

TONBRIDGE
SCHOOL

MEMORANDA

Current at the time of printing.

Please refer to online version which is regularly updated.

MEMORANDA

1. PREAMBLE.

1.1 The Memoranda is the historical name for what are essentially the school rules. In addition, there are several key policies which outline our expected standards of behaviour from boys, both within and without School. Any behaviour or action which falls short of these expectations will be regarded as an offence against school discipline. Boys should make sure, therefore, that they are familiar with the contents of the following key policies, which can be found on the Tonbridge App and the School website (https://www.tonbridge-school.co.uk/about/governing-body-and-policies/reports-and-policies):

- Behaviour Rewards and Sanctions Policy
- Expected Behaviour at Tonbridge School
- Anti Bullying Policy
- Drugs Policy
- The Conduct of Tonbridge Sport
- Guidance about the use of Supplements
- Acceptable Use of Computers Policy
- Mobile Phone policy
- Online Safety Policy
- Emerging Technologies and use of New Media Policy

1.2 The Memoranda apply to all boarders and day boys during term-time and may apply to actions which take place outside of the school day. 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, Rewards and Sanctions Policy.

1.4 Each house has its own set of rules and there is a common set of sanctions which apply within the House. They are regarded as an integral part of the Memoranda.

2. BOUNDS.

2.1 Boys may not leave the School campus during the School day, except to return directly to their Houses at break, lunch or to change for SF lessons and Games. 6th Form boys are allowed to return to their House during Study periods.

2.2 Boys may, if not otherwise engaged in school activities, go into town at the following times. (Boarders should "sign out" to let the Housemaster know where they are.)

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

2.3 Boys must request the permission of their Housemaster if they need to go into town at any other time, including Pursuits. Boarders may only leave their houses after supper with the permission of their Housemaster. 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.

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.

During the evening, if boarders need to leave the house (for example to go to a talk at school or to use the DC labs) they should sign out and let the tutor on duty

know they are going. After Call in the evening, all boarders except Novi may leave the house. They must seek permission from the tutor on duty (or the Housemaster) to do so and must sign out and back in. They should also report to the tutor (or Housemaster) on their return.

2.4 Boys may not visit other houses during lesson time, pursuits periods, or after supper, without the permission of both Housemasters.

25 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;
- The roof of the Barton Science Building if unaccompanied by a member of staff;
- The courtyard behind the Vere Hodge building and the Orchard Centre kitchens.
- All other areas which are private, potentially dangerous, or are covered by Health and Safety regulations;
- Old climbing wall near to the squash courts.

3.DRESS AND APPEARANCE.

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

3.2 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.

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

3.4 No visible jewellery (other than a single simple ring) is allowed. Boys may not wear make-up during the school day.

3.5 Headphones for mobile devices, must not be worn around school.

3.6 Hats may not be worn unless otherwise directed by the Second Master.

3.7 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. Boys are strictly forbidden from cutting their own or another's hair.

3.8 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.

3.9 **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, dark grey or black. It must be V-necked so that the tie is clearly visible.
- Boys in the sixth form may wear school suits (dark grey or dark blue with no discernible pattern) 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. Shirts must be plain or striped only.
- School praepostors may wear brown polishable shoes as part of weekday dress.

- 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. School praeposters may wear brown polishable shoes.
- **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.

Sports Dress:

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

Casual dress:

Boys' own clothes of an acceptable nature.

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 teachersupervising an activity or to their Housemaster. Boys taken ill or injured during the school day must be accompanied 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. (other than those permitted to self-medicate with the written consent of the School).

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 day boy may cycle to school only with his Housemaster's permission. Boarders must seek permission from their Housemaster to keep a bicycle in school. Only school praepostors may cycle in the school grounds (including to the games pitches). 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 and EBikes**: No boy may ride a motorcycle or E-Bike to school, or keep a motorcycle or E-Bike at school.

4.6 **E-Scooters**: No boy may ride an e-scooter to school, or keep an e-scooter at school.

4.7 **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.

The application form for such permission is available from the parents' portal. Cars may not be driven by boys in the school grounds, except when going to and from the designated parking space by the Sports

Centre. Permission to drive may be revoked if a boy does not adhere to these rules.

4.8 **Road Safety**: Boys should, when crossing any road, 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.

4.9 **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 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 before heading to his lessons.

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 request permission from his Housemaster. A boarder may take weekend leave home at other weekends, provided that his parents have informed his Housemaster via the Weekend Leave Form, starting after games or other school commitments on Saturday afternoon, and returning to his house not later than 6.50 pm on Sunday and no earlier than lunchtime.

