



# Harrow House & Oldfeld Student Behaviour Policy



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Parties Responsible: Directors and Management team.

Linked Policies: Safeguarding, Health & Safety, Equal Opportunities, Anti-Bullying, E-Safety

This document explains what behaviour is expected of students while they are at Harrow House. It is important that students, parents and our partners clearly understand this document. If parents or our partners do not understand something, they can ask for clarification by contacting us in the usual way. If students do not understand something, they should ask a teacher, a friend, the Director of Studies or the Welfare Officer to explain it to them.

**Ethos: We believe that a stay at Harrow House creates an important educational opportunity not only for linguistic purposes but also personal development. We strive to improve confidence, raise self-esteem, open doors to new experiences and knowledge thus generating intercultural understanding, awareness and respect.**

All persons, whether they are students or employees, are treated with equal dignity, respect and fairness by all directors, employees and students in Harrow House. No person shall be victimized, bullied or harassed at any time or for any reason. Harrow House promotes an atmosphere of mutual respect and co-operation and will not tolerate anyone who behaves differently. Respectful behaviour should be extended to the full duration of the student's enrolment and to all areas of the college premises as well as offsite, whether that is during official Harrow House activities such as excursions for example or while socializing freely with friends in the town centre.

During both English and Sports classes, students are expected to arrive punctually and to attend all of the lessons. Persistent failure to do so will be deemed as a lack of respect to the teacher, college and the student's peers. In addition, students will be spoken to straight after EVERY case of lateness/absenteeism by the college's Attendance Monitor and or a senior member of staff. A record of the incident will be made, which will be further recorded in the exit certificate presented at the end of the course.

In English and Sports class students must respect the rules as set out by the English and Sports teacher and outlined in the Guidelines for Students provided to all students on arrival to the college. In English class, that includes listening and respecting the views of class peers and the teacher. In sports lessons, respecting fair play, valuing the efforts and viewpoints of teammates, opponents and referees are important life lessons and ones which we promote.

Should students decide that they wish to ignore our values of mutual respect, then it is important that they, their parents and our partners understand the following procedure which is:

1. Students will initially be spoken to by their class teacher and or the Attendance Monitor depending on the circumstances.
2. A repeat of the unacceptable behaviour will mean students being spoken to by a senior member of staff. In the event of the unacceptable behaviour occurring in class, the student will immediately be removed.
3. A continuation of the behaviour will result in the student receiving a verbal warning by the Director of Studies / College Manager or their appointed deputy.
4. A first written warning will occur if the unacceptable behaviour persists. The student, parents and our partners will receive a copy outlining what has happened and what Harrow House expects from that moment forward.
5. A final written warning will be issued in the event of a further repeat, which will again be copied to the student, parents and our partners.
6. Should the student still persist in the same way, it will result in expulsion.
7. In cases of gross misconduct (such as, but not limited to, anti-social, threatening or violent behaviour, wilful damage, substance abuse and or failure by an individual to comply with Harrow House Company Policies) Harrow House reserves the right to expel a student with immediate effect. In such cases steps 1 to 6 above will not apply.

Harrow House International College & Oldfeld International School  
Harrow Drive Swanage Dorset BH19 1PE England  
Tel: +44 1929 424421 Fax: +44 1929 427175  
Email: [info@harrowhouse.co.uk](mailto:info@harrowhouse.co.uk) [info@oldfeldschool.com](mailto:info@oldfeldschool.com)  
Website: [www.harrowhouse.com](http://www.harrowhouse.com) [www.oldfeldschool.com](http://www.oldfeldschool.com)

### **Sanctions and punishments**

We have a range of disciplinary measures and sanctions which are used to encourage the students to improve their behaviour. The following may be used, taking into account the level of poor behaviour as well as the students' needs and circumstances.

### **Verbal reprimand**

Extra work - either academic or physical activity  
Loss of privileges such as staying on campus and exclusion from evening social events  
Detention during breaks or after class  
College based community service such as litter picking or dinner duties  
Regular reporting and sign-in during the evenings

### **Restraining students**

As a College rule we do not use restraints when disciplining students.  
In order for Harrow House to maintain a safe environment for students and staff and to carry out their duty of care, members of staff have the power to use reasonable force to prevent students committing an offence, injuring themselves or others, or damaging property, and to maintain good order and discipline in the College. If cases of reasonable force had to be considered the students parents would be called immediately and these issues may involve the Police.

Heads of Department and authorised senior staff may also use such force as is reasonable given the circumstances when conducting a search without consent for knives or weapons, alcohol, illegal drugs, stolen items, tobacco and cigarette papers, fireworks, pornographic images or articles that have been or could be used to commit an offence or cause harm.

In addition to the items listed above, we also identify the following articles such as roller skates, skateboards, scooters, water pistols, catapults and darts as noted in the student guidelines which are prohibited and which may be searched for on their person, in student bags, bedrooms or lockers without consent if there are reasonable grounds to suspect that a student is in possession of such items. CCTV footage may be used when making a decision as to whether to conduct a search.

Searches will always be carried out by senior staff and will be done by a minimum of two staff at least one of whom will be the same sex as the student. There will be a written record of all searches and confiscated items.

Any illegal items seized will be immediately handed over to the police and should an offence have been committed, English law applies.

**At Harrow House we believe that it is vital that students not only understand which types of behaviour are unacceptable but more importantly understand why. In any disciplinary dialogue the impact of their behaviour is always made clear to the student and therefore the reason a change is required.**

**Harrow House Complaints Form**

Please complete this form in as much detail as you can. If you feel it is too difficult to write it all in English you can use your first language and we will translate it.

Name \_\_\_\_\_ Date \_\_\_\_\_

Nationality \_\_\_\_\_ Sex \_\_\_\_\_ Age \_\_\_\_\_

Describe your complaint:

Staff comments:

Signature

Date