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KING'S SCHOOL  
CANTERBURY

# **The King's Summer School Student Behaviour & Rules Policy**



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## Introduction

The King's Summer School expects all students to behave sensibly and show courtesy, consideration, kindness, and respect for others.

These summer school rules apply at all times, which includes during academic classes, whilst in boarding houses, on school property, and during off-site trips or excursions.

## Expectations of behaviour

All students are expected to:

- Treat others with courtesy, consideration, kindness, and respect at all times.
- Be punctual to all lessons and activities
- Contribute to the learning atmosphere in class, which includes:
  - i) taking an active part in classes
  - ii) concentrating during classes and activities
  - iii) getting work completed on time
  - iv) not behaving in a disruptive manner
  - v) listening to their peers as well as the teacher.
  - vi) Asking for permission to use the toilet
  - vii) Only leaving the classroom when permission is given by their teacher
- Respect school property and the property of their fellow students.
- Avoid bad language (in any language)
- Behave properly during all school activities i.e. when on an off-site excursion.
- Help keep the school campus free of litter
- Keep a good standard of personal appearance
- Public displays of affection (such as kissing) are not acceptable.

Whilst in boarding houses, all students are expected to:

- Treat their bedrooms with respect by keeping them clean and tidy
- Treat all common areas with respect by leaving rooms as you would wish to find them.
- Never enter another student's or a staff member's room without their permission.

Failure to follow summer school rules and expectations may have disciplinary consequences.



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## Student praise and rewards

All summer school staff should give praise and encouragement for students' positive efforts and achievements. These can take the form of verbal or written comments for particularly good work.

## Disciplinary procedures

We should always aim to motivate students by reward and encouragement, but sanctions may sometimes be necessary.

However, we recognise that students make mistakes and deserve second chances. The summer school is a new environment which the students are often not familiar; it is understandable that some may struggle to completely adapt to our rules and systems straight away.

In many cases simply speaking to the student will be sufficient, but the Summer School and Commercial Director should be informed so possible patterns of behaviour can be identified.

If disciplinary sanctions are necessary, they should take place as soon as possible, be appropriate to the offence and to the individual student. With this in mind, our disciplinary policies are based on three principles:

- Fairness – our responses to poor student conduct are driven by our desire to change behaviour, not 'punish'
- Consistency – we treat all students equally, including how we respond to disciplinary issues
- Proportionality – less serious problems are treated differently to more serious ones

A disciplinary offence is any instance where a student or group of students have 'broken the rules'. Examples of this behaviour may include:

- Entering areas of the accommodation reserved for the opposite sex.
- Wilful damage of school property, or irresponsible behaviour which causes damage to property.
- Interference with another student's possessions
- Repeated lateness
- Leaving lessons or other compulsory activities without permission
- Antisocial behaviour, including bullying



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- Misuse of electronic communication systems, including cyber-bullying
- Grossly discourteous, disobedient or insolent behaviour towards staff
- Grossly discourteous behaviour towards other students
- Possession of forbidden articles
- Persistent disruption in lessons
- Dangerous behaviour likely to result in injury
- The possession, viewing and/or distribution of pornographic or other offensive material
- Possession, use and/or distribution of alcohol, tobacco, drugs or other illegal substance.
- Bringing the name of King's School Canterbury into disrepute.

While the exact response may vary according to the context and severity, usually a process such as this will be followed after an incident has been investigated:

- The student will be spoken to by a member of staff, with a description of:
  - a) What they did wrong
  - b) The (possible) consequences of their actions
  - c) What they should do – or avoid doing – in the future
  - d) If necessary, the disciplinary consequences of this offence
  - e) The possible consequences of future offences
- Unless the offence is very minor, a record will be kept of the offence and the parents/guardian/referring agent informed.
- Minor offences – for example: running downstairs – are usually dealt with 'on the spot' by staff warnings or recommendations and do not require any further procedures or consequences.



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## Possible Disciplinary Consequences

Where punishment is required, the following sanctions will be used:

1. First Warning – the student is given a verbal first warning by an appropriate member of the summer school team.
2. Second Warning (parents informed) – the student is given a written second warning by the Summer School and Commercial Director and their parents, guardians, and agents are informed of the situation.
3. Final Warning – the student is given a final written warning by the Summer School and Commercial Director which stipulates that they will be immediately sent home should they repeat unacceptable behaviour.
4. Exclusion – the student is sent home.

In serious cases of misconduct involving violence or threatening behaviour, sanctions may skip the 'first warning' and 'second warning' with the first sanction being a final warning or exclusion. This is due to the risk they may pose to other students and staff wellbeing. For example, offences of a physically or sexually violent nature are crimes and will almost certainly result in immediate expulsion, as well as potential police involvement.

As necessary and appropriate, disciplinary measures may be used to guide a student to alter their behaviour. These may include;

- Not being considered for certain off-site activities such as cinema or bowling
- Temporary suspension from school activities such as classes, the activities programme, or off-site excursions
- After warnings and consultations with parents, being sent home.

Please note that no other punishments are acceptable. Corporal punishment, nuisance punishments, such as lines, or any action that could undermine, humiliate or deprive a student will not be used. A breach of this policy by a member of staff would be highly unusual and would likely invoke our staff disciplinary procedures.

## Appeals against sanctions

The student or parent/guardian/educational agent should in the first instance speak to the Summer School and Commercial Director.

See our Complaints Policy for more information on this process.



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## Parental involvement in student disciplinary procedures

We keep parents, guardians, and agents informed of all disciplinary procedures and their consequences, as well as follow-up reports of student's behaviour. We encourage them to take an active role in supporting us in working on student behavioural issues.

### Additional Information

Should you have any questions, or require additional information about this subject, please contact us direct via email at [summerschool@kings-school.co.uk](mailto:summerschool@kings-school.co.uk).

<b>Reviewed by:</b>	Mike Pengelly (Summer School and Commercial Director)
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