



RUGBY SCHOOL

GUIDELINES FOR LIFE AT RUGBY SCHOOL

2026 - 2027

Head Master's Introduction

Rugby School is an educational community whose philosophy embraces the challenges of academic excellence, responsibility and leadership, friendship, participation in a wide range of activities and spiritual awareness.

At Rugby School, we believe that education is about more than individual achievement. It is about developing young people of character who use their talents and opportunities to make a positive difference to others and to the communities of which they are a part.

The Community

Students and staff come to Rugby School from a wide range of backgrounds in the UK and abroad. Collectively, the staff have considerable experience and wisdom. Our students have vast potential. All bring curiosity and ability.

Whilst we have collective aims, everyone is treated as an individual: all students will be encouraged to develop their talents and gifts and to use initiative to achieve this.

As an individual, everyone is part of a larger group – a year group in a House, the House itself, a class, a team, the School community and Rugby town. We wish all members of the School to think of others at least as much as they think of themselves, to give as well as receive and to include all. We hope all will trust others, be tolerant of those with different views and habits, respect all as individuals and care about them. We expect that all members of the community will always be prepared to help.

Membership of the Rugby School community brings both privilege and responsibility. We expect students not simply to benefit from the opportunities available to them, but also to use their talents and opportunities in service of others, leaving the community stronger than they found it.

These are demanding expectations, but within the Rugby School community there is much support towards these ends; we believe that a friendly and happy atmosphere brings out the best in all of us. We shall endeavour to treat all in this way and in a spirit of co-operation and generosity. Above all, members of the School should treat those around them as they themselves would like to be treated.

We will not tolerate any unpleasantness directed at any member of the School or the wider community.

Academic Excellence

One of the ongoing challenges is the achievement of the highest academic standards. You will be stretched, and you will be surprised by what you can achieve. Hard work is expected as a matter of course; there will be pressure and you will have to take sensible initiatives not only in doing the work but also in managing when it is to be done. The more you become involved the more you will enjoy it. This will require commitment and determination to stay the course when you are stretched to your limit.

Spiritual Awareness

To be a well-balanced individual, we need a sense of spiritual awareness alongside academic achievement and physical ability. The experience of holiness, an understanding of right and wrong, and respect for the worth of each human being are the invisible strands that hold our community together. We learn these values in every part of our lives, but the School Chapel and the activities connected to it are a particular focus for our spiritual growth.

Responsibility and Leadership

In a community, every individual bears significant responsibility. Setting a good example is a major part of this responsibility and ultimately, this is one of the hallmarks of good leadership. Good discipline should come from members of the School themselves and should not always have to be imposed by the School. All students will need to develop self-awareness so that they can examine themselves critically, recognise any shortcomings and take responsibility for addressing them.

You enter the School as a child, and you leave as a new adult. Increasingly, we expect all students to shoulder responsibility for their work, for those around them who are younger and for the freedom they will be given. We expect students to be articulate but able to listen, to be forthright but courteous and to be extremely busy but always ready to help others when needed.

Friendship and Relationships

One of the greatest gifts we can receive is that of friendship – being received into a group openly and willingly. For most adults, one of the best memories of School was the forging of friendships, many of which last a lifetime. We hope that friendships will spring up within Houses, between those in different Houses, within classes, within teams and within other co-curricular activities. It is natural that, as you move through a co-educational school, close relationships will develop too. This is part of the awareness of adult life to follow.

A handwritten signature in dark ink, reading 'Gareth Parker-Jones', with a long horizontal line extending from the end of the signature.

Gareth Parker-Jones

Head Master

Principal Deputy Head's Introduction

At Rugby, we are proud to be a close-knit community where everyone feels they belong. As human beings, we are driven to connect with others and to feel accepted for who we are. By celebrating one another's achievements and embracing difference, we build the strong relationships that create a genuine sense of community. To maintain this, we strive to hold to a shared set of values that shape our character:



A RUGBEIAN IS:

Kind and Inclusive

Ground and Authentic

Courageous and Not Afraid of Failure

Curious and Ready to Ask *'What Next?'*

These, along with our Rugby Learner Profile dispositions (see below), help to shape our actions, behaviours and relationships. Ideally, if we consistently live by these values and dispositions, there would be little need for rules at all. We are keen to challenge the idea that whenever a rule is broken, the response must be purely punitive. When someone causes harm within our community, the most meaningful response is often for that person to take responsibility for their actions and to work actively to repair the harm caused. We want everyone to behave well because they understand the value of being a positive member of a community they care about, contributing to its wellbeing and helping it flourish, rather than simply because something is against the rules.

However, guidelines help define the practical application of our values, ensuring we can depend on each other, show respect, build trust and approach every day with an open-minded attitude that allows every member of our community to flourish, fulfil their potential and become the very best version of themselves. These guidelines are intended to provide a system that is equitable and fair, using relationships to promote success and repair harm when conflict arises.

All students should keep in mind the following principles:

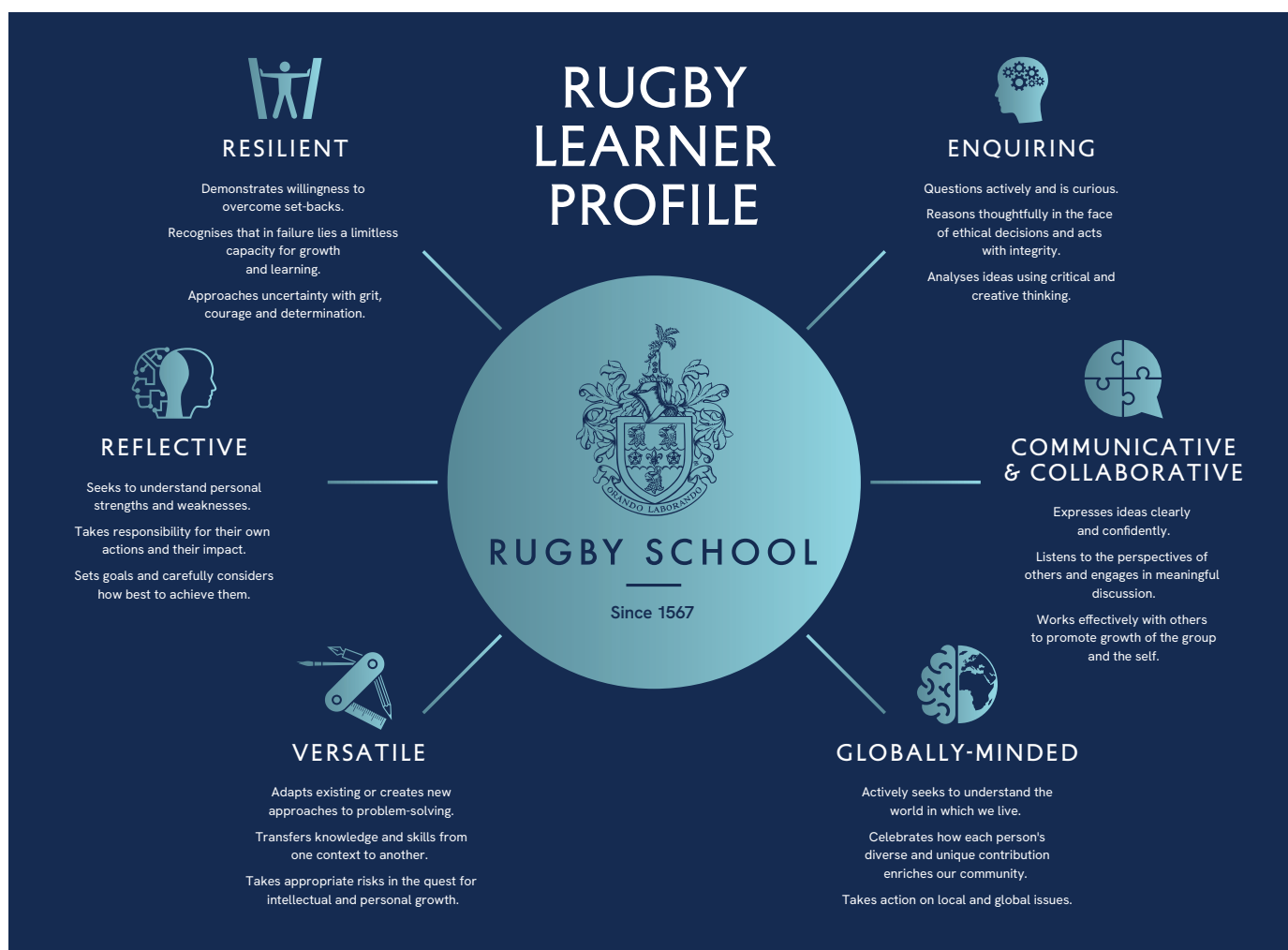
- We are a community where everyone is valued and has the right to feel safe all of the time.
- Everyone can talk to someone about anything, no matter how awful or small.

Guidelines for Life at Rugby School apply throughout the term, including days on which the School opens and closes. They also apply to individuals or groups away from School on study trips, on fixtures, when representing the School during the holidays and when travelling to and from School at the beginning or end of term, half-terms and Exeat weekends.

Every member of our community gets their own copy of *Guidelines for Life at Rugby School*. Hard copies are also available in each House. Online copies can be found on Lander, the Rugby School Portal and the Rugby School website. Each year, students are asked to sign the Guidelines for Life at Rugby School to affirm their understanding and commitment to upholding the shared principles that shape our life together.

L.M. Hampton

Lara Hampton
Principal Deputy Head



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Statement of Principles for Rugby School

The School's principal purpose is the education, development and pastoral care of its students. All of its resources are directed towards helping young people flourish intellectually, socially, physically, emotionally and spiritually.

The following principles underpin the life of Rugby School and inform our approach to boarding:

- Rugby is an all-round co-educational school where every student is encouraged to discover and develop their individual strengths, interests and talents. We believe that every young person has unique potential, and our role is to help them realise it.
- Rugby values academic ambition and intellectual curiosity. We seek high achievement and personal excellence, while recognising that education is about much more than examination success alone.
- Rugby is a school located in the Midlands, and we are often noted for our remarkably unpretentious atmosphere. Beneath this lies a strong sense of pride and belonging. We combine high expectations with humility, kindness and respect for others, and among students and staff alike you will find a genuine pride in being part of the Rugby community.
- Rugby believes that privilege brings responsibility. We encourage students to contribute positively to the lives of others and to develop a commitment to service, generosity and the common good.
- Rugby is committed to widening opportunity and ensuring that talented young people can benefit from a Rugby education regardless of their financial circumstances.
- Rugby is a genuinely seven-day-a-week school with a strong boarding ethos. The richness of School life comes from shared experiences, friendships, activities, traditions and community.
- Rugby values innovation and creativity. We respect our traditions whilst remaining willing to explore new ideas, embrace change and respond thoughtfully to an evolving world.
- Without being over-pious about it, Rugby is a Christian foundation. We seek to promote spiritual awareness, integrity, compassion, tolerance and understanding with the same care and commitment that we bring to English and Maths.
- Rugby's House system lies at the heart of School life, supported by a long tradition of in-house dining and shared experiences. Through strong pastoral care and meaningful relationships, Houses provide support, friendship, and individual care, making Rugby feel as close to a home-from-home as a School can be.
- After five years of receiving one of the best school educations in the world, all of our students finally leave Rugby. But Rugby never, ever leaves them.

Academic Work

Students and staff share responsibility for academic success

Academic results are the primary responsibility of every student in the School. Ambition, positive endeavour and intellectual curiosity, supported by excellent teaching and strong tutorial assistance, will ensure students exceed their own expectations. Students will be expected not only to meet deadlines but also to keep up with and surpass levels suggested by previous results. Self-motivation and a willingness to study independently are both important ingredients in success.

Opportunities for academic research and for the broadening of understanding are many: through the myriad resources held in the Temple Reading Room; through departmental guidance and enrichment opportunities; through access to the internet; and through conversations with fellow students, both in classrooms and in boarding Houses.

Those who commit themselves most can expect the highest rewards.

Students should aim to exceed expectations as the best way to take responsibility for their own learning. Therefore, they should always:

1. Work to the very best of their ability
2. Take pride in their work and present it well
3. Arrive punctually so that lessons can start on time
4. Arrive with all necessary equipment
5. Be correctly dressed
6. Keep up to date with their work and submit all prep on time
7. Respect the learning environment created by the teacher
8. Respect the right of others to learn in their own way
9. Keep their work organised

Study lessons

Upper School students must be purposeful and productive during their study periods and must remain on the School site. They should focus on completing their academic work during this time. The best environments for work are the Collingwood Centre, TRR, or an academic department. However, Upper School students may work in their study bedrooms or other areas in House during their study periods. If a student is found in bed or not using their study periods productively, this privilege will be removed, and the student will be required to work outside of House. They may be asked to attend Supervised Study in the evenings if there is concern about their academic progress.

The Upper School may attend the Sports Centre gym during study periods, as advertised in the Blue Book & Calendar. This privilege will be removed for any student who falls behind with their academic work.

Permission to miss lessons

Students who know they will be absent from lessons must always ask their teachers for permission in advance. Students who will miss a lesson because of a music or LAMDA lesson, a scheduled sports fixture, another calendared trip, or a San appointment must speak to the teacher concerned at least one day beforehand. Students who cut a lesson will be given a Saturday Detention. Students who fail to give reasonable notice may still attend the music or LAMDA lesson or other authorised commitment but will receive a Minor. They may also be required to attend Sunday Study if they do not catch up on the missed work.

Absence of staff from lessons

If a teacher does not arrive to take a lesson, a student from the class must report this fact to a nearby teacher, preferably the Head of Department. This must be done not later than 10 minutes after the start of the lesson, and the remainder of the class must remain in the classroom or outside it if it is locked for security reasons.

Punctuality and dress

Students must arrive so that all lessons start on time with necessary equipment (books, paper, pen, calculators, laptops, chargers etc. as required). Students should be correctly dressed. Sports clothes may only be worn in exceptional circumstances, and this should be explained to the teacher before the start of the lesson. Sports shorts or skirts should never be worn in lessons – a School tracksuit is the correct dress.

Preparation (prep)

This must always be completed by the next lesson or by the deadline given by the teacher. If there are difficult circumstances, for example, evening engagements such as a House play or School trip, ideally, this should be discussed with the teacher when the work is set so that extensions can be requested. However, there may be instances when unforeseen time commitments emerge that make the completion of prep by the deadline difficult. In such situations a request for an extension may be sought from a teacher by email. The Hm should be made aware of any problems surrounding the completion of prep.

Missed work and missed lessons

When students miss work through any absence, the first priority is to catch up on what has been missed, preferably before the next lesson. If a student misses a lesson, or another school activity such as a music practice or sport session, through illness, they are not allowed to attend a social event or go visiting that same evening. They may be placed in Supervised Study to complete the work.

Reports

There are three types of academic report at Rugby: Approach Report, Assessment Report and Full Academic Report.

Approach Report

The approach report focuses on the student's approach to learning, covering 5 key learning behaviours, reported on a 4-point scale from 'Consistently' through 'Frequently' and 'Occasionally' to 'Rarely':

1. Meets deadlines
2. Actively engages and focuses during lessons
3. Arrives ready to learn
4. Takes pride in prep work
5. Takes responsibility for learning

This will be completed by subject teachers, and the student will include a short justification for their grades before discussion with their tutor. The tutor will then write a summary of the conversation before publication to student and parents.

Assessment Report

The assessment report follows formal assessments such as mock exams and focuses entirely on the student's performance in the assessment. A percentage score, a grade and the student set target grade will accompany a comment from the teacher highlighting areas of strength and those areas that require some improvement.

Full Academic Report

The full academic report includes an approach report but also reports on attainment. The attainment grades included within a full Academic Report include:

- **Assessment score (All years):** Percentage score on the most recent block assessment
- **Assessment Grade (All years):** Grade on most recent block assessment (in F Block this is given as a grade range rather than a single grade)
- **Projected grade (XX – E Block):** the grade considered to be the most likely outcome in the public exam
- **Student target grade (XX – E Block):** the grade that the student is targeting in the public exam

The grades are accompanied by a comment from the subject teacher that aims to put the attainment grades into context of the term's work. The comment also highlights areas of strength and those areas that require some improvement, providing advice to make progress.

The student reflects on their term's work prior to report publication before discussion of the report and their reflection with their tutor. The tutor then writes a summary of the conversation before publication to student and parents.

Academic Integrity

All students at Rugby School are expected to abide by the principle of academic integrity at all times. This means, in essence, ensuring that their work is always authentically their own and that the sources from which they have constructed their views are visible and open. The School's expectations in relation to academic integrity can be found in the *Rugby School Academic Integrity Policy*, which can be found on the School website.

Failure to apply the principle of academic integrity will be considered to be academic misconduct. This is defined as any behaviour, whether deliberate or inadvertent, that results in, or may result in the student, or any other student gaining an unfair advantage in one or more components of an assessment or piece of work. Academic misconduct includes the following:

- **Plagiarism:** the representation, intentionally or unwittingly, of the ideas, words or work of another person without proper, clear and explicit acknowledgment. Work includes but is not limited to the following: ideas, audio-visual material, graphs, images, data, computer programmes, illustrations, photographs, written text. The School uses plagiarism detection software to review coursework that is submitted for Public Examinations;
- **Collusion:** supporting misconduct by another candidate, as in allowing one's work to be copied or submitted for assessment by another, including copying prep and allowing one's prep to be copied;
- **Duplication of work:** the presentation of the same work for different assessment components and/or diploma requirements;
- **Misuse of Generative Artificial Intelligence (GAI):** the use of information or content produced by GAI without clear and explicit acknowledgement. It is important to note that even with acknowledgement, information or content produced by GAI will not be rewarded by mark schemes. Further information can be found in the *Rugby School Academic Integrity Policy*;
- Any other behaviour that allows a student to gain an unfair advantage or that affects the results of another student (for example, taking unauthorised material into an examination room, misconduct during an external or internal examination or class test, stealing examination materials, disclosure of the content of an examination paper within 24 hours of a written exam, falsifying a CAS record, falsifying data collected for IAs).

Academic misconduct is dishonourable. It undermines your credibility, damages your relationship with the teaching staff and inhibits your learning. Academic misconduct is surprisingly easy for a teacher to spot; exam boards have specially designed software that can detect it.

Penalties for academic misconduct vary. If you copy another person's prep, you can expect to be placed in Saturday Detention. Academic misconduct during an internal examination, or in relation to a major piece of work, such as coursework, will result in an interview with the Deputy Head (Academic), a letter home and a Detention. In more severe cases, the sanction may be more serious.

