



Al Ain English Speaking School  
Secondary School

**AAESS**

Student Services  
(Pastoral Care)

School Rules & Regulations

AAESS Policy  
Academic Recognition, Rewards & Sanctions

|   |  |
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| <b>Name of Policy</b>   | School Rules & Regulations<br>AAESS Recognition, Rewards & Sanctions   |
| <b>Purpose of Policy</b>  | To inform students, parents & staff of the standards, behaviour and rules it expects of all members of AAESS |
| <b>Approval for this Policy, including responsibility for its update and implementation</b> | Senior Management<br>AAESS Secondary Staff, Pastoral Team & Academic Leaders                                 |
| <b>Policy applies to</b>  | All Secondary staff & students at AAESS  |
| <b>Date of Approval</b>   | June 2011  |
| <b>Proposed Date of Review</b>  | January 2012   |

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## School Rules & Regulations

### AAESS Recognition, Rewards & Sanctions

#### INTRODUCTION

These rules and notes for guidance codify the sort of behaviour that will enable individuals and the AAESS School community to function safely, productively and happily. They are not intended to constrain but rather to create an environment which will allow AAESS to develop in a purposeful way.

Some of these rules have been made in the interests of safety, health and the general well being of all AAESS members. Others regulations are made in response to academic life, and seek to promote good order and the smooth administration of the wider school community. These rules all fall under the guiding principles and philosophy of the school, which is to provide not only academic opportunities and excellence, but also to promote inclusiveness, concern, tolerance and respect for others, as well as kindness and courtesy throughout the whole school.

No set of rules can address all possible situations; therefore common sense must be a powerful guide throughout.

Breaches of rules defined as “Serious Offences” will be brought immediately to the attention of the Assistant Principal and Principal. Such offenses and consequences are listed in the Recognition and Sanctions grid at the conclusion to these rules and notes for guidance. Committing a Serious Offence may lead to suspension or even expulsion. Repeated misdemeanors of a less serious kind may also attract the same decision. In the case of a breach of the law of the land, the police may be informed. This is to ensure both safety and consistency of standards throughout the school.

It is important to remember that the Principal is responsible for the reputation of the School, and in that role reserves the right to protect it. Therefore an action which brings the school into disrepute, either inside or outside of term time, may be regarded as a “Serious Offence”.

The rules apply to members of the School during term time, when in our care, and also to any other times when a pupil is representing the school, for example on trips, camps, tours, away matches, or travelling to or from school by whatever means.

All pupils are expected to know the School Rules, read notices, refer to their email messages, keep themselves informed, and ask for assistance if needed. Additionally there are specific rules and regulations, which apply to Houses, ICT Rooms, the dining hall, laboratories, the swimming pool, the sports buildings and school minibuses and these should also be observed.

The school complies with the regulations and guidance stipulated by ADEC and the Ministry of Education.

Adrian May

Principal  
**AAESS**

# General Academic Expectations

- Pupils must be punctual for all lessons and activities, prepared with the correct books and equipment.
- Set work should be neatly presented and handed in on time, to the best of the Pupil's ability.
- Pupils must apply effort in all school activities, and refrain from distracting the learning process.
- Pupils are to follow all reasonable directions from staff, in academic, extra-curricular and pastoral contexts, and to exhibit due respect to all school staff members.
- Books, equipment and other materials should be properly cared for, as should all school property.
- As senior school members with unique needs and responsibilities, Sixth Form students are afforded additional privileges, and are asked to sign a learning agreement. (For further details please see section The Sixth Form)
- As well as following directions concerning internal examinations from the Examinations Officer or the Departmental Head, pupils must also familiarise themselves with the rules governing examinations and assessments and observe them.
- If a pupil must miss a lesson or activity for any reason (for example Learning Support or Music), they must seek the permission of the teacher involved. Where possible, 24 hours notice should be given. It is expected that they should apologise if they fail to do so. As all lessons are charged for, pupils are likely to be billed for lessons missed without forewarning or good reason (for example individual music tuition).
- Work missed through absence must be caught up unless officially excused from doing so by the subject teacher. It is the pupil's responsibility to catch up on missing work, homework class notes or tests. (Notes for absences must be provided to the tutor)
- Attendance, punctuality and academic performance are submitted to the Ministry of Education for review. Not meeting the government guidelines may result in repeating the academic year.
- Cheating is unacceptable. Cheating in external examinations or plagiarism in coursework must be reported to the examination board concerned, which could jeopardize the candidate's GCSEs or A levels across all subjects. This and plagiarism from the Internet are regarded as Serious Offences.
- Unacceptable work, poor classroom behaviour or a lack of punctuality will be challenged. Poor work can be re-set, or other academic work can be set as directed by the member of staff.
- Academic detention may be applied either on a Thursday afternoon, or by being asked to report to the HOD or Assistant Principal at a specified time.
- If a student or group is to be kept behind after school a minimum period of 24hrs notice will be given to the student to inform parents.
- Misbehaviour during lessons, break times, ECA's and public venues will not be tolerated. Students may be asked to be sent to an isolation room or report to Pastoral Services offices during break times and depending on the offence may be followed up by the guidelines set out in the sanction grid.
- A pupil whose attitude and achievement is unacceptable may be put on academic probation by the relevant Head of Department or Head of Key Stage.
- Consistent or serious failure to meet academic standards may lead to a pupil's loss of privileges, (sports, prefect or house captain status), academic suspension or removal from the School.

