



School Rules & Expectations

At Oakham we believe that any breach of good manners or of common sense is a breach of school rules as also is any action which may lower the School's good name. Good discipline prevails when each child brings into school the manners and behaviour he or she may be presumed to practise at home.

Rules and Expectations are written for pupils so that they may know what to do and what not to do in matters such as behaviour, work, whereabouts and organisation. Meeting these expectations requires more than staying within the rules; it requires pupils to learn the best ways of enjoying their life and work at Oakham, and applying them as consistently as they can.

The Headmaster and his staff manage the school according to the Rules and Expectations, as well as other policies which are not printed here but can be obtained from the Senior Deputy Head. The Headmaster has ultimate responsibility for and authority over every aspect of the School, including the upholding of the Rules and Expectations. The Headmaster may suspend or exclude pupils whom he deems to have been in serious breach of the letter or spirit of the Rules and Expectations.

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1. INTRODUCTION

- 1.1 The School is a community whose purpose is to educate young boys and girls and give them opportunities to experience a broad range of activities and

interests. The Rules and Expectations set out the boundaries within which the school community operates.

- 1.2** Pupils are responsible for knowing and respecting the School Rules and Expectations. Tutors are responsible for ensuring that new pupils are made aware of them and teaching staff for applying them fairly and proportionately.
- 1.3** Oakham pupils are subject to School Rules and Expectations at any time when they are at school or engaged in an activity organised by the School. It is important for pupils to appreciate that the School is responsible for their safety and welfare while at school. The Rules and Expectations are therefore framed so that pupils cooperate with the School in carrying out this responsibility.
- 1.4** School rules cannot cover all contingencies, but the following rules and expectations apply in order to maintain a safe, well ordered and civilised environment.
- 1.5** Pupils should also be aware of House rules, directed specifically at maintaining good order within the day and boarding houses.

2. PUPIL REGISTRATION, LEAVE OF ABSENCE

- 2.1** Pupils register in houses at the start of each day; in day houses also at lunchtime, and in boarding houses in the evening.
- 2.2** Pupils should remain on the School Campus during school hours unless they have the consent of their Housemaster or Housemistress to leave the Campus. All pupils should be on the School Campus and engaged in academic work during lesson time unless they have their Housemaster or Housemistress's permission to do otherwise.
- 2.3** Pupils should follow this procedure for leave of absence from any lesson or activity:
 - a. Request Housemaster or Housemistress's permission for absence (except for music lessons).
 - b. Inform staff of planned absence, at least 24 hours in advance. This should be done in person during the lesson or activity preceding the planned absence.
 - c. Find out about the work missed and catch it up within reasonable time.
- 2.4** If a pupil is absent or unaccounted for staff will put out an alert to the House. Parents and Police will be informed when a pupil has gone missing for over two hours.
- 2.5** Pupils should not enter classrooms until instructed to do so by a member of the teaching staff.

- 2.6** Day pupils may remain in School after School Hours only with the permission of their Housemaster or Housemistress.
- 2.7** Boarders must be on campus after 1800 unless they have their Housemaster or Housemistress's permission, and be in their houses according to house lock-up times.
- 2.8** House handbooks should be consulted for specific house rules and expectations.
- 2.9** Form 6 boarders may request one additional Saturday evening leave per term (Pupils must be back in time for Chapel)
Reasonable notice must be given to the relevant Housemaster or Housemistress and it may not be taken before the first leave out of term.
- 2.10** Form 7 boarders may request up to three additional Saturday evening leaves per term (Pupils must be back for Chapel).
Reasonable notice must be given to the relevant Housemaster or Housemistress.

3. THE CAMPUS AND TOWN

- 3.1** Pupils must stay within the School Campus during School Hours unless they have staff permission to do otherwise or at permitted times.
- 3.2** The School Campus is defined as the School buildings; the playing fields; the open areas contained by the School buildings, Church Street, Ashwell Road south of the Schanschieff site, Station Road, Kilburn Road and Market Place.
- 3.3** Pupils must take care when crossing roads. No one should begin to cross until certain that the road is clear or that a cyclist or vehicle is going to stop or is already stationary. Where there are safety railings pupils must walk on the pavement side of the railings. Pupils must not walk between cars when crossing a road, due to the potential danger of not being seen by oncoming drivers.
- a. Burley Road must be crossed at the Pelican Crossing.
 - b. Kilburn Road may be crossed only at the zebra crossing opposite Chapmans and at the gate to Farside.
 - c. Station Road may only be crossed at the zebra crossing opposite Deanscroft Drive.
 - d. The Ashwell Road must be crossed at the pedestrian crossings opposite the Barraclough and at the north end of the Ashwell Road.
 - e. Church Street should be crossed opposite the entrance to the Merton.
- 3.4** Form 7 pupils may go into town without permission outside lesson time. Pupils in the Lower and Middle school houses may go into town on Tuesdays and

Thursday from 4-5.30pm and on Saturday afternoons if not required for a school activity. They must sign out and back in according to House rules.

3.5 Pupils should not eat or drink while walking around the school or town. Pupils should always show courtesy to the public, whose progress should not be impeded.

3.6 All pupils are reminded that under no circumstances should they go out alone into unprotected areas, whether for jogging or other purposes.

3.7 Pupils' visitors to the Campus

Lower and Middle School pupils are not allowed visitors on the campus unless by specific permission of their Housemaster or Housemistress. 7th Form are allowed visitors to the Chapel Close campus and should notify their Housemaster or Housemistress of the visitor.

All visitors to the Campus must register with the Chapel Close reception, or if after 5.30 pm with the Housemaster or Housemistress of the pupil whom they are visiting. All visitors must be met by their host, accompanied by the host at all times and seen off the campus by them on departure.

3.8 Out of bounds

- a. Pubs and restaurants except with staff permission (see Section 11)
- b. Betting shops
- c. Buildings under construction and derelict property.
- d. The Park (Cutt's Close) except 7th Form.
- e. Oakham Castle and its grounds; the Lodge gardens
- f. Private residences without the Housemaster or Housemistress's permission.
- g. The Cemetery and the allotments and fields beyond Doncaster Close.
- h. The short-cut through the Church grounds.
- i. The rear entrances and car parks of retail or commercial properties.
- j. Other boarding and day houses of which a pupil is not a member, except with the Housemaster or Housemistress's permission.

3.9 The following are not allowed:

- a. Swearing or offensive language or behaviour.
- b. Littering or leaving books and bags around the campus.

- c. Wearing earphones around the campus during the school day.
- d. Chewing gum at any time on the school campus. Pupils chewing gum are required to pay a £5 fine to the Senior Deputy Head within a week.
- e. Eating while walking around the campus. Pupils are not allowed to bring food of any kind into lessons.
- f. Using false identification.
- g. The use of mobile phones whilst walking around the campus or town.

4. LESSONS AND TIME-KEEPING

Oakham life is busy and pupils are expected to be organised in their time-keeping and preparation for lessons. Pupils are provided with a Student Organiser at the start of each term and are expected to use it to organise their work.

- 4.1** Pupils are expected to be punctual for lessons and other commitments during the school day. A lateness sign-in sanction may be applied by staff to manage this.
- 4.2** If a member of staff is more than 10 minutes late for a lesson or activity pupils are expected to contact the nearest member of staff to report the absence. Pupils should not go back to their houses during lesson time unless they have a timetabled study period.
- 4.3** Pupils are expected to arrive at lessons with the required equipment or sports kit. Teachers should clarify what is required, after which pupils failing to bring these items may be sanctioned with a kit sign-in.
- 4.4** Pupils should not be sent out of a class unless in exceptional circumstances. In such cases, the teacher must inform the Head of Department and the Academic Deputy.

5. REWARDS AND SANCTIONS

This policy covers the management of pupil rewards and sanctions in their academic and general conduct. Policies relating to substance abuse, alcohol, smoking, ICT abuse, bullying and theft are set out in other sections of the Rules and Expectations and are distinct from the Rewards and Sanctions policy.

5.1. Pupil praise and rewards

The aim of the rewards policy is to encourage every pupil to make the most of his or her talents and time at school. A system of school rewards can only work by building an informal culture of praise, encouragement and recognition. More important than any system of rewards, verbal praise must be the principal way in which pupils are encouraged, and encourage each other. Mutual support amongst the entire Oakham community forms the foundation of a positive mind-set. Subject teachers, tutors, Housemasters or Housemistresses and Heads of departments also develop their own ways of encouraging and recognising pupils' achievements, such as prize work boards, commendations or House prizes.

A few shared principles should be applied to the giving of Rewards:

- a. A balance should be sought in rewarding achievement, progress and effort.
- b. Consistency and objectivity must be applied at all times.
- c. Rewards should seek to encourage pupils who require extrinsic motivation as well as recognising those who are intrinsically motivated.
- d. Tutors are encouraged to use target setting as a means of encouraging the academic progress of their tutees, and to reward the achievement of targets appropriately.
- e. Demonstration of good manners, teamwork, and service should be recognised alongside academic and other total curriculum achievements.
- f. Rewards should be communicated as appropriate to relevant staff and parents.

Rewards and Sanctions are entered by teaching staff on the Intranet and are displayed on an individual pupil page on OSIS.

Rewards

T tick: For a particularly good piece of work in prep or class. The teacher marks a T tick on the pupil's work and enters it on OSIS; the pupil shows the work to the tutor and should enter it in the Student Organiser.

Optimum: For an outstanding piece of work. The teacher enters the Optimum on OSIS; the pupil shows it to his or her tutor and records it in the Student Organiser.

Commendation: For consistent effort or improved effort, service, leadership or teamwork. The teacher enters the Commendation on OSIS; the pupil shows it to his or her tutor and records it in the Student Organiser.

Over the course of the Winter term, and then again in the Spring and Summer terms combined, rewards equate to points as follows:

T Tick = 1 point
Optimum = 3 points
Commendation = 5 points

When a Form 7,6, or 5 student achieves 20 points, they receive a £2.50 Coffee voucher

When a Form 4 or 3 student achieves 40 points, they receive a £2.50 Coffee voucher

In the Lower School, there is a separate rewards system

House Colours: For pupils who make a particular contribution to their House. Awarded by Housemaster or Housemistress at House assemblies.

Club and School Sports Colours: For pupils who make a sustained contribution to a school sport (Club Colours) or who have excelled in a school sport (School Colours).

Headmaster's Optima tea: Pupils who gain an Optimum are invited to make an appointment to have tea with the Headmaster in Deanscroft, by e-mailing: headmaster@oakham.rutland.sch.uk.

Speech Day and Lower School Prize Giving: End of year prizes for excellence and service.

5.2 Sanctions

Staff are asked to be mindful of the reasons that lie behind poor behaviour, when deciding upon a sanction. Staff are expected to use their judgement and common sense when dealing with an individual who has done something wrong.

There will be times when a conversation with the individual and then that individual's tutor, is all that is needed but to support staff, there is also a clear structure of sanctions that can be awarded if necessary.

The Head of Department is also there as a sounding board for a member of staff who needs guidance as to how to deal with an individual. It is sometimes better to take time to reflect on the most suitable sanction rather than making a snap decision and staff are encouraged to do this.

Before sanctions are applied, pupils can expect to be given a warning to correct their behaviour, or meet a reasonable expectation. If the warning is ignored, the pupil should expect to be given a sanction according to the policy. The sanction is also a warning and a deterrent to further misconduct.

Alongside sanctions, the following documents should be used to record and demonstrate the nature of a pupil's misbehaviour:

Class Record: kept by the teacher reporting to the HoD for further sanction if necessary. Tutor and HM kept informed.

House Report: kept by the pupil and presented to the teacher in each lesson for comment; checked by the tutor or HM.

The purpose of the Sanctions Policy is to provide a clear description as to how pupils are sanctioned for contravening the Rules & Expectations. The Sanctions Policy works in several stages; a pupil may progress through the sanction stages either for repetition of misconduct, or failure to fulfil their work commitments.

- Stage 1 Conduct card marks, House Report, early morning sign in, Tx, Bx and Think about it memo
- Stage 2 Head of Department warning, Head of Section report, Behavioural and Academic detentions
- Stage 3 Senior Deputy Head's detention
- Stage 4 Internal Suspension
- Stage 5 Full Suspension

After each sanction stage, the policy identifies ways in which pupil behaviour should be recorded and communicated, so that parents and staff are aware of the progression of sanctions, and can work together to manage the behaviour issues.

The Senior Deputy Head monitors and regulates the application of sanctions, and adjudicates the level of sanction.

Whole School Sanction	Issued by	When to use it	Consequences
Conduct Card (Stage 1)	All teaching staff	For Lower School and Form 3 Filled in by teacher for poor behaviour/inadequate work This is the first stage sanction for Form 3 and Lower School students	Lower School: 5 conduct marks = detention Form 3: 10 conduct marks = behavioural detention
House Report (Stage 1)	Tutor/HM	Issued by tutor if concerns about academic work/behaviour continue. Completed by each teacher each lesson and checked by tutor/HM every day.	A supportive measure as often as it is a sanction. Parents contacted by Tutor/HM
Early morning sign in (Stage 1)	All teaching staff	Issued for: Lateness, not bringing the right kit to a lesson, wearing incorrect uniform	Pupil has to sign in two mornings in a row. 0800-0820.

