

BEHAVIOUR, REWARDS AND SANCTIONS POLICY

Policy Area:	General
Relevant Statutory Regulations:	ISSR Part 2 ISSR Part 3 NMS Part G, Promoting Positive Behaviour and Relationships Equality Act 2010 Keeping Children Safe in Education 2024 School Standards and Framework Act 1998 DfE: Behaviour and discipline in schools: Advice for headteachers and school staff (2024)
Key Contact Personnel in School	
Nominated Member of Leadership Staff Responsible for the policy:	Deputy Head (Pastoral)
Version:	2024.01
Date updated:	01 September 2024
Date of next review:	01 September 2025

This policy will be reviewed at least annually, and/or following any concerns and/or updates to national and local guidance or procedures.

Policy Statement

Good discipline, and the maintenance of it, is of the utmost importance for the growth, welfare and development of pupils. Pupils should be given clear expectations, effective pastoral support and opportunities to build good social relationships.

There is a high expectation that the School and the wider community at St Teresa's will fully support this statement; that all members of the School will behave in a way that will allow for the full development of all individuals personally, socially and academically; that all will show tolerance and respect towards individuals and a responsibility towards the community as a whole. All should respect the school rules as stated in the school diary and as published when a pupil joins the school.

All teaching staff are expected to be fully aware of the rules, procedures and expected standard of behaviour, as laid out in the staff handbook. Form tutors should remind their pupils of the school's expectations and rules at the start of each term. All staff should work towards maintaining the positive and supportive aims of the school: rewarding high standards of effort and behaviour, and following sanctions procedures to deal with any breach of the school rules or expectations.

ST TERESA'S EFFINGHAM

DAY & BOARDING SCHOOL FOR GIRLS

This policy is backed by a system of rewards and, where necessary, appropriate sanctions.

This policy is written to maintain good discipline throughout the working day at St Teresa's; the behaviour of pupils, who live in the boarding houses of St Teresa's, is managed through an additional *Boarding Behaviour Policy*.

St Teresa's places its five values at the heart of the school (faith, community, character, compassion and intellect); this policy exists for the benefit of all to achieve three of those goals:

COMMUNITY

The goal is to ensure a loving community where all care for and respect one another. We encourage our pupils to develop an awareness and appreciation of different cultures around the world; to celebrate and cherish our differences; and to promote qualities of tolerance and kindness that are actively demonstrated.

CHARACTER

The goal focuses on affirming and celebrating the uniqueness and worth of each individual member of the school community.

We aim to provide opportunities for self-development, personal formation and self-knowledge, and to encourage the sharing of gifts and talents in a mutually supportive and appreciative environment.

COMPASSION

The goal is to instil appropriate knowledge, values, skills and opportunities to foster kindness, and an awareness of the plights of others.

We empower our pupils to address injustice effectively in their community, wider society and around the world, and to encourage moral conviction that impels to action.

The school's **Code of Conduct** (see *Policy Appendices A1*) is published in the pupil diary. The following guidelines are not exhaustive.

St Teresa's expects all pupils to show respect as follows:

For Others

Any actions, words or attitudes which show a lack of respect for others will be taken very seriously. In particular:

- Disruption:** which shows a lack of respect for both the teacher and other pupils will be dealt with firmly.
- Relationships:** Public displays of intimacy are not acceptable within the school as they can be embarrassing and draw unnecessary attention to those involved. Pupils engaging in sexual activity on school premises or school outings may be expelled as per the school's *Intimacy and Sexual Relationships Policy*.
- Bullying:** Bullying is not tolerated at school. Any instances of bullying will be dealt with firmly and sensitively as per the school's *Anti-bullying Policy*. Our aim is to prevent bullying of any form. This requires pupils to avoid any deliberate unkindness to another member of the community. It also requires anyone made aware of any such behaviour to report it. The School supports all pupil, victims and perpetrators. All pupils should

ST TERESA'S EFFINGHAM

DAY & BOARDING SCHOOL FOR GIRLS

be aware that, depending on the severity and/or nature of the bullying, permanent exclusion may result from their behaviour.

- Malicious Allegations against a Member of Staff:** a pupil may make an allegation against a member of staff and the possible outcomes of investigations are:
 - **Substantiated**
 - **Unsubstantiated**
 - **False**
 - **Malicious** - an investigation which leads to this decision will be subject to the school's most serious sanctions (see *Policy Appendices B*)

For Property

The property of others is to be respected by all. Pupils should do all they can to minimise the possibility of theft and vandalism by not bringing valuables or significant amounts of money to school. If it is ever necessary to do so, they should be handed to their Form Tutor/Head of Year/Boarding Mistress for safe keeping. All clothing and equipment should be clearly marked, and care should be taken to lock away valuable equipment.

