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PUPIL HANDBOOK

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SURNAME:

NAME:

YEAR:

Marathon Boarding Houses

Hackney House:

3rd Floor,
212-216 Kingsland Road
London E2 8AX

Lewisham House:

1st Floor,
1-9 Evelyn Street
London SE8 5RQ

BOARDING INFORMATION TO PUPILS

Introduction

Our aim is to provide a challenging and enjoyable environment to our boarders where they feel happy, secure and fulfilled. We will combine a homely environment with high academic expectations.

Getting Started

When a new boarder arrives, everyone within the house will be helping him to settle. A well-established boarder of a similar age will be asked to guide the new boarder through the daily routines. In addition to this, the Head of Boarding sees new boarders within their first week to answer any questions which may have come up and to find out how they've settled in. At about half term, parents of new Boarders who haven't been in regular contact with the Head of Boarding will be invited in to chat about how things are going. Clearly, boarders can talk to anyone at any stage and they do not have to wait for fixed appointments. The same goes for parents.

Communication with Parents

Parents are always welcome to make an appointment with the Head of Boarding to discuss their son's welfare. Parents can contact the Head of Boarding or boarding staff in relation to any issue by calling:

School Office on 00442072313232

The boarding office on 0044207 7494060 or

Head of Boarding 00447402101660

School Mobile 07599012224.

Parents from remote areas can speak with their son when they are free. This time has to be out of boys' studying hours.

Parents can contact pupils via mobile phones every evening at boarding until bedtime. Also they can contact appropriate staff to speak with their child.

[Please see electronic equipment policy note 1.](#)

Daily Routines HACKNEY HOUSE

TIME		WEEKDAY PROGRAM
07.00	07.15	MORNING PRAYER
07.15	07.45	BREAKFAST AND MORNING NEWS
07.45	08.20	TRANSPORT
08.20	15.30	SCHOOL
15.30	16.00	TRANSPORT
16.00	16.45	RELAXING TIME
16.45	18.15	STUDY TIME
18.15	18.45	EVENING PRAYER
18.45	19.15	DINNER
19.15	20.30	STUDY TIME
20.30	21.30	FREE TIME, SELF HYGIENE TIME
21.30	22.00	NIGHT PRAYER AND ASSEMBLY
22.00	22.15	PREPARATION TO SLEEP
22.15		LIGHTS OFF

TIME		SATURDAY PROGRAM
07:00	07:45	PRAYER TIME
08:00	09:00	BREAKFAST AND MORNING NEWS
09:00	10:30	STUDY SESSION
10:30	11:00	BREAK
11:00	12.30	STUDY SESSION
12:30	13:15	PERSONAL ORGANISATION TIME
13:15		HOME LEAVE

Daily Routines LEWISHAM HOUSE

TIME		WEEKDAY PROGRAM
07.00	07.15	MORNING PRAYER
07.15	07.45	BREAKFAST
07.45	08.30	PREPARATION
08.30	15.30	SCHOOL
15.30	16.00	FREE TIME
16.00	16.45	RELAXING TIME
16.45	18.15	STUDY TIME
18.15	18.45	EVENING PRAYER
18.45	19.15	DINNER
19.15	20.30	STUDY TIME
20.30	21.30	FREE TIME, SELF HYGIENE TIME
21.30	22.00	NIGHT PRAYER AND ASSEMBLY
22.00	22.15	PREPARATION TO SLEEP
22.15		LIGHTS OFF

TIME		SATURDAY PROGRAM
07:00	07:45	PRAYER TIME
08:00	09:00	BREAKFAST
09:00	10:30	STUDY SESSION
10:30	11:00	BREAK
11:00	12.30	STUDY SESSION
12:30	13:15	PERSONAL ORGANISATION TIME
13:15		HOME LEAVE

Uniforms & Clothing

Parents can buy a navy blue blazer from shops. School logo and school tie can be bought from the school office.

It is the parents' responsibility to provide all appropriate clothing (see list)

Boarders are required to have several sets of casual clothes while they are in boarding. Boarders change into casual clothes every afternoon after school and also wear them on the weekends. Boarders also require one neat casual set of clothes for when they go out and for other special occasions. Boarders require one pair of casual shoes in addition to their black school shoes and white trainers.

Please see Pupil Dress Code note 2.

Below is a list of clothing requirements for boarders:

Footwear

- 1 pair black school shoes
- 1 pair trainers
- 1 pair slippers

SCHOOL UNIFORM

Navy Blue Jacket
White Shirt
School Tie (available at school)
Navy Blue Cardigan
Grey Trousers
Dark Coloursocks

Other Clothing

- Prayer cap
- sets of Nightwear
- Casual clothes (must be suitable for prayers i.e. no images)
- Jumper or cardigan (necessary for winter)
- Winter coat (must be in dark colours ex: black, dark grey, dark blue)
- Head wear (no baseball caps)

Sundries

- 2 Bath towels
- 1 Hand towel
- Toiletries –shower gel, toothpaste
- Shoe cleaning outfit

Note:

- Styles of facial hairs such as goaty beard or otherwise are not acceptable in Marathon School.
- Appropriate clothing must be worn on the way to and back from showers, not just a towel.

