



THE WINCHESTER CODE

Our aim is to be a happy and well-ordered community, characterised by a spirit of fellowship. School is essentially a place for a wide range of friendships, activities and intellectual pursuits, and the School's key guiding principle is respect for the feelings of others. Pupils represent Winchester College at all times: honesty, frankness, punctuality and courtesy are always expected, as are good manners, consideration for others, respect for property and cooperative obedience to those in authority.

We celebrate and reward good conduct, and recognise it in Preces and other House meetings, in Chapel and in the award of Headmaster's Commendations and Awards for outstanding contribution.

Academic work is very important. A serious approach to work is of the highest priority. Every pupil is expected to participate conscientiously up to books and in tutorials, applying themselves to good working habits and finding academic interests. Assigned tasks must be carried out as required.

Pupils should take full advantage of and make a significant contribution to the many extracurricular opportunities available to them at Winchester. We expect pupils to honour all their commitments, whether these are compulsory activities or those for which pupils themselves have opted. Raising leave is a courtesy request that all pupils should extend to those who have a superintendent responsibility over them.

SCHOOL RULES

All pupils are expected to be familiar with the School Rules and to observe them at all times (including when online and/or outside of the school premises) for the duration of their membership of the School community. The rules included in this document are not exhaustive and pupils should be aware of other regulations and protocols that may from time to time be in force. At all times, pupils should behave sensibly and well; in addition to the specific rules given below, any action that is likely to bring the School into disrepute will constitute a breach of the rules.

Pupil welfare and safety

All pupils should take responsibility for their own personal safety and possessions, and are expected to abide by the laws of the land. The Co: Praes are a working body that assists the Senior Management Team, Housemasters and others with the smooth and efficient running of the School. In accordance with the document *Guidelines for Prefects*, they commend the School Rules by examples, advice and expectation.

1. Bounds of the school

The precincts of the School are defined by those roads that provide the most direct route between the boarding Houses and the main school buildings and playing fields, with Canon Street, College Street and Norman Road defining the north and south borders. (Separate boundaries apply regarding the use of motor vehicles, as stated in [Appendix C.](#))

Unless pupils have good reason and permission to be elsewhere, they are expected to remain within the precincts of the School at all times. This rule applies equally to day pupils, once they have come into School at the beginning of the day and until they leave for home in the evening.

The following additional regulations apply.

- No pupil may use Garnier Road either on a bicycle or on foot in order to get to Palmer Field.
- Pupils should not enter unauthorised areas of the School, such as the Works Department premises, building sites, roof areas or equipment stores.
- Pupils other than Collegemen may not take short-cuts across the grass of Meads, except in the summer months. Pupils should not walk along the edges of grassed areas or cut across the corners of them; they should keep to the paths.
- No pupil may go to a public meeting or place of entertainment without permission from their Housemaster.
- General admission to the Wykeham Arms public house is not permitted for pupils.
- Boy pupils may not visit any part of the School designated as only for girl pupils, and vice versa.

2. Prohibited conduct

The following are prohibited and are regarded as serious offences; egregious cases may be cause for permanent exclusion from the School.

- (i) use, possession, purchase (including online) or supply of illegal drugs or other harmful or illicit items or substances; see also Section 5
- (ii) sexual intercourse or other acts of sexual intimacy
- (iii) possession or use of firearms (including replicas), ammunition, laser pens, fireworks, explosives or weapons of any kind, including knives or penknives, with the exceptions of:
 - a. shotguns, properly licensed, and cartridges, which may be brought into school with the parents' written permission and that of the Second Master, and provided they are kept in the School's Armoury;
 - b. knives, which may only be brought into school with the written permission of the Second Master.
- (iv) drinking alcohol except in accordance with the School Rules
- (v) smoking, vaping, including use or possession of tobacco or nicotine-containing products and equipment associated therewith
- (vi) possession or supply of pornography or other inappropriate, illicit or illegal media, including on private or encrypted online channels
- (vii) use of fake, forged or another individual's identification
- (viii) swimming in any waterway of the Water Meadows or other local rivers/lakes
- (ix) any form of betting or gambling, or promoting or engaging in unauthorised forms of competition that offer financial or material gain to participants
- (x) misuse of equipment designed to ensure others' safety, such as fire or smoke detectors, fire alarms or fire-fighting equipment and door-locking mechanisms

3. Alcohol

During term time, pupils may not purchase, possess or consume alcohol except in accordance with the law and in circumstances specifically approved by the Second Master.

