

# BEARWOOD COLLEGE

## RULES AND REGULATIONS – SENIOR SCHOOL (Yrs 7 – 13)

Last revised May 2010

### RULES

The following are **forbidden**, and may lead to a scholar being asked to **leave** the College:

- 1        **any breach of the laws of the land**
- 2        **the supplying and/or possession and/or use of unauthorised drugs**
- 3        **culpable force and/or causing injury**
- 4        **the possession of a weapon**
- 5        **any form of sexual activity**
- 6        **any form of bullying**
- 7        **theft and borrowing without permission**
- 8        **interference with examination, coursework or other academic material**
- 9        **the unauthorised possession and/or consumption of alcohol**
- 10       **the possession and/or use of tobacco**
- 11       **gambling**
- 12       **safety/security offence**
- 13       **College bounds**
- 14       **significant/blatant disobedience or discourtesy**
- 15       **any other offence or series of offences deemed unacceptable by the Headmaster, either individually or accumulatively**

The following are covered by specific College Regulations:

- 1        The Use of Cars, Motorbikes and Other Motor Vehicles
- 2        Personal Appearance
- 3        Leave Out
- 4        House Rules
- 5        Litter
- 6        The Use of Audio and Other Electrical Equipment including Internet and Intranet Use
- 7        The Possession and Use of Bicycles, Skateboards and Scooters
- 8        Lending, Borrowing and Financial Transactions
- 9        Medication Regimes
- 10       Day Scholars Staying over in College
- 11       Snow and Ice

## **Interpretation of the Rules**

Scholars are expected to fulfil not just the letter but also the spirit of the *Rules and Regulations*. The *Rules and Regulations* are in place to help the College to be an ordered and secure environment, where personal development and effective study can take place.

All academic work, most especially all examination work and coursework, must be the scholar's own work. Scholars are warned that plagiarism, including unacknowledged material downloaded from the internet, is dealt with punitively by the Examination Boards. Plagiarism, or any form of cheating, within any year group in College is a serious offence, and in a significant case may lead to the required withdrawal of the scholar.

Boarders may not leave their room after Lights Out, without permission from a member of staff, except for necessary ablution or other safety purposes. A boarder who does leave his/her room after Lights Out without an acceptable due specific reason can expect to be mandatorily suspended.

### **1. The Law of the Land**

The College normally expects to notify the police and/or other appropriate authorities in cases where the law of the land appears to have been broken.

### **2. Drugs**

The supply, possession or use of controlled drugs is illegal. It is illegal for the College knowingly to allow its premises to be used for the handling or consumption of such prohibited substances, except those administered and managed by the Medical Department. The College accordingly has a Drugs Policy. The purpose of this policy is to seek to prevent scholars from misusing controlled drugs at any time. It recognizes that drugs are widely available to and widely used by some teenagers and that this is a social problem which must be confronted both at the College and at home. This policy is intended to act as a positive, effective deterrent.

It is the policy of Bearwood College actively to discourage and as far as possible prevent the handling and use of controlled drugs and to treat cases of handling and misuse by scholars as serious misconduct.

Priority is given to a continuing programme of education about drugs at all levels of the College. Scholars and staff are regularly updated on developments in drug misuse to ensure that sensible discussions and decisions can be made about the misuse of drugs.

If a member of staff has reason to suspect that a scholar is misusing drugs, he/she reports the situation through the scholar's HMM, to the Second Master or the Headmaster, who will decide if further investigation is warranted; the latter will consider the appropriateness of a drugs test. Suspicion of misuse may arise from: behavioural signs, such as a deterioration in a scholar's well-being and/or performance, or other signs or evidence such as the finding of certain items of equipment, or other information that has been gathered.

