



ABBOTSHOLME

AN EDUCATION FOR LIFE

Cedarholme Boarding House

Boarding Accommodation for Boys

A Guide for Pupils and Parents 2020-2021



Welcome to Cedarholme

Cedarholme is a friendly vibrant house, providing boarding accommodation and pastoral care for boys in Years 5 – 12. Cedarholme nurtures its boarders in a happy, caring environment, allowing them to thrive both academically and socially while living away from home.

Housemistress: **Mrs Kate Diamond**
 07823 788202
 kate.diamond@abbotsholme.co.uk

Mrs Diamond joined Abbotsholme in October 2016 as an assistant houseparent. She has worked in Cedarholme ever since, and the boys know they can always come to her for support, a listening ear, and, most importantly, a snack! She lives in accommodation attached to the boarding house with her two children Henry and Cecilia, who attend Abbotsholme Prep School. She is on hand day or night to assist with any problems the boys may throw at her; from ripped school trousers through to homesickness.

Resident Duty Staff: **Mr Lloyd Ellis**

Mr Ellis joined Abbotsholme in September 2018 as an OEd fellow and resident duty staff in Cedarholme. He previously attended University of Derby, and completed his PGCE in Outdoor Education at Bangor University. His interests include climbing, mountaineering, playing guitar, making films, and football. He is a member of the Cedarholme house band.

Resident Duty Staff: **Mr Ethan Lisk**

Mr Lisk joined Abbotsholme in September 2018 as an OEd fellow and resident duty staff in Cedarholme. He has previously attended Bangor University, where he also completed his PGCE in Outdoor Education. His interests include climbing, films and film-making, and he is currently learning to speak French.

Duty Staff: **Mr Paul Jones**

Mr Jones is head of the Art Department, and has worked at Abbotsholme since 2001. Having previously been involved in boarding, he returned to the fold in September 2018 as a valued member of the Cedarholme team. He can often be found assisting with photography and art projects while on duty.

Duty Staff: **Mr Jeremy Salmon**

Mr Salmon joins Abbotsholme this September as a member of the OED and Science departments. We are very excited to welcome him to the Cedarholme boarding team this year.

Our assignment time is supervised by either Mrs Diamond, Mr Lloyd, Mr Lisk, Mr Jones or Mr Salmon. Academic support is available to students during the school day, and also as part of our period 7 activities programme devised to support and enhance the learning and extra-curricular involvement of all students.

Weekend Staff

Weekends are covered by Mrs Diamond, Mr Lloyd, Mr Lisk and Mr Jones, and supported by our other teaching staff who run a variety of interesting trips and activities for our boarders each Saturday. Weekends in Cedarholme focus on unwinding from a busy week at school through a combination of socialising, exercise, days out, movie nights, shopping trips, and the all-important lie in.

Important Contacts

Mrs Kate Diamond	07823 788202
Cedarholme duty office	01889 594 288
Cedarholme duty mobile	07895 641738
Abbotsholme Reception	01889 590 217

Abbotsholme Boarding Aims and Ethos

At Abbotsholme we want all of our boarders to feel:

- Safe in their boarding environment
- Happy in their boarding houses
- Excited by boarding life
- Educationally supported
- Part of a boarding community

Working within the framework of our school aims, boarders are encouraged to live their lives in and out of school by following the principles of: honesty, respect, integrity, courage and humility.

We strive to provide an environment that enables our boys and girls to develop into well balanced, happy teenagers and adults, who are able to make appropriate decisions in their lives. We want our boarders to be self-aware, independent and value each other as individuals.

The boarders are supported by staff, within small boarding houses, set in rural surroundings. They are given a structured framework and, where necessary, individual support to enable them to fulfil their academic potential.

The boarders are provided with a variety of experiences, on and off the school premises, which aim to help them develop as individuals and as part of a community.

Boarding Mission Statement

As a boarding community we aim to:

- Develop the whole person, with a desire for truth and a respect for others
- Safeguard and promote the emotional and physical welfare of each boarder, in providing an environment that is as fair as possible, free from physical, emotional or social hazards and dangers.
- Maintain clear expectations of behaviour and personal organisation.
- Provide structure and support to foster independence and competence.
- Nurture trust and respect so that the boys in our care feel encouraged to seek our support, counsel, and empathy regarding any issue confronting them.
- Liaise with academic members of staff in order to optimize each boy's academic potential
- Encourage an open, honest, and caring environment where each boy's individual contribution is central to our communal well-being
- Enjoy a diverse and dynamic boarding community
- Develop the concept of living together in harmony.

