



**The British School of Egypt**

## **Primary School Behaviour Policy**

**January 2024**

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## Behaviour Policy Statement

This Behaviour Policy is based on the Egyptian Ministry of Education (MoE) approved Guidance and Regulations. The Ministry of Education Policy Statement below supports the policy review that was undertaken:

*“In light of the negative behaviours displayed by some members of the student body, which have recently become as widespread as to constitute a real phenomenon, the Ministry of Education has taken the necessary measures to support educational institutions in their attempts to safeguard their learning environment.”*

*“Accordingly, the MoE, in cooperation with the National Center for Educational Research and Development, has developed a responsibilities guide as a step in its plan to combat the visible spread of disciplinary violations, thereby fostering an appropriate educational culture and climate in schools.”*

***This Primary School Policy is based on the School & SS policy and only minor adjustments have been made to ensure that the rewards and sanctions are age appropriate and supporting the Primary School Policy.***

### Stakeholder Responsibilities:

#### Students:

Students who violate any of the basic responsibilities listed below will be in violation of the Egyptian Ministry of Education's regulations.

#### Student Responsibilities:

- Abide by the school Behaviour Policy
- Abide by all school rules and regulations – whether pastoral, academic or otherwise
- Attend school and all classes according to the Attendance Policy
- Follow school regulations regarding arrival and dismissal to and from classrooms, buildings and the school campus
- Complete all assignments, tasks and activities as required by the school
- Honour the classroom environment by conducting oneself politely and according to the teachers' instructions, rules and regulations
- Protect all school books and equipment, assuming responsibility for any damages or losses to school property resulting from vandalism or neglect
- Respect the private property of students, teachers, administrators, support staff and the school community at large
- Interact with classmates, teachers, administrators and all staff members with respect, politeness and decency
- Take part in preventing any weapons, drugs or alcohol from finding their way to the school campus
- Ensure that personal behaviours allow all students to benefit from a safe learning environment
- Come to school decently presented and dressed inline with the uniform policy.
- Use appropriate language everywhere on the school campus and transportation
- Take pride in the school by safeguarding its image and reputation at all times
- Make adopting the school values part of everyday life at The BSE.

#### Parent Responsibilities:

- Cooperate with all school teachers, administrators and staff to ensure that your child abides by the Behaviour Policy and all school policies
- Take all necessary measures to ensure that your child attends school and all scheduled classes
- Assume responsibility for any damages or losses to school property resulting from your child's

vandalism or neglect

- Cooperate with the school to ensure that your child develops the responsibility of becoming a 21st century citizen and supports the school values.
- Guide your child to develop acceptable behaviour that includes control of and accountability for their own actions and choices
- Implement disciplinary decisions taken by the school administration
- Communicate with the school in a regular and constructive manner during the working hours set by the administration
- Accept meeting invitations at school if requested by the school administration at mutually convenient times
- Fill all forms, sign all letters and provide all documents requested by the school throughout the year promptly and accurately
- Know, understand, support and reinforce the rules that your child is expected to follow.

#### **Pastoral & Behaviour Department Responsibilities:**

- Treat students with respect and ensure they treat each other with respect
- Allow all students involved in an incident to be listened to
- Use CCTV and witness statements as required
- Submit reports of incidents
- Explain consequences to the students
- Facilitate restorative practices.

#### **Leadership Team:**

- Coordinate efforts to review Behaviour Policies regularly and listen to feedback from all stakeholders.
- Adopt necessary procedures to ensure a safe and satisfactory learning environment
- Apply Individual Behaviour Plans (IBPs), use Behaviour Agreements and work with parents to ensure positive improvement in behaviour
- Monitor student interactions during school arrival and dismissal as well as lessons and during activities
- Use and maintain student behaviour files and records with relevant KS offices
- Notify parent/guardian as soon as possible should harm befall a student due to a behaviour incident
- Inform parent/guardian of consequences applied to the student within 24 hours, mentioning the violation
- Provide availability of educational material to students who have been issued Internal Reflection Time or External Reflection Time (also known as Internal or External Suspension).

