

BEHAVIOUR, RULES, REWARDS AND SANCTIONS

Guiding principles

Our approach to behaviour, rules, rewards and sanctions flows from the school's ethos, and in particular from the following principles (which form part of the school's statement of Aims and Ethos).

- We aim to maintain a lively, close-knit yet relatively liberal community in which pupils feel engaged, happy and at ease with themselves and with their school environment; in which the relationships between staff and students are 'comfortable' and built more on mutual respect than on imposed formality; in which pupils are encouraged and stimulated to develop academically and personally, and to grow into themselves as confident, thoughtful and considerate people who are ready to move on to the next stage of their lives.
- We aim to foster in students a growing sense of self-confidence, initiative and individual responsibility, and to keep rules to the minimum that we consider appropriate and necessary. Obviously this varies depending on the age group; and it is partly in order to have the flexibility to differentiate in this way that we have wanted to retain distinct buildings for different parts of the school.
- We aim to maintain as much tolerance and flexibility as we possibly can in every area of school life. We value individuality and aim to foster respect for others paying particular attention, among other things, to the protected characteristics set out in the Equality Act 2010. Key to our thinking is the importance of giving students the space to be themselves and to grow and develop in a context in which they feel valued and secure.
- We value frequent and open communication with parents and aim to create the sense of an active partnership in which parents feel involved and well informed.

In accordance with these principles:

- We aim to be fair and consistent, and to focus much more on ways of modelling and reinforcing positive behaviour than on the use of sanctions.
- We believe that all staff have a crucial role to play in helping to maintain the core elements of the school's ethos through their own conduct and through the way they relate to students.
- The rules, and the rewards and sanctions that go with them, are designed to be age appropriate. Some rules apply throughout the age group while others are different for different age groups.
- In addition to conveying clear messages about what is and isn't acceptable, sanctions are, as far as is possible, intended to serve a positive educational purpose rather than to be purely punitive.
- The needs of students with SEND (specific educational needs and disabilities) will be taken into consideration when applying this policy.

Anti-bullying policy

Bullying, in any form including cyber-bullying, is not tolerated at d'Overbroeck's, and any instances of it will be dealt with promptly and firmly. The school's Anti-bullying Policy sets out our approach to preventing bullying and to dealing with it if and when it does arise.

Illegal drugs, alcohol and smoking

- The possession, use or supply of illegal and other unauthorised drugs is unacceptable. Any of the above activities would constitute a very serious breach of the school's code of conduct.
- Students may not at any time bring alcohol into school premises or be under the influence of it during the school day or in a boarding context.
- Smoking and vaping in any form are not allowed in, or in the immediate vicinity of, any of the school's teaching or residential buildings.

Exclusion

As a measure of last resort, the school reserves the right to suspend or to expel a student, or to ask parents to remove him or her from school, in the following circumstances:

- (a) In response to a serious breach (or several minor breaches) of this policy or of any other school rules; and/or
- (b) If the student's work rate or attendance or conduct (including behaviour or conduct outside school), or any combination of these, are deemed unacceptable;
- (c) If it is believed that allowing the student to remain in school would seriously harm the education or welfare of others in the school; and/or

... and the suspension or exclusion is believed to be in the school's best interests or those of the student concerned or of other students.

As the ultimate sanction, permanent exclusion will generally have been preceded by efforts to rectify the issues causing concern and by appropriate warnings to the student and to his or her parents or guardians.

The school may, however, find itself obliged to expel a student or to require them to be removed immediately and without prior warning in instances of very serious misconduct or where it is believed that the student's continued presence in school may present a risk to others and/or bring the school into disrepute.

Examples of conduct that could merit permanent exclusion include the following, regardless of whether they took place within school or outside the school grounds or school time: serious instances of bullying, including cyber-bullying and any other form of abuse using digital media; inappropriate, abusive or dangerous conduct towards other students or members of staff; supplying, using or acting as a conduit for illegal substances; damage to property; inappropriate sexual behaviour; racist or any other kind of abuse; theft; abuse of alcohol, drugs or other illegal substances; persistent disruptive or anti-social behaviour; and any other serious breaches of school rules, including those relating to boarding and to the acceptable use of IT. Please note that this is not intended to be an exhaustive list, and that there may be other situations where exclusion is considered to be the appropriate sanction.

