

Behaviour, Rewards and Sanctions

Reviewer	Mr Mark Gosling <i>Assistant Head Pastoral</i>
Review date	24/10/18
Next review	31/10/19

Relevant SoJ Education documentation: [Positive Behaviour Support](#)
[Emotional and Behavioural Policy](#)
[Improving Behaviour and Reducing Exclusions](#)

Victoria College is committed to the importance of safeguarding children as outlined by the ED:

“The ED is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment”

“Corporal Punishment is fully rejected at Victoria College”

PROMOTING POSITIVE BEHAVIOUR

Victoria College aims to promote good behaviour and encourage pupils to adopt the highest standards of behaviour, principles and moral standards. We aim to promote trust, mutual respect for everyone. We believe that good relations, good manners and a secure learning environment play a crucial part in the development of intellectually curious pupils, who are motivated to become life-long learners. We develop qualities of team-work and leadership through our extensive programme of extracurricular activities. Victoria College is an inclusive community and we welcome pupils from a variety of social and ethnic backgrounds. We treat everyone as an individual, aim to develop the whole person equipped to take their place in the modern world. House Rooms have provided students with extra facilities to help promote positive behaviour within the school.

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Please note VCJ also refers to States Policies in relation to improving behaviour at VCJ. A range of States policies are located on www.gov.je. In relation to behaviour VCJ also abides by the States guidance located in the policy 'Improving Behaviour and Reducing Exclusion' released / updated in May 2016 by the States.

Rewards policy and the promotion of positive behaviour

The rewards policy seeks to promote positive behaviour. The rewards system supports the academic, co-curricular and community aspects of Victoria College. The reward system is structured so that all students can achieve and receive recognition for their contributions to school life, whatever their ability which is further supported by the school House System and relevant competitions.

1. **A House Point** is awarded to a pupil in Years 7 to 11 for:
 - i. An outstanding piece of work commensurate with the ability of the pupil.
 - ii. A consistently high level of effort or improved levels of effort in class.
 - iii. A significant contribution to learning e.g. supporting another student, leadership of an activity.
 - iv. Exhibiting high levels or improved courtesy to their peers and staff.
 - v. Demonstration of being a good 'global citizen' e.g. through taking part in community projects etc.

These categories are intended to reward all pupils for their effort and should be given to all students, regardless of academic ability.

2. On awarding a **House Point**:
 - i. The teacher logs into SIMS and awards one House Point to the selected pupil.
 - ii. A notification will be automatically sent to key stakeholders for that pupil, most notably their form tutor, Housemaster and Academic Head of Year. n.b. a pupil can only be awarded a maximum of one House Point for each of the reasons stated above.
3. Students in Years 7-9 will receive recognition through the points system in the following ways:
 - i. Pupils who reach a total, and multiples, of 20 House Points will have a notification sent home commending their achievement.
 - ii. Each House Point has a monetary value. House Points can therefore be saved and spent in the Bistro, but must be used by the end of each term.
4. Students in Years 10-11 will receive recognition through the points system in the following ways:

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- i. Pupils whom reach a total, and multiples, of 20 points will have a notification sent home commending their achievement. They will also be mentioned in the weekly newsletter.
 - ii. At the end of each term there will be a prize draw. All pupils who have been awarded 20 House Points or more will be entered into the draw. Pupils who have more points have greater chance of winning one of the prize draws.
5. At the end of the academic year, the following pupils with the most House Points will be awarded a prize in the end of year assemblies:
- i. highest in tutor group.
 - ii. highest in year group.
6. At the end of the academic year, the House with the highest House Points total will be awarded a trophy in the end of year assemblies.
7. Tutors should monitor the awarding of points on a weekly basis and endeavour to encourage pupils who seem not to be gaining recognition. The Tutor is responsible for monitoring the points received by their tutees. House Point slips will be given to support staff who can also award House Points.

BEHAVIOUR OF COLLEGE STUDENTS

The school is committed to promoting the highest standards of behaviour and to ensuring those standards of behaviour are monitored and maintained so that the stated aims of the College can be achieved. It is crucial that we foster and develop an atmosphere in which pupils can learn; that we create a climate in which pupils not only know exactly what standards of behaviour are required but appreciate that it is one in which relationships are based on mutual respect. To this end each student will be made aware of behaviour expectations, which will be displayed in classrooms.

