

# SEVENOAKS SCHOOL

# SUMMER PROGRAMME

## Summer Programme Rules

### General

- Be friendly, kind, helpful and polite to everyone.
- No alcohol or smoking (zero tolerance at all times).
- Never leave the school grounds without permission.
- You are not allowed to use mobile phones during lessons, activities or mealtimes.
- Never be unkind to another student and always respect their property
- Speak English at all times.
- Do not use bad language (in any language).
- Respect the School grounds and property - no graffiti or litter.
- Avoid noisy or disruptive activities.
- Be on time for all lessons, activities and excursions.
- No chewing gum.
- Enjoy yourself and be happy!

### In class

- Don't be late for classes – always arrive on time.
- Always bring a pen with you.
- No eating or drinking (bottled water only).
- Speak in English.
- Participate in all lesson activities.
- Ask questions if you are unsure.
- Treat other students with respect.

### Bullying

Bullying of any kind is unacceptable and will not be tolerated at Sevenoaks. If you feel that someone is being unkind to you at any time, please speak to any member of staff. The full Sevenoaks School Summer Programme Anti-Bullying Policy will be available on the website at [www.sevenoakssummerprogramme.co.uk](http://www.sevenoakssummerprogramme.co.uk)

## **In the Boarding House**

In order to live peacefully together, we must all respect each other's property, space and right to privacy. Therefore, for the benefit of everyone, please abide by the following Do's and Do Not's:

### **Do:**

Be kind to your room-mate.

Share space equally.

Respect lights out and be quiet when it is time to go to sleep.

Keep your room tidy.

Put your clothes away and place dirty laundry in your laundry bag.

Put rubbish in the bin.

Keep your valuables locked in your cupboard whenever you leave your room.

Shower every day.

### **Do not:**

Enter another student's room if they are not present or you do not have their permission.

Enter staff accommodation without permission. If you need help, knock on the door and wait.

Keep a large amount of cash in your wallet or your room.

Keep medication in your room.

Use 'Blue Tack' or sticky tape to fix anything to painted walls.

## **Sanctions**

If you break any of the School Rules, a member of staff will talk to you about what happened and why your behaviour is unacceptable.

If you behave very badly, or repeat bad behaviour, we will use the following sanctions:

1. **First Warning** – the student is given a verbal first warning by the Course Director.
2. **Second Warning (parents informed)** – the student is given a written second warning by the Course Director and their parents are informed of the situation.
3. **Final Warning** – the student is given a final written warning by the Course Director which stipulates that they will be immediately sent home should they repeat unacceptable behaviour.
4. **Exclusion** – the student is sent home.

**Sevenoaks School Summer Programme staff reserve the right, where appropriate, to exclude a student from a period of free time or an activity/excursion alongside their Second or Final Warning.** This extra punishment would apply in cases of verbal abuse or violence perpetrated against another student or a member of staff.

**Sevenoaks School Summer Programme reserves the right, at the discretion of the Director, to administer an immediate Final Warning or Exclusion for serious breaches of discipline.**

The full Sevenoaks School Summer Programme Behaviour, Discipline and Exclusion Policy will be available on the summer school website at [www.sevenoakssummerprogramme.co.uk](http://www.sevenoakssummerprogramme.co.uk)