

Sedbergh Parent Handbook

(Updated 08-2024)






Headmistress' Welcome


Dear Parents and Guardians,

A Sedbergh education has been consistently synonymous with excellence for 500 years. Sedbergh Vietnam draws upon these five centuries of tradition to provide our students with an exciting, inspiring, and life-changing education that will provide a foundation for success as well as nurture them into becoming well-rounded global citizens.




The Sedbergh Vietnam experience uniquely fuses the traditions, history, and heritage of Sedbergh School UK with the cultural dynamism and progressive approach of the Vietnamese education system. This powerful combination enables our students to gain the best of both worlds, developing not only academic excellence but also personal character that exemplifies our school values of Humility, Ambition, Resilience, and Kindness.

This handbook serves as a comprehensive resource for parents, designed to help you better understand and engage with our educational philosophy and practices. It is our firm belief that the most fulfilling educational experiences are achieved through strong partnerships between school and home. At Sedbergh Vietnam, we are committed to fostering this collaborative approach to ensure your child's success and well-being.



We deeply appreciate the trust you place in us by choosing a Sedbergh education for your child. It is our unwavering goal to honour that trust through our rigorous academic programs, clear behaviour expectations, and abundant opportunities for personal development and growth. We strive to create an environment where each student can explore their potential, develop their talents, and prepare for the challenges of an ever-changing global landscape.

As we embark on this academic year, we are particularly excited to be part of a significant milestone. Sedbergh School UK will be celebrating its 500th anniversary in 2025, and we will be joining them throughout the year in commemorating this remarkable achievement. I look forward to our community in Vietnam coming together to recognise this historic moment and reflect on the enduring legacy of Sedbergh education.



In the pages that follow, you will find detailed information about our curriculum, policies, and school life. I encourage you to read through this handbook carefully and to reach out to us with any questions or concerns you may have. Our doors are always open, and we welcome your involvement in our school community.

Together, let us embark on this exciting educational journey, supporting and inspiring our students to reach new heights of achievement and personal growth. We are honoured to be your partners in shaping the bright futures of our students.

Warm regards,
Jodie Evans - Headmistress Sedbergh Vietnam



Being a Sedbergh Parent

Our parents are as much a part of our school community as our staff and students and we want you to feel this way too. We welcome our parents onto campus, but ask that you adhere to the following guidelines in order to keep our campus a safe, secure and pleasant place for our whole community.




Safety & Security



Any visitor to campus must sign in at the gate of entry. Parents will have a lanyard identifying them as such, visitors will be issued with a lanyard which will be returned on exiting campus.

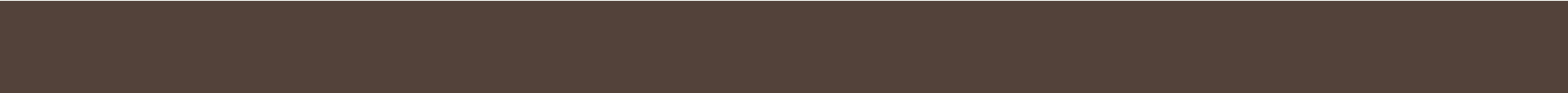
We ask that all visitors wear their lanyard visibly at all times so that staff are able to identify that visitors have permission to be on campus.




There is a no smoking policy on our campus as we ask all visitors to respect this. Failure to do so will result in being asked to leave campus.

Parents are welcome to use the facilities in May Cafe, though we respectfully request that you do not enter other areas of the school unless you have an appointment with a specific member of staff, and they are accompanying you.

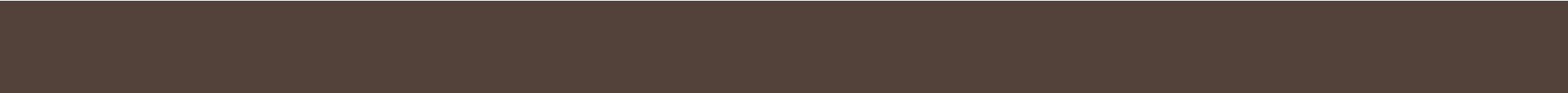
We ask that all visitors to campus only use toilet facilities designated for use by adults. As part of our safeguarding policy, adults and students must not use the same facilities.





Please refrain from taking photographs on campus, unless provided with permission to do so. Some of our students and their families have requested that they are not photographed at school, except for official purposes and we wish to respect this choice.


We encourage parents to come and support their children in organised games, sports and other activities by invitation only. Limited parking is available outside of the school.