The school will make reasonable adjustments for managing behaviour which may be related to a student's disability. Where exclusion needs to be considered, the school will ensure that a disabled student is able to present his or her case fully where their disability might hinder this.

The school will always endeavour to act fairly and to take all relevant circumstances into consideration when deciding whether to a student must be suspended, removed or expelled and will, wherever possible and appropriate, consult with parents before the decision is taken.

If parents are unhappy with such a decision, they may ask the school to review it, in which case the Review will be undertaken by two or more members of the school's Board and/or its Local Governing Body.

Review

To request such a Review, parents must write to the Chairman of the Board stating the grounds on which they are asking for the Review and the outcome they would ideally like. The request must be submitted in writing to the Bursar, in his capacity as the Clerk of the governing body, and must be received within 7 days of the school's decision to exclude the student being notified in writing to the parents.

The Review meeting will generally be attended by the Review panel members, the Principal, the student and parents. Parents may be accompanied by a friend or relation. It will not normally be appropriate for there to be legal representation at the Review meeting. Parents should inform the Clerk in writing within 3 days of the Review of the identity of the person accompanying them if any.

A Review meeting is a private matter. All those concerned and involved are required to keep the Review meeting confidential unless disclosure is required by law.

The Review will be held as soon as reasonably practicable after receipt of the request from parents. A Review will not normally be held during school holidays; and it will normally take place at the school.

The Review panel will consist of at least two members of the school's Board and/or its Local Governing Body. None of the panel members will have had prior involvement in the case.

The role of the panel is to listen to both sides, consider whether the Principal's decision was fair and proportionate and in accordance with school policy, and decide whether to uphold the decision or refer the matter back to the Principal for reconsideration together with recommendations.

The panel will notify the Principal and the parents of the outcome in writing with reasons and any recommendations, usually within three days of the meeting. The Principal will provide a written response to such recommendations normally within 48 hours and, in the absence of significant procedural irregularity, the Principal's decision will be final.

The school will make reasonable adjustments where the parents and/or the student inform the Clerk ahead of the Review meeting that they have a disability.

Corporal Punishment

The use of corporal punishment is against the law and will not be practised in any aspect of school life.

Conducting a search

In keeping with the relevant DfE regulations, the school reserves the right to search for any 'prohibited items' and for any other items that are banned under the school rules which appear in this policy and

in any other written statement of school rules at d'Overbroeck's, including those that apply in the boarding houses.

Such searches are very rare in practice. Where we consider it necessary to conduct a search, this will be done discreetly and sensitively, and in accordance with the policy and procedures set out in the school's policy document on 'Conducting a Search'.

Related policies and documents

- Physical restraint policy
- Anti-bullying policy
- Policy on the use of drugs and other illegal substances
- E-safety policy
- IT acceptable use policy
- Parent and student handbooks
- The d'Overbroeck's Contract Terms for parents
- Boarding House rules
- Conducting a search – policy and procedure

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A summary of the main rules, rewards and sanctions used in d'Overbroeck's is given below. This is not intended to be an exhaustive list: fuller versions may be found in the various handbooks for parents and students, and the school reserves the right to introduce new rules and to amend existing ones as the need arises.

I. Years 7-11 (including the one- and two-year IGCSE course for international students)

Code of conduct

Respect your school

- Move around the school quietly and on the left hand side of corridors and stairs in single file. Hold doors open for people.
- Clear up when leaving a room at the end of each lesson, leaving the room as you would wish to find it.
- Keep the school clean and tidy, picking up any litter you see, putting away bags and belongings neatly and treating school property with respect.
- Leave expensive equipment, valuables and chewing gum at home.
- Do not wear hoods or hats inside the school buildings.
- Do not use mobile phones on school premises except in an emergency. And note that students in Years 7-9 are not permitted to use any electronic device at school at any time without the express permission of a member of staff.

Respect yourself

- Always aim to do the very best work of which you are capable.
- Complete all homework fully and to the best of your ability.
- Be part of the community, be reliable and take responsibility.
- Adhere to the dress and behaviour codes.

Respect your lesson time

- The classroom is a place of learning – please help to make the lessons as productive and as enjoyable as possible for everyone.
- Be in class on time every time and be ready to start work immediately with all necessary equipment and any homework.
- Listen, concentrate, participate. Make the most of all lessons.
- Please follow instructions promptly and graciously at all times.
- Food and drink, iPods and other distractions are not allowed in class.

