

SCHOOL POLICIES - A PUPILS' GUIDE

The School has several policies in force that you may or may not be affected by during your time here at Loretto. The following is a summary of these policies; the detail of which has been made available to all your parents and should be available to you through your Hm.

The School Code of Conduct

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

The two main principles are:

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

This means:

- a) Treating everyone with courtesy and respect and caring for **ALL** members of the School Community
- b) Showing respect for fellow pupils by working sensibly in lessons and not disrupting the learning of others
- c) Showing consideration outside the classroom for all members of the community
- d) Not saying or doing anything that encourages bullying, racism or sexism
- e) Showing respect for School property and the property of others

- ii) *Everyone is expected to make the most of their time at School; all are asked to be punctual and well prepared for lessons and other activities*

- a) Coming properly dressed, on time and bringing everything you will need for lessons, sport or activities
- b) Completing all work and prep on time, and fulfilling your greatest potential.
- c) Working to the best of your ability and helping others to do the same

The driving force behind Loretto is the education of the whole person – Mind, Body, Spirit

School Bookings and Parade

- a) **Bookings:**

A Member of Staff or a School Prefect may issue Bookings for misdemeanours around School. Bookings will normally be issued as a single booking (for a “sin of omission” such as “I forgot” or “I was late ...”) although there may be an occasion when a double booking (for a “sin of commission” such as “I forgot ... but did”) may be issued. (Missing a School activity is dealt with by the Detention procedure.)

A Booking Sheet issued by staff or prefects is placed in the appropriate box in the School Office where it will be collected by the Parade Prefect. The member of staff (or School Prefect) will ensure that you know that you have been given a booking and why. The Parade Prefect will inform you if you have accumulated three Bookings (or multiples of three) and they will inform your Hm.

- b) **Parade:**

Parade will take place each Monday to Friday (4.55pm to 5.50pm). There will be a roster of School Prefects to supervise Parade.

If you accumulate **three bookings in a term** then you will be placed on the next available Parade. (If you have a School commitment that prevents you from doing the Parade on the given date then it may be postponed until the next available day.)

The pupils on Parade must meet in the Stable Yard at 4.55pm promptly on their designated afternoon, wearing regulation games clothes and trainers.

Those who have been given Parade will then, according to the instruction of the Prefect, work for 55 minutes on a community task. Any who fail to complete the task satisfactorily will be reported to their Hms and will undertake the Parade again on the next available day.

c) **Detention:**

If you accumulate **six bookings in a term** from Members of Staff or School Prefects then you will be placed in School detention on the following Saturday evening for 1 or 2 hours (starting at 6.30pm). You will also be given one Parade.

If you accumulate **nine bookings in a term** from Members of Staff or School Prefects then you will be given two Parades and placed in a single School Detention (on Saturday evening).

If you accumulate **twelve bookings in a term** from Members of Staff or School Prefects then you will be given two Parades and placed in a double School Detention (on Saturday evening).

Personal Relationships

Personal relationships are one particularly significant area in which values are expressed. You need to understand that we feel that, while some pupils may have boyfriends/girlfriends, School is not as place for sexual intimacy. We hope that your school life will foster wide friendships rather than exclusive relationships. The following observations and guidelines have been produced by a committee of staff and pupils:

