



## BEHAVIOUR, REWARDS AND SANCTIONS

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## **Aims**

The aims of this policy are:

- to enable the Head to carry out her responsibilities of maintaining order and good discipline in the Girls' Division
- to promote good behaviour in the Girls' Division
- to ensure, so far as possible, that every pupil in this School can benefit from and make her full contribution to the life of the School, consistent always with the needs of the school community
- to support the Terms and Conditions, which represent the contract between parents and 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 Head and all staff will manage behaviour appropriately and reasonably, including the use of rewards and sanctions, in line with the Foundation's Behaviour Policy for Staff, Volunteers, Contractors and Other Adults. All staff and, where appropriate, older pupils, particularly those with a position of responsibility (eg Year 13 or Year 11 Prefect, Form Captain, Sports Captain School Council Representative), are expected to act as role-models for good behaviour.

By signing the School's Parental Contract, parents "confirm that they accept the authority of the Head and of other members of staff on the Head's behalf to take all reasonable disciplinary or preventative action necessary to safeguard and promote the welfare of each pupil and the School community as a whole."

By signing the School's Pupil Contract, senior school pupils confirm that they are aware of the School rules, the Senior School regulations, and of the likely sanctions if they contravene these.

## **Rewards**

- All staff are strongly and regularly encouraged to share positive information about the success of pupils in any aspect of school life. We have a supportive school with a caring ethos. Therefore, there are several means within the school of rewarding and celebrating achievement and good behaviour.

- All Merits and commendations are awarded through the Rewards and Conduct facility on ISAMS. Merits are checked regularly by the Pastoral Team. Teachers may award either a Subject Merit or a Citizenship Merit to pupils in Years 7 to 13
- ***Subject Merit:*** can be gained through either one single award of a Merit or through the accumulation of Credits. Each subject department has its own criteria for deciding when excellent work warrants the award of a Merit or Credit. This may also be given, for example, for sustained effort in organising work, a significant improvement in attainment or organisation or a significant contribution to lessons, etc.
- ***Citizenship Merits:*** can be awarded for good behaviour, either inside or outside the classroom.
- In Years 7 to 9, pupils who gain ten Merits across a range of subjects receive a book token (or equivalent award), presented by the Head or Head of School.
- In Years 10 to 13, pupils who gain five Merits receive a book token (or equivalent award), presented by the Head or Head of School.
- In addition, a teacher can award a Commendation and so put forward an outstanding piece of work or series of assignments for consideration for the Head's Commendation. The Head of School will be notified and will ask to see the piece of work before putting it forward for the Head's Commendation.
- The Head will have appointed lunchtimes where pupils can go to present the work and sign the Commendation Record.

### **Public Recognition**

- In the Head's weekly email, the termly newsletter or annual school magazine;
- On the website and on social media accounts;
- At weekly School Assemblies (Whole School and/or Year Group);
- At Achievement and Praise Assemblies (Whole School assemblies and/or Year Group assemblies), including End of Term Assemblies when Sport or Music;
- At Achievement Evenings;
- At other opportunities to celebrate, including Music and Drama evenings, concerts and performances, the issuing of certificates from sporting activities and competitions and Sports Day.

## **The Girls' Division School Rules**

The Governors and the Head 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.

For the avoidance of doubt, parents and pupils are advised that there may be differences in policies and procedures between different schools within the Foundation as well as between this school and other educational institutions. The Girls' and Boys' Divisions have a single Governing Body but separate DfE registrations and are inspected separately. If, on the balance of probabilities, it is found that there has been a breach of discipline, the member of staff in charge of dealing with the matter will apply the sanction which is judged appropriate within the context of the relevant school and in the specific circumstances, regardless of any sanctions applied elsewhere within the Foundation or at any other institution.

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 always apply to all age groups 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; associated with the School at any time, including when on a School trip.

### **Key School Rules**

- To always treat others in the School community or the public with respect and courtesy;
- 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 punctually, unless they have explicit permission to be absent from their Headteacher (or other member of their pastoral staff, such as the Form or Year Tutor), they are attending the Medical Room (including an appointment with the Counsellor), they have a scheduled Music or Learning Support lesson;
- To ensure that they attend all other school commitments and activities punctually and as 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 and are sure that such permission has been given;
- 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 ensure that they do not enter any part of the School's buildings or grounds which they are not authorised to enter or at times when they have been told that they should

not enter the building/ part of the building/ grounds and that they leave the Schools buildings/ grounds when required to do so, including at the end of the school day, unless they are engaged in a supervised activity with a member of staff (up to Year 11) or they are working safely and sensibly in the Riley Centre (students up to Year 13 until 6pm);

- 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;
- To follow any Divisional, School or Foundation policy which is relevant to them

## **Sanctions**

Most 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. Where their behaviour falls short of expectations, minor sanctions are sometimes required.

The Head 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.

### **Types of sanctions which can be applied**

To be lawful, any sanction must satisfy the following three conditions:

- The decision to punish a pupil must be made by a member of staff authorised by the Head;
- The decision to sanction the pupil and the sanction itself must be made on the school premises or while the pupil is under the charge of the member of staff;
- It must not breach any other legislation (for example in respect of disability, special educational needs, race and other equalities and human rights) and it must be reasonable in all the circumstances.