Pupils in VI Book 1 may go to approved pubs or bars at approved times only in accordance with the law, with their Housemaster's specific permission, always in the company of at least one other pupil, and on the understanding that (when the law allows them to drink alcohol) they must not drink to excess. Pupils must also have parental permission to consume alcohol. Pupils who visit a public house must report to the member of staff on duty upon their return to the House. Consumption of alcohol or entering a pub in contravention of this Rule is a very serious matter and can ultimately lead to permanent exclusion.

Bringing alcohol into the School from home or elsewhere, the under-age purchasing of alcohol and the illegal purchasing of it for another pupil, are also regarded as similarly serious offences. Pupils who are given any gifts of bottles of wine and the like for staff by their parents must hand these to their housemasters for safekeeping. A ladder of Sanctions associated with alcohol offences is detailed later in this document and in [Appendix A](#).

In the case that a pupil is inebriated, the School may require their parents or guardians to collect them and take them home. Alternatively, their parents may at the discretion of the School be charged for the medical staff's time.

4. Smoking and vaping

No pupil may vape, smoke, or have tobacco or nicotine-containing products in their possession. It is a particularly serious offence to smoke or vape inside or near school buildings. A ladder of Sanctions associated with such offences is detailed later in this document and in [Appendix A](#).

5. Drugs and prohibited substances/equipment

Use, possession or supply of illegal drugs or other harmful or illicit substances, especially those of a psychoactive character, or of equipment associated with the use of such substances, renders a pupil liable to immediate permanent exclusion. Support is available for pupils who raise concerns in this area: individuals who come forward seeking help will first be dealt with in accordance with the School's welfare policies. Further information is given in the Illegal Drugs & Harmful Substances Policy.

6. Road safety and protocols

The law of the land and the Highway Code must always be strictly observed. Pupils should be vigilant and be careful of themselves and others when crossing roads. Courtesy in the street is important: pupils should remember that they share the neighbourhood and streets with other residents and visitors; they should respect members of the public, greet dons and others they know, and acknowledge the courtesy of motorists who stop for them at pedestrian crossings.

Regulations concerning bicycles and car/motor vehicles are detailed in [Appendix C](#).

7. Illness

If a pupil is taken ill during the course of a day, they must in the first instance report or be escorted to the Health & Wellbeing Centre (HaWC).

When a pupil is declared $\text{\textcircled{A}}$ (ill), they will normally be in the care of the HaWC until fit to return to their House. They will be IMP (off games) the day after they cease to be $\text{\textcircled{A}}$.

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

8. Games

None of the School's playing fields is to be used for golf except Palmer Field, Gater Field and New Field, and then only under adult supervision.

No game of Winchester College Football is to take place without adult supervision.

Living in a community

1. Academic integrity

The copying of work is deceitful. Pupils who lend their work to others for copying co-operate with deceit. Plagiarism (*i.e.* copying without acknowledgement) is cheating. These are serious offences.

2. Dress code and appearance

We expect pupils to exercise good judgement, to present at all times sensibly and well, and in all matters to have regard for the spirit as much as the letter of our dress code. Winchester College has no official uniform, apart from those Scholars residing in College who wear gowns. We do, however, expect all pupils to be reasonably formal and smart on prescribed occasions: more detailed guidelines are given in [Appendix B](#). At all other times reasonableness, decency and respectability must continue to be observed. Regardless of what may be considered acceptable in other social groupings or situations, the dress code at school should promote community and fellowship as opposed to division. The decision of the Second Master is final in all matters of dress; he will consider requests from parents/guardians and/or pupils for individual variations in the dress code for reasons related to disability, gender reassignment or on religious grounds, and would always wish to discuss the request with the pupil as well as those most involved in providing their pastoral care.