- Theft:** If theft is detected pupils must expect to be either suspended or permanently excluded
- Vandalism:** Any damage (which includes graffiti) to someone else's property be it a fellow pupil's, a teacher's or the School's property will be taken very seriously. Not only will the damage have to be paid for, but a vandal must expect to be suspended or permanently excluded

For Self

St Teresa's wants all its pupils to have respect for themselves; therefore, the school strongly disapproves of, and will not tolerate, the following:

Smoking/Vaping/E-cigarettes: In accordance with legislation, the school is a non-smoking environment (see *policy appendices B*), for those who offend, internal suspension is likely to be sanctioned in the first instance; after this the sanction will be of a more serious nature

Alcohol: This is far more immediately dangerous than tobacco. Sanctions against those who have possession of, or who use, alcohol in school will include suspension (see *policy appendices B*)

Drugs: Drug or solvent abuse or possession (including the possession of illegal drugs, prescribed medication and non-prescribed medication used in an inappropriate manner) will be regarded very seriously. The severity of the offence is of paramount importance, particularly in regard to its possible influence on others (see *policy appendices B*).

ST TERESA'S EFFINGHAM

DAY & BOARDING SCHOOL FOR GIRLS

Supplying any of the above to other members of the community is seen as an even more serious offence.

Procedure and Expectations

St Teresa's is your school; respect it and be proud of it. Do all you can to make St Teresa's a school in which all are treated courteously and are happy; where hard work is respected and rewarded, fair play in sport is valued and artistic endeavour promoted. Remember that if you act in ways which harm the reputation of St Teresa's, you harm yourself, your friends and all members of our community.

All members of the school should be familiar with the policies and procedures which give guidelines on:

- Conduct, friendships and bullying
- Theft and vandalism
- Smoking/Vaping/E-cigarettes, drinking and drug abuse

In addition, the following are specified as a practical expression for others and are intended to make life easier for everyone:

- *Be polite and show respect to all members of our community and to visitors to the school.*
- *Move about the school in a quiet and orderly manner - walk, do not run, in corridors and on staircases, and keep to the left.*
- *Make every effort to keep the school tidy - litter must not be dropped in the grounds, buildings or on the way to and from school.*
- *Make yourself aware of the out of bounds areas of the school as displayed in the classrooms.*
- *No pupil may leave the school premises without permission - everyone must sign out at Reception and sign in again when they return.*
- *Ensure that all clothing, sports kit and personal possessions are clearly marked with your name.*
- *Use only your allocated locker and be responsible for making it secure. Under no circumstances are you to use or tamper with anyone else's locker.*
- *Pupils who own musical instruments, or are loaned school instruments, must take responsibility for these items. Whilst these items are in school, they must be kept in the blue lockers in the Music Department.*
- *Wear your School uniform (see policy appendices A3) smartly each day, including on the journey to and from school. You may not go home in your sports kit unless you have been taking part in PE Period 6, after school sports fixtures, training sessions or activities.*
- *Food provided in the Dining Room must be eaten there and not removed to be eaten*

ST TERESA'S EFFINGHAM

DAY & BOARDING SCHOOL FOR GIRLS

elsewhere. Food and drink must not be consumed in, or carried around, the corridors of the school and must not be consumed in classrooms.

- Chewing of gum is not permitted.
- Any personal electronic equipment brought into school is the responsibility of the individual. All phones for Years 7 – 11 should be kept in your Yondr pouch. Staff may give permission for use of laptops in supervised activities during lessons. Anyone found using mobile phones in Years 7 -11 should expect them to be confiscated for the remainder of the school day on the first offence, overnight for the second offence and over the weekend, to be collected by parents/guardians for any further offences. Pupils in the Sixth Form may bring mobile phones into school but may only use them in the Sixth Form Centre. All pupils are expected to adhere to the school's Acceptable Use Policy.
- Arrive promptly in School for the formal start of the day at 8.35am.
- **Sixth Form drivers** - If you have permission to drive a car to school, a permit specifying the names of the driver and permitted passengers, and to confirm permission to park on site, should be displayed at all times. Permission to drive a car to school may be granted to members of the Sixth Form by the Head of Sixth Form upon written request from the parents. You may not be driven by another pupil without the written consent of parents of both parties.
- When using the school's network and Wi-Fi, all pupils are expected to follow the Acceptable Use Policy and to be aware of the E-Safety guidance in their planners and taught in school. Social media should not be used during the school day and taking images/videos of other pupils or staff without their permission is not permitted. The school expects high standards of online behaviour at all times. Cyber bullying is not tolerated.

Please remember that your behaviour (on and offline) out of school reflects on us all. Show courtesy to others, for example by making way for members of the public on the pavement and by ensuring you are always polite and considerate on your social media. Avoid eating, drinking, being unnecessarily loud or thoughtless behaviour in public. Wear your uniform properly and with pride.

Behaviour on a School Trip

ST TERESA'S EFFINGHAM

DAY & BOARDING SCHOOL FOR GIRLS

It is expected that all pupils observe the highest standard of politeness, courtesy and conduct at all times. The pupils are representing the school **at all times** and it is expected that they will behave in a way that reflects positively on them as well as the school. Pupils are reminded of their expected behaviour in meetings prior to the trip and during the trip. The member of staff leading a trip reserves the right to decide whether or not mobile phones or any other electronic devices may be taken on the trip and when they may be used if taken.