#### **Low Level Sanctions (informal disciplinary action):**

- A Misconduct, which is sent home to parents;
- Repeated breach of a similar nature: a second Misconduct, with withdrawal of break or lunchtime privileges through a form tutor or subject teacher detention during school hours, including lunch or break time;
- Subsequent breach of a similar nature: a third Misconduct, with withdrawal of break or lunchtime privileges through attendance at Head of Department detention/supervised session. N.B., all detentions should be recorded on ISAMS;
- Where four Misconducts are received of a similar nature, regardless of subject, the Head of Year will meet with the student and issue an appropriate sanction.
- Any further breaches will lead to the application of mid-level sanctions.

#### **Mid-level Sanctions (informal disciplinary action):**

- Head of School Detention, served after school;
- Removal from the group/class/a particular lesson on a planned or ad hoc basis
- Withholding participation in educational visits or sports events, particularly when these are not essential to the curriculum;
- Temporary confiscation of item (including mobile phone).

#### **Higher to Highest-level Sanctions (formal disciplinary action):**

- Written warning, e.g. from Deputy Head or Head;

- One day internal or external fixed term exclusion/ suspension (including a 'technical' suspension where a pupil is on Study Leave or is about to go on Study Leave), which may be accompanied by a written warning or final written warning;
- Final written warning;
- Longer fixed-term exclusion from school (including a 'technical' suspension where a pupil is on Study Leave or is about to go on Study Leave), which will normally be accompanied by a written or final written warning;
- Permanent exclusion from school (i.e. expulsion).

**Internal or Technical Suspension:** A pupil may be placed under Internal Suspension if the Head (or her Deputy) judges that the pupil 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. A Technical Suspension may also be awarded at the Heads's discretion to a pupil in Years 11-13 who is very near (ie in the final week or couple of weeks prior) to her examinations and so to miss lessons at such a time might potentially have a disproportionate effect on her education.

**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 giving work to be done during the absence, catching up with missed work and avoidance of repetition of the breach of school rules. This will be in line with the Foundation Expulsion Review Policy should a pupil be placed under suspension pending possible expulsion. Governors are informed by the Head in her termly report of any pupil who is suspended.

**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. There is a Foundation Expulsion review policy which pupils and parents can view on the school website or this can be requested, free of charge, from the Foundation Head of Compliance. The situation with regard to the fees payable in such circumstances is outlined in the Terms and Conditions.\*

### **Recording of Incidents**

Misconducts and Detentions are logged on Isams. Significant or ongoing behaviour incidents are logged on CPOMS, and categorised appropriately. Individual behaviour trends and trends across form groups and year groups are monitored by the Heads of Year, Heads of School and the Deputy Head (Pastoral), who will take appropriate measures to sanction, and will pro-actively implement interventions, for example through assemblies and Thrive sessions, to prevent further incidences of the identified behaviours.

## Appendix 1

### Girls' Division Senior School Regulations

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

1. Pupils in all years are required to behave and speak respectfully, 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) and/or harassment (including racial or sexual harassment), acts of or incitement to intimidation, and blackmail will be subject to sanctions up to and including permanent exclusion. Racist, sexist, homophobic, biphobic or transphobic behaviour has no place in our School. Such matters will be dealt with on a case by case basis, in line with the Girls' Division Behaviour Management and Discipline Policy and the Senior Girls' Anti Bullying and Rewards and Sanctions Policies.
2. Pupils in all year groups are expected attend lessons and commitments punctually. They are required to work to the best of their abilities, completing class and homework punctually as set, bringing all required materials and equipment to lessons and taking part fully in all learning activities, including during Study Periods. They must not disrupt others' learning at any time. Pupils in Years 7-11 are required to have their planner signed by parents on a weekly basis.
3. Pupils in Years 7-11 are required to wear school uniform (see Appendix 5) 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.  
Pupils in Years 7-11 are required to follow the guidelines as set out Appendix 5 with regard to hair style, cut and colour, make up, to include facial and skin enhancement (such as eyebrows, eyelashes and strong fake tan) and jewellery. Girls should ensure that skirts are not rolled up and are to be worn at 'the knee' in length. Tattoos and body piercings are not allowed. Girls with long hair in the Lower School (Years 7-9) are obliged to tie their hair up.  
Students in Years 12 and 13 are required to follow the Sixth Form Dress Code, including with regard to hair style, colour and cut, make up, tattoos, and jewellery, at all times when in School and on school trips, unless given particular dispensation not to do so. The Dress Code must be adhered to throughout students' time in Sixth Form, including during the examination period (which includes the Contingency Day for examinations.)  
For all year groups, additional guidelines may apply for health and safety reasons in certain activities.
4. For insurance reasons, pupils 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).  
Pupils 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) who is prepared to supervise them directly during the activity and/or until the activity begins. Any pupil 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. In such cases, the named member of staff in charge of the activity will explicitly undertake to provide 'remote supervision' of the Sixth Former, ie the member of staff will know who is present in the building, will be on the school site, and will take charge in the event of a fire evacuation or incident. Pupils in Years below the Sixth Form (including brothers and sisters of members of 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.
5. Other than to access the school coaches, pupils in Lower and Upper School may only visit the Boys' Division for access to the IT helpdesk. They must have permission in their planners from either their Head of School, Year Tutor or Form Tutor to do this. In order to visit the school uniform shop, pupils must ask permission from their Head of School or Year Tutor. Pupils

seeking permission for this from their Head of School/Year Tutor will also need to submit a note from their parent or legal guardian.