Communication Channel & Social media

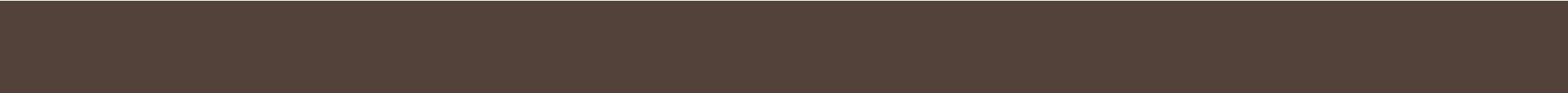



Sedbergh Vietnam works hard to educate our students in the correct use of social media, including message services and public posting forums. To ensure the correct use by our community, including adults, we would like to draw attention to four broad points about the use of social media.



Sedbergh Vietnam has clear procedures on how to communicate with the school by contacting the ASO or relevant member of staff via email. Please do not comment or raise complaints by social media. The email protocol for our staff is [{firstname}.{lastname}@teacher.sedbergh.edu.vn](#) for teaching staff or [{firstname}.{lastname}@sedbergh.edu.vn](#) for support staff and leadership.

The use of social media to post negative or derogatory comments or share information, images or movies not intended for public view about any member of our school community, is inappropriate and in the case of students is considered bullying. Sedbergh Vietnam takes such matters seriously and those found to be offending in this way risk exclusion from school.






Any post on social media that brings the good reputation of the school into disrepute is not appropriate. Again, we take student involvement in such activities seriously.

Our Marketing team regularly posts items on the official school social media accounts. The content of these has been checked to ensure that students have given permission for the image to be used. As such, and as part of our commitment to safeguarding, welfare and the privacy of our community, parents are asked to share these communications as opposed to taking photos and video themselves to post

Families new to Sedbergh




Our school community is growing and we recognise that there are new members who will be learning about what it is to be a Sedbergian. Our philosophy of education is based on a strong partnership between the school and the family. Success for your child will depend on the support structures in both the home and the school.



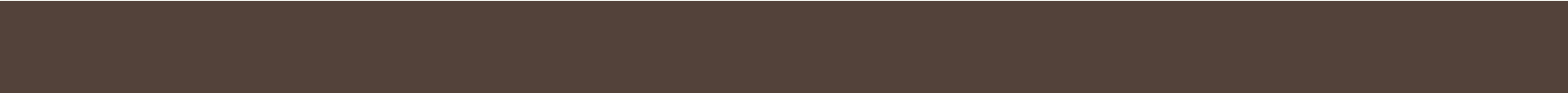
To help your child transition to their new school you can model positive attitudes and confidence in the school systems and your child's capacity to cope and thrive. Parent confidence can promote child confidence and trust in a new environment.

Be excited! Although as a parent you may be worried about how your child will cope with new situations, particularly for those starting kindergarten for the first time. It is important that you maintain a consistent calm when discussing with your child. Psychologically, excitement and fear are indistinguishable, so reframe fears excitement; be excited that your child is going to grow in maturity, independence and confidence, embarking on a journey that will lead them on a pathway to a bright future.



The concept of 'settling in' should be raised with your child, particularly older children, and reassurances offered that this is a normal part of life, experienced by many. It takes time to get used to new routines, make new friends and learn to work in a way and language that may be difficult for them.

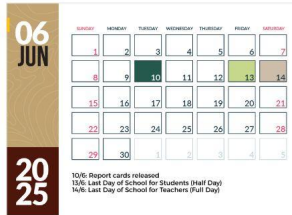
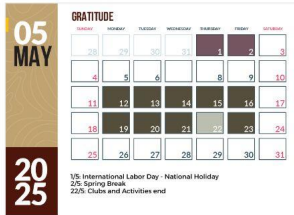
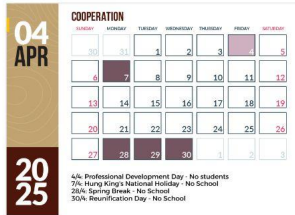
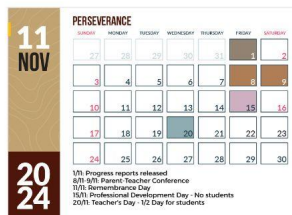
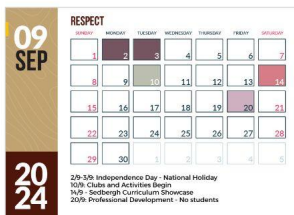
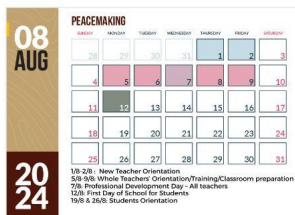
If you have any concerns about your child, please let our pastoral team know. Like you, we have the best interests of your child at the centre of what we do.





School Calendar

SCHOOL CALENDAR 2024 - 2025



- Holidays
- Student Start Date and Last Day of School
- Tests
- SSV Parent-Teacher Meeting
- Half school day
- Professional development of all teachers
- School Event
- Orientation week
- Last working day of SSV Teachers

- Clubs and Activities
- Report cards released

180 Total of school days for students

📍 Road 23, Phu My Hung, Tan Phu Ward, District 7, Ho Chi Minh City, Vietnam
🌐 sedbergh.edu.vn

✉️ enquiry@sedbergh.edu.vn
☎️ 0773.990.990

Structure of the school day


The taught school day runs from 08:00- 16:00 Monday - Friday.

