

Capernwray Bible School Conduct & Discipline Policy

Your application for enrolment is governed by the Bible School [Terms and Conditions](#) set out in your TOAS online Application form and available on our website. In addition, please note the additional conditions below.

While a student stays at Bible School, Capernwray Hall will be their home and the staff and other students their Christian family. During their stay with us, and while travelling in the UK, we ask all students to conduct themselves in a manner honouring to the Lord Jesus and considerate of others. Since students come from a variety of backgrounds and cultures, we believe it is necessary to clearly set out what we expect for the smooth running of the School.

The Bible School Principal may terminate the studies of any student whose behaviour is unsatisfactory by reference to the Student Handbook Disciplinary Procedure (see below), in which case fees will not be refunded (see 5.2 of the Terms and Conditions).

Accommodation

We regret that it is not usually possible to have single rooms. Although age is taken into consideration, it is normally necessary to share bedrooms with a number of others in same-sex dormitory-style accommodation.

Appearance

All students are expected to maintain general cleanliness and neatness in appearance. Shoes must be worn at all times and appropriate clothing worn to and from the showers and bathrooms. Students are not allowed to wear pyjamas or other sleeping clothes outside accommodation areas. Clothing should be clean, neat, tidy and modest, regardless of prevailing trends in society, and should show respect for the Lord Jesus and others. Appropriate 'smart-casual' dress should also be worn for outreaches and Sunday Services.

Area Access

Staff accommodation, the kitchen, all offices, the sound studio, the workshops, farm buildings and machinery are all out of bounds for students unless authorised by a member of staff. Capernwray's audio-visual equipment is for School use only and is not available for personal use. The use of spaces to which students do have unsupervised access, including the gym and music rooms, must adhere to the stated guidelines.

Disciplinary Procedure

In the sad and very occasional cases where it proves necessary to discipline a student, the following sanctions may be issued depending on the nature of the offence.

- **Reminder:** The student will be reminded of the kind of conduct we require and to which they agreed upon enrolment.
- **Warning:** The student will be warned that if unacceptable conduct continues, they will be placed on conduct probation.
- **Conduct Probation:** A period when the student is on final warning. If the student's conduct shows no improvement, they may be dismissed.

This process will normally be followed. However, as every situation varies, apparently similar situations may be treated differently but always in ways that honour the Lord Jesus and best serve the well-being of the Bible School community.

Drugs & Alcohol

We do not allow alcohol or drugs on site at Capernwray Hall and ask our students to respect our wishes in this matter. During Bible School, out of consideration to students who originate from a range of different cultures, students are required to abstain from alcohol during term time, whether they are on or off site, except during travel weekend. For the same reasons, pubs, bars and clubs are out of bounds to all students while in residence at Capernwray. In addition, students are not allowed to use narcotics or recreational drugs, or smoke cigarettes or e-cigarettes, at any time, on-site or off-site while Bible School is in session.

Duties

Work days and daily duties to help with the cleaning and upkeep of the Hall and grounds are part of student life while attending Bible School. They are to be taken seriously and performed conscientiously. If a student is unwell or on outreach, it is their responsibility to find a substitute.

Evening Lock-Up & Quietness

Evening lock-up is 22.30, apart from Friday and Saturday when it is 23.30. At these times all the interior and

exterior doors are locked where necessary, and students will be in their rooms by 22.45. From 23.15 (midnight on Friday and Saturday) quietness is required throughout the buildings.

Internet & Media Use

Technology should be used to pursue and enhance Capernwray's mission and values. To that end:

- Wi-fi will normally be switched off during lecture periods unless required as a teaching aid.
- Wi-fi will be off between the designated 'quiet' time (23.15 Sun - Thu, midnight Fri & Sat) and 6am.
- Mealtimes and family groups are designated 'phone-free', to enhance and encourage conversation.
- Headphones/earbuds may not be worn during any meetings including lectures, or at mealtimes.
- As a courtesy to fellow students and staff, amplified music is not permitted in any public space, inside or outside, unless part of an organised event.
- Any online content accessed must adhere to the [Acceptable Internet Use Policy](#).

Lawn Use

Ball games should not be played on the Croquet Lawn or in the Courtyard at any time, to avoid the lawn, flowers, and windows from getting damaged. (Plenty of alternative spaces are available.) Bedding and blankets from bedrooms should not be taken outside, alternatives are available.

Lectures & the wider Bible School Programme

Attendance at every lecture is required and an attendance record is taken every day. (Government regulations require detailed attendance records to prove that all enrolled students are actually studying.) The Health Team must be notified via email in advance of an absence due to sickness. All students are expected to devote themselves unreservedly to their studies in lectures and study periods, which are compulsory, to conform willingly to the timetable throughout the day, and to complete all set assignments.

Students are expected to complete the Course applied for, arriving on the first day of the School and remaining to the departure date. Failure to meet these criteria may lead to forfeiture of the Bible School Certificate.

Leave of absence from any of the scheduled teaching programme will normally not be granted except for such circumstances as attendance at weddings, funerals, or job interviews. Visits by family or friends and attendance at concerts and sports events etc. are encouraged, but should never be scheduled across the lecture programme.

Outreaches, church placements and Sunday evening services are part of the Bible School programme, and are compulsory.

Meals

Attendance is strongly encouraged at breakfast, lunch and the evening meal each day, although none is mandatory. Students who do not wish to have lunch or the evening meal must sign out on the Drive by the day before, to limit food waste.

Medical and Travel Insurance

Students must provide a copy of both medical and travel insurance before being finally enrolled (see 6.5 of the Terms and Conditions).

Police Check / Confirmation of Good Conduct

All students are required to obtain a background/police check or confirmation of good conduct to enable participation in activities and events involving children and vulnerable adults. Proof of this must be sent to the Admissions Officer at least one month in advance of Bible School starting.

Relationships

Students should pursue wise relationships with each other, with staff and with volunteers. Staff and volunteers are not permitted to engage in romantic relationships with students, and we encourage students not to initiate romantic relationships with each other during their time at Bible School. Public displays of affection can be insensitive, can isolate the couple concerned and can hinder the wider community. All relationships should be wholesome, sensitive and godly.

Room Standards

- No men are allowed in women's rooms and vice-versa, unless authorised in the course of duties.
- Furniture may not be moved or removed without permission.
- Photos, pictures, flags etc may only be attached to the pin boards and perspex panels provided. Blu Tack or Sellotape may only be attached to wooden panelling, unpainted wardrobes, dressers or beds, but not to any painted or wallpapered surface, or to light fittings.
- Infringements of the above room standards will each incur a minimum £5 fine. For more extensive damage we reserve the right to charge proportionately.

- For the sake of safety in the case of fire, every effort should be made to keep rooms tidy and all floor areas and corridors free from obstructions.

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