6. Pupils in all years are not permitted to go to any part of the Arts Centre, including the changing rooms and toilets, unless they are involved in a specific activity or lesson, supervised or specifically authorised by a member of staff, which is taking place there. In such cases, they must only arrive in time for the start of the activity or lesson (rather than hanging around for some time before the activity/ lesson begins) and they must leave as soon as it has finished. If they are attending a music rehearsal/ practice, they must sign in and follow the specific rules relating to musical activities in the Arts Centre.
7. Pupils in Years 7-11 are permitted to enter their Form rooms before school after 8am, 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 pupils 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. Pupils, other than Sixth Form Prefects, may not visit the Form rooms of pupils in other years, unless they have been specifically tasked to do so by a member of staff.
8. 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. Pupils 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 or drink 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.  
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. Take-away Food and Beverages from fast food outlets/coffee shops are not permitted anywhere in school. No pupil should carry an open drinks 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 always apply common sense and courtesy. To avoid congestion, the general policy is for pupils to walk on the right-hand side of the corridor. To avoid accidents, the advice is for pupils to walk down the stairs on the side with the banister and up the stairs on the side without a banister. 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 into 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 textbooks and iPads, with care and respect and to ensure that these are returned to the appropriate Department on request. Pupils should ensure that exercise books and files are kept in good order and free from graffiti. Pupils are required to ensure that they follow the ICT Acceptable Use Policy, including regarding the safe storage and use of their iPad, iPad case and charger. Any damage to School property, apparatus, or books (whether accidental or otherwise) 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 damage, deface or vandalise that which belongs to others, including cars parked on the school site or belonging to another member of the school community. 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 pupil 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 or in her locker.  
All pupils are given their own locker(s) in which to keep items during the school day. Pupils must only store their items in the main locker and (up to Sixth Form) sports locker assigned to them; they are not entitled to use any other locker, whether it has been allocated to someone else or not. Any breach of these rules is likely to lead to a serious sanction up to and including permanent exclusion.
15. Pupils are forbidden to supply, possess, consume or use illegal drugs, psychoactive substances (formerly known as 'legal highs'), tobacco, solvents, e-cigarettes or alcohol in School, on the journey to and from school (or a school-based activity), in the school grounds, during school activities and on school trips. They must not bring in to School or on any activity/ trip any

paraphernalia associated with the above or substances intended to look like the above. Any pupil caught in the presence of someone using illegal drugs, psychoactive substances, tobacco, solvents, e-cigarettes, alcohol, or any substance designed or purporting to be such an item is liable to the same punishment as the person caught using the illicit item.

Cigarettes, e-cigarettes and lighters must not be brought into School; if found on a pupil's person, they will be confiscated, and a sanction will normally be applied. Alcohol must not be brought into 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 pupil 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 pupil may enter licensed premises on the way to or from school or whilst engaged in a school-organised activity. Any breach of these rules is likely to lead to a serious sanction up to and including permanent exclusion.

16. Chewing gum and bubble gum are forbidden in School, on school trips and activities and on the school coaches; any chewing/bubble gum found on a pupil's person may be confiscated.
17. Pupils are expected to sign and adhere to the Acceptable Use Policy for ICT and to ensure that they do not damage or interfere with the School's computer network in any way. Any form of hacking or malicious abuse of the School's ICT systems will result in a serious sanction up to and including permanent exclusion.
18. It is forbidden to possess any illegal substances or illegal or indecent 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. Pupils must ensure that any image or other material stored on their iPad or personal phone and brought into School (or taken on a school trip/ activity) is legal, decent and appropriate in a school environment. Any pupil receiving inappropriate, illegal or indecent substances or material from another individual should report this to a member of staff immediately. Failure to do so means that she herself becomes guilty of possessing and/or storing illegal or indecent substances material. Any material which may be illegal will be reported to the police in line with the Policy on Inappropriate Images. Any illegal substances found in School will be reported to the police.
19. Mobile Phones must be switched off during the school day. Pupils in Years 7-11 should keep their phone safely in their locker until 4pm, with the exception of pupils on school coaches, who have permission to keep their phones in their bags from 2.15pm onwards. Form Tutors make a list of pupils in their forms to whom this applies. Pupils 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. If a mobile phone is seen on a pupil's person (Years 7-11) or in sight in the GD buildings, this will result in the phone being confiscated or for repeated offences, banned from school. If a Sixth Former is seen using a 'phone outside of the Riley Centre, this is also subject to confiscation, subject to the nature of the offence. 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.
20. Pupils in Years 7-11 should not use their iPads or any other form of technology during the school day to send/ airdrop emails or messages to others, including members of their own family and other pupils in school, without the specific authorisation of a member of staff at a particular moment. This may include an email sent by a member of staff requesting a response.
21. All photography and filming in School, on school trips, and on the school coaches is strictly forbidden, including images taken with the iPad and on personal 'phones, unless specifically authorised by a member of the teaching staff at a particular moment. In such cases, the member of staff will normally only authorise the taking of the image on the iPad, not on a child's personal 'phone. Any breach of this rule is likely to lead to a serious sanction up to and including exclusion. Further to this, the dissemination of this within school or in a more public arena, eg on social media, of any such images taken is also banned. Any offence is aggravated and subject to the highest level(s) of sanction if images are disseminated once they are taken. 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 were taken.
22. Whilst in school, pupils are not permitted to watch and/or share with others online videos without permission from a member of staff. Pupils are also not permitted to play non-educational videos or games on any device, nor may they access social media during the school day. Regardless of the fact that Sixth Form students are allowed to use their phones in the Riley Centre, this rule applies equally to all pupils/students.
23. Sexual activity or inappropriate displays of affection are forbidden whilst on the Foundation's\* premises or engaged in a school-organised activity or event.