Food

Food is very important to all of us and particularly to growing children. There is always a careful line to be drawn between ‘snacking’ and eating a proper balanced meal and the catering staff, together with the boarding staff that eat with the Boarders, are aware of this.

Our approach to a healthy diet is in line with the DFE’s National Minimum Standards of Boarding Schools which is in force from 1 September 2022.

Food is provided at the following times:

7:15	Breakfast	Tea, coffee, hot chocolate, juice, cereals, toast, honey, cream, butter, spreads, a cooked breakfast.
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All boarders come to breakfast at 7:00am. It is seen as a relaxed and quiet time when we can all look forward to the day ahead.

10:50	Break	Snacks available such as; fruit, biscuits or nuts
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12:10	Lunch	Lunch is taken with staff and pupils. The cafeteria system offers a choice of hot dishes, a vegetarian hot dish, a choice of vegetables, meat and salad bar, fresh fruit, fruit juices and water.
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18:30	Dinner	A hot dish, a selection of fresh fruit and a choice of vegetable or meat meal, salad bar, fruit juices, water.
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Fresh fruits and milk will be available at boarding quarters.

Money

It is unwise for pupils to keep large amounts of cash with them. They can open an account with our canteen. By doing this, pupils can easily access their accounts at the weekends if necessary. Pupils are also encouraged to keep any cash and other valuables in their lockers or they can hand in their cash to key stage coordinators.

Banned Items

The following items are examples of banned items in Marathon School:

- Cigarettes
- Electronic cigarettes (vapes)
- Alcohol
- Illegal drugs
- All aerosol cans, including deodorants (roll-on deodorants acceptable)
- Matches/lighters
- Knives
- Tops with a hood and baseball caps are not allowed in the School and boarding site.
- Shorts as night pyjamas are not allowed

Shopping Trips

Boarders will be supervised on shopping trips to buy necessary items on weekdays and weekends. (Lidl Bermondsey is just 2 minutes walk away from Lewisham House, Surrey Quays shopping Centre is just 10 minutes walk; Tesco Express Kingsland Road is 5 minutes walk from Hackney House)

Library Visits

Pupils will be supervised on Library visits (Canada Water Library is 15 minutes walk to Lewisham House, Shoreditch Library is 15 minutes walk to Hackney House) to borrow books on weekdays and weekends

Swimming

Boarders can swim fortnightly on Mondays between 8pm to 9pm at Britannia Leisure Centre Pool in Shoreditch. Boarders from Lewisham House go to the centre with school buses. Boarders at Hackney House are supervised by boarding staff to walk to the centre which takes approximately 7-8 minutes.

Football

Boarders from both houses can play football at Haggerston Park AstroTurf on Fridays between 8pm to 9pm.

Laundry

Boarders can contact duty staff for their laundry needs whenever they need at the boarding site. They will be supervised by a member of staff.

Lockers

Each boarder is allocated a personal clothes wardrobe which is lockable, located within the dormitory and also the boarders will be allocated a **second locker to keep their valuable staff such as small amounts of cash.**

Medication

Pupils are not permitted to keep in their possession medication of any sort. All medication must be handed into the House Master or medical responsible. Headache tablets such as Paracetamol must also be handed into staff. If you have any concerns about this, please speak to management.

Parental permission will be sought for individual cases.

The routine check-ups such as dentist and eye examinations will be agreed in advance.

Term Holidays

Parents may take their son home or stay with guardians, relatives or friends during approved weekends and holidays.

Parents should endeavour to ensure their son does not miss school time or exams because of early leaving or late return to school.

After School Activities

The boarders are encouraged to take part in the school's extensive after school activities programme. These activities take place at the end of the school day and at weekends.

After school activities are designed to challenge pupils' academic and physical abilities. There will be organised individual and team sports events. The weekend excursions will give our pupils new experiences as well as enjoyment. There will be activities sessions on Friday afternoons.

There will be two main activity periods where they will be residential. Also there will be other opportunities to attend in the UK and abroad.

Also boarders at Hackney House are taken to Haggerston Park with staff supervision for physical activities. Lewisham House boarders are taken to Deptford Park.

Need to Talk

Sometimes (boarders) will have problems that may not be able to manage alone and need someone to talk to – it could be that

- fed up or unhappy
- feel under too much pressure from work and other commitments
- having troubles with making friendships
- think you are being treated unfairly
- being bullied
- someone love has died
- someone you love is very ill
- there are problems at home
- someone has made sexual suggestions
- worried about a friend and don't know what to do
- feel really homesick or anxious about being away from home

Who to turn to

- Is there a friend who can help?
 - Is there an older boy you can talk to
 - What about seeing the pupil counsellor?
 - Your boarding teacher?
 - One of the tutors or duty staff?
 - One of your subject teachers?
 - A member of staff you get on well with but who doesn't teach you?
 - The Headteacher?
 - There may be circumstances when you would find it easier to talk to someone outside the school
 - Your parents
 - Other members of your family
 - Independent listener Emrah Tatir
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- Or try a recognised helpline
 - Children's Commissioner: 0800 528 0731
 - OFSTED: 0300 123 1231
 - Samaritans: 08457 90 90 90
 - Child line 0800 1111
 - NSPCC 0800 800 500

Complaints Procedure

If a boarder wishes to make a complaint, the first stage should be to do so verbally to one of the members of the school staff. If the boarder feels that this is unsatisfactory or inappropriate, they should take the complaint to their teacher or the Deputy Headteacher or Head of Boarding. It may be that the boarder would prefer to contact the independent, named adult.