As part of the paperwork for residential trips, a signed behaviour contract is required. Where a pupil's behaviour is such that it is likely to cause disruption or spoil the enjoyment of others or be a danger to others, then, if necessary, arrangements will be made for the pupil to be removed from the trip. The School will be consulted first for advice. Any additional costs required will be met by the parents of the individual concerned. The trip leader in conjunction with the designated member of the SLT will make the final decision and will contact parents or designated emergency contact person.

Classroom Code of Conduct

- **We have the right to learn** – this means:
 - *Everybody should:*
 - arrive on time
 - listen to instructions
 - bring the proper equipment
 - work quietly
 - do their homework
 - *Nobody should:*
 - disrupt lessons
 - interfere with the work of others
 - interrupt when others are speaking

- **We all have the right to be treated fairly** - this means:
 - *Everybody should:*
 - be considerate
 - respect each other's belongings
 - *Nobody should:*
 - Make inappropriate comments eg racist or sexist
 - swear or name call
 - fight or bully

- **We all have the right to work in a clean and attractive environment** - this

ST TERESA'S EFFINGHAM

DAY & BOARDING SCHOOL FOR GIRLS

means:

- *Everybody should:*
 - wear the correct uniform
 - respect our classrooms, locker rooms, communal areas and the grounds
- *Nobody should:*
 - drop litter
 - eat in classrooms or the corridors
 - cause damage of any sort or vandalise property belonging to the school or its community

➤ **We all have the right to be safe** - this means:

- *Everybody should:*
 - use equipment properly
- *Nobody should:*
 - run or push
 - act dangerously

We expect all pupils to:

- arrive on time and, before form time and lessons, wait to be invited into the classroom by a member of staff
- organise themselves in the classroom in an appropriate manner (i.e. no running or rushing for particular desks/seats).
- arrive with all textbooks, exercise books and other equipment that is relevant and expected.
- listen carefully to instructions.
- complete all tasks that the teacher has set in an orderly and appropriate way - the instructions for the activity must always be followed carefully.
- listen in silence and be attentive whenever the teacher is instructing/explaining / talking. St Teresa's will not tolerate any interruption of the teacher.
- listen in silence and be attentive whenever a fellow pupil has been asked to contribute/make an observation/explain something - we will all follow common courtesy and listen to each other.
- seek the teacher's permission to contribute to class discussion by raising your hand.
- only use their devices with the teacher's permission, and only for the task which has been set.

- complete all work by the deadlines that they are given - no late work will be accepted

ST TERESA'S EFFINGHAM

DAY & BOARDING SCHOOL FOR GIRLS

unless an acceptable explanation has been given to the teacher or where previous arrangements have been made.

- note that swearing will not be tolerated.
- ensure that all classrooms are left neat and tidy at the end of every lesson. All classes will need to check the state of the room at the end of each lesson.
- no eating or chewing gum is allowed in class
- arrive and leave the class dressed as per the school uniform rules.

At the start of every academic year, the Heads of Year and Form Tutors will work with their year group to ensure that the classroom rules for form time, lessons and lunchtime are understood and added to as required (see *Policy Appendices A5*).

Monitoring Behaviour

As part of the duties of the Form Tutors, Heads of Year and the Deputy Head (Pastoral) behaviour of a pupil may be monitored through the use of a report card. The card will be personalised to the pupil.

REWARDS and SANCTIONS

Positive behaviour is rewarded through merits, commendations and communication to parents/guardians. Negative behaviour incurs behaviour points, lunchtime and after school detentions. Sanctions will be at a level that reflects the severity of the offence, the possible influence on others and the maturity of the pupil. (see *Policy Appendices A2*)

REWARDS

Pupils are rewarded through merits and commendations:

Merits

These can be given for good work, excellent behaviour, or a good deed. They are credited to the pupils' houses. Merits are recorded electronically on iSAMS by the individual member of staff.

Years 7 – 9

The Head of Year will reward a pupil who receives:

- **20 merits** with a **bronze** merit badge
- **40 merits** with a **silver** merit badge
- **60 merits** with a **ruby** merit badge
- **80 merits** with a **gold** merit badge
- **100 merits** with a **diamond** badge
- **125 merits** with a **platinum** badge
- **150 merits** with a **rose diamond** badge
- **200 merits** with a **black diamond** badge
- **250 merits** with a **purple holographic** badge

Badges are returned on receipt of the next level of award. The highest value badge achieved

ST TERESA'S EFFINGHAM

DAY & BOARDING SCHOOL FOR GIRLS

may be kept.

Years 10 & 11

The top merit scoring forms each term have pizza in the last week of term.

Years 12 & 13 do not generally receive merits. Every week in the Sixth Form newsletter, individuals (nominated by a member of staff) are identified and praised for any achievements (academic and pastoral).

After each report cycle, the Head of Sixth Form sends letters home praising the girls' achievements.

