

THE WINCHESTER CODE AND SCHOOL RULES

(A copy of these is given to each pupil)

THE WINCHESTER CODE

- Our aim is to be a happy and well-ordered community. We celebrate and reward good conduct, and recognise it in Preces and other House meetings, in Chapel and in the award of Headmaster's Commendations and Awards for Outstanding Contribution. The Co Praes are a working body who assist the Senior Management Team and Housemasters with the smooth and efficient running of the School. In accordance with the document Guidelines for Prefects, they commend the School Rules by example, advice and correction.
- The points in this Code are set out to clarify the School's expectations. At all times pupils should behave sensibly and well.
- All pupils are expected to be familiar with the School Rules and observe them at all times (including when online and/or outside of the school premises) for the duration of their membership of the School community.
- A serious approach to work is of the highest priority.
- Honesty, frankness, punctuality and courtesy are expected at all times. Dons should be addressed by their full title.
- Discriminatory language or behaviour based on protected characteristics such as race, ethnicity, nationality, gender, gender reassignment, age, sexual orientation, religion or disability of any kind is unacceptable and will be sanctioned appropriately.
- Co-operative obedience to those in authority is expected at all times.
- Up-to-Books Dress, Sunday Dress and Summer Dress must be worn neatly and correctly at all times. The correct dress for occasions will be specified in Short Roll as UTBD, SD or SMD.
- Mobile phones should not be used in public. Save after Chapel on Sundays, but at all other times (half rems as well as full days) pupils should not use mobiles, headphones or earphones when they are walking to or from an activity, or when they are in an open or public space on the School campus; neither should mobile phones be used for any purpose or at any time in private communal areas such as dormitories, changing rooms, toilets and bathrooms. Pupils should adhere to the protocols in place in different venues around the school: e.g. in Mill, headphones are forbidden for reasons of safety, whereas in the weights room they are permitted; they should not be used in the libraries.
- Pupils must adhere to the policies and protocols regarding social interaction as set out in the Social Behaviour section of these School Rules.
- Unauthorised overnight stays are strictly forbidden and cause for dismissal.
- It is a serious offence to fail to observe the rules pertaining to absence from a House and School. It is also a serious offence to allow a person who is not a current member of the School access to or occupation of boarding house premises without permission from the Housemaster.
- Use, possession or supply of illegal drugs, or other harmful substances, especially those of a psychoactive character, or equipment associated with the use of such substances, renders a pupil liable to immediate permanent exclusion.
- Bullying, verbal, cyber or physical, sexual harassment and assault, stealing and vandalism are completely unacceptable: serious cases are cause for dismissal. Abuse of the School's reputation or that of any person associated with the School, in the press, social media or any other public space, is cause for dismissal.
- The copying of work is deceitful. Pupils who lend their work to others for copying co-operate with deceit. Plagiarism (i.e. copying without acknowledgement) is cheating. These are serious offences.
- It is a serious offence to set off a fire alarm or smoke detector without good cause or to tamper with fire-fighting equipment.
- Use of technology, including mobile telephones, email and the Internet, must conform to the School's Rules and Acceptable Use Agreement (AUA). The principles of the AUA apply equally to pupils' use of any network, not only that of the school. Illicit photography and antisocial posts will lead to a Final Warning and may merit permanent exclusion. Pupils must not attempt to involve any employee of the School in the

activities of sites which entail the exchange of personal information or try to contact employees via such sites. It is a serious offence in any way to bypass, or attempt to bypass, any of the necessary controls or restrictions that the School may place at any time upon the use of its network.

SCHOOL RULES

1. General

- In addition to the specific rules given below, any action which is likely to bring the School into disrepute constitutes a breach of the rules.
- Honesty, frankness, punctuality and courtesy are expected at all times. Dons should be addressed by their full title.
- The rules included in this document are not exhaustive and pupils should be aware of other regulations and protocols which may from time to time be in force.