If the boarder feels that the problem has not been resolved at the source, or through the mediation of one of the above, then the following procedure should be used:

1. The boarder should choose the member of staff to whom they make their complaint. The boarders should also have access to either the Head of

Boarding or Deputy Headteacher. All boarders will also have access to the independent, named adult who is not directly associated with either the boarding house or the school.

2. The boarder should be encouraged to put the complaint in writing with the help of the staff member or the independent adult.

3. This complaint would then be taken to the Headteacher. In the case of a complaint that in any way involves the Headteacher, **the Chair of the Behaviour Management Committee** should be consulted. Once submitted, a written complaint will be acknowledged within 24 hours and speedily dealt with, in confidence.

4. The Head of Boarding will be informed (unless the complaint involves him) and will be present at a meeting with the boarder and the Headteacher. If either the Head of Boarding or the Headteacher are involved in the complaint, the School Management Committee will convene a meeting at which the boarder's chosen representative will accompany the boarder.

For further information, please refer to the schools Policy & Procedure for complaints.

If Things Go Wrong.

At Marathon we are very fortunate in having a large number of adults to whom boarders and their families may turn if they feel something needs to be sorted out or if they have any suggestions. In the boarding house or in School, boarder's views are sought and respected with regard to any matters relating to their lives within the school, both informally through the day to day contact with individual staff or when notices are given out at mealtimes and more formally through discussion forums which are chaired by a member of the resident house staff or teaching staff.

There may be times when a boarder feels unhappy about being away from home or about something which has happened to him. If this arises then the most important thing to stress is that they should seek out an adult with whom they feel they can discuss it. The Head of Boarding is always available to talk to boarders and their families if there are any concerns. These concerns

may be about general routines or managing as a boarder and should be quickly resolved. The concerns may be of a more serious nature and of course, in such cases, the Headteacher may be consulted.

Independent Listener:

Dr Emrah Tatir
NHS South London and Maudsley
Tel:00447516338656

OFSTED contact details,
26-32 Store St, Manchester M1 2WD
Phone: 0300 123 1231

Independent Education & Boarding Team
Department for Education

Bishopsgate House
Feethams
Darlington
County Durham
DL1 5QE

Fire Procedure

During the school day all boarders follow the whole school fire procedure. If a fire alarm should sound in the boarding house the boarders will leave the building and assemble in the published areas. The register will be taken. When it is declared safe, all boarders are to return to the building.

The School will carry out termly (three times a year) fire drills. The purpose is to increase the efficiency of evacuation and establish a fire drill routine.

To record Alarms/Drills the school will write down the details, date and issues on the alarm/drill in the dedicated book.

We will also use assemblies to educate our pupils about fire hazards and the importance of orderly evacuation of the buildings.

Attendance and Punctuality

Pupils are encouraged to have a perfect attendance and punctuality report. Parents will be invited in to discuss these issues for those that fall below the expected attendance rate.

Bullying within the School

Background

This policy refers directly to the DfES guidance, “Preventing and tackling bullying- 2017”.

The Marathon Science School has a policy of equal rights for all pupils and staff.

The Marathon Science School is committed to active opposition of all types of discrimination faced by people because of their race, colour, nationality, ethnic or national origins, gender, sexual orientation, marital status, disability or age.

What is bullying?

Bullying is behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group either physically or emotionally. Bullying can take many forms (for instance, cyber-bullying via text messages, social media or gaming, which can include the use of images and video) and is often motivated by prejudice against particular groups, for example on grounds of race, religion, gender, sexual orientation, special educational needs or disabilities, or because a child is adopted, in care or has caring responsibilities. It might be motivated by actual differences between children, or perceived differences. (DFE’s Preventing and tackling guideline - July 2017)

Types of Bullying

The Marathon Science School has a policy of equal rights for all people and will not tolerate the types of behaviour as outlined below:

- Physical pushing, kicking, hitting, pinching or any use of violence
- Emotional-excluding, tormenting (e.g. hiding books or belongings including money), threatening gestures, being unfriendly,
- Discriminatory name calling; insulting remarks, jokes or threats.
- Writing such remarks on walls or other places.
- **Inappropriate text messaging and emailing; sending offensive or degrading images by phone or via the internet.**
- Encouraging other people to harass or discriminate against another individual or group.
- Supporting behaviour such as wearing racist or fascist insignia.
- Bringing into premises materials such as leaflets and magazines which in any way support racist, sexist or other discrimination.
- Cyber bullying

The Marathon Science School will establish practices and services that will actively seek strategies against those discriminations.

The Management Committee and staff will, where appropriate, take advantage of any equal opportunities training available. **Please see behaviour policy note 3.**

Strategies to Deal with the Victims of Bullying

The Marathon Science School operates as a close-knit community and it is important for new pupils and members of staff to feel part of this.

In Marathon Science School we adopt the following strategies to deal with any form of bullying indicated above:

1- A 'buddy' system ensures that new pupils do not feel isolated in the crucial first few weeks of term. The 'buddy'- a nominated senior pupil – will ensure

that the newcomer is introduced to his peers, shown around the premises and generally made to feel welcome.

Newcomers are encouraged to use their 'buddy' as both mentor and confidante until personal alliances and friendships can be developed. The 'buddy' will refer any difficulties to a member of staff if they are unable to deal with the situation themselves.

Strategies to Deal with the Bullying Pupils

We believe that the bullying pupils require as much attention and support as the target pupils. They will be supported through our mentoring system and using our rewards systems to prevent them bullying again. We will use our referral system to follow up the incident and monitor his progress closely.

Head of Boarding

- 1- Addressing relevant issues in PHSE and assemblies as part of pupils' personal, social and health education;
- 2- There are no 'initiation ceremonies' intended to cause pain, anxiety or humiliation.
- 4- Use of opportunities throughout the school calendar and at certain times of the school day to raise awareness of the negative consequences of bullying.
- 5- Engaging pupils in the process of developing the school anti-bullying policy and promoting open and honest reporting.
- 6- Report the incident to a member of staff.
- 7- Record incidents in "Bullying Record Form".

8- Submit “Bullying Record Form” to Senior Management.

9- If the case is not solved by the senior management, it will be sent to the Management Committee.

Building up the self-confidence and self-esteem of all pupils is an important preventative measure. The School will aim to provide prompt and appropriate action and support for both the recipient of bullying behaviour and the person/s responsible for the bullying. Anyone who continues to bully will have his membership of the School community reviewed by the Headteacher.

Role of the parents

Parents of boys involved in bullying will be informed and may be asked to come into School to discuss the problem. Parents are encouraged to contact the House Master, Head of Boarding and/or Deputy Headteacher they suspect their son of being involved with bullying in any way.

What is Cyber bullying

Cyber-bullying is a different form of bullying and can happen at all times of the day, with a potentially bigger audience, and more accessories as people forward on content at a click. (DFE’s prevent and tackling bullying guideline - July 2017

The use of new technology such as mobile phones and the Internet to intimidate others is an increasing national trend. ‘Happy slapping’, bullying by text, e-mail or phone call often leave no physical scars but can be highly intrusive and hurtful. The School will enforce strictly its policies with regard to the use of mobile phones and the Internet and will continue to monitor closely all e-communications used on the School site.

Reporting mechanism

All members of the School community are encouraged to report any case of bullying to the Head of Boarding or to an appropriate member of staff. Bullying incidents and the action taken will be recorded.

NOTE: 1

MARATHON SCIENCE SCHOOL USE OF ELECTRONIC EQUIPMENT POLICY

Context

The potential for misuse and abuse of electronic equipment is significant and this policy sets out to establish our practice and procedure when such misuse occurs. Policies for such equipment can become quickly out of date, as state-of-the-art phones can take videos (including audio), be used as music players and have access to the internet. Technological advances add to this capacity on a daily basis and this Policy seeks to provide broad guidelines that are, insofar as this is possible, 'futureproof'. The use of mobile phones (particularly those with increasingly sophisticated equipment and camera phones) presents a number of problems, including:

- **Mobile phones can be valuable items and might render a pupil vulnerable to theft;**
- **Mobile phones (and their cost and level of sophistication - or otherwise) can make pupils objects of envy or disparagement and could have implications with regard to discipline and potential bullying;**
- **Even when apparently silent, the use of mobile phones for texting purposes could be potentially undermining of classroom discipline; and**
- **Use of 'phones with integrated cameras could lead to child protection and data protection issues with regard to inappropriate capture, use or distribution of images.**

It is not considered realistic to have a policy which prohibits pupils from bringing phones into School. Not only would it be impractical to forbid pupils from carrying them, but it is believed that a number of parents would be concerned for health and safety reasons if their child were not allowed to carry a phone at all and might therefore be unable to contact their parents in respect of a situation out of school that might arise.

As a boarding school, we find ourselves in a situation in which pupils away from homes for substantial periods of time might reasonably be expected to bring to school items which, in the normal course of events, day pupils would be most unlikely to have at school, such as a laptop or play consoles.

Policy

Marathon Science School seeks to embrace all the benefits that modern technology provides for the education of its pupils and encourages pupils to use any such appropriate aids in their study. It recognises, too, the rate at which the development of such devices is proceeding. However, in acknowledging the increased availability, portability, miniaturisation and use of sophisticated electronic devices (phones, games machines, tablets etc.) it recognises their potential for misuse and abuse and seeks to offer a common sense, practical and enforceable set of guidelines with regard to the use of such equipment.

The existence of such equipment in any environment raises issues of security and personal responsibility, not only in terms of its appropriate use but also for its safekeeping. In this context ***the school does not accept responsibility for, nor is insured against the theft, loss or damage of any pupil's personal property, including electronic devices.***

There are no circumstances when a mobile phone should be used during lessons, dormitories, assembly, etc. Personal music centres may not be used when walking to or from school, between lessons or in the dining room. It is also not allowed during activities in and out of boarding unless permitted for safety reasons.

Pupils must hand in their electronic equipment on arrival to boarding to the responsible staff. Electronic devices are permitted to be used only at allocated times, which are the free times in the evening. Misuse of electronic devices is not tolerated and will be confiscated. Confiscated devices are passed on to the Headteacher.