# Rewards- The House System

The school supports a house merit system (house points) and all staff are expected to apply it consistently, according to the criteria laid out here.

**Verbal praise and encouragement should be used often and in every lesson.**

Academic effort & achievement, inter-house sporting events, and contribution to school life are factors that are used to reward students.

AAESS House system splits every student into the following Houses:

**Rukh**  
**Phoenix**  
**Dragon**  
**Griffin**

House Points should be given to any pupil who achieves over and above the General Academic Expectations. House points feed into the overall House point totals managed and maintained via House Captains and the Head of House.

- House Points will be awarded in the form of a paper card handed to a student to keep and collect. The House Point cards are to be handed in to the Form Tutor for recording purposes at the end of the week during Tutor Time.
- A House Point can be given to an individual or to a group.
- When awarding a House Point, the member of staff will sign and identify the reason for awarding the house point, in order to validate it.
- **Only one House Point will be awarded at a time.** *This is so that the merit system retains value.*
- If an effort or an achievement or is of such a high standard that it is deserving of more than 1 House point, the pupil will be referred to the HOD or HOKS. These people can award one additional House Point.

This will achieve two outcomes

- It gives the HOD/HOKS the opportunity to see evidence of high achievement and to further praise the pupil.
- To ensure consistency of reward by limiting the number of House Points given out at any one time

Recognition of pupils reaching a certain number of house points will be as follows:

| House Points | Award                |   |  |
|--------------|----------------------|---|--|
| 15           | Bronze Certificate   | Tutor awards during Tutor Time or assembly                                  | Note in Dairy                            |
| 30           | Silver Certificate   | HOKS presents during assembly   | Letter/Email of praise sent home by HOKS |
| 45           | Gold Certificate     | HOKS presents during assembly. A Prize will also be awarded.                | Letter/Email of praise sent home by HOKS |
| 100          | Platinum Certificate | AP Presents during end of Term/Year assembly. A Prize will also be awarded. | Letter/Email of praise sent home by AP   |

# Rewards Criteria- House System

For the purposes of clarity and integrity, House Points will be awarded according to the following criteria.

| CRITERIA FOR THE AWARDING OF HOUSE POINTS |   |  |
|---|---|--|
| 1   | The achievement of outstanding work, shown by a top grade or mark   |  |
| 2   | The achievement of a high test result or personal best  |  |
| 3   | The sustained improvement in the standard of work over several weeks  |  |
| 4   | Showing initiative in the production of voluntary work of a good standard   |  |
| 5   | Determination and effort in tackling areas of weakness, or meeting set goals and academic targets                               |  |
| 6   | Keeping a neat, well maintained Planner for half a term. Awarded by the Form Tutor half-termly<br>Signed by parents every week. |  |
| 7   | Wearing full school uniform for a complete half term Awarded by tutor half termly   |  |
| 8   | Helping the School Community outside of school hours. (1 HP per event). This includes the following:                            |  |
|   |   | Parents evenings<br>Register monitor (Half termly)   |
|   |   | Helping to clean & organize equipment<br>Involvement in sponsored events & other charity events  |
|   |   | Taking part in assemblies<br>Taking part in concerts & productions   |
|   |   | Form litter duty<br>Reception duty<br>FOS Events<br>Bake Sales<br>Arabic competitions<br>Science Fair etc...   |
|   |   | Showing visitors around school   |
| 9   | Taking part in Extra-curricular activities  | Music, Drama etc...<br>Math's Challenge, Mock trials etc...<br>Attending practice matches on a regular basis<br>Attending clubs (half termly)<br>SRC participation |
| 10  | Acting responsibly and with concern for others  | Assisting new pupils to settle into school<br>Handing in found items (and acting honestly)   |
| 11  | Participating in Inter-House Competitions   |  |
| 12  | Participating in community activities   | Representing Al Ain in sporting or other activities  |
| 13  | Miscellaneous individual and whole school efforts and achievements  |  |

