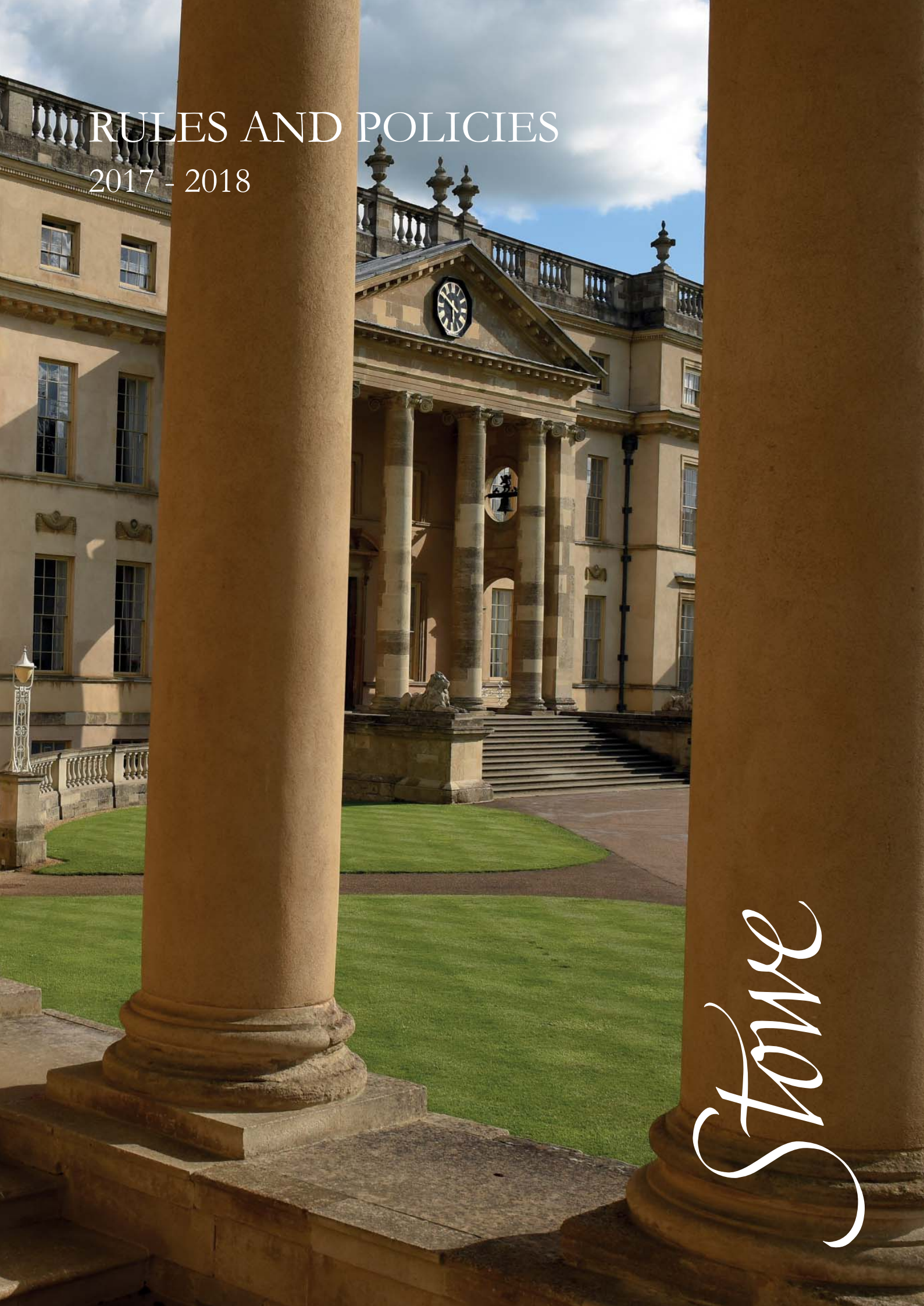


RULES AND POLICIES

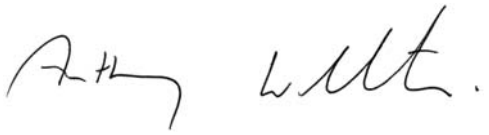
2017 - 2018

Stowe

When you come to Stowe you are joining a community of approximately 800 pupils. In order for the community to function effectively and happily, certain rules are required. They can be broadly summarised under two headings: respect for others and respect for property.

Anti-social, unpleasant and selfish behaviour are, of course, unacceptable in all societies, as they are at Stowe: those who cannot understand the destructiveness of bullying, stealing or drug abuse clearly cannot remain here.

With other rules Stowe seeks not to ape the standards of society, but rather to set a moral lead, and to respond to the particular requirements that any individual community always has. Intensely intimate relationships, for example, often have an unusually powerful and destructive effect within a School where, in addition, there is a responsibility to ensure that standards of behaviour are at least as rigorously adhered to as they are in most homes. Thus, sexual relations between pupils are prohibited regardless of what may be considered acceptable behaviour in other social groupings. It is expected that the behaviour of all Stoics will be guided by the following rules both at School and away from School premises. Behaviour at any time, including holidays, which brings the School into disrepute will be liable to discipline. In joining the Stowe community, acceptance of these standards is assumed and compliance with them is expected.



Dr Anthony Wallersteiner, Headmaster

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1. SOCIAL BEHAVIOUR

Behaviour and Dress in the Dining Rooms

No one may remove food, crockery or cutlery from the dining rooms. Pupils are not allowed in the dining rooms in sports kit during the working day. The only exception is when a meal will otherwise be missed and when the member of staff in charge of the activity has personally been to see the master on duty to arrange the exception; tracksuit bottoms MUST be worn.

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 an 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 Stowe 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.

By Association

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

Cutting Lessons and Activities

(Failing to attend without permission.) Cutting lessons 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. This will usually need to be accompanied by a note of explanation and support from the relevant Housemaster, Housemistress, House Matron or Tutor.

Dress

Sixth Form pupils should be smartly dressed and in a manner that would result in them being taken seriously within a commercial business environment. Junior Pupils are expected to wear the appropriate School dress. All pupils should be clean, tidy and smart at all times. This includes being washed and, for boys, shaved, wearing shoes which are clean and in good repair, with shirts tucked in and top buttons fastened. For Lower School girls, skirts should be bought from the School Shop and will be knee length. For Senior girls, suits (including jumpers) should be bought from the School Shop. Skirts should be worn on the knee and trousers must be tailored and touch the shoe, not skin tight, and match the jacket, with dark coloured socks. The current dress regulations are published in Houses. 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 Stowe.

