

The word 'concord' means 'harmony'. Students must understand and accept a set of rules so that harmony can exist. All these rules have developed to protect the individual student as well as the College community as a whole. Be considerate and treat others as you would wish to be treated by them. Aim to be an honest and decent human being.

Please note the colour coding of our College rules for the academic year 2020-2021 as numerous changes - some temporary and some permanent - to our rules are required due to the Covid-19 pandemic.

Blue indicates new rules brought in following the onset of the pandemic.

Green indicates rules or routines that are suspended (e.g. having day student visitors, "exeats" or overnight absences off campus at weekends) during the time of concern about infection, but we hope will be able to be reinstated as soon as possible.

KEY RULES

Covid-19 & medical compliance

Every member of our community must take responsibility for keeping both themselves and others safe from the risks presented by Covid-19 infection. Deliberate and wilful breaking of rules and procedures in place to reduce the risks of infection will be punished more harshly than incidents which are accidental or due to lack of knowledge or awareness. Students should expect a serious punishment from staff if they repeatedly flout requirements for: staying at home & away from others if they have any of the three symptoms of Covid-19 (a high temperature, a new and persistent cough, a change to their sense of taste or smell); more frequent & thorough handwashing; good cough & respiratory hygiene; wearing face coverings in most indoor situations; following one-way and "keep left" signs around campus; maintaining social distance.

Concord students should have access to medications which is safe and age-appropriate. Students must not share their medications with other students. No student should ever take any medication without informing a member of staff. Concord students must NOT have any medicines (with exceptions) in their possession (including over-the-counter remedies such as paracetamol, Panadol, ibuprofen, aspirin) since these are available from College Nurses/ Duty Staff/ Boarding Parents. Students are prohibited from having vitamin, herbal and/or other dietary supplements in their possession. Eating a healthy, balanced diet is best. However, multivitamins are available from College Nurses in the green medical centre in our main building and the cost of these can be added to students' bills.

Repeated or deliberate non-compliance by students with measures intended to keep everyone safe from Covid-19 infection (and in terms of safe handling of medication) are likely to mean that such individuals will be asked to leave our community.

Illegal Drugs

The possession, use, supply, sale, or giving of illegal drugs is strictly forbidden and so is the misuse or abuse of other substances defined as drugs. Any student caught will be required to leave the College or expelled immediately. Students can expect to be subject to a random oral drugs screening test &/or if a member of staff has cause for concern. If initial saliva tests are positive, then two further samples will be sent away for laboratory testing & confirmation and parents will be contacted to pay for such testing. Failure to agree to such a test is likely to lead to the student being required to leave Concord. So-called "smart drugs" are prohibited. Any student taking prescription drugs, or other medical substances, will have the opportunity to declare this prior to any oral screening test takes place.

Please note that the College has links with the regional Police drugs dog training unit and drugs dogs are brought onto the campus periodically for training purposes. At such times the Police training unit is given permission to access Concord's accommodation blocks.

Bullying

Bullying can take many forms: physical intimidation, name calling, the sending of malicious or hurtful e-mails, text messages or messages on social networks. Any such behaviour can be interpreted as bullying and is likely to lead to the student being expelled from Concord.

Sexual Relationships

If a student begins a romantic/ physical/ sexual relationship with another student, both students must behave in a responsible and mature way. You should avoid any public displays of affection which might make onlookers feel uncomfortable. Students should also be aware that it is against the College rules for them to participate in sexual activity in, on, or around the College campus (& this also applies to College trips). The level of physical intimacy between students in such relationships should remain at a superficial level. No student is ever allowed to share a bedroom with another student with whom they are in a relationship, or with whom they have had a previous relationship

Under no circumstances should a boy enter a girls' accommodation block or a girl enter a boys'. Breaking this rule will normally lead to a student being asked to leave.