If academic misconduct is discovered in a Public Examination, the Examination Board would have the right to cancel your entry for that examination, cancel all of your entries during that examination period, or even bar you from taking any future examination with that board. If an exam board discovers that coursework you have submitted has been plagiarised or is the result of another form of academic misconduct, you will certainly get no marks for the piece and may forfeit some or all of your GCSE, A level or IB Diploma qualification. Each Examination Board and the International Baccalaureate Diploma Programme has its own specific policy that outlines how it will respond to academic misconduct. Rugby School will support the principle of academic integrity and will uphold Examination Board and International Baccalaureate Diploma Programme policies.

Any investigation and/or sanctions applied as a result of academic misconduct will be carried out in accordance with the *Rugby School Academic Integrity Policy*. Sanctions that relate to academic misconduct will be given, and records kept, in accordance with the *Discipline and Rewards Policy*. Students may appeal sanctions given for academic misconduct following the *Rugby School Group Complaints Procedure*. All School Policies are available on the School website.

Alcohol, Drugs, Smoking & Vaping

The use or misuse of alcohol, nicotine products, vapes and drugs can be very damaging both to individuals and society; therefore, Rugby School has established essential guidelines and rules in these areas. The *Rugby School Alcohol, Drugs, Smoking and Vaping Policy* is available on the Rugby School website.

The use, possession, supply or sale of illegal drugs, tobacco products, vaping products or nicotine products (including snus) is prohibited. Indeed, providing, selling or using illegal drugs is regarded as a very serious offence.

Alcohol

The consumption of a limited range of alcoholic drinks is permitted for senior students on certain occasions and in certain places. With the permission of their parents and their Hm, students in the Upper School may drink alcohol in accordance with licensing law at supervised social events.

With the permission of their parents and, on each occasion, their Hm, students in the XX may go out for an evening meal in a restaurant on a Saturday night (see below under *Dining Out*). They may not have any alcoholic drinks at a pub beforehand or afterwards, but may drink wine, beer or cider with the meal, in accordance with the guidance under *Dining Out*.

With the permission of their parents, and on each occasion, of their Hm, students in the XX who are over 18 may visit certain public houses on a Saturday evening. Full details are given in Appendix H.

Students who are in the D Block or below may not drink alcohol during term time at School. This includes when out for a meal with parents, guardians or family friends.

Licensed and off-licensed premises are strictly out of bounds. No member of the School may purchase or consume alcohol outside the occasions explained above or at special events supervised directly by the Hm or another authorised member of staff. Alcohol must not be brought in from home or any other source. If alcohol is taken from home or the House, this may be considered theft and will undermine the trust placed in the student by the adults involved. This may be reflected in the sanction imposed.

Parents who wish to take their child to a licensed venue (e.g. after a match) should always consult with the child's Hm in advance. Any alcohol consumed by a student must be in accordance with the School's guidelines on alcohol found in this section and must be communicated to the Hm or the member of staff on duty before the student returns to House.

Students should note that they are responsible for their behaviour at all times and should take particular care if drinking alcohol. Being drunk, or behaving as if drunk, is sufficient for disciplinary steps to be taken, regardless of the source of the alcoholic drink.

A student who is not caught drinking alcohol but who is suspected of drinking alcohol, is knowingly present with others who are drinking alcohol in breach of School rules or is in possession of alcohol, will be subject to the School's disciplinary procedures.

Offences involving alcohol, where there is reasonable evidence that a student has consumed alcohol, is in possession of alcohol, or is under the influence of alcohol, will be dealt with as follows:

- First offence - See Deputy Head (Pastoral); one to two weeks' gating and a letter home.
Second offence - See the Principal Deputy Head; two weeks' gating and a letter home.
Third offence - Rustication and Warning. Meeting with Principal Deputy Head and parents.
Fourth offence - Permanent Exclusion.

The drinking of spirits or spirit-based drinks (e.g. cocktails or shots) or the bringing of spirits into School will lead to an 'acceleration' through the disciplinary stages. The School may also accelerate through the disciplinary stages where the quantity of alcohol consumed is significant, where a student's safety or wellbeing has been placed at risk, or where there are other aggravating circumstances that give rise to concern.

Any student who, through the influence of alcohol, becomes ill and has to be supervised by a member of staff for their own safety, or who requires hospital or paramedic treatment, may be accelerated to a third offence immediately, with the attendant punishment.

Supply of alcohol to other students is particularly serious and will also lead to an 'acceleration' through the disciplinary stages, usually to at least the third stage.

Students who misbehave may, at the discretion of the Principal Deputy Head, be banned from social events for a period of time.

Occasionally, Hms may ask a student or group of students to take a breathalyser test if there are reasonable concerns that illicit drinking has taken place. A positive result would be treated in accordance with the drinking sanctions (outlined above) and the *Rugby School Alcohol, Drugs, Smoking and Vaping Policy*. Refusal to take a test without a reasonable explanation will be considered a serious disciplinary matter and may be taken into account when the School determines, on the balance of probabilities, whether a breach of School rules has occurred.

The SMT also reserves the right to randomly breathalyse students at social events or in Houses to support those who might feel pressured into drinking by their peers. See *Breathalyser Protocol* (Appendix I) for more detail.

Routine use of breathalysers by Hms is also covered in Appendix I.

Smoking & Vaping

Students are not allowed to smoke, vape or use other nicotine paraphernalia, including snus. The use of any of these products is a health and safety risk and may be particularly serious in boarding houses, as some of these expose others to passive smoking and may be a significant fire and health risk. The influence on younger students is also a risk. Smoking in public buildings in England is illegal and carries a heavy fine. Students who smoke in House are likely to be treated more harshly and may be internally Rusticated.

A student who:

- is found smoking, vaping or using nicotine products;
- is reasonably suspected of smoking, vaping or using nicotine products;
- is in possession of tobacco, vaping or nicotine products, or related paraphernalia;
- smells of smoke or vapour; or
- is knowingly present with others who are smoking, vaping or using nicotine products in breach of School rules, may be subject to the School's disciplinary procedures.

Offences involving smoking, vaping or nicotine paraphernalia, where there is reasonable evidence that a student has smoked, vaped, used nicotine products or been in possession of such products, will be dealt with as follows:

First offence	- One week's gating; letter home from Hm.
Second offence	- See the Deputy Head (Pastoral); up to two weeks' gating and a letter home.
Subsequent offences	- Rustication and Warning (Final Warning if Warning has already been given). Meeting with Principal Deputy Head and parents.

Although we will do all we can to help students with a smoking or vaping problem, Rugby School is not an appropriate environment in which to maintain a persistent smoking or vaping habit. Students who do smoke or vape persistently and refuse to follow a 'quitting regime' are putting their place in the School in jeopardy.

Supply of smoking, vaping or other nicotine paraphernalia, including snus, to other students is serious and will lead to an 'acceleration' through the disciplinary stages, usually to at least the second stage.

Drugs and Other Substances

The *Rugby School Alcohol, Drugs, Smoking and Vaping Policy* sets out the consequences of the use of illegal drugs or the misuse of prescription drugs. All parents and students sign a form acknowledging that they accept the terms of the policy. Since students sign this form in their own right when they are sixteen, the policy is summarised in Appendix B at the end of this booklet and is available on the School website.

The School is aware that some substances, which are not illegal, may have an intoxicating and/or hallucinogenic effect. The use of any products which have such an effect is against School rules and students using such substances may be dealt with in a similar fashion to those who use illegal substances.

Use, supply or possession of drugs or other substances referred to above will be dealt with under the *Rugby School Alcohol, Drugs, Smoking and Vaping Policy* and the *Rugby School Group Permanent Exclusion and Required Removal Policy*.

Stimulants such as 'Pro Plus' are also not permitted, and students are strongly discouraged from consuming high-caffeine energy drinks because of their potential impact on physical health, wellbeing and sleep.

Students may not use dietary supplements, including protein powders, creatine or other performance-enhancing supplements, without the prior knowledge and approval of the School through the Sports Department and House staff. This is to ensure that any supplementation is safe, age-appropriate, evidence-informed and compatible with the student's health and sporting programme. Supplements found without prior approval are likely to be confiscated.

Exceptions may be made where supplementation forms part of a medically supervised programme for elite sports performance or rehabilitation. Any proposed use must be discussed with parents, relevant coaches, medical professionals, the Hm and the Sports Department. Approval will only be granted where there is a clear educational, sporting or medical rationale, and any agreed supplementation will be monitored by appropriately qualified members of the Sports Department.

Behaviour and Belonging: Living Our Values at Rugby

Rugby School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The *Rugby School Group Safeguarding and Child Protection Policy* is available on the School website.

All those at Rugby School have the right to enjoy their learning, working, and leisure free from intimidation, oppression or abuse. Any actions, behaviour or remarks that cause harm or undermine the dignity of others are unacceptable.

School should be a safe and secure environment with a supportive climate. Tolerance, understanding and care for the welfare of others are characteristics of the School community. Students support each other by reporting all incidents of unpleasant behaviour to the appropriate person – there is a community responsibility to prevent anyone from being hurt, threatened, upset or frightened. The community should be aware of the hurt and upset that insults, derogatory terms and teasing can inflict.

The School recognises that some children may be particularly vulnerable to bullying, discrimination, abuse or harmful behaviour because of their age, special educational needs and disabilities (SEND), health needs, protected characteristics, family circumstances, personal circumstances, previous experiences or other factors. Rugby School is committed to ensuring that every student is treated with dignity, respect and fairness and receives the support they need to feel safe, included and able to flourish.

Rugby School is committed to supporting those who have been harmed and, where appropriate, helping those responsible for harmful behaviour to understand its impact and make meaningful change. We will do our best to ensure the safety and wellbeing of any victim(s) and, where possible and appropriate, support improved behaviour from the person(s) responsible. However, physical abuse, psychological abuse, hate speech, homophobia, misogyny, misandry, non-consensual making or sharing of nude or semi-nude images, including those generated or altered by AI, racism, sexism, sexual harassment, harmful sexual behaviour and sexual violence conducted by an individual or group have no place at Rugby School. These will be dealt with as serious offences with appropriate sanctions that could lead to Permanent Exclusion or Required Removal. The police may be involved in serious offences. Such behaviour must never be dismissed as banter, a joke or part of growing up. Students are expected to report concerns promptly, including concerns that occur away from the School site or online.

The *Rugby School Discipline and Rewards Policy* can be found on the School website. It should be read in conjunction with the *Rugby School Counter-Bullying Policy* and the *Rugby School Group Permanent Exclusion and Required Removal Policy*.

Bullying

This section summarises the Rugby School Counter-Bullying Policy, which can be found on the School website.

Bullying behaviour can be defined as any form of unpleasant, intimidating or abusive behaviour that involves a real or perceived power imbalance. The behaviour is usually repeated over time, although a serious one-off incident may also constitute bullying if it intentionally causes significant physical or emotional harm. It is often motivated by prejudice against particular groups, for example on grounds of race, religion, culture, sex, gender, homo/trans/bi-phobia, special educational needs and disability or certain health conditions, or because of a child's familial circumstances. Bullying can be harmful regardless of whether those differences are real or perceived. For example, bullying can still be homophobic if directed towards a student who is perceived to be gay, whether or not this is the case.

Bullying behaviour may occur directly or indirectly via technology (social media, messaging services, gaming platforms and other online environments, mobile phones, text messages, photographs and email). Bullying can involve verbal taunts, banter, sharing sexual messages or images, name-calling, physical injury, damage to property, rumour spreading, shunning, being picked on, prejudicial remarks or actions of being subject to ridicule.

The School does not accept bullying or harmful behaviour in any form.

Responding to Bullying – Guidance for Students

What you should do if you are being bullied

Go straight to a member of staff and discuss the matter in private. Remember that silence is the bully's greatest weapon. If you do not feel you can tell a member of staff then tell a friend, a Peer Listener, your Head of House, a member of the Levée or your parents/guardian. You can also use the anonymous reporting tool 'Whisper It', the link to which is on the Lander home page.

1. Remember that you do not deserve to be bullied and that it is wrong.
2. Be proud of who you are. It is good to be an individual.
3. Try not to show the bully that you are upset. A bully thrives on your fear.
4. Tell yourself that the bully will not feel good about their own behaviour and they need help. By informing a member of staff of the whole background, you can help the bully and yourself.
5. You can talk to the Independent Listener, whose contact details are on the House noticeboards.
6. Childline offers confidential advice regarding bullying on 0800 1111.

What you should do if you know someone is being bullied

Take action and do something. Tell someone, ideally, a member of staff, immediately. If not a member of staff, tell a friend, a senior pupil such as a Peer Listener, your Head of House, a member of the Levée, or your parents/carer. Don't be a bystander and let bullying happen to someone else. Tell someone!

All staff understand the seriousness of bullying and harmful behaviour. They will listen, take your concern seriously and ensure that it is passed promptly to the appropriate person so that it can be considered and addressed.

Bullying and harmful behaviour is too important not to report. If you are experiencing bullying or harmful behaviour, know someone who is experiencing this behaviour or see this behaviour – tell someone.

What will happen?

- All appropriate support will be given to the student who has been harmed, helping them to feel safe, rebuild confidence where appropriate and access any pastoral, safeguarding or wellbeing support they may need.
- The bullying behaviour will be investigated fairly and promptly, with a focus on truth, accountability and restoration where possible.
- The student responsible for the bullying behaviour will meet with their Hm or a member of SMT to reflect on the impact of their behaviour and explore steps to repair relationships and rebuild trust.
- In accordance with the *Rugby School Discipline and Rewards Policy*, the person responsible for the bullying behaviour may have disciplinary action taken against them at the discretion of the Hm or the Principal Deputy Head. In some cases, for example the bullying of younger students or particularly unpleasant behaviour, students responsible for bullying behaviour should expect to be Rusticated and placed on a Final Warning.
- Should a person responsible for bullying behaviour ever prove unable to change their behaviour, or should the bullying be extremely serious in the view of the Principal Deputy Head and Head Master, then their place at the School would be reviewed.
- Careful monitoring will take place to prevent any recurrence of bullying, and everyone is responsible for supporting the person harmed and, where appropriate, helping the person responsible for behaviour to change it.

- Examples of behaviour that Rugby School considers totally unacceptable include the deliberate use of racist or homophobic language towards a member of the community, sexual harassment, the teasing of another because of a disability, older members of the School being physically or psychologically threatening towards younger members, dorm raids, bed-flipping or any form of initiation ceremony. Such actions will normally result in Rustication and a Final Warning and could result in immediate Permanent Exclusion or Required Removal following the School's disciplinary procedures.

Bringing the School into disrepute

Bringing the School into disrepute is a serious matter, the consequences of which will be determined by the Head Master or Principal Deputy Head. If a student brings the School into disrepute, they will see the Principal Deputy Head to discuss the incident, to reflect on how they may repair the damage caused and restore the situation. A sanction is likely. They may be asked to meet with the Head Master accompanied by their parents. The sanction will be commensurate with the offence and will involve, at least, one of the sanctions listed in the *Rewards and Sanctions* section of these Guidelines and also found in the *Rugby School Discipline and Rewards Policy*.

Discriminatory behaviour

Kindness & Inclusion are Rugby School's primary values and the foundation stones of belonging. Every member of Rugby School's community has the right to feel respected, valued and included for who they are. Only when people feel that they belong can they flourish, build positive relationships and engage fully in learning and School life.

Everyone at Rugby contributes to a culture where kindness, mutual respect and standing up for others are the norm. As an institution of learning, we value curiosity, authenticity and the courage to grow, all of which depend on an environment where every individual is treated with dignity and respect.

As stated elsewhere in these *Guidelines*, tolerance, understanding and care for the welfare of others should be characteristics of the School community, marked by the readiness of all to report harmful or discriminatory behaviour. Rugby School is committed both to supporting those who are harmed and, where appropriate, to helping those responsible for harm understand its impact and develop more positive behaviour.

For all of us, therefore, standing up publicly against racist, misogynistic, homophobic or other discriminatory behaviour should be a priority.

In keeping with our educational purpose, the School's initial response to discriminatory words or actions, including conduct relating to a protected characteristic, will often be educational and restorative, focusing on reflection, dialogue and learning. Repetition, deliberate malice or more serious incidents will result in an increasingly disciplinary response. Persistent discriminatory behaviour is fundamentally incompatible with the School's values and is likely to lead to consideration of a student's continued place at Rugby School.

Response to Discriminatory Behaviour

Characteristics of Offence	Level of Response	Nature of Response
Offensive discriminatory language or conduct often dismissed as 'banter', typically characterised by ignorance or naivety associated with youth or explicable lack of familiarity with the School's values &/or the Equality Act; likely associated with the absence of a clear target or victim or with the early stages of a pupil's presence at Rugby School; may reflect an attempt to fit in or win attention; may reflect known difficult circumstances, e.g. family problems or the pupil having themselves been a victim of such behaviour; likely to be 'face to face'.	Level 1: Educational Response in House.	The perpetrator will undergo core elements of the RETRACE* programme, directed by a trained member of the House staff (most likely the DHm): Responsibility Pie, Recognising Thoughts & Emotions, Rights & Responsibilities, Making Amends.
More malicious words or actions, typically characterised by: greater pre-meditation, persistence and/or targeting; an older student; the absence of an excuse such as ignorance or naivete; an initial repetition of Level 1. On-line offences are more likely to fit into this category.	Level 2: Educational & Disciplinary Response at School level.	The perpetrator will undergo the full RETRACE* programme, directed by a member of SMT or other senior trained staff; meeting with the Principal Deputy Head, likely resulting in School Gation.
Any repetition after a Level 2 offence.	Level 3: Disciplinary	The perpetrator will see the Head Master; continuation as a pupil at Rugby School unlikely.

Stealing

Stealing is completely unacceptable in our community. A community like ours is built on trust and stealing erodes such trust. Students who are found to have stolen the property of others are typically Rusticated and put on a Warning. The same applies to any student found guilty of shoplifting, although this is likely to be reported to the Police. Remember that borrowing without asking is also stealing.

Vandalism & Graffiti

We enjoy the heritage of a beautiful School and we have a responsibility to look after it. Vandalism is the deliberate damage of School property or the property of a member of the School community. This includes reckless or unthinking acts such as graffiti or negligent behaviour that a reasonable person would know could cause damage. More serious is purposeful and wilful damage. All vandalism is completely unacceptable. For minor damage, the student will be required to remedy the property under supervision if possible. When property is damaged to the point where significant repairs are required, the student will be recharged for the costs.

A sanction will be given commensurate with the level of damage and will involve, at least, one of the sanctions listed in the *Rewards and Sanctions* section of these Guidelines and also found in the *Rugby School Discipline and Rewards Policy*. Repeat offences are likely to lead to Rustication and could result in Permanent Exclusion or Required Removal.

Violence or Aggression

Violence or aggressive behaviour towards any member of the School community, whether as part of a pattern of bullying or as an isolated incident, is wholly unacceptable. A sanction will be given commensurate with the nature and seriousness of the behaviour and will, at a minimum, involve one of the sanctions listed in the *Rewards and Sanctions* section of these Guidelines and also found in the *Rugby School Discipline and Rewards Policy*. Serious offences could result in Permanent Exclusion or Required Removal. Where behaviour may constitute a criminal offence, presents a safeguarding concern, or places another person at risk of significant harm, the School may involve the police or other appropriate external agencies.

Students are not allowed to possess offensive or dangerous weapons, lighters, fireworks, knives, air guns, laser pens and similar items. Students should remember that any object used for a purpose other than its intended use can be considered a dangerous weapon. Possession or use of an offensive weapon would likely result in Rustication and a Warning.

Chapel

As a School rooted in a long-standing Anglican tradition, we believe that spiritual growth complements academic achievement, creativity and physical ability in shaping well-rounded individuals. Chapel plays an important role in helping us reflect, come together in community and explore the values that guide us as individuals and as a School. Chapel is not only a space for worship, but also for contemplation, gratitude and shared experience. It reminds us that we are part of something greater than ourselves and calls us to live with integrity, compassion and responsibility.

Attendance at services in the School Chapel is a valued and expected part of our community life, and this policy applies to all students, including day students.

Weekday Services

Students are expected to attend Chapel on weekdays, currently held on Monday, Wednesday and Friday mornings. These moments provide an opportunity to reflect, pause and connect with something greater than ourselves.

Sunday Services

Sunday Chapel services usually take place at 10:30, with a small number held in the evening. Some Sundays are designated 'whole school services', where all students, including day students, are required to attend. On the other Sundays, day students are not required to attend but are warmly welcomed, as are their families. Students who are members of the choir are expected to fulfil their commitment on these occasions.

Inclusion and Faith

Students of all faiths, or none, attend weekday Chapel. We believe there is value for everyone in coming together as a community, regardless of personal belief. Alternative observance for Sundays or Holy Days may be arranged through the Chaplains in consultation with parents and Hms.

Community and Hospitality

On Sunday mornings, visitors are usually invited to join the Head Master, the Preacher, members of the Senior Management Team and others for coffee in School House after the service.

Respectful Conduct

Students should walk past the King's Oak on the way to Chapel and should not walk through the quads.

Chapel Punctuality and Cutting Chapel

Weekday services and congregational practices normally begin at 08:25. Students should be seated and quiet one minute before the service begins.

Persistent lateness may result in a period of reporting to the Heads of School at the King's Oak at 08:15.

Cutting Chapel will normally result in reporting to the Hm at 07:30 the next morning and Saturday Detention.

A third occasion of cutting Chapel will also require a meeting with the Principal Deputy Head.

Communication, Electronic Devices and Online Conduct

Communication is a fundamental part of life at Rugby School. Students are expected to communicate with courtesy, honesty and respect, whether in person, in writing or online. The same standards of behaviour apply at all times, both within and beyond the School community.

Students should remember that their words and actions can affect the wellbeing, dignity and reputation of others. Communication that is dishonest, offensive, intimidating, discriminatory, threatening, harassing or intended to cause embarrassment, exclusion or distress is contrary to the School's values and will be dealt with appropriately.

Press and/or Media

If approached by the press or media, including newspapers, magazines, television, radio, podcasts, online publications or content creators, students must refer enquiries to the Principal Deputy Head or the Marketing Department.

Students must not give interviews, comments, statements, photographs, recordings or other material relating to the School, its students or staff without the Principal Deputy Head's permission.

Online Conduct

The use of mobile phones, smart technology, electronic devices and online platforms is governed by the *Rugby School Mobile Phones, Smart Technology and Electronic Devices Policy* (Appendix A), the *Rugby School Online Safety Policy* and the *Student Acceptable Use Agreement* (Appendix C). Students are expected to use technology responsibly, safely and respectfully at all times, recognising that the same standards of behaviour apply online as they do in person.

All students are required to sign the Student Acceptable Use Agreement.

No Permission? No Recording.

Students must not record, photograph, livestream, share, forward, edit or manipulate images, audio or video of another person without that person's knowledge and permission, unless there is a legitimate educational purpose or another reason expressly authorised by the School.

This expectation applies at all times, whether on-site or off-site, and includes photographs, audio recordings, video recordings, screenshots, screen recordings, livestreams and AI-generated or AI-manipulated content.

Students must not create, possess, share or distribute content that is harmful, humiliating, invasive of privacy, breaches confidentiality, is sexually explicit, discriminatory, threatening or otherwise contrary to the School's values and safeguarding expectations.

Students should be aware that content shared online may reach a far wider audience than intended and may remain accessible indefinitely. Online conduct which brings, or is likely to bring, the School or members of its community into disrepute is likely to result in disciplinary action.

Serious breaches of these Guidelines or of the policies and agreements referred to above may result in significant disciplinary sanctions, including Required Removal or Permanent Exclusion.

In some circumstances, the creation, possession or sharing of material may be unlawful. The School may involve the police or other external agencies where appropriate.

Dress Regulations

Our dress regulations are intentionally detailed to provide clear guidance on what should be purchased and worn as part of School life. Once you have the correct uniform, the key principle is simple:

‘Wear it like you’re going to an interview’

Remember that your appearance speaks before you do. Wearing your uniform with care and pride sends a strong message about your self-respect, attitude and readiness to engage with School life. A careless or untidy appearance may unintentionally suggest a lack of care in other areas. Jackets must be worn when moving around the School and at lunch unless specific permission has been given otherwise.

Suppliers

School uniform must be bought from www.schoolblazer.com and sports kit from www.kukrisports.co.uk/rugby-school. Items marked as follows must be purchased from the School suppliers:

- *indicates must be supplied by Schoolblazer
- #indicates must be supplied by Kukri
- +indicates is available from the School Shop
- ~indicates is available from the House

School Dress (School uniform, Suits, Sports kit)

All School dress items must be in good repair, clean and smart.

School uniform

All students wear:

1. A School tweed jacket* or a School navy jacket* with gold buttons+ for Levée.
2. A School pastel-blue shirt/blouse* (or white for Levée, Deputy Heads of House or Sixth). Shirts must be tucked into trousers at all times. Blouses may be untucked if they are fitted and sit just over the top of the skirt. If longer than this, the blouse must be tucked into the skirt.
3. School navy trousers* (with a black or navy belt if necessary) or School navy skirt*.
4. Plain socks (not white) or tights.
5. Plain black, leather, polished shoes of a sensible style for moving around the campus. Shoes must be smart.
6. If necessary, a School crested V-neck jumper*. No other jumpers are permitted.
7. If necessary, a School or House scarf+. No personal scarves or pashminas are permitted.
8. If necessary, either a dark, wool coat+ which is longer than the School jacket or the Kukri padded jacket# may be worn over the School jacket.

In addition, **boys** wear:

1. Their House tie*, a Levée tie+, a Deputy Head of House tie+, a Sixth tie+ or a Sports Club tie+ if awarded.

In addition, **girls** wear:

1. Their House badge~ and a Levée or Sixth badge~, if awarded.

Suits

All students wear:

1. A School navy jacket* or a School navy jacket* with gold buttons+ for Levée.
2. A School pastel-blue shirt/blouse* (or white for Levée, Deputy Heads of House or Sixth). Shirts must be tucked into trousers at all times. Blouses may be untucked if they are fitted and sit just over the top of the skirt. If longer than this, the blouse must be tucked into the skirt.
3. School navy trousers* (with a black or navy belt if necessary) or School navy skirt*.
4. Plain socks (not white) or tights.
5. Plain black, leather, polished shoes of a sensible style for moving around the campus. Shoes must be smart.
6. If necessary, a School crested V-neck jumper*. No other jumpers are permitted.
7. If necessary, a School or House scarf+. No personal scarves or pashminas are permitted.
8. If necessary, either a dark wool coat+ which is longer than the School jacket or a Kukri padded jacket# may be worn over the School jacket.

In addition, boys wear:

1. Their House tie*, a Levée tie+, a Deputy Head of House tie+, a Sixth tie+ or a Sports Club tie+ if awarded. Personal ties may be worn for Sunday Chapel if preferred.

In addition, girls wear:

1. Their House pocket square*

Sports kit

All students wear:

1. A School training T-shirt# or a School training polo#
 2. A School training ¼ zip track top#
 3. School tracksuit bottoms# or School leggings#
 4. White training socks
 5. If necessary, a School long sleeve base layer#
 6. If necessary, a School padded jacket or gilet#
- On match days, School sport-specific kit# may replace the above but School tracksuit bottoms and a School sports top must be worn to lessons (only for away fixtures leaving immediately after the last morning lesson and from break only) and whilst travelling to and from the fixture (home and away)
 - House hoodies/tops are not official School sports kit.

Hair & Make-up

- Hair must be neat, clean and appropriate for School. Extreme styles, colours or patterns are not permitted. The School will consider reasonable adjustments or variations relating to disability, medical need, religion or cultural hair practices. Where there is uncertainty, the matter will be determined by the Hm or a member of SMT.
- Students must be clean-shaven unless permission has been given by the Deputy Head (Pastoral). Permission will only be granted under exceptional circumstances.
- Make-up should be discreet and appropriate for School.
- Nail varnish must be natural in colour.

Jewellery & Tattoos

- Jewellery should be kept to a minimum. Students may wear a watch, one discreet necklace beneath the shirt/blouse and one ring on each hand. Students may wear one small stud in the earlobe of each ear. No other piercings should be visible. For example, nose studs are not permitted. Students may not wear bracelets or wristbands. All jewellery must be removed for sport.
- Students should not have tattoos that are visible at any time, including when in casual clothes or sports kit.

Miscellaneous

- School dress and casual dress must not be combined. School dress must always be worn properly and with pride to help you connect with Rugby School and to have a sense of belonging. School dress should conform to the Dress Regulations. Casual dress should be appropriate for those representing Rugby School and should not draw attention to students. Members of staff reserve the right to request that students change into more appropriate clothing if deemed necessary.
- All students must remain in School dress until after the end of the last timetabled lesson each day, whether it is a lesson or study lesson or a period of 'exam leave' at School, even if they themselves have finished lessons. If sports kit is worn in lessons or going into town, School tracksuit trousers must be worn and must look smart. Students should not go to lessons or into town wearing sports shorts or skorts.
- On Sundays, suits must be worn for Chapel. Suits may also be required for visits to concerts, plays and lectures unless otherwise set out in writing on the relevant notices by the member of staff concerned.
- Headphones and ear pods should not be worn with School dress or sports kit when moving around the campus.

Health

'In House' Care

Students who are unwell in their House should report immediately to the House Matron. Matron will address the problem or refer the student to the School Doctors or Nurses (see 'San' below). Students who feel unwell during School activities should immediately tell the member of staff in charge of the activity. The member of staff will refer the student either to the House Matron or to the San Medical Centre (San).

The San

The San provides an easily accessible, friendly and confidential health service for all students.

The Senior School Nurse at the San is Laura Rentoul, supported by a team of School nurses.

The San is open during term time from 08:00 to 19:00, Monday to Saturday. On Sundays, a School Nurse is on duty, and appointments are available as required.

All students are welcome to discuss any health or wellbeing concerns with a nurse. We offer daily appointments as well as two drop-in sessions at break and lunchtime each day. During drop-in sessions, students can come to the San medical centre without making an appointment and without informing House staff. Drop-in sessions take place between 10:30 and 11:00 and between 13:30 and 14:30, Monday to Saturday. All urgent cases or emergencies will be seen at any time without an appointment and will be prioritised on arrival.

The School Doctors are from The Revel Surgery in Brinklow. A surgery is held in the San from 09:00 – 11:00 on Monday, Thursday and Friday and 15:00 – 17:00 on Tuesday and Wednesday.

You can contact the San nurses on 01788 556199 or via sannurses@rugbyschool.net. More details can be found on your House noticeboard or in the Blue Book.

Named Nurses

Each House has a named nurse who works closely with the House team to support students (see notices in Houses).

Confidentiality

All students are entitled to confidential medical care. This means that information about your healthcare, consultations and treatment will normally remain confidential. We will only share information without your consent where there is a safeguarding concern, a risk of serious harm to you or others, or where we are required to do so by law. Wherever possible, we will discuss this with you first. The School must account for students' whereabouts during the day and may therefore need to inform relevant staff that a student has attended the San. No further medical information will be shared without consent unless there is a safeguarding concern, a risk of serious harm or another lawful reason for disclosure.

Students are encouraged, as appropriate, to keep their parents fully informed about their medical wellbeing, consultations and treatment. If you are unwell or receiving care in House, we will ask your consent to inform the House team.

Communication

Parents and guardians are welcome to contact the San at any time. However, information about a student's healthcare will normally only be shared with the student's consent unless there is a safeguarding concern or other exceptional circumstance.

Physiotherapy

Physiotherapy services are available at the School, accessed either through the San or the Director of Sport. Such services may be covered by private medical insurance – this should be checked prior to booking.

Medicine

Although students are entitled to confidential medical care, students must notify House staff of any prescribed medication so appropriate arrangements can be made for its safe storage, administration, and monitoring. You will be assessed on an individual basis as to your suitability to self-administer medication. It may be decided that, in your best interests, Matron will store and administer medication. All controlled drugs are stored and administered by Matrons.

Students **MUST NOT** dispense any medication to other students. Students should not buy over-the-counter medication. Matrons and the San nurses have a supply of non-prescription medication approved by the School GP, which may be issued to students.

Allergies & Significant Medical Conditions

If you have a severe allergy or significant medical condition, you will have a meeting with one of the nurses in the San. A care plan will be written and shared with staff across the School to ensure you receive the care you need in the event of an emergency. This will be discussed with you and your parents/guardians.

Routine Childhood Immunisations

Scheduled routine childhood immunisations are provided by the South Warwickshire NHS immunisations team in line with the Department of Health immunisation schedule. Your parents/guardians will be contacted directly by the immunisation team before any planned immunisation sessions. Missed vaccinations from the UK routine childhood vaccination programme will be given in the San to students who are registered with the school GP.

Travel vaccinations

For **boarding students** travelling abroad, on School or personal trips, immunisations can be facilitated by the San nursing team (following up-to-date guidelines). We require a minimum 6 weeks' (preferably 6 months) notice before the date of travel to ensure that immunisation schedules can be arranged and completed in time.

The School Counselling Service

The School provides a confidential counselling service to all students.

The Lead School Counsellor is Mrs Louise Ewer, supported by a team of counsellors. They offer appointments in the San and can be contacted on 01788 556299 or via timetotalk@rugbyschool.net. More details can be found on House noticeboards or in the Blue Book.

Hospital Care

Students may be referred to the local hospitals for consultations, X-rays or day care. House staff normally accompany students to the hospital. If a student is admitted to hospital, there will be close collaboration between the House and parents.

Help Guide

Despite everyone's best intentions, life has its ups and downs. When students face difficult moments, there are several ways to seek help. Even when you are aware of how you might receive help, it is quite another matter to make the decision to do so. We hope you will decide to seek help so your concerns or difficulties can be resolved or minimised.

The following should be helpful:

Safeguarding concerns

If you are worried about your own safety or welfare, or that of another student, tell a member of staff immediately. You may speak to any trusted adult, including your Hm, DHm, Tutor, Matron, the Head of Safeguarding, a Deputy Designated Safeguarding Lead or a member of SMT. The member of staff will pass the concern to the safeguarding team where appropriate. If someone is in immediate danger, seek help from a trusted adult immediately or call 999.

Worries and problem situations

There are many problems and situations which may upset you. For example, you may not be able to manage alone in the following situations:

- There are pressures or difficulties at or from home
- You feel you are unable to cope owing to problems with work or for social reasons (e.g. pressure or difficulties with friendships)
- You or your friends are being bullied; possibly unfriendly or incessant teasing, being physically pushed around or being excluded
- You receive upsetting emails or text messages, or discover that rumours are being spread about you via social media or the internet
- You feel low, depressed or ill
- You feel that another student is not eating properly or may be harming themselves
- Someone has hurt your feelings, abused you or made suggestions you think are not right
- You feel that there are intrusions into your space or privacy
- You think you are being unfairly treated
- You feel you have been treated unreasonably by a member of staff

Everyone has worries, problems and difficulties from time to time, which may be major or minor and which may affect either an individual or a group. They almost certainly cause anxiety. At Rugby, matters can usually be resolved if you talk openly to the right person. You may or may not be able to sense who is the right person, but you should go to someone with whom you feel comfortable. You may wish to telephone home but remember that you can talk to a friend, a Peer Listener or member of the Levée, or seek out one of your teachers, your Tutor, Matrons, DHm or Hm. They will always be prepared to listen. On the other hand, you may wish to speak directly to the Chaplain, the San nurses, the School doctors, the School counsellors, the Assistant Heads, the Deputy Heads or the Head Master.

Some new problems are best dealt with by individual contact with one person, but others may need to be dealt with by several people. It is important to emphasise that you may choose the people with whom you would like to speak. Your choice may depend on the circumstances and your feelings at the time and you do not have to tell anyone else what you are doing.

If you are not ready to speak to someone directly, you can also use the 'Whisper It' app, which allows you to raise your concern anonymously. The 'Whisper It' app can be accessed via the Dashboard on 'Lander'.

Details of people you can approach for help are found in the Blue Book or on your House noticeboard (Blue Notice).

Support if you are in trouble

It is important for you to bear in mind that, if you are in trouble over some matter, you may have your friend, Tutor or member of staff with you when you are talking with your Hm, the SMT or the Head Master.

What you should do if you feel that you need to make a complaint about something

Sometimes you may feel that you would like to complain about something that is worrying you. The first thing you should do is speak to any member of staff (eg your Hm or Tutor). If you wish, you can take a friend, another student, an older student or a member of staff with you.

If the matter is not settled to your reasonable satisfaction, then you can make a formal complaint. The procedure for making a formal complaint may be found in the *Complaints Procedure* on the School website.

You do not have to inform an individual that you are complaining about them.

