



Bright Horizons – International British School of Zagreb Primary School

The Code of Conduct

General values

In order to function efficiently, every community needs rules and guidelines, which are there to protect both the individual and the community. The guiding values at Bright Horizons are those of fair-mindedness, hard work, enjoyment and treating others with proper respect and consideration. We also attach great importance to manners, good discipline, service to others and caring for the school and the external environment. We value both effort and achievement and we encourage every positive contribution that a pupil makes to the life of the school community. Any pupil may be required by members of staff to perform general duties of a reasonable nature for the benefit of the school, and they are expected to respond swiftly to the direction of those in authority.

The school rules are primarily addressed to each pupil, but some of them necessarily apply also to parents. Compliance with these rules and any subsequent amendments is a condition of the school membership. Parents are asked to read through these rules with their son or daughter from time to time.

Pupils are expected to conduct themselves with dignity and common sense at all times.

In addition to the times and places stated in individual rules, the school rules apply to all pupils while in school uniform or while travelling to and from school, or during an out of school activity.

There are also unwritten rules, dictated by common courtesy, which must be observed.

Conduct

- The Code of Conduct clearly states what behaviour is acceptable and what is not acceptable, i.e. the school 'rules'.
- All children are expected to make a full contribution to the school and support the positive endeavours of all its members.
- Rules are essential for the benefit of all in any community and we try to keep these as simple as possible, but we do expect them to be kept.
- Pupils should be polite to all members of the school community and to all visitors to the school. They should always be ready to offer help to others if necessary.

Classroom behaviour and routines

At the beginning of each school year the children will discuss and draw up their own list of class rules which will be agreed and displayed. Styles of teaching and degrees of formality will vary from one teacher and from one class to another. Nevertheless, there are common standards which we expect in all lessons:

- All pupils are expected to be at school by 8.40am. Pupils must attend all lessons and other school activities punctually and always arrive in good time for commitments wherever possible. If late they should apologise and explain.
- Pupils who need to miss lessons must ask permission of the teachers concerned at least a day in advance. Pupils must catch up with any work missed and show it to the teacher to ensure it has been understood.
- Pupils should bring all necessary equipment to lessons.
- Pupils are expected to contribute to good learning through positive effort and polite behaviour.
- Pupils are expected to listen to their teacher.
- Pupils are expected to follow the instructions given by their teacher.
- Pupils are challenged to help each other when appropriate.
- Pupils must behave sensibly at all times, especially during the lessons.
- Pupils should leave classrooms clean and tidy.

- Homework or any other assignments should be done on time and to a good standard.
- Pupils must not chew gum or eat any snack or sweets during the school day (children are allowed to bring a healthy snack to eat at the end of the school day if they are staying longer at school).

Technology

- MP3 players, iPods or other personal music players may not be used at school, except with the permission of a teacher, during private study or in social areas during free time.
- Earpieces, headphones etc. may not be worn or used around the school. Pupils must keep mobile telephones and personal music equipment turned off completely during all the lessons and school activities, except with the permission of a teacher, and should not use their phone in public spaces within the school environment.
- Any pupil using a phone or music player without permission, or whose phone rings or makes a noise during class or an activity can expect to have it confiscated. It will be passed to the class teacher, who will inform the pupil when it will be returned.
- The taking of photographs or videos using a mobile phone in lessons or other school activities is strictly prohibited unless a pupil asks a member of staff for permission for a special purpose.

Sport Activities

- Pupils unable to attend games sessions or other activities for health reasons must bring into school a doctor's or parental note. The note must be taken to the games session and handed to the teacher taking the lesson.
- Only official school kit should be worn for games, outdoor education and physical education.
- Girls must wear hair bands for health and safety reasons.
- No jewellery is to be worn during sporting activities.

Lunchtime

- School meals are compulsory at Bright Horizons.

- Pupils are not allowed to bring their own lunch boxes to the school, only if it is agreed with parents (due to food allergies etc.).
- Pupils are allowed to carry a healthy snack (vegetables, fruits etc.) with them to school. They are allowed to consume this during snack time in a designated place/area.
- Good manners are expected in the dining hall and, at the end of a meal, pupils should leave the table tidy and take their tray with crockery and cutlery to the designated place.
- Food must not be taken out of the dining hall without permission. Crockery and cutlery must not be removed from the dining hall.

Appearance and Dress Regulations

- The school uniform must be worn to and from school each day, during school hours and for other school activities.
- School uniform and gym kit must be labelled.
- Pupils must be smartly dressed and in all other respects conform to the school's dress regulations; they should wear full uniform when in uniform; and they should take a pride in their appearance.
- Girls' leggings must be black, blue or white.
- Pupils' hair must be neat and tidy at all times. While boys may have slightly longer hair, this be kept at a reasonable length.
- No pupil is allowed to dye their hair.
- Make up is not allowed to be worn while at school or to school events.

