

Bolton School Girls' Division, Behaviour Management and Discipline Policy

The aims of this policy are:

- to enable the Headmistress to carry out her responsibilities of maintaining order and good discipline in the Girls' Division (Senior School, Hesketh House & Beech House, including EYFS)
- to promote good behaviour in the Girls' Division;
- to ensure, so far as possible, that every pupil in this School is able to benefit from and make her full contribution to the life of the School, consistent always with the needs of the school community;
- to authorise the appropriate Behaviour Management Policies in all three Schools (in Beech House, the BH Behaviour Management Policy and the Rewards and Sanctions Policy, in Hesketh House, the HH Behaviour Management Policy and the Rewards and Sanctions Policy & in the Senior School, the Rewards and Sanctions Policy and the School Regulations and any procedures necessary for implementing them;
- to support the Terms and Conditions, which represent the contract between parents and the School.

Ethos and Protocol for Behaviour

Bolton School Girls' Division aims to promote personal dignity and self esteem through providing a safe environment which welcomes diversity and encourages mutual respect. It is expected that each member of the school community is treated fairly and with respect. All members of the school community are treated equally regardless of sex, sexual orientation, race, religion, or culture. The School will make reasonable adjustments for managing behaviour which is related to a pupil's special educational need or disability.

There are high expectations of all pupils to be respectful and courteous to each other and to members of staff, as well as to work hard and make a positive contribution to the life of the School. The Headmistress and all staff will manage behaviour appropriately and reasonably, including through the use of rewards and sanctions set out in the relevant policies, and in line with the Foundation's Behaviour Policy for Staff, Volunteers, Contractors and Other Adults. The Headmistress, along with the Heads of Beech House and Hesketh House, staff and, where appropriate, older pupils, particularly those with a position of responsibility (eg Year 6 Ambassador, Year 13 or Year 11 Prefect, Form Captain, Sports Captain School Council Representative), are expected to act as role-models for good behaviour.

The Girls' Division School Rules

The School Rules are necessary:

- for the safety and well-being of everyone at the School;

- for the reputation of the school community as a whole;
- for the protection of school (or school members') property and the wider environment.

The School Rules apply to all age groups and at all times when the pupil is:

- at school, on the school site, representing the School or (for pupils up to Year 11) wearing school uniform;
- travelling to and from school (including moving to and from Kidzone);
- associated with the School at any time, including when on a School trip.

Pupils are expected to respect and obey the few School Rules which are:

- to treat others in the School community or the general public with respect and courtesy at all times;
- during term time, unless a parent has informed the School that they are absent through illness or other authorised cause, to ensure that they attend all scheduled lessons, assemblies and Registration/ Form Periods, unless they have explicit permission to be absent from their Headteacher (Beech House or Hesketh House) or (Senior School) Head of School (or other member of their pastoral staff, such as the Form or Year Tutor) or they are attending the Medical Room (including an appointment with the Counsellor) or they have a scheduled Music or Learning Support lesson;
- to ensure that they attend all other school commitments and activities expected of them, unless they have (or a parent on their behalf has) previously spoken to the member of staff in charge to request permission for them to be absent;
- to work to the best of their abilities, responding appropriately to reasonable instructions and requests made by a member of staff or, in the case of the Senior School, Sixth Form Prefect, inside and outside the classroom;
- to follow any Divisional, School or Foundation policy which is relevant to them, including the Anti-bullying policy, ICT Acceptable Use Policy and the Health and Safety procedures in each school/ setting;
- to ensure that they do not leave the School's premises without permission (including Exeats or Extended Exeats for Sixth Form) and without signing out;
- to follow the school's Regulations as appropriate, including on School uniform (up to Year 11), the Sixth Form Dress Code, smoking, alcohol, illegal substances, other substances or items prohibited in School, the use of ICT, mobile phones or other devices, and photography or filming, and gambling in school;
- to follow any additional rules or requests which have been given to them by a member of staff with regard to a particular activity or during a school trip;
- to avoid any action which might bring the School's name into disrepute;
- to obey the law of the land as it applies to their age group.

Scope

The Governors and the Headmistress intend that the School Rules and the sanctions provided in them shall also, in appropriate circumstances, be capable of regulating the conduct of pupils when they are away from school premises and outside the jurisdiction of the School, for example during the holidays, in the evenings or at weekends. This will normally be where the conduct in question could have repercussions for the orderly running of the School, affects the welfare of a member or members of the School community or a member of the public, or which brings the School into disrepute.