24. Gambling is forbidden whilst on the Foundation's\* premises or engaged in a school-organised activity or event.
25. Pupils are forbidden to order items for delivery, including food deliveries, onto the Foundation's\* premises unless specific permission to do so is given by a member of staff.
26. 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.
27. Pupils are not permitted to participate in sports activities with members of the Boys' Division unless explicit permission to do so has been granted by their Head of School, the Deputy Head or the Head.
28. It is forbidden to bring the School in to disrepute, including through bad conduct or language at a sports fixture, in the local community or on public transport when in school uniform or on the way to/ from School, or as a result of comments made in public or on social media. Contact with the media in the name of the School is forbidden without the express approval of a member of the Senior Leadership Team. Any breach of this rule is likely to lead to a serious sanction up to and including exclusion.
29. 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. No pupil may drive or park on the School site.
30. Pupils may not invite friends or members of their family (including Old Boys or Old Pupils) on to the Foundation's\* premises or into 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. In the second of these cases, the member of staff will have sought approval from the Head for the visitor to be recorded on the Visitors' List. All visitors must sign in at the Riley Centre unless they are attending a specific School function by invitation, eg a school performance, sports day or Celebration Evening.  
Former pupils of Bolton School may not arrive unannounced and expect to be allowed entry into the School. Any visits should be organised in advance with the Development Office and/or a member of Girls' Division staff.
31. Defiance, refusal to cooperate with staff and/or to follow staff instructions, including on a school trip and at sports events, will be treated with the utmost severity, particularly when behaviour is unsafe for oneself or others or disruptive to others' learning and welfare. Persistent attitudes or behaviour which are inconsistent with the School's ethos may result in parents being asked to remove their daughter from School.
32. Pupils are expected to behave with honesty and integrity at all times, in preparation for their working life and to become decent citizens. Plagiarism or any form of cheating is not permissible and is likely to result in a sanction up to and including permanent exclusion for the most serious breaches in trust (for example malpractice in an external examination or non-examined assessment which contributes to an externally validated grade). Lying or concealment of the truth, including during an investigation of any incident which has occurred in School or during a school validated trip or activity seriously undermines a pupil's credibility. If a pupil distorts the truth during a legitimate staff investigation of a cause for concern, she makes herself more culpable and potentially opens herself up to a more serious range of sanctions than if she had admitted the truth in the first place.

## **Appendix 2**

### **Substances and Items which are not allowed in the Girls' Division Senior School:**

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 the member of staff reasonably suspects have been or is likely to be used to commit an offence or cause personal injury to, or damage to the property of, any person (including the pupil concerned).

These items can be searched for without the pupil's consent if the Head 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 Head deems this appropriate:

- Chewing and bubble gum;
- Matches, lighters; E-cigarettes;
- Psychoactive substances (formerly known as 'legal highs');
- Any item which might reasonably be judged to be intended to resemble drugs, solvents, or a psychoactive substance;
- Solvents;
- Any drugs, except those covered by the Prescribed Medicines Procedures (and looked after by the Nurses) and inhalers or epipens, which may be carried on the pupil'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 or any other device;
- Any aerosol, including aerosol deodorants (other than essential medication);
- Laser pens;
- Hair straighteners;
- Razor blades;
- 'Smart' watches, such as Apple Watches;
- Drones;
- Real and replica weapons, including water pistols.

## **Appendix 3**

### **The application of sanctions**

#### **Low Level Sanctions (informal disciplinary action):**

- A Misconduct, which is sent home to parents;
- Repeated breach of a similar nature: a second Misconduct, with withdrawal of break or lunchtime privileges through a form tutor or subject teacher detention during school hours, including lunch or break time;
- Subsequent breach of a similar nature: a third Misconduct, with withdrawal of break or lunchtime privileges through attendance at Head of Department detention/supervised session. N.B., all detentions should be recorded on ISAMS;
- Where four Misconducts are received of a similar nature, regardless of subject, the Head of Year will meet with the student and issue an appropriate sanction.
- Any further breaches will lead to the application of mid-level sanctions.

#### **Mid-level Sanctions (informal disciplinary action):**

- Head of School Detention, served after school;
- Removal from the group/class/a particular lesson on a planned or ad hoc basis
- Withholding participation in educational visits or sports events, particularly when these are not essential to the curriculum;
- Temporary confiscation of item (including mobile 'phone).

#### **Higher to Highest-level Sanctions (formal disciplinary action):**

- Written warning, e.g. from Deputy Head or Head;
- One day internal or external fixed term exclusion/ suspension (including a 'technical' suspension where a pupil is on Study Leave or is about to go on Study Leave), which may be accompanied by a written warning or final written warning;
- Final written warning;
- Longer fixed-term exclusion from school (including a 'technical' suspension where a pupil is on Study Leave or is about to go on Study Leave), which will normally be accompanied by a written or final written warning;
- Permanent exclusion from school (i.e. expulsion).

#### **Actions which will lead to Low level Sanctions:**

- Talking out of turn;
- Disruption of other pupils' learning by, for example, persistent talking;
- Low-level discourteous behaviour towards a member of staff;
- Inappropriate language (without malicious intent);
- Eating/drinking in class (without permission) or in the corridors;
- Consuming chewing gum at any time;
- Contravention of uniform regulations;
- Unauthorised use of iPad without explicit permission from a member of staff;
- Failure to attend an activity to which they have committed;
- Being out of bounds or being in places at inappropriate times;

- Late arrival to class or form time;
- Inappropriate level of effort in class;
- Failure to meet classwork or homework requirements with regards to submission and/or quality.