At College we recognise that every student has the right to feel safe, to learn and to be treated with respect. Students should not use any items at any time, which could be construed as threatening to another. The school explicitly rejects any use of corporal punishment, or sanctions which may humiliate or degrade pupils.

Other policies which link closely to the behaviour policy are:

1. Victoria College E Safety Policy
2. Victoria College Anti Bullying Policy
3. Victoria College Attendance Policy
4. Victoria College Child Protection Policy
5. Victoria College Alcohol Policy
6. Victoria College Drugs Policy
7. Victoria College Physical Restraint Policy
8. Victoria College Rewards Policy
9. Victoria College Safeguarding Policy

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10. Victoria College Reporting and Recording Policy. (This policy is also part of the behaviour policy)

11. [Victoria College Lesson Withdrawal Policy](#)

All of the above policies are contained in the Staff Handbook which is also located on the Staff Area.

If any parent has a concern regarding the application of serious sanctions such as internal or external temporary exclusions or permanent exclusions they can refer to the [“Positive Behaviour, Exclusions & the Use of Part-time Timetables – The Governing Body’s Role”](#) Details of this policy can be made available on request from the College Office.

BEHAVIOUR IN THE CLASSROOM

Guidelines

A student should only be permanently withdrawn if they are displaying persistent and disruptive behaviour which is harming the learning of other students within the class and other measures to modify their behaviour have failed to have an impact.

There may be occasions when you ask a student to stand outside the classroom for a few minutes to diffuse a situation or to deal with inappropriate behaviour. In such cases the student would then return to the classroom. Under these circumstances you do not need to contact the school office. However you should inform your Head of Department or the relevant Housemaster.

In certain circumstances a student may display a single act of behaviour such as swearing directly at a teacher which will require their immediate removal for the whole lesson. Please follow the guidelines below when withdrawing a student from class for an entire lesson:

1. A student should not be permanently withdrawn for a whole lesson without being supervised.
2. Please contact the school and request a member of the SLT to remove the student. The student being sent out must always be collected from the class and not be sent to the school office.
3. If you cannot call the school office seek the assistance of another member of staff who is located near you. If this is not a viable option send a responsible student to the office. The office will then contact a senior member of staff who will collect the relevant student from your classroom.
4. When a student is withdrawn please email the relevant Housemaster and Mr Gosling with an account of the events resulting in the student being withdrawn from your lesson. This should be completed as quickly as possible.

In all cases when requesting the withdrawal of a student please follow the school withdrawal guidelines. [Please refer to the school lesson withdrawal policy for further details.](#)

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The Housemaster and / or Mr Gosling will liaise with the Head of Department and probably initiate contact with parents. Additionally, strategies will be discussed to re-integrate the student in future lessons.

Students at Victoria College are expected to:

- Arrive for lessons properly equipped and on time
- Line up outside classrooms in an orderly manner
- Ensure that telephones and other electronic devices are switched off before lessons
- Enter classrooms quietly and sit in the place allocated by the teacher
- Follow the particular ground-rules, established by departments, for lessons in which practical work takes place
- Contribute to the creation of a good learning atmosphere
- Treat all other students and members of staff with respect
- Record the homework set in their student planner
- Ensure the classroom is left in a tidy state at the end of the lesson
- Leave the classroom in an orderly manner

BEHAVIOUR ELSEWHERE

It is the responsibility of each student to:

- Move between lessons, buildings and sites in a safe and sensible manner
- Behave in a safe and responsible manner at break and lunchtimes
- Eat and drink only in the Bistro (Sixth Form students may also eat in their Common Room) Note that chewing gum is **not allowed** in school.
- Wear the College uniform correctly with shirts tucked in and ties done up
- Take responsibility for their bags and equipment, making use of the bag racks and lockers. The College takes no responsibility for any electronic devices on-site or on official school trips.
- Avoid any interference with the equipment or property of others
- Look after and take pride in the equipment, facilities and buildings of Victoria College
- Adhere to the Home /School Agreement in relation to the use of College ICT equipment. Be familiar with the rules on computer use displayed in each room
- Remember that they are ambassadors for the school and act accordingly.