# STUDENT CODE OF CONDUCT

AAESS expects its pupils to behave in a way that reflects well on themselves and the School.

## You Own Your Own Behaviour

- Treat all others as you would expect to be treated by them, with the highest possible dignity, courtesy and patience. Recognise and tolerate differences between individuals.
- Respect school property. Vandalism and graffiti will be treated as a Serious Offence.
- Respect the property of others.
- Have a proper regard for authority and be positive and enthusiastic about all aspects of school life.
- Accept responsibility for your school, and volunteer to help instead of waiting to be asked.
- Resist asking where possible for drink or toilet breaks during lessons. Student must try to use such facilities in between lessons or during breaks only.
- Pupils should avoid dropping litter and are asked to pick up any they may find.
- Chewing gum and fizzy drinks are not to be brought in or consumed at school.
- Food from vendors outside of school is not to be brought in or sold at AAESS
- Pupils should pay particular attention to behaviour and appearance when off the School campus. AAESS students should remember that they are ambassadors for the school at all times
- Aggressive or threatening behaviour be it physical or verbal is unacceptable. This is a Serious Offence.
- Bullying, be it physical, verbal, exclusionary or emotional, is a Serious Offence. This includes any form of cyber bullying, sexual harassment, racism or sexist abuse. (See statement on Bullying)
- Intimate relationships are forbidden. A breach of this rule is a Serious Offence. Explicit physical contact and public displays of affection (PDA) are unacceptable under the supervision of the laws relating to the UAE, decreed by the Ministry of Education
- IPODS / MP3 players should only be used in private study time, or while waiting for parents at the front gate. *The School will not be held responsible for any loss or damaged caused to these items.*
- Mobile telephones are allowed, but with certain restrictions. The numbers must be registered with the tutor. Mobile phones may be used only in case of emergencies, under the supervision of a teacher. They may not be used during School time, including breaks. During those times they should be switched off. Mobile phones must be concealed at all times. *The School will not be held responsible for any loss or damaged caused to these items.*
- The sending of inappropriate text or picture messages is likely to lead to a student's mobile phone being confiscated. The use of cameras on mobile phones is not allowed in any areas particularly washing and changing areas.
- Users of computers and the Internet are expected to comply with the standards of behaviour laid down in the rules stated in the ICT User Policy. Inappropriate images or language posted on the Internet which would bring the School into disrepute will be treated as a Serious Offence.
- Pupils are reminded that they should not take photographs or videos of another pupil or member of staff or distribute that image without their agreement. Misuse of such images, especially if inappropriate, may constitute bullying.
- In special circumstances, classrooms may be used in the absence of staff, for schoolwork or other authorised school activities only, with the permission of the staff member concerned. Staff desks and all other equipment must not be interfered with, and the room should be left in a tidy condition and configured as it was found.

# STUDENT EXPECTATIONS: CODE OF CONDUCT

## All pupils should

- Work to the very best of their abilities.
- Maintain a neat, tidy, ordered personal appearance, including well cut hair of moderate length.
- Contribute positively to a neat, tidy and peaceful environment.
- Show visitors to their destinations, not just give directions.
- Speak to members of staff with respect and without hands in pockets or leaning.
- Open doors for others and, when appropriate, let others pass through first, and look behind before letting a door swing closed.
- Eat meals in a civilised, quiet and ordered way, using cutlery in the accepted fashion, and never eat whilst standing up or on the move.

