ABBEY COLLEGE IN MALVERN
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Behaviour Management Policy

Related Documents Include:
• Anti-Bullying Policy • Exclusions Policy • Physical Intervention (Restraint) Policy & Forms • Searching Policy • Student Induction Policy • Student Voice Policy • Student Handbook • Staff Handbook • Electronic discipline files • Class Reporting Form • College Rules and Justice System Booklet • Rewarding Good Behaviour Policy
Legal Status:
• Complies with Part 3, paragraph 10. Regulation 3 (2)(a) of the Education (Independent School Standards) (England) (Amendment) in force Regulations currently in force, 2014 (updated April 2026). • Prepared with reference to DfE Guidance (February 2024) Behaviour in Schools – advice for head teachers and school staff • With reference to DfE Guidance (August 2017) Preventing and Tackling Bullying: Advice for School Leaders and Governors and the relevant aspects of Safe to Learn, embedding anti-bullying work in schools. • Having regard for the guidance set out in the DfE (Don't Suffer in Silence booklet) and Preventing Bullying 2013 (Updated July 2026). • Keeping Children Safe in Education 2026. • Working together to safeguard children 2026. • DfE Teachers Standards 2021. • Childnet's 'Cyberbullying: Understand, Prevent and Respond: Guidance for Schools' • Equality Act 2010
Monitoring and Review
• This policy will be subject to continuous monitoring, refinement and audit by the Welfare Manager. • The Welfare Manager will undertake a formal annual review of this policy for the purpose of monitoring and of the efficiency with which the related duties have been discharged, by no later than one year from the date shown below, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.

Produced by	JR	Date	27/09/2024	Checked by	AG	Date	07/11/2026	Approved by	MN	Date:	07/11/2026

- The next official date for review is **November 2027**

Behaviour Management Policy

This policy is designed to promote good behavior, rather than merely deter anti-social behavior. In the main, encouragement and support should be seen as the basis for developing acceptable behavior within the College. Positive reinforcement of good behavior is infinitely preferable to negative responses to bad. Negative reinforcement can, in fact, have the opposite effect from that which is intended and desired. It is an aim of our college that every member of the College community feels valued and respected, and that each person is treated fairly and well. We are a caring community, whose values are built on mutual trust and respect for all. The College behavior policy is therefore designed to support the way in which all members of the College can live and work together in a supportive way. It aims to promote an environment where everyone feels happy, safe and secure.

We believe that students flourish best when their personal, social and emotional needs are met and where there are clear and developmentally appropriate expectations for their behavior. To this end we encourage all members of the College to consider the feelings of others, accept personal responsibility for their actions, and treat all property with due care irrespective of its ownership. We do not accept behavior, such as bullying, insensitivity, bad language, vandalism and theft, which undermines these aims.

This policy is a statement of good practice that covers all aspects of the College that contribute to the development and maintenance of good behavior and a positive ethos. All members of the College are expected to help maintain a caring atmosphere, conducive to learning, with courtesy and mutual respect as basic requirements.

Expectations of good behavior are high and the students should not fear recrimination for telling the truth. A mutual feeling of trust is implicit. It is our intention to promote good behavior as a priority, encouraging restorative justice wherever possible and using sanctions only where absolutely necessary. This policy reflects the College's stated aim of enabling all its students to develop habits of self-discipline and the attributes of a good citizen. We believe that good academic habits and self-discipline are developed and demonstrated by people who have high self-esteem. Whenever possible desirable behavior and effort should not be taken for granted but responded to and acknowledged when witnessed.

Inherent in the ethos of the College is respect for the individual person. Important to us all is the manner in which we relate and speak to students and to one another, each day.

- Encouragement and support should be seen as the basis for developing acceptable behavior within the College.
- Staff should never use sarcasm, ridicule or persistent criticism in an attempt to correct inappropriate work, actions or language.
- Positive reinforcement of good behavior is infinitely preferable to negative responses to bad.
- Negative reinforcement can, in fact, have the opposite effect from that which is intended and desired.
- Students will know that sanctions are applied justly and in a consistent manner.
- A distinction will be made between serious and minor offences.
- The best way to encourage good behavior is to have a clear and consistent code of conduct, backed by a balance of rewards and sanctions within a positive community atmosphere.

