

MEMORANDA
(Revised June 2008)

1. PREAMBLE.

- 1.1 The Memoranda is the historical name for what are essentially the school rules. A summarised version of the Tonbridge School Behaviour Policy is published in Appendix One, and the full policy is published on the intranet. The school has also published a code entitled 'Expected Behaviour at Tonbridge School' which is set out in Appendix Two. Any behaviour or action which falls short of these expectations will be regarded as an offence against school discipline. Detention procedures are published in Appendix Three. Further Appendices cover issues relating to bullying, drugs, sport, computers, and mobile phones.
- 1.2 The Memoranda apply to all boarders and day boys during term-time. They also apply in the holidays during any organised school activity. Compliance with the rules currently in force is a condition of continued membership of the school.
- 1.3 The Headmaster may require the removal at any time of any boy who, in the Headmaster's opinion, is exercising a harmful influence in any way, or failing to make proper use of the instruction provided by the school. This is set out in more detail in the Behaviour Policy.
- 1.4 Each house has its own set of rules. They are regarded as an integral part of the Memoranda.

2. BOUNDS.

- 2.1 Boys may, if not otherwise engaged in school activities, go into town at the following times:

Monday	4.30 – 6.00 pm
Tuesday/Thursday	4.00 – 6.00 pm
Saturday	between lunch and supper
Sunday	between breakfast and supper

Boys must request the permission of their housemaster if they need to go into town at any other time. They may only leave their houses after supper with the permission of their housemaster.

Specific permission must be obtained from housemasters before boarders go out with relations, friends, Old Tonbridgians, or anyone else from outside the school, or visit private houses in the Tonbridge area. All towns outside Tonbridge, all hotels, public houses, and cinemas are out of bounds to boarders except with housemaster's permission.

2.3 Other than school praepostors, boys may not visit other houses during lesson time, pursuits periods, or after supper, without the permission of both housemasters.

2.4 The following areas are out of bounds:

- The Common Room and all teachers' desks.
- Offices and laboratories in out-of-school hours.
- School kitchens.
- Staff cloakrooms.
- All rivers and streams which cross or adjoin the school grounds.
- The Head (except for school praepostors and those playing on the Head) and school lawns.
- All other areas which are private, potentially dangerous, or are covered by Health and Safety regulations.

3. DRESS, APPEARANCE, AND COURTESY.

3.1 All clothes and shoes must be clean, neat, and in good repair.

School dress: Must be of the style sold in the school shop, and is as follows:

Weekday dress:

- Plain dark grey trousers, school jacket, white shirt with regular collar, a school tie and dark socks (not patterned).
- Plain black polishable shoes (not boots) of conventional design and material.
- Pullover, if worn, must either be the house pullover or navy blue or black. It should be V-necked so that the tie is clearly visible.
- Boys in the sixth form may wear school suits on weekdays provided that they have a second suit for more formal occasions.
- Boys in the upper sixth may wear light-coloured shirts, with regular collars, of their own choice.
- School praepostors may wear brown polishable shoes as part of weekday dress, but not on formal occasions.
- Overcoats or other weather-proof clothing must be plain in colour and of normal cut and length.
- Only school or quiet-coloured scarves may be worn.

Formal dress:

- School suit, white shirt (as above), school tie and plain dark socks.

- Black shoes (as above), pullover (as above).
- Boys in the sixth form may wear dark grey or dark blue suits of normal cut and material, waistcoat or V-necked pullover as above, white shirt and tie as above.
- School praepostors may wear light-coloured shirts of their own choice.

3.2.3 **Smart Informal Dress:**

- Plain trousers (including chinos and jeans).
- Smart, clean footwear.
- Shirt with a collar attached and of a quiet colour (not games or T-shirt).
- Jerseys, jackets, overcoats, and anoraks: not in loud colours, and not leather or denim, nor military wear.

3.2.4 **Casual dress:** Boys' own clothes of an acceptable nature.

3.3 Formal dress will be worn at Sunday Chapel services, and by boys going away from Tonbridge for school matches, interviews, or other engagements, unless specific permission to wear other clothes, such as weekday or smart informal dress, has been given.

