



The Code of Behaviour: Expectations, Encouragement and Sanctions

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 empathy, 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 the staff. Each House will consistently promote these, and House and College Positions of Responsibility are 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 College 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 are not met, the College may invoke the sanctions listed in section 4.

Thus, school rules exist for three reasons:-

- a) The moral welfare of the pupils.
- b) The safety of the pupils.
- c) 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. College 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.

Summary of the College Rules

1. Moral Welfare

It is against the College 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 or House Staff Team.
- 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 accordance with the [Entertaining Pupils and Alcohol Consumption Policy](#)
- To bring alcohol into the school.
- Enter another boarding house; except for the Common Room, and then only by specific invitation or by permission of the Housemaster or Housemistress
- Misuse communication technologies (e.g. e-mail, social networks, forums).
- Take or borrow any other pupil's property, including clothing, food, etc., without specific permission from the owner.
- Indulge in any 'public display of affection', or any act of intimacy with another pupil.

2. 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 at the golf course or hub.
- Swim in the pool 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 Deputy Head Pastoral)
- 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, unless specific permission has been given by the Housemaster or Housemistress.

- 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 or scooter without a helmet.
- Have more than one person on a bicycle or scooter.
- 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: No extreme styles or dyeing allowed. Hair should be off the face, using plain hair accessories. Juniors: pupils should have long hair tied up in a ponytail or similar during the school day.
- Boys should be clean-shaven at all times.
- Make-up: Only very subtle make-up is allowed, but no coloured nail varnish or false nail extensions of any kind.
- Jewellery: Only **one** plain, thin chain necklace, **one** ring and **one** plain bangle or bracelet are allowed. Chokers/thick/coloured necklaces are not allowed. Those with pierced ears may wear **one** sleeper-ring or stud in each ear lobe only. Nose rings and studs, and more than one bracelet (other than a medical band) are not allowed.
- Badges: Only badges won at Glenalmond and those that recognise achievement may be worn. The Deputy Warden must approve such badges. Those already approved include College Colours and Half-Colours badges, Duke of Edinburgh Award badges and House Colours Badges. Only one badge of each category should be worn at a time. Badges supporting a particular charity are not appropriate for School Uniform wear.
- The uniform school scarf or a plain dark (black or navy) 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.
- During inclement weather, pupils may wear a dark coloured, plain coat (black or navy) with no patterns or large logos. 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 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 who may wear a smart 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 must abide by the mobile phone policy.
- Pupils should not wear headphones whilst in school uniform or at any time walking

to and from the main College buildings.

- Pupils may not have televisions in their rooms.
- Personal area,s including rooms, cubes, or desks, must be kept clean and tidy.
- Litter must never be droppe,d and bins which are provided must be used.
- Eating around the site, during classes, rehearsals, lectures or in Chapel etc, is not permitted. Drinks from the Moncrieff Centre must not be taken out of the Centre.
- Chewing gum is not permitted at Glenalmond.
- 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.

4. 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:

- Withdrawn from representative sport or activities
- Community service – activities of value to the community, e.g. routine tasks such as polishing House trophies
- House gating
- Removal of Privileges
- Detention
- Behaviour / Conduct Contracts
- Removal from positions of responsibility
- Deputy Warden's Gating
- Warden's Gating
- Suspension (Internal or External)
- Expulsion

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

Minor infringements (such as uniform, gum, lateness) will be reported by staff and monitored by tutors who will issue a supportive docket to help and support pupils to meet the College's standards

5. 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 the power to apply sanctions, be they staff or pupils.

6. 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: drug offences; 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, and being out of houses late at night are also offences which would normally lead to suspension.

6a. 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 for 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 from working or pursuing worthwhile activities
- Abuse of seniority or position
- Racial or sexual harassment of any sort

6b. 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.

6c. Smoking/Vaping

- Smoking/vaping is not permitted at Glenalmond. Smoking/vaping 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 suspension, even for a first offence.

6d. Drugs

- The College accepts neither the abuse of drugs nor 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 is involved in the supply of illegal drugs, then that pupil will be asked to leave the College immediately.

- We will take into account the class of drug, as categorised under UK law.
- Sanctions for the association with drugs or other harmful substances may lead to expulsion and each incident will be considered on a case-by-case basis.
- Pupils who, by their behaviour or their associations, give cause for suspicion that they might be misusing drugs, may be asked to take a drugs test.
- The College also reserves the right to implement measures designed to support a pupil and deter him/her from involvement in drugs. Pupils may be required to agree to random testing and/or bag searches on return to the College. Room searches may also be carried out, in accordance with our policy. If a drug test proves positive, the pupil will be asked to leave the College.

7. 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 sanctions are kept by the House staff and the Deputy Warden.

Pupils who repeatedly offend, in the same or different ways, will be asked to sign a contract relating to future behaviour, and parents will be informed. 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, the parents are likely to be asked to remove their son/daughter, permanently, from the College.

8. What to do if you have a complaint: the Complaints Procedure for pupils

It is always best to deal with a complaint about something by speaking directly to the person concerned, even if you think you can handle it, as it may affect another member of the community. The vast majority of complaints can be sorted out in this way. However, if pupils feel the need to express themselves more fully, or if concerned, worried, or upset about any matter that affects their (or anyone else's) welfare, then there are three possible courses of action which form a progression.

The Informal Procedure

There are a number of different people who will be very happy to talk to you and to help you try to find a solution to the problem. It may help to talk first with another pupil who is a trusted friend. However, it may be that you also need the help and support of an adult and you should choose whoever you feel most comfortable talking to.

In the first instance, it is recommended that the pupil gets in touch with one or more of the following: a senior pupil (e.g. a House or College prefect), a School Council representative, one of the Housestaff, a member of the Nursing team in the Medical Centre or any other member of staff. If you feel unable to raise your concern with any of these people, others you can talk to are: your parents, the Sub Warden (Academic), the Sub Warden (Pastoral), the Chaplain, Deputy Warden or the Warden.

The Formal Procedure

If you are dissatisfied with the results of the Informal Procedure, or feel that informal discussion is inappropriate to the situation, then you should speak to a Senior member of staff, or you may hand a formal written complaint to the relevant Housestaff, the Deputy Heads or the Deputy Warden. Such a complaint will normally receive a written reply within 48 hours, and if necessary, may be referred to the Internal Review Panel, which may ask to hear the case. The Panel will consist of the Deputy Warden and the School Chaplain. This group will report to the Warden, recommending any action that might be appropriate.

You can also raise a serious complaint with the Care Inspectorate, but for most routine matters, they would refer it back to the College to deal with.

Care Inspectorate



Compass House
11 Riverside Drive
Dundee
DD1 4NY

Tel: 0345 600 9527

Email: enquiries@careinspectorate.gov.scot

Child Line

0800 1111

Perth and Kinross Council Education & Children's Services Child Protection Team
01738 476768

Version Date	Reason Author/Reviewer
07/10/2016	Clean-shaven added/ C Henderson Vaping added
01/09/2018	Reviewed C Henderson
08/07/2021	Updated S Sinclair - hair, make-up and jewellery amended. Job titles updated.
25/07/2023	Updated S Sinclair
31.8.24	Updated SLT: mobile phone policy added Updated: consistency in houses, no headphones worn around the site, smart shirt for Prefects