliberately putting themselves beyond our care.

SWIMMING POOL & OUTDOOR EDUCATION EQUIPMENT

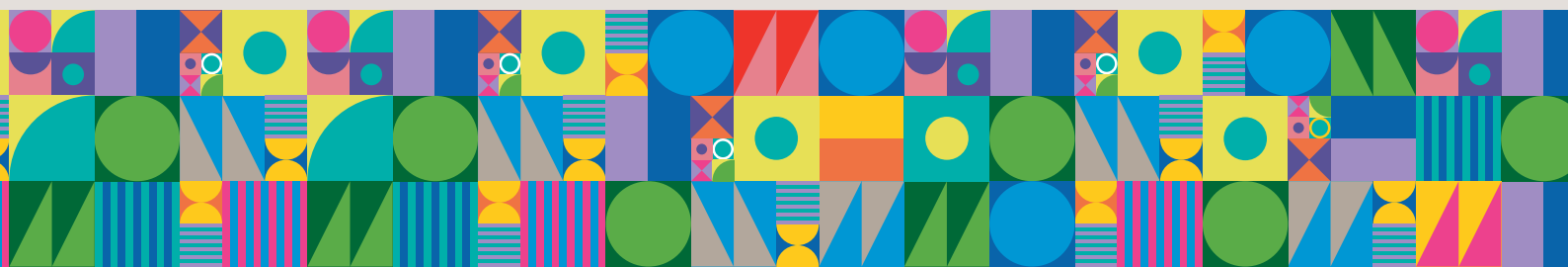
The swimming pool and garden and outdoor education equipment are strictly out of bounds except when a suitably qualified adult is present.

DANGEROUS WEAPONS

Students are not permitted to have laser torches, knives (including penknives), air pistols, catapults or other weapons at school. Possession of such weapons will lead to appropriate sanctions and may include suspension or expulsion.

ACCUMULATION OF OFFENCES

All members of the community must be aware that accumulation of offences across different areas of behaviour will lead to suspension and possible expulsion. Students must not assume that single offences in individual areas of the school are not considered accumulative and that such negative behaviour will have serious consequences.



THEFT

All students do have lockable spaces available to them. During the day academic lockers, for boarders lockable sections of their beds, wardrobes, or bedside cabinets. Every child should bring a padlock with them (we find number locks to be most suitable).

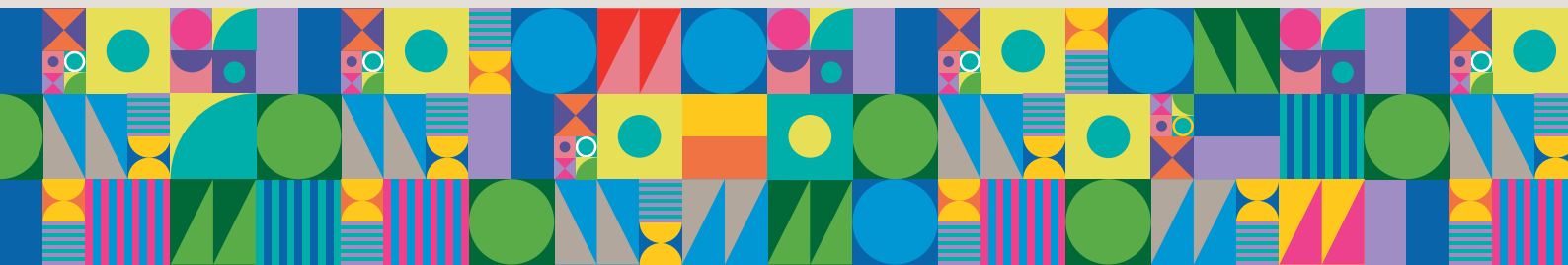
Every case of theft is investigated as fully as possible. Speed of communication is key so students and/or staff should let a senior member of staff know as soon as an item is noticed as missing.

For theft of small items such as stationery, some sports kit, smaller electronic equipment (under the value of approximately £20.00) the most likely sanction will be: the return (or replacement) of item, a written apology, and a gating or internal suspension for a number of days.

Repeated offences of theft or any items of cash, personal belongings over the value of £20.00 will require: the return of item or payment of similar value, a letter of apology and, quite likely, a period of suspension from school.

If in the view of the Deputy Head and Head a serious example of theft is proven, by anyone who has already been suspended for this behaviour, they must expect to be expelled from the school.

Please see theft policy for further details.



These two pages offer a quick reference of the School Rules. It is design to show the range of sanctions used for various offences using examples where possible. The School is aware that each situation is different, but it is also important to recognise that the school also has to take into account precedence and consistency.