1. Before talking about restrictions and punishments it is important to point out that the reason for the paragraph above is in fact one of freedom. Whilst it is natural and right for relationships to develop between boys and girls, School is essentially a place for a wide range of friendships, activities and intellectual discovery. Sexual intimacy at this stage can and often does involve pressure from and occasionally exploitation by one party or the other – and this can and does get in the way of what you are at School for.
In relationships do please remember to think of the other person.
2. One useful guideline for what you can and cannot do is defined by the phrase: ‘causing embarrassment to others’. It is, therefore, inappropriate to engage in sexual petting or kissing (on pavements, outside Houses, in mixed common rooms, at dances or around the School grounds). Members of staff will put an immediate stop to such behaviour though there should be no need for punishment.
3. Sexual intimacy is a different matter. If a member of staff comes across a couple who are to some extent undressed and clearly engaging in a sexual act other than sexual intercourse, it is likely that suspension will follow wherever they may be – in Houses or elsewhere around School.
5. Anyone who engages in sexual intercourse at School will be asked to leave the School.
6. In Houses, our guidelines are more defined. Co-ed rooms and areas are provided in all Houses. When girls and boys visit a boys’ or girls’ House respectively, they may only to and fro between the entry to the House and the co-ed rooms. Signing in/out must always be done.
Any visitor going beyond the co-ed rooms into another communal area of the House will be subject to gating.
Any couple who go to a study or study bedroom or who engage in some form of sexual intimacy, other than sexual intercourse, anywhere in the School, will, in all probability, be suspended.
7. In House co-ed rooms, couples must behave in a way which would be appropriate if a member of staff were in the room, and in a way which would not cause embarrassment to other members of the House.
8. PDA – public displays of affection – are not appropriate through most of the day and week. Walking arm-in-arm or holding hands and so on should be reserved for later in the day, that is after School Tea during week days and after the formality of Sunday Chapel when you are changed into ‘civvies’.
9. The same rules and guidelines apply on all School trips, both during term time and the holidays. Staff in charge of such trips will always issue their own detailed guidelines on all aspects of that particular trip before it takes place.
10. It is impossible to give you exact rules for every situation; these rules and guidelines are as clear as possible and they are intended to help you. Please observe them.

Alcohol Policy

Sixth formers are allowed a limited amount of alcohol in Linkfield. On Saturday evenings all Sixth Formers over the age of 16 are permitted to have two cans of beer and on Wednesday evenings Upper Sixth Formers are allowed to have one can of beer. At other times wine and beer may be offered to Sixth Formers by members of staff, but only under supervision. At the above times, when limited alcohol is permitted, the aim of the School is to encourage responsible behaviour in terms of alcohol consumption. **In no circumstances will pupils be offered spirits.**

The School's policy is as follows:

1. **to strongly discourage the abuse of alcohol;** and,
2. **to promote an awareness of the health risks involved with such abuse.**

This policy is fully supported by the staff and is included in the PSHE programme.

A Breathalyser may be used in the following cases:

- **in a random manner (by time and by year group) by Hms (or AHms) throughout the term as a means of deterring alcohol abuse by boys and girls**
- **to heighten pupil awareness of the impact of alcoholic consumption;**
- **to establish if alcohol has been consumed (when a pupil disputes the fact);** and,
- **to establish the quantity of alcohol that has been consumed.**

ACTIONS

These actions refer to the drinking of alcohol at any time, other than those stated above.

Any pupil caught drinking alcohol or suspected of drinking alcohol will be reported immediately to their Housemaster or Housemistress. Hms will assess the gravity of the offence and apply sanctions as necessary. Where the offence constitutes 'drinking by association', which includes being in the company of drinkers or smelling of alcohol, the Hm may use his/her discretion.

Where the evidence of drinking is clear the following procedure will apply.

First Offence

A House Gating (issued by your Hm) will be issued to last for 4 days **and** the following Saturday night (with a double School detention) plus one Parade

Second Offence

A House Gating (issued by the Deputy Head) will be issued to last for 7 days to include a weekend (with double School Detention on the Saturday evening) **and** the following Saturday night (with a double School Detention) plus two Parades

Third Offence

The Headmaster will suspend the pupil for 4 – 7 days.

Fourth Offence

The pupil will be asked to leave.

Linkfield - Sixth Form

Any abuse of Linkfield privileges, such as the removal of alcohol from Linkfield or the supplying of alcohol from outside the building, will be treated as alcohol offences.

Notes

1. The Head of Personal, Social and Health Education (PSHE), the School Counsellor and the Medical Team (doctor and sanatorium sisters) will be used at Hms' discretion.
2. For serious first or second offences the Headmaster will be informed and it may be actioned as a second or third offence respectively. 'Serious' offences include: purchasing and/or supplying alcohol to others; and, where there has been a severe misuse of alcohol which may require admission to San or hospital.
3. At the beginning of the Autumn Term members of the Fifth Form who have not had an alcohol related offence against their name in that year will go down one rung on the tally as they enter the Lower Sixth Form.
4. Where a Prefect is involved in alcohol abuse then he/she will lose his/her Prefectship. A second offence would mean that he/she would lose his/her Prefectship permanently.
5. Where the absolute truth has been told during any investigations the offender may have the offence (if it is not deemed as 'serious' - see Note 2) removed from his/her tally at the end of the academic year if there has not been a further alcohol-related offence during that time.
6. If a boy or girls records a 'positive' breath test as a result of the random breath test programme then (s)he will be reported to his/her Hm and the Hm will follow the procedure outlined in the Alcohol Policy.
7. Boys and girls may be liable to breathe tests on occasions when they have been allowed to consume alcohol (for example: Linkfield; Saturday Dining Out). If the breathalyser indicates a number of units consumed that is

above that allowed for a Sixth Former on these occasions then the procedure outlined in the Alcohol Policy will apply.

Drugs Policy (a summary)

The aim of the policy is to discourage pupils from becoming involved with drug abuse in any way and to encourage an open environment where pupils may talk freely about issues that are affecting them.

- ❑ Any pupil caught buying, supplying or selling illegal drugs or solvents will be asked to leave the School.
- ❑ Any pupil caught using illegal drugs or solvents or in possession of illegal drugs will lose his/her right to be at Loretto School.
- ❑ If a pupil is strongly suspected of abusing drugs or solvents he/she will be asked to take a urine test. Failing a test at this stage may lead to the pupil losing his/her right to be at Loretto School.
- ❑ However, if there is only some evidence to suggest that a pupil is suspected of abusing drugs or solvents and, as a result of a '**no punishment**' agreement with the Headmaster (or Deputy Head), admits to abusing drugs or solvents and tells the whole truth about all the circumstances and anybody else who was involved (who will be dealt with under the same agreement) then that pupil will be put on a series of random urine tests for the rest of his/her School career. **It is paramount that the truth be told at all stages of the investigation.**
- ❑ The same would apply to a pupil who has been involved in drug or solvent abuse but who wishes to seek help to resolve the problem. That pupil would be placed on a programme of random urine tests for the rest of their School career provided that **the truth is told at all stages of the investigation.** Boys and girls who are concerned about a friend may also approach staff under this same agreement.
- ❑ If a pupil does not tell the truth at all stages of the inquiry then this may prejudice his/her right to be at the School. The pupil may be asked to take a urine test and if the pupil fails the urine test then he/she will be asked to leave the School.
- ❑ **If a pupil who is on a random urine test programme subsequently fails a urine test then he/she will lose their right to be at the School.**
- ❑ At all times pupils will be offered counselling as a means of support if they wish it.
- ❑ Parents will be fully informed of the situation.
- ❑ Where the law has been broken, the Police will be informed. The Police, usually, but not always, are satisfied that the School's disciplinary procedures are sufficient.

Smoking Policy

Aim

The School's policy is strongly to discourage smoking and to promote an awareness of the health and fire risks involved with smoking. This policy is fully supported by the staff and is included in the PSHE programme.

Actions

The following Actions apply to smoking at any time when the school is acting in *loco parentis* as detailed in the Standard Terms and Conditions.

Any pupil caught smoking or suspected of smoking will be reported immediately to their Housemaster or Housemistress. Hms will assess the gravity of the offence and apply sanctions as necessary.

Where the offence constitutes 'smoking by association', which includes being in the company of smokers or smelling of smoke, the Hm may use his or her discretion. However, boys and girls should not expect too much sympathy. Where the evidence of smoking is clear the following procedure will apply.

First Offence:

House Gating (issued by your Hm), to last 4 days (to include: Gating Card and one Parade).

Second Offence:

House Gating (issued by the Deputy Head) to last 7 days (to include: Gating Card and two Parades).

Third Offence:

House Gating (issued by the Deputy Head) as second offence plus a double School Detention on Saturday evening

Fourth Offence:

The pupil to be seen by the Headmaster, who will suspend the pupil at this stage.

Notes:

1. House Gating means confined to House unless out on a routine School task (eg lessons, games, meals)
2. If smoking takes place inside any building (particularly a Boarding House) the incident will immediately be treated as a Fourth Offence because of the danger of fire and may lead to the pupil being suspended. Similarly, supplying younger pupils with cigarettes, etc will immediately be treated as a Fourth Offence.
3. Offences recorded will remain active for the pupil's time at Loretto with the possibility of going down an offence being implemented at the end of the Fifth Form if no offences have occurred in that year.

Prep Guidelines

These guidelines are designed to ensure that Prep operates effectively and efficiently within the Houses and the right working environment is set and held throughout. Prep should be undertaken as fully and as neatly as possible and it should be your own work. Any spare time should be used for learning or reviewing current work or undertaking background reading.

