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Europa School UK 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
V4	29 April 2021	Updated to remove reference to ES and use of DFE adopted terms of suspension and expulsion rather than exclusion
V5	7 June 2023	Updated with new common rooms for S6 & S7
V6	July 2025	Updated for new academic year
V7	July 2025	Updated room for study/ nut allergy information
Review Date August 2026		

The Europa School is a community and the School Rules are an expression of the need to safeguard the rights of all students, 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 student.

Students must be aware of the clear boundaries between acceptable and unacceptable behaviour. Students are expected to behave in a courteous, civilised 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 student's file (on the CPOMS platform); 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 students but students also enjoy a number of rights. For example, the student has the right to:

- be informed of anything important concerning them and be heard in accordance with the Rules;

- talk to the Principal/Deputy Heads if they believe their rights not to have been respected;
- be encouraged and treated with respect;
- be given the best possible chances of progression in their school life.

Student rights and responsibilities

1. Timetable

School starts at 8.15hrs and students must be outside their classroom by 8.10hrs. Students who arrive late will be registered as late; if 3 times late they will be given detention. Some students may be authorised late for period 1 due to bus delays.

When changing classrooms, students will walk in a reasonable manner to their next 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 students should inform reception and follow their instructions. S1-S3 have no lessons on Wednesday afternoons, except those who receive learning support or extra-curricular activities. Students in S1-S3 who remain in school on Wednesday afternoon must take part in organised and supervised activities.

During free/study lessons students are expected to behave in a way that respects others and the school rules; should they choose not to do so they will forfeit the right to free/study lessons. When students have free lessons period 1 or 9 they should remain on the school site, signing in at reception on their arrival in period 1. Students will only be allowed off site with written permission from parents/carers.

2. Lessons

It is the responsibility of the teacher to create a positive learning environment in their class and to do what they can to make sure that each individual student is able to progress as far as their abilities will let them. It is not a case of equal partners: the teacher is there to teach, and students are there to learn. Students 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 their job to the best of their ability. This means that:

- Students must be on time for lessons.
- Each student must occupy the place in class assigned by the teacher; students may not leave their seat without first seeking and receiving the teacher's verbal permission.
- Students must have all necessary books and materials when coming to class.
- All homework assignments must be completed by each student in accordance with the directions of the teacher.
- Students must not interrupt the conduct of the class without first obtaining the permission of the teacher to speak; they should not talk to other students in class about irrelevant matters or occupy themselves with other things.

- Students are not allowed to eat or drink in class, unless the teacher gives permission.
- Class finishes only when the teacher dismisses the class.
- Students are expected to keep classrooms tidy at all times and not damage school property.
- Any student who engages in abusive behaviour, who uses abusive language will be disciplined.
- The use of mobile telephones in the school is strictly forbidden unless first authorised by a teacher. There are exemptions in place for the sixth form common room and study centre.

3. Disruption of lessons

Students who disrupt lessons may be sent out of class and parked (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 Pastoral team, the Deputy Heads and reported to parents.

4. 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.

5. Outside school

Students 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 and school trips. On such trips, students must continue to abide by the school rules.

6. Study periods and cancelled lessons

In study periods and cancelled lessons, students 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 will be issued with a school detention.

7. The Library and Study Room

Students who wish to work in silence or who have been given work to do on their own by their teacher may use the Library. The Study rooms can be timetables for classes to use laptops but otherwise, students may read or study in groups or on their own. Conversation is allowed in moderation. Students should respect others working in these spaces and follow the rules set by the Librarian. There is monitored CCTV in this area.

8. S6 & S7 Common Room and sixth form study centre

Room 5 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. Rooms 113 and 114 are designated study areas for the sixth form only.

9. Outside

Students may go outside during the official morning and lunch breaks. This includes 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. This area may be out of bounds during examination sessions in the chapel to reduce noise distractions. During normal break times they are also allowed to go to the fields via the footpath north of the staff car park.

S1-6 pupils may not leave the premises during the school day unless the school has written permission from parents/carers. Only S7 students are permitted to leave the school premises provided they have supplied a signed parental consent form. All students with permission to leave the school premises during the school day must sign-out at Reception.

Ball games are only allowed in the front basketball court area. Ball games are not allowed near the building particularly around the main building and art block where the windows are single pane and could easily break and endanger pupils and staff within the rooms.

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 tennis courts near the primary temporary classrooms
- 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.