2. Social Behaviour

Winchester College seeks to be a community characterised by a spirit of fellowship. School is essentially a place for a wide range of friendships, activities and intellectual pursuits, and the School's key guiding principle is respect for the feelings of others. By way of contrast, intensely intimate and exclusive relationships can often have an unusually powerful and negative effect both on individuals and on the wider school society. Physical relations between pupils are therefore prohibited regardless of what may be considered acceptable behaviour in other social groupings. Breaches of this policy will be considered a disciplinary matter.

- As a matter of common courtesy, no pupil may be in the house of another pupil without signing in and informing the Housemaster, Matron, or another responsible adult in the house. Boys and girls may only socialise in designated rooms.
- Each boarding house has designated co-educational spaces. Pupils visiting the boarding house should sign in on arrival and visitors should follow the protocols as set out by the Housemaster.
- Visitors to any house may only enter areas designated within the house for such purposes, and advertised as such on the house notice board. Visitors must sign in.
- Boy pupils may not visit any part of the school designated as only for girl pupils and vice versa.
- If there is evidence that a pupil has been engaging in inappropriate physical activity whilst under school discipline, irrespective of location (this includes pupils under school supervision away from Winchester College in addition to all school expeditions, camps and trips), the pupil will be subject to school disciplinary procedures.
- Pupils are required to show good manners and consideration for others at all times, whether they are up to house, up to books or in the public eye.
- Courtesy in the street is particularly important: pupils should respect members of the public; they should greet dons and others they know; and they should acknowledge the courtesy of motorists who stop for them at pedestrian crossings.
- Pupils should be vigilant when crossing roads.
- Eating and drinking in the streets or in the school grounds is forbidden.
- Pupils are expected to be punctual and to honour their commitments.
- Academic work is very important. Pupils should apply themselves to developing good working habits and finding academic interests.
- Pupils should take full advantage of the many extracurricular opportunities available to them at Winchester.
- Bullying or cruelty of any kind is unacceptable and will be dealt with in accordance with our Counter Bullying Policy.

- Discriminatory language or behaviour targeting protected characteristics such as race, ethnicity, nationality, gender, gender reassignment, age, sexual orientation, religion or disability of any kind is unacceptable and will be sanctioned appropriately.
- Mobile telephones may be used in accordance with the protocol currently in force, but they must never be audible or visible in public.

3. Leave Off

Boarders

- Unless they have special leave, pupils must:
 - be present at all meals in their Houses, at any namers, at toytime and at Preces;
 - attend lessons, services in Chapel and their Sunday commitments. All pupils will be expected to attend certain services, for instance at the beginning of term and on Remembrance Sunday;
 - raise leave from their dons for any hours missed for any reason, giving as much notice as possible. This courtesy holds good even when pupils are caused to miss up-to-books hours for official purposes such as school matches and public examinations;
 - raise leave from their Housemaster or the tutor on duty during toytime, and make up the work in their own time.
- All pupils must be present at Headmaster's Reading Hour (Saturday 1700-1800 in Short Half and Common Time) unless they have taken a flexible weekend. Leave off Reading Hour can be raised only from the Headmaster or the Second Master.
- Unless pupils are involved in some approved activity, they are normally required to remain in their Houses after the start of toytime. This applies particularly to pupils in their first three years. With Housemaster's permission, pupils in VI Book 1 may be out of their Houses after Preces until 2230 (2245 on Saturdays), but after that only in special circumstances. Pupils must sign out when leaving the House for any reason after tea and must sign in on their return. Any pupil given permission to be out of the House after Preces must report back in person to their Housemaster or to the adult on duty.
- **Leave Up Town** (up town is any part of the city beyond the precincts of the School, which are defined by those roads which provide the most direct route between the boarding Houses and the main school buildings and playing fields, with Canon Street, College Street and Norman Road defining the North and South borders):
 - Pupils in JP, MP and Vth Book should always ask permission of their Housemaster to go up town. They may not go during school hours (including break and any free periods) nor after tea. Pupils in the bottom three years will normally be given permission to go to Town once per week Monday -Saturday, at their Housemaster's discretion. Pupils in their first two years must be back by 1550 (1730 on whole school days in Cloister Time).
 - Sixth Book Pupils may go up town without special permission, but not during school hours, including break and any free periods, nor after tea.
 - VI Book 2 may spend up to 45 minutes in town on two evenings a week at their Housemaster's discretion.
 - Pupils in top year can go to town once during the week from 2100 (2115 in CLT) to 2230, and then once more on Saturday 2100 (2115 in CLT) to 2245.
 - If pupils are up town after sunset, for their own safety they must remain in groups of two or more. Pupils must sign out when off campus, and sign in on their return.
 - Housemaster's permission must be raised to go up town at the times not normally authorised.
- **Leave off Meals** Leave out to meals, whether in Winchester or further afield, must in all circumstances be raised from Housemasters. On Sundays, pupils who have not signed out to go home will be expected to appear at all House meals, though pupils in VI Book 1 may ask permission to go out to lunch in Winchester.
- **Team Dinners** Team dinners and the like are only for VI Book members of senior teams and other groups, and require the Second Master's permission.

- **Eighteenth Birthday Meals** Permission (for VI Book 1 only) may be given by Housemasters for these to take place during toytime but not earlier than 2000. Such meals must take place in a restaurant. Seventeenth birthday meals are not allowed, except on Sundays.
- **Leave during term** Under certain circumstances, the Undermaster may permit a pupil to go, during term, to an important family occasion or a special event. He will do so only
 - occasionally; if the pupil's parents seek permission in writing and in good time; and
 - if they are satisfied that this will not be to the detriment of the pupil's academic work and that appropriate arrangements have been made for the pupil's safety and security.
- **Leave on Saturdays and Sundays**
- Housemasters may give leave to a pupil in JP, MP, V Book or VI Book 2 to be at home with their parents from 1700 on a Saturday to Preces on Sunday. This may happen once a term. Permission will be granted only if school work is up to date.
- Housemasters may give leave to pupils in VI Book 1 to be at home with their parents from lunch on Saturday to Preces on Sunday. This may happen twice a term, usually either side of Leave-out. Permission will be granted only if school work is up to date.
- Pupils may go out on any Sunday provided that they have their Housemaster's permission, meet their Chapel or other obligations and are back for Preces. Parents are required to complete the Sunday Sign-Out on the Parent Portal.
- **Leave-out and Exeats**
 - At the end of a Leave-out or an Exeat pupils must be back in their Houses in time for Preces, but no earlier than 4 pm for Leave-out and 6 pm for exeats.

Day pupils

Unless they have special leave, pupils must:

- Attend all meals in their houses and any namers during the school day. Day pupils are also expected to attend at least one toytime and preces once a week. Day pupils must attend lessons, mid-week chapel on Fridays and certain services, for instance at the beginning of term or Remembrance Sunday;
- Raise leave from their dons for any hours missed for any reason, giving as much notice as possible. This courtesy holds good even when pupils are caused to miss up-to-books hours for official purposes such as school matches and public examinations;
- Day pupils and their parents should agree with their Housemaster, a week in advance, the pattern of their presence in the House after tea including their weekend arrangements. Any variance from that pattern should be kept to a minimum and should be agreed with the Housemaster in advance.
- Not go home during the school day unless permission has been explicitly granted by the Housemaster or Second Master.

Leave Up Town (up town is any part of the city beyond the precincts of the School, which are defined by those roads which provide the most direct route between the boarding Houses and the main school buildings and playing fields, with Canon Street, College Street and Norman Road defining the North and South borders):

- Pupils may go up town without special permission, but not during school hours, including break and any free periods, nor after tea.
 - If pupils are up town after sunset, for their own safety they must remain in groups of two or more. Pupils must sign out when off campus, and sign in on their return.
 - Housemaster's permission must be raised to go up town at the times not normally authorised.
- **Leave off Meals** Leave out to meals, whether in Winchester or further afield, must in all circumstances be raised from Housemasters.
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- **Team Dinners** Team dinners and the like are only for VI Book members of senior teams and other groups, and require the Second Master's permission.