## Start of lessons

- There is no designated travel time between lessons. It is expected that all pupils should be ready to start lessons promptly and be prepared with all materials for the lesson.
- Lessons should start as soon as possible, and it is the expectation that pupils will move to these lessons quickly and without diversion.
- If the teacher taking the lesson has not arrived within five minutes of the start of it, then it is the responsibility of a member of the class to alert another teacher, even if this means interrupting a class already working.

### **On entering a classroom/laboratory pupils should:**

- Take out from any bags all the books and equipment which might be needed for the lesson. This should include diaries, as homework can be set at any appropriate time during the lesson.
- Store bags in the designated place.
- Open their exercise books ready to begin the lesson.
- Sit down quietly, and if there is an opportunity, read over the most recent work.

## During the lesson (Students should expect)

A worthwhile lesson is one in which you as pupils make progress in either your skills or your knowledge. Good lessons have well defined objectives, and you should know what these are. More importantly, good lessons necessitate an excellent attitude to learning. Amongst other things an excellent attitude to learning is judged on whether:

- Pupils respond positively, and are well motivated and co-operative.
- Pupils show interest and apply themselves, sustaining concentration and developing the ability to study by themselves.
- Pupils have constructive learning relationships with each other, talking about academic problems with each other and with their teachers. They are tenacious in understanding difficult work.
- Pupils recognise the differences between private and collaborative study, and when and where these are appropriate.
- Pupils show initiative and take responsibility for their own progress.
- Pupils demonstrate the highest standards of behaviour in class, in study areas (including the library, ICT rooms and around the hall).

## At the end of a lesson

- The end of a lesson is determined by the teacher, not by the bell.
- Pupils should ensure that they are aware of any homework that needs to be undertaken, and when and where this needs to be handed in. In nearly all cases this needs to be recorded in homework diaries.
- When dismissed, pupils should leave lessons quickly and quietly, ensuring that any litter is cleared away and that the classroom/laboratory is in good order for the arrival of the next class.

# BULLYING

All forms of Bullying are not tolerated at AAESS and is treated as a Serious Offence

## Definition of bullying

Bullying occurs when an individual or group uses strength or power to hurt, either physically or emotionally, by intimidating or demeaning others. It is usually persistent and is often covert, and is a conscious attempt to hurt, threaten or frighten someone.

Bullying can include: name calling, taunting, mocking, making offensive comments, kicking, hitting, taking belongings, inappropriate text messaging and electronic messaging (including via web-sites, social networking sites and Instant Messenger), sending offensive or degrading images by phone or via the internet, producing offensive graffiti, gossiping, excluding people from groups and spreading hurtful and untruthful rumours.

## Bullying can happen to anyone.

**AAESS aims to educate and punish ALL forms of bullying including:**

- Bullying related to race, religion or culture.
- Bullying related to special educational needs.
- Bullying related to appearance or health conditions.
- Bullying related to sexual orientation.
- Bullying relating to family or home circumstances.
- Sexist or sexual bullying.
- Cyber bullying.

## How do we deal with bullying in our school?

### School Ethos

It will be made clear that bullying in any form is unacceptable. It will be taken seriously and dealt with promptly.

### Staff Responsibilities

- To implement procedures to confront bullying in any form
- To listen to all parties involved in incidents
- To investigate incidents promptly and as fully as possible
- To take appropriate action or to refer to Tutor/Head of KS/SLT as appropriate
- To promote the use of a range of learning styles and strategies which challenge bullying behaviour

### Curriculum

- During PSHE lessons students are taught to be assertive, considerate and confident. Work is also done to raise awareness of bullying issues.
- Literature classes, Drama classes, outside visitors' presentations and assemblies are just four examples of opportunities where the issue of bullying may be raised, discussed and explored.
- At times it may be appropriate to do some extra or specific work deliberately for whole groups in response to incidents.

### Incident Management and Reporting

- Bullying will be dealt with quickly and fairly. Students can report it to a member of staff or use the e-mail system.
- In the first instance the Tutors will be informed. If serious, the Head of KS or SLT will be notified.
- All students involved will complete student statement forms. The perpetrators will be punished in accordance of the sanctions laid out in this policy

# AAESS UNIFORM

All clothing items are available from the Uniform Shop at School

## GIRLS

Blue AAESS shirt (short or long sleeved)  
Plain navy blue skirt (knee length or longer) or  
plain navy blue trousers (not denim or hipsters)  
Plain black Shoes or Sandals  
AAESS school sweatshirt

## BOYS

Blue AAESS shirt (short or long sleeved)  
Plain navy blue trousers (not denim)  
Plain black Shoes or Sandals  
AAESS school sweatshirt

(flip-flops / thongs are not acceptable)

During the colder months pupils may, of course, wear warmer outdoor clothing whilst outside.  
However, these garments must be removed inside the school buildings.

