

## Oundle Code

- 1. Conduct** - Pupils represent Oundle School at all times. They should show good manners, respect and courtesy to others in the school and wider community. They are expected to be honest, display personal and academic integrity, and respect all property.
- 2. Work** - Every pupil is expected to take part conscientiously in classes and tutorials. This involves politely and promptly obeying all directions of Staff and Prefects. Assigned tasks such as prep must be carried out as required.
- 3. Games and Extra-curricular** - All pupils are expected to make a significant contribution to the sporting and co-curricular life of the School.
- 4. Appearance** - The uniform, games kit, and smart change must be worn correctly and tidily, and pupils must look presentable at all times.
- 5. Discipline** - All pupils are expected to understand and follow the School Rules and IT Acceptable Use Policy, Rules and Guidelines at all times.
- 6. Personal Safety** - All pupils should take responsibility for their own personal safety and possessions.

## School Rules

### PUPIL WELFARE AND SAFETY

- 1. Road Safety** - The law of the land and the Highway Code must always be strictly observed showing courtesy to road users and pedestrians. Particular care needs to be taken while crossing roads. There should be no mobile devices or headphones in use in the street.
- 2. Bicycles** - Permission to bring a bicycle to School and to use it is always at the Hsm’s discretion. Bicycles may only be used to attend sports venues outside the town and should not be used around town unless in an official School activity or in line with School Prefect privilege. A cycle helmet must be worn.
- 3. Cars** - Pupils may only travel in cars with an adult who is over the age of 23, with express written permission from their parents and subject to their Hsm’s consent. Pupils are only allowed to drive a car in exceptional circumstances subject to the express permission of their Hsm and written permission from parents. Laxton pupils must register their car with their Hsm. Driving lessons must not cut across School commitments (including PRs) and must have the permission of the Hsm.
- 4. Areas Out-of-Bounds** - Pupils may only leave built up area of Oundle for a specific purpose and subject to Hsms’ consent. Pupils should use paths and not cross Chapel Lawns and playing fields, excepting School Prefects’ privilege. Pupils should remain on School premises or stick to main thoroughfares in the town after dark. Playing field areas are out-of-bounds after dark.
- 5. Prohibited Conduct in School** - The following are prohibited and regarded as serious offences:
  - possession, use or supply of illegal drugs or other illicit substances
  - sexual intercourse or other acts of sexual intimacy
  - possession or use of fireworks, laser pens, weapons or other dangerous instruments eg knives
  - drinking alcohol except in accordance with the School Rules
  - smoking and vaping
  - unauthorised connection to School IT system or posting inappropriate material online
  - possession or supply of pornography
  - use of fake or another individual’s ID
  - buying or supplying illicit items, including online purchases
  - profiteering
  - swimming in the river or local lakes
- 6. Alcohol** - No pupil below the Sixth Form is allowed to drink alcohol whilst at Oundle School. Pupils who are not yet 16 when they start the Sixth Form may not drink alcohol in School in accordance with the School Rules and the School’s alcohol policy except at the discretion of the Hsm and subject to written permission from parents. Pupils may not, regardless of age, purchase alcohol from off-licences or shops whilst attending

School, bring alcohol into School, or be in licensed premises for any reason without their Hsm’s prior knowledge and permission. Sixth Form pupils may drink beer, cider or wine on Saturday evening as part of a social event sanctioned by a pupil’s Hsm and where a substantial meal is served. Upper Sixth pupils over the age of 18 may purchase beer, cider or wine in public houses in Oundle on Saturday evenings after 8.30pm. They must obtain their Hsm’s consent in advance and must report back to Houses by 10.45pm. Other alcoholic drinks (eg fortified wine, spirits or liqueurs) are not allowed. They may only drink the alcoholic equivalent of two pints of beer. If intoxicated, they are automatically in breach of the School Rules. This privilege does not extend to other licensed premises.

**7. Drugs** - There is a zero tolerance policy towards use or possession of illegal drugs or other illicit substances or non-prescription, behaviour or mind altering or harmful substances or any form of drugs paraphernalia in school. A pupil may not have any such substance in their system during term-time. An illicit drug is defined as any drug which is illegal to possess or use or any legal drug used in an illegal manner for example the non-medical use of drugs that are legally available such as pain killers and sleeping pills. Support is available for pupils who raise concerns. The use or supply of any of these substances is a serious offence that will be dealt with by the Head and if necessary the Police.

