

Woodbridge School
SMOKING: SCHOOL RULES FOR PUPILS

1 Policy Statement

Woodbridge School rules state that smoking is forbidden, either in School, or when pupils are recognisable as members of the School community. A smoker is defined for this purpose as anybody caught actually smoking, in the possession of cigarettes, smelling of smoke, or in the company of another pupil who is smoking.

2 Procedure

- The name of any pupil caught smoking should be immediately reported to the Senior Master/Mistress for pupils in Years 7 to 11 or the Head of the Sixth Form for those in Years 12 and 13.
- The School does not recognise the defence that pupils were standing in the company of other smokers.
- On the first occasion, the Senior Master/Mistress or Head of the Sixth Form will at the very least warn the pupil and write to their parents/guardians to inform them of the warning.
- In the second incident the pupil will be sent to the Deputy Headmaster who will at the very least give a final warning, and write to parents/guardians. It is the prerogative of the Deputy Headmaster to give, or not give, a punishment at this stage.
- If there is a third incident of smoking then the pupil will be sent to the Headmaster who may suspend the pupil.
- A subsequent infringement of the rules is likely to result in permanent suspension.

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Governor Agreement	

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