Equality and Safeguarding Issues

Equality: The School will make reasonable adjustments for managing behaviour which is related to a pupil's special educational need or disability. Where expulsion needs to be considered, the School will ensure that a pupil with a disability or special educational needs is able to present their case fully where their disability or special educational needs might hinder this. Any other protected characteristics affecting the pupil will also be considered.

Child protection: Where behavioural issues give cause to suggest that a child is suffering or is likely to suffer significant harm, the School's Safeguarding & Child Protection procedures will be followed.

Malicious allegations against staff: Where a pupil makes an accusation against a member of staff and the accusation is shown to have been deliberately invented or malicious, the Headmistress, in consultation with the Head of Beech House or Hesketh House if appropriate, will consider whether to take disciplinary action in accordance with this policy. Where a parent has made a deliberately invented or malicious allegation, the Headmistress, in consultation with the Head of Beech House or Hesketh House if appropriate, will consider whether to require that parent to withdraw their child or children from the school on the basis that they have treated the school or a member of staff unreasonably and compromised the requirement for mutual trust and confidence. In accordance with the DfE's guidance *Keeping children safe in education*, the School will consider a malicious allegation to be one where there is sufficient evidence to disprove the allegation and there has been a deliberate act to deceive.

Use of reasonable force: Any use of force by staff will be reasonable, proportionate and lawful. Reasonable force will be used in accordance with the DfE guidance *Use of reasonable force* (July 2013) and may be used to prevent a pupil from doing or continuing to do any of the following:

- committing a criminal offence;
- injuring themselves or others;
- causing damage to property, including their own;

- engaging in any behaviour prejudicial to good order and discipline at the School or among any of its pupils, whether that behaviour occurs in a classroom or elsewhere.

In these circumstances, force will be used for two main purposes: to control pupils or to restrain them. Reasonable force may be used, for example, to restrain a pupil at risk of harming themselves or another individual or to prevent a pupil leaving a classroom where allowing him / her to do so would risk his / her safety or lead to behaviour that disrupts the behaviour of others. In addition, reasonable force may be used to conduct a search for a "prohibited item" (see below). In deciding whether reasonable force is required, the needs of individual pupils will be considered and reasonable adjustments will be made for pupils with special educational needs or disabilities. Where reasonable force is used by staff, this is recorded in writing and the pupil's parents will be informed about serious incidents involving the use of force. Force is never used as a form of punishment. In Beech House, the Care and Control Policy gives added detail on the use of reasonable force with younger pupils, including those in EYFS.

Searching pupils

Informed consent: The School staff may search a pupil with their consent for any item.

Searches without consent: In relation to prohibited items, the Headmistress, and staff authorised by the Headmistress, may search a pupil or a pupil's possessions, without their consent, where they have reasonable grounds for suspecting that a pupil has a prohibited item in their possession. Such action will be taken in accordance with the DfE guidance *Screening, searching and confiscation* (February 2014), which is summarized in the Appendix to this Policy. Prohibited items include the following: knives, weapons, alcohol, illegal drugs, psychoactive substances (formerly known as 'legal highs'), stolen items, tobacco & cigarette papers, fireworks, pornographic images, any article that the member of staff reasonably suspects has been, or is likely to be, used to commit an offence, or to cause personal injury to, or damage to the property of, any person (including the pupil).

Headteachers and authorised staff can also search without a pupil's consent for any item banned by the school rules which has been identified in the rules as an item which may be searched for. A list of banned items is included in the relevant School's regulations (below for the Senior School).

The power to search without consent should be seen as a 'last resort' and only used if other options have been exhausted. This means that staff should first question a pupil, then, if appropriate, request that the pupil surrenders the item. If this strategy is unsuccessful, the pupil should first be given the opportunity to consent to a search before finally undergoing a search without consent, if it is considered safe to do so. NB no teacher can be obliged by the Headmistress to search a pupil without the pupil's consent: the Headmistress delegates this power to those staff who agree to accept it.

Records

Serious sanctions from all three Schools are recorded in the Serious Sanctions Log, kept by the Headmistress of the Senior School, with the name of the pupil concerned and the reason for the sanction. Minor sanctions are recorded in the individual schools as appropriate.

Sanctions, including Serious Sanctions

The majority of pupils in the Bolton School Girls' Division behave appropriately and courteously, adopting a conscientious and sensible approach to all their work and activities in School and when engaged in School-related events or taking part in School trips. Their good behaviour is rewarded in accordance with each school's Policy on Rewards and Sanctions. Where their behaviour falls short of expectations, minor sanctions are sometimes required; again, these are listed in our Policies on Rewards and Sanctions.

The Headmistress is entitled to exercise a wide discretion in relation to the School's policies, rules and regime and will exercise those discretions in a reasonable and lawful manner, and with procedural fairness when the status of the Pupil is at issue. The full range of sanctions may include a requirement to undertake menial but not degrading tasks on behalf of the School or external community, detention for a reasonable period, withdrawal of privileges, suspension, or alternatively being removed or expelled. Corporal Punishment is never used.

There are occasions when a Serious Sanction such as suspension, removal or expulsion is a proportionate response to a single act of misbehaviour or indiscipline or to a series of such acts. Such types of misbehaviour are outlined in the relevant Behaviour Management Policy for Beech House and Hesketh House, although no list is meant to be exhaustive.

The Headmistress (or, in the case of a Suspension, her Deputy if the Headmistress is absent) will make a decision on a case-by-case basis.

Suspension: A pupil may be placed under suspension while a complaint is investigated or as a sanction in its own right. Appropriate support is given to the pupil concerned upon his/her return, in terms of catching up with missed work and avoidance of repetition of the breach of school rules.

The Internal or Technical Suspension: A pupil may be placed under Internal Suspension if the Headmistress (or her Deputy), in consultation with the Head of Beech House or Hesketh House where appropriate, judges that he or she would be best served by remaining in School under the supervision of Senior or Pastoral staff. In such cases, the pupil will be set work to complete on the School premises and will spend the whole day, including breaktime(s) and lunchtime, away from other pupils. A Year 11-13 pupil who is on Leave of Absence may serve a Technical Suspension,

which means that her behaviour warrants a suspension but she is away from School and so cannot serve such a sanction.

Governors are informed by the Headmistress of any pupil who is suspended, including internal or technical suspension.

Expulsion: A pupil is liable to expulsion if it is proved on the balance of probabilities that the pupil has committed a very grave breach of discipline, or a serious criminal offence, or a wilful act calculated to cause serious damage to the School, its community or any of its members. Expulsion is reserved for the most serious breaches. Formal expulsion implies that the pupil's name will be expunged from the roll of the School and reference to the facts and circumstances will be made in response to every request for a reference. The situation with regard to the fees payable in such circumstances is outlined in the Terms and Conditions.*

Removal: Parents may be required to remove a pupil permanently from the School if, after consultation with the parents and, if appropriate, the pupil, the Headmistress is of the opinion that by reason of the pupil's conduct, behaviour or progress, the pupil is unwilling or unable to benefit sufficiently from the educational opportunities and / or the community life offered by the School; or if the parents have treated the School or members of its staff or any member of the School community unreasonably. In addition, for a serious breach of school discipline falling short of one for which expulsion is necessary, but such that the pupil cannot expect to remain a member of the School Community, the pupil may be required to leave permanently. The situation with regard to the fees payable in such circumstances is outlined in the Terms and Conditions.*

Review: A pupil or his/ her parents may request a Governors' Review of the Headmistress's decision to expel or require a pupil to leave, or where a decision has been made to suspend a pupil for eleven School days or more, or where suspension would prevent the pupil from taking a public examination. The form of application for a review and the review procedures will be supplied to parents on request at the time of the original decision.* There will be no right to a Governors' Review of other sanctions but a pupil in Hesketh House or Senior Girls who feels aggrieved may ask the relevant member of staff in the Junior or Senior School to take up her concerns under the Pupil Complaints Policy.

This policy was revised in July 2016. It will be reviewed at least annually.

*For further information, please see the 'Expulsion, Removal & Review Policy'.

Appendix 1: Summary of DfE Guidance (2014) on Screening, Searching & Confiscation

Headteachers and staff authorised by them have a statutory power to search pupils or their possessions, without consent, where they have reasonable grounds for suspecting that the pupil may have a prohibited item (see above.) The teacher must

decide in each particular case what constitutes reasonable grounds for suspicion. For example, they may have heard other pupils talking about the item or they might notice a pupil behaving in a way that causes them to be suspicious. School staff can view CCTV footage in order to make a decision as to whether to conduct a search for an item.

Searches without consent can only be carried out on the school premises or, if elsewhere, where the member of staff has lawful control or charge of the pupil, for example on school trips in England or in training settings.

Headteachers and authorised staff can also search for any item banned by the school rules which has been identified in the rules as an item which may be searched for.

The powers allow school staff to search regardless of whether the pupil is found after the search to have that item. This includes circumstances where staff suspect a pupil of having items such as illegal drugs or stolen property which are later found not to be illegal or stolen.