### LIVING IN A COMMUNITY

- 1. School Uniform** - School uniform including sports kit, must be worn correctly, tidily and decently (no bare midriff) whenever required, as outlined in the uniform list. It should be worn in its entirety. School shoes must be black leather (not trainer-style). No make-up or jewellery is to be worn. Hair should be tidy, a natural colour and of a conservative style approved by the Hsm. Boys must be clean shaven. School uniform must also be worn at Parents Receptions and at other School functions or occasions, such as concerts and lectures, unless Smart Change is specified (see below).  
**Smart Change** - Smart change should be worn to performances in the Stahl Theatre, and at other occasions when specified by the member of Staff running the activity. Smart change consists of: modest dress, skirt or trousers and top/jacket; collared sober shirt, trousers and jumper/jacket. Shoes should be smart (no trainers). Jeans, leggings and leather garments are not permitted. **Summer Wear** - When summer wear is announced, blazers and pullovers need not be worn. Boys may wear shirts open-necked, or fastened and worn with a tie. Ties must always be worn with blazer or suit. **Casual Wear** – Casual wear may be worn, at the Hsm’s discretion, in free time after lessons and sport. Casual wear should be respectable, and always within the bounds of good taste and decency.
- 2. Academic Integrity** - Pupils are expected to be honest at all times; copying others’ work, plagiarism and cheating in coursework, tests or examinations are serious offences that may result in formal warnings, disqualification and dismissal.
- 3. Prohibited Conduct in School** - The following are prohibited and regarded as serious offences:
  - bullying (verbal, physical, prejudice-based, cyber-related or otherwise) or any form of abuse of another person
  - theft
  - being rude or insolent to or refusing to obey a member of Staff or a prefect
  - eating, drinking or using mobile devices in the street
  - posting notices without permission, chewing gum, littering, graffiti and any other damaging of School property
  - use of water pistols, skateboards, scooters, roller blades on School premises or in the town of Oundle
  - any other behaviour either in and out of term time, whether on or off-site, which brings the School into disrepute.
- 4. Mobile Phones, Personal Music Players and Cameras** - Mobile phones, personal music players, headphones, earphones and cameras must be used responsibly at all times. The use of hand-held devices is restricted with the rules for individual year groups published in Houses. Personal music players and cameras may not be used at any time during the working day. No images or recordings of other people may be taken at any time without prior agreement by the subject.
- 5. Visiting Houses** - Pupils may visit another House at the following times:
  - Mon, Wed, Fri: 1700 to 1845
  - Tues and Thurs: no House visiting
  - Wed: 2100 to 2200 (Sixth Form only) at Hsms’ discretion
  - Sat: 1700 to 1845 and 2030 to 2200 at Hsms’ discretion
  - Sunday: 1100 to 1245; 1430 to 1800; and 2000 to 2200 at Hsms’ discretion.Girls visiting boys’ Houses and boys visiting girls’ Houses must always sign in and refer to the visiting rules for that House. Such visits should take place in visiting rooms, or, if there is no visiting room, in the ground floor common areas defined by the Hsm. The rest of the House is out-of-bounds.

- 6. Leave Out in Term Time** - Other than Exeats, pupils may obtain permission for leave out from their Hsms only in exceptional circumstances. In normal circumstances School commitments may not be missed. Pupils will not be given leave to go out with anyone under the age of 23 unless that person is a relative.
- 7. Dinner Rules** - Dinners should take place on Saturdays and exceptionally on Sundays at lunchtime. They may not take place during the week except with the permission of the Head. Before any dinner can take place, the organiser must secure the permission of the Deputy Head (or Deputy Head Co-Curricular for Team Dinners) at least one week in advance. A list of the names of those attending the dinner will be required and details must be supplied to Hsms in advance of the event. All those attending must adhere to the School Rules on alcohol.  
**Team Dinners** - Only Sixth Formers may attend. In normal circumstances, other dinners (Societies etc) are restricted to those over 16 and each case will be assessed on its merits. No dinner may take place without the presence of a member of Staff who is responsible for ensuring that the rules set out above are followed. Part-time coaches of sport may not be approached to supervise dinners. After dinner all pupils must return directly to their House and report in person to the member of Staff on duty. Permission to sign out again will be at the discretion of the member of staff on duty.  
**Eighteenth Birthday Dinners** - Permission for such dinners should be sought from the Deputy Head Pastoral in accordance with the Eighteenth Birthday Dinner Rules which are published on the intranet and on the School website.

### SANCTIONS

The Oundle Code, School Rules and Sanctions are published on House Noticeboards and it is the responsibility of all pupils to read and understand them. Pupils whose behaviour gives rise to significant concern can expect to be referred by their Hsm to the Deputy Head Academic, Pastoral or Co-Curricular or, if the circumstances demand it, to the Deputy Head or the Head with parents informed as necessary.

A pupil’s full disciplinary history will be taken into account when assessing the School’s response to breaches of the School Rules. The following are minimum sanctions and will remain on the record throughout a pupil’s School career:

#### Sanctions Ladder

In some cases there is a ladder of sanctions as follows:

##### 1. Alcohol

- All alcohol offences must be reported to the Deputy Head immediately.
- **First Offence** will in general be dealt with by the Hsm with a sanction in House and a letter home. The sanction for First Offence is one weekend’s gating and attendance at Proctor’s Detention and SMP. When the First Offence involves the drinking of fortified wine,

spirits or liqueurs, or involves intoxication, the pupil will be referred to the Head and may be placed on Formal Warning.

- **Second Offence** will be referred to the Deputy Head who will investigate prior to referral to the Head for Formal Warning. The sanction for Second Offence will include a minimum of one weekend’s gating and attendance at Proctor’s Detention and SMP. Supply of alcohol to other pupils is liable to Formal Warning.