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The Purpose of this Policy is to:

- Create an environment that is conducive to achieving the aims of the College.
- Provide clearly defined limits that are easily understood by students, staff and parents.
- Aid all staff in the management of behavior.
- Ensure high standards of behavior are promoted and maintained.

Aims

Our aim is that through this policy we motivate students to:

- Work hard.
- Behave well.
- Obey the College Rules.
- Treat all members of the community with respect.
- Show self-respect.

In formulating our Behavior Policy, we first define the terms 'behavior' and 'discipline'. Good behavior is conduct that assists the College to fulfill its function. Discipline is the system of rules for good behavior that aims to develop self-discipline in students and creates the conditions for an orderly community in which effective learning can take place. Discipline is the system and ethos, therefore, which aims to cultivate in students an acceptance and recognition of responsibility for their own decisions and actions together with the consequences.

The College rules are based on respect, accountability and concern for others. We feel they promote a sense of community and collective responsibility with the College. In having rules, we hope to ensure the health and safety of the students whilst providing a happy and stable environment for staff and students. We aim to teach students to behave in socially acceptable ways and to understand the needs and rights of others. The principles guiding management of behavior exist within the program for supporting personal, social and emotional development. As part of our behavior Policy we believe that all students and adults have the right to work in a supportive, caring environment in which students feel safe and free from bullying and harassment that may include cyber-bullying and prejudice-based bullying related to special educational needs, sexual orientation, sexual identity, sex, race, religion and belief, gender reassignment or disability (as defined in the Equality Act 2010), and the use of discriminatory language.

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College Rules and Justice System Booklet

After all the student induction activities, students will be given the College Rules and Justice System Booklet to go through and check they fully understand the expectations for behavior, the rules and the sanctions for breaking the rules. The students sign a *Letter from the Principle* attached to say they have been made aware of these things; the student gets the Booklet and the College keeps a copy of the signed letter on file. This process takes place with their Tutors, in their class to ensure they have a good understanding of the Booklet.

A Learning agreement is also signed by students to ensure they have clear guidance of what Abbey College expects of them during their time here.

The College Aims to Provide:

- Good adult role models of caring co-operative behavior.
- Reinforcement of positive attitudes to expectations.
- Celebration of a wide range of achievements.
- An acceptance by all staff of a responsibility for maintaining good discipline.
- College Ethos.

Abbey College is expected to be a place where:

- All individuals are respected, and their individuality valued.
- Students are encouraged to achieve.
- Self-discipline is promoted and good behavior is the norm.
- Rewards and sanctions are applied fairly and consistently.
- Bullying, disruption and harassment are not tolerated.
- Early intervention is the norm.
- There is an emphasis on self-discipline.

The ethos of our college is such that all who come here are valued as individuals. Students are given clear guidance as to what is, and is not, acceptable behavior, so that they can develop their own moral code. It is important that each student is treated fairly and is shown respect by other students and adults. Students should never be allowed to feel that sexism, elitism and racism etc. are acceptable. We expect all members of our college to keep to the guidelines, requiring these to be applied consistently. All staff play an important role in promoting good behavior. The College's behavior policy will be available to all staff.

Implementation

The Principal has overall responsibility for supporting personal, social and emotional development, including issues concerning behavior. The Abbey College, in compliance with DfE Guidance (2024) (www.education.gov.uk) Behavior and Discipline in Colleges:

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- Fulfils its duties under the Equality Act 2010; including issues related to students with special education needs or disabilities and provides reasonable adjustments for these students.
- Always has a consistent approach to behavior management.
- Ensures a strong College leadership.
- Supports teachers with classroom management.
- Implements rewards and sanctions, behavior strategy and the teaching of good behavior.
- Provides staff development and support.
- Ensures support systems are in place for students.
- Liaises with parents and agents.
- Manages students' development.
- Has clear, well organized working practices along with maintaining its facilities to a high standard.
- Takes disciplinary action against students who are found to have made malicious accusations against staff.

The day-to-day responsibility for ensuring the Behaviour Policy is enforced on the academic side has been delegated to the Principal.

