Pupil Behaviour Policy (C)

Reviewer: James Hayden
Approver: Chris Townsend
Reviewed: October 2026
Next Review: May 2027
Last approved by Council: November 2024

Purpose of the policy

At Cheltenham College, we are committed to establishing a safe and caring environment according to our aims and values, where the happiness, safety and confidence of pupils are given the highest priority. This policy will be reviewed and approved by the school's governing body (known as Council) biannually.

Our aim is that through the implementation of this policy, the school community should be able to recognise and understand what behaviour is expected and why. Rewarding positive conduct and work should always be the first priority of the school and unacceptable behaviour should not be allowed to impact on the well-being of others.

This policy applies to all pupils at Cheltenham College and should, where relevant, be read in conjunction with the following policies:

- Alcohol
- Anti-bullying
- Child on Child Abuse
- Child Protection and Safeguarding
- Controlled Drugs
- House Principles
- Keeping Children Safe in Education
- Nicotine Products Policy
- Online Safety
- Pupil ICT Acceptable Use
- Relationship
- Restraint and Reasonable Force
- Search and Confiscation
- Suspension and Exclusion

College standards and expectations

It is the expectation that all pupils at Cheltenham College will behave in a way that is civilised and civilising; that they will treat all in our community (both within school and the wider community) with kindness, tolerance and respect; that they will not embarrass themselves, others or bring Cheltenham College into disrepute. Cheltenham College strives to nurture a 'child safe' culture; sexism, racism, misogyny/misandry, homophobia, biphobia, sexual harassment and sexual violence and child-on-child abuse, including in any intimate relationship are not tolerated. This extends to on-line communications or social media posts.

Additionally, it is expected that Cheltonians will abide by the letter, as well as the spirit, of Cheltenham College's 'rules and regulations'. These might include, for example, the Classroom Code of Conduct, the College Rules,

rules about 'town' and 'bounds', routine instructions provided by staff and coaches, and other College policies relating to behaviour. All pupils who are new to College are inducted in College's expectations regarding behaviour.

Although College's 'rules and regulations' relate primarily to school life during term time, there are circumstances in which behaviour 'off campus' and, indeed, out of term time will be dealt with by this, and related policies. These would typically include any behaviour that could bring Cheltenham College into disrepute, or which has a serious impact on the school community or individuals within it, in either its physical or online environment.

The over-arching expectation is one of community, consideration, mutual respect, kindness and common sense.

It is generally accepted that while sanctions can help to discourage and contain poor behaviour, it can have only a limited effect on the promotion of good behaviour. The Cheltonian Charter is an agreed set of values, reviewed by Pupil Council, that underpins our behaviour policy and promotes a culture of kindness and consideration, tolerance, and respect. It provides a framework for all Cheltonians to aspire to. Cheltenham College will always look to promote positive discipline and recognise and celebrate the good that pupils do, rather than using sanctions; corporal punishment is never used.

If any Cheltenham College pupil behaves in a way which raises concern with any member of staff, that behaviour should be addressed predictably, promptly and assertively as soon as possible. The aim of any response to misbehaviour should be to maintain the culture of the school so that all pupils can thrive in a safe, calm and happy environment. Every member of staff should feel that they can speak to a pupil about their behaviour if it is felt to be inappropriate, but they should take into consideration any contributing factors that may have led to that behaviour. When applying a sanction, the age of the pupil(s) may potentially be considered and any other contributing factor that may suggest a lack of understanding or an imbalance of power. The Pupils of Concern list provides up to date information on pupils who may be experiencing particular difficulty at any given time and SEN (D) information on iSAMS should also be taken into consideration. The Assistant Head Pastoral, Senior Housemaster, Housemasters and Housemistresses, academic teaching staff and matrons would be the staff who would actually issue a sanction if appropriate.

In the event of an outbreak of illness, pupils are expected to comply with any necessary infection control measures put in place to protect themselves and others.

Responsibilities

All staff are introduced to the College behaviour policy at induction and refresher training and updates are given annually at INSET and throughout the year where necessary. In addition, staff should:

- In the first instance, all staff should look to manage any issue that arises directly and to follow Appendix 3.

- More serious individual behavioural concerns, or repeated poor behaviour, should be shared with the Housemaster or Housemistress, who will in turn liaise with the Senior Housemaster and / or Assistant Head Pastoral where appropriate.

- Poor behaviour by an individual in the classroom (including incidents of plagiarism) should be referred to the HoD and sanctioned accordingly. In all incidents the Hsm should be copied into communication.

- Staff should always look to consider what lies behind any behaviour, so that the reasons or causes can be fully understood and supported.

- Staff should be particularly mindful of adapting their behaviour management to any pupil with SEND/Pupils of Concern information, to ascertain whether strategies specific to that child's needs should be employed for more effective behaviour management. Where necessary, staff should liaise with the Learning Support department to seek guidance.

- Reasonable force and/or restraint of a pupil should only be used as a safeguarding preventative measure. A record of any incident involving restraint, reasonable force or the seclusion of a pupil, must be recorded on CPOMs. The parent/guardian of the pupil concerned must be informed of the incident as soon as possible and no later than the same day.

- Ensure that all Cheltonians understand what is meant by good behaviour, based on the Classroom Code of Conduct and the Cheltonian Charter.

- Ensure that the reason for a rule is clearly explained

- Be consistent in rewards and sanctions and ensure such actions are communicated to the appropriate members of staff.

- Avoid 'blanket' punishments

- Communicate with parents as appropriate.

- Model desired behaviour

- Written and verbal feedback to pupils should reflect (but not be confined to) the examples set out in the Rewards and Sanctions guidance that is appended to this policy.

Support

- The Assistant Head (Welfare and Safeguarding) in liaison with the Deputy Head Learning and Wellbeing, will issue specific advice on managing and supporting individual pupils with specific needs.

- Pupils who have been sanctioned for more serious disciplinary matters, may need support in ensuring these behaviours do not reoccur. Strategies such as a Behavioural Contact, Counselling support, or interventions from external agencies may be employed if deemed necessary.

How College deals with racism

Cheltenham College welcomes the diversity of cultures, backgrounds, faiths and beliefs and celebrates the home languages, dialects and accents of all pupils, staff and others associated with the school.

College seeks to promote racial harmony and prepare our pupils for life beyond College in a diverse and increasingly inter-dependent society. In addition, it is a legal requirement to "eliminate unlawful racial discrimination and promote equality of opportunity, and good relations....." (Sec 71 Race Relations Act 1976).

College expects all pupils from whatever background or heritage, to find our school a safe and welcoming community and behaviours of a racist nature, whether overt or more indirect (examples could include incidents of prejudice or stereotyping), must be thoroughly investigated and reported promptly to the Assistant Head Pastoral. In line with our Child-on-Child abuse policy and Anti-Bullying policy, the circumstance of the incident, the voice of the 'harmed', and any known vulnerability will, if applicable, be taken into consideration in determining the level of sanction. In all cases, education is key to minimising the risk of reoccurrence. Use of restorative practice involving the AR team where appropriate, possible intervention from external agencies or

organisations, and follow up review meetings with the respective Housemaster or Housemistress form an important role in ensuring that College nurtures all individuals and cultivates an ethos where all are valued, and views are listened to. This embraces a culture that enables all in our community to review their practices and behaviours and to build on prior experiences and to make appropriate changes. In very serious cases, it may be necessary to report an individual(s) to the police or to Channel (See Prevent Policy).