ALCOHOL

- In possession or evidence of having consumed wine, beer or cider: **a weeks gating**
- Being drunk in school or in possession of large quantity of alcohol: **internal suspension**
- In possession of or evidence of having consumed spirits: **external suspension (and a risk of expulsion)**
- Supplying younger students with alcohol: **external suspension (and a risk of expulsion)**

SMOKING

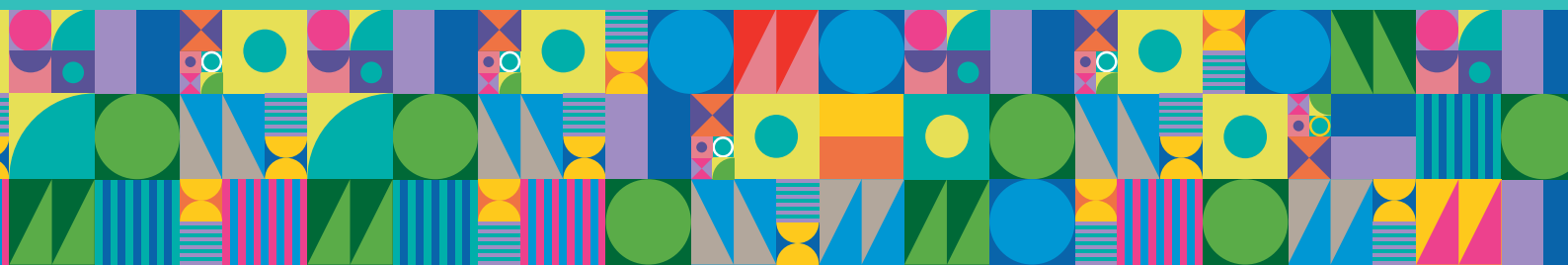
- Caught smoking or in possession of smoking related paraphernalia (including vaping or ecigarettes): a weeks gating
Smelling strongly of smoke may result in some gating if it is deemed highly probable that a person has been smoking.
- Caught for a second time (normally within a year): **a weeks gating and a Saturday morning**
- Caught for a third time (or whilst already gated): **internal suspension**
- Supplying or caught smoking with younger students: **internal suspension**
- Caught for a fourth time or failing to accept the discipline of the school: **external suspension**
- Buying or supplying younger students: **external suspension**
- Smoking inside a building (putting others at danger): **external suspension**

DRUGS

- Admitting to using or asking for help with a drug or substance (not Class A) before an investigation has started: **voluntary supportive regime**
- In possession of (a very small amount) or admitting use of a “Class C” drug or “legal high” (includes misusing other substances such as OTC drugs): **one full week suspension (returning to school on a supportive regime)**
- Failing a drugs test whilst on a drugs contract that was selfimposed (Class C only): **one full week suspension (returning to school on a supportive regime)**
- Students whilst on a supportive regime produce a drugs test generating a positive result must expect to be expelled from school: **expulsion**
- Use or possession of a class B or A drug (including legal highs if appropriate): **expulsion**
- Supplying another student with a drug: **expulsion**

SEXUAL BEHAVIOUR

- Wrong place at the wrong time, or making somebody else feel uncomfortable: **gating**
- Caught in a compromising position or state of semidress or under covers: **suspension (anything from 3 to 5 days)**
- Involved in activity that was sexual in nature whilst under the schools direct care: **suspension (anything from 3 to 5 days)**
- Use of technology for activity that is sexually inappropriate: **suspension (anything from 3 to 5 days)**
- Wrong place at the wrong time (e.g. a Sixth Form boy caught in the dorm of a girl before 8.30am) or being on the wrong wing overnight: **suspension (anything from 3 to 5 days)**
- Caught in the act of sexual activity whilst under the schools care: **expulsion**
- A sexual offence that breaks the law of the land (e.g. grooming or sharing images or lack of consent): **expulsion**



MITIGATING OR AGGRAVATING FACTORS

- Age
- Location
- Timing
- Honesty
- Previous record (general)
- Reputation of school
- Impact on others
- Danger to self or others

These may cause the sanction to be adjusted according to the circumstance.

OTHER OFFENCES - EXAMPLES

Gating (1 to 5 days):

- Making a poor choice or small mistake
- Poor behaviour or behaviour that causes concern
- Being unpleasant to another person or needing time out from the community
- Needing time and focus to allow a person to concentrate on work that hasn't been completed
- Taking something that wasn't yours - and returning it
- Not being where you should (e.g. signing in or out, going into a space where you know you shouldn't go)
- Being responsible for damaging someone else's property
- Bringing something inappropriate into school

Saturday catch up or community work:

- Deliberately missing a lesson or being devious in missing a lesson
- A gating offence - that needs a little extra opportunity to pay back the community that it has offended

Internal suspension:

- Making a deliberate choice to make someone feel uncomfortable or do something you know is wrong
- Putting yourself or someone else in danger (e.g. climbing on the theatre roof) or putting yourself beyond our care
- Not learning from your previous mistakes
- Violent behaviour towards another person (leaves a red mark or slight bruise)
- Causing concern or extra work for others (running off campus)
- Stealing an item of value (over approx £20)
- Deliberately damaging property or vandalism

External Suspension:

- Continuing to deliberately make poor choices or not learning from your mistakes
- Putting yourself or someone else in danger and putting yourself beyond our care (e.g. climbing out of a window to escape from a boarding house)
- Stealing a high value item
- Very violent behaviour (causes bad bruising or other injuries)
- Bringing something inappropriate into school that could cause harm to others

