



Behaviour Policy

Upper School

Clifton College is dedicated to ensuring that our school environment supports learning and the wellbeing of pupils and staff through a strong sense of community cohesion. Cooperation, support, and respect are the foundations of our community and we work hard to provide a safe school where pupils feel included in every aspect of school life and comfortable to voice their opinions.

This policy outlines what we expect from all our pupils in terms of their behaviour. It extends to all members of our school community and is written in line with the College's 'Vision and Values'. Good behaviour and self-discipline have strong links to effective learning, and are vital for pupils to carry with them both during and after their school years.

1 AIMS

Clifton College believes that all pupils should be aware of the standards of behaviour that are expected of them and take responsibility for promoting these standards. Courtesy, good manners and high standards of behaviour are expected of Cliftonians at all times. We hope that by encouraging positive behaviour we can promote good relationships throughout the school built on trust and understanding, and that through the use of this policy we can support all of our pupils in developing a high level of social awareness. Our aim is to ensure that all our pupils leave the school with the key skills they need to continue to progress to the best of their ability in all areas of life. The purpose of the rules is to enable the school to function to the best advantage of all its members and neighbouring community. The aim is to promote a happy, safe and enjoyable environment for everyone.

2 THE COLLEGE'S CORE VALUES AND THE PUPILS' CODE OF CONDUCT

It is all pupils' duty to abide by the Core Values and Behaviours of the College and comply with the pupil's Code of Conduct and School Rules. The Code of Conduct and School Rules apply at all times during term time, both in and out of school and when pupils are on trips or visits.

2.1 College's Core Values

We have three **core values**, which underpin the College's overall culture.

Integrity - We treat each other with kindness, sincerity and respect. We are liberal and open-minded, free from prejudice and pretension. **We strive to make a positive difference in everything we do.**



Spirit - We are determined to explore and develop what excites and motivates us, to fulfil our potential and realise our dreams. **We are curious, adventurous and intellectually agile.**

Resilience - We believe everyone should be empowered and supported to take risks. We are not afraid of setbacks. We learn from our successes and challenges. **We encourage bravery and, through reflection, build inner strength.**

2.2 Pupils' Code of Conduct

- Treat others as you would like to be treated yourself.
- Demonstrate good manners and helpful and considerate behaviour at all times.
- Be conscientious in your attitude to work and school commitments, aiming to do your best at every opportunity.
- Be punctual by being accountable and responsible for your time.
- Allow others to work without disturbance.
- Care for and respect other people's welfare and property.
- Look after and respect the physical environment of the College.
- Ensure that harm does not come to yourselves or others.
- Cooperate with others in a spirit of trust, mutual support and common purpose.
- Be an ambassador for the College by giving service to Clifton and the wider Bristol Communities.
- Contribute widely to House and school activities.

Whilst the expectation is that all pupils will follow the Code of Conduct, Clifton College believes that it is important to encourage good behaviour throughout the school by celebrating and rewarding good behaviour, as detailed in the school's Rewards and Sanctions Policy.

3 STANDARDS OF BEHAVIOUR

3.1 School

The school understands that the first step to modelling good behaviour is to lead by example, which means that all staff, volunteers, and anyone else who comes to the school must act responsibly and professionally, and will never denigrate pupils or colleagues. We work hard to ensure that discipline is consistent across the school so that behaviour boundaries and sanctions are clear to all and are applied fairly, proportionately, and without discrimination, taking into account SEN needs and disabilities as well as the additional challenges that some vulnerable pupils may face. We recognise our legal duties under the Equality Act 2010 in respect of pupils with SEN and/or disabilities. Staff are trained to deal with behavioural issues as part of their continual professional development.

We work with parents to understand their children and their behaviour and believe that behaviour boundaries and sanctions, good support systems, praise, and rewards for good behaviour are an important part of building an effective learning community. The school will report behaviour, good or bad, to parents regularly. We encourage parents to



communicate with the school if they have a concern about their child's behaviour, and we will do as much as is possible to support parents, as and when they need it. We promote good behaviour within the school curriculum and reminders of school rules and expected standards of behaviour are published in the pupils' calendar.

The school will take all reasonable measures to ensure the safety and wellbeing of all pupils and staff and this includes protection from bullying. We aim to combat bullying and other harmful behaviour using, amongst others, preventative strategies through the active development of pupils' social, emotional and behavioural skills. For more information, see section 4.7 of this policy.

3.2 Pupils

Pupils are expected to follow the pupil code of conduct and to obey the school rules, listen, follow instructions by staff, and accept and learn from any sanctions that they receive.

3.3 Parents

Parents play a big part in ensuring that their children are responsible for their own behaviour and progress in school. We ask parents to work with the school in support of their child's learning, which includes informing the school of any special education needs or personal factors that may result in their child displaying unexpected behaviour. We ask that parents be prepared to attend meetings at the school with staff or the Head Master to discuss their child's behaviour.

4 THE SCHOOL RULES

When rules are broken, sanctions may be imposed by the Head Master, Deputy Heads, Housemasters/mistresses (HoM) or Teaching Staff, depending on the circumstances. Sanctions are imposed in order to protect the communal life of the College and to make it clear that certain actions are unacceptable. The school's aim is always to be clear and fair, and to explain the reasons for any punishments given so that those involved can reflect on their actions and understand what is expected. Sanctions range from Marshal's Extra Duties (MED) and detentions to gating and suspension. (Praepostors may recommend minor sanctions for pupils who contravene the rules to the Marshal or Deputy Head Pastoral.) Details of the sanctions can be found in the School's Rewards and Sanctions Policy.

In some cases members of staff will confiscate items and can search a pupil or their belongings if they suspect they are in possession of prohibited items or other items whose possession is against the school rules such as vaping paraphernalia. (For further information see the School's Policy on Searching and Confiscation.)

Rules apply in term time when at school, when travelling to or from school, during work experience, school trips, or extended school activities such as sports events, or any event where poor behaviour might jeopardise the chances of future pupils participating. Day pupils, or boarders on exeat, should expect to be treated in the same way as boarders if they are involved in the same incident. Any off-site misbehaviour could result in sanctions.



Behaviour that has a negative impact on the reputation of the College may result in sanctions. The College reserves the right to impose sanctions for poor behaviour that occurs outside of term time or the normal school day if such behaviour is likely to have a negative impact on the College or members of the College community.

For legal and safety reasons, certain activities require specific permission. In addition, some areas of the College have their own particular rules.

4.1 Unacceptable Behaviour

The following behaviour is regarded as completely unacceptable and will result in disciplinary actions as outlined in the Rewards and Sanctions Policy, and may be punishable by suspension or expulsion. This list is not exhaustive.

- Verbal or physical abuse to staff, pupils and others
- Rude, derogatory, racist, prejudice or defamatory language
- Indecent behaviour, sexual harassment or sexual violence
- Damage to property, arson and theft
- Serious actual or threatened violence against another pupil or a member of staff
- Whilst in the care of the school, sexual relationships are not allowed
- Under no circumstances will illegal or inappropriate items be brought into school (this includes carrying or using weapons of any kind)
- Gambling and betting are forbidden, as are organisation or involvement in sweepstakes, subscription or payment for activities without specific permission of a member of staff
- Pupils must not contact any form of the media directly or indirectly without the permission of the Head.

4.2 The Academic Day

- During study periods pupils must work quietly in their own studies, the Percival Library or other study areas. Pupils must not be in recreational areas during lesson times, unless accompanied by a member of staff.
- During prep pupils should complete all current work assignments and then, if time permits, continue with reading or music practice.
- Pupils are expected to do all work set to the best of their ability and to hand it in on time.
- Punctuality is required at all times. In practice, this means arriving early for all commitments.
- Pupils must inform staff in advance of any official absence. If for any reason a commitment is missed accidentally, an apology and explanation should be given within 24 hours.
- Pupils missing academic lessons to attend a music lesson must seek permission 24 hours in advance from the member of staff.
- Pupils may not wander around the school during lesson time. If a member of staff is not present at the start of a lesson, pupils are expected to seek advice from another member of staff, or a representative should go to the Deputy Heads' Office. Only with permission should Sixth Form pupils return to their studies to work for the remainder of that single lesson.



- Visits to plays, concerts, or other functions may be allowed if permission has been granted by the Housemaster/mistress; no pupil may miss more than one evening of prep per week – work must be made up unless specifically remitted by the Housemaster/mistress. Pupils in Block II may only visit local entertainments in officially organised groups.

4.3 Attendance

- Parents can access their child's am/pm attendance on Engage
- Unauthorised absence from school is not allowed.
- Only House and Health Centre staff, or the parent of a day pupil, can decide whether a pupil should stay out of lessons. Under no circumstances may pupils decide for themselves whether they are fit or not.
- All pupils must attend registration in House twice each day at 8.15am and 1.25pm.
- All pupils must sign in and out each time they enter or exit the House. Day pupils and day boarders must sign in to their Houses before 8.15am in the morning, and sign out again when they leave for home.
- Lock-up for boarders is at 7.20pm, when a call-over is held in Houses. After this time, pupils may not leave their Houses without permission. Block I pupils only may ask for permission to attend the Library (during prep).
(Note: Pupils are not normally allowed to leave the campus after prep.)
- In general boarders may not routinely go on the Close until this is permitted by the Deputy Head Pastoral in the summer term, but the Close may be used after prep time for other organised activities with permission of House staff.
- Lights out for boarders will be 9:45pm for Year 9 and 10pm for Year 10. Year 11 and Sixth Form should be in their rooms by 10:30pm.