3. Prohibited conduct

The following are prohibited are regarded as serious offences; egregious cases may be cause for permanent exclusion from the School.

- (i) bullying (verbal, physical or cyber), discriminatory language or behaviour, sexual harassment and assault; egregious cases will include those that prolonged or repeated, or those that are based on protected characteristics (such as race, ethnicity, nationality, gender, gender reassignment, age, sexual orientation, religion or disability)
- (ii) theft, violence, wanton damage, graffiti or vandalism
- (iii) abuse of the School's reputation or that of any person associated with the School, in the press, social media or any other public space
- (iv) unauthorised or irregular use of the School IT system, as well as any attempt to bypass any of the necessary controls or restrictions put in place by the School

Additionally, pupils are not permitted to use water pistols, skateboards, scooters or other equipment that from time to time are prohibited. Chewing gum is forbidden, as is eating or drinking in the streets.

4. Social behaviour

Pupils must adhere to the policies and protocols regarding social interaction as set out below and locally up to House. Divisive, exclusive or intensely intimate relationships can have an unusually powerful and negative effect both on individuals and on the wider school society. Bullying or cruelty of any kind is unacceptable. Physical relations between pupils are also therefore prohibited regardless of what may be considered acceptable behaviour in other social groupings. Breaches of this policy will be treated as a disciplinary matter.

If there is evidence that a pupil has engaged in inappropriate physical activity whilst under school discipline, irrespective of location or time (including when away from Winchester College on school expeditions, camps and trips), the pupil will be subject to school disciplinary procedures.

5. Mobile phones and use of technology

Mobile phones should not be used in public: they may be used in accordance with the protocol currently in force, as detailed in [Appendix D](#), but they must never be audible or visible in public. The same protocol applies to headphones and earphones.

Pupils should also adhere to the protocols in place in different venues around the School, such as in Mill, the libraries and the Sports Centre.

Use of technology, including mobile telephones, e-mail and the Internet, must conform to the School's Rules and Acceptable Use Agreement (AUA). The principles of the AUA apply equally to pupils' use of any network, not only that of the School.

The recording of people, their images or their voices without their prior consent, by whatever means, is prohibited. Illicit photography and antisocial posts will lead to a Final Warning and may merit permanent exclusion. Photography or recording in any permitted form is to be decent and seemly and should not be done in any way to bring the School into disrepute. If unsure, pupils should seek further guidance from the Second Master or Deputy Head Pastoral.

Pupils must not attempt to involve any employee of the School in the activities of sites that entail the exchange of personal information, or try to contact employees via such sites.

6. Visiting Houses

As a matter of common courtesy, no pupil may be in the house of another pupil without signing in and informing the Housemaster, Matron or another responsible adult in the House. Pupils visiting a boarding house should follow the protocols set out by the Housemaster.

Each boarding house has designated co-educational spaces. Boys and girls may only socialise in designated rooms. Visitors to any house may only enter areas designated within the house for such purposes and advertised as such on the House noticeboard. Visitors must sign in.

It is a serious offence to allow a person who is not a current member of the School to have access to or occupation of boarding-house premises without the permission of the Housemaster.

7. Leave Off

Pupils must adhere to the policies and protocols regarding absence from House and School. Failure to observe these rules is a serious offence. Unauthorised overnight stays are strictly forbidden and cause for permanent exclusion.

During term time, the Undermaster, with delegated authority from the Second Master, may permit a pupil to go to an important family occasion or a special event. He will only do so under the following certain circumstances. He will only do so

- occasionally;
- if the pupil's parents seek permission in writing and in good time; and
- if he is satisfied that this will not be to the detriment of the pupil's academic work, and that appropriate arrangements have been made for the pupil's safety and security.

