



MILTON ABBEY

PUPIL HANDBOOK

CONTENTS

	Page
1 Pupil Code of Conduct	3
2 Welfare of Pupils	3
3 Social Behaviour	4
4 Bounds	6
5 Safety	9
6 Health	11
7 Transport	11
8 Sanctions and Rewards Policy	12
9 Personal Possessions	16
10 Anti-Bullying Policy	17
11 Drugs Policy	21
12 Alcohol Policy	23
13 Pub Visits	25
14 Smoking/Nicotine Policy	27
15 ICT Acceptable Usage Policy for Pupils	28

INTRODUCTION

Whilst this document contains the key rules and policies for pupils, it is by no means exhaustive and there are many other expectations that are not listed. Good manners, a sense of responsibility, consideration for others, punctuality and tidiness are expected of pupils at all times. Any breach of good manners will be regarded as a breach of the School Rules and contrary to the welfare of the community. Good behaviour is also expected when pupils represent the School elsewhere or are in the local community. Any pupil who persistently undermines the morale and well-being of the School community may be asked to leave the School at the discretion of the Headmaster.

1 PUPIL CODE OF CONDUCT

To Achieve our full potential in work

At all times we must **A.C.T.**

- By working hard, listening and contributing constructively in class.
- By completing prep and meeting deadlines
- By presenting work which has been done with care and thought.
- By having the equipment needed to work effectively.

Be Courteous, caring and considerate

At all times we must **A.C.T.**

- By respecting other people and their property.
- By being polite in speech and behaviour.
- By being punctual.
- By moving around the school in a sensible way.

Be Tidy and Safety conscious

At All times we must **A.C.T.**

- By wearing the correct school uniform.
- By caring for the school and its environment.
- By observing all safety rules.
- By keeping the school site free from litter.

2 WELFARE OF PUPILS

With special reference to the Children Act 1989

Child protection is one very important aspect of safeguarding; it refers to the activity which is undertaken to protect specific children who are suffering (or are likely to suffer) significant harm

whether it be through interaction with other pupils, family members, staff etc. The prime concern of the school is to provide pupils with a secure, happy and supportive environment in which they can develop their talents in full. All staff are aware that concern for the pupils' welfare is part of their job; in particular, HsMs and House Tutors have direct responsibility for the pupils under their charge, and the Chaplain and the staff in the Health Centre are available to give help.

There may be occasions when more serious problem arises, such as physical or sexual abuse or some other form of severe harassment. If a pupil has any concerns about their own welfare or that of another pupil they should speak to the Designated Safeguarding Lead (Deputy Head), the Deputy DSLs (Mr Barnes and Mrs Dal-Din) or any other adult that they feel happy to speak to. The School's complaints procedure can then be brought into action.

If pupils do not wish to talk to their parents or anyone in the School, they should contact Mrs Angela Higgs, the Independent Listener, (tel 01258 880073). Alternatively, they can ring Childline (tel 0800 1111), Dorset Social Services (tel 01258 472652), LADO (Patrick Crawford) (tel 01305-221122) or Ofsted (tel 08456 404040). The Designated Safeguarding Lead (DSL) is Matthew Way and deputy DSLs are Chris Barnes and Ruth Dal-Din.

3 SOCIAL BEHAVIOUR

Behaviour and Dress in the Dining Room

No one may remove food, crockery or cutlery from the dining room. If pupils are in sports kit, then tracksuit bottoms must be worn and the sports kit must be clean. It is expected that pupils will conduct themselves appropriately for a meal whilst in the dining room.

Bullying

All members of the School community are expected to base their behaviour on respect for others, regardless of differences of age, status, physical ability, belief, race, sexuality or gender. Bullying, including cyber-bullying (by mobile phone, text or internet), whether physical or mental, always constitutes as assault, is completely unacceptable and will not be tolerated. Demanding or taking items of any kind (including food), belonging to other pupils using age, status or any other form of threat, stated or implicit, is regarded as bullying. In extreme cases it may be punished by suspension, or ultimately, expulsion. A pupil who is being bullied or who sees another pupil being bullied is urged to approach any member of staff or other responsible person. Any use of threatening language or verbal abuse which contravenes Milton Abbey School's Anti-Bullying Policy on the basis of race, gender, sexual orientation or disability, will NOT be tolerated. ***Remember to treat others with the same respect and tolerance with which you would expect to be treated.***

Dress

Pupils are expected to wear the appropriate School dress and be clean and tidy at all times. This includes being washed and, for boys, shaved, wearing shoes which are clean and in good repair, having shirts tucked in and top buttons fastened. When in home clothes, all pupils have a responsibility to dress appropriately. Clothes with provocative or offensive logos, for example, must not be worn. Footwear must be worn at all times.

Food - Chewing Gum

Chewing gum is not allowed at Milton Abbey.

Food - General

Eating and drinking is not allowed in public places (except in the immediate vicinity of the Tuck Shop). These include classrooms, laboratories, libraries, the swimming pool, the sports hall, the Mansion House Rooms and when walking about the School.

Gambling and Betting

Members of the School are not allowed to bet, gamble, play cards for money, or to organise or take part in sweepstakes which have not been authorised by the Headmaster.

Hair

Hair should be of a natural colour, clean, tidy and brushed, and should not be cut in an extreme manner and should not cover the eyes or collar (for boys). Hair clippers are not permitted and if found will be confiscated. Lower School girls should tie their hair back. Pupils should not cut, dye or shave their own or each other's hair.

Health and Safety of Pupils

All pupils are expected to behave in a responsible manner showing consideration, courtesy and respect for other people at all times. Any pupil presenting a significant risk to the health and safety of themselves, other pupils or any other person will be liable to suspension or expulsion. This includes any pupil actively encouraging, aiding or even spectating a dangerous or potentially hazardous activity.

Hierarchy/Errand Running

Hierarchical behaviour is not permitted. Any examples of hierarchical behaviour will be treated seriously. For example, no pupil should ask a younger pupil to run errands for him or her. Any incidents of younger pupils being asked to run errands or any pupil who forces another pupil to give up food or drinks or other items will be treated as a serious offence.

ICT

All pupils are given and agree in writing to the ICT 'Acceptable Usage Policy' covering the proper use of ICT at Milton Abbey. This applies to computers, DVD players, flash drives, iPods, PDAs, MP3 players and any other form of storage medium, and mobile phones. If there is evidence that any pupil is not following the strict rules on ICT use, the pupil will be liable to suspension and equipment will be confiscated. Pupil accounts are closed two weeks after leaving Milton Abbey, apart from Fifth and Sixth Form leavers' whose accounts are kept open until Half Term in the Michaelmas Term unless the Headmaster directs otherwise.

In Association

Anyone found with someone breaking the School Rules is likely to be punished (for tacitly condoning the misdemeanour).

Jewellery

In the Sixth Form, girls may wear one necklace, one bracelet and small, unobtrusive earrings. Large or pendant earrings are not allowed. In the Lower School, girls may wear studs in earlobes. Body piercing of any kind except for a pair of earrings, is strictly forbidden. It is forbidden for any pupil to carry out piercing while they are at School. Boys can only wear ear studs or earrings when not in School, i.e. after supper on a weekday, after school commitments on Saturdays and all day Sunday, except for Chapel.

Make-Up

When in uniform, girls may wear clear nail varnish only and pupils below the Sixth Form must not wear make-up. Lower School girls may wear discreet concealer. Sixth Formers may only wear subtle make-up when in School uniform.

