

Glenalmond College School Policies

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1. The Code of Behaviour

The expected standard of behaviour at Glenalmond is based on common sense and common courtesy, and a reciprocal sense of trust between staff and pupils. Pupils are asked to pursue their own goals with ambition but with respect for others; they are asked to treat others with sympathy, understanding and tolerance; they are asked to respond positively to the demands that community life places upon them.

Encouragement

The reward for good behaviour is largely in the quality of life and relationships pupils build among themselves and with the staff. Each House will promote these differently, and House and College Positions of Responsibility are clearly the outcome of positive friendships and behaviour. Among other things, Prizes, College Colours, House Colours and Departmental rewards, may also be awarded for valuable contributions to community life. There are also several incentives for good effort and academic work: Stars and Distinctions, Examination Commendation Prizes and Incentive Awards.

Rules

We set great store by the timeless personal qualities that have their roots firmly in the Christian tradition: courtesy, honesty, integrity, modesty and a respect for others are values that we uphold in all that we aim to achieve.

Apart from the laws of the land, which bind us all, and a sense of right and wrong, which most of us would share, pupils are also asked to accept the School and House Rules, which have evolved to regulate the life of the community at Glenalmond. Pupils are actively encouraged to share this common code, and to keep the rules in the proper spirit of the community. However, when things do go wrong, when rules are broken, or expectations not met, the College may invoke the sanctions listed at section 4.

Thus school rules exist for three reasons:-

- The moral welfare of the pupils.
- The safety of the pupils.
- The smooth running of the College in the interests of all who live and work within it – Staff and Pupils alike.

Although many rules appear in the form of prohibitions they are intended to promote one or more of the positive aspects of the College's ethos.

School rules apply at all times during the term, including when pupils are outside the College boundaries and when the term has in effect been extended, e.g. on tours, CCF camps or overseas trips. In particular, day pupils must follow school rules from the time each day that they leave their homes until they return there.

No list of rules can be expected to be exhaustive and there will, from time to time, be specific rules laid down within Houses or in the College. Furthermore any breach of the law or of common sense or good manners shall be considered a breach of the school rules.

2. Summary of the School Rules

Moral Welfare

It is against the school rules for a pupil to:

- Bully another pupil
- Indulge in any form of harassment related to age, colour, nationality, religion, ethnic origin, disability, gender or sexual orientation.
- Purchase, possess or consume any drug or substance other than those medically prescribed, and then only under the supervision of the College medical staff.
- Purchase, possess or smoke tobacco or bring tobacco (in any form) into the school.
- Purchase, possess or smoke any form of electronic cigarette (Vaping).
- Purchase, possess or consume alcohol except for permitted Sixth Formers in the Moncrieff Centre or when invited to do so by a member of Staff.
- To bring alcohol into the school.
- Enter boys' Houses (if a girl); or girls' Houses (if a boy); - except for the Common Room, and then only by specific invitation.
- Misuse communication technologies (e.g. e-mail, text messaging, social networking forums).
- Take or borrow any other pupil's property, including clothing, cd's etc. without specific permission from the owner.
- Indulge in any 'public display of affection', or any act of intimacy with another pupil.

Safety

It is against the school rules for a pupil to:

- Leave College bounds without permission from his or her Housemaster or Housemistress. (A map of the College grounds is posted on the notice board in each House.)
- Possess any form of explosive, including fireworks, or firearm or any other offensive weapon including knives or BB guns.
- Climb on College roofs or to enter or leave any building except through the doors.
- Practise golf anywhere other than on the golf course.
- Swim in the pool or the river without Staff supervision. (NB Swimming in the River Almond is strictly prohibited at all times.)
- Ski, skate or sledge without Staff permission, except on Front Slopes.
- Keep a car or motorcycle while at school without permission (see separate rules for pupils wishing to drive to school, available from the Sub Warden.)