4.4 Uniform and Appearance

School Uniform around Campus

- School uniform and Games kit is defined by the Uniform List.
- Uniform must be clean, neat, tidy and worn properly.
- Summer Dress will be announced by the Head Master in the Summer Term: students can choose (i) to continue to wear full school uniform; (ii) wear no blazer, shirt without a tie and sleeves rolled up above the elbow or (iii) no blazer, shirt with tie and sleeves rolled down.
- Socks should be grey, navy or black.
- Shoes should be flat, black, plain and polishable leather. Patent leather, suede, canvas or trainer style shoes are not acceptable.
- Suits are allowed for 6th form. Skirts should be lined and part of a two piece suit set and not more than 10 cm above the knee. Trouser suits are also acceptable.

Appearance:

- Hair should be clean, tidy, appropriately styled. Extremes of fashion and colouring are not permitted. Where there is a risk to safety, hair should be tied back (eg. during sport, in labs, in DT etc) or at the instruction of a teacher.
- Hair can be dyed of a natural colour.



- As a College we have signed up to the Halo code. This explicitly protects students and staff who come to school with natural hair and protective hairstyles associated with their racial, ethnic, and cultural identities
- Pupils' faces should be clean shaven. Pupils are expected to shave regularly and maintain a kempt appearance.
- Pupils may wear plain studs or small, discreet earrings, hoops are not permitted. No other visible jewellery may be worn with school uniform or games kit, unless specifically permitted by the Housemaster/mistress. Body piercings or tattoos should not be visible at any time of the day.
- Nail varnish if worn needs to be a natural colour/clear. False nails / extensions may not be worn with school uniform and students will be asked to remove these.
- Hats, sunglasses and any form of headphones are not to be worn with school uniform. Headphones may not be worn whilst moving around the campus.

Games Kit:

- Games clothes worn around campus within the school day, should ONLY be permitted Clifton College branded kit and permission has been granted for it to be worn.
- Spiked boots and studs may be worn only on the appropriate pitches; they should not be worn on hard surfaces.
- House merchandise is only to be worn at specific Inter-House events or after the end of the formal school day. Each house is permitted to order a maximum of two pieces of house merchandise (one top and on bottom), and these are optional for all pupils.
- In the summer term students may go to lunch on a Saturday and supper in BSK in shorts/skorts.
- On Mondays pupils may change for their afternoon activity which takes place after lessons at lunchtime as long as they wear clean, smart school sports kit (including tracksuit trousers) or CCF uniform. (All pupils will have an afternoon activity on Mondays.)
- On Tuesdays year 10 pupils may come into school in their sports kit, they will change into their school uniform at lunchtime.
- On Wednesdays year 9 pupils may come into school in their sports kit, they will change into their school uniform at lunchtime.
- On Thursdays all pupils will change at lunchtime.
- On Fridays all pupils will wear school uniform all day.
- On Saturdays pupils can change into sports kit after period 3.

Non uniform around site:

- Home clothes worn around campus should be appropriate for a school community. They may be worn at any time within Houses and after the school day. Within school precincts it may not be worn during lesson times or at lunch.
- Pupils are permitted to wear shorts/skorts to BSK for supper.



4.5 Drugs and Cigarettes/Vapes

The school will not tolerate cigarette, e-cigarette, snus or any sort of drug use on or near school property, or during off-site school activities. The school takes its anti-drugs policy very seriously and will discipline any person found to be in possession of cigarettes, e-cigarettes (vaping devices), nicotine products (snus) or other smoking materials and drugs are forbidden. Pupils may be permanently excluded if they are found to be involved in drug-related incidents. This includes supplying, possessing, or taking the following. (For further information see the College's Drugs and Substance Abuse Policy.)

Pupils are to be aware that there is a Medicines Management Policy available for them to read on the school's website or can be made available to them on request.

- **Illegal drugs, solvents and any other substance that can be misused or harmful (including Nitrous Oxide and so called "legal highs" which are no longer legal)** - Carrying, supplying or taking these could result in a permanent exclusion.
- **Prescription drugs** - Carrying, supplying or taking prescription drugs illegitimately could result in a permanent exclusion.
- **Non-prescription drugs** - Some over-the-counter drugs can be harmful if misused. Pupils should give medication to House Staff or the Health Centre for safekeeping.
- **Cigarettes/vapes** - Smoking and the possession of tobacco, e-cigarettes, vaping devices, nicotine products (snus/nicopods), matches, and lighters is banned.

(For further information see the College's Smoking/vaping policy.)

4.6 Alcohol

- Pupils must not bring alcohol onto the school premises and the consumption, possession, sale or other involvement with alcohol by pupils is forbidden.
- Public houses and bars are out of bounds to all pupils whilst under the College's care, except on a Saturday night for Block I boarding pupils who need specific permission from their Housemaster/mistress (HoM). Only pupils who are 18 or over may consume alcohol and these pupils may only drink a small amount of wine or beer, not exceeding two glasses of wine (150 ml each, approx 2 units each) or two bottles of beer (330 ml each, approximately 1.7 units each). Spirits are forbidden. House curfew must be strictly adhered to.
- Pupils who are 18 or over must not under any circumstances purchase alcohol for pupils who are under 18. The parents or guardians of day pupils found to be breaking these rules whilst outside the College's care will be informed.

(For further information see the College's Alcohol Policy.)

The College understands that substances are both harmful and addictive. In such cases where a pupil has an addiction and the College is aware of this then supportive measures will be taken to enable the pupil to overcome that addiction. In addition to a sanction it is expected that a pupil will attend health and wellbeing interventions to support them. This will take place within a confidential space at the health centre.



4.7 Bullying

Clifton College wants to make sure that all pupils feel safe at school, and accepted into our school community. Our ethos is one of inclusion and equality; bullying of any kind is regarded as a serious breach of our behaviour policy and will not be tolerated, whether it is a one-off incident or an ongoing campaign.

Bullying can be verbal or physical, by person or by electronic, online or written means and can be directed at both staff and pupils. The school practises a preventative strategy to reduce the chances of bullying, and our anti-bullying policy is instilled in our curriculum and everything we do at the school.

Online abuse and bullying that takes place out of School or during the holidays and is subsequently brought to the attention of the School may be addressed in line with School policy.

4.8 Sexual violence and sexual harassment

The College has a zero-tolerance approach to sexual violence and sexual harassment. It is never acceptable and will not be tolerated.

Sexual violence and sexual harassment exist on a continuum and may overlap, they can occur online and offline (both physical and verbal) and are never acceptable. All reports and concerns, including those outside the College or online incidents will be taken seriously by the College and those affected will be offered appropriate support. All victims will be taken seriously and will be supported and kept safe.

Sexual violence refers to sexual offences under the Sexual Offences Act 2003, specifically: rape, assault by penetration, sexual assault and causing someone to engage in sexual activity without consent. These are exceptionally serious criminal offences that will be referred to the police.

Sexual harassment refers to 'unwanted conduct of a sexual nature' that can occur online and offline and both inside and outside of the College.

Sexual harassment can include:

- sexual comments, such as: telling sexual stories, making lewd comments, making sexual remarks about clothes and appearance and calling someone sexualised names;
- sexual "jokes" or taunting;
- physical behaviour, such as: deliberately brushing against someone, interfering with someone's clothes (this may also constitute sexual violence) and displaying pictures, photos or drawings of a sexual nature; and
- online sexual harassment. This may be standalone, or part of a wider pattern of sexual harassment and/or sexual violence and may include:
 - sharing of nude and semi-nude images and videos; including those produced or manipulated by Artificial Intelligence
 - sharing of unwanted explicit content;



- upskirting;
- sexualised online bullying;
- unwanted sexual comments and messages, including, on social media;
- sexual exploitation; coercion and threats.

All cases of sexual harassment must be challenged. If not challenged, inappropriate behaviours can be normalised and provide an environment that may lead to sexual violence.

Upskirting typically involves taking a picture under a person's clothing without them knowing, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm. It is a criminal offence.

The sharing of nude and semi-nude images and videos is also known as sexting or youth produced sexual imagery. Making, possessing and distributing any imagery of someone under 18 which is indecent is illegal. This includes imagery of yourself if you are under 18.

4.9 Co-Curricular Rules

- Pupils must not engage in any activity with a significant element of danger or risk without direct supervision by a responsible adult, e.g. caving, climbing, camping, hockey, swimming etc.
- Clean regulation games kit (see the Clothing List) must be worn for all school practices and matches. Jewellery should not be worn. Safety wear will also be required as appropriate. Casual sportswear may be permissible for recreational games and activities if tidy and appropriate.
- Cricket squares are out of bounds at all times, except for official practices. Hard nets may be used under supervision, provided full protective gear is worn and the practice is conducted with due regard for safety.
- Pupils must have due regard for the proper upkeep and condition of all pitches and games facilities.
- The Close is out of bounds for games or recreation on Sundays before 11.00am.
- During ball games on the Triple Courts and Court 4 pupils must keep play below the level of the netting surrounding the courts and keep the balls within the confines of the courts.
- Pupils may not use the pitches, nets or Pavilion on the New Field unsupervised at any time.
- The swimming pool and sports hall may be used only under staff supervision.
- Outside term time the use of any school facilities by pupils is not allowed, unless permission is given by a Deputy Head or the Head Master or if the pupils are a member of the gym.
- Boarding pupils who wish to miss games for health reasons must visit the Health Centre who will place them on the off games register if appropriate. Day pupils must show a letter (email) of verification to the Housemaster/mistress or Health Centre and request to be placed on the off games register.
- Pupils may not play games in the afternoon if they have missed any school period in the morning due to illness.



