

CONDITIONS OF ATTENDANCE 2018 - 2019

MIDDLE SCHOOL, IGCSE and ADVANCED LEVEL STUDENTS

Students should use common sense and consideration for others at all times to guide their behaviour. They are collectively and individually responsible for their conduct within the school.

1. ATTENDANCE AND PUNCTUALITY

Attendance Hours:

LMS	09.00 – 16.30	Monday
	08.25 – 16.30	Tuesday, Thursday, Friday
	08.25 – 12.30	Wednesday
UMS	09.00 – 16.30	Monday
	08.25 – 16.30	Tuesday, Thursday, Friday
	08.25 – 14:45	Wednesday
IGCSE, A Level	09.00 – 16.30	Monday
	08.25 – 16.30	Tuesday, Wednesday, Thursday, Friday
<u>Lunch</u>	12:30 - 13:15	
<u>Break/recreation</u>	10.45 – 11.00	
	14.40 – 14:55	

In the mornings, students register by “badging” as they enter the school. For reasons of safety and security, the school is not open in the mornings before 08.10. At 08.25 the door is closed and students arriving after this time will be recorded as late.

Students who forget their badge **MUST** report to the office. Students who forget to badge in and do **NOT** report to the office will be automatically recorded as late. **If students lose their badge, 10 € will be taken from their “caution” to buy a new one.**

A Sanction of a 1 hour detention after school will be given for:

- **students who are late twice or more in one week without written justification from a parent**
- **any student found abusing the badging system**
- **students who forget to badge-in and who do not report to the office twice or more in one week**
- **any student regularly late arriving to class**

2. ABSENCE

If a student is ill and therefore unable to come to school, parents (or host families if appropriate) must inform the school via the Teaching Team on Edupage before 8.25 a.m. (9.00 a.m. Mondays). Any student who is absent for three or more consecutive days is required to bring a doctor’s medical note to their Tutor.

Absence for family holidays or early departure from school prior to official school holidays is unacceptable. If for unavoidable reasons a student has to leave early at the end of term (for travel arrangements etc.) a request must be made to the school in writing as far in advance as possible.

If a student is absent for at least 20 days in the school year, for any reason, then the school reserves the right to insist the student repeats the year. The final decision will be based on overall attainment in end of year exams.

- It is the STUDENT'S RESPONSIBILITY to make up the lost work as soon as they return to school or to access it on Edupage.
- Absences and lateness are recorded and shown on the end of term report.
- Unauthorised absence is counted as truancy and is obviously unacceptable in any circumstances.

3. DRESS CODE

This should encourage a positive attitude to work. We do not have a 'school uniform', but what is worn should be typical of what one would expect by people working in professional life.

Dress:

- Jeans may be worn but must, like any other clothes, be clean, tidy and free from holes
- T-shirts if worn, should only have discrete logos
- Beach wear (swim shorts, flip flops etc) is not permitted
- Revealing clothing of any kind (eg. cut off tops, short shorts or skirts etc.) is not permitted

Hair and Make-up:

- Brightly bleached or coloured hair and extreme hairstyles are not acceptable
- Nails and make-up should be discreet and natural looking

Jewellery and accessories:

- Large earrings may not be worn for health and safety reasons. No other facial or visible body piercing is allowed.
- Tattoos should not be visible
- No valuable jewellery should be worn at school and any possessions brought to school are entirely the responsibility of the student
- Students may be asked to remove jewellery in the laboratory or for sport

Students who are untidy, scruffy or inappropriately dressed will be sent home to change by their Tutor. In all cases, the final decision regarding what is appropriate and what is not appropriate rests with the school.

4. PERSONAL BELONGINGS AND EQUIPMENT

An equipment list is sent to parents either with the enrolment documents or during the summer before school starts. Students will each have a locker to keep their school property. They must make sure all equipment is clearly labelled with their name and brought to each lesson when it is needed. Students are discouraged from bringing any money or valuable articles to school. If, in exceptional circumstances this is necessary, it should be left with the secretary in the office for safe keeping.

Students must also have a school bag in which they carry books, equipment etc. They should not return to lockers between classes, and should organise themselves at break or lunchtime. To avoid excessively heavy bags, students should keep all their books at home and only bring in the books needed for the day.

Lockers and other equipment used by students (tables, chairs etc) are the property of the school and should be respected and treated with care at all times. Sanctions will be given to any student found abusing this equipment (eg. graffiti, writing on desks etc.)

Middle School students will be provided with laptops or chromebooks when needed and do not need to bring their own devices to school unless specifically requested by the teacher.

IGCSE and A-Level students are advised to have their own laptops for class and homework. Students are allowed to “borrow” school equipment on occasions, but they must reserve the computers in advance and return them after use.

5. DISCIPLINE

The school encourages a culture of positive discipline and exemplary behaviour is encouraged and rewarded wherever possible. However, poor behaviour will be sanctioned appropriately.

Students are praised and rewarded for multiple reasons including community action, thoughtfulness and kind actions, outstanding work, a conscientious piece of homework, attaining full marks in a test, an impressive display, any activity where the teacher feels the student has put in extra effort.

Credits in the form of stickers are given to students in Lower Middle School. These are displayed on a poster in the student's tutor room. Students are awarded certificates when they obtain a certain number of credits. The student achieving the most credits in a term in each teaching group will have a special reward (either with a prize e.g. a calculator, a book voucher or by free participation in an end of term excursion).

Tutors in other classes design and encourage their own reward systems depending on the class.