Confidentiality

The School understands that you may wish to talk about a problem only if it is kept secret. In many cases this is possible, but there are two exceptions you should be aware of:

- The Head Master is required by the Governors to make sure he is aware of all issues affecting the safety and welfare of students at the School. This means that the Head Master will need to be kept informed by School staff of the broad nature (but not usually the details) of any serious health, safety or welfare issue of which they are aware. If your problem or complaint involves the Head Master, then one of the Governors will be informed instead.
- The School will normally seek to work openly with parents or guardians where this is in a student's best interests. However, information will not automatically be shared with parents where doing so may place a student at risk, prejudice a safeguarding response or be otherwise inappropriate. Staff cannot promise complete confidentiality and may need to share information with the safeguarding team or another appropriate professional in order to keep someone safe. Wherever possible, this will be explained to the student.

However, please do not let this stop you from raising complaints or saying when you are worried or upset. Students who find the courage to speak up, subsequently say that they were helped and relieved and that the problem was eased by talking it through with someone experienced and helpful.

Relationships

Friendships and relationships are an important part of growing up. Students are expected to conduct themselves with maturity, kindness, respect and consideration for others at all times. Rugby School is a community centred on learning, personal development, friendship and shared experience. We hope School life will encourage students to develop a wide range of healthy and positive friendships and to participate fully in the academic, co-curricular, social and pastoral opportunities available to them.

It is natural that friendships may sometimes develop into closer personal relationships. However, students should understand that Rugby School is not an appropriate setting for intimate or sexual conduct. Behaviour of this nature, whether involving another person or not, is not compatible with the expectations of School life and may have safeguarding, welfare and disciplinary implications.

Intimate Relationships and Sexual Conduct

Students are expected to understand and respect the principles of consent. Consent must be freely given and can be withdrawn at any time. A lack of resistance does not imply consent, nor does previous consent create ongoing consent. Any behaviour involving pressure, coercion, manipulation, exploitation, intimidation or an imbalance of power is likely to be regarded as a safeguarding concern and a serious breach of these Guidelines.

Students should also be aware that some forms of sexual activity, the sharing of sexual images and conduct involving individuals below certain ages may have significant legal, safeguarding and disciplinary consequences.

In responding to incidents, the School will consider the context, age, vulnerability, consent, power imbalance, coercion, impact on others and whether the conduct took place online, on-site, off-site, on a School trip, when representing the School or in circumstances connected with the School community.

Depending on the circumstances, sanctions may include Gation, Rustication, Warning, Final Warning, Required Removal or Permanent Exclusion. Incidents may also be referred to external agencies where appropriate.

The following expectations should be regarded as a minimum standard of conduct:

- a. In all relationships, students should show kindness, respect, honesty and consideration for others.
- b. Students should avoid behaviour that may cause discomfort, embarrassment, exclusion or distress to others. It is therefore inappropriate for students of any age to engage in kissing, sexual touching or other intimate behaviour in public areas, outside Houses, in common rooms, at School events or when representing the School. Members of staff will intervene if such behaviour occurs.
- c. Students should always respect the wishes, boundaries and dignity of others. If attention or advances are unwanted, they must stop immediately. Unwanted conduct may cause significant harm and may result in safeguarding action, disciplinary sanctions or, in some circumstances, involvement of external agencies.
- d. Sexual intimacy is a serious matter. If a member of staff encounters students who are partially undressed or who are clearly engaging in a sexual act other than sexual intercourse, Rustication is likely to follow, although the School will consider all relevant circumstances, including safeguarding concerns, vulnerability, coercion and welfare considerations.
- e. Engaging in sexual intercourse at School is likely to be treated as a very serious disciplinary and safeguarding matter and may result in Required Removal or Permanent Exclusion following the School's disciplinary procedures. The age of those involved and any safeguarding concerns may significantly increase the seriousness of the consequences.

- f. Co-educational common rooms and other authorised communal spaces are provided in Houses. When students visit another House, they may only use the designated communal areas authorised by that House. Students must use the direct route between the House entrance and those authorised spaces and must not enter bedrooms, study bedrooms, corridors, upstairs common rooms or other private areas of the House. Signing in and out must always take place when visiting another House. Students are encouraged to greet the member of staff on duty politely, just as they would a friend's parents when visiting their home. Any visitor who enters an unauthorised area of another House will, at the very least, be subject to Gation.
- g. Students may never visit another student's bedroom or study bedroom.
- h. Students using communal areas should behave in a manner that would be appropriate if a member of staff were present and that would not cause discomfort, embarrassment or exclusion to others. Students should ensure that their behaviour does not make others feel unable to use shared spaces appropriately. Any student found behind a closed, locked or obstructed door in circumstances that raise concerns regarding intimacy or safeguarding will be referred to the Principal Deputy Head and is likely to face serious disciplinary consequences.
- i. Public displays of affection should be discreet, respectful of others and appropriate to the context. They are not appropriate during lessons, formal School activities, Chapel, when representing the School, in the street or on other occasions where they may distract from the purpose of the event or make others uncomfortable.
- j. The School views the creation, possession or sharing of nude or semi-nude images as a safeguarding matter. Such incidents will be managed in accordance with the *Rugby School Group Safeguarding and Child Protection Policy*, the *Rugby School Online Safety Policy* and other relevant national guidance. Students should be aware that the creation, possession or sharing of such images may have serious safeguarding, disciplinary and legal consequences.
- k. The same expectations apply on all School trips, whether in term time or during the holidays. Staff leading trips will provide additional guidance where necessary.
- l. Where concerns involve more than one student, the School will normally consider informing parents or carers as part of its safeguarding and disciplinary response, unless there is a safeguarding reason not to do so. In doing so, the School will take account of age, consent, vulnerability, coercion, power imbalance, context and the welfare of all those involved.
- m. It is impossible to provide specific rules for every situation. Students are expected to exercise good judgement, act with integrity and seek advice from a trusted adult whenever they are uncertain.

Rewards & Sanctions

Rewards

Rugby Values Point (RVP)

RVPs are awarded to students who exemplify one or more of the four core values that shape our community and guide our actions:

- *Kind and Inclusive*
- *Grounded and Authentic*
- *Courageous and Not Afraid of Failure*
- *Curious and Ready to Ask 'What Next?'*

These values help define what it means to belong to Rugby: showing up as your authentic self, embracing others, stepping forward with courage, and seeking to learn and grow.

RVPs should be awarded for positive behaviour and character across all aspects of School life, including in the classroom, co-curricular activities, and in the day-to-day life of the House and wider community.

Staff should commend the student for their character and inform them that they will be awarded an RVP, specifying which value is being recognised. Points should be recorded on iSAMS.

Rugby Learner Profile Point (RLP)

RLPs are awarded to students who demonstrate one or more of the six Rugby Learner Profile dispositions:

- *Enquiring*
- *Communicative and Collaborative*
- *Reflective*
- *Versatile*
- *Resilient*
- *Globally-minded*

RLPs should be awarded for demonstrating these learning dispositions across all aspects of School life, including academic work and contribution, co-curricular activities, and in and around the House.

Staff should commend the student for their disposition and approach and inform them that they will be awarded an RLP, specifying which learning disposition is being recognised. Points should be recorded on iSAMS.

Students who attain a cumulative total of twenty RLP and RVP points (Middle School) or ten RLP and RVP points (Upper School) will be presented with a voucher (or equivalent) by their Hm.

Distinction

Excellent achievement, judged from the perspective of a member of staff, is recognised by the award of a Distinction.

Students who are awarded a Distinction meet the Head Master and sign the book in his study.

These are recognised in assembly and listed in the House section of the Blue Book.

Students who receive five Distinctions are awarded a book token and a bookplate signed by the Head Master.

Copy

Exceptional achievement, judged against the highest standards of excellence, is recognised by the award of a Copy.

Students who are awarded a Copy meet the Head Master and sign the book in his study.

These are recognised in assembly and listed in the House section of the Blue Book.

Students who receive a Copy are awarded a book token and a bookplate signed by the Head Master.

Colours

Colours are awarded for outstanding co-curricular performance by the Colours Committee, chaired by the Deputy Head (Co-curricular), in consultation with relevant staff.

For more information, please see the *Rugby School Colours Policy*.

House Academic Cup

The House Academic Cup is awarded to the boys' and girls' House with the highest record of academic performance.

Prizes & Awards

Awards and achievements are recognised in assemblies each term.

Prizes and Awards are presented for 'Excellence' and 'Endeavour' annually by each academic and co-curricular department in the Trinity term. They are awarded after consulting all the teachers involved. Prizes and Awards are presented at 1567 on the final day of the Trinity term.

Positions of Responsibility

Positive behaviour may be recognised through the attainment of positions of student responsibility in co-curricular activities, societies, Hall, Sixth, Levée or Heads of School. Rugby School expects students who take on positions of responsibility to demonstrate the principles of servant leadership by seeking to give back to the community, leaving it a better place for the future.

Sanctions

When determining an appropriate response to any breach of these Guidelines, the School will consider the individual circumstances of the case, including the nature and seriousness of the behaviour, any safeguarding concerns, age, maturity, vulnerability, coercion, consent, medical needs, disability, special educational needs and any other relevant factors. The School may make reasonable adjustments where appropriate.

Restricted Access

Restricted Access is given to a student who breaches the *Rugby School Online Safety Policy* and the *IT Acceptable Use Policy*. The student will be able to use their laptop for schoolwork, but all other online access (for example, social media or streaming sites) will be blocked for a period of time, usually one week. Sanctions for further breaches are detailed in Appendix C or in the *Rugby School Online Safety Policy*, which is available on the School website. The Head of Safeguarding oversees this sanction.

Minor

A Minor is given by any member of staff for low-level poor behaviour, lateness or inappropriate appearance in any area of School life. A Minor will also be given for repeated breaches of House protocols, for example, regular lateness to bed, meal times or to House CO.

Any student who receives three or more Minors in a week will be placed in Saturday Detention.

If the three or more Minors in a week are all breaches of House protocols, the student may do something of service to those in the House instead. This will be discussed between the Principal Deputy Head and the Hm.

Imposition

An Imposition will be set by a teacher when a student has failed to complete their work on time or to the standard expected by the teacher. We recognise that situations may arise where a student cannot complete their work to the expected standard by the deadline. In such circumstances, the student should communicate in advance to request either additional time or further support with the work. Work that is not completed on time and/or does not meet the required standard must be completed or improved and submitted to the teacher as soon as possible.

For students who find it difficult to complete work on time and to the expected standard, the School provides additional Supervised Study during evening Academic time. Students who receive an imposition will be required to attend Supervised Study during Academic time for three days.

Day students are expected to attend Supervised Study. If this is not possible on the evening set, discussion should take place with the Hm to roll the Supervised Study to a subsequent evening.

Saturday Detention

Saturday Detention takes place each Saturday between 19:30 and 21:30.

A student will be given a Saturday Detention for poor behaviour or neglect, such as:

- Significant misbehaviour inside or outside of the classroom;
- Missing an academic lesson with no good reason;
- Missing a co-curricular activity with no good reason or insufficient prior notice (Cutting an activity);
- Failure to attend a compulsory Chapel Service (Cutting Chapel);
- Receiving three Minors in one week; or
- A breach of the *Rugby School Academic Integrity Policy* or other serious breach of academic expectations e.g. rudeness in a lesson.

Saturday Detention lists are circulated on Saturday lunchtimes to enable the week's accumulation of Minors to be included. Students are responsible for noticing when they receive a notification alerting them to a Minor or Saturday Detention; therefore, they should not be surprised when the list is published on Saturday lunchtime. Saturday Detention normally has priority over everything although there may be a few exceptions. After Saturday Detention, a student must return straight to House. They remain gated for the remainder of the evening and should not attend any social event.

Where Saturday Detention is not possible due to an Exeat, holiday or whole School event, an alternative session may take place, usually on a School evening in the week preceding the holiday or on a Sunday morning before Chapel.

No student may be absent from a Saturday Detention without prior clearance from the Principal Deputy Head through their Hm. Students who fail to attend a Saturday Detention without good reason will be placed in the next available Saturday Detention and will be gated for a week. Cutting two or more Saturday Detentions may result in Rustication. Three Saturday

Detentions in a term will result in a meeting with a member of the Senior Management Team (SMT) and the student's Hm will contact their parents. Five or more Saturday Detentions in a term is extremely serious; the Principal Deputy Head or another member of SMT will write to the student's parents and a period of gating will be imposed. Continuing misbehaviour and inability to live harmoniously in our School community may lead to the student's exclusion from the School.

Supervised Study

For students who find it difficult to complete work on time and to the expected standard, the School provides additional Supervised Study. Supervised Study takes place every weekday evening during Academic Time. Students required to attend Supervised Study must arrive on time and with all the equipment necessary for their work. They may arrive in casual clothes. Mobile phones are not permitted and must be left in House.

Students who receive an imposition will be required to attend Supervised Study during Academic time for three days.

Supervised Study is monitored by a Study Mentor from the School staff. Students should expect to work hard and maintain focus through Supervised Study. They are expected to complete their prep and to use the remaining time for purposeful academic activity, including revision, reading ahead, advance study and reading for pleasure.

Failure to attend, or late arrival, will result in the addition of a further evening of Supervised Study.

Day students are expected to attend Supervised Study. If this is not possible on the evening set, discussion should take place with the Hm to roll the Supervised Study to a subsequent evening. In exceptional circumstances and after discussion with the tutor, permission may be given for a one-off arrangement for the student to be supervised completing their work at home. If permission is granted for the student to complete the work at home, responsibility for monitoring rests on the parents.

Sunday Study

Sunday Study takes place each Sunday between 15:00 and 17:00. Where Sunday Study is not possible due to an Exeat or holiday, an alternative Study session will take place, usually on a School evening in the week preceding the holiday.

A student may be placed in Sunday Study for:

- Continued work that is below the required standard, but where effort has been applied;
- Being behind with academic work or coursework deadlines; or
- Missing lessons due to a music or LAMDA lesson, sporting event or other scheduled activity and have not caught up on the work.

A student may request to be placed in Sunday Study in order to catch up with work. Sunday Study is monitored by a member of SMT and is intended to provide a supportive regime allowing students time to catch up or improve.

Sunday Study lists are circulated on Saturday lunchtime. It is the student's responsibility to notice when they receive a notification alerting them to a Sunday Study; therefore, they should not be surprised when the list is published on Saturday lunchtime. Sunday Study has priority over but may be flexible by arrangement with the Principal Deputy Head and Hm where there are significant circumstances.

No student may be absent from a Sunday Study without prior clearance from the Principal Deputy Head through their Hm. Students who fail to attend a Sunday Study without good reason will be placed in the next available Sunday Study and will be gated for a week. If a student is unable to attend a Sunday Study for a legitimate reason and the work to be completed is time sensitive, they may be expected to attend Saturday Detention instead. Cutting two or more Sunday Study sessions may result in Rustication. Three Sunday Study sessions in a term will result in a meeting with a member of the Senior Management Team (SMT) and the student's Hm will contact their parents. Poor reports may also require similar intervention. Five or

more Sunday Study sessions in a term is extremely concerning; the Principal Deputy Head or another member of SMT will write to the student's parents and a period of gating will be imposed to encourage greater focus on academic work during unstructured time in the School day. Continuing poor work and a failure to engage with support offered by the School may lead to the student's exclusion from the School.

Gating (Gation)

For certain offences, a student may be gated. 'Gating' (or 'Gation') is a socially restrictive sanction that does not encroach on academic or compulsory co-curricular activities. Gation is usually given for offences committed in the House or in the social context (as opposed to Saturday Detention, which is given for misbehaviour during the School day and is usually given by a member of the Teaching Staff). A student may only be gated by their Hm or a member of SMT. However, teachers may recommend Gation to a student's Hm.

Gation should be given for:

- failing to attend a Saturday Detention or Sunday Study session;
- receiving five Detentions in one term;
- persistent or egregious failure to respect House routines; or
- any other serious breach of School discipline, as laid out in these Guidelines.

There are two types of gation:

House Gation

This is a House-based punishment, awarded by the Hm, which precludes socialising outside the House, receiving visitors and going into town. This may be applied for any period of time from one evening to a week. The student must report to a member of the House team at periodic intervals decided by the Hm and commensurate with the offence. The Hm will inform the student's parents. The Hm or DHm of a day student who receives a 'House Gation' will liaise with the parents of the student and discuss whether the student should also be 'grounded' at home by their parents.

School Gation

For certain more serious offences or unacceptable or anti-social behaviour, a student will meet with the Principal Deputy Head, who may award 'School Gation'. The Principal Deputy Head will write to their parents. This is usually applied for either one or two weeks. Students may not leave the House except for formal School business e.g. academic lessons, compulsory co-curricular activities, optional extra lessons that incur a cost to parents. If the student is in doubt, they should discuss whether they may attend an activity with their Hm or DHm in advance. Students who are given a 'School Gation' may not visit other Houses, receive visitors nor may they go into town. Students who are given a 'School Gation' must carry a card that a member of staff signs at each hour throughout the day outside of academic lesson time. Students who are 'gated' may only go home in exceptional circumstances and only with the permission of the Principal Deputy Head. Their gation period may be extended to cover this period.

For day students, the Hm or DHm will work with parents to agree appropriate arrangements so that the restrictions associated with School Gation are applied consistently and seamlessly across both School and home.

Students who break their 'gating order' may be Rusticated (Temporarily Excluded). If this is repeated, the student is likely to be placed on a Final Warning.

'Non-prejudicial' Suspension

A student may be Suspended while a complaint is being investigated. This is to safeguard the student or others, to allow a period for reflection or discussion with parents, to allow a 'cooling off' period before a final disciplinary meeting is held, or whilst the outcome of a Panel Review is pending. This measure is taken when a decision has not been made about a situation,

so it is therefore 'non-prejudicial' and not disciplinary. However, the School reserves the right to convert a Suspension into a Rustication retrospectively, and to impose a Final Warning if deemed appropriate once an investigation has been completed.

Rustication

The Head Master or Principal Deputy Head will decide whether a student is to be Rusticated (i.e. temporarily excluded) for a single very serious breach of School discipline or for a repeat of one or more minor breaches of School discipline.

If Rusticated, the student will be released to their home or an education guardian's home for a specified period of time (usually 48 or 72 hours). Students who cannot leave the School campus may be 'Internally Rusticated', which is a very strict form of gating.

A student who is Rusticated will also be given a School Gation for two weeks.

Warning

A student may be placed on a Warning by the Principal Deputy Head if their behaviour is:

- A serious breach of school discipline which is sufficiently serious that any repetition would require a Disciplinary Hearing with parents, the Head Master and the Principal Deputy Head which may lead to Permanent Exclusion or Required Removal;
- The repetition of more minor breaches, for example, drinking alcohol; or
- Failure to comply with the requirements of an agreed behaviour management plan.