Investigation into possible misuse. Once he has confirmed that there are reasonable grounds for suspecting that a scholar may have been misusing controlled drugs, the Headmaster or the Second

Master is responsible for any further investigations which will normally be conducted through the HMM. He will make every effort to ensure that they are conducted fairly and with as much openness towards the affected scholar as circumstances may reasonably allow. The Headmaster or the Second Master may decide that a scholar should be asked to be tested. Wherever possible, the College will contact the scholar's parents at the time to let them know of the decision to ask for testing at an early stage.

A scholar will be required to leave College if he/she is found supplying, handling, possessing or consuming controlled drugs whilst under College jurisdiction.

A scholar may expect to be required to leave College if:

- a) he/she attends College whilst under the influence of controlled drugs
- b) he/she is involved outside College jurisdiction in the supply, handling, possession, consumption or incitement to the misuse of controlled drugs and in the view of the Headmaster this has or may have a negative impact on the College or on other scholars.

The records of testing will not be used for any other purpose and they will be destroyed when the scholar concerned leaves the College. The Police will normally be informed in every case where there is firm evidence of the supply, possession or misuse of controlled drugs.

The College operates a programme of random sniffer-dog location searches.

### **3. Culpable Force and/or Injury**

The use of force and/or the causing of injury, either deliberately or through culpable negligence, are always treated with the utmost seriousness, and may result in the police being informed and/or a scholar being asked to leave College.

### **4. Weapons**

The unauthorised possession of a weapon may result in a scholar being asked to leave the College. Any object possessed with the intention of its being used as a weapon will be treated as a weapon.

### **5. Sexual Activity**

The College recognises that it is natural and appropriate that sexual awareness and interest develops in teenagers. For that reason, we have a Sex Education programme.

It is important for us to maintain a community where modesty and discretion are valued, and where implicit or explicit pressures on any young people to become involved in a relationship at any level against their will or better judgement are minimised. The College therefore has a no-contact policy, which forbids "the public display of private affection" between scholars. The College also takes appropriate steps in the event of a scholar possessing or supplying pornographic material.

Repeated, blatant or extreme offences against the no-contact requirement are likely to result in a scholar being asked to leave College. Sexual intercourse or other sexual activity conducted in College time or on College property or when a scholar is under the responsibility of the College will result in the scholar being asked to leave.

The College also takes appropriate steps in the event of a scholar possessing, handling or supplying pornographic material while under College jurisdiction.

## 6. Bullying

- The College defines bullying as the consistent and persistent inappropriate exercise of power, to the advantage or satisfaction of the bully. It may include violence, name-calling, intimidation, humiliation, extortion and other similar behaviours directed at a vulnerable person or persons by a more powerful individual or group.
- All scholars and staff know and are permanently reminded that Bearwood College does not tolerate bullying. All members of Bearwood College are urged to do everything in their power to establish and foster a social environment in which bullying is institutionally and collectively rejected.
- Bearwood College recognises that the potential for bullying can never be permanently and finally eradicated because of the changing nature of its (largely adolescent) population, and that we must therefore always be on our guard to recognise and respond to any new incidents.
- Once it has been established that bullying has been or is taking place, then the College intervenes to protect the bullied and to re-educate, and where necessary to discipline, the bully or bullies.
- If an incident of inappropriate behaviour is not targeted or is of too short-term a nature to be considered bullying, the College still recognizes its responsibilities to support the victim and re-educate and discipline the offender.
- Through the College Rules and their implementation, through the pastoral support provided in various forms to the scholars and through our Bullying Policy, the College seeks to:
  - promote self-discipline and a proper regard for authority among scholars
  - encourage good behaviour and respect for others, to ensure as far as is reasonably practicable the prevention of all forms of bullying among scholars
  - ensure scholars' standard of behaviour is acceptable
  - regulate scholars' conduct.

While others may not feel that certain actions or words are of a bullying nature, if the recipient feels they are being bullied, that may be sufficient evidence to treat the case as *prima facie* bullying.

