



Wycliffe

Expectations And Standards

August 2023

CONTENTS

BACKGROUND

- 1. Academic Expectations and Standards**
- 2. Dress and Appearance**
- 3. Respect for Property and the Environment**
- 4. Rewards**
- 5. Sanctions**
- 6. Technology**
- 7. Attendance and Punctuality**
- 8. 'Out of Bounds'**
- 9. Transport**
- 10. Games and Extra-curricular**

APPENDIX 1 – SUMMARY OF SANCTIONS AND CONSEQUENCES

BACKGROUND

This 'Expectations and Standards' document operates in accordance with relevant legislation and the guidance given by the Department for Education in 'Behaviour in Schools' (2022) and in compliance with the requirements for children with Special Educational Needs or Disabilities given the Equality Act 2010. Further details can also be found in various other documents e.g. the Behaviour Policy, Parent Guide to Academic Life, ICT Acceptable Use Policy and the Pupil and House Handbooks.

Wycliffe aims to provide for its pupils the following:

- Achieve their full academic, spiritual, physical and creative potential.
- Behave with 'unassuming confidence*', showing generosity of spirit, respect for others and appreciation of diversity.
- Cultivate social and environmental awareness and an understanding of their role as global citizens.
- Develop skills, self-knowledge and resilience to face positively all future challenges.
- Exhibit creativity, innovation and independence in their approach to learning and to life.
- Feel happy and secure.

*This was a comment made by the Inspection team during the 2016 ISI visit when seeking to describe the Wycliffe pupils they had met.

The contents of this document are intended to act as a clear guide on how to achieve these aims.

WYCLIFFE'S PURPOSE AND VISION

Purpose:

Inspire and educate every individual in mind, body and soul.

Vision:

Wycliffe will promote a pioneering spirit and encourage individuals to flourish and embrace their futures as global citizens.

The School motto is: 'Bold & Loyal

1. ACADEMIC EXPECTATIONS AND STANDARDS

1. Academic Expectations and Standards

The prime responsibility for the behaviour of pupils in class lies with the pupils themselves, followed closely by that of the teacher. The most successful behaviour management methods rely on strong relationships and effective communications between pupils, parents and teachers. In a relatively small school with small set sizes, overly-formalised systems can be counter-productive. The most meaningful and beneficial work will be developed through an individualised approach involving all concerned from Wycliffe's academic and pastoral staff, middle and senior managers, parents and (where applicable) guardians and agents.

There will be occasions when some pupils do not respond appropriately, despite the school's best efforts. (See Appendix 1 for sanctions.)

If there is a repeated pattern of:

- disrupting others,
- failure to comply with reasonable instructions, or
- persistent low-level misbehaviour.

The initial actions should be taken in departments. The teacher must discuss the situation with the Head of Department, Tutors and House staff, and the Head of Sixth Form / Lower School / DY / Learning Support as appropriate.

The Tutor will write to parents outlining explicitly the behaviours causing the concern, the actions to be taken and seek explicit support in addressing the unwanted behaviour. Disruptive pupils could be required to work independently at the back of the HoD's class for a short period.

If on return to the original set, this does not help resolve the situation, the next step is to discuss the matter further with the Head of Sixth Form / Lower School / DY / Learning Support as appropriate, who will write to parents adding gravitas to the warning. For a short period, the pupil will be required to work under the supervision of a member of SMT adjacent to the Academic Leadership office.

Equipment

Pupils are expected to arrive at each lesson with all their equipment. Whilst we understand there may be an occasional blip, repeated failure to bring the correct equipment will lead to a departmental detention.

Being fully equipped represents a clear statement of intent in preparing for lessons and helps develop the right mindset for learning. As well as any subject-specific requirements, the minimum expectation is that pupils arrive ready to learn with the following:

- A4 lined paper
- Pens
- Pencils
- 30cm ruler
- Fully-charged IT device
- Ring binders and files for that subject
- Text books for that subject
- Calculator and set of Mathematical instruments (for Mathematics and Science lessons).

2. DRESS AND APPEARANCE

2. Dress and Appearance

All pupils must look smart and be appropriately turned out at all times. Pupils represent the School whenever they wear the uniform. We expect pupils to take pride in being members of the School and to be fully committed to their academic and extra-curricular activities; one of the ways that they can show this pride is by taking great care with regard to their appearance.

Uniform

The School uniform for girls and boys, as listed must be adhered to.

School uniform should be worn to and from School each day. As an exception, pupils may travel home in a full School games kit including tracksuit if they have just completed a sporting activity. Pupils should not travel to or from School dressed in their CCF uniform.

Uniform standards apply at all times, including in classrooms and when pupils leave the classroom for any reason during a lesson (e.g., blazers/jackets must be worn if leaving the room). The only place where uniform standards may be relaxed is when pupils are in House or during free time.

As a sixth form pupil at Wycliffe College, we want to encourage the development of an individual style whilst conforming to clothing that would be considered '**professional working dress**' in the outside environment.

SCHOOL UNIFORM – SIXTH FORM – Years 12 and 13	
SIXTH FORM BOYS	SIXTH FORM GIRLS
<p>Professional business attire: A formal, classic, dark business suit - black, grey or navy. Jacket/Trousers must be of same matching material. Suit jacket to be worn during the timetabled day and on all formal occasions.</p>	<p>Jackets: Should be worn at all times unless a tailored outer coat is worn in winter. Can be part of a suit or co-ordinate with a skirt/ pair of trousers or shift dress. Colours and patterns should be suitable to be part of a professional wardrobe and co-ordinate with other garments (Navy, grey, black or other dark base colour).</p>

2. DRESS AND APPEARANCE

Trousers must have a crease, must not be tight or jean style & must be worn with waistband at waist, not hips.

Tie of own choice:

(or Purple/Silver School Tie) Top shirt button done up, tie done up to cover it; tie of acceptable length.

Plain or striped shirt of own choice:

A white shirt is required for formal occasions. Shirts to be buttoned, with a collar. Long-sleeved shirt (sleeves rolled down, cuffs buttoned) or short-sleeved shirt, with tie.

Jumper:

When worn, plain black, grey or navy blue V-neck jumper (or other plain colour V-neck to complement their suit) to be worn under a jacket, but not instead of a jacket. No logos on jumpers.

Skirts:

Must be at least 3/4 of the way down the upper leg when walking and NOT overly tight fitting. Slits must not be higher than 2/3 up the upper leg. Can match a jacket or be part of a co-ordinating outfit. Subtle patterns such as jacquard or tweed/tartan must co-ordinate with the rest of the outfit worn. Lined skirts not lycra/bodycon type material.

Trousers:

Can vary in style but must NOT be overly tight fitting. No shorter than the top of the ankle bone. Can match a jacket or be part of a co-ordinating outfit. Subtle patterns such as jacquard or tweed/tartan must co-ordinate with the rest of the outfit worn. Not lycra/bodycon or denim type material.

Dresses:

At least 3/4 of the way down the upper leg when walking. Slits must not be height than 2/3 up the upper leg. Can vary in style but must NOT be overly tight fitting. Can match a jacket or be part of a co-ordinating outfit. Subtle patterns such as jacquard or tweed/tartan must co-ordinate with the rest of the outfit worn. Lined dresses not lycra/bodycon or sheer type material.

Shirts, blouses, jumpers, tops:

Any pattern or colour as long as it co-ordinates with the outfit. Polo necks, round neck, shallow v neck with or without buttons as long as it co-ordinates with the overall outfit and is sufficiently smart. Not clingy or gaping at the front. No t-shirts or large logos or slogans. No fluorescent colours.

Thin, smart sweaters may be worn under jackets without a shirt.

2. DRESS AND APPEARANCE

<p>Jewellery: A signet ring may be worn. No earrings to be worn with school uniform. No visible chains. A health alert bracelet or necklace may be worn if required.</p>	<p>Jewellery: Up to two pairs of earrings plus one cuff. Small hoops or one pair that have a small drop below the ear lobe. Gold or silver bracelet or bangle on each wrist. Two gold/silver necklaces, one with a small pendant. Leather only for religious pendants. A health alert bracelet or necklace may be worn if required.</p>
<p>Shoes: Black or brown leather. Plain, formal, polished, leather - not suede or boots. Must be clean and in good repair. No colour or logos.</p>	<p>Shoes: Black or brown. Suede or leather. Heel no larger than 2.5cm. Knee length boots in winter (not over the knee). Smart ankle boots with trousers.</p>
<p>Coat: Plain black, navy or dark grey, long enough to cover the suit jacket. The coat may only be worn on top of a school jacket, not instead of a jacket. NB. Casual wear (bomber jackets, sportswear, hoodies, logos or mixed colours) are not allowed with uniform. Scarves should be dark colours.</p>	<p>Coat: Dark or neutral solid colour or small check/dark tartan. Any coat should cover the bottom of the jacket beneath. A smart tailored coat can take the place of a jacket in winter. No fleeces or oversized puffa jackets. Scarves should be dark colours.</p>

Prefects/Heads of House: May wear coats of their own choice in any plain/single, colour. Shoes of any suitable plain colour that complement the suit may be worn - heel height must be as previously stated; not high or stiletto etc.

2. DRESS AND APPEARANCE

SCHOOL UNIFORM – Years 9, 10,11 and the Development Year	
JUNIOR BOYS	JUNIOR GIRLS
<p>School purple blazer: All must have a blazer and must wear it during the time-tabled day and on all formal occasions.</p>	<p>School purple jacket: All must have a jacket and must wear it during the time-tabled day and on all formal occasions.</p>
<p>Charcoal grey trousers: School pattern & colour. Trousers must have a crease & must be worn with waistband at waist, not hips.</p>	<p>School skirt: School purple/grey tartan kilt. Skirts must be worn as tailored – $\frac{3}{4}$ way down the upper leg or longer.</p>
<p>White school shirt: Long sleeved shirt (sleeves rolled down, cuffs buttoned) or short-sleeved shirt, with tie.</p>	<p>White blouse: School fitted blouse to be worn tucked inside kilt.</p>
<p>School tie: (Purple/Silver) Top shirt button done up, tie done up to cover it; tie of acceptable length.</p>	<p>Tights: Plain black, grey or natural (sheer or opaque) No patterned tights.</p>
<p>School grey v-neck jumper with purple stripe: Optional. May be worn under a blazer, but not instead of a blazer.</p>	<p>School grey v-neck jumper with purple stripe: Optional. May be worn under a jacket, but not instead of a jacket. Blouse to be tucked inside skirt when jumper is worn.</p>
<p>Shoes: Black leather. Plain, formal, polished, leather - not suede, or boots. Must be clean and in good repair. No colour or logos.</p>	<p>Shoes: Black leather. Plain, formal, polished, leather - not suede, or boots. Must be clean and in good repair. Shoes must have sensible low heels (no higher than 2.5 inches or 6cms). No stilettos, kitten heels or ballet slippers.</p>

2. DRESS AND APPEARANCE

JUNIOR BOYS	JUNIOR GIRLS
<p>Coat: Plain black or dark grey, long enough to cover the blazer. The coat may only be worn on top of a school blazer, not instead of a blazer. NB. Casual wear (bomber jackets, sportswear, hoodies, logos or mixed colours) are not allowed with uniform.</p>	<p>Coat: Plain black or dark grey, long enough to cover the blazer. The coat may only be worn on top of a school blazer, not instead of a blazer. NB. Casual wear (bomber jackets, sportswear, hoodies, logos or mixed colours) are not allowed with uniform.</p>
<p>Scarf: School purple/black/ silver striped scarf.</p>	<p>Scarf: School purple/black/ silver striped scarf.</p>
DY BOYS ONLY	DY GIRLS ONLY
<p>PLUS - A dark business suit, shirt & tie of their choice for formal occasions. Jacket & trousers of the same material – black, dark grey or navy. Trousers must have a crease, must not be tight or jean style & must be worn with waistband at waist, not hips.</p>	<p>PLUS - A dark business suit (skirt/jacket) and blouse of their choice for formal occasions. Jacket and skirt of the same material – black, dark grey or navy. Skirts must be tailored (not tight or clinging) – $\frac{3}{4}$ way down the leg or longer.</p>
<p>Optional: Dinner suit/bow-tie for formal occasions.</p>	

Boots

Senior girls (Y11/DY – Y13) may wear boots in extremely cold weather or when it snows between Autumn half term (November) and half term in the Spring half term (February). Boots must be FLAT, black polishable leather to the knee. Heels must be flat & no higher than one inch (2.5 cms). NO UGG boots, suede boots, ankle boots or other fashion statement boots will be allowed with uniform at any time since boots must be sensible for cold and inclement weather and be smart in order to be worn with uniform. They are only to be worn in winter weather and not on warmer days that we have throughout our winters, when boots are deemed unnecessary.

Items must be purchased online from the School outfitters 'School Blazer' www.schoolblazer.com

2. DRESS AND APPEARANCE

Hair

Pupils' hair must be worn in an acceptable style and moderate enough to avoid attracting undue attention. Pupils must not colour their hair or have highlights in unnatural or sharply contrasting hair colours so as to attract undue attention.

Boys' hair should be at a length short of the collar and allow sight of both ears. It should be no shorter than 'Grade 2'.

Pupils who come to School with an inappropriate hairstyle will be required to have it recut and/or recoloured and may be required to stay at home until it has been restored to its natural style or colour.

Shaving

All boys must be cleanly shaven each day. The only exceptions are on religious or health grounds at the Head's discretion. Parents must write directly to the Head to request this.

Boys who have failed to shave appropriately may also be required to shave that morning.

Makeup and Jewellery

Whilst in uniform girls may wear discreet makeup. Boys may not wear makeup at any time. Unacceptable makeup will need to be removed before attending lessons.

Sixth Form girls are permitted to wear clear or pale (but not dark coloured) nail varnish. Boys may not wear nail varnish at any time.

The Head may grant a dispensation on individual application made by a parent giving grounds based on race, religion or health and safety.

The School reserves the right for the Head and members of staff to require a pupil to remove body jewellery if they consider it inappropriate or unsuitable for use on School premises. The School reserves the right for the Head and members of staff to require body jewellery to be covered up with sticking plaster.

Junior girls may wear, 1 pair of earrings (small stud), 1 bracelet and 1 necklace.

2. DRESS AND APPEARANCE

Pupils are not allowed to pierce other pupils' ears.

The School reserves the right to investigate gossip or rumour about body piercing and, if necessary, to notify parents of a request for the pupil to be examined under health conditions by a doctor appointed by the School at the parents' expense.

