



GENEVA ENGLISH
SCHOOL

BEHAVIOUR AND DISCIPLINE POLICY (SECONDARY)

INTRODUCTION AND PRINCIPLES

At GES we attach great importance to the way in which we behave towards each other. We promote an atmosphere of mutual respect and courtesy between all members of the school community: pupils, staff and parents. A well-ordered and disciplined environment allows everyone to enjoy, benefit from and make a full contribution to the life of the School. We therefore expect high standards of behaviour at all times.

Our guiding principles are provided by our core values of integrity, respect, community, teamwork, courage and opportunity. These values should guide our behaviour and approach towards all our commitments and interactions with others, whether on or off the school site, on paper or online. Parents and members of staff are asked to show a good example by demonstrating high standards of behaviour, courtesy and respect towards each other and towards the pupils. Good discipline is maintained by positive reinforcement, encouraging the qualities of kindness, helpfulness and politeness and valuing every positive contribution that a pupil makes to the life of the School.

The School's Anti-Bullying Policy, ICT Acceptable Use Policies and Equal Opportunities Policy place additional responsibilities on pupils, staff and parents and should be read in conjunction with this policy. Parents and pupils are expected to read through these policies carefully. The most recent versions will be available on the website and Parent Message Centre.

Members of staff are also required to abide by the principles set out in the Staff Code of Conduct. Parents are expected to play their part by treating other members of the school community with courtesy and respect, and by supporting and upholding the principles of this policy.

PUPIL CODE OF CONDUCT

This Pupil Code of Conduct sets out the expectations of pupils in relation to:

- conduct and behaviour;
- attendance;
- dress and appearance;
- self-respect and respect for others;
- respect for property and the environment.

Parents are expected to read the Code with their children before the start of their first term at the School and from time to time thereafter. Pupils are expected to know, understand and comply with the Code, which may be amended from time to time. Expectations of behaviour will be discussed and reinforced periodically in Tutor time, in the classroom and in assemblies.

Conduct

Your behaviour should be a credit to you and to the School – at all times and wherever you are. Always consider the consequences of your words and actions, and remember the Golden Rule: treat other people as you would like to be treated yourself.

If you are kind and thoughtful, and remember the values of our school, you will not go far wrong.

Commitment

Show commitment towards your academic studies and extracurricular activities. You also have a duty to attend school when you are fit and well, and to arrive punctually for school, for lessons and for appointments with others.

Honesty

Be honest and truthful. If you make a mistake, as we all do at times, it is always better to own up and not to lie. If you find money or property that does not belong to you, please give it back or hand it to a member of staff as soon as possible. You must not plagiarise the work of others or infringe copyright.

Courtesy, helpfulness and participation

Please be polite and show good manners. Look for opportunities to be helpful.

Participate fully in the classroom by listening, making contributions, cooperating with others and helping to create a positive atmosphere in which everyone can learn.

Bad language

Please do not use bad language. It is unnecessary, may be insulting to others, and reflects poorly on the person who uses it.

Diversity and understanding

We are fortunate to live and work in a diverse, international community in which we can learn from the different experiences, cultures and backgrounds of other people. We expect you to be accepting, understanding and sensitive to differences between members of our community. We value every member of the community as an individual and will not tolerate any prejudicial or discriminatory comments or behaviour towards others on the basis of: race, religion and belief, disability, special educational need or learning difficulty, age, marriage and civil partnership, pregnancy and maternity, sex, sexual orientation or gender reassignment.

Bullying

Our position on bullying is unequivocal: it is unacceptable and will always be treated as a serious offence. Bullying is behaviour, usually sustained over a period of time, which is intended to hurt or humiliate. Bullying may involve threats, insults, physical violence, name-calling, mocking, harassment, racist, homophobic or other prejudicial comments, hiding, taking or damaging belongings, excluding others from conversations, activities or friendship groups, spreading rumours, or other forms of victimization – and it may take place in person or online. Be very careful not to be drawn in to any behaviour that might cause hurt to another person. If others bully you, or you realize that someone else is being bullied, you should inform a member of staff straightaway. This takes courage but it is always the right thing to do. If the bullying behaviour is not reported, it will not be dealt with and is likely to continue. It is always better for things to be out in the open so that they can be discussed and resolved. See also our Anti-Bullying Policy.