Missing Lessons, Sport and Activities

Missing lessons, sport and activities of any kind is not allowed unless advanced permission to miss a lesson/activity has been sought from the member of staff in charge of the relevant lesson/activity.

Music

Music should not be played during working hours, or at a volume audible outside a study.

Pornography

Pornography is the practice of exploitation and subordination. It erodes moral values and encourages damaging attitudes towards the opposite sex. If there is evidence that any pupil is supplying or is in possession of pornography in any form (including mobile phones, iPods, iPads, laptops, literature) the pupil will be liable to suspension or expulsion.

Public Displays of Affection

Displays of affection are not allowed in public places and/or in circumstances where they might offend others. See also Sexual Relations under Health.

Pupils Representing the School

Pupils on trips, expeditions, sport, activities etc. are all bound by the same rules as if they were at School. Any serious breaches of conduct while on a School trip could lead to a ban from future trips.

Vandalism

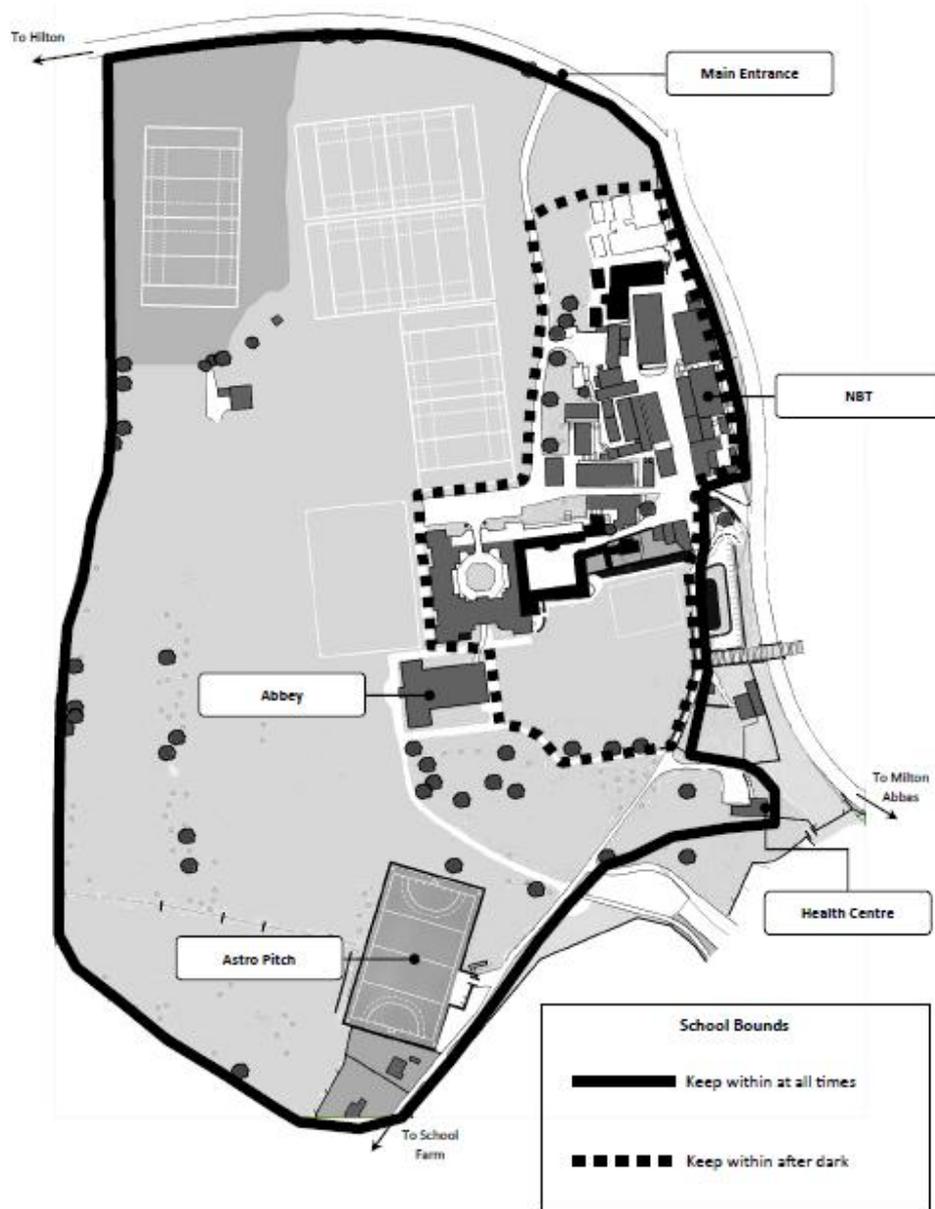
Deliberate vandalism is counter to all of our principles as a caring and constructive community. It will be punished in the strongest terms with expulsion a possible outcome for significant vandalism.

4 BOUNDS

Signing Out

Except when in Supported Prep, whenever a pupil intends to leave the House after 1910 Callover they must sign out in their House Signing Out Book and always sign out when leaving the site or when out of hearing of the fire alarm on Sundays.

School Bounds Map



Lock Up

Lock up is at 10.15pm. After this time a pupil will only be given permission to leave House in exceptional circumstances. Leaving the House without permission after this time is a serious offence and liable to be sanctioned with an External Suspension. This is because staff cannot carry out their duty of care if pupils leave the House unsupervised at night.

House Visiting

The following limitations apply to visits to other Houses:

- All dormitories are out of bounds
- Unoccupied study bedrooms and dorms may not be entered
- Visits may not occur during class time or prep unless with the permission of House Staff

- Pupils visiting from other houses must be signed in in the Visitors' Signing In Book
- All boarding accommodation is out of bounds to pupils of the opposite sex unless under HsMs' instructions

Study, Bedroom and Dormitory Regulations

Studies, bedrooms and dormitories are private places. They may only be visited by another pupil at the invitation of the person whose study, bedroom or dormitory it is, or if permission has been given by the Housemaster/Housemistress of the House visited. During study periods, quiet must be maintained. You must be in your own study area unless directed elsewhere by a member of staff.

No study, bedroom or dormitory may be entered by a pupil of the opposite sex.

Leave of Absence

Any pupil wishing to leave the School grounds, other than for a School match or expedition, must obtain permission from his/her Housemaster/ Housemistress and sign out. Permission must be obtained from the Headmaster if any School lesson is to be missed or if a night is to be spent away from School, except Sixth Form floating exeats, which can be agreed by the relevant Housemaster / Housemistress.

Out of Bounds

The solid black line on the map denotes School bounds which must be adhered to at all times; the dotted black line denotes 'after dark' bounds. Pupils may go to the School Farm and Stables if they have a legitimate reason to do so. Pupils may only leave School Bounds (whether normal bounds or after dark bounds) after permission has been granted from his/her Housemaster. If the Housemaster cannot be found, then permission must be sought from the Deputy Head or Resident Assistant Housemaster. Pupils must also sign out in their House Signing Out Book.

The following are also out of bounds:

- All surrounding privately owned land/ fields
- The surrounding woods
- All roofs
- The rear of the Technology Workshop, the Ground Staff and Maintenance area, Kitchens and staff rooms, the Staff Common Room
- Anyone else's room when they are not present
- The Monks' Path
- King Edward's Drive
- The public road surrounding the School
- The Golf Course
- All teaching spaces including the Theatre, Swimming Pool and Rec. Hall without being accompanied by a member of staff

Access to Farm Shop

The Farm Shop falls out of bounds, however at set times during the week pupils are allowed to visit the Farm Shop IF they have permission and a chit from their Housemaster and follow the correct procedure (detailed below).