3.4 Only regulation clothing may be worn for physical education and games. Those in charge of such activities may from time to time determine an acceptable dress code.

3.5 All clothing and games kit must be clearly marked with the owner's name.

3.6 Appearance must be tidy. This includes shirts tucked in, with top buttons and ties done up. Boys are expected to be clean-shaven.

3.7 No visible jewellery (other than a single signet ring) is allowed.

3.8 Hair must be tidy, neither excessively short nor long (not over the collar). Hair must not be dyed or tinted, nor cut or dressed in any extreme fashion.

3.9 In all matters of dress and appearance, the arbiter of what is acceptable is a boy's housemaster, and ultimately the Second Master or Headmaster. A boy whose dress or appearance is unsatisfactory may be sent home.

3.10 Boys may not eat or drink in the street or anywhere in the school buildings or grounds other than the Orchard Centre or the Sixth Form Centre. Boys may not chew gum anywhere on school premises. All litter must be put in the bins provided.

4. HEALTH AND SAFETY.

4.1 The school is subject to precise health and safety laws. Those applying to boys are posted or announced in the specific areas such as swimming pool, laboratories and houses. Boys have a duty to report any injury, accident or dangerous occurrence to the master supervising an activity or to their housemaster. Boys taken ill or injured during the school day should be taken to the Medical Centre.

4.2 **Medicines:** All medicines, whether requiring a prescription or not, will be kept by house matrons or the staff of the Medical Centre.

4.3 **Fire notices:** These are posted throughout the school and houses, and the instructions must be observed. School and house fire drills will be held regularly.

4.4 **Bicycles:** A boy may cycle to school or keep a bicycle at school with his housemaster's permission. Only praepostors may cycle in the school grounds. No boy may ride in the area at the front of the school between the Headmaster's house and the Science block, or ride through the central arch. Boys riding bicycles are strongly recommended to wear safety helmets. Lights must be used during lighting-up hours, and all luggage should be carried in a basket, pannier or backpack. It is the boy's responsibility to ensure that his bicycle is roadworthy and safe. There will be periodic inspections. All other rules with respect to bicycles are included in the house rules.

4.5 **Motorcycles:** No boy may ride a motorcycle to school, or keep a motorcycle at school.

4.6 **Cars:** Without permission from both his parents and the Headmaster a boy may not:

- Drive a car to and from school or on school business.
- Keep a car at school.
- Drive another boy in his car.
- Be driven by another boy in his car.

Application forms for such permission are available from the housemaster. Cars may not be driven by boys in the school grounds, except when going to and from the designated parking space by the swimming pool.

4.7 **Road Safety:** Boys are strongly advised, when crossing any road, to use designated crossing places, including pedestrian crossings, traffic lights and traffic islands. Great care must be taken on any public road and on any road within the school grounds. Mobile phones and other similar personal items should not be used when crossing roads. Behaviour on or near roads that is likely to cause

danger to self or others must be avoided. All this applies to both pedestrians and cyclists.

4.8 **Photographs:** There are occasions when pupils and staff will be photographed in school. Every member of the school community has a right to privacy under both human rights and data protection legislation. Any boy who wishes to withdraw consent for his photograph to be used either generally or on any specific occasion must put this in writing to the Second Master. In all such cases the school will respect the wishes and image rights of the individual. A fuller version of this policy is available on the school website or by application to the Second Master.

5. ATTENDANCE AND EXEATS.

5.1 If a **day boy** is ill or is absent for any reason parents should report this to the housemaster by telephone as early as possible on that day.

5.2 If a boy is taken ill during the school day he must report to the Medical Centre.

5.3 If a **day boy** is late he must sign in at Reception and report to his housemaster at the earliest opportunity.

5.4 **Absence from school** during term-time can be agreed only on three grounds:

1. On grounds of health;
2. On grounds of educational benefit;
3. On compassionate grounds.

Absence is not usually agreed for the convenience of domestic holidays: for this reason the dates of the school terms and half-terms are published well in advance.

5.5 **Weekends:** The dates of weekend exeats are published in the school calendar, and boys are expected to go home or to their guardians. At the end of an exeat weekend boys must return to their houses by the published return time. Boys may if they wish return to their houses up to three hours before the published return time. If a boy wishes to return even earlier, or cannot return before the published time, he must inform his housemaster. A boarder may take weekend leave home at other weekends, provided that his parents have informed his housemaster, starting after games or other school commitments on Saturday afternoon, and returning to his house not later than 6.50 p.m. on Sunday.

5.6 **Half Terms:** All boys must go home or to their guardians over the half-term exeats, and the two-night exeat in the Michaelmas term.

6. **ACADEMIC WORK.**

- 6.1 All boys should have high academic expectations. Their work should be completed neatly, carefully and as thoroughly as possible.
- 6.2 Pursuits periods are intended for rehearsals, music practice, extra tuition, academic or practical work, reading or quiet relaxation, but not usually for games. Work areas must be quiet.
- 6.3 Study periods are intended for quiet private study. They should be taken in the Smythe Library, other school libraries or free classrooms. Boys in the sixth and fifth forms may take them in their houses, but boys in the first year must take them in the Smythe Library. Boys must remain in their chosen place of work for the whole period.

7. **SPECIFIC RULES.**

- 7.1 **Drugs.** The school's drugs policy is set out in Appendix Five.
- 7.2 **Alcohol.** No boy is allowed to purchase, possess or consume alcoholic drink either while at school or under school control, except in the following circumstances. Permission for moderate consumption of alcohol may be given, under staff supervision, at certain social occasions. Boarders in the upper sixth may visit public houses on Saturday evenings, provided they have their housemaster's permission on each occasion and general consent has been given in writing by their parents. Only those aged 18 or over may consume alcohol in public houses, and no boys may consume spirits. Any boy who is clearly intoxicated is liable to be suspended. Lower Sixth boys may not go to Tonbridge public houses during term-time.
- 7.3 **Smoking.** No boy is allowed to smoke at school, or when otherwise under school rules or control. Any infringement of the above rule leads to a fine, a Headmaster's Detention, and a cautionary letter home. A second offence may lead to suspension.
- 7.4 **Other Forbidden Items.** Possession of any items, objects or substances deemed dangerous are forbidden. These include any form of aerosol, firearms, knives (except for the purpose of domestic eating), other weapons real or replica, explosives of any kind including fireworks, laser pens, or other inappropriate material.
- 7.5 **Theft or borrowing without permission.** It is a serious offence to take or use any person's property without their permission.
- 7.6 **Gambling and betting.** Any forms of gambling, betting or playing for money are forbidden. All betting shops and amusement arcades are out of bounds.

- 7.7 **Bounds.** Bounds are clearly stated in section 2. Being found out of bounds is a serious matter. The school regards with particular seriousness any boarder being found outside his house without permission after lock-up at 11.00 pm.
- 7.8 **Damage to Property.** Any boy who causes damage to house or school property or to any private property must report the fact to his housemaster.
- 7.9 **Conduct of Sport.** Boys should abide by the 'Code of Conduct' for sport set out in Appendix Six.
- 7.10 **Computers.** The rules for use of computers in school are set in Appendix Seven.
- 7.11 **Mobile Phones.** An acceptable use policy for mobile phones is set out in Appendix Eight.

8. PROBLEMS AND COMPLAINTS PROCEDURE.

If a boy has any cause for complaint about a member of staff or any aspect of the school's policy and procedures, he should talk informally to his housemaster, any other member of the house pastoral team, the school chaplain, the school counsellor, the staff in the Medical Centre, the school doctors or any other member of staff.

If the complaint cannot be resolved informally to the boy's satisfaction, he should put the complaint in writing either to his housemaster or to the Second Master or Headmaster. Any such formal written complaint will be recorded by the individual to whom the complaint is made and answered within seven days, stating any action planned or taken. All such formal written complaints are subject to review by the Second Master.

If the nature of the complaint is such that it is not appropriate for it to be raised with a member of the school staff, then the boy or his parents should contact the school counsellor or the school doctor. In addition any complaint involving the welfare of boarders can be communicated to Ofsted, the body statutorily responsible for monitoring the welfare of boarders. Ofsted can be contacted on 08456 404040. The website address is www.ofsted.gov.uk In addition calls can be made to Childline whose number is 0800 1111.

If the complaint is still not resolved to the complainant's satisfaction, then he and his parents should follow the procedure set out in the 'Complaints Procedure for Parents' for consideration by the school governors. This is set out in the Parents' Handbook and on the school's website.

All complaints will be taken seriously. Confidentiality will be observed as far as is consistent with the proper investigation and effective handling of the complaint. No boy will be penalised for making a complaint in good faith.

Memoranda Appendix 1

SUMMARY OF TONBRIDGE SCHOOL BEHAVIOUR POLICY

AIM OF POLICY Every school is legally required to have a Behaviour Policy. Our policy aims to ensure an acceptable standard of behaviour in and around school, and on any school activity, in order to

- Reinforce a culture of mutual respect
 - Promote a good learning and teaching atmosphere
- Keep you safe, and free from discrimination and harassment

The intention is to promote and reward good behaviour although also deterring what is unacceptable. The full policy has been published to parents and is available on the intra-net.

‘EXPECTED BEHAVIOUR’ This code is the measure against which all behaviour will be judged. You should take careful note of what it says about the way you behave and present yourselves to others.

REWARDS FOR EFFORT AND ACHIEVEMENT We believe that praise and encouragement are the best motivators. We therefore want to reward you when you achieve something special, make a big effort or behave well. Sometimes these will be tangible rewards such as prizes, but more often they will be words of praise or encouragement. The system of Commendations is being extended to include both academic and non-academic achievement and effort.

SANCTIONS Any school community needs sanctions to protect pupils and reinforce school rules. They must be consistent and fair. The new policy establishes different levels of sanction. At a lower level some of these are already in use such as:

- Imposition Paper for unacceptable classroom work or behaviour
- Classroom or departmental detention

House sanctions which will be set out in your House Rules

For more serious offences there will be three school detentions

- **Sunday Extra Work Class.** It will be held from 4.00–6.00 in Room H3 and is solely for unacceptable academic work or performance.
- **Wednesday School Detention.** It will be held from 8.10–8.50 in Room G3 and is for disciplinary offences such as persistent classroom misbehaviour, unauthorised absence, house offences or breaches of ‘behaviour expectations’.
- **Headmaster’s Detention.** It will be held monthly on set Saturdays from 7.30–9.30 in Room H3 and is reserved for the most serious disciplinary offences. Only housemasters may put a boy into this detention and they will also tell your parents about the offence and punishment. All boys in this detention will see the Headmaster or Second Master.

The highest level of sanction will be temporary or permanent suspension, which can

only be imposed by the Headmaster.

COMPLAINTS You are entitled to complain to your housemaster or to the Second Master if you feel you have been unfairly treated. For details refer to the Complaints Procedure in Section 8.

Memoranda Appendix 2

EXPECTED BEHAVIOUR AT TONBRIDGE SCHOOL

Tonbridge School is a community where the welfare of all is protected and promoted. To this end certain standards of behaviour are expected of all pupils in and around the school, and on any school activity or trip. These expectations are promoted and reinforced, within the overall school behaviour policy, by a system of rewards and sanctions.

We expect you to:

SHOW RESPECT FOR OTHERS

- Show good manners, tolerance, regard for authority and for individual privacy.
- Celebrate difference and diversity in others.
- Show respect for Chapel and for those of different faiths.
- Follow and support the school's anti-bullying policy.
- Avoid bad language and any behaviour which might cause offence.

STRIVE FOR SELF-RESPECT

- Be trustworthy, honest, and tell the truth.
- Attend and be punctual at all compulsory school obligations.
- Keep yourself safe and healthy by proper appreciation of risk, by regular exercise and by avoiding harmful substances.
- Be self-disciplined and committed.
- Take pride in appearance.

MAKE A POSITIVE CONTRIBUTION

- Take pride in your membership of the school and be its ambassador.
- Engage with and commit to a wide range of activities.
- Think how you can serve the school community.
- Participate in decision-making about how the school is run.
- Support activities to help the wider community outside school.

ENJOY AND ACHIEVE AT SCHOOL

- Value effort and achievement.
- Take responsibility for your own learning and academic progress.
- Help promote a positive learning atmosphere in the classroom and elsewhere.
- Develop your own skills and interests by full participation in extra-curricular activities.
- Prepare yourself for life after school by developing good work habits and social skills.

RESPECT PROPERTY AND THE ENVIRONMENT

- Respect the property of others.
- Look after the fabric and property of the school.
- Think 'green' in your attitude to the school and wider environment.
- Respect other people's working and living environment by avoiding undue noise.
- Avoid dropping litter.

Memoranda Appendix 3 DETENTION PROCEDURES

SUNDAY EXTRA WORK CLASS This Extra Work Class is only for instances of unacceptable academic work, not for disciplinary matters. This might include failed tests, late coursework or preps not done. Any member of the teaching staff may put a boy in this class, but it should only be used for the more serious or persistent cases where other remedies have been tried and failed. In exceptional circumstances housemasters may use this class for disciplinary offences.

Time 4.00–6.00 on every Sunday afternoon (except Exeats).

Venue H3 School uniform does not need to be worn.

Supervision Members of the teaching staff on a rota published by the Second Master.

Procedure Names should be entered in the file kept in Common Room by lunch on the Thursday preceding. The boys concerned, and their housemasters, must also be informed by Thursday lunch of the detention and the reasons for it. This is to enable housemasters to deal with any issues raised by parents or boys. Boys must be told what specific work the teacher requires them to do. The records of this class will be kept and monitored by the Second Master.

WEDNESDAY SCHOOL DETENTION This detention is a Level 3 Sanction for more serious disciplinary offences. These might include serious classroom misbehaviour, offensive behaviour around the school, more serious house offences, persistent lateness or unauthorised absence from lessons, serious breaches of ‘behaviour expectations’. Any member of the teaching staff may put a boy in this detention.

Time 8.10–8.50 every Wednesday morning (except when there is a special Chapel service).

Venue G3 Boys must be in school uniform.

Supervision DRW, PSDC, JCP, JEP.

Procedure Names should be entered in the file kept in Common Room by lunch on the Monday preceding. The boys concerned and their housemasters must also be informed by Monday lunch of the detention and the reasons for it. This is to enable housemasters to deal with any issues raised by parents or boys. The person putting a boy into this detention is responsible for ensuring that the boy has a specific forty minute written task to do; this will be collected in and given back to the person concerned for checking. The written task can be relevant to the boy’s work for that teacher, a related task in his subject or a standard task set by a Head of Department. The records of this detention will be kept and monitored by the Second Master, but housemasters should

keep their own records of their own boys and write to parents if thought appropriate. Persistent appearance by any boy in this detention is likely to trigger further actions.

SATURDAY HEADMASTER'S DETENTION This is a Level 4 Sanction reserved for the most serious disciplinary offences short of suspension. These might include smoking or drinking offences, serious breaches of bounds and wilful misconduct in school. Only housemasters or members of the SMT may take the decision to put boys into this detention, although other members of staff may request this of housemasters.

Time 7.30-9.30 on set Saturday evenings through the term (roughly every month).

Venue H3 Boys must be in school uniform.

Supervision Members of the teaching staff on a rota published by the Second Master.

Procedure The housemaster must inform the boy concerned that he is in this detention and enter his name in the file kept in Common Room by lunch on the Thursday preceding. The housemaster will also inform the parents of the boy about both offence and sanction, including, if appropriate, a request to them to collect their sons at the end of the detention. He will also be responsible for ensuring that any boy in detention has an appropriate two-hour written task, which should be made clear in the file to the supervisor. The supervisor will collect in the results and pass them back to housemasters. Any boys in this detention will also be seen by the Headmaster or Second Master before Chapel on the Saturday preceding or other appropriate time. The Second Master will keep and monitor the records of this detention, but a copy will be kept in the Headmaster's office. Housemasters should keep an appropriate individual record.