Department Commendation

A Head of Department may award a department commendation for an outstanding piece of work. The commendation is worth 5 merits. The Head of Department records the commendation electronically and notifies the Staff Secretary who issues the certificate to the Headmistress. The commendation will be awarded in the year assembly.

Headmistress' Commendation

This is awarded for an outstanding extended piece of work or for service to the school. The member of staff who wishes to award the commendation should discuss it with the Headmistress. The commendation is worth 10 merits, it is given out at a main school assembly and a letter of notification is sent to the pupil's parents or guardians.

SANCTIONS

No member of staff should ignore poor manners or behaviour.

Minor infractions of the school rules and expected behaviour should be dealt with immediately by the member of staff concerned. A verbal warning should be given, behaviour points known as *Order Marks*, will be issued in accordance with the *Sanctions Flow Chart*

Order Marks and detentions are issued at the discretion of a member of staff and **will be** given for:

- Rudeness
- Persistent lateness
- Repeatedly forgetting books and equipment
- Persistent failure to adhere to uniform regulations
- Persistent misbehaviour

All order marks are recorded electronically on iSAMS, by the individual member of staff. The pupil will be informed in person and there will be an iSAMS notification sent to the parent and pupil portal.

Through iSAMS, the Heads of Year and Houses will monitor sanctions and will talk to the pupil

about their behaviour.

Detentions

Department detentions: failure to hand in homework or to complete work to a satisfactory standard will result in a lunchtime subject detention. The time, date and reason for the detention is logged electronically.

After school detentions: in addition to the above, this sanction may be used when deemed necessary by the Headmistress or Deputy Head (Pastoral) when a pupil has committed a more serious infraction of a school rule as outlined by the *Sanction Flow Chart*. These detentions are supervised by a member of the SLT or Head of Year. Parents or guardians of a pupil will be informed with a minimum of 24 hours' notice of the after-school detention, and they are expected to acknowledge the detention.

Suspension

This occurs at the discretion of the Headmistress and, usually, with discussion with the Deputy Head (Pastoral).

Suspension will be sanctioned when there has been a serious breach of the school rules, such as:

- improper use of mobile phones or email
- serious bullying
- extreme disruptive, discriminatory or destructive behaviour
- malicious accusations against staff, possession or use of cigarettes, e-cigarettes or vaping equipment, alcohol, drugs or a weapon (*see policy appendices B*)

A pupil may be suspended from school **internally** for a half, whole or number of days. During that time, they will be provided with work by the staff from whose lessons they are withdrawn; they will not be allowed to spend the break or lunchtime with their peers and, they will be supervised by the SLT.

A pupil may be suspended from school **externally**. The Headmistress will decide the period of time for the temporary suspension. The parent or guardian will be expected to come to the school to discuss the pupil's behaviour and to remove the pupil from the premises.

Parents and guardians will be notified both verbally and in writing of the suspension, and a record of this placed in the pupil's file.

In the case of the most serious breaches of the school rules or code of conduct, a pupil may be **permanently excluded** from the school. This decision will be taken by the Headmistress in conjunction with the Board of Governors. Please refer to the EST Exclusions Policy which can be found on the school website.

The school does not use corporal punishment.

Reasonable adjustments:

ST TERESA'S EFFINGHAM

DAY & BOARDING SCHOOL FOR GIRLS

For pupils with learning or developmental difficulties, the above rewards and sanctions will be adapted based on the individual needs of these pupils.

Pastoral Monitoring

The Heads of Year are responsible for monitoring the iSAMS entries for merits, order marks and detentions. These are reported to the parents or guardians on the pupil's school report.

The Deputy Head (Pastoral) monitors and keeps an overview of serious sanctions; in addition there are records of pastoral and behaviour concerns, bullying (including racial, religious and gender intolerance). This information is held on a pastoral monitoring spreadsheet and in CPOMS.

Policy review:

Reviewed and updated: CSP/PCA/VLO 2 May 2023,
PCA/VLO 21/4/2022

Reviewed and updated: RWI/DBR/SRA 6 September 2023

Reviewed and updated: RWH/ DBR/ CMS February 2024

Endorsed: Pastoral Committee 15 May 2023

POLICY APPENDICES A1: as published in the pupil diary

ST TERESA'S CODE OF CONDUCT

Registration: **All** pupils must attend morning registration; a pupil arriving after registration has closed or who misses registration for an extra-curricular lesson must sign in immediately at Reception.

Absence: School should be informed by email or telephone **on each day** of absence
- no later than 09:00.

Day girls remaining in school after 16.30 must be in Study or with a member of staff at an activity.

ST TERESA'S EFFINGHAM

DAY & BOARDING SCHOOL FOR GIRLS

All pupils leaving prior to the end of the school day **MUST** sign out at Reception. Pupils will only be able to depart if prior notice has been emailed to absence@st-teresas.com

Before form time and lessons, pupils should not enter classrooms or teaching areas until invited to do so by a member of staff. Pupils are expected to line up outside classrooms and wait quietly. In the classroom pupils should wait to be invited to sit by the member of staff.