Food - General

Eating and drinking is not allowed in public places (except in the immediate vicinity of the School Shop). These include classrooms, laboratories, libraries, the swimming pool, the sports hall, the State Rooms, North Hall 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, should not be cut in an extreme manner and, for boys, should not cover the eyes or collar. Lower School girls should tie their hair back. Whilst at School, Stoics are expected to use the School or other professional hairdresser. They should not cut, dye or shave their own or each other's hair.

Hats

Stoics should not wear 'Beanies' or, indeed, any sort of hat when in School dress. Unless the weather is exceptionally cold, when a School Beanie may be worn.

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.

ICT

All pupils are given and agree in writing to the document 'Acceptable ICT Usage Policy' covering the proper use of ICT at Stowe. 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 Stoic 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 Stowe, apart from Fifth and Sixth Form leavers' whose accounts are kept open until Half term in the Michaelmas term unless the Headmaster directs otherwise.

Jewellery

For all pupils jewellery should be subtle and discrete. One necklace may be worn but it should be tucked in blouses/shirts. Chokers are not permitted. Bracelets should be thin and simple. Visible body piercing of any kind, except for a pair of earrings, is strictly forbidden at Stowe at all times. 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 formal commitments.

Senior girls should wear no more than one pair of earrings; they can be studs or small hoops or pendants (smaller than the wearer's thumb diameter) in earlobes. Unostentatious rings can be worn. Nail varnish should be clear or subtle tones; bright or dark nail varnishes are not permitted. Subtle make-up may be worn. **Lower School girls** can wear one pair of stud earrings in earlobes. One unostentatious ring can be worn. Lower School girls should not wear make-up but may wear discreet concealer. Nail varnish should be clear or subtle tones; bright or dark nail varnishes are not permitted.

Litter

All litter must be disposed of in the appropriate bin.

Officing

No personal officing is allowed.

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 Stoic is supplying or is in possession of pornography in any form (including on mobile phones, iPods, iPads, laptops or 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 in conduct while on a School trip could lead to a minimum ban of one year.

Sunbathing

Those wishing to sunbathe must do so out of sight of the School buildings and within the boundaries outlined on the School map. All should wear tops in sight of the Mansion.

Tattoos

Visible tattoos, including henna tattoos, are not permitted and it is forbidden for ANY pupil to carry out tattooing while they are at School.

2. DAY PUPILS

Day pupils are bound by the same rules as boarders but must also be aware of a number of other specific rules.

- Day pupils will be under increased pressure from Stoics to bring in contraband and this is treated as supply; the penalty may lead to suspension or expulsion.
- Day pupils should not conduct any business on site or bring in goods.
- Day pupils should attend morning stance (held in House between 8.00am-8.10am) which will include online registration. If they are unavoidably late and arrive after 8.10am, they must register in North Hall as soon as possible.

- Day pupils are expected to stay at School until after first prep unless they have obtained specific permission from their Housemaster/ Housemistress.
- Day pupils are allowed to drive themselves to School only after parents have obtained written permission from the Headmaster.
- Day pupils should arrive by car as arranged by parents.
- Day pupils should not take any passengers in their cars without the Headmaster's specific permission.
- Stoics should not drive within the School grounds other than to and from the designated parking area.
- Stoics should not use a car for any purposes other than the specified journey unless specific permission to do otherwise has been granted by the Headmaster.
- Day pupils on School punishments should, as far as possible, be brought into School to carry out their punishment.

3. BOUNDS

The following areas are **out of bounds**:

- Buckingham: Pupils may only visit Buckingham on Wednesday and Saturday between 4.00pm - 5.30pm and on Sunday 1.00pm - 3.30pm using the coach that leaves from the Security Cabin. If there is a genuine reason why Stoics must visit Buckingham outside these times they must be in possession of a signed note from their Housemaster/Housemistress.
- The road from the first 40mph sign in Dadford to Chackmore which is dangerous for walkers and cyclists.
- The Power House Yard.
- The Kitchen Passage (except when access is required to the CCF centre).
- The Dining Rooms outside meal times.
- The Medical Centre and its immediate surroundings. Permission from the Nursing Sister on duty is required to visit patients.
- All National Trust Administrative Buildings.
- All parts of the roof tops of all buildings.
- All areas formally laid to grass, unless specific permission is obtained. Such areas include Chapel Court, Walpole Court and the grassed area on the North Front. These areas should never be used as a thoroughfare.
- The Roxburgh Hall, the Chung Music School, the Drayson Hall, the Pavilion, the Swimming Pool and surrounding areas, unless authorised or on bona fide business.
- Hotels and Public Houses except in the company of parents or approved visitors, or with the specific permission of their Housemaster/Housemistress.
- Any building under construction or repair and all scaffolding.

Close Time and Daily Routine

After Close Time, no one may leave his/her House without permission from his/her Housemaster/ Housemistress. Normally Close Time is before House Meetings at 7.30pm on weekdays and 8.00pm at weekends. All pupils have access to full details of the daily routine and Close Times. These are published each term in their School Calendar.

Leave of Absence

Any Stoic 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. A Nihil Obstat must be obtained if any School lesson is to be missed or if a night is to be spent away from School. It must be signed by the Headmaster at least 48 hours before departure and entered on Apollo.

Lock Up

Lock up is at 10.30pm and on Saturdays at 10.45pm. After this time a Stoic will only be given permission to leave House in exceptional circumstances.

StoweBucks

All Stoics are members of StoweBucks (the Stowe Centre) and the rules are simple to ensure the space is enjoyed by all pupils. We reserve the right to refuse entry to anyone, or withdraw membership, if behaviour falls below the expected standards listed below:

- Polite, good humoured and sensible behaviour is encouraged at all times - rowdiness and rudeness will not be tolerated. Aggressive or violent behaviour and abusive language have no place at Stowe and therefore the same expectations apply to StoweBucks.
- Stoics should not stand on the seats.
- Please use the bins provided for all rubbish.
- When there is music (or a disco), the DJ booth is for the DJ's use only.