Respect others

- Behave with kindness and courtesy at all times.
- Always treat each other's and school property with respect.
- Use appropriate language at all times.
- Be co-operative and responsible.
- Act in a responsible manner when you are out of school – either on a trip or at the end of the day.

Rewards

These are given for any commendable activity and include: regular verbal praise for hard work and positive behaviour; house credits through ePraise for 'going the extra mile', 'attitude to learning', 'achievement' and 'respect'; milestone certificates for accumulation of house points; accolades for good deeds; letters home; end-of-year prizes; an invitation to tea and cake with the Head.

Sanctions

Negative behaviour will usually incur a sanction, and we aim for sanctions to be appropriate, proportionate and educationally valuable in the long term.

In circumstances of student misbehaviour parents will be informed so that they and the school can work in partnership to rectify the problem.

Sanctions include:

- Loss of privilege / lunchtime detention;
- Brown (or Demerit) Slips – these are issued for minor offences and infringements and are passed through to, and recorded by, the Form Teacher. The acquisition of several of these is regarded as a serious matter and a Red (or Cause for Concern) Slip may be issued.

- Red (or Cause for Concern) Slips – these are issued for more serious matters such as repeated failure to submit homework or inappropriate behaviour in the classroom. If a student receives three of these in any half term period then the Deputy Head will become involved in remedying the situation.
- Community service- such as litter patrol or lunch duties.
- After school detention – these are normally held between 4.00pm and 5.00pm. Parents are informed in advance and dates may not normally be changed once set.
- Being on report for issues relating to behaviour and /or failure to complete homework.
- Withdrawal from class / internal exclusion: this is an option to avoid going straight to exclusion and is a temporary measure, usually only for one day.
- Suspension and expulsion: obviously used only for the most serious offences or for repeated misbehaviour despite warnings.

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II. The Sixth Form

At the core of our approach in the Sixth Form is a desire to maintain an environment in which students are treated as young adults rather than as schoolchildren – an environment characterised by trust and mutual respect in which students are encouraged to take responsibility for themselves and for their own academic progress and personal development. This is, therefore, not a place that is run through batteries of rules and sanctions. At the same time, clear boundaries and expectations are important, and those rules that we do have are especially important. They can be summarised as follows:

- We will not accept bullying or other forms of intimidation. We can honestly say that this has hardly, if ever, been an issue in our Sixth Form and we are determined to maintain our reputation as a place where every individual is respected and valued.
- No student may supply or take any illegal drugs. If it is believed that a student has broken this rule they may be asked, without warning, to leave d’Overbroeck’s.
- Students should be courteous and considerate towards their peers and, outside of school premises, towards members of the public. They should not conduct themselves in any way that risks bringing themselves or the school into disrepute.
- We will do our best to support and encourage students and in return we expect them to attend classes punctually, complete all their set work to the best of their ability, take advantage of the opportunities offered to them and contribute wholeheartedly to the life of the school. Absences, when not justified by illness or other *bona fide* reasons, will not be tolerated. Equally, we expect students to invest time and energy in their work and failure to do this will force us to take action. That response will depend on individual circumstances and how long it takes the student to get back on the correct path.

Successes and outstanding achievements, be they academic or extra-curricular, are celebrated through direct verbal feedback to students and parents, progress reports, entries in the school blog, on the website and in newsletters, the Sports and Activities Awards, awards given out at the End of Year Celebration event at the end of the summer term, etc.

Where there are issues of behaviour that cause us concern, these are addressed with the student by his or her Director of Studies in the first instance. More serious and/or persistent issues will be dealt with as appropriate by the Head of Lower Sixth, the Head of Sixth Form or, where necessary, the Deputy Principal or Principal. Parents will usually be involved.

Failure to complete work and/or persistently poor punctuality may lead to a student being assigned some timetabled private study sessions in the Library during which they can catch up on their work. Depending on the circumstances, this may be for a finite period of time or for the remainder of the academic year.

Persistent issues relating to lack of work, poor attendance and/or disruptive behaviour will trigger a formal Review meeting in which the Head of Lower Sixth or the Head of Sixth Form will meet with parents and student to discuss the issues and to put in place an agreed plan of action. This will be monitored and reviewed in follow up meetings with parents as necessary.