- **Eighteenth Birthday Meals** Permission (for VI Book 1 only) may be given by Housemasters for these to take place during toytime but not earlier than 2000. Such meals must take place in a restaurant. Seventeenth birthday meals are not allowed, except on Sundays.
- **Leave during term** Under certain circumstances, the Undermaster may permit a pupil to go, during term, to an important family occasion or a special event. He will do so only occasionally, and
 - if the pupil's parents seek permission in writing and in good time and,
 - if he is satisfied that this will not be to the detriment of the pupil's academic work and,
 - that appropriate arrangements have been made for the pupil's safety and security.

4. Alcohol

During term time, pupils may not purchase, possess or consume alcohol except in accordance with the law and in circumstances specifically approved by the Headmaster. Pupils in VI Book 1 may go to approved pubs or bars at approved times only in accordance with the law and with their Housemaster's specific permission, and on the understanding that (when the law allows them to drink alcohol) they must not drink to excess. Pupils must also have parental permission to consume alcohol. Pupils should always remain in the company of at least one other pupil. In these circumstances, pupils who visit a public house must report the the member of staff on duty upon their return to the House. Consumption of alcohol or entering a pub in contravention of this Rule is a very serious matter and can ultimately lead to dismissal. Bringing alcohol into the School from home or elsewhere, the under-age purchasing of alcohol, and the illegal purchasing of it for another pupil, are also regarded as similarly serious offences. Pupils who are given any gifts of bottles of wine and the like for staff by their parents must hand these to their housemasters for safekeeping.

The School's sanctions are as follows: **Consumption**

<i>Beer</i>	First offence	Gating
<i>Wine:</i>	Second offence	Second Master's Caution
	Third offence	Major Warning
	Fourth offence	Final Warning
<i>Spirits:</i>	First offence	Major Warning
	Second offence	Final Warning

Import into the School or Purchase of alcohol

First offence	Major Warning
Second offence	Final Warning

Entering a Pub Illegally or Without Proper Permission

First offence	Weekend Gating
Second offence	Second Master's Caution
Third offence	Major Warning
Fourth offence	Final Warning

Major Warning Forbids any repetition of the offence or any other serious offence and remains in force for a year.

Final Warning Follows a Major Warning and is irrevocable.

The Headmaster reserves the right to vary these sanctions.

If a pupil is inebriated, the school may require their parents to collect them and take them home. Alternatively, their parents will be charged for the Medical Centre's staff time.

5. Illegal drugs and other harmful substances

Use, possession or supply of illegal drugs, or other harmful substances, especially those of a psychoactive character, or equipment associated with the use of such substances, renders a pupil liable to immediate permanent exclusion.

6. Computers

- All members of the School and their parents are required to subscribe to the Acceptable Use Agreement (AUA)
- All pupils are given free access to the Internet, an email account and the School's internal network. The use of these is subject to the terms of the Policy on Internet Access and the AUP.
- Computer games are banned in Houses before 1800 from Monday to Saturday. Otherwise, the rules currently in force in individual Houses apply.
 - Pupils should comply with the School's email etiquette.
 - The principles of the AUA also govern pupils' use of other networks.
 - Pupils should adhere to the School's Surface Policy.

7. Miscellaneous

- The recording of people or their voices without their prior consent, by whatever means, is prohibited. Photography or recording in any permitted forms is to be decent and seemly and should not be done in any way to bring the School into disrepute. If unsure, pupils should seek further guidance from either the Second Master or Deputy Head Pastoral.
- No pupils may vape, smoke, or have cigarettes or tobacco products in their possession. It is a particularly serious offence to smoke or vape inside or near to school buildings.
- The possession of firearms (including replicas), ammunition, fireworks, explosives or weapons of any kind, including knives or penknives, is forbidden with the following exceptions:
 - shotguns, properly licensed, and cartridges, may be brought into the School with parents' permission, and provided they are kept in the School's Armoury;
 - Pupils may not bring knives into school without the written permission of the Second Master.
- No pupil may engage in any form of betting or gambling.
- No pupil may go to a public meeting or place of entertainment without permission from their Housemaster.
- No pupil may keep a car or motorcycle in or near Winchester, or drive one within the city's boundaries, without the written consent of their parents and that of the Headmaster.
- No pupil may travel in a car or on a motorcycle driven by anyone under the age of 21 without written permission from their parents or their Housemaster.
- Short-cuts may not be taken across the grass of Meads or Kingsgate Park except in the summer months. Pupils should not walk along the edges of grassed areas or cut across the corners of them; they must keep to the paths.
- No pupil may use Garnier Road either on a bicycle or on foot in order to get to Palmer Field.
- No swimming is allowed in any of the waterways of the Water Meadows.
- Laser pens and the like are not allowed.
- Pupils should not enter unauthorised areas of the School such as The Works Department premises and Yard, roof areas, equipment stores.

