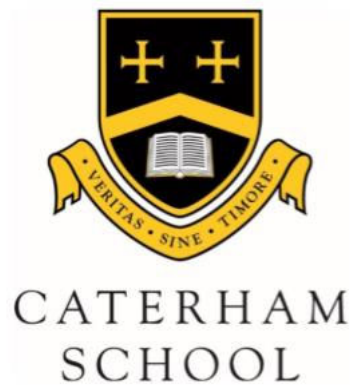


Caterham Summer School Rules



Policy Author:

Date Reviewed by Authors:

Next Review Date:

Summer School Manager

Spring Term 2026

Spring Term 2027

Caterham Summer School

Caterham Summer School Rules

Policy Status: Anti-Bullying, Behaviour, Online Safety, Safeguarding and Child Protection

Applies to: All staff and students

Author: Summer School and Holiday Programmes Manager

Last reviewed: April 2026

Next review: April 2027

Student Rules and Expectations

Introduction and Aims

Caterham Summer School is a vibrant international community where students live, learn and socialise together. These rules exist to ensure that every student feels safe, respected and supported, and that the Summer School runs smoothly and enjoyably for all.

All students are expected to follow these rules at all times, including:

- During lessons and activities
- In boarding houses and communal areas
- On trips and excursions
- Online and when using digital devices
- When representing Caterham Summer School off site

Failure to follow these rules may result in disciplinary action, including loss of privileges or removal from the programme.

These rules reflect statutory safeguarding, behaviour and boarding guidance including [Keeping Children Safe in Education \(KCSIE\) – GOV.UK](#), the [Equality Act 2010 – GOV.UK](#) and the [National Minimum Standards for Boarding Schools – GOV.UK](#)

1. General Conduct and Behaviour

Students at Caterham Summer School are expected to:

- Treat all members of the community with kindness, respect and courtesy
- Follow the instructions of all staff promptly and respectfully
- Behave responsibly and consider the impact of their actions on others
- Respect cultural differences, beliefs and personal boundaries
- Uphold the reputation and values of Caterham Summer School at all times

Unacceptable Behaviour

The following behaviours are not acceptable and will be dealt with seriously:

- Bullying, teasing, intimidation or harassment (including online)
- Racist, discriminatory, sexist or offensive language or behaviour
- Physical aggression or threatening behaviour
- Disrespect towards staff or peers
- Damage to school property or the belongings of others
- Theft or dishonesty
- Any behaviour that places others at risk or brings the Summer School into disrepute

2. Boarding Conduct and Residential Life

Living in a boarding environment requires cooperation, responsibility and respect for others.

Boarding expectations reflect the principles outlined in the [National Minimum Standards for Boarding Schools – GOV.UK](#)

In Boarding Houses

Students must:

- Follow house routines, instructions and expectations
- Be respectful of roommates and neighbours
- Keep bedrooms tidy and make beds each morning
- Use communal spaces responsibly and leave them clean
- Respect the privacy and belongings of others

Students must **not**:

- Enter other students' bedrooms without permission
 - Bring external visitors into boarding houses
 - Eat meals in bedrooms
 - Tamper with safety equipment or alarms
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3. Boarding Times, Bedtimes and Night Routines

- Students must follow all bedtimes, lights-out and phone hand-in procedures
- Personal devices are handed in overnight to promote healthy sleep routines
- Quiet and considerate behaviour is expected after lights-out
- Students must remain in their rooms once instructed by boarding staff

Failure to follow night routines may result in loss of privileges or further disciplinary action.

4. During the School Day

Lessons and Academic Conduct

Students are expected to:

- Arrive on time and prepared for lessons
- Follow teacher instructions and classroom rules
- Allow others to learn without disruption
- Complete classwork and homework to the best of their ability
- Demonstrate academic honesty at all times. Cheating or plagiarism is not permitted.

Movement Around School

For safety reasons, students must:

- Remain on site unless permission has been given
 - Follow sign-in and sign-out procedures when required
 - Move sensibly between lessons, activities and boarding houses
 - Follow all health and safety instructions
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5. Activities, Sports and Trips

Students are encouraged to take part fully in the activities programme.

Students must:

- Follow safety rules and staff instructions at all times
- Wear appropriate clothing and equipment
- Stay with their allocated group on trips
- Behave respectfully towards members of the public
- Represent Caterham Summer School positively off site

Unsafe or disruptive behaviour may result in removal from an activity or trip.

6. Mobile Phones and Device Usage

General Rules

- Mobile phones are not permitted during the school day and must be used responsibly and appropriately in designated areas during boarding time
- Phones must be left in boarding bedrooms during the day
- Phones are handed in overnight to boarding staff

Staff may ask students to put devices away at any time.

Responsibility

- Students are responsible for the care of their own devices
 - Caterham Summer School does not accept responsibility for loss or damage
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7. Use of the Internet and Online Behaviour

All online activity must reflect the values of Caterham Summer School.

Students must:

- Use technology safely, respectfully and responsibly
- Use approved platforms and follow staff guidance
- Protect personal information and passwords
- Speak to a member of staff if anything online causes concern

Students must not:

- Access, create or share inappropriate or harmful content
- Bully, harass or upset others online
- Share images, videos or information about others without consent
- Attempt to bypass school internet filters
- Use VPNs on the school network

Online behaviour expectations reflect guidance within [Teaching Online Safety in Schools – GOV.UK](#)

Misuse of the internet may result in loss of access and further disciplinary action.

8. Bullying and Cyberbullying

Caterham Summer School has zero tolerance for bullying in any form.

Bullying includes:

- Repeated unkind or intimidating behaviour
- Exclusion or deliberate isolation
- Verbal, physical or emotional harm
- Online harassment, messaging or posting harmful content

Students should:

- Report bullying to a member of staff immediately
- Support others by speaking up rather than sharing harmful content

All reports of bullying will be taken seriously and investigated.

9. Prohibited or Illegal Items

The following items are **strictly prohibited**:

- Alcohol, drugs, vaping products or tobacco
- Offensive or dangerous items
- Weapons or imitation weapons
- Fireworks
- Pornographic or inappropriate material
- Cooking appliances or unauthorised electrical items

Confiscated items may be returned at the end of the programme or to parents/guardians.

Possession of illegal items may result in immediate exclusion.

10. Health, Safety and Wellbeing

Students must:

- Inform staff immediately if they feel unwell, unsafe or upset
- Follow medical and health staff guidance from the Summer School Matron
- Hand all prescribed medication to the Summer School Matron
- Not keep non-prescribed medication without permission

Looking after mental and emotional wellbeing is as important as physical health. Students are encouraged to speak to staff whenever they need support.

11. Sanctions and Consequences

If rules are not followed:

- Staff will listen, investigate and respond calmly and fairly
- Consequences will be proportionate to the behaviour
- Parents/guardians may be informed
- Disciplinary action may include loss of privileges, removal from activities, supervision or monitoring

Serious Misconduct

Serious or persistent breaches may result in:

- Suspension from activities
- Temporary or permanent exclusion from the Summer School
- No refund of fees

Decisions regarding exclusion are final.

12. Student Commitment

By attending Caterham Summer School, students agree to:

- Follow all Summer School rules and policies
- Take responsibility for their behaviour
- Help create a safe, respectful and positive community
- Speak up if they are worried about themselves or others

13. Reference

These rules are aligned with and form the basis for the Caterham Summer School Rules:

Caterham Summer School Boarding Student Handbook 2026

Caterham Summer School Student Handbook 2026

Caterham Summer School [Student Code of Conduct](#)

Caterham Summer School [Behaviour Policy](#)

Caterham Summer School [Acceptable Use Policy for Students](#)

14. Document Review

This policy is reviewed annually and revised after or in response to significant change in legislation, guidance or incident.

This policy reflects statutory guidance including [Keeping Children Safe in Education \(KCSIE\) – GOV.UK](#), the [Equality Act 2010 – GOV.UK](#), the [National Minimum Standards for Boarding Schools – GOV.UK](#) and Caterham School best practice.

It is due for review in April 2027