Procedure for visiting the Farm Shop:

1. Obtain permission chit from Housemaster/Matron for visit to the Farm Shop.
2. Access road using entrance by School Cottages ONLY. Do not use the Damer Green exit.
3. When walking to the Farm Shop, walk on the right hand side of the road in single file and face the oncoming traffic to ensure you can be seen. Make sure you are wearing some light coloured clothing to help oncoming motorists see you.
4. Cross the road at the beginning of the lane to the farm shop taking care to listen for oncoming traffic.
5. When walking back from the Farm Shop, initially walk on the right hand side of the road to face the oncoming traffic but cross to the other side before the bend as you will not be visible to cars coming towards you. Ensure you are on the left hand side of the road before the entrance to Middleton House.
6. Use the School Cottage entrance to re-enter the School grounds.
7. Report back to House and return your Chit.

Access to Woods

Pupils may seek permission from their Housemaster / Housemistress if they wish to use the woods for running, walking or cycling. Pupils must obtain a chit and sign out in their House Signing Out Book. Pupils must be accompanied at least one other pupil and pupils must never be alone. Pupils must take care and all precautions in crossing the road; stick to the paths that run throughout the woods and respect the environment, taking care not to damage any flora and fauna. Pupils must ensure that no litter is left behind by them. Pupils must stay within the woods outlined on the aerial photograph posted on House Noticeboards.

5 SAFETY

Damage

Damage to School property is chargeable to the pupil who is found to have caused it.

Electrical Equipment

The school tests all portable electrical appliances brought to school including those belonging to the pupils. For the safety of all, any electrical appliance brought back to School must be electrically safe with a single British 3-pin plug, correctly fused and without a join in the wiring. All appliances should have a British Standard safety label either on the appliance itself or on its wiring. It should also be marked with the owner's name. Any repairs that have to be made by the Maintenance staff to make an appliance safe will be charged.

- Private equipment may only be used on mains electricity with permission from the Housemaster once it has been PAT tested.
- If an appliance with a loading of 5 amps or less is used, the plug must have the correct rating of fuse.
- Each appliance must have an individual moulded plug.
- Only 1 x 2/3/4 strip-type, and 2-way, adaptors are permissible.
- No modifications of any description may be made to the pendant or ceiling lights.
- No equipment of any description may be used from the pendant or ceiling lights.
- All wires to equipment must be without joins.
- No wires may be laid under furniture or carpets, or crossing walkways.

Fire

Fire evacuation procedures are published in all areas of the School, including Boarding Houses. There will be fire practice drills every term. It is strictly forbidden to tamper with any items in a manner that might cause a fire. Fire extinguishers must only be used in the event of a fire.

Firearms, Fireworks, Ammunition and Explosives

Firearms (including BB guns), fireworks, ammunition or other explosives are forbidden except under authorised supervision.

Games

The following safety precautions are to be observed at all times:

- Glasses with breakable lenses may not be worn for games.
- The protective equipment for the sport in question must be worn as specified by the coaches e.g. mouth guards, shin-pads, helmets etc.
- There must be no playing with a ball or snowballs in or near any building.
- No casual games which could cause damage to existing pitches and equipment may be played.
- Games must not be played around the boundaries while any cricket matches are in progress.
- Golf practice should only take place on the golf course.

Knives and dangerous implements

All knives are strictly forbidden. Anyone in possession of a knife, of whatever sort, must declare it to their Housemaster/Housemistress. Knives used for DT, Countryside Management, CCF and DoE or any other relevant activity must be kept with the member of staff in charge of those activities.

Laboratories

It is an offence to be in possession of laboratory equipment or chemicals unless authorised by the appropriate Head of Department.

Medicines

Pupils who bring medicines to School must hand them over to their House Matron on arrival, together with written instructions as to their use from their home doctor or parents. Under no circumstances are pupils to provide or pass on medicines to other pupils. Pupils may have medicine in their possession if they have gone through the Self-Medication procedure with the Health Centre.

Visitors

For the purposes of safety all visitors, including ex-pupils, visiting the school buildings must sign in and out at Reception, wear a lanyard and badge and be accompanied around the site. Pupils encountering unfamiliar visitors should courteously ask if they can help them and take them to Reception. Suspicious persons or behaviour must be reported to a member of staff immediately, if in doubt pupils should tell the Receptionists who will refer the matter as necessary.

6 HEALTH

Alcohol

The possession of alcohol of any kind is forbidden, as is its unauthorised consumption at School or elsewhere during term time or when travelling to and from School. This rule applies to all School expeditions, camps and trips of any kind. The consumption of spirits is never allowed.

Caffeine Drinks/Stimulants:

The possession or consumption of food or drink products with a high caffeine content (e.g. Red Bull, Pro-Plus) or containing other stimulants is forbidden at School and when pupils are under School supervision away from Milton Abbey.

Drugs

It is forbidden to possess or use any illegal substance or to abuse any legal substance. Anyone found breaking this rule will be liable to expulsion. Anyone found supplying drugs, of whatever class, will be expelled immediately.

Health Centre Admission

Pupils admitted into the Health Centre should not bring laptops, phones or tablets with them. If they are acutely unwell they are admitted to sleep, rest and recover. Pupils who have a chronic illness may be allowed their media equipment at the discretion of the nursing staff in liaison with the Housemaster or Housemistress.

Meals

Breakfast, lunch and supper are provided in the School Dining Room, and all pupils are expected to attend these meals.

Sexual Relations

If there is evidence that a pupil has been having sexual relations in School time, irrespective of location (this includes pupils under School supervision away from Milton Abbey in addition to all School expeditions, camps and trips), the pupil will be liable to expulsion. Pupils will be educated about sexual relations as part of the School's PSHE programme. It is the law that no under-age individual can consent to have sex. Where one person committing a sexual act is over 16 and one under 16 the law could view the relationship as an abusive one, depending on the difference in age between those involved. In law a sexual act is not limited to penetrative sex.

Smoking

The possession of smoking materials/vaporisers of any kind is forbidden, as is their use at School or elsewhere during term time or when travelling to and from School (including pupils under School supervision away from Milton Abbey in addition to School expeditions, camps and trips). Being in the presence of smokers or in known smoking areas is treated as a punishable offence.

7 TRANSPORT

Bicycles and skateboards

- All bicycles and skateboards must be marked with the owner's name and cyclists should have a suitable locking device for the bicycle
- Cyclists and skateboarders must exercise due care and attention at all times; pillion riding is forbidden

- Helmets and protective clothing must be worn at all times
- Bicycles and skateboards must not be ridden at or after dusk
- Pupils may only ride their own bicycles and must never borrow or lend a bicycle
- Pupils must never ride on the grassed areas

Cars

Pupils may not drive cars at School except under the direction of a driving instructor authorised by the School or when accompanied by a parent or guardian. Pupils may not keep a car at Milton Abbey except with the written permission of the Headmaster. This will not normally be granted, except in the case of a Day pupil driving himself/herself to and from School (with the relevant permissions), and will require the keys to be kept by the Housemaster/Housemistress.

Motorcycles

No one may possess or ride a motorcycle or moped at School.