The School does not accept responsibility nor liability for injury to a pupil wearing body jewellery of any description, authorised or unauthorised.

Likewise, no visible tattoos are allowed. If a pupil has a tattoo prior to their arrival at Wycliffe, it must be covered if it is likely to be seen on limbs for example. The School does not accept responsibility nor liability for injury to a pupil that is tattooed, authorised or unauthorised.

If training shoes have to be worn for health reasons, pupils must carry a note from the Health Centre/House Staff giving authorisation. During free time pupils may change into casual clothes. Casual clothes must be clean, in good repair and with no offensive logos.

3. RESPECT FOR PROPERTY AND THE ENVIRONMENT

3. Respect for Property and the Environment

Wycliffe takes its environmental responsibilities very seriously. It is therefore expected that every pupil will play their individual part in this which includes a commitment to refraining from dropping litter, picking litter up when they see it around the site, and not wasting food and energy.

Vandalism / graffiti / litter

Vandalism and graffiti-writing on School premises and elsewhere are regarded as serious breaches of School discipline and tend, as a minimum sanction, to serve a School Detention and to bear the costs of appropriate repairs. Other unsociable behaviours such as spitting and chewing gum are also prohibited.

Damage to Property and Theft

Theft of property belonging to anyone else (either to the School, fellow pupils or other organisations and individuals) is viewed as a very serious offence and pupils involved in theft should expect to receive a stern sanction. The School's definition of 'theft' is: '..the taking of another person's property without that person's freely-given consent'. This definition may also be extended to include impersonating another individual either on-line or in person and/or using their identity to pay for goods or services. Depending on the seriousness and scale of the theft, the police may well be consulted and asked to investigate. In addition, the possession of fake ID is illegal and will be treated with the utmost seriousness by the School.

4. REWARDS

4. Rewards

There are a wide range of ways in which a pupil's effort and achievement is recognized and rewarded across the full spread of school activities (academic, sport, creative, community, leadership etc.)

Verbal Praise

The most frequent (and often the most valuable) form of reward is verbal praise and encouragement in individual lessons, activities or in House and Tutor groups.

Assemblies

Whole School assemblies are held each Monday morning and provide a platform to highlight and celebrate individual and collective successes. House meetings, each alternate Friday, also provide an opportunity for in-house celebration of pupil achievement. At the end of each term, there is a Final Assembly when a variety of awards are made ranging from House competition winners to Sports colours, Duke of Edinburgh certificates and Sibly and Loosley Awards (given to pupils who have made an outstanding contribution to Wycliffe in several areas).

Learning Engagement grades

At different assessment points during the year pupils receive grades for each of their subjects based on their learning engagement and performance.

Direct Communication with Parents

On an occasional basis, Housemistresses/Housemasters, Academic Heads and/or members of the Senior Management Team send letter, emails or make phone calls to parents to recognise and praise particular pupil achievements (e.g. in response to the period or effort and achievement grades being published).

4. REWARDS

Merits

Merits can be awarded by any teacher for performance, achievement, attainment or effort which is beyond the level normally expected for pupils, or for any significant contribution to the School community, or for performance that is notably relevant to the individual pupil.

Display

Noteworthy pieces of creative work are displayed in public spaces around the school (Art in the Atrium for example), and examples of the best academic work are displayed on the 'Wall of Fame' in the main School House. Pupils are encouraged to display their talents, in celebration assemblies throughout the term, whether based on achievement in the classroom or on the sports field, or demonstrating excellence in performance and in any other area of School life.

Individual commendation prizes and inter-house learning engagement cup

In each Year Group, pupils gaining the highest average Learning Engagement Grade may be recognised in end-of-term Assemblies with an individual Commendation. All grades contribute to a termly inter-House prize which is awarded to the House that has secured the highest average Learning Engagement Grade across all pupils.

Wycliffian Commendations

Exceptional effort or achievement in a particular field can be recognised with a Wycliffian Commendation; this involves an invitation to meet individually with the Head, in his Study, an opportunity to discuss the specific achievement that has been made and the chance to sign the Wycliffe Commendation book.

5. SANCTIONS

5. Sanctions

All pupils at Wycliffe are expected to behave in a kind and respectful manner.

The School is a place where:

- All individuals are respected and their individuality is valued
- Pupils are encouraged to achieve
- Self-discipline is promoted and good behaviour is the norm
- Rewards and disciplinary penalties (sanctions) are applied fairly and consistently.

Wycliffe has always prided itself on the levels of courtesy, friendliness and respect for others. All members of our community deserve to be treated with politeness and consideration, and being blessed with beautiful grounds and outstanding facilities, we hope that a sense of pride in the School will show itself through high standards of behaviour.

Pupils are encouraged to show respect in all things, such as holding doors for others, using respectful and appropriate language, and showing consideration and courtesy in lunch queues, corridors, Houses, changing rooms and elsewhere. At the same time, all pupils are encouraged to think of the needs and feelings of others and to act in ways designed to show kindness and consideration for their fellow pupils, for staff and for guests at the School.