Support for staff faced with challenging behaviour is also an important responsibility of the Senior Management who are expected to:

- Promote self-discipline and proper regard for authority among students.
- Encourage good behaviour and respect for others and prevent all forms of bullying.
- Ensure that the standard of behaviour is acceptable.
- Regulate the conduct of students.
- Makes provision for continuous professional development with reference to: positive behaviour management, physical intervention (the use of reasonable force) and anti-bullying procedures.
- Understand current legislation, research and philosophy on promoting positive behaviour and on handling students' behaviour where it may require additional support.
- Be able to access relevant sources of expertise on promoting positive behaviour within the curriculum for supporting personal, social and emotional development.
- Familiarise new staff members with the College's behaviour policy and guidelines for behaviour.

The Role of All Staff

All staff are expected to encourage good behaviour and respect for others in students and to apply all rewards and sanctions fairly and consistently.

Staff are also responsible for ensuring that the policy and procedures are followed and consistently and fairly applied. Well planned, interesting and demanding lessons make a major contribution to good discipline. The College has clear policies concerning teaching and learning. Staff are supported with effective classroom management strategies to ensure effective with behaviour management.

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Staff need to recognize that codes for interacting with other people vary between cultures and staff need to be aware of and respect those used by members of the College.

All staff need to provide a positive model of behaviour by treating students and one another with friendliness, care and courtesy.

The Role of Students

Students are expected to take responsibility for their own behaviour and will be made fully aware of the College policy, procedures and expectations through the student induction, student handbook and feedback from the staff.

Students also have a responsibility to ensure that incidents of disruption, violence, bullying and any forms of harassment are reported.

The Role of Parents

Due to the fact that the majority of our students' parents live abroad their role in behaviour is limited. We do inform parents when we have serious concerns about a student or their behaviour.

Standards of Behaviour
Our College demands high standards of behaviour and endeavors to encourage good habits of work and behaviour from the moment a student enters the College.

All staff are expected to promote good behaviour and self-discipline amongst students and to deal appropriately with any unacceptable behaviour. Punctual attendance at lessons, prep, bed check, etc. is required. It is appreciated that there will be variations in staff acceptance and tolerance of students' behaviour in class depending on the nature of the class and content of the lessons but behaviour which does not allow constructive teaching and learning is unacceptable.

All staff have a duty to ensure that disruption is not tolerated. Through regular discussions at departmental meetings the College endeavours to ensure that staff apply all standards fairly and consistently.

The College Environment

We are aware of the impact of the College environment on the behaviour of our students. If we are to raise self-esteem and demonstrate the value of each individual member of our college then we must make sure that this is reflected in the appearance of the College.

We wish to promote a college environment where:

- All students have a right to work and live in a calm, undisturbed, supportive and purposeful atmosphere.
- Students should move about the College calmly, but so that they are punctual.

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- To benefit fully from lessons students should have all the necessary equipment and books.
- Positive self-esteem is encouraged along with concern for the well-being of others.
- College rules, stated positively, are understood and applied consistently.
- The attitudes and values with reference to Spiritual, Moral, Social Education (SMSC), PSHEE, RSHE and general Studies
- High expectations, both in work and in play, create a positive attitude to learning for life.
- All have a right to attend College without the fear of being bullied.
- Praise rather than blame is the norm.
- Students should put all litter in bins.
- Students should leave classrooms, their boarding houses and bedrooms clean and tidy.
- They should also adhere to the College dress code.

Unacceptable behaviour is:

- That which can damage/hurt (in any way) a person or their property.
- That which is offensive or inconsiderate.
- That which interferes with the rights of teachers to teach and students to learn.
- Malicious accusations against staff.

Rules are deliberately few in number and should be stated positively and clearly. Students should always be aware of why they exist. The Abbey College Rules should be well known to all and reinforced consistently.

Whilst these would be considered on an individual basis, the response of the College could be that of a fixed term or if necessary permanent exclusion.

Code of Conduct and Care for Others

To maintain a happy, safe, working environment in which staff and students can perform to the best of their ability we expect all members of Abbey College to conform to the following code of conduct.