POOR BEHAVIOUR

- **WARNINGS:** In any one class, a student may receive up to three Warnings for inappropriate behaviour.
- **SANCTIONS:** After receiving three Warnings, a student is given a Sanction, such as being kept in at break or writing a letter of apology, by the class teacher.
- **DETENTION:** After receiving three Sanctions, a student will be kept in Detention after school. If this is not possible for the teacher concerned, the detention will take place for one hour during breaks and lunchtimes. The first Detention is with the class teacher, the second with the student's Tutor and the third with the Deputy Head of Secondary. Parents will be given notice of a Detention by an entry in the weekly email. Problems over travel or out of school activities will not be accepted as a reason for a student not staying. A student may also be placed On Report by their Tutor if deemed useful. This will involve the student carrying a Report for two weeks, and which is to be completed by each teacher at the end of each lesson. The Report contains a number of clear targets that are to be achieved and a comment on student performance. It must be seen and signed by a parent (or Host Family parent) at the end of each week. A student can receive up to two periods of being On Report. The first Report is with their Tutor and the second with the Deputy Head of Secondary.
- **YELLOW SLIP:** If students receive three detentions they will be given a Yellow Slip. After three further detentions they receive their second Yellow Slip and so on through the process.
 - > Yellow Slip 1: Referral to Deputy Head of Secondary. Home contact made by Deputy Head of Secondary.
 - > Yellow Slip 2: Referral to Head of Secondary. Home contact made by Head of Secondary.
 - > Yellow Slip 3: Referral to Head of Secondary. Home contact made by Head of Secondary. Temporary Internal Suspension from School. Face to face meeting with parent(s) and student.
 - > Yellow Slip 4: Referral to Head of Secondary. Home contact made by Head of Secondary. Temporary External Suspension from School. Face to face meeting with parent(s) and student to agree to written terms and conditions of expected, acceptable behaviour before the student is permitted to return to school.
 - > Yellow Slip 5: Referral to Head of Secondary. Home contact made by Head of Secondary. Disciplinary committee with parent(s) and student, and possible permanent expulsion from School.

****Certain behaviour may result in a Yellow slip being given immediately and severe behaviour could lead to direct expulsion.**

UNACCEPTABLE BEHAVIOUR:

SMOKING is not permitted at any time, either on the premises or within a 500m radius of the school.

CHEWING GUM and similar products are forbidden and must not be brought into school.

FOOD No food is to be eaten anywhere in the school outside of lunch and break times. Students may carry water bottles only in their school bags.

DRUGS, ALCOHOL & WEAPONS Any student found in the possession of drugs, alcohol or dangerous weapons on school premises will immediately be suspended pending investigation of the situation.

MOBILE TELEPHONES While these are obviously useful for students in a new city, their use is not permitted in school unless permission has been granted from a member of staff. They must be switched off and out of sight. Our policy is "if we see it or hear it - We take it!" Misuse will result in a sanction and the telephone being confiscated. Ipods and similar players should not be used during the school day.

Students found to have a mobile phone with them during an examination session will be disqualified from the exam and banned from taking future examinations.

6. HOMEWORK

Revising the key skills learned in the classroom during homework increases the likelihood of a student remembering and being able to use those skills in a variety of situations in the future, contributing to their overall education. Therefore homework forms an essential part of a student's education and it is expected to be completed conscientiously and on time.

All homework is posted on the Edupage Calendar. Students in LMS will also write their homework down in their homework diaries. Sanctions will be given for students who regularly forget to do their homework or who do not complete the work to a satisfactory standard (see below).

7. LUNCH & BREAK TIMES

LUNCH TIME - Students should go for lunch in the canteen at 12.30. They must line up quietly and calmly outside, following the member of staff on duty's instructions. Seating is designed for a maximum of six students per table. Students may not leave the canteen before 13.00 and once permission from the member of staff on duty has been given. They must make sure their table is left clean and tidy.

BREAK TIME -During breaks and lunchtime, students are expected to be outside for the entirety of the break. In bad weather they will be supervised in a designated classroom. Students are only allowed to bring healthy snacks (eg. fruit, cereal bar etc.) in to school for their personal consumption, but these **MUST** be eaten in the canteen. They must leave the canteen clean and tidy before they leave. Soft drinks are not permitted into school.

No student under 16 may leave the school at break time or lunchtime except with special permission from the Deputy Head or Head of Secondary. **Students 16 or over** have permission to leave the school premises, but they must badge-in and out. If they are regularly late returning to school or forget to badge-in or out, this privilege will be removed.

SPORT Sport is a compulsory element of the curriculum and students will only be excused on medical grounds by way of a written note from a doctor or parent. Students must bring appropriate sports clothes to school on these days to change into. Failure to do so will be sanctioned.

8. PRIVATE STUDY

This principally applies to IGCSE and Advanced Level students who have ‘non-teaching’ lessons on their timetable, and in these periods they are expected to work in silence in their designated classroom.

ADVANCED LEVEL

Students in Advanced Level are seen as senior members of the school and as such have privileges and responsibilities. Privileges include free time, the use of a study room and common area, the provision of private study sessions for personal homework and research. Responsibilities include acting as senior “mentors” of the school to supervise or help younger children.

AS students attend full-time (see school hours above).

In A2, as this year is often preparation for independent study at University, students have a more flexible timetable. Students are permitted to work at home or at the library if they have a morning or afternoon session without lessons. For legal and safety reasons it is essential that students register in school (badging in and out) to confirm their presence. **If work is not completed and a student falls behind with his or her work, this privilege is withdrawn.**

Students must understand that the rules of respect for others, and good manners, expected at school also apply at host families. Consequently the sanction of Yellow Slips for poor behaviour also applies.

NAME: SIGNATURE: (student)

NAME: SIGNATURE: (mother / father *)

(* delete as appropriate)

DATE: