

# SEVENOAKS SCHOOL

# SUMMER PROGRAMMES

## Summer Programmes Rules

### General

- Be friendly, kind, helpful and polite to everyone.
- No alcohol, vaping 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
- Always speak English.
- Do not use bad language (in any language).
- Respect the School grounds and property - no damage, 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.

### Mobile Phones

- Boarding Houses will keep phones whilst students attend classes and dinner. Phones are to remain in the boarding house whilst students attend mealtimes, classes and co-curricular activities. They will be allowed to use them first thing before breakfast and before bedtime.
- Students are to have their phones during excursions and off-site activities.
- On Sundays, students will only be given phones during the day, whilst they are around campus/in town, as a necessary tool for communication/safety. Phones will be kept until 10:30am by the Boarding team, taken away at 17:45pm and returned briefly at 20:00pm for before bed phone calls.

Mobile phones must be clearly and indelibly named and are the responsibility of the pupil. Cameras on mobile phones must not be used in such a way as to harass or cause distress to another pupil or member of staff. The school monitors the use of ICT to protect from inappropriate sites, but parents need to be aware that it is not possible for the school to filter or monitor websites accessed by students on personal mobile phones with 3G/4G/5G internet access. Most pupils have mobile phones. In an emergency pupils should ask House Staff.

## 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 Programmes Anti-Bullying Policy will be available on the website at [www.sevenoakssummerprogramme.co.uk](http://www.sevenoakssummerprogramme.co.uk)

## In the Boarding House

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 roommate.
- 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 'Blu-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 Programmes 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 Programmes 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 Programmes Anti-Bullying, Excursion, Online Safety, Safeguarding, Search & Confiscation and Exclusion Policies are available on the website at <https://www.sevenoakssummerprogramme.co.uk/welcome/policies/>