- For away matches, pupils wishing to travel home with their friend's parents may only do so if the member of staff leading the group and their HoM have received an email from the pupil's parent or guardian confirming the arrangement at least 24 hours prior to departure. In the absence of 24 hours' notice, an email from the pupil's parent or guardian received by the member of staff at the point of travel is acceptable. A phone call from a parent or guardian is not acceptable, as in these circumstances identity is more difficult to confirm. (Note: This procedure is not required for home matches at Beggar's Bush.)

4.10 Possessions and Lost Property

- Pupils must clean up after themselves and not drop litter, as well as respecting school property, including all Health and Safety equipment.
- Pupils' property remains their responsibility at all times and should be looked after carefully. This includes valuables (e.g. watches, calculators, laptops) but also books, files, bags, pencil cases, games kit etc.
- There may be occasions when pupils ask members of staff to look after their possessions; for example when they take a mobile phone to a sports match. Pupils are reminded that they should not take precious and expensive items to situations when they will require someone else to look after them. There is no expectation that a member of staff will look after such items if called upon to do so. If a member of staff does agree, then they will naturally do their best to look after the items, but they are unable to guarantee the safety of pupils' possessions under these circumstances.
- All items must be marked clearly with name and house.
- Property must not be left in the central school precinct overnight. The pigeon holes in the Wind Tunnel & Big School are for short-term storage only e.g. for Chapel or at meals.
- Pupils in years 9 to 11 must have an appropriate bag, preferably a rucksack with a padded internal pocket that will hold their chromebook. Whatever type of bag it must be a plain colour with no large logos. It must be large enough to keep their chromebook, pencil case, books and files in when moving from lesson to lesson.
- The owner's express permission must be sought to borrow any property, and it must be returned promptly.
- Buying from, selling to, or exchanging any items with other pupils is forbidden without explicit permission granted by the Housemaster/mistress. This includes lending money.
- Boarders who receive parcels by post to their Houses can be asked to open these in front of a member of staff.
- The central school laundry facility is available for use by all College boarders.

(Note: Any unmarked valuables found on campus will be taken to the Marshal, and lost property to the Porters' Lodge.)

4.11 Health and Safety

- Pupils who feel ill during the day must report to House Staff or the Health Centre.



- Pupils are expected to act responsibly with regard to the health and safety of themselves and all other members of the community. Standards of dress must be consistent with proper safety and hygiene.
- Pupils must not run or push in corridors or queues, must not sit or stand on the Parapet balustrade, and must not play ball games in the Quads around the school buildings or on the roads.
- Pupils must not misuse or interfere with any items or appliances that are provided for reasons of safety or security (e.g. fire extinguishers and alarm systems).
- Pupils should know and observe the additional safety rules laid down by the School, particularly those concerning procedures for use in case of fire.
- Pupils in Block II may not walk or run back from BB after games. Block I may walk or run back from BB after games in daylight hours provided that they are accompanied by a member of staff and wear appropriate kit (leggings or tracksuit). They should keep to the pavement of the main road. Pupils must report to the member of staff on their return at Mem Arch to ensure their safe return.
- Pupils must observe road safety, giving way to the public on the pavements and to cars on the roads; riding bicycles or motorbikes and driving cars with respect and care for others; behaving in a sensible and polite way on school or public transport.

4.12 Catering

- Reasonable steps are taken to ensure that pupils eat healthily and regularly. Boarders are strongly encouraged to attend all meals and day pupils to attend lunch. HoMs will monitor boarders attending breakfast. Fruit is available in all the Houses.
- Pupils must observe the times allotted to them for dining in BSK.
- The Language Cafe can be used on Monday to Friday by all pupils at morning break (10.30 to 11:05am) but is only available for 6th Form students at lunchtime (12.00 to 1:30pm).
- Service in the JCR is only available for 6th Form students between the following times: Monday to Friday 10.30-11.05am for morning break and 12.00-1.30pm for lunch. Open from 9.00am-2.30pm for common room use. On Saturday the JCR is available for morning break 11.05-11.35am.
- Boarders can order takeaways to be delivered on Tuesday after 9:00pm and on Saturday and Sunday evening. Deliveries cannot be after 10pm.
- All pupils must keep their kitchens clean and tidy at all times. Kitchens will be open at all times during the day but this may be restricted if pupils do not maintain them properly.

4.13 Motorised Vehicles

Strict regulations apply to pupils (over the age of 17 years) who wish to drive cars, motorcycles or mopeds to school.

- Permission is required to drive a car, moped or motorbike a form authorising permission must be obtained from the Marshal and signed by parents, the HoM and the Deputy Head Pastoral. The Marshal will keep a list of those authorised to drive.