If a don is more than ten minutes late for a teaching hour the oldest pupil in the set must visit the Second Master's Secretary in the School Office to ascertain whether the don in question is contactable; pupils may not immediately take leave off the hour.

Boarding pupils

Unless special leave has been granted, boarding pupils must:

- (i) be present at all meals in their Houses, at any namers, at toytime and at Preces;
- (ii) attend lessons, services in Chapel and their Sunday commitments [N.B. all pupils will be expected to attend certain services, for instance at the beginning of term and on Remembrance Sunday];
- (iii) raise leave from their dons for any hours missed for any reason, giving as much notice as possible. This courtesy holds good even when pupils are caused to miss up-to-books hours for official purposes such as school matches and public examinations;
- (iv) raise leave from their Housemaster or the tutor on duty during toytime, and make up the work in their own time.

All pupils must be present at Headmaster's Reading Hour (Saturday 1700–1800 in Short Half and Common Time) unless they have taken a flexible weekend leave; otherwise leave off Reading Hour can be raised only from the Headmaster or the Second Master.

Unless pupils are involved in some approved activity, they are normally required to remain in their Houses after the start of toytime. This applies particularly to pupils in their first three years. With their Housemaster's permission, pupils in VI Book 1 may be out of their Houses after Preces until 2230 (2245 on Saturdays), but after that only in special circumstances. Pupils must sign out when leaving the House for any reason after tea and must sign in on their return. Any pupil given permission to be out of the House after Preces must report back in person to their Housemaster or to the adult on duty.

Leave out and Exeats

At the end of a Leave-out or an Exeat, boarding pupils must be back in their Houses in time for Preces, but no earlier than 1600 after Leave-out or 1800 after an Exeat.

Leave on Saturdays and Sundays

Housemasters may give leave to a boarding pupil in JP, MP, V Book or VI Book 2 to be at home with their parents from 1700 on Saturday to Preces on Sunday. This flexible weekend leave may happen once a term only. Permission will only be granted if school work is up to date.

Housemasters may give similar (Prefect's) leave to a boarding pupil in VI Book 1 twice a term, usually either side of Leave-out.

Boarding pupils may go out on any Sunday provided that: they have their Housemaster's permission, they meet their Chapel or other obligations, and that they return in time for Preces. Parents are required to complete the Sunday sign-out form accessed via the Parent Portal.

Day pupils are subject to the same requirements as in paragraphs 7(i)–(iv) above, with the following modifications.

- (i) Day pupils are expected to attend at least toytime and Preces at least once a week.
- (ii) Day pupils and their parents should agree with their Housemaster, a week in advance, the pattern of their presence in the House after tea including their weekend arrangements. Any variance from that pattern should be kept to a minimum and should be agreed with the Housemaster in advance.
- (iii) Day pupils may not go home during the school day unless permission has been explicitly granted by the Housemaster and/or Second Master.

Meals and team dinners

Leave out to meals for all pupils, whether in Winchester or further afield, must in all circumstances be raised from Housemasters.. On Sundays, boarding pupils who have not signed out to go home will be expected to appear at all House meals, though pupils in VI Book 1 may ask permission to go out to lunch in Winchester.

Team dinners and the like are only for VI Book members of senior teams and other groups, and always require the Second Master's permission.

Permission for eighteenth birthday meals (for VI Book 1 only) may be given by Housemasters for these to take place during toytime but not earlier than 2000. Such meals must take place in a restaurant. Seventeenth birthday meals are not allowed except on Sundays.

8. Leave Up Town

Up Town is defined as any part of the city beyond the precincts of the School (see above).

