



Mill Hill School

**EXPECTATIONS AND
STANDARDS**

2011/12



CONTENTS

BACKGROUND 3

RECOGNITION AND REWARDS 4

1. VERBAL PRAISE4

2. ASSEMBLIES4

3. HOUSE INCENTIVES AND REWARDS4

4. EFFORT AND ACHIEVEMENT GRADES4

5. DIRECT COMMUNICATION WITH PARENTS4

6. COMMENDATIONS4

7. INDIVIDUAL COMMENDATION PRIZES4

8. HEADMASTER’S COMMENDATIONS5

9. INTER-HOUSE MERIT CUP5

EXPECTATIONS AND STANDARDS 6

1. ATTENDANCE, PUNCTUALITY, BOUNDS, TRANSPORT6

2. ACADEMIC OBLIGATIONS9

3. BEHAVIOUR INSIDE THE CLASSROOM9

4. BEHAVIOUR OUTSIDE THE CLASSROOM10

5. SOCIAL ISSUES10

6. RESPECT FOR PROPERTY AND THE ENVIRONMENT12

7. USE OF TECHNOLOGY12

UNIFORM AND APPEARANCE - REGULATIONS 14

1. UNIFORM14

2. HAIR14

3. SHAVING14

4. MAKE UP14

5. JEWELLERY14

APPENDIX 1 – SUMMARY OF SANCTIONS AND CONSEQUENCES 16

APPENDIX 2A - UNIFORM REQUIREMENTS (BOYS) 19

APPENDIX 2B - UNIFORM REQUIREMENTS (GIRLS) 20



BACKGROUND

The Mill School Foundation includes the following within its Aims and Objectives:

- Develop in every pupil self-discipline, responsibility, spiritual and moral values, leading to the highest possible standards of behaviour, consideration for others and a pride in oneself and one's achievements.
- Building upon a friendly School community.
- Promoting equal treatment for all members of the School community and appreciating worthy achievement by all of those members.

The contents of this document are intended to act as a clear guide on how to achieve these aims and objectives.

What is expected of pupils in general terms is most clearly and concisely set down below by the definition provided by the pupils themselves. This work has been carried out by the Full School Council during the academic year 2010/11 and consists of the School's motto and what these pupils see as the key "Foundations" that underpin it. The Full School Council includes pupils of all ages representing all ten Houses.

ET VIRTUTEM ET MUSAS = BOTH VIRTUE AND LEARNING

The Mill Hill School 'Foundations'

- | | |
|--------------------|---|
| PRIDE: | We take pride in being a Millhillian. |
| INTEGRITY: | We nurture our moral integrity. |
| LEARNING: | We grow through learning in all that we do. |
| LEADERSHIP: | We lead by example for others to follow. |
| ACHIEVE: | We strive to achieve our full potential. |
| RESPECT: | We respect our community and environment. |



RECOGNITION AND REWARDS

There is a wide range of ways in which pupils' effort and achievement is recognised and rewarded across the full spread of School Activities (academic, sport, creative arts, community, leadership, House etc.):

1. VERBAL PRAISE

The most frequent (and often the most valuable) form of reward is verbal praise and encouragement in individual lessons, Activities or in Houses and Tutor groups.

2. ASSEMBLIES

Regular House Assemblies and year-group assemblies also devote a great deal of their time to highlighting and celebrating individual and collective successes.

3. HOUSE INCENTIVES AND REWARDS

Different schemes operate in different Houses to recognise achievement in particular areas of School life (e.g., book tokens for particularly good Effort grades).

4. EFFORT AND ACHIEVEMENT GRADES

At different times during the year (October, Christmas, March, year-end reports), pupils receive grades for each of their subjects based on their individual Effort and Achievement performance.

5. DIRECT COMMUNICATION WITH PARENTS

On an occasional basis, Housemasters/mistresses, Academic Heads and/or members of the Senior Management team send letters, e-mails or make phone calls to parents to recognise and praise particular pupil achievements (e.g., in response to the periodic Effort and Achievement grades being published).

6. COMMENDATIONS

A system of Commendations is in place, designed to recognise all aspects of School performance (e.g., academic, behavioural, extra-curricular, social, leadership). All members of staff are encouraged to use this system wherever and whenever they consider it appropriate.

7. INDIVIDUAL COMMENDATION PRIZES

In each year group, pupils gaining a significant number of Commendations in a period (usually half-termly) may be recognised in their year-group Assemblies with an individual Commendation prize.



Mill Hill School

RECOGNITION AND REWARDS (continued)

8. HEADMASTER'S COMMENDATIONS

Exceptional effort or achievement in a particular field can be recognised with a Headmaster's Commendation – this involves an invitation to meet individually with the Headmaster in his Study, an opportunity to discuss with him the specific achievement that has been picked out and the chance to sign the Headmaster's Commendation book. The Headmaster writes a personal letter to the parents / guardians of the pupil that has earned the Headmaster's Commendation. Each Headmaster's Commendation counts as three points towards the Inter-House Merit Cup (see below).

9. INTER-HOUSE MERIT CUP

All Commendations and Headmaster's Commendations contribute to a termly inter-House Merit Cup which is awarded to the House that has secured the most Commendations during the term. There are also prizes for the highest performing Tutor Groups in particular year groups.



EXPECTATIONS AND STANDARDS

1. ATTENDANCE, PUNCTUALITY, BOUNDS, TRANSPORT

We expect all lessons and additional activities to be attended punctually – wherever possible, pupils should seek to arrive in advance for their commitments. Pupils need also to be aware of their responsibilities with regard to where they may and may not go, especially where these relate to their personal safety. We expect pupils' behaviour to be a credit to the School when they are at School, away from School on trips, visits, fixtures etc. and/or when travelling to and from School. Central to this is an expectation that Mill Hill pupils will treat others with proper respect and consideration.

Attendance and Punctuality

- All pupils are required to attend the following punctually: Registration (morning and afternoon), Assembly or Chapel, meals, all lessons and routine extra-curricular activities. They must give priority to School engagements.
- If a Day Pupil is absent, the School (Housemaster/mistress or the School Office) must be contacted before 9.30 a.m. to explain the reason.
- If a Day Pupil needs to be excused Games or is unable to do Prep, written communication should be sent to his or her Housemaster/mistress giving details.
- Any pupil feeling ill at School must not go home without reporting to the Medical Centre who will telephone the parents and inform the Housemaster/mistress.

Bounds

- *“Bounds” refer to those places where pupils may go, those to which they may not, and those where they may go only with permission from their Housemaster/mistress. The reason why “Bounds” exist is so that the School can ensure that pupils are safe and that their whereabouts are known by those members of staff who are responsible for them.*

ALL PUPILS

- The following are out of bounds to pupils at all times: building work sites, boiler houses/maintenance buildings, laboratory prep room and stores, the School kitchen and stores, cleaning stores.
- Pupils are not allowed to use Top Terrace, Top Field or the Astroturf at any time unless they are involved in a formal Games practice or have been given permission to practise by a member of staff. The Sports Hall, Sports Hall Gallery and Gyms (fixed weights and free weights) are out of bounds unless supervised by staff.
- Casual football should not be played on the rugby pitches nor Park at any time and Park is out of bounds after 5 pm. All pupils may use Farm Field, San Field and Collinson Field for this purpose, subject to suitable condition of the surface and appropriate footwear.
- School ‘bounds’ are limited to the School grounds and pupils may not go off site during timetabled periods (including Games periods) without his or her Housemaster’s/mistress’s permission, unless this forms part of a formal School Cross Country activity.
- If permission is granted, pupils should wear uniform (unless given permission otherwise), should behave with courtesy and consideration towards the general public, should not eat nor drink in public, should be safety conscious at all times, must use the pelican crossing and not the A41 underpass, should take great care when crossing The Ridgeway and pay particular care to vehicles entering or leaving the School site and may not (if they are a Lower School pupil) go to the Broadway or Dawes Lane alone.
- No pupil may go at any time to Mill Hill Park, Mill Field (Belmont Park), Arandene, nor Buckland Close (and the immediate surrounding area) and no pupil may enter any public house, off-licence or betting shop. The Three Hammers pub is out of bounds to all pupils throughout the term.
- Day pupils are not allowed into boarding pupils’ bedrooms under any circumstances. Day pupils may only enter boarding houses in general with the express permission of the Housemaster/mistress.



EXPECTATIONS AND STANDARDS (continued)

Bounds (continued)

BOARDING PUPILS ONLY

- Boarders may not play/spend time on the Quad/Stoa or tennis court areas in the evening without adult supervision.
- The Sports Hall is out of bounds during the evening apart from set times on Tuesday and Thursday evening when adult-supervised games sessions are taking place for boarders.
- Boarders should not take short-cuts across the School grounds and fields after dark.
- Boarding pupils are allowed to visit the Broadway in pairs after School with their Housemaster's/mistress's permission, but they must be back on site by 5.45pm at the latest in time for supper, otherwise they will receive a House Detention on Saturday between 4 pm and 5pm, or a more serious sanction, depending on circumstances.
- If a Boarding pupil is out of House without permission during prep break or later, and is found on site in another House, then a House Detention will be served on Saturday between 4 pm and 5pm, or a more serious sanction, depending on circumstances.
- At no point in the week are Boarders allowed to go further than the Broadway without their Housemaster/mistress's permission. Signing out is insufficient. In the event of a pupil breaking this particular rule, the sanctions will be as follows: 1st offence – likely Headmaster's Detention, 2nd offence – Headmaster's Detention, 3rd offence – Suspension. However, this depends upon circumstances, and more serious sanctions may be applied in response to a first or second offence.

Transport

- Pupils may not drive to, away from, nor near the School during term time or on School business unless they have written permission from the Assistant Head (Academic) and their parents.
- Permission to be a passenger in a car belonging to another pupil is also subject to written permission from the parents of both pupils involved and the Assistant Head (Academic). No pupil may use his/her car nor accept lifts from others during the School day.
- Boarders are only allowed to use their cars to drive to and from School. They are expected to leave their keys with their Housemaster/mistress when they arrive at School at the beginning of a week and collect their keys prior to travelling home at the end of the week.
- Pupils wishing to be dropped off or collected at the Sports Hall end of the School site should arrange with their parents to be dropped off/collected on The Ridgeway and not be driven into the School car parks. Parents are asked to consider alternative drop-off/collection points such as Hammers Lane, Dawes Lane and Wills Grove, in order to reduce congestion on The Ridgeway. All pupils should take great care when crossing The Ridgeway and pay particular attention to vehicles entering or leaving the School site.



EXPECTATIONS AND STANDARDS (continued)

Managing priorities / making decisions

All pupils need to be aware that priority is given to certain Games and Activities at certain times of the week. This works as follows:

	LUNCHTIME	AFTER-SCHOOL
MONDAY	Orchestra / Art	Choir
TUESDAY	Music ('Cantiamo' / Jazz Band)	Drama
WEDNESDAY	Sport	Sport
THURSDAY	Drama / Art	"Minor Games" fixtures, "Major Games" practices
FRIDAY		CCF, Sports Leaders, Community Action, Young Enterprise, Art, Music
SATURDAY		"Major Games" (Afternoon)

Other activities, including sports sessions, will take place during the time prioritised for specific activities. However, **pupils are expected to attend the "priority session"** unless their absence is agreed by the teacher i/c the "priority" activity.

SANCTIONS - Attendance, Punctuality, Bounds, Transport

(Please refer to "Summary of Sanctions and Consequences" section of this document for more details.)

N.B. Sanctions listed below are those that can normally be expected; a more (or less) severe sanction may be imposed by the School depending upon the circumstances of a particular incident.

Failure to attend a lesson without a valid reason.	School Detention.
Missed Chapel or Assembly.	School Detention.
Lateness to lessons.	Punctuality Detention.
Two 'Lates' to Registration in one week.	Punctuality Detention.
Three Punctuality Detentions in one term	Midweek Detention (Tuesday lunchtime)
Contravention of rules relating to driving and or inappropriate use of cars by drivers.	Banned from driving to School for two weeks (1 st Offence) – permanent ban and/or School Detention if repeated.
Accepting lifts without permission.	School Detention.
Breaking bounds without permission.	May range, depending on circumstances, from House Detention to Headmaster's Detention or Suspension or Permanent Exclusion. For boarding pupils, it may also include "gating" (i.e., confinement to the School during certain hours).



EXPECTATIONS AND STANDARDS (continued)

2. ACADEMIC OBLIGATIONS

Every pupil in the School has the potential to succeed in their academic work. It is also hoped that they will enjoy their learning, that it will give them a greater chance of success in their chosen career and that they will gain a real sense of pride and achievement that comes from academic success. Members of the teaching staff are, of course, here to help, guide and inspire. Pupils also need to help each other with their work and to create the supportive, encouraging and stimulating environment in lessons that helps to create a genuine and thriving community of learners.

Every pupil is expected to work hard and give of their best – doing so is a basic expectation of all pupils in the School. Outstanding effort or attainment is recognised through Commendations. On the other hand, those who fail to meet these expectations can expect to receive academic sanctions, including Departmental and Academic Detentions. In serious cases, pupils who do not work with sufficient commitment and consistency can expect to receive a more serious sanction such as a Headmaster’s Detention.

3. BEHAVIOUR INSIDE THE CLASSROOM

The central expectation here is for all pupils to make it as easy as possible for everyone to learn and for the teacher to teach.

- Arrive punctually. Line up quietly outside the classroom unless instructed otherwise by a member of staff.
- Bring all necessary equipment (textbooks, workbooks or folders, writing materials etc.) including the Pupil Planner in which all Prep must be recorded.
- Behave politely and with courtesy at all times both to members of staff and also to fellow pupils.
- Be properly dressed at all times (including keeping top button fastened) and ask permission to remove blazer. Put blazer/jacket back on if leaving the classroom for any reason (e.g., to visit the lavatory).
- Do not eat in class nor anywhere other than in designated eating areas (e.g., Dining Hall, Refectory, ‘Café 6’, Upper Sixth Common Room).
- Switch off mobile phones.
- Leave all classrooms clean, tidy and safe.
- If a lesson is to be missed because of another commitment (e.g., Music lesson; away sports fixture), the teacher should be asked for permission one day before.
- Absence from a lesson for any reason means that the responsibility lies with the pupil to catch up on the work missed.

SANCTIONS – Behaviour Inside The Classroom

(Please refer to “Summary of Sanctions and Consequences” section of this document for more details.)

N.B. Sanctions listed below are those that can normally be expected; a more (or less) severe sanction may be imposed by the School depending upon the circumstances of a particular incident.

Unsatisfactory or incomplete work.	Departmental Detention.
Misbehaviour in a lesson.	Departmental Detention.
Serious or repeated misbehaviour in a lesson.	School Detention (or more serious).
Ongoing unsatisfactory behaviour or effort.	‘On Report’ Card.
Failure to attend a Departmental Detention.	Academic Detention.
Repeated failure to produce work to deadlines or to an acceptable standard.	Academic Detention.
Failure to attend an Academic Detention.	School Detention.
Three Academic Detentions in a single term.	Would normally lead to a meeting involving pupil, parents and Housemaster/mistress or Senior Tutor. Where appropriate, the relevant member of Senior Management might also be included.



EXPECTATIONS AND STANDARDS (continued)

4. BEHAVIOUR OUTSIDE THE CLASSROOM

Mill Hill School has always prided itself on the levels of courtesy, friendliness and respect for others and for the environment that its pupils demonstrate. All members of our community deserve to be treated with politeness and consideration, and, being blessed with beautiful grounds and outstanding facilities, we hope that a sense of pride in the School will show itself through high standards of behaviour. Pupils are encouraged to show respect in both big and small things, such as holding doors for others, using respectful and appropriate language, and showing consideration and courtesy for others in lunch queues, corridors, houses, changing rooms and elsewhere. At the same time, all pupils are encouraged to think of the needs and feelings of others and to act in ways designed to show kindness and consideration for their fellow pupils, for staff and for guests at the School. Of course, there are also some forms of behaviour which are to be avoided. Producing an exhaustive/comprehensive list of everything that constitutes unacceptable behaviour and the School's response to each item is extremely difficult and of arguable value. Clearly, bad language, bullying, fighting, chewing gum, spitting, serious lack of courtesy etc. all fall into this broad category. For some situations there is a pre-defined sanction (e.g., chewing gum receives a School Detention), for others specific incidents are referred to Housemasters/mistresses and member of Senior Management for further investigation and resolution (in such cases, the level of sanction will reflect the seriousness of the offence).

5. SOCIAL ISSUES

Bullying

- The School has a separate Anti-Bullying Policy that is available on request and which can be accessed via the "Information for Parents" section of the School website. The School is committed to taking a very firm stand against bullying of any sort.

Smoking

- No pupil may smoke on the School site, bring cigarettes onto the School site, smoke during his/her journey to School, smoke on a School trip, nor supply cigarettes, to other pupils. Pupils should not smoke anywhere whilst wearing School uniform. A pupil who is not smoking but who is present with another pupil who is smoking, may also receive an appropriate sanction.