- Pupils are granted permission to drive a car to and from home and school only. Special permission must be sought from the Housemaster/mistress for any other journey.
- Pupils are not permitted to drive to Beggar's Bush sports facilities or any other school arranged event during the week. Pupils may only drive to and from the College Sports facilities at Beggar's Bush on Saturdays; on such occasions they must inform their Housemaster/mistress and their sports coach – these same rules also apply to any authorised passengers.
- Pupils may not park on any section of the College campus. (Note: Monday to Friday 9am to 5pm pupils will need to have a Council permit to park on the roads around the College. The College does not apply for permits for pupils.)
- Pupils may never be passengers in cars driven by other Cliftonians unless written consent from all the parents concerned has been submitted in advance to the Housemaster/mistress; this applies to cars driven by OCs who have recently left the previous year.
- The school accepts no responsibility for damage to persons or property arising from pupils driving any vehicle.
- Driving lessons should be communicated, well in advance, to their Housemaster/mistress and should not take place during lessons or study periods.
- E scooters may not be hired by any pupil.

(Note: Permission may be withdrawn in cases where the Highway Code or other legal requirements have not been complied with.)

4.14 Bicycles

- Bicycle helmets must be worn.
- Bicycles must be roadworthy and conform with the law.
- Bicycles may not be ridden in the school precinct other than on public roads.
- Bicycles must be located in the provided bicycle sheds/racks.
- Responsibility for the security of a bicycle lies with the owner.

4.15 Strangers

- All College employees and members of Council will be wearing school dark blue lanyards (College employee). Other adults permitted to be unaccompanied on the College campus may be wearing light blue, purple, green or yellow lanyards. Visitors will be wearing a red lanyard and should be accompanied at all times by an adult who is permitted to be on the campus. ELC students will wear an olive lanyard and will be accompanied at all times on the school campus.
- Pupils should inform a member of staff at once about any stranger seen on campus who is not wearing a lanyard or a visitor wearing a red lanyard who is unaccompanied.



4.16 Mobile Devices, IT and Technology

- All pupils are required to read, sign and adhere to the school IT Acceptable Use Agreement, which states all regulations in detail.
- In general, mobile phones and other devices may not be used on the school campus during the school day, though there are exceptions to this rule. These exceptions are displayed on House noticeboards. Further details can be found in the school's Mobile Phone Policy. If mobile phones or devices are misused then they may be confiscated.
- Mobile devices may not be taken into an exam room under any circumstances. Internal sanctions applied for disregard of this in either internal or public examinations can range from confiscation of the device for accidental possession, to exclusion for deliberate malpractice. Pupils found in possession of a mobile phone during a public exam are also likely to face sanctions from the examination boards, ranging from loss of marks in a paper, through multiple loss of qualifications, to a ban from future public examinations.
- Pupils must not abuse or misuse IT facilities, including the inappropriate use of email and internet services. The school IT facilities are provided as an aid to academic work - in lessons, prep or private study and research, and a means of communication between staff, pupils and parents.
- The possession, downloading, sharing, and use of pornographic or inappropriate material is prohibited, including those that have been produced or manipulated by Artificial Intelligence
- All pupils should access their school emails daily, as this is now a common method by which staff contact pupils or disseminate information.
- The School does not advise pupils to use social networking sites. Pupils should exercise extreme caution when using such sites and avoid posting personal data and photographs which could put that individual, or other members of the school community, at risk from others.
- Pupils must not post, download, comment on or pass on inappropriate material about members of the school community, either through the school internet or through their own devices.
- The use of any mobile device brought to the school which can access the internet without use of the school connection is the responsibility of the pupil and their parents.
- Personal electrical equipment must be PAT certified (arranged on an annual basis). The Housemaster/mistress can arrange for equipment to be tested.

4.17 Visiting Houses

- Visiting other Houses during lesson time is not allowed.
- Pupils may visit others pupils' Houses until lock-up and must sign in/out.
- All pupil visitors from other houses must remain in the communal areas of the House unless specific permission is gained from a member of the House staff.
- Friends of either sex who are not current members of the school may be invited into Houses only with permission from House staff. They may not visit studies, dormitories or study-bedrooms nor use the door codes.



4.18 Parties

- Pupils require permission to hold a party at any time during the term.
- Pupils may not normally organise or go to parties on weekdays.
- If a pupil wishes to organise a party or other social function, they must seek permission from the Deputy Head (Pastoral) at least one week in advance, and follow the rules and guidelines set out in the school's Party Policy.
- If a pupil is invited to a party on a Saturday, pupils must seek their Housemaster's/mistress's permission, preferably at least 48 hours in advance, and always by 10pm the previous day.