- Drive a car or motorcycle in the College grounds except during a driving lesson with a school of motoring instructor or when a parent is in the car, e.g. at the beginning of term, unless specific permission has been obtained (see above).
- Drive a car to or from College, even at leave-out, containing any other member of the College, except brothers or sisters.
- Travel in any vehicle without wearing a seat belt.
- Fail to respond to Fire Evacuation promptly.
- Interfere in any way with fire-fighting or emergency equipment or any locks and safety fixtures or notices.
- Ride a bicycle without a helmet.
- Ride a bicycle on Front Avenue or further down Back Avenue than the Gannochy Hall.
- Have more than one person on a bicycle.
- Behave in any way likely to endanger another pupil.
- Disobey any notice or instruction issued for safety purposes.

3. Expected Standards

- All property must be properly named and it is the responsibility of the pupil to look after their own belongings. Personal belongings should be insured by parents.
- Hair: Pupils should have a conventional hairstyle and use plain accessories. Hair should be tied back to keep it clear of the face during the school day and Junior pupils' hair must be tied up in a ponytail if it is long enough. Boys must be clean-shaven at all times. Dyeing or tinting of hair is not permitted.
- Make-up: Pupils are allowed to use very subtle make-up, but not coloured nail varnish or excessive make-up.
- Jewellery: Pupils may wear one plain, thin chain necklace, one ring and one plain bangle or bracelet. Chokers/thick/coloured necklaces are not allowed. Those with pierced ears may wear one sleeper-ring or stud in each ear lobe. Nose rings and studs are not allowed.
- Badges on Lapels: Only badges won at Glenalmond and that recognise achievement may be worn. The Sub Warden must approve such badges. Those already approved include College Colours and Half-Colours badges, Duke of Edinburgh Award badges and House Colours Badges for Girls. Only one badge of each category should be worn at a time, so, for example, if a pupil has both bronze and Silver D of E, only the Silver badge should be worn. Likewise, if a girl has a number of half-colour awards, only one should be worn on the lapel at a time. Badges supporting a particular charity are not appropriate for School Uniform wear.
- The uniform school scarf may be worn outdoors with uniform, but may not be worn indoors at any time.
- Suitable hats may be worn outdoors in inclement weather, but at no other time with school uniform, unless specific permission is given.
- Pupils may wear a plain black or navy outdoor jacket in poor weather. They may NOT wear hooded sweatshirts, body warmers or rugby shirts with their uniform. Indoors, pupils should wear their blazer or tweed jacket.
- Sweaters should be V-neck, navy blue (optional green in Sixth Form and burgundy for prefects) and should not sport any logos.
- Blouses should be buttoned and should be open-necked and flat-collared as per the regulation list. The only exception to this rule is College Prefects.
- College Prefects may wear a sensible 'city' shirt/blouse of their own choice.
- Shoes must be black and polishable and in good, weather-proof condition, appropriate to the pupils' needs.

- No denim items may ever be worn with school uniform and pupils should not mix and match uniform and casual clothes outside school time.
- Pupils may only use mobile phones, cameras, radios, CDs, iPods etc. at certain times and must never use them inconsiderately or inappropriately. They may only be used in social spaces i.e. Common rooms and not whilst moving around the school. See mobile phone policy for details.
- Pupils should not wear headphones whilst in school uniform or walking around campus
- Pupils may not have televisions in their rooms nor use computers/laptops to watch television.
- Laptops must have appropriate anti-virus and security software installed.
- Personal areas such as rooms, cubes, or desks must be kept clean and tidy.
- Litter must never be dropped. Recycling bins must be used as appropriate.
- Eating around the site, during classes, rehearsals, lectures or in Chapel etc. is not permitted. Drinks from the machine in the Moncrieff Centre must not be taken out of the Centre.
- Chewing gum is not permitted at Glenalmond.
- Visiting houses: times and locations as posted must be observed.
- No pupil may enter another person's room without their permission **and then, only** in their presence.
- Animals may not be kept in the College.
- National Entitlement Cards: the College works closely with Perth & Kinross Council to provide our pupils with a Young Scot National Entitlement Card which is endorsed with a PASS hologram, making it suitable for pupils to prove their age. We aim to instil in our pupils a sense of integrity and honesty, and it therefore follows that possession of false identification cards or papers runs counter to this stated aim, and so it is against College rules for our pupils to have false ID or attempt to use the ID of someone else.