**Actions likely to lead to Mid level Sanctions (e.g., Head of School detention):**

- Persistent inappropriate level of effort;
- Persistent disruption of other pupils' learning, particularly when failing to heed warnings or obey instructions;
- Rude or aggressive behaviour to any member of the school community;
- Use of the internet/ network which does not comply with the ICT Acceptable Use Policy (to be escalated to Deputy Head in more serious cases);
- Any use of mobile phones at times and in places where this is not allowed (this will lead to a Misconduct and confiscation of phone);
- Frequent failure to meet homework requirements with regard to submission and quality;
- Frequent refusal to follow School rules or the dress codes;
- Any action which puts the pupil or others at risk of harm or injury;
- Persistently missing Assemblies and/or other commitments;
- Cheating or plagiarism in classwork, homework or internal tests/exams;
- Parking or bringing vehicles on to School site without specific permission to do so from a Senior member of staff;
- The taking of images/ recording of material in breach of the School's regulations.

**Actions likely to lead to Highest-level Sanctions (e.g., Internal suspension/ suspension/ expulsion):**

- Persistent refusal to follow School rules, the dress codes or staff instructions, including on trips & at sports events despite low or mid-level sanctions;
- Acts of defiance and refusal to cooperate;
- Refusal to remain within the spirit and provision of School policies;
- Any serious misconduct (single or repeated episodes) which affects or has the potential to affect 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;
- Bringing the School into disrepute (including during a sports fixture, in the local community or on public transport and via comments made in public);
- Repeated minor unsafe or disruptive behaviour and/or one off example of major unsafe or disruptive behaviour;
- Any action which involves serious, actual or threatened violence against another pupil or member of staff or their/ the School's property;
- Physical attack on another pupil or member of staff; incitement to violence and/or intimidation;

- Occurrence of truancy from a lesson, unauthorised absence or going off the premises without permission in the school day;
- Going off the premises in the school day without permission;
- Introducing visitors on to the School site without permission, including Old Girls;
- The use of text messages or the internet to make abusive or offensive remarks to or about another individual in School;
- Bullying, including cyberbullying;
- Blackmail;
- Acts of or incitement to intimidation, harassment (including via text messages and the internet) & other forms of bullying (See Anti-bullying policy) including sexual harassment;
- Deliberate racist, sexist, homophobic, transphobic or biphobic behaviour;
- Sexual activity or inappropriate displays of affection;
- Misconduct of a sexual nature;
- Distribution or possession of pornography and/or indecent images, including on personal items of equipment such as a mobile 'phone;
- The distribution of information likely to damage the reputation of the School;
- Vandalism and/ or damage to property, including cars parked on the School site and the computer network and defacement or deliberate damage to another pupil's property;
- Thefts of School, other students' or staff property;
- Gambling;
- Bringing illegal or certain legal drugs (tobacco, alcohol, solvents) or their paraphernalia or substances intended to resemble them into School or on a School trip/ activity;
- Evidence of drug misuse;
- Bringing weapons, banned or offensive substances or materials into School on a School trip/ activity;
- Smoking or vaping in School, on the Foundation's premises, during the School day, including at lunchtimes, on a School trip or in uniform;
- Visiting licensed premises in the School day, including at lunchtimes;
- Consuming alcohol in the School day, or on a School trip or in uniform;
- Arriving at School under the influence of alcohol and/or illegal drugs;
- Failure to report illegal images/ messages received from another individual;
- Possession or use of firearms or other weapons;
- Computer hacking;
- Plagiarism or any form of cheating in an external examination on non-examined assessment, intended to contribute to an externally validated grade;
- Any illegal or criminal action.

## Appendix 4

### 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 Head, and staff authorised by the Head, 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* (January 2018), which is summarized in Appendix 4. 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 Head to search a pupil without the pupil's consent: the Head delegates this power to those staff who agree to accept it.

### Summary of DfE Guidance (2018) on Screening, Searching & Confiscation

Whilst pupils have a right to respect for their private life (meaning that they have the right to expect a reasonable level of personal privacy), this right is not absolute. Schools may act where it is justified and appropriate to do so, and hence the powers to search in the Education Act 1996 are compatible with this right.

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 Appendix 3). The teacher must decide in each 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 decide whether to conduct a search for an item.

School staff can search a pupil **with** their consent for any item. Formal written consent is not required; it is sufficient for the member of staff to ask the pupil to turn out their pockets or if the teacher can look in the pupil's bag and for the pupil to agree verbally.

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 pupil is entitled to expect an appropriate level of privacy. The person doing the search must be the same sex as the pupil being searched, and there must also be a witness. The witness must also be a member of staff.

In limited exceptions, the search can be carried out by a member of the opposite sex and/or without a witness if the member of staff reasonably believes that there is a risk that serious harm will be caused to a person if that search was not conducted immediately, and where it is not reasonably practicable to summon another member of staff.

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.

#### **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; '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 can 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.

#### **The legal situation regarding items found as a result of a ‘without consent’ search:**

- 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:**

- Where the person conducting the search finds an electronic device that is prohibited by the school rules or that they reasonably suspects has been, or is likely to be, used to commit an offence or cause personal injury or damage to property, they may examine any data or files on the device where there is a good reason to do so. They may also delete data or files if they think there is a good reason to do so, unless they are going to give the device to the police. This power applies to all schools and there is no need to have parental consent to search through a young person’s mobile phone if it has been seized in a lawful ‘without consent’ search and is prohibited by the school rules or is reasonably suspected of being, or being likely to be, used to commit an offence or cause personal injury or damage to property.
- 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 an electronic device that is prohibited by the school rules has been seized and the member of staff has reasonable grounds to suspect that it contains evidence in relation to an offence, they must give the device to the police as soon as it is reasonably practicable. Material on the device that is suspected to be evidence relevant to an offence, or that is a pornographic image

of a child or an extreme pornographic image, should not be deleted prior to giving the device to the police.