Students who arrive on campus before 07:30 am are requested to wait at Gate 2, where they will be supervised by our guards until campus opens. May Cafe will be available for students wishing to eat breakfast there, however there will be no access to campus until 07:30 am. Parents should note that there will be no supervision of students in the May Cafe in the morning.

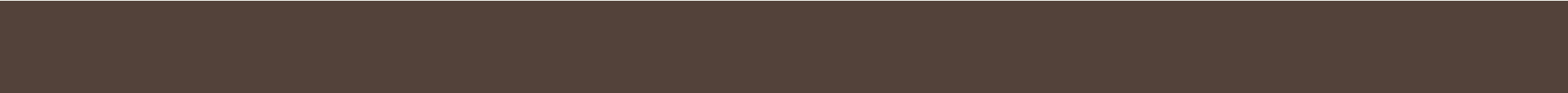
| | Primary | | | | Secondary | | | |
|------------|---------|-------|--|------------|-----------|-------|--|--|
| | | | | | | | | |
| Tutor Time | 8:00 | 8:20 | | Tutor Time | 8:00 | 8:20 | | |
| Lesson 1 | 8:20 | 9:00 | | Lesson 1 | 8:20 | 9:00 | | |
| Lesson 2 | 9:00 | 9:40 | | Lesson 2 | 9:00 | 9:40 | | |
| Break | 9:40 | 10:00 | | Break | 9:30 | 10:00 | | |
| Lesson 3 | 10:00 | 10:40 | | Lesson 3 | 10:00 | 10:40 | | |
| Lesson 4 | 10:40 | 11:20 | | Lesson 4 | 10:40 | 11:20 | | |
| Lunch | 11:20 | 12:10 | | Lunch | 11:20 | 12:10 | | |
| Lesson 5 | 12:10 | 12:50 | | Lesson 5 | 12:10 | 12:50 | | |
| Lesson 6 | 12:50 | 13:30 | | Lesson 6 | 12:50 | 13:30 | | |
| Lesson 7 | 13:40 | 14:20 | | Lesson 7 | 13:40 | 14:20 | | |
| Lesson 8 | 14:20 | 15:00 | | Lesson 8 | 14:20 | 15:00 | | |
| Break | 15:00 | 15:15 | | Break | 15:00 | 15:15 | | |
| Lesson 9 | 15:15 | 16:00 | | Lesson 9 | 15:15 | 16:00 | | |



Reporting & Assessment



Assessment in schools plays a crucial role in monitoring student progress and informing instructional decisions. It provides valuable feedback to students, teachers, and parents about learning outcomes and areas for improvement. Regular moderation within departments is essential to ensure consistency and fairness in assessment practices. This process involves teachers collaborating to review and compare their grading standards, helping to maintain reliability across different classes and instructors. Moderation also promotes professional dialogue about assessment criteria and student work, leading to more robust and equitable evaluation methods.



Formal assessment

In addition to our internal assessment recording, we are required to provide regular feedback to the Ministry of Education in relation to student performance in addition to reporting to parents.

MOET formal assessment:

| Grade | No. of Formal Assessments per School Year |
|-------|---|
| 1-3 | 2 |
| 4-5 | 4 |
| 6-9 | 4 |
| 10-12 | 4 |

Formal assessment

CAMB formal assessment:

| Grade | No. of Formal Assessments per School Year |
|-------|---|
| 6-8 | 4 |
| 9-12 | 4 |

Reports to Parents

We formally report to parents 3 times per school year, with the report being made up of progress grades and comments.

These reports are released on the following dates:


1st November 2024

17th January 2025

10th June 2025


School House System



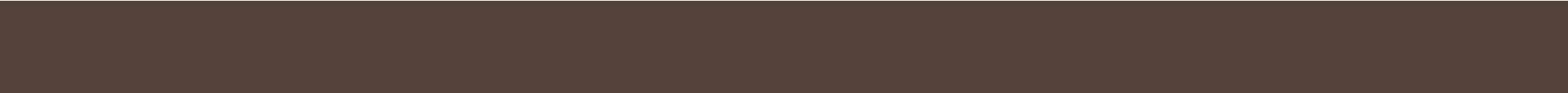



The House system is a long-standing tradition in British schools, contributing significantly to the holistic development of students and fostering a sense of community, camaraderie, and healthy competition. Rooted in the rich history of a Sedbergh education, this system has evolved over centuries, becoming a cornerstone of school culture and identity.

One of the primary advantages of the House system is its ability to create a sense of belonging and camaraderie among students. Schools are often large institutions, and students can easily feel lost in the crowd. The House system provides a smaller, more intimate community within the larger school environment, allowing students to form close bonds with their peers. This sense of belonging is crucial for emotional well-being and can positively impact a student's overall experience during their formative years.



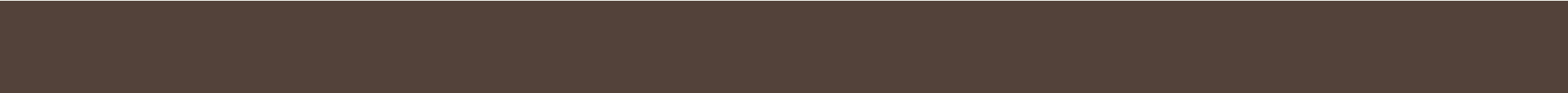
At Sedbergh Vietnam, our House system promotes a healthy spirit of competition. Each House competes in various inter-house competitions, ranging from academic achievements to sports, arts, and even community service. This friendly rivalry encourages students to push themselves to excel, fostering a culture of continuous improvement. It also teaches important life skills such as teamwork, leadership, and sportsmanship. Students learn to work collaboratively towards common goals, and the House system provides them with numerous opportunities to showcase their talents and abilities. It plays a vital role in developing leadership skills among students.






Each House will have its own set of leaders, including a Head of House and House Captains, who are responsible for guiding and representing their respective Houses. These leadership roles provide students with real-world experiences in decision-making, communication, and organisation. Serving as House leaders allows students to develop a sense of responsibility and accountability, skills that are invaluable in their future endeavours.

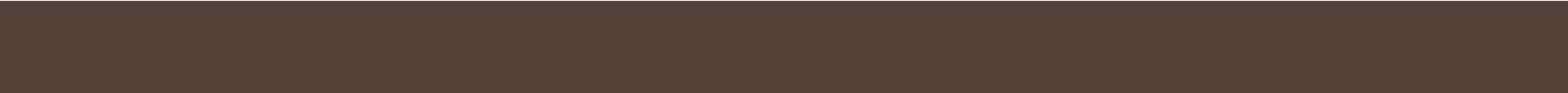
Our House system serves as a platform for recognising and celebrating individual achievements. Students are not only competing for their House but also for personal excellence. Whether it's earning points through academic achievements, winning a sports competition, or excelling in the arts, our House system allows students to be acknowledged for their unique talents. This recognition boosts their confidence and motivates them to continue striving for excellence in various aspects of their lives.






Beyond the internal dynamics of the school, the House system often extends its influence into the broader community. Community service and outreach programs will form part of our House competitions, fostering a sense of social responsibility, encouraging students to give back to the community and instilling the importance of making a positive impact on the world around them.

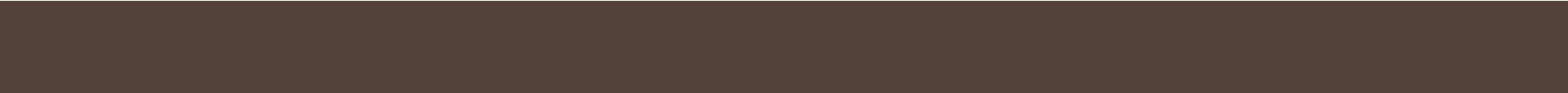
Our House system is not just a tradition; it is a fundamental aspect of the educational experience that contributes significantly to the personal and academic development of our students.





All students are placed in a house and are expected to make a contribution in a variety of ways to model house spirit, collaboration and leadership. Siblings are placed in the same house so that the whole family can join in with the support and spirit at House events days.

Students are able to earn House Points for good work, or behaviour that exhibits the values of Sedbergh. Collectively these combine to create a house total, with one house being the overall house cup winner at the end of the academic year.



**CARUS
HOUSE**



**WINDER
HOUSE**



**SEDGWICK
HOUSE**



**POWELL
HOUSE**



**EVANS
HOUSE**



**HART
HOUSE**





Student Leadership

House Captains & Student Council

Each house will have a 'Captain' who is the student council member, one from Primary and one each from Lower and Upper Secondary. They will represent the students and meet once a month with the Deputy Head Pastoral and Housemasters/mistress' to discuss matters pertaining to student wellbeing and voice.

House Captain's will apply for the position at the start of September 2024 and then apply in May in subsequent years for starting in the following academic year. Applicants will be shortlisted by the Deputy Head Pastoral and Housemasters/mistress. They will give a presentation to their house explaining how they will fulfil the role. Students will be given a vote, but the final decision on appointment will be made by SLT, taking these into account.

Head Boy & Head Girl

This is the most senior student leadership position and Head Boy and Head Girl will lead the student council and represent the school in an official capacity at events and with VIPs.


Only students in Grade 12 are eligible to apply. Applications will be accepted at the start of September 2024 and then students apply in May in subsequent years for starting in the following academic year. and students applying are also eligible to be nominated as House Captain, and be considered should they be unsuccessful as HB/HG.

Applications will be shortlisted by Deputy Head Pastoral and Housemasters/mistress and then presented to the SLT and board members about how they would fulfil the role. Final decision will be made by the SLT and board members.

School Uniform

We are proud of our school uniform, and like Sedbergh UK, it is a key signifier of our identity as a school community.



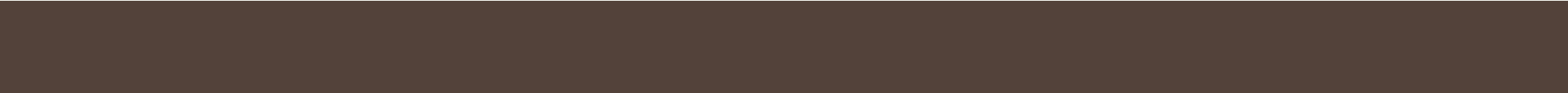


All students are expected to wear uniform each day and without compromise. Failure to wear the correct uniform could result in a student being sent home.

It is important that all uniform items are labelled clearly with the child's name and class. We ask that this is done on the inside of of the uniform and recommend using iron on name tags.

Items mislaid without a name will be moved to our lost and found room at ASO.

Full details of the uniform items for each grade are shown below, but the following rules apply to all students at Sedbergh Vietnam;



Shoes

Plain black shoes are required for all grades. Examples of acceptable shoes are shown below and any deviation from these will not be permitted.

Boys - to be worn with plain black socks



Shoes

Plain black shoes are required for all grades. Examples of acceptable shoes are shown below and any deviation from these will not be permitted.

Girls - to be worn with plain white socks



Shoes

Sandals or 'Crocs' styles shoes are not permitted to be worn at any time with school uniform

Trainers are only to be worn when participating in PE lessons or when wearing PE kit.

Pool shoes are only to be worn when at the pool for swimming lessons/activities

Hair, Jewellery and Makeup

- Hair should be neat and tidy and must be a natural colour and not cut or worn in extreme styles or colours by either boys or girls.
- Long hair must be tied back for lessons where it may present a health and safety risk, eg. PE, Art, Science. Any hair bands, ribbons or clips must be brown or navy blue
- Earrings may be worn, but must be 'studs' and not hooped or hanging styles
- Rings, bracelets and bangles are not permitted
- Watches may be worn, providing they are not smart watches with calling/text capabilities and removed for PE lessons
- Nail varnish and makeup should be subtle and natural looking - bright coloured nails colours and extensions

School Uniform

Parents should ensure that all items of uniform are clearly marked with the students name on the inside of the item.

In cooler weather, students may wear the school uniform jacket/sweater. No other jacket or sweater is permitted.



Medical & Health Procedures





Meals & Snacks


Communicating with Sedbergh Vietnam



text

Student Attendance





If your child is absent from school please inform the ASO at the earliest available opportunity by emailing.

If there is a planned absence, eg a family event, external competition or medical reason, please notify the school as early as possible so that work can be arranged for the student, particularly if the absence is for more than a few days.

Should your child be absent from school on the day of a planned examination or assessment, there may not be an opportunity to take this at a later date.

In the event of a student being late or absent to an externally set Cambridge IGCSE or A Level examination, they will forfeit the grade for that exam and will not have the opportunity to retake it until next exam season.

Transport

To facilitate the transportation for students and shorten their time, our school bus system provides a wide range of pick-up/ drop-off points in every district to suit parents' choices.

The bus services are professionally provided by Student First Joint Stock Company – our internal company whose management and driving staff are well-expertised in transportation industry.





Parental participation

Parental participation

We want our parents to be as much a part of our school community as our students and staff. We encourage you to support your child in house events where parents are invited.

We will also be running a comprehensive Parent Participation Programme, of seminars, workshops and other opportunities for our parents to engage with the school community.

Our Staff



Our staff

Sedbergh Vietnam follows rigorous procedures for recruiting, including qualification checks, minimum experience requirements and police background checks.

All of our staff hold teaching qualification from their home countries.

Child protection questioning form part of our regular interview procedure and comprehensive background and reference checks are carried out before contracts are offered.

School Library

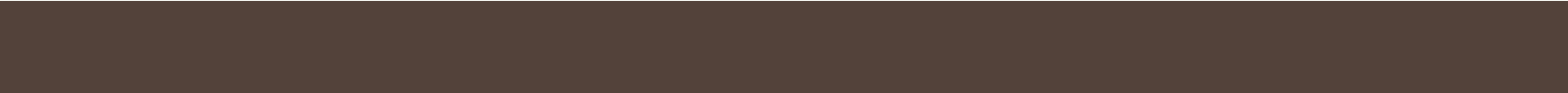
The library resource centre





Hours

At the heart of our educational community, the Library Resource Center provides access to information and ideas for students and staff. In addition to regularly scheduled class visits to check out books and to develop reading and research skills. Students have access to the Library from 8:00 AM until 4:00 PM (except during Club days and inventory when the Library will be closed).