Of course, there are some forms of behaviour which are always to be avoided. Producing an exhaustive/comprehensive list of everything that constitutes unacceptable behaviour and the School's response to each item is extremely difficult and of arguable value. Bad language, bullying, fighting, smoking, chewing gum, spitting, serious lack of courtesy etc. all fall into this broad category.

From time to time, pupils will break the rules, either deliberately or unintentionally. Action must be taken in every case where there is a breach of School Rules.

5. SANCTIONS

The purpose of any action taken should be:

- To make a pupil aware of what is and is not acceptable
- To ensure, as far as possible, that there is no recurrence of the breach of rules
- To set an example to other pupils.

Misconduct may not always result in a disciplinary sanction. In the case of a serious breach of discipline, pupils should however expect an appropriate sanction to be implemented. Please refer to the School's Behaviour Policy for a more details regarding sanctions

Bullying

The School has a separate Anti-Bullying Policy which can be accessed via the School website. The School is committed to taking a very firm stand against bullying of any sort. Appropriate sanctions alongside educational conversations will be applied.

Smoking

No pupil may smoke on or off the School campus, bring cigarettes or related paraphernalia such as lighters or cigarette papers or vaping equipment onto the School campus, pupils are not allowed to smoke during their journey to School, smoke on a School trip or in the village or when visiting local towns etc., nor supply cigarettes or vaping paraphernalia to other pupils. A pupil who is not smoking but who is present with another pupil who is smoking will also receive an appropriate sanction. Please see our Behaviour Policy for more information.

Alcohol

No pupil may purchase alcohol, bring alcohol onto the School campus, supply other pupils with alcohol nor arrive at a School function having consumed alcohol. Alcohol may only be consumed by Sixth Form pupils at a School event or when on a School trip in the following specific circumstances: when eating a formal table meal under staff supervision where specific permission has been given for limited consumption (no more than two standard glasses of wine or beer). Pupils may not, whilst under the School's care and control, consume spirits (including fortified wines such as sherry or port). Pubs are out of bounds to all pupils when under the School's care and control,

5. SANCTIONS

those pupils over 18 years of age who may seek permission from House Staff to visit a pub on very special occasions. Random alcohol testing may be performed prior to or following a social event or if there are strong suspicions that a pupil has consumed alcohol to determine how much has been consumed. Appropriate sanctions such as a fine or in a more serious case an exclusion will be applied.

Classified drugs and banned substances

The policy on drugs is contained within the School's Behaviour Policy and is available on the School website. However, in summary, no pupil may bring classified drugs or banned substances onto School campus for any reason nor may they consume classified drugs or banned substances. This definition should be understood to include so-called 'legal highs' and/or other substances such as cannabidoil deemed by the School to fall within the definition of banned substances. Pupils and parents should be explicitly aware that supply, or intent to supply classified drugs or banned substances, whether on or off of the School campus, are actions that will be treated with particular seriousness and are likely to lead to permanent exclusion.

Sexual Behaviour

No pupil is to indulge in sexual relations with another person on the School campus. Pupils caught in contravention of this rule are likely to be issued a Fixed-Term Exclusion.

Gambling

Any form of gambling is prohibited whether it be – for example – playing cards for money or using online platforms to gamble. High Street bookmakers –Ladbrokes in Stonehouse for instance – are also out of bounds.

Other prohibitions

Fireworks or other explosives, dangerous weapons (e.g. pellet guns, knives etc.), dangerous substances (e.g. solvents, glue products etc.), pornographic material and/or any items that common sense would suggest are not acceptable in a school environment (e.g. e-cigarettes) must never be brought into School.

6. TECHNOLOGY

6. Technology

The School seeks to embrace all the benefits that modern technology provides for the education of its pupils whilst recognising the potential that exists for technology to be abused and/or misused. The School has various policies covering 'BYORD (Bring Your Own Recommended Device)', 'GDPR/Data Protection', 'Use of School Computers, Email and Access to the Internet', 'Use of Social Media', 'Password Security', 'Internet Filtering' etc. All pupils have to sign an 'ICT Acceptable Use Policy', before they are given access to the School network and ICT services and should be adhered to at all times. Pupils should find all the technology and ICT related policies on the School academic portal Firefly.

The brief summary provided below is intended to set down clear guidelines concerning the acceptable use of technology, including personal computers/laptops, mobile telephones, iPads etc., without providing the comprehensive level of detail contained in the above-mentioned policies.

Although not exhaustive, the following is a list of the potential problems that can be caused by the range of electronic equipment that pupils might bring into School:

- Items can be valuable and might render a pupil vulnerable to theft. They can make pupils objects of envy and may have implications with regard to discipline and potential bullying
- Even when apparently silent, the use of mobile telephones and smart phones for texting purposes may be potentially undermining classroom discipline
- Use of mobile telephones especially the latest smart phones with integrated cameras may lead to child protection/ data protection and/or invasion of privacy issues with regard to inappropriate capture, use or distribution of images
- Apparent 'anonymous' sending of text messages, placing of postings on social networking sites and/or sharing/distributing of images can all prove hurtful and upsetting to others.