#### **Teacher Responsibilities:**

- Maintain a positive learning environment among students
- Treat all students with respect and maintain professional boundaries
- Utilise appropriate strategies to safeguard and promote a positive learning environment
- Follow the BSE Behaviour policy fairly and promptly
- Maintain records of student behaviour and attitude to learning using the recognised school Behaviour Tracking system
- Present reports and highlight any concerns regarding student behaviour by through contacting parents and informing line managers
- Refer and inform SLT and Line Managers of issues that are repeatedly experienced.

## Types of Sanctions

Parents are informed about incidents that affect the learning process/environment. Students may receive any of the following in line with the tables detailed in the following pages and at the discretion of the school leadership:

- Breaktime reflection periods
- After School Reflection periods
- Internal Reflection Time (IRT)
- External Reflection Time (ERT)

The duration of any sanction reflects the severity of the behaviour shown and is directly linked to the guidance tables below produced by the MoE.

**Break Time Reflection** lasts for any lengths of time at the teacher's discretion and can be used to establish expectations and reinforce the teacher standards from the lesson. This may be a 'quick conversation' or the majority of the breaktime.

**After School Reflection** periods for unfinished homework or classwork are department led. The student stays 40-60 minutes after school hours to finish their assigned task(s). The student may leave if they have finished their work before the 40-60 minute timeframe.

Parents must be informed about the After School Reflection at least 24 hours prior. The school will not be able to provide transportation for bus students who have received After School Reflection. This is the responsibility of the parent to organise.

**IRT is also known as Internal Reflection or Internal Suspension.** It takes place in a classroom known as the IRT room (situated in Primary School or Secondary School Buildings). During this time, the student conducts a session with our qualified Positive Behaviour Officer (Secondary School) or with SLT (Primary School).

They will encourage the pupil to reflect on the incident, and support him/her with identifying strategies they could use to avoid being involved in incidents in the future. The student will be provided with classwork in the IRT room and they will be able to follow up on their specialist teachers' input via Google Classroom.

**ERT is also known as External Reflection Time or External Suspension.** ERT is applied on school days and does not include any counts for weekends or official holidays. During this time, the student remains at home and completes all the work posted on Google Classroom.

Parents are asked to monitor this to ensure that there is no loss to learning. Parents are also asked to reflect on the incident with their child and support them with identifying strategies they could use to avoid being involved in incidents in the future. Any ERT results in a Behaviour Agreement which must be signed by the parent and child.

## Application of Sanctions

When sanctions are applied - most notably IRT or ERT the School will consider the impact on formal examinations (internal & external) and any associated revision classes before setting the dates and informing the parents. This also applies to MoE Examinations.

In some circumstances, students may be allowed to attend exams during ERT days and go home afterwards for their sanction. The school will not be able to provide transportation for bus students who have received ERT and have exams.

Once the dates are set they are fixed and must be adhered to. Lengthy and unnecessary duration between misbehaviour actions and the required sanctions being applied are to be avoided.

## Confidentiality

- **All school records of an incident or issue are confidential and will not be released to parents.**
- Any actions to be taken are at the school's discretion according to policy and will not be shared.
- Parents are to be informed of actions taken with their child only.
- Any sanctions applied to anyone involved in an issue will remain confidential, the school will not enter into discussion as to the nature or the severity of the action being taken or disclose the details of sanctions applied to other students.

## Investigations

### Investigation Procedure

In any investigation that is required following an issue, steps will be taken to ensure that the investigation is conducted in an impartial and objective manner. The BSE SLT will be responsible for overseeing this process, if delegated to a member of the Pastoral Team, the SLT will still be involved throughout to oversee. All Steps detailed below are specific to investigations and follow an issue that has been raised by students, teachers or parents:

#### Step 1:

A written statement will be taken from the student(s) who were involved in the issue. This helps to establish a picture of the complaint from all perspectives. This will provide the investigator a framework from which next steps can be determined.

It is advised in Step 1 to review any CCTV or video footage of the incident, or to request evidence be reviewed that has been presented, e.g. Screenshots, recordings or printed copies. This will allow in Step 2 for the interview to be focussed and directed at addressing any concerns raised.

#### Step 2:

A written statement will be taken from additional people who may be able to add to the 'wider perspective'. Taking additional statements will allow the investigator to cross reference both accounts and highlight any discrepancies. Steps 1 or 2 are interchangeable to minimise disruption for both parties.

#### Step 3:

Discrepancies in written accounts will be investigated further. If there are any discrepancies in the written statements the investigator may seek further clarification from either party. This is to ensure that the investigator fully understands both accounts and is able to draw their conclusions as to appropriate action.

This is also an opportunity to interview witnesses. Witness statements must be recorded and completed on the formal The BSE witness statement forms. It is important that witness views are balanced and are not designed to favour one 'side or the other'. Every effort should be made to avoid presenting statements from witnesses that may have a biased perspective on the outcome.

## **Fault, Retaliation & Blame**

A student that retaliates against another student's verbal or physical actions, intimidation, bullying or any sort of threatening physical behaviour directed towards them is not innocent and free of blame in the resulting issue.

Responding to another student with any form of inappropriate behaviour - either verbal or physical that is outside of the expectations of students at The BSE will be treated as unwanted behaviour and sanctioned according to the violations tables that are included on subsequent pages.

The student that 'starts' the issue will remain primarily at fault, however, in the cases where students respond with inappropriate behaviour (verbal or physical) because of the actions of another, they will be sanctioned in line with policy. It is important for students to recognise that their behaviour is not excused by the actions of another who has also misbehaved.

The suggestion or defence that any inappropriate behaviour is the result of 'joking' or 'playing' or only done because 'we are friends' is also not acceptable. Behaviour that was intended as a 'joke' whether physical or verbal is still unacceptable and inappropriate and not in line with the expectations of pupils at The BSE and will be sanctioned in line with the violations tables outlined below.

## **Inciting/Inflaming a situation or aggravating an issue with inappropriate behaviour**

At times when issues occur between individuals, innocent bystanders or 'third parties' that are not involved have choices to make that will influence their role in the issue or violation. Inflaming a situation by shouting, pushing, cheering, screaming will often only incite the initial parties to act and misbehave more. Students who choose to act inappropriately and are deemed to have encouraged, incited or inflamed any situation will be sanctioned according to the violation tables below and the incident will be treated as a second level violation of disruptive behaviour or aggressive behaviour.

## **Acceptance and Agreement**

The system and guidance that is included above outlines the steps that are taken in the application of any sanction. The definitions and examples that are included in the violation tables are provided to add extra clarity and definition of offences.

Students and Parents must understand that when sanctions are applied it is with the benefit of having all available information. No sanctions are applied based on one person's account or version of events. It is understandable that parents wish to defend the actions of their children at certain times, however all are encouraged to trust The BSE, the staff involved in the process and the process itself to guarantee that the application of sanctions and the outcome is fair and consistent.