Dress and appearance

GES does not have a school uniform but we do expect you to take pride in your appearance and to dress in a way that is modest, sensible and appropriate for school and for study. The length of shorts or dresses should be a minimum of halfway between the knee and top of the thigh. Hairstyles should be moderate, with natural colourings. Jewellery (other than plain stud earrings and plain rings), wristbands and tattoos are not allowed. Beards and moustaches are not allowed, except for religious, health or other special reasons, as specifically approved by the Headmaster. Any make-up or nail varnish should look natural and subtle.

Smoking, alcohol and drugs

Pupils must not smoke or be in possession of cigarettes (including e-cigarettes) or tobacco at school, on their way to and from school, or on a school activity, visit or trip.

Pupils must not bring alcoholic drinks to school or to any school activity. They must not consume alcoholic drinks on or near the school site.

Pupils must not be in possession of drugs or to be involved in the sale or purchase of any form of drug except as prescribed by a doctor, or sold to the public without prescription.

Appropriate use of mobile and other devices

We aim to encourage an atmosphere and maintain an environment in which pupils, staff and parents socialize and have conversations. At the same time, there is a place for quieter or more independent activities, such as reading a book, studying, or using a school iPad to search for information on the Internet. In an age when online technology and mobile devices are so much part of our lives, the aim, for both adults and pupils, is to try to find the right balance.

When we are moving around the School, we should be ready to greet, acknowledge and be aware of other people, not using personal audio equipment or a mobile device.

The reason for your having a mobile phone at school, should your parents see fit, is to allow you to make contact with home/family when you are travelling to and from school, or need picking up early or late. If you wish to use your mobile phone for this purpose while you are within the bounds and immediate surroundings of the School, or engaged in a school activity, you must ask the permission of a member of staff.

Mobile phones must be on silent during the school day. Mobile phones must be put away in lockers.

At break time or lunchtime, pupils can only use their iPads in the Grand Café area.

Improper use of mobile devices will be regarded as a breach of this Code and may lead to appropriate sanctions. Make sure that all your online activities are age appropriate and legal. Be especially careful not to engage in viewing or sharing inappropriate images or material, sexting or cyberbullying. These will be treated as serious offences.

You may be held to account for what is done in your name. Therefore, you must protect and not share passwords. Do not leave yourself logged on to computers and think carefully about the consequences of allowing others access to any mobile device.

Respecting our environment and other people's property

Vandalism and graffiti-writing on school premises and elsewhere are regarded as serious breaches of our Code of Conduct. Please take pride in our school environment and help keep it tidy. If you find litter, please pick it up and dispose of it properly.

You must not interfere with other people's property. Do not borrow anything that belongs to someone else without first asking their permission.

You should report any damage you cause to property that is not your own. You or your parents may be asked to pay for the damage.

At break time or lunchtime, you should not be in the classrooms. If you would like to work in a classroom, you must ask permission from a teacher and be supervised by a teacher.

Bounds

You must not leave the school premises without the express permission of a member of staff. If you need to leave during the school day, you must sign out at the School Reception before you go.

REWARDS

Words of thanks and praise

Pupils who behave well, work hard, show commitment and who are helpful and polite receive words of thanks and praise from their teachers and other members of staff.

Recognition

In lessons, Tutor Group meetings and in assemblies, recognition is given to: pupils who have achieved something significant, either personally or as part of a team; pupils who have made significant progress or improvement; and pupils who by their actions have demonstrated service to the community and a commitment to the values of the School.

Commendation

Pupils who produce a particularly noteworthy piece of work can be awarded a Commendation. A Commendation may also be given for excellent effort or improvement, and for noteworthy instances of service to the community or demonstration of the values of the School. Commendations are communicated to and recorded by the pupil's Tutor. They are also communicated to the pupil's parents via a card from the Tutor.

Head's Distinction

A Head's Distinction can be awarded for an exceptional piece of work. It can also be given for outstanding effort or improvement, and for especially noteworthy instances of service to the community or demonstration of the values of the School. The pupil meets with the Head to be personally congratulated and to sign the School's record of Distinctions. The Tutor is also informed of the Distinction and the parents receive a card from the Head.