6. TECHNOLOGY

The existence of such equipment in any environment raises issues of security and personal responsibility, not only in terms of its appropriate use but also for its safe keeping. In this context the School does not accept responsibility for, nor is insured against the theft, loss or damage of any pupil's personal property, including electronic devices. Pupils/Parents are expected to have their own insurance in place to cover any eventualities.

BYORD (Bring Your Own Recommended Device) – Year 9 and above pupils will be part of the BYORD (Bring Your Own Recommended Device) initiative and need to have a device in School. As part of our ongoing Digital Strategy, our BYORD (Bring Your Own Recommended Device) plans for students in Year 9 and above has been amended and our recommended device is now a Microsoft Surface (Surface Go 3, Surface Pro 8 etc.) or any Windows device with a touch screen and stylus/pen with digital inking capability (key requirements). We firmly believe that students having consistent devices like our teachers, integrating seamlessly with our Office365-driven systems, will allow them to work seamlessly together in school or at home, focus on learning rather than solving technical issues, will put them in the driving seat in terms of adapting their learning and enabling them to face the future with confidence. You do not have to purchase your device from a particular supplier. However, we do recommend that you purchase from a retailer that offers good warranty and insurance packages and have someone available to speak to face-to-face regarding any claims or repairs. Normal School rules apply in the use of these devices around School, Boarding Houses and in lessons.

Mobile phones

Mobile phones must be set to 'silent' and not be used during lesson and activity time without explicit permission from a member of staff. Phones may be used as an organiser/planner and/or a means of sending and receiving e-mails and texts during morning break and lunchtime and/or to screenshot specific information from the board (in classrooms only) and/or to search the internet in lessons (only after explicit permission from the teacher has been secured in advance).

6. TECHNOLOGY

Phones should not be used nor be visible during the five minute 'travel time' between lessons. Likewise, headphones or ear buds should not be on display around campus. Phone use is not allowed in Wycliffe Hall during meal times and should not be visible whilst eating. No camera nor video functionality should be used without explicit permission from a member of staff. Inappropriate use of a mobile phone will lead, in the first instance, to the confiscation of the phone and it being passed onto the Senior Deputy Head for safekeeping for a 24-hour period. Subsequent offences of a similar nature may lead to the period of confiscation being extended and/or additional sanctions being issued. Text messages, e-mails, social media postings or similar communications must not be sent nor posted if they might be considered to be intrusive, hurtful or offensive - in short, the same guidelines apply as would apply to face-to-face communication.

Misuse of photographs/filmed material

Using photographic or filmed material of any kind to bully, harass or intimidate others will not be tolerated and will constitute a serious breach of discipline. All pupils must allow staff access to view images stored on mobile phones and/or cameras and must delete images if requested to do so. Pupils should not take photographs of others or record them. As with mobile phones (mentioned above), pupils must not send images to others (nor show images to others) if they might cause upset or hurt to a third party.

Social networking sites

Posting any material (e.g., written comments, photographic images, cartoons) which in the reasonable opinion of the Head is considered to be offensive and/or is intended to bully, harass or intimidate others on websites or apps is a serious breach of discipline and will be subject to disciplinary procedures, whatever the source of the material. This is the position whether the device is used on Wycliffe property or operated elsewhere, including the pupil's home or pupil's own device.

Boarding and Technology

Boarding pupils will be expected to comply with additional guidelines regarding use of electronic equipment within their Boarding Houses: For example, Year 9, 10 and 11 pupils will be expected to hand in their electronic devices before bedtime each night and more senior pupils should not be online after 'lights out'.

6. TECHNOLOGY

Online safety/ E-safety

It is suggested that pupils should visit an online safety site with their parents so that all concerned are fully aware of online safety recommendations (e.g., www.thinkuknow.co.uk; www.childnet.com). All pupils have online safety lessons as part of their Life Skills. There are plenty of resources on online safety for parents on the Parent Portal site (**School Information > Online Safety & Citizenship**).

7. ATTENDANCE AND PUNCTUALITY

7. Attendance and Punctuality

We expect all lessons and additional activities to be attended punctually - wherever possible, pupils should seek to arrive in advance for their commitments. Pupils need also to be aware of their responsibilities with regard to where they may and may not go, especially when this relates to their personal safety. We expect pupils' behaviour to be a credit to the School.

All pupils are required to attend the following punctually: Registration (morning and afternoon), assembly or Chapel, all lessons, prep sessions, games and other routine extra-curricular activities. They must give priority to School engagements.

If a Day Pupil is absent, the School (either House Staff or matrons or the School Office) must be contacted before 9.30 a.m. to explain the reason.