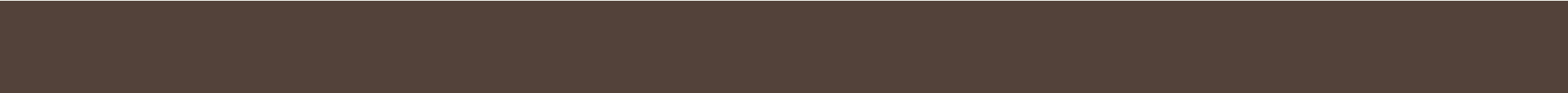




Library policies

Sedbergh Library's mission is: To create an ideal space for sharing ideas and information, and to assist all members of the Sedbergh community in their informational needs.

Access to the library facilities, activities and borrowing privileges are granted to members of the Sedbergh community. Students need to bring their Student ID Card to check out books from the Library. An exception will be done only if the teacher is requesting the student to check out material from the library for their classes.





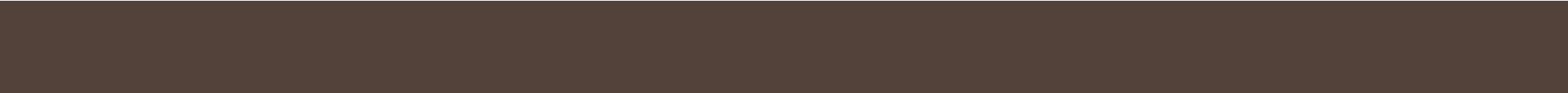
Terms of use

All students and teachers at Sedbergh are automatically registered as library users' new students and staff are entered into the library database as their information is made available to the library staff.

Students and teachers use their IDs as library cards.

A valid Sedbergh Student/Staff ID card is required before any loan transaction is made; IDs are not transferable.

Students may only use the Library when there is supervision from library staff or teachers.



Terms of use

The Librarian has discretionary power to lend or refuse to lend any item at any time. The Librarian may alter the loan period of any item at any time.

No person may remove an item from the Library without a proper loan transaction having first been made.

Borrowers are expected to adhere to the agreed loan periods, ensure the return of the materials borrowed, provide safe transport, and demonstrate responsible use of material. Borrowers must abide by copyright restrictions and reimburse the replacement cost (original price plus 20% restocking fee) of any material lost or damaged while on loan. Failure to comply with these requirements may result in the withdrawal of borrowing privileges.

Rules for use of library space

Students are to respect and use the library space appropriately. If they do not abide by the following rules, students may be asked to leave the library space by library staff:

- No food or drinks are allowed in the Library book area. Water bottles can be kept on tables during a class library period or be placed within students' backpacks at the front of the Library.
- Students must speak quietly and be considerate of all other students and/or classes in the Library.

Rules for use of library space

- Students may use technology ONLY for completing schoolwork. Students are not permitted to play online games, chat, or watch movies using their mobile devices during class periods.
- No sleeping, or running in the library, and don't put feet on chairs or tables...
- Students may work together to complete group projects, but must speak quietly at a conversational tone and volume.

Rules for use of library space

- Students who receive permission to work in the Library during regular class time must show library staff a note from their teacher. Teachers can also email library staff ahead of time.
- If a student is caught removing library items without following the proper signing out procedures, she/he will lose their lending privileges and will also be reported to the Sedbergh administration for further recourse. Students who misbehave in the library will be met with the Principal before allowed to return.

Loan policies

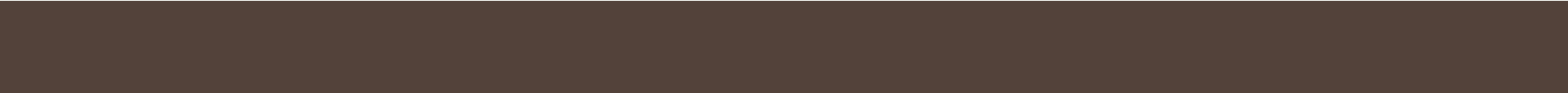
The Sedbergh Community can checkout materials from the library resources. All materials from the Teacher Resource should be checked out by a teacher or with permission from a teacher.

| Primary Students | Secondary and Sixth Form Students |
|---|---|
| Grade 1 - Grade 5: 1 book a week (one in English or one in Vietnamese) | Grade 6 - Grade 12: 2 books per week with unlimited recheck allowed (some books and materials may have a special loan period) |



Overdue books

Students with overdue books will not be permitted to borrow more books until the overdue books are returned or renewed. Overdue notices are given out every 4 weeks and given to teachers. Teachers are requested to help the Library staff in following up on students with overdue books.