However, the following conditions of use apply to these and to mobile phones at all times:

- Games/DVDs (or similar) which do not have an authentic age-rated certification will be deemed to be suitable for 18s and over only and as such will not be permitted for pupils under this age. At the discretion of the house staff pupils may also not be allowed to use the same if they are considered to be unsuitable for a school environment.
- Pupils accept responsibility for any such equipment they bring into school and must ensure that it is looked after carefully and properly insured.
- **No pupil may use any such device after allocated time. In case of this event, boarding staff will confiscate the equipment and it will pass on to the headteacher.**
- It is important that pupils do not spend too much time on electronic games and activities especially if this is to the detriment of their studies, fitness and health or social interaction with other pupils.

- are demeaning, offensive, objectionable or in any way contrary to the law **or** to make any statements which might bring the School into disrepute in any way or which are malicious, offensive, derogatory or defamatory about pupils or members of Staff past or present, with or without the use of offensive, obscene, crude or blasphemous language in any context in which the School appears or is mentioned.

It is absolutely contrary to the school rules for **any use** to be made of electronic or photographic images or drawings of any person/s connected to the School, to pupils or staff, which are used on paper or screen with or without the knowledge and permission of the subject/s either to belittle, degrade, mock or humiliate them.

Possession of such imagery, whether downloaded by you or someone else, will be regarded as serious an offence as creating it in the first place.

Images of staff and other pupils must NEVER be taken in class, outside class and boarding. Such usage of the internet or mobile phones may lead to immediate suspension and parents/guardians being asked to attend a meeting. It is likely that if any such allegations or evidence are found to be true the consequence may be exclusion.

Pupils are therefore strongly advised

1. to ensure that nothing which they have on mobile phones, chat rooms, websites, social media apps, blogs or any other medium could lead to this situation arising,
2. to wipe off any such material, photographs or language (bad, crude, offensive, vulgar) which exists and may have been downloaded accidentally,
3. to ensure that any unacceptable pictures of themselves or which they have taken of others; or material which brings discredit or disrepute upon the school or which could damage the School's or a teacher's reputation in any way whatsoever, (including any comments about teachers or other pupils without their express prior knowledge and consent), should be urgently removed from the website, social media posts, images, videos or mobile phones or any other electronic apparatus,
4. their mobile phones are never used without prior permission in school to take photographs.

If any pupil is found to have, on a website or mobile phone or social media or in a chat room, any material which is objectionable, against the Law or liable to be libellous or malicious, they risk being excluded, should a full investigation merit such action.

If it is reported to the school that a pupil is in contravention of these regulations he (with parental consent) may be asked to display the contents of social media accounts etc. which are guarded by password etc.

When any pupil is found by a member of staff to be using a mobile phone, as above, for any purpose, the member of staff will take appropriate action, which **will** include confiscation of the phone from the pupil to be handed to the relevant person.

Mobile phones are banned from use in public examinations, such as GCSE, and pupils are at risk of being disqualified should their mobile phone be misused or cause disruption. Mobile phones must either not be brought to the exam room or handed into the invigilator. The calculator facility of mobile phones cannot be used as part of any examination.

New technology is open to abuse leading to the invasion of privacy. The taking of any images, without permission, contravenes the Data Protection Act of 2018. In the event of a mobile phone being used to record sound, photographic or video images of any persons in the school, pupils or staff, the mobile phone will be confiscated and the pupil(s) responsible may face further disciplinary procedures.

In the case where a mobile phone is used to record sound, pictures or video images which are deemed to be an invasion of privacy the school will reserve the right to apply an appropriate sanction which could include exclusion from school and, in extreme cases, permanent exclusion.

It is also possible that the individual pupil or teacher may wish to exercise their human right and take legal action which would initially engage outside agencies including the police.

Note: the use of a mobile phone means just that; including all services offered by phones such as voice, text, messaging, browsing, media, camera, WAP etc. (This list is not exhaustive.)

If a parent wishes their son to have a mobile telephone in school then it will be understood that the pupil and their parent(s) agree to abide by the following code of conduct:

The telephone is the responsibility of the pupil concerned and all reasonable measures must be taken to ensure its security.

Marathon Science School cannot accept any responsibility for loss, theft or damage to pupils' mobile telephone / electronic equipment but will investigate any reported loss to try to assist with the return of the telephone to the owner.

Pupils must not send inappropriate text or picture messages *or make nuisance calls* to other members of the school community. Any attempt to intimidate, belittle, vilify or abuse

by such media will not be tolerated. Such activity is bullying and the school will respond accordingly.

Pupils must not use cameras or videophones to take photographs or video clips in school or on school outings/fixtures without permission from a member of staff.

If a mobile telephone rings during a lesson or it is used inappropriately during the school day it will be confiscated by the member of staff to be given to their parent or guardian as appropriate.

NOTE: 2

Pupil Dress Code

Proper dress is an important aspect of school life; therefore, each pupil is encouraged to be well groomed and neat in order to make the best possible impression on other pupils, teachers and guests. No pupil's body hygiene or clothing will be allowed to interfere with other pupils' educational process. Pupils are expected to dress appropriately for school and anyone who violates these standards must make immediate correction of the dress code and shall be subject to appropriate disciplinary action.