You get out of school, what you put in

Our founder, Cecil Reddie wrote:

“Nothing in life is unimportant. Every act should be performed skilfully; for a definite purpose, in a definite manner. This economises time and strength, and sets free the mind to solve new problems. It is amazing what immense results can be achieved by the silent influence of daily habit, especially when performed deftly and with conscious.”

Boarding life

Boarding life at school can be a challenge in the early stages for both pupil and parents.

Boarders are required to live with people they might not necessarily socialise with, learn to share a bedroom and living space with others, complete tasks to ensure the smooth running of the house, and accept instructions from people other than their parents.

We run a structured evening, with time allocated for activities, leisure, supper, assignments and winding down before bed. Bedtimes are staggered by year group, and supervised by duty staff.

The nature of boarding life requires that students are cooperative and considerate; a positive attitude and a willingness to 'give it a go' should ensure that boarders get the most out of their experience.

Interpersonal problems will arise from time to time. It is important for boarders to share these earlier rather than later. It is far easier to deal with issues when they are small concerns, so early information is valuable information. Parents are encouraged to develop open and honest communication with the school and relevant boarding staff.

Boarding demands are easier for some than others, but all boarders develop tolerance, resilience, mutual respect, a sense of justice, self-discipline and independence during their time in boarding.

Responsibilities

It is the responsibility of all the boys to make sure the house runs smoothly. A cleaning rota, drawn up by the boys, ensures that shared communal areas are tidied each evening before bed.

The boys in Cedarholme need to be able to make their bed, tidy and wash up after themselves, be able to organise their study and structure their leisure time.

When boarding, personal privacy is extremely important. Boarders should treat others the same way they would like to be treated. This entails not entering other boarders' personal areas without permission; they should not touch, take or use the possessions of others without their express permission.

Contacting parents

Boys and parents can phone each other during the evening. This can be done at any time, other than during assignments and supper, using the duty phone or personal mobiles. Please remember that mobile phones are not to be used after bedtime. Letters and parcels are sent and received via reception.

Weekend leave

Weekly boarders should leave with their parents for the weekend at 5.00pm on Friday, signing out of the boarding house before they leave the school site. They may either return on Sunday night between 6.00pm–8.00pm, or Monday morning by 8.00am in house to register for the staff on duty. This arrangement should be made with the Housemistress directly.

Please sign onto house and inform the duty staff when you arrive on Sunday evening, so that we are aware of who is on house at all times.

If a boy is to visit a friend for the weekend, permission must be received from the parent hosting the visit, as well as the visitor's parent or guardian, by Thursday evening.

If your child is late returning to the boarding house after a weekend/holiday, please inform the Housemistress as soon as possible.

If your son would like to go out during a weeknight, the necessary permissions must be received by the Housemistress at least twenty-four hours in advance of the visit. Only in very unusual circumstances will a boy be allowed to return to the house after his normal curfew time. This is to ensure that the house is quiet in good time, so as to ensure a good night's sleep for all in anticipation of the next school day.

Beginning and end of term and half term holidays

Please ensure boarders arrive at school no earlier than 6.00pm on the return date, and no later than 8.30pm. If this is not possible, please inform school well before the return date so that proper arrangements can be made.

Requests for leave/additional nights

The following guidelines must be followed:

- Any request for boarding extra nights (either weekdays or weekends) should be made by the parent/guardian to Mrs Diamond by phone or email.
- Messages from the boys cannot be accepted as official requests. It is particularly important that requests for weekend stays are made well in advance (1 weeks' notice at least), as activities and trips for full boarders may have already been booked.
- Return to house on Sunday should be no earlier than 6pm, as staff will be attending supper/boarding trips, and houses will not be manned.
- Any visit to another pupil's house must be made with the consent of the Housemistress and both sets of parents.

Pocket money

Pocket money can be arranged through the school finance office. Collection is from Mrs Marren weekly. The house does not offer a pocket money facility.

Laundry

Boarders are supplied with a net bag and box in which they can send uniform, PE kit, casual clothes and towels/bedding to be laundered on a weekly basis. Items are returned washed and ironed the following day.

Bed linen

Boarders are supplied with linen, but they may want to bring their own duvet covers and pillow slips. If they do, it is a good idea to have two sets.