- Stoics should not take drinks onto the dance floor.
- Please report any problems or damage immediately to Mr Grimble, Mr Wellington or the Centre committee to resolve things quickly and fairly.

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 private study periods, quiet must be maintained. You must be in your own study area unless directed elsewhere by Tutors.

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

Visits Between Houses

No Stoic should be in any other House during class time or after 7.40pm. No one may visit a House of the opposite sex before break or before 10.30am on a Sunday.

4. SAFETY

Boating

Boating (including all types of boats and canoes) is not allowed on the lakes or elsewhere without the appropriate written permission from parents endorsed by the Housemaster/Housemistress. All involved with boating must be aware of, and act upon, the current regulations on best practice.

Damage

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

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 matches are in progress.

Knives

All knives are strictly forbidden. Anyone in possession of a knife, of whatever sort, must declare it to their Housemaster/Housemistress. Knives used for CCF and DofE 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.

Lakes

The lakes may not be used for any activities (with the exception of fishing) without official, qualified adult supervision.

- Swimming in the lakes is dangerous and, therefore, strictly forbidden.
- All ice that has not been formally declared safe is out of bounds.
- Fly fishing may take place in the Oxford Water, and coarse fishing on all other lakes, with the exception of the Elysian Valley ponds. Appropriate licences and permissions are required.

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.

5. HEALTH

Drink

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.

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 Stowe.

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.

Meals

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

Sexual Relations

If there is evidence that a Stoic has been having sexual relations in School time, irrespective of location (this includes pupils under School supervision away from Stowe in addition to all School expeditions, camps and trips), the pupil will be liable to expulsion. Stoics 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 Stowe 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.

6. TRANSPORT

Bicycles

- All bicycles must be marked with the owner's School number and must pass the termly House safety inspection.
- Cyclists must exercise due care and attention at all times; pillion riding is forbidden.
- Helmets must be worn if cycling 'off site'.
- Bicycles must not be ridden at or after dusk.
- Pupils may only ride their own bicycles and must never borrow or lend a bicycle.
- Stoics must never ride on the grassed areas.

Cars

Stoics 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. Stoics may not keep a car at Stowe 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, and the keys will be required 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 Stoic for permission to drive another Stoic must be referred to the Headmaster. Permission will only be given in exceptional circumstances.

Public Transport

Stoics 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.

Red Bus

- Remain seated when the vehicle is in motion.
- Only enter and exit the bus when it is completely at a stand still.
- The bell must only be used by the conductor.
- The emergency exit must only be used in an emergency.

- Please use the bin under the stairs to dispose of litter.
- Pupils must not distract the driver with noise/behaviour.

Taxis

Taxis for pupils leaving Stowe can only be booked with the authorisation of the Housemaster/ Housemistress or their representative. **APL, BD's, Buckinghamshire Chauffeur Services, Chauffeured Services, Executive Class Cars, Life of Reilly, R & R Taxis** and **RAE Private Car Hire** are the School's selected taxi operators. Other operators may only be used for pupil travel from Stowe if the selected operators are unable to meet demand. Taxis other than those above may be booked to bring pupils back into School, but all of these will be stopped and checked at security. Stoics must pay cash for all trips to Buckingham (e.g. Sundays). It is possible for fares at the start and end of term, for university visits or other necessary journeys, to be put on the School invoice if parental permission is given or at the Housemaster's/Housemistress' discretion.

7. DISCIPLINE

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 (Apollo). A separate record is kept by the Housemaster/Housemistress of punishments given within the Boarding House.

Detention

Departmental clinics and detentions are available for pupils who are struggling with their work or who are wilfully behind. Clinics for Upper School pupils are published by Departments and detentions are held when required.

Standards

Pupils can be given a Standard for lateness, failure to have books, chattering in class etc., for a late or unsatisfactory piece of work or for non-academic offences such as untidiness, loudness, boorishness or scruffy dress. The punishment will depend upon the offence, but the pupil is normally required to write an explanation of what he/she did wrong, and to show an understanding of why such behaviour is unacceptable. A Standard may also involve rewriting an exercise, an essay, some extra notes or copying out a piece of writing.

Sanctions

These are given for behavioural issues, such as dishonesty, rudeness, bad behaviour, perpetual lateness, bad manners, cutting lessons or activities. They are given in consultation with Heads of Department, Housemasters, Housemistresses, Headmaster or members of the Executive Management Team. Pupils are required to attend a Sanctions session in the morning from 7.15am to 8.00am. For all of these sessions, School uniform must be worn. A pupil on Sanctions will do his/her punishment for a set period.

Headmaster's Detention

Headmaster's Detention is given for the most serious offences such as smoking, drinking, bullying or for repeated minor behavioural or academic issues. They are normally given for a week and include other punishments such as fines, gating, weekend hourly report cards, targets, declarations of intent, copying out articles relevant to the offence, or writing answers to questions designed to make the pupil reflect on his/her behaviour. They run from 8.45pm to 10.15pm. No pupil can be removed from School Detention without the Headmaster's permission.

Suspension

In the case of very serious breaches of School discipline or repeated offences, the Headmaster may suspend a pupil from School for a period of time at his discretion. In such cases, the pupil remains at home, but academic work is set by teachers.

Removal of a Pupil from School

Where the Headmaster considers that a pupil's behaviour or continued behaviour makes his/her presence detrimental to School discipline or to its reputation, he may require the pupil to be permanently removed from the School.

Expulsion

A pupil may be expelled at any time if the Headmaster is reasonably satisfied that the pupil's conduct or persistent conduct (whether on or off the School premises, or in or out of term time) has been prejudicial to good discipline or the School's reputation. The Headmaster will act fairly and in accordance with natural justice, and will not expel a pupil other than in grave circumstances. There will be no refund of fees following expulsion. Parents of a pupil who is suspended for more than 11 days, whose removal from the School is required, or who is expelled, may request a review of the punishment by writing to the Chairman of Governors.

8. 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 ICT Usage Policy and should use the School's network and computer systems in a responsible way. It is the pupils' 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.

Electrical Items in Studies, Bedrooms and Dorms

The following items are not permitted in Dorms, Prep Rooms or Study Bedrooms: private television sets, electric fan heaters, mains powered fridges, electric blankets, coffee machines, toasters and other food preparation items, kettles, lava lamps, irons, plug-in air fresheners, mains powered fairy lights, daisy chain extension cables and multiple plugs.