SANCTIONS

In general, our approach to discipline is to find ways in which pupils can learn from their mistakes, or from any poor choices that they might make. For the majority of minor misdemeanours, a reminder of the principles of community living and of the values of the School is sufficient, especially if the pupil is contrite, understands his/her mistake, and apologises. Occasionally,

however, a sanction may be necessary in order to show to the pupil him/herself, and sometimes also to the wider community, that certain actions have consequences.

If we feel that a sanction is necessary, our aim is to ensure that it is both appropriate and proportionate.

Teachers must always act reasonably when giving a sanction. Account must be taken of the pupil's age, any special educational need or disability they may have, and any cultural religious requirements or considerations. If in any doubt, the teacher should consult the Head or the Assistant Head. Consideration must always be given as to whether the behaviour of a pupil gives cause to suspect that a child (including the pupil him/herself) is suffering, or is likely to suffer, significant harm. Where this may be the case, members of staff should follow the School's Safeguarding and Child Protection Policy and Procedures. Members of staff should also consider whether continuing disruptive behaviour might be an indication of unmet educational or other needs.

Flag to Tutor

For a minor or first breach by a pupil of the Code of Conduct, a warning and/or a reminder of the values of the School will often be the appropriate response. However, for a rather more serious misdemeanour, deliberate disobedience, or repeated incidents of poor behaviour, a teacher may also give a 'Flag to Tutor'. The teacher should make it clear to the pupil that he/she is informing the Tutor of the misdemeanour. The Tutor makes a record of the 'Flag' and may choose to follow up with a conversation with the pupil. When a pupil receives three Flags, the Assistant Head is informed by the Tutor and the pupil will be given an hour's detention.

Teacher detention

Teachers may detain pupils at lunchtime or after school (for up to one hour) in order to complete or repeat work. This should be supervised by the teacher him/herself. If a lunchtime detention is used, teachers must allow reasonable time for the pupil to eat, drink and use the toilet. The teacher informs the pupil's Tutor, who makes a record and may choose to follow up with the pupil.

Special Report

If a pupil is failing to make satisfactory progress in a number of areas, or if his/her behaviour in lessons is generally unsatisfactory, he/she may be put on Special Report. This requires a comment from each teacher after each lesson for a week at a time, and is monitored by the Tutor and parent. Occasionally, it may be appropriate to run an informal Special Report, with just the Tutor monitoring progress.

Loss of privileges

Losing the right to go on trips, residential visits or membership of school teams may be enforced in appropriate circumstances. Consideration is given to the impact on others taking part in these activities.

Other sanctions

The Head may authorize the use of such other sanctions as comply with good practice and promote observance of the Pupil Code of Conduct.

SERIOUS DISCIPLINARY SANCTIONS

A formal school detention, disciplinary meeting with parents, suspension, requirement to leave and expulsion are all regarded as serious disciplinary sanctions. For our policy and procedures relating to these sanctions, please see below.

Formal school detention

The teacher tells the pupil that they are placing them in detention and explains the reasons for this action. The teacher informs the Assistant Head, who records the sanction and makes arrangements for the detention, giving the pupil and parents at least 24 hours' notice. The Assistant Head supervises the detention and assigns suitable tasks to the pupil e.g. letter of apology – not school work. The detention lasts for one hour (16:00 – 17:00).

Suspension

A pupil may be suspended for a serious breach of school discipline for a period of between two days and three weeks as the Head may decide.

Requirement to Leave

For a serious breach of school discipline falling short of one for which expulsion is necessary, but such that a pupil cannot expect to remain a member of the school community, the pupil may be required to leave permanently. This may include situations in which, following repeated warnings and the application of sanctions, a pupil has persisted in breaching the Pupil Code of Conduct. Subject to payment of all outstanding fees (the deposit being returned) the pupil may be given reasonable assistance in making a fresh start at another school.

Expulsion

A pupil is liable to expulsion for a grave breach of the Pupil Code of Conduct, for example, a serious criminal offence, or some wilful act intended to cause serious damage to the School, its community or any of its members. Formal expulsion means that the pupil's name will be removed from the roll of the School and reference to the facts and circumstances will be made in response to every request for a reference. All outstanding fees up to and including the term of expulsion will be payable and any tuition deposit will be retained by the School.

The Head, or his Deputy, is required to act fairly and in accordance with the principles of natural justice, and not to expel a pupil other than in grave circumstances.

GUIDANCE ON THE USE OF SANCTIONS

For unacceptable behaviour

Pupils may be given a formal school detention (see above).

For serious offences or for persistent failure to observe the Pupil Code of Conduct, the pupil's Tutor, or the Assistant Head, may write to the parents or guardians and may ask them to come to the School for a meeting to discuss their child's behaviour. A warning may be given that repeat offences could lead to the application of more serious sanctions, including suspension. In the most serious cases, the letter to parents will be written by the Head and the meeting will include him.

Pupils may be sent home by the Assistant Head or the Head if they arrive at school improperly dressed.

A pupil who is disruptive in a lesson should not normally be removed from the classroom unless their continued presence represents a serious danger (in which case one the Assistant Head or

Head must be informed immediately). However, if the problem persists, the pupil's Tutor should be informed and formal school sanctions may be applied.

For lack of effort, inadequate work, failure to complete work or to bring necessary equipment

Teachers may detain pupils for up to one hour (see above).

If work related problems persist and become serious, parents will be asked to attend a meeting at the School to discuss the issue. In the most serious and persistent cases, formal disciplinary action may be taken, including suspension.

Misuse of a mobile phone/device

On the first occasion, the mobile phone will be confiscated, placed in a named envelope and given to the Reception Desk for safekeeping. The Tutor will be informed, who will record the incident. The pupil will be allowed to collect his/her phone at the end of the school day.

On the second occasion, the mobile phone will be confiscated, placed in a named envelope and given to the Reception Desk for safekeeping. The Tutor will be informed, who will record the incident and inform the parents. The pupil will be placed in formal school detention. If they need to continue to bring the phone to school, they will be required to hand it in to the Reception Desk before the beginning of the school day and collect it at the end of the school day – for a period of two weeks.

Late arrival at school

If a pupil is persistently late arriving at school (usually more than three times in a half-term) the Tutor will inform his/her parents and may ask them to come into school to discuss the issue. If the problem persists, formal school sanctions, including detention may be applied.

Failure to attend a detention

If a pupil misses a detention without good reason, a further punishment may be given in addition to the original detention.

Cancelling or moving a detention

By agreement with the teacher who gave the sanction, a detention may occasionally be rearranged or rescinded.

Behaviour related to a disability/diagnosed condition

The School will make reasonable adjustments for managing behaviour that is related to a pupil's disability or diagnosed condition. Where expulsion needs to be considered, the School will ensure that a disabled pupil is able to present his/her case fully in cases where his/her disability might hinder this.

Use of Restraint and Corporal Punishment

There is no corporal punishment at GES.

Any use of restraint or force by members of staff must be reasonable, proportionate and lawful. Restraint will only be used when immediately necessary and for the minimum time needed to prevent a pupil from doing or continuing to do any of the following:

- Committing a criminal offence
- Injuring him/herself or others
- Causing damage to property, including their own

- Behaving in way that causes danger or very serious disruption to others or to the life of the School.

Members of staff may also use such force as is reasonable given the circumstances when conducting a search without consent for knives or weapons, alcohol, illegal drugs, stolen items, tobacco and cigarette papers, fireworks, pornographic images or articles that have been or could be used to commit an offence or cause harm.

Where restraint is used, it must be recorded in writing and reported to the Head.

EXCLUSION AND SUSPENSION POLICY AND PROCEDURES

The Pupil Code of Conduct sets out our expectations of conduct and behaviour by pupils at GES Secondary. This is supported by a system of Rewards and Sanctions. Exceptionally, there may be cases where a pupil's misconduct is so serious or so persistent that it could lead to suspension, or the pupil being expelled or required to leave the School. A decision to exclude a child permanently for persistent misconduct will only be taken as a last resort when a range of strategies for dealing with disciplinary offences has been employed to no avail. The School places great emphasis on the intervention and support of parents in this process and in cases of repeated misconduct, the parents will have been involved at earlier stages. In such instances, the procedures set out below will be followed.