Memoranda Appendix 4 ANTI-BULLYING POLICY

AIMS Tonbridge School supports the right of all members of the school community to be free from all forms of bullying, harassment and discrimination. We wish to create and maintain a caring and supportive school environment by making clear that bullying will not be tolerated and that positive steps will be taken to eradicate it. We aim to create an atmosphere in which staff, parents and pupils are encouraged to bring out into the open any incident of bullying, knowing that measures to deal with it will have the support of the whole school community. This anti-bullying policy is based in large part on the views of the boys themselves, who are encouraged to feel that they are the owners of it. It represents the school's promise to address problems of bullying and do all it can to prevent them.

WHAT IS BULLYING? Bullying is behaviour which is meant to be deliberately hurtful to another person. Such behaviour is likely to be persistent, and difficult for victims to defend themselves against. It can take the form of physical, verbal or emotional abuse, but it can also involve the marginalisation and exclusion of individuals from specific groups. It can happen in houses, but is just as likely in a classroom or wider school setting.

Some examples of behaviour which would count as bullying include:

- actual physical violence such as kicking, hitting, pushing, or the threat of violence
- stealing or hiding someone else's property.
- name-calling and hurtful remarks, including those based on race, sexual orientation, gender or disability, or said with the intention of undermining someone's self-esteem
- open and repetitive 'teasing' in a classroom or group situation. The difference between "banter" and "bullying" is one we are careful to monitor.
- Inappropriate use of digital media (including prank calls, offensive text messages, comments made on web-sites like Facebook, Bebo, and via email)
- attempting to humiliate or isolate someone by exclusion from a social or sporting group.

What will be done by Tonbridge School to prevent bullying?

1. We (staff and boys) will do all we can to create a climate in which bullying is not tolerated, and in which pupils can report bullying incidents without feeling that they are 'telling tales'. Staff, pupils and parents will all be involved in this process of creating and supporting a whole school anti-bullying culture.
2. We will encourage boys to talk openly and regularly about the issue within tutorial groups in their houses, in the appropriate school and house councils, and in

direct meetings with the ABC, or conversations with other appropriate members of staff (chaplain, counsellor, trusted teacher). We will also ensure that school and house praes are thoroughly conversant with this policy and play an important role in its successful implementation.

3. There will be regular meetings with an Anti Bullying Council from every year in the school (as of January 2007 we have Novi, 2nd and 3rd Year Councils). In the Novi this council is made up of one boy from each set, chosen by other boys as being a suitable candidate. Feedback on these meetings is given where appropriate. These boys will continue as ABC Councillors throughout their time at Tonbridge.
4. We will ensure that the school curriculum addresses issues of bullying and encourages pupils and staff to share ideas on preventing it. There will be a strong Anti-Bullying presence within the PSHE curriculum.
5. We will entrust a member of staff, known as the 'Anti-Bullying Co-ordinator' (ABC) with the responsibility of monitoring the implementation of this anti-bullying policy, chairing meetings of the ABC councils, encouraging Anti-bullying initiatives amongst boys (e.g poster campaigns, chapel talks and an intranet page) and evaluating the policy's overall success. This person will report to the Second Master.
6. We will ensure that all members of staff are aware of their responsibility to watch out for and respond appropriately to any possible bullying behaviour. They should refrain from any words or actions in the classroom which might be seen as an encouragement to bullying or as bullying behaviour in itself.
7. We will encourage Housemasters to establish a formal or informal system of peer support in each house – boys to whom victims or witnesses of bullying can turn and ask for help, especially if they feel unable to talk to an adult. To help them in this role, all of the Lower VI are trained in leadership skills after their AS Levels.
8. We will do all that we can to resolve issues of bullying through mediation, discussion and making bullies aware of the effects of their actions, but we will use sanctions against them when this is deemed necessary. These sanctions will be in line with school policy. We will often use boys to encourage other boys not to continue with their behaviour (e.g. one effective technique within a House is to ask a group comprising two respected boys from each year to sit the bully down and explain their disapproval).
9. We will encourage bullies willingly to seek help themselves in changing their behaviour. This will be catalysed by educating boys as to why they and their peers may find themselves bullying others.
10. We will give protection and support to any victims of bullying, and to anyone who brings such issues to our attention.
11. We will publicise details of the School Counsellor (Shirley Lauryn) and organisations (e.g. Childline) outside the school community who can be contacted if victims of bullies prefer to talk to someone who is independent.
12. Boys will be made aware that issues of racism, sexism and homophobia will be treated with equal severity.
13. To prevent the occurrence of cyberbullying, boys will have restricted use of social networking sites. Boys and staff will be made aware of the school's Accept-

able Use Policy on the use of digital media.

