



## Student Behaviour and Conduct Policy

### Purpose

The key to maintaining a positive atmosphere is in ensuring that all relationships in school are based on mutual respect. We expect high standards of behaviour, founded on personal responsibility and self-discipline, combined with care and concern for others.

We wish to enable our students to develop:

- A sense of self-discipline and responsibility for their own actions
- A sense of identity, achievement and self-worth
- An empathy for other children's feelings
- An awareness of and a desire to care for the environment

The principles underlying this policy are RESPECT for self, for others and for the environment.

Baleares International College seeks to create an environment in which effective learning can take place. Students should be able to learn in a calm working environment and teachers should be able to meet their learning objectives without being hindered by poor behaviour. It is vitally important that we recognise and reinforce good behaviour, so that students feel that their positive behaviours are valued and acknowledged.

This Behaviour Policy applies at all times, before and after school, on school buses and on school trips.

### BIC Sa Porrassa School Expectations

#### Work hard

- Attend the school every day, punctually and in full school uniform worn correctly.
- Arrive at lessons punctually and with the appropriate equipment.
- Focus on your studies and work to the best of your ability at all times.
- Complete your homework to the best of your ability and hand it in by the deadline.
- Never give up!

#### Be nice

- Show kindness and respect to all members of the school community and the environment.
- Report any incidents of unkindness or bullying to a member of staff immediately.
- Follow any instruction given by an adult for the first time and without complaint.

#### Use your common sense

- Always act responsibly, sensibly and maturely.
- Remember that we are all ambassadors for our school.



## Anti-bullying

The school has a firm anti-bullying stance and does not tolerate bullying in any form or for any reason. Bullying is defined as;

*“the **repetitive, intentional** hurting of one person or group by another person or group, where the relationship involves an imbalance of power. It can happen face to face or online.”*

Students are regularly encouraged to ensure that they speak to a member of staff if they feel that they, or anyone they know, is being bullied in school. Students can report concerns verbally to any member of staff or via the post box in secondary.

Where concerns are raised, they will be dealt with on the same day by the pastoral lead. Communication will take place to inform parents and the class teacher (primary)/form tutor (secondary) of the report.

Each report of bullying has its own individual circumstances and as such will be dealt on a case by case basis. The aim will always be to make the student who has reported the issue feel happier about the situation and to see a change in the behaviour of the student/s who are involved in the incidents. A sanction **may** be used but is not always an effective way of bringing about a change in behaviour so will not **always** be used.

Possible actions include:

- A restorative conversation between the student reporting and those involved to improve the issue
- Close monitoring of behaviours in class and at social times
- Parental meetings with pastoral leaders
- Appropriate sanctions including internal, external and permanent exclusion (as a last resort)

## Uniform, Appearance and Equipment

All students must come to school prepared with the correct **equipment** so that they are ready to learn. This includes the planner and a pencil case which must include a black or blue biro, a green pen, a pencil, ruler, pencil crayons, scissors, glue stick, a highlighter and a calculator. This should be with them at all times and put onto the desk at the beginning of every lesson.