- All students at the College should show consideration, courtesy, respect and sensitivity to one another, to visitors to the College and to those of the public they encounter.
- The College will not tolerate disrespectful behaviour or physical or verbal abuse, i.e. bullying, teasing, rudeness or bad language, directed at any member of the College.
- Any incident of bullying should be reported to an adult immediately. (Please see College Anti-Bullying Policy). Immediate steps will be taken to offer appropriate support for the victim. When the facts have been fully established and sanctions for the perpetrator decided upon, support should also be extended to him or her in the form of assistance from the Head or outside agencies.
- Intentional damage to college or personal property will result in contact with parents to seek reimbursement of the cost of repairing the damage.

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Rewards

Throughout the College, good behaviour is promoted at all times. Our college believes that it is important to acknowledge and reward in a positive way those who demonstrate a high level of co-operation and good behaviour. We endeavor to raise students' self-esteem and self-confidence by using praise to encourage and acknowledge positive actions and attitudes. Staff should seek every reasonable opportunity to praise students and, where appropriate, reward them for good behaviour and good work. Care should be taken to affirm students whose behaviour is "always good". They should not feel that the occasional badly-behaved child is praised for improved behaviour whilst their own consistent efforts go unmentioned or unrewarded.

Abbey College staff reward good behaviour with Merit Points. For further details please see the Rewarding Good Behaviour Policy.

Anti-Bullying

For information on how we deal with incidents of bullying, please see our Anti-Bullying Policy. If a case occurred of severe or persistent bullying, strong sanctions such as exclusion will be implemented.

Students with Special Educational Needs and Disabilities

Particular consideration will be given to those students with special educational needs or disability when considering behaviour, discipline and sanctions. The College must take account of any special educational needs when considering whether or not to exclude a student. Students will not be treated less favorably for reasons related to their disability and steps will be taken to ensure this. Steps could include differentiation in the College's behaviour policy, behaviour modification strategies and requesting external help with the child.

Managing Student Transition

At Abbey College we recognize that we sometimes act as a steppingstone for students in that we provide for them a caring, close-knit environment which allows them to adjust to life in the UK. After a period of adjustment at the College students often move on to join a mainstream UK school or progress on to a university course. We provide extensive Preparation for both types of students, from helping with their applications to giving them realistic advice over what to expect.

Excursions

Students may not be allowed to participate in an educational visit (including residential visits) if their behaviour at college indicates that the student's presence on the activity will be prejudicial to good order and/or safety. Any serious offences whilst on an educational visit will result in the student being sent home at the parents' expense.

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Keeping Records

Any serious incident, that is where very aggressive or uncontrolled behaviour has put other students at risk or has endangered the safety of the child concerned, must be discussed with the relevant member of staff, the Principal or the Welfare Manager, and recorded in the Incident/Accident Book. Parents should be informed and appropriate action taken will be recorded in the Incident Book (kept in Student Services).

The College keeps a variety of records of incidents of misbehaviour; these include detention records, attendance records and residential discipline records.

It is the responsibility of the Principal to monitor the rate of exclusions and to ensure that the College policy is administered fairly and consistently.

Please refer to our Exclusion Policy for extreme cases; as well as our Anti-Bullying Policy.

Behaviour Outside College

Students' behaviour outside College on educational visits and sports fixtures is subject to the College's Behaviour Policy. Bad behaviour in such circumstances will be dealt with as if it had taken place in College.

For further details refer to the Excursions Policy.

Corporal Punishment

Under Section 131 of the College Standards and Framework 1998, corporal punishment is prohibited in all Colleges and is a criminal offence. The College policy is that under no circumstances will corporal punishment ever be used. The prohibition includes the administration of corporal punishment to a student during any activity whether or not within the College premises. The prohibition applies to all 'members of staff'. The verbal threat of corporal punishment is also strictly forbidden. Punishments that are humiliating or degrading will not be used.

The following sanctions / punishments will never be used:

- Corporal punishment.
- Any form of hitting of a student (including hitting a student in anger or retaliation).
- Deprivation of food or drink.
- Enforced eating or drinking.
- Prevention of contact by telephone with parents or any appropriate independent listener or helpline.
- Requirement to wear distinctive clothing.
- Withholding of any aids or equipment needed by a student for their studies.

