

The Code of Behaviour: Expectations, Encouragement and Sanctions

The expected standard of behaviour at Glenalmond is based on common sense and common courtesy, and a reciprocal sense of trust between staff and pupils. Pupils are asked to pursue their own goals with ambition but with respect for others; they are asked to treat others with sympathy, understanding and tolerance; they are asked to respond positively to the demands that community life places upon them.

ENCOURAGEMENT

The reward for good behaviour is largely in the quality of life and relationships pupils build among themselves and with the staff. Each House will promote these differently, and House and College Positions of Responsibility are clearly the outcome of positive friendships and behaviour. Among other things, Prizes, College Colours, House Colours and Departmental rewards, may also be awarded for valuable contributions to community life. There are also several incentives for good effort and academic work: Stars and Distinctions, Examination Commendation Prizes and Incentive Awards.

RULES

We set great store by the timeless personal qualities that have their roots firmly in the Christian tradition: courtesy, honesty, integrity, modesty and a respect for others are values that we uphold in all that we aim to achieve.

Apart from the laws of the land, which bind us all, and a sense of right and wrong, which most of us would share, pupils are also asked to accept the School and House Rules, which have evolved to regulate the life of the community at Glenalmond. Pupils are actively encouraged to share this common code, and to keep the rules in the proper spirit of the community. However, when things do go wrong, when rules are broken, or expectations not met, the College may invoke the sanctions listed at section 4.

Thus school rules exist for three reasons:-

- a) The moral welfare of the pupils.
- b) The safety of the pupils.
- c) The smooth running of the College in the interests of all who live and work within it – Staff and Pupils alike.

Although many rules appear in the form of prohibitions they are intended to promote one or more of the positive aspects of the College's ethos.

School rules apply at all times during the term, including when pupils are outside the College boundaries and when the term has in effect been extended, e.g. on tours, CCF camps or overseas trips. In particular, day pupils must follow school rules from the time each day that they leave their homes until they return there.

No list of rules can be expected to be exhaustive and there will, from time to time, be specific rules laid down within Houses or in the College. Furthermore any breach of the law or of common sense or good manners shall be considered a breach of the school rules.

Summary of the School Rules

1. Moral Welfare

It is against the school rules for a pupil to:

- Bully another pupil
- Indulge in any form of harassment related to age, colour, nationality, religion, ethnic origin, disability, gender or sexual orientation.
- Purchase, possess or consume any drug or substance other than those medically prescribed, and then only under the supervision of the College medical staff.
- Purchase, possess or smoke tobacco or bring tobacco (in any form) into the school.
- Purchase, possess or smoke any form of electronic cigarette (Vaping).
- Purchase, possess or consume alcohol except for permitted Sixth Formers in the Moncrieff Centre or when invited to do so by a member of Staff.
- To bring alcohol into the school.
- Enter another boarding house; - except for the Common Room, and then only by specific invitation or by permission of the Housemaster or Housemistress
- Misuse communication technologies (e.g. e-mail, social networks, forums).
- Take or borrow any other pupil's property, including clothing, food etc. without specific permission from the owner.
- Indulge in any 'public display of affection', or any act of intimacy with another pupil.

2. Safety

It is against the school rules for a pupil to:

- Leave College bounds without permission from his or her Housemaster or Housemistress. (A map of the College grounds is posted on the notice board in each House.)
- Possess any form of explosive, including fireworks, or firearm or any other offensive weapon including knives or BB guns.
- Climb on College roofs or to enter or leave any building except through the doors.
- Practice golf anywhere other than at the golf course or hub.
- Swim in the pool or the river without Staff supervision. (NB Swimming in the River Almond is strictly prohibited at **all** times.)
- Ski, skate or sledge without Staff permission, except on Front Slopes.
- Keep a car or motorcycle while at school without permission (see separate rules for pupils wishing to drive to school, available from the Sub Warden Pastoral)

- Drive a car or motorcycle in the College grounds except during a driving lesson with a school of motoring instructor or when a parent is in the car, e.g. at the beginning of term, unless specific permission has been obtained (see above).
- Drive a car to or from College, even at leave-out, containing any other member of the College, except brothers or sisters, unless specific permission from Housemaster or Housemistress.
- Travel in any vehicle without wearing a seat belt.
- Fail to respond to Fire Evacuation promptly.
- Interfere in any way with fire-fighting or emergency equipment or any locks and safety fixtures or notices.
- Ride a bicycle or scooter without a helmet.
- Have more than one person on a bicycle or scooter.
- Behave in any way likely to endanger another pupil.
- Disobey any notice or instruction issued for safety purposes.

3. Expected Standards

- All property must be properly named and it is the responsibility of the pupil to look after their own belongings. Personal belongings should be insured by parents.
- Hair: Pupils should have conventional hairstyles which do not draw attention to them, with no extreme styles or dyeing allowed.. Their hair should be off the face, using plain hair accessories. Juniors pupils should have long hair tied up in a ponytail or similar during the school day.
- Boys should be clean shaven at all times.
- Make-up: Only very subtle make-up is allowed, but no coloured nail varnish.
- Jewellery: Only one plain, thin chain necklace, one ring and one plain bangle or bracelet are allowed. Chokers/thick/coloured necklaces are not allowed. Those with pierced ears may wear one sleeper-ring or stud in each ear lobe only. Nose rings and studs, and bracelets (other than a medical band) are not allowed.
- Badges: Only badges won at Glenalmond and that recognise achievement may be worn. The Sub Warden must approve such badges. Those already approved include College Colours and Half-Colours badges, Duke of Edinburgh Award badges and House Colours Badges. Only one badge of each category should be worn at a time. Badges supporting a particular charity are not appropriate for School Uniform wear.
- The uniform school scarf or a plain dark (black or navy) scarf may be worn outdoors with uniform, but may not be worn indoors at any time.
- Suitable hats may be worn outdoors in inclement weather, but at no other time with school uniform, unless specific permission is given.
- During inclement weather, pupils may wear a dark coloured, plain coat (black or navy) with no patterns or large logos. They may NOT wear hooded sweatshirts, body warmers or rugby shirts with their uniform. Indoors, pupils should wear their blazer or tweed jacket.
- Sweaters should be V-neck, navy blue (optional: green in Sixth Form and burgundy for prefects) and should not sport any logos.
- Blouses should be buttoned and should be open-necked and flat-collared as per the regulation list. The only exception to this rule is College Prefects.
- College Prefects may wear a sensible 'city' shirt/blouse of their own choice.

- Shoes **must** be black and polishable and in good, weather-proof condition, appropriate to the pupils' needs.
- No denim items may ever be worn with school uniform and pupils should not mix and match uniform and casual clothes outside school time.
- Pupils may only use mobile 'phones, cameras, etc at certain times and must never use them inconsiderately or inappropriately. See mobile phone policy for details.
- Pupils should not wear headphones whilst in school uniform.
- Pupils may not have televisions in their rooms.
- Personal areas including rooms, cubes, or desks must be kept clean and tidy.
- Litter must never be dropped and bins which are provided must be used.
- Eating around the site, during classes, rehearsals, lectures or in Chapel etc is not permitted. Drinks from the machines in the Moncrieff Centre must not be taken out of the Centre.
- Chewing gum is not permitted at Glenalmond.
- No pupil may enter another person's room without their permission **and then, only** in their presence.
- Animals may not be kept in the College.

4. Sanctions

All disciplinary offences are in their own ways unique; circumstances, previous record, honesty and remorse will be taken into account. The following sanctions are permitted at Glenalmond but will only be applied in proportion to the offence:

- Community service – activities of value to the community e.g. routine tasks such as polishing House trophies
- House gating
- Removal of Privileges
- Detention
- Banning from the Moncrieff Centre
- Behaviour / Conduct Contracts
- Removal from positions of responsibility
- Sub Wardens' Gating
- Warden's Gating
- Suspension (Internal or External)
- Expulsion

NB The College has the right to search pupils' rooms, desks, lockers, or clothes not being worn, if it has reasonable grounds to believe that they contain unlawful items or items banned at School such as illegal drugs, alcohol or inappropriate substances.

