



Code of Conduct

Essential Guidance



The Code of Conduct sets out our expectations of student behaviour at Gordonstoun. Although it cannot cover every situation, its guidance and spirit should be reflected by students at all times when at Gordonstoun, at school events and when travelling to and from school.

CODE OF CONDUCT DETAIL

Students must read the full Code of Conduct which is on the school Intranet, using their Gordonstoun account, at

<https://sites.google.com/gordonstoun.org.uk/code-of-conduct/home>

The Code of Conduct is updated from time to time.

SUMMARY OF EXPECTATIONS

- A breach of common sense, kindness or courtesy is a breach of the Code of Conduct.
- A breach of the law is a serious breach of the Code of Conduct.
- Bringing the school into disrepute is a serious breach of the Code of Conduct.
- English is the language of instruction and social life at Gordonstoun and therefore, English must be used in all public areas across campus. Private conversations between individuals in boarding house rooms and similar situations can be conducted in a first language.
- The following are forbidden:
Drugs and drugs paraphernalia. Alcohol. Smoking. Vaping. Tobacco products. Fireworks. Explosive materials. Matches. Lighters. Chemicals, “legal highs” or solvents. Violent physical contact. Out of House after Close times. Fake ID. Pornographic material. Going out of bounds without permission. Being on the roof of any building. Using any school equipment or faculties without authorisation. Weapons. Knives other than cutlery. BB guns and laser pens. Facial piercings and tattoos. Pets. Chewing gum. Gambling. Vandalism / deliberate damage to school or other people’s property. Cooking in bedrooms.
- Students may not have a motor vehicle at school or parked nearby to be used whilst at school and they may not be driven to and from school or on campus by anyone under the age of 21.

- Students may not bring visitors other than relatives to the School without their HPs permission, and may not visit such people without their HPs approval. All such visitors must be signed in at reception upon arrival and introduced to the HP if they are entering House or to a responsible adult if visiting other areas of the campus.

GENERAL RULES

Leaving the House: Not before 0630 (0800 on Sundays) but not later than 0745 on weekdays. Students must not leave the house after their close time.

Communication: All students must access their school email account at least twice each day; once in the morning and once in the evening. All students must read House notice boards whenever they enter or exit the house.

Accountability: All students must register in morning Chapel and in House at 1700 and 1830. Students must obtain appropriate permission from their HP to be out of the House / out of school. Students must comply with “out of bounds” regulations.

Prep/Homework/Assignments: These should be completed in full and on time. Students should speak to their teacher or tutor before the prep is due, if further support or an extension is required. Blue or black ink must be used if hand written, unless permission to use other colours is given by the staff member.

Use of Department Facilities: Only students studying the subject may use department facilities outside of lesson time. If there is a need for other students to use the department space, then express permission must be obtained from the Head of Department.

Morning Break: For all pupils from 10.50 to 1110 in the refectory, social common rooms or houses.

Games: A shower or bath should be taken after games. Dirty or studded footwear must not be worn inside any building. Ball games must only be played on playing fields or house “cabbage patches”.

Tearooms: These must only be used by members of the house, and at the times displayed in Houses.

Visiting Houses: Visiting may only take place during the allocated timings. Visits are forbidden during lessons, activities or prep. Students should be aware of the visiting regulations.

Studying in House: Students in Y9, Y10 and Y11 may not work in their House during lessons or activities. Students in Y12 and Y13 may only work in their study bedrooms during the day with the permission of their HP or matron and this privilege may be removed at any time.

Music: May not be played: during lesson time, during prep, after close times, before Sunday Chapel, during house meetings and all events. At other times music can be played at a modest volume in rooms, and should not cause offense to anyone else. Portable music players are not allowed anywhere around the school grounds.

Mobile phones: Must be switched off (or on silent mode) and kept out of sight in chapel, lessons, prep, clinics and after lights out. Mobile phones must be left in House during exams and also when watching plays, music concerts or sporting events.

Computers: Must not be used to watch films/play games/listen to music in lessons or during clinics, prep or after lights out.

Refectory: The utmost courtesy must be extended to all staff and students in the refectory. Games kit may not be worn in the refectory, unless accompanied by a staff member. Year groups need to arrive at or after their allocated timings. Cutlery, crockery or equipment must not be removed from the Refectory without permission.

Time Owed and Restorative Sanctions: Must be done at the earliest opportunity.

Clothing/Appearance: Morning uniform must be worn from 0730 until after activities or games. Games or PE kit must not be worn in academic classrooms without permission. Going out uniform is to be worn for Sunday

Chapel and other specific occasions. Casual clothes should be appropriate for the occasion.

Bicycles/Skateboards/Scooters: These, including electric versions, must be registered with the school. Safety helmets must be worn and the Highway Code must be obeyed. Equipment must not be used after the street lights come on without the regulation lights. No student should ride pillion.

TECHNOLOGY EXPECTATIONS

‘Switch off’ – ideally at least half an hour before bed to allow your mind to unwind before sleep. Use your time to connect with your housemates and friends.

‘Heads up’ – when in social situations. Value human contact and conversation over what is on the screen. Know when to put a device down/away.

‘Good Manners’ trump interrupts – don’t be a slave to the latest notification in social situations.

BEFORE DOING SOMETHING ALWAYS CONSIDER...

1. Is it Mine?

Respects ownership (my account, my device, my property, my work)

2. Is it Decent?

Does it reflect well on the school?

Would you be happy showing it to your parent, guardian, carer, tutor, future employer?

3. Is it Kind?

Respect others’ identity, race, gender, sexuality, nationality

Treat others as you would like them to treat you

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THE GORDONSTOUN MISSION STATEMENT

The Mission

The ethos and purpose of Gordonstoun is encapsulated in our Mission Statement:

"Gordonstoun prepares each student through learning by diverse experience for a full and active role as an international citizen in a changing world".

The Motto

With the Mission established and the goal agreed as the creation of a vibrant, caring society, each of us must stretch ourselves to take responsibility for personal and corporate goals. This is where the concepts of self-belief and self-development are so important, transmitted in compelling form through our Motto:

"Plus est en Vous" - There is more in you

The Aims of Gordonstoun are:

- To hone talents and light aspirational fires serving the whole person, thus preparing students to embrace and contribute to a modern global community. Every young person must be encouraged to reach their full potential by embracing a wide range of opportunities in intellectual, recreational (cultural/physical) and moral endeavour within a boarding environment.

Specifically, through:

- **THE ACADEMIC CURRICULUM:** to develop intellectual skills, knowledge, understanding and pride in achievement, through stimulating teaching and differentiated learning experience, challenging and appropriate courses of study and effective forms of assessment;
- **THE BROADER CURRICULUM:** to develop recreational and interpersonal skills, an appreciation of physical and cultural well-being; to nurturing self-esteem through the provision of appropriate resources and activities, enthusiastic teaching and a climate of adventure;

- **MORAL AND SPIRITUAL UNDERSTANDING:** to foster sound, independent, moral judgment, spiritual awareness and a sense of social responsibility built on a knowledge of oneself, a sensitivity to others' individuality, an understanding of a community based on cultural diversity and an appreciation of physical surroundings. This will be underpinned by firm and sympathetic pastoral care, the concept and practice of trust and service, and a secure, compassionate environment.

While these specific aims relate to the three spheres of endeavour listed above, they are complementary rather than exclusive and, in many respects, encompass all areas of school life.

- To create a community in which all members are fully involved participants through the development of harmonious relationships between Governors, parents, staff, students and former students.
- To encourage the expansion of Hahn's ideals of education through developing links with the wider community - locally, nationally and internationally.

OWNER	Principal
AUTHOR OF THIS POLICY	Principal
DATE OF THIS POLICY	14 June 2022 (reviewed)
DATE OF REVIEW OF THIS POLICY	June 2028
APPROVAL AUTHORITY	Board of Governors

THE GORDONSTOUN SCHOOL CHARTER

The following responsibilities and rights are extended to every member of the School community.

EDUCATION

We have a responsibility to ensure that education for all students at Gordonstoun is uninhibited and we have the right to participate in a full education ourselves.

THE INDIVIDUAL WITHIN THE COMMUNITY

We have the responsibility to act for the good of each other and the community whilst having the right to maintain and develop our individuality.

INTERNATIONALISM

We have a responsibility to appreciate, value and respect all cultures, religions and languages. We have the right to be viewed as global citizens, looking beyond gender, sexuality, class, race, nationality and culture to understand human nature.

THE ENVIRONMENT

We have the responsibility to play our part in creating and maintaining the right school environment and we have the right to an environment in which we can thrive.

OWNER	Principal
AUTHOR OF THIS POLICY	Principal
DATE OF THIS POLICY	14 June 2022 (reviewed)
DATE OF REVIEW OF THIS POLICY	June 2028
APPROVAL AUTHORITY	Board of Governors

CHARTER EXPECTATIONS

The Charter Expectations emanate from the School Charter and expand on the responsibilities contained therein. They are based on the simple premise that every student is to behave responsibly at all times. The Charter Expectations and the separate Procedures amplify and define certain areas, allowing for the exercise of common sense, but do not necessarily cater for every contingency. It is essential therefore that all students respect the spirit of the Charter and these associated documents.

The Charter Expectations apply throughout a student's career during term time, whenever they are in School uniform, on School premises or taking part in School activities. Travelling to and from School and School events which take place in the holidays are thus also covered.

EDUCATION

We have the right to participate in a full education but we have a responsibility to ensure that this education is uninhibited.

Expectations

- All students should display good manners and courtesy to staff and fellow students: it is unacceptable to disrupt the teaching and learning process in any way.
- Students should arrive at the lesson properly equipped and only leave the room under instruction.
- Students should arrive punctually for all lessons, sit down and prepare immediately for the lesson, adopting a studious attitude.
- Coats should be removed and hung up, or put on the back of chairs.
- Only relevant materials should be on the desk during a lesson.
- Eating and drinking is not allowed in the classroom.
- Electronic equipment should not be used in a classroom without permission of the member of staff in charge.
- Students should treat their own possessions, those of fellow students and the School's with respect.

- All students should carry their books in secure bags.
- Students should utilise the school lockers where possible.

SANCTION: Departments have sanctions which can be used in such situations.

THE INDIVIDUAL WITHIN THE COMMUNITY

We have the right to maintain and develop our individuality, whilst retaining a responsibility to act for the good of each other and the community.

Senior and Junior Duties

All students in the House are expected to undertake some responsibility. At the junior level this will generally be community duties; at the senior level this will be supervisory and organisational with a strong emphasis upon the development of leadership qualities and taking responsibility for the welfare of Lower School students. Duties will be organised and monitored by the House Captain in conjunction with the Houseparent (HP).

Expectations

At Gordonstoun we would expect all members of our community to aim to uphold the highest standards of behaviour, including:

- Kindness to others at all times, even when we are angry or upset
- Honesty in all situations
- Upholding the laws of the country in regards to all matters
- Respecting of all people, irrespective of age, race, creed, religion, gender or sexual orientation
- Consent, in all aspects of the word
- Responsible for their actions and decisions
- Promoting the Health and Wellbeing of themselves and others
- To consider their actions and the impact these may have on themselves and others

With specific regard to property:

Expectations

- Stealing, which includes borrowing without asking, runs counter to the ethos of the School.
- Respect for the property of others is of paramount importance within the Boarding House. Any incidents of theft will be viewed as major disciplinary issues and will be treated accordingly. Money should be deposited in the House Bank and not kept in students' rooms. All valuables, including passports, should be handed to the HP for safekeeping.
- Wilful damage or vandalism to property - whether that of another individual or of the School - is not in keeping with the values of the School community.
- All items of clothing must be clearly marked.

SANCTION: As a major breach of the school charter, theft may be punished by rustication or, in extreme cases, expulsion.

INTERNATIONALISM

We have the right to be viewed as global citizens, looking beyond gender, sexuality, class, race, nationality and culture, to understand human nature. We have a responsibility to appreciate, value and respect all cultures, religions and languages.

SANCTION: As a major breach of the school charter, any form of racism, homophobia or discrimination will be treated extremely seriously and may be punished by rustication or, in extreme cases, expulsion.

THE ENVIRONMENT

We have the right to an environment in which we can thrive but a responsibility to play a part in creating and maintaining such an environment.

Expectations

- All forms of wildlife, including vegetation, should be treated with respect and care.
- In order to safeguard the natural environment of the woodlands, only established paths should be used.
- The right of members of the community to peace and silence should be respected at certain times and in certain places such as the Chapel, the Michael Kirk and the Silent Walk. Litter and other waste must be disposed of or recycled in the appropriate manner.

OWNER	Head of Senior School
AUTHOR OF THIS POLICY	Deputy Head Pastoral
DATE OF THIS POLICY	14 June 2022 (reviewed)
DATE OF REVIEW OF THIS POLICY	June 2023
APPROVAL AUTHORITY	Executive

STANDARD PROCEDURES

The following Procedures relate to all student members of the School community. There may be minor differences from the norm at House level, caused by geographical variations. These will be published in Houses.

SAFETY AND MOVEMENT ON AND OFF THE SCHOOL CAMPUS

The Drive

The aim of the school is that it is a pedestrian zone, but we are aware that vehicles do move around campus in order to conduct business. This does present a major hazard within the School campus. Students should therefore take care and use the designated footpaths as they move around campus.