## Violations of The BSE Expectation & Policy

### First Level Violations / Behaviours

Violation	1st Incident	2nd Incident	3rd Incident
<b>Morning lateness to school.</b>	<p>Parents are advised to read the guidance that is updated every year on Start and End of Year Procedures.</p> <p>Gates are closed at 8:00am. Students are not allowed entry to school after 8:20 am. Exceptions are made due to weather conditions or emergencies. Lateness recorded.</p>	<p>Student and parent sign agreement of no repeat. Students are not allowed entry to school after 8:20 am.</p>	<p>Up to 5 days ERT. Students are not allowed entry to school after 8:20 am.</p>
<b>Lateness to Class</b>	<p>Students stay with their Teacher during break time for the amount of time missed from the lesson. (Up to 15 mins).</p> <p>Parent informed and Behaviour Card issued via email by Teacher.</p> <p>If the time exceeds 15 mins, HoY or HoPB issues IRT.</p>	<p>Parent meeting conducted by Teacher / HoY / YGC/ HoPB.</p> <p>Students is placed on a punctuality report and IRT is issued.</p>	<p>Up to 3 days ERT</p> <p>The student and parent sign a behaviour agreement to ensure no repeat</p>
<b>Skiping Class</b>	<p>Skiping class is considered after 15 mins have been missed from the lesson.</p> <p>Issue is investigated and the student is sent an IRT letter from the Pastoral Team for the following day or as per the IRT schedule.</p>	<p>1 day ERT issued.</p> <p>Parents are notified.</p> <p>Student is placed on a punctuality report.</p>	<p>Up to 5 days ERT. Parent meeting conducted upon the student's return.</p> <p>The student and parent sign a behaviour agreement to ensure no repeat.</p>
<b>Unexcused Absence</b>	<p>If absence exceeds 3 days with no excuse, the parent and student are invited to sign an agreement.</p>	<p>SLT examines student cases for 15 days ERT.</p> <p>Students referred to School Counsellor via the Head of Pastoral and Behaviour to offer support as needed.</p>	<p>N/A</p>
<b>Disruptive behaviour low level disruption - talking in class, not following classroom expectations, out of seat repeatedly and generally causing disruption to learning for others.</b>	<p>Student is issued Yellow/Amber behaviour card by Class Teacher and stays in Break time with Class Teacher for 10-15 mins</p>	<p>Student is issued Yellow/Amber behaviour card by Class Teacher and stays in Break time with Class Teacher for 15-20 mins</p>	<p>Students are placed on the Subject Report by HoD. Round Robin is conducted to determine if a student is misbehaving across all subjects to be placed on a general behaviour report.</p>
<b>Academic Neglect - forgetting equipment, not presenting class work or homework.</b>	<p>Class Teacher sends an email to parents (HoD included) and breaktime reflection issued to work on unfinished tasks. If a student doesn't have their books, they use a paper to finish their tasks.</p>	<p>Department led (organised by HoD) After School Reflection to work on unfinished tasks, until 3:30 pm.</p> <p>Parents must be informed 24 hours prior to arrange transportation. If a student doesn't have their books, they use a paper to finish their tasks.</p>	<p>Student loss of grades and percentages for attitude to learning and effort in reports (with HoD).</p>

## Second Level Violations / Behaviours

Violation	1st Incident	2nd Incident	3rd Incident
<b>Bothering others and similar behaviour (poking, pushing, slapping, neck-slaps)</b>	<p>Class Teacher sends an email to parents (Red card) and breaktime reflection is issued with Teacher.</p> <p>For more serious incidents where bothering others has caused physical harm, the Head of Year/ Head of Pastoral contacts parents and issues IRT at their discretion.</p>	<p>Up to 3 days of IRT issued by HoY or HoPB.</p> <p>The Behaviour committee decides if a pupil must be moved to a different class.</p>	1-3 days of ERT
<b>Misbehaviour in After School Activities (ASAs) (e.g. play fighting, fighting, misuse of materials, disrespecting teacher/others).</b>	<p>Teacher leading the ASAs contacts parents. Pupil is banned from ASAs for the remainder of the sessions that were signed up for by HoY/HoPB.</p>	<p>If a student's behaviour improved and they were allowed into another round of ASAs and is still not meeting expectations, they will be banned for a whole term/year depending on the behaviour.</p>	N/A
<p><b>Aggressive/dangerous/reckless behaviour that may cause harm to others (e.g. reckless or rough play or similar). Intentional or unintentional.</b></p> <p><b>Staff reserve the right to physically interfere to protect students.</b></p>	<p>Students receive IRT the next day or as per IRT schedule, after an investigation has been conducted.</p> <p>Parent informed via phone or email by HoY or HoPB</p>	<p>1 day ERT</p> <p>Parent meeting conducted and student and parent sign a behaviour agreement to ensure no repeat with HoY or HoPB</p>	<p>3-5 days ERT</p> <p>With HoY or HoPB</p>
<b>Vandalism (breaking, damaging or graffitiing school property)</b>	<p>Guidance and warning by the HoY or HoPB</p> <p>Parent pays the cost of replacement or repair. <i>It is recommended that the student pays for the item from their allowance.</i></p>	<p>Up to 3-5 days of ERT</p> <p>Parent meeting conducted and student and parent sign a behaviour agreement to ensure no repeat</p> <p>Parent pays the cost of replacement or repair. <i>It is recommended that the student pays for the item from their allowance.</i></p>	<p>Up to 15 days of ERT</p> <p>Parent cost of replacement or repair. <i>It is recommended that the student pays for the item from their allowance.</i></p>
<b>Not wearing the correct uniform</b>	<p>Students are sent home to change into the correct uniform.</p> <p>If student is unable to go home to change: Students remain in the IRT room until the correct uniform is sent.</p> <p>Parents are advised to purchase more than one item for uniform, so as to</p>	N/A	N/A

	<p>avoid wearing the incorrect uniform if clothes are being washed for example.</p> <p>Parents are contacted via KS office.</p>		
<b>Use of Banned Technology (mobile phones, laser pens, smart watches, airpods, any device with internet connection, etc...)</b>	Confiscation of item for 24 hours - Parent informed via the School offices	Confiscation of item for one week.	Confiscation of item until the end of a half term.
<b>Damage to school environment - littering, water waste, throwing resources.</b>	<p>Guidance and warning by HoY/ HoPB.</p> <p>Students correct in case of littering.</p> <p>Parents pay the cost of replacement or repair, if applicable.</p> <p><i>It is recommended that the student pays for the item from their allowance</i></p>	<p>Up to 3-5 days of ERT</p> <p>Parent meeting conducted and student and parent sign a behaviour agreement to ensure no repeat incidents.</p> <p>Parents pay the cost of replacement or repair, if applicable.</p> <p><i>It is recommended that the student pays for the item from their allowance.</i></p>	<p>Up to 15 days of ERT</p> <p>Parent cost of replacement or repair.</p> <p><i>It is recommended that the student pays for the item from their allowance.</i></p>
<p><b>Disruptive behaviour (high level disruptions) (physical contact, pushing tables or chairs, throwing dangerous items or any item on someone, yelling in class, using bad language etc)</b></p> <p><b><i>Staff reserve the right to physically interfere to protect students.</i></b></p>	<p>Depending on the behaviour shown, the class teacher issues a Red card.</p> <p>If the behaviour is more serious, students receive IRT the next day or as per IRT schedule, after an investigation has been conducted.</p> <p>Parents are informed via email.</p>	<p>1 day ERT</p> <p>Parent meeting conducted and student and parent sign a behaviour agreement to ensure no repeat incidents.</p>	3-5 days ERT

