



ABBHEY COLLEGE

RULES AND JUSTICE SYSTEM

Abbey College in Malvern
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INTRODUCTION

Ethics simply means what is the right thing to do for you and everyone else.

Justice actions are what a group does if an individual within it does not maintain his/her/their own ethics.

Abbey college also has a department where you can get help with any problems from the Welfare Manager so you can continue your study without any distractions.

During your time at Abbey College, you should be aware that there are rules and agreements to be followed. If a group wants to work well together then there has to be an agreement within that group as to what is the right or the wrong thing to do. These are the college rules.

We expect all students to follow these rules in order to create a safe and friendly environment and help others to maintain these standards. We also expect you to use common sense in your conduct, which is not necessarily written down.

LEVEL 1 RULES

GENERAL

1. Have good manners at all times.
2. Treat others (including college staff and your peers) as you want to be treated.
3. Respect the religious beliefs and practices of others.
4. Respect other people's possessions. Do not destroy, take or borrow them without permission.
5. School uniforms are expected to be smart and correct at all times.
6. Do not play roughly or play-fight with each other.
7. No electronic games of any kind are allowed during school hours.
8. Mobile phones must not be used during class or prep time unless there is a specific reason for which your teacher has given permission.
9. Be quiet in the corridors during lesson time. Do not run through the corridors or jump down the stairs at any time.
10. Help your fellow students keep to the rules.
11. If you have a complaint of any kind, take it up with your Class Tutor, the Welfare Manager or the Quality Manager.
12. Report any repeated level 1 rule violations (see reports).
13. Chewing gum is prohibited during school time.
14. English must be spoken at all times – especially in areas indicated in the college.
15. You must have permission to leave the campus.
16. Students must follow boarding house rules.
17. Girls and boys must not enter each other's boarding houses
18. Over 18's and under 18's may not visit each other's rooms.

AS A STUDENT

1. Students need to be well fed and rested; make sure you get sufficient food and sleep.
2. Be on time for classes, prep, assemblies and house meetings.
3. Hand in your homework and other assignments on time.
4. When in class be a student – and apply what you have learned about how to study properly.
5. Follow the library and classroom rules.
6. Students must have their own materials.
7. Don't interrupt or disturb other students or classes.
8. Use toilets during breaks whenever possible and not during class time.
9. Students are not allowed to be absent from any class without written permission (for example, from welfare staff).
10. Fully engage in the culture of Abbey college and participate in activities and clubs.

APPEARANCES

1. Help to keep the grounds clean, use the bins for litter and don't leave your personal or the school's belongings lying around.
2. Clear up any area you use and put materials back in their place.
3. Keep your work space tidy, your materials etc. in your locker or school bag.
4. A limited amount of jewellery is acceptable. Ideally, no more than stud earrings, one ring and one bracelet. Exceptions to this rule are at the Principal's discretion.
5. No dyeing of hair with bizarre colours or cuts for boys or girls. Long hair should be tied back where appropriate such as in laboratories, workshops and during sport.

HEALTH AND SAFETY

1. Chewing gum is not allowed during school time.
2. No food is to be stored or eaten in the classrooms. Only use the dining room patio area and allocated areas of boarding house to eat.
3. No food or snacks brought to school may be shared with other students due to possible allergies.
4. If you are told to take any medication by a parent or doctor, let your tutor know.
5. Stay within the school grounds.
6. The car park and turning circle are off limits unless you are with a staff member or parent.
7. Play ball games in the grounds, not in the court yard or back entry.
8. Stay away from machinery and staff work areas.
9. A student is not allowed to walk home without written permission from the parent/guardian.
10. No student is permitted to be in the boarding area.

Any staff member observing level 1 rule violations handles this by immediate correction, warning or short amends action.

If a staff member has to repeat any corrections a report is written to the Welfare Manager.

Level 1 violations can become level 2 violations when they are serious, repeated and/or of great harm to others.

LEVEL 2 RULES

1. Do not lie or cheat. Be honest at all times.
2. Do not destroy, damage or vandalize college property in any way. (E.g. graffiti, breaking furniture etc.) Do not take college property.
3. Do not tease, bully or hurt another's feelings, gang up against others or unreasonably exclude others from activities.
4. There can be no sexual activities by any student whilst enrolled at school. Off-site the law prevails.
5. Cigarettes, tobacco, vapes and any other smoking material are not allowed on school premises by any student, regardless of age. Offsite the law prevails.
6. No student is allowed to consume alcohol in the 24 hours preceding school nor is there to be excessive use of alcohol at any time whilst enrolled at school.
7. No student is allowed to bring or consume alcohol on school premises. Off-site the law prevails.
8. At school or elsewhere, no student is allowed to log onto websites that are illegal or have an adult sexual content. Nor is a student allowed to view or listen to anything else that has an adult sexual content.
9. Do not do anything that will damage or endanger the school or bring the college into disrepute.
10. Always report a level 2 or a level 3 offence so that it can be corrected.

The Welfare Manager will go over violations of a Level 2 rule and will work out a full correction programme with the student. This usually includes making amends to the school for time wasted and disruption caused. This may include suspension from class. The Welfare Manager also helps to sort out the rights and wrongs of the matter.

Level 2 violations can become level 3 violations when they are serious, repeated and/or of great harm to others. Level 2 violations are immediately handled by the Welfare Manager.