Fighting, Weapons & Other Dangerous Items

If a fight arises, both persons are likely to be expelled. Avoid any risk of confrontation; walk away from trouble. You are not allowed to keep air guns, blank firing guns, BB guns, knives* (- please see below for further detail about knives and exceptions) crossbows, batons, or other items - such as laser pointers - that give staff cause for concern about likely harm through their use, or their misuse. Some items are permitted on campus, but their misuse would become a serious disciplinary matter due to the potential threat to safety (e.g. balloons containing helium, or nitrous oxide gas containers). Staff are permitted to confiscate any item which "they consider harmful or detrimental to school discipline" (DfE 17/0713).

Stealing

Students who are responsible for theft will receive a serious punishment. They will be suspended and could be required to leave the College, or even expelled. The local Police are likely to be informed.

Intoxication

Students caught under the influence of alcohol are likely to be suspended and may be asked to leave the College. Any student caught in possession of spirits or supplying alcohol to younger students will be suspended and may be asked to leave the College. Please note that students can expect to be subject to a breath test if a member of staff has cause for concern.

Cheating in Examinations

Students caught cheating in any tests or examinations will be suspended immediately. In the case of cheating in public examinations, the student will be required to leave permanently and the matter will be reported to the appropriate examination body.

In addition, students who are unable to respect the 'culture and ethos' of the College (for instance, by repeatedly breaking College other rules, ignoring routines or by bringing the College into disrepute in the local community) may well be asked to leave Concord.

ACADEMIC MATTERS

Students are expected to work to the best of their ability at all times. Concord students are expected to be self-motivated and to ask teachers for help when it is needed.

- Behaviour in lessons should be focused and respectful. All work assignments should be completed on time, to a high standard and be well presented.
- Students should speak English during lessons

- Students should bear in mind that their level of English is essential to allow full access to the curriculum. Students should take every opportunity to improve the quality of their English.

Lessons and Registration

Students are expected to attend all lessons and registrations on time, unless given permission to be absent by the Nurse or the teacher.

Prep

Students are expected to be in their own study bedrooms before the start of prep. They should not leave their bedroom without a good reason until prep has ended. Students are expected to work silently during prep. Prep is a time for academic work and not a time for sleeping or other leisure activities. Bedroom doors should be propped open from 6.45pm until the end of prep.

‘Promotion’

Students are promoted from one year to the next at Concord. Student performance is closely monitored and promotion is based on good behaviour and attitude as well as performance in class, tests and exams.

BOARDING STUDENTS

In your Bedroom

- You are responsible for keeping your room clean and tidy. Cleaners have been instructed to take away any items left untidily on floors.
- Make your bed each morning and put your clothes away.
- Do not fasten pictures to the walls or ceiling. Use the notice board or use Blu-tak to fasten pictures to the wooden furniture.
- If music can be heard outside your bedroom, it is too loud.
- No cooking is allowed in bedrooms; use the nearest student kitchen.
- Keep your door locked when you are not in and keep valuables in your safe.
- You must not use heaters or electric blankets in your room.
- You **need your sleep** to be effective in your studies.
- If you lose your room keys you will be charged £50 for each key (room and safe).
- **Bedroom doors should be kept/ wedged open during prep time and prior to evening room checks.**
- Stay in your own room after Room Check.

Room Check

Lower School students should be in their bedrooms by 10pm Mon-Fri, with Form 3 and Form 4 students usually required to be back in their residence by 9:30pm and 9:45pm respectively. Sixth Form students by 10.15pm; **Saturday 12 midnight; Sunday 9.45pm.**

Visitors (including overnight guests, parents & family members)

Students may have guests of the same sex to stay in their room only on a Saturday night. Such guests should be current day students and such overnight stays are not allowed during holiday periods. No student is ever allowed to share a bedroom with another student with whom they are in a relationship, or with whom they have had a previous relationship. Parental permission must be received from a day student’s parents by 9 am on Friday morning & students need to complete a visitor’s form.

While parents and other family members are welcome to visit the campus, they must sign in as visitors in main hall upon arrival. They are not allowed to enter boarding residences without being accompanied by staff. Parents should not stay in student rooms, but should book into a local guest house or hotel.

Overnight Absence

Students (including over 18s) wishing to be away from the College must inform their Boarding Parent at least 24 hours in advance. Permission will only be granted if a supporting letter or e-mail has been received from home. These notes should be sent to the Vice-Principal (Pastoral) at Holidays@concordcollege.org.uk and should arrive by Friday at 9 am.

Registration (including Signing In/Out)

Students must register when they are required to do so by the College.

Lower School boarders must familiarise themselves with the additional rules set out in the Lower School Boarders' supplement setting out additional rules and regulations.

Sixth Form boarders should note that the purpose of Saturday night 10.15pm registration is to check that all students have returned to campus safely before 10.40pm when registration ends. We do not think it is safe for young people to be out and about in the UK late at night on Saturday nights. (It is also very difficult to get a taxi back from Shrewsbury to Concord after 10pm and before midnight on Saturdays as this is a period of peak demand.) Thus, Saturday night registration is compulsory for all boarders and not voluntary. You should aim to return before 10.40pm on Saturday night, or you might like to consider getting your parents to give you permission to stay off campus overnight in a hotel and return on Sunday. Until at least Saturday 19th Sept 2020 when we will review matters, Saturday night room checks will take place at the earlier and more usual time of 10.15pm for 6th formers (& the earlier 9.30pm & 9.45pm times for LS boarders). There will be no discos, no buses to the cinema and no Saturday evening group activities due to the need to boarders to isolate in their bedrooms.

Failure to register as required will be considered a breach of trust and will be treated as a disciplinary matter. The use of another student's registration card will be considered a serious disciplinary matter and result in serious punishments for both students.

When leaving the campus all students should sign in/out in the Main Hall.

Leaving at the end of the Term/Year

Students should leave their room clean and tidy at the end of the year. If this is not the case, the student will be fined.

DAY STUDENTS

- At the start of each day, day should students should sign-in with their cards using any card reader - usually the one in their registration room (& not with the dedicated card reader provided in the Main Hall as previously). They should also sign out with their card at the end of the day.
- If day students are in College after 6.30pm (Mon-Fri) they are expected to attend prep unless they are being collected shortly. All day students should leave the campus by 10.00pm Monday-Friday and 9.45pm on Sundays.
- If Day Students remain on campus on Saturday night, they should register with the duty teacher at the appropriate time. All day students should leave the campus by 12 midnight.
- Occasionally, a day student may stay overnight on Saturday with a boarding friend of the same sex with permission from the Vice-Principal (Pastoral). This should not occur more than three times/term.

GENERAL (alphabetically arranged)

Acton Burnell, Shrewsbury and the Wider UK community

The farmland surrounding the College is strictly private. Students should show consideration for others in terms of keeping noise levels down - especially when returning to their boarding residences in the evening. College rules apply in and around the village of Acton Burnell. In Shrewsbury and beyond, students should not engage in behaviour that will bring the good name of Concord into disrepute or that is against UK law.

During this time of concern about Covid-19 infection, students are not allowed to visit the village shop and are encouraged not to spend time, or loiter, in the village of Acton Burnell. Students should maintain a social distance of 1m plus (& ideally 2m) when walking through the village.

Alcohol

Alcoholic drinks must not be kept or consumed by students in Concord (see above re.'Intoxication'). Students should also understand that they are subject to UK law and should be aware of UK laws relating to alcohol.

Around the College

If in the Main Hall during lesson times students should be quiet. Do not leave your books or bags in the Jubilee block lobby, at the entrance to the Dining Room, or take them into the Dining Room. Do not sit on staircases; it causes a potential hazard for people using the stairs. Students should not loiter, or stand within 10 m of windows or doors of boarding residences - especially of the opposite gender - and should show respect for others' privacy. [During this time of concern about Covid-19 infection, students must: follow signs and directions for one-way systems; generally keep to the left when walking around the campus; wear face coverings.](#)

Cars

Boarding students are not allowed to have a car or motor-bike or powered scooter. You also must not hire such a vehicle outside the College. Any Day Student wishing to use a car must have written permission from the Vice-Principal (Pastoral) and their parents. No Boarding student is allowed to travel in a car driven by a Day Student.

Computer Usage & Gaming

Students must take care to comply with the College's Student Computer & Network Access Policy. In particular, students should note that mobile phones should be switched off (or on silent mode) and computer gaming is also not allowed during the academic day.

Cycling (& walking & jogging) - "on campus" and "off campus"

Cycling, walking and jogging are all healthy activities which the College encourages, but they can also pose risks to students' health and safety - especially given the College's rural location and the very real dangers of country roads. [While all students are welcome to cycle, walk and jog "on campus", the narrow country lanes around the College present a number of potential risks when students are "off campus" and different rules apply as a result. During this time of concern about Covid-19 infection, students are not allowed to visit the village shop and are encouraged not to spend time, or loiter, in the village of Acton Burnell. Students should maintain a social distance of 1m plus \(& ideally 2m\) when walking through the village.](#)

Lower School students are NOT allowed to cycle, walk, jog, run or ramble off campus, unless:

[a\) they are a member of a cycling, walking, rambling or jogging club, b\) a specific trip or activity has been arranged with an accompanying member of staff or c\) parents/guardians have provided explicit written permission to the college and the college has completed a risk assessment. For Lower School students, the campus is defined as being the College grounds and the village of Acton Burnell. If Lower School would like to walk to Acton Pigot, this would be defined as off campus and thus would require permission from duty staff.](#)

Sixth Form students are allowed to cycle, walk, jog, run or ramble off campus as long as:

[a\) they wear high visibility clothing so that they can be seen by other road users; b\) tell duty staff of their plans beforehand and report back when safely returned; c\) take a mobile 'phone with them in case of need; d\) follow the Highway and/or Cycling Codes. The College would also strongly advise: students not to complete such activities on their own; students should be able to hear other road users \(i.e. students should not have headphones/ ear buds, or similar in both ears\); follow pre-planned routes.](#)

You can own a cycle but must obey the rules of road travel. You must wear a helmet and sensible footwear i.e. shoes or trainers when riding your bike (& no flip flops). Your bike must have front and back lights and you must ensure you maintain your bicycle in good working order (-bike maintenance assistance is provided by the college). Students must use the bike racks provided and must ensure their bikes are secure (- with a bike lock) when not in use. If it seems that you are not cycling in a safe manner, your cycle will be confiscated. [Bikes provided for the use of Acton Pigot students to cycle to and from their boarding residence must never be used by other students and should be looked after appropriately.](#)

Damage

Students should not damage College property. Any damage will be charged to the student's account: deliberate damage will be treated very seriously.

Deliveries & Taxis

Students should be clear that staff will not accept deliveries on their behalf. If you are over 18 and place an online supermarket order, you must make sure that you are present to receive the delivery. All deliveries should be made to the main hall building - including fast food deliveries - so that these can be made safely. Taxis should also pick up and drop off from the main hall building so that duty staff are on hand in case of problems. No delivery vehicles or taxis should be making drop offs or pick ups from boarding residences. During the period of isolation for boarders up to the beginning of 17th September 2020, there should be no supermarket or fast food deliveries to the College campus. From 17th September, it is likely that students will need to walk to the security hut at the main gate to collect their fast food delivery from Taybar security staff having paid for it in advance.

Drones

Students are not permitted to own or fly a drone on campus.

Dress

We have no fixed uniform, but you must take a pride in your appearance. Students are expected to follow the College dress code.

Fire Prevention

Candles, joss sticks, incense burners, sparklers and fireworks or any similar items and all sources of naked flame are forbidden due to the fire, health and safety risks they present. This ban covers their use anywhere in the College (unless used with staff consent and/or supervision or as part of a College celebration when professional firework displays take place).

Gambling

Concord College strongly discourages students from becoming involved in any form of gambling for money due to its potentially addictive nature. Students are expressly forbidden from gambling for money when on campus.

Knives*

Concord students should take careful note of the strict UK laws applying to knives - especially the carrying of knives in public. For more information click on the following link: <https://www.gov.uk/buying-carrying-knives>. Sixth Form students are allowed pen knives with folding blades less than 7.62cm long. Lower School students are NOT allowed pen knives, should hand them in to staff for safekeeping, but are allowed to ask for their return for the duration of outdoor education trips. The College also makes an exception in allowing students to possess small craft knives which are to be used with care in the place of scissors and which are either retractable or have plastic covers over blades. Students wishing to own larger knives for cooking must be assessed by staff for competency and risk. If students are then allowed to retain larger cooking knives, these must be stored safely within student safes in bedrooms. (In general, smaller serrated "tomato knives" or kitchen shears/ scissors are seen as safer for students to use for food preparation.)

Lanyards

Students are required to wear their ID cards on College lanyards during the academic day. This enables staff to safeguard students and identify visitors to the campus more easily (and issue them with appropriate visitors' badges etc.)

Mobile Phones (& the AtHoc App)

It is accepted that students should have a mobile telephone with them in college to enable contact with home outside normal college hours. However, the telephone should not be allowed to disrupt the working routine. In addition, students are required to:

- Have a UK SIM card loaded in a working mobile 'phone to enable duty staff to contact them. (If students do not have a UK SIM card in a working 'phone, they will effectively be "gating" themselves from being able to travel off campus.)
- Have downloaded the AtHoc app on their smartphones in order for staff to locate them and contact them with important messages.

Pets

No student is allowed to keep an animal as a pet on campus.

Punctuality

Being on time for lessons, registrations and room checks demonstrates politeness to other members of our College community. While allowances will initially be made for new students unfamiliar with routines and locations on campus, lateness will quickly become a disciplinary matter and students who are late should expect to be reprimanded or receive detention.

Roofs

Never climb out of a window, onto a roof or onto any College building; to do so would be extremely dangerous.

Roller blades, roller skates, skate-boards, scooters, unicycles (incl. unicycle electric scooters), electric scooters, breeze/ smart boards, Segways/ Swegways:

These must not be used on public roads outside college grounds: items will be taken away. These must also not be used inside college buildings. If left lying around, such items will be confiscated since they present a tripping risk to pedestrians and could also be run over by vehicles.

When used on campus, students must wear a helmet and exercise extreme caution - especially on the incline between the Jubilee building and dining room - and be aware of other road users and the potential for collisions with cars, vans and lorries.

Smoking

Smoking (including 'vaping' or the use of e-cigarettes) is not allowed anywhere in the College or in the village of Acton Burnell. Smoking is a serious health hazard to the smoker and to anyone else breathing in the smoke.

Smoking inside any College building is illegal under UK law, is an extreme fire hazard and will be treated extremely seriously.

Students who break Concord's rules on smoking are likely to be required to accept counselling for the good of their health. In addition, they can expect increasingly serious sanctions and may - ultimately - be required to leave the College.

PLEASE LET US KNOW...

If you feel uncomfortable that rules are being broken, you should inform a member of staff. Action can then be taken to ensure your safety and security as well as to maintain the values of the Concord community.

Note. College rules apply during holiday periods.

Reviewed by the Welfare Committee of the Board of Trustees Board June 2020

Reviewed & updated by JBK 09/08/17, 19/01/18, 12/06/18, 09/11/18, 22/05/19, 14/08/19 & 14/08/20

The policy is next due for review on 01/09/2021