BEHAVIOUR IN THE BISTRO

Students will:

- Go into the Bistro only at the allocated times
- Line up in the queue in a safe and sensible manner
- Leave bags elsewhere
- Use their own smart card only and report any lost or found cards immediately to the Bistro staff
- Remain seated whilst eating or drinking
- Take responsibility for clearing their own litter, plates and trays

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SANCTIONS: GUIDELINES FOR STAFF

All members of staff are expected to be clear in their understanding of the standards expected of our students and vigilant in ensuring that any lapses of behaviour, either in, or out, of the classroom do not go unchecked.

With that in mind staff should strive to

- Establish a feeling of security for students by being consistent, firm and fair with them
- Avoid direct confrontation wherever possible but deal with situations in a calm and reasoned manner
- Send problematic students to the HOD
- Know the whereabouts of students in their charge at all times
- Follow the procedures outlined below
- Seek advice from their Head of Department or other Senior Member of Staff as and when the need arises.

BEHAVIOUR FOR LEARNING POLICY

The purpose of this strategy is to provide a comprehensive set of rules and values to underpin strategies for positive behaviour management across Victoria College. This will offer firm rules for students and guidelines for teachers, as well as a framework to monitor and support teachers in the classroom in achieving the aims of SOAR and maintaining consistency of approach across College.

Behaviour for Learning

Arrive for lessons properly equipped and on time

Line up silently outside class

Only pack up when the teacher asks you to do so

Do not move around the class without permission

'Partner Voices', i.e. quiet conversation, is the acceptable level. If a teacher starts to address the class, you must be silent

Observe the AUP when using school or own digital devices

Do not use digital devices when walking between classes

Do praise other students' effort and work

Always offer positive feedback

Don't swear

Argue your case, if necessary, focusing on the outcomes required, without shouting or making the dialogue personal

Make mistakes. Experiment

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Remember to say sorry (and know why you are apologising), if you cause offence.

Tackle problems as they arise

SOAR: focus for students

Safety

Listen to instructions and follow them carefully.

Line up quietly outside the classroom and enter with care.

Enter classrooms quietly and sit in the place allocated by the teacher.

Leave the classroom in an orderly manner.

Observe the AUP when working digitally.

Organisation

Make sure you have the correct books and equipment.

Record all homework in your planner or in Google Apps. If using a mobile device, ask a teacher for permission to do so.

Be punctual.

Check Gmail at least once a day. Reply to emails from teachers promptly.

Attitude

Arrive for lessons properly equipped and on time.

Ensure that telephones and other electronic devices are switched off before lessons.

Only present work that is your own and of which you are proud.

Work hard. Concentrate on your work and remain on task.

Follow the particular ground-rules, established by departments, for lessons in which practical work takes place.

Contribute to the creation of a good learning atmosphere.

Be fearless. Make mistakes. Learn from them.

Do not pack up until a teacher asks you to do so.

Ensure the classroom is left in a tidy state at the end of the lesson.

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Respect

Work without interrupting others.

Treat all other students and members of staff with respect.

Allow others to speak without interruption.

Put your hand up if you wish to speak or need help and wait for attention.

Ask the teacher if you would like to use your mobile phone.

Use appropriate language for the classroom that is kind to your peers.

Do not interfere with anyone else's work, or their account, on the network or Google Apps.

AGREED PROCEDURES

1. INCIDENTS LEADING TO DEPARTMENTAL OR SCHOOL DETENTION

The procedure and guidelines for placing boys in a departmental or pastoral lunchtime detention are outlined in the Departmental and Pastoral lunchtime detention policy.

The procedure for placing boys in **school Friday detention** has been circulated to all staff. The procedure is to e- mail **Mr Gosling** with the name of the student and a brief explanation of reasons for the detention. **MDG will arrange for parents to be contacted** and also inform the tutor and Housemaster. Tutors may wish to keep their own records, of detentions, for example on the student's CMIS Events' file. A record of school detentions is available to all staff on the shared area – 'staff only'.

2. MORE SERIOUS INCIDENTS LEADING TO SCHOOL DETENTION, PARENTAL INVOLVEMENT OR PERHAPS 'BOOK' (Saturday Detention between 9.15 – 11.15 a.m.)

- Incidents in class should be reported directly to the Head of Department
- Incidents out of class or out of school should be reported directly to the Housemaster who will then be responsible for liaising with the tutor and calling in parents as and when necessary
- Incidents where 'Book' is being considered will be taken by the Housemaster to the Assistant Head Pastoral and the Headmaster.