8. Illness

- If a pupil is taken ill during the course of a day they must in the first instance report, or be escorted, to the Medical Centre.
- When a pupil is declared Aeg (ill) they will normally be in the care of the Medical Centre until fit to return to their House. They will be Imp (off games) the day after they ceases to be Aeg.

- No pupil who has been prevented by illness from attending a school lesson may play games on that day or the day after unless permission has been given by the Medical Centre.

9. Games

- Sunday games. No games forming part of an inter-house competition are to be played on a Sunday unless the Headmaster has given permission. No pupil is obliged to play any game on Sunday.
- None of the School's playing fields is to be used for golf except Palmer Field, Gater Field, Micklem's and New Field and then only under adult supervision.
- No games of Winchester College Football are to take place without adult supervision.

10. Dress & Appearance

General

We expect pupils to exercise good judgment, to present at all times sensibly and well, and in all matters to have regard for spirit as much as letter. Our aim is in all regards to be a happy and well-ordered community, mindful of the manifold privileges which we enjoy. Regardless of what may be considered acceptable in other social groupings or situations, the dress code at school should promote community and fellowship as opposed to division.

Winchester College has no official uniform, apart from those Scholars residing in College who wear gowns. We do, however, expect all pupils to be reasonably formal and smart on prescribed occasions: more detailed guidelines are given below. At all other times reasonableness, decency and respectability must continue to be observed.

The decision of the Second Master is final in all matters of dress, in keeping with his responsibilities for the day-to-day operation of the school. The Second Master will consider requests from parents/guardians and/or pupils for individual variations in the dress code for reasons related to disability, gender reassignment or on religious grounds, and would always wish to discuss the request with the pupil as well as those most involved in providing their pastoral care.

Specific Requirements

Up-to-books Dress (UTB)

Pupils must wear up-to-books/formal dress during teaching hours anywhere in the school area outside College or Houses, including when they are not actually up-to-books and during public examination periods. Headphones and other ear-pieces are not permitted at such times. Casual clothing (such as jeans, corduroys, or chinos) is not allowed up-to-books.

Dress Code for Girls

Pupils wear plain light-coloured blouses (not tartan) with jackets and grey or otherwise dark, soberly cut, skirts (worn between the knee and ankle), or trousers, or a fitted, dark, plain dress, or a suit. No leather or shiny fabric. Trousers must be straight (not skin-tight) and full length. Jumpers, if worn, must be V-neck with no zip; football shirts, sweatshirts and other informal tops may not be worn. Any belt worn must be of conventional design in plain black or brown leather with no studs or decoration. Hats should not be worn.

Socks or tights: dark blue, black, grey or flesh coloured tights.

Shoes: plain, smart, flat black or brown polishable shoes. No suede or canvas. No trainers or boots (a boot is any shoe which covers the foot and ankle or lower part of the leg).

Dress Code for Boys

Pupils wear plain light-coloured shirts (not tartan) with jackets and grey or otherwise dark trousers, or suits. No leather or shiny fabric. Trousers must be straight (not skin-tight) and full length. Tie of suitable and sober choice. Jumpers, if worn, must be V-neck with no zip; football shirts, sweatshirts and other informal tops may not be worn. Any belt worn must be of conventional design in plain black or brown leather with no studs or decoration. Hats should not be worn.

Socks should be dark blue, black or grey.

Shoes should be plain, smart, flat black or brown and polishable. No suede or canvas. No trainers or boots (a boot is any shoe which covers the foot and ankle or lower part of the leg).

Boys must be clean-shaven.

Sunday Dress (SD)

Dark suit for Commoners; gowns for those Scholars residing in College. Black leather belt of conventional design with no studs or decoration. White shirt/blouse with collar; sober tie, properly tied (not worn with a blouse).

Pullovers, if worn, must be dark in colour and V-neck with no zip. Polished black flat leather shoes and black or dark socks or tights.

Summer Dress (SMD)

When permission for summer dress is given by the Second Master, dress will be as above but without jackets or ties. No shorts should be worn. Footwear as above with socks, or tights if desired. Any vest or T-shirt worn under the shirt or blouse must be plain white. During summer dress, pupils must decide either to be in summer dress or in conventional up-to-books dress. Intermediate costumes are not permitted.

All pupils

Hair must not be dyed, or shaved and must be kept tidy and off the collar. Long hair should be tied back.

Personal jewellery is limited to one small pair of stud earrings (one stud per ear lobe) and one necklace which should be discreet.

Nail varnish is not permitted.

Make-up should be minimal and discreet.

Sports dress

Dress for games must be suitable to the activity and the occasion. For safety reasons, pupils must *carry* football boots to and from the playing fields: they must not wear them in the streets or on any paved area, and they must not wear them when they are riding a bicycle. Pupils must not wear jewellery when participating in sports.

11. Bicycles

- If a pupil has a bicycle at Winchester, they should lodge with their Housemaster a full description of it in case of theft: this should include its frame number or other identifying number.
- Cyclists must obey both the letter and the spirit of the Highway Code. They must show courtesy and consideration to all other road users, including pedestrians, particularly in the streets around the School and in the Cathedral Close.

Safety

- A bicycle must be safe to ride, fitted with efficient brakes, sound tyres properly inflated, working front and rear lights, a reflector, a bell and a lock (D-locks are recommended).
- A rider must concentrate at all times and use both hands to control the bicycle; they may not wear headphones.
- Special care is needed at T-junctions such as those in the Romans Road area and Science School/Mill/PE Centre exits.
- Lights must be used when riding after dark.
- Helmets should be worn when cycling.

Bounds

- Bicycles are not allowed:
 - in St Michael's Passage;
 - in Canon Street;
 - in War Cloister;
 - in Meads;
 - in Moberly Court or Flint Court;

- on the grass of any school playing field.
- Bicycles must not be ridden:
 - in pedestrian precincts in the city and parts of the Close where cyclists are asked to dismount;
 - along Garnier Road;
 - when entering or leaving the school grounds.

General

- Bicycles must not be parked anywhere between 7 Kingsgate Street and 16 College Street, including those limits.
- Bicycles must be locked when unattended, even on House premises.
- Bicycles should not be used outside of up-to-books hours.
- Housemaster's permission is required for the use of bicycles outside stated hours.
- Bicycles must be stored in House bicycle stores and secured firmly to their racks.
- The loss of a bicycle must be reported to the Police and the pupil's Housemaster.

12. Sargent's

For certain minor misdemeanours a pupil may be given a Sargent's by a don. They must present themselves in up-to-books dress at the Porters' Lodge between 0730 and 0745 on the day or days designated. They must sign their name legibly on the list and provide the name of the don who has given them the Sargent's. A record is kept on iSAMS of Sargent's.

13. Detention

Detention takes precedence over any other arrangement a pupil may have made for that time.

- **House Detention** A Housemaster may impose a House Detention for any pupil who is behind with their work.
- **Music School Detention** A pupil who misses a music lesson without permission will attend extra music practice supervised by a member of the music staff. A pupil thus detained must present themselves in up-to-books dress to the member of staff in Music School on a designated Thursday at 0740, ready to practise for half an hour.
- **Early Morning Detention** For certain kinds of misdemeanour, a pupil in JP, MP and V Book may be put in Early Morning Detention which is held as necessary between 0730 and 0800 Monday-Saturday. A pupil put into Early Morning Detention must:
 - present themselves punctually at 0730 at the Porters' Lodge;
 - come dressed to do practical work.

Only the Headmaster or Second Master may grant remission or postponement of School Detention. Pupils in VI Book report to the Second Master at 0745.