4.19 Bounds, Houses & Exeats

- Permission is required to take a weekday or weekend exeat or to take an exam exeat from the pupil's Housemaster/mistress.
- Confirmation of the validity of an exeat from a responsible adult (usually a parent or guardian) will be required before the exeat can be granted.
- The area of the map bounded by a black line (see appendix), constitutes the College campus. The remaining white area may be visited with permission. The grey area is out of bounds - specific individual permission is required and pupils must be accompanied by an adult or by another pupil.
- Permission is required to visit: cinemas, theatres, concert halls or other places of entertainment and private houses, including the homes of local pupils. This applies to boarders at all times and to day pupils during the school day.
- Betting shops, casinos and amusement arcades are always out of bounds, this also includes the multi storey car park at Clifton Down
- The School Shop is out of bounds during lessons and between consecutive lessons.
- Any private property not belonging to the College is out of bounds.
- Private areas of Houses are out of bounds.
- The table below shows the earliest possible Home times are only applicable if a student has no subsequent lessons/commitments:

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Years 9-11	4:00pm	4:00pm	5:00pm	4:00pm	5:00pm	After Games	N/A
Years 12-13	4:00pm	3:30pm	3:30pm	3:30pm	3:30pm	After Games	N/A

- The table below shows the typical times when pupils may leave the campus with permission; pupils are not normally expected to be away from the campus for more than two hours except by prior arrangement.



	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Years 9-11	4:00pm - 6:00pm	4:00pm - 6:00pm	5:00pm - 6:00pm	4:00pm - 6:00pm	5:00pm - 6:00pm	2:00pm - 6:00pm	12:00pm - 6:00pm
Years 12-13	4:00pm - 6:30pm	4:00pm - 6:30pm	5:00pm - 6:30pm	4:00pm - 6:30pm	5:00pm - 6:30pm	2:00pm - 6:30pm	12:00pm - 6:00pm

**On weeknights, Sixth Form students must be back in time for their allocated supper time.*

- Any pupil who wishes to leave the College campus must seek permission from a member of the House staff. He/she must sign out (with time and destination) and sign in upon return.
- Day pupils who are off-campus during the specified times who are not going home must also seek permission from a member of the House staff.
- Pupils may be out longer than the time specified but must have special permission from a member of the house staff. **This is the exception, not the rule.**
- All pupils should take their mobile phone with them and a year 9-11 pupil should be with a friend under normal circumstances.
- Normal bounds regulations apply on Saturday evenings. Year 9 and Year 10 boarders may not leave the campus after lock-up unless involved in activities supervised by adults. Older pupils may ask to go out; they must be back in their Houses by the following times unless they have specific permission in advance:

Year 11: 9.30pm

Lower Sixth: 10.30pm

Upper Sixth: 11:00pm

- On Sundays, pupils may ask for permission if they wish to leave the campus in the morning and under normal circumstances permission will be given. For pupils that remain the next call over will be at 1pm.
- No pupil will be allowed to leave the campus on Sunday evening.

4.20 Clifton Courtesy

- Pupils must be quiet in Chapel when the organ is playing before a service and throughout the service.
- Pupils must show respect for OCs who have died in conflicts around the world by removing hands from pockets when passing through Memorial Arch, and give precedence to CCF parades by avoiding the South Quad at appropriate times.
- Pupils wishing to organise or be involved in charity fundraising events must seek permission from the Head/Deputy Head Co-curriculum.
- The Deputy Head Co-curriculum must approve all school notices for display.

5 DISTANCE LEARNING

In addition to the condition laid out in the IT Acceptable Use Agreement, any pupils engaging in distance learning will comply with the following.



- Pupils must not communicate with College staff using their private email (or other) accounts.
- If pupils are not comfortable with a live 1:1 session being recorded, then they may request that it is not, and this will be granted.
- Pupils will not record, download or edit footage, take screenshots or photos, or any other method of capturing imagery or audio of their peers or teachers during an online lesson.
- Mobile phones should not be on hand unless required for the lesson.
- Pupils must not communicate with others via any means unless instructed to by their teacher.
- Video conferences must be conducted in an environment that is appropriate for learning, i.e. a quiet space with a neutral background.
- Pupils should listen and respond to instructions from their teacher concerning microphone and video use. It is usual to join a meeting with video on but with the microphone turned off.
- Pupils must dress appropriately, i.e. smart casual. Uniform is not required.
- Pupils must be on time. It is good practice to join live meetings a few minutes early, prepared with the correct link and password.

6 WHAT TO DO IF YOU ARE UNHAPPY

We believe that you will remember the school in the future as a place which was exciting, enjoyable and challenging, a place where you made friends and felt extremely happy and valued. We do our very best to make sure that you have the best possible time here.

Inevitably, there will be times when you experience difficulties or sadness. It is important that at such times, even if you think that others will find your problems trivial, you talk to somebody. Talking to a friend may not always be enough. There are plenty of other people who will always be extremely happy to listen and help. You will always be taken seriously. It is very important not to bottle things up but to talk to someone. Usually we can help and certainly you will feel better for having shared how you are feeling with someone else.

Reasons for anxiety or unhappiness at school vary greatly. Problems may be relatively straightforward - lost property, timetable difficulties etc., or more complex and perhaps more worrying - bullying, private or personal problems, concern for a friend who is in trouble.