If a pupil feels unwell, they must ask permission from a member of staff to report to the Medical Centre. **No pupil** may telephone/text/email parents or guardians to ask to be collected. The decision to send a sick pupil home is taken by the School Nurse in conjunction with one of the Deputy Heads or the pupil's Head of Year.

Day girls must not go into the dormitories/study bedrooms. They may only go into boarders' common rooms when invited and authorised by a member of staff. Boarders in Years 7-11 are not allowed upstairs during the school day.

All money and valuables should be locked in a pupil's locker. The school cannot be held responsible for such items and therefore we recommend precious items are always kept at home.

No pupil may at any time bring into school or use any aerosols, sharps or instruments of harm e.g. a penknife, smoking paraphernalia such as cigarettes, vapes or lighters nor drugs or alcohol. Possession of these articles will be treated as a very serious offence. Possession or use of drugs on school premises may result in immediate expulsion.

Damage: Damage or defacement to school property must be reported immediately to the Form Tutor/Boarding Mistress. Offenders will be expected to pay repair costs and will serve a sanction.

Bounds: No pupil may go beyond the Dorking Drive gate, the swimming pool garden, the top of the main drive or into the woods.

Food is not to be consumed in classrooms, corridors, the Sports Hall or any other teaching area.

Chewing gum is not allowed in any part of the school premises, including boarding areas.

Pupils in Year 7 – 11 must store their mobile phone in their Yondr pouch.

Pupils may not use social media during the school day. Pupils may not use their devices to take pictures/videos of their peers without their consent.

