

6.04 Alcohol, Smoking and Drugs Policy (Students)

Independent Day School for Girls

September 2026

Smoking

The school is a "no smoking and no vaping" area.

Should a student be found smoking or vaping she should be referred to the Head of Year, who will deal with the student appropriately, considering the student's previous record. Appropriate action should include informing parents and either a written warning and behaviour contract, or a further sanction following the school's Behaviour Management Policy. It may result in further discipline depending on the context of the situation. Any vaping will be treated in the same manner as smoking.

Alcohol

Students are not allowed to bring alcohol onto the school premises for any reason.

Any student who is found with alcohol on her person should be referred to the Head. The alcohol should be confiscated, and the parents informed and invited to discuss the matter.

If a student is found suffering from the effects of alcohol, she should be isolated from lessons and kept in constant contact with a teacher to ensure her safety. The student should be referred to the Head of Year or an Assistant Headteacher who will interview the student. Parents will be informed by the Headmistress or a member of the Senior Leadership Team and will be asked to come to collect the pupil from school. Counselling may be an appropriate "follow-up" action. Suitable sanctions will be imposed such as a fixed term or permanent exclusion; instances involving alcohol are treated extremely seriously and each incident will be considered on an individual basis. If alcohol is offered to another student on site during the school day a more serious sanction will be imposed such as permanent exclusion.

Illegal Substances

Students are not allowed to bring illegal substances onto the school site. Anyone found in possession of an illegal substance should be referred to the Head. The Head will take possession of the substance to ensure the safety of the student and liaise with the police about appropriate action.

The law permits school staff to take temporary possession of a substance suspected of being a controlled drug for the purpose of protecting a pupil from harm and from committing the offence of possession. The substance should be handed to the police for identification.

The student's parents or guardians, as appropriate, will be informed at once and she will immediately be isolated while an investigation takes place. In accordance with the individual circumstances this may involve a period of fixed term exclusion to give the school, in consultation with others, time to decide the best course of action.

Parents and students should be aware that any student bringing illegal substances onto the premises is at risk of permanent exclusion.

Students who are involved in drug taking should be offered support and informed about agencies in the area who can offer help to them and their parents.

Any student suspected of being under the influence of drugs whilst in school should be reported to a member of the Senior Leadership Team, but priority must be given to ensuring the safety of the girl. The Year Head and the Senior Leadership Team should monitor the situation and if a pattern of behaviour emerges that causes concern, the Head should be informed immediately, and the parents contacted.

Monitoring and Review

The drugs education programme will be determined by the Year Heads and tutors. The effectiveness of the programme will be reviewed annually. All teaching staff and relevant adults will be informed of any changes in legislation as they affect the policy.

Policy Written by: PW	May 2010
Approved annually by: Governors (CG)	
Reviewed annually by: TH	Sep 2026
Date for Review: SLT	Sep 2027

Authorised by Governor	
Signed	
Dated	