

## **College Regulations 2018-2019**

### **Introduction:**

These are designed to encourage self-discipline and consideration for others, and are based on common sense, good practice and the ideals of good citizenship.

Behaviour that shows a lack of consideration and respect for others, their feelings and property, or a disregard for the law of the land or the reputation of the College is considered a breach of College rules. Your Head of House or Head of School can advise you on any aspect of College regulations. They are also able to give permission if needed for a particular purpose.

Certain activities are forbidden at the College. These include: smoking, using illegal drugs, new psychoactive substances (NPS - previously referred to as 'legal highs') & e-cigarettes, gambling and drinking alcohol, with the exception of drinking in the Senior School Club by those entitled to do so at the times permitted. Smoking (which includes "vaping") inside College buildings is considered an extreme breach of College regulations. Being with anyone breaking these rules is also a serious breach of College discipline. The possession and/or supply of materials associated with these forbidden activities are extreme breaches of College regulations and may be searched for in accordance with the Searching Pupils Policy along with other items that are offensive or dangerous such as fireworks, laser pointers or weapons of any description (this list is not exhaustive). Chewing gum is not allowed at the College.

All pupils are expected to be polite and good mannered with each other, with teaching staff, operations staff and visitors. If you need to miss lessons, Chapel, Games or activities for any reason, you must obtain the permission of the member of staff concerned at least a day in advance.

### **Manners**

Good manners are important in helping maintain an atmosphere of confidence happiness and achievement. The following suggestions for guidelines to be followed were put forward by pupils in tutorial discussions:

- Treat others as you would expect to be treated.
- Offer help when needed.
- Respect the views and beliefs of others even if you disagree.
- Respect the privacy of others.
- Remember good manners at meal times.
- Be punctual.
- Hold a door open for someone if it helps them.
- Acknowledge others with 'Good Morning', 'Please' and 'Thank you'.
- Queue in order.
- Don't use bad language.
- Listen to others when they are talking, don't interrupt.
- Respect those in authority.
- If you are in the wrong, admit it and apologise.
- Respect the times when silence is asked for.

### **Representing the College**

College regulations apply when pupils are off site for example on visits or matches, when pupils are part of any College organised group including on College transport and at all time when in College uniform or sports kit.

### **Pupils' Computers**

These are allowed in College on the understanding that pupils have sole responsibility for their care and security. They may be used during lessons with the permission of the subject teacher concerned. As with other expensive items it is recommended that parents insure these computers and make maintenance arrangements. Pupil's computers may be connected to the College network by consulting the IT technician. There is a licence fee payable for the use of software once connected.

The internet must be used responsibly; this includes social networking and similar sites. The inclusion of material on such sites which is offensive to other pupils or staff, or which damages the reputation of the College will be considered a serious breach of regulations.

### **Bounds and Times**

Permission is needed before leaving the College. Pupils leaving the College site having been granted permission to do so must sign out. During the school day pupils should sign out at the Lodge using a signing out card. At other times, boarders should sign out in their School signing out books. Boarders are not to leave their accommodation before 7.30am or after the published 'In School' times without express permission from duty staff.

The following areas are out of bounds at all times: Maintenance and domestic staff premises; the goods entrance; the grounds sheds, clocktower, roofs, dangerous areas such as lakes and ponds; any site closed off for maintenance; the staff and visitors' toilet in the lodge. Other areas are out of bounds without supervision such as the swimming pool, staff accommodation, CV gym and performance centre.

### **School Shop**

The shop is open to pupils during the term at the following times:

Mon-Sat 11.00am-2.00pm M, T, W, Th & Fr 7.45pm-9.00pm

### **Conduct in the Library**

Please do not bring food or drink into the Library.

Please turn mobile devices off or onto 'silent', and do not make or take calls in the Library.

Please help to maintain a quiet and productive academic environment.

See the school website for more information and Library opening times.

### **Conduct in the Music School**

The Music School has a 'coded entry' door and pupils are actively encouraged to practise in practice rooms between 8:00am and 6:00pm and boarders in the during the evening too.

There is a maximum number of two pupils per room, unless by prior arrangement with the Director of Music.

Please do not bring food or drink into the Music School.

The Recording Studio & Ensemble Rooms can be booked out to students using the booking sheets outside the room.

All electrical equipment must be turned off after use.

All windows must be shut & blinds rolled up before leaving a practice room.

### **Study Areas and Bedsits**

Pupils should behave in a way that does not disturb others.

During study periods or prep, pupils should not leave their study area.

It should not be necessary for any pupil to lock themselves in a study or bedsit at any time.