We aim to address all such issues in sympathetic and constructive ways with the aim of achieving a positive outcome. However, we do, of course, reserve the right to resort to more serious sanctions such as suspension or, in extremis, expulsion where the circumstances make such a response unavoidable.

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III. Boarding House Rules

Morning start

You must be up early every weekday morning, even on days when you do not have an 8.45am class. There is a wake-up call at 8.00am every morning, Monday to Friday, and we would like everyone to be down in time for breakfast, which is available from 7.00am to 8.30am on weekdays. Breakfast is cleared away at 8.30am, later at weekends.

Weekday mornings

In order to allow for cleaning and daily maintenance work, you are asked not to be in your room between 8.30am and 11.00am on weekdays. If you have a free period and would like to be in the House during this time, then please use the common room to get on with your work.

Study sessions

There is a Study Session every evening, Monday to Thursday, from 7.00pm to 9.00pm. These sessions are compulsory, and the Houseparent will check to make sure that you are in your room and studying quietly at these times. There is no compulsory study session on Friday, Saturday or Sunday evenings.

Being in each other's rooms

Please note that when visiting other students' rooms, boys are not allowed into the girls' rooms, and vice versa, at any time.

Curfew

If you are over 16, you must be in the house by 10.30pm Sunday to Thursday, and by 11.30pm on Fridays and Saturdays. If you are under 16, the curfew times are 9.30pm Sunday to Thursday, and 10.00pm on Friday and Saturday. The Houseparent will check to make sure that everyone is in the House by curfew time every evening.

After curfew

You must be in your own room after curfew and before the House alarms are set. You should not be in anyone else's room after this time.

The House must be quiet from then on, so please make sure that you don't make any unnecessary noise.

If you would like to listen to music in your room after curfew time, then you must use headphones. Your music should not be audible outside your room at any point after curfew time.

Going away at weekends

If you would like to go away for a weekend, then we need to have a written communication in advance from your parent or guardian. They need to give their permission for you to be away and to let us have a contact name, address and telephone number for where you will be staying while you are away from the House.

We need to have this parental permission before mid-day on Friday for a weekend absence. Initially, your parent or guardian should complete the Boarding House 'Weekend Leave Form' which asks for the email address from which they plan to send permission for weekends away, and they must sign it. Subsequent permission for weekends away can be sent by email.

If the intention is for you to go home regularly every weekend, then your parents will need to talk to us to arrange this at the start of the academic year and the Head of Boarding will sign a generic permission form. In this case, your parents will be made aware that should you wish to stay at the weekends, they will need to confirm with the Head of House.

Overnight absence during the week

You are not allowed to be away from the House overnight on a weekday other than in very exceptional circumstances. In such instances we would need a written communication from your parents or guardian explaining why you need to be away which should be directed to your Head of House and copying your Director of Studies (if you are in the Sixth Form) or your Form Teacher (if you are in Year 11i).

Fire

We take the risk of fire very seriously. Tampering with any smoke detectors, fire doors, fire exits, fire alarms, or fire extinguishers could endanger the lives of all members of the House. Any student found doing any of these things will be asked to leave the House for a period of temporary exclusion, and quite possibly also to leave d'Overbroeck's altogether, if they repeat the infringement.

Smoking

All d'Overbroeck's buildings are non-smoking. Smoking and 'vaping' in any form are not allowed in any part of the House including the gardens and forecourt. Please see the school's Smoking Policy for further information. Smoking in the boarding house is a serious risk to others and will be deemed as a significant disciplinary issue.

Smoking in the vicinity of the Boarding House also causes problems with the residents on nearby streets. Please refer to the school's smoking policy as a guide.

Alcohol and Drugs

Alcohol is strictly forbidden in the House. You must not keep or consume any form of alcohol in your room or in any other part of the House, including the garden and grounds. And you must not come back to the House under the influence of alcohol at any time. Alcohol related instances could result in a serious sanction, as we seek to protect both the students and the staff working in the boarding house.

If you require increased supervision due to alcohol or drug related issues, you will be charged support for that care at £200 for overnight supervision.

Anyone found using illegal drugs, or allowing anyone else to do so in any part of the House or garden, is highly likely to be asked to leave d'Overbroeck's immediately.