If a Day Pupil needs to miss a sporting commitment, parental communication should be sent to his or her Housemistress/Housemaster giving details.

Missing a compulsory games session without a credible excuse will result in a weekly games detention.

Any pupil feeling ill at School should, in the first instance, report to the House matron on duty who may then recommend a visit to the Health Centre. Depending on the diagnosis, a sick pupil may then be allowed to rest in House and miss lessons or, in the case of Day Pupils, be allowed to go home.

8. 'OUT OF BOUNDS'

8. 'Out of Bounds'

'Out of Bounds' (OOB) refers to those places where pupils may go, those to which they may not, and those where they may go only with permission from their Housemaster/ mistress. The reason why this rule exists is so the School can ensure pupils are safe and that their whereabouts are known by those members of staff who are responsible for them. Pupils will be told from the outset where and when they can/cannot go. A map is also posted on House noticeboards to illustrate Stonehouse High Street boundaries; there is no legitimate reason for pupils to go anywhere else and any pupil caught OOB will be deemed to be acting suspiciously and questioned as to why they felt it necessary to be OOB.

When off-site pupils must be considerate of members of the public, be courteous and respectful especially when in local shops.

At weekends, with permissions in place and prior knowledge of their destination, pupils are allowed to venture further afield to Stroud, Gloucester or Cheltenham. A more adventurous weekend trip – to London for example – will require specific parental permission. The usual sanction for being OOB (unless connected to a more serious misdemeanour) is a House gating card.

In addition, no pupil can invite a current non-Wycliffe person onto campus unless permission has been sought beforehand from the relevant authorities.

9. TRANSPORT

9. Transport

Day Pupils may drive to School but only on completion of the 'Application to Drive' form which is available from the Senior Deputy Head who will also brief the pupil on the conditional permission to be allowed to drive and leave a car on campus during the School day. There is a similar process for any pupil seeking to travel to School on a motorbike.

Permission to be a passenger in a car belonging to another pupil is also subject to written permission (usually an email) from the parents of both pupils involved to be sent to the relevant House Staff.

Car keys must be handed in each morning by the pupils' to their Housemistress/Housemaster.

Permission for Boarding pupils to have a car on campus is only allowed in exceptional circumstances and is given by the Senior Deputy Head on request from parents.

Parents dropping off Day pupils should normally use the car park by the Ward's tennis courts in front of the Head's House. They should enter via Gate 1 and exit via Gate 2. Parents (and pupils) must observe the 5mph speed limit and be fully aware of the pedestrianised areas.

Pupils should always be impeccably behaved and mindful of other passengers whenever travelling on School transport whether it be on a hired coach or a School minibus.

Permission to have a bicycle, skateboard or scooter on site needs to be sought from Housemistress/Housemaster.

10. GAMES AND EXTRA-CURRICULAR

10. Games and Extra-curricular

All pupils need to be aware that priority is given to certain games and activities at specific times of the week. This works as follows:

- All pupils in Years 9 and 10 have a compulsory Games session on Monday afternoons (P6 and 7).
- All pupils in Years 11, the Development Year and Sixth Form have a compulsory Games session on Tuesday afternoons (P6 and 7).
- On Thursday afternoon from lunchtime onwards, all pupils will be engaged in a sporting activity of some sort; many pupils will be representing the School in fixtures.
- On Saturday afternoon from lunchtime onwards, all pupils are expected to participate in a Games activity except Sixth Formers not selected to represent a team.

Activities normally take place every evening of the week (except at weekends) from 4.30pm to 5.30pm. Some take place at lunchtimes. Pupils in Years 9 and 10 must sign up to at least two activities and more senior pupils are strongly encouraged to participate in as many as possible. The activities are 'launched' at the annual 'Activity Fair' at the start of the year and a schedule is widely publicised and circulated.

What is vital is that each individual pupil (with guidance from their tutor) embarks on a programme that is manageable and enables them to balance their academic and extra-curricular activities whilst making the most of the opportunities Wycliffe has to offer.

Permission to miss a Games session – especially on Saturday – must be sought from the Deputy Head Academic by a pupil's parent. This is especially the case when a pupil may wish to miss a fixture and permission will only be given in exceptional circumstances (e.g. attend a wedding, significant birthday, etc.). As much notice – at least 72 hours – should be given.

APPENDIX 1

Summary of Sanctions and Consequences

As a general rule, activities set for pupils in a sanction must be proportionate and appropriate. For academic sanctions (both formal and informal), the activity set should be related to the pupil's work in the subject in which they have been given the sanction. In summary, the different sanctions that may be used in response to particular situations are as follows:

Gating Card

Issued by Housemistress/Housemaster for specific issues. Pupils will be required to report to staff at designated times during the day for a set period. Limitations on free time may also be imposed. Further information may be found in the Behaviour Policy.

Departmental Detentions

Usually served for thirty minutes during a lunchtime of the Academic Department's choosing and the purpose is often a means for a pupil to catch up with work missed or provide some learning support.

On Report Card

If effort or ongoing behaviour in lessons is giving cause for concern, a pupil may be required to serve a certain period of time 'on report' (usually a week in the first instance although this can be extended if the report is unsatisfactory).

This will tend to be co-ordinated by the Tutor or, in some circumstances, a member of the Senior Management Team, and parents will be informed of this before the period commences and then be updated on progress over time.

Individual subject teachers will be required to comment lesson-by-lesson on the report card about specific aspects of pupil's performance (e.g., attitude to learning, classroom concentration, and behaviour, and quality of prep etc.). This is intended to provide a brief period of additional support and attention to encourage pupils to really focus on improving certain aspects of how they are approaching their learning.

APPENDIX 1

Daily School Detention

This takes place each day (except weekends) at 4.30pm and lasts 45 minutes. The pupil (and parents) are given at least 24 hours' notice. The detention is taken by the Teacher on Duty (TOD) for that day. It always takes place in Room 16. Failure to attend may lead to the sanction being doubled. Work will be set by the member of staff giving the detention and this should be constructive and fruitful.

Fixed Term Exclusion / Permanent Exclusion or Required Removal

These are the most serious sanctions which the School may impose. As a result of their seriousness, all decisions as to whether these sanctions may be deployed are made on an individual basis by the Head (see below for more details).

Fixed Term Exclusion

Behaviour which may warrant an exclusion includes misuse of alcohol, the supply of alcohol to other pupils; the possession of illegal drugs (for a first offence); bullying and/or cyber bullying; violent, aggressive or otherwise unacceptable conduct towards members of staff; inappropriate physical contact between pupils on the School site; and serious incidents of dishonesty, vandalism, damage to property and behaviour which puts at risk the health and safety of others or which brings the good name of the School into disrepute. This list is not exhaustive and the School reserves the right to impose exclusions upon pupils for other offences if the circumstances so warrant. Equally, the School reserves the right to impose a more severe sanction (i.e., permanent exclusion) for these offences and others where it is felt after due investigation and process, to be appropriate.

The length of any exclusion will be determined by the Senior Deputy Head in consultation with the Head after all relevant factors relating to the particular case have been taken into consideration. Where an exclusion is imposed upon a pupil, they will be required to go home (or, in the case of overseas boarders, to their guardian). Parents or guardians will usually receive a telephone call from the Housemistress/ Housemaster at the time which will then be reiterated via

APPENDIX 1

email. The sanction will be recorded in a letter to the parents, and recorded on CPOMS.

Permanent Exclusion or Required Removal

Permanent exclusion is the most serious sanction the Head may impose and the procedures for the imposition of this sanction, and for a review of such a decision, is governed by the School's Permanent Exclusion Procedure (contained within the Behaviour Policy). Permanent Exclusion is reserved only for the gravest breaches of pupil discipline or behaviour.

Parents may be required to remove a pupil from the School for a breach of discipline or behaviour which would not warrant a Permanent Exclusion but for which the pupil may not continue at the School, for persistent breaches of behaviour or discipline or whose conduct or behaviour demonstrates an inability or unwillingness to benefit from the educational opportunities provided by the School.

A decision by the Head to exclude or require the removal of a pupil permanently from the School shall be, on the request of the parents, subject to review by a panel of Trustees.

Corporal Punishment

The School does not use, and nor does it tolerate, the use of corporal punishment nor any other physical means of sanctioning pupils. This is to ensure compliance with section 131 of the School Standards and Framework Act 1998 which prohibits corporal punishment in all schools. It is also a reflection of the fact that corporal punishment is antithetical to the School's ethos and values. No member of staff including those acting in loco parentis (e.g. unpaid, volunteer supervisors), may ever administer, or encourage others to administer, any form of corporal punishment. Physical intervention is only ever permissible in circumstances where it is necessary to avert an immediate danger of personal injury to, or an immediate danger to the property of, a person (including the pupil themselves).

APPENDIX 1

Managing a Pupil Allegation Against a Member of Staff

A pupil will not be penalised for making a complaint in good faith against a member of staff and which is considered bona fide whistleblowing. A pupil who is found to have made a malicious allegation against a member of staff will be dealt with in accordance with the School's Behaviour Policy. When an allegation by a pupil is made against a member of staff, the Head will consider the circumstances of that allegation having regard to the DfE and KCSIE guidance titled 'Dealing with Allegations of Abuse against teachers and Other Staff'.

Monitoring

The Council of Trustees has delegated the monitoring of this booklet and the effectiveness of its procedures to the Wycliffe Head. Any deficiency that is noted will be remedied as soon as is reasonably practicable by the Head. The Head and the Senior Management Team will undertake an annual review of this booklet which will be reported to the Welfare and/or Education sub committees of the Council of Trustees. The report of the Head (or, where appropriate, one of the Senior Team who has been delegated the responsibility) will include any amendments made to the booklet and its procedure.

Bold & Loyal
1882...