Secondary Student Code of Conduct

As a member of The British School, all of our students are expected to strive for excellence and to be kind through an emphasis on:

**Challenge:** taking risks and pushing the boundaries of your perceived capabilities to achieve personal excellence;

**Creativity:** developing your imagination to allow for inventiveness and innovation;

**Confidence:** being an assured communicator, able to appropriately express your ideas, opinions and individuality with integrity;

**Compassion:** being empathetic, considerate and kind, creating a warm, welcoming and collaborative environment;

**Community:** having a positive impact on the local and global community as a result of a mature awareness of local and global issues and personal responsibility.

In order for you to achieve this, it is an expectation that you:

**Be Present**
A *minimum* of 95% attendance at school is directly linked to an increase in personal academic achievement, therefore you should:

- Ensure you are in school;
- If you know in advance that you may need to be absent from school, your parents should request authorisation from your mentor as soon as you are aware of the absence;
- If you are ill, then your parents should inform the office manager as soon as possible on the day of absence, letting them know if you would normally be on the school bus;
- Endeavour to catch up on any work you missed during your absence and speak to your teacher if you are struggling to do this.

**Be Punctual**
If you are 2 minutes late to every lesson, that adds up to over 36 hours of lost learning time over an academic year, therefore you should:

- Be in school by 8.15am and in your mentor room no later than 8.20am to be registered;
- If you are late to school in the morning you should sign in at the relevant secondary office;
- Be on time to all lessons, clubs and study periods;
- If possible, inform the relevant member of staff in advance of any planned lateness;
- Avoid bathroom breaks during lessons;
- If you are late, you should apologise and explain why you were late; your teacher may ask you to come back for part of lunch or after school to help you catch up on any lost learning time.

**Be Prepared**
Taking a little extra time to ensure you are ready for the day ahead and are on top of all of your deadlines, will decrease stress in the long run, therefore you should:

- Ensure you have everything you will need for the day with you before you leave the house including your books, pencil case, specialist equipment or kit, your planner and a fully charged ipad.
Pack your bag for the next two periods; you should not be going to your locker unless it is break or lunch time.
Keep your ipad, headphones and mobile phone in your bag until a member of staff instructs you otherwise;
Write all reminders, all test dates and log all homework in your student planner so that you can plan your time effectively;
Check your planner to remind yourself of deadlines so that you are prepared to hand work in on time.

Be Respectful
We want everyone in our community to feel safe and valued, therefore you should:
• Speak to everyone as you would like to be spoken to, thinking carefully about your words, tone and facial expressions;
• Be mindful of the feelings of others and take care to not express your opinions in an offensive manner;
• Listen to the opinions of others, even if you do not agree;
• Make an effort to include people;
• Ensure your behaviour contributes to a positive learning environment;
• Follow all instructions issued by a member of staff;
• Take pride in your appearance, ensuring you are following the school dress code;
• Treat all property carefully to avoid damage.

Be Honest
We want everyone in our community to feel that they are trusted and that they can trust others, therefore you should:
• Tell the truth;
• Ensure any work handed in to a teacher is your own work; collaboration, peer assessment and use of research and other resources are encouraged but wording and solutions should always be your own.
• If you see or hear something that concerns or worries you, you should speak to any member of staff you feel comfortable talking to.