Cedarholme Weekly Routine

Morning – Getting ready for the day

The school day runs from 8.00am to 5.00pm. Boarders are expected to be awake by 7.00am so that they can be at breakfast for 7.30am. During this half-hour, boys can shower, get dressed in school uniform, and gather materials for the day. If boys wish to get up earlier than 7.00am they can, however we ask that they do so quietly so as not to disturb other boarders.

All boys must attend breakfast in the dining hall. Once a week, boys will be responsible for breakfast clean-up, similar to a responsibility they might have at home.

After breakfast, boys return to the house, brush teeth, retrieve their bags for the whole school day and sign out with duty staff by 8.15am. This ensures that they arrive with their tutor by 8.20am sharp. The house will not be staffed during the school day, and boys are not permitted to return to their rooms. Therefore, boys are expected to take full responsibility for organising themselves to ensure they have everything they need for the day. Teaching staff, Tutors and Heads of School will sanction students who are not prepared for their studies.

Just as parents would, our boarding staff will work with each boy, helping him to plan and organise homework, supplies, and kit for the day ahead.

Evening – Homework, duties and time to relax

At the end of the school day, boys will return to Cedarholme to change out of their school uniform. Each evening allows students time to relax, complete assignments and engage with a range of activities.

Weekday supper is at 6.00pm for boarders. Once a week, boys will be responsible for supper clean-up, similar to a responsibility they might have at home.

Boarders complete assignments in their bedrooms, sitting at desks. They are expected to work quietly and sensibly, and seek help when required. We do monitor this arrangement very carefully and if we feel that assignments are not being completed in the manner expected we will offer additional work space, support and closer supervision if necessary.

We know that homework loads will vary from night to night, there may be some etc. when boys wish/need to work outside of assignments time. In these instances, we will make every effort to provide space conducive to study. Cedarholme is run democratically, with boys sharing responsibility for the duties in the house, the organisation of the house and the welfare of the members of the house. We meet weekly to discuss the smooth running of the house, suggestions and concerns, and celebrate individual successes and achievements.

The school has a zero tolerance approach to bullying. All reports of bullying are taken seriously. The school's Code on Anti-Bullying is included in this document. Additionally, the Childline number is displayed throughout the boarding house.

All boys are welcome in the duty office, where staff will be happy to chat to you about any concerns you may have, or just listen to you let off steam after a difficult day. The duty staff rota is displayed throughout the boarding house. Resident staff can also be contacted at their houses in an emergency.

House Curfew and Bedtimes

All boys are provided with a back on house, bedtime and a lights out time, and these are staggered according to year group. All timings are displayed throughout the boarding house.

The internet turns off at 10.00pm. Use of mobile phones, iPads and other devices is carefully monitored and if they are found to be using devices after lights out then they will lose this privilege. It is at the discretion of the duty staff to decide whether or not devices can be kept in bedrooms.

Additionally, each boy must ensure that their school iPad has sufficient charge to last the whole school day. If any are finding this difficult to manage, iPads will be collected in at bedtime and charged overnight by the member of staff on duty.

Tutors and Heads of School – Supporting your academic growth

Every pupil is assigned to a personal tutor who is a member of Abbotsholme staff. The tutor oversees academic progress and shares responsibility with the Housemistress for the well-being and pastoral care of our boys. At the end of the term, the tutor collates each pupil's school report, and reviews it with him on an individual basis, helping him to assess personal achievements and set targets for the next term.

Mrs Bernadette Carr is Head of Lower School (Years 7 and 8). You can contact her by ringing the school's main number (01889 590217) during school hours (8.00am–5.00pm) or by emailing her directly (bernadette.carr@abbotsholme.co.uk). She will be pleased to make an appointment to discuss your son's progress, either on the phone or in person.

Mr Sam Ritchie is Head of Middle School (Years 9, 10 and 11). You can contact him by ringing the school's main number (01889 590217) during school hours (8.00am–5.00pm) or by emailing him directly (sam.ritchie@abbotsholme.co.uk). He will be pleased to make an appointment to discuss your son's progress, either on the phone or in person.

If you require any assistance contacting the appropriate member of academic staff please do not hesitate to contact Mrs Diamond who will direct you to the person best able to help.

Community Life

By choosing boarding, you are choosing community. Learning to live happily in a diverse group of individuals will serve you well throughout the rest of your life. At Abbotsholme, all students are asked to adhere to our Behavioural Charter, which means showing the following personal qualities at all times:

- **HONESTY**
- **COURAGE**
- **HUMILITY**
- **INTEGRITY**
- **RESPECT**
- **RESPONSIBILITY**

These are the aims to which you should always aspire. We don't expect perfection, *but* we *do* expect you to try your best at all times and to ask questions or to seek advice and support when you get it wrong or need help.

