

CONDITIONS OF ATTENDANCE 2015 - 2016

MIDDLE SCHOOL, IGCSE and ADVANCED STUDENTS

The main rule of the school is that students shall use common sense and consideration for others to guide their behaviour. They are collectively and individually responsible for their conduct within the school.

CONDUCT AS A MEMBER OF THE SCHOOL

1) ATTENDANCE HOURS

LMS	09h00 - 16h20	Monday
	08h30 - 16h20	Tuesday, Thursday, Friday
	08h30 - 12h30	Wednesday
UMS, IGCSE, A Level	09h00 - 16h20	Monday
	08h30 - 16h20	Tuesday, Wednesday, Thursday, Friday
<u>Break/recreation</u>	10h45 - 11h00	
	14h45 - 15h00	

Morning registration on Mondays takes place in the dining room. On other mornings, students register as they enter the school. For reasons of safety and security, the school is not open in the mornings before 08.15. At 08.30 the door is closed and opened again for the Primary students between 08.45 and 09.00. Students arriving after 08.30 **MUST** report to the office. Unjustified lateness will lead to a detention.

- 2) ACTIVITIES OUTSIDE THE SCHOOL No student under 16 may leave the school at break time or lunchtime except with special permission from the head of section. A student may leave the school building during class time only to take part in an activity agreed or organised by the school.
- 3) DINING ROOM After morning school, students should prepare their bags for afternoon school and attend for lunch in the dining room at 12.35. Students may not leave the dining room before 13.00 and must make sure their table is left clean and tidy. Seating is designed for a maximum of six students per table.
- 4) BREAK and LUNCHTIME During breaks and lunchtime, students will be either in the dining room, or under supervision in the playground. They will only have access to the building when the weather is poor and then to either a silent study room for working or another for conversation. They are not to wander freely about the building.
- 5) HOMEWORK is seen as an essential part of educational training and it is expected to be completed conscientiously and on time.

- 6) COMMUNICATION BOOK / CAHIER de LIAISON All students in Lower Middle School are given a 'Communication Book' for making any notes, and for the tutor to send information to parents. All homework will be set using the E.N.T. (Espace Numérique de Travail).
- 7) PRIVATE STUDY This principally applies to Sixth Form students who have 'non-teaching' lessons on their timetable, and in these periods they are expected to work in silence in their study room.
- 8) CLOTHES, HAIR, MAKE-UP etc 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 to be worn by people working in professional life. Jeans may be worn but must, like any other clothes, be clean, tidy, free from holes, and not excessively 'baggy'. T-shirts if worn, should only have discrete logos. Staff will insist that a student who is untidy or scruffy or inappropriately dressed will be asked to change. Jewellery must be discrete, and removed if necessary in the laboratory. Hairstyles should be neat and appropriate for school – the fashion of 'shaved heads' is not permitted in the school. Only pierced ears are permitted, and those students with other 'piercing' must remove 'jewellery' while at school.
- 9) PERSONAL CLOTHES AND EQUIPMENT A list of all that students will need is sent to parents in the summer before they join the school, they 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, especially, they have to do so, 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 have to return to lockers between classes, only at break or lunchtime.
- 10) ABSENCE If a student is ill and therefore unable to come to school, parents (or host families if appropriate) must inform the school by telephone before 8.25 a.m. (9.00 a.m. Mondays). A message may be left on the answer-phone if staff are not available to answer. It is obviously the student's responsibility to make up the lost work as soon as they return to school or to access it on the E.N.T. 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.
- 11) BOARDING STUDENTS can remain at the school for private study after the end of the normal day on Mondays to Thursdays. For most students this is until 18.00.
- 12) DATES OF TERMS should be respected unless the school has given special permission. Students should not arrive late at the start of term nor leave early at the end, as this can severely disrupt the planning and completion of holiday work, particularly in examination years. If for unavoidable reasons a student has to leave early at the end of term (for travel arrangements etc.) the school must be informed in writing by the parents as far in advance as possible.
- 13) SPORTS SESSION Students must have with them sports clothes to change into for this compulsory exercise session. They are included in the 'equipment list', and should always be available. Not having a suitable change of clothes will automatically lead to a detention. Students will only be excused from taking part in sport on medical grounds if we have a note signed by parents.

