

Arnold School



Rules, Rewards and Sanctions

Introduction

All members of the Arnold community are expected to treat each other with courtesy, respect and consideration, and are encouraged to respond positively to the demands that community life places upon them.

In this way we hope to create an environment in which all pupils are able to fulfil their academic and social development in a pleasant, industrious and stimulating atmosphere.

The quality of relationships in the school is of crucial importance in forming pupils' attitudes to good social behaviour and self-discipline. The Code of Conduct at Arnold is based upon mutual respect between pupils, teaching staff and all other members of the community. It also includes a healthy respect for property. The Code of Conduct is printed in the termly calendar.

At times, the Code of Conduct is broken. This can damage relationships and cause suspicion; it is vital for the success of the community that, if and when these problems arise, they are addressed promptly and sensitively.

The School Rules and the system of Rewards and Sanctions have been evolved to support the Code of Conduct and thus regulate the life of the community. It is a condition of a pupil's admission to the school, and of his or her remaining a member of the school, that both parents and pupils accept and support the school's ideals.

Pupils should ensure that they are fully acquainted with both the Code of Conduct and the contents of this booklet.

BM Hughes
Principal

THE CODE OF CONDUCT

The Code of Conduct is based on a need for mutual respect. All members of the Arnold community have the right to expect a well-ordered environment that is conducive to study. This right can only be provided when all members of the community accept their obligation to honour the Code of Conduct.

The two main principles are as follows:

Everyone has the right to be treated with respect and to work in a clean, calm and safe environment.

This means:

- a) treating everyone with courtesy, respect and consideration.
- b) showing respect for others by working sensibly in lessons, and not disrupting the learning of others.
- c) caring for all members of the school community, for the buildings and equipment, and for the quality of the environment.
- d) showing consideration for others by moving around the school quietly and carefully.
- e) showing respect for the property of others.
- f) not saying or doing anything that encourages bullying.

Everyone is expected to make the most of their time at Arnold; all are asked to be punctual and well prepared for lessons and other activities.

This means:

- a) coming properly dressed, and bringing everything you will need for lessons.
- b) arriving in plenty of time for the start of lessons.
- c) completing all work and homework on time, and to the best of your ability.

***Arnold School is the place you come to work.
Make sure you always do your best.***

Incentives and Rewards

In order to promote self-esteem amongst pupils, positive behaviour is recognised by rewarding such things as commitment, initiative, responsibility, self-discipline, good manners and exceptional work, etc.

Rewards may take many forms - verbal praise, positive reports, written commendations to parents, positive comments in the pupil planner.

Merits are given to pupils in the Lower School. They can be awarded, for instance, when a single piece of work is of exceptional quality (bearing in mind the ability of the pupil), or when the pupil has performed a significant act of kindness. Staff will indicate that a merit has been awarded by giving the pupil a merit sticker, and this is placed in the pupil planner. The sticker is countersigned by the member of staff. Form Tutors will keep a record of the number of merits given to each pupil and these will be awarded to their respective Houses. The winning House will receive the Merit Cup at the end of the School year.

In addition to the Merit system, school prizes, sports colours and Principal's commendation certificates may be awarded for valuable contributions to the school community, or for individual performances, both in the classroom and beyond. House and School positions of responsibility are also the outcome of positive behaviour.

The greatest reward for good behaviour lies in the quality of life and relationships that pupils build amongst themselves and with staff.

SCHOOL RULES

A breach of common sense is a breach of school rules.

- 1 All members of the Arnold community are expected to abide by the Code of Conduct.
- 2 Any act of bullying constitutes a serious breach of school rules, and all reported incidences of bullying will be thoroughly investigated.
- 3 Pupils must remain on the School premises for the whole of the school day unless they have official permission to be absent.
- 4 Pupils must know and comply with the School dress code and take proper care of their belongings and locker.
- 5 Pupils must not bring into school alcoholic drinks for any reason, nor are they permitted to visit public houses and the like during the school day.
- 6 It is forbidden to possess, or bring into school, unauthorised drugs. Tobacco and chewing gum are also not to be brought into school.
- 7 Pupils, be they drivers or passengers, must be aware of, and comply with, the School driving regulations.
- 8 Personal behaviour should be discreet and seemly at all times; there should be no public displays of affection during the working day.
- 9 Pupils should be aware of, and comply with, the school safety rules, both inside and outside the classroom, in extra-curricular activities and on school trips.
- 10 Pupils should fulfil all commitments regarding attendance, registration, lessons, homework, sport and other activities.

Further guidance on the School Rules

Bullying

Bullying, in any form, is not acceptable and will not be tolerated.

All pupils have the right to enjoy their time at Arnold in an atmosphere of emotional and physical security, and we, the staff and pupils, will uphold that right. Pupils have the right to talk to any adult at any time about bullying in the knowledge that the resulting staff intervention will be designed to bring any bullying to an end without damaging pupils' peer group relationships.

Bullying is considered to be any act that deliberately causes pain, unhappiness, humiliation or suffering to another. Bullying activities include isolated or repeated acts of physical violence, persistent verbal abuse and cyberbullying in all its forms. The deliberate exclusion of others from the social groups in forms, classes, the dining room and elsewhere is also an act of bullying. Deliberately damaging the self-esteem of another pupil, and, in certain cases, the taking or spoiling of possessions, may also be classed as bullying.

Further guidance is given in a separate document detailing the school's anti-bullying policy.

Attendance and Bounds

Pupils are expected to attend registration, all lessons in their timetable, assemblies and other meetings unless excused by a member of staff. Pupils arriving late must sign the late book as soon as they arrive on the school premises. In general, unless accompanied by a member of staff or taking part in an official school activity, no pupil may leave the school premises during the school day unless they have official permission to be absent.

Notes:

- 1 Sixth Form pupils are allowed to leave the school premises during lunch but must sign the Exeat Book in the Sixth Form foyer both on leaving and on return.
- 2 Those Sixth Form pupils with permission to work at home during afternoon private study must sign the Exeat book. This arrangement is at the discretion of the Head of Sixth Form.
- 3 Upon return to school after an absence, all pupils must give a written explanation from a parent/guardian to the Form Tutor.
- 4 If pupils have to attend medical or dental appointments during the school day they must bring a note from a parent/guardian. This note must be given to their tutor who will then give the pupil an exeat slip. The pupil should then hand in the exeat slip at Reception. They must then sign the Exeat book on departure and on arrival back at school if they return on the same day.
- 5 No pupils in Years 7-11 should leave school during the activity period unless they have permission from the Head of Section, in which case they should collect an exeat slip and sign the Exeat book at Reception on both departure and return.
- 6 A pupil may only leave the school premises in the event of illness or injury with the permission of Matron, or in her absence, the Head of Section. The pupil will be given an exeat slip and must sign the Exeat book at Reception when they leave the school premises.
- 7 Permission to be absent from CCF may only be granted on receipt of a written note from a parent/guardian.
- 8 All off licences and public houses are out of bounds to any pupil in school uniform. Pupils are also not allowed to visit ice cream vans during the school day.

Dress Regulations

A high standard of appearance and cleanliness is expected at all times. Clothes should be kept neat and tidy and shoes should be clean and polished. School uniform should be worn correctly - shirts must be tucked in, collar buttons fastened, ties must be of the right length and tied with a sensible knot, etc.

With the exception of the Sixth Form suit, the school uniform should be purchased from the School Shop. The shop is situated on the ground floor of the Bursary. All items of school uniform must be named.

Full school uniform must be worn when travelling to and from both school and games fixtures.

Years 7 –11

Girls' uniform

Bottle Green Blazer with crest
Tartan pleated skirt that must touch the knee
White long-sleeved blouse
Bottle green half moon bow-tie
Black jumper with School crest
Black opaque tights
Plain flat black shoes – with no heel or a small block heel for stability
Outdoor coat – plain bottle green, black or navy blue
School scarf
Hair accessories – plain green, black or white

Girls in Years 10 and 11 may wear a $\frac{3}{4}$ sleeved reverse blouse with no tie if they wish.

School uniform for Girls in Year 11 who have not switched to the new style uniform

Bottle Green Blazer with crest
Bottle Green skirt that must touch the knee
White long-sleeved blouse
Bottle green half moon bow-tie
Bottle green V neck jumper
Knee-length green socks (purchased from the School Shop) or plain bottle green tights
Plain flat black shoes – with no heel or a small block heel for stability
Outdoor coat – plain bottle green, black or navy blue
School scarf
Hair accessories – plain green, black or white

The new uniform can also be worn by all girls in Year 11, but there must be no mixing with the old style of uniform.

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Boys' uniform

Bottle Green Blazer with crest
Dark grey trousers – not black
Plain white formal shirt
School or colours tie
Black V neck jumper with the school crest
Plain dark grey or black socks
Black shoes – no boots allowed
Outdoor coat – plain bottle green, black or navy blue
School scarf

Sixth Form Uniform

The Sixth Form uniform is designed to allow an element of flexibility and individuality within the framework associated with accepted professional codes of dress.

Boys

Plain, mid/dark grey two-piece suit.
(no pattern or pinstripe)

Plain white formal shirt

Tie: Sixth Form, colours, CCF or
Prefects

Plain back shoes – boots are not
allowed

Plain dark socks

Dark outdoor coat. Denim or leather
jackets are not allowed

Black or grey V neck pullover, with
or without school colours at neck

Representative ties and sweaters
(only to be worn on match days)

Girls

Mid/dark grey two-piece suit. A
subtle pinstripe/pattern is permitted.

Plain white formal shirt

Plain grey/black/white V necked
waist length jumper

Plain black court shoes – heels of an
appropriate height for a school
environment, not open toe sandals,
sling back or extremes of fashion.
Ankle straps are allowed

Plain black opaque or skin coloured
tights. No patterned tights are
permitted

Dark outdoor coat. Denim or leather
jackets are not allowed

General (Sixth Form)

There are to be no extremes of fashion. Both boys' and girls' suit jackets must have a collar. They must also button at the front. Zipped jackets are not allowed.

Girls should note that the skirt must be knee length or mid calf and any split must be no more than 6 inches. As an alternative trousers may be worn, but if so they must be full length and tailored.

Girls should ensure that shirts are plain, have a collar and are buttoned down the front to waist level. Shirts or blouses that expose the midriff are not permitted. Only fitted shirts may be worn outside a skirt or trouser suit.

General

Jewellery

All pupils may wear one signet ring.

Girls in Years 7-11 may wear one silver or gold stud earring in each lower lobe. No other jewellery is allowed.

Sixth Form girls may wear one small earring in each lower lobe, a plain gold or silver necklace. No other jewellery is allowed.

Boys may not wear earrings.

All jewellery must be removed for PE and games and placed in a locker.

Nose studs, tongue studs and the like are not permitted under any circumstances.

Make Up

Make up must not be worn by girls in Years 7-9. Girls in Years 10 & 11 are permitted to wear a small amount of make up. It should be applied in such a way that attention is not drawn to the wearer. In the Sixth Form make-up should be discreet.

Coloured nail polish should not be worn. Girls may wear clear nail varnish or nail strengthener.

Visible body decorations, e.g. tattoos, are not acceptable under any circumstances.

Hair

Hair must be groomed and tidy at all times and there should be no extremes of style, colour or cut. Any hair colouring must be of a natural shade.

Boys must be clean shaven at all times.

Girls in Years 7-11 with long hair should wear it completely off the face and fully tied back.

Games Clothing & Equipment

Boys

Arnold tracksuit or
Arnold green sweatshirt & green
jogging bottoms
White polo shirt with Arnold crest

White shorts
White ankle socks
Green & White reversible rugby shirt

Gym/training shoes (non marking)
Navy rugby shorts (Years 7- 9)
White rugby shorts (U15, U16, 2nd XV)
Bottle green rugby shorts (1st XV only)
Bottle green rugby socks
Football/Rugby boots (with Kite-
marked studs)
Gum shield
White polo/cricket shirt
White cricket trousers (School teams)
Cricket boots (if appropriate)
Tennis racket
White athletics vest (diagonal green
stripe)
Bottle green swimming trunks
(compulsory for Year 7 and swimming
teams)

Girls

Arnold tracksuit or
Arnold green sweatshirt & green
jogging bottoms
White short sleeved PE blouse with
Arnold crest
Bottle green briefs
White ankle socks
Bottle green games skirt with school
crest
Gym/training shoes (non marking)
Black leotard and footless tights
Green athletic shorts
Bottle green hockey socks
Astro turf trainers (Black or white)
Shin pads

Gum shield
Hockey stick
White Arnold sweatshirt
Jacket (team players only)
Tennis racket
White athletics vest (diagonal green
stripe)
Bottle green one-piece swimming
costume (compulsory for Year 7 and
swimming teams)

Optional items

Running spikes
Rugby squad tracksuit
Arnold fleece jacket
Bottle green training hat

Running spikes
Arnold fleece jacket
White Arnold tennis skirt
Bottle green training hat

Notes

All PE and Games kit must be named, and green skirts, leotards, green shorts, athletic vests and PE blouses must also be initialled on the outside.

Outdoor games footwear must not be worn in school and games players must use the appropriate entrances in the Procter Sports Complex.

All mud must be removed from footwear before leaving the fields.

Hockey/Rugby boots are not allowed in the pavilion and no outdoor boots are to be worn in the Sports Hall changing rooms.

Valuables must not be left in the changing rooms: pupils should place valuables in their own locker for safe-keeping.

Unless otherwise given permission, pupils must arrive and depart in full uniform when representing the school.

All pupils, including the Sixth Form, must wear PE regulation games clothing for all sporting activities.

School Teams

Pupils selected for school teams either on weekdays or at weekends are expected to participate.

Very occasionally a pupil may need to be excused. In the first instance he or she should seek permission from the teacher in charge. Failure to attend without good reason is a serious disciplinary matter and will lead to a Saturday Detention. If a School detention clashes with another school commitment, pupils will be expected to fulfil this commitment and complete the detention at another suitable time. For example, pupils may start a Saturday detention early at a time agreed by the Vice Principal.

CCF Kit List

Army Section uniform

Beret with regimental cap badge securely attached

95 shirt with brassard securely attached

95 trousers with regimental stable belt (red)

Trousers secured neatly over boots using elastic twists (not tucked into socks)

Boots

Dark socks

95 Jacket only to be worn if instructed (on the CCF Army notice board on the previous Friday)

The only item of clothing which can be worn under the 95 shirt is a plain black, plain dark green or DPM pattern T-shirt

Royal Air Force Section uniform

Beret with an RAF cap badge over the left eye.

Blue wedgewood shirt with black tie.

Blue wedgewood jumper with the brassard on the right

Blue wedgewood trousers with a single crease ironed down the front

Plain black shoes (no heels for girls) which should be clean and polished

Girls may wear a RAF blue wedgewood skirt with barely black tights if they are NCOS

Royal Navy Section uniform

RN beret with cap badge securely attached

RN jumper with brassard securely attached

RN blue shirt

RN blue trousers

Black boots *or* sturdy black, lace-up shoes (must have a distinct toe-cap which should be polished to a shine for each parade)

Property

All personal property should be clearly labelled with the name of the owner.

All school property must be treated with respect and any damage must be reported immediately.

Pupils must ensure that:

- books and equipment are not left lying around the school site; books and equipment should be stored in the designated areas;
- skateboards, rollerblades, laser pens, chewing gum and liquid paper are not brought into school. If a pupil is found with any of these items in school they should expect to have them confiscated;
- large sums of money or valuables are not brought into school. Essential items must be securely placed in a locker;
- items of value, including mobile phones, are not left in the changing rooms;
- personal property of any sort, apart from the contents of a locker, are not left in school overnight.
- personal lockers and Sixth Form studies are cleared at the end of each term.

The removal or borrowing of school or personal property without consent for any period of time constitutes an act of theft and will be dealt with very seriously indeed.

All instances of theft will be thoroughly investigated, and the police may be informed. Any member of the school found to be guilty of theft will be subject to a range of sanctions up to and including temporary exclusion or expulsion.

Parents are advised to ensure that adequate insurance cover is in place to protect pupil belongings for loss or damage whilst on the school premises.

Alcohol

Pupils must not bring into school alcoholic drinks for any reason. In addition it is forbidden to visit public houses and the like during the school day.

Drugs

The Governors and Principal intend that Arnold School will remain an environment that is free from illegal drugs, the paraphernalia of drugs, substances intended to resemble drugs and the 'culture' of drugs. To that end, we have in place a Drugs Policy underpinned by:

- a drugs education programme to better inform pupils;
- a clear disciplinary sanction intended to deter the use of drugs.

Any breach of the policy will be treated as a very serious disciplinary matter. In particular:

- The supply of illegal drugs or substances intended to resemble them is forbidden and will lead automatically to expulsion;
- The use or possession of illegal drugs and solvents, or their paraphernalia, or substances intended to resemble them will almost inevitably lead to expulsion.

In appropriate circumstances, and if he feels there is reasonable cause, the Principal may offer a supportive drug testing regime as an alternative.

The Principal will inform the police of the possession, consumption or supply of an illegal drug, since each constitutes a criminal offence.

The school's policy on illegal drugs is available to parents on written request from the Principal.

Smoking

Pupils are forbidden to smoke, or possess tobacco in any form. It is also forbidden to possess matches or cigarette lighters.

Food and Litter

During break and activity time, food and drink may only be consumed in the Dining Room or outside the School buildings. Pupils may take a bottle of water to lessons – other drinks are not allowed in classrooms. Litter should always be placed in the litterbins provided.

Chewing Gum

Chewing gum is not to be brought into school.

Motor Vehicles

Pupils wishing to drive motor vehicles to school must seek the permission of the Head of Sixth Form and complete the appropriate consent forms which must be signed by parents; such permission may be withdrawn if a pupil's driving becomes a concern.

No pupil, other than a sibling, may travel in a motor vehicle driven by another pupil without written permission from the passenger's parents.

Motor vehicles may only be used at the start and end of the school day, unless pupils have permission from the Head of Sixth Form.

Relationships

Arnold School is a completely co-educational environment and a close integration between boys and girls in the classroom, in extra-curricular activities and on the sports field is both expected and encouraged. However there should be no public displays of affection during the working day. Such inappropriate behaviour includes, for example, holding hands and hugging.

Safety

In order to make the school a safe environment for all members of the community the safety rules, including those for laboratories, ICT rooms and workshops, must be both known and observed. In particular, full attention should be given to the fire regulations, details of which are posted around the school.

In addition pupils should not bring any item into school that is likely to endanger themselves or others. This includes:

- fireworks, or other explosive material, firearms, knives, or any other kind or weapon. If a weapon is found in School it will be confiscated and, where appropriate, the Principal will inform the Police.

Nor should they:

- cycle in the school grounds;
- enter a teaching room before the arrival of the teacher.

In the school buildings pupils should walk and not run and they should keep to the right on corridors and stairs.

The Library

The Library is an area for silent, disciplined and independent study.

- Pupils may not enter unless they wish to work and be silent.
- Eating or drinking is not allowed and food and drink should not be brought into the Library.
- Books and other materials should be returned to the shelves after use.
- The computers in the Library should never be used for recreational purposes.
- The ICT rooms rather than the Library should be used if only a computer is required.
- The sending of emails should take place outside lesson times.
- There should never be more than one person to a computer at any time.

This Code of Conduct applies at all times and to all parts of the Library.

Workshops, laboratories and other parts of the school also have their own codes of behaviour. These are clearly displayed and pupils should familiarise themselves with them.

Computer Use

Arnold enjoys the privilege of a computer system with connection to the global ICT community. All users of the school's ICT facilities are deemed to have agreed with the conditions laid out in the Arnold School Computer Resources Policy, which can be found in the New Pupil's Information Pack and in the pupil planner.

Mobile Phones

Mobile telephones are an aid to communication between parents and children, particularly over aspects such as late afternoon transport and returning from away games or activities.

Emergency contact with the School or by pupils to parents during the School day should be made through Reception. Mobile telephones should only be brought to School if there is a clear need for pupils to use them to contact parents after School.

If a mobile phone disrupts a lesson in any way, the pupil should expect to receive a Tuesday detention. If a pupil is found using his/her mobile phone during the school day they should expect to receive a Tuesday detention and to have the phone confiscated and given to their Head of Section.

The use of the picture/video facility on mobile phones is forbidden in school or on school related activities.

Pupils are reminded that it is a breach of Public Examination Regulations to take a mobile telephone into an examination. The same rule applies to all School examinations.