Headmaster's Sunday Detention

Headmaster's Detention (in addition to being given for persistent lateness or failure to bring the correct equipment up to books) will be given to a pupil who fails to hand up their Div task by the deadline, or who writes a culpably substandard essay. Any work that is plagiarised is sanctioned with a Headmaster's Detention.

HM's Detention may also be given to a pupil who, having been required to repeat a piece of work in House Detention, has not improved significantly in their second attempt.

Sunday Detention should not be used by pupils as a general opportunity to catch up on work, but rather to do again a specific task which they failed to do properly, or to undertake some other task in that subject as appropriate under the circumstances. Pupils who produce the work to a more satisfactory standard in the intervening time will not be exempt from Sunday Detention.

The Second Master may impose a detention on a Sunday afternoon for disciplinary reasons.

Headmaster's Detention is held in E5 between 1400 and 1500 on a Sunday afternoon. In exceptional circumstances the detention may be extended to two hours. Headmaster's Detention will take precedence over other plans a pupil may have had for Sunday afternoon between 1400 and 1500.

14. Other School Sanctions

Verbal Warning

The Second Master will record a Verbal Warning as a formal record of a conversation he has had with a pupil over any behavioural matter, which gives cause for concern. A verbal warning serves as a record of the pupil's undertaking not to repeat the behaviour.

Second Master's Caution

The Second Master may speak to a pupil about their conduct and record a Second Master's Caution, which will normally remain in force for a period of three months (not counting school holidays). Further need for a Caution during this period will normally lead to a Major Warning.

Major Warning

This lasts for one calendar year from the date of offence. It states that any further serious breach during that period may result in dismissal. A Major Warning may be extended at the discretion of the Headmaster.

Probation

The Headmaster may give notice that he is placing a pupil on Probation for a specified period, at the conclusion of which he will decide whether the Probation will be removed or extended or he may require the pupil's departure from the School. Probation may be for poor academic performance, for poor behaviour, or for both.

Final Warning

This lasts for the remainder of a pupil's time in the School. It states that any further serious breach will very probably result in dismissal. Pupils who have previously incurred a Major Warning, even when lapsed, may incur this penalty on a second serious offence.

Please also see the policy on Suspensions, Exclusions and Required Removals, which is on the website.

15. Complaints Procedure for Pupils Introduction

Pupils should always feel that they can take a problem or complaint to any adult charged with their care and receive a sympathetic hearing. Most difficulties can be sorted out in this informal manner.

The following avenues of complaint are available:

- Expressing a concern in Pupil Consultations held each term.
- Speaking to the Second Master or Headmaster
- Speaking to the Housemaster or Head of House privately.
- Speaking privately to their tutor, Div Don, Chaplain, School Counsellor or any other adult.

Making a Formal Complaint

- A pupil will not be penalised for making a complaint in good faith. However, because we take complaints seriously and investigate them thoroughly, all pupils should be clear that they have proper grounds for a complaint before making it.
- If any pupil feels the need to make a formal complaint about a matter which is causing them distress or a problem which cannot be resolved otherwise, they may inform the Headmaster or Second Master either verbally or in writing. The Headmaster or the Second Master will discuss the matter with them as soon as possible or put them in touch with an appropriate person outside the School.

Procedure When a Formal Complaint is Made

- The person to whom a serious complaint is made (usually a Housemaster, the Second Master or the Headmaster) will keep a written record of that complaint and of its outcome. The Headmaster, or someone delegated by him to do so, will review these records regularly.
- A complaint made by a pupil will be resolved, either to the pupil's satisfaction or with an otherwise appropriate outcome which balances the rights and duties of pupils, within 72 hours wherever possible.
- A pupil will not be penalised for making a complaint in good faith.
- There is a separate complaints procedure for pupils' parents. A pupil's parents may wish to invoke the procedure available to them if they feel that the School has not dealt adequately with a complaint made by their child in accordance with the procedure described above.