UNACCEPTABLE BEHAVIOUR

- 14) SMOKING is not permitted at any time, either on the premises or outside the school.
- 15) CHEWING GUM and similar products may not be brought into school.
- 16) FOOD No food or drink may be taken into classrooms or eaten anywhere in the school outside the dining room.
- 17) DRUGS Any student found in the possession of drugs will immediately be suspended pending investigation of the situation.
- 18) MOBILE TELEPHONES While these are obviously useful for students in a new city, their use is not permitted in school. They must be switched off and left in student lockers. Misuse will result in a detention and the telephone being confiscated, initially for a week, for a month if the transgression is repeated. Ipods and similar players should not be brought to school.
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.

REWARDS AND SANCTIONS

- 19) CREDITS are given to students by teachers for special reasons of outstanding work, e.g. a particularly conscientious piece of homework, attaining full marks in a test, an impressive display or any piece of work where the teacher feels the student has put in an extra effort. These are entered in a special page in the student's 'rough book', and on a display poster in the student's tutor room. Students are awarded a certificate when they obtain 10 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. Christmas chocolates, a calculator, or by free participation in an end of term excursion).
- 20) DEBIT POINTS Debit points (the opposite to Credit points) are given to students for minor misdemeanours. They have the effect of 'cancelling out' credits on a credit chart – the first cancels out 1 credit, the second 2 credits, the third 3, etc.
- 21) DETENTION For more serious misdemeanours a student will be kept in detention after school. Parents will be given a week's notice of this detention by an entry in the weekly email : problems over travel will not be accepted as a reason for a student not staying.
- 22) 'YELLOW SLIP' REFERRAL SYSTEM If a teacher is not satisfied with a student's performance in classwork or homework, or if he thinks his or her attitude is unsatisfactory, a 'Yellow Slip' will be completed for the Head of the Secondary School. Obviously most students will never receive a slip, but there is a strict policy concerning these slips:
- After one slip, the student is seen by the Head of Secondary. He/she will be expected to stay after school in detention on the following Friday. His/her 'Credit Point' total will be reduced to zero.
 - After a second, the student's parents are informed, and a similar detention period will be imposed.
 - After a third, a similar detention period is imposed, and the student's parents are asked to come to the school to discuss the problems and the student's performance.
 - After a fourth, the student is suspended until a later time when he/she returns with his/her parents, and his or her future in the school is discussed.
 - After a fifth, the student is permanently excluded from the school.

23) **SIXTH FORM** Students in the Sixth Form are seen as senior members of the school and as such have privileges and responsibilities. Privileges include free time, the use of common room and the provision of private study sessions for personal homework and research. The responsibilities include acting as senior members of the school to supervise or help younger children. In the first year of the Sixth Form, students attend full-time; in the second year, reflecting the fact that 'Sixth Form' is also preparation for independent study at University, students have a more flexible timetable, being 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 to confirm their presence.
If work is not completed and a student falls behind with his or her work, this privilege is withdrawn.

The following refer only to students who are staying with 'Host families'

24) **STUDENTS IN HOST FAMILIES** are reminded that they are joining a family, not staying in a hotel, and as such are expected to respect the arrangements of their host family concerning hours of meals, etc. They should also take part in such day-to-day activities as helping with laying the table, etc. Becoming actually involved in the life of the 'host family' is the best way of improving everyday, conversational French.

25) **TELEPHONES/COMPUTERS ETC** Students must exercise judgement and restraint in the use of computers and mobile phones. Students up until late either on mobile phones or computers (using for example 'facebook') are not well prepared for their next day at school, consequently host families are authorised to ensure that laptop computers are not used after 22.00. Failure to abide by this rule will mean that computers are confiscated by the host family.

26) **TIMES TO BE BACK AT NIGHT** Students aged 12 –14 years: are not allowed out in the evening during the week unless accompanied by an adult from their host family. Bedtime is no later than 21.30. Students aged 15 may be out until 21.00 one evening in the week and those 16 and over until 22.00, but both the Head of Secondary School and the teacher responsible for 'host families' must be informed beforehand, on the appropriate pro-forma.

27) 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: