

ST. FRANCIS SCHOOL B'KARA

SCHOOL POLICIES

- Our school policies are carefully developed by and agreed upon by all stakeholders including, administration, staff, parents and students.
- Our policies establish clear and defensible principles, set the boundaries of acceptable behaviour, provide guidelines for action, and are firmly and consistently applied.
- Such policies are made explicit to all members of the school community as well as to the parents.
- Our policies are in accord with the National Policy and are based on RESPONSIBILITY and RESPECT.

RESPONSIBILITIES

RESPONSIBILITIES are shared between teachers, students and parents. It is through partnership in responsibilities that effective progress is made in the school community.

THE SENIOR MANAGEMENT TEAM (SMT) is responsible for ensuring that a fair and effective Code of Behaviour and Discipline is developed and implemented with the participation of staff, students and parents. It is the responsibility of the Head of School and the Assistant Heads to create the right climate within which individuals in the school community can fulfil their responsibilities and to ensure that the School's Code is administered in a manner which is consistent and fair to all.

THE SCHOOL PERSONNEL plays a crucial role in fostering an environment that nurtures and supports good behaviour and mutual respect among all the members of the school community - the school management team, teachers, support staff, students, parents, students' council and other persons and professionals who provide a service to the school. It is the staff's responsibility to respond promptly and firmly to any instances of unacceptable behaviour. While being firm and consistent, any response to disruptive behaviour is never directed to the person but to the action. Sarcastic remarks which invariably hurt, antagonise, and win the sympathy of disgruntled fellow students are avoided.

Refer to the Teachers' Code of Ethics for more information.

PARENTS/GUARDIANS and a supportive home environment play a crucial role in shaping attitudes that produce good behaviour in schools. It is therefore important that parents are aware of the aims, values and the nature of expected behaviour of the school. Parents are also encouraged to become involved in the process of the drawing up of the School Code. For the smooth running of the school and for good behaviour and effective discipline to be properly exercised, the school encourages parents to be partners. Parents are supported by the school and feel that they are important stakeholders in their children's education. For this purpose, home-school links are established through a variety of means such as frequent activities that involve parents in educational matters. On their part, parents need to regard the establishment of home-school collaboration as a parental responsibility.

Parents who sincerely wish to practice positive discipline with their own children must endeavour to become a positive role model in their children's life. Such role modelling extends to their behaviour on or near the school premises. For this reason the school expects parents to:

- Show respect towards administration, teaching staff and other staff working in the school by being decently dressed and by using proper language as these are an expression of respect to oneself and to all the Catholic community;
- Request an appointment from the Head of School or Assistant Head to speak to members of staff when such a meeting is necessary;
- Refrain from speaking to teachers before or after school hours, in school or outside school without such a permission;
- Refrain from contacting teachers at home or through social media or the school/convent after school hours;
- Discuss specific complaints with the Head of School strictly not in the presence of students;
- Use a respectable tone when addressing teaching staff, administrative or other personnel. Threatening behaviour by parents is considered unacceptable. Police protection can be sought in circumstances requiring such intervention;
- Refrain from smoking both while accompanying children to school as well as in the school premises;
- Co-operate with the school in reading circulars regularly and in policies regarding nutritious food, school bags, dress code: uniforms for summer and winters, attire for physical exercises, outings and social occasions, regular attendance - with parents responsible for informing school of sickness or temporary absences and for producing medical certificates in cases of illness, punctuality, money or jewellery, respect for school and other

students' property, responsibility for text books, library books & any other school material or loan;

- Non-custodial parents should not press the school for visitation access at the school.
- Pass on to the school detailed information of their home and work addresses and contact telephone number/s. All changes in addresses, home and work telephone numbers, as well as emergency contact numbers must be immediately communicated to the school office to ensure that information is at all times correct. It is also important that every parent provides the school with contact details for emergencies;
- Present their personal identity card whenever they intend to call for their child before dismissal time.
- Actively participate in social, educational and curricular planning activities that support, promote and nurture the school ethos, such as PTA activities and sub-committee, members of which voluntarily work in connection with the organisation of fundraising and social activities.
- Label all the student's belongings and return anything that does not belong to their child.
- Assist their child at home with any difficulties s/he might encounter while doing H.W; do regular revision work with their child throughout the scholastic year; find time for reading together, prepare study plans for their child before examination periods; encourage and support their child to participate in school and out of school based projects and be an exemplary model for their child when being online and using social media.

STUDENTS in our school are encouraged to learn about and apply life enhancing skills as self-control, conflict management, problem-solving, decision-making, and effective intra-/inter-personal communication. Students learn to appreciate that negative behaviour has its consequences and that good behaviour shapes the desired community environment.

The school expects the following from the students:

- Cooperate fully with the administration, staff and parents as a sign of respect towards authority.
- Show respect towards administration, teaching staff and other staff working in the school by using appropriate behaviour, language and manners.
- Fully execute their school duties. School work and home work are a means of continuous assessment and gauges students' progress. Students must work to the best of their ability. Failure to demonstrate effort, interest, and pride in one's work results in unacceptable standards. Students should expect to have any shabbily completed assignment to be corrected and

returned to them without a grade. Assignments and homework should be completed on time. If, for any valid reason, such work is not presented on time, students are expected to produce a note from their parents and to make the necessary arrangements with the teachers for extra help or extra time, if absolutely necessary.

- Work their paper during assessments and examinations on their own effort. Cheating by looking at another student's work, copying from other sources or similar cheating should not be tolerated. The invigilator will take the student's paper and write down any remarks she deems necessary including the time the incident happened and signs the paper. Copying carries an automatic expulsion from the particular exam. The student is then sent to the Assistant Head. Disciplinary measures include loss of all marks for that particular exam and an explanatory remark on the student's report.
- Demonstrate self and class discipline between lessons and when changing classes for other lessons. When it is necessary to move between lessons for particular subjects the teacher accompanies her class to ensure constant supervision. Translocation should be done quickly and quietly. No lingering should be allowed and students are expected to abide by school rules. It is also the students' responsibility to have all the necessary materials and equipment at hand before the commencement of lessons. While in the library, in the computer room, chapel, corridors, grounds and other common areas, students are expected to behave well as they would in class and respect the teacher who is conducting the lesson.
- Behave appropriately and respect others during lunch time break, which is a time for personal and social growth. Students have 10 minutes to eat their lunch and drink water while they are seated in class. It is the time in which students practice table manners and enjoy their healthy habits as a class. Parents are encouraged to prepare healthy lunches and provide ample supply of water. Students are encouraged to use re-usable plastic containers and bottles that are carried in labelled and safe lunch bags to avoid spillage and messy incidents. After eating in class, students will have 20 minutes time of free play and socialisation in the yard under supervision. Disciplinary measures and sanctions as outlined in the School's Behaviour Policy will be applied for students with unacceptable behaviour during lunch time break.
- Perform academically to their best ability in order to make their school life a truly learning experience for their personal growth. This can only be done when the student comes to school fully motivated and brings with him/her the necessary material or appropriate attire for all lessons including Library, Music, P.E. and IT lessons. Failing to do so will result in disciplinary actions to be taken by the SMT.

- Take the responsibility to write all their diary for HW without phoning classmates after school hours to compensate for any negligence at school.
- Take good care of their personal property as well as school property and return any property that does not belong to them.
- Leave the classroom tidy before they go home; pick any litter and throw it away. They should also rearrange the desks and chairs in the way they have found them at the beginning of the day.
- Become actively involved in class discussions, student councils and in the development of the School Code as well as to take up leadership roles through the system of class monitors.
- Report all forms of bullying, vandalism and other abusive acts to a trusted member of staff.

GENERAL RULES

RULES are established for all stakeholders to follow and are a means of showing respect towards the school community in general. The following policies should serve as guidelines for parents, teachers and students to ensure the smooth running of the school for the common good.

PUNCTUALITY is highly valued and keeping the time schedule is a form of respect to the whole community.

- School starts at 07.45am with an assembly. Students and staff are expected to be at school 5 minutes prior assembly that is 07:40am. Assemblies are an essential communication tool and enable the students and staff to enjoy their daily collective experience.
- Only valid reasons excuse late arrivals. If pupils arrive after assembly time without justification, they will not be admitted to the classroom until the second lesson. Parents will be notified and a record of late comers is kept. The student will be sent home if s/he is delayed 5 times.
- For the safety of all students and convenience of parents, the main school door in Brared Street is open at 07:00am. Students are not allowed to enter their classroom unless accompanied by their teacher. Please note that the students are not officially supervised prior to 07:40am.
- Dismissal time is at 1.30pm in Winter and at 11.30am in Summer. Kindly pick your child on time.
- Every second Monday of the month, school finishes at 11:30a.m due to a staff meeting. Parents will be notified through monthly circulars and are to pick their child on time.

- The feast of St. Francis of Assisi, patron saint of our school is celebrated on the 4th of October. If this falls on a week day, there will be no school on the day. Parents will be informed in the first circular of the scholastic year.

ATTENDANCE guarantees consistency in the learning process. Parents and guardians have legal responsibility to ensure regular school attendance.

- All absences of students require notification and justification.
- Parents must call or write a note for their child to be released before the official time.
- In the event of absence the parents should fill in the absentee form downloadable from the school website from the Downloads Menu <http://www.stfranciisschoolbkara.com> and send it to the class teacher with the child when s/he returns to school.
- If the student is absent for three days or more, a medical certificate should be annexed with the form.
- When the child is absent from school due to illness, H.W, copybooks and textbooks cannot be sent home. The class teacher will gather all the material covered during the student's absence and will hand it to the student when back at school for him/her to make up at his/her own pace.
- It is best to make medical appointments outside school hours. If a student must leave school during the day, the parents are to notify the class teacher and a member of the SMT. The latter will sign the student out. Parents or guardians who pick up a student from school for such a purpose should present their personal identity card.
- Persistent absenteeism, even if covered by a medical certificate, will be reported to the Education Welfare Division of the Student Services Department. In the case of habitual absenteeism, the reason behind the absenteeism should be identified and remedied. Cases of truancy will be dealt with by the school administration.
- Absences for the purpose of going abroad require a temporary exemption that may be authorised by the school if the absence does not exceed 3 weeks. This has to be done in writing, addressed to the Head of School and signed by both parents asking permission for the child to go abroad.
- Vacations during the school year are strongly discouraged. The school will not assume responsibility for work missed or for a drop in grades due to vacation trips abroad. Work will be given by the class teacher as soon as the child is back to school and it is the parents'/guardians' responsibility to ensure that the child catches up with the work missed during his/her absence. Correction of work is at the discretion of the teacher.

THE SCHOOL UNIFORM is part of our school identity and every student should strive to be smart. Unless otherwise instructed, the PE Kit should only be worn on days when the students have their P.E lesson. A navy blue windcheater should be always in the child's school bag. Students are not to bring umbrellas to school. Should students fail to wear the appropriate school attire a note will be sent home to be signed by parents. If this offence is repeated a second time the parents will be contacted by the SMT. In the event of a third offence the child will not be allowed in the class until the parents come to school to change his/her uniform. The following information should guide you when sewing or buying both winter and summer uniforms.