3. INCIDENTS OF A SERIOUS NATURE

On those rare occasions where the behaviour of a student become completely unacceptable and/or is seriously disturbing the learning or personal safety of others.

- The boy involved should be withdrawn following the school withdrawal guidelines **and policy**

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- Phone the office and the secretary will contact a member of the SLT who will come and remove the boy and deal with the incident.
- Boys are not to be sent to the bench in the main entrance hall. In all such cases boys need to be collected from the relevant lesson / class.

4. DEALING WITH SEND STUDENTS

If a student displays inappropriate behaviour inside or outside of the classroom which can be possibly linked to SEND issues staff will liaise with the relevant Tutor and Housemaster. They may

seek additional support from the **School Inclusion Co-ordinator**, Educational Needs Coordinator (ENCO) and Learning Support Assistants (LSAs). The student's needs will be assessed and if appropriate outside agencies maybe involved. The school ENCO and Assistant Headmaster Pastoral and Assistant Headmaster Academic will liaise closely in such circumstances. In such cases the school will always liaise closely with parents. The Headmaster will be kept updated by the Assistant Headmaster Pastoral and / or the Assistant Headmaster Academic. In more serious cases the Headmaster will be involved directly.

Additional Note on Behaviour Tracking and Monitoring

Student behaviour will be tracked through Sims (newly introduced in the academic year 2016-2017). Pastoral data will be entered on Sims by staff from September 2017 and mechanisms will be developed to track student pastoral events.

Guidance on setting detentions

These steps should be followed for less serious breaches of Victoria Colleges Behaviour Policy.

Wednesday 1.25pm-1.55pm lunchtime Pastoral / Department detentions would normally be set for issues such as failure to submit HW or low level disruption in class. If such behaviour becomes persistent you may then wish to request a school detention through MDG. In terms of low level behaviour such as the chewing of gum in the first instance a verbal warning would be sufficient. On a second occasion a lunchtime detention might be issued. If the behaviour continues then a school detention would be appropriate and possibly the involvement of the relevant Housemaster.

More serious issues such as repeated and significant disruption of lessons may result automatically in a school detention or if appropriate 'Book'. If you are unsure about what type of detention to set in the first instance seek advice from your HoD. The HoD may liaise with the relevant Housemaster and in turn MDG if necessary. All requests for Friday school detentions should be submitted directly to MDG Assistant Headmaster Pastoral.

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If you are dealing with an incident of poor behaviour outside of the classroom and feel a detention is appropriate please liaise with the relevant Housemasters who will then inform MDG. Again this may result in a lunch time detention, Friday school detention or Book depending on the incident.

Reporting / Recording information by staff related to:

General pastoral concerns

Behaviour / Child Protection concerns

Academic concerns

Other serious incidents

Entering pastoral and academic concerns on Sims

Sims should be used to enter information where staff concerns relate to students who are failing to reach HW deadlines, poor organisation, poor behaviour etc. These entries should be related to less serious issues.

More serious concerns related to behaviour or academic issues:

If you have concerns which are of a very serious nature such as swearing in class or serious academic under achievement please report your concerns to the relevant Housemaster if the issue primarily relates to behaviour or if primarily an academic issue please report to the relevant Academic Year Head. If you are in doubt about whether to enter the information on Sims please liaise with the relevant Housemaster or Academic Year Head.

Detentions:

When a student is placed in a Department Detention this should be entered on Sims, which will allow staff to have an overview of concerns related to students. All students who are placed in school detention on a Friday or Book on a Saturday will be entered by the Pastoral Assistant Headmaster Mark Gosling.

Child Protection:

Any issues which relate to Child Protection should not be entered on Sims. Instead this should be reported to directly to Mr Gosling who has overall responsibility for Child Protection at Victoria College. **In his absence the concern should be reported to the Deputy Headmaster.**

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Information recorded by the Pastoral and Academic Assistant Headmasters:

The Pastoral Assistant Headmaster and Academic Assistant Headmaster will keep and collate reports related to more serious behaviour, child protection and academic issues. They will also liaise with the Deputy Headmaster and Headmaster over such issues.