Passengers in Private Cars

No one may travel as a passenger in a private car driven by someone under the age of 21. Any request by a pupil for permission to drive another pupil must be referred to the Headmaster. Permission will only be given in exceptional circumstances.

Public Transport

Pupils may not travel by public transport without the permission of their Housemaster/Housemistress. Arrangements for hiring a taxi may only be made through the Housemaster/Housemistress.

Taxis

Taxis for pupils leaving the School can only be booked with the authorisation of the Housemaster / Housemistress or their representative. Pupils must pay cash for taxi journeys unless the Housemaster / Housemistress has given permission for the cost to be charged to a pupil's school account.

Driving Lessons

Parents are able to book and pay for driving lessons direct with the Instructors details of which are held by Reception. Individuals need to look at their timetable each term and find as many 2 hour slots as they can then contact the Instructor to see when they can be fitted in for lessons. BEFORE arranging the lessons pupils need to complete the Driving Lesson Permission Form which must be signed by the appropriate Housemaster/Mistress.

8 SANCTIONS AND REWARDS POLICY

It is the School's policy to encourage good behaviour at all times, and to promote mutual respect and good manners amongst all those who live and work on the School site. Teaching staff are expected to make standards of behaviour, both in and out of the classroom, clear to pupils at all times and to be consistent in their expectations. Punishments should be related to the offence and as far as possible should aim to encourage the pupil to understand why his/her behaviour was unacceptable. Any pupil not abiding by the rules laid down will be sanctioned through the School's disciplinary system. Housemasters / Housemistresses are always kept informed of punishments given to pupils via records that are kept on the School's central

electronic database (PASS). A separate record is kept by the Housemaster/ Housemistress of punishments given within the boarding house.

SERIOUS OFFENCE PENALTIES for all pupils (including alcohol and smoking offences)

Level	Punishment	Action	Who informs parents
1	Restrictions and Saturday Night Detention	HsM	HsM phone call home HsM letter/email home
2	Internal Suspension	HsM	HsM phone call home HsM 2 nd letter/email home
3	Suspension	DH / HM	HsM phone call home DH letter home
4	Suspension/Expulsion	HM	HM

Each offence will normally lead to a move up one or more levels. Discretion may be used by the HsM/DH depending on the nature of the offence and the time between occurrences.

Restrictions and/or a Saturday Night Detention can be given as stand-alone punishments for offences not deemed to warrant entry into one of the above Levels.

Restrictions

- No. of days at the discretion of the HsM/DH.
- Gated to boarding house from after supper.
- Restrictions card to be signed.
- In school uniform for signing in up to and including 19:10 Callover.
- Restrictions Detention – Wednesday and Saturday AM (07:00-07:30).
- Not permitted on social trips.

Saturday Night Detention

- Recommended to the Deputy Head by HsMs.
- Pupils will then see the Deputy Head and are placed into detention at this stage if deemed appropriate.
- Deputy Head will maintain the Saturday night detention list.

Internal Suspension

- 1 day internal suspension from school activity in the week following the offence.
- Attend lessons, but at all other times will be in the Prince's Room.
- Withdrawn from all sport and activities.
- Restrictions.
- Saturday Night Detention.

Suspension

- Suspension. At the Headmaster's, or if absent, the Deputy Head's discretion. Usually 3 days and only used when a pupil has gone beyond the bounds of what is acceptable within our community or has reached Level 3 of the Serious Offences ladder.

Expulsion

- Expulsion/Voluntary withdrawal at the Headmaster's discretion and as the last resort.

Specific policies on alcohol, smoking and drugs are available within the Pupil Handbook.

ACADEMIC WORK AND CLASSROOM BEHAVIOUR

Code of Practice for Classrooms

- Punctuality - Be on time for all your lessons.
- Be Prepared - Ensure you are dressed correctly and that you have all the correct books and prep.
- Listen carefully to all that is said both by staff and your fellow pupils.
- Do not shout out or talk out of turn – do not disrupt anyone else's learning.
- No eating or chewing in lessons.
- Bad language will not be tolerated.
- Mobile phones are prohibited from classrooms.

Sanctions

If work is of a poor quality or the pupil has demonstrated unacceptable behaviour in a lesson, a teacher will, in the first instance, ask a pupil to sit a Departmental Detention during a weekday lunchtime between 13:45-14:15.

If the behaviour of a pupil is such that the teacher cannot continue with the class she he or she would wish, then the pupil can be removed from the classroom by a member of the Academic Management Team. A 'Remove' will usually result in an Academic Detention, but may result in a Saturday Night Detention if the Assistant Head (Tutoring) deems this fit. Two 'Removes' in a term will result in a Saturday Night Detention.

Tutors can also enter Tutees into Academic Detention, if following discussion with subject teachers, they feel that this is an appropriate course of action.

Where a Tutor deems it necessary following feedback from academic staff, Tutors have the possibility to utilise three levels of report card in seeking to work with Tutees to maximise their progress. The report cards are as follows:

Level 1 - Tutor Support Card

Level 2 - Assistant Head Report Card

Level 3 - Headmaster's Report Card

The aim of these cards is to allow closer monitoring of a pupil's performance on a lesson by lesson basis, with written feedback from each subject teacher and an emphasis on daily monitoring by the Tutor to ensure the identified targets are being met. Where a pupil is deemed not to have responded sufficiently to the first level Tutor Support Card, the Tutor may decide to refer the pupil onto an Assistant Head Report Card and finally to a Headmaster's Report Card.

This support system is designed to ensure that pupils identified as requiring additional support in meeting their academic commitments and progress targets can be monitored.

Rewards

Awards

Awards can be achieved in four categories:

- Academic
- Activity
- Creative
- Service

Every time that you achieve 5 Awards in each of these categories, pupils will win a tuck shop credit voucher.

The pupils achieving the highest number of awards in the Lower School and the 6th Form will be invited to a Headmaster's Awards Tea (Lower School) or Headmaster's Dinner (6th Form).

The all-important Hodgkinson Trophy will be awarded to the House that achieves the highest average number of Academic Awards per pupil over the course of this academic year. Academic Awards are won for high quality work, but also for high effort levels, enthusiastic participation, teamwork and communication.

Awards are entered by the awarding member of staff on to 3Sys and they also then appear on the Parent Portal.

The Hodgkinson Trophy

Awards will be tallied by House: the House with the greatest average number of Awards per pupil per House will be awarded the Trophy in the final assembly of each term.

Commendations

A commendation is reserved for a piece of work that goes beyond the criteria set. It is recognition of a superb effort or attainment for that individual pupil. Again it is entered on to 3Sys and the Parent Portal and the Commendation is read out in Assembly.

9 PERSONAL POSSESSIONS

Temporarily taking or borrowing items of any kind (including food) belonging to another pupil without their permission is regarded as theft and may be punished as such.

Computers and Electronic Devices

All pupils sign the School's 'Acceptable Usage Policy' and should use the School's network and computer systems in a responsible way. It is the pupil's responsibility to look after and secure their personal computers. The School reserves the right, where there is reasonable suspicion of a disciplinary offence, to inspect and monitor the use of computers and electronic devices, and may confiscate these if they have been used inappropriately.

Financial Matters

- Members of the School are strongly advised to bank money and valuables with their Housemaster or Housemistress.
- Financial transactions involving more than £15.00 must be approved by the Housemaster or Housemistress concerned.
- Financial transactions with School employees are not allowed.
- Money must neither be lent nor borrowed.
- The buying and selling of items between pupils is not allowed without the agreement of the Housemaster or Housemistress.