School staff can seize any prohibited item found as a result of a search. They can also seize any item, however found, which they consider harmful or detrimental to school discipline.

Where consent is sought, schools are not required to have formal written consent from the pupil for this sort of search – it is enough for the teacher to ask the pupil to turn out his or her pockets or if the teacher can look in the pupil's bag or locker and for the pupil to agree.

The member of staff making the search must be the same sex as the pupil being searched; and there must be a witness (also a staff member) and, if at all possible, they should also be the same sex as the pupil being searched.

There is a limited exception to this rule. A member of staff can carry out a search of a pupil of the opposite sex to him/herself and without a witness present, but only where the member of staff reasonably believes that there is a risk that serious harm will be caused to a person if s/he does not conduct the search immediately and where it is not reasonably practicable to summon another member of staff.

Extent of the search – clothes, possessions:

- The person conducting the search may not require the pupil to remove any clothing other than outer clothing.
- 'Outer clothing' means clothing that is not worn next to the skin or immediately over a garment that is being worn as underwear but 'outer clothing' includes hats; shoes; boots; gloves and scarves.
- 'Possessions' means any goods over which the pupil has or appears to have control – this includes desks, lockers and bags.

- A pupil's possessions can only be searched in the presence of the pupil and another member of staff, except where there is a risk that serious harm will be caused to a person if the search is not conducted immediately and where it is not reasonably practicable to summon another member of staff.
- The power to search without consent enables a personal search, involving removal of outer clothing and searching of pockets; but not an intimate search going further than that, which only a person with more extensive powers (e.g. a police officer) can do.

Lockers and desks:

- Under common law powers, schools are able to search lockers and desks for any item provided the pupil agrees. Schools can also make it a condition of having a locker or desk that the pupil consents to have these searched for any item whether or not the pupil is present.
- If a pupil does not consent to a search (or withdraws consent having signed a consent form) then it is possible to conduct a search without consent but only for the "prohibited items" listed above.

Use of force:

- Members of staff can use such force as is reasonable given the circumstances when conducting a search for knives or weapons, alcohol, illegal drugs, stolen items, tobacco and cigarette papers, fireworks, pornographic images or articles that have been or could be used to commit an offence or cause harm. Such force cannot be used to search for items banned under the school rules.

The power to seize and confiscate items – general:

- Schools' general power to discipline, as set out in Section 91 of the Education and Inspections Act 2006, enables a member of staff to confiscate, retain or dispose of a pupil's property as a disciplinary penalty, where reasonable to do so.
- The member of staff can use their discretion to confiscate, retain and/or destroy any item found as a result of a 'with consent' search so long as it is reasonable in the circumstances. Where any article is thought to be a weapon it must be passed to the police.
- Staff have a defence to any complaint or other action brought against them. The law protects members of staff from liability in any proceedings brought against them for any loss of, or damage to, any item they have confiscated, provided they acted lawfully.

Items found as a result of a 'without consent' search

What the law says:

- A person carrying out a search can seize anything they have reasonable grounds for suspecting is a prohibited item or is evidence in relation to an offence.
- Where a person conducting a search finds alcohol, they may retain or dispose of it. This means that schools can dispose of alcohol as they think appropriate but this should not include returning it to the pupil.

- Where they find controlled drugs, these must be delivered to the police as soon as possible but may be disposed of if the person thinks there is a good reason to do so.
- Where they find other substances which are not believed to be controlled drugs these can be confiscated where a teacher believes them to be harmful or detrimental to good order and discipline. This would include, for example, so called 'legal highs'. Where staff suspect a substance may be controlled they should treat them as controlled drugs as outlined above.
- Where they find stolen items, these must be delivered to the police as soon as reasonably practicable – but may be returned to the owner (or may be retained or disposed of if returning them to their owner is not practicable) if the person thinks that there is a good reason to do so.
- Where a member of staff finds tobacco or cigarette papers they may retain or dispose of them. As with alcohol, this means that schools can dispose of tobacco or cigarette papers as they think appropriate but this should not include returning them to the pupil.
- Fireworks found as a result of a search may be retained or disposed of but should not be returned to the pupil.
- If a member of staff finds a pornographic image, they may dispose of the image unless its possession constitutes a specified offence (i.e. it is extreme or child pornography) in which case it must be delivered to the police as soon as reasonably practicable. Images found on a mobile phone or other electronic device can be deleted unless it is necessary to pass them to the police.
- Where an article that has been (or could be) used to commit an offence or to cause personal injury or damage to property is found it may be delivered to the police or returned to the owner. It may also be retained or disposed of.
- Where a member of staff finds an item which is banned under the school rules they should take into account all relevant circumstances and use their professional judgement to decide whether to return it to its owner, retain it or dispose of it.
- Any weapons or items which are evidence of an offence must be passed to the police as soon as possible.

Statutory guidance on the disposal of controlled drugs and stolen items

- It is up to teachers to decide whether there is a good reason not to deliver stolen items or controlled drugs to the police. In determining what is a "good reason" for not delivering controlled drugs or stolen items to the police the member of staff must have regard to the following guidance issued by the Secretary of State :
 - In determining what is a 'good reason' for not delivering controlled drugs or stolen items to the police, the member of staff should take into account all relevant circumstances and use their professional judgement to determine whether they can safely dispose of a seized article.
 - Where staff are unsure as to the legal status of a substance and have reason to believe it may be a controlled drug they should treat it as such.
 - With regard to stolen items, it would not be reasonable or desirable to involve the police in dealing with low value items such as pencil cases. However, school staff may judge it appropriate to contact the police if the items are valuable (iPods/laptops) or illegal (alcohol/fireworks).

Statutory guidance for dealing with electronic devices (eg iPods, iPads, MP3 players, laptops belonging to the pupil)

- Where the person conducting the search finds an electronic device they may examine any data or files on the device if they think there is a good reason to do so. Following an examination, if the person has decided to return the device to the owner, or to retain or dispose of it, they may erase any data or files, if they think there is a good reason to do so.
- The member of staff must have regard to the guidance issued by the Secretary of State when determining what is a “good reason” for examining or erasing the contents of an electronic device:
- In determining a ‘good reason’ to examine or erase the data or files the staff member must reasonably suspect that the data or file on the device in question has been, or could be, used to cause harm, to disrupt teaching or break the school rules. If inappropriate material is found on the device it is up to the teacher to decide whether they should delete that material, retain it as evidence (of a criminal offence or a breach of school discipline) or whether the material is of such seriousness that it requires the involvement of the police.

NB The DofE’s guidance on Anti-bullying also refers to searches of electronic devices: ‘The wider search powers included in the Education Act 2011 give teachers stronger powers to tackle cyber-bullying by providing a specific power to search for and, if necessary, delete inappropriate images (or files) on electronic devices, including mobile phones.’

Telling parents and dealing with complaints

- Schools are not required to inform parents before a search takes place or to seek their consent to search their child.
- There is no legal requirement to make or keep a record of a search.
- Schools should inform the individual pupil’s parents or guardians where alcohol, illegal drugs or potentially harmful substances are found, though there is no legal requirement to do so.
- Complaints about screening or searching should be dealt with through the normal school complaints procedure.

Appendix 2: Senior School Regulations, July 2016

These Regulations exist in addition to the overarching School rules, which can be found at the top of this document.

1. Pupils in all years are required to behave politely and considerately towards each other and with all members of the school and wider community; verbal and/or physical aggression (including on-line abuse) and/or bullying (including cyberbullying) will be subject to sanctions up to and including permanent exclusion. Such matters will be dealt with on a case by case basis, in line with the Girls’ Division Behaviour Management Policy and the Senior Girls’ Anti Bullying and Rewards and Sanctions Policies.