In order to minimise misconception or doubt, Cheltenham College considers the use of N word or P word to be unacceptable by any member of its community, whatever their racial identity or circumstance. This includes articulating the word when teaching particular material or playing music which contains such words.

Appendix 1 – Cheltonian Charter



DEAR FELLOW CHELTONIANS,

WELCOME TO THE 2026-2027 CHELTONIAN CHARTER! We are delighted to present you with this year's edition which celebrates the values at the heart of our College community and introduces you to our Prefect Leadership Team.

This charter has been put together by the Senior Prefects, with the help of the 2026-7 Prefect Leadership Team, who you'll be introduced to in the coming pages. We hope you learn to recognise us as friendly faces and feel able to approach us with any problems or feedback. We are here to help you and the College Community.

We believe that our time at College is about more than academic success; it is about who we become along the way. The values we embrace shape our character, guide our decisions, and influence how we lead our lives, at College and beyond.

That is why we have chosen to focus on **RESPECT**, **INTEGRITY**, **AUTHENTICITY** and **RESILIENCE**; values which extend beyond the classroom, into our boarding houses, sports pitches, and every aspect of College life.

Best wishes,

THE SENIOR PREFECTS
BEAR, CHARLOTTE, PADDY AND ELIZABETH

THE FIVE CS

THE HEART OF CHELTENHAM COLLEGE

As pupils, we know that Cheltenham is about much more than academic success. It's a place where we're encouraged to discover our strengths, try new things and become the best versions of ourselves.

The 5Cs are at the heart of everything we do. They help us make good choices, support others and make a positive contribution to our community.

COMMUNITY

CREATIVITY

CHARACTER

CONTINUOUS EXCELLENCE

CURIOSITY



RESPECT

TREAT OTHERS WITH DIGNITY

Cheltonians show respect for one another and for the school environment, helping to build an inclusive community where everyone belongs.

AS CHELTONIANS...

- We treat each other with kind words and don't tolerate bullying.
- We listen and value other's opinions even when we disagree.
- We celebrate our differences in background, belief and ability that make our community unique.
- We thank our caterers, cleaners, estates staff, visiting teams and guest speakers for the work they do for our school.
- We greet visitors, smile, shake hands and hold doors open.





INTEGRITY

WHO YOU ARE WHEN NO ONE IS WATCHING

As Cheltonians we stay true to ourselves and our core values, no matter the surrounding influence.



AS CHELTONIANS...

- We lead by example, following the same rules and expectations that we encourage others to follow.
- We are honest in our work. We complete our own work, avoid plagiarism, and acknowledge others' ideas.
- We respect the property of our friends and school, even when no one is watching.







AUTHENTICITY

THE COURAGE TO BE YOURSELF

We embrace our own hobbies, strengths, and weaknesses.

AS CHELTONIANS...

- We are proud of our interests, talents, and backgrounds, even if they differ to those of others.
- We allow others to express themselves freely, without judging or pressuring them to conform.
- We share our opinions respectfully, instead of blindly following our friends.
- We make our decisions based on what we believe is right, rather than simply following the crowd.





RESILIENCE

THE ABILITY TO BOUNCE BACK FROM CHALLENGES AND KEEP GOING WHEN THINGS ARE TOUGH.

Challenges don't define Cheltoinans; how we respond does.



AS CHELTONIANS...

- We bounce back from setbacks and use them as a chance to learn and improve.
- We never give up, and we make full use of the support and resources College offers to help us improve.
- We work hard to rectify ATLs and grades that we are dissatisfied with.





Appendix 2 - Rewards

1. Introduction

Cheltenham College gives priority to encouraging the development of personal potential, especially in relation to the school's core principles of Community, Character, Continuous excellence, Creativity and Curiosity. This policy describes the means through which the school celebrates not only pupils' successes and achievements but also pupils' commitment, dedication and service to others.

Through recognising and rewarding pupil endeavour, College demonstrates that pupils are valued. It is important that the reward system should promote positive behaviour, motivating pupils in their attitude to learning, their participation in the life of College and their contribution to the lives of others.

Praise and recognition can be offered informally as well as formally; positive, sincere feedback should be integral to the school's endeavour to facilitate personal development. This Appendix describes awards earned by pupils whose performance in a range of areas is above and beyond the norm, whether that be in relation to progress, attainment, caring for others, service, leadership, responsibility or specific achievements.

2. Rewarding good behaviour

2.1 This policy describes a comprehensive reward structure built on commendations that are awarded for academic effort and attainment as well as co-curricular contribution.

2.2 College recognises the incredible contribution made by pupils through its reward structure, that culminates in the awards of House Shields, House Pots trophies, House and Club ties and full and half Colours.
Some of the key elements of this reward structure are outlined below.

2.3 Informal rewards

College prides itself on the quality of the relationship between staff and
pupils and saying 'thank you' and 'well done' should be a routine part of school life for all members of the community.

2.4 Commendations

These are a formal way to recognise a positive contribution.

1. **Values Commendation** This can be awarded by any member of staff or College Prefect for any positive contribution made by a pupil, in or out of the classroom. College recognizes the importance of noticing and affirming positive behaviour in order to create a culture of positive behaviour that permeates across the many areas in which pupils are involved; socially, in the House setting and in their co-curricular activities, to name just a few. A Values Commendation can be awarded in relation to the school's five core values. Some examples are included below.
    - **Community:** Awarded by a member of staff on duty in the Dining Hall at lunchtime to a pupil who noticed another pupil sitting alone and went over and invited the pupil to come join their group
    - **Character:** Awarded by a Sports Professional to a pupil who remained calm and polite to a player in a competitor school team whose actions were provocative
    - **Continuous excellence:** Awarded by a Matron to a pupil usually disorganized and late out of the boarding House for a sustained focus on organization and punctuality
    - **Curiosity:** Awarded by a Housemaster or Housemistress to a pupil who voluntarily researched various charities to help decide which would be the best charity to support for the year
    - **Creativity:** Awarded by a Chaplain to a group of pupils who delivered a meaningful Chapel address in an interesting and novel manner

2. **College Commendation** These are awarded by a teacher to any pupil for a piece of work or effort, notable for that pupil, or for sustained attainment and effort.

Commendations are entered onto the school's database. At the end of each term, pupils who have acquired the highest number of Commendations are awarded a prize (in the form of tokens) at the Head's Assembly. The Heads of Lower and Upper College also identify pupils who have acquired an increased number of Commendations, achieved a significant higher Attitude to Learning (ATL) score, or made significant improvement, to receive prizes for endeavour.

2.5 Head's Distinctions

Distinctions will reward exceptional work characterised by intellectual rigour, imagination and research. They are not 'super Commendations'. Distinctions will be awarded for normal term work or for coursework.