Alcohol

- No pupil may purchase alcohol, bring alcohol onto the School site, supply other pupils with alcohol nor arrive at a School function having clearly consumed alcohol. Alcohol may only be consumed by Sixth Form pupils at a School event or when on a School trip in the following specific circumstances: when eating a formal table meal (with knives and forks) under staff supervision where specific permission has been given for a limited consumption (no more than two glasses of wine). Pupils may not, under any circumstances, whilst at School, in the care of the School or in School uniform, consume spirits. Pubs are out of bounds to all boarders when under School jurisdiction and Day Pupils must not visit pubs on the way to or from School. The Three Hammers pub is out of bounds to all pupils throughout the term.

Classified drugs and banned substances

- There is a Foundation-wide policy on Drugs and Banned Substances that is available on request and which can be accessed via the "Information for Parents" section of the School website. However, in summary, no pupil may bring classified drugs nor banned substances onto School site for any reason nor may consume classified drugs nor banned substances on the School site. This definition should be understood to include so-called "legal highs" and/or other substances deemed by the School to fall within the definition of banned substances.



EXPECTATIONS AND STANDARDS (continued)

5. SOCIAL ISSUES (continued)

Sexual Behaviour

- There are to be no public displays of affection during the School day between pupils, no pupil is to indulge in sexual relations with another person on the School site and no pupil is to enter the bedroom of a pupil of the opposite sex in a boarding house without the permission of the Housemaster/mistress involved.

Other prohibitions

- Fireworks or other explosives, dangerous weapons (e.g., pellet guns, knives etc.), pornographic material must all never be brought into School.

SANCTIONS – Social Issues

(Please refer to “Summary of Sanctions and Consequences” section of this document for more details.)

N.B. Sanctions listed below are those that can normally be expected; a more (or less) severe sanction may be imposed by the School depending upon the circumstances of a particular incident.

All cases that deal with involvement in the above-mentioned areas will be considered on an individual basis depending upon the nature and seriousness of the particular situation. However, pupils found to be involved in these types of inappropriate behaviour should expect the below-mentioned sanctions to be considered. *N.B. Pupils not necessarily engaged directly in the unacceptable conduct but who are present in such situations should be aware that they might themselves be subject to disciplinary investigation and, possibly, subsequent disciplinary sanction.*

Bullying (of any sort).	School Detention (or more serious, depending upon outcome of investigation).
Smoking.	School Detention (for first offence – more serious after that).
Alcohol (possession and consumption).	Headmaster’s Detention, (or possibly Suspension or Permanent Exclusion, depending upon outcome of investigation).
Alcohol (supply).	Suspension (or possible Permanent Exclusion).
Classified drugs and banned substances (possession and/or purchase and/or consumption).	Suspension (or possible Permanent Exclusion).
Classified drugs and banned substances (supply).	Permanent Exclusion.
Public displays of affection, inappropriate/sexual relations on School site.	May range from School Detention to Permanent Exclusion, depending upon nature of incident and outcome of investigation.



EXPECTATIONS AND STANDARDS (continued)

6. RESPECT FOR PROPERTY AND THE ENVIRONMENT

Vandalism / graffiti

- Vandalism and graffiti-writing on School premises and elsewhere are regarded as serious breaches of School discipline and tend, as a minimum sanction, to be met with a requirement both to serve a School Detention and also to bear the costs of appropriate repairs.

Lockers / Property / Damage / Theft

- Pupils are expected to make use of the lockers with which they are provided in their Houses in order to keep safe their own possessions (especially items of value).
- Pupils must not open lockers that are not their own and must return any property that has been lent to them immediately on request – no property of any sort should be borrowed without permission since this might constitute “reckless borrowing” which might, in turn, be deemed to constitute theft.
- Pupils are expected to be strictly honest with regard to money and/or property that they find and which does not belong to them. They should hand in anything that they find at the soonest possible opportunity either to their Housemaster/mistress, a senior member of staff or, preferably, Reception.
- Pupils must report to a member of staff any damage caused to property either on purpose or accidentally – they or their parents may be asked to pay for damage caused.
- Theft of property belonging to anyone else (either to the School, fellow pupils or other organisations / individuals) is viewed as a very serious offence and pupils involved in theft should expect to receive an extremely serious sanction. The School’s definition of “theft” will be considered to be “... the taking of another person’s property without that person’s freely-given consent”.

SANCTIONS – Respect for Property and the Environment

(Please refer to “Summary of Sanctions and Consequences” section of this document for more details.)

All cases that deal with involvement in the above-mentioned areas will be considered on an individual basis depending upon the nature and seriousness of the particular situation. Sanctions are likely to range from a House Detention to a Headmaster’s Detention, Suspension or Permanent Exclusion.

7. USE OF TECHNOLOGY

The School seeks to embrace all the benefits that modern technology provides for the education of its pupils whilst recognising the potential that exists for electronic equipment to be abused and/or misused. The Foundation has policies covering “Data Protection”, “Use of E-mail and Access to the Internet” and “Use and Abuse of Electronic Equipment”. The brief summary provided below is intended to set down clear guidelines concerning the acceptable use of technology, including personal computers/laptops, mobile telephones, iPods, MP3 players etc., without providing the comprehensive level of detail contained in the above-mentioned documents. Copies of these policies are available from the School on request and can be accessed via the “Information for Parents” section of the School website.

Although not exhaustive, the following is a list of the potential problems that can be caused by the range of electronic equipment that pupils might bring into School:

- i. Items can be valuable and might render a pupil vulnerable to theft.
- ii. Items can make pupils objects of envy or disparagement and may have implications with regard to discipline and potential bullying.
- iii. Even when apparently silent, the use of mobile telephones for texting purposes may be potentially undermining of classroom discipline.
- iv. Use of mobile telephones with integrated cameras may lead to child protection/data protection and/or invasion of privacy issues with regard to inappropriate capture, use or distribution of images.
- v. Apparently ‘anonymous’ sending of text messages, placing of postings on networking sites and/or sharing/distributing of images can all prove hurtful and upsetting to others.