Cars

As the prime aim is the safety of our students, all vehicles which are driven on campus should only be by someone over the age of 25, other than when this is a member of the staff.

Driving Lessons

If students wish to take driving lessons, during the term, a written request is required from parents to the Houseparent. Booking can then be made with one of the school approved driving schools and paid for directly to the driving school. Dates and timings of these lessons must be logged with house staff, prior to them taking place. Driving lessons should not take place when a student has normal lessons and activities. Students will be allowed to miss school for a driving test but they must inform any staff whose classes they will miss. Students learning to drive should not drive on campus at any time.

Taxis

Students may request to hire a taxi with specific permission from their House staff, who will book the service. Permission can only be issued/granted by the HP, Matron or Assistant Houseparent (AHP). Under normal circumstances these will only be taxis hired from DB Taxis, Hopeman.

Bicycles

The Highway Code should always be observed and helmets worn at all times. Students riding bicycles must ensure that lights are fitted and used after dark. Bicycles should be maintained in a road worthy condition and students can obtain assistance in this through their HP.

It is not permitted for more than one student to ride on the same bicycle.

All bicycles should be taped with the house colour, and registered through security. It is strongly recommended that bicycles are kept locked at all times. Bicycles should never be 'borrowed' without permission, and if someone is found with another person's bike, the incident may be treated as theft.

Students wishing to cycle off campus need to obtain permission from the House Staff, and have parental consent. They should describe their proposed route to the House Staff and must provide a mobile number.

Junior School day students may cycle to and from school with written parental consent.

Leaving the grounds

If students wish to leave the School grounds, other than for normal School activities, they must have their HP's permission and sign out, indicating clearly where they are going, their time of departure and anticipated time of return and at what time. This is also applicable to runs off campus during in free time.

Visits to the cliffs or beach (north of the Hopeman - Lossiemouth Road) are allowed under the following circumstances:

- Years 9 and 10 may only go when general permission is given to their year group, in fine weather and with adult supervision.
- Years 11, 12 and 13 may go at the discretion of their HP. They must be in groups of at least three and only established paths may be used to reach the beaches and return from them.
- Students should never swim in the sea without the presence of a qualified beach or surf lifeguard.

Visits to the Duffus Post Office (DPO)

- Year 8 With permission from HP/AHP, on a Sunday, and in a group of at least three.
- Year 9 &10 With permission from HP/AHP/Matron, on a Wednesday or a Saturday afternoon, or having had lunch in school on a Sunday.
- Years 11 With permission from HP/AHP/Matron on a Tuesday or Saturday afternoon or having had lunch in school on a Sunday. Year 11 students who choose not to go to Elgin during Elgin Leave may instead visit the DPO, with the permission from the HP/AHP/Matron.
- Year 12 With permission from HP/AHP/Matron, weekdays after 4pm, or after having had lunch in school on a Sunday.
- Year 13 Having signed out, weekdays after 4pm, or after having had lunch in school on a Sunday.

In addition, Year 13s may go for meals out to the Duffus Inn as part of their usual Saturday evening/Sunday lunch time meals out programme.

No alcohol will be permitted to be served to students in the Duffus Inn at any other time, unless in the presence of a staff member. Anyone found consuming alcohol drinking there will receive an alcohol point.

All students should carefully monitor their litter as they return from the DPO at any time, on any route and students are reminded of the County Council law declaring a £50 fixed penalty for dropping litter in a public place.

Areas out of bounds

Students may not go into the following areas at any time:

- the drive between the Hopeman/Cumming crossroads and the west gate
- all wooded areas apart from main, established pathways
- additionally, the unlit main pathways through woods are out of bounds after dark
- the Obstacle Course without supervision
- on roofs
- Estate Square and the old Parade Ground
- Boiler Houses
- Sewage Works and the Reed Beds
- neighbouring farmland and the Shempston Estate
- the lake – unless in a supervised activity
- St Peter's Kirk and surrounding area
- The Junior School (see below)

Throughout the school day (Monday to Saturday), until the end of lessons, students may not go to the lakeside, along the silent walk, or on wooded pathways, unless they are a direct route to the next lesson or the boarding house.

Junior School

All of the buildings and playing fields of the Junior School are 'Out of Bounds'. However, sibling visits may be arranged with the mutual consent of the students' HP and the Head of the Junior School.

Other Boarding Houses

Boarding Houses and the immediate areas around them are out of bounds to members of other Houses. Mixed Common Rooms are an exception during free time. Being found in another Boarding House after close time is treated as a very serious offence.

In addition to this, Year 12 and 13 may visit other Boarding Houses after prep during the week. Any student visiting another Boarding House must always sign in on arrival, and sign out again when they leave.

SANCTION: Any student found out of bounds can expect a minimum of a week's gating and some form of House service duties.

Signing Out

Students must sign out of their house:

- Any time that they leave the house and are not attending a time tabled or calendared event
- Any time they go outside the School grounds, particularly day students when they go home.
- Any time they go out of the House after Close Time.
- Any time they are going to miss an official School/House activity.

On many occasions HP's permission is also required for the above; several instances are laid down elsewhere.

There will also be House rules which specify other times when signing out is necessary.

CLOSE TIMES

These are the times by which students must be back in and thereafter remain in their Boarding Houses and or the designated outdoor areas associated with the house, unless they have received specific permission from their HP and have signed out. At weekends Junior School Students, Year 9 and Year 10 students should be House-based and only leave the House with HP's permission and for a specified time. Close times exist as a safety measure and students who remove themselves from a supervised environment after this time face significant consequences.

Weekdays		Saturdays	Sundays
Year 9	6.50pm	7pm or after social	7pm
Year 10	6.50pm	7pm or after social	7pm
Year 11	6.50pm	7pm or after social	7pm
Year 12	6.50pm	10.45pm	7.15pm (8.15pm in summer)
Year 13	6.50pm	10.45pm	8.15pm
Prep:	7pm – 8.30pm (Year 9 and 10) – 9pm (Years 11, 12 & 13)		

After Prep:

Year 9 & 10	Only to go to Sports Centre on allocated evenings with permission - in House from Sports Centre by 9.30pm.
Year 11	Only to go to Sports Centre on allocated evenings with permission - in House from Sports Centre by 9.45pm, unless at senior team practice - in house for 10pm with HP permission.
Year 12	May sign out to other Houses, but must ask HP permission – return to House by 10pm.
Year 13	May sign out to other Houses or go to the Sixth Form Centre without HP permission – return to House by 10pm.

All students must be in House at the close time specified on that night. There should never be a reason to leave the House past this time, without permission of the HP unless on an emergency fire or coastguard call.

All students must report to a member of the House staff on duty immediately on return from the social event that evening.

Junior School children are accompanied by staff to any activity so return to school with that staff member.

SANCTION: Students who do not return by the specified time may forfeit their right to the next social event or spend some time House gated. Students who leave the House at night, after bedtime and before wake up (without permission), should expect to be rusticated.

Bed Times

Years 4-6	must be going to bed at 7.30pm/lights out 8.00pm
Years 7 & 8	must be going to bed at 8.30 pm/lights out 9.00pm
Year 9	must be going to bed by 9.30 p.m./lights out 9.45pm
Year 10	must be going to bed by 9.45 p.m./lights out 10.00pm
Year 11	must be going to bed by 10.00 p.m./lights out 10.15pm
Year 12	must be in their own rooms and quiet by 10.30 p.m./lights out 10.45pm
Year 13	must be in their own rooms and quiet by 10.45p.m./lights out 11.00pm

MEALS OUT

Visiting parents may take their child out with one other student at any time and in agreement with the HP. Larger groups (to a maximum of 8), with a parent, will only be allowed out on a Saturday evening or Sunday lunchtime with permission from the HP and appropriate written parental permissions.

Birthday parties, and in particular 18th celebrations, that involve an overnight stay for a group of students must be organised at Leave-Out weekends. Other smaller gatherings (to a maximum of 8 students), organised on a Saturday night or Sunday lunch time, will be required to return to school by close time.

FOR YEAR 13

As a privilege, members of Year 13, with their HP's permission, may go out for up to 3 hours for either Saturday supper or Sunday lunch.

SANCTION: Students who drink too much on a meal out will have the privilege removed and may receive an alcohol point at the discretion of the Assistant Head Boarding.

Permission

Permission is always at HP's discretion. The maximum size of any one party is eight. Permission must be sought from HPs and names, proposed venue and transport details passed to the Assistant Head Boarding by break time on Thursday.

Timings and Transport

Departure and return timings must be agreed in advance with HPs and all transport arrangements co-ordinated through DB taxis.

Dress and Behaviour

Students going out for a meal are still members of the school community and should adhere to all of our expectations and guidelines as detailed within the Gordonstoun Charter.

Use of ID

Students may not use ID that is not theirs or falsified in any way. Parents will be informed if students misuse their own or other people's ID.

Reporting Out and Back

Students must report personally to the member of staff on duty in the House before and immediately after returning from a meal out.

GATING

Certain misdemeanours are sanctioned by gating. This may be imposed by the Principal, Head of Senior School, Head of Junior School, Deputy Head Pastoral, Deputy Head Curriculum, Assistant Head Boarding, Assistant Head Wellbeing, Assistant Head Pastoral, Assistant Head Curriculum and Key Stage Leaders or at the discretion of the HP.

- School-gating: social activities may be attended in school, but not out of school.
- Social-gating: no social events may be attended in or out of school.
- House-gating: students are confined to the House in their free time. They may not attend social events outside the House and will not normally be allowed out of the school except with parents in special circumstances.

Full House-gating:	the student will be gated as above, but will be required to sign a gation sheet on a regular basis. Access to their Mixed Common Room and designated outdoor spaces may only be permitted with permission from their HP.
Mobile House-gating:	The student will be House Gated but will have their mobile devices (mobile phone, tablet etc.) removed before prep. Pupils can use the House phone to contact parents.
Mobile Full House-gating:	The student will be Full House Gated (see above) and will have their mobile devices (mobile phone, tablet etc.) removed from them for the duration of the sanction.
Junior School gating:	The child will be required to sign a gation chart on a regular basis and is asked to remain in the Common Room or on the patio during any free time. Junior School children will not be given their phone in the evening and will be asked to use the house phone to call home, they will not have access to any electronic devices outside the academic school day.

SANCTION: Students who break their gating will move up to the next level of gating. A student who breaks a full House gating can expect to have their gation period extended or to be rusticated.

LEAVING THE CAMPUS AT DESIGNATED TIMES

Leave-Out Weekends

The purpose of a Leave-Out Weekend is for all students to rest and/or catch up on work, and of course to visit family. Students who are not going out with their parents at Leave-Out Weekends may go out with a friend, provided that they are in the care of a responsible adult over the age of 21, have both an invitation from their host and permission from their parents and their HP. These are required in writing. If a parent intends to invite a party of students out for the weekend, arrangements for this should be made through the Assistant Head Boarding. A maximum of 8 students will be allowed to one home for the weekend. If a parent does invite students out for such a party, they will be responsible for them for the full weekend, and should not expect to return them to school before the end of the Leave-Out weekend.

Students returning from Leave-Out must do so by the appointed close time unless there are mitigating circumstances. Students travelling to and from school during Leave-Out weekends or at the starts and ends of terms should adhere to all the expectations as detailed in the Code of Conduct.

SANCTION: Students travelling to and from school are in the school's duty of care until in the presence of an adult. The Code of Conduct should therefore be the guide to behaviour whilst travelling to and from school.

Visits to Elgin

Year 13 students may go into Elgin at any time outside of the school day, but should have permission from their HP and should go in a pair. This does not apply to a Saturday afternoon.

Years 11 and 12 students may go into Elgin on designated afternoons with HP's permission using the transport provided by the School. They may also be allowed in at other times during the week for a specific reason, but only with extraordinary permission from their HP.

In all cases they are required to report back in to their HP or Matron on their return.

Year 9 and 10 students have specific weekday afternoons when they may go into Elgin.

Junior School children have arranged afternoons when they may go to Elgin, for instance at Christmas time, this will be supervised by Junior School staff in Elgin.

This is not a right, but a privilege and can be removed at any time.

Visits to Inverness

On designated Sundays, seniors may be permitted to travel to Inverness on the train, providing their HPs have written permission from their parents. This will be limited obviously by train times and must be pre-arranged with the Assistant Head Boarding by Friday 11am. A student cannot miss Chapel or any other School commitments for this visit.

Travel

Normal beginning and end of term travel can be organised through the Travel Office. Any tickets required outside this period must be authorised by the Assistant Head Boarding and will be deemed appropriate if the request outlines extenuating circumstances.

PERSONAL SAFETY GUIDELINES

These Guidelines are intended as a brief reminder of measures adopted at Gordonstoun in an attempt to guarantee the personal safety of our students on the campus:

- Always adhere to 'Signing Out' and 'Signing In' procedures and where necessary obtain the permission of the member of staff before leaving or entering the House.
- Never wear headphones when walking or cycling on the main drive or main cycle path.

- When walking around the campus during dark evenings:
 - Stay in lit areas
 - Ensure that you are always aware of passing vehicles
 - Never ask for or accept lifts from unknown vehicles on the drive
 - Stick to paths as much as possible and if on road stay to the right-hand side
 - Try to wear at least one piece of light visible or reflective clothing
 - Whenever possible take at least one friend with you
- As you enter or exit your House check that the Security Locks have been secured.
- Always fasten ground floor bedroom windows at night.
- If you have a concern about any vehicles or individuals on the campus then report this to a member of staff immediately, recording if possible the registration number of the car involved.

Security Contact Numbers:

Security Office: 01343 837790 and mobile 07739 001703

SECURITY AND SAFETY

Every student should feel safe, secure and happy in their boarding house. The HP is responsible for welfare and security but each individual has certain responsibilities in the community to treat all members with due consideration and kindness and ensure that safety requirements are met.

Weapons

No student should have a weapon in school at any time, which includes catapults, laser pointers, knives and firearms, including air pistols/rifles.

SANCTION: Possession of a fire arm or knife is against the law, and will be treated as such. Students found to be in possession of these items will be reported to the police and will normally be asked to leave the school.

Fire Safety

Candles, incense / joss sticks, fuel or matches are potentially hazardous and are therefore not permitted. Alterations, adaptations to the lighting or heating arrangements should not be made. Electrical heaters are not allowed, additional electrical appliances may only be used with the permission of Houseparent. All goods are subject to PAT testing and should be presented to Matrons on arrival.

All fabrics (drapes) must be hung vertically against a wall and not horizontally or diagonally across corners; they should be kept away from sockets, any source of heat or desk lamp. Electrical appliances should be turned off when rooms are unoccupied.

Doors and Windows

Students as well as staff should take care to ensure the safety of the House by firmly closing windows and doors. Front doors should never be propped open. All windows and the accompanying restrictions should not be modified.

Health

The Healthcare Centre staff are responsible for the health of students and will provide medication as deemed suitable. Students should not have their own medication without the knowledge of the HP and this should be handed in to the HP for safe-keeping and the Healthcare Centre informed. **Students should never share medications with other students.** Surgery times are published in all Houses and all Houses have a stock of homely remedies if required by the students.

CONFIDENTIALITY

The policy of Gordonstoun is to work in partnership with parents in order to promote the welfare of the students in our care. We also aim to build up relationships of trust with our students. Both students and their parents should feel able to raise with us any concerns they have about safety and welfare in the knowledge that we shall deal with them sensitively.

Because of the possible sensitivity of issues that students may wish to discuss, the school will operate on the presumption that anything imparted in confidence will be treated in confidence subject to three qualifications:

1. If serious concerns are raised about the safety or welfare of the student or someone else in our community, the person approached may be obliged, in terms of the school's Child Protection Policy, to pass that information on to the Designated Child Protection Officer for consideration as to whether it should be shared with the appropriate authorities. In these circumstances, the person approached would not, except in an emergency, breach the confidence without letting the person making the disclosure know that he/she intends doing so.
2. The school must, of course, pass on information when legally obliged to do so.

Students should feel able to share concerns with the staff. Difficulties may arise when a child consults a member of staff about a problem but does not want the information to be shared with parents. In this case, the member of staff will try to encourage the student to share the information with the parent where this is appropriate, but there may be circumstances in which any pressure to pass the information on could result in the student keeping the problem to him or herself or not sharing problems in the future. Parents should feel reassured that it is the aim of the school always to act in the best interests of the student and to encourage the fullest possible involvement and consultation with parents.

Medical Confidentiality

In accordance with the Children and Young People (Scotland) Act 2014, the policy on confidentiality between medical staff and patient must be balanced with the school's 'need to know'.

In accordance with the school doctor's and nurse's professional obligations, medical information about students, regardless of their age, will remain confidential. However, in providing medical and nursing care for a student, it is recognised that on occasions the doctor and nurse may liaise with the Principal and other academic staff, House staff and parents or guardians, and that information, ideally with the student's prior consent, will be passed on as necessary. With all medical and nursing matters, the doctor and nurse will respect a student's confidence except on the very rare occasions when, having failed to persuade that student, or their authorised representative, to give consent to divulgence, the doctor or nurse considers it necessary for the health or safety of the student or necessary for the protection of the wider school

community, to breach confidence and pass information to a relevant person or body.

ORGANISATION

Study Periods, Work Afternoons, O.E.

Students in Years 12 and 13 take increasing responsibility for the proper use of their time. If they are in the House during study periods, they are expected to use this time for academic purposes. Work afternoons are granted for work purposes only and are normally only given to senior students, for specific reasons, by their HP. Permission should be requested 24 hours before so that the student can approach the member of staff in charge of the activity in advance. A student who is on the Off-Exercise list should report to their activities session unless told otherwise by house staff. They should then return to the House when released by the member of staff in charge of that activity.

Meals and Refectory

Students are required to attend all meals, ensuring that they eat a healthy balanced meal. Food, cutlery and crockery may not be removed from the Refectory.

HPs may, at their discretion, give permission for students to order a take-away meal at the weekend. This must arrive in the House by 9.00 p.m. These should not be ordered at any other time without HP permission. Security staff must be informed of this.

SANCTION: This is left to the HP and the situation to dictate the level of punishment, but students can expect a period of gating and a ban on take-aways should they abuse the privilege.

Dress

- Students are expected to dress smartly, either in the full morning uniform or going-out uniform, as described in the Clothing List. They may change into their own clothes after activities on weekdays and after lunch on Saturdays. They are expected to be acceptably dressed at all times.
- School PE kit must be worn for all PE lessons, activities and any matches.
- Hair may not be dyed any unnatural colours and must be kept neat and of a suitable length and style.

- Students are expected to be clean shaven at all times, unless permitted to grow facial hair for religious reasons. In such circumstances, permission not to shave must be requested by the parents to the HoSS.
- Students must not cut each other's, or their own, hair.
- It is not allowed to get a tattoo which is visible whilst wearing morning uniform or PE kit.
- When in uniform, make-up and jewellery, if worn, must be discreet.

Electronic equipment

Portable music systems may not be used in public places or when wearing School uniform, unless when permitted by a member of staff. Mobile telephones may not be used during the school day (8am – 4:30pm) or during prep (7pm – 9pm). Earphones should never be worn when students are walking or cycling on the drive or when students are in school uniform.

Students may not have their own television sets, heaters, kettles or cooking equipment.

Electronic cigarettes and nicotine inhalers are not permitted in school.

All Year 9 and 10 students will have their phones and other communication tools taken in at bed time by house staff.

Chewing Gum

Students may not chew gum when they are wearing any version of school uniform or involved in School activities.

OWNER	Deputy Head Pastoral
AUTHOR OF THIS POLICY	Assistant Head Boarding
DATE OF THIS POLICY	14 June 2022 (reviewed)
DATE OF REVIEW OF THIS POLICY	June 2023
APPROVAL AUTHORITY	Executive

REWARDS AND SANCTIONS POLICY

INTRODUCTION

Gordonstoun is an outward looking community where lives and behaviour are guided by positive ideals of service, consideration, aspiration and fulfilment rather than negative concepts of worry, secrecy and fear. For this reason, punishment is kept to a minimum and employed as an instrument of justice and a symbol of what is right and what matters in life and not as a corner or foundation stone, employed fundamentally to influence human behaviour. Reward has a just place and is there to encourage and foster positive behaviour in a communal environment.

Nevertheless, a community which places high expectations on its members will sometimes be disappointed and must mark this out - and be seen to mark it out - in an appropriate way. At Gordonstoun the belief is that punishment should be clear, consistent and always accompanied by supportive guidance. The disciplinary policies play a part, but only a part, in this. It is not possible to predict or prejudge what should be the outcome of any particular offence. There may be times, from petty day-to-day decisions to major school issues, when circumstances should influence decisions. In such cases it is the consistent application of justice and fairness rather than an over-precise table of crime and punishment which is important.

What follows, therefore, summarises the existing rewards and sanctions in use at Gordonstoun and their operation. However, in striving to be consistent and fair at all times, staff, students and parents should be aware that rarely are two incidents, whether positive or negative, the same and so these offer a guide, but do not, as a matter of course or policy, relate to particular situations.

REWARDS

The Gordonstoun environment is one that is positively charged, with its staff and students, motivated towards achievement and service in the school and wider community. Achievement and success bring their own rewards to the person concerned, but the school community is conscious of the desirability of praising individuals for achievements as well. At the Head of School's weekly assembly in chapel, students are frequently congratulated for what they have achieved across the whole spectrum of school life. It should be emphasised that recognition is invariably linked to effort and endeavour rather than to straightforward achievement.

At the end of each term, there is a whole school chapel presentation that celebrates the successes of students in a variety of spheres. In order that students feel that doing something well (for example: positive action towards others; well performed roles; excellent academic achievement) is rewarded, the following are also awarded:

Commendations

Awarded to students who have met or passed the requisite contract average in the academic contract phase. There are three levels of commendations - Bronze, Silver and Gold award. These awards are associated with an increased level of reward and privileges. If a student is commended in a contract phase, and has not been in significant disciplinary trouble, they will be invited to attend a brew with senior staff. Book tokens are also awarded at the end of the year to students who have been commended in every contract period.

Credit slips

Available to all for pieces of work, class work and generally as a congratulation for any positive form of behaviour that might be displayed around the campus, in or out of lessons that goes above and beyond the 'normal' expectations of staff. These are totalled up and passed on to Houses for recognition in weekly House meetings.

Merit Awards

Awarded to students who have gone significantly beyond the credit award in one or more areas of school life, or have shown particular diligence in subjects through the contract system in achieving a substantial number of credit slips.

Principal's Distinctions

These are exceptional awards to those who have given a great deal of time, energy and commitment to any area of school life.

CB Credit Slips

Awards that are distributed only by Colour Bearers and in recognition of good service, acts of kindness or generally excellent citizenship.

Recognition is also given in the form of the Founder's Diploma Award, given at the end of Year 13. The award is based on the commitment of the student to a holistic education, as a fundamental ideal behind a Gordonstoun education, as defined by our founder Kurt Hahn. The Diploma Award enables House Staff, and ultimately the Head of School, to decide on the level to be awarded, dependent upon the student involvement across our varied curriculum.

SANCTIONS: Underlying all disciplinary responses will be a judgement of the extent to which a student appears to be listening to staff about how to meet the expectations of the school. Consequently, individual incidents will not be judged in isolation, but a student's record of need and behaviour will be considered holistically when considering the action that should be taken.

Minor Punishments

For classroom-based offences, often items which run contrary to the expectations in the Work Diary, teachers can set a standard department imposition lasting approximately half an hour, to be handed in the following day. Departments keep a record of such offences and punishments are monitored by the Deputy Head Curriculum.

Suitable punishments for minor offences at the same level can be set by staff in Houses or other places, while Colour Bearers at a school level and House Captains in Houses also have the authority to punish appropriately, usually with the imposition of reasonable tasks which will help the community. All of these punishments are recorded and monitored by staff.

Work Slips

Work slips are given by the teaching staff when prep is not handed in or not completed to a satisfactory standard. A student given a work slip will normally be gated for the remainder of that evening and will not be allowed into the mixed common room to receive visitors. Any student accruing large numbers of work slips will find themselves on a tutor or HP support chart, so that the tutor and / or HP can assess the reasons behind the difficulties arising.

MAJOR DETENTION

Students can be moved to major detention at the discretion of the Deputy Heads, Assistant Heads or the Key Stage Leaders. If a student has received the equivalent of six or more hours of time owed to departments within a given period, major detention will follow. Major detention can involve a full Sunday under the supervision of members of staff. The parents of the student given major detention will be informed of the action in writing by the Key Stage Leader.

Should a student receive two major detentions in the course of a term the matter will be reviewed by the Deputy Head Pastoral. They will either impose sanctions which will usually include a period of support and other sanctions. Parents may be involved in the deliberations and will be informed of the outcome of the review.

EXCLUSION FROM CLASSES AND ACTIVITIES

Introduction

This procedure may be used by staff to maintain good discipline in all staff-led activities. It is intended for use in situations which have either developed in the course of time or as a response to a single serious breach of discipline which disrupts the learning process. Other school procedures such as time owed, sending out of the activity or class for a period of time or referral to another authority should be considered before excluding a student from a class.

Criteria

Students may be asked to leave a class or activity for the following reasons:

- if the student seriously interferes with either the teaching or learning process
- if a student puts either staff or other students at risk
- if threatening or insulting behaviour is used

Recording Incident

The form, *Exclusion from Class or Activity*, is filled out by the teacher immediately after the incident has occurred. This is given to the Assistant Head Teaching and Learning who will circulate copies to the Head of Senior School, the Deputy Head Pastoral, the Deputy Head Curriculum, the HP, the Key Stage Leader and the student's Tutor.

Consequences within the course of an academic year

On the first occasion the student will hand write a letter of apology to the member of staff and deliver it personally well before their next official meeting. This letter should be kept on file by Key Stage Leader. The student will have an interview with the Key Stage Leader. The student will be sanctioned appropriately. The Key Stage Leader will write to the parents explaining what has happened and outline the consequences if there is a further incident, with the letter copied to the HP and tutor.

On the second occasion the matter will be dealt with by the Assistant Head Teaching and Learning. The only difference to the sanctions and process above is that the interview will be conducted by the Assistant Head Teaching and Learning, and the HP will also be involved. The student will normally move onto a support chart (or up to the next level if they are already on probation). The letter home will be written by the Assistant Head Teaching and Learning.

On the third occasion the matter will be dealt with by the Deputy Head Curriculum and the student may receive a period of rustication (the length of which will depend upon the severity of the incident). The Head of School will be informed and the Deputy Head Curriculum will send the letter home to the parents and/or require them to come into school. A period of time during which the student must maintain exemplary personal discipline will be established.

A fourth exclusion would have serious consequences for the student's future in the school.

GATING

For various offences, some of which are listed in the Code of Conduct and some of which will relate to the need for a student to be closely supervised, students may be gated. This can be done at a House level by the HP or as a school punishment awarded by the Key Stage Leader, the Assistant Heads or the Deputy Heads, who monitor the system. The supervision of students who are gated within their Houses is the responsibility of the HP who may, for example, require that the student is 'charted' which entails reporting in to staff on duty in the House or elsewhere, e.g. Refectory, every 30 minutes. Failure to adhere to the expectations of a period of gating will be referred directly to the Key Stage Leader.

If a student is on the discussion list they will incur a week's house gating. Students may also be gated if a work slip is issued with a social sanction attached.

SUPPORT CHARTS

Students may be placed on support charts following persistent failure to match the School's expectations. Although keen to maintain a 'fresh start' policy, this support may follow a student into the Sixth Form, where behaviour in the Lower School warrants this. It may similarly apply to a new student.

RUSTICATION

For more serious offences, some of which are specified in the Disciplinary Policies, a student may be rusticated or suspended from School, for up to two weeks. **Full rustication** involves a student being sent home or put with a Guardian and not allowed in to School, and may be seen in some circumstances as a final warning. The sanction is imposed by the Head of School, Deputy Head Pastoral or Assistant Head Boarding (who will inform the parents in writing). If, on occasions, the school arranges accommodation in the vicinity, the student may not come into school for any reason.

For some offences meriting rustication, but which are not as serious as some others, or in instances where the school is prepared to take into account the effect which a full rustication would have on, e.g. academic progress in an exam year, a student may instead be subject to a period of **'local rustication'**. In these circumstances the school endeavours (but cannot always guarantee) to find suitable accommodation locally to enable students to attend lessons only in school. In these circumstances' parents have the right, even when local accommodation is offered, to take their children home for the rustication period if they so wish.

There is no reduction in fees when students are rusticated and the cost of the accommodation element of rustication is passed on to parents. The system is supervised and monitored by the Assistant Head Boarding with the Deputy Head Pastoral.

Following rustication, there will be a pre-arranged re-entry meeting and usually a period of monitoring with the necessary support.

The HP will inform the parents/guardians at the earliest opportunity of a student having been rusticated.

Regulations for Local Rustication (rusticated but allowed to attend lessons)

- On the first morning, the student should arrive by 8.00am and report to their Support Staff Member, to pick up their chart. On subsequent mornings, the student concerned should arrive at School by 8.05 a.m. to have their chart will be checked, before reporting to the house staff on duty.
- Thereafter they will attend all lessons in the normal way. If the student concerned is in Year 12 or Year 13, and has a study period, they must work during this time in the library and be checked there by the Library staff.
- They may go to the Refectory for break and lunch at their allocated times.
- They are to be picked up or leave the campus immediately after the last lesson of the day. The student's involvement in activities, sports and services is to be negotiated with the Key Stage Leader/HP/student/parents.

The criteria for involvement will be physical and moral health, not enjoyment.

- They must not enter their House, or indeed any other House, during the period of rustication when in school, unless accompanied by their HP or Matron. Nor may they enter school social areas, e.g. Senior Social Com or the Junior Social Com.
- The student concerned will be, on a day-to-day basis during the period of rustication, the responsibility of the Key Stage Leader or the Assistant Head, rather than the HP and will be on their support chart from the outset of the rustication period. The student will supply a copy of their timetable and meet regularly with their Support Staff as required.
- If the rusticated student needs to be at school at any time outside standard lesson times, and this should be for special occasions only, specific permission must be sought from, and granted by, the Key Stage Lead on each occasion.

Expulsion

Very occasionally a student will be required to leave the school permanently as a result of their behaviour. The reasons are broadly threefold:

- those listed in the Code of Conduct.
- individual acts of gross misbehaviour which may put a student too far outside of the school's accepted codes and expectations for them to remain in the School.
- a pattern of behaviour usually involving a series of offences which means that the student is either unable or unwilling, or both, to subscribe to the school's values and expectations and is effectively putting themselves in a situation where they cannot remain as a member of the School community.

In the case of the last example there will have been considerable communication with parents over a period of time with matters carefully documented. It may have arisen due to failure to observe the terms of Head of School's probation.

Expulsion as a punishment can be affected only by the Head of School or the Deputy acting in their absence. There will always be contact with the student's parents before the final decision is made. The Chairman of Governors is always informed on the occasion of the expulsion of a student.

If the expelled student is a foreign national, Gordonstoun has a statutory obligation to inform the UK Border Agency immediately that the student is no longer resident at the school.

Full Rustication/Expulsion Guidelines for Public Examination Students

In such cases as a student is fully rusticated or asked to leave the school during the period of their exams, the following guidelines should be applied:

In all instances, the student should be sent home for the two weeks or for good if leaving the school permanently, to return only in the instance of an examination. Timetables will be provided by the examination officer for the HP and parent.

If this is impossible due to home location, a full rustication venue should be sought with our school's own guardians. At this point, all school rules apply within the home and should they be broken, the school reserves the right to end the agreement and play no more part in the facilitation of exam participation.

Should the student go home having been asked to leave the school, participation in the remaining exams will only be possible under the following conditions:

- The parent is entirely responsible for their child at all times when they are not taking exams, including accommodation. For most parents this will mean arranging for a family member to accompany the student and be a responsible adult for them.
- The student will be delivered to, and picked up from, the exam room.
- There is absolutely no reason to suppose that the student will be guilty of any exam malpractice but, in that event, they would not be allowed to take further exams at Gordonstoun even if alternative arrangements could not be made.

- The student will go nowhere else in the School grounds nor enter any other building on the Gordonstoun campus. The only exception to this is if they have a morning and an afternoon exam on the same day, and in this case, lunch may be taken in the refectory.

Appeals

It is important that students and their parents have the right of appeal against any disciplinary decision or imposition of sanction which they believe to be unjust or not in keeping with the School's procedures and working practices.

The usual procedure is for an appeal to be lodged at the level immediately above that at which it was awarded. In the event of an appeal against a decision made by the Head of School this should be taken to the Board of Governors and is dealt with separately under the School's Complaints Policy.

OWNER	Head of Senior School
AUTHOR OF THIS POLICY	Deputy Head Pastoral
DATE OF THIS POLICY	14 June 2022 (reviewed)
DATE OF REVIEW OF THIS POLICY	June 2023
APPROVAL AUTHORITY	Executive

ALCOHOL POLICY

AIMS

This policy covers the use of alcohol. This is to help sustain a culture that promotes good health and is achieved through appropriate education and supervision and a response to any incident which is clear and consistent.

EDUCATION

The school deals openly and positively with the topic of alcohol in International and Spiritual Citizenship curriculum. In particular, younger students are given facts and advice on consuming alcohol. Identifying motivation, peer pressure, image and advertising helps to provide strategies for students.

REGULATIONS

No student in Year 9, 10 and 11 is permitted to drink. Year 12 and 13 students who are over 16, are allowed a certain amount of alcohol in specific circumstances but they should never consume more than three glasses of wine, cider or beer (this can be reduced or removed at the discretion of pastoral staff). The Assistant Head Boarding should be informed in advance of any event at which alcohol is being served to students. It is the School's policy that, wherever and whenever alcoholic drinks are served, soft drinks and snacks will also be available.

SANCTIONS: Points will be recorded on ISAMS but, depending on the timings of the incident, will be 'deleted' at the end of Key Stage 4. Any student involved in a drinking incident, procuring alcohol for or supplying it to other students, especially younger, will be evaluated to assess whether or not they are fit for a boarding environment. Students who are in the company of those consuming alcohol may be treated in the same way as those drinking. If a member of staff has reasonable cause to believe or suspect that a student has consumed alcohol illicitly, they may request that an alcohol breath test be taken – a refusal to take a test may be treated as an admission of guilt.

1 st Offence	<ul style="list-style-type: none"> ● Two days full rustication. ● House gated for one week. ● No socials for one week following rustication. ● Letter home from HP or Assistant Head Pastoral Junior School.
2 nd Offence	<ul style="list-style-type: none"> ● Four days full rustication. ● House gated for one week. ● No socials for one week following rustication. ● Letter home from HP or Assistant Head Pastoral Junior School.
3 rd Offence onwards	<ul style="list-style-type: none"> ● Sanction reviewed in conjunction with overall behaviour and conduct.

OWNER	Deputy Head Pastoral
AUTHOR OF THIS POLICY	Assistant Head Boarding
DATE OF THIS POLICY	14 June 2022 (reviewed)
DATE OF REVIEW OF THIS POLICY	June 2023
APPROVAL AUTHORITY	Executive

BULLYING POLICY

AIMS

The aim of the Policy is to promote positive relationships between students and between staff and students. This is achieved by fostering and maintaining a culture which values human decency and an environment which is free from bullying. This, in turn, requires clear, basic principles; a concise definition of bullying; appropriate education and supervision; sound pastoral care; and a response, when incidents of bullying occur, which is clear, consistent and supportive. This necessitates a high level of awareness of all the issues, an involvement of all sections of the school community and an atmosphere of openness between staff and students.

EXPECTATIONS

All members of the school community are valued and have the right to go about their business freely, without threat of abuse, humiliation or exploitation. All members of the community will be expected to subscribe to and support the values of the School as set out in the School's Charter and Code of Conduct.

DEFINITION

Any act by an individual or group which could result in abuse, humiliation or exploitation of another member of the School may be deemed as bullying in either its direct or indirect form: both forms will be treated in the same way.

Bullying in its direct form:

Physical Abuse

Any form of physical attack or abuse.

Verbal Abuse

Remarks causing humiliation and/or ridicule.

Bullying in its indirect form:

Social

Behaviour resulting in social exclusion and/or isolation.

Mental

Exploitation in any form.

Material

Causing distress by interfering with possessions.

In addition, behaviour, or the creation of conditions, outlined in the Wellbeing and Child Protection Policy and Procedures, will be considered bullying. These categories are: Physical Abuse; Physical Neglect; Non-organic Failure to Thrive; Emotional Abuse and Sexual Abuse.

THE SCHOOL'S RESPONSIBILITY AND EDUCATION

The school is conscious of its responsibility to safeguard and defend the welfare and well-being of all members of the community regardless of age or position. In an educational establishment concerned with the personal development of individuals, the authorities must take account of circumstances involved in any act of unkindness. All members of the school have an obligation to care actively for others belonging to the community. In its dealing with individuals involved in a bullying situation, the school will be conscious of the needs of the whole community to foster an environment that is both safe and tolerant. The school will seek to support and sustain the victim of bullying as well as to address the personal needs of those involved in acts of unkindness. All aspects of bullying are fully covered in the Citizenship Curriculum programme in the Lower School and year 12 and in other forums (like the lecture programme or house meetings) as may be deemed appropriate.

ACTION AND PROCEDURE WHEN AN INCIDENCE OF BULLYING OCCURS

Staff who are concerned about acts of bullying should refer the matter to whichever HPs may be concerned. Students should bring the matter to the attention of a responsible person. The matter will be referred to either the Key Stage Leader or Assistant Head and from them to the Deputy Head Pastoral. All acts of bullying must be reported to the Designated Child Protection Officer, or a member of the Child Protection Team, who will keep a record of all incidents.

This is for the safety and protection of all. The Form 'If you have a concern' should be completed and submitted to the Child Protection Team, as soon as possible by whomever is in charge of the investigation. All staff should be aware of the School's Policy on Confidentiality which appears in the Wellbeing and Child Protection Policy.

The Forms are available from all HPs, Heads of Academic and Ancillary Departments, members of the Senior Leadership Team and within the Staff Workroom.

SANCTION: There is no place at Gordonstoun for bullying and individuals may be asked to leave the school immediately and permanently if they are found to be responsible for a single, serious breach of this fundamental expectation. Punishment for bullying will vary in accordance to the type of incident and after consultation with the Deputy Head Pastoral, the Assistant Head, the HP and the appropriate Key Stage Leader.

In all investigations into alleged incidents of bullying the School will address and admit all relevant issues. In particular, a balanced view will be taken on the circumstances, context, motivation and possible degree of provocation involved.

When two peers are involved, an attempt to resolve the matter should be made by either the HP, the Key Stage Leader or Assistant Head, using a restorative approach. As well as establishing the facts of the matter, the bully should be helped to understand the damage to self-esteem and feelings caused by his or her action. The individuals involved may have to be interviewed separately, perhaps with an agreed support, before being brought together for a final resolution. The parents or guardians of all involved should be informed of the incident. A punishment need not always be awarded in these circumstances, but a letter giving details of the incident with an appropriate warning will be sent.

If an individual is being treated badly by a group of peers, the same principles may be applied. However, members of the group will have to take responsibility for their corporate unkindness. A suitable punishment may be given, but the School, in considering the whole situation, must be conscious of the needs of the victim to flourish in the community following the incident.

When there is disparity in age, status or position between the victim and the alleged bully, the investigation will be carried out by either the Key Stage Leader or Assistant Head. After considering the degree of offence and the developmental needs of all involved, and consulting with other interested parties, a recommendation will be passed to the Deputy Head Pastoral. The Head of School and / or the Principal may then be involved.

INCIDENTS OF BULLYING INVOLVING STAFF AND STUDENTS

Students who feel that they are being bullied or exploited in some way by staff should first seek to secure parity in the relationship by involving an adult. The student should consider involving their parents or guardians, the Principal, the Head of School, the Designated Child Protection Officer or a team member, their HP, the School Chaplain, their Tutor or other adult with whom they have a positive relationship. Students may also contact the Governor appointed to deal with these matters. (Details are available to all students in information leaflets and on notice boards.) The matter will be investigated by either the HP, the Key Stage Leader, an Assistant Head or the Deputy Head, as appropriate.

The matter will then be dealt with by the Head of School and / or the Principal. If an allegation is made against either holder of these offices the matter will be dealt with by a senior member of staff. Complaints against the Deputy Head will be dealt with by the Head of School and / or the Principal and the appropriate Governor will be informed. Complaints against the Head of School or Principal will be referred directly to that Governor.

OWNER	Deputy Head Pastoral
AUTHOR OF THIS POLICY	Assistant Head Boarding
DATE OF THIS POLICY	14 June 2022 (reviewed)
DATE OF REVIEW OF THIS POLICY	June 2023
APPROVAL AUTHORITY	Executive

DRUGS POLICY

AIMS

The School considers that the use of drugs and so-called 'legal highs' is likely to be damaging to a young person's health, safety, independence and respect of the law; and will also damage the integrity of the School community by possibly exposing others to temptation and to the risk of criminal proceedings. It should be noted that the school's definition of drugs includes illegal drugs (those categorised as Class A, B or C) and those substances which are misused to create a so-called 'legal high'. These include Nitrous Oxide, alkyl nitrates ('poppers'), ketamine, khat, volatile substances (those giving off a gas or vapour that can be inhaled), prescribed medication as well as controlled drugs, but this is not an exhaustive list. In addition, performance enhancing drugs, as defined by the World Anti-Doping Agency (WADA) Code, fall within the scope of this policy.

The School aims to foster and sustain an environment where there is no use of drugs and to prevent individual students from using illicit drugs and solvents.

This aim is achieved through fostering and encouraging an openness of approach to the whole question of drugs, thus creating a climate of understanding of the issues involved. This is supported by providing education and guidance, by using the skill and expertise of the staff, by fostering a climate among the students which appreciates the advantages of a drug free culture, and by increasing confidence in the policy through clear procedures where instances involving drug misuse occur.

EDUCATION

The educational aspect of the School's Drug Policy aims to encourage enquiry, to inform and to foster appreciation of the value of good health. Through information, as well as developing self-esteem and confidence, it also aims to give students the strength to refuse the use of drugs should they be offered.

Within the curriculum, education is based on the International and Spiritual Citizenship Curriculum in the Lower School and the lecture programme in the Sixth Form, both underlined by periodic visits by outside speakers. The emphasis is on the appreciation by students of the physiological and psychological effects of drugs and the implications of drug misuse for the individual and for society.

Additionally, guidance is given by members of staff according to their responsibility in various forums and at an individual level. Members of staff receive training in guidance and all are made aware of the most common signs of drug misuse.

OFFENCES AND SANCTIONS

- In addition to being illegal according to the law of the land, it is against the School's Code of Conduct for a student to be involved in the use, cultivation, production, possession, possession with intent to supply, supply or to be concerned in the supplying of, or consumption of, Class A drugs as defined in the Misuse of Drugs Act 1971 (e.g. Cocaine, Heroin, LSD, Methadone, Morphine, Opium and Pethidine). This rule applies at all times when students are under the auspices of the School.

SANCTION: The sanction for this offence will normally be immediate expulsion.

- Similarly, it is against the School's Code of Conduct for a student to be involved in the use, cultivation, production, possession, possession with intent to supply, supply or be concerned in the supplying of Class B (e.g. amphetamines, cannabis) and Class C (e.g. temazepam, valium, ativan, temgesic) drugs as defined in the Misuse of Drugs Act 1971. This also applies at all times when students are under the auspices of the School.

SANCTION: In these circumstances a student will also normally be expelled, except in circumstances outlined in 3 below.

- It is also against the School's Code of Conduct for a student to consume or to have consumed a drug of Class B or C as defined in the Misuse of Drugs Act 1971 where the drug for the individual offence in question was supplied by another. Again, this rule applies at all times when the students are under the auspices of the School.

SANCTION: In these circumstances the student may be expelled or may be rusticated.

- The school reserves the right to place any student on a random drug testing list, should their behaviour warrant it, and with parental consent. This also applies, as a condition of returning to School, to those rusticated for an offence related to drug misuse. In this case the student will be subjected to periodic testing in order to establish that the use of drugs is no longer taking place.

SANCTION: A positive result of such a test would result in the expulsion of the student.

- It is also contrary to the school's code of conduct for any students to seek a 'legal high' with the use of any substance. This includes any form of solvent abuse.

SANCTION: Seeking a 'legal high', or solvent abuse, will normally result in the full rustication of the student.

- Due to the effects of some high energy drinks and supplements a student may also be told to refrain from drinking these.

PROCEDURES – WHEN THERE IS REASONABLE CAUSE TO BELIEVE OR SUSPECT THAT A DRUG OFFENCE HAS TAKEN PLACE

- **Searches** - may be carried out on occasions when there is reasonable cause to believe or suspect that a drug offence has taken place.

- **The confiscation of drugs by staff** - will be in accordance with the Misuse of Drugs Act 1971 and therefore allowed in the following two circumstances:
 - For the purpose of preventing another person from committing an offence provided the person taking possession takes all reasonable steps as soon as possible to destroy this drug or to deliver them to a person lawfully entitled to take custody of them (for example a Police Officer).
 - For the purpose of delivering the drugs to someone entitled to take lawful custody provided the drugs are in fact delivered to that person.
- **All interviews** - will be attended, and notes taken, by an adult, normally a member of pastoral staff and / or the HP of the student in question.
- **The Police** - are informed by the Principal or member of staff deputising for them, of all drug investigations and may choose to be present. The Police force has its own procedures when attending on such occasions.
- **Urine Testing** - forms part of the School's policy and is intended to be a constructive pastoral addition to support students thought most likely to be at risk from drug taking, or where there are particularly strong suspicions of an offence having taken place. Such testing aims to support both students and policy by dispelling ill-founded suspicion of drug taking, as well as acting in certain circumstances as a general deterrent.

PROCEDURE BEFORE A URINE TEST IS CONDUCTED

- If the Head of School or Deputy Head Pastoral considers they have reasonable cause to believe or suspect that a student is using, has used, or is under the influence of illicit drugs they may, with the consent of the student and if necessary (see below) the consent of the parent, obtain a urine test in accordance with the procedure set out below. The purpose will be to establish the presence, or otherwise, of an illegal substance. The decision to require a test to be taken will be made by the Head of School or the Deputy Head Pastoral following consultation with the student's Houseparent, Assistant Head and / or the Key Stage Leader as appropriate.
- A student's parents will normally be notified by telephone if a test is considered to be appropriate and why. A student aged 12 or over will have the capacity to consent on their own account. The advice of a qualified nurse, having recourse to a doctor where necessary, will be taken if at any time the capacity of the student over 12 to consent is thought to be

impaired by the effects of drugs possibly consumed by them or for any other reason.

- If the student is under the age of 12, they may not necessarily have the capacity to give their consent. However, they may be deemed capable by a doctor, of giving their own consent. If this is not the case, the consent of parents will be sought.
- If the student or the parent, acting on their behalf, fails to give consent without reasonable excuse, the School reserves the right to suspend the student from School through rustication while further investigations are conducted.
- Since it is very difficult to ascertain exactly when a drug may have been consumed, a student claiming to have consumed the drugs off-site in the holidays will be treated in the same way as one who has admitted, or tested positive, to consumption during term time.
- The student will be informed that a urine test is required immediately. The reasons for requesting the test, that is, suspicion of involvement in drug abuse, and the uses to which the results may be put, including a possible report to the Police, will be explained carefully to them by the Assistant Head Boarding (or a staff member deputising for them), who will endeavour to answer any questions which the student may have with regard to the policy of testing, the mechanics of the test and the possible sanctions. The student will be informed that an appointment is made at the School Healthcare Centre for the test to be conducted and the arrangements will be properly supervised.
- Even in cases where the parent has not been involved in giving consent and has not been notified by the School, the student will be given the opportunity to speak to their parents on the telephone in order to discuss the request to undergo a urine test according to the School's Policy. However, it will be made clear that this telephone call is separate from the matter of giving consent and the parent will not thereby have been given a separate opportunity to withhold that consent.

PROCEDURE FOR CONDUCTING THE URINE TEST

- Two adults will be present in addition to the student to be tested. The first of these will be the student's Houseparent or, if they are unavailable, the Assistant Houseparent in the student's House will deputise. If neither of

these is available, it may be another adult of the same sex who is well known to the student. This person will act as the test supervisor.

- The second adult present will be a nurse or medical practitioner.
- The collection of the urine sample will be supervised by the adult named in 1 above. Every effort will be made to maintain privacy and dignity.
- The urine strip used for testing will then be applied to the sample, in the student's presence.

COMMUNICATION OF THE RESULTS - COST AND RECORDING OF RESULTS

If one test panel is positive the Student will be shown the test strip. The Student will then be informed that their parents will be notified.

The school will bear the cost of the testing in the first instance; however, if a student is placed on the random testing list, the parent will be expected to bear the cost of this.

THE SCHOOL RECORD

At all stages the School will keep its own record of the procedures followed.

RETURN TO SCHOOL

If a student is rusticated it will be for a minimum of two weeks, but they may only return to school when they are able to complete a negative drugs test. No student may be in school who still has a positive drugs test.

OWNER	Deputy Head Pastoral
AUTHOR OF THIS POLICY	Assistant Head Boarding
DATE OF THIS POLICY	14 June 2022 (reviewed)
DATE OF REVIEW OF THIS POLICY	June 2023
APPROVAL AUTHORITY	Executive

STUDENT RELATIONSHIPS POLICY

BACKGROUND AND EXPECTATIONS

As a healthy thriving community, Gordonstoun is built on positive values where students show courtesy, consideration and respect and are fully involved participants in the development of harmonious relationships between students, staff, parents, Governors, former students, visitors and the community beyond the School.

EQUALITY OF OPPORTUNITY AND TREATMENT

Gordonstoun endeavours to provide equal opportunities for all in the community and there should be no discrimination. Students and staff should uphold this standard, respecting each other at all times in a culture of tolerance, understanding and consideration for each individual. As part of this expectation of respect, the School will not tolerate discriminatory remarks, bullying and other forms of unkindness, (see Policy on Bullying). In addition, students and staff should dispel the development of stereotypical images of people. Equality issues will be addressed frequently within the International and Spiritual Citizenship Curriculum and also the Sixth Form Lecture Programme.

WELFARE

In an atmosphere of mutual trust, tolerance and understanding, the welfare of each student is safeguarded in an environment which is, as far as possible, free from physical hazards and dangers. Accommodation is provided in a Boarding House family environment in which the students feel comfortable, safe and secure. Within the Boarding House and School, each student is encouraged to feel they can approach any other member of the community (staff or student) in the knowledge that they will be treated and respected as an individual. Every student should also be aware that the Head of School, staff and others (the names, addresses and telephone numbers of whom are readily accessible to them) are available for advice, counselling and support when they have a concern. Support is readily available for students for whom English is not their first language.

RELATIONSHIPS

Encouraging the ability to form good relationships with others and encouraging the process in reality are important aims of the School. This approach, underlying care and friendship underpins the School's thinking in all areas of life.

The School's views on matters of intimacy are clear: sexual relationships between pupils whilst at school (either on or off the campus) during term times are not permitted. Positive relationships of all kinds are encouraged and valued and this includes same sex relationships. The rules regarding acts of sexual intimacy remain the same for all; students in a relationship and living in the same boarding house as one another must be aware that acts of sexual intimacy or instances of students being found in an ostensibly compromising position are always dealt with most severely and may result in expulsion.

Whilst we value caring and responsible relationships, it is important to recognise that relationships where two students share a boarding house bring added complexities. The boarding house should be a safe, comfortable and secure environment where respect for the individual is a right for all; House staff are there to support any student feeling that a same boarding house relationship is becoming too intense and will ensure that students have the space they require.

There are personal and moral considerations which weigh heavily here and remain the cornerstones of the School's policy. Acts of sexual intimacy or instances of students being found in an ostensibly compromising position are always dealt with most severely and may result in expulsion. If students are found having sexual intercourse, or taking part in other intimate sexual acts, they are likely to be expelled. Intimate relationships between students two or more years apart are strongly discouraged. Public displays of affection, such as kissing and handholding, are gently, but firmly, managed in the context of our encouragement of good, healthy and appropriate relationships.

EDUCATION

The International and Spiritual Citizenship Curriculum, in which all students participate during their career at Gordonstoun, is concerned with the development of those aspects of personality and intellect which allow an individual to function effectively as a member of many groups – family, friends, society, home and school – and thus be more fulfilled. International and Spiritual Citizenship has, as its objectives, the combination of education for independence and education for growth. It is the School’s aim to equip our students to enable them to make caring, informed and responsible decisions concerning all aspects of their personal relationships, development and social awareness. In particular, the subjects of sexual relations, sexually transmitted diseases, morality, separation and divorce, conflict, rules in society, bullying, smoking, alcohol, drugs, death and bereavement, prejudice and study skills are all covered. The following guidance is followed from the Scottish Government - <https://education.gov.scot/media/tbhpydja/hwbpersonalsocial-educationbenchmarkspdf.pdf>. We also use a resource provided by the Scottish Government for much of our teaching on relationships produced by www.rshp.scot

OWNER	Deputy Head Pastoral
AUTHOR OF THIS POLICY	Assistant Head Boarding
DATE OF THIS POLICY	14 June 2022 (reviewed)
DATE OF REVIEW OF THIS POLICY	June 2023
APPROVAL AUTHORITY	Executive

TRANSGENDER POLICY

BACKGROUND

- The School aims to give support and understanding to people who wish to take, or have taken steps, to present themselves in a gender different to the gender assigned at birth. The School recognises that the period of transition can be very complex and difficult for the individual, and wishes to act in a supportive and sensitive way.
- Under the Equality Act 2010, it is unlawful to treat pupils and staff less favourably because of their gender reassignment.
- The School aims to create an inclusive transgender-friendly culture, workplace and learning environment, free from discrimination, harassment or victimisation, where all transgender people are treated with dignity and respect in their chosen gender.
- It is the School's intention that no prospective or current students, or member of staff will be treated less favourably than any other, whether before, during, or after their study or employment at the School on the grounds of gender identity or reassignment.
- Whilst the School will make every reasonable adjustment where possible, there are some instances, particularly with regard to boarding provision, that may mean the School has difficulties in providing accommodation for different genders whilst fulfilling its obligations under the National Minimum Boarding Standards. : <https://www.gov.scot/publications/national-care-standards-school-care-accommodation-services/pages/1/>

TRANSGENDER DEFINITIONS

In this policy "Transgender" is used to refer to the following groups:

- People covered by the Equality Act 2010 definition: "A person has the protected characteristic of gender reassignment if the person is proposing to undergo, is undergoing or has undergone a process (or part of a process) for the purpose of reassigning the person's sex by changing physiological or other attributes of sex."
- People who do not wish to transition permanently to a new gender role, but who identify as genderqueer, gender variant or intersex or who choose to live permanently with a more fluid gender identity.

SCOPE OF THE POLICY

- The policy applies to transgender students and staff, with a particular focus on those who have indicated a wish to live in a gender other than that to which they were assigned at birth (whether or not medical supervision or surgery are involved or contemplated).
- The policy covers people at all stages of the process of gender reassignment, begun or complete.

MEETING THE NEEDS OF TRANSGENDER INDIVIDUALS

- Through this policy, the School aims to anticipate and respond positively to the needs of transgender students, staff and alumni, providing a professional and consistent service so that all transgender members of the School feel welcome, safe, valued and supported in achieving their potential and contributing as a member of the School.
- With regard to staff, this policy applies (but is not limited) to the advertisement of jobs and recruitment and selection, training and development, opportunities for promotion, conditions of service, benefits, facilities and pay, health and safety, conduct at work, grievance and disciplinary procedures, and termination of employment.
- With regard to students, this policy applies (but is not limited) to admissions, teaching, learning and research provision, scholarships, grants and other awards under the School's control, student support, School accommodation and other facilities, health and safety, personal conduct, and student complaints and disciplinary procedures.
- A young transgender person has the same right to physical education and fitness as other young people.

PE LESSONS - Generally at the School, PE lessons are mixed gender and a transgender pupil should be allowed to wear the sports kit as discussed and agreed with the staff. Provision needs to be made for showering and changing and this will be done for each person, depending on the availability of private showers and changing areas and all the individual circumstances;

TEAM SPORTS - Team sports will be dealt with on an individual basis, taking into account all the circumstances. In later adolescence there may be welfare and safeguarding concerns if there is a discrepancy between size and strength of a transgender pupil. Although this needs to be handled sensitively, and in consultation with the transgender student and their parents, the safety of every student who will be involved needs to be the first priority. Within the competitive and representational aspects of school sport, advice will be taken from the relevant sporting governing bodies on a case by case basis. In certain circumstances, a student may be in receipt of hormone blockers which may affect performance and eligibility for competition;

INTER-SCHOOL MATCHES OR COMPETITIONS - Again, this will be dealt with on an individual basis, taking into account all the circumstances. The School will ascertain what facilities would be available for a transgender student which respects their dignity and privacy.

- There are a number of non-gendered toilets on the campus and these can be used by everybody, including transgender students. In the Senior School these can be found in the boarding houses, Gordonstoun House, the classroom areas and the Sports Centre. In the Junior School a transgender pupil could use the individual visitor toilets.

Ideally, a transgender student will be able to use the facilities and boarding accommodation that is most comfortable to them at various stages of their Transition. However, the sensitivities of other students and the limitations of some of the buildings may make this difficult at times. The school will do everything that it reasonably can to manage this and will include consideration of this issue when planning renovations or new builds.

- **ISC LESSONS** are an important part of preparing young people for some the issues they will come across in their lives. The curriculum and schemes of work are updated regularly and awareness of transgender issues, along with sexual orientation and differing family structures are implicitly embedded within ideas of tolerance, equality and difference. Explicit references to these issues are covered at age appropriate times using carefully selected resources.

- **SCHOOL TRIPS** Learning about different cultures and lives, and taking part in activities, may lead to overnight stays, both at home and abroad. Transgender students are entitled to access appropriate trips but consideration must be given well in advance to any additional needs. The sleeping arrangements must be considered before a trip is undertaken; taking into account that the student may prefer to have a separate room. Each individual case and trip needs to be dealt with separately.

When travelling abroad it is the case that, just as anyone can be searched, a transgender pupil may be searched at borders and other places. Different countries will have policies and procedures that they will follow. It is good practice for the trip leader to contact the relevant border control or agency in advance so that any risk assessment is accurate for that visit or trip.

There are countries that are not as legally and culturally open as the UK. Some have laws that make it illegal to be part of the transgender community. Some countries make it an offence not to report to the authorities that someone is part of the transgender community. If there is any uncertainty about, this the laws regarding transgender communities in countries considered for school visits needs to be investigated.

The International Lesbian and Gay Association (ILGA) have more information on their website about countries that pose a risk to transgender individuals.

In relation to passports the passport office has a confidential service for people that are transgender (0800 448 8484) and more advice can be found here:

<https://www.gov.uk/government/publications/applyingfor-a-passport-information-for-Transgender-andTranssexual-customers>

SUPPORT DURING TRANSITION

- The School aims to support Trans students and staff living in their affirmed gender role from the time chosen by the individual concerned. By supporting students and staff through transition, the School hopes they will be better able to perform well in their study and work. An individual action plan will be discussed and agreed with the member of the School who announces their intention to transition.

- Different individuals will prefer different terms to identify themselves and the nature of being transgender. The school will take its lead from that student or staff member on an individual basis. The school, in discussion with the individual and his/her parents, will change the forename(s) and gender on school records as requested. As a matter of fairness, respect and inclusion, staff are expected to ensure that the correct gender, name and pronouns are used uniformly to address transgender people. However, it is recognised that there may well be times when a mistake is made and this can be embarrassing for all parties.

CONFIDENTIALITY

- There is a clear expectation and understanding that all Gordonstoun staff give academic and pastoral support to the best of their ability, equally to all students. Comprehensive and informative training is given so that staff can feel confident about the issues involved. Confidential information about students must not be shared with other parents and any queries or questions from other parents about this must be referred to the DHP, Head of Senior/Junior School or Principal.
There may be occasions when, due to their own national or religious culture or personal beliefs or feelings, a parent or guardian may not always be the most supportive or appropriate person to assist the young person through transitioning. In this case, the school will liaise with external agencies, such as Social Services and CAMHs so they can provide the best support they can for both the young person, if appropriate, and their family.
- The School will respect the confidentiality of all transgender staff and students and will not reveal information without the prior agreement of the individual.
- If an individual notifies the School of their intention to transition during their employment or education, the School will agree with them the date from which their gender is changed on all records. A transgender person's file should reflect their current name and gender. Any material that needs to be kept related to the person's transgender status, such as records of absence for medical reasons, will be stored confidentially. No records should be changed without the permission of the staff member or students concerned.

- Legal proof of a change of name is required in order to issue or re-issue any references or documentation in a name different to that in which a student or staff member originally registered.
- When a transgender person receives a Gender Recognition Certificate, they have the right to request that all references to their former name and gender are removed and replaced with their current name and gender. In the case of examination certificates, these cannot be amended retrospectively. Examination certificates must reflect the name of the individual at the time the examination was taken.

CREATING AN INCLUSIVE ENVIRONMENT

- This means demonstrating respect for transgender people, as well as people associated with them such as partners, spouses and other family members in terms of: their gender identity; their right to work and study with dignity; their name and personal identity; their privacy and confidentiality.
- The School recognises it is the right of every individual to choose whether to be open about their gender identity and history. To ‘out’ someone, whether staff or students, without their permission, may amount to a form of harassment.
- Transphobic bullying and harassment will be regarded as grounds for disciplinary action, which may include exclusion for students or dismissal for employees. Such behaviour will be dealt with under the School’s disciplinary policies.

OWNER	Head of Senior School
AUTHOR OF THIS POLICY	Head of Senior School
DATE OF THIS POLICY	June 2022 (reviewed)
DATE OF REVIEW OF THIS POLICY	June 2024
APPROVAL AUTHORITY	SLT

SMOKING POLICY

This policy covers the use of-cigarettes and other tobacco products, use of which is not permitted at Gordonstoun for pupils, staff and visitors. This is to help sustain a culture that promotes good health and is achieved through appropriate education and supervision and a response to any incidents which is clear and consistent. Students should understand that the use of, or suspicion of use, of any illegal substance will be dealt with under the Drugs Policy.

EDUCATION

The school deals openly and positively with the topic of smoking and addiction as part of the International and Spiritual Citizenship curriculum. In particular, younger students are given advice about deciding not to start smoking and nicotine dependency. Identifying motivation, peer pressure, image and advertising helps to provide strategies for students to decide not to smoke, or to give up the habit.

SANCTIONS

Points will be deleted at the end of each Key Stage. The supply of cigarettes, tobacco products and other smoking paraphernalia to any other students will carry double points. Those supplying products to younger students will be dealt with separately to the scale below. Students should be aware that those in close proximity of those found smoking run the risk of being treated in the same way as those caught in the act of smoking. Honesty is encouraged in these situations. A variety of other tobacco products are available globally that are nevertheless illegal for sale in the UK. One example of this is snus. Students found with such products can expect to be dealt with in a much more serious way. In all cases, students should be aware that rustication can be meted out at the discretion of the pastoral team.

Students should expect to have honest conversations with pastoral staff about smoking. Students will be encouraged to hand in cigarettes, tobacco products and other smoking paraphernalia – unless there is an indication that they might be supplying others, no further sanctions will be imposed. Points will be recorded on ISAMS.

GIVEN THE RISK OF FIRE, THE ACT OF SMOKING IN OR NEAR A BUILDING IS CONSIDERED EXTREMELY DANGEROUS AND WILL BE DEALT WITH SEPARATELY TO THE SCALE BELOW.

1 st Offence	<ul style="list-style-type: none"> ● Seven days House gated. ● One week off socials. ● Voluntary cessation course. ● Telephone call (or email) home from HP / Form Tutor logged on Wellbeing.
2 nd Offence	<ul style="list-style-type: none"> ● Seven days Full House gated. ● Two weeks off socials. ● Seven days daily check-in with Key Stage Leader. ● Voluntary cessation course. ● Formal communication home from HP / Form Tutor logged on Wellbeing.
3 rd Offence onwards	<ul style="list-style-type: none"> ● Seven days Full Electronic House gated. ● Letter home from Key Stage Leader. ● Three weeks off socials. ● Seven days check in Pastoral Office at 0800. ● Chargeable compulsory cessation course.

OWNER	Deputy Head Pastoral
AUTHOR OF THIS POLICY	Assistant Head Boarding
DATE OF THIS POLICY	14 June 2022 (reviewed)
DATE OF REVIEW OF THIS POLICY	June 2023
APPROVAL AUTHORITY	Executive

VAPING POLICY

This policy covers the use of vapes, e-cigarettes and other related paraphernalia, the use of which is not permitted at Gordonstoun for pupils, staff and visitors. This is to help sustain a culture that promotes good health and is achieved through appropriate education and supervision and a response to any incidents which is clear and consistent. Students should understand that the use of, or suspicion of use, of any illegal substance will be dealt with under the Drugs Policy.

EDUCATION

The long-term effects of vaping are unknown but the school deals openly and positively with the topic of vaping and addiction as part of the International and Spiritual Citizenship curriculum. In particular, younger students are given advice about deciding not to start vaping and nicotine dependency. Identifying motivation, peer pressure, image and advertising helps to provide strategies for students to decide not to vape, or to give up the habit. Students vaping in public or public areas such as, but not limited to, toilets and common rooms should be aware that this creates an intimidatory atmosphere for others and might result in two points being awarded.

SANCTIONS

Points will be deleted at the end of each Key Stage. The supply of vape equipment to any other students will carry double points. Student supplying vape equipment to younger students or dealing vape equipment will be dealt with separately to the scale below. Ascertaining who has been vaping can prove complex and students should be aware that those in close proximity of those found vaping run the risk of being treated in the same way as those caught in the act of vaping. Honesty is encouraged in these situations.

Students should expect to have honest conversations with pastoral staff about vaping. Students will be encouraged to hand in vaping equipment to House Staff – unless there is an indication that they might be supplying others, no further sanctions will be imposed. Points will be recorded on ISAMS.

1 st Offence	<ul style="list-style-type: none"> ● Seven days House gation. ● One week off socials. ● Voluntary cessation course. ● Telephone call (or email) home from HP / Form Tutor logged on Wellbeing.
2 nd Offence	<ul style="list-style-type: none"> ● Seven days Full House gation. ● Two weeks off socials. ● Seven days daily check-in with Key Stage Leader. ● Voluntary cessation course. ● Formal communication home from HP / Form Tutor logged on Wellbeing.
3 rd Offence onwards	<ul style="list-style-type: none"> ● One week Electronic House Gation. ● Letter home from Key Stage Leader. ● Three weeks off socials. ● Seven days check in Pastoral Office at 0800. ● Chargeable compulsory cessation course.

OWNER	Deputy Head Pastoral
AUTHOR OF THIS POLICY	Assistant Head Boarding
DATE OF THIS POLICY	14 June 2022 (reviewed)
DATE OF REVIEW OF THIS POLICY	June 2023
APPROVAL AUTHORITY	Executive

SEARCHES POLICY AND PROCEDURES

A basic tenet of life at Gordonstoun is trust. The highly developed responsibility structure at the School places trust at its core, and in all aspects of daily life students are trusted to go about their business with rarely a need for this trust to be called in to question. However, there may be occasions when, for the health and safety of the students themselves, or for others, it may be necessary to conduct a search for a prohibited item such as those listed elsewhere in the Code of Conduct, examples of which are given below.

Any search should be conducted with sensitivity and in such a manner as to avoid embarrassment or distress to the student and where possible to respect their privacy. A search should be preceded by an explanation of the reason for conducting the search and an opportunity should be provided for any prohibited items to be handed over voluntarily. Where possible, parents should always be informed of our intention to search a student's room prior to the search commencing.

What items are prohibited?

The Code of Conduct identifies the following prohibited items:

- Stolen items and counterfeit goods
- Illegal or dangerous drugs, including alcohol and tobacco
- Matches, lighters, cigarette papers and other smoking-related paraphernalia
- Vaping products
- Solvents
- Fireworks
- Knives or sharp weapons
- Firearms, BB guns, laser pointers, explosives
- Pornographic material
- Any item that a member of staff might reasonably suspect has been or is likely to be used to commit an offence or cause harm to the student or others.

Who can conduct a search?

Any member of the teaching, boarding or security staff who has reasonable grounds to suspect that a student has a prohibited item in their possession may conduct a limited search with student consent and co-operation.

If a student refuses consent, a search may still be undertaken if there are grounds to suspect that a student is in possession of a prohibited item. In such circumstances, two members of staff should be present. The second member of staff must be a senior member of the pastoral staff, either an HP, a Key Stage Leader, an Assistant Head or a Deputy Head. The search must be carried out by a member of staff of the appropriate gender. Outer clothing may be searched but the student should be asked to remove the items first. This policy does not authorise an intimate search or physical compulsion in removing clothing. If a student refuses to co-operate and is felt to be putting themselves or others in danger, then the Head of School would be informed and the student's parents would be contacted. This may result in the police being required to attend and conduct a search.

Searches outside School grounds

All searches will take place on School grounds, except when students are part of an organised School trip or excursion. These trips and excursions will include times such as Elgin leave (when routine searches of bags will be conducted to prevent contraband being brought in to School), field trips, sports fixtures and tours.

Searching boarding accommodation

A general search to locate prohibited items in a boarding house may take place after prior consultation with the Deputy Head Pastoral or Head of School. The extent of any search should be proportionate to the value or risk factor of the item being sought.

In the rare circumstances where a whole-house search is deemed appropriate, ideally students should be gathered in a central location during the search, and then taken to their own rooms and invited to show the members of staff the contents of bags and drawers etc. Members of the House staff should accompany each other, or be accompanied by a House senior student as they undertake the search.

It is possible to conduct a search of a room without the student's consent and without them being present, but only if there are strong grounds to suspect the student possesses something which may put them, or others, in danger. Such a search should only be undertaken by House staff following consultation with the Deputy Head Pastoral or Head of School. Two members of staff must be present.

Finding prohibited items at times when a search is not being conducted

Whilst care must be taken when in a student's room not to invade their privacy and inappropriately investigate their belongings, it is sometimes the case that, when cleaning for example, items which are on the prohibited list may be found. In such circumstances the item should be passed to the HP for safe keeping. All such items will be treated in the same manner as those found on a search and the student will be dealt with accordingly.

What happens to confiscated items?

Any item that is confiscated may be retained, disposed of, returned to parents at the next available opportunity or given to the police as appropriate to the item discovered. In all cases the Assistant Head Boarding should be informed of the item found, and will advise on the best course of action in accordance with the latest Government guidance.

Dealing with electronic devices

In line with the School's ICT policy, a member of staff may conduct a search of an electronic device if they feel there is just cause to suspect a breach of the School's Code of Conduct. In such circumstances, the Director of IT Services should be informed and will assist in logging the impounding of the device, and in any search of its contents deemed necessary. The Director of IT Services will determine whether the material found should be deleted, retained as evidence (of a breach of School rules or a criminal offence), or whether it requires the involvement of an external agency.

Medications found un-locked in a room

On rare occasions, students are given permission to have prescription or non-prescription medications in their room and self-medicate. These medications should always be kept securely locked away. If they are found lying in a room they will be removed, and returned to the student only when they have been

reminded of the need for secure storage. Any further breaches of this nature will result in the medication being sent to the Healthcare Centre and students being required to go there to access them.

Notifying parents

Wherever possible, parents will be informed before a search takes place, although there is no legal requirement to inform parents. Where alcohol, tobacco or potentially harmful substances are found parents will be informed as part of the School’s disciplinary procedures.

Record keeping

The Assistant Head Boarding should be informed of all searches taking place including date, student(s) involved, reason for conducting the search and results of the search, and a central log will be updated.

Complaints

Any complaints by a student or parent about the way in which a search has been carried out should be made following the School’s complaints procedure.

OWNER	Deputy Head Pastoral
AUTHOR OF THIS POLICY	Assistant Head Boarding
DATE OF THIS POLICY	14 June 2022 (reviewed)
DATE OF REVIEW OF THIS POLICY	June 2023
APPROVAL AUTHORITY	Executive

HOUSE SEARCHES POLICY

House searches should only be conducted on very rare occasions when all other avenues to resolve an issue have been pursued. Prior to any House search being conducted, HPs should have held a House meeting to discuss their concerns (with an email being sent to all members of the House to warn them of possible further action if this is not resolved), discussions should then have taken place between the House and the House Captains/House CBs to reiterate the HPs message, and individual room searches should have been conducted where these are felt appropriate etc. Prior to the search being sanctioned, a final discussion would then take place between HP and AHB / DHP to double check that all other avenues had been exhausted. At this point, the DHP will inform the Head of School, who has a final right of veto.

House searches should only be conducted when it is felt there is persistent and widespread behaviour which is endangering the wellbeing of students or their ability to partake fully in the day-to-day life of the School. On the rare occasions a full house search is deemed necessary, the following procedure should be followed:

- The HP requests permission for a House search from the Assistant Head Boarding or Deputy Head Pastoral explaining their reasons for requesting the search and confirming that the measures shown above have been undertaken to try to resolve the issue.
- If a House search is granted, the DHP will inform the Head of School in advance of the search taking place and they have a final right of veto.
- Tutors associated with the House should be contacted prior to the House search commencing in order to obtain assistance. If there are not sufficient tutors available, then Key Stage Leaders and the Assistant Heads can be called in to assist.
- Only staff of the same gender as the student may search a room.
- Prior to the search commencing, all members of the House must be called together in the mixed common room and a roll call taken to ensure everyone is there. If any students are missing, their rooms cannot be searched until they are present (this includes where they share a room with others).

- As a House search will be the final step in a process of trying to resolve an issue, **no amnesty will be given prior to the search commencing.**
- At the start of the search, the House must be informed that a search is about to commence, and also told what it is that is being searched for. It should be noted that, during a search, any contraband that is found which is not the subject of the search should be confiscated, but the student cannot be sanctioned for possession of this contraband. The only exception to this is if the item is illegal for them to possess by the law of the land, in which case the Code of Conduct should be followed in sanctioning the student.
- During the search, each student must be taken to their room by a member of the House staff, and asked in advance of entering if they have anything they wish to hand over prior to the room search commencing. Anything handed over at this stage will be treated as in 7 above.
- The room will then be searched, with the student present throughout and, when the room is deemed to have been fully searched, the results should be recorded on the house rounds sheet, and the student returned to the mixed common room to await the end of the search.
- This process is repeated until all student rooms have been searched.
- At the end of the process, the HP will inform the AHB / DHP of the results of the search, and they will then keep a record of the search and the results, and inform the Head of School. Students whose rooms have been searched should also be informed of the outcome.

This search procedure is valid for all occasions when students are in School, and also on all trips, tours, STVs, expeds and visits when students are deemed to be under School rules. On rare occasions it may be difficult or impossible for the leader of that trip to contact the DHP to gain permission for the search and, if this has been attempted but proves impossible, responsibility for invoking this policy then rests with the trip leader.

OWNER	Deputy Head Pastoral
AUTHOR OF THIS POLICY	Assistant Head Boarding
DATE OF THIS POLICY	14 June 2022 (reviewed)
DATE OF REVIEW OF THIS POLICY	June 2023
APPROVAL AUTHORITY	Executive

COMPLAINTS POLICY AND PROCEDURE

AIM

Gordonstoun deals with complaints in an open and positive manner. Gordonstoun aims for complaints to be resolved informally and in a spirit of partnership wherever possible.

SCOPE

This policy refers to all complaints made to Gordonstoun by:

- Parents of current students in the Senior or Junior School
- Parents of pupils attending the Summer School
- Staff working within the school (other than in matters relating to their employment, which are dealt with under separate policies).

Any matter about which a parent is unhappy and seeks action by the school, is within the scope of this procedure. A complaint is:

- an expression of dissatisfaction with a real or perceived problem;
- it may be made about the school as a whole,
- about a specific department or
- about an individual member of staff

Students and their parents may also contact the Care Inspectorate directly, should they wish to make a complaint. This telephone number is advertised in Houses. At the date this policy is published, the telephone number for the Care Inspectorate is 0345 600 9527.

LEGISLATION

The Children & Young People (Scotland) Act 2014 has made it clear for the need for the care and welfare of children is to be reflected in school policies, and Inspectors have emphasised that complaints procedures are an essential element in the care of residential students.

POLICY STATEMENT

- We welcome feedback from parents, staff and students as helpful input to the constant improvement we seek for our school. Comments, criticism and complaints will be received by Gordonstoun in a positive manner.

- We ask those making complaints to be respectful when raising their concerns.
- We will first seek to resolve matters of difference informally and in a spirit of partnership. Where we cannot do so, the formal complaints procedure outlined below will be followed.
- We seek to resolve complaints as quickly as possible, bearing in mind the need to gather relevant information, and the fact that the relevant member(s) of staff may have a number of competing demands on their time.
- The School seeks to achieve an appropriate balance between respecting the confidentiality of complaints and its statutory responsibilities in matters such as (but not limited to) health and safety and child protection, and the wellbeing of all members of the community.
- Staff training and induction covers the resolution of difficulties and criticisms.

PROCEDURE

Complaints can range from minor concerns which will be dealt with instantly, to major issues requiring detailed investigation. Complaints can be dealt with by any member of staff, though the normal expectation is that most complaints will be dealt with by a middle manager or by a senior manager.

Complaints that are recorded are those which are not questions but a real concern about something that is perceived to have failed or be inappropriate. Complaints usually require follow up action, usually undertaken by the person who received it or by the relevant senior manager. The follow up action may involve investigation, speaking to other students or staff, reference to written materials or policies. Thereafter a resolution will usually be proposed, although it is accepted that, in some situations, the parties may agree to differ.

If the matter is a Child Protection issue then the Designated Child Protection Officer would be involved at the outset.

Stage I: Informal Complaints

The majority of complaints are dealt with by our 'informal process' which means that the person receiving the complaint carries out an investigation and comes to a resolution that is accepted by all parties. Should the complainant not be happy with the outcome of the informal process, they can ask that the matter to be raised to 'formal' status, at which point it will be treated as a formal complaint and handled as outlined below.

Stage 2: Formal Complaints

Formal complaints are those which have not been resolved informally (see above) or complaints of a particularly serious nature (and which therefore should not be resolved informally).

Complainants are asked to direct Formal Complaints to the Principal's Office or the Gordonstoun International Summer School (GISS) office (unless the complaint concerns the Principal, in which case the complaint should be sent directly to the Chairman of the Board of Governors). Any member of staff receiving a Formal Complaint should forward the complaint to the Principal's Office.

The Principal's Office will acknowledge Formal Complaints within 48 hours of receipt.

Formal complaints will normally be overseen and responded to by:

- the Deputy Head Curriculum (if the complaint is of a curricular nature)
- the Deputy Head Pastoral (if the complaint is of a pastoral nature)
- the Head of the Junior School, (for any complaint relating to the Junior school)
- the Director of GISS, (for Summer school complaints)

Another senior manager may be asked to oversee a complaint if appropriate

Once an investigation has taken place a decision will be made and the complainant will be informed of the decision and the reasons for it in writing. This will usually take place within seven working days.