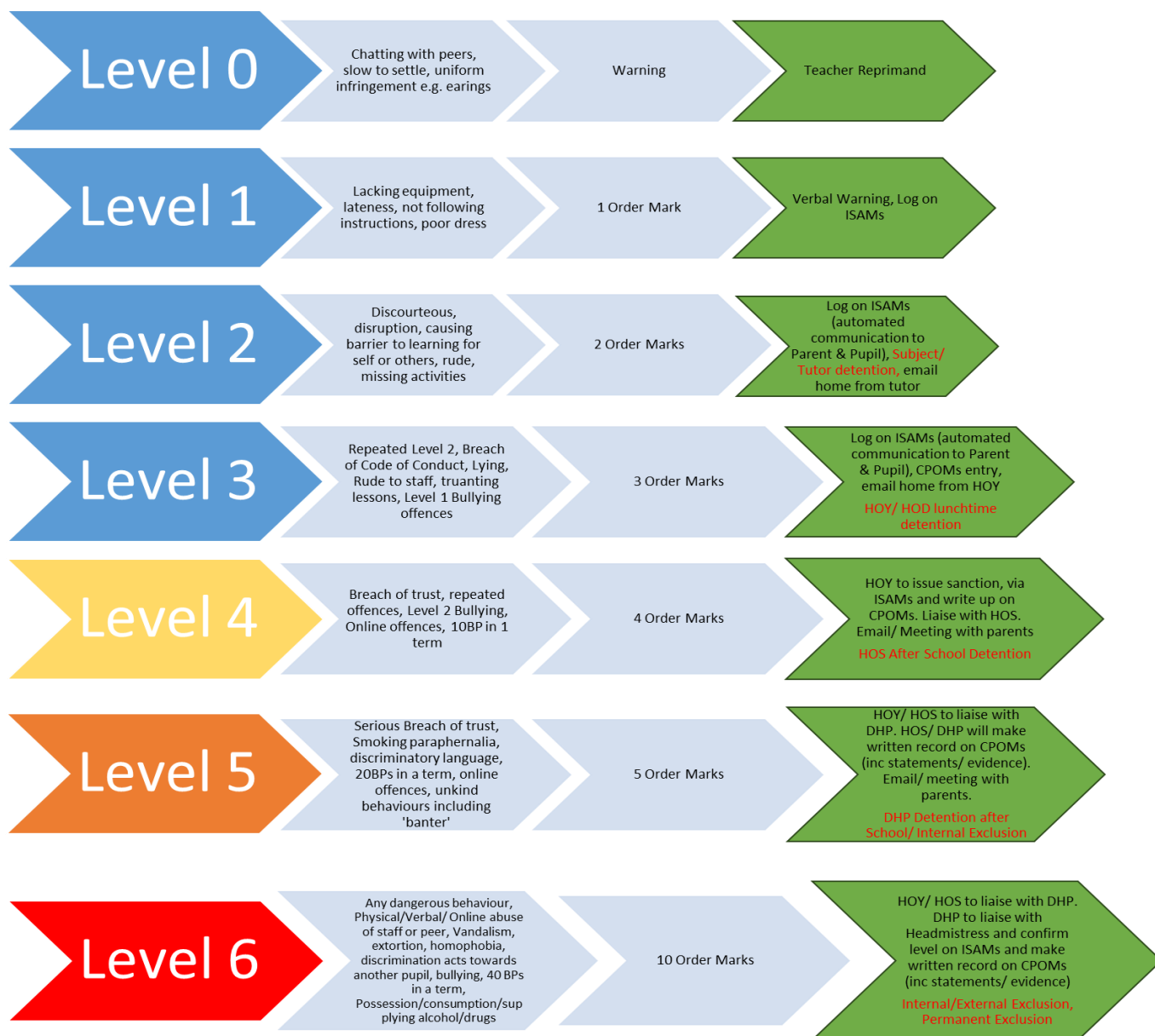
ST TERESA'S EFFINGHAM

DAY & BOARDING SCHOOL FOR GIRLS

APPENDICES A2: Sanction Flow Chart

ST TERESA'S EFFINGHAM

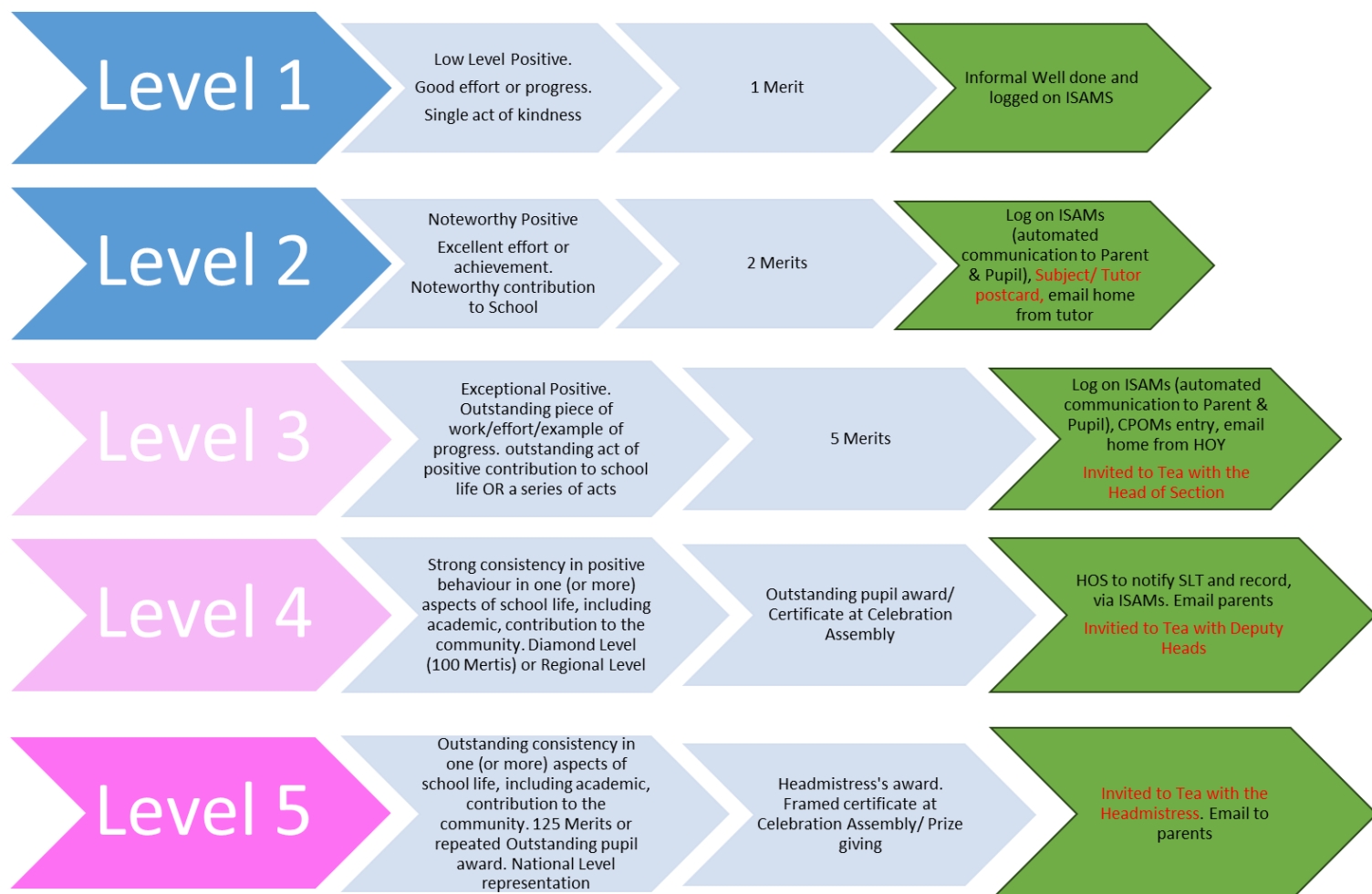
DAY & BOARDING SCHOOL FOR GIRLS



Rewards Flow Chart

ST TERESA'S EFFINGHAM

DAY & BOARDING SCHOOL FOR GIRLS



ST TERESA'S EFFINGHAM

DAY & BOARDING SCHOOL FOR GIRLS

Years 7 - 11 Uniform List

Girls in Years 7–11 wear a navy jacket and school kilt or school trousers every day. The girls are expected to wear uniform from the list below – **NO additional or alternative items may be worn.**

Unless indicated*, all uniform items should be purchased through our suppliers, Schoolblazer.