Report Cards Policy

When students are identified as requiring intervention using the report card by either the Academic Head of Year or Housemaster they should initially liaise to discuss whether the focus should be on behaviour or academic progress.

On occasions an area of overlap may occur between academic and behaviour issues. If there is disagreement between the Academic Head of Year and Housemaster over who should be responsible for the report card the Assistant Head Pastoral and the Assistant Head Academic will liaise and decide whether the AHOY or Housemaster should be primarily responsible for issuing and supervising the student to be placed on report.

Housemasters will take responsibility for the report card if behaviour is the focus and keep the Academic Head of Year informed. If academic progress is the focus, the Academic Head of Year should keep the Housemaster informed. Before a student is placed on report card, discussions should also take place with the parents and the tutor of the relevant student. The student should be on report card for at least two weeks.

Students and parents should be fully briefed of their responsibility to complete the report card. Failure to do so will result in further sanctions being taken. Students should be placed in Friday detention for a lost or incomplete report card unless there are extenuating circumstances.

If the problem persists this can be escalated to Book but needs to be discussed with Mr Gosling and **Mr Crossley** first before a request is submitted to the Head. The student will also have to report to the Head with their report card at the end of each week.

Students on report card should have a brief comment placed on student events on Sims by the relevant Academic Head of Year or Housemaster at the end of each week. Once the report process has been finished parents should be provided with feedback from the Tutor, Academic Head of Year or Housemaster via email, phone call or a meeting in school and confirmation should be logged briefly on E-portal. More detailed reports if appropriate should be submitted to either **Mr Crossley** or Mr Gosling depending upon the focus of the report.

The completed report cards should be placed in the student's file in the school office and it would be advisable to keep copies for future reference.

Information related to other serious incidents:

Incidents, which are not related to academic, behaviour or child protection such as those associated with the Sixth Form, CCF, non-teaching staff or transport will be dealt by the Mr Rotherham, Mr Payne or the Headmaster.

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Reporting Summary:

Less serious issues liaise with Head of Department and place concerns on E-portal. More serious issues as explained above please follow the summary below:

Behaviour class	in	Behaviour outside of the classroom	Academic	Child Protection Issues	Other
Teacher		Teacher	Teacher	To be reported to Mr Gosling immediately.	Mr Rotherham
↓		↓	↓		
Head Department	of	Housemaster / Tutor	Head Department	If unavailable then report to Dr Hughes	Mr Payne
↓		↓	↓		
Housemaster / Tutor		Pastoral Assistant Headmaster	Academic Year Head		Headmaster
↓			↓		
Pastoral Assistant Headmaster			Academic Assistant Headmaster		

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APPENDIX A

Further guidance on the promotion of positive behaviour at VCJ

The aims of the guidelines are to:

- Develop appropriate behaviour amongst students
- Value appropriate behaviour
- Discourage anti-social behaviour
- Set out the role of members of the School community in relation to student behaviour
- Support the School's pastoral teams to work effectively with parents
- Appropriate general and classroom behaviour among students
- Value appropriate general and classroom behaviour

The Pastoral System

School life isn't always easy and sometimes there are difficult issues to confront and then deal with. At VCJ we care deeply that all our pupils feel valued. This is why we have a pastoral system, it is there to help and support, provide advice and ensure that every pupil is able to flourish during their educational experience.

The Tutorial System:

The tutor is often the first port of call when a student has a concern, be it academic, personal or relational. The tutor will support students in how best to handle any situation.

The role of the Housemaster is to ensure the well-being of all pupils in their Houses. When a serious concern emerges a Tutor may refer a student to a Housemaster. In Year 7 additional support by Mrs Ogg in terms of transition and further support is provided to the Sixth form via Mr Payne and [Miss Varney](#)

There are other people who can provide support to students:

Academic Heads of Year will support students in relation to academic concerns

There are a range of outside agencies who can offer support to students and parents such as CAMHs

The School Counsellor – Matthew Donoghue, the School Counsellor, is able to offer confidential structured counselling sessions to those students who request support.

Mr Gosling Assistant Headmaster Pastoral the designated Child Protection Officer can also offer support especially issues which include suspicion regarding any kind of abuse, be that physical, emotional, sexual or neglect.