## GIRLS' PE KIT

Blue AAESS polo shirt  
Plain navy blue shorts or track suit Trousers or  
white polo shirt with house colours and black  
Shorts  
Trainers

## BOYS' PE KIT

Blue AAESS polo shirt  
Plain navy blue shorts or track suit Trousers or  
white polo shirt with house colours and black  
Shorts  
Trainers

One piece swimsuit and leggings if required

Suitable swimming attire

Please note that for sport practises pupils are also expected to be in appropriate attire that is respectful of UAE culture. For fixtures, PE kit or school kit must be worn.

## SIXTH FORM

While there is no Sixth Form uniform we expect pupils to come to school smartly dressed

## GIRLS

Trousers or below knee length skirt  
Blouse or smart T-shirt (higher necked with  
sleeves)  
Plain sock or tights  
Plain leather shoes or sandals

## BOYS

Plain tailored trousers.  
Shirt with collar  
Plain socks  
Plain leather shoes or sandals  
NO Hybrid Trainers

Please note that for sport lessons pupils are also expected to be in appropriate attire that is respectful of UAE culture. For fixtures PE kit must be worn or school kit.

## JEWELLRY

Wrist watch and single stud in each ear are allowed. No other visible piercing.  
Please note: For reasons of Health and Safety rings, necklaces etc. are not permitted.

## MAKE UP

Make up (including foundation, eye makeup or nail varnish) is not permitted.

## HATS

While we strongly encourage the wearing of hats outside, no hats are to be worn in the school building. During colder weather a plain white T shirt may be worn under the shirt.  
**ALL OF YOUR CHILD'S CLOTHING AND BELONGINGS SHOULD BE CLEARLY NAMED. YOUR CHILD IS RESPONSIBLE FOR THE CARE OF THEIR BELONGINGS IN SCHOOL.**

**Persistent uniform offenders will be sent home until proper uniform attire is worn.**

Students must observe and be aware of the consequences of violating local Customs.

**ALL STUDENTS MUST ENSURE CLOTHING WORN IS NOT TOO REVEALING**



# Health and Safety

- Pupils whose parents are abroad must supply the School with details of their nominated guardians.
- All health care comes under the authority of the School Nurse. No pupil may engage in unauthorised medical treatment. Medication brought from home should be declared to the Tutor, HOKS and Nurse. In the first instance, any pupil needing medical attention should consult their Tutor. Accidents or injuries should be reported immediately.
- Smoking and the possession of smoking materials are forbidden. Pupils should not return to School having clearly smoked elsewhere, nor should they be at any time in the company of smokers. These are Serious Offences.
- Taking, possessing or dealing in drugs or solvents is forbidden. These are Serious Offences.
- All pupils must acquaint themselves with the Fire Regulations. Electric wiring, fire alarms or fire equipment must not be interfered with. Tampering with fire and other safety equipment is a Serious Offence.
- In the pool, swimming is permitted only when a properly qualified member of Staff is present. The swimming pool is out of bounds except at official swimming times and may be used only as the Rules of the Swimming Pool dictate.
- The Gymnasium may only be used if a member of Staff is present. The multi-gym may only be used by pupils aged 16 years or over, provided they have had induction by the Head of PE. There must a minimum of two persons present at any time (see Head of PE for more information).
- Pupils should only enter the Sports Hall if a member of staff is present, or if they have permission from a member of staff who has checked that the Sports Hall is safe. If no member of staff is present, a House Monitor or senior pupil must be present (see Head of Sixth Form for more information).
- The possession of dangerous articles as defined by the School, such as laser torches, knives, firearms, air pistols, paintball/ball-bearing guns, catapults, fireworks, chemicals and explosives is forbidden.

# School Bounds

The following places are out of bounds:

**Areas that may only be visited with staff supervision/permission:**

- Swimming Pool
- Gym
- Sports Hall
- Science Labs
- Art classrooms
- ICT Rooms
- School Hall
- Ancillary staff quarters
- Primary school areas
- Music Rooms
- Canteen

***Please see the Map of the School grounds for more information***

# Fire and Emergency Regulations

## Action to be taken in the event of a Fire or Emergency Alert

- The building should be evacuated immediately in a quiet calm manner, closing all windows, doors, air conditioners and lights as the last person leaves. Everyone should proceed to the designated assembly point shown on fire notices. Do not re-enter the building until authorised to do so.
- All belongings should be left behind when exiting the building
- During teaching periods, if you are in the building where there is fire, move to the class assembly area where the member of staff will check that all pupils they have been teaching are present.
- (During teaching periods, if you are in another building and became aware of the emergency elsewhere, remain in class until further instructions are received.)
- During non-teaching periods, the building where there is fire should be evacuated immediately and everyone should assemble in their Tutor Groups. All members of the academic and non-teaching staff, not attached to a class, should proceed to the assembly area and await instructions in silence.
- All further instructions and evacuation route maps are posted on the back of classroom doors throughout the school

# ENTERING & LEAVING SCHOOL

## Signing In & Out

- The School Day starts at 7.45am, and ends at 2.55 p.m. All KS3 and KS4 students are expected to be at school between these times, unless permission is given.
- All students must sign out at reception when leaving school with a signed permission note from a parent.
- Students are not allowed on site until the gates open at 7:30 am. They must not enter the building.
- Students are not allowed to enter the building until 7:40 am
- Students who are late after 7.50 am must sign in at reception without fail.
- Students are not allowed inside the buildings or school grounds while waiting for parents after 4pm. They should wait to be picked up at the main school gates.
- The school is not responsible for the care of students who are left on the premises after 3pm, if not formally enrolled in an Extra Curricular Activity.
- Parents are discouraged to plan trips during normal term time. It is the responsibility of the students to catch up any missed work
- Where possible all doctor/dentist appointments should be made outside of school hours
- Where a child is to miss classes, a parent must provide a note for said absence

# YEAR 11 AND THE SIXTH FORM

- Yr11 students may, following the advice of their subject teacher and parents, drop a subject to concentrate on subjects they will hopefully pass at examination level.
- Pupils who wish to change or discontinue an option subject should first submit a request from their parents in order to obtain agreement from the Head of Department and the support of all concerned. It is normal school policy that a student is not allowed to change a subject six weeks after beginning a course.
- If a subject is dropped by a Year 11 student, he or she must nevertheless continue to attend the same subject and class appointments, but conduct independent study and other work in silence at the back of the classroom, unless otherwise advised.
- Before Sixth Form Students are allowed to leave the premises during study periods they (and Parents) must have signed a Learning Agreement, covering issues such as attendance and general conduct.
- All leaves for Sixth Form pupils are only with the permission of the Head of Sixth Form, at their discretion.
- Parents of Sixth Form pupils are recommended to see that their children observe the School Rules. Students should arrive at class on time and not miss any lessons.
- All 6<sup>th</sup> Form Students must attend school for morning registration on Sunday for PSHE lessons and assemblies for important news and information.
- All 6<sup>th</sup> Form students must sign in and out at Reception.
- Sixth Formers may have Private Study Periods in designated classrooms or the common room, but if they do they should remain there for the duration of the lesson and not cause disruption.

# VISITING THE NURSE

Students are not denied access to the nurse; however the following procedures are laid out to ensure abuses are monitored.

## **Students are only referred to the Nurse during class time for:**

- Onset of severe headache
- Accident occurring in classroom/ on the sports field
- Sudden onset of stomach ache, nausea, vomiting and diarrhoea
- Students that identify themselves with medical conditions such as asthma, allergy, diabetes etc.

## **Student conditions to be seen in break time:**

- Coughs, colds and general malaise
- Injuries more than one day old
- If requested to be seen by the nurse
- Female personal problems
- Parents' requests for students to see the nurse

## **Conditions not required to be seen by the nurse**

- Minor abrasions, grazes, small blisters, paper cuts and general knocks and bumps
- Nose bleeds if they resolve
- Ordinary tiredness
- Ordinary hunger or thirst
- If the student wants to go home.

Each classroom teacher is usually equipped to deal with minor problems.

HOKS will be informed by the nurse of any abuses to the referral method. Admin staff can contact home as well to inform parents, and it is to be monitored by HOKS for any continued problems. HOKS will contact parents when necessary.