Playground regulations

- Pupils should move around the school in a quiet and orderly manner.
- Children must never run in or around the building or in the car park.
- Before going to outside the children must line up according to a playtime list, quietly and with good manners.
- Slippers/indoor shoes must not be left in the classroom. They must be put away on the shelves under their coats.

- Nobody may climb banks, fences or walls, or climb through any window, or do anything to damage or disfigure school property, either inside or outside the buildings.
- Pupils must never leave the school premises without permission from a member of staff.
- Pupils should take pride in the school environment and keep it tidy.
- All pupils must go outside at playtime, unless a doctor's note is provided.
- Pupils must follow safety rules when using the skate-ramp.
- Scooters/Rollerblades/Skateboards: Pupils must wear helmets, pads and safety gear when riding the scooters and roller blades. While riding pupils must follow directions from a staff member on duty.
- After playtime, pupils must hang up coats and keep the corridor area tidy.

Relationships

- Normal personal relationships in everyday life should be based on respect for each other and for other people.
- Children should always be friendly, kind and caring towards others (hitting, pushing, pulling, fighting, kicking other people, and bullying verbally or physically will not be tolerated).
- Given the sensitive nature of this area, all cases will be dealt with on an individual basis.
- The use of bad language is unnecessary, insulting to others and damaging to the person who uses it. For these reasons it is forbidden.

Failure to respect authority

- A pupil who fails to abide by the school rules or who does not respect the authority of the Headteacher or staff members may be suspended or asked to leave the school, according to the circumstances.
- Parents who do not support the Headteacher and staff in ensuring their child abides by the school rules may be asked to withdraw their child from the school.

Discipline in the school

A community functions more easily and more effectively with clear standards of behaviour and manners. Because misbehaviour can range from minor breaches of the school rules to more serious offences, it is important that pupils are aware of the consequences of unacceptable behaviour both in school and in the local community. They should know in advance the school's policy for deterring and correcting such behaviour. The guidelines that follow provide part of the framework for developing the self-discipline and individual responsibility which are essential in any civilised adult community.

Sanctions for Minor Offences

These include lateness for a lesson or activity, unruly behaviour, poor manners and a poor standard of work. Punishment is at the discretion of the staff concerned and should be dealt with at the time.

Sanctions such as:

- a verbal reprimand
- a letter home (note in child's homework diary or e-mail)
- confiscating something inappropriate for school, e.g. mobile phone etc.
- moving a pupil's position in class – isolating from the peer group
- detaining a pupil at playtime (written work may be given),
- the class teacher consulting with the parents of the child informally
- the class teacher and the Headteacher may be involved in implementing strategies to improve and monitor the child's behaviour and keep the parents informed. Strategies may include:
 - A behaviour chart to positively re-inforce good behaviour
 - The removal of privileges as participation in school trips or sport events
 - Drawing up a 'contract' between the pupil, parent and school agreeing to the Code of Conduct.
- Extra work or repeating unsatisfactory work until it meets the required standard.
- The setting of written tasks as punishments, such as writing lines or an essay
- Missing break time.

Sanctions for Major Offences

- These relate to offences that reveal a serious disregard for others, the school community, for an individual's health and character development or for the law.

- Once the offence has been investigated and it is deemed that a punishment is necessary, the class teacher will contact parents and an appointment will be arranged to see the Headteacher, if possible before the final decision is made. Each case will be treated on its own facts and merits.
- Major offences are recorded in the pupil's file.

Withdrawal

- In the event of a single act of gross misconduct (such as verbal or physical abuse of a staff member) or a repeated series of breaches of discipline, parents may be asked to withdraw a pupil from the school if the School judges it to be in the best interests of the school or the child.
- Expulsion: The School reserves the right, in the last resort, to expel a pupil.

Bullying

- Bullying is not tolerated at Bright Horizons.
- Bullying is the hurting, humiliating, threatening or intimidation of another person. This may be physical or verbal abuse of a person, or abuse of his or her property. It may involve prejudice of a racial, religious, cultural, homophobic, sexual or anti-disability nature. Any pupil who is being bullied or who knows of someone being bullied should be confident that the information will be treated confidentially and sympathetically. In particular, all pupils should feel free to talk to the members of staff about sensitive issues.
- All forms of bullying will be dealt with by the Head of school, in accordance with the school's anti-bullying policy. All bullying should be reported and will be treated extremely seriously.
- Severe or repeated cases of bullying may result in suspension or expulsion.

Records of Punishment

- The school keeps a record of any major punishments and sanctions that are administered and these records can be discussed with the school if necessary.

In Conclusion

On attending Bright Horizons - British International School of Zagreb, pupils and parents must be fully aware of, and agree to abide by, the rules above.

Bright Horizons reserves the right to add to or amend these rules as and when necessary. In this case, parents and students will be notified as soon as possible, and the change will become effective as soon as the notification has been given.

The decision of the Headteacher and the School Board is final in all matters affecting these rules.

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