			If the student forgets, two consecutive reminders are emailed and then behavioural detention is issued
Tx (Stage 1)	All teaching staff	Issued for: Inadequate work, work that lacks attention to detail or care.	Work should be redone and submitted within a stated deadline 3 x Tx in a term = Academic detention
Bx and Think about it memo (Stage 1)	All teaching staff	Issued for: Poor behaviour in class/activity after a warning. For eg: Talking having been asked to be quiet & low level silliness.	3 x Bx in a term = Behavioural Detention
Head of Department Warning (Stage 2)	HoD	Issued by Head of Department after teacher warnings.	
Head of Section Report (Stage 2)	Heads of Section	Issued by Head of Section if concerns persist at a more serious level.	Parents contacted by HoS
Academic Detention (Stage 2)	All teaching staff	Issued for: Repeated poor work or if prep is not done or is incomplete. Work set by teacher to be completed in detention. Work must then be given to member of staff.	MS/US Academic Detention; Friday 1800-1900 M02/A13 LS Academic Detention: Thursday 1700-1800 J1 3 x Academic detention over a year = Senior Deputy Head's Detention
Behavioural Detention (Stage 2)	All teaching staff	Issued for: Accumulation of 3 x BX Significant or persistent breach of school rules. Poor behaviour such as deliberate rudeness, repeated lesson disruption or unpleasantness towards others	Behavioural Detention is on Wednesday at 1730-1830 H03 3 x Behavioural Detentions over a year = Senior Deputy Head's Detention
Senior Deputy Head Detention (Stage 3)	Senior Deputy Head	Issued for: Serious infringements of school rules such as fighting, abuse of social	Senior Deputy Head's detention is on every other Saturday evening 1830-2000 BR

		media (first offence), bullying etc Accumulation of Behavioural or Academic detentions. A single unauthorised absence from a lesson	An essay will be set for those in Senior Deputy Head's detention 3 x Senior Deputy Head's Detentions over a year = Internal Suspension Parents contacted by tutor/HM
Letter of Apology (Any stage)	All staff	This might be requested alongside another sanction, depending on the nature of the behaviour	Letter of apology written and handed to member of staff at the Barraclough within a stated period of time.
Internal Suspension (Stage 4)	Senior Deputy Head, Headmaster	For serious breaches of school rules, continued failure to complete work satisfactorily or as a result of 3 Senior Deputy Head's detentions.	Up to 3 days reporting to the Senior Deputy Head and in lessons but suspended from all other activities. An Internal suspension will lead to a Full suspension if the same behaviour is repeated. Parents contacted by Senior Deputy Head
Full Suspension (Stage 5)	Senior Deputy Head, Headmaster	For major breaches of school rules or as a result of further infringements after an Internal suspension. A decision will be made by the Headmaster in discussion with the Senior Deputy Head about whether the infringement leads to an Internal or Full Suspension	Parents contacted by Senior Deputy Head. Student meets with the Headmaster after the suspension and receives a warning /final warning. Further serious or persistent breaches of the school rules may result in the student being required to leave the school.

Notes on Sanctions:

1. Precedence: attendance and completion of sanctions takes priority over other school commitments.
2. Record keeping: sanctions are entered on the intranet by the teacher giving the sanction; this generates an automatic e-mail to the pupil, tutor and Housemaster or

Housemistress; tutors and Housemaster or Housemistress are expected to monitor their pupils' Rewards & Sanctions record and report to parents accordingly.

3. Academic and Behavioural detentions: once a pupil has been placed in Academic or Behavioural detention they can only be withdrawn by the Senior Deputy Head.
4. House sanctions: Each House will have its own set of sanctions for breaking of House regulations. These may include House Gating. House Sanctions are recorded by the Housemaster or Housemistress.

The following are support systems, not sanctions:

Supported Study

4.30 – 6 pm on Tuesday or Thursday afternoon. Pupils may attend voluntarily for support. Teachers may also use this time to call pupils into the Department to catch up on work. If a pupil is not able to make this time due to a Red Book commitment or travel arrangements, then the pupil and teacher should agree a mutually convenient alternative time.

Supervised Study in the Library

Tutors may enter pupils for allocated periods up to a maximum of 2 per day. Pupils are expected to attend as for a timetabled lesson, and to study quietly in the Upper Library. Unauthorised absences are sanctioned by a Behavioural Detention.

6. PERSONAL RELATIONSHIPS (including bullying)

Open hearted friendliness is encouraged as being at the centre of a good community.

The guiding principle on personal relationships for the whole community must be respect for others at all times. This includes respecting those who have different values and opinions, and trying to do to others as we would have done to ourselves.

6.1 Policy to counter bullying

This policy was originally formulated by the School Council in 1998, and has since been updated.

Aims

- To help pupils, staff and parents understand what bullying is.
- To provide pupils with relevant information, skills and attitudes to help them to resist bullying. In doing so, it is hoped that the pupils will feel confident that they can confide in staff, parents or prefects on these issues.
- To work with parents to build an understanding of the School's responsibility to ensure the welfare of all pupils.
- To provide guidance for staff in managing bullying cases.

Statement of principle on bullying: Oakham School believes that bullying affects everyone, not just the bullies and the victims. It affects those pupils who watch and less aggressive pupils who can be drawn in by group pressure. We do not accept that bullying is an inevitable part of school life, or a necessary part of growing up that sorts itself out given time. We realise that certain jokes, insults, intimidating and threatening behaviour, written

abuse, electronic abuse and violence are to be found in society, but no one person or group should have to accept this kind of behaviour. We believe that only when all issues of bullying are addressed will a person be able to benefit fully from the opportunities available at Oakham.

Definition of bullying. The line between “having a joke” and bullying can be thin, but usually the distinction is clear. Bullying is repeatedly and deliberately causing somebody pain or hurt. It may be felt physically or emotionally, be done face-to-face or electronically, individually or in groups, in public or private. If an action sets out to hurt or harm and does so, it is bullying.

Sexual Bullying. Sexual bullying refers to any bullying behaviour, whether physical or non-physical, that is based on a person’s sexuality or gender. It can be carried out to a person’s face, behind their back or by the use of technology.

For example: Using sexual words to put someone down; gossiping and spreading rumours (including graffiti) about someone’s sexuality and sex life; touching someone in a way that makes them feel uncomfortable and sexting - sending, requesting or making sexual images electronically.

Respect for others. Every member of the school should be aware that everyone is different and should also respect other people’s views, wishes and habits. Bullying can arise from a lack of respect for others and can occur in a variety of ways. Whether it is physical, verbal – where it can be disguised as “banter” - emotional or a lack of respect for other people’s property, bullying will not be tolerated within the school community.

Measures to prevent bullying.

The School takes active measures to prevent bullying:

- i. Tutors draw their tutees’ attention to this policy at the start of each academic year.
- ii. Issues relating to bullying are discussed in the PSHE programme at all levels, especially in Lower School and the Middle School. Friendship, peer group influences and self-esteem are discussed as a means to developing the right sort of personal confidence and therefore avoiding bullying.
- iii. Guidelines for staff on how to manage bullying are published in the Staff Handbook.
- iv. In their daily school lives pupils are encouraged to treat everyone with respect.
- v. A bullying questionnaire is conducted every year to assess bullying and identify patterns. Housemasters or Housemistresses use the responses to the questionnaire to keep bullying issues under review, and raise awareness with House tutors, prefects, and the pupils.
- vi. Reported cases of bullying are collated each year by the Senior Deputy Head, and reviewed by the Headmaster.

Policy to prevent cyberbullying.

This policy was written in conjunction with the school council and PTC

Cyberbullying is the use of Information Communications Technology (ICT), particularly mobile phones, social websites, Photographs, email, text messaging and the internet, deliberately to upset someone else. It can be particularly unpleasant as it can take place at any time and can intrude into spaces that have previously been regarded as safe or personal.

