

DOWNE HOUSE SUMMER SCHOOL

RULES & REGULATIONS

The Downe House Summer School Rules and Regulations are designed to promote high standards of behaviour in and around the school and on any offsite visit or activity. They are based on clear values of humility, hard work, a wide outlook, inclusivity and tolerance, which are in line with the Summer School' aims and values and apply in today's society. These rules place emphasis on positive behaviour and seek to promote an excellent teaching and learning environment. We recognise the Summer School' duty to safeguard and protect the welfare of all students, and to take action against inequalities and discrimination of any kind. We rely on a culture of mutual respect between students, staff and parents. We undertake to promote these rules in all facets of Downe House Summer School: in the boarding house, academic sessions and also during, sport, activities and excursions.

The published rules are not intended to be comprehensive. Students will be subject to Downe House Summer School' discipline at any time if their behaviour runs counter to our values.

GENERAL

- Be friendly, kind, helpful and polite to everyone at all times.
- No alcohol or smoking, this includes electronic cigarettes or vapes (zero tolerance).
- Never leave the school grounds without permission.
- Phones are to be left securely in the Boarding House during the day. Students are allowed to use their phones when having allocated free time in the boarding houses in the evenings, on excursions and on Sundays during allocated free time.
- Mobile phones must not be used overnight and will be locked away before bed and handed back each morning.
- Speak English at all times.
- Do not use bad language (in any language).
- Respect the School grounds and property - no graffiti or litter, do not walk on the grass in designated areas and observe the fire procedures.
- Do not borrow anything without the permission of the owner.
- Avoid disruptive/anti-social/noisy behaviour and activities.
- Be on time for all lessons, activities and excursions and attend all meals.
- No chewing gum
- Wear discreet jewellery only and tie hair back for sporting activities where appropriate.
- Do not touch or feed any wildlife/animals that venture onto school grounds from the woods.
- No gambling, buying or selling.
- Enjoy yourself and be positive in all that you do.

IN CLASS & ACTIVITIES

- Do not be late for classes/activities. Always arrive on time.
- Always bring your workbook and a pen with you to classes.
- No eating or drinking (bottled water only).
- Speak in English at all times.
- Participate actively and willingly in all lessons and activities.
- Ask questions if you are unsure.
- Treat other students and staff with respect.

IN THE BOARDING HOUSE

In order to live peacefully together, we must all respect each other's property, space and right to privacy. Therefore, for the benefit of everyone, please abide by the following Dos and Do Nots:

Do:

- ✓ Be kind to your roommate/s.
- ✓ Share space equally.
- ✓ Respect lights out and be quiet when it is time to go to sleep.
- ✓ Keep your room tidy.
- ✓ Put your clothes away and place dirty laundry in your laundry bag.
- ✓ Put rubbish in the bin.
- ✓ Hand in your valuables on arrival to your House Parent for safe keeping.
- ✓ Shower every day.
- ✓ Sign in your mobile phone with a House Parent each night.
- ✓ Always follow instructions given by staff on trips and excursions and on the playground

Do not:

- ☐ Enter any area of the boarding house reserved for the opposite sex.
- ☐ Enter another student's room if they are not present or you do not have their permission.
- ☐ Enter staff accommodation without permission. If you need help, knock on the door and wait.
- ☐ Keep a large amount of cash in your wallet or your room, (always hand it to your House Parent)
- ☐ Use 'Blue Tack' or sticky tape to fix anything to painted walls.
- ☐ Use your smartphone or electronic device overnight or in a classroom.
- ☐ Store medication in your room, (always hand these to your House Parent).

FORBIDDEN ITEMS

You must not bring any of the following articles listed below to Downe House Summer School under any circumstances. We reserve the right to send you home if you bring, use or attempt to use any of the following:

- ☐ Tobacco/cigarettes/other smoking materials e.g., e-cigarettes/vapes
- ☐ Alcohol
- ☐ Illegal drugs / 'Legal Highs'
- ☐ Blades, firearms/air guns/replica firearms or any other form of weapon
- ☐ Poisonous/corrosive liquids
- ☐ Flares/lighters/matches or candles
- ☐ Pepper spray
- ☐ Drones or other pilotless aircraft

The above list is not exhaustive. Downe House Summer School reserves the right to decide what is deemed an inappropriate item.

Illegal substances

Any drug-related offence, including the possession or distribution of illegal substances (according to UK law), is regarded extremely seriously and Downe House Summer School will always inform the Police of any drug-related incident. The individuals who make up the Summer School' community must be protected and any student who disregards the law of the land or the well-being of themselves and the community by such offences cannot expect to continue their stay at the school. Please refer to the Downe House School's Substance Use and Misuse Statement for more details.

BULLYING

Bullying of any kind is unacceptable and will not be tolerated at Downe House Summer School. If a student feels that someone is being unkind to them at any time, they must speak to any member of staff.