PROCEDURES TO BE FOLLOWED IF BULLYING OCCURS

Firstly the matter and all the circumstances must be brought into the open by bringing it to the attention of someone who will do something about it. In some cases this will be another boy, but it might also be a parent or a member of staff - whoever the victim or witness of the bullying feels comfortable in talking to.

The next stage is to report the incident in writing or by email to the appropriate housemaster(s) **and** to the Anti-Bullying Coordinator. Housemasters should also report to the Anti-Bullying Coordinator any significant incident of bullying within their own houses. They will talk to all involved, discover what occurred and explore the feelings of both the victim and the bully. If it is judged appropriate, all parties will be brought together to explore ways of resolving the situation, particularly in making the bully come to terms with the effect of his behaviour. Sanctions against the bully will be considered, especially if the bullying is severe. The Second Master must be informed in writing of any significant incidents of bullying.

The situation must then be followed up regularly by those dealing with it. If the bullying is repeated or severe, sanctions or the clear threat of sanctions should be applied. This should range from a formal warning given by the Second Master or Headmaster to suspension from school, either temporary or permanent.

The written records will be monitored periodically by the Anti-Bullying Co-ordinator and the Second Master, who will be responsible for regular review of this policy.

Memoranda Appendix 5
DRUGS POLICY

1. The school aims to take all possible steps within its power and jurisdiction to maintain an environment for all pupils which is free of illegal drugs and free of the temptation to take drugs.

To that end, the school has in place a drugs education programme, a clearly stated disciplinary sanction intended to deter the use of drugs, and a testing procedure which can either confirm or remove suspicion of drug-taking.

3. Any boy possessing or using illegal drugs at school, or when otherwise under school rules or control, is liable to be expelled.
4. The school may require an oral test to be taken by any boy of whom there is reasonable cause to believe that he may be using cannabis or other illegal drugs. A positive test will normally lead to expulsion. Refusal to take a test will be regarded as a disciplinary offence, and the school may proceed as if there had been a positive test.

Memoranda Appendix 6 THE CONDUCT OF TONBRIDGE SPORT

It is important that all those who are involved in the playing, coaching and supporting of Tonbridge sport are aware of the need for the highest standards of sportsmanship at all levels, and adhere to this 'Code of Conduct'.

The Tonbridge 'Code of Conduct' comprises the following points:

1. All sports are played to win.
2. At all times respect and courtesy should be paid to the opposition and Tonbridge sportsmanship should be exemplary.
3. Open criticism of or dissent from umpiring or refereeing decisions are completely unacceptable.
4. There must be no foul or abusive language on the field.
5. Physical or verbal intimidation of opponents is completely unacceptable. No opponent should be verbally abused or deliberately distracted by any actions or words.
6. Losing a match is not the end of the world and all boys should know how to lose graciously. Similarly over-enthusiastic exultation in victory or the arrogance of success must be avoided.
7. Behaviour when visiting other schools should be exemplary. Taking any property belonging to another school or its pupils will be regarded as theft.
8. Behaviour by boys or other spectators while watching sport is regarded in the same way as playing and must not give offence.
9. Any boys who transgress this code should be formally warned by the master-in-charge of his sport. The Director of Sport and the boy's housemaster should be informed of any such action. More serious or repeated breaches of this code should lead to a boy being suspended from future matches.
10. This code applies at all age levels and in house as well as school matches.

It is important that staff and parents transmit the right message about good sportsmanship. All should set the right example: sport is played to win, but not at all costs and boys must realise that their success can be tarnished by allegations of poor sportsmanship.

Memoranda Appendix 7

THE ACCEPTABLE USE OF COMPUTERS AT TONBRIDGE

Any large computer network is a highly complex system requiring a considerable amount of maintenance. The points below are designed to ensure that the network is always available and working at the appropriate times. All users of the network (whether using school computers or personal laptops) are expected to use their common sense, the more general school rules and the law of the land, and must realize that a network with up to a thousand clients has to have more restrictions than a home PC.

SYSTEM SECURITY: You are responsible for your individual account and must never allow anyone else to use it, even if you are present. You should never divulge your password to another person and you should change it at least once per term.

UNAUTHORIZED ACTIVITIES: You should not attempt to go beyond your authorized access. This includes attempting to log in through another person's account, sending e-mails while masquerading as another person, or accessing another person's files in their directory. You must not make deliberate attempts to disrupt the computer system or destroy data.

SOCIAL NETWORKING SITES: You must not post personal information about yourself to sites such as YouTube, MySpace and Facebook if such information would allow others find out details of where you live. Such sites, used sensibly, can provide genuine opportunities for keeping up with friends, but you must be aware that not everyone is necessarily what they say they are. You must not use such sites to impersonate others, nor to participate in any form of "cyber-bullying". You must not post anything on such sites which identifies the school with unacceptable opinions or activities, or which would bring the school into disrepute.

E-MAIL: You must not use indecent, obscene, offensive, or threatening language. You must not engage in personal, prejudicial, or discriminatory attacks. You should respect the privacy of any message sent to you and not re-send it to others without permission.

INTERNET ACCESS: You must not use computers at school to access material that is profane or obscene, that advocates illegal acts, violence, or discrimination towards other people. If you mistakenly access inappropriate information, you should immediately tell your housemaster or another teacher. This will protect you against the accusation that you have intentionally accessed this material. You must not plagiarize works that you find on the internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were your own. You must respect copyright. You must not use the internet to download illegal software or, for example, pirated music or images.

LAPTOPS: The rules that apply to school computers also apply to boys' laptops when brought to school. You should ensure that any unsuitable material (as defined in the previous paragraph) on the laptop is deleted before bringing it to school. You must not allow other boys access to your laptop. You must not use technologies such as 3G and wireless to gain unfiltered web access. If there is a suspicion that you have broken these rules, your housemaster or a system admin-

istrator may remove your laptop without warning, prior to an investigation.

RESPECTING RESOURCE LIMITS: You must not download or save large files unless absolutely necessary as this restricts others' use of the network. You should check your school e-mail frequently and delete unwanted messages promptly.

PRIVACY: You should expect only limited privacy in the contents of your personal files on the school system or on your laptop if used to connect to the system. The system administrators, your housemaster, and your parents or guardians have the right at any time to require access to your school directory or laptop. As a general rule, do not store anything which you would feel uncomfortable justifying in front of any member of staff or your parents.

SANCTIONS: When you are using the school's system, you may think that it is easy to break the rules below without the risk of detection. You should realise that whenever you use a network you leave an electronic trace that can subsequently be followed. Depending on the severity of the offence, one or more of the following sanctions may be applied if a pupil is found to have broken any of the above rules:

- A formal warning.
- Suspension of his internet access.
- Suspension of his computer system account.
- Laptop confiscation
- Debarment from use of the school computer rooms.
- Formal school detentions
- Temporary or permanent suspension from school

Memoranda Appendix 8 Mobile Phone Use Policy

1. All mobile phones must be registered with housemasters, who will keep a list of numbers.
2. Phones are for personal use. They must not be lent to others who may misuse them. Owners are responsible for any use to which their phones are put.
3. Phones must be switched off during any formal school occasion. This includes all lessons, Chapel, lectures, plays and concerts. Any breach of this rule will lead to confiscation of the phone for an appropriate length of time. Any member of staff who confiscates a phone should return it to the owner's housemaster with a brief note of explanation.
4. Housemasters may determine their own regulations regarding use of phones in the house and these should be communicated to boys and parents as appropriate.
5. Phones must not be used by voice or text to communicate any abusive, impolite or otherwise inappropriate messages or pictures. It is also forbidden to view or download images otherwise prohibited by school policy, or to take or send pictures of another person without his consent. Any such instances will lead to disciplinary action.

When using a phone in and around school or in town, boys must have regard for their own safety and the interests of others.