These are rare: it is to be expected that between 2 and 5 will be awarded during a term.
Nominations can be made by any teacher and should be referred to the Head of Department (HoD), who will make the judgement about what represents Distinction-level work. The HoD sends the work with his/her recommendation to the Deputy Head (Academic) who will often wish to see the pupil concerned to discuss the work. The names of those receiving Distinctions and the titles of the work are recorded in a Distinctions Book in the Library. Distinctions will be recognised at the Head's end of term assembly.

2.6 Academic Colours

Academic Colours are intended to reward both Attitude to Learning and Attainment and are a prestigious award.

The award is based on a points system. Half Colours are awarded to any pupil reaching 200 points; Full Colours are awarded to any scoring more than 400. Academic high-flyers who make an exceptional effort should be receiving Half Colours during Fifth Form and going on to Full Colours by the Upper Sixth; the very hard-working who score less strongly in exams will attain Half Colours by the Upper Sixth.

The points system works as follows:

- Pupils receive 10 points for any Report Card where they have a score between 3.6 and 4.0.
- Pupils receive 20 points for any Report Card where they have a score of 4.1 or above.
- Lower College pupils receive 5 points for each Grade 7 result in Fourth Form Summer Exams, GCSE Mocks or final GCSEs.
- Lower College pupils receive 10 points for each Grade 8 or 9 in Fourth Form Summer Exams, GCSE Mocks or final GCSEs.
- Upper College pupils receive 10 points for each A grade or Distinction result in Lower Sixth Summer Exams and Upper Sixth Mocks, and 20 points for each A* or Distinction*.
- Pupils joining College in Lower Sixth are awarded double points for their GCSE results so that they have the chance to acquire Academic Colours during their two years at College.

Full Colours ties are presented in Head's Assemblies, and Half Colours are presented in year group or House assemblies.

Sports, Music, Drama, CCF and Club Ties and Colours

Many different aspects of life at College are recognised by the award of Colours and Ties. Many of these are presented in Head's or Year group assemblies. Permission for the creation of a new tie must be sought through the Deputy Head (Co-Curricular).

House Ties

Each House awards House ties for specific contributions to the life of the House and the wider College community. Details of these are available from each individual House.

Appendix 3 - Sanctions

Breaches of College Behaviour and Discipline

General principles
Staff should use sanctions to help pupils to see the error of their actions and how they can correct their behaviour. Staff should refer to the Core College values: Community, Creativity, Curiosity, Character and Continuous Excellence. Sanctions should include an element of reflection in order to avoid future repetition or escalation.

Sanctions
There are different levels of sanction dependent on the seriousness of the incident.

(Level 1)
Verbal
For most initial behaviour issues a verbal conversation between a member of staff and pupils is the most appropriate course of action. At a suitable time staff should verbally re-emphasize how the pupil behaviour is not upholding College values, explain the error and potential for sanction.

(Level 2)
Sanctions at this level could accumulate towards a punishment but are mainly used to inform tutors, Hsms and Heads of Section where behaviour or work has fallen below basic expectations.

Notifications
These are a communication device and a chance to inform tutor and Hsm, and remind the pupil, of work required. A teacher can also request a pupil comes to a classroom to re-sit a test etc. (in this case their 'time' has been penalised, and so should not be followed up with a possible weekday gating). A missing or incomplete prep with mitigating circumstances, or a missed music lesson would also receive a notification. This should be inputted through ISAMs. This usually does not count towards a detention.

College Conduct Alerts
These are a communication device to inform tutor and Hsm where behaviour expectations have not been met. This could include chewing gum, issues with uniform, lateness etc. Accumulation of these will result in a number of interventions which could include a uniform satis, detention or gating.

(Level 3)
Demerits
Formal acknowledgment of an issue with behaviour or missing prep. These should always be followed up in some way.

Academic Demerit
This results in an in-House 30 mins 'extra prep' (for 1), Weekday Gating (for 2) or Saturday Detention (for 3). This would be given for failure to make good on any notification received within the designated time frame. Incomplete or missing prep with no mitigating circumstances. Low yield of classwork during lesson time, (possibly owing to) poor attention or focus during a lesson (although do always consider if any SEND profile). Evident low standard of preparation for pre-warned classroom test. Input through ISAMs. Does count towards a detention.

Behaviour Demerit

Given for poor behaviour in class or around campus. In House the impact of this be community service (for 1), or Saturday Detention (for 2). This might be given for purposefully distracting behaviour, rudeness, stubbornness, insolence, swearing (N.B. Swearing at an adult would be dealt with at level 5 or above).

Digital Demerit
A digital demerit may be given for misuse of technology during lessons and/or prep sessions.

(Level 4)
HoD's/Hsm's Cautions
This is for more serious behaviour issues either around the campus, in lessons or in house. In almost all cases it will result in a detention as a minimum action. If a pupil picks up numerous level 2 sanctions in a week a Hsm may go straight to level 4.

Hsm Caution
For more serious matters, or *persistent* incidences of minor offences, a Housemasters' and Housemistresses' (Hsm's) Caution may be issued. This will result in a meeting with Hsm and may require communication home to parents. This may be given for inappropriate, aggressive, cruel or demeaning behaviour. Disregard for safety, school boundaries, missing games, bringing the school into disrepute or proactive undermining of school values. (This list is not exhaustive)

The Hsms liaise closely with the Senior Hsm/ AHP to ensure consistency. The action taken should be recorded in the follow up notes on ISAMs. For the more serious incidents the Hsm will see the pupil and may investigate further, referring the matter to a Senior Hsm or AHP if necessary.

A pupil whose pastoral behaviour merits consideration at a more senior level will be referred to the Snr Hsm or AHP. They will decide if the matter can be dealt with by the Senior Hsm (for general concerns up to and including Assistant Head Gating - but excluding pupils in the Senior Hsm's own House) or if the pupils should come directly to the AHP's office. The AHP deals with matters of significant bullying.

HoD's Caution
This would result in a meeting with HoD. It may require a communication home to parents and is likely to result in a Saturday Detention (Brief consultation with Hsm would be required prior to meeting in order to ascertain any significant/recurrent/ongoing pastoral concerns). Pupils to complete 'Think about it memo' for HoD or Hsm

(Level 5)
Senior Hsm Gating
Can only be issued by Senior Hsm or Senior HoD, often in consultation with the Hsm or HoD. These are given for offences that are considered mor grave than a detention.

Could lead to support plan or behaviour contract in discussion with Heads of Upper College, Lower College or Third Form. For repeated lower-level misdemeanors (3 x detentions in a single term) or for a more significant first offence.

Think About It Memo needed. An email will be sent by the Senior Hsm or HoD and any "Serious Sanction" will be recorded centrally and in House records.

(Level 6)
Assistant Head Gating
Can only be issued by an Assistant Head (or Snr Hsm in the Assistant Head's absence), often in consultation with the Hsm or HoD. These are given for persistent offences or misdemeanours that are considered grave enough to be sent 'up' to the Assistant Head level.

Think About It Memo needed. A formal letter home will be sent from the Deputy Head's Office and this level of "Serious Sanction" and above will be recorded centrally and in House records. Could lead to support plan or behaviour contract.

(Level 7)
Internal Suspension
This can be for up to 3 days when the pupil reports to the Assistant Head Pastoral. The pupil will not attend lessons, and will be suspended from all other school activities, although they will be given schoolwork which they will be expected to complete.

(Level 8)
External suspension

Formal Warning
This sanction is reserved for serious breaches of school discipline, for example behaviours that put themselves and/or others at risk of harm. The pupil will be sent home from school for a period of time determined by the Assistant Head Pastoral. This level of sanction is likely to incur a written formal warning.

Final Warning
This sanction is reserved for extremely serious breaches of school discipline, for example behaviours that put themselves and/or others at risk of harm. It is likely that the pupil will have previously received a formal warning. The pupil will be sent home from school for a period of time determined by the Senior Deputy Head. This level of sanction is likely to incur a written final warning.

Impact of Sanctions and Accumulation of Demerits:
Neutral sanctions (Level 1 and Level 2) will not count towards a detention (although a spate of notifications from a range of different subjects, for similar offences, may give scope for a Hsm to put a student into a Weekday Gating or Saturday Detention).

One Demerit results in 30 minutes 'extra prep' in House (although not always possible to enforce for Day Pupils and Day Boarders, in this instance an email will be sent home to parents detailing the work that needs completing).

Two Academic Demerits within a week will lead to a Tuesday afternoon Gating (Lower College) or Thursday afternoon Gating (Upper College). The count is re-set following a Gating.

Three Academic Demerits within a week will lead to a Saturday Detention. The count is reset following a Detention.

Two Behaviour/Digital Demerits will lead to a Saturday Detention. The count is re-set following a Detention.

A pupil who has been in any Weekday Gating and gets a third Demerit that same week will be placed into the Saturday Detention as well that week.

Pupils who are unable to attend a Weekday Gating will be moved to the next available Weekday Gating (Tuesday or Thursday – it would be on this occasion that Upper College and Lower College pupils may have to mix).

Description of Gatings and Detentions:

Weekday Gating

Tuesday (Lower College) 4:45-5:30pm. Thursday (Upper College) 5:15-6:00pm. Supervised school work with laptops. No Bath Road time. Failure to attend (without mitigating circumstances) or poor behaviour during gating can be upscaled to a Saturday Detention.

Saturday Detention
These are an opportunity for pupils to reflect on their behaviour and consider how they can make positive changes. They will complete a Think About It Memo a reflective essay which is selected by the Hsm or the person initiating the sanction. Essays should be passed to Hsms for a follow up reflection meeting with the pupil. After completing an essay pupils may get on with their own work. **No laptops/tablets are allowed.** Failure to attend (without mitigating circumstances) or poor behaviour during Detention can lead to an additional Weekday Gating, another Saturday Detention OR a Senior Hsm Caution.

Senior Hsm Gating
Meeting with Senior Hsm. Email home to parents. 08:00-17:30/18:00 - all 'free' time in Deputy Head's Annex. No return to Boarding House. Supervised Lunch. Additional schoolwork required.

Assistant Head Gating
Meeting with Assistant Head Pastoral or Deputy Head Academic (In the case of an academic issue at this level). Letter home to parents. 08:00-17:30/18:00 - all 'free' time in Deputy Head's Annex. No return to Boarding House. Supervised Lunch. Additional schoolwork required. Plus, Saturday night detention.

Monitoring of Sanctions
When a Level 2 sanction is inputted on ISAMs the pupil and their Hsm and tutor will be alerted via email.

HoDs will receive a daily report and a weekly summary of all sanctions and rewards issued on ISAMs by members of their Department. It is imperative the staff input their Department when prompted to on the system if the sanction relates to classroom or academic conduct. HoDs should therefore gain a 'lay of the land', identify possibly recurrent names, ensure a degree of consistency and help to guide new members of staff to the system.

Hsms and Resident Tutors will receive a daily report of all sanctions and rewards issued to pupils in their relevant House. This will allow duty staff to check the pupil has understood what is required, impose the 30 minutes extra prep if needed/ possible and gain a 'lay of the land' for the pupils in the House.

Where behavioural concerns involve a pupil with significant SEN, a disability as defined under the Equality Act 2010, or with significant and identified social, mental or emotional needs, College will make reasonable adjustments to the procedures and sanctions listed here which it considers are appropriate in relation to that individual pupil's disability or needs.

Persistent Misbehaviour
If a pupil gains more than 3 detentions (academic or behaviour) in any one term it is likely they will receive an Senior Hsm Gating, and a behavior contract could be in place. It will be issued by the SH depending upon the balance of contributory sanctions. Continued detentions after this point may lead to a more serious sanction and a formal meeting with parents.

Procedures
a) All misbehaviour or disciplinary incidents will be dealt with as soon as it is possible to do so.
b) In more serious incidents, an investigation will be carried out to establish the facts. The policies listed in the Introduction above contain procedures to be followed in specific matters.
c) When a pupil is formally interviewed in relation to more serious incidents, he/she will be accompanied by his/her Tutor, Hsm or other suitable member of staff to support him/her. Parents do not attend such interviews; this is to ensure that all pupils are treated in the same manner.
d) In these circumstances, a pupil will always be given the opportunity to give their version of events and

present any mitigating circumstances/issues. Pupils are, where relevant and possible, asked to provide a Pupil Incident Form of events as soon after an incident has occurred as is practicable and best practice is to have this typed by pastoral staff with key questions highlighted in bold. Pupils would then sign the printed form.

e) The College staff may search a pupil or his/her possessions or accommodation in accordance with our search and confiscation policy.

f) In relation to prohibited items, the Head, and staff authorised by the Head (authorised staff include the Senior Deputy Head, AHP, SDHP). Where Permanent Exclusion needs to be considered, the College will ensure that a pupil with a disability or special educational needs is able to present their case fully where their disability or special educational needs might hinder this. Any religious requirements affecting the pupil will also be considered. Individual Welfare Plans or Priority Pupil Plans will be used as necessary when making reasonable adjustments. Staff should seek advice from the Deputy Head Learning and Wellbeing or Assistant Head Pastoral if they are unsure about how to manage a pupil's behaviour where this is related to a special educational need or disability. Every Hsm, may search a pupil's possessions, without their consent, where they have reasonable grounds for suspecting that a pupil has a prohibited item in their possession. Such action will be taken in accordance with the DfE guidance Searching Screening and Confiscation (July 2022). Details may be found in the Search and Confiscation Policy, available from the Bursar's PA on request.

g) If staff are required to restrain a pupil, any use of force will be reasonable, proportionate, and lawful. Reasonable force will be used in accordance with the DfE guidance Use of Reasonable Force (July 2013 Updated December 2025) and as set out in the Restraint and Reasonable Force Policy (available on the policy portal). A record of any physical intervention will be recorded on CPOMS and parents will be informed on the same day or as soon as is practicable.

h) The College will make reasonable adjustments for managing behaviour which is related to a pupil's SEND profile.

i) Being an award holder at College and wearing an award holder's tie, carries with it the responsibility to behave in a way that reflects the influence of the position on their peers. Should any award holder's behaviour repeatedly fall below this standard, or if there is any single event that damages the credibility of their award, then the individual's tie may be removed temporarily or permanently. Should there be a significant breach of the terms of the award, a discussion may be had regarding the removal of any financial reward.

Any scenarios where the course of action is unclear can be discussed with a senior member of staff (HoD, Hsm, Senior Hsm, Assistant Head Pastoral).

Sanctions are not carried forward from one week to the next but detentions that are not completed in a given half-term will be carried forward into the following half-term, except at the end of the school year. At the end of a half-term, detentions will usually be on a suitable weekday night. There is no requirement to give notice for detentions, but pupils can expect 24 hours' notice of a Saturday night detention.

Corporal punishment is never, under any circumstances, used or threatened at the College and force is never used as a form of punishment.

A pupil receiving a Demerit or Notification on Saturday morning may be expected to complete the work over the weekend. Hsms can check that work has been done on Sunday evening or Monday morning (depending upon Day/Boarding status).

Teachers are reminded to consider the reasons for poor quality work: a Classroom Support or Notification may be more appropriate if the pupil has failed to understand a key element of the work. Hsms and tutors are asked to pay close attention to Upper College pupils who use the Academic Demerit to regularly extend work deadlines. A HoDs' Caution may be given.

Behaviour Contracts
At any point where *significant* or *persistent* poor behaviour occurs in either the academic or pastoral areas of College, a pupil may be placed on an agreed Behaviour Contract to enable the closer monitoring of their actions. Such a contract will be discussed with the pupil and relevant members of staff and two copies will be signed. One copy is kept in the main pupil file and the other is kept by the pupil. Parents should be sent a copy of the Behaviour Contract and agree with its key targets.

Exclusions
The Suspension and Exclusion Policy sets out the procedures to be followed in the event that a pupil may be permanently excluded.

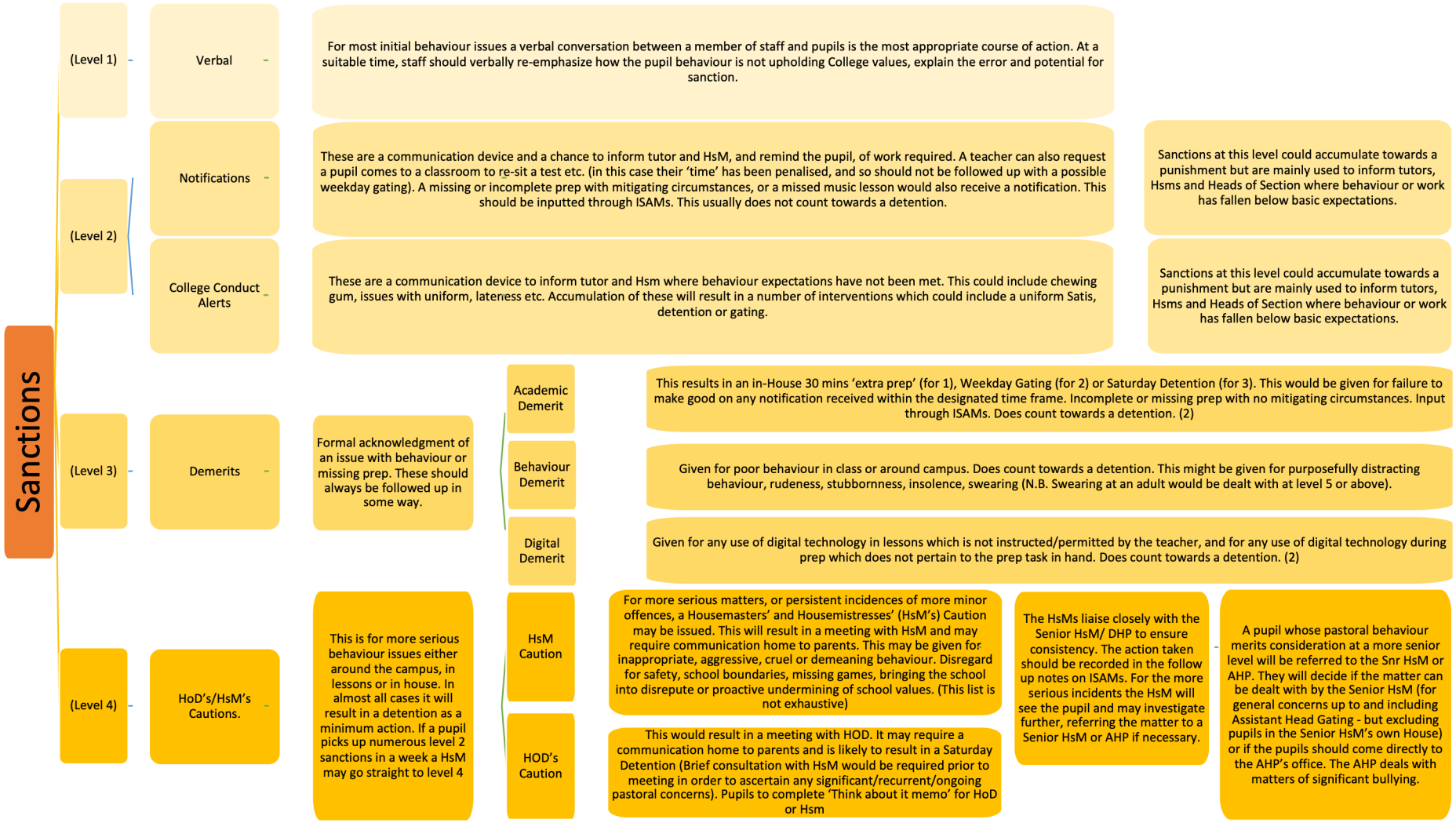
Malicious allegations against staff
Where a pupil makes an accusation against a member of staff and there is reasonable suspicion that the accusation has been deliberately invented or malicious, the Head will consider whether to take disciplinary action in accordance with this policy.

In accordance with the DfE's guidance Keeping Children Safe in Education (2025), the College will consider a malicious allegation to be one where there is sufficient evidence to disprove the allegation and there has been a deliberate act to deceive.

Record keeping
A formal sanction is recorded on the College database and forms part of the relevant pupil or pupil record. The weekly deadline is at 3pm on a Thursday, except at the end of half-terms. Formal sanctions are notified to pupils by e-mail.

Review
It is the responsibility of the AHP to monitor sanctions. This is done informally on a weekly basis so that patterns in behaviour can be identified and managed appropriately. Serious sanctions are reviewed termly by the AHP.

Sanction Level




Higher Level Sanctions
(Level 5)
Senior HsM Caution
Issued by Senior Hsm or AHA. Weekday gating is served. Could lead to support plan or behaviour contract in discussion with AHP, Hsms, Heads of Upper College, Lower College or Third Form. For repeated lower-level misdemeanours (3 x detentions in a single term) or for a more significant first offence.
Think About It Memo needed. A formal letter home may be sent by the Senior HsM or HoD and any "Serious Sanction" will be recorded centrally and in House records.
(Level 6)
Assistant Head Gating
Can only be issued by a Assistant Head (or Snr HsM in the Assistant Head's absence), often in consultation with the HsM or HoD. These are given for persistent offences or misdemeanours that are considered grave enough to be sent 'up' to the Assistant Head level.
Saturday night detention and a formal letter home will be sent from the Deputy Head's Office and this level of "Serious Sanction" and above will be recorded centrally and in House records.
(Level 7)
Internal Suspension
This can be for up to 3 days when the pupil reports to the Assistant Head Pastoral. The pupil will not attend lessons, and will be suspended from all other school activities, although they will be given schoolwork which they will be expected to complete.
(Level 8)
External suspension
This sanction is reserved for extremely serious breaches of school discipline that put themselves and/or others at risk of harm. The pupil will be sent home from school for a period of time determined by the Assistant Head Pastoral or Senior Deputy Head depending on whether it is a formal or final warning.

Appendix 4 - College Rules

These rules are not exhaustive but are the most important. All pupils should familiarise themselves with the main College policies which are held in Houses.

1. Cheltenham College Classroom Code

You should always show respect to the whole College community, to all adults who work to support your life in College and to your peers. In an academic context (and in the classroom, in particular), respect is shown by a greater degree of formality in relations between teacher and pupil, and between peers. College expects high standards of behaviour at all times but courtesy, punctuality and appropriate dress are particularly important.

Taking responsibility for your learning and adopting a growth mindset:

- Set your sights on a grade that will stretch you and complete all work to the best of your ability.
- Take pride in your work and present it well.
- Explore new ways of learning and challenge yourself with extension work.
- Show a willingness to attack difficult problems and questions.

Having a positive attitude and being proactive

- Be enthusiastic about your learning and have confidence in your ability
- Be a positive influence on other students.
- Ask questions when you do not understand.
- Mistakes are fine if you learn from them.
- Learn from and celebrate others' successes.
- inquisitive and curious and participate in class.
- Take time to go over teacher feedback and understand how to improve next time.

Being properly prepared for lessons:

- Arrive for lessons on time and move purposefully between classrooms.
- Always complete your prep on time, bring it to the lesson and do it to the best of your ability (or you will be asked to do it again).
- Be tidily dressed with your top button done up and shirt/blouse tucked in;
- Have the required books and stationery; go directly to your desk on entering the classroom and get out whatever you need for the lesson.
- LC should not take phones into a lesson; UC must have phones switched off.

Learning effectively during the lesson:

- Focus entirely on your work and listen when others are contributing.
- Only leave your desk if invited to do so by the teacher.
- Resist talking to other pupils or otherwise attracting their attention, however quietly and on whatever topic once the lesson has started.
- When instructed to work on your own, do so quietly and efficiently.
- Contribute in a way that is sensitive to others and to the classroom context.
- Be reflective about your learning by thinking about how to improve.

Showing good manners:

- Greet staff and students when you arrive in class.
- Help and encourage others when working in groups or pairs.
- Be respectful and tolerant of others.
- Be prepared to stand up if an adult enters the room.
- Address an adult and your peers respectfully.
- Await your teacher's signal before packing away your things.
- Put your chair away under the desk before leaving and tidy up rubbish.

2. Anti-Bullying (refer to the College Anti-Bullying Policy)

Bullying is anti-social behaviour; it is unacceptable and will not be tolerated.

The College defines bullying as often repeated behaviour designed to be hurtful either physically or emotionally, where there is a power imbalance. Single incidents of targeted unkind behaviour with deliberate intent to upset or hurt would also be considered bullying. It can be between a group and an individual, or between individuals. There are five main forms of bullying. These are:

- Verbal: for example, name calling, teasing, insulting, writing notes, making threats or abuse of any kind.
- Physical: for example, hitting, kicking, spitting, removing belongings, and damaging property.
- Psychological: taking or hiding someone' possessions, exploiting power over someone
- Emotional: for example, ostracising, tormenting, spreading rumours, gesturing.
- Cyber: using any electronic communication device or social networking site to send abusive messages or display unpleasant images with the intention of upsetting a pupil or making them a figure of ridicule within the community.

College will deal with all incidents of unkindness at the earliest possible opportunity. A Level 0 on our Anti-Bullying policy is used to acknowledge that young people can be unintentionally unkind at times but that this should not go unaddressed,

3. Prohibited Items

Alcohol, cigarettes, e-cigarettes/vapes, Snus, CBD products and all illegal drugs / psychoactive substances: Chewing gum, caffeinated energy drinks, micro scooters, laser pens, water pistols, all types of pellet guns and knives, are banned at the College. Bikes are banned with the exception of the following: some College Prefects can use a bike to get from House to College with Hsm permission. Bikes cannot be used for going into town or Bath Road. Hsms can give permission for a member of the House to have a road bike or mountain bike in College for the purpose of an organised activity on a Sunday. On all occasions lights and helmets must be used. Electric scooters are not permitted for travel to and from College or to be hired or used during term in free time e.g. Voi rental scooters.

4. Clothing and Appearance

Pupils are expected to maintain a neat and professional appearance. As such, boys are required to be clean-shaven unless their spiritual or religious beliefs require them to maintain facial hair. In such cases, students or their parents/guardians should notify the school to ensure that appropriate accommodations are made.

All members of the College are expected to be tidily dressed at all times: top buttons should be done up, shirts should be tucked in, and kilts should not be rolled up.

Members of College should be in College uniform, or, if involved in games, College games kit, until their activity is finished. If the activity is finished then appropriate mufti can be worn but pupils will be sent back to change if required. College pupils should not mix College uniform with mufti.

Uniform clothing must be in accordance with current clothing lists, except for the relaxations included below:

Casual Clothes
Casual clothes should always be clean, in good repair and appropriate to the occasion when they are worn.

Casual clothes may be worn

- by any member of the College in town and Bath Road once their commitments have been honoured.
- to the theatre and similar venues at the discretion of the member of staff responsible.

Eating
Member of College should not eat on the street when in Uniform or College games kit.

Shirt Sleeve order
Shirt Sleeve order may be declared by the Senior Deputy Head during extended periods of hot weather. Blazers may be removed and long-sleeved shirts may be rolled up to the elbows but no jumpers. Ties need to be continued to be worn.

Footwear and socks
Shoes- Should be black and polishable. Casual shoes cannot be worn with uniform. No boots, suede shoes or moccasins. Socks must be a matching pair, not white and must be dark and appropriate for the workplace. Casual shoes must not be worn with school uniform.

Hats and Caps
Hats and caps are not to be worn around the College during weekdays and never in the Dining Hall. In very cold weather then woollen hats or beanies may be worn.

Jewellery and make-up
Girls may wear one pair of small earrings which must only be worn in the lower lobe of each ear, one chain, which must not be visible, around the neck, one plain ring (not oversized) and one bracelet (not beaded). No jewellery is to be worn during games.

Body piercing, apart from the lower ear lobe, is not allowed.

Upper College Boys may wear a single stud or pair of studs in the lower lobe.

Boys may wear one chain, which must not be visible and a bracelet (non beaded). Body piercing is not allowed.

Subtle make up may be worn.

One charity band may be worn in place of a bracelet.

Staff may confiscate jewellery or clothing that contravenes these guidelines and place it in College Office.

Hair
Hair should always be trim and neat. It should not cover the eyes or, in the case of boys, extend on to the collar. Pony or rats' tail or a closely shaven head (#3 or lower) are not permitted and could lead to a gating or suspension for a period of time. Boys' hair should be the same length at the back and sides and graded rather than undercut, mullets are not allowed. Roots should be the same colour as the rest of their hair and any highlights should look natural.

If a pupil's hair is cut too short, they may be gated in house until such time as their hair is deemed to be suitably smart, be issued a chit and expected to remedy it at the first opportunity.

Pupils should not cut their own or other pupils' hair. Pupils will be sent to a local hairdresser at their own expense for remedial action to correct any undercuts or similar hair styles.

Eyebrows must not be partially or fully shaved.

Bags
A black or blue rucksack must be used by all members of Lower College. Sixth Formers are strongly advised to use bags; if they chose to do so these must be approved by their Housemaster or Housemistress (Hsm).

Wet weather
All members of College may use umbrellas during wet weather. All pupils should own one of the College jacket variants.

Games clothes
Games clothes are always to be kept clean and in good repair. College games clothing is to be worn by all games players.

Dining Hall
Pupils should be dressed in one of three orders of dress:

- Full School Uniform
- Clean College games kit (No CCF sweatshirts)
- Mixed - College trousers or skirt, shirt and House top (no tie needed but College Coat if necessary)

Lunch: College uniform is to be worn for all weekday lunches.

Supper: Home clothes and clean games kit can be worn to supper, but shoes (not sliders or flip-flops) must be worn – clean trainers when in games kit.

College Coats
Pupils may wear the College blue quilted sports coat, the College black fleece lined jacket or the College black puffer jacket. The fleece and puffer can also be used for sports. Sixth formers are permitted to wear a long dark woollen overcoat.

5. Bounds and Cafés

All members of the College may use the local shopping i.e. Suffolk Road, Suffolk Parade, Great Norwood Street, Bath Road (but not beyond the junctions with Oriel Road), London Road, between the junctions with Keynsham Road, and Old Bath Road, and Montpellier Terrace (but not beyond the junction with Montpellier Grove) at the times stated in section 6.

Pupils shall not enter any parks or gardens with the exception of Montpellier Park (where the café and Tennis courts) and Sandford Park (as a cut through to town) on a Sunday afternoon only.

The hospital grounds (unless visiting someone in hospital or for an appointment), the Lido and all alleyways off Bath Road and Suffolk Road are out of bounds at all times.

Pupils may use cafes in town and on Bath Road in accordance with the approved list and the bounds map. Members of the College are not allowed to leave the College campus at any other time unless they have permission from their Hsm.

The Upper Sixth and Lower Sixth both day and boarding may, with their Hsm's permission may go into town for a specific purpose of having a meal or going to an approved establishment.

Time of return:	Lower Sixth	22:00 from town
		22:30 from Social
	Upper Sixth	22:30

Members of the College are not to enter the Prep School grounds, except when they have permission from their Hsm or have games on the Prep School pitches. They can get to Bath Road through the Science gate if open and not the Prep School car park.

Members of College can go to the Theatre and Cinema with their Hsm's permission;

An interactive bounds' map and list of authorised establishments is on display on the House noticeboards.

6. Timings

Town

Members of the Sixth Form may go into town on Saturday evenings if they obtain an Orah pass from either their Hsm or Matron. They must return by

Lower Sixth	22:00	Upper Sixth	22:30

Fifth Formers and Upper College may go into town on Sunday afternoons provided they sign out on Orah; they must be back by 17:30. On Sunday afternoons, Third and Fourth Formers may go into town between 12:00 and 16:00, but only with their Hsm's permission and in groups of at least 3. There will be a sign in at 16:30 for 3rd and 4th Form.

Bath Road Times

No one is allowed onto Bath Road during study periods or at lunch time. Everyone should be off the Bath Rd by 5pm every afternoon.

3rd Form are **not allowed** on Bath Road Monday-Saturday Autumn Term. After Spring Half Term, they are allowed around games commitments and CPT on Thursday after lunchtime sign in until 17:00 only. All boarders and day boarders must attend supper.

4th Form are allowed on Bath Road around games commitments and CPT on Thursday after lunchtime sign in until 17:00, and on Friday 16:10-17:00 (as long as activity/team practice is honoured). All boarders and day boarders must attend supper.

5th Form are allowed on Bath Road around games commitments, APT and CPT on Tuesday and Thursday after lunchtime sign in until 17:00, and on Friday from 16:10-17:00 (as long as activity/team practice is honoured). All boarders and day boarders must attend supper.

Upper College are allowed on Bath Road between 10:25-10:50 on Monday-Friday and 10:25-10:50 on Saturday morning. Upper College are also allowed around games commitments and CPT on Tuesday and Thursday afternoons after lunchtime sign in until 17:00 and on Monday, Wednesday and Friday from 16:10-17:00 (if activity/team practice and APT is honoured). All boarders and day boarders must attend supper. Upper College are also allowed on Bath Road during prep break Monday-Friday 20:45-21:25.

On Saturday afternoons pupils (less 3rd Form in Autumn Term) are allowed from 13:15-17:00 but they must honour their activity, sport, game. They must sign out of House and be in clean College sports kit if going straight to sport.

Sunday – Year Specific times

All years 10:00-11:30

Lower College 12:00-16:00

Upper College 12:00-17:00

At all times, they must sign out from the House and should attend tea in the Dining Room.

Driving Lessons
These are to be arranged in students' own time and only after Hsm has given permission. They must not clash with College commitments. Where possible, theory tests and driving tests should be booked at a time when lessons will not be missed; the Hsm must be informed when these will be. All driving lessons, having sought Hsm approval, should be logged as an Orah pass.

7. Relationships

Sexual relationships involving any members of College are always inappropriate; in some cases, such relationships are illegal. Pupils found to be having sex in College are likely to be dealt with using the Suspension and Exclusion Policy.

All pupils are expected to be responsible and considerate in all aspects of their behaviour and to recognise and observe the boundaries between appropriate and inappropriate behaviour.

During the working day, including games, activities and prep, there should be no public showing of affection. At all times there should be no behaviour that would cause offence or embarrassment to themselves or others.

Visits to a House of the opposite sex are permitted with permission of the Hsm and pupils and students should sign in and are restricted to public rooms.

The appropriateness of relationships between different year groups will be decided with discussion of Hsms and Parents.