1. Prep will start on time (including the resumption of Prep after the mid-Prep break) whether you are undertaking your prep in a study or a SBU or another venue.
2. There should be no movement during Prep time. If you need to consult with another pupil about the Prep that has been set, then this should be done either before the Prep commences or during the break.
3. There must be no audible music; although you may listen to music through headphones.
4. No receiving or making of telephone calls (either on the House phone or on your mobile).
5. Working late should only be necessary in exceptional circumstances.
6. CRC, the Music School, the Technology Block or any other destination:
Juniors (Third, Fourth and Fifth Forms):
 - You should only go there to undertake a specific task set by your teacher(s)
 - You must seek permission to leave House **before prep starts**
 - Normally permission to leave House will only be granted for one block of Prep
 - You should sign out of House (and back in again on your return) and sign in (and out) of the CRCSeniors (Lower and Upper Sixth Forms):
 - You must seek permission to leave House **before prep starts**
 - You should sign out of House (and back in again on your return) and sign in (and out) of the CRC
7. You should be working at your allotted desk at all times unless you have permission from your Hm (duty member of staff) to work in another location.

Guidelines on the use of Mobile Phones

Mobile phones are allowed to facilitate good communications between you and your family. However, in a community where there are times when it is inappropriate to use your mobile phone, these guidelines are designed to advise you on good usage of your mobile phone.

- i. All mobile phones should be registered with your Hm (make, serial number and telephone number).
- ii. All mobile phones should be named.
- iii. Mobile phones should be kept either on your person or locked away in a safe place. You are advised to activate your personal security number on your phone as an added security measure.
- iv. Do not lend your mobile phone to another person. Do not ask to borrow another person's mobile phone.
- v. If your mobile phone goes missing or you suspect that your mobile phone may have been used by another person then you must report this at once to your Hm.
- vi. Mobile phones should not be taken to class. They should not be used during Day Preps (if done in House) or taken to any other School activity (eg singing, Chapel, games, music school, etc).
- vii. Mobile phones should be switched off during Prep. This is to avoid incoming calls and sending and receiving text messages. On no account are unpleasant or threatening text messages to be sent.
- viii. For pupils in the Junior School, mobile phones should be switched off at bed time. For pupils in the Senior School mobiles should be switched off at 10.30pm.
- ix. Any person breaking the above rules may have their phone confiscated for a period of time.
- x. Day pupils are encouraged to carry their mobile phones on away trips.

Motor Cars

Day pupils may be given permission to drive to School when they have passed their driving test. There is no need to detail the correlation of age group and accident rates; we are all well aware that young people in the year or so after their test are a high risk group.

It is important that the School, the parents and the pupils should be absolutely clear about the conditions for use. The risks are so great that we must be very specific about what the School is prepared to permit.

Information and conditions of use are set out below. A copy of these rules and a consent form are available from Hector MacLean (HMacL - Deputy Head).

a) Use of cars by Pupils:

i) The use of cars by Day Pupils (drivers):

In agreed circumstances use of cars may be used by Day Pupils on a regular, or occasional, basis. Permission to do so must be made in writing by the pupil's parent to the School and the relevant consent form signed and returned to HMacL.

The various conditions for use are as follows:

- ◆ The car must be used only for travel between Home and School. No journeys around school are permitted (eg sport at Newfield). The keys must be handed to your Hm on arrival at School and collected when leaving and, of course, no second set of keys may be used.
- ◆ HMacL and your Hm must be consulted about suitable parking places and the agreed site will be logged on the application form (if approved).
- ◆ No other pupil may be given a lift at any time except other Day Pupils whose parents have also sought in writing and been given permission for journeys to and from School. Lifts on a casual basis will not be permitted.
- ◆ The car must not be left overnight around School.
- ◆ All pupils must be on a strict no drinking regime. In addition, if a pupil is due to drive to school after a late night party involving drink, he or she should be driven to School. Pupils who are to drive home must not consume any alcohol. Clearly, the School is unable to enforce this policy and can accept no responsibility for failure to adhere to it.
- ◆ Parents must check that insurance policies and other documentation are in proper order for the proposed use.
- ◆ The permission document must be signed by all parties involved, and returned to HMacL (Deputy Head) in order for permission to be confirmed. The HMacL will sign the document and send a copy to your parents, your Hm and to the Headmaster. It must not be assumed that permission will be given, but, if the pupil has a trustworthy track record, permission is most likely. If conditions are subsequently broken, permission will be withdrawn.
- ◆ You must notify the School of any changes of circumstance(s) immediately.