Pupils will be expected to keep their studies or bedsits in good order. Any damage must be reported immediately.

Rooms must be cleared and left clean and tidy before the end of each term or at other times as required. Keys must be returned to Heads of School. A charge may be made if these procedures are not followed.

Electrical equipment that uses the mains supply must be PAT tested before it may be used at the College. Cookers and other similar equipment that pose a fire risk are not allowed in studies or bedsits. Other equipment may be used at the Head of School/Moss Moor's discretion.

Boys are not allowed into the girls' boarding accommodation and girls are not allowed in boys' bedsits. This means no boys in Moss Moor or other girls' accommodation such as Endways, Green Wing etc., and no girls on the top floors of the Middle and Senior Schools (with the exception of the Senior School Club), or in Mickleoak and Talbot.

### **Possessions**

Pupils should make the effort to look after their own possessions and respect the possessions of others. Pupils should not need to bring valuables into school. However, all pupils will be provided with a lockable space. Pupils should provide their own padlocks.

### **Rewards**

Your own personal achievement, confidence and happiness are the main rewards you should aim for, as well as helping others to do the same.

In addition, you will receive merits and distinctions for outstanding work or effort in class. A good conduct merit is available for pupils who go above and beyond and are particularly helpful at any time. These are recorded on the school database as are House and Boarding comments when pupils make valuable contributions to their House or Boarding School.

Each half term your Head of House will give commendations to a minimum of one pupil per year group who has done particularly well. These alternate between outstanding effort and attainment. The Headmaster will then choose from these and award his own commendations in a full College assembly.

There are many posts of responsibility within subjects, activities, Houses, Schools as well as in the whole College. Your appointment to any of these posts whether as team captain, Chapel sacristan, Cadet Force NCO, College Prefect is a reward in itself which also carries the responsibility to set a good example to other pupils. Grades are given regularly for achievement and effort in all subjects. These are also sent to your parents.

Various College prizes are given each year and awarded on Speech Day.

### **Transport**

When travelling on College transport pupils must wear seat belts and remain seated during the journey. The driver must not be distracted. Failure to do so may result in permission to travel on College transport being withdrawn.

Sixth Form pupils who have passed their driving test may apply to the Headmaster for permission to drive and park on the College campus. Failure to follow the procedures outlined may result in removal of this permission. Safe and responsible use of cars is essential. Taxis may be ordered only with the permission of the Head of School for boarders. Parents should arrange taxis for day pupils.

### **Sanctions**

Most pupils behave according to the standards expected at the College. Sometimes it may be necessary to remind a few pupils of these standards and to help and encourage them to behave accordingly.

Sanctions or punishments are usually only used following a warning. They include:

Prefects' Detention. Occupying pupils constructively during their free time, set by prefects and monitored by staff.

Being placed on report. Targets for improvement are set and a report card is taken to each lesson. There are Tutor (*in liaison with Head of House/Head of School*), Head of House/Head of School and Senior Master report cards providing three increasing levels.

Academic Detention and Conduct Cards which must be signed by your tutor before completing the detention or work set.

Extended Detention (Wed & Sat 4.00-6.00pm) if three cards are received in one half term.

A combination of Senior Master's Punishments and Extended Detentions depending upon how serious the breach of College regulations is.

Headmaster's Punishments, for serious breaches of College regulations.

Temporary (suspension) or permanent exclusion from College.

### **Pupil Complaints Procedure**

If you wish to make a complaint about any aspect of College life, you should first speak to your Head of House, Head of School, the Chaplain or Second Master. It may be possible to deal with a complaint informally at this stage through discussion with staff.

If you would like to make a formal complaint it must be in writing to the Second Master, or in the event that the complaint is regarding the Second Master to the Headmaster. It will be acknowledged also in writing within 24 hours.

The Second Master/ Headmaster will begin the process of investigating the complaint. Then you will be asked to talk the matter through with the Headmaster and/or the Second Master. You may bring a friend to this meeting. You will then be involved in the decision about any action to be taken.

### **Parents' Complaints Procedure**

If your parents wish to make a complaint, they can use the Parents' Complaints Procedure which is available on the College website or by request from the Headmaster's secretary.

### **Dress and Appearance**

You are expected to take a pride in being correctly dressed, whether in school uniform, correct sports kit or informal dress. Combinations of school uniform and informal clothing are not allowed. School uniform is worn throughout the working day until the time of day pupils' departure.

A full list of school uniform is sent to your parents with the joining instructions.

All pupils are to wear jackets except when summer dress is allowed. Girls in the Third Form and above have the option of either continuing to wear the long skirt or to wear the straight skirt, which must be knee length.