1. Clothing must not be revealing.
 - a) Shorts above the knee.
 - b) Any clothing that displays the midriff, sides, or back is not permissible
 - c) A full shirt covering the skin must be worn underneath mesh tops, including jerseys.
 - d) Pants and shorts must be worn at the waist even if regular shorts are worn underneath. Sagging pants will not be tolerated.
 - e) Pants/shorts must not have written messages on the rear.
 - f) Pants or shorts cannot have holes above the knee unless completely covered by a permanent patch.
2. Pupil clothing, accessories, shoes, and personal items are prohibited at school and school functions if they contain writing, pictures, or any other emblems/messages which:
 - a) display profanity, sexual content, violence, drugs, alcohol, or tobacco;
 - b) advocate racial or ethnic prejudice;
 - c) create disunity among the pupil body (i.e. confederate flag);
3. Headwear (i.e. hat, cap, bandana, visor, hoodie or sunglasses) must not be worn or seen inside the school building or it will be confiscated.
4. Shoes must be worn at all times when outside. Indoor shoes or indoor slippers are accepted within school premises. Bedroom slippers are not appropriate for school footwear.
5. Jewellery and accessories that could pose a safety hazard or disrupt instruction are not allowed. This includes, but is not limited to, piercings, earrings, studded bracelets or belts, handcuffs, chains (including chains on wallets), and any jewellery
6. Hair should be natural. The following are not allowed:

- a) Unnatural hair colour (i.e. orange or blue)
 - b) Coloured hair spray
 - c) Face painting
 - d) Spiked hair or Mohawks
 - e) Patterns
 - f) Uneven haircut
7. No beards of any shape or size.
8. Special events (graduation and awards programs) are considered “dress up” events. Appropriate attire will be worn, or pupils will be denied admission or participation.

NOTE: 3

Marathon Science School of Excellence Behaviour Policy

(To be read and implemented in conjunction with the anti-bullying policy, the discipline policy and guidance on physical restraint)

Introduction

Marathon Science School has high expectations for the behaviour of all pupils and this will be achieved through developing positive attitudes based on mutual respect.

Marathon Science School will take every opportunity to help our young people to make correct decisions.

The intention of this policy is to create an atmosphere of a learning community that works as a team. This community made up of directors, teachers, classroom assistances, parents and pupils have the same goal and aspirations. Every individual will take their responsibilities very seriously and work hard to provide help and support for each other.

Our pupils will be reminded at every opportunity that this community will try its best to provide all their needs to enable them to achieve their full potential. And it will be expected of them to play their part to the best of their ability.

Aims of Behaviour Policy

- To develop positive attitudes and constructive relationships based on mutual respect of one another.
- Create an atmosphere of learning.
- To recognise and reward good behaviour.
- To set high expectation of learning and behaviour.
- To prepare our pupils for adult life better.
- To deal with the incidents fairly and effectively.
- To monitor and evaluate the effectiveness of the policy.

In order to achieve our aims, pupils must be fully aware of our expectations of acceptable behaviour; they must understand how positive behaviour is rewarded and how unacceptable behaviour is sanctioned.

This will be a working document and our practice in this area will constantly develop, meaning that the policy will be updated at regular intervals to reflect these developments.

Pupils Code of Conduct

Pupils must:

- Show their respect to their peers and staff with their behaviour and language.
- Be on their best behaviour at all times including school trips.

- Address staff and visitors with courtesy. They should also use common sense and good manners such as opening doors and using polite language.
- Not use force or bullying, as this is not tolerated in any shape or form.
- Understand that the buildings and the resources are for their benefit, they must not damage or graffiti these.
- Make sure all litter should be put in the bins and everyone should help the school stay clean and tidy.
- Make sure food is only in allocated places.
- Wear full uniform.
- Carry appropriate school equipment at all times.

Teachers and Support Staff

The teachers are encouraged to develop a wide range of strategies to prevent conflict and promote good behaviour.

- Setting appropriate level of work
- Challenging pupils to produce their full potential
- Making effective use of seating plans
- Treating pupils fairly and consistently
- Acting as role models
- Praising and rewarding good work and behaviour
- Establishing class rules and routines
- Teachers may ask a pupil to go outside for a short period of time
- A system of detentions may be used effectively
- A disruptive pupil may be referred to the behaviour manager

A meeting between the Headteacher and deputy headteacher, head of boarding or house masters may be organised in relation to persistent offenders. Parents will be informed of serious incidents as soon as possible.

Pastoral Support

A pastoral support plan will be put in place for any pupil who is causing concern. The plan will be monitored by the deputy headteacher, Head of boarding or Housemaster and outside agencies may be used as appropriate.

Break, Lunch Time and Evening Supervision

The pupils will be supervised during break, lunch time and evenings. There will be rota of duties published annually. Duty rota is updated if needed.

Referral System

The purpose of the referral system is to provide information about individual pupils and to refer an incident for further attention. This will also help to monitor the effectiveness of the behaviour policy.

The referral should be completed and passed on to the line manager (deputy headteacher or head of boarding). It will be ensured that a copy of the form is stored in pupils' records.