EXPECTATIONS AND STANDARDS (continued)

7. USE OF TECHNOLOGY (continued)

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 safe keeping. 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.

Mobile phones

- Mobile phones must be switched off completely during all lesson and activity time and may only be used by pupils when in House areas (i.e., it is expressly forbidden to walk around the School site using a phone). Inappropriate use of a mobile phone (e.g., in lessons) will lead in the first instance to the confiscation of the phone and it being passed onto the Deputy Head (Pastoral) for safekeeping for a 24-hour period. Subsequent offences of a similar nature may lead to the period of confiscation being extended and/or additional sanctions being issued. Text messages and BBMs must not be sent if they might be considered to be intrusive, hurtful or offensive – in short, the same guidelines apply as would apply to face-to-face communication.

IPODs, MP3 players etc.

- Equipment of this type may be listened to in House areas and in lesson situations where specific permission to do so has been given by a member of staff but must not be used when moving around the School site. This includes wearing headphones under clothing. Sanctions for inappropriate use will be similar to those for mobile phones.

Misuse of photography / filmed material

- Using photographic or filmed material of any kind to bully, harass or intimidate others will not be tolerated and will constitute a serious breach of discipline. All pupils must allow staff access to images stored on mobile phones and/or cameras and must delete images if requested to do so. Pupils should not take photographs of others nor film them and make recordings. As with 'Mobile Phones' (mentioned above), pupils must not send images to others (nor show images to others) if they might cause upset or hurt to a third party.

Social networking sites (e.g., Facebook) and or other sites (e.g., YouTube)

- Posting any material (e.g., written comments, photographic images, cartoons) which in the reasonable opinion of the Headmaster is considered to be offensive and/or is intended to bully, harass or intimidate others on websites such as YouTube, Facebook etc. is a serious breach of discipline and will be subject to disciplinary procedures whatever the source of the material. This is the position whether the computer used is a School computer or a computer operated elsewhere, including the pupil's home.

Boarding issues

- Boarding pupils (and, where appropriate, their parents) may be expected to comply with additional guidelines regarding use of electronic equipment within their residential boarding houses (e.g., with regard to the use of laptop computers or games machines).

Awareness of what is and is not permissible

- Ultimately, the use of electronic devices when at School must comply with the School Rules in force at the time.

SANCTIONS – Use of Technology

(Please refer to "Summary of Sanctions and Consequences" section of this document for more details.)

All cases that deal with involvement in the above-mentioned areas will be considered on an individual basis depending upon the nature and seriousness of the particular situation. Sanctions are likely to range from a House Detention to a Headmaster's Detention or Suspension or Permanent Exclusion.

E-SAFETY

It is suggested that pupils and their parents should visit an on-line safety site with their parents so that all concerned are fully aware of on-line safety recommendations (e.g., www.thinkuknow.co.uk; www.childnet-int.org; www.cybermentors.org.uk; www.ceop.police.uk).



UNIFORM AND APPEARANCE - REGULATIONS

All pupils must look smart and be appropriately turned out at all times. Pupils represent the School whenever they wear the uniform. We expect pupils to take pride in being members of the School and to be fully committed to their academic and extra-curricular activities – one of the ways that they can show this pride is by taking great care with regard to their appearance.

1. UNIFORM

- As a minimum standard, shirts should be tucked in, top buttons should be done up, ties should be worn at an appropriate length and cover the top button, trousers should be worn so that the waistband is on or above the hips and jackets should be worn at all times except when Summer Dress regulations are in place.
- School uniform must be worn to and from School each day. As an exception, pupils may travel home in a full School games kit including tracksuit if they have just completed a sporting activity.
- Uniform standards apply at all times, including in classrooms and when pupils leave the classroom for any reason during a lesson (e.g., blazers/jackets must be worn if leaving the room). The only place where uniform standards may be relaxed is when pupils are in House areas.

2. HAIR

- The style of all pupils' hair must be moderate enough to avoid attracting undue attention.
- No pupil must colour his/her hair so as to attract undue attention.
- Boys' hair should be of a single length, off the collar and allow sight of both ears. It should be no shorter than 'Grade 2'.
- Any hair adornments in girls' hair should be blue or black.

3. SHAVING

- All boys must be cleanly shaven each day.
- The only exception is on religious grounds at the Headmaster's discretion. Parents must write directly to the Headmaster to request this.

4. MAKE UP

- Girls in the 4th Form and Remove are not allowed to wear make-up. Girls who contravene this regulation might, in the first instance, receive a Uniform Detention but should expect to receive a School Detention (or more serious) for persistent failure to comply.
- Any make-up worn by 5th Form and 6th Form girls should be moderate enough to avoid attracting undue attention.
- 5th and 6th Form girls are permitted to wear clear (but not coloured) nail varnish.

5. JEWELLERY

The School's policy on wearing jewellery is set down below:

- Pupils may only wear the following items of jewellery:
 - a. A recognised religious icon may be worn around the neck of any pupil.
 - b. A single pair of stud or sleeper earrings may be worn by girls – one earring in each ear through the lowest part of the earlobe. Pupils are not permitted to wear other items of body jewellery to School.
 - c. One ring may be worn on the hand by boys and girls in the Sixth Form.
 - d. The School Staff girls' bracelet (to be worn only by those girls to whom it has been awarded in connection with their School Staff status).