5. Inadmissible sanctions

Corporal punishment, fines, unreasonable deprivation of liberty, sanctions designed for personal benefit, or to humiliate and degrade, are inadmissible at Glenalmond. This applies to anyone who may have powers to apply sanctions, be they staff or pupils.

6. Serious Breaches of Discipline

Serious breaches of discipline are rare but the College has the duty to protect pupils, staff, property and its reputation. Serious breaches of discipline which might result in immediate expulsion would include: drugs offences (where expulsion is automatic); offences involving serious theft, sexual intimacy, or extreme acts of bullying, violence against people (assault) or property might also result in expulsion. Bringing alcohol into the College, smoking within a building, being out of houses late at night are also offences which would normally lead to suspension.

6a Bullying

Everyone in the community has the right to:

- ❑ Be treated with respect and understanding irrespective of age, colour, nationality, religion, ethnic origin, disability, gender or sexual orientation.
- ❑ Be themselves and be free from fear, intimidation, or humiliation.
- ❑ Be safe.
- ❑ Be valued and respected whatever their individual strengths, weaknesses and opinions.

Everyone in the community has the responsibility to:

- ❑ Tell someone older than themselves if they are aware of bullying.
- ❑ Neither start nor join in any unkind treatment of others.
- ❑ Respect other people's achievements, work and possessions.

No Bullying of any kind will be tolerated; this specifically includes:

- Physical or verbal intimidation or oppression of any pupil or group of pupils
- Prevention of any pupil working or pursuing worthwhile activities
- Abuse of seniority or position
- Racial or sexual harassment of any sort

6b Alcohol

- No pupil is allowed to consume alcohol on the school premises except in the Sixth Form and then only under specific controlled circumstances with a member of staff present. Such circumstances might include the Moncrieff Centre, a Sixth Form Function or entertainment by a member of staff in a social context or tutor outing.
- In the Moncrieff Centre on Saturday nights, members of the Sixth Form over 16 years of age are permitted a limited amount of alcohol as controlled by the member of staff on duty.
- Under no circumstances will staff permit the drinking of spirits or spirit based drinks.

6c Smoking/Vaping

Smoking/vaping is not permitted at Glenalmond. Smoking/vaping in a building or any other area likely to cause a threat to people and/or property is considered a very serious offence and is likely to result in suspension, even for a first offence.

6d Drugs

The College accepts neither the abuse of drugs or substances nor the illegal supply of such substances. Whatever the decisions of Parliament, the College identifies drug abuse as harmful to the individual and both medically and morally disruptive to the corporate body of the College.

The College Policy is that if it has evidence that a pupil has used, or is in possession of, or is involved in the supply of illegal drugs, then that pupil will be asked to leave the College immediately.

Where there is no direct evidence, but a strong suggestion that a pupil may be associating with illegal drugs, then he/she and his/her parents will be asked to sign an agreement that the College, in the event of any further concern, can carry out a drug test. If a drug test proves positive, the pupil will be asked to leave the College.

7. Repeated Disciplinary Offences

In general, repetition of any offence within a school year will lead to an increase in the level of sanction applied, e.g. from Detention to Warden's Gating.

Records of sanctions are kept by the Housestaff and Sub Warden. Records of Warden's gating and suspension are kept in the Warden's office and these sanctions are accompanied by a letter to parents.

Pupils who repeatedly offend, in the same or different ways, will be asked to sign a contract relating to future behaviour and parents will be informed. A breach of this contract or continued and repeated breaches of school discipline is likely to result in parents being asked to meet with the Warden where a Final Warning will be issued. Should this not be respected parents are likely to be asked to remove their son/daughter, permanently, from the College.

8. What to do if you have a complaint: the Complaints Procedure for pupils

It is always best to deal with a complaint about something by speaking directly to the person concerned, even if you think you can handle it as it may affect another member of the community. The vast majority of complaints can be sorted out in this way. However, if pupils feel the need to express themselves more fully, or if concerned, worried, or upset about any matter that affects their (or anyone else's) welfare, then there are three possible courses of action which form a progression.