Laser Pens and Lasers

It is forbidden to possess or use any laser pens or unprotected laser items.

Mobile Telephones

- Pupils can keep their phone throughout the week on the understanding that they will use them in an appropriate manner and that mobiles will be confiscated should they be used inappropriately or at the wrong time.
- Mobile phones are strictly prohibited in any examination room.

Mobile Telephone Protocol

- Mobiles should always be used with discretion.
- Pupils do not have to answer their mobile if they receive a call or message alert, they should wait until the appropriate time and place.
- Mobiles should never be used during formal occasions e.g. lunch, concerts, plays, films, callovers etc.
- Mobiles should never be used in the library, between or during lessons, during study periods, during prep or after lights out.
- The School's policy on internet usage also applies to mobile phones and, therefore, pupils should use this application together with the camera and video facility in an appropriate manner. The School reserves the right, where there is reasonable suspicion of a disciplinary offence, to inspect and monitor the use of mobile phones.

- All staff reserve the right to take the mobile from pupils if they should use it improperly and to return it via their Housemaster or Housemistress. Mobiles are normally confiscated for 48 hours but can be held for longer periods if there is a good reason.
- For safety reasons, and as a matter of manners, pupils should never move around the site wearing earphones. This applies to mobile phones and other electronic devices such as iPods and MP3 players.

Pets

No animal may be kept at School without the permission of the Housemaster/ Housemistress.

Televisions/Fridges

Private television sets and fridges are forbidden unless with the permission of the Housemaster/ Housemistress.

Valuables

Pupils should avoid bringing valuable items to School if at all possible. Cash and other valuables should be deposited with the Housemaster / Housemistress for safekeeping.

Room Searches

A Housemaster / Housemistress (or a member of the resident house team) reserves the right to search a pupil's room, including their drawers, wardrobe, bed, clothing, bags and other containers and possessions. This may be as a result of a suspicion related to the possession of illicit goods or part of a wider room search. In the event of such a search, the pupil will always be present and there will be two members of staff also present. If a pupil refuses to allow his/ her room/ area to be searched it will be assumed that this is an admission of possession and guilt.

Before the search begins, the HsM or tutor will ask the pupil if they wish to declare any contraband that is hidden in the room. The member of staff conducting the search will systematically and methodically ask the pupil to open drawers, cupboards, bags etc. on to a clear area in the room and ask the pupil to go through each of their possessions, until the staff member conducting the search is satisfied that nothing they are looking for is concealed in the pupils effects or possessions.

If a member of staff suspects that a pupil or pupils have concealed cigarettes, tobacco, alcohol, drugs or paraphernalia associated with such items they are fully within their rights to ask a pupil(s) to turn out their pockets and hand over any of the aforementioned items. No member of the school staff will search a pupil personally but police support will be sought if such a search were considered necessary.

10 ANTI-BULLYING POLICY

Milton Abbey School does not tolerate bullying, and this policy is a central part of the School's pastoral provision. All members of the School community are expected to base their behaviour on respect for others, regardless of differences of age, status, physical ability, belief, race, gender or sexual orientation. Bullying is always an abuse of power and cannot be allowed to continue. In extreme cases, it may be punished by suspension, or ultimately, expulsion.

Aims

1. To prevent bullying at Milton Abbey.
2. To raise awareness of bullying and of what can be done about it, amongst pupils, parents, and staff.
3. To ensure that all pupils have knowledge of and access to a support structure within the School.
4. To provide guidelines for dealing with instances of bullying.
5. To ensure that the School's approach to bullying is a consistent one.

What Is Bullying?

- it is an abuse of power
- it is hurtful behaviour
- it can be a single incident or may be repeated over a period of time
- it can be physical, verbal or indirect

Cyberbullying

Bullying includes the use of ICT, particularly using mobile phones for 'sexting', where sexually inappropriate mobile phone images of one person are used by another person to upset, demean, harass or isolate the person in the image. Cyberbullying also includes posting abusive or demeaning comments on social networking sites such as Facebook, Twitter, Craiglist and Little Gossip (this list is not exhaustive) to cause offence or to isolate or exclude someone. If there is evidence that any pupil is not following the strict rules on ICT use, as expressed in the School's 'Acceptable Use Policy', the pupil will be liable to expulsion and any mobile phones or other hardware may be confiscated and examined. Pupils should be aware that for their protection and that of others, their use of email and of the internet will be monitored by the School. The punishments for anyone involved in cyber-bullying are the same as for any other serious offence, namely Saturday Night Detention, suspension, or ultimately expulsion, as determined by the Headmaster.

Racist & Religious Bullying

Racist and religious bullying includes making any demeaning or insulting reference to a person's race, religion, nationality or ethnicity. Any reference designed to highlight the difference between one person's set of beliefs and cultural practices and those of a larger group could be interpreted as racist bullying.

Homophobic Bullying

Homophobic bullying includes making any insulting or demeaning reference or innuendo to a person's sexuality which is designed to isolate, harass or exclude that person.

Sexual & Sexist Bullying

Sexual bullying includes using offensive, hurtful or derogatory terms to describe another person, with reference to a judgement that someone has made about their sexuality or sexual activity. All offensive terms when aimed at another person constitute sexual bullying. Displaying sexual or pornographic images, on mobile phones, computers or any other electronic device, with intent to insult, demean or harass someone else, would constitute sexual bullying. Sexual bullying also includes any unwanted physical contact, or any coercion in a sexual act.

Disability Bullying

Disability bullying includes any offensive comments, or physical interference, aimed at another person who has a physical or mental disability, or who has a learning difficulty that is seized upon and exploited by others and used as a means to demean or humiliate that person.

Who Can You Turn To?

Bullying behaviour can only be stopped if information is shared.

A pupil who is being bullied or who sees another pupil being bullied is urged to approach any member of staff or other responsible person.

Those who can help might include:

- a friend
- a responsible older boy or girl (School Pilots or House Pilots)
- a Peer Mentor
- parents
- Housemaster or Housemistress, Matron or other member of the House staff
- Tutor
- any member of staff or trusted adult
- the Chaplain
- the School Counsellor
- the School Doctor or Health Centre staff
- the Independent Listener, Angela Higgs (tel 01258 880073)
- DSL (Deputy Head) or Deputy DSLs (Mr Barnes and Mrs Dal-Din)
- Childline

If a pupil wishes to give information anonymously, a note can be sent to the School Counsellor. They will not know who has written it, and will not try to find out. They will pass the information on to someone who will be able to help. Parents of children who may be being bullied should contact the Housemaster, Housemistress or Tutor as soon as they feel they need to.

In all cases pupils, parents and staff can expect that they will be taken seriously and that the information they give will be dealt with as confidentially as possible. Punishment will depend upon the severity of the incident. Very severe or persistent cases of bullying may be punished by Saturday Night Detention, suspension, or ultimately expulsion, as determined by the Headmaster.

How to Tackle Bullying

1. Prevention

- through the promulgation of this policy
- through the PSHE programme and through chapel services, assemblies, tutor group discussions and by engaging with outside agencies and groups (e.g. *Kidscape*) aimed at raising awareness of bullying at schools
- through the promotion of Peer Mentoring
- by ensuring that all new staff are made aware of the School's Anti-Bullying Policy through the new staff induction programme
- by raising awareness amongst staff through frequent training opportunities and ensuring they are active in supervising situations/areas in which bullying can take place
- by raising awareness amongst pupils, encouraging solidarity amongst them and making them realise that adults do have the ability to stop bullying.