2. Pupils in Years 7-11 are required to wear school uniform, including appropriate safety items and, when appropriate, regulation PE/ Sports kit at all times when in School, travelling to and from School, and on school trips, unless given particular dispensation not to do so.
3. Pupils in Years 7-11 are required to follow the uniform guidelines, as set out in the Uniform Handbook, with regard to hair style, cut and colour, make up and jewellery. Additional guidelines may apply for health and safety reasons in certain activities.
4. Pupils in Years 12 & 13 are required to follow the Sixth Form Dress Code, including with regard to hair style, colour and cut, make up and jewellery, at all times when in School and on school trips, unless given particular dispensation not to do so.
5. Girls should not enter the School buildings (including the Riley Centre) before 8am unless they have specific permission from a named member of staff (for example to take part in a staff-organised activity, including a music lesson). Girls below the Sixth Form should leave the school's premises at the end of the school day by 4.15pm unless they have specific permission from a named member of staff (for example to take part in a staff-organised activity, including a music lesson, after school or to wait for an evening event in School). Any girl in Years 7-11 who needs to be on the premises at the end of the school day before she is collected by parents must report to the Library, where she will remain under the supervision of the Librarian until her parent(s) arrive(s) or until 5.30pm, whichever is the later. Sixth Formers may remain in the Riley Centre until 6pm unless they have specific permission from the Head of Sixth Form or, in her absence, their Year Tutor to remain there longer, for example in order to attend an evening activity. Pupils in Years below the Sixth Form may not enter the first or second floors of the Riley Centre, either during the School day or after the School day, unless they have been given specific permission to do so by the Head of Sixth Form.
6. Pupils in Years 7-11 are permitted to enter their Form rooms before school, at morning break and at lunchtimes. This is a privilege which, if abused, will be withdrawn. Pupils may also visit the Form rooms of other girls in their Year if their Head of School and/or Year Tutor permits this; again, this is a privilege which may be withdrawn if abused. Girls, other than Sixth Form Prefects, may not visit the Form rooms of girls in other years, unless they have been specifically tasked to do so by a member of staff.
7. Pupils in Years 7-10 are permitted to eat in their own Form room, provided that they clear up after themselves and maintain their room in a proper state at all times. Girls in Years 7-10 are not allowed to eat in any other part of the school building, apart from the Dining Room. They should not eat in the Great Hall, library, school corridors or in the room of another Form group, unless they have specifically been given permission by a member of staff to do so.
8. Pupils in Years 11-13 are permitted to eat in their own Form Room and/or in their Common Room/ the Riley Centre café, as appropriate. Again, they should clear up after themselves and must avoid eating in other parts of the school buildings.

9. No girl should carry an open drink can or open coffee/ tea cup in the corridors; beverages must be drunk in the Form room, Dining room, Common Room or Riley Centre as appropriate.
10. Pupils may not enter any room reserved for Staff use without specific permission to do so; they may only enter certain classrooms (such as the laboratories and the tech rooms) when a teacher has invited them in.
11. Pupils are expected to circulate politely, without running, in the School corridors; they should apply common sense and courtesy at all times. In order to avoid congestion, the general policy is for girls to walk on the right hand side of the corridor. In order to avoid accidents, the advice is for girls to walk down the stairs on the side with the bannister and up the stairs on the side without a bannister. Pupils should hold doors open for those who are following behind them and should make a particular effort to ensure that adults and visitors to the School are given priority through doorways.
12. Pupils in all years are required to ensure that they are properly equipped for the day ahead and that all their possessions are clearly marked and appropriately stored during their time in School. Valuable items, large sums of money, or items of sentimental value should not be brought in to School. The School's Insurance does not cover any pupil possessions which are lost or stolen on school premises.
13. Pupils in all years are expected to maintain all school equipment and resources, including text books, with care and respect and to ensure that these are returned to the appropriate Department on request. Girls should ensure that exercise books and files are kept in good order and free from graffiti. Girls are required to ensure that they follow the Acceptable Use Policy, including with regard to the safe storage and use of their iPad, iPad case and charger. Any damage to School property, apparatus or books should be reported to a member of staff immediately. Pupils are liable to pay for such damage.
14. Pupils are required to treat others' possessions with respect; they should not borrow or take an item belonging to another person or to the School without permission. No pupil should open another student's bag or locker without the owner's express permission. No pupil should open a teacher's drawer or bag without express permission to do so. Lost property should be handed in to a member of staff. A girl receiving an item belonging to a third party from another pupil may be deemed to be handling stolen property: if a pupil is given something which she knows, suspects or might reasonably know belongs to someone else, she should hand it in to a member of staff, rather than keep it on her person.
15. Girls are forbidden to possess or use tobacco, e-cigarettes or alcohol in School, on the journey to and from school (or a school-based activity), in the school grounds and on school trips. Any girl caught in the presence of someone using tobacco is liable to the same punishment as the person caught using tobacco, on the grounds that cigarettes are often passed around between smokers and, to avoid detection, a smoker will often drop the cigarette on the floor, making it impossible to prove who has smoked a lit cigarette among a group of pupils. Cigarettes, e-cigarettes and lighters must not be brought in to School; if found

on a girl's person, they will be confiscated and a sanction will normally be applied. Alcohol must not be brought in to School; if an alcohol-based present is brought in for a member of staff, it must be handed in to the school office as soon as the girl arrives in the building. If a small amount of alcohol is expressly required to follow a recipe in a Food Technology lesson, this must be taken straight to the Food Technology room at the start of the day. No girl may enter licensed premises on the way to or from school or whilst engaged in a school-organised activity.

16. Chewing gum is forbidden in School, on school trips and on the school coaches; any chewing gum found on a girl's person may be confiscated. Psychoactive substances (formerly known as 'legal highs') are also banned in School and on the school coaches, as well as on school trips.
17. It is forbidden to possess any illegal substances or material (for example on a mobile 'phone or iPad) while under the jurisdiction of the School, whether on the School premises or on a school trip or during a school-organised activity.
18. Mobile Phones must be switched off during the school day. Girls in Years 7-11 should keep their phone safely in their locker. Girls in Years 10 and above are allowed to take their phone out of their locker and to use their mobile phone (or mp3 player) to listen to music during break or lunchtime, but should not make calls or send texts at these times, and should ensure that the phone is returned to the locker thereafter. Girls in the Sixth Form may use their phone, but only in the Riley Centre. At all other times, Sixth Form mobile phones need to be out of public sight. Inappropriate use of a mobile phone will result in the phone being confiscated. Personal mobile phones and laptops may be searched for evidence *with or without* the consent of the owner provided there is good reason to do so. "Good reason" is defined to mean that the school reasonably suspects that the data or files on the device have been or could be used to cause harm, disrupt teaching or break the School rules. The iPads provided by the School can be searched by the School at any time without consent.
19. Girls in Years 7-11 should not use their iPads during the school day to send emails or messages to others, including members of their own family, without the specific authorisation of a member of staff at a particular moment, which may include an email sent by a member of staff requesting a response.
20. All photography and filming in School and on the school coaches is forbidden, including images taken with the iPad, unless specifically sanctioned by a member of the teaching staff at a particular moment. During school trips, accompanying staff will advise on any specific policy or prohibition in place but, as a general rule, photography and filming should be limited to images taken with the consent of the people photographed or filmed at times and places when they are engaged in public, not private, activities. In all cases (whether in School, on a school coach or on a school trip) where a pupil appears to take an image/ video but does not do so or does so and then deletes the image/ footage before it can be seen by a member of staff, the School reserves the right to treat the matter as if the image/ footage was taken.

21. Gambling is forbidden whilst on the School's premises or engaged in a school-organised activity or event.
22. Pupils are forbidden to order items for delivery, including food deliveries, on the school premises unless specific permission to do so is given by a member of staff.
23. Pupils are forbidden to sell items or services during school time or whilst taking part in a school trip/ activity unless they have the specific permission of a member of staff to do so. If the items being sold are edible, a notice giving an allergy warning must be displayed.
24. Contact with the media in the name of the School is forbidden without the approval of a member of the Senior Leadership Team.
25. Sixth Form pupils may drive to School only after applying for and being given permission of the Head of Sixth Form. Pupils may not give a lift to other students, unless the appropriate paperwork has been completed.
26. Pupils may not invite friends or members of their family in to the School buildings, including the Riley Centre, unless they are attending a specific, staff-organised event (including a meeting with a member of staff) or they have the specific permission of a member of staff for their friend/ family member to visit the School. All visitors must sign in at the Riley Centre.
27. Former pupils of Bolton School may not arrive unannounced and expect to be allowed entry in to the School. Any visits should be organised in advance with the Development Office and/or a member of Girls' Division staff.

Appendix 3: Substances and Items which are not allowed in the Girls' Division Senior School (to be included in the Regulations published each year):

The following items are prohibited in this School, as in any School in the country: knives or weapons, alcohol, illegal drugs, stolen items, tobacco and cigarette papers, fireworks, pornographic images or articles that have been or could be used to commit an offence or cause harm. They can be searched for without the pupil's consent if the Headmistress deems this appropriate.

In addition, the following items are banned in the Girls' Division Senior School and can be searched for without the pupil's consent if the Headmistress deems this appropriate:

- Chewing gum;
- Matches, lighters;
- E-cigarettes;
- Psychoactive substances (formerly known as 'legal highs');
- Solvents;
- Any drugs except those covered by the Prescribed Medicines Procedures (and looked after by the Nurses) and inhalers, which may be carried on the girl's person;
- Offensive material (including homophobic, biphobic, transphobic, extremist and/or racist material or items of a sexual nature), including material stored on a mobile phone, iPod, iPad, mp3 player or laptop;

- Any aerosol, including aerosol deodorants (other than essential medication);
- Laser pens;
- Hair straighteners;
- Razor blades;
- 'Smart' watches, such as Apple Watches;
- Drones.

Appendix 4: Types of Misbehaviour

This list is for guidance only and is not meant to be comprehensive. A level of professional judgement will apply in all cases as to the precise 'level' of misbehaviour and this judgment will include an evaluation of the intention behind the misbehaviour, the frequency with which it has occurred and the effect which it has, has had, or might have on others and on the reputation of the School.

Low-level Misbehaviour:

- Late arrival to class or form time (isolated incident)
- Failure to bring explanation for absence (isolated incident)
- Talking out of turn (isolated incident)
- Eating/drinking in class (without permission) or in the corridors (first offence)
- One-off contravention of uniform regulations
- Inappropriate level of effort (isolated incident)
- One-off case of inappropriate language
- One-off failure to attend Assembly
- One-off failure to produce planner
- Eating chewing gum
- An unintentional and/or minor violation of the School's rules and regulations

Medium-level Misbehaviour:

- One off failure to meet homework requirements with regard to submission and/or quality
- Persistent inappropriate level of effort
- Persistent late arrival to class or form time
- Persistent contravention of uniform regulations
- Inappropriate behaviour during non-contact time at breaks and lunchtimes
- Disruption of other pupils' learning by, for example, persistent talking
- Abuse of Study Period
- (Sixth Form only) Going off the premises in the school day without permission and/or without signing out
- Use of the internet/ network which does not comply with the ICT Acceptable Use Policy
- Use of mobile phones and mp3 players which does not comply with the school regulations
- Minor Disobedience to staff or Prefects
- (Years 7 to 11 only) Repeated failure to produce planner

- (Years 7 to 11 only) Repeated failure to have planner signed by parent
- Going to the Boys' Division without permission
- Repeated failure to bring required equipment to lessons
- Discourteous or disrespectful behaviour to any member of the school community
- Potentially unsafe or disruptive behaviour
- A violation of the School's rules and regulations

Serious Misbehaviour:

- Persistent failure to meet homework requirements with regard to submission and quality
- Persistent low-level or one-off major disruption of other pupils' learning, particularly when failing to heed warnings or obey instructions
- (Years 7 to 11) Single occurrence of truancy from a lesson, unauthorised absence or going off the premises without permission in the school day
- (All years) Persistently missing Assemblies and/or other commitments
- (Sixth Form only) Persistent missing of lessons, including CEP and PSHEE
- Cheating or plagiarism
- The taking of images/ recording of material with the intention of using them to harm an individual's/ the School's reputation and/or embarrass an individual/the School; the dissemination of such images within School or in a public forum
- The use of text messages or the internet to make abusive or offensive remarks to or about another individual in School
- The distribution of information likely to damage the reputation of the School
- Bullying, including cyberbullying
- Rudeness or serious disobedience to a member of staff or Prefect
- Defiance and refusal to cooperate; persistent refusal to follow staff instructions, including on trips & at sports events
- Persistent refusal to follow School rules or the dress codes; refusal to remain within the spirit and provision of School policies
- Physical attack on another pupil or member of staff; incitement to violence and/or intimidation
- Bringing the School into disrepute (including during a sports fixture, in town or on public transport and via comments made in public)
- Repeated minor unsafe or disruptive behaviour and/or major unsafe or disruptive behaviour
- Vandalism &/ Damage to property, including cars parked on the School site and the computer network; defacement or deliberate damage to another pupil's property
- Thefts of School/ other students' or staff property
- Blackmail
- Acts of or incitement to intimidation, harassment (including via text messages and the internet) & other forms of bullying (See Anti-bullying policy)
- Deliberate racist, sexist, homophobic, transphobic or biphobic behaviour

- Gambling
- Bringing illegal or certain legal drugs (tobacco, alcohol, solvents) into school or their paraphernalia or substances intended to resemble them; evidence of drug misuse; bringing weapons, banned or offensive substances or materials into school; smoking; possession and use of alcohol
- Visiting licensed premises in the School day, including at lunchtimes; consuming alcohol on a trip or in uniform
- Misconduct of a sexual nature; supply or possession of pornography
- Possession or use of unauthorized firearms or other weapons
- Computer hacking
- Persistent attitudes or behaviour which are inconsistent with the School's ethos
- A major violation of the School's rules and regulations
- Repeated minor violations of the School's rules and regulations

Severe Misbehaviour includes many items listed above as 'serious misbehaviour'; it involves:

- An action which is not compatible with the provision for the efficient education of other children
- An action which involves serious, actual or threatened violence against another pupil or member of staff or their/ the School's property
- An action which puts the pupil or others at risk of harm or injury
- An illegal or criminal action
- An extreme violation of the School's rules and regulations
- Repeated major violations of the School's rules and regulations
- Other serious misconduct (single or repeated episodes) which affects the welfare of a member or members of the School community or which brings the School into disrepute, whether this conduct occurs on or off School premises.