- The College strives to sustain and foster an ethos in which scholars are confident and willing to approach appropriate adult(s) to express concerns about bullying, either on their own behalf or on behalf of others, at an early stage. We have a pastoral system that encourages open and, at professional discretion, confidential discussions between scholars and adults, including non-academic personnel such as matrons and medical staff. Appropriate adults for scholars to approach with concerns include: their tutor, HMM, the Chaplain, a Matron, a subject teacher, a member of the SMT.

- Parents/guardians and senior scholars are encouraged to be alert for the signs and symptoms of bullying, and to report them to College staff if they are concerned.
- The action taken by the College may vary in terms of its focus and severity, and in terms of who administers the action. At the lowest level, it may be sufficient for a tutor or other member of staff to “warn off” a potential bully. The HMM has a variety of responses available to him/her; this may include: imposition of HMM sanctions; obtaining an apology; providing appropriate training; providing mentor support for both victim and bully. Any sufficient or substantial incident of bullying is reported to the Headmaster, whose sanctions may include jankers, suspension or expulsion. A grave case of bullying will be notified to the police. Once a case of bullying has been dealt with, both bullies and victims are monitored by appropriate pastoral staff members.
- The College is concerned about the welfare of scholars even when not directly under its jurisdiction. Cases of concern are dealt with where practicable through liaison with the appropriate external body (eg parents, bus companies, police, shopping centre management etc).
- The parents/guardians of both victim and bully are kept informed of any significant incident.

## **7. Theft**

Theft is an offence against the College community as much as against the law of the land. It is essential for all members of the College, staff and scholars alike, to feel completely confident about the security of their possessions within the College community. Any instance of theft, however minor, may result in a scholar being asked to leave the College. The wilful removal of any article not belonging to oneself is theft. Borrowing without previous permission is tantamount to theft, and likely to be treated as such. It is incumbent upon scholars to take due care of their valuables, if appropriate seeking the assistance of their HMM.

## **8. Examination/coursework/academic material**

All examination, coursework and academic material is regarded as sacrosanct. Any form of cheating, and any interference with examination, coursework or academic material is an offence against the one central academic purpose of the College, and is likely to result in a scholar being asked to leave.

## **9. Alcohol**

The College recognises that in society alcohol is both almost universally consumed and also represents a serious health and social problem. It is therefore our endeavour to ensure that the consumption of alcohol by the scholars is strictly controlled, and that that control occurs in the context of an educational approach to alcohol use and abuse.

- Alcohol may not be possessed, supplied or consumed under any circumstances by any scholar who is in the Fifth Form or below and/or who is aged 15 years or below

- Alcohol may be consumed by Sixth Formers aged 16 or above in line with current legislation; no Sixth Former may otherwise possess, supply or consume alcohol
- The College permanently addresses with the scholars the issues of the use and abuse of alcohol through the PSHE programme
- The College always takes active steps to discourage the development of a pro-alcohol culture among the scholars
- The College would normally notify the Police of any alcohol-related incidents which contravene the law of the land

## **10. Tobacco**

The College recognises the legislation that relates to tobacco use, and the serious health problem that it presents. It is therefore the endeavour of the College to ensure that the use of tobacco by the scholars is strictly controlled, and that as far as is practicable it is eliminated.

- a. Tobacco (and, where relevant associated paraphernalia) may not be possessed, supplied or consumed by any scholar
- b. The College permanently addresses with the scholars the issues of the use of tobacco through the PSHE programme
- c. The College always takes active steps to discourage the development of a pro-tobacco culture among the scholars
- d. A scholar smoking in, on or immediately adjacent to a building is automatically suspended, because of the potential fire hazard; lesser sanctions are applied incrementally to instances of smoking away from buildings

## **11. Gambling**

The only form of gambling permitted in College is that organised and run officially by the College, such a raffle-ticket sale. No scholar may organise or participate in gambling, whether on or off campus, formally or informally, unless this is officially authorised by College.

## **12. Safety/Security offences**

Any activity which compromises the safety and/or security of the College, staff, scholars or visitors is taken extremely seriously. This could include interfering with any fire safety equipment or other security equipment.

## **13. College Bounds**

Bounds are the areas of College within which a scholar may legitimately go without gaining prior permission. The purpose of Bounds is to enable the scholars to co-operate with the College's duty to exercise due care and control over them. There are three sets of bounds, each of which take effect at different times of day:

*College Bounds* valid from breakfast until supper times: Evening bounds areas, South Field, all playing fields and tennis courts.

*Evening Bounds* valid from supper until 15 minutes before bedtime: All lit areas bounded by North Court to the cross roads, along the road to Drake and back to the Mansion. Drive Pitches by announcement. (Note: the lawn area outside Drake House is part of Drake House).

All scholars must ask permission to leave their own House during this time and to enter other Houses' areas.

*House Bounds* valid from 15 minutes before bedtime until breakfast time the following day: The 'secure' area of the House.

### ***Other Areas***

The Woods	Kate's Yard	Headmaster's Lawn
The Lake	Estate Manager's Yard	Watergarden
The Assault Course	Riding Centre	All residential properties
Bearwood Golf Course	Bearwood Lakes Golf Club	Saw-Mill
Other Houses	Golden Staircase	The Skip and other 'rubbish' areas
Billiard Room	Staff/administrative areas and kitchens	

Jellicoe and its environs, Drake and its environs (except for House members or when visiting the Medical Centre). Any other self-evidently hazardous area (eg closed parts of the Mansion Basement, closed attic areas, boiler-rooms, ledges of buildings, roofs etc).

*Jellicoe House* has its own rules regarding where House members may go at particular times of day.

### ***Boarding Bounds after 7 pm***

#### *Drake:*

- V1th Formers allowed into Main School with HMM/Tutor's permission; they must be inside the building, in the Bursary corridor or the co-ed room. Girls must not go past the double doors onto Main Square
- Non-V1th Formers are not normally given permission to be in Main School. They may go outside, with permission, as far as the limits set around the House by the HMM
- Anyone 'Out of House' must be signed out

#### *Blake:*

- Permission to be 'Out of House' must be obtained from the HMM / Tutors
- Permission to be 'Outside' will usually be granted for something positive such as skating, but is limited to North Court
- Permission to be 'Out of House' is given freely to the V1th Form other than in Prep time
- Juniors are normally allowed to the gym, supervised, but not normally to the co-ed room
- Boys are not to walk girls back to Drake
- Anyone 'Out of House' must be signed out

### ***Boarding Bounds after Lights Out***

Boarders may not leave their room after Lights Out without permission from a member of staff, except for necessary ablution or other safety purposes. A boarder who does leave his/her room after Lights Out without an acceptable specific reason can expect to be mandatorily suspended.

### ***Signing out and Non-Attendance***

The 'Signing Out of House' document is a legal document in which a scholar is saying where he/she is going. No scholar may sign out for another. No scholar may go to a destination different from the one for which he/she signed out, without first getting the necessary permission and signing out the new destination.

Non-attendance by a scholar without an appropriate written explanation from the parent/guardian is a serious matter; the College's response is governed by regulations and legislation currently in force.

## **14. Significant / blatant disobedience or discourtesy**

The College aims to function on the basis of willing cooperation and mutual respect. Staff in their place of work are entitled to this. Inappropriate behaviour and attitudes towards staff will not be accepted in word, demeanour or gesture.

## **15. Repeated offences and other offences**

We live in a community where willing consent to the *Rules and Regulations* is essential. A sequence of offences undermines the principle of willing consent, and will not be accepted.

It is possible for an offence to occur which has not been specifically referred to in these *Rules and Regulations*. The Headmaster, and any member of his staff with delegated authority, reserves the right to treat any such incident as a disciplinary issue.

# REGULATIONS

## 1. The Use of Cars, Motorbikes and Other Motor Vehicles

Scholars are not allowed to use a motor vehicle at college until the “Use of Motor Vehicles” form has been completed. Copies of this form, and the form for passengers, are available from HMMs.

*The Regulations for Cars, Motorbikes and Other Motor Vehicles*

1. Parents must agree to the vehicle's use and give their written permission
2. Vehicles may only be used when travelling directly to and from College
3. They may not be used during College hours except with the appropriate HMM's express permission
4. No lifts may be given to other scholars without written permission from **both** sets of parents **and** HMMs; the permission applies only to a specific journey or a regular trip
5. Vehicles must be driven slowly (below 20 mph) and carefully within the College grounds
6. The vehicle and driver must be properly and adequately taxed and insured
7. Breaking these regulations will result in permission to drive in the grounds being withdrawn
8. The College reserves the right to withhold or withdraw vehicle permission at any time at its sole discretion.

## 2. Personal Appearance

*Underlying principles:*

Bearwood College seeks to ensure that there is due balance between the various needs for scholars:

- to share visibly in the collective identity of the College
- to enjoy in an appropriate manner due freedoms of thought, self-expression, conscience and religion
- to be encouraged and enabled to present themselves publicly in a respectable and appropriate manner
- to be relieved of the burden of inappropriate ‘social competition’ as expressed through appearance, and of being identified inappropriately as ‘different’
- to be protected appropriately from Health and Safety risks

In the instance of any individual scholar seeking exemption from the Bearwood College Rules and Regulations, such as on grounds of religious identity, the College will consider the specific request in a sympathetic and constructive manner that aims:

- to protect the rights of the whole community and its members through proper respect for the College's Rules and Regulations

and at the same time

- to take account of the personal needs of the individual

An example of this consideration is the acceptability within College of a turban worn by a Sikh scholar, provided that it is an agreed colour and does not constitute a significant Health and Safety risk.

The College position on personal appearance is reviewed periodically, including consultation with parents and guardians.

### **Procedure (in the event of request on the grounds of Human Rights for an exemption from the College Rules and Regulations on Appearance)**

This five-part procedure is followed. On receipt of a request on the grounds of Human Rights for an exemption from the College Rules and Regulations on appearance, the College will take formal and/or legal advice to ascertain whether:

1. the request for exemption from the College Rules and Regulations on Appearance may reasonably be regarded as based on the grounds of Human Rights
2. the College Rules and Regulations on Appearance may reasonably be regarded as interfering with Human Rights in the given case
3. that interference is permitted by law
4. that interference has a legitimate aim
5. that interference is proportionate

Each request will be approached on its merits, using the five-step procedure outlined above. The decision in response to any such request in the first instance is the Headmaster's. A parent/guardian who is in disagreement with the Headmaster's decision may appeal by writing to the Chairman of Governors via the Clerk to the Governors. The Chairman's decision is final as far as the Bearwood College procedures are concerned.

The Headmaster is always willing to provide an informal response to an informal enquiry, including queries in respect of a specific cultural identity.

## **Appearance Guidelines**

### *Boys' Hair*

The aim is to have a conventional (boring) style which is not obviously different from the majority

- Colour: natural and one colour
- Length: not shorter than a grade 3; not long onto the collar or in the eyes
- No undercutting or steps
- Gel etc. not to be used to make 'spikes'
- No beads, hair clips or plaits

Those with the wrong hair style will be sent home until it is repaired. If it is cut too short, it may be required to grow out.

### *Boys' Personal Adornment*

- no earrings
- only wristwatch and one conventional ring
- neck adornments to be out of sight at all times
- no body-piercing

### *Formal College Uniform*

- Formal College Uniform is worn in breakfast, morning Chapel, College and House Assembly, all lessons, break, lunch
- Formal College Uniform is to be worn for Sunday and Friday Chapel
- Formal College Uniform is to be worn on visits, away matches etc, unless instructed otherwise
- Formal College Uniform should be worn by day scholars on their way to and from College

### *Games Uniform*

- There is a correct uniform for all games and scholars should wear this even for games during 'activity time'; Games in free time in an evening or weekend can be played in any casual clothing