Procedure When the Outcome of a Formal Complaint is Felt to be Unsatisfactory

- If a pupil, or their parents, feel that the procedure detailed above has not dealt with the complaint satisfactorily, a letter setting out the unresolved complaint should be sent to the Bursar (Secretary to the Governing Body), Mr Paresh Thakrar at 7 College Street Winchester SO23 9NA or pdt@wincoll.ac.uk

Safeguarding: A Code of Good Practice

Adults looking after children or young people must be aware of the risk of abuse by adults or other young people. Child abuse can occur in all walks of life and Winchester College should not be considered in some way immune. Pupils have the right to be safeguarded from harm and exploitation regardless of race, religion, ethnicity, age, gender or disability.

In addition to your Housemaster, Assistant Housemaster, Tutor, Matron, Div Don or any other adult, you may seek assistance at any time from:

Chaplaincy	
The Revd Hester Jones , Dean of Chapel:	hj@wincoll.ac.uk
The Revd John Storey , Chaplain:	jrs2@wincoll.ac.uk
Mr Andrew Sparkes , Senior Lay Chaplain:	07833 645514, ajs@wincoll.ac.uk
Mr Liam Dunne , Roman Catholic Lay Chaplain:	07568 541924, ld@wincoll.ac.uk
Dr John Cullerne , Master in Charge of Faith Circles	07796 792624, jpc@wincoll.ac.uk

Safeguarding Team	Duty contact details: 07436 588321, safeguarding@wincoll.ac.uk
Designated Safeguarding Lead, Mrs Ali Harber	01962 621179, ah@wincoll.ac.uk
Deputy DSL, Mr Iain Smith	01962 621142, 2M@wincoll.ac.uk
Deputy DSL, Mr Simon Mildinhall	sjm@wincoll.ac.uk
Deputy DSL, Mr Callum Barnes	cpb@wincoll.ac.uk
Deputy DSL, Mrs Belén Lopez	01962 621179, mbl@wincoll.ac.uk
Deputy DSL, Mr Jack Fisher	01962 621211, jff@wincoll.ac.uk
Governor with specific responsibility for Child Protection, Mrs Alison Mayne (via her secretary)	01962 621206, jm1@wincoll.ac.uk

Confidential Pupil Counsellor	
Sara Holland (Lead)	pupilmc@wincoll.ac.uk
Charlotte Pickance	
Caroline James	
TBC	

Independent Listener	
Mrs Elizabeth Webster	07793 076006, elizwebster99@gmail.com

Winchester College Medical Centre	
Lead Nurse, Mrs Karlene Cullen & Nursing Team	01962 621228, wcmc@wincoll.ac.uk
School Doctors, Dr Laura Francis (St Paul's)	

Local Agencies	
Children's Services Department - up to 18 years	0300 555 1384, childrens.services@hants.gov.uk
Adult's Health and Care Services - over 18 years	0300 555 1386, adult.services@hants.gov.uk
Local Area Designated Officers (LADO), Mrs Fiona Armfield and Mr Mark Blackwell	01962 876364, child.protection@hants.gov.uk
National Agencies	
Independent Schools Inspectorate	0207 600 0100, concerns@isi.net.org
ChildLine	0800 1111
Samaritans	116 123, jo@samaritans.org
Police, Ambulance, Fire	999
Department of Education Counter Extremist Helpline	020 7340 7264, counter.extremism@education.gov.uk

The Children's Commissioner for England – **Dame Rachel de Souza** spends lots of time listening to what children and young people who live away from home, or who are receiving social care support, have to say about how they are looked after. If you would like to contact Rachel, or any other member of her team through their 'help@hand' initiative, here's how to do it:

- Help@Hand freephone: 08005280731 and email: help.team@childrenscommissioner.gov.uk
- The Office of the Children's Commissioner for England: 0207 783 8330, info.request@childrenscommissioner.gov.uk
- Or write to: Office of Children's Commissioner, Sanctuary Buildings, 20 Great Smith Street, London, SW1P 3BT

We will not tell anyone it was you who contacted us about any problems unless you ask us to - but if you tell us something which makes us believe that you or another child or young person is in danger of being

seriously harmed, then we will need to pass that information (and who you are) on to the right people to try to protect you or them. We will let you know if we do this.