In order to help outline some of our basic rules and expectations, we have a **Pupil Code of Conduct**. This pledge helps to outline all the behaviours and principles you must live by while a student at Abbotsholme.

The **Pupil Code of Conduct** is as follows:

- I will follow the school Behavioural Charter.
- I will be loyal and committed to my school and its activities.
- I will show consideration and respect to all.
- I will not swear, use bad language, or use any words or expressions which anyone present finds offensive, suggestive, hurtful or unacceptable.
- It is never appropriate for me to be overly-familiar, rude or cheeky.
- I will not be involved in unkind or hurtful actions or remarks.
- I will not take anyone else's property without permission or damage anything which belongs to another person or the school.
- I will obey teachers' instructions the first time.
- I will follow the school rules on smoking, alcohol, and drugs.
- In school, I will not show affection of a sexual nature towards another pupil.
- I must wear the school uniform correctly. It must be clean, tidy, and in good repair.
- I accept that school commitments for which I have volunteered or been selected take priority.
- I will be on time.
- I will not leave the school estate without permission.

Rewards and Sanctions

Boarders are rewarded with commendations for good behaviour, in the same way they are in school. At Cedarholme we also recognise specific instances of good service with our 'Stag of the Week' award. In addition, at the end of each academic year we award 'Most Improved Player', which looks at a boy's overall achievements throughout his entire year in boarding.

Sanctions vary and are clearly stated in our Behaviour and Sanctions Policy. They normally take the form of gating, or carrying out chores around the boarding house. Boys may be gated for one or more nights, or for the weekend, depending on the severity of the misdemeanour.

Parents are not always contacted on the first occasion of inappropriate behaviour, but the Housemistress will contact them when he feels there is a serious breach of House ethos, or if a boarders' behaviour is continuously being inappropriate.

Weekend Activities

We have a full and varied programme of weekend trips and events, which are published on our website. We encourage boarders to join in as many activities as they can.

In the past, boarders have enjoyed trips to Alton Towers, Old Trafford, Splash Landings, Leicester Tigers rugby matches, The National Video Game Arcade, Nottingham Panthers ice hockey matches, roller disco, paintballing, bowling, cinema, Christmas markets, shopping trips to Liverpool, Manchester, York, and much more.

We are always open to suggestions for new trips, so let us know what you'd like to do and we'll try to make it happen.

During the weekend there are also many activities to enjoy on site including walking, riding, biking, team games in Reddie Hall and on the synthetic pitch, tennis, swimming, climbing, video game tournaments, baking competitions and movie nights.

Sunday/Saturday Shopping

There is a bus from school every Sunday 10.30am–12.00pm for shopping in the nearby town of Uttoxeter/Ashbourne. For any boarders Year 10 and up, there is always a weekly bus which takes pupils shopping to Derby (and occasionally to Burton or Nottingham).

Safety

Medical Information

Please refer to the handbook for parents for full details about medical regulations.

Boarding pupils who are taking prescribed medication when they arrive at school should inform the Housemistress and the School Health Advisor. Please bring medicines in their original box. Pupils do not need to bring painkillers to school, as these can be administered by duty staff and the School Health Advisor.

The school has a **nut-free policy** for the safety of those who may be allergic to nut products. Please ensure that your child does not bring into school any product that may contain nuts.

Security

The main Cedarholme doors are accessed by key pads. The code should not be given to any other pupil outside of Cedarholme, and the door should be kept locked at all times. Day pupils must not be invited back to the boarding house. Valuables such as passports, bank cards, spending money are locked in the safe in the duty office.

Personal Safety and Privacy

Most of the bedrooms in Cedarholme are shared. In order to respect the privacy of all the boys and to comply with boarding standards regulations, we respectfully request that all parents/guardians request permission from duty staff before entering boarding corridors, and knock before entering their child's bedroom.

Electrical Equipment

Boys are allowed to use the electrical equipment in the kitchen. Notices are displayed to remind them of the safe use of the appliances, and at the beginning of each term, house staff will make sure that each boy knows how to safely operate each kitchen appliance. Additionally, care should be taken when using knives and hot food/drinks.