Rewards and Sanctions

Pupils need a calm and purposeful classroom and boarding atmosphere if they are to learn well. Effective teaching, designed to stimulate and engage pupils, helps maintain an orderly learning environment. Within this framework we aim to promote good behaviour through rewarding attentive listening, co-operation, work effort, achievement, kindness and politeness. Rewards for good behaviour include:

- verbal praise
- certificates
- notes to Parents
- opportunities to show good work to others
- display of children's certificates
- Reward activities and trips for groups

We aim to discourage poor behaviour by ensuring pupils understand that certain behaviour is unacceptable. We will show them that misbehaviour is never condoned or allowed to disrupt the learning or safety of others. Pupils who misbehave will be reminded first, then warned. Repeated misbehaviour will incur sanctions, in forms of detentions and notifying of parents and will be consistently carried out.

Sanctions for moderate misbehaviour include:

- Reprimand (Warning 1, 2)
- change of seat (Warning 3)
- Completion of work in free time (by lesson teachers or group leaders. If not turned up, behaviour manager is informed)
- Reduction of playtime. (15 minutes If 3W given in a day.)
- withdrawal from class to Form tutor or another teacher
- detention-1 (20 minutes detention by the teacher)
- (If recurs again then Detention-2 for 45 minutes of detention will be given by behaviour manager to after school or home leave time)
- Community work such as cleaning and tidying around if they are responsible. When a pupil damages school

PROMOTING GOOD BEHAVIOUR

The key to good discipline is consistency: consistency in setting and maintaining their own individual standards, and consistency in following the school's discipline procedures.

Staff must also be sensitive to the circumstances of the individual pupil. Each situation will be different and considered individually on its merits or otherwise.

The following procedures are published as guidance, to provide a framework for staff and to set the expectations for pupils.

In the classroom

Teachers should ensure that the pupil knows and understands what is required, and provide a suitable environment for them to achieve it. Everyone must be aware of the particular needs/difficulties of individual pupils and adjust their procedures to best meet these needs.

If work is not done satisfactorily, teachers should expect it to be repeated and arrange a time – break, lunchtime or after school – for the pupil to do this.

Good Practice:

- Issues such as inappropriate comments, interruptions, lateness (late minutes are covered after the lesson, on lunch time or after school), should be tackled by the class teacher and recorded as a negative tick on behaviour management system.
- For further disruption, pupil should be moved outside the classroom.
Brief negotiation after 5 minutes to re-admit, if appropriate.
If the issue is resolved i.e. apology offered and accepted then the pupil should be readmitted to the classroom. Incident recorded on behaviour management system.
- If it is not possible to re-admit because of a negative attitude, the pupil should be sent to the Deputy Head.
- A referral incident form must be filled in.

It is essential for teachers to maintain a dated record of unacceptable behaviour on the part of an individual pupil. The incident form must be clearly filled in and passed on to the Deputy Head.

Detention

Detention may be given:

- For work not done, incomplete or of poor standard. For low level poor behaviour out of class
- For persistent lateness, failing to bring books and equipment to lessons
- Detentions must be carried out by the teacher to be effective.

Pupils must be given the opportunity to explain themselves before a sanction is issued.

Whole class detentions must be avoided, they don't usually work and create a more negative attitude from pupils.

A subject teacher can detain a pupil at break and lunch for up to 20 minutes. For any detention longer, the Deputy Head must be informed.

Pupils should be provided with some work during the detention.

Withdrawal of Privileges

For some ongoing issues / misbehaviour may lead to the withdrawal of privileges, for a designated period, usually up to three days. (Outdoor activities, PE at park (can stay in the premises and study PE papers, Trips, Clubs, Abroad trips)

Pupil Causing Concern Form

This involves a pupil requesting a comment and signature from his subject teacher or group leader at the end of each lesson for at least one full week. This is then signed at the end of each day by Deputy Head depending on the reason for the report. Parents are also invited to monitor the pupil's progress. This report can be used to monitor work or behaviour.

Internal Suspension:

A pupil who commits a serious breach of School Rules may be immediately suspended within school. In this instance he will be removed from the peer group to work under supervision as arranged by the Deputy Head. Parents will be informed and a further sanction may follow.

Headteacher's Detention

(Saturdays 1.00pm – 3.00pm in School Uniform) – for the more serious breaches of discipline or for a pupil who fails to respond positively to the other sanctions e.g. has in excess of five negative comments on the day report and /or other detentions in one week. Headteacher's Detention takes precedence over every activity including team games.

Parents are informed of the detention giving reasons. An appropriate written / practical task is set.

Very serious offences / continued disruptions:

Parents will be informed that their child's attitude and behaviour are being closely monitored. Also they may be asked to see the Headteacher to draw up a contract.

Serious incidents

Serious incidents of misbehaviour, such as the following, will normally lead to withdrawal from the class or playground and boarding activities.

1. Leaving the School premises without permission.
2. Leaving the classroom during lesson time without permission
3. Physically hurting other children or adults
4. Threatening or bullying other children
5. Fighting
6. Kicking walls, slamming doors, throwing or damaging property
7. Refusing to do as requested
8. Intentional rudeness to adults
9. Abusive language or swearing
10. Temper tantrums
11. Entering staff room without permission when there is no one in the room

If children persistently behave in this way, Parents will be contacted, a Monitoring Report will be drawn up and ultimately the child may be excluded from School.