**Uniform** must be correctly worn at all times.

- School badges (House badge, rewards badges) are an integral part of the school uniform and must be worn at all time
- The school **jumper** is an optional piece of uniform.
- **Shirts** must have the school logo and be tucked in at all times.
- **Trousers or shorts** must be grey and tailored and not rolled up under any circumstances.
- **Skirts** must be grey and tailored and a suitable professional length (no shorter than 5 cm above the knee)
- **Shoes** must be black with sturdy leather and wide flat heels. Boots are allowed but must be black leather, flat and ankle length. Platforms, open toe shoes, trainers and fabric shoes are not permitted. Coloured laces or stitching are not permitted.
- **Socks** should be plain grey, white or black.
- **Tights** should be plain black, grey or opaque.
- **Vest tops/shirts** may be worn in the winter months undershirts and should be plain white
- **Coats** should be black, navy or grey and only discreet logos are allowed.
- **Coats** should not be worn inside the school building at any time.
- **Hoodies** are not allowed in school.
- **Gloves, hats and scarves** should be black, navy blue or grey, and plain. They should not be worn inside the school building at any time.
- **Caps** should not be worn at any time around or on the way to school (see below for caps in PE)
- **Bags** must be a traditional school bag, suitable for students to carry their planner, books and equipment (including PE kit). These can be either rucksacks, satchels, or messenger bags. We do not permit any 'hand bag' style bags, even those large enough to contain books and folders.
- **Belts must be plain** black. Large buckles displaying logos are not permitted.
- **Jewellery** is strictly limited to the following: a watch with a plain strap; small stud earrings, worn in the lower lobe of the ear. A necklace for religious reasons is allowed but should not be visible over the clothing. All necklaces and earrings must be removed for PE. No other jewellery is allowed. No visible body piercing, including tongue studs, are allowed.
- **Hair** - all hairbands and scrunchies must be plain white, blue or black and of narrow width. No decorative hairbands, hair ties or ribbons are allowed. Hair must be worn in a simple style and must not be unnaturally coloured or have hair extensions.
- **Make-up**, if worn, must be for the skin only, natural and not noticeable. No eye or lip makeup allowed.
- **Nail varnish** or nail extensions of any kind may not be worn.
- **Aerosol sprays** and perfumes may not be brought to the school.



## Sixth Form

Our expectation is that the behaviour of Sixth Form students is exemplary and that they act as positive role models at all times. But, in general, as with all other students we expect them to attend school every day, with the right equipment and meeting the necessary deadlines. Due to their age and added responsibilities, we want to show extra trust in our Sixth Formers and so the following exceptions apply to Sixth Form students:

**Uniform** - smart/casual to be worn at all times, suitable for the workplace. Ideally, this might include smart trousers, skirts or dresses, or collared shirts/blouses. Students to be sent home if inappropriately dressed.

Items that are not acceptable professional wear and should not be worn include:

- ripped jeans
- short shorts
- short skirts
- baggy tracksuit bottoms
- hoodies

If in doubt over **any uniform or appearance issue**, parents/students should seek advice and contact the school before making any purchases.

Any non-regulation clothing or accessories will be seen as a breach of trust and will be confiscated if they are worn on the school site.

## PE Kit

BIC PE shorts, PE t-shirt and PE fleece emblazoned with the logo. These are available from our uniform suppliers. In cold weather students may wear plain blue navy tracksuit bottoms. Socks must be plain white ankle socks. Navy blue football socks are also acceptable to wear.

Footwear should be sturdy sports trainers, not fashion trainers (see picture below as an example)

**Acceptable**



**Not Acceptable**



**Not Acceptable**



**Swimming costumes** must be one piece, not bikinis.

**Swimming shorts** must be above the knee, not board shorts.

**Hoodies** are not allowed



## Banned items (and confiscation)

- Mobile phones, MP3 players, wireless headphones, smart watches, and any other electronic devices will be confiscated if they are seen in school. Students are strongly advised not to bring these to school. If they have them in school they should be switched off and, in their bag (not pocket), not seen and not heard.
- Baleares International College accepts no responsibility for the loss or damage of any device. Parents must not contact their child during the day by mobile phone; the school office is able to take these messages.
- Students who become ill during the day must not use their mobile phones to contact parents; they should use the established procedure via the school office.
- In primary, toys must not be brought to school.

*Primary students* should continue to give their mobile phones to their teacher at the beginning of the school day and they will be returned to them at the end of the day.

Members of the *Sixth Form* are expected to use their mobile phone only in the Sixth Form common room and study room. They must not use their mobile phone anywhere else on site.

If a student abuses the code of conduct by using their mobile phone, the phone will be confiscated. The procedures are as follows:

A **first** offence will result in the student's phone being confiscated and locked in the school safe in the principal's office. The teacher who confiscates the item must log on ISams and issue a break time detention. The phone will be returned at the end of the school day by the principal. The school will inform parents.

A **repeat** offence will again result in the student's phone being confiscated and locked in the school safe in the principal. Principal to issue an after-school detention.

The phone will be returned to parents by the principal.



## School Routines

### Beginning of the School Day

Students must not enter the school building without their member of staff before 8.45am. Coats should be off before entering the school building.

Students line up in their forms at their designated place in the school yard. Tutors will check uniforms and the pastoral lead or the Head of House will allow tutors to take their class into the building when they are stood in silence and key messages have been given out.

### Start of Lesson Expectations

Staff are on the door and greet students as they enter the room, checking uniforms.

Students enter quietly and sit according to the seating plan. Students put their planner and pencil case on the desk. Students engage with the teacher (sat up straight and eye contact) and complete the starter exercise whilst the teacher takes the register.

### End of Lesson Expectations

Students stand behind their chairs in silence and are dismissed in an orderly manner.

## Positive attitude to learning

In order to encourage positive behaviour in your classroom, all staff must have key classroom basics in place:

- Sky-high expectations of students' work ethic and their attitude to learning
- Consistent application of sky-high expectations
- Rewards, and the issuing of positive points, to be used in a higher ratio to sanctions
- A seating plan taking into account the learning needs of the class
- A culture of positivity and respect from both staff and students

## Rewards

Rewards must be issued regularly, ideally in every lesson, and should form a key part of everyone's teaching and learning.

Rewards must always be logged onto ISams as these will contribute towards the House system.

Rewards can be for anything meaningful and should particularly acknowledge excellence in achievement and effort.



Reward badges for 50 House points, 100 House points, 200 House points and 400 House points will be awarded via the celebration assembly on the final day of each half term.

## Achievement ladder

Reward	Used in cases of...
House Point	<ul style="list-style-type: none"><li>● Showing kindness</li><li>● Excellent class participation</li><li>● Excellent class work</li><li>● Excellent Home Learning</li><li>● Representing the school</li><li>● 100% attendance and punctuality for the week</li><li>● Inter-House Competition</li><li>● Showing independence</li><li>● Showing confidence</li><li>● Showing integrity</li></ul>
Positive email home	Any reason deemed to be appropriate by your subject teacher or tutor
Principal's Commendation (and letter home)	Following a referral to the Principal by any member of staff
Certificate at the half-termly Achievement Assembly	Nominated to the Pastoral Leader
100% Badge	100% attendance for the half term. Awarded half termly by the Pastoral Leader
Being involved in Rewards Trips (1 end of year)	Students must meet all three criteria across the whole academic year: <ol style="list-style-type: none"><li>1. To be in positive House points</li><li>2. At least 97% attendance (no more than 5 days absent)</li><li>3. Less than 3% lateness (no more than 5 days late)</li></ol>
Reward Badges	Awarded every half term for achieving milestones of 50, 100, 200 and 400



<b>Reward Event</b>	Students must meet all three criteria across the half term. <ol style="list-style-type: none"> <li>To be in positive House points for the half term</li> <li>At least 99% attendance (1 day absent maximum)</li> <li>Less than 1% lateness (1 day late maximum)</li> </ol>
<b>Award at the annual School Awards Evening</b>	<ul style="list-style-type: none"> <li>Gaining enough House Points for achievement awards</li> <li>Chosen by a subject teacher for a Subject Excellence Award or Subject Achievement Award</li> <li>Chosen by the senior team for a Special Recognition Award.</li> </ul>

## Behaviour ladder

<b>Sanction</b>	<b>Used in cases of...</b>
<b>Verbal reprimand</b>	<ul style="list-style-type: none"> <li>A single instance of poor behaviour</li> </ul>
<b>Verbal reprimand and Behaviour Point logged on ISams</b>	<ul style="list-style-type: none"> <li>Bringing the school into disrepute</li> <li>Chewing</li> <li>Lack of equipment</li> <li>Lack of respect (including answering back)</li> <li>Late</li> <li>On Call summoned</li> <li>Use of inappropriate language</li> <li>Uniform infringement</li> <li>Unkindness</li> <li>Not completing home learning</li> <li>Not following Covid19 social distancing requirements/requests</li> </ul>
<b>Community Service</b>	<ul style="list-style-type: none"> <li>Dropping litter</li> <li>Any student damage to school property</li> </ul>
<b>Email home</b>	<ul style="list-style-type: none"> <li>Any reason deemed to be appropriate by your subject teacher, Tutor, Pastoral Leader</li> </ul>
<b>Late Detention (20 minutes)</b>	<ul style="list-style-type: none"> <li>Lateness to school for am registration (at break time in the sports hall with AFI)</li> </ul>