Financial Matters

- Members of the School are strongly advised to bank money and valuables with their Housemaster or Housemistress.
- Financial transactions involving more than £25.00 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 Electronic Devices

- Third Form pupils may not have access to their phones during lesson time, and may collect them from Housemasters/Housemistresses after lessons have finished. They may have laptops in lessons as required.
- Fourth and Fifth Form pupils may have their phones in lessons for educational purposes, but will be required to hand them in at the start of each lesson if they are not being used for that lesson. They may have laptops in lessons as required.
- All Third, Fourth and Fifth Form pupils are required to hand in their mobile phones before second prep. They may have access to their phones after prep.
- All Third and Fourth Form pupils are required to hand in their phones, laptops and other electronic devices 15 minutes before their lights out in dormitories or rooms.
- All Fifth Form pupils are required to hand in their phones before bed, but may retain their laptops on the understanding that they will be confiscated for a period of time if they are found to be using them late at night. We have allowed Fifth Form pupils to retain their laptops to give them some degree of responsibility in self-regulation.
- Fourth and Fifth Form pupils may collect their phones after morning stance.
- Sixth Form pupils can keep their phones 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 Telephone Protocol

- Mobiles should always be used with discretion.
- Stoics 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 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, Stoics 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. For details see the School's full ICT Policy.
- All staff reserve the right to take a mobile from a Stoic 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 Stoics should never move around the site wearing earphones. This applies to mobile phones and other electronic devices such as iPods and MP3 players.

General

- Mobile phones are strictly prohibited in any Examination Room or Hall.
- All Stoics with a mobile phone must register that phone with their Housemaster or Housemistress by filling in the 'Permission to keep a Mobile Phone at School' form.
- Any Stoic found using a different phone will be liable to have it confiscated and receive a punishment.
- Please note that any pupils who use a mobile phone in lessons without the permission of their teacher, or for an inappropriate activity, should expect to have their phone confiscated for 48 hours.
- If international pupils need to call at times when they would normally not have their phones, this will be arranged on a case by case basis with their Housemaster/Housemistress.
- In an emergency, pupils are always able to use the phones in the studies of their Housemaster/Housemistress, Matron or in North Hall.

Pets

No animal may be kept at School without 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 or Housemistress for safekeeping.

9. ANTI-BULLYING POLICY

Stowe 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 Stowe.
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.
6. This policy should be read in conjunction with the Safeguarding, e-Safety, Pupil Code of Conduct and the Equality Policies.

Bullying At School: The Psychological Impact

There are short and long-term consequences for both bullies and victims of bullying. Adults who were chronically victimised in their youth are at an increased risk of clinical depression, low self-esteem and other mental health problems. Children bullied over long periods may develop symptoms similar to Post-Traumatic Stress Disorder (PTSD), including hyper-alertness and being easily startled or emotionally distant.

Short-term effects of bullying at school include aggression with siblings, anxiety, stress and insomnia. Other characteristics may include self-isolation, mood swings and physical manifestations such as cuts or bruises. Childhood bullying and abuse may cause problems later in life that are difficult to overcome without the help of intensive therapy and treatment, leading clinicians and professionals to try and understand the root causes of bullying.

Mental healthcare professionals have sought to find out why young people become bullies to begin with. Young people with low self-esteem

may intimidate others to gain a sense of power or control. Girls with self-confidence or other personality issues may bully their peers out of jealousy, resentment or because other girls are doing it.

Bullies may be experiencing emotional or physical abuse by a family member or other adults. Parents who discipline children with violence or intimidation can lead children to believe that the way to deal with conflicts is with anger or aggression. Thus bullies may intimidate others, believing that it is acceptable behaviour. Additionally, parents who provide little guidance for or monitoring of their children may contribute to the continuation of bullying behaviour at school.

The Stowe Anti-Bullying Policy aims to empower victims to stand up to bullies, encourages parents, teachers, bystanders and Stoics themselves to report bullying incidents, and works to create a school environment that prevents and censors bullying. In addition the Peer Support Group and PSHE curriculum seek to instil resilience in Stoics and teach them techniques that will help them withstand other types of stress as they grow older. Chapel services encourage respect for all whilst welcoming diversity and difference.

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 media such as Facebook, Twitter, and Instagram (this list is not exhaustive) to cause offence or to isolate or exclude someone. If there is evidence that any Stoic is not following the strict rules on ICT use, as expressed in the School's Acceptable ICT Usage 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 sanctions, 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, Sexual & Sexist 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 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 and could be a criminal offence. 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:

- Director of Pupil Welfare/Head of PSHE
- a friend
- a responsible older boy or girl (School Prefects or House Prefects)
- a member of the Peer Support Group
- Parents
- Housemaster or Housemistress, Matron or other member of the House staff

- Tutor
- any member of staff or trusted adult
- the Chaplain
- the School Counsellors
- the School Doctor or Medical Centre staff
- Childline
- Kidscape
- Children's Commissioner

Parents with concerns about bullying should contact the Housemaster, Housemistress, Head of Pupil Welfare 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 Headmaster's Sanctions, 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 the Peer Support Group
- 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 pupil involved to take control over what happens next

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

- to increase the empathy, self-esteem and assertiveness of the pupils involved
- 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, the Second Master, or the Deputy Head (Senior Master) and Deputy Head (Pastoral). The Housemaster or Housemistress should also consider at what stage to consult with parents
- the Housemaster or Housemistress may share information about the incident at the next Housemasters' meeting, or at the next Pastoral staff meeting (Wednesdays) as advised by the Deputy Head (Senior Master) or Deputy Head (Pastoral)
- at all stages of an investigation into an incident accurate written notes must be kept by staff. 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 pupils involved might feel immediately supported by any or all of the following:

- encouraging the pupils involved to talk about the incident and, in particular, their feelings and taking them seriously
- 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 pupils involved; in the face of the bully, bystanders and friends should intervene
  - 'discovery' of the bullying in progress by a member of staff
  - staff-led group discussion in which the bully is involved but not identified
- using the services of the School Counsellors to help the pupils involved to be more assertive or socially skilled

- using the services of the School Counsellors to help re-educate bullies to gain an insight into their behaviour. Counsellor to support pupils involved
- using the services of the Peer Support Group

10. 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. 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 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 highs 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 Medical 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 the Second Master or the Deputy Head (Senior Master) 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 Second Master or the Deputy Head (Senior Master) shall be accountable for any further investigation; he may decide that a pupil shall take a urine test or hair follicle test. Responsibility for all investigations rests with the Headmaster, the Second Master or the Deputy Head (Senior Master) 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.