Concerns about the welfare of colleagues or students should be communicated to the Principal or the Welfare Manager immediately.

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Remember: these guidelines will protect you, the students and the College. Failure to comply may well be interpreted by the College as misconduct. Please be aware of the importance of these measures and adhere to them at all times.

Physical Restraint

All members of staff are aware of the regulations regarding The Use of Force to Control or Restrain Students as set out in Education Act 1996. Teachers in our College do not hit, push or slap students. Staff only intervene physically to restrain students to prevent them injuring themselves or others, damaging property or committing a criminal offence. Details of such an event (what happened, what action was taken and by whom, and the names of witnesses) are brought to the attention of the Principal (or in his absence the Welfare Manager) and recorded in the student's file. Records are kept of when force is used and parents are informed. Guidance is given to all 'members of staff' (as defined above) on the circumstances in which 'physical intervention' is allowable. See 'Physical Intervention Policy' for more information.

Involvement of Students

Article 12 of the UN Convention on the Rights of the Child allows students who are capable of forming views to express those views. The Abbey College Student Council will be involved in reviewing the College's Anti-Bullying Policies & Procedures and in the College's programme to reinforce self-discipline and positive work and behaviour patterns.

Equal Opportunities

All rewards and sanctions must be applied fairly and consistently and in accordance with the College's Equal Opportunities Policy. There will be no discrimination on the basis of gender, race, religion, belief, culture, sexual orientation, special educational needs or disability.

Recording

A copy of all discipline incidents is kept on Share Point, in an Excel Spreadsheet called Behaviour Record. The overwhelming majority of disciplinary offences are "in house" and, as such, are not mentioned on college transfer reports. However, in the case of serious and/or persistent misdemeanors there is an obligation for the College to record the transgression(s) on the transfer report.

This policy supports the College community in aiming to allow everyone to work together in an effective and considerate way. The College expects every member of the College community to behave in a considerate way towards others. We treat all students fairly and apply this behaviour policy in a consistent way. This policy aims to help students to grow in a safe and secure environment, and to become positive, responsible and increasingly independent members of the College community. The College rewards good behaviour, as it believes that this will develop an ethos of kindness and co-operation.

Concerns about the welfare of colleagues or students should be communicated to the Welfare Manager or the Principal immediately. Remember, these guidelines will protect you, the students and the College. Failure to comply may well be interpreted by the College as misconduct. Please be aware of the importance of these measures and adhere to them at all times.

Teachers are aware of the importance of discipline in the classroom and its role within a boarding college is especially important – if a student is allowed to misbehave in a classroom with a teacher present, they will have little respect for college rules when alone.

Teachers are also aware that a student will behave differently in each lesson depending on the standards set by that teacher.

At the College we have introduced a college wide discipline system to try and support the teacher and make discipline more uniform. Details of this are below.

Whilst the discipline system is there to support the teacher, please remember it should only be one of several methods used in the classroom. Teachers are also encouraged to use other methods such as classroom seating plans.

Our Student Council played a key role in devising our Behaviour Policy which is based on the following guidelines:

Rules for Learning

- Respect yourself, your environment and other people.
- Be on time.
- Be ready to learn.
- Dress correctly.
- Bring the correct equipment.

The student rules and sanctions are listed both in the staff and student handbook. On arrival at the College students are talked through the College rules as part of their induction.

Students who break the College rules will be punished in accordance with the seriousness of the offence. A student who arrives late for class, for example, will be given detention.

Students who behave well will be rewarded with merits. Letters are sent to their parents when a student has earned a certain number of merits. Certificates are awarded each term to those students who have worked hard or made significant progress in class.

Academic

- Students will at all times display common sense, good manners and behaviour which will not bring the name of the College into disrepute.
- Students must attend all their lessons. The only reason for an absence is if the Welfare Manager or the welfare Team has put them on the sick list, or if the student is on an exeat (a list of students on exeat is also displayed in reception).
- Students must attend breakfast between 08:00 and 08:25 (Monday to Friday). Registration takes place with their Tutor, from 08:30 to 08:40.
- Students must be on time for their lessons.
- Students must come properly prepared for their lessons.
- Students must complete all their homework on time and to a high standard.
- Students must wear full dress code between 08:00 and 16:15.
- Students cannot leave the campus between 08:00 and 16:15 without written permission.
- Students must attend all their relevant Prep sessions and compulsory activities.