The following forms of behaviour are included in the definition of bullying:

- Physical assault
- Verbal abuse, name calling or aggression
- Deliberate exclusion from a peer group by rejection and isolation
- Aggressive or insulting gestures
- Extortion or coercion by means of intimidation

Downe House Summer School will aim to provide prompt and appropriate action and support to persons involved. All members of the school community are encouraged to report any case of bullying to a member of staff. Any student who continues to bully cannot expect to remain a member of the community.

SMARTPHONES

Smartphones must be handed to your house parent for them to store in a locked cabinet during the entirety of the school day. In particular, they should not be left unattended in changing rooms or in pockets.

Smartphones can be used during free time in the evenings, at weekends, and taken on excursions.

Smartphone use is prohibited:

- in all classes (morning English, STEM and Global Solutions classes)
- at mealtimes
- during afternoon and evening activities
- overnight

We would like students to keep smartphone use to a minimum during their stay in the boarding house and instead encourage them to communicate face-to-face with the other students.

However, it is understood that students will be keen to use them to contact home, and recreationally, and, as such, all students are able to access the Boarding House Wi-Fi at set times.

It is a requirement of the summer school that smartphones are locked away by the House Parents before bedtime. House Parents will allow use of mobile phones before breakfast and in the evening in boarding house. Students will be required to leave their smartphones in the boarding house during the day. Smartphones may be used during designated free time at various points in the morning and evening and on trips and excursions.

Information and communication technology, particularly smartphones and the internet should not be used to deliberately upset someone.

The sending of offensive voicemail, text messages, instant messages or images by smart phone or any other electronic device constitutes bullying and will lead to disciplinary sanctions.

Cyberbullying is the use of information and communication technology, particularly mobile phones and the internet deliberately to upset someone else. Its particular forms are:

- Harassment or “cyber stalking”
- Defamation/vilification
- Impersonation/unauthorised publication of private images
- Manipulation
- Peer rejection

Any student involved in cyberbullying can expect to face sanctions, whether the cyberbullying occurs inside or outside one of our courses.

INTERNET

It is important that individual users of the Internet understand that they are responsible for any sites which they view and for any e-mail or other message which they send or post. Students must always act in accordance with the ICT Acceptable Use Statement.

- Students should not attempt to access inappropriate sites, e.g., material which is discriminatory, offensive, uses strong language, or depicts images of abuse or of a pornographic nature.
- If students accidentally access a site with inappropriate images, text or themes, they must exit that site immediately.
- Students must not send any material which may cause offence to any person. Circulating any material about a member of staff over the Internet is a serious offence and is likely to result in exclusion from the course. Students must be particularly careful when texting, sending e-mails or communicating through social network sites to ensure that they operate safely and within the law of the land and the school rules. Downe House Summer School has the right to impose a sanction on any misuse of the Internet or misuse of an electronic device.
- Obtaining information about another student, member of staff or about Downe House Summer School by deception, including through electronic communication, is extremely serious and is likely to result in exclusion.

Irresponsible use of the Internet, including e-mail and social networking sites or profiles may, at the very least, result in the withdrawal of the privilege of Internet access and could result in further sanctions including exclusion. It is expected that no information or material is kept on the school premises which would be considered inappropriate.

FIRE REGULATIONS

In the event of a fire alarm, a member of staff or House Parent will guide students. When the alarm sounds, students are to immediately leave the building using the nearest exit and walk quietly to the assembly area on the Tennis Courts, line up by gender for a register.

It is essential that all the necessary measures are taken to prevent false alarms. These include closing kitchen doors and opening windows when cooking, not using aerosols near detectors, and taking care not to accidentally break the glass on call-points. Any deliberate activation is not only a contravention of the school Rules but could also result in sanction.

SANCTIONS

If a student breaks any of the School Rules, a member of staff will talk to them about what happened and why their behaviour is unacceptable. Parents and/or agent will be fully informed of the situation at each stage of the sanctions process.

If students behave very badly, or repeat bad behaviour, we will use the following sanctions:

1. **First Warning** – the student is given a verbal first warning by the Director of Studies, Head of Sport & Activity or Head of Excursions & Transport. House Parent and Director of Summer School are informed.
2. **Second Warning (parents informed)** – the student is given a written second warning by the House Parent or Director of Studies. Director of Summer School is informed.
3. **Final Warning (parents informed)** – the student is given a final written warning by the Director of Summer School which stipulates that they will be immediately sent home should they repeat unacceptable behaviour. Parents and agent (if applicable) are informed.
4. **Exclusion (parents informed)** – the student is sent home. Where applicable, parents/agents will be consulted before the decision is taken to exclude a student.

Downe House Summer School staff reserve the right, where appropriate, to exclude a student from a period of free time or an activity/excursion alongside their Second or Final Warning. This extra punishment would apply in cases of verbal abuse or violence perpetrated against another student or a member of staff.

Downe House Summer School reserves the right, at the discretion of the Director of Summer School under the guidance of the Headmistress, to administer an immediate Final Warning or Exclusion for the serious breaches of discipline.

Written records of all the sanctions given will be kept by the Project Manager on behalf of the Director of DH Summer School.

Reviewed by the Director of DH Summer School: March 2025

Next Review: March 2026