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

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 for boys in the Sixth Forms are intended for quiet private study. They should be taken in the Smythe Library, departmental libraries, free classrooms with the consent of teaching staff or in studies in their houses. Boys must remain in their chosen place of work for the whole period. Any boy in the 1st, 2nd or 3rd year whose circumstances require occasional study periods will be expected to work in the Smythe Library.

7.SPECIFIC RULES.

7.1 **Drugs.** The school's drugs policy is set out in the Policy available on the school website or Tonbridge School App.

7.2 **Alcohol.** Please refer to the full policy on Alcohol and Smoking.

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 and with parental consent** (such consent must not be assumed), to boys in the Sixth Form only as part of a meal; Boarders aged eighteen or over may consume alcohol in public houses on a Saturday night provided they have their Housemaster's permission and general consent has been given in writing by their parents. Boys in the Upper Sixth who have not yet reached the age of eighteen may also go to public houses with the above permissions but may not consume alcohol except as part of a meal and under adult supervision.

An Upper Sixth Boarder may only visit a pub in the locality of the school when he has his Housemaster's specific permission to do so and his parents have given their general consent in writing.

No boys may consume spirits. Any boy who is clearly intoxicated is liable to be suspended.

7.3 **Smoking and Vaping**. Please refer to the full policy on Alcohol and Smoking (available on The TS App).

No boy is allowed to smoke or vape at school, in close proximity to the school, on the way to or from 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. Persistent offences may lead to Suspension. This rule

extends to e-cigarettes and all other forms of electronic cigarette devices.

7.4 Boys may not chew gum anywhere on school premises. All litter must be put in the bins provided.

7.5 **Other Forbidden Items.** Possession of any items, objects or substances deemed dangerous are forbidden. These include any form of firearms (including air guns), knives, other weapons real or replica, explosives of any kind including fireworks, laser pens, or other inappropriate material.

7.6 **Theft or borrowing without permission.** It is a serious offence to take or use any person's property without their permission. Boys are also not allowed to lend money to each other for financial gain.

7.7 **Gambling and betting.** Any forms of gambling, betting or playing for money are forbidden. All betting shops and amusement arcades are out of bounds. Online betting is also forbidden.

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.

7.10 **Computers.** The rules for use of computers in school are set out in the Acceptable Use of Computers Policy.

7.11 **Mobile Phones.** Please refer to the full Mobile Phone Use Policy on the TS App.

7.12 **Personal Relationships**

Boys should behave in a kind and considerate way towards all other boys in the school, respecting those who have different values and opinions. Sexual relationships are not permitted in any circumstances. Boys found to be in breach of this rule should expect to be required to leave the school.

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 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 in term time, stating any action planned or taken. All such formal written complaints are logged and 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 should contact the School Counsellor or the School's Independent Person. In addition, any complaint involving the welfare of boarders can be communicated to ISI, the body responsible for inspecting and safeguarding the welfare of boarders. ISI can be contacted on 020 7710 9900 or by email: concerns@isi.net The website address is http://www.isi.net/parents-and-pupils/concerns-about-a-school. Calls can be made to Childline whose number is 0800 1111, website: www.ChildLine.org.uk

If the complaint is still not resolved to the complainant's satisfaction, then his parents should follow the procedure set out in the 'Complaints Procedure for Parents'.

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. Malicious complaints, and/or accusations may result in a serious sanction.

The School will make written records of all formal complaints (including any relating to the boarding provision), the date on which they were received, any meetings or interviews held in relation to the complaints, and whether they were resolved at the formal stage or proceeded to a panel hearing.

Advocacy

Boys are encouraged to speak up to ensure their views and wishes are heard and acted upon by the School. Advocacy is about making sure that your rights are respected and that your views and wishes are fully considered and reflected in decision making about your lives. As well as Staff, House and School Councils, Complaints books, the ABC and many others, the following can act as advocates for boys at Tonbridge School. More information can be found here: www.gov.uk/government/publications/advocacy-services-for-children-and-young-people

In the first instance a boy is likely to request that he is supported in a meeting or situation with a trusted adult whom he knows. A boy may request that a matron, Housemaster, tutor or other trusted member of staff can support him in meetings to help him get his views across. There may also be occasions where a boy feels that he should be supported by his parents, a case most likely when a boy is facing a serious sanction. Should a boy feel that he needs further support, he can access other advocacy services such as The National Youth Advocacy Services (NYAS) https://www.nyas.net/get-support/young-people/advocacy/

Appendix 1

List of House Sanctions and School Sanctions taken from the Behaviour Rewards and Sanctions Policy

House sanctions would be imposed by Housemasters or other members of the House Pastoral Team for minor House misbehaviour or, occasionally, for School matters reported to Housemasters. No boy may impose a sanction on another boy. House Praes can discuss situations with their Housemaster and request that sanctions be applied. Sanctions must not involve deprivation of sleep or food**.** Each House must publish a set of House Rules, including the sanctions to be used. These are checked routinely by the Second Master and the Deputy Head Pastoral on their Termly Monitoring Visits (TMV).

An agreed list of House sanctions is published on the central sanction system on the Tonbridge App, where all House sanctions are recorded.

House sanctions include (with likely causes for sanction being imposed)

- Post Call Detention: for more serious or repeated misbehaviour
- Early Breakfast: lateness to breakfast
- Gated: for minor breaches of House and school bounds.
- Before Breakfast: for being out of bed at night and poor behaviour at night
- Prep in Dining Room: for poor behaviour during prep; poor organization; falling behind with work.
- Mobile Phone Confiscation (Day and Boarding): for breaches of Mobile Phone policy
- Break Time (Day): for lateness, or other minor breaches of House discipline
- House Duties (Day): as appropriate to offence i.e. wiping down tables at lunch if left in a poor state; tidying brew rooms, common rooms, changing rooms.

The list of possible offences which might merit each sanction is not exhaustive and Housemasters have a degree of flexibility in selecting the most appropriate sanction. Should these House sanctions not produce an improvement in a boy's behaviour, the Housemaster will impose a Level 2 School sanction. The Housemaster should communicate with parents when they escalate House sanctions to a School sanction.

Level 1 sanctions, i.e. admonishments in class, Imposition Papers or break time detentions, may be given by all teachers. Admonishing a boy is often as effective as any formal sanction and should be the first recourse of any member of staff. Constructive discussions that actively engage boys with their teachers build goodwill and encourage reflection. This engagement and reflection is more likely to resolve issues before they escalate, giving the boys ownership of the solution. Imposition Papers may require a piece of work to be repeated or improved and must be signed by the Housemaster before being returned to the teacher. In some specific cases, a Housemaster may choose to place a boy on Report Card to encourage and support sustained academic engagement and, as such, this is not usually viewed as a sanction.

Level 2 sanctions may only be given by Heads of Department, Housemasters and Senior Team members and are centrally recorded. These may be given when Level 1 sanctions have failed to elicit a response. For example: persistent unsatisfactory work or behaviour would lead to the Head of Department giving a Departmental Detention; School Detentions would be given for deliberately missing Chapel, repeated lateness to lessons, significantly poor work or effort over several weeks and for more serious misbehaviour in class, the House or in other areas of the School.

Level 3 sanctions may only be given by Housemasters or by members of the Senior Team (who should consult the Housemaster). The Sunday Extra Work Class will be used when boys are significantly behind with academic work, for unauthorised absences from lessons or games, repeated absence from Chapel or persistently poor academic behaviour,

not curtailed by Level 2 sanctions. The most serious Level 3 sanction is a Headmaster's Detention, given for persistent failure to address a behavioural or work-related concern, for lying, cheating or plagiarism or for serious disciplinary issues or breaches of the expected behaviour code, including bullying. More details are available in the Memoranda. Parents will be informed by Housemasters about any Level 3 sanctions at the time they are imposed in order to give adequate notice. The Second Master will also write to parents when a Headmaster's Detention is given to a boy. Persistent appearance in the Headmaster's Detention in any academic year could lead to the boy's temporary exclusion (see below).

Level 4 sanctions are only given by the Headmaster, or the Second Master in the Headmaster's absence. The Headmaster may, at his discretion, require parents to remove or may temporarily exclude or permanently exclude a boy from the School if he considers that the boy's attendance, progress or behaviour (including behaviour outside the School) is seriously unsatisfactory and in the Headmaster's reasonable opinion the removal is in the School's best interests or those of the boy. Given the potential outcomes of a Level 4 sanction, as part of any investigation, the lead investigator, normally the Second Master, will consult with the SENDCo, should any of the boys involved have a SEND profile.