	SUMMER	SUMMER	WINTER	WINTER
	Full Uniform	PE Kit	Full Uniform	PE Kit
GIRLS	Checked dress Beige socks Brown shoes/sandals Red hair ribbon	Yellow school T-shirt with logo White shorts with a white wrap-over skirt White socks White trainers Yellow hair ribbon White P.E. cap with school emblem	Beige ready-made shirt Navy blue V-neck sweater with school logo and ribbing Navy blue V-neck pinafore School tie Navy blue blazer with the NEW school badge (compulsory from December) Beige socks and brown shoes Red hair ribbon Navy blue windcheater (always in bag) New beige scarf and beanie with school colours trimming	School navy blue track suit with yellow trimmings Yellow school T-Shirt with logo White socks White trainers
BOYS	Beige ready-made Polo shirt with school badge Beige shorts Beige socks Brown shoes or sandals	Yellow school T-shirt with logo White shorts White socks White trainers White P.E. cap with school emblem	Beige ready-made shirt Navy blue V-neck sweater with school logo and ribbing Navy blue trousers School tie Navy blue blazer with New school badge (compulsory from December) Beige socks and brown shoes Navy blue windcheater (always in bag) New beige scarf and beanie with school colours trimming	School navy blue track suit with yellow trimmings Yellow school T-shirt with logo White socks White trainers White P.E. cap with school emblem



GENERAL APPEARANCE is of utmost importance. Students, teachers and parents are expected to maintain high standards in their personal appearance. This is part of being proud of themselves and of their School.

- Students should wash everyday and be clean at all times.
- The uniform, shoes, school bag and lunch bag should be clean.
- Students should wear their uniform smartly. Nails should be kept short and girls are not to wear varnish to school. If a pupil is wearing nail polish, her parents will be contacted and the child will be asked to remove the nail polish at once.
- Hair should be clean and checked from time to time. It should be kept simple and appropriate for school. Boys are not allowed to wear gel, have long hair or crew cuts and fancy hair styles. In such cases, parents will be called to take immediate action to remedy the situation. Girls' hair accessories should only consist of scrunches or hair bands and these should be in school colours, that is red when wearing the full uniform and yellow to compliment the P.E kit. Any hairpins should be in neutral colours (black or brown). Students are to wear their hair from their face so as not to obstruct their vision as well as to maintain a neat and orderly appearance. Long hair should be tied up in a ponytail or plait. Girls who come to school with accessories other than those allowed will be asked to remove them immediately.
- Jewellery other than a wrist watch and small stud (or close to the earlobe as possible) earrings for girls are not allowed. The school will be not held responsible for any loss of valuable jewellery.

PERSONAL PROPERTY should be taken care of by the student. It is the student's responsibility to take care of his/her personal belongings.

- Personal items such as school bags, lunch bags, books, copybooks, stationery and clothing should be clearly labelled.
- Students are not allowed to bring carrier bags to school.
- Students should not bring valuables or excessive amounts of cash to school.
- No toys or electronic gadgets such as PSPs, MP3s, MP4s, tablets, mobile phones and cameras should be brought to schools. If a student is found to

have any of the above items they will be immediately taken away from the child and kept in the Head's office until the parent comes to collect them.

- Any object that can cause physical or moral harm is absolutely prohibited. Students are absolutely prohibited from smoking, consuming alcoholic drinks, using pharmaceuticals and using substances prohibited by law. Under no circumstances should school personnel and parents imbibe alcoholic drinks or smoke on the school premises in the presence of students. Pornographic materials are absolutely prohibited by law and sanctions will be applied against any student responsible for their possession, dissemination and sale. Sharp objects, knives and other weapons which can be used to threaten, bully or harm others are absolutely prohibited from the school premises, during travel to and from school, and during school excursions. Sanctions will be applied accordingly.

SCHOOL PROPERTY should be taken care of by all stakeholders. The school staff, students and parents are expected to respect school property such as furniture, buildings, books, materials and equipment. Students have an important role to play in ensuring that the physical environment is kept clean and attractive. Toilets are to be kept clean at all times. Students are responsible for school books and other educational materials and equipment in their possession and are not to deface or damage them. Fines will be charged for any damage or loss. In case of intentional damage to school or personal property of others, such behaviour renders parents or guardians liable for restitution. Fines equivalent to the minimum cost of the item damaged or destroyed will be charged. Incidents of pilfering will be dealt with in a similar manner.