Serious misconduct likely to lead to the application of these procedures is (but is not limited to) conduct of the following nature:

- Actual or threatened physical assault against pupils or adults
- Verbal abuse/threatening behaviour towards pupils or adults
- Severe or persistent bullying, harassment, intimidation or abuse
- Deliberate damage to property
- Computer hacking
- Theft, blackmail
- Misuse of drugs, alcohol or tobacco
- Possession of use of unauthorized firearms or other weapons
- Sexual abuse or assault
- Misconduct of a sexual nature; supply or possession of pornography
- Malicious allegations against staff
- Persistent breaches of the Pupil Code of Conduct or persistent attitudes or behaviours that are inconsistent with the School's ethos and values
- Other serious misconduct on or off school premises that affects the welfare of a member or members of the school community or that brings the School into disrepute

Principles

When investigating an allegation of serious misconduct, the School will always endeavour to act fairly in accordance with the principles of natural justice. Therefore:

- a fair and thorough investigation should take place;
- the pupil and his/her parents will be informed of the allegation and the evidence relied upon;
- pupils and parents will be given a fair opportunity to state the pupil's case;
- an appeal is offered.

Investigation procedure

When a serious matter comes to light, it will usually be investigated by the Assistant Head. The Assistant Head will consult the Head and inform him of the commencement of the investigation.

The School will inform the parents as soon as is practicable that the pupil may face formal disciplinary action and the reason for it. If a criminal offence is suspected or there is an allegation or suspicion of abuse, the school will consider whether or not the Police or Social Services need to be informed. In such cases, the school will not investigate until the Police and/or Social Services have discharged the matter.

If appropriate, the pupil may be questioned and his/her private space, belongings and clothing may be searched. Clothing will only be searched if the pupil removes it voluntarily. Only outer clothing will be searched. No intimate search will be undertaken. All reasonable care will be taken to protect the pupil's human rights and freedoms.

The pupil will be entitled to be accompanied and assisted by his/her Tutor or parent during the investigation and in particular during any investigatory interview. Statements should be taken from all children and staff involved. All statements should be attributed, dated, signed and countersigned. Pupils undergoing investigation may, if appropriate, be kept apart.

During the investigation, in appropriate cases, the pupil may be suspended from attending the school and from engaging in any school activities. Suspension will also prohibit access to any part of the school site. Should a suspension continue for a period of more than five school days, the school will take reasonable steps to put in place arrangements to ensure the continuing education of the pupil. The Assistant Head will coordinate these arrangements with the pupil's parents, carers or guardians. On completion of the investigation, the Assistant Head will prepare a written report and advise the Head whether:

- There is a case of serious misconduct which the pupil should answer;
- The misconduct is less serious and a disciplinary sanction lower than suspension is appropriate;
- There is no case for the pupil to answer.

A copy of the investigation report, including written statements and evidence, will be provided to the pupil and to his parents, carers or guardians. Except as required by law, the school and its staff shall not be required to divulge to parents or others any confidential information which has led to the complaint or which has been acquired during the investigation. Written statements and evidence provided may therefore have names or identifying details redacted.

Disciplinary meeting

In a case where the Assistant Head has reported that there is a case to answer, a disciplinary meeting will be convened within ten working days of receipt of the report. At this meeting, the Head will consider the complaints of serious misconduct and the findings of the investigation. The Assistant Head and the pupil's Tutor shall be in attendance. The parents will be invited, as will the child if the parents consider him/her old enough to attend, but they shall not be entitled to be legally represented. The pupil and the parents will be given every opportunity to state the pupil's case. They will be entitled to ask witnesses to attend and to bring forward such evidence as they consider appropriate.

Notes of the meeting will be taken by the School and the pupil and parents will be provided with a copy after the meeting. If the pupil or parents have any special educational needs or disability which call for additional facilities or adjustments (e.g. parking or the provision of documents in large print or other accessible format) those requirements should be made known to the Assistant Head so that appropriate arrangements can be made. If the pupil or parents experience difficulty in attending due to a disability, the school will make reasonable alternative arrangements to accommodate the disability. If a parent is unable to attend because of, for example, travel and working commitments, the School will make reasonable alternative arrangements to ensure the parent can be involved with the process.

Following the meeting the Head will decide what action if any is necessary. If the pupil is to be suspended or excluded the following guidelines will be used:

First suspension

A first suspension will be for no longer than two working days unless, in the opinion of the Head, a longer period is warranted by the particular offence.