Shoes (no boots) should be black (Senior School may wear brown) and kept clean. They should be suitable for walking around the College campus.

Senior School pupils may wear a tailored suit as school uniform. These should be black, mid-dark grey or mid-dark blue. They may also wear a shirt (or blouse with collar and sleeves for girls) in quiet colours or stripes but not highly patterned with their uniform. T-shirts, polo shirts and denim are not appropriate. Girls may wear either a trouser suit or a skirt suit, skirts must be at least just above the knee and **no skirts of a stretchy material are permitted**.

Summer dress may be worn in the Summer term. It may be worn in Chapel.

Jewellery should be plain and not stand out. All pupils may wear a fine chain around the neck. In addition to this, girls may wear a plain stud in each ear lobe.

Make-up should be discreet and only clear nail varnish should be worn.

Hair should be clean, neat and tidy. Unusual hairstyles are discouraged.

Sports kit should not be worn in the dining hall except with permission for team teas (usually summer).

Hats may only be worn as part of correct sports equipment and not indoors.

Informal dress should be clean and tidy.

**Check with your Head of House or Head of School if you are unsure about your dress and appearance. They will give you advice and if necessary make a final decision.**

### **Health and Safety**

The Medical Centre is open at the following times:

Mon-Fri: 8.00am-9.00pm

Sat: 9.00am-6.00pm

Sunday: 7.00pm-9.00pm

Pupils will be seen outside these times in an emergency

The College medical officer visits twice each week as announced by the Medical Centre Sister. Pupils wishing to see a female doctor may do so by visiting the Medical Centre and booking an appointment.

Pupils needing to visit the Medical Centre during lesson times need a note from their subject teacher. Pupils feeling unwell should report to the Medical Centre for assessment. Unwell pupils must not take themselves off to their own accommodation or leave school premises without explicit permission.

### **MLO (off games)**

Pupils unable to take part in games will be declared off games (MLO) by the Sister. Day pupils will need to take a note from a parent or doctor to the Medical Centre as well as to their Head of House.

All pupils must attend games or MLO supervision. There are no other categories. There will usually be a period of 24 hours after being off games before competing in matches.

### **Swimming**

Pupils are not allowed in the swimming pool or the swimming pool building at any time unless supervised by a suitably qualified member of staff.

### **Fire Regulations**

These are posted in Houses and Schools and should be memorised. If the alarm sounds you should:

- Leave the building by the nearest practical exit. Walk quietly to your assembly point. Do not run. Do not lock rooms.
- You will be told when to stand down by your Head of House or Head of School. Switching the alarm off is also the stand down signal.

It is a criminal offence to tamper with fire appliances.

Take all sensible precautions to avoid the danger of fire:

- No naked flames or private heaters.
- No drapes from ceilings.
- Central lights must be white and not obscured.
- Sockets must not be overloaded and appliances must be switched off when you leave a room.

**Please note:**

The possession and/or use of offensive or dangerous items such as fireworks, laser pointers or weapons of any description is forbidden.

**If you need help**

College staff are experienced in dealing with a wide range of problems. You may feel that something is difficult to deal with and you may not be able to see how to get through it. There will probably be staff who have dealt with a similar problem before who know how to sort things out without making them worse.

Discuss things with someone; whether it is your parents or guardians, a friend, the Chaplain, the Medical Centre Sister or School Doctor. Your Head of House or Head of School will be able to help, or your House Tutor, Senior Pastoral Lead or any member of Senior Management.

Alternatively you might wish to talk to Kathy Swords, our School Counsellor. To make an appointment email [Talk@denstonecollege.net](mailto:Talk@denstonecollege.net) or drop into the Medical Centre on Tuesdays or Thursdays between 12.30-1.00pm.

**Safeguarding Team****Designated Safeguarding Leads:**

Sister A. Smith                      Mrs K. Hood

**Deputy Designated Safeguarding Leads:**

Mr. B Duerden                      Sister G Lear                      Mr R Neal

**Email Contact for the safeguarding team:** [safeguarding@denstonecollege.net](mailto:safeguarding@denstonecollege.net)

Pupils can also share their concerns remotely via: the college's anti-bullying email address – [shareit@denstonecollege.net](mailto:shareit@denstonecollege.net)

**Safeguarding Governor**

Mrs Jane Dickson

**To talk to someone outside College you can contact the following people:**

**Independent Student Helpline:** Emma Stevens 07855762575

**Childline:** 0800 1111

**Officer of the Children's Commissioner :** Freephone 0800 528 0731 or contact via [www.childrenscommissioner.gov.uk](http://www.childrenscommissioner.gov.uk)

**Local Authority Designated Officer (LADO) Pupils' Welfare Issues:** 08001313126

**Useful websites**

Bullying Alliance – [www.anti-bullyingalliance.org.uk](http://www.anti-bullyingalliance.org.uk)

Kidscape – [www.kidscape.org.uk](http://www.kidscape.org.uk)

Childnet – [www.childnet.com](http://www.childnet.com)

Childline – [www.childline.org.uk](http://www.childline.org.uk)

Stonewall – [www.stonewall.org.uk](http://www.stonewall.org.uk)

Mencap – [www.mencap.org.uk](http://www.mencap.org.uk)

CEOP (Child Exploitation and Online Protection – [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)

## Computing and ICT

Username: \_\_\_\_\_ E-mail Address: \_\_\_\_\_@denstonecollege.net

**External Access to Systems:** School Mail: <http://mail.denstonecollege.org> Files access: <http://files.denstonecollege.org> IT Support: <http://support.denstonecollege.org>  
Or visit the Pupil Portal via the School Website [www.denstonecollege.org](http://www.denstonecollege.org) click on the pupil page.  
**Internal Access to Systems:** Printing (internal only) : <http://printing>

**IT Support:** Key support information can be found in the following location O:\Students\IT Support

**Adding Devices to the School Network:** Go to settings and select 'Denstone-Student' WIFI enter the following details: SSID: **Denstone-Student** Security key: **WiFi@Denstone** (case sensitive), once connected click on 'connect'. If this is the first time you have joined the wireless you will need to click the link at the bottom to install the school certificate, follow the instructions, and then press back on your browser and login using your school username and password.

**Responsible Use Agreement** - You are expected to use ICT responsibly and in accordance with the agreement you signed when joining Denstone College as a pupil.

- I will use only my own login and password, which I will keep secret.
- I know that the College may check my computer files and may monitor the Internet sites I visit.
- I understand certain members of staff are authorised to look at the content of my electronic device should they suspect an offence has been committed. They do not need my or my parents'/guardian's consent to carry out such a search.
- When using technology, I will not give my personal email, home address or phone number, or arrange to meet someone that I do not know.
- If I arrange to meet people offline that I have communicated with online, I will do so in a public place and always take an adult with me.
- If I see anything I am unhappy with or I receive messages I do not like, I will report it immediately.
- When using 3G/4G on personal devices to connect to the internet during school time, I will act responsibly and in an appropriate manner in accordance with the rules set out in this agreement.
- I will only e-mail people I know, or those approved by my teacher.
- I will treat all IT rooms and IT equipment with respect and not tamper, change or modify settings to IT equipment.
- I will ask for permission before opening an e-mail or an e-mail attachment sent by someone I do not know.
- I will not use internet forums except if it is a discussion room that has been set up by my teacher.
- I will not create or join any Denstone College related social network site/s that is not endorsed by the school. If I plan to set up a social network site that involves Denstone College or its pupils, I will seek permission first from the Second Master.
- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- I will not install or attempt to install software of any type on any school device or try to alter computer settings
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- The messages I send will be respectful, polite and sensible.

- I will not take or distribute photos or videos of members of staff.
- I will not take or distribute photos or videos of pupils without getting permission first.
- I will only use my mobile phone and other personal devices e.g. smart watches during free time and when I have permission to do so from a member of staff. I will ensure my phone/personal device is turned off during lessons, activities, assemblies, prep etc.
- I understand that if I copy content from the internet or another source and claim the work to be my own this is plagiarism.
- When downloading content from the internet I will ensure this is permitted and not in breach of copyright.
- Any content or work I display on the Internet will be work that I know I would be happy for my family and friends to see.
- I understand that if I deliberately break these rules, I could be stopped from using the Internet or computers at the College. I understand that the College has the right to take action against me if I am involved in incidents or inappropriate behaviour covered in this agreement, this includes when I am out of school and when they involve cyber bullying or the sharing of inappropriate images.

### **Pupils' Computers, Mobile Phones and Other Electronic Devices**

These are allowed in College on the understanding pupils have sole responsibility for their care and security. They may be used in lessons with the permission of the subject teacher concerned. As with other expensive items it is recommended that parents insure these devices and make maintenance arrangements. Mobile phones must be turned off in lesson, activities, meetings, assemblies, prep etc. If phones are misused they may be confiscated until such time as they can be taken home. Being in the possession of a mobile phone, or other communications device, during an exam, even if switched off, is a serious breach of examination board regulations. Internal exams operate under the same system.