



## Europa School UK

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### **Europa Secondary Behaviour Policy**

Version and Date		Action/Notes
V2	3 May 2018	Reviewed and agreed by SEC
V3	18 Sept 2019	Updated for new academic year and agreed by SEC
Review Date August 2021		

Updated and extracted from school handbook: 19 February 2018

The school is a community and the School Rules are an expression of the need to safeguard the rights of all pupils, individually and collectively. The Rules have been made in order to create the best conditions possible for the school to be a place of learning, of personal development, and of preparation for membership of a democratic society for each pupil.

Pupils must be aware of the clear boundaries between acceptable and unacceptable behaviour. Pupils are expected to behave in a courteous, civilized and responsible manner to everybody and to respect personal and school property. Breaking the School Rules shows disrespect towards the other members of the school community.

Breaches of the Rules will be noted in a pupil's file; in serious cases and in the case of a series of breaches of the Rules parents will be notified.

The Rules state some of the duties of the pupils but pupils also enjoy a number of right. For example, the pupil has the right to:

- be informed of anything important concerning him/her and be heard in accordance with the Rules;
- talk to the Principal/Directors of Teaching & Learning if he/she believes his/her rights not to have been respected;
- be encouraged and treated with respect;
- be given the best possible chances of progression in his/her school life.

#### **Timetable**

School starts at 8.15 hrs and pupils must be in front of their classroom by 8.10 hrs. Pupils who arrive late will be registered and they will be detained after school or on a Wednesday afternoon should this happen repeatedly.

When changing classrooms, pupils will walk in a reasonable manner to their new classroom. If the teacher is not yet present, the class will wait quietly outside the classroom standing

close to the wall so as to leave space for others to pass by. Should the teacher not appear after ten minutes, the pupils should go to the Library.

S1-S5 have no lessons on Wednesday afternoons, except those who receive learning support or extra-curricular activities.

## **Lessons**

It is the responsibility of the teacher to create a positive learning environment in the classes and to do what he/she can to make sure that the individual pupil's progress as far as his/her abilities will let him/her. It is not a case of equal partners: the teacher is there to teach, and the pupils are there to learn. The pupils also have a responsibility for establishing a positive learning atmosphere. They should be active and concentrate on the work in class. If they do not live up to this responsibility, it will not be possible for the teacher to do his/her job to the best of his/her ability. This means that:

- Pupils must be on time for lessons. Some students may have an authorised late for period 1 due to bus delays. Two unauthorised "lates" to lessons will result in a school detention.
- Each pupil must occupy the place in class assigned by the teacher; pupils may not leave their seat without first seeking and receiving the teacher's verbal permission.
- Pupils must have all necessary books and materials when coming to class.
- All homework assignments must be completed by each pupil in accordance with the directions of the teacher.
- Pupils must not interrupt the conduct of the class without first obtaining the permission of the teacher to speak; they do not talk to other pupils in class about irrelevant matters or occupy themselves with other things.
- Pupils are not allowed to eat or drink in class, unless the teacher gives permission.
- Class finishes only when the teacher dismisses the class.
- Pupils are expected to keep classrooms tidy at all times and not damage school property.
- Any pupil who engages in abusive behaviour, who uses abusive language will be disciplined.
- The use of mobile telephones during lessons is strictly forbidden unless first authorised by the teacher.

## **Disruption of lessons**

Pupils who disrupt lessons may be sent out of class and parked with another teacher (See Appendix 1). They will be given a special piece of work by their subject teacher. Continued cases of disruption will be reported to the Directors of Teaching and Learning and reported to parents.

## **Around the school**

General movement about the school should be characterised by respect for others and for the building. Running in corridors and all forms of rough behaviour within the school building and grounds is forbidden.

### **Outside school**

Pupils are expected to behave in a proper manner when travelling to and from school. They should also remember that they represent the Europa School UK when they are on class trips and school trips. On such trips, pupils must continue to abide by the school rules.

### **Study periods and cancelled lessons**

In study periods and cancelled lessons pupils will be informed about the room or area to which they must go to be registered and stay for the lesson period. Students who fail to attend accordingly school detention.

### **The Library**

Pupils who wish to work in silence or who have been given work to do on their own by their teacher may go to the Library.

### **The Study Room**

In the Study Room the pupils may read or study in groups or on their own. Conversation is allowed in moderation.

### **COMMON ROOMS**

Room 13 is currently designated as the common room for S6 and S7. Students are expected to keep the room clean and tidy and establish a common room committee with a weekly cleaning rota. A Common room for S5 is located opposite the lockers and have CCTV and supervision. Common rooms for S1-S4 are only available during lunchtime during periods of bad weather.

### **Outside**

Pupils may go outside. No permission is needed during the official morning and lunch breaks. When going outside, pupils should go to the football pitch behind the Chapel. Access to the football/basketball pitch must be via the Art Block or via the terrace under the flags. During normal break times they are also allowed to go to the fields via the former tennis courts adjacent to the main entrance.

S1-6 pupils may not leave the premises during the school day. However, on written parents' request, permission may be granted by the Directors of Teaching and Learning for a pupil to arrive later or leave earlier according to the timetable. S7 pupils may also leave the school premises provided they have supplied a signed parental consent form. All pupils with permission to leave the school premises during the school day must sign-out at Reception.

### **Out of Bounds Areas**

The following areas are strictly out of bounds:

- The car park
- The bike shed
- The bus bay
- The staff room

- The path next to the Nursery playground via the field
- The old football pitch near the huts
- The sunken garden
- All Primary playgrounds except main primary playground (outside of primary breaks)
- The sports field across the road, including the footbridge (except during PE lessons)
- The orchards
- Within 10 metres of the field boundary
- The Reception corridor (except at break times for access to Reception).
- During examinations the area around the Chapel, including the football/basketball pitch, and around Rooms 113 and 114 may also be out of bounds.