If a student repeats any of the behaviour mentioned in the Warning letter sent to their parents, they are likely to be subject to a Disciplinary Hearing which will in turn result in a Final Warning, Permanent Exclusion or Required Removal. The School reserves the right to issue a Warning or Final Warning alongside other punishments, such as Rustication.

Final Warning

A student may be placed on a Final Warning by the Head Master or Principal Deputy Head if their behaviour is:

- Similar to a previous breach of school discipline which has been sanctioned with a First Warning;
- A serious breach of school discipline which is sufficiently serious that any repetition would require Permanent Exclusion or Required Removal, whilst falling short of a breach of discipline justifying Permanent Exclusion or Required Removal; or
- Failure to comply with the requirements of an agreed behaviour management plan.

A Final Warning represents the most significant sanction short of Permanent Exclusion or Required Removal. A Final Warning is likely to be given as the outcome of a Disciplinary Hearing if the Head Master decides that Permanent Exclusion or Required Removal is not appropriate. If a student repeats any of the behaviour mentioned in the Final Warning letter sent to their parents, they are likely to be subject to Permanent Exclusion or Required Removal. The School reserves the right to issue a Final Warning alongside other punishments, such as Rustication.

Required Removal/Permanent Exclusion

The circumstances which may lead to the Required Removal or Permanent Exclusion of a student can be found in the *Rugby School Group Permanent Exclusion and Required Removal Policy*.

Further details of Rewards and Sanctions can be found in the *Rugby School Discipline and Rewards Policy* which is available on the School website.

Security, Personal Safety and Property

The safety and wellbeing of every member of the School community are of paramount importance. Students are expected to take reasonable care of themselves, others and their possessions, and to contribute positively to the security and safety of the School environment.

Personal Property

Students are responsible for taking reasonable care of their belongings.

- Valuable items should not be left unattended or visible in public areas.
- Cash should be kept to a minimum and stored securely.
- Laptops and other electronic devices should not be left unattended and should be stored securely when not in use.
- Students are encouraged to keep a record of serial numbers and identifying details for valuable items and to mark belongings clearly with their name, initials and House where appropriate.
- Any loss, theft or damage should be reported promptly to House staff.

Security

Students should play an active role in maintaining the security of the School.

- Doors should be closed securely behind you when entering or leaving a building and should never be wedged open.
- Students should not hold doors open for, or allow access to, individuals they do not know without first checking that they are authorised to be there.
- Access cards must be looked after carefully. Any lost or stolen access card must be reported immediately to House staff. Failure to report a lost or stolen card may result in a sanction.
- All staff and visitors are required to wear visible School identification. If you see an individual without visible identification and are unsure whether they are authorised to be on-site, you should inform a member of staff or contact the Security Team.
- Any security concerns, suspicious behaviour or unfamiliar individuals should be reported promptly.

Personal Safety

Students should exercise good judgement and take sensible precautions to protect themselves and others.

- Road safety should always be taken seriously. Students should cross roads carefully and use pedestrian crossings wherever available.
- Students should not place themselves at risk in order to protect possessions or property.
- Students should avoid being alone after dark and should support one another where practical.
- Students should not enter areas that have been designated out of bounds.
- Any situation that causes concern, or in which a student feels unsafe, should be reported immediately to a member of staff.

Fire and Electrical Safety

Students must familiarise themselves with fire evacuation routes and procedures in their House and in any School building they regularly use.

- Fire alarms must always be treated seriously and students must follow staff instructions promptly.
- Portable electrical appliances brought into School may be subject to inspection and testing in accordance with School procedures.
- Heaters, televisions, refrigerators, fans, plug-in fairy lights and other prohibited electrical items may not be kept in student bedrooms.
- Any damage to School property must be reported promptly to House staff.

Other Matters

- Money should not be borrowed from, or lent to, other students.
- Bank cards must be kept safe and PIN numbers must never be shared.
- Gambling and betting are prohibited. Students must not engage in speculative financial trading, cryptocurrency trading or other high-risk financial transactions.
- Students may not possess, borrow or copy keys used for access to locked School buildings or areas.
- School equipment, apparatus and tools may not be removed without the permission of the member of staff responsible.
- Laser devices, including laser pens, are not permitted at School because of the potential risk of injury and misuse.
- Unmanned aerial vehicles (UAVs), commonly known as drones, are not permitted at School without the express permission of the School.

The Social Context

In general, members of the School are expected to exercise good judgement and to treat others with kindness, respect, courtesy and consideration. Students should contribute positively to the life of the School, helping to build a community in which everyone feels welcome, included, respected and able to flourish.

Visiting and signing in/out

- From lunchtime on Monday to Saturday, all students must sign out when leaving their House for any reason other than a lesson or an organised sport session.
- On Sundays, signing out begins after Chapel. Students who need to leave the House before Chapel for reasons other than Chapel should also sign out.
- All students must sign out of their own House, and sign into the House or venue they have indicated. Signing out must always be to a single specific destination. Round robin visits are not allowed. The time out and in must be specified on the signing in/out sheets. If going out to a function with no signing in/out system (a play, society or Chapel), students must sign out of their House, go to the function and return directly to sign in.
- Failure to sign in and out correctly will result in, at the very least, gating on the next Saturday night.
- Visiting other Houses is allowed as indicated in the Priorities grid in the Scheme of Hours. Visitors should go only to the authorised communal areas of the House and must ask the tutor, Matron or Hm on duty for permission to visit. Being in the wrong place in another House is a serious offence.
- Day students must remain in School until the conclusion of their final official commitment of the day. They must sign in and out accurately and remain contactable through the arrangements agreed with their House. If a day student needs to leave School during the School day, miss an expected commitment, or is required to remain in School for a co-curricular or enrichment activity, sanction, Supervised Study, Chapel, rehearsal, fixture, society meeting, House event, pastoral meeting or other School obligation, the House team should be informed and appropriate arrangements agreed. Day students should not use home as an informal alternative to their House during the School day.
- During term time, boarding students are not normally permitted to visit a day student's home and day students are not normally permitted to host boarders at home. Permission must be sought in advance from the Hm and will only be granted in exceptional circumstances. Before permission is considered, the following information must be provided: the names of all students involved, the purpose of the visit, arrival and departure times, travel arrangements, the supervising adult who will be present throughout, and confirmation from both sets of parents/carers where more than one family is involved.
- Permission will not be granted for parties, informal gatherings, sleepovers, unsupervised study sessions or visits after a School social event. Breach of this expectation will be treated as being out of bounds and may result in School Gation or a more serious sanction.
- The same expectations apply to staff homes or staff accommodation. Students may not visit staff homes or private staff accommodation unless this forms part of an expressly authorised School arrangement. Any such arrangement must comply with the School's safeguarding requirements and must be approved in advance by the Head of Safeguarding or, in their absence, a DDSL. This restriction does not apply to any clearly identified public or shared-use space that the School has formally approved for student access and manages under published arrangements.
- The Close, Duke's Oval, Caldecotts and Hillbrow are all out-of-bounds after dark (once the streetlights are illuminated on Barby Road).
- After supper, the Upper School may use the Fitness Centre and other sports facilities until 21:30, subject to availability. This privilege brings with it the expectation that students are up to date with their academic work and fulfilling their School commitments. Where this is not the case, permission to use these facilities may be withdrawn.
- During Academic Time, Upper School students may also participate in other quiet, low-key activities that are consistent with the expectations of the House and do not distract or disturb those who are studying.

- After 18:30, Middle School students may only attend authorised activities organised or supervised by a member of staff.
- School Field and School House may use the areas of the Close immediately behind their own Houses, according to House timings and House rules.

Eating and drinking outdoors

Students may not eat or drink in outdoor public areas, around the School, in classrooms, during talks or lectures, in concerts or in Chapel. Chewing gum is prohibited anywhere in School.

On rare occasions when food is consumed outdoors within School grounds, all litter must be collected and disposed of responsibly. Bins are available near the Stodge and on the Close – please use them.

Going to bed guidelines

These are the latest times for any House:

- F Block to rooms at 21:30 and straight to bed
- E Block to rooms at 21:40; in bed at 21:50
- D Block to rooms at 21:50; in bed at 22:00
- LXX to rooms and quiet at 22:00
- XX to rooms and quiet at 22:15

House staff may allow greater flexibility on Saturday evenings.

‘To rooms’ time signals the end of the use of electronic devices in accordance with the *Rugby School Mobile Phones, Smart Technology and Electronic Devices Policy*.

Take away food in the evenings

Take away food may only be ordered on certain evenings at the discretion of the Hm. Whenever possible a House delivery service should be chosen, and no such deliveries may be made before 21:00 on weekdays and Sundays and 20:00 on Saturdays. Permission must be sought from the Hm or DHm before any order is placed. Where a House delivery service is not available, Upper School students may go into the town to collect with their Hm’s permission, from 21:00 and leave by 21:45 at the latest to return by 22:00, Sundays to Thursdays, but never Friday or Saturday. Students must go in pairs.

House procedures

Students are expected to follow all House procedures and routines.

Society and team dinners

These must take place on a Saturday or Sunday night. Under no circumstances may these take place during Academic Time on Monday to Friday evenings. The only exception is for a small group of students to have dinner with a visiting speaker by prior arrangement with a Rugby School member of staff. Arrangements for society or team dinners must be made by a member of staff in consultation with the Deputy Head (Co-curricular). A member of staff must always be present at any society or team dinner.

XX dining out

Dining out is a XX privilege and members of the XX may dine out on Saturday evenings. In addition, they are permitted to dine out on other evenings on up to three occasions over the course of a term. One person must organise the dining out and undertake the following procedure:

- The organiser must have permission from their Hm. The Hms of all attendees must give permission for them to attend and all Hms must know who is going to the meal.
- The maximum group size on a Saturday is 12. The maximum group size on any other evening is 6.

- The table must be booked a minimum of 24 hours in advance. This is to ensure that the House catering team have sufficient notice and that food is not wasted.
- On Saturdays the table should be booked for no earlier than 19:00 and no later than 20:30. On other evenings the table should be booked no earlier than 18:30 and no later than 19:00.
- Bacco Lounge may only be used for dining out on a Saturday evening.
- Alcohol may only be drunk on Saturday nights with the meal provided that at least one member of the party is 18. Only students aged 18 may purchase alcohol and those under 18 may only drink alcohol with the meal. Students are allowed either a bottle of wine shared between three students or up to two alcoholic drinks (beer or cider) each. Students may not drink spirits, spirit-based drinks, cocktails or liqueurs.
- After the meal the receipt from the bill (fully itemised, including drinks) should be handed to the Hm. Students must be back in House on time.
- Any student who partakes in XX dining out will not be allowed to attend further social events that evening, even if they have not been drinking alcohol.
- Failure to fulfil these procedures will result in the withdrawal of this privilege to all those in the party.

Birthday parties

- These should be held on Saturday evenings and may only be held in Rugby. With specific permission from the Deputy Head (Pastoral), Sunday lunchtime may be used.
- The maximum number attending the party (which should take the form of a lunch/supper party) must not exceed fifteen. This number must include at least one parent or member of staff. The guidelines for birthday parties are essentially as for the XX dining out routine (see above). Middle School students are never permitted alcohol and all students must return directly to their Houses and sign in following the meal.
- A letter of intent or e-mail from the parent should be available to be shown to the Hm and Deputy Head (Pastoral) and permission obtained ahead of any bookings.
- Any student who attends such an occasion on a Saturday evening will not be allowed to attend further social events that evening, even if they have not been drinking alcohol.

Other meals out

Parents who wish to take their child out for a meal during the week should always discuss this with the Hm. Permission will normally be given. **Two** other students (maximum) will be allowed to accompany a family to such a meal but only for a special occasion, e.g. a birthday. Alcohol should never be drunk mid-week unless for an 18th birthday meal with parents when two drinks are permitted. Prior discussion must take place between the parent or guardian and the Hm and the Hm should be informed that a student has drunk alcohol when they are returned to the care of the House. The Deputy Head (Pastoral) has oversight of this.

Students who go for dinner with parents at weekends, and who have had an alcoholic drink, will not be allowed to drink any more alcohol that evening, nor will they be allowed to attend any other social event that evening. If it is an early supper, and no alcohol has been drunk, the student must be back in the house before 19:00 and will be required to undertake a breathalyser test before being allowed to the Saturday social activities at their Hm's discretion. **Two** other students (maximum) will be allowed to accompany a family to such a meal, and only with their parents' permission. Parties in Rugby must conform to the above guidelines and students may not attend parties away from Rugby unless they are family occasions, and with the permission of the Deputy Head (Pastoral).

Students may not organise trips to concerts or any other social event on a normal School night, including weekends during term time.

House holidays

Members of the XX sometimes organise holidays during the study period at the end of their examinations. Rugby School does not organise, endorse or supervise such holidays and accepts no responsibility for any aspect of them. Students remain representatives of the School and are expected to behave in a manner consistent with the School's values and expectations.

Fake ID Cards

False ID cards are illegal, and possession could lead to a criminal conviction. Therefore, fake ID cards are strictly forbidden and possession of one could lead to Rustication with a Final Warning, even if the card has not been used.

Sport

Sport forms an integral part of the co-curricular programme at Rugby School.

All students take part in sport at least three times each week. A high proportion also represent School teams, with training and fixtures taking place on up to five days each week.

Students are expected to approach sport with commitment, integrity, respect for others and a willingness to contribute positively to the team and wider School community.

Essential points are as follows:

- All sports kit must comply with the published School clothing requirements. Only approved School sports kit may be worn for formal training sessions and matches. House kit may only be worn for House fixtures.
- Sports kit should always be worn smartly – shirts tucked in and socks pulled up.
- When going to and from sport, students must not wear the boots or shoes in which they intend to play. Alternative footwear must be worn.
- All sports kit should be marked with the student's name and House. Everyone should have appropriate kit and should only wear their own.
- Spectacles worn for sports must have safety lenses.
- All students are expected to learn to swim. Swimming tests are held at the beginning of the Advent term and regularly thereafter. Students may not use the pool or take part in other School-organised water-based activities until they have passed a swimming test. When going to and from the swimming pool, students must be in School or tidy casual dress depending on the time of day.
- Members of School teams selected for away fixtures that require them to miss lessons must seek permission from the relevant teachers in advance, usually by email. Early departures will be published in the Rugby School Blue Book and Calendar or emailed to teaching staff.
- Members of School teams are ambassadors for Rugby School. High standards of appearance, conduct and courtesy are expected at all times.
- School sports kit may be worn in the town provided it is official School kit and School tracksuit trousers are worn. Sports skirts, skorts or shorts must not be worn in the town. A mix of School uniform and sports kit should not be worn.
- Members of the School must never take shortcuts through the hospital grounds on their way to Springhill and Polo playing fields.
- Informal activities such as skateboarding and rollerblading are permitted, provided the Hm is aware of where they are taking place and any appropriate safety precautions are followed.
- Students who 'cut' formal co-curricular activity (including Rugby 360, Sport, CCF, music rehearsals and similar activities) will be placed into Saturday Detention.

Travelling

You will undertake a significant amount of travel during your time at Rugby, from walking between lessons to travelling across the UK and overseas.

Within and Around Rugby

Apart from paths within the Close and the Walkway, members of the School share pavements with the public. Between lessons and when going to and from Chapel, large groups may find themselves using the pavements. It is important to show consideration for others, particularly by avoiding walking several abreast and obstructing the pavement.

Taxis may be used for travel to and from the station. Approved taxis should be booked via the I-GTM platform. Taxis are not allowed for any internal School use such as going to sports at Springhill.

Bicycles

Bicycles are not normally required at School. Bicycles may only be used for travel to and from School or as part of a supervised sporting activity. This must be discussed with the Hm in advance, and parents must provide written permission before a student may use a bicycle at School.

Travelling further afield

- *Trains*

It is advisable to buy tickets in advance with booked seats. Mainline trains are busy and queues at the ticket office can be long. At the beginning and end of term, and during Exeats and Half Terms, Rugby students often place considerable pressure on train capacity. Courtesy, patience and consideration for other passengers are therefore especially important. School rules continue to apply throughout these journeys.

- *Coaches*

Many School trips involve travel on coaches provided by local companies. Sensible, quiet behaviour is expected, and students are responsible for removing their litter. Seat belts must always be worn.

- *Cars – Driving to and from School*

Cars are not normally permitted at School because of safety considerations and limited parking availability around the School.

Senior students in Town and Southfield may be permitted to drive to and from School once they have passed their driving test and obtained permission in advance from their Hm.

Students in the XX who are in their final examination period may also be permitted to drive to and from School during Home Leave where they have a gap between examinations and are returning to School for subsequent papers.

All arrangements must be agreed in advance with the student's Hm and supported by the appropriate completed permission forms.

Where permission is granted, students and parents must comply with the School's conditions for driving to School. These conditions, together with the relevant permission forms, are available from Hms and must be agreed by both the student and their parents.

Any required protocols, including the immediate handover of car keys on arrival at School, must be followed at all times. Permission to drive to School is a privilege, not a right, and may be withdrawn at any time if the conditions or protocols are breached.

- *Motor bikes, scooters etc.*

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

Driving lessons and tests

- *Lessons*

Students who have reached their seventeenth birthday may take lessons whilst at School with their Hm's permission. Parents should write to the Hm requesting this permission. The Hm is unable to recommend instructors for the same reasons as set out under taxis earlier in this section.

Lessons may only be arranged during a student's free time, i.e. not during lessons, study periods or organised co-curricular activities. The instructors are accustomed to this constraint.

Parents should make payment arrangements directly with the instructor rather than through the School.

- *Tests*

Students may arrange driving tests during term time, provided they have consulted their Hm and considered any impact on their academic or co-curricular commitments. We accept that members of the School may have to miss lessons or other co-curricular activities for this purpose. When applying for a test date, students should consult their calendar carefully, with advice, if required, from their Tutor or Hm.

Students are encouraged, where possible, to sit the theory test at a centre near home. Theory tests for students sitting them locally are conducted in Coventry and this could involve missing a whole morning of School.

Where You May Go & When

This section covers the town, the surrounding area, and being away from Rugby during term time.

The Town

Members of the School are allowed considerable freedom within the near and central part of the town. The local people are very conscious of the large numbers of students who are around the town during term time. They and we expect high standards of courtesy, consideration and politeness at all times.