LEVEL 3 RULES

1. Do not break the law.
2. Any sexual activities in boarding and/or on site is an excludable offence.
3. Do not violate the laws of the land concerning sexual relations.
4. Do not take street drugs or solvents or un-prescribed medical drugs in or out of school.
5. Do not withhold vital information whilst you or another student are under ethics investigation. This can be knowledge of a crime or a serious harmful situation.

Whilst the student consultant investigates violations of a level 3 rule, a student is either internally or externally suspended from school.

Exclusion is mandatory if the student has been involved with drugs.

Note 1: If you are found to have encouraged another student of the school to break any of these Level 3 Rules, or ANY of the previous rules for that matter. it will be taken that you have broken the same rules yourself and the matter will be treated with the same degree of seriousness.

Note 2: By law (*Ref College Policy–Searching of students and their possessions), a school can search a student, his/her locker, desk or his/her school bag for any prohibited item which is considered harmful, with or without consent.

This includes: weapons, alcohol, illegal drugs, stolen items, tobacco, pornographic images, fireworks, or any article that could be used to commit an offence or to cause injury to a person or damage to property.

DISCIPLINARY ACTIONS

INTRODUCTION

Abbey College's Rules and Justice System is written to make sure that students and staff can work together and achieve the purposes of the school. Breaking the rules of the school is never ignored but handled with communication to bring about understanding in the case of Level 1 violations. Any other non-optimum behaviour is handled in the same manner. Further actions are only taken if the matter is not handled.

REPORT CARDS

When a student needs further help in order to handle non-optimum behaviour, a report card is issued. Being on report means that the student's production and behaviour is monitored for a limited period to give the student an extra opportunity to correct whilst back in class.

COMMUNICATIONS TO PARENTS/PARENT ALERTS

It is important that the parents are kept informed of a continuing non-optimum situation with their child. If this is the case the student's tutor is informed and the parents will be contacted. If, after initial communication with the parent the situation continues, a Parent Alert is sent to the parent as the next disciplinary action.

WRITTEN REPORTS

The students are expected to be responsible for themselves, their fellow students and for upholding the rules and standards of the school. Therefore, if a student notices a rule is being broken, he/she is to mention this to the student involved. If repeated, the student can write a report with specific data, sending this via the tutor to the student involved with a copy to the Welfare Manager. Generally, the Welfare Manager will take no action because of a level 1 violation, unless more than three reports are received. If a student feels that a report is incorrect, he/she can sort this out with the Welfare Manager to get this properly handled.

- **Level 2 violations are immediately handled by the Welfare Manager.**
- **When a Level 3 rule is reported, the report will be fully investigated, whilst the student is externally suspended, and it will be decided whether or not any further actions are needed.**

SUSPENSION (INTERNAL & EXTERNAL)

If a student is suspended from class (internal suspension) the parents are informed and are asked to come to the school as soon as possible. The student works on a programme under the Welfare Manager to help correct the violated agreements and harmful actions done.

Suspension from school (external suspension) may be necessary and return to school is after a full and satisfactory handling and correction of the violations. This is followed by a full review by Quality Manager, which is charged for. Older students may work for the school in exchange for the hours. A student will usually be put on probation for a period with clearly laid out steps to achieve normal status.

EXCLUSION

Should the above not be sufficient to remedy the student's behaviour then the last step is exclusion. If a student is excluded it is possible that, should the student come to his or her senses, the student may regain the opportunity to return to Abbey College.

The requirements would include:

1. Full compliance with any order made by the Principal at the time of exclusion.
2. A full write-up of all the violated agreements and harmful actions done.
3. A public announcement to the school that the student realized that his or her actions were contra-survival, possibly including the influence or motivation that led to them.
4. A suitable amends project done for the parents and/or for the school.
5. Evidence of genuine ethics change would be needed.
6. A record of no further instances of return to the previous violations.
7. Positive evidence of honesty and exchange.
8. Recommendations from people who the student has worked for during the period of exclusion.
9. Once back at school the student would be on a probationary period, building up a record of acceptable behaviour and study

LEVELS OF DISCIPLINARY ACTIONS

1. Let the students know that you have noticed something non- optimum.
2. Tell the student what you have noticed and if they correct the situation leave it at that. Instant disciplinary action.
3. Point out the exact rule that has been violated and get the student's agreement to handle it.
4. Warn the student that any further violation of the rule will result in action being taken, such as communication to the parent.
5. Enforce discipline appropriate to the situation. Implement a small penalty, e.g. staying in over lunch or break time to complete some work, clean classroom etc.
6. Warn the student again and tell the student you are reporting the situation to the Student Consultant. First report.
7. A second report is written for further violation of the rules.
8. Student is sent on a 'Student in Need of Assistance Routing Form' with a third report attached.
9. The Class Tutor informs the student that a Parent Alert is being sent to the parents, routed via the Welfare Manager.
10. The Class Tutor informs the parents that the student is taken out of some classes for a handling with the Welfare Manager.
11. The Welfare Manager implements the handling.
12. The Welfare Manager calls a meeting with the Director of Academic Studies, the Class Tutor and the Quality Manager to advise on further actions.
13. Parents and the Principal are informed of the recommendations.
14. The student is officially suspended from class for a limited time. Staff and other students are notified. Internal suspension
15. External suspension: Suspension from school for one week.
16. The Principal contacts the parents and advises that the next step is External suspension for two weeks.
17. External suspension: Suspension from school for two weeks.
18. The Principal and Bursar review the information and give their recommendations.
19. The Principal contacts the parents and advises that the next step is permanent exclusion.
20. Permanent exclusion from Abbey College.