Alarms

The fire doors separating the girls' and boys' sections of the house are alarmed at night. Except in an absolute emergency, please do not attempt to open the doors once the alarm has been set as you will set off an extremely loud alarm.

Anyone found to have tampered or attempted to tamper with the alarms will be fined (see the section on 'Fire' above) and will probably be asked to leave d'Overbroeck's.

Equipment in rooms

You may have hair dryers, music systems, and computers in your room. Items that are NOT allowed in rooms include TVs, fridges, kettles, cooking equipment, heaters, candles, joss sticks, and any posters or images which are, or could reasonably be considered to be, offensive to others.

Internet use

Please adhere to the d'Overbroeck's Acceptable Internet Use Policy at all times. Please remember that it is illegal for you to download any unpurchased copyrighted content such as music, films, computer games, etc.

Visitors

The only visitors who are ever allowed into the House are other d'Overbroeck's students or family members of the students living in the House.

You may have visitors only from 4.00pm Monday to Friday and from 12 noon at weekends. No visitors are allowed in the House during the weekday Study Period sessions; and all visitors must be out of the House by curfew time at the latest. Any visitors you have must be accompanied by you at all times.

Visitors are not allowed up to the boarding rooms without the specific consent of a member of the boarding staff. As a default, visitors are requested to remain in the communal areas of the House.

Please note that NO overnight visitors are allowed in the House at any time.

Your security and the security of your possessions

If you answer the door and there is a stranger standing there, please do NOT let them in. Ask them to wait outside, close the door securely and go and find the Houseparent. If you cannot find the Houseparent, you should ask the caller to return at another time.

Consideration for our neighbours

North Oxford is a residential area, and it is very important that everyone at d'Overbroeck's should be considerate and thoughtful towards our immediate neighbours and our local community. Please think about the impression your behaviour makes – for example, please don't throw litter of any kind on the street, don't hang around in large groups at the bus stop near the House (which can be annoying, or even intimidating, to members of the public) or make a lot of noise in the street or in the garden at any time, especially late in the evening.

Noise and music

Please have consideration for the other members of the House and the neighbours. Keep music within acceptable levels during the day, and be very quiet during Study Period. As mentioned above, please always use earphones if you would like to listen to music during Study Period or after curfew time in the evening.

Food in bedrooms

Always use the dining room when eating. Please note that in the interests of hygiene and cleanliness, you may not take food into your bedroom at any time.

Access to rooms

The cleaners and Houseparent will need to access your room, and the school reserves the right to gain access to any student room without prior notification. Rooms are vacuumed once a week but bins are emptied and bathrooms are cleaned every weekday. Students therefore will not be allowed in their rooms from 8.30 – 11.00am on weekdays. While we don't expect rooms to be spotless at all times, we do ask you please to make sure that the floor is clear and that your room is tidy and accessible for cleaners and maintenance staff.

Damage to rooms

You are personally responsible for what happens in your room. In particular, you will be held responsible for damage to walls, furniture and fittings or for the financial consequences of breaking any of the House rules, whether this is caused by you or by your guests.

Each room has a pinboard for posters, etc – please do not stick or nail anything to the walls or woodwork as this will damage the paintwork. If the paintwork in your room is damaged as a result of you sticking items onto the wall, you will be charged for the cost of the repair.

You are also responsible for the safe return of your keys. There will be a charge for lost keys.

Car parking

Oxford is has very limited parking facilities, and the forecourt in front of the House is needed for staff parking, loading and unloading deliveries, and maintenance vans. Please note, therefore, that no parking is available for students in any of our boarding houses.

Please ask your family to park in one of the side streets near the House when they come to visit you. Parking is permitted for a short time to load or unload at the beginnings and ends of terms.

Ball games in the garden

Playing ball games such as football or rugby in the garden is likely to damage the lawn, so we ask you please not to do so. Do feel free to make use of the table tennis table and of any other games available in the House.

Insurance

Unfortunately, the school cannot take responsibility for any theft of or damage to students' possessions. Your parents have the option of subscribing to a Personal Effects insurance through the school (though please note that this does not cover cash). If your parents have chosen not to subscribe to this insurance, then you are advised to take out your own, or to extend any existing insurance your family may have to cover your personal possessions while you are in Oxford. If you'd like more information on this, the Boarding office will be able to suggest some student insurance companies.

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