There are a number of important guidelines:

- Students will be expected to fulfil all School commitments before visiting the town.
- Upper School and D Block may visit the town following the end of all timetabled lessons on Mondays, Wednesdays and Fridays and after lunch on Tuesdays, Thursdays and Saturdays.
- E Block may visit the town following the end of all timetabled lessons on Tuesdays and Thursdays and after lunch on Saturdays.
- F Block may visit the town after lunch on Saturdays.
- Visits to the town are allowed for all after brunch on Sundays.
- The Middle School must be back in School by 18:00 and the Upper School by 18:30 on weekdays and Saturday. All students must be back in School by 18:00 on a Sunday. Students who are 18 and have permission may return to the town on a Saturday evening ensuring they follow the details in the Weekend Notice. If a student is given permission to be in town outside of these times by their Hm, they must carry a signed note.
- Students visiting the town should wear full normal School Dress, full correct School Games kit with tracksuit trousers or casual clothes. **It is not permitted for students to be in the town wearing a mixture of these types of clothing, for example a School skirt and a House hoodie is not appropriate. Games shorts, games skirts and skorts must not be worn in the town at any time.**
- The map indicates those parts of Rugby you may visit. The areas outside the thick black line are out-of-bounds. The station and its access road, Murray Road, are in bounds for arrival and departure at the beginning and ends of term, Half Terms and Exeats. At all other times permission should be sought from the Hm. If you wish or need to go beyond the 'Bounds' line, you should let your Hm know and discuss your intentions. Day students should refer to the *Guidelines for Day Students* (Appendix D).
- Within the town there are quite a number of places which are out-of-bounds: public parks and recreation grounds, blind alleys, waste ground, building sites, car parks, hotels and public houses, licensed premises, all clubs (for example the Irish Club), betting shops, off-licences, places of public entertainment and public meetings and private houses.
- Private houses, including day student homes, staff homes and staff accommodation, are out of bounds unless explicit permission has been given by each Hm and both sets of parents. A student must not assume that being invited by another student, parent, guardian, colleague or member of staff creates permission. Permission must be explicit, in advance, given by all Hms involved and recorded by each House. Any arrangement to visit staff homes must comply with the School's safeguarding requirements and must be approved in advance by the Head of Safeguarding or, in their absence, a DDSL. This restriction does not apply to any clearly identified public or shared-use space that the School has formally approved for student access and manages under published arrangements.
- Students may go to all non-licensed cafés and food outlets within bounds, subject to the following restrictions:

Pizza Express – Upper School only

McDonald's – D Block and above during the week

All students on Sundays between 13:30 and 17:30

If the guidelines above are broken, this will be deemed as being out of bounds.

Students must behave with extra courtesy and good manners in such places. Members of the public are very sensitive to rude and unruly behaviour. The School consults with the managers on an ad hoc basis. Please do not occupy unnecessarily large amounts of space, nor should you draw attention to yourselves. If you visit a café, please buy enough food or drinks to justify the length of your stay and the size of your group.

The School rules on smoking and vaping and the consumption of alcohol apply – breaking the rules will result in the withdrawal of the privilege of the use of cafés.

Bars, such as Bank and Bar 8, are licensed premises and are out of bounds to all students, except those specifically permitted to visit public houses under the School's guidelines, and then only on a Saturday evening. Bacco Lounge is a licensed premises and, therefore, may only be visited if being used as a restaurant to eat a meal with parents (any student), a member of staff (any student) or when dining out (XX only) on a Saturday only.

Permission may be given by an Hm for visits to the town after tea. Such visits might include:

- a) going out with parents or staff.
- b) dining out on Saturday evenings (see earlier).
- c) late evening visits to collect ordered food. This is not permitted on Fridays and Saturdays when House deliveries only are allowed.
- d) going to the Cineworld Multiplex Cinema (see below).

Students may not go out during the day or in the evening with anyone beyond their immediate family (parents, grandparents, brothers or sisters [over 21]) unless their Hm and their parents have given their permission.

Moving around

Students are conspicuous around the campus and may present a nuisance to the public if they are not careful of how they conduct themselves.

Therefore:

- Never walk in line abreast in pedestrian areas and never crowd pavements.
- Around the School, use the paths and avoid cutting across grass.
- Always take care when crossing roads. Always use pedestrian crossings.
- Students should not use mobile phones whilst walking around the School or town.
- When you go to Springhill for sport, you must not cut through the hospital grounds.
- Cycling and skateboarding are not allowed in the town or hospital area.

Cineworld Cinema

Visits to Cineworld Cinema require the prior permission of the student's Hm. Students must provide full details of the film, timings and transport arrangements. Evidence of the booking must be shown in advance, either through ticket stubs or an online booking confirmation.

Cinema visits are permitted on Saturday evenings and Sunday afternoons only.

All students must use approved transport arrangements and must return directly to House afterwards. E and F Block may only attend as part of a supervised group travelling by School transport.

D Block may travel by taxi in groups of at least three.

XX and LXX students may travel by taxi in pairs or larger groups.

Return journeys must be arranged in advance. Students may not travel on foot, by bicycle or by public transport.

Students must return to House by the normal signing-in time and must keep their Hm informed of any unavoidable changes to timings.

The Close

The Close is one of the School's most distinctive and historic spaces and occupies a central place in the life and heritage of Rugby School. Students are expected to treat The Close with respect and to help preserve it for the benefit of the whole School community and future generations.

To protect the condition, appearance and playing quality of The Close:

- Students should use the perimeter paths when moving around The Close.
- The grassed areas of The Close must not be used as a shortcut, thoroughfare or general route between parts of the School.
- Recreational games, informal sporting activities and other unauthorised use are not permitted on The Close.
- The Close is reserved for official School fixtures, ceremonial events and other activities authorised by the School.
- Students in School House and School Field may make reasonable use of the areas immediately adjacent to their Houses but must not encroach onto the playing areas of The Close or New Bigside.

At certain times of the year, particularly during the Trinity Term, the School may permit additional access to parts of The Close. Any such arrangements will be communicated by the Principal Deputy Head and students must comply with any conditions that apply.

Failure to observe these requirements may be treated as a disciplinary matter.

The Walkway

The Walkway provides a safe and convenient route between different parts of the School campus. Members of the School are expected to use it responsibly and to follow the arrangements established by the School in the interests of safety, efficiency and consideration for others.

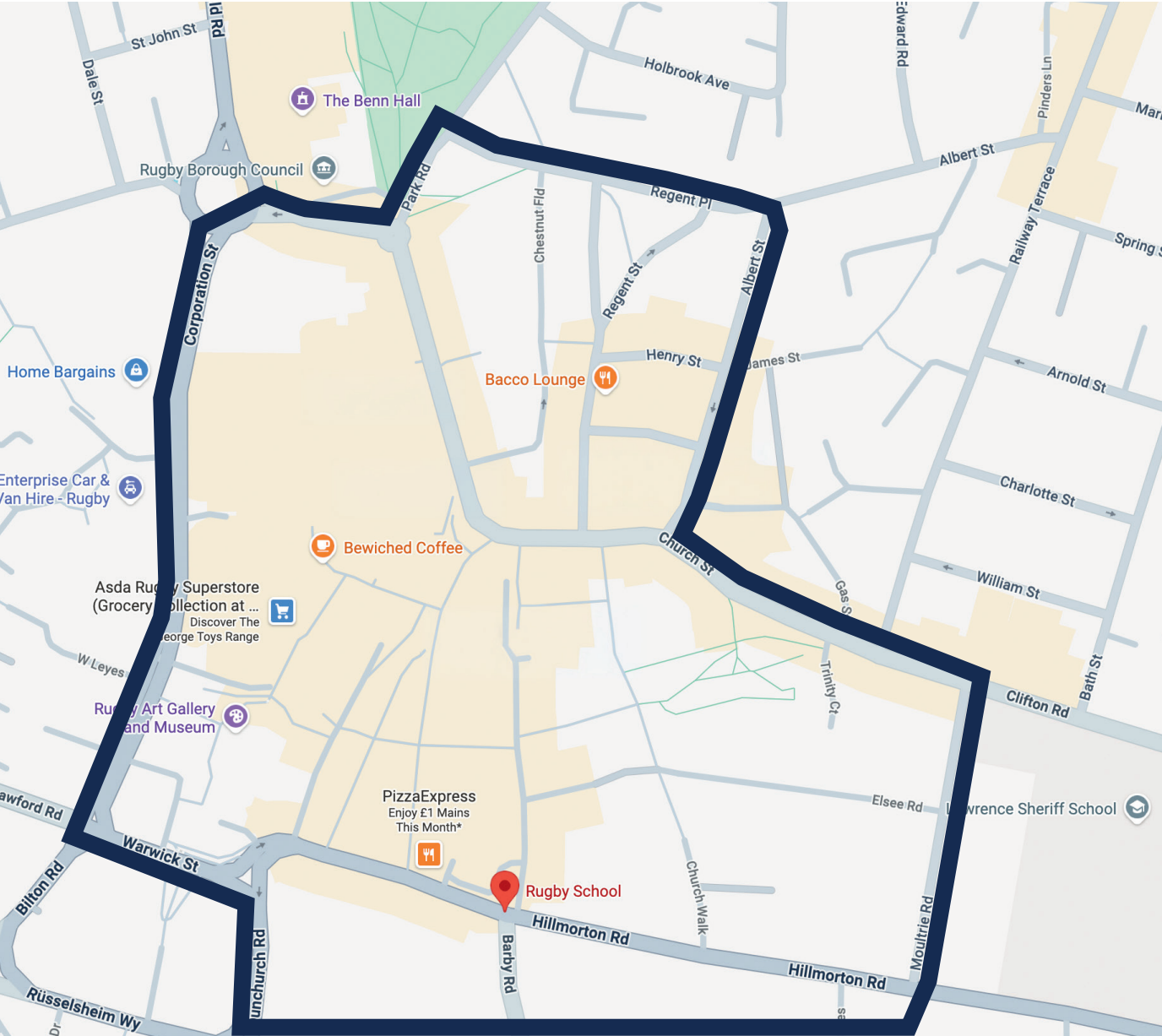
Students and staff should use the Walkway when moving between Horton Crescent and Barby Road during the School day whenever it is available. Pedestrian use of Hillmorton Road and Horton Crescent should be avoided wherever reasonably possible, and Barby Road must only be crossed using the designated pedestrian crossings.

Students travelling to and from the Modern Languages Faculty should use the Walkway. Students may also be required to use the Walkway when travelling to Chapel, Assembly and other School commitments, in accordance with School or House expectations.

Members of the School must comply with any published arrangements relating to the operation of the Walkway, including opening hours, access routes and House-specific procedures. The School may amend these arrangements from time to time for operational, security or safety reasons.

Students are expected to show courtesy and consideration to others when using the Walkway and must not engage in behaviour that creates a hazard or obstructs the safe movement of pedestrians.

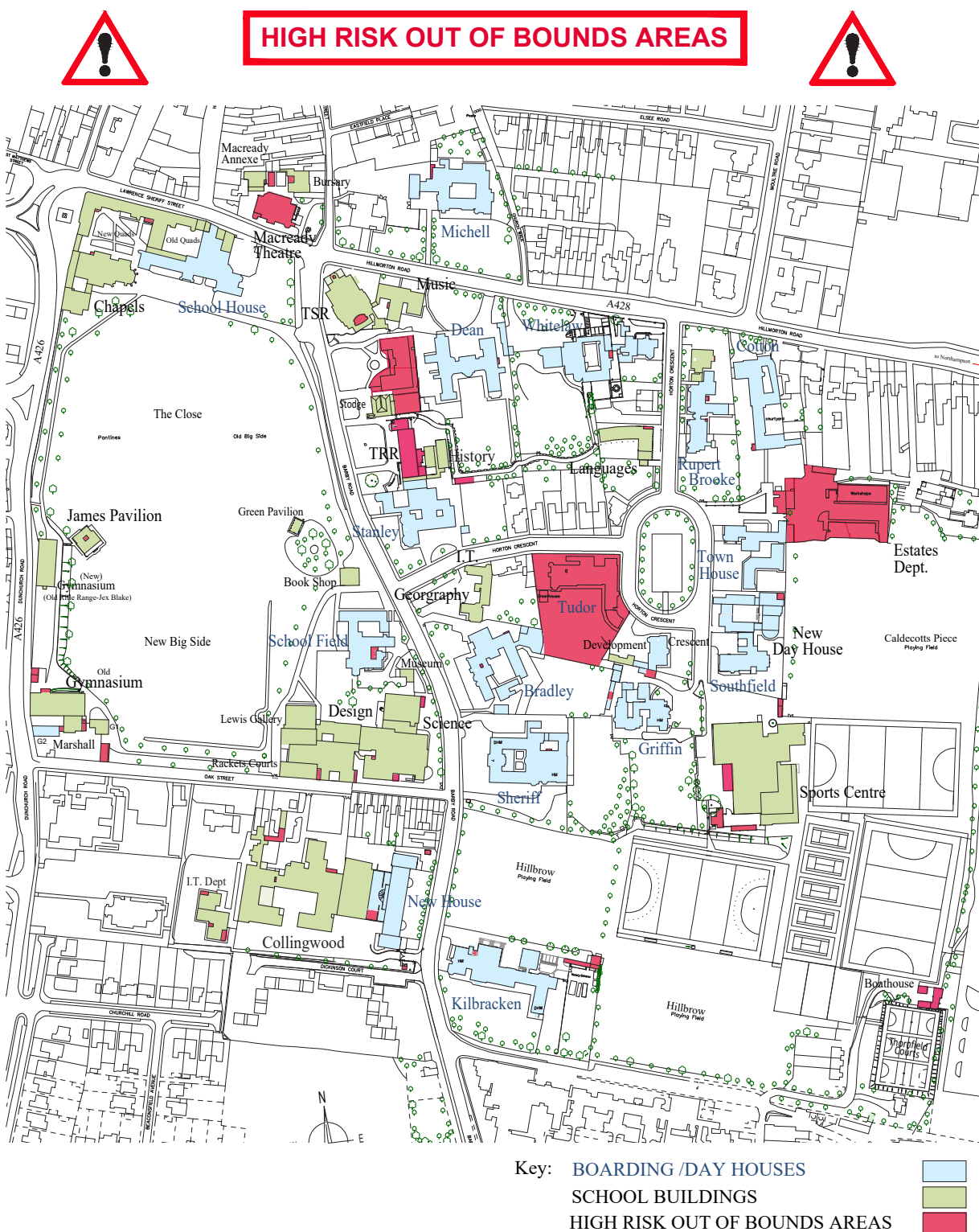
School Bounds



 Rugby Town Centre Bounds

High Risk Out of Bounds Areas

The following areas marked in red are out of bounds within campus:



Being out-of-bounds

Students who are found to be out-of-bounds will be gated for at least one week. The sanction may be more severe, for example Rustication, in the case of students being out of bounds in dangerous areas or after dark. Being out of bounds after lights out or on a School trip is a very serious offence and will normally result in Rustication and a Final Warning.

Running

Students may run as far as the junction of Barby Road and Ashlawn Road, but no further, and only with their Hm's permission. Students may seek special permission from the Deputy Head (Pastoral) if they want to run beyond this area. **Students must not go running along Barby Road before breakfast or after dark unless accompanied by a member of staff. Students in the D Block and above may run around the Close before breakfast with their Hm's permission.**

When you may leave your House

From breakfast to supper time you are free to come and go from your House, but please note the signing in/out protocols as outlined under 'The Social Context' above. After supper, you may only leave your House for an authorised activity supervised by a member of staff. On Sundays, when there are few formal and structured activities, you should let your Hm know if you intend to be out of the House for a significant time. Each House operates guidelines in this respect, but it is vital that your Hm knows where you are at all times.

Between bedtime and breakfast: it is a very serious offence for any student to be absent from their House in the course of the night without permission. Rustication and a Final Warning will normally be the outcome of such behaviour, although the School will consider the circumstances of each case, including any safeguarding, medical or welfare factors.

Away from Rugby during term time

If a student wishes to spend time at home during term time, the Deputy Head (Pastoral) must give permission. This includes weekends. Permission is generally only given for special family occasions or for pastoral reasons. It does not apply for arrangements organised by school staff, such as school trips to theatres, fixtures, field trips; nor does it apply to University Open Days or interviews, or to unavoidable medical appointments, i.e. those which cannot take place outside of term time – Hms may give permission in these situations. Note that permission will not generally be given for D Block students to attend Open Days. Any exception to this must be approved by the Deputy Head (Pastoral).

Anyone who is going to miss a lesson must, as a courtesy, request permission from all staff whose lesson or activity will be missed. This applies when lessons are missed for music lessons or sport. Reasonable notice is required (see 'Permission to miss lessons' section).

Any individual student who is going out with anyone from outside the School, or visiting anyone outside the School must obtain prior permission from their Hm. Permission will not normally be granted for students to meet, socialise with or be transported by individuals under the age of 25 who are not immediate family members except in exceptional circumstances and only after consultation with the Deputy Head (Pastoral).

Older students may be granted short periods of study leave at home (students from overseas may stay with Guardians) during GCSE, A Level or IB examinations. Study leave must always be arranged with the permission of the Hm and parents in accordance with School guidelines on the examination period. Travel arrangements must always be clear. All students on study leave must observe the spirit of the School Guidelines.

Students whose term finishes early due to public examinations may only return to the School for official activities or with the express permission of their Hm.

School Trips

School Guidelines apply at all times during School Trips, be they day trips or trips involving overnight stays in this country or abroad. The punishments for being out-of-bounds on a school trip may be more severe than those applied whilst in Rugby, reflecting the relatively higher risk to students in unfamiliar surroundings. Any student who is out-of-bounds on an overnight School trip will be Rusticated and a Final Warning given as a minimum.

Weekends away from Rugby

Rugby has a full-boarding ethos and the academic year includes a generous pattern of Exeat weekends and Half Terms. There are substantial weekend activities and even during a quiet weekend, time is needed to catch up on work. All students are required to be in School for weekend activities and boarders are not expected to go home during term time. (see 'Away from Rugby during term time')

Starts of term

All students should return punctually at the beginning of terms and following Half-terms and Exeats. If any delay is foreseen, students should ensure that their parents or guardians notify their Hm as soon as possible. Students should report to Hms immediately on arrival back in Rugby.

Returning to School after Exeats and Half-terms

Houses do not open until 18:30 and students must not return earlier unless special arrangements have been made.

Respecting term dates

All students are expected to remain at School until the official end of term, start of Half-term or Exeat. Dates are provided well in advance so that flights can be booked on the end-of-term date or the day after.

Occasionally School or House functions take place on the evening before school departure and parents who come from afar may take their children home. Hms may give permission under these circumstances.

If, for any other reason, early departure is requested, it must be in writing to the Deputy Head (Pastoral).