2. Action to stop bullying which is happening

(a) The immediate aims of this action must be:

- to prevent further bullying
- to encourage the victim to take control over what happens next

(b) The eventual aims of this action must be:

- to increase the victim's self-esteem and assertiveness
- to make the bully acknowledge and accept responsibility for his/her actions

Therefore:

- a bullying incident must be communicated to those who can deal with it effectively, the Housemaster or Housemistress must be informed, and he/she has the responsibility for ensuring that an investigation takes place, or in very serious cases, for passing on that responsibility to the Headmaster or the Deputy Head.
- the Housemaster or Housemistress should also consider at what stage to consult with parents.
- the Housemaster or Housemistress must ensure that information about the incident is passed on to other Housemasters at the next Housemasters' Meeting, or at the next regular staff meeting (Monday, Wednesday)
- the member of staff investigating the incident must work with the victim and if possible obtain his/her consent for any further action; a written record of the details of the incident(s) must be kept

(c) Possible courses of action

Every incident of bullying is different and will need sensitive handling by the member of staff dealing with it. An investigation must take account of the fact that the victim's point of view is inevitably subjective. In all cases, the victim can feel immediately supported by any or all of the following:

- encouraging the victim to talk about the incident and, in particular, their feelings and taking them seriously
- asking the victim to think of other pupils who may be being bullied in the same way
- suggesting that a friend or group of friends is brought in to talk about the incident
- identifying the times/places/situations where the bullying happens and thinking of ways of avoiding these
- suggesting ways in which the bully can be confronted/dealt with:
 - friends standing by the victim in the face of the bully
 - 'discovery' of the bullying in progress by a member of staff
 - staff-led group discussion in which the bully is involved but not identified
 - the official reporting of the bully to staff by a larger group of pupils which includes the victim
 - staff confronting the bully

- using the services of the School Counsellor to help the victim to be more assertive or socially skilled
- using the services of the School Counsellor to help bullies to control their aggression and to be more empathetic.

3. Punishment

Very severe cases of bullying may be punished by Deputy Head's Detention, suspension, or ultimately expulsion, as determined by the Headmaster. In other cases, it is important that a bully is punished, but the type of punishment will depend upon the severity of the incident. It is advisable, however, if the cycle of bullying is to be broken, that the punishment is discussed with the bully so that he or she can understand why it is just.

11 DRUGS POLICY

Purpose

The purpose of this policy is to prevent pupils from using illegal drugs at any time. It reflects a clear recognition that drugs are widely available and widely used by some teenagers and that this is a problem which must be faced squarely, both at School and at home. The School retains the right to expel pupils who use illegal substances. In particular, those who supply others in the School with drugs and those who bring drugs into the School must expect to be expelled. While the implementation of the policy will be based upon trust, openness and understanding between pupils, staff and parents, and external agencies such as the Police and Health Authorities, its primary purpose is to act as a positive and effective deterrent against drug abuse.

Summary

- It is forbidden to possess or use any illegal substance or to abuse any legal substance. Anyone found breaking this rule will be liable to expulsion.
- Any pupil bringing in any illegal drugs, or being in possession of them, will be liable to expulsion.
- Any pupil caught supplying or inciting the use of illegal drugs, of whatever class, or being in possession of them with intent to supply, will be expelled.

Authority

The person responsible for ensuring the implementation of this policy is the Headmaster as part of his overall responsibility for education and the discipline in the School.

Statement of Policy

IT IS THE POLICY OF THE SCHOOL THAT IT WILL ACTIVELY DISCOURAGE THE ABUSE OF ILLEGAL DRUGS AND THE ABUSE OF LEGAL DRUGS OR LEGAL SUBSTANCES AND WILL TREAT CASES OF ABUSE BY PUPILS OR STAFF AS SERIOUS MISCONDUCT.

Implementation of the policy

1. Prevention through Education

Priority will be given at all levels of the School to a continuing programme of education about drugs. Pupils, parents and staff will be regularly kept up to date on developments in drug abuse

to ensure that sensible and informed discussions can be held and decisions made about the misuse of drugs. Drug awareness forms a central component of the School's PSHE programme and it is also taught in Third Form Biology classes. Anyone genuinely seeking support will find this within the School's programme and from the Health Centre. Anyone with a drugs problem will receive this help but will go onto a programme of regular testing.

2. Suspicion of Misuse

If a member of staff has reason to suspect that a pupil is misusing drugs, he/she must report the situation, through the pupil's Housemaster or Housemistress, to the Headmaster or Deputy Head who will decide if further investigation or a drug test is warranted.

Suspicion of misuse may be aroused by certain behavioural and other signs which may in turn be associated with deterioration in a pupil's welfare and/or performance. Accordingly, all staff must be alert to signs of drug misuse taking into account any warning signs. Such signs include: a decline in performance in School work; marked swings in mood; excessive tiredness; sores and rashes, especially on the mouth or nose; a lack of concern for one's physical appearance and an unwillingness to take part in School activities. Other evidence may include the finding of certain items of equipment, behaviour on a particular occasion, or other information that has been gathered.

3. Investigation into Possible Misuse

Once it has been confirmed that there are reasonable grounds for suspecting that a pupil has been using illegal drugs, the Headmaster or the Deputy Head shall be accountable for any further investigation; he may decide that a pupil shall take a saliva test or hair follicle test. Responsibility for all investigations rests with the Headmaster or the Deputy Head who will make every effort to ensure that they are conducted fairly and with as much openness towards the affected pupil as the circumstances may reasonably allow. Wherever possible, the School, via the Housemaster or Housemistress, will contact the pupil's parents at the time to let them know of the decision to test. Saliva sampling or hair follicle testing will be carried out in accordance with a strict procedure, details of which are available from the School. The procedure may change from time to time as dictated by experience and scientific advance and therefore the written procedure may be updated from time to time.

It is a requirement that saliva samples will be collected in the School Health Centre under conditions of the strictest hygiene and care, whilst maintaining the privacy and dignity of the pupil. The sample will be passed to the Housemaster/ Housemistress to read the result. In the event of a positive sample a second test can be taken and sent to an independent laboratory and the same laboratory will properly maintain the second sample for a period of six months, so that it is available for re-testing by another laboratory if this is required by the parents. A hair follicle test may be conducted in a situation where drug use may have taken place sometime previously so as to render a saliva test unlikely to be effective. Complete chain of custody records for the saliva and hair follicle samples will be kept. It is intended that the procedures be fully in accordance with the standards required to satisfy any legal challenge.

4. Authority to Perform Testing

Under the School's Terms and Conditions, parents are informed that a pupil may be asked to provide a biological sample under medical supervision if involvement with drugs is suspected.

5. Action Following Misuse

It is the School's policy to inform the police of any case of serious drug abuse involving pupils, and to give the authorities assistance during the course of any subsequent enquiries. Unless the offence is one of dealing, or is at a significant level, or unless the drug involved is a Class A drug, it has been agreed by the School and the local police force that the police will exercise their discretion not to arrest on condition that the pupil concerned is willing to be interviewed for the purpose of intelligence gathering, if required. Such interviews will be conducted without a member of staff present and any evidence so gathered would be inadmissible in any subsequent criminal proceedings.