HEALTH AND SAFETY are promoted at our school through daily, good healthy habits and through curriculum practice as we recognise that health is an imperative objective and the well-being of every stakeholder in our community is at heart.

- Respecting oneself and others health is an educational principle.
- Parents should provide the school with information about the child's medical history to safeguard the health and safety of the child.
- Children's lunches should be in line with healthy food principles and they should always have enough supply of water.
- Sweets, confectioners, salty snacks and sweetened drinks are not allowed.
- On the student's birthday, it is best to send muffins, wafers or sponges or simple already-packed treats, rather than a whole cake. If this is not possible, cakes should be plain without chocolate or cream. Teachers cannot

be asked to photograph the child while cutting cake or celebrating his/her birthday in class.

- The school promotes good personal hygiene practice through school cleanliness and routine procedures.
- The school does not administer any medical care procedures except those identified by good first aid practice. Particular cases will be discussed with parents.
- Parents/guardians should refrain from sending their child to school if s/he is sick or unable to participate in daily activities. If a child contracts a communicable disease, s/he needs a clearance certificate from the physician stating that the child is fit to attend school once again.
- If a child becomes ill while at school, parents will be contacted and asked to pick up the child.
- When a student falls ill or an accident occurs in school, students are asked to inform one of the teachers straight away. The Head or Assistant Heads of School will immediately see to the needs of the student. The parents of students for whom hospital treatment is indicated will be informed and the necessary arrangements made. In cases where parents neglect their responsibility to call for the child, the student will be accompanied to the Health Centre or hospital and the Child Safety Services will be subsequently informed.
- In the event that the school receives a threat, the school will follow without hindrance instructions from the Police and/or Civil Protection Unit according to established procedures. If evacuation is necessary everyone should leave the building and directed to a safe location. Random fire drills are conducted periodically and the emergency procedures instructed by the SMT are practiced.

CHILD PROTECTION is another main responsibility of the school. Abuse of minors disrupts the growth and development of children and their capacity to grow, learn and to be happy. It affects children negatively and can harm them for life. All school staff, both teaching and non-teaching, are instructed to report any suspicions to the Head of School. The SMT will then refer to the policy on child protection of the Ministry of Education that outlines the procedures to be followed in cases of suspected child abuse. When the school refers a concern to the Child Protection Unit, it is not accusing the parents of abuse but requesting that further investigation takes place to establish whether a child is at risk.

SUBSTANCE ABUSE harms students, threatens the safety of the environment and disrupts the educational process. It is the duty and

obligation of school staff to take all necessary measures to prevent, curb and eradicate substance abuse in schools. When a student on the school premises is found in possession of an illegal substance or substance-related paraphernalia, the SMT informs immediately the Police Drugs Squad and the student is kept under strict supervision. Parents will be notified about the incident and asked to come to school immediately. Disciplinary measures will be taken by the school in line with the Education Act, Substance Abuse Policy.

BULLYING including all forms of verbal and physical behaviour that is meant to hurt, intimidate or jeopardise the integrity and the dignity of a person is strictly forbidden. Name calling, ridiculing, taunting, threatening and use of physical violence are all forms of bullying. The SMT will take the necessary measures in line with the Anti-bullying Policy Document of the Division of Education to prevent and stop such acts.

PORNOGRAPHY/INDECENT BEHAVIOUR AND CORRUPTION OF MINORS are strictly forbidden and action will be taken immediately. Sanctions are even more severe when the pornographic materials found have been distributed or sold to other members of the school community. The SMT will refer to part of the Child Protection Procedures for schools that specifically deals with Sexual Abuse.