Appendices

This section includes fuller details of matters referred to earlier in the guide.

Appendix A: The Rugby School Mobile Phones, Smart Technology and Electronic Devices Policy

Appendix B: A Summary of the Rugby School Drug Policy

Appendix C: A Summary of the Rugby School Online Safety Policy and the Student Acceptable Use Agreement

Appendix D: Guidelines for Day Students

Appendix E: House Rewards and Sanctions

Appendix F: Saturday Detention and Sunday Study Guidelines

Appendix G: School Laptop Devices

Appendix H: Visiting Pubs and Pub Cards

Appendix I: Breathalyser Protocol

Appendix J: Procedure for Illness or Accident

Appendix K: Student Complaints Procedure

Appendix A

A SUMMARY OF THE RUGBY SCHOOL MOBILE PHONES, SMART TECHNOLOGY AND ELECTRONIC DEVICES POLICY

Rugby School is a mobile phone-free environment during the School day. We believe that reducing access to personal technology during the day supports learning, wellbeing, healthy relationships and positive engagement with School life. Students are expected to use all technology responsibly, courteously and in ways that respect the privacy, dignity and wellbeing of others.

During the School Day

The School day runs from breakfast until 17:00 on weekdays and from breakfast until 13:00 on Saturdays. Students must not access, use or display mobile phones, smartwatches, tablets or other smart technology during the School day unless specific permission has been granted by the School. Devices must be stored in accordance with House arrangements and staff instructions. Students must comply immediately with any instruction regarding the possession, storage or use of a device.

Mobile phones and smart technology must not be visible at meals, whilst moving around campus, or during activities where a calm, respectful and purposeful environment is expected, including lectures, rehearsals, concerts, performances, clinics and society meetings.

Access Outside the School Day

As a full boarding school, Rugby permits access to mobile phones outside the School day in accordance with year-group expectations and House arrangements.

Students should understand that access to personal devices is a privilege rather than a right. Access may be restricted or withdrawn where concerns arise regarding behaviour, academic engagement, wellbeing, safeguarding or responsible use.

Recording and Photography

Students should assume that photographing, recording, livestreaming, forwarding, sharing or manipulating images, video or audio involving another person is prohibited unless permission has been given and the context is appropriate.

This expectation applies both on and off site and includes photographs, videos, screenshots, screen recordings, voice recordings, livestreams and AI-generated or AI-manipulated content. In some circumstances, the creation, possession or sharing of material may be unlawful and may lead to School disciplinary action and referral to external agencies.

Trips and Fixtures

Additional restrictions or permissions may apply on trips, visits and sports fixtures. Students must follow the instructions of the member of staff in charge at all times.

Breaches

Mobile phones and other devices may be confiscated where used contrary to School expectations. Sanctions may range from loss of device privileges and disciplinary sanctions through to rustication, required removal or permanent exclusion, depending on the seriousness of the conduct and its impact on others.

Particular concern will be given to behaviour involving dishonesty, safeguarding concerns, bullying, harassment, image-sharing, invasion of privacy or conduct which may be unlawful.

Exceptions

Where a student requires access to a device because of a disability, medical condition, safeguarding need or other welfare consideration, appropriate arrangements may be authorised by the School and reviewed periodically.

Schedule 1: Mobile Phone Access Arrangements 2026–27

This schedule may be reviewed and updated annually without altering the underlying policy principles. House-specific arrangements must be consistent with this policy unless authorised by the Principal Deputy Head.

Middle School

Year group	Term	Access arrangements
F Block	Advent	<i>Tuesday and Thursday:</i> 18:00–18:30* <i>Sunday:</i> after brunch until 13:00
F Block	Lent	<i>Tuesday and Thursday:</i> 18:00–18:30* <i>Sunday:</i> after brunch until 15:30
F Block	Trinity	<i>Tuesday and Thursday:</i> 18:00–18:30* <i>Sunday:</i> after brunch until 15:30
E Block	All terms	<i>Tuesday and Thursday:</i> after 17:00 until supper <i>Saturday:</i> after lunch until bedtime (but not until at/after fixtures) <i>Sunday:</i> after brunch until supper
D Block	All terms	<i>Tuesday, Wednesday and Thursday:</i> after 17:00 until supper <i>Saturday:</i> after lunch until bedtime (but not at fixtures) <i>Sunday:</i> after brunch until supper

*F Block day students do not have access to mobile phones during the 18:00–18:30 period. Students may collect phones when leaving School for home.

Phones must not be visible at meals or around campus.

Phones must not be taken to School activities after the School day (17:00) unless authorised.

Upper School

Year group	Access arrangements
LXX	<i>Monday - Friday:</i> after 17:00 until bedtime <i>Saturday:</i> after lunch until bedtime (but not at fixtures) <i>Sunday:</i> after brunch until bedtime Phones and tablets must be handed in at bedtime.
XX	<i>Monday - Friday:</i> after 17:00 until breakfast the following morning <i>Saturday:</i> after lunch (but not at fixtures) <i>Sunday:</i> all day until breakfast on Monday morning

Phones must not be visible at meals or around campus.

Phones must not be taken to School activities after the School day (17:00) unless authorised.

Phones must not be used in the TRR or CC working areas.

Day students

Day students must follow the same access arrangements as boarders in their year group, except for the F Block (see * above).

Mobile phones must be handed in or stored in the designated House location during the School day and may be accessed only after the School day and all official School commitments have concluded, unless a specific exception has been authorised by the School.

Schedule 2: Device Breaches and Indicative Sanctions

Offence	Indicative first response	Second offence	Second offence
Failure to hand in mobile phone & devices at the required time	Middle School: immediate confiscation for one day or the appropriate 24-hour period Upper School: immediate confiscation for a proportionate period (usually three days) determined by House staff unless required for School work, in which case restricted access may be applied	Confiscation period doubled. Parents informed.	Confiscation for one week and Saturday Detention. Parents informed.
Handing in a fake or second device	Confiscation of the genuine device for one week. The fake device will be retained by the Hm and returned to parents at the next suitable opportunity. Parents informed.	Confiscation period doubled. Parents informed.	Meeting with the Deputy Head (Pastoral) who will determine the appropriate School sanction. Parents informed.
Possession of prohibited device by a Middle School student, including tablet, smart watch or equivalent technology	Device confiscated and returned to parents at the next available opportunity. Parents informed.	Further confiscation and loss of access privileges. Parents informed.	Meeting with the Deputy Head (Pastoral) and School sanction. Parents informed.
Dishonesty regarding possession of a device, including falsely claiming not to have a mobile phone or presenting a second device	Immediate confiscation of all devices for three days. Parents informed.	Further confiscation and loss of access privileges. Parents informed.	Meeting with the Deputy Head (Pastoral) and School sanction. Parents informed.
Recording, photographing, livestreaming, sharing or forwarding material without permission	Confiscation and investigation. Sanction determined by seriousness, context and impact. Parents informed.	Escalated sanction and possible loss of device privileges. Parents informed.	Meeting with the Principal Deputy Head and School sanction which could include Permanent Exclusion or Required Removal. May be treated as serious misconduct and may involve DSL, police or external agencies where appropriate. Parents informed.

Appendix B

A SUMMARY OF THE RUGBY SCHOOL DRUG POLICY

It is the policy of Rugby School that it shall actively discourage the illegal use of controlled drugs and shall treat cases of misuse by students or staff as serious misconduct. Please see the Alcohol, Drugs, Smoking and Vaping Policy on the School website for more details.

Misuse

Any student caught in possession of or using controlled drugs shall be Permanently Excluded, except in extenuating circumstances and at the discretion of the Head Master. Any student caught supplying or inciting the use of controlled drugs, or being in possession of them with intent to supply, shall invariably be Permanently Excluded.

Please note that 'being caught' may also mean convincing evidence leading the Head Master to be satisfied that controlled drugs have been used or supplied.

Suspicion of Misuse

If there are reasonable grounds to suspect that a student is misusing drugs such as:

- a decline in performance in school work
- marked swings in mood
- excessive tiredness
- sores and rashes especially on the mouth or nose
- a lack of interest in physical appearance
- an unwillingness to take part in school activities
- other signs or evidence, such as the finding of certain items of equipment, behaviour on a particular occasion, or other information that has been gathered.

The Head Master or another member of SMT will decide if further investigation or a drug test is warranted.

Authority to perform testing

- A testing consent form signed by parents, and also by students who are or will become 16 years of age or older during the academic year, will be required.
- It is a condition of acceptance of a new student into the School that a signed consent form is returned to the School.
- If practicable, in the case of a new suspect, the School will contact the student's parents at the time to let them know of the requirement for a drug test.

Drug test

The test will be carried out by an independent and licensed laboratory. The test may be a urine test, an oral fluid test, a hair test or another means of drug testing approved by the Head Master.

If the test confirms that controlled drugs have been taken the student may be Permanently Excluded from the School.

If there are extenuating circumstances and the student is not Permanently Excluded from the School:

- The student will be put on a random drug testing programme.
- If any subsequent tests are positive the student will be required to leave the School.
- Refusal to undertake a test in these circumstances may result in the student being required to leave the School.

Random Drug testing

Any student may be asked to undertake a randomly-timed drug test at any time whilst they are at School. They will be asked to supply, under supervision by a trained operative, a biological sample for analysis. The name(s) of the student(s) to be tested will be randomly chosen by a member of SMT from a range of year groups. The reason for this policy is to deter the use of drugs and substances by students.

Charging for the Test

The School will cover the cost of a first test required by the School which is negative, but parents will be charged for a first test which is positive and for any subsequent tests which prove to be necessary and in accordance with *Rugby School Alcohol, Drugs, Smoking and Vaping Policy*.

Confidentiality

The records of testing will not be used for any other purpose and they will be destroyed when the students concerned leave the School.

Full details are available in the *Alcohol, Drugs, Smoking & Vaping Policy* on the Rugby School website.

Appendix C

A SUMMARY OF THE RUGBY SCHOOL ONLINE SAFETY POLICY and THE STUDENT ACCEPTABLE USE AGREEMENT

All students are asked to read the *Student Acceptable Use Agreement*. They must sign to say that they have read, understood and agree to the rules included in the Agreement. If they do not sign and return this agreement, access will not be granted to School systems and devices.

Student Acceptable Use Agreement School Policy

Digital technologies have become integral to the lives of children and young people, both within school and outside school. These technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion and promote creativity and effective learning. Young people should have an entitlement to safe access to these digital technologies.

This acceptable use agreement is intended to ensure:

- that students will be responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use
- that School systems and users are protected from accidental or deliberate misuse that could put the security of the systems at risk
- that students will have good access to digital technologies to enhance their learning and will, in return, be expected to agree to be responsible users.

Acceptable Use Agreement

I understand that I must use School systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems and other users.

For my own personal safety:

- I understand that the School will monitor my use of the systems, devices and digital communications.
- I will keep my username and password safe and secure – I will not share it, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it.
- I will be aware of "stranger danger" when I am communicating online.
- I will not disclose or share personal information about others when online (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc.).
- I will take particular care when disclosing or sharing personal information about myself when online (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc.).
- If I arrange to meet people offline with whom I have communicated online, I will discuss the arrangements with a trusted adult before any meeting takes place.
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it online. I know that I can do this anonymously via the 'Whisper It' app.

I understand that everyone has equal rights to use technology as a resource and:

- I understand that the School systems and devices are primarily intended for educational use and that I will not use them for personal or recreational use during lessons or academic time in the evenings.

- I will not try (unless I have permission from the IT services department via helpdesk@rugbyschool.net) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not use the School systems or devices for online gambling, online dating, file sharing, or video broadcasting (e.g. YouTube).

I will act as I expect others to act toward me:

- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- I will be polite and responsible when I communicate with others; I will not use strong, aggressive or inappropriate language, and I appreciate that others may have different opinions.
- I will not take or distribute images of anyone without their permission.

I recognise that the school has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the School:

- I will only use my own personal devices (mobile phones/USB devices etc.) in line with the School policy on electronic devices, as outlined in the *Rugby School Online Safety Policy* and the *Guidelines for Life at Rugby School*. I understand that, if I do use my own devices in the School, I will follow the rules set out in this agreement, in the same way as if I was using School equipment.
- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programmes, software or methods, including VPNs, that might allow me to bypass the filtering/security systems in place to prevent access to such materials.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will not open any hyperlinks in emails or any attachments to emails, unless I know and trust the person/organisation who sent the email, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes).
- I will not install or attempt to install or store programmes of any type on any School device, nor will I try to alter computer settings.
- I will only use social media sites which are accessible through the School network, and never during School activities.
- I shall ensure that any posts which I make are appropriate and do not cause offence.

When using the internet for research or recreation, I recognise that:

- I should ensure that I have permission to use the original work of others in my own work.
- Where work is protected by copyright, I will not try to download copies (including music and videos).
- When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.

I understand that I am responsible for my actions, both in and out of School:

- I understand that the School also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of school and where they involve my membership of the School community (examples would be online-bullying, use of images or personal information).
- I understand that if I fail to comply with this acceptable use agreement, I may be subject to disciplinary action. This could include issuance of minors or detentions, loss of access to the School network/internet, rustication, required removal or permanent exclusion and, in the event of illegal activities, involvement of the police.

Online Safety Policy extracts

Below are examples of student incidents relating to online safety, along with a possible response. However, each incident will be reviewed on a case-by-case basis and the sanction will be dependent on the seriousness of the offence. More details can be found in the Rugby School Online Safety Policy, which is on the School website.

Examples of Student Incidents	Issue a Minor	Issue a behaviour detention	Restriction of technology and network/internet access rights	Further sanction e.g. gation/rustication/exclusion
Unauthorised use of non-educational sites during lessons	X			
Unauthorised/inappropriate use of social media/ messaging apps/personal email	X			
Unauthorised/inappropriate use of mobile phone/digital camera/other mobile device		X		
Unauthorised downloading or uploading of files		X	X	
Deliberately accessing or trying to access material that could be considered illegal (see list in "User Actions" section).				X
Deliberately manipulating media to misrepresent a person or their actions				X
Allowing others to access School network by sharing username and passwords			X	X
Attempting to access or accessing the School network, using another student's account, or the account of a member of staff.			X	X
Corrupting or destroying the data of other users			X	X
Sending an email, text or message that is regarded as offensive, harassment or of a bullying nature			X	X
Actions which could bring the School into disrepute or breach the integrity of the ethos of the School			X	X
Using proxy sites or other means to subvert the School's filtering system	X		X	X
Deliberately accessing or trying to access offensive or pornographic material			X	X
Receipt or transmission of material that infringes the copyright of another person or infringes the Data Protection Act			X	X
Sharing (including 'showing') video, photographic or audio recordings of others with the result to humiliate, mock or offend			X	X
Making covert video or audio recordings or taking photographs of others without their knowledge or consent			X	X

Appendix D

GUIDELINES FOR DAY STUDENTS

Rugby School is a full boarding school in which day students are fully integrated into the life of their House and the wider School community. The School seeks to ensure that day students and boarders enjoy the same opportunities, responsibilities, expectations and sense of belonging.

Day students are full members of their Houses and of the School community. The same School rules, routines, privileges, responsibilities and sanctions apply to day students as to boarders, except where a practical difference arises because a student resides at home rather than in a boarding House.

The care of day students is a shared responsibility between the School and parents. Parents are expected to support the School's routines, expectations and sanctions, recognising that day students are participating in the life of a full boarding school.

School rules apply during the School day, at School events, when representing the School, while travelling to and from School, online where conduct affects the School community, and during term time social arrangements connected with School. Being at home does not remove a student from the expectations of the School community.

The default expectation is that day students participate in School life in the same manner as boarders. Any variation from normal School routines, commitments or expectations requires the agreement of the School.

Timings

Day students must sign in by 08:10 and remain in School until the conclusion of their final official commitment of the day, including co-curricular and enrichment activities, rehearsals, fixtures, society meetings, House events, sanctions, and any other School obligations. Day students are encouraged to make full use of the wide range of opportunities available within a full boarding school community.

Day students must comply with all School signing-in and signing-out procedures and must remain contactable through the arrangements agreed with their House.

Tutorials are a crucial and compulsory component of Rugby School's pastoral system. Day students are expected to remain in School on the evening that their tutor is on duty in order to participate fully in the tutorial programme and benefit from the guidance, support and opportunities it provides.

Students may not return home during the School day without the permission of their Hm which will only be granted in exceptional circumstances.

Parents must ensure that transport arrangements support full participation in School and House life. Travel arrangements should not be used as a reason for a student to leave early, miss commitments or avoid evening expectations.

Day students are welcome to stay for supper and to make full use of the opportunities available in the evening, including Supervised Study, tutor meetings, co-curricular activities and House events.

Students who intend to remain in School beyond the end of the School day should indicate that they require supper when

signing in at the start of the day and should confirm their planned departure time with House staff at the CO taken at 18:30. Students should communicate any changes to the House. All day students must sign in and out accurately and remain contactable through their agreed House arrangements.

Day students are expected to participate fully in the Saturday and weekend life of the School, including fixtures, rehearsals, academic support sessions, Chapel, House events and other published commitments.

Homework (Prep)

Students must be able to concentrate on their prep without interruption. Formal Academic Time in boarding Houses runs from 19:15 until 21:00.

Middle School students are expected to follow the routines set out in the Scheme of Hours. Upper School students are also expected to focus on academic work during this time, but are trusted to manage their own workload and may attend Society meetings, engage in quiet activities in House, or other advertised activities during this time. Day students are expected, as far as reasonably possible, to follow the same routines.

On the evening that a student's tutor is on duty, that student is expected to remain in School until 20:30. This enables participation in the full tutorial programme and provides opportunities for prep, academic support, collaborative study and society activities.

If concerns arise regarding the quantity, difficulty or suitability of prep, parents should contact the student's tutor in the first instance. Significant concerns may then be referred to the Hm as appropriate.

Students should maintain sensible evening routines and ensure that they obtain sufficient sleep. In boarding Houses, younger students are expected to be in bed by 21:30, with 22:15 being the latest bedtime. Day students are encouraged to follow similarly healthy routines.

School Activities

Day students are encouraged to participate fully in the wider life of the School, including evening activities. Students should take advantage of opportunities in Art, Design & Technology, music, drama, sport, societies and other co-curricular activities.

Parents are warmly invited to attend Chapel services, concerts, plays, fixtures and other School events.

Sunday Attendance

Sunday services usually take place at 10:30, although a small number are held at 18:30.

Some services are designated as Whole School Services. Attendance at these services is compulsory for all students, including day students.

On other Sundays, attendance is not required of day students, although they and their families are warmly welcomed. Students who are members of the choir are expected to fulfil their choir commitments.