10. Dangerous and Forbidden Items

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

In addition to illegal items, the following are 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.

11. Mobile Phones (see Policy for use of mobile phones)

The school is aware of the need for some students 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 students attending school. These arise from:

- bullying of pupils through use of social media and messaging 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 phones 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 area on request. Mobile phones must be switched off at all times and they will be confiscated from students 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. Repeated confiscation (3 times) will result in the student having to hand their mobile phone into reception each morning for the rest of the term, collecting it at the end of the day.

At the start of each lesson, teachers will require students to place their mobile phone in a tray which is stored on the teacher's desk and the mobile phones can be collected at the end of the lesson. This is to deter students from using/reacting to their mobile phones during learning.

Parents are asked to support the school by

- 1) not allowing pupils to bring phones to school unless absolutely necessary; and
- 2) contacting Reception and not their child's mobile phone.

The school will not take responsibility for mobile phones that are stolen or disappear on school grounds.

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

12. Other Valuables

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

13. Damage to school property

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

14. Smoking / alcohol

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

15. Drugs

Students 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 student who breaks this rule will be sent home immediately and subject to disciplinary measures. Any student distributing or selling drugs will be called before the Principal with a recommendation for their suspension or expulsion.

16. 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. Toilet facilities must be respected and kept clean and graffiti-free. Students who are caught littering or drawing graffiti will be given detention when they will have to clean / litter pick.

There is a weekly rota for each Class to perform a litter duty throughout the academic year.

17. Dress

There is no uniform at the Europa School. However, we expect that students dress in a manner that is appropriate for learning. Specifically, we will not allow inappropriate t-shirts/tops showing the midriff or sleeveless tops or very short skirts/shorts. We reserve the right to contact parents if we feel this rule is broken. In addition, students are expected to dress sensibly for the weather and activities such as PE. Outdoor clothing, e.g. headwear, scarves, gloves and coats, should be removed in class. For safety reasons, students should not wear large hoops or dangly earrings or long false nails.

17. Nut Allergies

Due to serious nut allergies among the pupil population of the Europa School UK, we ask

- 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.

18. Discipline

The purpose of disciplinary measures shall be to educate and train. The Secondary Management team shall ensure that disciplinary measures are coordinated and standardised. Behavioural incidents which require more than a warning will be recorded on the school's CPOMS platform.

A student 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 Deputy Heads of Secondary.

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 CPOMS system.

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

Disciplinary measures in the secondary school are aligned with the whole school policy:

1. **Reprimand and/or parking in another class.**
2. **Extra work** such as 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 being sent out from lessons) and also for a single serious behaviour incident.
4. **Exclusion** from a particular area of the school site/ activity (e.g. the canteen).
5. **On Report by class teacher or pastoral team:** students who are identified as consistently disrupting lessons, not completing work set or not showing a positive attitude will be put on report. The report will list up to 3 targets that are agreed with the student, and the student is expected to present the report card to each teacher at the beginning of each lesson/session. This is signed by the parent and reviewed each week by the class teacher/ pastoral team or school management
6. **Warning and/or sanction by one of the school's Deputy Heads.** The sanction could be a combination of measures 1-5.
7. **Warning and/or sanction by the Principal.** The sanction could be a combination of measures 1-5. The warning could include the possibility of suspension if the poor behaviour persists.
8. **Temporary internal suspension from classes by the Principal** for a maximum of one day.
9. **Temporary external suspension from the School by the Principal for a period of between more than one day (up to a maximum of 45 days). It is important the Principal ensures that work is set and marked for pupils during the first five school days of a suspension.**

10. Expulsion from the School decided by the Principal (please see the school's exclusion policy)

A decision to exclude a pupil **permanently** should only be taken: *"in response to a serious breach or persistent breaches of the school's behaviour policy; and where allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or others in the school"*.

A student's' Parent/Carer shall be informed of all disciplinary measures, with the exception of reprimands and letters of apology which complete the discipline action.

For serious behaviour incidents, the school action may also include reporting any incident to external agencies (police and/or MASH).

Staff responsibilities

All school staff are responsible for overseeing the safe and respectful behaviour of all students. All teachers are responsible for ensuring that their class is a safe and welcome space. The Pastoral Team will support all school staff in ensuring that the school rules are maintained and respected. The Pastoral team includes:

- Deputy Heads
- Behaviour support
- SENCo
- TAs - including responsible for behaviour
- Attendance manager