Renewals/ overdue library items

Borrowers are notified of overdue and lost items through an escalating notice cycle which begins with two reminder notices (verbal or written), followed by a final overdue notice which will also be sent to parents.

When books/ materials are overdue, students are first reminded to find their book and bring it back. During this time, students will be unable to check out new items until their overdue books/ materials are returned. Next, the Librarian will email homeroom teachers (both English and Vietnamese) the list of students who have overdue library books (with names, titles, barcodes), so teachers can help remind their students to bring their books back to the Library.

Borrowing rights are suspended immediately when an item becomes overdue. Students must bring in the book on or before its due date for renewal.

Lost or damaged library items

Any students who have lost library items must report this to library staff. When a library book/ item is returned by a student, but is severely damaged and unrepairable, the library book/ item is also deemed lost. After the overdue procedure is exhausted, library staff will email individual students who have lost library items (with names, titles, barcodes) and their parents/ guardians, so that parents/ guardians are aware of the situation and can help look/ pay for the missing materials. Homeroom teachers (both English and Vietnamese), respective TAs, the respective ASO and Sedbergh Accountants will also be cc'd on these lost book notices. After this process, students must: pay for lost or damaged library books and/ or textbooks.

Lost or damaged library items

If a student(s) account is still not yet cleared, their Vietnamese Student Record (VSR) will be WITHHELD. They will also lose borrowing privileges. Secondary and Sixth Form school students will not be allowed to write their exams unless all textbooks and library materials have been returned. Students may not receive their report cards or transcripts unless their accounts have been cleared. Library staff will notify the ASO if the leaving student's account is not cleared in a timely manner.

Students must pay for all lost library items at the Accounting Office. All items will have a replacement cost (including a 20% restocking fee). They will be issued a receipt upon payment. Students must show this receipt to library staff in order to have their account cleared. Library staff will keep the receipt in case the book/ item is found, then the student will be refunded by the Accounting Office.

Lost or damaged library items

Students are required to handle books and reading material very carefully. Marking library books with pencil or ink, tearing the pages or spoiling the same in any other way will be viewed very seriously. In such a case, the last reader will be held responsible unless he or she shows the Library staff at the time of issue that the book had been previously marked or damaged. In the event of damage of any kind, the last reader will be liable to compensate for damage.

Students are encouraged to be responsible for the specific book that was checked out to them. Textbook copies must be returned by the same person that checked it out, or with written authorization of such. Not doing so can incur in fines as shown above.

Leaving students

If a student is leaving Sedbergh while the school year is in progress, the ASO office must let library staff know. This is to ensure all textbooks; circulation books and other library materials are all returned to clear their individual account.


If a student has not returned all library materials, they must pay for lost or damaged library books and/or textbooks.

If a student's account is still not yet cleared, their Vietnamese Student Record (VSR) will be WITHHELD. Students may not receive their report cards or transcripts unless their accounts have been cleared.

Librarians will notify the ASO if the leaving student's account is not cleared in a timely manner.

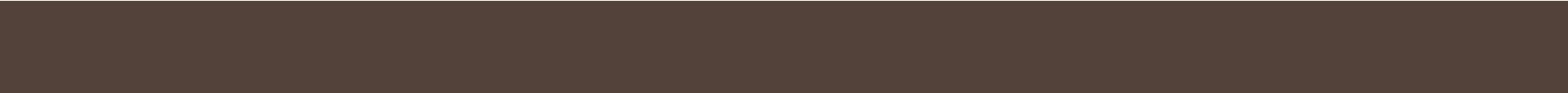
Student conduct expectations






We expect the highest standards of behaviour from our students and our pastoral team are there to support students in achieving these. Our new behaviour policy is built around 5 areas; Remind, Reflect, Review, Reform and Redirect.

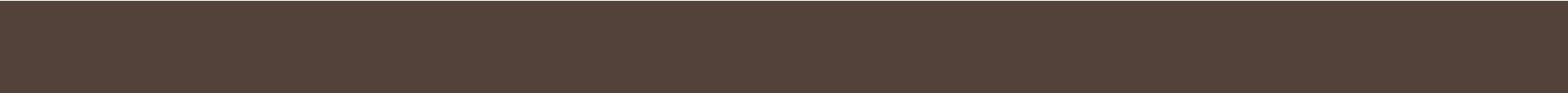
Below you will find a guide to this system, the nature of behaviours and the consequences of these. All of our staff will be receiving training in the use of this system and will be consistent in applying it, to ensure that students behaviour for learning is at the optimum level.





Parents should note that students are not permitted to use phones, or smart watches on campus. The expectation is that any phone or smart watch is stored securely and on silent mode in a bag or locker during the school day. Should a student be using such a device, it will be removed from them and locked in the ASO office until the end of the day on the first offence, and thereafter a parent will be required to collect it.