6. Random Sampling

All pupils who have had any involvement in drugs either in or outside School will be under a regime of random testing for the rest of their time at Milton Abbey. A subsequent positive test will lead to the pupil's expulsion.

7. Confidentiality

The records of testing will not be used for any other purpose and they will be destroyed when the pupil concerned leaves the School.

Some signs and symptoms of drug abuse amongst pupils

All staff are expected to be aware of the signs of possible drug abuse and to report any worries about a pupil to the Housemaster/Housemistress concerned. The signs listed below may indicate drug abuse, but their presence alone is not conclusive proof as many of them are a normal part of adolescence:

- decline in academic performance
- unusual outbreaks of temper, mood swings, restlessness, irritability
- excessive tiredness without obvious cause
- no interest in physical appearance
- lack of appetite
- sores or rashes especially on the mouth or nose
- heavy use of scents, colognes, etc. to disguise the smell of drugs
- new friends in older age groups
- unwillingness to take part in school activities

12 ALCOHOL POLICY

Milton Abbey is very aware of the problems caused by alcohol abuse, particularly in relation to young people. Nonetheless, the School recognises that alcohol is an element of social interaction which pupils will encounter. It therefore has a commitment to educate its pupils to manage their alcohol consumption appropriately and, via the School's PSHE programme, to help the pupils understand the effects of alcohol and its potential dangers.

Aims

- to ensure that all pupils understand the effects and potential dangers of alcohol
- to inform pupils of the law with regard to alcohol
- to encourage a responsible approach to alcohol consumption
- to ensure that the consumption of alcohol by pupils when they are in the care of the School is limited, regulated and monitored

- to prevent the abuse of alcohol by pupils by means of the School rules, vigilance and disciplinary procedures
- to ensure that School staff are fully informed of reasonable rates of alcohol consumption by young people
- to communicate to parents the School's stance on alcohol

Policy

A. On School Premises:

1. Possession of alcohol by pupils is not allowed under any circumstances, and consumption is only allowed with the School's permission.
2. Alcohol is to be given to pupils only under staff supervision and only with the authorisation of the Housemaster/Housemistress.
3. No alcohol is to be given to pupils below the Sixth Form, unless the pupil's Housemaster/Housemistress is present and agrees.
4. Spirits must never be served to pupils.
5. Non-alcoholic drinks should always be offered as an alternative to alcohol.
6. Housemasters and Housemistresses will use their discretion to ensure that pupils are not served more than a reasonable amount of alcohol within a 24 hour period (this will normally be two drinks).

B. Off the School Premises:

1. Only Sixth Form pupils are allowed to drink alcohol off the School premises without adult supervision whilst in the care of the School. They may only do so with the authorisation of the Housemaster/Housemistress, and on the understanding that on their return to School they report in to the Housemaster/ Housemistress.
2. In the above circumstances, in order to comply with both the licensing laws and School policy, pupils are not allowed to drink alcohol other than with a meal. Parents are expected to support the School's alcohol policy when their sons and daughters are in their charge at School events.

Alcohol Testing

Each boarding house has an electronic breathalyser which will be used to prevent alcohol misuse at the school. The Headmaster, Deputy Head and any Housemaster / Housemistress or any member of the resident staff may, at any time, request that a pupil is randomly tested for alcohol consumption. Suspicion of alcohol consumption or possession is not required for such a test to take place and may be done at random as part of the School's procedure for monitoring and discouraging illicit alcohol consumption. The pupil should be given an opportunity to admit to alcohol consumption prior to the test. The school reserves the right to continue with the test, whatever the response. The test will then be performed to ascertain if any alcohol has been consumed and at what level. If the pupil does not admit to alcohol consumption, and a test proves positive, then they are likely to face a higher sanction than if there is an admission.

As an approximate guide, any pupil's mg/litre reading should not read more than 0.350 mg/l for men and women, which is the drink/drive limit in England and approximately equates to the 2 drinks that the School will offer at any one time.

All sanctions for drinking are considered to be a serious offence and will follow the procedures as laid out in the Sanctions Policy. **Any misuse of spirits is likely to result in sanctions being escalated.**

Alcohol – Basic Facts

Legal Restrictions

- At the age of 14, children may enter licensed premises, but may not drink alcohol.
- 16 year olds may drink beer or cider on licensed premises, but only with a meal that is not served in the bar.
- At the age of 18 a young person can legally buy alcohol in a pub or off-licence.

Alcohol Strength

The following are all approximately equivalent to 1 unit of alcohol:

- 1 glass of wine
- ½ pint of beer or lager (330ml can)*
- 1 small glass of sherry
- 1 single measure of spirits

* There are very wide variations in the strength of beer and lager. Many of the lagers currently available may have anything up to five or six units of alcohol per large can. The beer and lager provided by the School normally contain around 4% alcohol, and staff are expected to regard this as the standard strength used for judging the unit equivalents above.

The Effects of Alcohol

The effects of a drink will depend upon:

- its strength
- how quickly it is drunk
- whether there is food in the stomach
- bodyweight
- personality and surroundings
- whether the drinker is used to alcohol or not

Medical guidelines on “safe” daily levels of alcohol intake are currently set at 3 - 4 units for men and 2 - 3 units for women. It must be remembered that Sixth Form pupils have by no means always reached the physical maturity and bodyweight of men and women, even though they may technically be adults.

Vigilance

Members of staff are expected to be vigilant at all times. Any pupils behaving suspiciously should be challenged, and any evidence that alcohol has been bought or consumed must be reported to the Housemaster/Housemistress as soon as possible.

13 PUB VISITS

School Pilots: as a privilege (not a right) may request HsM’s permission to visit the Hambro Arms on a Wednesday evening. They must leave after 9pm, informing the HsM/Duty Staff that they are leaving, sign out in their House Signing Out Book and then must return by 2230 and check-in on return.

M6th Form: M6th Form may, on occasional Saturday nights as determined by the school, request to visit a local pub. In these cases the Pub Visits Protocol must be followed as detailed below.

Sunday: No pupils may visit the pub on Sundays unless it is for lunch with their parents and with permission from their HsM.

PUB VISIT PROTOCOL

Introduction

On occasions, it will be possible for the Middle Sixth to organise to visit a pub for a meal on a Saturday evening. This will not be possible every Saturday evening as whole school events or other social events will take priority. The following protocol should be followed.

Numbers, Timings and Location

- Groups may not be larger than 8 and must be at least 2 in number.
- The pub to be visited must be agreed in advance with a Housemaster and Head of Boarding. The Hambro may not be used. Only one group may go to each pub.
- The Head of Boarding will contact the nominated pub to book a table.
- Groups may not leave school until 7.30pm and must be back by 10.30pm.

Organisation

Each proposed group must nominate a representative. The representative of the group must first obtain a form from their Housemaster/mistress. This must be signed by each Housemaster/mistress with pupils in the proposed group. The form should then go to the Head of Boarding before 10.00am on Wednesday in the week of the proposed trip. He will agree the location at this stage and will book a table on behalf of the group. He will put the trip on the weekend schedule and it will be included on the lists sent to the Housemasters/mistress.

Taking the form with them, it is then the responsibility of the group representative to book a taxi with Reception, who will sign the form to confirm that a taxi has been booked, and then the form must be returned to the Housemaster/mistress of the group representative.