##### 2. Smoking and Vaping

- All smoking and vaping offences must be reported to the Deputy Head immediately. Possession of smoking or vaping equipment will also be sanctioned as a smoking or vaping offence. Association with a person who is smoking or vaping is liable to be sanctioned as a smoking or vaping offence. Smoking or vaping in/within the curtilage of School buildings is a very serious offence which will result in Internal Suspension from the Deputy Head.
- **First Offence** for smoking or vaping will incur a £10 fine for charity plus one weekend’s Hsm’s gating.
- **Second Offence** for smoking will incur a £20 fine for charity plus letter home to parents plus a minimum of one weekend’s Hsm’s gating.

- Further smoking offences will be dealt with by the Hsm with serial smokers being referred to the Deputy Head Pastoral.

- **Second Offence** for vaping will be referred to the Deputy Head who will investigate prior to referral to the Head for Formal Warning. The sanction for Second Offence will include one week’s Hsm’s gating and attendance at Proctor’s Detention and SMP. The Head reserves the right to impose random drugs testing at this stage if she believes it will be helpful.

#### Zero Tolerance Policies

- **Drugs** - Any pupil in breach of the School’s no tolerance policy with regard to illegal drugs or other illicit substances is liable to permanent exclusion. Such matters may be reported to the Police.
- **Sexual Activity** - The participation in the act of sexual intercourse or any other act of sexual intimacy renders a pupil liable to permanent exclusion.
- **Respect for Staff** – Egregiously disrespectful or harmful behaviour towards a member of staff renders a pupil liable to permanent exclusion.
- Any offence against these Rules which in the judgement of the Head makes continued membership of the School community untenable.

General Behaviour	Sanction
Poor Manners Incorrect or Untidy Uniform, Make up with School Uniform Chewing Gum, Eating in Class/in Activities/in the Street	Warning Report to Tutor/Hsm if not heeded
Jewellery with School Uniform Mobile Device Infringements	Warning Confiscation if not heeded
Lateness	No Warning Proctor's Early Morning Report (EMR) - 0800 Mon-Sat
Rudeness, Lack of Integrity, Antisocial Conduct	Sunday Morning Parade (SMP) - 0755-0830 Sun
Insubordination/Bringing the School into Disrepute	Proctor's Detention (PD) - 1945-2130 Sat
Severe/Repeat Offenders	Proctor's Evening Parade (EP) - 1800-1845 Wed
Concerning/Unsafe Behaviour including Out of Bounds, Failure to respond to Sanctions, Repeated Breaches of Trust	House Gating (One Night/Weekend/One Week)

Academic/Co-Curricular Concerns	Sanction
Poor Behaviour/Communication Inadequate Effort/Contribution Forgotten Equipment/Incorrect Kit etc	One, or a combination of: - 'See me' - 'Remedy' the situation - 'Restore' the situation - 'Reflect' on the situation
Inadequate Classwork/Prep	Green Paper (signed by Hsm/handed in within 24 hrs)
Pattern of Poor Work, Failure to hand in Work, Poor or Disruptive Behaviour	Green Card Academic Detention – 1800-1845 Wed (3rd Form – Upper 6th) Head of Lower Years Detention - 1715-1800 Wed (1st and 2nd Form)
Persistent/Serious Disorganisation	Report to Tutor/Hsm or Head of Lower Years
Persistent/Serious Disengagement or Disruption	Report to HoD for one, or a combination of: HoD's Report, Green Paper, Academic Detention, Proctor's Evening Parade, Referral to Head of Lower Years, Referral to Hsm, Proctor's Detention
Missing Internal School Activities (inc. Sport, Chapel, Singing Practice)	Sunday Morning Parade (SMP) - 0755-0830 Sun
Missing External-Facing Activities (eg Matches/CA)	Proctor's Detention (PD) - 1945-2130 Sat
Missing Lessons, Plagiarism/Cheating	Proctor's Detention + Report to DH Academic/Head of Lower Years

Major Concerns	Sanction
<p><b>Welfare</b> - Alcohol, Behaviour causing Damage or Harm, Bullying, Discriminatory Behaviour, Drugs, Online Safety Issues, Out of Bounds, Sexual Activity, Sexual Harassment and Assault, Smoking, Theft, Vaping etc.</p> <p><b>Academic/Co-Curricular</b> - Serious Academic Issues or Misbehaviour in Lessons/Activities/on Trips, Missing Lessons without Consent, Cheating/Plagiarism etc.</p> <p><b>Other</b> - Disrespectful or Harmful Behaviour towards a member of Staff, Breach of IT Acceptable Use Policy, Rules and Guidelines, Serious Cases of Bringing School into Disrepute.</p>	<p>Sanctions as published in the School Rules with referral to the Head of Lower Years, the Deputy Heads in the Brereton Rooms or the Head as necessary, and parents informed.</p> <p><b>Formal Warning</b> represents the most significant sanction short of exclusion of some kind.</p> <p><b>Head's Warning</b> may be imposed where temporary or permanent exclusion might otherwise be an option and should be considered a last chance.</p>