- Pupils in JP, MP and V Book Pupils in JP, MP and Vth Book should always ask permission of their Housemaster to go up town. They may not go during school hours (including break and any free periods) nor after tea. Pupils in these years will normally be given permission to go to Town once per week, Monday–Saturday, at their Housemaster’s discretion. Pupils in their first two years must be back by 1650 (1730 on whole school days in Cloister Time).
- VI Book pupils may go up town without special permission, but not during school hours, including break and any free periods, nor after tea.
- VI Book 2 pupils may spend up to 45 minutes in town on two evenings a week at their Housemaster’s discretion.
- VI Book 1 pupils can go up town once during the week from 2100 (2115 in CLT) to 2230, and then once more on Saturday 2100 (2115 in CLT) to 2245.

If pupils are up town after sunset, for their own safety they must remain in groups of two or more. Pupils must sign out when off campus, and sign in on their return.

Housemaster’s permission must be raised to go up town at the times not normally authorised.

Sanctions

An explanation of the School’s different sanctions and schedule of indicative sanctions is given in [Appendix A](#). Pupils whose behaviour gives rise to significant concern can expect to be referred to a member of the Senior Management Team as the circumstances demand, together with parents informed as necessary. A pupil’s full disciplinary history will be taken into account when assessing the School’s response to breaches of the School Rules.

In some cases, there is a ladder of sanctions, as follows.

1. Alcohol

All alcohol offences must be reported to the Second Master immediately. In general, offences will incur the following sanction(s), which are additive in the case of multiple breaches.

Consumption	Beer and wine	Spirits
First offence	One week’s gating and Verbal Warning	Major Warning
Second offence	Second Master’s Caution	Final Warning
Third offence	Major Warning	
Fourth offence	Final Warning	

Import of alcohol into the School or illegal purchase of alcohol	
First offence	Major Warning
Second offence	Final Warning

Entering a public house or bar without proper permission	
First offence	One week’s gating and Verbal Warning
Second offence	Second Master’s Caution
Third offence	Major Warning
Fourth offence	Final Warning

2. Smoking and vaping

All smoking or vaping offences must be reported to the Second Master immediately. In general, offences will incur the following sanction(s).

Possession	Paraphernalia	Tobacco/nicotine products
First offence	Verbal Warning	Second Master’s Caution
Second offence	Second Master’s Caution	Major Warning
Third offence	Major Warning	Final Warning
Fourth offence	Final Warning	

Smoking or vaping	Outdoors	Inside or near School buildings
First offence	Second Master’s Caution	Major Warning
Second offence	Major Warning	Final Warning
Third offence	Final Warning	

Appendix A

SCHEDULE OF SANCTIONS

Sargent's — A pupil must present themselves in up-to-books dress at the Porters' Lodge between 0730 and 0745 on the day or days designated. They must sign their name legibly on the list and, if asked, provide the name of the don who has given them the Sargent's.

House Detention — Housemasters, at their discretion, may make use of specific house sanctions for behaviour issues which take place up to house or during pupils free time. The sanctions are Early Breakfast, Mobile Device Confiscation, Gating.

Music School Detention — A pupil must present themselves in up-to-books dress to the member of staff on duty in Music School at 0740 on a designated Thursday, ready to practise for half an hour.

Sports/CS Detention or CCF Morning Parade — A pupil who has defaulted in his or her sporting/Community Service/CCF commitments will be asked to present themselves at a designated time to account for themselves.

Early Morning Detention — A pupil must present themselves at the Porter's Lodge punctually at 0730, dressed to do practical work.

School Detention is held in E5 (Flint Court) between 2000 and 2100 on Sunday evenings;

Headmaster's Detention between 1900 and 2100 on Sunday evenings. Both take precedence over other plans or commitments a pupil may have. Only the Headmaster or Second Master may grant remission or postponement of these detentions.

Concern or behaviour	Indicative sanction/s
<p>Occasional or minor infringements, such as:</p> <ul style="list-style-type: none"> Lack of punctuality Failure to bring correct equipment Poor manners, rudeness or lack of integrity Chewing gum or eating in class/activities/on the street 	<p>Teachers record a Conduct Notification, which notifies the tutor and housemaster to have a follow-up discussion.</p> <p>Repeated failure to meet these expectations/accrual of Conduct Notifications may be met with follow-up sanctions (Sargent's and higher) as deemed appropriate by teachers, tutors and/or housemasters.</p>
<p>Other misdemeanours up to books, such as:</p> <ul style="list-style-type: none"> Disruptive behaviour Repeated or egregious/deliberate rudeness Pattern of lateness, disorganisation &c. Persistent/serious disengagement 	<p>Sargent's will be awarded in the first instance.</p> <p>Early Morning Detention (EMD) is awarded for more significant infringements, such as for Surface misuse in lessons, or to pupils who are rude or persistently disruptive in lessons, UTH or around the school, or who have been repeatedly late to lessons, or who have otherwise fallen below the standards of expected behaviour.</p>
<p>Untidy/incorrect dress (including irregular or excessive jewellery/make-up infringements)</p>	<p>Conversation and/or warning on first offence, with the record of a Conduct Notification. Pupils will be asked to change and may be sent back UTH to do so. Jewellery will be confiscated.</p>
<p>Mobile device infringements (including headphones/earphones)</p>	<p>Confiscation for 24 hours (or longer periods for repeat offences)</p>
<p>Misuse of Surface or other technology UTB</p>	<p>Early Morning Detention</p>
<p>Significantly poor, repeated or disruptive behaviour, such as:</p> <ul style="list-style-type: none"> Antisocial or disreputable conduct Insubordination 	<p>School Detention as a minimum. Such behaviour will likely involve referral to a senior member of staff, Undermaster, Director of Studies, Deputy Head Pastoral, Second Master or Headmaster as appropriate.</p>
<p>Concerning/unsafe behaviour (including being out of bounds or a breach of trust)</p>	<p>Gating and/or School Detention as a minimum. Referral to the Second Master or other senior member of staff as appropriate.</p>
<p>Alcohol / smoking & vaping infringements</p>	<p>A ladder of sanctions is given in the School Rules. Repeat infringements are serious disciplinary issues and will be dealt with as major concerns.</p>

Missing or poor work

Failure to produce work

Any pupil arriving to a lesson without the work due for that lesson or tasktime may be set a Sargent's the following morning.

Poor work/academic performance

One or more of the following may apply.

- Pupil to complete a retest before school or during their own free time as directed by the don.
- Pupil to complete additional work on the topic/s to be handed in to the don by a set date.
- Pupil to attend tasktimes, 1:1s or complete online tasks .
- Pupil to attend meeting with don, HoD and/or Housemaster to discuss the matter.
- Don/HoD to liaise with housemaster on other appropriate actions which might include closer supervision during toytime, conversation with parents, SATIS card, meeting with DoS &c.

Absenteeism and other defaults

Pupils who fail to honour their commitments may expect the following sanction as a minimum. Repeated absenteeism and wilful behaviour will be treated more seriously.

Missing a teaching hour	School Detention
Missing a Mob:Lib: or MFL speaking hour	Warning; Early Morning Detention or School Detention on repeat
Missing weekday Chapel	Attendance at next morning Chapel; Early Morning Detention on repeat
Missing Sunday Chapel /RC Mass/Faith Circles	School Detention
Missing music lesson, rehearsal, sports practice, CS or CCF	Music/Sports/CS/CCF detention or Early Morning Detention as appropriate
Missing sports match	School Detention
Missing Sargent's	Early Morning Detention
Missing EMD	School Detention
Missing School Detention	Headmaster's Detention

Appendix B

DRESS CODE & APPEARANCE

Up-to-books Dress

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

Hair must not be dyed, or shaved and must be kept tidy and off the collar. Long hair should be tied back. Personal jewellery is limited to one small pair of stud earrings (one stud per ear lobe) and one necklace which should be discreet. Nail varnish is not permitted. Make-up should be minimal and discreet. Boys must be clean-shaven.

Boys should wear plain light-coloured shirts (not tartan) with jackets (gowns for Scholars residing in College) and grey or otherwise dark trousers, or a suit. No leather or shiny fabric is to be worn.

Socks should be dark blue, black or grey.

Ties should be of suitable and sober choice.

Girls should wear plain light-coloured blouses (not tartan) with jackets and grey or otherwise dark, soberly cut, skirts (worn between the knee and ankle), or trousers, or a fitted, dark, plain dress, or a suit. No leather or shiny fabric is to be worn.

Socks should be dark blue, black, or grey; tights if worn should be dark blue, black, grey or flesh coloured.

Ties are not normally worn but, if so, should be of suitable and sober choice, and only with a stiff collar.

Sunday Dress

Sunday Dress is the most formal of the dress codes and should be adhered to in that spirit. This comprises a dark suit for Commoners; gowns for those Scholars residing in College. Pupils should wear a black leather belt of conventional design with no studs or decoration, a white shirt/blouse with collar, and a sober tie properly tied (not worn with a blouse). Jumpers, if worn, must be dark in colour and V-neck. Polished black flat leather shoes and black or dark socks or tights are the only permitted footwear.

Summer Dress (SMD)

When permission for summer dress is given by the Second Master, dress will be as above but without jackets or ties. No shorts should be worn. Footwear regulations continue to apply as above, worn with socks (or tights if desired). Any vest or T-shirt worn under the shirt or blouse must be plain white. During periods when this regulation applies, pupils must decide either to be in Summer Dress or in conventional Up-to-books dress. Intermediate costumes are not permitted.

Sunday Dress should continue to be worn on relevant occasions, even during periods when Summer Dress regulations obtain.

Sports Dress

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

UTB Dress code for all pupils

Pupils must always wear a shirt or blouse with a visible collar. Jumpers, if worn, may only be those with a V-neck or a quarter-length zip and may only be worn over a shirt or blouse.

The following may not be worn UTB: mid-layers (such as gilets, body-warmers *etc.*) with full-length zips, round-neck pullovers, cardigans, football shirts, sweatshirts and other informal tops.

Waistcoats are permitted as part of a suit only.

Trousers must be straight (not skin-tight) and full length.

Any belt worn must be of conventional design in plain black or brown leather with no studs or decoration.

Hats should not be worn.

Shoes should be plain, smart, flat black or brown and polishable; no suede or canvas. Trainers and boots are not permitted. (A boot is any shoe which covers the foot and ankle or lower part of the leg).

Appendix C

BICYCLES

If a pupil has a bicycle at Winchester, they should lodge with their Housemaster a full description of it in case of theft: this should include its frame number or other identifying number. Cyclists must obey both the letter and the spirit of the Highway Code. They must show courtesy and consideration to all other road users, including pedestrians, particularly in the streets around the School and in the Cathedral Close. A rider must concentrate at all times and use both hands to control the bicycle; they may not wear headphones.

A bicycle must be safe to ride, fitted with efficient brakes, sound tyres properly inflated, working front and rear lights, a reflector, a bell and a (D-)lock.

Helmets must be worn when cycling. Lights must be used when riding after dark. Failure to adhere to these regulations may result in the revocation of permission to ride a bicycle and/or confiscation of equipment.

Bicycles must not be ridden in St Michael's Passage, in Canon Street, in War Cloister, in Meads, in Moberly Court or Flint Court, on the grass of any school playing field, nor must they be ridden in pedestrian precincts in the city and parts of the Close where cyclists are asked to dismount, along Garnier Road, or when entering or leaving the school grounds.

Bicycles must not be parked anywhere between 7 Kingsgate Street and 16 College Street, including those limits. Bicycles must be locked when unattended, even on House premises. Bicycles must be stored in House bicycle stores and secured firmly to their racks. The loss of a bicycle must be reported to the Police and the pupil's Housemaster.

CARS

(& OTHER MOTOR VEHICLES)

No pupil may keep a car or motorcycle in or near Winchester, or drive one within the city's boundaries, without the written consent of their parents and that of the Second Master.

Where permission has been granted (usually only in the case of day pupils, for whom travel to and from School by car is essential), the pupil may not bring their car within the area bounded by the limits of the railway line (west), St Swithun Street (north), Bar End Road (east) and Garnier Road/Bull Drove (south). Winchester College will not provide any parking facility nor take responsibility for the pupil's car or related possessions (such as car keys).

No pupil may travel in a car or on a motorcycle driven by anyone under the age of 21 without written permission from their parents and their Housemaster. Journeys must not start or end within the precincts of the School.

Driving lessons and tests

Boarding pupils are not expected to have need to use a car during term time. For this reason, the School asks that pupils wishing to learn to drive use their school holidays, when there will also be fewer commitments and pressures on time. Exceptionally, the Second Master may grant permission for a pupil to take driving lessons during term time. In such circumstances, the pupil may only take lessons during half rems or on Sundays, not during Bookscha or free periods.

Practical and driving theory tests must not take place in up-to-books hours.

All School commitments take priority over driving lessons and tests.

MOBILE TELEPHONES

1. Phones must be left in boarding houses during the school day, which for the avoidance of doubt includes break times, lunch times, and ekker time. The school day typically ends at 1800. This rule applies to both boarders and day pupils.

The only exceptions to this are as follows:

- if a pupil has permission to be up town;
- if a pupil is heading directly to the gym;
- if a pupil is attending an away match;
- if a pupil has explicit permission from their Housemaster for any other reason.

In these circumstances only, pupils may take their phone with them.

At times when pupils are permitted to carry their phones on them, they must be invisible, and inaudible. This includes the associated use of headphones. Pupils may carry their phones on their person after Chapel on Sunday, and after 1800 on the other days of the week.

2. Pupils may use their phones UTH in accordance with the mobile devices policy, and any other House rules. Phones should not be present at lunch, nor should they be a point of distraction during toytimes and bookies. Pupils in V Book and VI Book must store their phones safely UTH when they are not allowed to carry them on their person.
3. Pupils who disobey these rules will have their phone confiscated and will be required to collect it from the school office at break time or the start of ekker the **next day**. Repeated disobedience will result in confiscation for longer periods.

Confiscated phones belonging to day pupils will be passed to Housemasters and returned to pupils at the point they sign out to go home. In such circumstances a Housemaster may insist that the phone is handed in the following morning at breakfast, to be returned to the pupil at the end of lunch.

4. Refusing to hand over a phone for confiscation is a serious offence, likely to incur a school sanction.

Pupils are only permitted to have one mobile device in school. Any pupil who is found to be in possession of a second device will be reported to the Second Master and can expect a school sanction.

PUPILS' COMPLAINTS

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

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

Making a Formal Complaint

A pupil will not be penalised for making a complaint in good faith. However, because we take complaints seriously and investigate them thoroughly, all pupils should be clear that they have proper grounds for a complaint before making it.

If any pupil feels the need to make a formal complaint about a matter which is causing them distress or a problem which cannot be resolved otherwise, they may inform the Headmaster or Second Master either verbally or in writing. The Headmaster or the Second Master will discuss the matter with them as soon as possible or put them in touch with an appropriate person outside the School.

Procedure when a Formal Complaint is made

The person to whom a serious complaint is made (usually a Housemaster, the Second Master or the Headmaster) will keep a written record of that complaint and of its outcome. The Headmaster, or someone delegated by him to do so, will review these records regularly.

The School aims to resolve a complaint made by a pupil, either to the pupil's satisfaction or with an otherwise appropriate outcome that balances the rights and duties of pupils, within 72 hours wherever possible.

A pupil will not be penalised for making a complaint in good faith.

There is a separate complaints procedure for pupils' parents. A pupil's parents may wish to invoke the procedure available to them if they feel that the School has not dealt adequately with a complaint made by their child in accordance with the procedure described above.

Procedure when the outcome of a Formal Complaint is felt to be unsatisfactory

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

Safeguarding: A Code of Good Practice

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