Absence and 'Off Sport'

Parents must inform the House by 08:10 if their child is unable to attend School because of illness or for any other reason.

Requests for absence for any other reason must be made to the Hm by email well in advance.

The term dates are published well in advance to allow families to plan accordingly. Permission will not be granted for

students to be absent from School in order to take holidays during term time. Day students who are unfit for sport may attend the San after first consulting their Hm or Matron.

Parents are responsible for arranging and supervising routine medical, dental and other professional appointments for day students unless alternative arrangements have been agreed with the School. Wherever possible, appointments should be scheduled outside term time or to minimise disruption to a student's education and participation in School life.

Students returning after illness must report to their Hm by 08:10 and be fit to resume all normal School activities unless alternative arrangements have been agreed with the School and supported by a note from a parent or medical professional.

Discipline

The same School rules and behavioural expectations apply to day students as to boarders throughout term time, whether students are on or off the School site. Parents are expected to support and uphold the spirit of School rules outside School hours, including at evenings and weekends.

Day students must not attend venues, events or gatherings which would place them in breach of School rules or expectations. Significant social arrangements which may affect a student's welfare, wellbeing, reputation or standing within the School community should be discussed with the Hm in advance.

A day student's home must not become an alternative social venue for boarders. No boarding student may visit a day student's home without the prior permission of their Hm and the agreement of parents. Any unauthorised visit will be treated as being out of bounds.

Supervised Study takes place each weekday evening during Academic Time (19:15-21:00). Saturday Detention takes place from 19:30-21:30. Sunday Study takes place on Sunday afternoons from 15:00-17:00.

Academic support sessions, such as clinics and Supervised Study, form part of the School's normal provision and should not be regarded as optional because a student lives at home.

Day students are expected to attend School sanctions, including Saturday Detention, Sunday Study, Supervised Study, reporting, meetings with Hm/SMT and any equivalent restorative or educational work. Where exceptional practical reasons make attendance impossible, parents must agree with the Hm or SMT how the equivalent expectation will be supervised and evidenced at home. Failure to attend a sanction without prior agreement will be treated the same way as it would for a boarder.

Electronic devices

Day students are subject to the same expectations regarding mobile phones, smart technology and electronic devices as boarding students as laid out in the *Mobile Phone, Smart Technology and Electronic Devices Policy*. Parents should familiarise themselves with this policy and support the School's expectations regarding the storage, use and supervision of devices.

Visiting

During term time, boarding students are not normally permitted to visit a day student's home and day students are not normally permitted to host boarders at home. Permission must be sought in advance from the Hm and will only be granted in exceptional circumstances. Before permission is considered, the following information must be provided: the names of all students involved, the purpose of the visit, arrival and departure times, travel arrangements, the supervising adult who will be present throughout, and confirmation from both sets of parents/carers where more than one family is involved.

Permission will not be granted for parties, informal gatherings, sleepovers, unsupervised study sessions or visits after a School social event.

The same expectations apply to staff homes or staff accommodation. Students may not visit staff homes or private staff accommodation unless this forms part of an expressly authorised School arrangement. Any such arrangement must comply with the School's safeguarding requirements and must be approved in advance by the Head of Safeguarding or, in their absence, a DDSL. This restriction does not apply to any clearly identified public or shared-use space that the School has formally approved for student access and manages under published arrangements.

Transport to and from School

The attendance and participation expectations set out in the *Timings* section apply equally to travel arrangements. Parents must ensure that transport arrangements support full participation in School and House life. Travel arrangements should not be used as a reason for a student to arrive late, leave early, miss commitments or avoid evening expectations.

Parents may give signed permission for their child to travel to and from School by bicycle during term time. Students may not use motorcycles, mopeds or e-scooters for travel to or from School. Students cycling to School must wear an appropriate safety helmet.

Senior students may be permitted to drive to and from School. Please refer to the *Driving to and from School* section of the *Guidelines for Life at Rugby School*.

Where permission is granted, students and parents must comply with the School's conditions for driving to School. These conditions, together with the relevant permission forms, are available from Hms and must be agreed by both the student and their parents. Students must not drive other students at any time unless the passenger is a sibling or express permission has been given by the Hm. Other required protocols, including the immediate handover of car keys on arrival at School, must be followed at all times.

Permission to drive to School is a privilege, not a right, and may be withdrawn at any time if the conditions or protocols are breached.

Appendix E

HOUSE REWARDS AND SANCTIONS

House Rewards

House Rewards recognise and celebrate positive contribution, commitment and achievement within the House community. They promote the School's values and encourage sustained effort, good character and active engagement with House life.

Rewards may be awarded in the House for a range of reasons, including consistent positive conduct, contribution to the House community, academic endeavour, co-curricular participation, leadership, service and acts of kindness, among many other things.

In addition to the School's recognised rewards for attaining specified RLP and RVP point totals (see 'Rewards & Sanctions'), Houses may recognise and reward students in a variety of ways. These may include, but are not limited to, vouchers (for House tuck shops, local cafés and online retailers), food-based treats (e.g. pizza) and meals out, House socials, trips and outings and House-branded items.

House Rewards are intended to recognise effort and contribution in an inclusive and positive manner. They complement the intrinsic value of participation, service and personal development which lie at the heart of life in House and School.

House Sanctions

House Sanctions may be given by Hms, DHms, Matrons and Tutors. A record should be kept by the Hm on CPOMS (or iSAMS for Minors). Sanctions are likely to be selected from the following list:

House Minor

Involves: Recording the student's name on iSAMS as appropriate but under the category of 'House'.
Given for: **Repeated** untidy appearance or untidy bedroom, behavioural offences, dangerous road crossing and other similar low-level breaches of House expectations.

Early Reporting

Involves: Reporting to dining hall in normal School dress at a time before breakfast CO.
Given for: Late for any CO, missing any CO, late to bed.

Early to bed

Involves: Being in bed at an earlier time than usual.
Given for: Generally boorish and antisocial behaviour, especially during the evening.

Hall Prep

Involves: Spending part or all of Prep Time in the Dining Hall for one or more evenings.
Given for: Any study lesson or private study infringement. General lack of academic progress or lack of appropriate attitude to learning. This sanction is specific to E Block and above, as the F Block are already studying in the Dining Hall during Prep Time.

House Detention

Involves: Silent work for one to two hours on a Saturday evening.
Given for: Any serious House offence which, elsewhere in the School, might result in a School Detention.

House Gating

- Involves: Gating through the House rather than the School.
A breach of House Gating may result in School Gating. A breach of School Gating is likely to lead to Rustication.
- Given for: Persistent lack of punctuality, insolence, disobedience, signing out offence, etc.

House Tasks

- Involves: Doing jobs that have to be done by someone: picking up rubbish (N.B. gloves and litter pickers needed), sweeping quads, clearing up dining room, helping to clear up after meals, helping distribute laundry, tidying bookshelves.
- Given for: Routine untidiness, unpunctuality, moderate rudeness, persistent truculence; leaving litter, books and belongings in public places after warnings; bad manners or causing unreasonable mess during meals etc.

Period of Confiscation

- Involves: Confiscation of offending item (or real phone if second phone is found). More details can be found in *Communications, Electronic Devices and Online Conduct* section.
The period and terms of confiscation must be clearly set out, and the article must be seen to be kept in a secure place (or be sent home). Nothing may be permanently confiscated except for offensive weapons, fireworks, alcohol, cigarettes, vaping paraphernalia, nicotine pouches, protein powder, supplements or anything else not allowed within the School Guidelines.
- Given for: Being in possession of an item not allowed in School.
Inappropriate or untimely use of laptop, tablet, phone, or other electronic devices.
Failure to hand in all electronic devices at bedtime (for Middle School).

Late for Chapel or School functions

- Involves: Reporting to the Heads of School under the King's Oak at 08:15.
- Given for: Being late out of the House or late to Chapel.
This sanction may be used by Hms and DHms where members of their House are among the last to arrive at Chapel, resulting in a late start.

No fines – No runs – No copying out rules – No lines

Appendix F

SATURDAY DETENTION AND SUNDAY STUDY GUIDELINES

- There is one Detention every week on a Saturday evening from 19:30 until 21:30 in the FLT. Additionally, there is a Sunday Study session each week in the Collingwood Centre from 15:00 until 17:00.
- Saturday Detention is given for repeated low-level misbehaviour, such as receiving three Minors in a week, or a single incident of very poor behaviour. If a student cuts a lesson, a co-curricular activity or Chapel, then a Saturday evening Detention is the sanction.
- Sunday Study provides supervised study sessions led by a member of the Academic SMT team. Students who need extra time to master an academic challenge or students who are significantly behind in their work can expect to be placed into Sunday Study in order to catch up.
- Students must wear full School dress for Saturday Detention and smart casual clothes on Sundays. Those who are not properly dressed will be asked to return to House to change. The time taken to change will be added to the end of the Detention.
- Work should be assigned to be completed during Saturday Detention or Sunday Study. If no work set, the teacher overseeing Saturday Detention or Sunday Study will provide some work for the students to complete.
- Please note that no music, phones or headphones are allowed in Saturday Detention. Laptops are permitted if needed for academic work.
- Students who are in Saturday Detention are also gated from after supper on the evening of the Detention. There should be no social activity or visiting either before or after Detention that evening. Students must sign back into House immediately after Detention and remain there for the evening without receiving visitors.

Appendix G

SCHOOL LAPTOP DEVICES

The School provides a laptop device to all students because it is an essential resource for learning. As with all School property, students are expected to treat their laptop with care, respect and responsibility.

Students should note the following:

- Students must transport their School laptop in the laptop case provided or another suitable protective case.
- Students must take reasonable care of the device and keep it in good condition.
- Devices remain the property of the School and may be reissued to future students.
- Damage caused through negligence, misuse or deliberate action may result in a charge being applied.
- Deliberate damage may also result in disciplinary action.
- Any fault or damage should be reported promptly to IT Services.

Expectations in lessons

Students are expected to arrive at lessons with:

- a fully charged laptop;
- a charged stylus;
- required accessories;
- appropriate digital notifications disabled.

Students should use their devices only as directed by staff and only for the educational purpose intended for that lesson.

Failure to follow these expectations may result in a Minor or other sanction.

Appendix H

VISITING PUBS AND PUB CARDS

Visiting Pubs

Students in the XX may, with parental permission, visit approved public houses after their eighteenth birthday. Only pubs within School bounds may be visited, together with the Raglan Arms on Dunchurch Road.

The Seven Stars and The Merchant's Inn are out of bounds.

The School operates a pub card system. Following their eighteenth birthday, eligible students may be issued with a pub card containing their photograph and student details. The card is held in the Hm's study and may be collected on Saturday evenings between 20:00 and 22:15.

Students must sign out to a specific approved pub and carry their pub card at all times. They must be prepared to show it to a duty member of staff if requested. Students should also carry legitimate photographic identification for the publican.

Students may only consume alcohol in accordance with the School's *Alcohol, Drugs, Smoking and Vaping Policy*. Spirits, spirit-based drinks, cocktails and liqueurs are prohibited. Smoking and vaping are not permitted.

Students must return to House on time. Any student who misuses this privilege, including by becoming drunk or failing to comply with School expectations, may have permission to visit pubs withdrawn for a period determined by their Hm.

Students who appear drunk or to have consumed excessive alcohol will be referred to the Deputy Head (Pastoral) in the case of a first alcohol offence, or to the Principal Deputy Head for any subsequent offence. They may also be subject to disciplinary sanctions in accordance with the *Alcohol, Drugs, Smoking and Vaping* section of these Guidelines.

Pub Cards

Issue of Cards

1. A pub card will only be issued once the parental consent form has been returned to the Hm.
2. Pub cards are available to members of the XX after their eighteenth birthday.
3. Cards are issued by Hms.

Procedure

- Pub cards must be collected from the Hm on departure from the House.
- The name of the pub being visited must be clearly recorded in the signing-out book. No other pub may be visited.
- Normal signing-in times apply.
- On return to House, students must sign in and return their pub card to the Hm or duty tutor.
- Students may not attend another social event before visiting a pub.
- Following a visit to a pub, students must return directly to House, sign in and may not attend any further social event that evening.

Appendix I

BREATHALYSER PROTOCOL

1. Breathalysers may be used by members of SMT, Hms and DHms in accordance with the *Rugby School Alcohol, Drugs, Smoking and Vaping Policy*. Their use supports student safety, safeguarding and the fair application of School rules relating to alcohol consumption.
2. Breathalyser testing may take place where there is reasonable suspicion that a student has consumed alcohol contrary to School expectations, or where testing may assist in clarifying the circumstances of an incident.
3. Students may also be selected for random breathalyser testing. The purpose of such testing is to act as a deterrent, support informed decision-making and promote the health, safety and wellbeing of students.
4. Members of SMT, Hms and DHms are authorised by the Head Master to request a breath sample from any student using calibrated equipment.
5. Students are expected to cooperate with reasonable requests relating to breathalyser testing. Any refusal will be dealt with in accordance with the *Rugby School Alcohol, Drugs, Smoking and Vaping Policy*.
6. The School reserves the right to undertake individual, group or House-based testing where this is considered necessary in the interests of student welfare, safeguarding or the proper investigation of an incident.

Further information regarding alcohol testing, consent, refusal to provide a sample, confidentiality and subsequent disciplinary procedures can be found in the *Rugby School Alcohol, Drugs, Smoking and Vaping Policy*, available on the School website.

Appendix J

PROCEDURE FOR ILLNESS OR ACCIDENT

This procedure applies to any student, staff member or visitor. Action steps will depend on the level of severity, the availability of help and the skills of those on hand.

1. Major accident or sudden onset of illness causing serious concern:

Including, but not limited to, risk to life, loss of consciousness, bleeding from the head, eyes, or ears, fitting or seizure, collapse, cardiac arrest, fractures and dislocations, loss of sight or hearing, difficulty breathing, wounds that won't stop bleeding, high temperature that won't come down.

Immediate Actions (Person in Charge of Care)

- Dial 999 **immediately** without contacting the San for advice.
- In the case of a serious accident, the casualty should **not** be moved unless they are in danger.
- The casualty should be kept warm, comfortable, and reassured.
- Students should always be accompanied to the hospital and any member of staff may be called on to do this as a matter of urgency.
- A Senior member of staff will arrange to support the staff member accompanying the student, where necessary.
- In the case of a Road Traffic Accident, the Police should also be called.

2. Moderate accident or illness causing considerable concern:

Including, but not limited to, moderate pain and discomfort that does not ease with painkillers, unknown source of pain, prescription medicine required (e.g., antibiotics), or consistently high temperature.

Immediate Actions (Person in Charge of Care)

- Consider calling an ambulance (999) if you are at all concerned or symptoms suddenly worsen.
- Contact the San (556199 or 07917 521 988) for advice.
- It may be possible for a School Doctor to visit if the patient is a student, in line with normal NHS GP provision. **The San will advise on this.**
- Outside of San hours, contact NHS Warwickshire Out of Hours Service (111).
- If urgent care is required, accompany the patient to St Cross Hospital, Barby Road, Rugby or, for more serious injuries, UHCW, Clifford Bridge Road, Coventry.
- The patient should **always** be accompanied to the San, Boarding House, home, or a place of safety.

3. Minor accident or illness causing little concern:

Immediate Actions (Person in Charge of Care)

Minor illnesses or accidents involving students.

- If the incident occurs in a day or boarding House, students should, in the first instance, see Matron, who will treat the condition or, if necessary, will arrange for the student to be accompanied to the San.
- If the incident occurs on the School campus, then the student should be accompanied by a member of staff or student to see their Matron or taken directly to the San, depending on the circumstances.
- Where minor incidents occur in School buildings other than day or boarding Houses, First Aid may be given in accordance with the School's First Aid Policy, but only as far as knowledge, training, and skills permit.

Minor illnesses or accidents involving staff or visitors.

- First Aid may be given following the School's First Aid Policy, but only as far as knowledge, training, and skills permit. If First Aid is rendered, note the treatment given and inform the San as soon as possible.
- If further treatment is required, the person concerned should be accompanied to the San. If outside San hours, call their next of kin.

Follow Up Actions (Person Deputising)

Inform the following people immediately after the casualty has received proper care or medical intervention:

- The San.
- The Principal Deputy Head should be informed of any serious accident or sudden onset of illness if the injury involves a student, visiting student or member of teaching staff.
- The Chief Operating Officer should be informed in the case of O&A staff or adult visitors. Next of kin should also be informed.
- The Hm should be contacted in the event of injury or illness to a student, who will contact the student's parent/guardian.

Transport to Hospital

Students should always be accompanied, and any member of staff may be called on to do this as a matter of urgency.

Accidents

When any accident or incident occurs to a student, the House must be phoned, and verbal contact made with an adult in the House as soon as possible, to ensure they are ready to receive the student and take over the care and monitoring of that student. This may be the parent for a day student.

Accidents must always be recorded via the 'Incident Report Form' on Lander homepage. Once submitted, this goes to The Health and Safety Department for review. A copy will automatically be sent to the House and the San

Appendix K

STUDENT COMPLAINTS PROCEDURE

This explains how students at Rugby School can raise a concern or complaint. The School is committed to handling any issues with care, confidentiality, and respect.

1. Informal Complaints

- Speak to any member of staff you feel comfortable talking to (e.g., your Housemaster/mistress (Hm), Tutor, or another trusted adult).
- You do not need to inform the person you are complaining about.
- The member of staff will aim to resolve the matter informally and to your satisfaction.

2. Formal Complaints

- Write to your Hm or a member of the Senior Management Team (SMT), stating clearly that you wish to make a formal complaint. You may use email to do this.
- Again, you do not need to inform the person you are complaining about.
- Your complaint will be added to a Complaints File maintained by the Principal Deputy Head.

3. What Happens Next

- The Principal Deputy Head will acknowledge receipt of your complaint via email.
- A meeting will be arranged within two School days (if made during term time, or as soon as possible during holidays).
- You may choose which member of SMT you would like to meet with.
- After the meeting, your complaint will be investigated.
- You will be informed whether your complaint is upheld, partially upheld, or not upheld, either in person or in writing, within one month of your complaint (during term time).

4. Right to Review

- If you are not satisfied with the outcome, you may write to the Head Master, stating your reasons.
- The Head Master will review the matter and respond within one calendar month.
- This decision is final. However, your parents may use the School's parental complaints process if you continue to feel your complaint has not been properly considered.

5. Support

- You may bring a friend, Tutor or another member of staff to any meeting about your complaint.

For more information, see the *Complaints Procedure* on the School website.

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