In bedrooms, boys may use electrical equipment such as chargers, hair dryers and speakers. Fridges, televisions and games consoles are not permitted. If in doubt, please consult the Housemistress. If a piece of equipment is left on in a room, the equipment may be removed and confiscated. As a household, we must be vigilant and careful about preventing fire and avoiding unnecessary hazards.

Fire Protocol

The fire exits are clearly marked and the boys are told about the escape procedure and have both announced and unannounced drills.

The fire assembly point is outside the Snell Building

Emergency Cover

In the event that the member of staff on duty requires assistance due to an emergency, the following procedure would be put into action:

- The Housemistress would be contacted to cover the house or deal with the emergency.
- Other resident staff would be contacted to cover the house or deal with the emergency.
- Reciprocal arrangements are in place with other boarding houses for emergency cover.
- The Head of Boarding or Headmaster is also on-call in the event of an emergency.

Emotional Well Being

Homesickness

Homesickness may or may not affect your child. On top of missing parents, siblings and beloved pets, the anxiety that may arise from living in an unfamiliar environment with new routines can be a major factor in homesickness. By working with parents/guardians, we will encourage your son to become involved in his new environment, to gain the confidence he needs to feel happy and secure within our boarding community.

Things we can do to help:

- Be aware of the causes and the symptoms; we won't make a fuss, but we will keep an eye out for any possible worries.
- Be available via phone and email to discuss potential issues and progress.
- Where possible, provide boarders with 'taster' days so that they may experience the boarding life before entering into it.
- Provide an induction for new boarders so they feel at ease with the daily routines.
- Provide new boarders with a buddy to help them to settle in and make friends.
- Connect new boarders with long term boarders who have experience of overcoming homesickness.
- Maintain an active and communicative boarding house.

Things parents can do to help:

- Prepare well for leaving home by talking about the move and helping to pack the possessions that will be a comfort and a link to home.
- Be clear about arrangements for visits and phone calls. Remember: mobiles can be both a help and a hindrance!
- Encourage friends and family to send mail.
- Encourage participation in the new activities.
- Keep us informed about any problems and encourage your son to let us know how he is feeling. However small you feel the problem may be, please do contact Mrs Diamond or any of the Cedarholme staff as soon as possible so that we can put plans in place to ease the situation and hopefully prevent it from worsening.

Things pupils will be helped by:

- Understanding what homesickness is and knowing it is a natural feeling.
- Knowing who to talk to – friends, staff, school health advisor.
- Being clear about times to contact home.
- Being active.

Anti-Bullying Principles

- Every pupil at Abbotsholme has the right to enjoy his or her learning and leisure time free from intimidation.
- Our school community will not accept unkind actions or remarks, even when these were not intended to hurt.
- To stand by when someone else is being bullied is to support bullying. We will actively encourage our students to be “upstanders” rather than bystanders to bullying.
- Pupils should support each other by reporting all instances of bullying to a member of staff or a responsible senior prefect.
- **Bullying will not be tolerated.** All reports of bullying are taken seriously.
- Do not suffer in silence. The school will take every opportunity to promote the anti-bullying policy. If you need to call Childline, Freephone 0800 1111.

Equality and Diversity

- All pupils will be treated fairly and have equal opportunities to develop their full potential in their academic work and leisure time.
- We will not tolerate discrimination on any grounds.

Smoking, Alcohol, Drugs and Weapons

- The school finds it unacceptable for any member of the community to be in possession of, use or supply any illegal or unauthorized drugs. Appropriate searches of pupil property may be carried out by two or more members of staff if we have reason to suspect that the pupil is in possession of alcohol, tobacco products, e-cigarettes or illegal or unauthorized drugs.
- Pupils may not smoke or have smoking materials, matches or lighters in their possession. This includes e-cigarettes.
- Alcohol is not allowed on school premises and the laws of the land are to be observed by all pupils when out of school. The only exception to this will be Sixth Form Dinners when a different policy will operate.
- Pupils may not have in their possession any drugs or medicines without the knowledge and approval of the Health Centre Nurse. The school reserves the right to test for drug abuse.
- Pupils may not have in their possession weapons such as knives, air guns or pistols, laser pens, fireworks or dangerous substances. The ignition of any sort of unsupervised fire by pupils on school property is not allowed.
- Pupils are not permitted to remove equipment from laboratories or any other area of school.
- Failure to comply with any of the above may result in a pupil forfeiting their right to be at Abbotsholme.

Complaints Procedure for Boarding Pupils

This procedure is available to current and prospective pupils on the website.