SERVICES

SERVICES OFFERED BY THE SCHOOL are all aimed to improve the quality of life of the school community in general. Such services are offered through the Secretariat for Catholic Education or directly through the Ministry of Education. If a student requires any of the following services, parents will be notified and they will be asked to give their consent so that their child will be able to receive the necessary support.

Our school benefits the service of an inclusive education coordinator who coordinates all the special educational needs of our children together with a number of LSAs, a complementary teacher and other supporting staff. The complementary teacher in our school screens all students in their early years classed and supports any children who need extra help in Literacy. The complementary teacher and the school are supported by the Literacy teachers from the Secretariat for Catholic Education, who visit the school on a regular basis. A good number of LSAs (Learning Support Assistants) work hand in hand with the class teachers and the students while offer their support for general and particular student needs according to the cases assigned to them. The

school also offers the service of a school councillor, who contacts the parents themselves when problems occur, and who can be contacted by any parents who feel the need. The school also benefits the service of a nurse from the Health Centre, who follow the students' medical growth from time to time.

BEHAVIOUR POLICY

THE SCHOOL'S BEHAVIOUR POLICY and its implementation will not by itself solve all behavioural problems at school. It is only one of several initiatives that our school undertakes as part of a systematic approach that embraces a broad understanding of the needs of the whole school community.

A system of positive reinforcement is the main feature of our School Code of Behaviour and Discipline. Students are encouraged to act responsibly towards all members of the whole school community. Teachers record and celebrate such behaviour to ensure that achievement in this regard is clearly recognised and differentiated from academic performance. The main aims of such an approach are to create and nurture a climate in which all students, irrespective of their academic abilities, act positively, and to create an ethos where positive and considerate behaviour becomes the norm.

Reinforcement of good behaviour takes place when it is recognised, acknowledged and supported. Such a system is not just a matter of issuing merits. It is a question of sensible use of language in one's everyday interactions with students and of communicating the value one attaches to good behaviour. In the first few weeks of every scholastic year, the SMT and teachers make the students aware of what is expected of them and how behaviour can be rewarded or sanctioned on a class and school level. The following is a list of examples of positive reinforcements that are regularly used in our school:

- Praise from the teacher and SMT to recognise and affirm students' good efforts and achievements;
- Announcements and celebrations during assemblies regarding in-school or out-of school achievements;
- Positive written communication about the student to parents from the Class Teacher or members of the SMT;
- Effort grades which are allocated to each pupil for all subjects in their curriculum and which are recorded in the pupil's portfolio. Such grades are given periodically and recognised during Award Day;
- A Record-of-Achievement system that records credits, certificates, effort grades that acknowledge effort, good behaviour, progress in attainment as well as other outstanding achievements. Such records are collected in individual

files that are presented to students on their Graduation Day at the end of their primary school years together with their School Leaving Certificate; they become an integral part of students' portfolios.

- A display of students' work in the classroom or in prominent places on the school premises;
- Class points for positive class-based behaviour as part of a Class Points Accumulation System;
- Recognition and celebration of whole class efforts by the SMT;
- Letters of appreciation and congratulation from the Head of School for outstanding achievement or for service to the school during formal occasions;

BEHAVIOUR includes the student's respect for oneself, respect for others, respect for the school and local community, and respect for the environment. Given that students have a right to be in an orderly and safe learning environment, they are expected to behave, both inside the school premises as well as on school buses, in a friendly and orderly manner and to show respect for all persons and property. Good conduct reflects the attempt by the whole school community to present a positive image of itself as a caring, learning community.

UNACCEPTABLE BEHAVIOUR is dealt with in a fair and consistent way. Any response to disruptive behaviour is never directed to the person but to the action. Unacceptable behaviour includes repeatedly disrupting the class, shouting, leaving the class without authorisation, showing disrespect for teachers and other students, lingering, failure to do work to the best of one's ability, fighting, using inappropriate language, playing rough, behaving disrespectfully with others, throwing objects at others, bullying someone and indulging in acts of vandalism. The following disciplinary measures will be taken by the school in circumstances of unacceptable behaviour.