### **Dangerous and Forbidden Items**

Dangerous items may not be brought to the school. Any pupil found with a dangerous item, e.g. knives, fireworks etc, will be subject to disciplinary measures which could include exclusion.

In addition to illegal items, the following are among those banned: chewing gum, cigarettes, drugs, alcohol, matches, lighters, knives, roller skates, roller blades, skateboards, frisbees and remote-controlled equipment.

I-Pods and headphones or other similar devices are not allowed. They will be confiscated from pupils who are in breach of this Rule. The rules will be applied as for mobile phones (see below). The school cannot be made liable for any lost or stolen items.

### **Mobile Phones (see Policy for use of mobile phones)**

The school is aware of the need for some pupils to carry mobile phones for personal safety and protection while travelling to and from school. The school is also conscious of the possible dangers and problems that may arise from the use of mobile phones by pupils attending school. These arise from:

- bullying of pupils through SMS or other means
- possession or transmission of inappropriate/unlawful images
- general nuisance in the classroom and social area
- accessing inappropriate websites on the internet
- possible theft of phones and the resultant loss of time to staff due to investigations

For the reasons mentioned above, mobile telephones are not banned by the school. However their use in the school building on the school grounds or while on school activities is banned. The only exceptions to this rule are that mobile phones may be used in the Reception on request. Mobile phones must be switched off at all times except in the Common Rooms and they will be confiscated from pupils in breach of this rule. This includes the practice of having the mobile phone in pockets and using them to listen to music with an earplug. Confiscated mobiles may be collected at Reception after school. If repeated, pupils will receive a detention.

Parents are asked to support the school by

- 1) not allowing pupils to bring phones to school unless absolutely necessary; and
- 2) contacting Reception instead of their children's mobile phone. The school will not take responsibility for mobile phones that are stolen or disappear on school grounds.

If a pupil needs to contact home in an emergency during the course of the day, this contact must be made through the Reception.

### **Other Valuables**

Pupils should not bring valuable possessions to school. The school does not accept any responsibility in case of damage to or loss of these.

### **Damage to school property**

Damage to school property, including the buildings, must be reported without delay to the nearest teacher, the Principal and/or Directors of Teaching and Learning. Parents will be required to compensate the school for any damage, accidental or otherwise.

### **Smoking / alcohol**

Smoking is forbidden. This includes the smoking of E-Cigarettes. Being in possession of or under the influence of alcohol is strictly forbidden and shall be subject to disciplinary measures which could include exclusion.

### **Drug**

Pupils are strictly forbidden to bring drugs into school or to any activity organised by the school or to come to school under the influence of drugs. Any pupil who breaks this rule will be sent home immediately and shall be subject to disciplinary measures. Any pupil distributing or selling drugs will be called before the Principal with a recommendation for his/her expulsion.

### **Cleanliness**

It is the responsibility of all members of the school community to keep the school a clean and tidy place. It is forbidden to throw things on the floor, e.g. the remains of sandwiches, paper wrappers, empty tins. All litter must be put in the dustbins provided around the school. There is a weekly rota for each Class to perform a litter duty throughout the academic year.

### **Nut Free School**

Due to serious nut allergies among the pupil population of the Europa School UK, we are a nut free school. For this reason:

- Students are asked not to bring any snacks or packed lunches containing nuts or nut products to school.
- Parents are asked not to provide any snacks or packed lunches containing nuts or nut products.
- Organisers of any fundraising activities involving the sale of food are asked to respect this policy on nuts and nut products.
- The canteen does not serve hot lunches containing nuts or nut products.

### **Discipline**

See Articles 40, 41, 42 & 43 of the General Rules of the European Schools.

The purpose of disciplinary measures shall be to educate and train. The Principal and the Directors of Teaching and Learning shall ensure that disciplinary measures are coordinated and standardised.

A pupil who fails to observe the School rules and general rules on communal life within the school shall be subject to disciplinary measures. Serious breaches of discipline shall be immediately reported to the Principal/Directors of Teaching and Learning, and a written report provided to them on the first working day following the incident.

The list of disciplinary measures shall not imply that they can be imposed only in the order given. All disciplinary measures from detention onwards shall be entered in the pupil's personal file and kept for a maximum of 3 years.

In a serious case, involving a risk to safety or health within the School, the Principal may, as a precaution, return a pupil to the care of his/her legal representatives pending a decision by the school management.

Disciplinary measures in the secondary cycle shall be as follows:

1. Reprimand and/or parking (See Appendix 1).
2. Extra work such a letter of apology, an essay and/or individual catch up of work missed through poor behaviour.
3. Detention. A school detention can be used in the event of repeated discipline event such as lateness to lessons or exclusion from lessons) and also for a single serious behaviour incident. The timing of the detection is at the discretion of the head – it could be during a non-scheduled lesson or at 13:20 – 2:10 on a Wednesday afternoon. Parents will be informed about a detention by email at least two days prior to a detention set outside school hours. The students should report to reception and the detention will take place in the admin corridor or in a S6 and S7 teaching room.
4. Warning and/or sanction by the Head.
5. Warning and or sanction by the Principal with or without threat of exclusion.
6. Temporary exclusion from the School by the Principal, for a maximum of three working days.
7. Expulsion from the School decided by the Principal.

A pupil's expulsion does not automatically give him/her the right to enrol in another European School.

The pupil's Parent/Guardian shall be informed of all disciplinary measures, with the exception of reprimands.