



BIC STUDENT BEHAVIOUR AND CONDUCT POLICY

1. BIC School Expectations

Our Core Values of Respect, Compassion, Integrity, Responsibility and Excellence are inherent in all that we do and form an integral part of how students and staff live and enact the words within this policy on a daily basis.

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.

2. 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 the Head of Wellbeing.

Where concerns are raised, they will be dealt with on the same day by the appropriate member of staff and followed up as per the What Happens If behaviour issue protocol. 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 Heads of House, Head of Wellbeing or Heads of School
- Appropriate sanctions including internal, external and permanent exclusion (as a last resort)



3. 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 unless permitted by PE staff for PE in the heat.
- **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 tied back 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.

This information will also be included in the school planner.



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. 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 pictures 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 two Sixth Form study rooms. 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's office. The principal will issue an after-school detention. The phone will be returned to parents by the principal.

4. 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.

Secondary

Students line up in their forms outside the form classroom. For assemblies, students line up in forms outside the Early Years playground entrance to the canteen. Tutors take their registers here and bring their forms into assembly in silence. The Head of House will stand by the inner entrance doors to the canteen at the beginning of assembly as forms enter and the SLT member leading the assembly will stand at the front to greet students.

There is a themed assembly rota for SLT and Heads of House leading assemblies each week. Additionally an SLT member will be allocated to each day to support and be in attendance.

Start of Lesson and Form Time Expectations

Staff greet students at the classroom door as they enter the room, checking uniforms.

Students enter in an orderly fashion and ensure equipment needed for that lesson is placed on 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.

5. Positive attitudes 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 culture of positivity and respect from both staff and students
- There is a clear rationale for where students sit in the lesson

6. 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 achievement assembly on the final day of each term.



7. Achievement Ladder

Reward	Used in cases of...
House Point	<ul style="list-style-type: none"> • Showing kindness and compassion • Showing excellence • Showing integrity • Showing and taking responsibility • Excellent class participation • Excellent class work • Excellent Home Learning • Representing the school • 100% attendance and punctuality for the week • Inter-House Competition
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 termly Achievement Assembly	Subject Certificates nominated to the SLT for Attendance, Data and Assessment
100% Badge	100% attendance for the term. Awarded termly, organised by the SLT for Attendance, Data and Assessment
Being involved in Rewards Trips - organised by Heads of School with Head of Wellbeing (1 end of year)	Students must meet all three criteria across the whole academic year: <ol style="list-style-type: none"> 1. To be in positive House points 2. At least 97% attendance (no more than 5 days absent) 3. Less than 3% lateness (no more than 5 days late)
Reward Badges	Awarded every term for achieving milestones of 50, 100, 200 and 400
House Reward Event	Organised by Head of House for their House Students must meet all three criteria across the term. <ol style="list-style-type: none"> 1. To be in positive House points for the term 2. At least 99% attendance (1 day absent maximum) 3. Less than 1% lateness (1 day late maximum)
Award at the annual School Awards Evening	<ul style="list-style-type: none"> • Gaining enough House Points for achievement awards • Chosen by a subject teacher for a Subject Excellence Award or Subject Achievement Award • Chosen by the senior team for a Special Recognition Award.

8. Behaviour Ladder - What Happens If

[WHAT HAPPENS IF Pastoral .docx](#)

Instances of Repeated Poor behaviour across a range of lessons

Heads of House 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.



Baleares International College

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9. Attendance and Punctuality

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 contacting the school absence email: absence@balearesint.net.

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

Protocols for following up with attendance and punctuality issues can be found here:

[WHAT HAPPENS IF Attendance.docx \(1\).docx](#)

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.

Monitoring 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