8. Alcohol, Drugs and Smoking

The College prohibits the consumption and purchase of alcohol by all pupils while in the care of the College. Exceptions to this are:

• Upper 6th Formers (who are 18) may consume alcohol in an approved pub on a Saturday evening with the specific approval of their Hsm or resident staff via an Orah pass. Guidelines are given below.

• 6th Formers (who are 17) may consume a small glass of wine lower than 12.5% or a pint of beer lower than 4.5% in an approved restaurant on a Saturday evening with the specific approval of their Hsm or resident staff via an Orah pass when it is bought by a family member over 21 years old and they are eating a meal.

• Within a House setting on a Saturday night 6th formers may be offered alcohol with food. Guidelines are given below.

• Alcohol may be offered in College to 6th Formers at specific formal events, or with their Hsm during the week with the permission and prior agreement of the Senior Deputy Head or the Assistant Head Pastoral. Soft drinks must always be available.

Maximum	ABV	Examples
2 x glasses of wine (125ml) 2 x glasses of prosecco (125ml)	Must be lower than 12.5%	White: Pinot Grigio, Gavi Red: Beaujolais, Rioja
3 x pints of lower alcohol beer	Must be lower than 2.8%	Small Beer Pale, Small Beer Hazy
2 x pints/bottles of ale/cider/larger/porter	Must be lower than 4.5%	Guinness, Carling, Fosters, Magners, Tribute.
2 x 330 ml bottles of ale/cider/larger	Must be lower than 5.1%	Kronenburg, Stella Artois, Peroni
1 x pint of craft or stronger lager/American style Pale Ale	Must be lower than 5.5%	Steady Rolling Man, Punk IPA, Kronenburg, Stella Artois, Peroni
2 x 250ml premix spirit cans **(*only in a house setting)**	Must be lower than 6%	Pimms, Gordons Gin and Tonic

A responsible attitude to drinking is promoted through the Floreat programme and through guidelines laid down for Upper College while in the Social Club, at social functions, on College trips and in town on Saturday evenings.

The possession or use of controlled drugs, psychoactive substances and / or so called 'legal highs' is prohibited in the College:

Smoking and the possession of smoking materials, including liquid fuels, Sheesha pens and e-cigarettes, is banned in the College.

9. Mobile Phones, iPads, Smart Watches and Laptops

Mobile phones are not school-issued devices; we therefore strongly recommend that parents do not buy expensive smartphones with large amounts of data, as this can bypass our filtering and monitoring platform that is put in place to safeguard pupils. Anyone found using their phone inappropriately will have their phone confiscated and handed in to College Office where it will be logged and Hsm informed. Should a pupil be caught with a second phone it will lead to an automatic detention and the confiscation of both phones.

Cheltenham College should be a phone free zone by default.

iPads should be kept in appropriate bags and stored in the various locker space provided.

Smart watches and other internet enabled devices are also banned from being used during the School Day 08:00-17:00. Mon-Friday and 08:00-12:30pm Saturday.

Pupils' phones may be searched in the event of significant safeguarding concerns; all searches will be conducted in line with our Search and Confiscation Policy.

Individual Year Groups

Third Form can have their phone for an hour a day Mon-Fri, usually between 20:00-21:00, but flexibility is allowed for overseas pupils on making calls home; on Saturday pupils may have their phone from 16:30 until 21:30; on Sundays pupils can have it between 12:00-16:30 to coincide with Town rules. Hsms will decide about the level of technology allowed on away fixtures, at socials, on trips and on Sunday prep sessions. Pupils are expected to hand in both their iPad and phone at 21:00. No pupils will have their phones on Tech Free House nights in the interests of our push for social interactions and digital detox.

Fourth Form can have their phone for an hour a day Mon-Fri, usually between 20:00-21:00, but flexibility is allowed for overseas pupils on making calls home; on Saturday pupils may have their phone from 16:30 until 21:30; on Sundays pupils can have it between 10:30-16:30. Hsms will decide about the level of technology allowed on away fixtures, at socials, on trips and on Sunday prep sessions. They are expected to hand in both their iPad and phone at 21:00.

Fifth Form may use their phone after the end of the school (17:00) day until prep time when they hand them back in. They are expected to hand in both their iPad and phone at 21:30. An early collection of 16:15 is permitted on Tuesdays and Thursdays.

Upper College are expected to hand in their phone at 22:00 Monday-Friday inclusive of Sunday night and can collect them from 17:00. Pilot schemes will be put in place to explore ways to limit phone use during Prep times. An early collection of 16:15 is permitted on Tuesdays and Thursdays.

Saturday rules.

Upper College can collect phones at 12:25 having handed them in at 22:00 on Friday night. (If the Sixth form have an early fixture, we will give flexibility to allow them in the bottom of bags.)

Current Saturday phone rules for those being picked up from fixtures are to remain for other years.

10. ICT and Digital Health

All pupils are required to purchase an approved device from our Choose Your Own Device Portal. Information regarding this scheme can be found in the Cheltenham College Parent Portal. Only devices purchased through this scheme will be allowed onto the school network.

Practice
Pupils must not interfere with the work of others or the system itself. Pupil must not 'circumnavigate' the system using personal 'vpn's' to avoid the filtering system, this is clearly put in place for the protection of our pupils and is the only 'acceptable use' of our WiFi and network.

Pupils must not create, store, transmit or cause to be transmitted material which is offensive, obscene, indecent or defamatory or which infringes the copyright of another person. They must not transmit any messages or prepare files, which appear to originate from anyone other than themselves.

Photographs or images need personal consent for use, sharing or publishing without consent breaks copyright rules and is not 'acceptable use'. The non-consensual sharing of nude or semi-nude images or videos will be dealt with in line with Appendix 3 and our Child-on-Child Abuse Policy.

Pupils must not gain or attempt to gain unauthorised access to other people's files or facilities or services accessible via local or national networks or transmit any confidential information about the College: they must not attempt to get around service limitations placed on network use by the College (or its agents).

Pupils must be aware that WiFi access is a shared communal facility. As such downloaded or streaming is done so within the remit and criteria stated above.

The excessive downloading of data will be noted by our filtering systems. Should this material be outside of 'reasonable use' or offensive, obscene, indecent or 'out of age range' to the persons viewing age, then access will be denied. This will then be dealt with via Hsms and Director of IT, or with the Deputy Head Pastoral as deemed appropriate. A denial of provision will impact WiFi access in all area of the College system and will cause considerable impact on day-to-day activities.

Please consider what you are downloading, how much and whether this will be considered 'reasonable' by staff monitoring.

Security
Pupils must not disclose their passwords to anyone and must not attempt to discover or use the passwords of others.

Confidentiality
Any College information or records including details of pupils, parents and employees whether actual, potential or past, other than those contained in authorised and publicly available documents, must be kept confidential unless the College's prior written consent has been obtained. This requirement exists both during and after a pupil's time at the College. In particular, pupils or ex-pupils must not use such information for the benefit of any future employer.

Gaming
Games played must be age appropriate. Gaming, and this includes watching someone else game on Youtube, is only allowed when not in formalised work sessions and on the weekend after sports commitments.