Urine 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 urine samples will be collected in the School Medical 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 urine test unlikely to be effective. Complete chain of custody records for the urine 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 Behaviour and Discipline (Sect. 8.8) of 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 Stoics, 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.

A dilute urine sample will be treated as suspicious and the pupil will be under a regime of random testing for the rest of their career at Stowe.

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 Stowe. 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

11. ALCOHOL POLICY

Stowe 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 Stoics 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 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.
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 Stoics are not served more than a reasonable amount of alcohol within a 24 hour period.

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 – Basic Facts

Legal Restrictions

- At the age of 14, children may enter licensed premises, but may not drink alcohol there until they are 18.
- 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, especially in Buckingham when pupils may be tempted to try to buy alcohol. 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.

12. SMOKING/NICOTINE POLICY

Stowe 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 etc.

This policy aims to:

- provide an environment where good health is promoted for all
- highlight to all at Stowe that it is a 'smoke free' environment
- 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 Stowe 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 Medical Centre.
7. If a pupil is found breaking the smoking rules, disciplinary action will be taken.

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. Although consumption laws are not strictly enforced due to the high amount of teenage smokers.

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.

The good news is:

Stopping smoking can make a big difference to your health. It is never too late to stop smoking to greatly benefit your health. For example, if you stop smoking in middle age, before having cancer or some other serious disease, you avoid most of the increased risk of death due to smoking.

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.

E-cigarettes

E-cigarettes generate toxic chemicals similar to those found in tobacco and may harm the lungs and immune system. E-cigarette vapour contains free radical toxins similar to those found in cigarette smoke and air pollution. Free radicals are highly-reactive molecules that can damage DNA and cell membranes. The nicotine inside the cartridges is addictive. When you stop using it, you can get withdrawal symptoms including feeling irritable, depressed, restless and anxious. It can be dangerous for people with heart problems. It may also harm your arteries over time.

Tar which contains many chemicals

These deposit in the lungs and can get into the blood vessels and 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 Housemaster/Housemistress as soon as possible.

Action Following Smoking/Nicotine Breach

In addition to the normal punishment for serious offences, smokers will be routinely urine tested and be asked to visit the Medical 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. Nicotine replacement is dispensed by the Medical Centre in the form of gum or lozenges. The House Nurse is to be contacted for this purpose.

13. DISCIPLINARY PROCEDURES FOR SERIOUS OFFENCES

Punishments For Drinking And Smoking

- Possession of alcohol by pupils is not allowed under any circumstances, and consumption is only allowed with the School's permission.
- The possession of smoking materials of any kind is strictly forbidden, as is their use at School or elsewhere during term time or when travelling to and from School. E-cigarettes come under this classification and are not allowed in School.

NB. Both of these include pupils under School supervision away from Stowe including all School expeditions, camps and trips.

First Offence

The first offence will result in a fine, early morning Sanctions (not exceeding one week), a urine test for drug use, writing out of articles and a letter of apology. The parents will be informed by the Housemaster/Housemistress.

Second Offence

The second offence will result in a fine, early morning Sanctions (not exceeding one week), a urine test for drug use, writing out of articles and a letter of apology. The Deputy Head (Senior Master) will see the offender. The parents will be written to by the Housemaster/Housemistress.

Third Offence

The third offence will result in a fine, early morning Sanctions (not exceeding one week), a urine test for drug use, writing out of articles and a letter of apology. The Headmaster or Second Master will see the offender and will contact their parents.

Subsequent Offences

A subsequent offence is likely to lead to suspension and further punishments will run alongside. Early morning Sanctions (the balance of one week), fine, urine test for drug use, writing out of articles and a letter of apology. The Headmaster will see the offender and will contact their parents. Further offences are likely to lead to expulsion.

NB. For any smoking offence, pupils will be required to attend smoking cessation sessions in the Medical Centre.

Offences That Result In Higher Punishment

Drugs

It is forbidden to posses or use any illegal substance or abuse any legal substance and breaking this rule will result in automatic suspension and the pupil will be liable to expulsion.

Smoking Indoors

Will result in automatic suspension, and the offender must be made aware of the fire risks involved.

Drinking Spirits

Will result in automatic suspension for the first offence, and any subsequent offence may result in expulsion.

Theft

The School does not tolerate theft in any form. Any Stoic found stealing will be liable to suspension.

Sexual Relations

If there is evidence that Stoics have been having sexual relations in School time, irrespective of location, they will be liable to expulsion.

Bounds After Lock Up

After lock up, no one may leave his/her House without permission from his/her Housemaster/ Housemistress.

Pornography

Any Stoic supplying pornography in any form is liable to suspension.

ICT Abuse

Including possession, distributing, sending or inciting youth produced sexual images and serious IT abuse, online bullying and hacking is liable to suspension.

Supply

Any Stoic supplying other Stoics with contraband (cigarettes, alcohol etc.) is liable to suspension.

De-bagging

Any Stoic de-bagging another pupil will be liable to suspension.

It may occasionally be necessary to adjust these procedures, after consultation with the Headmaster, in proportion to the severity of the offence (e.g. the amount of alcohol consumed) or in the light of special circumstances such as the time frames involved.

14. LAPTOP AND ICT REQUIREMENTS

All Stoics are expected to attend school with a laptop and a virus checker pre-installed. Pupils will have to UPDATE this virus software on the day they wish to access the school network. This includes Apple (iOS) laptops. A current example of a suitable and free virus checker is the Sophos (home version) available on the internet.

Laptop Requirements

Laptops must meet minimum criteria as below.

An English version of:

- MS Windows 10 is recommended. Windows 7 and 8 will function on the network.
- Apple OSX v10.7 and above.

Pupils should have MS Office 2016 software pre-installed. The School provides access to Office 365 licensed services for the duration of a pupils' stay at the school.

When Laptops Fail

Pupils need to have arrangements in place to fix the device within two weeks using the postal service, during which time School computers or smart devices may be used to submit and receive digital work.

Tablets

In addition to a laptop pupils sometimes choose to utilise iPads for more mobile access to resources, though the school also enables the use of Windows and Android tablets as well.

Smart Phones

Parents providing access to voice or data communications technology for pupils must sign the Parent Acceptable Use Policy and provide and enable suitable filtering to protect pupils from inappropriate access to services over the Internet.

Please note the School will restrict access to phones and services in line with its behavioural policies and for the benefit of the community.

Computers and ICT Policy

All pupils have their own network socket in House and laptops should have an Ethernet port or be provided with a USB adapter to guarantee access at all times.

Academic Departments have developed their sites on our VLE - Stowenet, a web based service, which is an important part of the teaching and delivery of digital material to pupils. To complement this, we are developing use of IT and Audio Visual tools in the classroom and integrating these into the way we teach.

There are over 800 computers at Stowe, about 150 of which are available for pupils to use in computer rooms, Academic Departments and Boarding Houses. These are on a server-based network allowing pupils to access their work, email and on-line resources from their devices.

All pupils sign the School's Acceptable Usage Policy on an annual basis to remind them of the need to use the School's network and computer systems in a responsible and secure way. The policy informs them of what they are and are not permitted to do.

Remote Access

Pupils can access their School email and Stowenet (the VLE) using a standard web browser.

15. ACCEPTABLE ICT USAGE POLICY

1. Access to the computer network and services should only be made via your authorised account and password, which should not be made available to any other person.
2. Users are responsible for any activity that takes place under their network account so passwords should be changed whenever a breach of security is suspected.
3. No inappropriate material, including extreme political/religious content should be accessed, stored or transmitted. This rule applies to any computer/device used at School, whether connected to the network or not.
4. The installation of ad hoc software on Stowe computers is forbidden. Users should not run any program that causes files to be installed on Stowe computers or on the network.
5. No computer should be connected to the School network unless it has been configured by a member of the ICT department or connected using the portal of our Network access security system over a web browser.
6. Any computer that is connected to the School's network must have up to date anti-virus software installed on it. Users must contact the ICT Department if they suspect that their anti-virus software is not functioning properly or is not up to date.
7. All School computers configured for connection to the network will have the School's anti-virus software installed on them. Users must contact the ICT Department if they suspect that this software is not functioning properly or is not up to date.

Internet Use

8. Users are responsible for ensuring that all Internet sites and material accessed are of an appropriate nature. Users are expected to avoid any material that is inappropriate and are expected to report any inappropriate sites that get through the School's Internet filtering system to the Head of ICT.
9. When online, users should not do anything that by-passes the School's Internet filtering system, for example by using Internet proxy sites or Virtual Private Networks. Please note URL (Web addresses) are stored - use of inappropriate sites is a disciplinary offence.

Preservation of Bandwidth

10. No file sharing activity, excessive video downloads or multiplayer network games.
11. Any activity that involves the downloading of large files or results in high levels of Internet traffic should be avoided. The size of downloaded files during lesson time should be minimised to avoid issues.

Connection of Personal Devices to the Stowe Network

12. A maximum of 4 devices may be registered for connection to the Stowe Network. If a user is found to have more than 4 devices configured for use on the Stowe Network, all devices registered to that user may be removed from the Stowe Network. It will then be at the discretion of the Network Manager as to whether any of the devices can be reconnected. This directive is essential to protect network resources for the benefit of the connected community.

Email

13. Users are responsible for all email sent and for contacts made that may result in email being received. Secure use, including the use of 'BCC' with non-School email addresses, is discussed in the School e-safety policy available on the School website.
14. It is School policy not to check email randomly but if there are grounds for suspicion of misuse, the account of a user will be frozen and then inspected. It is sensible to assume any email sent on the Stowe network is a public document open to use in all types of judicial hearing.
15. The sending of anonymous or unkind emails is strictly forbidden and may constitute bullying.

Responsible Use of the Network

16. Work created in non-Microsoft Office software should be converted to a compatible MS format (Word) before electronic submission to other Stowe users, unless staff direct otherwise.
17. Office 365 - Use of 'sharing' facilities from One Drive in Office 365 should be undertaken with caution as the nature of the document may change over time and become unsuitable for the audience.
18. Pupils should not bring inappropriate films or pictures into the School and any devices or storage containing these materials will be confiscated and appropriate disciplinary action taken. Any large files (e.g. MP3 or jpg files) not

associated with academic work will be deleted from the network. Non academic files should be stored on USB memory sticks, on the hard drive of computers or on CDs or DVDs.

19. All connections to the Stowe School Remote Access site are monitored.
20. Users should store copies of all important work in their "My Documents" on the campus network for safe keeping as this area is backed up daily.
21. The e-safety policy lays out School procedures and policy with regards to safeguarding issues and development of security. Within the behavioural policy the School will detail methods to restrict excessive use of devices as it sees fit.
22. Copyright of materials and intellectual property rights must be respected.
23. Where mobile phones are used to access School email it is vital that the phone is kept secure, with a screen lock, and that the ICT department are notified immediately the phone is lost or mislaid.
24. The amount of data downloaded by pupils is monitored and anyone downloading excessive amounts will have their internet access suspended for a week.
25. Publication of unkind or personal information using SNS or other sites is forbidden and can result in suspension or expulsion. SNS sites must be appropriately secured with appropriate privacy settings before use.

Protection of Personal Data

26. Use of tablets, phones and cameras around the School should be curtailed to respect privacy in shared private spaces such as bathrooms, toilets and bedrooms. The School planner lays down further guidance on use of devices. No personal data, including pictures, should be gathered or shared without express permission and it should not in any event be sensitive in nature.

Monitoring of the Network

27. The School puts, as top priority, the security of its network and the safety of its users. Action by any user that compromises these aims in any way (e.g. hacking), will be dealt with very seriously, as too will any action that adversely affects the smooth running of the School network.
28. The School reserves the right to examine or delete any files that may be held on its computer system and to monitor and store records of any Internet sites visited, as required by Safeguarding guidelines.
29. The School reserves the right to randomly check the contents of any computer or storage media on the School site. This includes flash drives, CDs, DVDs, MP3 players, iPods, mobile phones or any other form of storage medium.
30. Any unsuitable material will be deleted, destroyed or kept isolated or when appropriate the matter followed up according to Safeguarding policy.
31. Any large files (e.g. MP3 or jpg files) not associated with academic work will be deleted from the network. Personal files should be stored on USB memory sticks, on the hard drive of personal computers or on CDs or DVDs.