Depending on the nature of the complaint, the relevant external agencies will be informed within the necessary timeframes as appropriate. These may include Education Scotland, the Care Inspectorate, Social Services, or Police Scotland.

Stage 3: Appeals

If the complainant seeks to appeal, the complaint will be referred to the School Executive. Should the complaint be directed against a member of the School Executive, the complaint will be referred to a member of the Board of Governors.

The referral will be acknowledged within 48 hours.

If possible, they will resolve the complaint immediately without the need for further investigation. Where further investigation is required, they will decide how it should be carried out. They will write to the complainant informing them of their decision and the reasons for it.

Storage of Complaint Information

All the paperwork connected to an informal complaint will be kept securely by the person managing the complaint. This includes all emails or letters received or sent, together with notes taken at interviews and details of the resolution reached.

All informal complaints should be recorded on ISAMS by the person managing the complaint. A brief summary of the complaint is required and a note should be made of staff involved.

All formal complaints should be recorded on ISAMS by the appropriate member of Exec. A brief summary of the complaint is required and a note should be made of staff involved

The Complaints Log can be found on the School Management tab in ISAMS. Alternatively, you can access it without having to go into ISAMS by using the URL: <https://online.gordonstoun.org.uk/isams/ComplaintsLog.aspx>

OWNER	Deputy Head Pastoral
AUTHOR OF THIS POLICY	Assistant Head Boarding
DATE OF THIS POLICY	14 June 2022 (reviewed)
DATE OF REVIEW OF THIS POLICY	June 2023
APPROVAL AUTHORITY	Executive

MOBILE PHONE / DEVICE POLICY

AIM

To set normal use expectations of mobile phone and devices for Gordonstoun students and staff

SCOPE

This policy refers to all the use of Mobile Phones and Device on campus by current students in the Senior or Junior School

LEGISLATION

None

POLICY STATEMENT

Whilst Gordonstoun remains committed to embracing the use of technology to support teaching and learning across the school, it is important to ensure that appropriate use of mobile devices does not undermine the development of strong interpersonal communication or, indeed, the wellbeing and mental health of students. We therefore accept that all pupils and students may carry a mobile device during the normal school day but ask that their use remains private and not visible in a public place within the campus. All devices, including ear buds, headphones and speakers should always be kept on silent or switched off, and must not be used when moving about the school site.

PROCEDURE

General

Students must register all electronic devices with their house staff (or house captain of technology). Students should not have two mobile phones at school, unless expressly requested by parents and approved by the Houseparent. Students must not use ear buds, headphones or speakers outside of their House, unless express permission has been granted by a member of staff, which the student has in their possession when challenged.

Education

Addiction to mobile devices is discussed in the ISC Curriculum, Houses and in Chapel. Students are encouraged to refrain from using any screen at least 30

minutes before bed. The school's Counselling Service is available for students who show signs of addiction. As part of setting a good example, staff are asked to model good behaviour in terms of the use of mobile phones. To aid student planning and administration, time may be built into the final minutes of lessons, to support young people in developing robust, independent work and time management skills.

Junior School

Day pupils are not permitted to have their mobile phones at school.

Boarders in Years 4-6 have time to contact their families at 7.10pm – 7.30pm.

Boarders in Years 7-8 have time to contact their families at 8.10pm – 8.30pm.

Saturday and Sunday – boarders are permitted to use their phones between 4pm and 5pm.

Outside of these times, all mobile phones are locked away.

Senior School

Portable music systems may not be used in public places or when wearing School uniform, unless when permitted by a member of staff. Mobile telephones may not be used during the school day (7:30am – 4:30pm) or during prep (6:50pm – 9:05pm). Earphones should never be worn when students are walking or cycling on the drive or when students are in school uniform.

All Year 9 and 10 students will have all electronic devices (mobile phones, laptops and tablets) taken in at bed time by house staff, which will be locked away in the charging cabinets. These students can collect their tablets and or laptops before they depart for breakfast each day.

Sanctions

Students found in contravention of the policy must have their mobile phone confiscated immediately. If they are using ear buds, headphones or speakers, the mobile device and the accessory should be confiscated. These items will be treated with care, but the staff member nor school will not be responsible for repairs or replacements, as these items should not be used at this time. Students who are argumentative in these situations can expect further disciplinary measures. Sanction points will be logged in iSAMs. Sanctions are cleared at the end of each academic year.

1 st Offence	<ul style="list-style-type: none"> ● Mobile devices confiscated for 24 hours. Other devices handed in at bedtime. ● Conversation with HP.
2 nd Offence	<ul style="list-style-type: none"> ● Mobile devices confiscated for 48 hours. Other devices handed in at bedtime. ● Conversation with HP.
3 rd Offence onwards	<ul style="list-style-type: none"> ● Mobile devices confiscated for 72 hours. Other devices handed in at bedtime. ● Formal communication with parents from HP. ● Recommended addiction support

OWNER	Deputy Head Pastoral
AUTHOR OF THIS POLICY	Assistant Head Boarding
DATE OF THIS POLICY	29 June 2022
DATE OF REVIEW OF THIS POLICY	June 2023
APPROVAL AUTHORITY	Executive

LANGUAGE POLICY

Language is essential to communication and, in an academic institution, is also fundamental to learning. Language acquisition is a life-long process and the skills developed in learning one can be transferred to others. Language is vital to the development of proficiency in all academic disciplines and so teaching and learning must take into account the linguistic needs of pupils, whether English is their first or an additional language.

English is the language of instruction at Gordonstoun and therefore English must be used in all public indoor and outdoor areas across campus. Private conversations in boarding house rooms and similar situations can be conducted in a first language.

English is learnt across all disciplines by all pupils and every teacher is required to set an example for the use of language as a tool for clear and precise communication in all contexts, academic or otherwise. Language is an expression of identity, culture and tradition, and the acquisition of second and third languages encourages international mindedness and a broader cultural perspective. Given our recruitment of pupils from a range of different countries, there are pupils at Gordonstoun learning in a language other than their mother tongue, necessitating their acquisition of English not only to access the curriculum but also to participate in the cultural and social life of the School. There are occasions to celebrate the diversity of languages in the school as part of our international ethos. Gordonstoun provides tailored EAL support for these students through the Student Support department. In addition, where possible and as needed, the MFL department can provide support for these students, particularly where students are taking GCSE and A-Level examinations in their mother tongue.

OWNER	Deputy Head Pastoral
AUTHOR OF THIS POLICY	Deputy Head Pastoral
DATE OF THIS POLICY	24 June 2022
DATE OF REVIEW OF THIS POLICY	June 2023
APPROVAL AUTHORITY	Executive

UNIFORM POLICY

Day Uniform

Our morning uniform reflects the active nature of the school and is made to be versatile, comfortable and beneficial to the walking we do around campus and some of the activities we undertake as part of the school day.

All students are expected to wear their Day Uniform in the correct way from breakfast until the end of lessons unless there is a specific reason. The day uniform is designed to be worn in layers and must be worn in the correct order to gain the beneficial effect of keeping the student warm in winter and cool in summer. Students must wear the top layers of their uniform in the correct order: shirt, then blue knitted jumper, then the softshell jacket or school coat as necessary for weather. In particularly cold weather students may choose to wear a plain white t-shirt under their shirt if they are also wearing their blue jumper. In relation to gender a student can choose to wear the uniform in which they feel most comfortable. The underlying principle is that students are required to wear the school uniform correctly and look smart at all times.

Students must only wear the school uniform chosen from School Blazer: [link here](#)

Every student's school uniform is expected to look smart and well kept, and shoes should be polished at all times. Students must take care of their uniform and ensure that it is washed and pressed regularly. Students have access to the school laundry twice a week and there is no reason for the uniform to be anything other than well presented. If for any reason, an item of uniform is unwearable (e.g. broken shoes) the student must have a written note from their HP indicating they have permission to wear an alternative, and indicating the date on which the item will be back and wearable again. Anyone without such a note will be asked to return to their boarding house at the next break in lessons and correct the uniform error, which must be logged on ISAMs as a uniform infringement.

If students are unable to ensure that their Day Uniform is looked after and worn correctly, a period of wearing Going Out uniform will be required.

The expected uniform can be found here:

[Uniform & Equipment List](#)

[Uniform Guide](#)

Going Out Uniform

On certain occasions Going Out Uniform will be worn. Going Out Uniform should be immaculately presented, clean and well pressed. Senior School students can choose to wear their green knitted jumper as part of their Going Out Uniform, but this will not be worn in place of their blazer. Students will wear their House or School tie with their Going Out Uniform, as students' progress through the school they may be presented with coloured ties or other school ties as part of school life, these ties may also be worn with Going Out Uniform. Students must not wear a tie that has not been issued to them in school.

As with Day Uniform, whilst students must look smart at all times in their Going Out Uniform, with relation to gender the student can choose to wear the Going Out Uniform in which they feel most comfortable.

If students grow out of school uniform and it becomes ill fitting, they should arrange for new items of uniform to be sent to school. This can be done with the help of boarding house staff, or directly through the uniform website for delivery to school.

Physical Education (PE) / Games / Activities / Sports Uniform

Within the curriculum PE, Dance, Drama, Games and Activities it is expected that students wear Gordonstoun PE kit when undertaking practical sessions. This consists of;

- Black & purple **or** white & purple school PE top
- School skirt or shorts
- White athletic socks
- Appropriate active footwear for the activity being undertaken. If you are indoors, clean indoor trainers must be worn, these cannot be worn outside on your way to the sports centre.
- If conditions allow;
 - The purple base layer may be worn
 - School tracksuit may be worn
 - Black school leggings may be worn

The school offers a wide range of changing rooms, from wet and dry, to individual changing facilities, where cubicles and showers are provided. Students must get changed for these sessions in the available changing facilities at the sports centre and Ogstoun. Students should not get changed in house. This is regardless of whether students have Break or Lunch before or after these lessons. Students must also not attend lunch or break in their PE / Games kit.

If students are Off Exercise (OE), they must still arrive at these sessions ready to get changed into their kit, unless the condition prevents this. Students may not be as active but sessions are designed to be inclusive, fun, and engaging for all participants where there is a role for each student.

OWNER	Head of Senior School
AUTHOR OF THIS POLICY	Deputy Head Pastoral
DATE OF THIS POLICY	22 June 2022
DATE OF REVIEW OF THIS POLICY	June 2024
APPROVAL AUTHORITY	Executive

DIVERSITY AND INCLUSION

The school's unique history means that EDI is fundamental to the core values of Gordonstoun. Valuing diversity, ensuring equity in the opportunities we offer and promoting and sustaining a culture of inclusion are at the heart of maintaining a safe and secure school environment. We are fully committed to promoting a positive and diverse culture in which staff and students are valued and supported to fulfil their potential regardless of their age, gender, disability, race, religion, belief, sex or sexual orientation. Whether it be online or in person, Gordonstoun does not accept any language or action which intends to demean or humiliate any member of our community.

EDUCATION

Equality, Diversity, Inclusion is included in the School's ISC curriculum and is regularly featured in Chapel presentations. When an incident occurs, the individual who has been hurt and the individual who caused hurt will be given the opportunity to repair their relationship in a restorative meeting; this will be chaired by a member of the pastoral team.

SANCTIONS

All members of the Gordonstoun community are expected to tackle any examples of racist, sexist, homophobic, transphobic, biphobic language or attitudes, and indeed any form of unkind behaviour which attempts to degrade another individual or group. Any incident which attempts to belittle a member of our community will be investigated by a member of the pastoral team. The intent and the ages of all parties will be considered. No two incidents are ever the same; however, all incidents and investigations and subsequent outcomes will be recorded on the school's Wellbeing Information System. In all cases, students should be aware that those engaging in any unkind act might be asked to leave the school. Incidents involving staff members will be investigated and subject to the staff disciplinary procedure.

Low Level	Discriminatory language or jokes (which includes ‘banter’) about protected characteristics not targeted at a person or group.
First incident	<ul style="list-style-type: none"> ● Four days full rustication. ● House gated for one week. ● No socials for one week following rustication. ● Letter home from AHB or Assistant Head Pastoral Junior School. ● Restorative work and offer of a restorative meeting.
Second incident	<ul style="list-style-type: none"> ● Seven days full rustication. ● House gated for one week. ● No socials for one week following rustication. ● Letter home from DHP or Head of JS. ● Restorative work and offer of a restorative meeting.
Third incident	<ul style="list-style-type: none"> ● Meeting with HoSS/HoJS to discuss future at the school ● The student may be asked to leave the school.

High Level	Discriminatory language or jokes (which includes ‘banter’) about protected characteristics targeted at a person or group.
First incident	<ul style="list-style-type: none"> ● Seven days full rustication. ● House gated for one week. ● No socials for one week following rustication. ● Letter home from DHP or HoJS. ● Restorative work and offer of restorative conference.
Second incident	<ul style="list-style-type: none"> ● Meeting with HoSS/HoJS to discuss future at the school ● The student may be asked to leave the school.

OWNER	Deputy Head Pastoral
AUTHOR OF THIS POLICY	Assistant Head Boarding
DATE OF THIS POLICY	22 June 2022
DATE OF REVIEW OF THIS POLICY	June 2024
APPROVAL AUTHORITY	Executive