The audience can be very large and reached rapidly. The difficulty in controlling electronically circulated messages including sexting, means the scale and scope of cyberbullying can be greater than for other forms of bullying.

The school community has a duty to protect all its members and provide a safe, healthy environment. Any member of Oakham School who is involved in cyberbullying, be it in or out of school hours can expect to be subject to the school bullying sanctions.

Measures to prevent cyberbullying:

- Pupils are encouraged to understand and talk about cyberbullying including sexting in tutorials, assemblies and IT lessons.
- Pupils are asked, by their tutor, to read the cyberbullying policy and ask any questions to help them understand it.
- Pupils are advised to
 - Always respect others
 - Think before you send
 - Treat your password like your toothbrush –keep it to yourself.
 - Block the bully – learn how to block or report someone who is behaving badly.
 - Don't retaliate or reply!
 - Save the evidence
 - Make sure you tell someone: your parents, your tutor or Housemaster or Housemistress, a prefect or the Decem.

Parents are encouraged to know what their children are putting on face book

- Parents are asked to
- Report cyber-bullying to the Housemaster or Housemistress, even if it is taking place outside school.
- Ask your children to report cyberbullying to you.

Guidelines for staff on how to handle cyber bullying issues are issued in the staff handbook.

Cyberbullying is another form of bullying and is therefore dealt with in the same way as other bullying incidents.

Management of bullying incidents and sanctions.

The punishments for bullying must allow both sides to be aware that bullying is occurring and, if and when it continues, be severe. There are therefore three steps to be taken when a case of bullying is discovered and reported.

Stage 1: this offers a “no blame” approach to both parties. The victim(s) and the bully(ies) may have a discussion with a teacher, not necessarily associated with their house(s), to be chosen by the pupils involved. This discussion allows both parties to give their opinions and to try and work out a solution which is mutually agreeable. The aim is to allow bullies to realise that they are causing unhappiness and that their behaviour will not be tolerated. Everything in this discussion is likely to be recorded, in writing, kept by the teacher and filed by the Housemaster or Housemistress. Following this a letter may be sent to parents outlining what has occurred and the outcome of the discussion. This will be confidential although Housemasters or Housemistresses and tutors will be informed.

Stage 2: if, after this discussion, the bullying continues, it will be assumed that it is deliberate and a more severe approach will need to be taken. Sanctions will depend on the severity of the bullying.

Stage 3: if, after these two steps the bullying continues, it will be assumed that the pupil has no respect for those around him/her and this will not be tolerated within the school community. It is likely that the Headmaster will require the pupil to leave the school.

Housemasters or Housemistresses report bullying incidents to the Senior Deputy Head, who will determine the appropriate sanctions for bullying. Sanctions may be imposed and Stage 1 by-passed if bullying is found to be clear-cut.

All cases of bullying will be investigated in the interests of all concerned and appropriate guidance / support will be offered as necessary.

6.2 Anti-Discrimination

It is the policy of the school to ensure equitable treatment for all, rejection of discrimination on any grounds and a positive attitude to a pluralist community. The school recognises and accepts racial, religious and cultural differences amongst the pupils and staff at all levels. To this end individual worship requirements may be arranged alongside routine attendance at Chapel.

The policy of the school is that discrimination on the grounds of gender, disability, race, religion, cultural background, linguistic background, sexual orientation, class, academic or sporting ability is not acceptable and will be treated seriously and dealt with appropriately.

Telephone numbers of appropriate people to give confidential assistance are listed in the "Personal and Confidential Matters" section of the Red Book.

6.3 Sexual relationships

An important aspect of a co-educational education is for boys and girls to learn to live and work together in a natural and respectful way. Any form of

sexism is discouraged, as are excessive displays of affection in public. Sexual relationships between pupils are forbidden in any circumstances and those who overstep the boundaries can expect to be given a severe sanction.

7. DRESS REGULATIONS AND APPEARANCE

7.1 Uniform

- a. School uniform, named and clean is to be worn until lessons have finished for the day and thereafter for all occasions or activities for which it is prescribed.
- b. All pupils should be careful to be smart when in uniform. In particular shirts should be tucked in at all times.
- c. Girls may wear one plain gold or silver ring, a plain silver or gold chain, and stud or sleeper earrings (one per ear, positioned on the ear lobe). Any make-up or hair colouring must be unobtrusive. Clear nail varnish is the only acceptable type. Jewellery worn as a result of body piercing, other than that listed above is not permitted at any time. Tattoos of any sort are not allowed. Medical bracelets are permitted. Tights, stockings and socks should be without holes and of regulation colour. No pop socks.
- d. Boys must wear their tie pulled up to the top button, which should be done up. Boys may not wear jewellery of any kind or earrings while at school. Hair must be tidy, and clear of the collar; it must not be highlighted, dyed
- e. or cut so short as to show the scalp. Boys must be clean shaven: no beards, moustaches or sideburns. Tattoos of any sort are not allowed. Medical bracelets are permitted.
- f. Shirt sleeve order. This is a uniform which consists of: ties optional, no jacket, top button only of shirt to be undone if no tie, sleeves rolled neatly or buttoned at wrist. No pullovers. It may be worn only when officially announced.
- g. School uniform must not be worn with casual clothes, such as hoodies or cardigans.
- h. Form 7 are allowed to wear dress that is smart and appropriate for office or business wear. The dress code applies for all Form 7 including day students when travelling to and from school.
- i. For Form 7 girls, the following applies:
 - i. Suits: tailored in dark colours with either a skirt, dress or trousers. Black, navy, burgundy, dark green or charcoal. Jackets and skirt, dress or trousers, must match and be made of the same material. Pin stripe is acceptable.

- ii. Skirt length: between 10 cm above the centre of the knee cap and 10cm above the ankle. Tailored shorts and skin tight trousers are not allowed.
 - iii. Shirts and blouses must be tucked in or fitted. Patterns should be discreet. No T-shirts.
 - iv. Jumpers: plain single colours. Tights, pop socks, socks: plain single colours.
 - v. Top coats must be dark in colour and conform to business dress.
 - vi. Shoes: dark colour, plain with a maximum heel of 5 cm. Nude shoes may be worn in the summer term. No sandals, clogs, platform or wedge heels, plimsolls, trainers, mules, slingbacks. Boots - including ankle boots - may not be worn.
 - vii. The following fabrics should not be worn: Leather or suede; Fur or faux fur; shiny or PVC; satin; plastic; velvet or velour; corduroy; denim or denim style.
- j. For Form 7 boys, the following applies:
- i. Suits should be smart in charcoal, navy or black.
 - ii. Subtle patterns such as a pinstripe, birds-eye or herringbone are permissible, but loud patterns such as a Prince of Wales check and linen, tweed, velvet or corduroy fabrics are not permitted.
 - iii. Shirts should be white, blue or other pastel colours, or a fine stripe. No dark colours. Shirts should be tucked in and the top button done up.
 - iv. Jumpers should be in plain single colours.
 - v. Top coats must be dark in colour and conform to business dress.
 - vi. Shoes should be dark brown or black and polished. Suede or two-toned shoes are not permitted.

7.2 Uniform sanctions

The sanction for not wearing the correct uniform is a Uniform sign-in (see Sanctions). Items of clothing or jewellery may be confiscated if worn contrary to these regulations.

7.3 Games kit

Officially prescribed School games kit to be worn, both for playing and for walking to and from games.

- a. No baseball or other non-regulation headgear.
- b. No sports shirts, jerseys or sweatshirts with special logos.

- c. Footwear as prescribed – white for racquet games and cricket.
- d. White sports shirts for cricket and white or predominantly white for all racquet sports.

7.4 Smart Casual Dress

All clothes must be named, clean, tidy and in a good state of repair. Trainers, shorts, jeans, denim or denim-style, combat or cargo trousers are not acceptable.

- a. Boys: A jacket, blazer or suit with good quality trousers and a shirt and tie OR a smart sweater, shirt and good quality trousers.
- b. Girls: A suit or jacket with tailored trousers, dress or skirt OR a smart sweater with tailored trousers or skirt. Blouses, sweaters or tops must be long enough to cover the waistband.

8. THE BARRACLOUGH

Pupils are expected to take all meals while they are at school, and behave sensibly and respectfully while queuing and eating. Pupils should take note of the following:

- a. Breakfast: Full school uniform is to be worn at breakfast.
- b. Lunch: Full school uniform is to be worn at lunch; and US pupils may remove jackets. Pupils should arrive at the published times and not before. Sports kit may only be worn with permission from the teacher i/c the sport; if sports kit is worn, it must be tracksuits and tops and in the Small Barraclough only.
- c. Supper: casual clothes may be worn at supper. Coats and scarves should be hung up in the Foyer and not worn in the dining hall.
- d. Books: books must be placed in the Foyer (7th Form) or in the book shed; books must not be left lying outside the Barraclough.
- e. Food should not be wasted, so please eat what you take. No food or drink may be taken from the dining hall, including fruit.
- f. Mobile phones and other electronic devices should not be used in the Barraclough.

9. PUPIL TRANSPORT

9.1 Bicycles

Pupils living nearby may cycle to school, and are responsible for their personal safety and the security of their bicycle at school.

9.2 Cars – Driving and Being driven

- a. Permission to take driving lessons in school given to pupil by Housemaster and no more than one study period a week may be used for driving lessons.
- b. A pupil may not start driving to school until the correct permission has been received by the school. The pupil will then receive a driving permit and a copy of the driving regulations.
- c. Form 6: Day boarders and boarders must hand in all keys on arrival and collect on arrangement with House staff when leaving. Day pupils keep keys with them throughout the day.
- d. Form 7: Day boarders and Day pupils keep keys.
- e. Cars must be used ONLY for the journey to and from School, and must not be used within the school day.
- f. All travel to and from School matches and other School events must be by official School transport unless by prior arrangement with the Senior Deputy Head. Driving to the Wilson pitches is not allowed.
- g. Other pupils may only be given lifts with the full and written consent to Housemasters or Housemistresses from both sets of parents.
- h. Pupils may park at the Schanschieffs car park only.
- i. Sanctions for not adhering to driving regulations are as follows:

Driving without permission

First offence: Internal Suspension;

Second offence: Full suspension & banned from using car for one week

Passenger without permission

First offence: Internal Suspension;

Second offence: Full suspension & banned from travelling in any car other than parent's for one week

9.3 Pupils on school transport

When travelling on minibuses or coaches on school related business, pupils must at all times wear a seatbelt, behave correctly and be responsive to both the driver of the vehicle and the staff in charge.

10. DRUGS AND SUBSTANCE MISUSE

- a. The misuse of drugs is likely to undermine a young person's health, safety, independence, opportunities and respect for the law, and so threatens the wellbeing of both the individual and the school community. Oakham School therefore actively discourages the misuse of any form of

drugs, through a programme of education and support, and policies on disclosure, testing and sanction.

- b. For the purposes of this document the term drug misuse refers to the taking of any drug or substance through which intoxication may occur.

10.1 Education and support

- a. A continuing programme of education about drugs and substance abuse is delivered throughout the school by trained professionals in the field.
- b. Details are available on request.

10.2 Disclosure

- a. Disclosure is when a pupil tells a member of staff about drug-taking so that the school can act to help the individual concerned to stop taking drugs.
- b. Disclosure can be made either about oneself or another individual; if the latter it should be motivated purely by concern and a desire to help.
- c. If disclosure is made independently the case will be managed in a non-disciplinary way.
- d. To be genuinely 'independent' a disclosure must be initiated by the pupil at a time other than during an investigation. Once staff have begun an interview and disciplinary process disclosure can no longer provide immunity from sanction.

10.3 Interviewing, sampling and testing

- a. A member of staff suspecting drug misuse will refer the matter to the pupil's Housemaster or Housemistress, who will notify the Senior Deputy Head.
- b. The Housemaster and/or Senior Deputy Head will conduct interviews. Pupils being interviewed will be asked if they would like a friend or another adult present during the interview. The witness must be available and not cause an unreasonable delay in the procedure. Please see point 15 on Interviewing Pupils.
- c. The Senior Deputy Head will decide whether to request a urine sample for testing. The sampling is administered discreetly and supervised by the Senior Deputy Head (or another member of the Senior Management) and the pupil's Housemaster or Housemistress. Pupils will be asked to turn out their pockets prior to giving the sample and follow the instructions precisely.
- d. All reasonable attempts will be made to contact the pupil's parents or guardian at the earliest opportunity, so that they are aware of the process.

- e. The sample will then be sent to an approved laboratory for testing. Results are expected within three working days.
- f. As soon as the test results are received the Senior Deputy Head will inform the pupil's parents or guardian and Housemaster or Housemistresses , who will pass the information on to the pupil.
- g. If the result is negative no further action will be taken, the cost will be borne by the school and no record will be kept.
- h. If positive, the test is taken as proof of drug taking. The sanctions policy will then be followed and the Police will be informed of the nature of the incident. The pupil's parents will also be charged for the cost of the test.
- i. Pupils who have disclosed or whose test result is negative can expect strict confidentiality limited to themselves, their parents or guardian, Housemaster or Housemistress, Tutor, the Senior Management, the staff who made the initial referral and staff called upon to support the pupil with his or her consent. In order to maintain confidentiality during the above procedures the pupil may be asked to hand over their mobile phone and may be isolated from other pupils until the process of interviewing and sampling is complete.

10.4 Sanctions

Each case is assessed on a case-by-case basis, but general guidelines are:

- a. A pupil who tests positive for or admits to drug misuse in the process of a disciplinary interview will be sanctioned at the discretion of the Headmaster. This will involve a period of suspension at least, and may require the pupil to leave the school.
- b. A pupil who tests positive twice for drug misuse must expect to be required to leave the school.
- c. A pupil discovered to have supplied drugs or brought them into the school will be required to leave the school. The Police will also be notified.
- d. No distinction is made between drug misuse outside and inside school time or campus.