### *Casual Uniform*

- Blue or black jeans, white polo shirt (no logos except the College one) or plain blue sweatshirt
- Casual uniform may be worn after 5.30 pm on weekdays (Sixth Form wear their own clothes)
- School casual uniform should be worn until after lunch on Saturdays
- This is a good option to choose for trips such as Fieldwork where College Uniform is too formal, but there is a desire to avoid the excesses of fashion

### *Own Clothes*

- All scholars may wear clean and respectable clothes of their own choice on Saturdays after lunch; these clothes must be acceptable to HMMs and Senior Staff
- All scholars may wear their own clothes on Sundays with the exception of Chapel

### *Shirt Sleeve Order*

At a point in the Summer or Autumn Terms of his choosing, the Second Master announces to the College that they may wear shirt sleeve order.

- No jacket, tie, pullover or sweatshirt is to be worn when in shirt sleeve order
- The top button of the shirt should be left unbuttoned
- Only tailored short sleeved shirts or long sleeved with the sleeves buttoned down
- The tails of shirts must be neatly tucked in

### *Notes on Appearance for Girls*

- Black opaque tights for all
- Hair must be worn tidily at all times and tied back for Science, Design and Technology and P.E. lessons; hair ribbons, bands etc should be blue or black; colour must be natural one colour
- No obvious make-up is to be worn
- Earrings must be studs or sleepers: only one earring per ear, in a conventional position
- One small pendant or necklace with silver or gold chain is permitted
- One bracelet, silver or gold, and a watch is permitted
- College uniform should not be adorned in any way; a mixture of College formal uniform and casual uniform is not permitted
- When own clothing is permitted it should be clean, tidy and meet with the approval of the girls' HMM

- No mini-dresses or mini-skirts, no crop tops and no see-through clothing may be worn; dresses and skirts must meet with the approval of House Staff
- Only clear nail varnish may be worn with school uniform
- Make-up, if subtle, and nail varnish may be worn at weekends after Saturday lunchtime
- No body-piercing

#### *Dress Definitions*

##### *Sixth Form Male Scholars*

- smart, dark suit or jacket with dark trousers (navy, charcoal or discreet pinstripe)
- shirts Lower Sixth - a single plain pastel colour
- shirts Upper Sixth - as above but also striped
- tie: Sixth Form, College, House, Colours or Prefects only
- black shoes of a type that can be polished
- plain dark socks
- a dark single-colour v-necked pullover if required, to be worn under a jacket
- white shirt and College tie are to be worn on certain formal occasions including Sunday Chapel

##### *Sixth Form Female Scholars*

- smart, dark, tailored suit in navy, black charcoal or discreet pinstripe. Skirt must be knee to mid-calf. No splits higher than the knee.
- white or plain pastel blouse
- tights of a suitable colour
- shoes of a sensible type that can be polished, no platforms or high heels (max. heel 1½"). Boots may be worn in winter
- trouser suits permitted
- female scholars must have a white blouse for certain formal occasions.

##### *First to Fifth Form Boys*

- College uniform blazer, charcoal trousers; white shirt; college or house tie
- black shoes of a type that can be polished
- plain dark socks
- v-necked school pullover if required, to be worn under the school blazer.

##### *First to Fifth Form Girls*

- College uniform blazer and kilts; white blouse
- low heeled black shoes without metal adornment and of a type that can be polished
- black tights
- v-necked school pullover if required, to be worn under the College blazer.

#### *Casual Uniform*

*Sixth Form Scholars:* Clothes of own choice subject to HMMs' and Senior Staff approval.

*First to Fifth Form:* Clean blue or black jeans, College white polo shirt; College pullover or College fleece, black school shoes or trainers.

### **3. Leave Out**

The College aims for complete clarity over who has responsibility for a scholar at any particular moment. When a scholar, for example, leaves College to visit the home of another scholar, the written parental consent of 'host' and 'guest' scholars is required in advance, and a Leave Out card is signed by the receiving adult which is given back by the scholar to the HMM on return.