The Informal Procedure

There are a number of different people who will be very happy to talk to you and to help you try to find a solution to the problem. It may help to talk first with another pupil who is a trusted friend. However, it may be that you also need the help and support of an adult and you should choose whoever you feel most comfortable talking to.

In the first instance, it is recommended that the pupil gets in touch with one or more of the following: a senior pupil (e.g. a House or College prefect), a School Council representative, one of the Housestaff, a member of the Nursing team in the Medical Centre or any other member of staff. If you feel unable to raise your concern with any of these people, others you can talk to are: your parents, the Sub Warden (Academic), the Sub Warden (Pastoral), the Chaplain, Deputy Warden or the Warden.

The Formal Procedure

If you are dissatisfied with the results of the Informal Procedure, or feel that informal discussion is inappropriate to the situation, then you should speak to a Senior member of staff or you may hand a formal written complaint to relevant Housestaff, the Sub Wardens or the Warden. Such a complaint will normally receive a written reply within 48 hours, and if necessary may be referred to the Internal Review Panel, which may ask to hear the case. The Panel will consist of the Sub Wardens and the School Chaplain. This group will report to the Warden recommending any action that might be appropriate.

You can also raise a serious complaint with the Care Inspectorate but for most routine matters they would refer it back for the College to deal with.

Care Inspectorate



Compass House
 11 Riverside Drive
 Dundee
 DD1 4NY

Tel: 0345 600 9527

Email: enquiries@careinspectorate.gov.scot

Child Line

0800 1111

Perth and Kinross Council Education & Children's Services Child Protection Team

01738 476768

Version	Date	Reason	Author/Reviewer
0.2	07/10/2016	Clean shaven added Vaping added	C Henderson
0.3	01/09/2018	Reviewed	C Henderson
0.4	08/07/2021	Updated - hair, make up and jewellery amended. Job titles updated.	S Sinclair
0.5	25/07/2023	Updated	S Sinclair

Tips on e-Safety

- If you feel you are being bullied by email, text or online, talk to someone you trust.
- Never send any bullying or threatening messages. Anything you write and send could be read by an adult now or in the future.
- Serious bullying should be reported to the police - for example threats of a physical or sexual nature. The CEOP website is ideal for this.
- Keep and save any bullying emails, text messages or images these can be important evidence
- If you can, make a note of the time and date bullying messages or images were sent and note any details about the sender.
- Why not log into a chatroom with a different user ID or nickname? That way the bully won't know who you are. You could change your mobile phone number and only give it out to close friends.
- Contact the service provider (mobile phone company, your internet provider/the IT department) to tell them about the bullying. Or get a teacher to help you. The provider may be able to track the bully down.
- Use blocking software - you can block instant messages from certain people or use mail filters to block emails from specific email addresses.
- **Don't reply to bullying or threatening text messages or emails - this could make matters worse. It also lets the bullying people know that they have found a 'live' phone number or email address.** They may get bored quite quickly if you ignore them.
- **Don't** give out your personal details online - if you're in a chatroom, watch what you say about where you live, the school you go to, your email address etc. Any of these things can help someone who wants to harm you build up a picture about you.
- **Don't** forward or send abusive texts or emails or images to anyone. You could be breaking the law just by forwarding them. If they are about you, keep them as evidence. If they are about someone else, delete them and don't reply to the sender.
- **Don't** ever give out passwords to your mobile or email account.
- **Remember** that sending abusive or threatening messages and indecent images is against the law even if you think it is just fun.

Some sources of further information, advice and help

Chatdanger www.chatdanger.com

The Chatdanger website has been created to inform young people about the potential dangers and ways of keeping safe in interactive areas online, such as chatrooms, instant messenger, online games and email, and also via mobile phones.

Child Exploitation On-line Protection (CEOP) www.coep.gov.uk

This is the UK Government law enforcement in Child Protection agency. It was formed in 2006 in response to concerns about the sexual exploitation of children both in the on-line and off-line world. Their information section can be reached on [ThinkYouKnow](#).