<p><b>After School Detention</b></p> <p>60-minute detention can be sat from 4-5pm daily</p>	<ul style="list-style-type: none"><li>● On Call summoned</li><li>● Serious breach of behaviour policy</li><li>● Failure to attend Lunch detention</li><li>● Referral by the Leadership Team for serious breach of behaviour policy</li><li>● Bullying/Discriminatory behaviour</li><li>● Fighting/Physical assault/ Dangerous, violent or threatening behaviour</li></ul> <p>* Age appropriate sanction for KS1/2 based on Head of Primary decision</p>
<p><b>Isolation</b></p>	<ul style="list-style-type: none"><li>● A single instance of extreme misconduct, as determined by the Principal</li><li>● Persistent uniform infringement -based on ISams logs - final decision by Pastoral leader</li></ul>
<p><b>Fixed Term Exclusion</b></p>	<ul style="list-style-type: none"><li>● A single instance of extreme misconduct, as determined by the Principal</li><li>● A failure to improve conduct following previous Fixed Term Exclusions.</li></ul>
<p><b>Permanent Exclusion</b></p>	<ul style="list-style-type: none"><li>● A single instance of extreme misconduct, as determined by the Principal</li><li>● A failure to improve conduct following previous Fixed Term Exclusions.</li></ul>

### Permanent Exclusion

Student is removed from the school roll and is no longer considered to be completing their education at Baleares International College.

The Principal, in consultation with the Regional Head of Schools, reserves the right to permanently exclude a student should the situation be appropriate.

Possible offences leading to a fixed term exclusion:

- consuming alcoholic drinks on school premises or on school trips against the instructions of the staff in charge;
- serious and sustained bullying;
- attacks on other pupils/teachers causing no or only minor injury;
- theft;
- verbal abuse to staff;
- serious challenge to staff authority;
- intentional damage to property;
- serious racial or sexual harassment;



- serious disruption to other student's learning;
- use of social network sites to bring the school into disrepute;
- unsubstantiated malicious accusations against school staff;
- possession of illegal drugs on the school premises or on school trips;
- vandalism/arson (e.g. damage to school fire extinguishers, misuse of emergency alarms)
- photographs, audio or film footage taken of staff without their permission;
- serious misuse of mobile telephones

Possible offences leading to an automatic permanent exclusion:

- providing/dealing in illegal drugs on school premises or on school trips;
- dealing in illegal drugs outside of school if convicted by the courts;
- possession of a dangerous/lethal weapon on the school premises or on school trips (including the use of any legitimate school item as a weapon or blade)
- persistent behaviour of a nature indicated in the list above;
- serious attack on a student or teacher especially, but not exclusively if actual or grievous bodily harm is caused;
- serious criminal damage to property;
- any comparable offences of a serious nature.

## Appeals

Parents have the right to appeal against exclusion. Appeals are made in writing to the Regional Head of Schools:

Karl Wilkinson

Regional Head of Schools

Ref: Baleares International College

Orbital Education

Landmark House

Station Road, Cheadle Hulme, SK8 7BS

United Kingdom



## Positive Behaviour in Lessons System

	Teacher Action	Sanction
<b>1st Time</b>	<p>Address behaviour, issue a warning (name on board)</p> <p>Use behaviour management techniques as appropriate such as:</p> <ul style="list-style-type: none"><li>• Speak to the student <i>privately</i> about their behaviour</li><li>• Move their seat in the seating plan</li><li>• Check positively that tasks are understood and promptly started</li><li>• Appropriate level of work (stretch and challenge, differentiation)</li></ul>	
<b>2nd Time</b>	<p>Issue a break time detention <b>to be completed by the class teacher</b> and a final warning that continued poor behaviour will lead to an On-Call removal.</p> <p>Record incident on ISams</p>	<p>Break time detention</p> <p>(failure to attend = lunch time detention)</p>
<b>3rd Time</b>	<p>On Call summoned and student is removed from the lesson (with work) to the Head of Subject.</p> <p>Class teacher issues a lunch time detention and records on ISams</p> <p>Teacher to attend the lunch time detention to speak to the student about their behaviour.</p> <p>Teacher to contact home to inform parents, copying in form tutor and Pastoral Lead (NET/FVO).</p>	<p>Lunch time detention</p>
<b>Poor behaviour in department lead's class</b>	<p>On Call removal to a senior leadership team (Principal, Head of Sec, Dep Head of Sec, Head of Sixth, Head of Prim, Dep Head of Prim, Pastoral Lead Prim and Pastoral Lead Sec)</p> <p>Department lead to log the removal on ISams</p> <p>On Call teacher issues a <b>same day</b> after school detention on ISams; On Call teacher contacts home and informs parents</p>	<p>Same day <b>after school</b> detention</p>



## After school detention

Incident	Action
On Call removal from the <u>subject Leader's</u> classroom to a senior member of staff	Subject leader to log same day after school detention and contact home
Serious incident outside of lesson time	Member of staff dealing with the incident <b>records on iSams</b> and speaks to Pastoral Leader, who will issue after school detention; tutor contacts home
Repeated uniform issues	Form tutor <b>records on iSams</b> Pastoral Leader issues after school detention and tutor contacts home
Breach of mobile phone policy	As outlined above

## Instance of Repeated poor behaviour across a range of lessons

Senior team Leads and form tutors monitor iSams behaviour reports and track trends. This will lead to parental meetings with appropriately staged sanctions. If there is no improvement then it will be escalated through the school leadership structure and may result in exclusions, including permanent exclusion.

## **Attendance**

Outstanding attendance is a core expectation at BIC. There is a proven link between excellent attendance and improved examination grades. Every student should strive for 100% attendance in the school year. The rewards system in school is set up to recognise and reward students who achieve over 97% attendance across the entire school year.

We have an expectation that all students will have at least 97% attendance (no more than 5 days of absence) across the entire school year. Holidays within term time will not be approved. Medical appointments should be made outside of the school day. Parents are required to inform school at the earliest possible opportunity if their son/daughter is unwell and going to be absent from school. They should do this by calling the school number and speaking to a senior member of staff. **Emails should not be sent.**

Attendance below the school expectation of 97% may lead to students not being entered for external examinations.



## Protocol for leaving school due to illness

If a student is unwell then they must be referred to the Head of Secondary or Head of Primary by their class teacher/form tutor. The Head of Secondary/Primary will make the final decision on whether they should go home. Contact with home will be made by reception by phone and the student must be collected from reception.

## Punctuality

Punctuality is a core value that we wish to instill in our students. We expect students to be through the gates and ready to begin their school day before the bell that goes at 8.45am. Students will be marked as late at the beginning of the day from 8.45 am onwards. The rewards system in school is set up to recognise and reward students who achieve over 97% punctuality (no more than 5 days of lateness) across the entire school year. Students who are late must report to reception to sign in.

## Attendance panel

Attendance will be monitored on a half termly basis by the Pastoral Leaders and senior leaders linked to each phase using a report generated in ISams. Template letters will be available to send for staff. The actions will be as below.

<b>% Band</b>	<b>Action</b>	<b>By</b>
100%	Reward with 100% badge	Pastoral lead in assembly
>97%	No action	n/a
90-97%	Contact home	Form tutor/primary class teacher
80-90%	Contact home to arrange a meeting	Pastoral Leader and Head of House
<80%	Contact home to arrange a meeting	Head of Secondary / Head of Primary



### Monitor and Review

Orbital Education and the Principal will monitor the operation and effectiveness of the School's behaviour policy

This policy will be reviewed every three years by the Principal.

This policy will be approved by Orbital Education.

Date when policy was last approved: August 2020

Date when next review is due: August 2023