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Guidelines for student complaints:

If, for any reason, a student has a complaint, the first thing they should do is contact a member of staff they trust, which will probably be their Tutor. They can take a friend if such support is needed. If the issue is not resolved to their satisfaction they can then submit a full complaint in writing to the Assistant Headmaster Pastoral or Deputy Headmaster who will investigate the matter promptly and thoroughly.

Guidelines to life at Victoria College

Appearance

The quality of appearance very much proclaims the image of the School. To give the most positive impression of our community, all pupils are expected to dress smartly and in accordance with the published dress code for their year group. Remember that hair should be natural looking and not inappropriate in style. Boys should always be clean shaven.

Attendance

All pupils should attend registration with their tutors at 8:30am each morning. Pupils who miss registration should sign in with the School Secretary. If a student is not able to attend School, parents should notify the attendance officer on 01534 638200 or e-mail. Please refer to the school Attendance Policy for further details.

Pupils are expected to be punctual to all lessons and activities. Lateness may well result in teachers imposing a sanction. Perpetual lateness will be reported to Housemasters. We greatly value our chances to gather together as a whole School, therefore attendance to at School Assemblies is compulsory.

Behaviour

The values of our community are based on mutual trust, support and respect. Conduct around the site and behaviour towards each other should always reflect these principles. There is, at Victoria College, no place for harassment, cruelty or unpleasantness.

Bullying

Bullying, in any of its forms, will not be tolerated. Relationships between all members of the community should be positive, caring and supportive. Those pupils who experience bullying of any sort can expect the full support of their teachers. In the first instance, those experiencing abuse should speak with their Tutor. Physical, mental or emotional bullying undermines trust and any pupils found to be involved in bullying behaviour can expect the most serious consequences. We encourage our pupils to lay down verbal markers: ' I am not enjoying this'. Fuller details are in the School Anti-bullying Policy.

Communication and Considerate Use of Personal Electronic Equipment

We do recognise the need for pupils to communicate with their parents and see the value of mobile phones in protecting pupils. That said, it is important that mobile phones, iPods and

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similar technological equipment do not distract from learning. As such, they are not to be used at any time during the School day unless you have the express permission of a teacher.

Similarly, it is recognised that mobile devices can play an important part in a pupil's educational experience. The ability of the devices to enable access to emails, files stored in "the cloud" and access to the school's Intranet make them a useful educational tool. It is also recognised that the use of the device needs to be managed for the benefit of the school community.

Mobile phones and tablets should be switched off and stored securely during the school day. They may be used during lunchtimes and breaks in the House areas and during morning registration with the permission of their form tutor. Their use during other times will only be with the explicit permission of a member of staff. Any pupil failing to adhere to these guidelines can expect to have their equipment confiscated and handed to the relevant Housemaster.

All use of e-mail, the internet and intranet must be in accordance with the School's E Safety policy. We will not tolerate malicious use of technology by pupils towards each other or their teachers. The use of the camera or sound recording on the device, except when explicitly allowed to do so by a member of staff, is expressly forbidden.

Staff will confiscate personal electronic equipment that is being used outside these guidelines during the school day. Sanctions may be imposed on pupils who use their electronic equipment without consideration for others. Victoria College expects all pupils to adhere to these guidelines for the safe use of the internet. Student E Safety guidelines are displayed in all classrooms.

Pupils and their parents, and the school may impose sanctions for the misuse, or attempted misuse of the internet, mobile phones and other electronic devices.

Media.

If approached by the media pupils should always refer journalists to a Senior Member of Staff. In any event, pupils should not speak to the press, radio or television or provide them with materials without the School's permission.

Damage

It is an obligation for all members of the School community to respect and cherish our surroundings. To that extent vandalism or any other behaviour that wilfully damages the School environment will result in the most severe sanctions.

Driving

Pupils are allowed to drive to School once they have passed their driving tests. To ensure the safety of drivers, pedestrians and passengers, we have a driving policy to which all drivers sign up. The full details of the policy are available from the Head of Sixth Form; however, some key points follow.

All pupils' cars should be parked in the designated areas. For safety, as well as insurance reasons, cars must not be moved, without special permission, during the School day. Ultimately, the School wants all drivers, be they student or staff, to drive responsibly, courteously and with thoughtfulness at all times, particularly when journeying to and from School.

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Equipment

We have an extremely busy day and pupils need to be well organised. To ensure that learning is productive, it is important that *all* necessary equipment is brought to lessons.