Pupil Section

32. Pupils should not use games that are rated for an age higher than their own age and should only use them during TV usage times and according to guidance with their House.
33. Computers and other electronic devices will be confiscated if it is felt that pupils are not using them appropriately.
34. Whilst at Stowe, Internet access should only be via the School network. Internet access via mobile phones should be via the encrypted Wi-Fi system so that users have the protection of content filters. Pupils should protect their accounts from unauthorised access using strong passwords.

Definitions

1. "Hacking" is defined as any action, malicious or otherwise, that is designed to gain unauthorised access to network, computer or user information or to harm or take control of any computer system.
2. "Inappropriate material" includes any material that is pornographic, offensive, racist, sexist, illegal and any other material deemed by the School to be inappropriate in a School environment.

16. PRIVACY POLICY

Introduction

This policy is to help pupils and parents understand **how** and **why** the School collects personal information and **what** it does with that information. It also explains the decisions that pupils can make about their own information.

What is 'personal information'?

Personal information is information that the School collects about pupils. This includes information such as their name, date of birth and address as well as information such as exam results, medical details and behaviour records. The School may also record religion or ethnic group.

How and why does the School collect personal information?

Admissions forms provide personal information and information is also provided from a pupil's previous school. Sometimes the School obtains information from pupils' doctors and other professionals. CCTV, photos and video recordings of pupils are also personal information. The School collects this information to help the School to run properly, safely and to let others know what the School does. Here are some examples:

- The School needs to tell all pupils' teachers if they are allergic to something or might need extra help with some tasks.
- The School uses CCTV to make sure the School site is safe.
- The School may need to report some pupils' information to the government (including to UK Visas and Immigration).
- Dependent upon where pupils go after leaving the School, information may need to be provided to other schools, to universities and to potential employers. The School may share information about pupils' exam results and provide references.
- The School may need to share information with the police or legal advisers if something goes wrong or to help with an inquiry.
- The School will share some information with its insurance company.
- The School may share a pupil's academic and, where fair, behaviour records with their parents and/or education guardian so they can support the pupil's schooling.
- The School may use photographs or videos of pupils for:
  - the School's website;
  - the School's social media sites;
  - in the School's prospectus to show prospective pupils what the School does;
  - for advertising the School;
  - promotional films; and
  - for teaching purposes.
- The School publishes sports fixtures and other news on the website and shares articles and photographs with the local news to tell people about what the School has been doing.
- The School may publish public exam results on the School's website and in a local newspaper, however, this is done in a way to ensure that an individual's results are not known. If a pupil does particularly well, the School might publicise their results but would first obtain the pupil's permission.
- The School will keep details of pupils' addresses when they leave so Stoic and Corinthian magazines can be sent, and to find out how pupils are getting on. The School may also pass pupils' details on to the alumni organisation.

Information about pupils' parents

- The School uses information about pupils' parents to help the School to run properly, for example, financial information, contact details and employer.
- Sometimes the School will need information from pupils' parents about what is happening at home which might have an effect on pupils' feelings.

What do we do with pupils' personal information?

The Director of Operations is the person responsible at the School for looking after personal information and deciding how it is shared. Like other organisations the School needs to keep information safe, up to date, only use it for the purposes stated, destroy it when it is no longer needed and, most importantly, treat all the information provided fairly. In exceptional circumstances the School may keep information for a longer time than usual or share it more widely than normally.

What decisions can pupils make about their information?

- Pupils can request that incorrect information is corrected.
- Pupils can contact the Director of Operations if they wish to know whether any information is held about them.
- Pupils can contact the Director of Operations if they would prefer that certain information is kept confidential.

Further information and guidance

This policy explains how the School protects and uses personal information. Any questions should be directed to the Director of Operations.

17. DATA PROTECTION POLICY

General Statement

The School recognises that all personal data should be handled, as far as is reasonably practicable, in compliance with the Data Protection Act 1998. The School is required to process relevant personal data regarding pupils, their parents or guardians as part of its operation and shall take all reasonable steps to do so in accordance with this Policy. Processing may include obtaining, recording, holding, disclosing, destroying or otherwise using data. In this Policy any reference to pupils includes current, past or prospective pupils.

Data Protection Controller

The School has appointed the Head of ICT as Data Protection Controller (DPC) who will endeavour to ensure that all personal data is processed in compliance with this Policy and the Principles of the Data Protection Act 1998.

The Principles

The School shall, so far as is reasonably practicable, comply with the Data Protection Principles ('the Principles') contained in the Data Protection Act to ensure all data is:-

- Fairly and lawfully processed;
- Processed for a lawful purpose;
- Adequate, relevant and not excessive;
- Accurate and up to date;
- Not kept for longer than necessary;
- Processed in accordance with the data subject's rights;
- Secure (e.g. not disclosed to any unauthorised parties such as employment agencies, overseas education agencies etc.);
- Not transferred to other countries without adequate protection (e.g. educational visits).

Personal Data

Personal data covers both facts and opinions about an individual. The School may process a wide range of personal data of pupils, their parents or guardians as part of its operation. This personal data may include (but is not limited to): names and addresses, bank details, academic, disciplinary, admissions and attendance records, references, examination scripts and marks.

Processing of Personal Data

Consent may be required for the processing of personal data unless the processing is necessary for the School to undertake its obligations to pupils and their parents or guardians. Any information which falls under the definition of personal data, and is not otherwise exempt, will remain confidential and will only be disclosed to third parties with the consent of the appropriate individual or under the terms of this Policy.

Where other educational organisations require specific data protection procedures to be followed, the School will endeavour to ensure compliance.

Sensitive Personal Data

The School may, from time to time, be required to process sensitive personal data regarding a pupil, their parents or guardians. Sensitive personal data includes medical information and data relating to religion, race, or criminal records and proceedings. Where sensitive personal data is processed by the School but is not necessary to achieve its business objectives, the explicit consent of the appropriate individuals will generally be required in writing. This is incorporated into the body of the admission form signed upon entry to the School.

Rights of Access

Individuals have a right of access to information held by the School. Any individual wishing to access their personal data should put their request in writing to the Director of Operations. The School will endeavour to respond to any such written requests as soon as is reasonably practicable and, in any event, within 40 days for access to records and 21 days to provide a reply to an access to information request.