Ignorance of College Rules is no excuse for any failure to observe them. The Principal may vary certain rules from time to time.

Dress Code

Male students must wear:

- A black suit (trousers and jacket). Students are not allowed to wear tight trousers or jeans.
- A plain white shirt.
- The College tie (students aged twenty plus may choose their own tie).
- Black leather shoes.
- During cold weather students can wear a black or blue V-neck jumper under their suit.

Female students must wear:

- A black suit. Students are not allowed to wear tight trousers and skirts must be at least knee length.
- A plain white shirt or blouse.
- Black leather shoes. Students are not allowed to wear boots. Heels are allowed but cannot be more than 3cm.
- During cold weather students can wear a black or blue V-neck jumper under their suit.

Simple jewellery is fine but students will be asked to remove any jewellery from their face. Headphones are not allowed nor can hats be worn.

As students will spend the majority of the day inside, students are not allowed to wear coats, jackets or hats. The suit and extra jumper will keep them warm enough.

Dress code must be worn during all examinations.

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Mobile Phones

Students cannot use mobile phones in class or Prep. Starting September 2025 Students must leave their phones in the morning with the Welfare Team, and come and collect it at the end of their classes, 16:15.

Discipline (Academic)

Classroom sanctions will be given for the following:

- Not wearing full and complete dress code.
- Arriving late to class.
- Not bringing the proper equipment to class.
- Rude or disruptive behaviour.
- Unauthorized use of a mobile phone.
- Any other behaviour the teacher feels is inappropriate.
- Failure to complete homework.

Behaviour Management Stages

Teachers will use the sanction level 1, and will ensure any incident is recorded in the Behaviour Record. Any serious matters, or concerns higher than a level 1 issue should be reported to the Welfare manager or the Principle.

The College Rules and Sanctions are in 3 levels:

LEVEL 1 includes: Verbal Warning, Friday Detention Meal Gating for 3 Days.

LEVEL 2 includes: Meal Gating for a Week, 3 Days Hourly Gating, One Week Hourly Gating, 2 Weeks Hourly Gating.

LEVEL 3 includes Suspension and Exclusion from the College.

Detentions are supervised by Teacers.

The Welfare manager will deal with Level 1 and 2 matters.

Level 3 sanctions will be organised by the Principal.

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Below are some examples of sanctionable actions and the consequences. Please also see the more specific guidelines that have been produced in cooperation with the students from the last academic year.

- Incomplete homework
- Any st**udent a**rriving with incomplete dress code or equipment will be sent away from class to prepare appropriately. This will then be treated as late when they return.
- Late attendance less than 5 minutes will be considered a Level 1 sanction and time will be made up at the end of the lesson or next available break.
- Repeated late attendance over 5 minutes will be considered a Level 2 sanction.
- Any abusive behaviour towards a member of staff or another student is unacceptable and will not be tolerated. Significant sanctions will be issued by a senior member of staff if any incident like this arises.

At the start of the year and throughout the term teachers should expect unannounced observations from the academic management team to ensure the above policy is being followed.

Student Unauthorized Absence from Class or Registration

The following sanctions can be applied by the DOS (EFL) or the person deputizing for him/her:

- A meeting with the DOS (EFL), and class reporting.
- **Missing a class whilst in class reporting is a very serious offence.**
- If a student continues to miss lessons, they will attend a meeting with the Principal, a letter will be sent to their parents and a suitable punishment will be given.

Communication on Academic Disciplinary Issues

If a teacher is concerned about the behaviour of a certain student, they should discuss it with the Principal or Welfare Manager. All behaviour issues need to follow the behaviour management stages. Files are stored on Share Point and need to be updated as soon as the offence occurs to ensure the records are kept up to date and the student is on the correct sanction level.