- Every pupil at Abbotsholme has a right to enjoy his or her learning and leisure time free from intimidation, fear, or harassment.
- All pupils should learn to live with each other and show tolerance towards each other.
- We want our pupils to build up relationships of trust, and it is hoped that any problems or anxieties can be resolved readily.
- If you feel that the difficulty cannot be settled in this way there are a number of things you can do:
 - Talk to a close friend or a senior pupil whom you trust.
 - Discuss the matter with any member of staff. You are always welcome to raise an issue with the Health Advisor or your Housemistress.
 - Contact your parents or a family member.
 - Contact someone from outside the school community. Any one of the following will gladly help:

Childline www.childline.org 0800 1111,
NSPCC help@nspcc.org.uk 0808 800 5000,
Samaritans jo@samaritans.org 0845 790 9090,
Derbyshire Social Services 01629 580000

If you wish to make a complaint

- This can be by talking about it or by writing it down, whichever you find the easier. You can make a complaint by yourself, as part of a group, or through your parents.
- The complaint can be made to any member of staff.
- The issue can be a big problem or a small one. By discussing it, you may come up with some positive and productive resolutions.
- If possible, the member of staff will deal with the problem. If not, the member of staff will seek the help of a colleague (for example, a Tutor, Head of Year, Housemistress, Health Advisor, or Assistant Head).
- If you are worried about confidentiality, tell the staff; they will understand. Even if you find the issue hurtful or embarrassing, do not worry; the matter will only be discussed by staff who need to know and who can help you. You will be consulted and kept informed about any action to be taken.

If a matter remains unresolved, or you wish to make a formal complaint, see Mr Diamond (Head of Boarding) or Mr Barnes (Headmaster). Either of these people will discuss the complaint, note the complaint, investigate your complaint and report back to you. You may be accompanied, if you wish.

Boarding Sanctions – September 2020

The following sanctions are in place to be applied where the school values have not been adhered to by a pupil. The staff have the authority to use the model and apply this appropriately to the situation on an individual basis and within their professional opinion. Abbotsholme wishes to ensure that this is conducted in a fair and consistent approach, whilst ensuring we promote and praise all positive behaviour.

Offence	Carried out by	Consequence
Not signing in, or late (up to 5 min)	Duty staff	Gating 1 night, Boarding warning
Late for house registration	House/ staff	Boarding warning
Leaving the Boarding house after last sign in without permission	HSM/SMT	Suspension
Having opposite gender in a bedroom	Duty staff/HSM/SMT	Suspension
Inappropriate sexual behaviour	Head	Expulsion
Inappropriate physical behaviour	Head /SMT	Suspension
Inappropriate behaviour in: assignments/ICT/Theatre/Library	Duty staff	Immediate House gating
Kitchen left messy	Duty staff	Kitchen closed
Not doing House duty	Duty staff	1 extra duties + gating
Not doing dining hall duty	Duty staff	1 extra duties + gating
Late on House in the evening	Duty staff	Earlier return for 2 nights
Untidy rooms	Duty staff	Stay in after prep till it is tidy
Electronics used after lights out	Duty staff	Confiscate electronics. Give to HSM. Boarding Warning
Electronics used inappropriately (in dining room etc)	Duty staff	Confiscate phone. Give to HSM.
Habitually late in rooms or bed	Duty staff	Earlier to bed for 2 nights

Unacceptable language	Duty staff	Gating + boarding warning
Vandalism in boarding houses	HSM/SMT	Pay for damage + suspension
Leaving school site without houseparent permission	HSM	Boarding Detention
Out of Bounds	All Staff	Suspension
Smoking/e-cigarettes outside Having smoking paraphernalia	HSM	Confiscation of items, Boarding House detention & Refer to school nurse
Smoking/e-cigarettes inside Having smoking paraphernalia	HSM/SMT	Confiscation of items, suspension & Refer to school nurse
Misuse of internet	HSM	Removal of computer + access to internet for a period of time
Viewing material that is not age appropriate	All staff	Removal of DVD/phone/viewing apparatus Parents notified
Bullying	HSM/SMT	HSM follow up according to school policy. Parents notified
Unacceptable behaviour towards staff	HSM/SMT	Suspension
In possession of alcohol/illegal drugs, or intoxicated	HSM/SMT	Suspension
Bringing nuts into Boarding House	All staff	Confiscated/ disposed of
Theft – First offence	HSM/SMT	Suspension
Assault – First offence	HSM/SMT	Suspension