Very Serious Incidents

Marathon Science School Disciplinary Policy is based on guiding our young people to make right decisions; to work cooperatively with each other, respect others and school resources and make most of the opportunities on offer. Every incident is treated with utmost care and sensitivity.

Very serious incidents will not be tolerated in Marathon School such as:

- Swearing
- Disruptive behaviour
- Fighting
- Damage to school property
- Bullying
- Smoking
- Stealing
- Endangering him or others.

In the event of very serious incidents, the pupil may be excluded for a fixed period of time. Exclusions can only be authorized by the headteacher. The length of the exclusion will be proportional to the seriousness of the incident. The exclusions will be recorded and monitored annually.

Parents have the right to appeal against the decision to the appeals panel.
The work will be set for excluded pupils.

Extreme incidents

In the event of the incidents, the pupil will be permanently excluded from Marathon Science School. Extreme incidents are such as:

- Carrying dangerous weapons
- Violent attack to staff or other pupils
- Drug or glue abuse
- Inappropriate sexual conduct
- Other incidents that's deemed to be extreme by the school director and the head of boarding.

In the event of a child being physically restrained, the incident should be recorded and stored in an appropriate file.

A record of all sanctions applied is kept in a database, which contains a list of permitted sanctions. The record is made within 24 hours and legibly recorded.

Each entry includes:

- The name of the pupil
- The date and location of the incident which led to the sanction being applied
- Details of the inappropriate behaviour
- The nature of the sanction
- The name of the staff member giving the sanction
- The name(s) of any other staff present
- The effectiveness and any consequences of the sanction
- The signature of the staff member concerned

Examples of major punishments to be recorded are those used by the school only for particularly serious offences, any serious punishment which is not included in the school's written disciplinary policy, punishments for offences likely to be sufficiently serious to be quoted in future reports or references for the boarder concerned, and punishments for offences which would constitute criminal behaviour in the case of an adult.

Unauthorised forms of punishment

Pupils including prefects and those in other positions of authority, are not given authority to use any sanctions or physical intervention against other pupils.

No unreasonable, idiosyncratic or excessive sanctions must be used by staff or others at the School or boarding house, including any sanction intended to cause pain, anxiety or humiliation, nor are any of the following used as a punishment:

- Corporal punishment
- Any form of hitting of a child (including hitting a child in anger or retaliation)
- Deprivation of access to food or drink
- Enforced eating or drinking
- Prevention of contact by telephone or letter with parents or any appropriate independent listener or helpline
- Requirement to wear distinctive clothing or the wearing of night-clothes by day
- Use or withholding of medical or dental treatment
- Intentional deprivation of sleep
- Use of fines other than by way of reparation and not exceeding two thirds of the child's immediately available pocket money provision
- Locking in a room or area of a building
- Intimate physical examination of the child
- Withholding of any aids or equipment needed by a child eg spectacles

Physical Restraint

By law all teaching staff and other staff authorised by the School Director to have control or charge of pupils may use such force or physical contact as is reasonable in the circumstances to prevent a pupil from doing or continuing to do any of the following:

- Committing a criminal offence and may cause injury to themselves or others in the process
- Injuring themselves or others
- Causing damage to property which may lead to injury to themselves or others

This applies on School premises, and away from the School, for example on a field trip or any other authorised School activity. It only applies when no other form of control is available and where it is necessary to intervene.

Staff will wherever practicable, tell the pupils to stop, and what will happen if they do not. The member of staff will try to keep communicating throughout the incident and will make it clear that the restraint will stop as soon as it is no longer necessary. Staff will always avoid touching or holding a pupil in a way that might be considered indecent.

The member of staff must inform the Deputy Head teacher or head teacher immediately following an incident where force has been used, and will be asked to provide a written report as soon as possible afterwards.

Any use of physical restraint is by reasonable and non-injurious means, only when immediately necessary and for the minimum time necessary to prevent injury to self or others or very serious damage to property, and always recorded in writing. The anti-bullying, behaviour and discipline policies must be implemented in conjunction with the comprehensive government guidance “use of reasonable force-July 2013” and included in Section 93, Education and Inspections Act 2006, Power of members of staff to use force.’

Attendance and Punctuality

Pupils are encouraged to have a perfect attendance and punctuality report. Parents will be invited in to discuss these issues for those that fall below the expected attendance rate.

The department of Education and local authorities demand good attendance and reduce absences because as you know, a good education gives your child the best possible start in life. A good attendance leads to better achievement and helps young people to obtain secure employment and develop into mature and responsible citizens.

The purpose of the Education (Welfare) Act 2000 is to encourage regular school attendance and participation in education and training for as much as possible. Government made amendments to legislation in September 2013. These state that “parents are not allowed to children out of school for family holidays and headteachers are not allowed grant any leave absence during the term time”

Under the law, every child must attend school regularly up to sixteen years of age or complete at least three years post primary education whichever comes later. Taking a child out of school for family holidays is illegal and you can be fined £60 per day as well as facing a court action.

When a child is absent, parents must let the school know the reason for the absence every time.

If a child misses more than 10% of school days at the end of a term, a meeting is arranged with parents.



Marathon Science School

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