Any mobile telephones brought to School should ideally be stored safely in a locker. Mobile telephones are not covered by School insurance and under no circumstances will the School accept any liability for the loss or damage of mobile phones.

iPods and MP3 players

Personal music players, such as iPods and MP3 players, must not be used in school by pupils in Years 7-10. Pupils using these items in School should expect to have them confiscated.

Pupils in Year 11 and the Sixth Form may use personal music players in School but only in the common room areas.

Any personal music player brought to School should ideally be stored safely in a locker. These items are not covered by School insurance and under no circumstances will the School accept any liability for the loss or damage of personal music players.

Sanctions

Pupils are actively encouraged to keep to the Code of Conduct and the School Rules in the proper spirit of the School community. However, when things go wrong, when rules are broken or expectations not met, the school may invoke sanctions to reinforce what it believes to be right.

If a pupil is persistently in breach of the School Rules, or his or her attitude is seriously damaging to the welfare of others, or for a single major breach of the School Rules, he or she may be asked to leave the school. Association with drugs, and malicious or bullying behaviour, are examples of what may be classified as such a breach.

The School's Policy on Expulsion, Removal and Review is available to parents upon written request to the Principal.

Detentions

Arnold operates a formal detention system. Parents will be informed by letter if Tuesday and Saturday Detentions are given. Pupils will be given 24 hours notice of a detention. Failure to attend is a serious offence and will result in further sanctions.

<u>Detention</u>	<u>Time</u>
Tuesday Detention	Tuesdays 4 – 5pm
Prefect Detention	Tuesday activity period
CCF detention	Wednesday activity period
Sectional Detention	Any activity period
Saturday Detention	Saturdays 9 – 11am
Faculty/Departmental Detentions	To be decided by the Department concerned.

Tuesday detentions are held in E1 unless otherwise advised. Any pupil receiving three Tuesday detentions in a term will be interviewed by the Head of Section and Vice Principal who may then enforce a Saturday detention.

Detention Rules

Pupils will be expected to:

- wear full school uniform;
- carry out set work in silence;
- hand written work to the supervising teacher at the end of the detention;
- report to the Head of Sixth Form if given a Prefect Detention slip;
- report to the Vice Principal at break time on the Friday before a Saturday detention.

Revised May 2008

Effective September 2008

Sanctions

	Sanction	Duration	Given by?	Reason	Notes
1	Verbal Reprimand		Any member of staff or prefects	Minor breach of the Code of Conduct or an infringement of the daily routine	May be recorded in Planner
2	CCF Detention	Wednesday Activity period in the CCF Building	CCF staff	Poor behaviour or incorrect uniform	Recorded in Pupil Planner & in Pupil file
3	Prefect Detention	Tuesday Activity period in Room E1	Any prefect	Infringement of school rules or the Code of Conduct	Pupil will be given a detention slip and should report to Mr McKeown. Name given to Tutor and recorded in Pupil file
4	Sectional Detention	Activity period	Head of Section in consultation with any member of staff	Infringement of the school rules, uniform regulations or code of conduct outside of the classroom	Recorded in Pupil Planner & in Pupil file
5	Staff Detention or Extra Work	Break/Activity period by arrangement with the teacher concerned.	Any member of staff	Repeated breach of the Code of Conduct	Recorded in Pupil Planner & in Pupil file
6	Departmental Detention	Duration/venue decided by the Teacher/ Department concerned	Any member of staff	Poor academic work or poor behaviour in class	Recorded in Pupil Planner & in Pupil file
7	Tuesday Detention	Tuesday 4-5 pm in Room E1	Any member of staff	Serious misbehaviour or repetition of 1, 2, 3, 4, 5 or 6. This includes failure to attend staff, departmental, sectional or prefect detentions.	Note in planner Parents informed in writing Tutor and Head of Section both informed and a record made
8	Saturday Detention	Saturday 9-11 am in Room E1	Any member of staff in consultation with the Vice Principal	Very serious misbehaviour/major breach of the Code of Conduct. This includes failure to attend a Tuesday detention.	Parents, Tutor and Head of Section informed. Record made.
9	Temporary Exclusion	At the Principal's discretion	The Principal	Very serious misbehaviour or repeated breach of school rules	
10	Permanent Exclusion (Expulsion)		The Principal	Very serious misbehaviour or repeated breach of school rules	