Sanctions

- All disciplinary offences are in their own ways unique; circumstances, previous record, honesty and remorse will be taken into account. The following sanctions are permitted at Glenalmond but will only be applied in proportion to the offence:
- Community Service – activities of value to the community e.g. routine tasks such as polishing House trophies
- House gating
- Removal of Privileges
- Detention
- Banning from the Moncrieff Centre
- Behaviour / Conduct Contracts
- Removal from positions of responsibility
- Warden's Gating
- Sub Wardens Gating
- Suspension
- Expulsion

Please note: The College has the right to search pupils' rooms, desks, lockers, or clothes not being worn, if it reasonable grounds to believe that they contain unlawful items or items banned at School such as illegal drugs, alcohol or inappropriate substances.

Inadmissible sanctions

Corporal punishment, fines, unreasonable deprivation of liberty, sanctions designed for personal benefit, or to humiliate and degrade, are inadmissible at Glenalmond. This applies to anyone who may have powers to apply sanctions, be they staff or pupils.

4. Serious Breaches of Discipline

Serious breaches of discipline are rare but the College has the duty to protect pupils, staff, property and its reputation. Serious breaches of discipline which might result in immediate expulsion would include: drugs offences (where expulsion is automatic); offences involving serious theft, sexual intimacy, or extreme acts of bullying, violence against people (assault) or property might also result in expulsion. Bringing alcohol into the College, smoking within a building, being out of houses late at night are also offences which would normally lead to suspension.

Bullying

Everyone in the community has the right to:

- Be treated with respect and understanding irrespective of age, colour, nationality, religion, ethnic origin, disability, gender or sexual orientation.
- Be themselves and be free from fear, intimidation, or humiliation.
- Be safe.
- Be valued and respected whatever their individual strengths, weaknesses and opinions.
- Everyone in the community has the responsibility to:
- Tell someone older than themselves if they are aware of bullying.
- Neither start nor join in any unkind treatment of others.
- Respect other people's achievements, work and possessions.
- No Bullying of any kind will be tolerated; this specifically includes:
 - Physical or verbal intimidation or oppression of any pupil or group of pupils
 - Prevention of any pupil working or pursuing worthwhile activities
 - Abuse of seniority or position
 - Racial or sexual harassment of any sort

Alcohol

No pupil is allowed to consume alcohol on the school premises except in the Sixth Form and then only under specific controlled circumstances with a member of staff present. Such circumstances might include the Moncrieff Centre, a Sixth Form Function or entertainment by a member of staff in a social context or tutor outing.

In the Moncrieff Centre on Saturday nights, members of the Sixth Form over 16 years of age are permitted a limited amount of alcohol as controlled by the member of staff on duty. Under no circumstances will staff permit the drinking of spirits or spirit based drinks.

Smoking

Smoking or Vaping are not permitted at Glenalmond. Smoking in a building or any other area likely to cause a threat to people and/or property is considered a very serious offence and is likely to result in a significant sanction, even for a first offence.

Drugs

The College accepts neither the abuse of drugs or substances nor the illegal supply of such substances. Whatever the decisions of Parliament, the College identifies drug abuse as harmful to the individual and both medically and morally disruptive to the corporate body of the College.

The College Policy is that if it has evidence that a pupil has used, or is in possession of, or is involved in the supply of illegal drugs, then that pupil will be asked to leave the College immediately.

Where there is no direct evidence, but a strong suggestion that a pupil may be associating with illegal drugs, then he/she and his/her parents will be asked to sign an agreement that the College, in the event of any further concern, can carry out a drug test. If a drug test proves positive, the pupil will be asked to leave the College.

Repeated Disciplinary Offences

In general, repetition of any offence within a school year will lead to an increase in the level of sanction applied, e.g. from Detention to Warden's Gating.

Records of Detention are kept by the Housestaff and Sub Wardens. Records of Warden's gating and suspension are kept in the Warden's office and these sanctions are accompanied by a letter to parents.

Pupils who repeatedly offend, in the same or different ways, will be asked to sign a contract relating to future behaviour. Parents will be informed and it will be specific. A breach of this contract or continued and repeated breaches of school discipline is likely to result in parents being asked to meet with the Warden where a Final Warning will be issued. Should this not be respected parents are likely to be asked to remove their son/daughter, permanently, from the College.