Eating and Drinking

For health and safety reasons, all food and drink should be consumed in the Bistro, unless explicit permission has been granted by a member of staff. Food should not be taken from the refectory unless taken to the Sixth Form Common room. Eating and drinking in outside areas does not create a favourable impression of the School and there is also the potential of creating litter, all pupils should refrain from publicly consuming food and drink. No pupil may possess or chew gum in School.

Foul Language

Pupils' conduct at all times should be well-mannered particularly as there are often visitors to our community. Foul language is discourteous, shows a lack of respect, creates a bad impression and will be dealt with accordingly by staff.

Leaving early

Sometimes pupils have to leave the site before the official end of School. To help us meet our legal obligations no-one should ever leave the campus without prior permission before the end of the School day. Those who do leave early must in all circumstances sign out at the School Office.

Lost Property

Pupils should make every effort to find the property for themselves before reporting the loss. Property may have been handed in to the Langford Sports Hall in which case pupils may retrieve it from the lost property containers. Other lost property can be found in the pound which is currently located in the Bistro Boulevard area.

Personal Possessions

All personal possessions are the pupils' responsibility. We strongly advise that expensive items are not brought to School. If there is a genuine need to bring in such items, they should be kept safe in a locker or handed in to the relevant Housemaster. Remember, the School cannot accept liability for damage or loss of any item. Bags are best left in House rooms or the designated areas. Finally, it is expected that all pupils' uniform and equipment is clearly identified.

Theft

Theft of personal belongings, uniform, kit or books undermines our atmosphere of trust and mutual responsibility, as well as the values of honesty and integrity enshrined by the School. Pupils caught stealing from others can expect the **most serious of sanctions. Do be aware that borrowing an item without permission is also stealing.**

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Trips and Travel

In the public domain, whether in School uniform or not, you are representatives of the School. Therefore, pupils should always comply with the School rules as applied by the teacher leading a trip. All pupils are expected to behave properly when travelling to and from VCJ so as to ensure our reputation throughout the wider community.

Zero Tolerance:

Alcohol

Although alcohol may be available at some School functions to Sixth Formers, alcohol is never to be brought onto the site or consumed during the School day. Our aim is to ensure the well-being of all students, thus any student caught with alcohol and/or drinking illicitly on site will be, for a first offence, placed in Book. A second offence is likely to result in suspension.

Banned Items

Certain items are unacceptable in a school. These include all weapons, such as Swiss-army or craft knives, BB Guns and laser pens. Pornographic material is considered offensive and inappropriate and is for these reasons banned in School.

Drugs

The School has a detailed policy on the consequences of using, selling or possessing illegal drugs. Suffice it to say that, although each case will take account of the circumstances of those involved, students involved with the buying, selling **or consumption of drugs or solvents will face serious consequences. These consequences may involve suspension, expulsion or even criminal investigations.**

Prescription medicines should be submitted to the School Office. There are no circumstances in which medicines should be left in bags, blazers or lockers.

Students should not be given **non prescribed medicines** to bring into school such as pain killers. The School Office will keep a supply of paracetamol. However this will only be issued to students if the parents have submitted written permission. Furthermore before the paracetamol is issued to the student the office will contact parents or guardian to confirm they support the administration of the paracetamol to their son which will also allow the office to see if any paracetamol or similar medication had been issued before their son had attended the school on that particular day. The office will keep a record of all such contact and administration of non-prescribed medication.

Further guidance on medicines in school can be located on www.gov.je 'Administration of Medicines in Schools: Health and Safety Operational Policy

Please refer to the school Drugs and Alcohol Policy for further details

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Smoking

Smoking is a danger to everybody's health, and in accordance with the law, it is not permitted on the School site. Not only do you endanger yourself, but the lives of others if you smoke in a building. Students caught smoking on site can expect serious sanctions as outlined by the school discipline policy.

Vaping

Vaping can pose a serious threat to health and is not permitted on the School site under any circumstances. The nature of vaping means that the school cannot be certain of the substances being used. As a consequence students caught vaping on site will be issued a one day temporary exclusion and parents will be informed.

Dress code during the School day

All students are expected to wear School uniform or games kit during the normal School day unless they have specific **permission otherwise, such as CCF activities.**

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