There are a number of adults to whom you could turn to discuss any issues you might have:

- Your Housemaster/mistress
- Your Assistant Housemaster/mistress
- Your Tutor
- Your House Matron
- The College Designated Safeguarding Lead (DSL) or Deputy Designated Safeguarding Leads (DDSL). Please see posters around the school for more details.
- The Chaplain
- The Student Wellbeing Team



- The school Doctors or any of the Health Centre nurses
- The Head Master (see below)
- The Deputy Heads
- The Marshal
- Any member of staff whom you know and trust

Professional counsellors are available to all Clifton pupils for confidential consultation. You can contact them by email on studentwellbeing@cliftoncollege.com; you will then be given an appointment.

Should you prefer to report any concerns or problems anonymously, you can use the online anonymous reporting tool We Listen (SWGfL tool Whisper). You can either report via SMS to 07860021323 and start the message with **CLC1**. Or you can visit welisten.cliftoncollege.com and complete the online reporting form. You can also get the online reporting form by scanning the below QR code.



You may prefer to talk to someone who is not connected with the College in any way. If you do not feel able to seek help from any of the above then you can contact Cat Marsh, the school's Independent Person, who will listen to you and, if necessary, meet with you in confidence. They can be contacted on 0117 315 7289.

The following telephone and internet services are available

- Childline 0800 1111
- Report Abuse in Education on 0800 136 663 or email help@nspcc.org.uk
- Kooth (free, safe and anonymous online support for young people) - www.kooth.com
- Off the Record (free and confidential mental health support) - 0808 808 9120 / www.otrbristol.org.uk
- Brook (free and confidential sexual health and wellbeing experts) - www.brook.org.uk
- Unity Sexual Health (sexual health advice and support) - 0117 342 6900 / www.unitysexualhealth.co.uk
- Bristol Drugs Project (free and confidential drug advice) - 0117 987 6000 / www.bdp.org.uk

You should feel free to contact the Head Master directly about anything that is troubling you. This may be done by writing a letter, in confidence, and giving it to the Head's PA in Room 14. You must sign any letter you write; the Head Master cannot respond to



anonymous information. Alternatively, you may email the Head Master at tgreene@cliftoncollege.com, or visit the Head Master's PA to make an appointment to speak to the Head Master in person.

If you have concerns which have not been addressed by any of the above then you can contact the Office of the Children's Commissioner for England on 0800 528 0731

7 WHAT TO DO IF YOU HAVE A COMPLAINT

Complaints about any aspect of school life may be made at any time to any of the members of staff listed above. However, if you wish to make a formal complaint you should follow the procedure below.

Pupils' Complaints Procedure

1. Any pupil may make a formal complaint by writing to the Head Master (or, if the complaint concerns the Head Master himself, to the Chair of Council).
2. Pupils should be reassured that they would never be penalised for raising a complaint in good faith.
3. The pupil will be spoken to confidentially within 48 hours. The situation will then be investigated.
4. The pupil will then be invited to discuss the matter and another pupil or member of staff may attend that meeting. This will happen within a week of the complaint being received.
5. If at the end of this meeting the pupil is still dissatisfied, a meeting with a member of Council can be arranged.

The procedure is intended to produce a resolution that everyone can accept.

8 EQUAL OPPORTUNITIES STATEMENT

Clifton College maintains an equal opportunities policy in all areas of school life. The aim of this policy is to ensure that no pupil receives less favourable treatment than any other on grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation. The College is committed to making this policy fully effective for all who study and work in the institution.

For clarification, the legal definition of disability expressly excludes certain conditions: A tendency to set fire, steal, physically or sexually abuse other persons, exhibitionism and voyeurism. In certain situations, where the physical abuse of others is part of a disability, for example an autistic child who lashes out at their care staff, this behaviour is not excluded and the pupil is entitled to the legal protection afforded by The Equality Act. The College is required to make reasonable adjustments to manage this behaviour and avoid putting the pupil at a substantial disadvantage, for example by making adjustments to the Behaviour Policy and to avoid the behaviour arising through de-escalation strategies, providing increased supervision and further staff training etc. The College rejects the use of corporal punishment.

**Routine times for pupils to see the Deputy Heads:**

DAILY AT BREAK OR BY APPOINTMENT

To arrange to see the Head Master, please speak with the Head's PA in the East Cloisters.

In the event of an emergency, the Deputy Head (Pastoral) can be contacted on 0117 315 7180 & the Marshal on 0117 315 7181 or the emergency school contact on 0780 350 7790

Related policies: *Rewards and Sanctions, Anti-bullying, Drugs & Substance Abuse, Alcohol, Smoking, Serious Disciplinary Incidents, Searching and Confiscation, Positive Handling, Complaints Procedure, Mobile Phones, Parties.*

This policy will be reviewed annually and at other times in the intervening period as necessary.

The policy makes reference to recommendations from the DfE policy: [Behaviour in schools: advice for headteachers and schools February 2024](#)