ii) The use of cars by Day Pupils (passengers):

Day Pupils whose parents have sought in writing and been given permission for journeys to and from School may travel in a car being driven by another Day Pupil provided:

- ◆ The relevant consent form has been signed by all the parties involved
- ◆ Parents have checked with the driver's parents that all the documentation relating to the driver and the car are in order.
- ◆ You must notify the School of any changes of circumstance(s) immediately.

iii) The use of a car by Boarders:

There is no provision for this to happen at School and, therefore, requests by Boarders to keep a vehicle at School will be denied.

b) Motor Bikes, Scooters, etc

Under no circumstances will these be allowed for transportation to and from School.

Study and Post-Examination Leave (Summer Term)

a) Study Leave:

There is no Study Leave before half term.

Those in the **Fifth Form** and **Upper Sixth** who have long breaks between their examinations may wish to study at home. They may do so but we must emphasise that during the examination period all subjects offer tuition and seminar sessions that are invaluable for examination preparation. Any pupil who does elect to study at home would not have access to this facility.

Study Leave will be granted if the following is completed:

- i The request for Study Leave is supported by a parental request
- ii The pupil liases with his/her subject teachers so that important work is not missed
- iii The pupil liases with his/her music and games teachers so that School commitments are not missed
- iv Hms are kept fully informed of the arrangements
- v Boys and girls make themselves available for any School commitment (eg matches, School concerts and duke of Edinburgh expeditions)
- vi The appropriate Study Leave form is signed by the Hm and Director of Studies

b) Post-Examination Leave (pre-Loretto Day):

Those in the **Fifth Form** and **Upper Sixth** may wish to go home after all their examinations have finished. This will be allowed where at all possible.

Post-Examination Leave will be granted if the following is completed:

- i The request for Post-Examination Leave is supported by a parental request
- ii The pupil liases with his/her subject teacher and ensures that all books are returned (including Library books)
- iii The pupil liases with his/her music and games teachers so that School commitments are not missed
- iv Hms are kept fully informed of the arrangements
- v Boys and girls make themselves available for any School commitment (eg matches, School concerts and Duke of Edinburgh expeditions)
- vi The appropriate Post-Examination Leave form is signed by the Hm and the Director of Studies

If boys/girls do not have a School commitment then **all pupils must be back in School on the Saturday before Loretto day by 11am**. This will allow for the following: preparations for Loretto Day (House tidy and Whole School Singing) and packing for the Fifth Form end-of-term trip.

c) Post-Examination Leave (post-Loretto Day - Upper Sixth only):

After Loretto Day is over, those in the **Upper Sixth** may extend their Post-Examination Leave if the following is completed:

- i The request for further leave is supported by a parental request
- ii Hms agree and are kept fully informed of the arrangements

In this case **all Upper Sixth pupils must be back in School on Thursday before the end of term by 10.00am**. Boys and girls may return to School on the previous evening if they wish but they must liase with their Hm.

Anti-Bullying Policy

A definition of bullying behaviour is the wilful, conscious desire to hurt, threaten or frighten others. Intimidation can be overt or subtle, physical or verbal, either singly or in combination. It can involve rejection. Not only are the individual incidents harmful, so is the fear caused by anticipation of incidents yet to come.

The following types of behaviour or incidents are considered to be bullying and if witnessed will be acted upon:

- a) Physical bullying (for example: kicking, punching, flicking stones or other material at a person, shoving or pushing a person and 'fagging' (or scabbing).
- b) Vandalism (for example: a pupil deliberately breaking another's property whether it be a pen or a stereo)
- c) Stealing (borrowing without permission is stealing)
- d) Verbal bullying/ridicule (for example: teasing/ridiculing a person for whatever reason, persistent name calling or making sounds at a person, continual criticism on the games' field or other activities, rejecting a pupil's company leaving them isolated, 'nuisance' e-mails or phone calls)

Bullying will not be tolerated and all bullying incidents that are witnessed by or reported to a member of staff will be recorded and acted upon. Please follow the advice in the Code of Conduct and treat others as you expect to be treated yourself.