10.5 Follow-up to drugs incidents

- a. Shortly after a drugs incident a meeting will be arranged between the Housemaster or Housemistress, Senior Deputy Head, parents/guardian and pupil, to plot a productive way forward for the pupil.
- b. Pupils who have admitted to drug misuse, or have been proved through testing to have misused drugs will be given appropriate support to help them stop using any form of drug. They may be required to undergo

further testing at the school's discretion as a way of monitoring and checking that they have not returned to misusing drugs.

11. ALCOHOL

11.1 Pupils are encouraged to adopt a sensible attitude towards alcohol. The effect on health of alcohol and its social implications are taught and discussed. Help and advice is also available through the school's medical practice and the school's counselling service.

11.2 If a pupil is caught with alcohol, or is in the company of pupils who do so, the following will normally apply:

- a. A first offence involving beer, wine or similar: Senior Deputy Head Detention or Internal Suspension and a letter home to parents from the Housemaster or Housemistress.
- b. For a second offence involving beer, wine etc or for a first offence involving spirits: suspension from the school for three days.
- c. For a third offence: depending on the severity of the circumstances, either suspension from the school for a week and a final warning, or the pupil will be required to leave the school.
- d. For a further offence the pupil will be required to leave the school.

11.3 Under no circumstances are pupils allowed unsupervised access to alcohol while at school. If alcohol is served at a school event, it must be only to pupils over 16, with a meal, served and supervised by staff and limited to a maximum of 2 glasses of wine or beer per pupil. There must be no unrestricted access to a bar, even if pupils are over 18.

11.4 Pubs and restaurants

- a. Pupils may be accompanied to a restaurant by staff for tutor group meals, society outings or team dinners. However, the policy, as outlined above applies.
- b. Staff discovering under age pupils drinking in a licensed premise should take the names of all those present, escort them out of the licensed premise and send them back to house. In all cases, day or boarding, the pupils should be reported to their Housemaster/Housemistress.
- c. If the incident takes place during school time or at school organised events then all offenders will be dealt with according to the school rules. If day pupils are caught outside normal school hours their parents will be telephoned by the Housemaster/Housemistress concerned.
- d. Members of the Form 7 have certain nights when they are allowed to visit license premises in Oakham. Those over 18 may purchase and consume alcohol. Those under 18 must carry identification with them confirming their age and they may not purchase or consume alcohol. Offenders should be reported to their Housemaster/Housemistress and will be dealt

with under the school rules. Smoking is not permitted in any circumstances.

12. SMOKING

All forms of cigarettes, cigars, pipes, e-cigarettes and shishas are considered as smoking.

- 12.1** Pupils are forbidden to smoke or possess cigarettes in school or the surrounding area. The effects on health of smoking are taught and discussed. Help and advice is also available through the school's medical practice and the school's counselling service.
- 12.2** If a pupil is caught smoking, in possession of smoking materials or in the company of smokers, the following will normally apply:
- a. A first offence will result in a period of Community Service run by the Senior Deputy Head. The Housemaster/Mistress will contact parents.
 - b. A second offence will result in a £25 fine, to be paid within a week to Chapel Close. All monies go to OSCA. There will also be an extended period of community service run by the Senior Deputy Head. The Senior Deputy Head will contact parents.
 - c. A third offence will be dealt with by the Headmaster and will involve suspension from the school.
 - d. Any further offence could lead to the pupil being requested to leave the school.
 - e. Smoking of any sort (see section 12) indoors is particularly dangerous, and will be sanctioned more strongly than in other circumstances.

13. THEFT

- 13.1** Theft is defined as the taking of any personal property without the owner's permission, regardless of monetary value. Because it damages the assumption of trust within the school community, the School encourages responsible protection of property and takes strong action against thieves.
- 13.2** Pupils are encouraged to:
- a. Lock valuables in secure personal areas eg. drawers, lockers.
 - b. Mark valuable possessions to identify by name.
 - c. Report instances of theft promptly to Housemasters/Housemistresses.
 - d. Be self-disciplined in respecting other pupils' property.
- 13.3** Personal property is brought into the school entirely at the owner's risk, and should be insured under home contents insurance. The school will not make a claim on its insurance for pupils' personal property.

- 13.4** The school may use detection devices to catch thieves, and may also call in the police to assist with conducting detection. Any pupil caught stealing is likely to be asked to leave the school.

14. OFFENSIVE WEAPONS

- 14.1** An offensive weapon includes an article made for causing injury (such as a knife, blade or gun), an article adapted for causing injury (such as a broken bottle) or an article carried for the purpose of causing injury (such as baseball bat, armour rings, knuckledusters).
- 14.2** Unless being supervised by a teacher, pupils must not be in possession of any form of offensive weapon, including pen knives. Where an offensive weapon such as a pen knife/axe is being used for legitimate school activities it will be provided and retained by the school. Where the offensive weapon is attached to a larger piece of e.g. a knife attached to a life jacket; students must agree to store them in a place of safety agreed with the Housemaster or Housemistress.
- 14.3** Pupils found to be carrying an offensive weapon will have it confiscated and disposed of at the Housemaster's or Housemistress's discretion. Punishment will be decided according to the schools Rewards and Sanctions policy.

15. DISCIPLINARY INTERVIEWS, SEARCHES AND CONFISCATION

15.1 Disciplinary interviews with pupils

- a. Interviews should always be conducted in such a way that pupils are given a fair opportunity to give their account before a judgement is reached.
- b. In sensitive cases, notes should be taken of the meeting, and kept on file.
- c. Investigating serious disciplinary matters relating to pupils may require additional witnesses or support; in such cases, the pupil should be offered the choice of a witness, who should be either an adult or a senior pupil.

15.2 Searches

- a. Searches may be conducted to find a stolen, missing or unauthorised item. Only the Housemaster or Housemistress or Senior Manager may authorise a search; the search will be for a particular item, not as a general search of a pupil's belongings. An adult witness should accompany the search, a record kept and parents informed of the outcome.
- b. Where possible, the pupil is to be present while his/her possessions are being searched.
- c. If the sought item is illegal or dangerous the police may be called to carry out or assist with the search.

15.3 Confiscation

- a. From time to time pupils will breach School regulations in such a way that items of their private property will need to be confiscated.
- b. Once an item has been confiscated, it will be put into a labelled bag and passed to the pupils' Housemaster or Housemistress. The details of the item are recorded in the house valuables book by the Housemaster or Housemistress.
- c. Once an item is confiscated the school undertakes to ensure that it is kept safe and in the condition in which it was removed.
- d. The duration of the confiscation period depends upon the item confiscated and the offence. Confiscated items of jewellery given to the Housemaster or Housemistress may be collected at the end of that half of term; other items can normally be collected within 48 hours.
- e. Day pupils requiring their confiscated mobile may collect it immediately before going home and return it to the Housemaster on arrival the following morning.

16. ICT ACCEPTABLE USE POLICY

16.1 Computing Facilities

Users are encouraged to make use of the school's computing facilities for educational purposes. All users are expected to act responsibly and to show consideration to others.