UNIFORM AND APPEARANCE - REGULATIONS (continued)

5. JEWELLERY (continued)

- The Headmaster may grant a dispensation on individual application made by a parent giving grounds based on race, religion or health and safety.
- The School reserves the right for the Headmaster and members of staff to require a pupil to remove body jewellery if they consider it unsuitable or unsafe for use on School premises with regard to the wearer or other members of the School community or the reputation of the School.
- The School reserves the right for the Headmaster and members of staff to require body jewellery to be covered up with sticking plaster.
- The School reserves the right to investigate gossip or rumour about body piercing and, if necessary, to notify parents of a request for the pupil to be examined under medical conditions by a doctor appointed by the School at the parents' expense.
- The School does not accept responsibility nor liability for injury to a pupil wearing body jewellery of any description, authorised or unauthorised.

SANCTIONS – Uniform and Appearance Regulations

(Please refer to "Summary of Sanctions and Consequences" section of this document for more details.)

The standard punishment for wearing uniform incorrectly and/or contravening any of the regulations relating to hair, jewellery, make-up etc. is a Uniform Detention. Three Uniform Detentions in a single term will lead to a Midweek Detention on a Tuesday lunchtime.

In addition:

- Pupils wearing incorrect uniform or jewellery can expect to have the offending item(s) confiscated and stored securely by the Deputy Head (Pastoral). They will then be told when they can retrieve it/them.
- Pupils who come to School wearing incorrect or inappropriate uniform may be sent home to change.
- Pupils who come to School with an inappropriate hairstyle will be required to have it recut and/or recoloured and may be required to stay at home until it has been restored to its natural style or colour.
- 5th Form and 6th Form girls wearing excessive make-up and/or coloured nail varnish will be required to remove it.
- 4th Form and Remove girls wearing any make-up or nail varnish will be required to remove it.
- Boys who have failed to shave appropriately may also be required to shave that morning and the School will provide appropriate facilities for this to be carried out.



APPENDIX 1 – SUMMARY OF SANCTIONS AND CONSEQUENCES

As a general rule, activities set for pupils in a sanction must be proportionate and appropriate. For academic sanctions (both formal and informal), the activity set should be related to the pupil's work in the subject in which they have been given the sanction. In all other Detentions (e.g., Midweek, Activities, School, Headmaster's), pupils are also expected to do academic work – it may be of their choosing but should be relevant to their School work.

In summary, the different sanctions that may be used in response to particular situations are as follows:

PUNCTUALITY DETENTION

- Report to Assistant Head (Pastoral) for one (or two) mornings at 8 a.m. (8.20 a.m. on Saturdays). Detention will last 15 mins. allowing pupils to attend 8.20 a.m. House registration. (*Special dispensation is given to pupils who catch the School Bus to serve this sanction at the start of morning break.*)
- Three Punctuality Detentions in a term (or failure to attend) leads to a Midweek Detention during lunchtime on a Tuesday.

UNIFORM DETENTION

- Report to Assistant Head (Pastoral) for one (or two) mornings at 8 a.m. (8.20 a.m. on Saturdays). Detention will last 15 mins. allowing pupils to attend 8.20 a.m. House registration. (*Special dispensation is given to pupils who catch the School Bus to serve this sanction at the start of morning break.*)
- Three Uniform Detentions in a term (or failure to attend) leads to a Midweek Detention during lunchtime on a Tuesday.
- Sixth Form pupils contravening uniform standards will be sent to see Assistant Head (Academic) at the beginning of lunchtime (i.e., 12.35 pm) as an alternative to the 8 a.m. sanction.

DEPARTMENTAL DETENTIONS

- Usually served for thirty minutes during a lunchtime of the Academic Department's choosing.
- Three Departmental Detentions in a single term will usually lead to an Academic Detention.
- Failure to attend a Departmental Detention is also likely to lead to an Academic Detention.

'ON REPORT' CARD

- If effort or ongoing behaviour in lessons are giving cause for concern, a pupil may be required to serve a certain period of time (usually no longer than two/three weeks) 'On Report'.
- This will tend to be co-ordinated by Housemaster/mistress and/or Tutor and parents will be informed of this before the period commences and then be updated on progress over time.
- Individual subject teachers will be required to comment lesson-by-lesson on the 'On Report' card about specific aspects of pupil performance (e.g., attitude to learning, classroom concentration and behaviour, quality of Prep etc.).
- This is intended to provide a brief period of additional support and attention to encourage pupils to really focus upon improving certain aspects of how they are approaching their learning.

MIDWEEK DETENTION

- Takes place on Tuesday lunchtimes for 30 minutes at 12.45 pm and is supervised by the Assistant Head (Pastoral).
- A list is published on Monday morning of all pupils expected to attend and is displayed outside the office of the Deputy Head (Pastoral) and on House noticeboards.
- May be given for instances of inappropriate behaviour around the School that require a pupil to take responsibility for wrongdoing but are not so serious that they merit a School Detention. May also be given for receiving three Punctuality and/or Uniform Detentions in a single term and/or for persistent failure to attend a Punctuality/Uniform Detention.
- Failure to attend will usually lead to a School Detention.



APPENDIX 1 – SUMMARY OF SANCTIONS AND CONSEQUENCES

ACADEMIC DETENTION

- Takes place on Wednesday afternoons between 4.30 p.m. and 5.30 p.m. and is co-ordinated by the Deputy Head (Academic) and the Assistant Head (Academic).
- A letter is always sent to parents informing them of the Academic Detention and the reasons for it having been given.
- Pupils undertake one hour of academic work in the subject relating to the award of the sanction.
- Failure to attend will usually lead to a School Detention.
- Receiving three Academic Detentions in a single term will normally lead to a meeting between pupil, parents and Housemaster/mistress or Senior Tutor to discuss how the problems that have led to the detentions can be addressed. Where the problem relates to a particular subject, the Head of Department is also likely to attend the meeting.
- Receiving significantly more than three Academic Detentions in a term will normally lead to the Deputy Head (Academic) asking parents to attend a meeting with him and the Housemaster/mistress to discuss the situation. Where the problem relates to a particular subject, the Head of Department is also likely to attend the meeting.