- If a staff member does not find any material that they suspect is evidence in relation to an offence, and decides not to give the device to the police, they can decide whether it is appropriate to delete any files or data from the device or to retain the device as evidence of a breach of school discipline.
- All school staff should be aware that behaviours linked to sexting put a child in danger. Governing bodies should ensure sexting and the school's approach to it is reflected in the child protection policy. The UK Council for Child Internet Safety (UKCCIS) Education Group has recently published the advice - sexting in schools and colleges - responding to incidents and safeguarding young people
- Teachers should also take account of any additional guidance and procedures on the retention and disposal of items that have been put in place by the school.

NB The DfE'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 5**

### **Investigations**

In the Girls' Division Senior School at Bolton School we recognise that pupils, parents or staff may bring incidents of potential misconduct which require investigation to SLT attention or, during a trip, to the attention of the Trip Leader. It is always our intention to obtain an accurate and truthful account of any incidents which may have breached the School Regulations, any additional rules applied on a trip (if appropriate), the Behaviour Management and Discipline and/or Anti-Bullying Policy and which have occurred on School premises, during School trips, School events and/or at other times when School's authority may reasonably consider to apply, including on the School coaches, when pupils are in school uniform and/or in some cases when issues outside of School have an impact on School life.

#### **When is an investigation required, or is not required?**

Sometimes an incident occurs which requires little or no subsequent investigation, for example, the perpetrator admits what she has done; her interpretation accords with that of the victim and/or of others present. There is an acceptance that what happened should not have happened and an understanding that it will not happen again. In such cases, little or no investigation is required; a sanction may be applied and this can be done quickly and all parties can move on from the affair swiftly, the appropriate lessons having been learned from the incident.

However, in some cases, there is doubt as to what has occurred and/or the potential sanction for the alleged misdemeanour is particularly severe. The alleged perpetrator may deny her involvement or may give mitigating causes for what has happened, and a more detailed investigation may be required.

#### **How will an Investigation Proceed?**

During such investigations, as far as it is reasonably practical to do so, all parties involved will be asked to give their own accounts of what has allegedly happened and thus facilitate a measured and considered response from those responsible for discipline, including the Head in taking action as natural justice would dictate. This is particularly important where a serious sanction such as an Exclusion may apply. An investigation and any subsequent meeting will be conducted fairly, in as short a period as possible, and in a way which is appropriate to a School, without formal legal procedures or legal representation. The proceedings will at all times be considered confidential.

On receiving a complaint or allegation / indication of misconduct on the part of a pupil, an Investigation will normally follow, coordinated by an Investigating Officer (Head of Year, Head of School, Deputy Head or trip leader, as appropriate). Pupils may be withdrawn from lessons and will sometimes be placed in supervised isolation within School, to facilitate the investigation. The Investigating Officer will initially seek to ascertain the circumstances and facts surrounding the issue in question by talking to and taking statements from the following people in private: subject of an allegation of misconduct; any witness (including through social media channels) to the misconduct; any alleged victim of the misconduct.

Parents of any pupil who is being investigated for alleged misconduct will normally be notified of the nature of the allegation / incident as soon as is reasonably practical, following any initial meeting which gathers the facts / evidence. Where a matter has the potential to be very serious and concerns the youngest Senior School children, particularly Year 7, it may be that parents are asked to come in to support their daughter at the first meeting where she is required to write a statement. However, in general, it is expected that pupils, being of senior school age, have the maturity and are sufficiently responsible to take part in interviews without their parent(s) being present, at least in the first instance.

The following will also apply:

*(NB these details will normally be supplied to parents if circumstances dictate that they are useful, ie if a situation involving their child is investigated following a serious concern/allegation).*

- Pupil and/or staff statements will normally be used as an integral part of investigating incidents in school. Statements will be of such a standard that they demonstrate the professionalism of the staff involved in the unlikely event of them being used in any legal proceedings.
- All written statements will be attributed, signed and dated.
- Any physical evidence, if it exists, will be retained if at all practicable; alternatively, if there are difficulties in retaining physical evidence, then photographic evidence or signed witness statements will be acceptable.
- If appropriate, mobile devices will be temporarily confiscated from a pupil and may be searched if this is required in accordance with the Behaviour Management and Disciplinary Policy/ Sexting Policy;

in some circumstances, and only with reasonable cause, the School may feel it necessary to search a pupil's clothes, belongings or locker space, in accordance with the Behaviour Management and Disciplinary Policy.

- When taking statements, all reasonable efforts will be made to prevent collusion.
- Consideration will be given as to whether to refer matters to police or social care for advice or action. In particular, the Head or other senior member of staff will consider referral to the police if it is possible that a serious criminal act has taken place, including but not confined to the following: Serious actual or threatened violence against another pupil or member of staff; Sexual abuse or assault; Supplying an illegal drug; Carrying an offensive weapon. NB Whilst the police are investigating an incident, the School will refrain from taking statements unless the police have given permission to continue.
- If any pupil refuses to give a statement, then the School will document this and ensure that they have tried all means to obtain this information depending on the reason given for refusal.
- The member of staff taking the statement will always be neutral and will not have been involved in the incident. S/he will not normally be the main or sole person involved in ultimate decision- making in relation to possible sanctions, unless

consultation with another member of staff is impossible (for example, on a school trip).