## Third Level Violations / Behaviours

Violation	1st Incident	2nd Incident	3rd Incident
<b>Violence &amp; Aggression (physical fights). Including retaliation and self-defence.</b>  <b><i>Staff reserve the right to physically interfere to protect students.</i></b>	1-3 days ERT for both parties Restorative sessions for students involved  Parent and student sign a behaviour agreement to ensure no repeat	Up to 1 week of ERT  Restorative sessions for students involved	Up to 15 days ERT  Restorative sessions for students involved
<b>Theft</b>	Parent informed  IRT (at discretion of SLT/HoY)	Up to 3 days ERT  Parent and student sign a behaviour agreement to ensure no repeat	Student case referred to SLT for legal examination
<b>Verbal disrespect or any form of threatening behaviour towards staff members by student or parent, this includes nannies, security, supervisor, technicians.</b>	3 days ERT at discretion of SLT  Student apologises to staff member  Parent and student sign a behaviour agreement to ensure no repeat	7-10 days ERT  Student apologises to staff member  Ministry of Education informed	Up to 15 days of ERT at discretion of SLT
<b>Physical contact or threatening physical behaviour with a member of staff by student or parent not limited to teachers - this includes nannies, security, supervisor, technicians etc.</b>  <b><i>Staff reserve the right to physically interfere to protect students.</i></b>	7-14 days of ERT at discretion of SLT  Student could be moved to a different class.  Parent and student sign a behaviour agreement to ensure no repeat	14 days of ERT at discretion of SLT  Ministry of Education informed	1-2 months ERT  Student continues learning at home.
<b>Verbal disrespect or any form of threatening behaviour from a parent to another child (not their own child) on campus.</b>	Parents banned from entering the campus for an academic term. This includes any parent meetings which will be conducted online.	Parents banned from entering the campus for the remainder of the academic year. This includes any parent meetings which will be conducted online.  Ministry of Education informed  Police report may be filed.	Police report may be filed.
<b>Contempt for National Sovereignty (refusal to salute the flag or associated misbehaviour)</b>	Verbal warning and guidance by teacher available in morning lines  Parent contacted via phone/email	3 days ERT  Student instructed on the value of national pride	Up to 15 days ERT

<b>Cheating &amp; Copying during assessments</b>	<p>Incident report to be filed by HoD</p> <p>Parent informed via HoD</p> <p>Student receives zero for copied questions or 60% loss of assessment grade at discretion of HoD</p>	<p>Incident report to be filed by HoD</p> <p>Student and parent sign an agreement to ensure no repeat</p> <p>Student receives zero for whole assessment at discretion of HoD</p> <p>Student warned s/he will be deprived of remaining assessments</p>	<p>Incident report to be filed</p> <p>Student receives zero for assessment, at discretion of HoD</p> <p>Student deprived of remaining assessments</p>
<p><b>Any form of disrespect to others (This includes any form of bullying, any form of sexual depiction or personal or sexual innuendos, all use of offensive language, harassment, including sexual harassment or inappropriate behaviour or unwanted physical contact etc...)</b></p> <p><b>It is not acceptable or defensible to repeat inappropriate words, statements or phrases and deny that their 'meaning' was unknown.</b></p> <p><b>Staff reserve the right to physically interfere to protect students.</b></p>	<p>Up to 3 days ERT</p> <p>Restorative sessions for students involved</p> <p>Student and parent sign an agreement to ensure no repeat incidents</p>	<p>5 days ERT</p> <p>Restorative sessions for students involved</p> <p>Student and parent sign an agreement to ensure no repeat incidents</p> <p>Student may receive counselling sessions after being assessed by the Head of Pastoral &amp; Behaviour</p>	<p>Up to 15 days ERT</p> <p>Student may receive counselling sessions after being assessed by the Head of Pastoral &amp; Behaviour</p>
<b>Disrespect to another pupil, their family members or using words terminology and language that is regarded as inappropriate, politically incorrect and that goes against the school values.</b>	<p>Up to 3 days ERT</p> <p>Restorative sessions for students involved</p> <p>Student and parent sign an agreement to ensure no repeat incidents</p>	<p>5 days ERT</p> <p>Restorative sessions for students involved</p> <p>Student and parent sign an agreement to ensure no repeat incidents</p> <p>Student may receive counselling sessions after being assessed by the Head of Pastoral &amp; Behaviour</p>	<p>Up to 15 days ERT</p> <p>Student may receive counselling sessions after being assessed by the Head of Pastoral &amp; Behaviour</p>
<b>Cyberbullying which happened within the school term (which has an impact at school or has been reported directly to the school).</b>	<p>Up to 3 days ERT</p> <p>Restorative sessions for students involved.</p> <p>Case may be reported to Egyptian Cyber Authorities - Cyberbullying is illegal, punishable by law.</p>	<p>Up to 5 days ERT</p> <p>Restorative sessions for students involved.</p> <p>Case may be reported to Egyptian Cyber Authorities - Cyberbullying is illegal, punishable by law.</p>	<p>Up to one week ERT</p> <p>Restorative sessions for students involved.</p> <p>Case may be reported to Egyptian Cyber Authorities - Cyberbullying is illegal, punishable by law.</p>
<b>Unauthorised Selling of items (food, toys, drinks, reward cards etc.)</b>	<p>Sold item and purchase money confiscated and returned to parents of seller.</p>	<p>1-3 days ERT</p> <p>Parents of both students to be informed but the sold item(s) and the</p>	<p>ERT for 10 days maximum</p>

		purchase money will be confiscated, not returned. Money will be used in charitable events.	
<b>Using makeup at school (this includes fake nails)</b>	<p>Item confiscated and returned to parents only</p> <p>Student to wash/remove any makeup worn off their face.</p> <p>Student sent home to remove items such as fake nails.</p>	Student will not be allowed entry to campus	Student will not be allowed entry to campus
<p><b>Disorderly Behaviour (such as disrespect to any staff member, group misbehaviour in class or corridors, ganging up on someone, hooliganism, etc. )</b></p> <p><b><i>Staff reserve the right to physically interfere to protect students.</i></b></p>	<p>Up to 3 days ERT</p> <p>Parent and student sign an agreement of no repeat incidents</p>	Up to 10 days ERT	<p>Possibility of temporary dismissal at administration's discretion from a few days up to whole half-term/term</p> <p>*Application of legal procedures</p>
<b>Possession and/or use of Tobacco Products or any smoking device or related products (Cigarettes, lighter, chewable tobacco, IQOS, vape, RELX etc.)</b>	<p>Confiscation of item</p> <p>1-3 days ERT</p> <p>Parent meeting conducted by HoPB and student and parent sign a behaviour agreement to ensure no repeat.</p>	<p>Confiscation of item</p> <p>ERT duration at the discretion of SLT</p>	<p>Confiscation of item</p> <p>ERT duration at the discretion of SLT</p>
<b>Lying, Forgery (forging notes from teachers, clinic staff or office slips) or Deception including examination malpractice</b>	IRT or ERT duration at the discretion of SLT		
<b>Possession of a Weapon</b>	<p>During the first term: Expulsion</p> <p>During the second term: Home-schooling until the end of the year (student studies independently and is only allowed on campus for end-of-year exams). The student will not be allowed to remain at BSE for the remainder of his/her school years.</p>		
<b>Use of weapon</b>	<p>Expulsion</p> <p>The school will inform the authorities</p>		
<b>Substance Abuse</b>	<p>Selling, purchasing, possession or consumption of drugs or alcohol on campus:</p> <ol style="list-style-type: none"> <li>1. Students receive immediate ERT and school reserves the right to expel.</li> <li>2. The school reserves the right to require further tests at any random date(s).</li> <li>3. In all related offences expulsion will be considered.</li> </ol>		
<b>Violation of Computer Technology &amp; Internet Use</b>	<p>Playing games, searching the Internet without teacher's permission, unauthorised downloads, installing or using unauthorised software, vandalising computer software, changing passwords or permissions, hacking or attempting to hack any of our school systems: At discretion of SLT and inline with school E-Safety &amp; AUP.</p> <p>Students will pay for any damages rendered in sum or in kind.</p>		



## The BSE Behaviour Committee:

The BSE Behaviour Committee is responsible for maintaining the well-being of all students and teachers. The Committee is responsible for major decisions.

The BSE Behaviour Committee consists of:

- Principal
- Student Affairs Officers
- Nominated teacher
- Social worker
- Head of Pastoral & Behaviour (School Counsellor)
- Head of Security

## School Trips:

**The BSE has the right to exclude students from school trips.**

This helps students to understand that inappropriate behaviour is a reflection upon themselves as well as our school community. Students are aware that if they are unable to display the correct behaviour and attitude that they risk missing out on opportunities such as attending school trips or representing the school at sporting or community events.