Permission is granted to scholars to leave campus and go to local areas. The permitted time and distance away from campus is dependent on the age and behavioural record of the scholar involved. The College reserves the right to refuse Leave Out to any scholar where, in the opinion of the Houseparents, it may not be appropriate for any reason.

### **4. House Rules**

Each House publishes its own Handbook, including House Rules.

## **5. Litter**

All in the College community are responsible for ensuring that litter does not become a problem. A scholar coming across litter is expected to pick it up and dispose of it properly. The scholars of each House have the job of keeping certain defined areas of campus clear of litter. Details of this duty are to be found in the House Handbooks. Litter duty is regarded as a social responsibility rather than an onerous liability.

## **6. Audio and Electrical Equipment, including Internet and Intranet Use**

Electrical equipment may only be brought into College by a scholar with the permission of the relevant HMM, and provided that it has a current PAT certificate. The College can arrange for a PAT test, at cost. No cooking or heating appliances or televisions are permitted. Parents and guardians are asked to arrange for any item of electrical equipment to be properly insured before it is brought into College. The Bursary is happy to advise on the question of insurance.

Any scholar whose sound system is audible outside their room, or who leaves the system playing in their absence, is liable to have the equipment confiscated.

A scholar may have a mobile telephone in College at the discretion of his/her parent/guardian. Mobile telephones may not be switched on or used during lessons, games, activities or other formal occasions. They may be confiscated if misused. Upsetting or offensive texts or images are not acceptance and may be against the law. They will be treated seriously under the College *Rules*. The College reserves the right to forbid the possession of a mobile telephone by a scholar for a specific period of time.

Inappropriate or unauthorised use of the internet or intranet is prohibited.

## **7. The Possession and Use of Bicycles, Skateboards and Scooters**

Bicycles, skateboards, scooters and the like can be brought into College only with the advance permission of the HMM. Where an item has a code/identity number, this must be given to the HMM. They may only be used with appropriate safety and security gear (crash helmet, padlocks etc). If used inappropriately in any way, they are liable to be confiscated.

## **8. Lending, Borrowing and Financial Transactions**

Lending, borrowing and financial transactions between scholars may only occur with the express, written permission of the HMM. No external commercial activity may be undertaken by a scholar within the College jurisdiction without the express, written permission of the Headmaster.

## **9. Medication Regimes**

Through the Medical Department, we are pleased to welcome and support scholars in the College community who are under a prescribed regime of medication, provided we regard the management of that medical condition as within our capability. Any such scholar must reasonably cooperate with the implementation of their prescription, for their own Health and Safety and possibly for that of the rest of the scholars. The College is unlikely to be prepared to continue to take responsibility for a scholar who persistently or significantly fails to do so.

## **10. Day Scholars Staying Over in College**

Day Scholars are always welcome to ask to stay over as an occasional boarder provided accommodation is available, and this can often be arranged at short notice. For Health and Safety reasons no scholar may stay over without the prior knowledge and formal approval of the relevant HMMs.

## **11. Snow and Ice**

Regulations apply to behaviour in snowy / icy conditions, to avoid accidents as far as possible.



The *College Rules and Regulations* are subject to reasonable change and development from time to time. Parents, guardians and scholars are deemed to agree with any such change and development.

Any parent, guardian or scholar who has a query or complaint about the *Rules and Regulations* or their enforcement should raise the issue with the relevant HMM, a member of the Senior Management or the Headmaster. If any concern still remains after the Headmaster has responded, the issue should be brought to the attention of the Chairman of the Governors through the Secretary to the Governors.

Abbreviations:	HM	Headmaster
	SMT	Senior Management Team (the Headmaster, the Second Master, the Academic Deputy and the Bursar)
	HMM	Housemaster or Housemistress
	Asst	Assistant
	HoD	Head of Department
	I, II (etc)	First Form, Second Form (etc)