Permission

The Head of Boarding, HsMs and Deputy Head reserve the right to deny permission to a pupil or group of pupils. This might be related to academic work, previous behaviour or the timing and location of the proposed meal.

School commitments and events take priority and it is the right of the Head of Boarding, HsMs and/or Deputy Head to protect school based activities. A meal trip may not be taken if a pupil is in Saturday night detention.

Payment

Pupils must pay for the taxi and their meal by their own means. Neither of these items can be charged to their school account.

Alcohol

If a pupil is over 18, they may purchase alcohol with their meal. The only alcohol consumed should be beer, cider or wine and the usual two drink rule applies. Pupils can expect to be breathalysed on return if there is any suspicion than more than this allowance has been consumed. Pupils will not be permitted to consume alcohol at school-based events on return from a meal trip.

14 SMOKING/NICOTINE POLICY

Milton Abbey School acknowledges that smoking and breathing other people's tobacco smoke is a health hazard and therefore smoking is banned to protect both pupils and staff from the harmful effects of smoke. This policy also includes all tobacco/nicotine based products such as e-cigarettes, flavoured tobacco, non-nicotine vapourisers etc.

This policy aims to:

- provide an environment where good health is promoted for all
- ensure that all pupils understand the effects and potential dangers of smoking
- comply with the smoke free legislation under the Health Act 2006 and inform pupils of the law with regard to smoking
- take into account the needs of those who are addicted to smoking and to offer an avenue of support for those who wish to stop
- communicate to parents the School's stance on smoking

Policy

1. This policy applies to all pupils.
2. Smoking is not permitted anywhere in the grounds or buildings at any time at School or elsewhere during term time or when travelling to and from School.
3. The possession of smoking materials of any kind (including e-cigarettes) is forbidden, as is their use at School or elsewhere during term time or when travelling to and from School. (This includes pupils under School supervision away from Milton Abbey including all School expeditions, camps and trips.)
4. Being in the presence of smokers or in known smoking areas is treated as a punishable offence (association).
5. The School recognises a duty of care to those pupils who smoke and is committed to help them to break the habit.
6. Help will be made available to those pupils who want advice on how to stop smoking by visiting the Health Centre.
7. If a pupil is found breaking the smoking rules, disciplinary action will be taken.

Sanctions

Smoking offences, as detailed above, are regarded as a serious offence and will be punished accordingly. **Smoking inside school buildings is regarded as very dangerous and will lead to immediate suspension.**

Legal Restrictions

It is illegal to sell tobacco to anyone under the age of 18 in England and Wales. The minimum age for consumption in public is 16, however there is no age limit for consumption in private. Possession is not an offence, providing they are not being consumed underage.

Smoking – Basic Facts

About 100,000 people in the UK die each year due to smoking. Smoking-related deaths are mainly due to cancers, chronic obstructive pulmonary disease (COPD) and heart disease. About half of all smokers die from smoking-related diseases. If you are a long-term smoker, on average, your life expectancy is about 10 years less than a non-smoker. Put another way, in the UK about 8 in 10 non-smokers live past the age of 70, but only about half of long-term smokers

live past 70. The younger you are when you start smoking, the more likely you are to smoke for longer and to die early from smoking. Many smoking-related deaths are not quick deaths. For example, if you develop COPD you can expect several years of illness and distressing symptoms before you die. Smoking increases the risk of developing a number of other diseases. Many of these may not be fatal, but they can cause years of unpleasant symptoms.

Nicotine

Nicotine is a drug that stimulates the brain. If you are a regular smoker, when the blood level of nicotine falls, you usually develop withdrawal symptoms, such as craving, anxiety, restlessness, headaches, irritability, hunger, difficulty with concentration, or just feeling awful. These symptoms are relieved by the next cigarette. So, most smokers need to smoke regularly to feel normal, and to prevent nicotine withdrawal symptoms.

Tar which contains many chemicals

These deposit in the lungs and can get into the blood vessels and can be carried to other parts of the body. Cigarette smoke contains over 4,000 chemicals, including over 50 known carcinogens (causes of cancer) and other poisons.

Carbon monoxide

This chemical affects the oxygen-carrying capacity of the blood.

Vigilance

Members of staff are expected to be vigilant at all times to prevent pupils from smoking. Any evidence of smoking and or other related activities must be reported to the Deputy Head or Housemaster/Housemistress as soon as possible.

Action Following Smoking/Nicotine Breach

In addition to the normal punishment for serious offences, smokers will be offered the opportunity to attend the Health Centre to discuss the issues surrounding smoking/nicotine and would be offered a cessation course if they ask. The Housemaster/Housemistress must contact parents if pupils are found with cigarettes.

15 ICT Acceptable Usage Policy for Pupils

- I will only use ICT systems during lesson time, including but not limited to, the Internet, e-mail, digital video, mobile technologies, etc. for school purposes.
- I will not use the school's wireless system for on-line gaming, on-line gambling, Internet shopping, pornography or illegal downloads, regardless of whether I am on a school computer, laptop or my own device.
- I will not download or install software on school technologies, nor will I try to alter their settings, unless I have been given permission by my teacher.
- I will make sure that files I bring in on removable media (CDs, memory sticks etc.) will be checked with antivirus software and I will only use them if they are found to be clean of viruses.
- I will only log on to the school network/ VLE with my own username and password.
- I will not reveal my passwords to anyone and if I believe that someone else knows my password I will change it.

- I will only print work required for school, and I will carefully check my work before printing and not waste resources by printing more than I need.
- I will not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material I will report it immediately to a member of staff.
- I will not copy and paste information from the Internet and give it to teachers as my own work. I will respect the work and ownership rights of people outside the school, as well as other pupils or staff. I will not download files which are protected by copyright (including images, music and videos).
- When I am using the Internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.
- I will not give out any personal information such as name, phone number or address. I will not arrange to meet someone unless this is part of a school project approved by my teacher.
- Images of pupils and/ or staff will only be taken, stored and used for school purposes in line with school policy and not be distributed outside the school network without the permission of the people concerned.
- I will be responsible for my behaviour when using the Internet. This includes web pages I access and the language I use to communicate. I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions. I will ensure that my online activity, both in school and outside school, will not cause Milton Abbey, the staff, pupils or others distress or bring them into disrepute.
- I will make sure that all ICT communications with pupils, teachers or others is respectful, responsible and sensible, whether within or outside of school. I understand that the use of the school's technology to engage in contentious conversations or cyber-bullying will lead to repercussions as laid out in the school's e-safety policy.
- I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset or offend any member of the school community.
- I will not distribute nude photographs, including of myself, and I understand that this could constitute a crime.
- I will not distribute pornography and I understand that this could constitute a crime.
- I will respect the privacy and ownership of others' work on-line at all times.
- I will not intentionally damage, disable or otherwise interfere with the operation of computers. I will report any damage or faults I see to a teacher, regardless of how it may have happened.
- I will not actively attempt to bypass the internet filtering system.
- I will only use my personal hand held / external devices (mobile phones / USB devices etc.) in school if I have permission. I understand that, if I do use my own devices in school, I will follow the rules set out in this agreement, in the same way as if I was using

school equipment. I also understand that the school holds no responsibility for personal equipment that may be damaged or lost.

- I understand that all my use of the Internet, email and other related technologies can be monitored and logged and can be made available to my teachers.
- I understand that these rules are designed to keep me safe and that if they are not followed, school sanctions will be applied and my parent/ carer may be contacted.