Rules for Living

- Respect yourself, your environment and other people.
- Do not disturb other people.
- Stay in your room after Bed Check.
- Behave safely.

Smoking

- 'Smoking' covers all substances that a person can smoke, which includes: manufactured cigarettes, hand-rolled cigarettes, pipes, cigars, herbal cigarettes and water pipes (including shisha, hookah and hubble-bubble pipes), the use of any type of vaping electronic cigarette.
- Abbey College has a '**No Smoking on Campus'** policy for **all students aged under 18.**
- Students who are **18+** can smoke in the designated smoking area.
- If students aged **under 18** are found to be in the designated smoking area, even if they are not smoking,

all students present will face disciplinary action.

- If a student aged under 18 is found possessing cigarettes, the cigarettes will be confiscated.
- When there is evidence that a student has been smoking in their bedroom, (e.g. smell of smoke, cigarette ends found, etc.), the student will **pay a fine (£250).**
- Repetition will result in suspension (placed in a home stay for a specified period).
- Students must not smoke in the front of the College.
- Students are also expected to follow the above rules on college excursions.

See College Rules and Justice System Booklet for more detailed information.

Alcohol

The Law:

- If you are under the age of 18, you are not allowed to buy alcohol in a shop or a pub.
- If you are over 18, you are not allowed to buy alcohol for anyone who is under 18.

Alcohol of any kind is not allowed on college premises for under or over 18s!

Possession of alcohol on Campus by **any** student will result in **confiscation** and further action.

See College Rules and Justice System Booklet for more detailed information.

Drugs

Drugs are not allowed on college campus. It is a serious offence to use or be in the possession of illegal drugs. Any student found to have taken or be in possession of drugs will be dealt with in the following way:

- A failed drugs test or possession for personal use (as defined by UK law) results in a meeting with the Principal. If the student is cooperative, then the parents will be given two choices:
  - The parent may choose to withdraw the student from the College.
  - The student will incur regular drugs tests, which they may not refuse, paid for by the parents and a compulsory drug education programme.
- An uncooperative response will result in immediate suspension or even exclusion.
- Refusal to take a drugs test will be taken as failure to pass a drugs test.
- Possession with intent to supply (as defined by UK law) will result in immediate dismissal from the College and the relevant authorities informed.
- The College reserves the right to expel any student who has misused drugs in any way if they see fit.

Offensive Weapons

Offensive (i.e. dangerous) weapons of any kind are not allowed. Any weapon found will be taken away and destroyed, and parents will be informed.

Cars, Bikes and Scooters

Abbey College in Malvern Ltd (Number 08661073)
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Students are not allowed to bring cars on the College premises or to hire them without first obtaining permission.

Motorbikes of any kind are not allowed.

Electric scooters are not allowed to travel on pavements under the highways act, (the 1988 Act (section 34) together with the Highways Act 1835 (section 72) bans e-scooters (or as the law refers to them 'mechanically propelled vehicles') from pavements, cycle paths and public footpaths), therefore these are not allowed on college grounds.

Bicycles are allowed but must be checked for roadworthiness by Student Services. They must be kept locked up when at the College.

Electrical Equipment & PAT Testing

All electrical equipment which connects to the mains must be declared to Student Services, registered and tested. Students must not use equipment before it has been tested. If the item fails the test, the item will be confiscated and destroyed by the College as it not safe to use. This rule is for the protection of all students as electrical overloads and faults are a major cause of fire and death.

- Cookers and kettles cannot be used in student rooms.
- Room heaters not supplied by the College are not allowed and will be confiscated and destroyed if found.

Music Systems

- These are allowed but must be used at a sensible volume during free time only.
- They may not be used during class, private study or Prep time.
- They must not be used after Bed Check time unless with headphones.
- A system will be confiscated until the end of term if it is not used in the way described.

Recording Discipline

There is a Behaviour record Excel Spreadsheet stored in the Staff File on Share Point.

Student Unauthorized Absence from Class or Registration

- A meeting with the DOS (EFL), and class reporting.
- **Missing a class whilst on class reporting is a very serious offence.**
- If a student continues to miss lessons, they will attend a meeting with the Principal, a letter will be sent to their parents and a suitable punishment will be given.

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