The girls are expected to take pride in their appearance at all times:

- All hair styles should be conventional and natural in colour. Long hair should be tied back completely, and hair should be generally tidy.
- Hair bands should be plain dark blue, black or pink.
- Any type of vest top worn under school shirts must be **white**
- Suitable, sensible black shoes** should be worn at all times - shoes should be **black leather** - **not high heeled or pump/trainer style footwear.**
- Earrings should be in the form of a simple stud and **may only be worn in the ear lobe – one in each ear lobe.**
- Year 11 are allowed one ring on their finger.**
- Multiple earrings and piercings in any other part of the ear are NOT permitted**
- No other form of body piercing is allowed.
- Make-up, false eye lashes or nail varnish is not acceptable with school uniform.**
- Items of jewellery permitted are a necklace with a religious significance and a simple wrist watch which should have the pupil's name on it.
- Skirts worn must be no shorter than approx 2.5inches above the knee, pupils should not roll or have skirts tailored to be shorter. School trousers are an alternative to skirts.

Uniform:

Navy one button fitted jacket with cerise lining

Navy and pink tartan kilt (**worn on the knee** – kilts must not be shortened) or tartan trousers

Pink and white stripe reverse collar blouse (long and short sleeve options)

Navy jumper with cerise stripe at v

Navy knee high socks* or navy opaque or cotton microfibre/wool tights*

Navy ankle socks* (optional for summer)

Navy art overall (Years 7-9)

Navy reversible storm-proof branded jacket (optional)

Navy/black coat

Branded puffa jacket (available from the school)* - please note that North Face puffa jackets are not permitted

Navy and cerise scarf (optional)

Black leather shoes (not purchased from Schoolblazer)

Schoolbag: girls may use their own bags for school – it needs to be sensible and appropriate to carry schoolbooks and equipment eg. back-pack or satchel style bag

ST TERESA'S EFFINGHAM

DAY & BOARDING SCHOOL FOR GIRLS

Sportswear:

Navy and cerise tracksuit top

Navy and cerise hoodie

Navy training pant with cerise pipe

Cerise and navy polo shirt

Navy and cerise skort

Navy crested cycling shorts

White PE socks

Navy Speedo Endurance swimming costume*

White crested swim cap

Swimming goggles (Years 7 to 9)

Navy games socks with cerise turnover

Navy crested base layer top (optional)

Navy crested base layer legging (optional)

Navy and cerise athletics/ cross country vest (optional)

Shin pads (Years 7 to 9) - (can be bought through school)

Navy and cerise games bag

ST TERESA'S EFFINGHAM

DAY & BOARDING SCHOOL FOR GIRLS

Sixth Form Uniform List:

Girls in the Sixth Form wear a navy suit every day, either a skirt suit or trouser suit. The girls are expected to wear uniform from the list below – **NO additional or alternative items may be worn.**

Unless indicated*, all uniform items should be purchased through our suppliers, Schoolblazer.

The girls are expected to take pride in their appearance at all times:

- Extreme versions of jewellery, make up or nail varnish are not acceptable with school uniform.
- Hair styles should be conventional, natural in colour and generally tidy.
- Hair bands should be plain dark blue, black or pink.
- Any type of vest top worn under school shirts must be **white**
- Suitable, sensible black footwear** should be worn at all times - shoes should be **black leather - not high heeled or pump/trainer style footwear.**
- Earrings should be in the form of a simple stud and **may only be worn in the ear lobe - two in each ear**
- Nail varnish colour can be selected from an approved colour palate**
- Multiple earrings are not permitted**
- No other form of body piercing is allowed.

Uniform:

Navy two button fitted jacket with cerise lining

Navy suit skirt (two styles available with and without waistband) or navy suit trousers

Pink and white stripe blouse (reverse or to neck) long and short sleeve options

Navy plain cable knit jumper* (optional)

Navy knee high socks* or navy opaque or cotton microfibre/wool tights*

Navy ankle socks* (optional for summer)

Branded puffer jacket (available from the school)* - please note that North Face puffer jackets are not permitted

Navy reversible storm-proof branded jacket (optional)

Navy and cerise scarf (optional)

Black leather shoes (not purchased from Schoolblazer)

Schoolbag: girls may use their own bags for school – it needs to be sensible and appropriate to carry schoolbooks and equipment eg. back-pack or satchel style bag

ST TERESA'S EFFINGHAM

DAY & BOARDING SCHOOL FOR GIRLS

APPENDICES A4 – School Transport Rules: Keeping Safe on St Teresa's School Buses

These rules will keep everyone safe and help us be fair to others. The agreement is that:



I will be considerate to the driver and the passengers on the bus.



I will keep the noise levels down.



I will not distract the driver in any way when they are driving the bus.



I will keep my seatbelt on at all times during the journey to and from school.



I will use my phone and electronic devices sensibly, taking care not to film or photograph anyone around me without their permission.



I will not use the torch on my phone when the bus is moving.



I will only use my water bottle for drinking and will take care not to spill or squirt water on the bus.