ACTIVITIES DETENTION

- Almost always given for failure to attend an Activities or Games commitment.
- Takes place on Saturday between 4.00 p.m. and 5.00 p.m. and is co-ordinated by the Deputy Head (Pastoral).
- Receiving two Activities Detentions in a single term usually leads to a School Detention.
- Failure to attend may lead to a School Detention.

SCHOOL DETENTION

- Takes place on Saturday between 5.00 p.m. and 6.00 p.m. and is co-ordinated by the Deputy Head (Pastoral). On occasions, the gravity of a particular incident or set of circumstances may lead to a two-hour School Detention issued and this will be served between 4.00 p.m. and 6.00 p.m..
- A letter is always sent to parents informing them of the School Detention and the reasons for it having been given.
- Receiving three School Detentions in a single term usually leads to a Headmaster's Detention.
- Failure to attend may lead to the requirement to serve two hours the following Saturday.

HEADMASTER'S DETENTION

- This relates to incidents or problems of an extremely serious nature or is given to pupils who have already been asked to serve at least three School Detentions in any one term.
- Takes place between 10 a.m. and 1 p.m. on Sundays, supervised by the Headmaster himself. It usually involves being required to undertake academic work throughout the period but may involve being asked to complete a task useful to the School community. Pupils must attend in full School Uniform and with enough academic work to occupy them for three hours. Failure to do so (and/or late arrival) is likely to lead to being sent home and required to serve the Detention the following week.
- A letter is always sent to parents informing them of the Headmaster's Detention and the reasons for it having been given.
- Permission to defer a Headmaster's Detention can only be granted by the Headmaster; requests must be made at least 24 hours before the Detention is due to be served and will be granted only in the most exceptional circumstances.
- Pupils failing to attend a Headmaster's Detention without good reason risk suspension from the School. This of course reflects the seriousness of the sanction.



APPENDIX 1 – SUMMARY OF SANCTIONS AND CONSEQUENCES

SUSPENSION (TEMPORARY EXCLUSION) / EXPULSION or REQUIRED REMOVAL (PERMANENT EXCLUSION)

- These are the most serious sanctions which the School may impose. As a result of their seriousness, all decisions as to whether either of these sanctions may be imposed are made on an individual basis by the Headmaster (see below for more details).

SUSPENSION (TEMPORARY EXCLUSION)

- Behaviour which may, depending upon the exact circumstances, warrant a suspension includes the supply of alcohol to other pupils; the possession of illegal drugs (for a first offence); bullying; violent, aggressive or otherwise unacceptable conduct towards members of staff; inappropriate physical contact between pupils on the School site; and serious incidents of dishonesty, vandalism, damage to property and behaviour which puts at risk the health and safety of others or which brings the good name of the School into disrepute. This list is not exhaustive and the School reserves the right to impose suspensions upon pupils for other offences than these if the circumstances so warrant. Equally, the School reserves the right to impose a more severe sanction (i.e., permanent exclusion) for these offences and others where this is felt by the School after due investigation and process, to be appropriate.
- The length of any suspension will be determined by the Headmaster after he has taken into account all of the relevant factors relating to that particular case. Where a suspension is imposed upon a pupil, he or she will be required to go home (or, in the case of overseas boarders, to their guardian). Parents or guardians will usually receive a telephone call from the pupil's Housemaster or Housemistress at the time and it is usually the case that an appointment will be arranged for the parents to meet with the Headmaster. The sanction will be recorded in a letter to the parents or guardian and this will remain in the pupil's School file.

EXPULSION or REQUIRED REMOVAL (PERMANENT EXCLUSION)

- Permanent exclusion is the most serious range of sanctions the Headmaster may impose and the procedures for the imposition of these sanctions, and for a review of such a decision, is governed by the School's Expulsion, Removal and Review Policy, a copy of which is available on request from the School Office.
- Expulsion is reserved only for the gravest breaches of pupil discipline or behaviour.
- Parents may be required to remove a pupil from the School for a breach of discipline or behaviour which would not warrant an expulsion but for which the pupil may not continue at the School; or for persistent breaches of behaviour or discipline; or whose conduct or behaviour demonstrates an inability or unwillingness to benefit from the educational opportunities provided by the School.
- A decision by the Headmaster to expel or require the removal of a pupil permanently from the School shall be, on the request of the parents, subject to review by a panel of Governors.

CORPORAL PUNISHMENT

The School does not use, and nor does it tolerate, the use of corporal punishment nor any other physical means of sanctioning pupils. This is partly to ensure compliance with section 131 of the School Standards and Framework Act 1998 which prohibits corporal punishment in all schools. It is also a reflection of the fact that corporal punishment is antithetical to the School's ethos and values. No member of staff including those acting in loco parentis such as unpaid, volunteer supervisors, may ever administer, or encourage others to administer, any form of corporal punishment. Physical intervention is only ever permissible in circumstances where it is necessary to avert an immediate danger of personal injury to, or an immediate danger to the property of, a person (including the pupil himself/herself).



APPENDIX 2A - UNIFORM REQUIREMENTS (BOYS)

LOWER SCHOOL BOYS

To be purchased from the School outfitters (Howard Bros.):

- **Blazer:** Mill Hill School blazer.
- **Tie:** School, House, or other School-awarded tie.
- **Pullover:** Charcoal grey, V-neck, long-sleeved, not cardigan and not black.
- **Scarf** (optional): School scarf or House scarf only – the latter has to be 'awarded'.