This is not a decision that the school takes lightly or without significant consideration with the team. We are optimistic that following reflection your child will make better choices moving forward and be able to secure their place on trips and events in the future by meeting expectations for their behaviour.

Students will not be able to attend trips if they have received two or more IRTs or 2 ERTs. The same 'ban' will apply to ASA's / Lunchtime Football League, House Games and Sports Days.

## General Guidelines

School Uniform	Jackets, pants and t-shirts/polo shirts are to be completely plain without a word, picture, design or visible brand name of any size other than the school logo. Tight or torn clothing, sagging pants and other "fashion statements" are not allowed. The school uniform should be clean and ironed and in line with the designated uniform expectations for each key stage.
Personal Hygiene	Students must come to school tidy, clean and presentable. Jewellery is the sole responsibility of the student and the school holds no responsibility whatsoever for its loss or damage. No make-up is allowed. Hair is not to cover the face. No Crocs, flip-flops, slides or sandals are allowed at any time including 'dress down / non uniform day'
School Bus	The rules and regulations concerned with behaviour and attitude outlined in this Behaviour Policy also apply on the school bus. Any student who violates such outlined rules and regulations will face the possibility of being suspended from the bus for varying durations of time that may extend to the end of the year, without a refund of the bus fees.
The right to self expression	<p>The school acknowledges the right to self-expression. Students may be allowed to share their views at appropriate times and in a way that does not intentionally harm themselves, their reputation or the reputation of others.</p> <p>Freedom of expression is supported in a way that does not undermine the values of the school, the personal views or standpoints of others and does not cause intentional religious or cultural upset or sensitivity.</p>
Excused absences	Absences will be excused in the case of illness, emergency, 1 <sup>st</sup> degree family loss, religious holidays, absence or early departure situations previously approved by the school.
Cheating	Cheating is defined as including (among other examples):



	<ul style="list-style-type: none"> <li>• copying someone else's work, inside or outside of class, and presenting it as original work</li> <li>• failure to cite information sources when copying published research or information (including from the internet) and presenting it as original work</li> <li>• the use of unsanctioned notes (or other sources) or giving/receiving help during assessments inside or outside of class.</li> <li>• any other situation where the student attempts to gain evaluation for work that is not his/hers</li> </ul>
Student Data & Privacy	<p>All student data will be collected, stored and shared according to legal guidelines.</p> <ul style="list-style-type: none"> <li>• Information such as student name, address, phone number, parent name, grade level, participation in activities, photos, as well as weight and height of school team members, trophies and awards, attendance details, date and place of birth and last school attended may be shared without prior parent approval.</li> <li>• Parents who do not agree to share the above information must inform the school principal in writing within 10 days of signing the Behaviour policy.</li> <li>• Student disciplinary and academic files are separate. Accordingly, information regarding disciplinary measures is not released to universities or other educational institutions along with academic performance documents.</li> </ul>

### **Process for raising objection against a disciplinary action/ sanction**

Students and parents must abide by the process established by the School Board and detailed in the Concerns & Complaints Policy. This is available via the Parents section of the School Website and also via The BSE SLT.

Parents who undertake their own investigations to 'defend' their children must be aware that the school has robust systems in place and in the process of its own investigation is able to draw on statements from the students involved, 'innocent bystanders', CCTV and Video recordings and Teachers, Supervisors and Duty Staff - The school is best placed to make fair and accurate judgements and conclusions with that overview and is not reliant on one perspective.

### **An objection/complaint should be directed via the following steps:**

1. Complete the Concerns & Complaints Referral form. *This is available via the school website, parents section.*
2. The Teacher who issued the sanction or who is responsible for the student i.e. Class Teacher or Subject Teacher / Form Tutor. (Applies to lower level incidents).
3. The Year Group Coordinator or Head of Year
4. The Key Stage Head / Head of EYFS / PS or SS
5. The Head of Pastoral & Behaviour
6. The School Principal
7. The Executive Principal