I will use appropriate language, taking into consideration the age of all the pupils on the bus.



I will take my rubbish with me when I get off the bus, leaving the bus as I found it.



If anything happens on the bus that I am unhappy about, I will tell my bus driver and a teacher.

ST TERESA'S EFFINGHAM

DAY & BOARDING SCHOOL FOR GIRLS

Please be aware that any pupil reported to be not adhering to these rules will be dealt with through the School's Rewards and Sanctions Policy. The School also reserves the right to remove any pupil from school transport permanently if they persistently ignore the rules and regulations.

These rules and regulations are in place to ensure that the law is adhered to and, for the health and safety of the pupils, drivers and public.

APPENDICES A5

CLASSROOM RULES

- Before form time and lessons wait until you are invited into the classroom
- Be polite and helpful to teachers and your peers
- Do not talk when teachers are talking
- Treat everyone as you would like to be treated
- Do not touch any member of staff's property in the room
- Respect your, and your classmates', property
- No eating or drinking in classrooms at any time
- Do not write on the boards
- Put chairs under desks
- Do not use your device unless invited to by your teacher, and only for the set activity
- Do not leave any litter
- Tidy your area before you leave
- Stand up when a member of staff or visitor enters the room

Thank you

POLICY APPENDICES B

PROCEDURE TO BE FOLLOWED WHEN DEALING WITH THE USE OF ALCOHOL

There are occasions when the use of alcohol on school premises in relation to various social or other events may be sanctioned.

Girls are not allowed to bring alcohol on to school premises at any other time, either for their own use or for the use of others.

Any flouting of this rule must be reported to the Headmistress immediately or one of the Deputy Heads in her absence and will be dealt with on an individual basis. It will be regarded as a very serious offence and punished accordingly.

PROCEDURE TO BE FOLLOWED WHEN DEALING WITH SMOKING

The possession and/or use of cigarettes, e-cigarettes and vaping items or paraphernalia are forbidden on school premises, school transport or off-site where pupils can be identified in uniform.

Anybody disobeying this rule will be reported to the Headmistress or one of the Deputy Heads in her absence and will be dealt with on an individual basis. It will be regarded as a very serious offence and punished accordingly.

PROCEDURE TO BE FOLLOWED WHEN DEALING WITH THE POSSESSION OF PRESCRIPTION AND NON-PRESCRIPTION MEDICATIONS

It is against school rules to be in possession of any medication (prescription or non-prescription) at school. The only exceptions are for those who have an agreement with the school to self-medicate or are required to carry their medication on them at all times. For these pupils, documentation is in place to ensure their and others' safety.

Any medicines (prescription or non-prescription) found in the possession of pupils (on their person or, if a boarder, in their room) will be confiscated immediately. Such a confiscation should be witnessed by another adult (as a defence against any accusation that the drug belonged to the teacher or member of the boarding staff).

The Headmistress, Lead School Nurse or one of the Deputy Heads should always be informed of medicine in possession of a pupil on school premises.

Pupils will be dealt with using the Rewards and Sanctions Policy, and medication will be immediately removed.

ST TERESA'S EFFINGHAM

DAY & BOARDING SCHOOL FOR GIRLS

PROCEDURE TO BE FOLLOWED WHEN DEALING WITH THE POSSESSION OF ILLEGAL DRUGS

It is against school rules to be in possession of illegal drugs or to be found to have brought these into school for use by another pupil. It is known and understood that either action may result in expulsion.

Any drugs found in the possession of pupils will be confiscated immediately. Such confiscation should be witnessed by another adult as a defence against any accusation that the drug in fact belonged to the teacher or member of the boarding staff.

The Headmistress or one of the Deputy Heads should always be informed of drug possession on school premises.

If the drug is handed to the police, the Headmistress is not bound by law to give the name or other identifying characteristics of the young person from whom the drug was taken.

A school may maintain confidentiality over such matters.

A record of the incident is to be produced by the Deputy Head (with input from the staff involved) and it should be kept in the pupil's file.

The Governors will be informed by the Headmistress.

MALICIOUS ACCUSATIONS AGAINST STAFF

Any pupil found to have made a malicious accusation against a member of staff will be subject to the school's most serious sanctions.

The Headmistress and Deputy Heads will have been involved in the investigation and it is likely that the Chair of Governors and the Safeguarding Governor will also already be aware.

The school will take direction and/or advice from the LADO and police as required. Parents and guardians will be kept aware of the matter with direction from appropriate authorities.

PROCEDURE TO BE FOLLOWED WHEN DEALING WITH POSSESSION OF AN OFFENSIVE WEAPON

It is against school rules to be in possession of offensive weapons. St Teresa's has a duty to protect pupils' health and safety. If a pupil is suspected of having an offensive weapon in their possession, the Headmistress and any authorised member of the school staff has the right to search that pupil.

If a search reveals any 'offensive weapons or knives, or evidence in relation to an offence', the school must summon the police. The school has no discretion in this. (Section 45 of the 'Violent Crime Reduction Act').

This offence is punishable by exclusion.