May be purchased elsewhere:

- **Trousers:** Charcoal grey (not black), classic cut, not denim, corduroy, nor cotton. Must be worn at an appropriate height, above the waist, with no underwear visible above the top of the trousers. Boys are therefore strongly recommended to wear a smart, black belt.
- **Shirt:** White, long sleeved, polyester and cotton, not cotton nor with button-down collar. Short-sleeved white shirts may be worn in the Summer Term.
- **Socks:** Dark grey.
- **Coat:** Standard length, plain dark overcoat, raincoat or anorak to cover blazer entirely. No logos, slogans nor other decoration.
- **Shoes:** Black, polishable, classic style, not boots nor suede.

SIXTH FORM BOYS

- **Suit:** Two-piece, formal cut, business style, plain dark colour (black, charcoal grey, navy, brown), no checks nor pinstripes.
- **Tie:** School, House, or other School-awarded tie.
- **Shirt:** White, long sleeved, polyester and cotton, not cotton nor with button-down collar. Short-sleeved white shirts may be worn in the Summer Term.
- **Pullover / cardigan:** Plain dark colour to match suit, smart not baggy, may be sleeveless.
- **Scarf:** School scarf or House scarf only.
- **Socks:** Dark colour.
- **Coat:** Plain dark colour.
- **Shoes:** Black or dark colour, classic style. [Ankle boots are allowed under trousers only.]

MEMBERS OF SCHOOL STAFF (i.e., Prefects, Monitors) - BOYS

As a privilege for those in a position of responsibility, smart, business-wear is allowed. Over and above the requirements set down for Sixth Form boys (above), they are entitled to wear lighter coloured suits (such as beige or light grey), suits with checks or pinstripes, coloured or patterned shirts and ties of their own choice.

BOYS' SPORTSWEAR

- **Shirt:** White, School polo shirt *.
- **Shorts:** White gym shorts, navy rugby shorts *.
- **Socks:** White ankle socks, brown knee-length Games socks *.
- **Gym shoes:** Non-marking soles - indoor Games. **Trainers:** Robust pair - outdoor Games.
- **Swimming:** Navy trunks / shorts.
- **Tracksuit:** Navy and white School tracksuit*.
- **Sweatshirt** (optional): Navy School hooded sweatshirt *.
- **Rugby boots:** Not nylon studs.
- **Rugby shirt:** School, reversible brown*.
- **Cricket:** Teams only – white shirt, white trousers, School sweater* and cricket boots.

* Item must be purchased from School outfitters (Howard Bros).



APPENDIX 2B - UNIFORM REQUIREMENTS (GIRLS)

LOWER SCHOOL GIRLS

To be purchased from the School outfitters (Howard Bros.):

- **Blazer:** Mill Hill School blazer.
- **Tie:** School, House, or other School-awarded tie.
- **Pullover:** Bottle green, V-neck.
- **Kilt:** Green with kilt pin, worn to just below the knee (kilts must not be rolled up, nor tailored).
- **Trousers (optional):** Charcoal grey.
- **Scarf (optional):** School scarf or House scarf only – the latter has to be 'awarded'.

May be purchased elsewhere:

- **Shirt:** White, stiff-collared, long sleeved, polyester and cotton. Short-sleeved white shirts may be worn in the Summer Term.
- **Coat:** Standard length, plain dark overcoat, raincoat or anorak to cover blazer entirely. No logos, slogans nor other decoration.
- **Tights:** Navy or black or natural.
- **Socks:** Ankle socks, navy or white, permissible in Summer.
- **Shoes:** Black, polishable, classic style, not boots nor suede.

SIXTH FORM GIRLS

- **Suit:** Two-piece, formal cut, business style (dress and jacket, trousers and jacket, skirt and jacket), plain dark colour (black, charcoal grey, navy, brown), no checks nor pinstripes. A pinafore dress with appropriate blouse/shirt may also be worn.
- **Shirt/blouse:** White, plain, fitted. Short or long-sleeved.
- **Pullover / cardigan** Plain dark colour to match suit, smart not baggy, may be sleeveless.
- **Tights:** Black or natural.
- **Socks:** Dark colour.
- **Shoes (not boots):** Black or dark colour, conventional style to match suit. Heel at a reasonable height (as determined by Deputy Head (Pastoral) or by Assistant Head (Academic)). [Ankle boots are allowed under trousers only.]
- **Coat:** Plain dark colour.
- **Scarf:** School scarf or House scarf only.

MEMBERS OF SCHOOL STAFF (i.e., Prefects, Monitors) - GIRLS

As a privilege for those in a position of responsibility, smart, business-wear is allowed. Over and above the requirements set down for Sixth Form girls (above), they are entitled to wear lighter coloured suits (such as beige or light grey), suits with checks or pinstripes and coloured or patterned shirts/blouses.

GIRLS' SPORTSWEAR

- **Shirt:** White, School polo shirt*.
- **Shorts:** Navy, satin striped / Navy cycling shorts (Lower School only).
- **Skort:** Navy / white*.
- **Sweatshirt (optional):** Navy School hooded sweatshirt*.
- **Trousers:** Navy, jogging pants.
- **Tracksuit:** Navy and white School tracksuit*.
(N.B. Tracksuits and skorts will be required for team players.)
- **Swimsuit:** Navy, cross-backed.
- **Socks:** White ankle socks, navy knee-length for hockey.
- **Gym shoes:** Non-marking soles - indoor Games. **Trainers:** Robust pair - outdoor Games.

* Item must be purchased from School outfitters (Howard Bros).



Mill Hill School

UNIFORM REQUIREMENTS (continued)

NAME TAPES

All items of clothing should be named. Tapes to have name, roll number and House indicated (e.g., J Smith 2654 BB).

House initials are as follows: A – Atkinson; BB – Burton Bank; CD – Cedars; C – Collinson; MC – McClure; M – Murray; P – Priestley; R – Ridgeway; S – School; WM – Weymouth.