

***‘We the pupils of Shrewsbury School, accept responsibility for our conduct and the way in which it is perceived, both as individuals and collectively. We understand that, at all times, our conduct and appearance should demonstrate respect for ourselves and others. Outside School as within, we maintain these fundamental standards.’***

#### **HOW WE CONDUCT OURSELVES:**

We are courteous, thoughtful and compassionate in the way we speak to other people – pupils, teachers and support staff – everyone in our community. We are accepting of all individuals regardless of differences and we entirely reject any form of prejudice and discrimination (including racism and sexism). We are understanding and supportive of the needs of all members of our community. We respect our own and others’ property. We are courteous and thoughtful at all times (paying particular attention to conduct in Kingsland Hall, Off-site activities, the House and the sports field). We treat the School site with respect, taking particular care neither to drop litter nor to damage the grounds or the fabric of the site.

#### **HOW WE APPEAR:**

Our appearance should convey pride in ourselves and in our School.

While the Dress Code allows for some individuality, our appearance should always reflect a sense of modesty, dignity, professionalism and due consideration for others.

#### **HOW WE WORK:**

We respect the right of others to learn and teachers to teach. We try our best academically.

We respect deadlines and accept responsibility for our own organisation and timekeeping.

Our use of technology is responsible, respectful and in line with school policies.

This expected code of behaviour at Shrewsbury is based on common sense and common courtesy, and a reciprocal sense of trust between staff and pupils. Salopians are asked to pursue their own goals with ambition but with respect for others; they are asked to treat others with sympathy, understanding and tolerance; they are asked to respond positively to the demands that community life places upon them.

**ENCOURAGEMENT:** The reward for good behaviour is largely in the quality of life and relationships Salopians build among themselves and with the staff. Each House will promote these differently, though House and School Positions of Responsibility are clearly the outcome of positive friendships and behaviour. Among other things, School Colours, School Firsts, House Colours and Shop Teas may also be awarded for valuable contributions to community life. There are also several incentives for good effort and academic work: Headmaster’s Awards, Headmaster’s Distinctions, Commendation Prizes and Scholarships.

**RULES:** Apart from the laws of the land, which bind us all, and a sense of right and wrong, which most of us would share, pupils are also asked to accept the School Rules and House Rules, which have been evolved to regulate the life of the community at Shrewsbury.

Salopians are actively encouraged to share this common code, and to keep the rules in the proper spirit of the community. However, when things do go wrong, when rules are broken, or expectations not met, the School may invoke the sanctions listed on page 3.

**Additional emotional support:** From time to time young people may find themselves unhappy or facing difficult situations. Often the Housemaster/Housemistress can give the right support and advice. Sometimes medical support may be required. However, help is also available from the Peer Listeners and the School Counselling services [wbrook@shrewsbury.org.uk](mailto:wbrook@shrewsbury.org.uk) or 07874 033042.

**COMPLAINTS:** If a pupil believes that sanctions have been administered unfairly, or if he or she has other cause for complaint, they should seek the advice of an appropriate adult within the School community. He or she may, however, seek the advice of an adult independent of the School, and if so, they should consult carefully The Complaints Procedure to be found on page 4.

### **SERIOUS BREACHES OF DISCIPLINE**

**BULLYING:** Bullying is any action that thoughtlessly or deliberately causes pain, unhappiness, humiliation or suffering to another. Bullying activities include isolated or repeated acts of physical violence, and persistent verbal abuse, transmitted either by word of mouth or textually, and by any other media. The exclusion of others from the social groups that form in houses, classes, dining hall and elsewhere is also an act of bullying. The erosion of self-esteem, and in certain cases the taking or spoiling of possessions, may also be classed as bullying. In any case of bullying, the Housemaster/Housemistress will be initially responsible for taking action. In more serious cases, he/she will inform the Deputy Head (Pastoral) who will liaise with the Headmaster and then decide the seriousness of the case. The Deputy Head (Pastoral) may ask the Designating Safeguarding Leads to investigate.

He/she will then recommend an appropriate action, which may include expulsion. All pupils are given a full statement of the School's policy on bullying.

**DRUGS:** The School's Policy is that if it has evidence that a pupil has used, or is in possession of, or is involved in the supply of illegal drugs, it reserves the right to expel the pupil from the school. Where the school has concerns that a pupil may be associating with drugs or substances, then it reserves the right to carry out a drug test. Circumstances in which the School might carry out a drug test include:

1. A particular event arousing the suspicion of the school staff.
2. A concern surrounding the appearance, behaviour and performance of a pupil.
3. Persistent tobacco smoking. Since tobacco smoking may be viewed as a major social gateway to the smoking of illegal drugs, the School may regard persistent tobacco smoking as a reason to drug test a pupil.

The drug test will be taken under medical supervision and a member of the school staff will be present. All due care will be taken to respect the pupil's privacy and human rights. The testing procedures will be in accordance with good practice. If any drug test proves positive, the school will treat this as evidence that the pupil has been using drugs and reserves the right to expel the pupil from school.

It should be noted that the improper use of solvents, and the use of 'legal highs' are now covered by The Psychoactive Substances Act 2016 and will be treated with the same degree of seriousness as Class A, B or C drugs.

**SMOKING:** If a pupil is found to be smoking or is in possession of cigarettes/ e-cigarettes or their equivalent, the first offence will result in a Double School Detention, email home from HSM, visit to the Medical Centre and the offer of a cessation program. Should a second offence occur this will result in a period of School Gating, and letter home from the DHP, visit to the medical centre and the offer of a cessation program. Any pupil who continues to disregard the school's rules is likely to be suspended and continued to be offered cessation. Smoking in School buildings is considered to be a serious danger to people and property, and pupils caught smoking in buildings are likely to be suspended. Since tobacco smoking may be viewed as a major social gateway to the smoking of illegal drugs, the School may regard persistent tobacco smoking as a reason to drug test a pupil. E-cigarettes, or their equivalent, are not allowed at. Offences relating to the possession and/or use of e-cigarettes or their equivalent will be dealt with in line with smoking offences. Anyone caught using an e cigarette with vaping drugs involved will be dealt with under the schools Drugs policy, in which the school reserves the right to expel the pupil from the school.

**ALCOHOL:** Alcohol awareness figures prominently within our SWELL (Shrewsbury Wellbeing) programme. In addition to this members of the 6<sup>th</sup> form have limited access to alcohol in a safe and controlled environment. Any pupil involved in the purchase and/or consumption of spirits should expect to be suspended. Any pupil who brings alcohol into the School, or consumes alcohol illegally, may also be suspended. Conscious of the potential dangers of alcohol, the School will respond strongly to any examples of excessive drinking.

**THEFT:** The taking of possessions and money or bank cards belonging to others is an immoral act and a criminal offence whether it takes place within a House or School community. The School will investigate theft and fraud; it may invoke sanctions such as suspension, and may involve the police if necessary.

**FAKE ID** All members of the School are warned that possession of false I.D. contravenes School Rules and will be punishable by a double School Detention, confiscation of the I.D. and a formal letter of warning to parents/guardians.

**RELATIONSHIPS:** All pupils must be mindful of the need to conduct themselves in a dignified fashion without causing embarrassment or discomfort to others. School life aims to foster wide friendships rather than exclusive relationships and it is essential for pupils to recognise the fact that school is not a place for sexual intimacy. Public displays of affection are not permitted. Pupils found in a compromising situation should expect to be suspended; any found in seriously compromising circumstances may be asked to leave the school. Relationships between students more than one school year apart are not permitted. The school will be the final arbiter regarding the suitability of school relationships which must abide by the laws of the land at all times.

### **SANCTIONS:**

**Tardy Book;** Tardy Book takes place every Friday. A pupil put on Tardy Book will report to the Deputy Head Pastoral's office at 7.15 a.m. to sign in.

**Blue Penals;** When set a Blue Penal to re-do work to a higher standard, a pupil must obtain it from his or her Housemaster/Housemistress and when the work is completed, see that it is signed by their Tutor and Housemaster/Housemistress before handing it in to the member of staff who set it.

**Site Service;** Site Service takes place every Thursday (7.45 a.m.) and Saturday (8.00 a.m.) Pupils should report to the Deputy Head Pastoral or the assigned member of staff where he or she will be assigned an appropriate task.

**Academic Detention;** A pupil put on Academic Detention to do supervised written work will inform his or her Housemaster/Housemistress immediately, see the Head of Section at 8.00 a.m. on Monday and go to M8 at 7.45 a.m. on Tuesday in School dress.

**School Detention;** A pupil put on School Detention to do supervised work will inform his or her Housemaster/Housemistress immediately, report to the Pentagon at 8.00 a.m. on Saturday and go to M8 at 7.30 p.m. on Saturday in School dress.

**House Gating;** Pupils 'house gated' are confined to their House or the School Site as specified by the Housemaster/Housemistress. They must ensure a Gating card is completed.

**School Gating;** Pupils 'school gated' must follow the above procedures. However, in addition they may not 'represent' the school, they will serve a two hour School Detention and members of the 6<sup>th</sup> form will be banned from Quod until further notice. A letter will be sent home outlining the reason for and significance of the sanction.

**Internal Rustication;** This sanction ranks alongside suspension and typically runs for 3 days. Pupils may be internally rusticated following a serious breach of school discipline or a pattern of poor academic work. During this time pupils attend lessons as normal, but conduct supervised work outside of lesson time when they would normally be engaged in extra-curricular activities. Pupils are gated for the duration of the rustication.

**Suspension & Expulsion;** A pupil may be sent home for a time specified by the Headmaster. If a pupil is persistently in breach of School Rules, or his or her attitude and behaviour are seriously damaging to the life or welfare of others, or for a single major breach of law, rule or morality, he or she may be asked to leave the School.

**INADMISSIBLE SANCTIONS:** Corporal punishment, fines, the imposition of lines and unreasonable deprivation of liberty are all inadmissible at Shrewsbury.

## SCHOOL RULES

Any act of uncivilised behaviour and any breach of common sense or common courtesy is interpreted as a breach of School Rules.

### 1. THE SITE:

- (a) All pupils should be in their Houses after 7.15 p.m. If, with Housemaster's/Housemistress' permission they are out after this, they should normally be back by 10.00 p.m. Houses are 'locked and secure' after this time until 7.00am the next morning. Anyone out of the House between these times without appropriate permission or reason may be suspended.
- (b) Dress Regulations (published separately) and Grass Rules (published separately) must be followed. There shall be no eating in the grounds or in School Buildings, except in the immediate vicinity of the School Shop when watching sport.
- (c) All pupils must attend every meal in Kingsland Hall unless they have Housemasters'/Housemistress' permission to be absent.
- (d) Normal rules of safety must be observed in all buildings. No pupils are allowed to lean out of windows of the School Buildings. Nothing must be thrown from windows.
- (e) Pupils must not swim or take part in other water sports unless under the supervision of a qualified member of Staff or parent.
- (f) All laser pointers/pens are banned.
- (g) Mobile phones are only allowed subject to parental written consent and the specific rules and conditions published separately.
- (h) Imitation guns and BB guns are expressly forbidden.
- (i) The possession and distribution of any sort of pornographic material is strictly forbidden.
- (j) Possession of false ID is forbidden.

### 2. THE TOWN:

- (a) Pupils who wish to go off the site\* must obtain Housemaster's/Housemistress' permission and follow House signing out procedures. The town is out of bounds on Sundays except with Housemaster's/Housemistress's express permission.
- (b) Pupils are at all times expected to adhere to the published 'Town Rules' timings and guidance and report back to their House accordingly. Copies of these rules are prominently displayed on all House Boards.
- (c) Licensed premises and amusement arcades are out of bounds. Cinemas may only be visited when authorised by Housemasters/Housemistresses. Pupils may not visit betting shops or place bets online or through any mobile device.
- (d) Pupils may not eat in public.

\* "Off the site" means anywhere off the School campus except for Staff houses and the immediate vicinity of the Moss and Port Hill gates. The School Bank is included in the term "off the site".

### 3. GOING OUT:

(a) Saturdays. Pupils may go out with parents and friends, with Housemaster's/Housemistress' permission, after the end of lessons. They must be back in Houses by a time agreed with their Housemaster/Housemistress. School commitments take precedence.

(b) Sundays. Pupils may go out with parents and friends, with Housemaster's/Housemistress' permission, after Chapel. They must be back in Houses by 9.00 p.m.

(c) Weekends. Written permission for weekend leave must be received by the relevant Housemaster/Housemistress from parents in advance. All school commitments should be honoured.

### 4. CARS:

During the term no pupil may travel in a car driven by someone under the age of 21 without permission, in writing, from both parents and Housemaster/Housemistress. No pupil may drive a motor vehicle on the Site either in term-time or in the holidays. Off the site during term time they may do so when accompanied by a parent, or with parent's written permission and Housemaster's/Housemistress' consent.

## **THE COMPLAINTS PROCEDURE – Pupils (Extract)**

In order to safeguard the interests of children living away from home, The Children Act requires the school to provide a Procedure by which a pupil has a right to be heard if he/she is concerned about any matter that affects his/her welfare. It is likely that such matters already surface in conversations with friends and adults whom the pupil already trusts. However, if he/she feels the need to express themselves more fully, or if he/she is concerned, worried, or upset about any matter affecting their welfare, then there are three possible courses of action:

### 1. THE INFORMAL PROCEDURE:

In the first instance, it is recommended that a pupil gets in touch with one or more of the following: their parents, their Housemaster/Housemistress, their personal tutor, a senior pupil, any member of staff, a House Tutor, the House Matron, the Second Master, the Deputy Head (Pastoral), the Chaplain, the School Doctor or his staff, the Designated Safeguarding Leads or the Headmaster.

### 2. THE FORMAL COMPLAINTS PROCEDURE:

If the pupil is dissatisfied with the results of the Informal Procedure, or feels that informal discussion is inappropriate to their situation, then they may hand a formal written complaint to their Housemaster/Housemistress, the Second Master, the Deputy Head (Pastoral) or one of the Designated Safeguarding Leads (Mr M.J. Tonks, Ms A.R Peak, Mr. A.J. Murfin or Mr H.P. Farmer). Such a complaint will receive a written reply within 48 hours of having been received within term-time explaining what is going to be done about the complaint. The pupil may be asked to speak to a senior member of staff about his/her complaint. He/she may be accompanied by a friend or another member of staff.

### 3. THE REVIEW PANEL:

If the pupil is dissatisfied with the outcome or the Second Master deems it necessary, the complaint may be referred to the Internal Review Panel to hear the case. This Panel will consist of the Second Master, one of the Deputy Designated Safeguarding Leads, the School Chaplain and a Governor. If the Review Panel asks to hear the case, the procedure for doing so, which will be clear and simple, will be explained carefully and supportively and the complainant will be welcome, at any stage, to be accompanied by a friend.

In the case of a formal written complaint having been referred to the Internal Review Panel, a response will be communicated by the Panel to the complainant within 5 working days within term time of the referral of the written complaint to the Panel.

If the pupil is not satisfied with the results of either of the above procedures, or if he or she feels that to approach a current member of staff or the Internal Review Panel would be inappropriate to his or her concern, then the school suggests he or she contacts any of the Independent Adults:

Mrs Mary Clapworthy      Tel. 01743 343852  
Mr Stuart Hay              Tel. 07855817972

Alternatively a pupil may contact Child Line on 0800 1111. The 'Children's Commissioner' can also be contacted on the Freephone number 020 7783 8330 or by email on [info.request@childrenscommissioner.gsi.gov.uk](mailto:info.request@childrenscommissioner.gsi.gov.uk) (see [www.childrenscommissioner.gov.uk](http://www.childrenscommissioner.gov.uk)).