The parents of the pupil will be informed of the Head's decision by telephone and asked to come and collect their child at the earliest possible moment. The child will be supervised whilst they await collection.

A formal letter will be sent to the parents explaining the suspension and indicating the time at which the child will be welcome to return to the School. A copy of the Head's letter will be sent to the Chair of Governors.

The pupil's Tutor will undertake to see that schoolwork is set and sent to the pupil in order to keep them in touch with their academic studies.

Second Suspension

A second suspension will be for three working days unless, in the opinion of the Head, a longer period is warranted by the particular offence.

The parents of the pupil will be informed of the Head's decision by telephone by the Head and asked to come and collect their child at the earliest possible moment. The child will be supervised whilst they await collection.

A formal letter will be sent to the parents explaining the suspension and indicating the time at which the child will be welcome to return to the School. A copy of the Head's letter will be sent to the Chair of Governors.

The pupil's Tutor will undertake to see that schoolwork is set and sent to the pupil in order to keep them in touch with their academic studies.

Final Suspension

A final suspension will be for a minimum of five working days.

The parents of the pupil will be informed of the Head's decision by telephone and asked to come and collect their child at the earliest possible moment. The child will be supervised whilst they await collection.

A formal letter will be sent to parents explaining the reasons for the suspension and making the school's position clear with regard to any further misconduct on the part of their child. A copy of the Head's letter will be sent to the Chair of Governors.

The pupil's Tutor will undertake to see that schoolwork is set and sent to the pupil in order to keep them in touch with their academic studies.

Expulsion or Requirement to Leave

In particularly serious cases of misconduct, or following a final suspension, the Head may decide that a pupil must leave the School. He will give his decision, with reasons, and will consult with the parents, carers or guardians before deciding on the pupil's leaving status (see below). The Head will consider all the evidence and make his decision on the balance of probabilities. If he finds that the pupil has committed a very grave breach of school discipline or a serious criminal offence and that there are no mitigating or extenuating circumstances warranting the imposition of a lesser sanction, he will decide that the pupil shall be expelled or required to leave the School.

The Head's decision will be communicated to the pupil and parents within 24 hours of the end of the disciplinary meeting. The Head will confirm his decision and the reasons for it in writing within four days of the meeting and a copy of his letter will be sent to the Chair of Governors. The Head is required to act fairly and in accordance with the principles of natural justice and not to expel a pupil other than in grave circumstances.

The pupil or parents may request a Governors' review of a decision to expel or require a pupil to leave, to suspend a pupil for 11 consecutive days or more, or in cases where the suspension would prevent the pupil from taking a public examination (see below). In these circumstances, the pupil shall stay away from the School following the disciplinary meeting pending the outcome of the review and during any review procedure. The decision to permanently exclude the pupil will be effective immediately on its communication to the pupil and parents.

Leaving status

As part of his decision, the leaving status will be determined by the Head as 'expelled', 'required to leave' or 'withdrawn by parents'. The Head will confirm such matters as:

- The form of reference that will be supplied for the pupil;
- The entry that will be made on the school record and the pupil's status as a leaver;
- Arrangements for the transfer of any course of project work to the pupil, his/her parents, or another school;
- Whether, if relevant, the pupil will be permitted to return to the school premises to sit public examinations;
- Whether, if relevant, the school can offer assistance in finding an alternative placement for the pupil;
- Whether the pupil will be eligible for membership of any future Alumni Association and if so, from what date;
- The conditions, if any, under which the pupil may re-enter school premises in the future;
- Financial aspects: payment of any outstanding fees and extras; whether the deposit will be returned or credited; any refund of prepaid fees.

Appeals

A pupil or his/her parents may request a Governors' review of a decision to expel or require a pupil to leave, to suspend a pupil for 11 consecutive days or more, or in cases where the suspension would prevent the pupil from taking a public examination. A letter stating the grounds

on which a review is sought and the outcome that is sought, should be sent to the Clerk of the Governing Body at the school. If the pupil or parents have any special needs or disabilities which call for additional facilities or adjustments, these should be made known to the Clerk so that appropriate arrangements can be made. The letter will be acknowledged and a panel of Governors/independent members not previously involved in the process will consider an Appeal Hearing. Where practical this Hearing should take place within 14 days. The Governors' decision is final.

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