THE APPLICATION OF SANCTIONS is in itself a learning opportunity that reinforces good behaviour. The following are 3 levels of sanctions which are taken by the school in incidents of unacceptable behaviour.

Level 1 sanctions are intended for minor offences that are one-off or infrequent. The school will never lose sight of the importance of low level sanctions such as reminders of school rules and of classroom standards and expectations. A quiet word, aside from other students, a verbal rebuke, or a reprimand for failing to meet standards are all valid low level sanctions. In other cases, teachers may choose to keep students back at the end of the lesson, break or to do some additional work.

Level 2 sanctions are intended for more serious offences imposed on level 1 persistent offenders. These sanctions deal with more serious types of incidents or an accumulation of incidents of misbehaviour. In such circumstances the pupil may need to be moved within the classroom, or taken off task. At this level of sanction application, the Assistant Head will be involved, especially if no improvement has been observed after applying low-level sanctions. Other disciplinary measures may include extra work assigned to students, time-out in which the student is removed from class for a supervised, cooling-off period while being provided with a meaningful task; a written report by the teacher submitted to the Assistant Head; a written note to parents on the child's school diary followed by a signed note from the parents and an after-school detention during which the child will be asked to execute a meaningful task. In this case the SMT informs the parents in advance and the parents are responsible for transport.

Level 3 sanctions are intended for very serious offences. Sanctions at this level may include sending students to the Assistant Head or the Head of School; suspension from the rest of the day's lessons; temporary change of class; suspension for a few days (this sanction is authorised and applied by the Head of School after the student's parent or guardian has been informed); expulsion (this sanction is also authorised and applied by the Head of school. It will be only given in the most extreme cases of indiscipline and after every effort at rehabilitation by the School's Pastoral Care Team has failed and every other sanction exhausted). Corporal punishment is strictly forbidden.

BEHAVIOUR ON SCHOOL VANS should also reflect one's responsibility towards others. While travelling on a school van, students must behave in an orderly and respectful manner. The van driver is responsible for the students on board and their behaviour. School discipline policies apply to bus boarding and travel as well.

ORGANISED EDUCATIONAL EXCURSIONS, field trips and seminars are authorised and may be taken as an extension of the classroom to contribute to the achievement of the educational goals of the school. Students are expected to attend these activities. While on such excursions, students are to consider themselves as guests and ambassadors of their school. Students must treat teachers, helpers and guides with respect and courtesy. Parents will be notified with details regarding the educational excursion and asked to give their consent in writing. Students cannot attend an educational excursion without their parents' consent.

UNEXCEPTABLE BEHAVIOUR & CONSEQUENCE

Unacceptable behaviour	Consequence
No home works	Verbal warning, written warning/note to parents, break-in, after school. (till 2.30)
Missing books	Verbal warning, written warning/note to parents, break-in, after school.
Calling names/offending others/ Rude words/swearing	Verbal warning, written warning/note to parents, after school, exclusion. (1 day)
Not respecting authority (SMT, teachers, LSAs, members of staff)	Verbal warning, written warning/note to parents, after school, exclusion.
Misbehaviour in vans	Verbal warning, written warning/note to parents, parents will pick up the child from school.
Bullying	Verbal warning, parents asked to come to school, after school, exclusion.
Rough play	Verbal warning, no playing during break, written warning/note to parents.
Disruptions during lessons	Verbal warning, the student will be asked to pack and to leave the classroom. Written warning/note to parents.
Cheating during assessments	Assessment paper will be taken and no marks will be given.
Late comers	Verbal warning, written warning/note to parents, student will miss first lesson.
No PE kit/No library books	Verbal warning, written warning/note to parents, not allowed to follow the lesson and assigned a writing task.