Please note that the School may charge an administration fee of up to £10.00 for providing this information.

You should be aware that certain data is exempt from the right of access under the Data Protection Act. This may include information which identifies other individuals, information which the School reasonably believes is likely to cause damage or distress, or information which is subject to legal professional privilege. The School is also not required to disclose any pupil examination scripts (internal). With regard to external examination scripts, the School will follow the regulations and guidelines as set out by the JCQ.

The School will also treat as confidential any reference given by the School for the purpose of

the education, training or employment, or prospective education, training or employment of any pupil. The School acknowledges that an individual may have the right to access a reference relating to them received by the School unless that reference is marked confidential. However, such a reference will only be disclosed if such disclosure will not identify the source of the reference or where, notwithstanding this, the referee has given their consent, or if disclosure is reasonable in all the circumstances.

Whose Rights

The rights under the Data Protection Act are the individual's to whom the data relates. The School will, however, in most cases rely on parental consent to process data relating to pupils, unless, given the nature of the processing in question and the pupil's age and understanding, it is unreasonable in all the circumstances to rely on parental consent. Parents should be aware that in such situations they may not be consulted.

The School will only grant the pupil direct access to their personal data if, in the School's reasonable belief, the pupil understands the nature of the request.

Pupils agree that the School may disclose their personal data to their parents or guardians.

Where a pupil seeks to raise concerns confidentially with a member of staff and expressly withholds their agreement to their personal data being disclosed to their parents or guardians, the School will maintain confidentiality unless it has reasonable grounds to believe that the pupil does not fully understand the consequences of withholding their consent, or where the School believes disclosure will be in the best interests of the pupil or other pupils.

Exemptions

Certain data is exempted from the provisions of the Data Protection Act which includes the following:

- The prevention or detection of crime;
- The assessment of any tax or duty;
- Where the processing is necessary to exercise a right or obligation conferred or imposed by law upon the School.

The above are examples only of some of the exemptions under the Act. Any further information on exemptions should be sought from the DPC.

Disclosure of Information

The School may receive requests from third parties to disclose personal data it holds about pupils, their parents or guardians. The School confirms that it will not generally disclose information unless the individual has given their consent or one of the specific exemptions under the Data Protection Act applies. However the School does intend to disclose such data as is necessary to third parties for the following purposes:

- To give a confidential reference relating to a pupil to any educational institution which it is proposed that the pupil may attend.
- To give information relating to outstanding fees or payment history to any educational institution which it is proposed that the pupil may attend.
- To publish the results of public examinations or other achievements of pupils of the School.
- To disclose details of a pupil's medical condition where it is in the pupil's interests to do so, for example for medical advice, insurance purposes or to organisers of school trips.

Where the School receives a disclosure request from a third party it will take reasonable steps to verify the identity of that third party before making any disclosure.

Use of Personal Images by the School

The School will, from time to time, make use of personal data relating to pupils, their parents or guardians in the following ways. Should you wish to limit or object to any such use please notify the Director of Operations in writing.

Within the School Contract, parents consent to the School obtaining and using photographs or images, including video recordings, of the pupil for use in the School's promotional material such as the prospectus, the website or social media; for press and media purposes or for educational purposes as part of the curriculum or extra-curricular activities.

The School may seek specific consent from the parents before using a photograph or video recording where the School considers that the use is intrusive.

Where the pupil is of sufficient maturity (usually when aged 12 years or older) we may seek the pupil's specific prior consent in addition to or instead of the Parents' consent. We would not disclose the home address of the pupil without the Parents' consent.

Accuracy

The School will endeavour to ensure that all personal data held in relation to an individual is accurate. Individuals must notify the School of any changes to information held about them. An individual has the right to request that inaccurate information about them is erased or corrected.

Security

The School will take reasonable steps to ensure that members of staff will only have access to personal data relating to pupils, their parents or guardians where it is necessary for them to do so. All staff will be made aware of this policy and their duties under the Data Protection Act. The School will ensure that all personal information is held securely and is not accessible to unauthorised persons.

Enforcement

If an individual believes that the School has not complied with this Policy or acted otherwise than in accordance with the Data Protection Act, they should inform the Data Protection Controller. Pupils may inform their Housemaster; staff may follow the Staff Grievance procedure.

18. COMPLAINTS PROCEDURE

If parents have cause for concern or a complaint about an aspect of their child's education at Stowe, they should raise the matter with the School as soon as possible. All concerns or complaints will be taken seriously, and the School will respond promptly. The sooner we hear of a problem or potential problem, the sooner and more easily it can be investigated and satisfactorily resolved.

Parents should feel free to talk directly to a member of staff, to telephone, or to write with details of the issue that concerns them. In the first instance it may be best to address a concern to the member of staff most closely involved in the matter (e.g. Deputy Heads, Housemaster or Housemistress, Faculty Chair, Head of Department or Tutor), who may well be able to resolve the problem quickly. There may, however, be some concerns which parents prefer to bring directly to the Second Master or the Headmaster.

Any complaint will receive a prompt response: either immediate discussion (and it is hoped, resolution) in person or by telephone or, if wider consultation and/or investigation is required, by letter as soon as possible, setting out the conclusion of the inquiry and any action taken or proposed. If such action includes use of the disciplinary procedures for staff, this will be handled confidentially within the School.

Confidentiality will be observed as far as is consistent with proper investigation and effective handling of a complaint. It is School policy that a complaint by a parent should not in any way adversely affect their son or daughter.

Should parents not be satisfied with the School's handling of an issue, they should make a formal complaint in writing to the Chairman of Governors, who will call for a full report and all relevant documents before making his response, and may wish to hold a meeting with the parents and the Headmaster.

Should this still not effect a satisfactory resolution, parents may refer the complaint further to an Appeal Committee of the Governing Body. The Appeal Committee will be comprised of at least three individuals not directly involved in the matters that are the subject of the complaint, one of whom will be independent of the management and running of the School. Parents are entitled to attend (and be accompanied) at any formal hearing of the Appeal Committee. The hearing will be held within 21 term-time days from the referral of the complaint. The findings, recommendations, and decision of the Appeal Committee will be made in writing, and copied to all relevant parties, within seven term-time days from the date of the hearing. The decision of the Appeal Committee will be final.

Written records will be kept of all complaints and the manner of their resolution. Such records, and any associated correspondence or statements will be kept confidential.



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