In order to support parents in helping the school uphold the highest level of student behaviour for learning, Parent participation seminars will be run during the school year, details of which will be sent out by the ASO.





BEHAVIOUR CATEGORIES AND RESTORATIVE CONSEQUENCES

| BEHAVIOUR CATEGORIES | NATURE OF BEHAVIOURS | WHO IS INVOLVED? | WHAT ARE THE CONSEQUENCES? |
|--|--|---|--|
| REMIND 'to prompt someone to remember' | <ul style="list-style-type: none"> • Lateness to school or lessons • Poor attitude to learning • Incorrect uniform/dress • Incorrect use of technology (phone, computers, earphones) • Inappropriate language • Non-compliance to instructions • Disrupting the learning of others • Poor engagement in class or homework tasks. • Chewing gum or eating in an unauthorised area. • Unauthorised use of restricted areas | <ul style="list-style-type: none"> • The member of staff will REMIND you of the school's expectations and discuss with you ways in which you can restore your behaviour to the expected level. | <ul style="list-style-type: none"> • The incident will be recorded by the member of staff and sent to the Housemaster. • You will be expected to make a verbal or written apology. • You may lose personal time to complete missed tasks. |
| REFLECT 'to think carefully about past events' | <ul style="list-style-type: none"> • Three of more REMIND logs in one week • Truancy or leaving a lesson without permission • Deliberate damage to school property of low value • Inappropriate use of technology, equipment or materials • Inappropriate language or behaviour toward another person • Non-submission of formative or summative assessment • Direct defiance of a staff member's request | <ul style="list-style-type: none"> • The member of staff will report the incident to the Housemaster. • The Housemaster will contact your parent or guardian to advise them of the issue. | <ul style="list-style-type: none"> • The Housemaster will ask you to attend a lunchtime session to allow you to REFLECT on your choices and consider alternative choices which would result in a more positive outcome. |
| REVIEW 'discuss something in order to decide how improvements could be made' | <ul style="list-style-type: none"> • Three REFLECT logs in one term • Non-attendance of reflection session • Disrespecting others or the environment • Abusive and/or derogatory communication or gestures • Low level violence not resulting in injury • Threatening or intimidating behaviour • Damaging school property through careless behaviour • Plagiarism/academic dishonesty • Leaving school without authorisation • Unauthorised sale/distribution of items in school/school transport | <ul style="list-style-type: none"> • The Housemaster will report the issue to the Pastoral Lead. • The Pastoral Lead will meet with you to obtain your statement. You may be temporarily removed from lessons. • Your parent or guardian will be contacted to request a meeting to REVIEW your performance in school | <ul style="list-style-type: none"> • You and your parent or guardian will meet with the Housemaster and Pastoral Lead to agree on some targets to improve your performance in school. • You will be issued with a monitoring card which you will ask your teachers to sign at the end of each lesson to confirm that you have met each target. • You will meet with the Housemaster and Pastoral Lead after 2 weeks to REVIEW your performance. |
| REFORM 'make changes in something in order to create improvement' | <ul style="list-style-type: none"> • Three REVIEW logs in one academic year • Bullying including online • Fighting • Theft • Violence resulting in minor injury • Vandalism of personal items belonging to others • Vandalism of school environment and contents • Possession of items which threaten health, safety and wellbeing • Actions which endanger the reputation of the school or individuals within the school | <ul style="list-style-type: none"> • The Pastoral Lead will report the issue to the Deputy Head and the Headmistress. • The Pastoral Lead will meet with you to obtain your statement. You may be temporarily removed from lessons. • The Pastoral Lead will contact your parent or guardian to request a meeting to discuss ways to REFORM your performance in school. | <ul style="list-style-type: none"> • You and your parent or guardian will meet with the Pastoral Lead and Deputy Head or Headmistress to agree on targets to improve your performance in school. • You will be issued a Behaviour Contract which will include agreed targets and actions to REFORM poor choices into positive behaviours and outcomes, and allow you to reach your potential. |
| REDIRECT 'to change the course or direction of something' | <ul style="list-style-type: none"> • Three REFORM logs in one academic year • Actions that threaten the health, safety and wellbeing of others • Premeditated physical attack • Possession of weapons of any kind • Possession, use or distribution of tobacco, alcohol, vape or drugs | <ul style="list-style-type: none"> • The Pastoral Lead will report the issue to the Deputy Head and the Headmistress. • The Pastoral Lead will meet with you to obtain your statement. You may be temporarily removed from lessons. • The Pastoral Lead will contact your parent or guardian to request a meeting to discuss potential opportunities to REDIRECT your education. | <ul style="list-style-type: none"> • You and your parent or guardian will be met with the Pastoral Lead and Headmistress to consider your educational future. • A discussion will be held to identify ways to temporarily or permanently REDIRECT your educational experience to an environment which is more suitable for your individual requirements |