- Wherever possible, an appropriate adult will be made available to support all pupils during an investigation, particularly if they are distressed or vulnerable. This adult would be there to ensure good communication and an understanding of the process by the pupil but not act as an advocate or interfere in the investigation.
- In taking a statement from a pupil, consideration will be given to their age, aptitude and ability in terms of the process, including for pupils for whom English is not their first language.
- The staff member taking the statement will outline the following ground rules to ensure the pupil is aware of the procedure: that a full investigation will take place; that it is important for pupils to give an honest and full account, whatever their experience of their incident; that their account may eventually be shared with others, but that personal information will be treated with sensitivity and not disclosed unnecessarily.
- Potential witnesses will be informed of the time and place of the alleged incident but given no unnecessary details as their statement needs to reflect their recollection of what occurred.
- The time and place of the interview will be recorded, as well as the names of the people present at the time the statement was taken. The completed statements will be read back to the student and signed as a true record by both pupil and staff member.
- Although potential witnesses are ideally kept from colluding by being kept separate it is possible to ask several witnesses at once to write their account in certain circumstances as they can be asked to do this without speaking to each other although all in the same room and at the same time.
- Hearsay evidence (ie information that a witness has heard but does not have first hand knowledge of themselves) may be useful in eventually establishing facts but will always be treated with appropriate caution.
- The Investigating Officer will keep a paper trail of why s/he has come to certain decisions at different stages, eg why certain pupils have or have not been interviewed.
- Throughout the process, the Investigating Officer will consider any special educational needs, disabilities, or other protected characteristics that may be relevant to the case.

Following the initial investigatory meeting(s):

If it is felt that the continued presence of a pupil or pupil(s) in the School potentially impacts upon the personal safety or well-being of themselves, or any member of the Bolton School community, or jeopardises the effectiveness of any further investigations, the School reserves the right to send the pupil(s) home whilst the investigation is undertaken. This is a neutral act, not implying guilt, and is minimized to avoid excessive loss of schooling.

NB if it is not possible for the pupil to return home before the formal end to the School day, she will be withdrawn from all School activities for the remainder of the day and will remain under the supervision of a member of staff (the supervision may be 'remote' in that the pupil is held adjacent to a room occupied by that member of staff). If the investigation

continues into further days, the pupil will be required to remain at home and may not come into School. If the time required by a pupil is for more than two days, work will be provided for the pupil to do at home.

If the Investigating Officer feels that there is insufficient evidence of wrongdoing, parents and pupil will be informed and the issue discussed to ensure all parties are satisfied. The School reserves the right to note the allegation (unsubstantiated) on the pupil's file for internal purposes. The allegation would not, however, be included or referred to in any external reference for the pupil.

If the Investigating Officer feels that there is sufficient evidence that a pupil (s) has been involved in an incident of serious misconduct which is likely to lead to one of the more serious sanctions which the School employs, up to and including a brief, temporary exclusion, then parents and pupil will be asked to attend a meeting with a Head of School/ Deputy Head/ Head as appropriate to discuss the matter in hand with the purpose of reaching a satisfactory resolution as quickly as possible. This resolution will include the imposition of an appropriate sanction and, just as importantly, support for the pupil to bring closure and enable them to move forward to make their time at Bolton School, and that of any others involved, happy and successful. A letter will be sent home, outlining the sanction and the reason it has been imposed. This letter will be kept on the pupil's file but will not be referred to in any reference request, unless a subsequent school/ college specifically asks for information about the sanction applied.

If the Investigating Officer feels that there is sufficient evidence that a pupil(s) has been involved in an incident of serious misconduct which may lead to a (potentially longer) temporary or permanent exclusion then parents will be contacted by telephone and/or email and asked to attend a Disciplinary Meeting with their child in School which will be chaired by the Head or, in her absence, the person deputising for her. Also present at that meeting will be the Investigating Officer, and normally a Minute-Taker, unless the meeting is held outside School hours. Prior to the Meeting, the School's Behaviour Management and Disciplinary Policy, the School's Regulations and the School's Rewards and Sanctions Policy, including this Investigation Policy, will be emailed to parents. These documents will also be made available at the Meeting. At the Meeting, the Investigating Officer will outline the circumstances and conclusions of the investigation with reference to the evidence found. In order to protect the identities of other pupils involved, copies of written or verbal statements will not normally be provided at the meeting. If parents wish to see all statements, this will need to be requested prior to the Disciplinary Meeting, on the understanding that statements will be appropriately redacted to protect other pupils' privacy and identity. Members of staff may be invited to join the Meeting if necessary. Both pupil and parents will be given the opportunity to ask questions and/or state their side of the incident.

The Head will consider the complaint(s) / allegation(s) and the evidence, including statements made by and/or on behalf of the pupil. Unless the Head considers that further investigation is needed, a decision will be made as to whether the complaint(s) / allegation(s) has been sufficiently proved. The standard of proof shall be the civil standard, i.e. the balance of

probabilities. Appropriate reliance may be placed on hearsay evidence but the Head will not normally refer to the pupil's disciplinary record at this stage.

If the complaint(s) / allegation(s) has been proved, the Head will outline the range of disciplinary sanctions available, based on the Rewards and Sanctions Policy above:

**Written Warning:**

This is an internal disciplinary measure used within the School to indicate that the misconduct is serious and change is needed immediately. The letter will state what change is expected on the part of the pupil and how long the Warning remains in effect. A copy of the letter will be kept on the pupil's file and may be referred to on any reference provided for the pupil during the period of the Warning being in effect.