A non-exhaustive list of the sorts of behaviour that could merit permanent exclusion (including behaviour or conduct outside of School) includes the following:

- Physical assault against pupils or adults;
- Behaviour which puts the safety of the pupil, or any other person, in jeopardy;
- Verbal abuse/ threatening behaviour against pupils or adults;
- Bullying (including cyber-bullying) [in accordance with the School's Anti-Bullying Policy];
- Committing a criminal offence;
- Fighting;

- Abuse on grounds of race, sex, sexual orientation, gender reassignment, religion/ belief, disability, SENs or any form of unlawful discrimination;
- Sexual harassment or misconduct, including youth-produced sexual imagery;
- Drug and alcohol misuse (including supply/possession/use);
- Damage to property;
- Vandalism or computer hacking;
- Theft or unauthorised possession of any property belonging to the School, another pupil, or a member of staff;
- Wilful damage to property;
- Bringing illegal, inappropriate or dangerous items into School, such as: drugs, weapons, firearms, pornographic material etc;
- Misconduct which adversely affects or is likely to adversely affect the welfare of a member or members of the School community;
- Misconduct which brings or is likely to bring the School into disrepute;
- Persistent disruptive behaviour or breaches of the School's Expected Behaviour Code or School Memoranda;
- Unreasonable parental behaviour.

Incidents of severe physical bullying will be referred to the Local Area Safeguarding for advice, and on their recommendation, the School will usually report to the police any activity which it believes may amount to a criminal activity which takes place either within the school grounds or outside of its grounds.

For temporary exclusion, a distinction is made between a neutral exclusion and one which is punitive in nature; the Headmaster will make it absolutely clear to the parents and to the boy which of these is being invoked. In certain circumstances, for example when an allegation made against a boy requires an investigation and, additionally, when the boy's presence in School might influence this investigation, the

Headmaster may require the boy to be temporarily excluded pending the outcome of the investigation.

While a boy is temporarily excluded, measures of support will be put in place to care for his wellbeing. During a neutral exclusion, a boy's Housemaster will facilitate work being sent through to them by their teachers. A boy who is neutrally excluded will not be permitted to participate in co-curricular activities, such as sports matches, academic trips or House activities.

In addition, for any temporary exclusion, boys will be reminded that they have access to the School's counsellor, as well as being able to contact their Housemaster, tutor or matron as appropriate for support.

This temporary exclusion would not automatically be recorded nor viewed as a sanction but would, rather, be a neutral act. If, following the investigation, the allegation is not upheld then the boy may return to School without any disciplinary consequences. If the allegation is upheld and the Headmaster deems a temporary exclusion to be appropriate, the time already spent away from School can, at the Headmaster's discretion, be viewed as the recorded sanction.

For a punitive temporary exclusion, the Headmaster will write a letter to the parents, which might include a formal warning, and see the boy on his return. A notice may be published on the School and Common Room notice-boards at the Headmaster's discretion. The Second Master or Housemaster would have the responsibility of informing the parents before a boy is excluded, arranging a collection time and ensuring that appropriate work is taken home. The length of the exclusion will vary according to the circumstances and nature of the offence but will generally not be longer than a week. The Headmaster can apply a reverse exclusion (i.e. when a boy comes into School at a time when other boys are at home).

As set out in the School's Parent Contract, the School may require the removal of a boy in circumstances where the Headmaster considers in his discretion that the boy's or parents' behaviour warrants such an outcome. The School may require the removal of a pupil in circumstances where the

Headmaster considers in his discretion that the behaviour or conduct of a parent (or both parents) is unreasonable; and/or adversely affects (or is likely to adversely affect) their child's or other children's progress at the School, or the wellbeing of School staff; and/or brings (or is likely to bring) the School into disrepute; and/or is not in accordance with their obligations under the Parent Contract.

A boy is liable to be permanently excluded from the School for a grave breach of School discipline, namely actions as listed above and, as set out in the Parent Contract. The School may require the removal of a pupil in circumstances where the Headmaster considers in his discretion that the pupil's attendance or progress at the School is unsatisfactory and, in the reasonable opinion of the Headmaster, the removal of the pupil is in the School's best interests and/or those of the pupil or other children. Reasonable assistance will be given in helping the boy to make a fresh start at another school. A boarder may also be required to leave the boarding House without necessarily being required to leave the School. In any circumstances where permanent exclusion is being considered, the Headmaster is required to act fairly and in accordance with the principles of natural justice. He will use every reasonable endeavour to contact parents before any final decision is taken.

Should a boy be withdrawn or required to leave the School following a disciplinary investigation, their ability to return to the School site and attendance at future School events will be subject to a review by the Headmaster.

All records of temporary exclusions and permanent exclusions will be kept by the Headmaster's PA and must be notified to the Chairman of Governors. The procedure for appealing against a permanent exclusion is set out in the 'Complaints Policy and Procedure for Parents' to be found in both the Parents' Handbook and on the School website.

All sanctions imposed on a boy from Level 2 upwards are recorded centrally and maintained by the Second Master.