



**Mission Statement:**

The Sacred Heart is a Community committed to the education of its pupils in a Catholic Christian ethos, where each person is invited to serve God and others in faith, hope and love.

**Aims:**

To foster growth in Christian faith and values  
To value, appreciate and enjoy learning  
To encourage curiosity and creativity  
To work for excellence  
To aspire to high ideals  
To stimulate generous service of others

**Boarding House**

## Discipline and Personal Relations Policy

To promote good behaviour in the Boarding House it is important to provide and develop a family-like atmosphere where children are able to interact freely with adults and each other and know that they are loved and supported by every member of that community. Generally **we have a positive approach**.

Good discipline maintains a secure, happy and caring atmosphere in which pupils can grow and express themselves and develop their God-given talents.

Pupils should:

1. Have respect for themselves, other boarders both younger and older, as well as members of Staff.
2. Share and help one another and be kind and considerate amongst themselves and to Staff.
3. Take responsibility for their own actions and know the consequences of silly behaviour to themselves and the community.
4. To tell the truth, ask forgiveness, make reparation and accept their punishment
5. Be prepared to report to Staff serious incidents or dangerous behaviour.
6. Notice when others are upset, behaving badly and need extra support and understanding.
7. Make decisions for themselves based on the good of the community.
8. Create a peaceful, happy community where each person feels secure and at home.

### REWARDS

Praise and encouragement and a sense of belonging are adequate rewards for good behaviour. At boarders' meetings a choice of small rewards e.g. pens, hair bobbles, sweets etc. are awarded to any boarders who have been particularly helpful. However, occasional treats will be given, i.e. a special activity arranged, a barbecue organised, a fun evening or an extra swim etc. Commendation for good behaviour and general helpfulness is recorded in a Rewards / Sanctions Book.

**REPRIMANDS** need be no more than a look or verbal reprimand by Staff on duty. For more serious offences another member of Staff or a Sister in charge may be asked to add to the verbal warning and a comment entered in the diary and Rewards / Sanctions Book. The Boarding House operates a series of stepped sanctions as follows:

### SANCTIONS:

1. Extra household duties, e.g. monitor work in tidying up.
2. Withdrawal of privileges, e.g. restricted leisure etc.
3. Separation from problem, e.g. source of annoyance – parents informed verbally.
4. Go on report. Report card issued; Parents will receive formal letter from the Boarding House Mistress.

If problems continue and parents have been informed the following actions will be taken. These are rarely used but will be enforced in the case of serious breaking of the School Rules:

1. Parents called in to remove the boarder, initially one night, possibly more (further notice given).
2. Suspended from boarding – continuing at day school (written notice given).
3. Asked to leave the Boarding House.
4. Asked to leave the School.

The Headmistress or Senior Sister reserve the right and make the final decision to exclude temporarily or permanently any pupil, if in her opinion it is necessary in the interests of the School or if the student is putting at risk the reputation of the School or is persistently failing to co-operate in its life and work. This will also be implemented if any action endangers or harms pupils, staff or property.

No remission of fees will be granted in consequence of suspension or exclusion.

All incidents of significance are recorded in the Day Book and on each Boarder's personal file. Rewards and sanctions are thus noted.

**Out of Bounds areas:**

Sisters' garden  
Back stairs leading to the top of the House  
The Sisters' Refectory and Enclosure areas  
Candidates'/Postulants' Common Room  
Any area of maintenance or building work

**Visitors to the Boarding House / School**

It is a serious offence to invite or encourage visitors to the Boarding House or School premises without authorisation from Sr Thomas More, Sr Francis or the Boarding House Mistress.

Visitors from other schools or organisations are not permitted in bedrooms, public rooms only.

**Leaving school premises**

Pupils are not permitted to leave the school premises without permission.

Year 10 and 11 students, in pairs, are allowed a short visit to town before prep on a Wednesday.

A member of staff accompany boarders shopping after supper on a Monday/ Tuesday.

All Boarders **MUST** sign out and in when leaving or returning to the premises.

**The following are all strictly forbidden**

- Smoking,
- Drinking alcohol,
- Possession of, dealing in or taking narcotics, dangerous substances or objects,
- Gambling,
- Bullying or intimidating behaviour.

**See also:** School Child Protection Policy

The School reserves the right to change these rules without notice.

*Prepared Summer 2008 PW*

*Reviewed Oct 2010 SrD; Dec 2011 SrD; Jan 2013 SrD; Jan 2014 SrD; Feb 2015 SrD*

*Next review due: Feb 2016*