**Final Written Warning:**

This is an internal disciplinary measure used within the School to indicate that the misconduct is extremely serious and change is needed immediately. Any further misconduct on the part of the pupil will result automatically in a further Disciplinary Meeting with the Head, at which point Exclusion is a likely outcome. The letter will state what change is expected on the part of the pupil and how long the Warning remains in effect. A copy of the letter will be kept on the pupil's file and will be referred to on any reference provided for the pupil during the period of the Warning being in effect.

**Fixed Term Exclusion:**

If a pupil has been sent home during the investigation in the circumstances outlined above, these days will be taken into account. Work will be provided for the pupil during the Exclusion. Fixed Term Exclusions are recorded on the pupil's internal disciplinary file but would not normally be referred to in any reference (and would never be referred to in the UCAS reference);

**Permanent Exclusion:**

The pupil will be required to leave Bolton School with immediate effect. References for the pupil for alternative schooling would record the exclusion and the circumstances surrounding it.

In deciding on the sanction, the Head will take into account any further statement which the pupil and/or others present wish to make. The pupil's disciplinary record will also be taken into account at this point.

At the end of the Disciplinary Meeting, or at some later time within 24 hours, the Head will communicate her decision on the sanction, giving her reasons, to parents and pupil. This will be a verbal communication which will be followed up with a formal, written notification.

If the Head believes that the complaint(s) / allegation(s) has not been sufficiently proved, and that further investigation is not warranted, the Disciplinary Meeting will be concluded with no sanction. However, a note of the nature of the complaint(s) / allegation(s) will be made on the pupil's file for internal purposes. It will not be referred to on any reference request for the pupil.

Permanent Exclusion is used as a Sanction only in very rare circumstances where a pupil has committed the most serious misconduct, or has shown consistent failure to meet expectations. The decision will be proportionate and will depend upon a judgment which balances the best interests of the pupil with the best interests of the School community. If the Head decides that permanent exclusion is the appropriate sanction, she will consult with the parent(s) before deciding on the pupil's leaving status. Further details are available in the Foundation Expulsion Policy.

To safeguard the rights of each pupil, in all cases of temporary or permanent exclusion the Head will consider any special educational needs, disabilities, or other protected characteristics that may be relevant to the case.

Statement from .....  
Given on .....  
(date)in ..... (venue)

In the presence of .....

*You are being asked to write this account because there has been an incident or issue in school. Please ensure that you think carefully about what you write so that you only write the truth and so that you don't leave anything out. Please be aware that we may share or refer to what you have written when we talk to other pupils or staff, , although any personal information you include will be treated with sensitivity and not disclosed to anyone unnecessarily. Anyone that we think might have any information about the incident will be asked or has been asked to give a statement. **Please give us much information as you can about what you think happened:***

I agree that the statement above is correct: Name..... Signed..... Date.....

I agree that I have witnessed the taking of this statement and that we both agree it is what was said and written

Name..... Signed..... Date.....  
Role in School.....

## Appendix 6

### Uniform List

- Maroon blazer with school crest\*
- Black, straight, knee length skirt\* or contemporary trousers
- White reverse collar school blouse
- Black, knee-length socks or black opaque tights (or black or white ankle-length socks in the Summer term)
- Plain, black, flat, well-fitted shoes; no stilettos/ trainers/ pumps/ boots
- (Optional) Maroon, v-necked jumper with black neck and cuff\*
- (Optional; for religious reasons) plain black headscarf
- Maroon Skort with school emblem (and large name tape on front panel, under emblem)\*
- Navy, short-sleeved polo shirt with maroon side panel & school emblem (and large name tape under emblem)\*
- Navy, long-sleeved sweatshirt with school emblem (and large name tape under emblem)\*
- Navy leggings with BSGD print on lower leg (and large name tape inside) to be worn under the skort in winter and for gym work inside\* (or Navy tracksuit bottoms with maroon and white diagonal stipe (and small name tag inside)\* may be worn instead)
- Black, plain swimsuit with small name tag inside
- White swimming cap with school emblem (named outside with permanent marker)\*
- Predominantly white sports trainer with named shoe label inside (ie no coloured or leisure fashion trainers)
- Football boots with studs (rather than blades) for lacrosse/ football in Winter & rounders in Summer
- White, plain, ankle socks
- Maroon, plain, knee-length socks (for lacrosse)
- Black coat or jacket without trimmings

\*All items available from Monkhouse's School Wear.

***Pupils should ensure that all their clothing and personal possessions are marked with their names.***

## **Dress and Appearance**

- Hairstyles and cuts should be moderate whilst hair colour and extensions should be as natural as possible. Pupils in Years 7 to 9 should tie their hair up.
- If you have pierced ears you must be able to remove your earrings from the first day of term for all school sporting activities. Only one plain stud in each ear lobe is allowed in school. No other body piercing is acceptable in Years 7-11. In the Sixth Form a discreet nose stud may be worn.
- No jewellery should be worn, including friendship bands, unless dispensation has been given from this rule by the Head of School for religious reasons.
- No visible tattoos are allowed.
- 'Apple' smart watches or their equivalent are not allowed in School.
- All pupils should look natural, with no make-up/semi-permanent enhancements to the skin or face. False eyelashes, enhanced eyebrows, strong fake tan, nail varnish and false nails are not allowed for pupils in Years 7-11.