Users can access internal systems from outside the school via the users' website at <https://users.oakham.rutland.sch.uk>.

16.2 Use of Technology

Technology that can be used to store, transmit or manipulate data, such as media rich phones, MP3 players, Personal Digital Assistants (PDAs) and USB media, should be used responsibly and in accordance with the IS Acceptable Use Policy, even when not used with school equipment.

16.3 Account Security

Users are responsible for the protection of their own network account and should not divulge passwords to anybody. Passwords must be complex; a minimum of 8 characters, which must include uppercase and lowercase letters, numbers and punctuation marks. Users should not logon to or use any account other than their own and should logoff when leaving a workstation, even for just a short period of time.

16.4 Use of Facilities

It is not acceptable to:

- a. Attempt to download, store or install software to school computers.
- b. Attempt to introduce a virus or malicious code to the network.
- c. Attempt to bypass network or system security.
- d. Attempt to access another user's account.
- e. Attempt to gain access to an unauthorised area or system.
- f. Attempt to use any form of hacking/cracking software or system.
- g. Connect any device to the network that acts as a Wireless Access Point (WAP), bridge or router.
- h. Connect any device to the network that has access to the Internet via a connection not provided by the school.
- i. Access, download, create, store or transmit material that; is indecent or obscene, could cause annoyance or offence or anxiety to others, infringes copyright or is unlawful, brings the name of the school in to disrepute.
- j. Engage in activities that waste technical support time and resources.

16.5 Internet Access

The school's Internet service is filtered to prevent access to inappropriate content and to maintain the integrity of the computer systems. Users should be aware that the school logs all Internet use.

- a. The use of public chat facilities is not permitted.
- b. Users should not copy and use material from the Internet to gain unfair advantage in their studies, for example in coursework. Such actions may lead to disqualification by examination boards.
- c. Users should ensure that they are not breaking copyright restrictions when copying and using material from the Internet.

16.6 Email

Automated software scans all email and removes content that could compromise the integrity of the computer systems or contain unsuitable/offensive content.

- a. Pupils are not allowed to use email during lessons, unless the teacher for that lesson has permitted its use.
- b. If a user receives an email from an unknown person or that is offensive or upsetting, the relevant Housemaster/Housemistress or a member of the IS department should be contacted. Do not delete the email in question until the matter has been investigated.
- c. SPAM email received should be forwarded to 'abuse'.

- d. Sending or forwarding chain emails is not acceptable.
- e. Sending or forwarding emails to a large number of recipients is acceptable only for a good reason. Before doing so, the user must obtain permission from the Head of IS or Network Manager.
- f. Do not open attachments from senders you do not recognise, or that look suspicious.
- g. Users should periodically delete unwanted sent and received emails.

16.7 Instant Messaging / Social Networking

The use of Instant Messaging (IM), and some social networking (SN) sites is allowed.

- a. Pupils are not allowed to use IM/SN facilities during lessons, unless the teacher for that lesson has permitted its use.
- b. If a user receives a message from an unknown person, or which is offensive or upsetting, the relevant Housemaster/Housemistress or a member of the IS department should be contacted. Copy and save the message or use the IM archive feature to save the message until the matter has been investigated.
- c. Only communicate with people on your Contact or Buddy List.
- d. Do not accept requests to join your contact list from people you do not already know.
- e. Never accept files or downloads from people you do not know, or that looks suspicious.
- f. Do not use a screen-name that is offensive, or gives away additional personal information.
- g. Do not add unnecessary personal information to your profile or account details.
- h. Do not add or allow your profile, screen-name or contact information to be shown in online public directories.
- i. The use of video and voice facilities within IM/SN is not permitted unless being supervised by a teacher.

16.8 Privately Owned Computers

Personal laptops and desktops are allowed to be connected to the school network. They are subject to the IS Acceptable Use Policy.

All computers must, for their own protection, have the Antivirus software installed, which can be provided by the school.

16.9 Privacy and Personal Protection

- a. Users must, at all times, respect the privacy of others.
- b. Users should not forward private data without permission from the author.
- c. Users should not supply personal information about themselves or others via the web, email or IM/SN.
- d. Users must not attempt to arrange meetings with anyone met via the web, email or IM/SN.
- e. Users should realise that the school has a right to access personal areas on the network. Privacy will be respected unless there is reason to believe that the IS Acceptable Use Policy or school guidelines are not being followed.

16.10 Disciplinary Procedures

Those who misuse the computer facilities and break the IS Acceptable Use Policy will be subject to disciplinary procedures.

16.11 Support

If you have any questions, comments or requests with regards to the systems in place, please do not hesitate to contact a member of the IS department. Faulty equipment should be reported to the IS department in person or by sending an email to support@oakham.rutland.sch.uk. Users should not attempt to repair equipment themselves.

17. MOBILE PHONE POLICY

Pupils may bring phones and other mobile devices to school, but there are restrictions on when, where and how they can be used:

- All pupils must register their mobile phone numbers with their Housemaster or Housemistress.
- They must not to be used in lessons unless authorised by a teacher.
- They must not to be used in the Library or the Barraclough.
- They must not to be used while walking around the campus. Houses may have their own rules on the use of phones.
- Sending or recording obscene or threatening messages either verbally or via text messaging is illegal. Such messages will be regarded as bullying and will be dealt with according to the School's bullying policy.

The following rules have been introduced in September 2017. The Red Book and Organisers will be updated in January 2018

Lower School: Phones are left in House during the school day and are not taken to lessons. All devices are handed in overnight in the Boarding Houses.

Form 3: Phones are left in House during the school day and are not taken to lessons. All devices are handed in overnight in the Boarding Houses.

Form 4: Phones are handed in at the start of lessons and must not be used around the campus in between lessons. All devices are handed in overnight in the Boarding Houses.

Form 5: Phones are handed in at the start of lessons and must not be used around the campus in between lessons.

Forms 6 & 7: Students may have their phones with them but they must be switched off and left on the desk during lessons.

Inappropriate use is likely to lead to confiscation of the device and sanction. Mobile phones and other electronic devices brought into school are personal property and are not covered by the School's insurance.

COMPLAINTS POLICY

Introduction

Oakham School has long prided itself on the quality of the teaching and pastoral care provided to its pupils. However, if parents or pupils do have a complaint, they can expect it to be treated by the school with care and in accordance with this policy. The Complaints Policy is available to all parents of pupils and of prospective pupils on the school's website as well as in the Red Book. In accordance with paragraph 24(3)(g) of Schedule 1 to the Education (Independent School Standards) (England) Regulations 2010, Oakham School will provide to parents of pupils and of prospective pupils and, on request, to the Chief Inspector, the Secretary of State or the ISI for the purposes of section 162A(1) of the Education Act 2002 (as subsequently amended), details of the complaints procedure and the number of complaints registered under the formal procedure during the preceding school year. This policy covers complaints from parents and members of the public, and is made available to parents on the parent portal of the school website. One section of the policy covers complaints raised specifically by pupils. This is also published in the Student Organiser.

What Constitutes a Complaint?

A complaint is an expression of dissatisfaction with a real or perceived problem. It may be made about the school as a whole, about a specific department or about an individual member of staff. A complaint is likely to arise if a parent believes that the school has done something wrong, or failed to do so something that it should have done or acted unfairly.

Parents can be assured that all concerns and complaints will be treated seriously and confidentially. Parents and pupils are assured that a parent and/or pupil will not be penalised for a complaint that is raised in good faith.

Timeframe for Dealing with Complaints

All complaints will be handled seriously and sensitively. They will be acknowledged within five working days if received during term time and as soon as practicable during holiday periods. It is in everyone's interest to resolve a complaint as speedily as possible: the school's target is to complete the first two stages of the procedure within 28 days if the complaint is lodged during term-time and as soon as practicable during holiday periods. Stage 3, the Appeal Panel Hearing, will be completed within a further 28 days, if the appeal is lodged during term-time and as soon as practicable during holiday periods.

Recording Complaints

Following resolution of a complaint, the school will keep a written record of all complaints and whether they are resolved at the preliminary stage or proceed to a panel hearing. At the school's discretion, additional records may be kept which may contain the following information:

- a. Date when the issue was raised
- b. Name of parent
- c. Name of pupil
- d. Description of the issue
- e. Records of all the investigations (if appropriate)
- f. Witness statements (if appropriate)
- g. Name of member(s) of staff handling the issue at each stage
- h. Copies of all correspondence on the issue (including emails and records of phone conversations)

Correspondence, statements and records relating to individual complaints will be kept confidential except to the extent required by paragraph (k) of Schedule 1 to the Education (Independent Schools Standards) (England) Regulations 2010, by the Secretary of State or where disclosure is required by the ISI under Section 162A of the Education Act 2002 (as amended), or under other legal authority.

Welfare of Boarding Pupils

ISI is responsible for inspecting welfare arrangements for boarding pupils in all boarding schools in England. They can be contacted on 020 7600 0100 or <http://www.isi.net>. For

further details regarding the school's complaints policy please look at the policy section of the website.

Informal pupil complaints

The guiding principle for pupils is for them to feel comfortable in raising an issue about which they are uncomfortable or upset. Pupils are therefore encouraged to raise concerns; this would normally be through their tutor or Housemaster or Housemistress, but may be through another pupil, prefect, or another member of staff. Concerns and complaints will always be treated seriously and no pupil will be in any way penalised for making a complaint.

Formal pupil complaints

Where discussion with friends, staff or others, has proved ineffective, or where the severity of the episode merits it, pupils may wish to make a formal complaint. A formal complaint should be clearly labelled as such as should follow this procedure:

- a. Write to the Senior Deputy Head or, in the case of Lower School, to the Head of Lower School, making it clear that you are making a formal complaint. Your complaint will then be registered.
- b. The person written to will make the Headmaster aware that there is a formal complaint and will reply within two days of receiving the complaint.
- c. A meeting will then be arranged to discuss the matter. The pupil raising the complaint will normally be accompanied by their Housemaster or Housemistress, but may also request for another member of staff or pupil to be present.
- d. After the meeting the pupil will be kept informed of any decisions or developments. Pupils who are dissatisfied with the outcome may of course take their complaint to the Headmaster or to their parents to resolve the matter.

Steps taken to find a resolution to the complaint

Stage 1 - Informal Resolution

It is hoped that most complaints and concerns will be resolved quickly and informally. If parents have a complaint they should normally contact their son or daughter's Housemaster/Housemistress or Tutor. In many cases, the matter will be resolved straightaway by this means to the parents' or pupils' satisfaction. Complaints made directly to another member of staff will usually be referred to the relevant Housemaster or Housemistress or Tutor unless the member of staff deems it appropriate for him/her to deal with the matter personally. The Housemaster/Housemistress will make a written record of all concerns and complaints and the date on which they were received. Should the matter not be resolved within 7 days or in the event that the Housemaster/Housemistress and the parent fail to reach a satisfactory resolution then parents will be advised to proceed with their complaint in accordance with stage 2 of this procedure. If, however, the complaint is against the Head, parents should make their complaint directly to the Chair of Trustees.

Stage 2 - Formal Resolution

If the complaint cannot be resolved on an informal basis, then the parents should put their complaint in writing to the Head. The Head will decide, after considering the complaint, the appropriate course of action to take. [Pupils could write to the Senior Deputy Head if they prefer.] In most cases, the Head will speak to the parents concerned, normally within 7 days of receiving the complaint, to discuss the matter. If possible, a resolution will be reached at this stage. It may be necessary for the Head (or Senior Deputy Head for pupil complaints) to carry out further investigations. The Head will keep written records of all meetings and interviews held in relation to the complaint. Once the Head is satisfied that, so far as is practicable, all of the relevant facts have been established, a decision will be made and parents will be informed of this decision in writing. The Head will also give reasons for his/her decision. If the complaint is against the Head, the Chair of Trustees will call for a full report from the Head and for all the relevant documents. The Chair may also call for a briefing from members of staff, and will in most cases, speak to or meet with the parents to discuss the matter further. Once the Chairman is satisfied that, so far as is practicable, all of the relevant facts have been established, the parents will be informed of the decision in writing. The Chair will give reasons for his/her decision. If parents are still not satisfied with the decision, they should proceed to Stage 3 of this procedure.

Stage 3 - Panel Hearing

If parents seek to invoke Stage 3 (following a failure to reach an earlier resolution) they will be referred to Chair of Trustees who has the responsibility call hearings of the Complaints Panel. [If the Chair of Trustees has already been involved earlier in proceedings, parents will be referred to the Deputy Chair of Trustees.] The matter will then be referred to the Complaints Panel for consideration. The Panel will consist of three persons not directly involved in the matters detailed in the complaint and one of whom shall be independent of the management and running of the school. The Chair [or Deputy Chair], on behalf of the Panel, will then acknowledge the complaint and schedule a hearing to take place as soon as practicable and normally within 14 days. If the Panel deems it necessary, it may require that further particulars of the complaint or any related matter be supplied in advance of the hearing. Copies of such particulars shall be supplied to all parties normally not later than 7 days prior to the hearing. The parents may attend the hearing and be accompanied to the hearing by one other person if they wish. This may be a relative, teacher or friend. Legal representation will not normally be appropriate. If possible, the Panel will resolve the parents' complaint without the need for further investigation. Where further investigation is required, the Panel will decide how it should be carried out. After due consideration of all facts they consider relevant, the Panel will make findings and may make recommendations. The Panel will write to the parents informing them of its decision and the reasons for it, normally within 7 days of the hearing. The decision of the Panel will be final. A copy of the Panel's findings and recommendations (if any) will be sent by electronic mail or otherwise given to the parents, and, where relevant, the person complained about as well as the Chair of Trustees and the Head. It is a requirement of the Independent Schools' Regulations that schools publish the number of complaints in the previous academic year that required a Panel Hearing. During the 2016-17 academic year the number of complaints at Oakham School requiring a Panel Hearing = 0

LMN September 2017

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