## RECOGNITIONS, REWARDS AND SANCTIONS

We are keen to emphasise rewards rather than punishments. The following is a summary of both rewards and sanctions.  
Pupils are actively encouraged to abide by the School Rules and Notes for Guidance, thus maintaining the spirit of the community.

| <b>ACADEMIC RECOGNITION AND REWARDS</b>  |  |  |  |  |
|--|--|--|--|--|
| Recognised by                            | Actions by pupil   | Examples/guidance  | Rewards  | Also informed  |
| All staff                                | Good work  | Effort<br>Attainment<br>Improvement  | Praise in class, work exhibited<br>Mark Order recognition<br>House Points<br>Note in dairy | Head of Department, Tutor, HOKS<br><b>Record in TRF</b>  |
| HOD<br>Tutors                            | Strong Mark Order  | Effort grades  | HOD, AP Commendations<br>VP Commendations, Certificate                                     | HOKS, Tutor, parents<br><b>Record in TRF</b>   |
| All staff                                | Excellent work   | Relative or absolute quality   | House Point, Praise, Assembly  | Head of Department, HOKS<br><b>Record in TRF</b>   |
| All staff                                | Outstanding work   | Absolute excellence (detail, scope,<br>analysis, depth)  | Achievement Certificate<br>(Book Token)  | Head of Department, AP, parent<br><b>Record in TRF</b>   |
| Heads of Departments                     | Consistent high level work   | Subject prize on Speech Day  |  | Principal, staff and all parents<br><b>Record in TRF</b>   |
| Heads of Departments,<br>Staff in charge | Recognition of strong intra School<br>performance  | E.g. debating, public speaking,<br>academic competitions   | Certificate in Assembly  | Staff and pupils (plus published on<br>webpage)<br><b>Record in TRF</b>                            |
| Staff in charge                          | Recognition of academic commitment<br>and enthusiasm for subject area  | See Rewards. House Points, Certificate of achievement.   |  | AP, VP & HOKS, Tutor   |
| Heads of Departments<br>Staff in charge  | National or regional success   | Maths, Science Fair, Spelling, Islamic<br>Competition, etc   | Presentation if appropriate  | Staff and pupils and published as<br>news on school webpage  |
| AP, VP & Principal                       | Outstanding AS results (min. 4 A<br>Grades)<br>Outstanding IGCSE Results   | AAAA equivalent UMS scores   | Academic Status  | Recognition, Parents   |
| Principal, Fed via All Staff             | Excellent and consistent academic<br>leadership in the School both within<br>subject areas and by making a wider<br>contribution to enrich the life of the<br>school | Participation in external<br>competitions, events of an<br>academic nature<br>Leadership of Academic Societies | Presentation Assembly  | Full citation celebrating the<br>contribution the pupil has made,<br>Parents, Webpage announcement |

## RECOGNITION OF A POSITIVE CONTRIBUTION TO SCHOOL LIFE

| Level  | Actions   | Examples   | Rewards  | Also informed   |
|--|---|--|--|---|
| All staff                                    | Minor displays of good behaviour  | Kindness, picking up litter, helpfulness etc   | Praise in private or public forum (generally classroom Teacher)  | HOKS & Tutor  |
| All staff                                    | Higher levels of good behaviour and contribution                                  |  | Recognition in Assembly<br>House Points  | AP  |
| Tutor, HOKS                                  | Potential and emerging leadership qualities                                       | House participation<br>Tutor Register Monitor  | Appointed House/class Monitor<br>Appointed to lead a House Activity (e.g. Drama, Music)<br>Awarding House Points | ALL Staff, AP, VP   |
| All Staff                                    | Strong leadership qualities   | Whole School participation   | Praise in Assembly   | Parents   |
| Staff in Charge (DofE) outside clubs         | Leadership qualities  | Organisation of pupils, teamwork, initiative, reliability, consistency and fairness                                    | House Points   | AP, Tutor, VP   |
| Staff in charge of Sports                    | Strong contribution and concern for those around                                  | Personal skill, commitment to team and to sport, support of other pupils, exemplary conduct in representing the School | Appointed as Captain   | AP  |
| Staff in charge of Sports                    | Significant contribution to team  | Leadership, commitment, skill  |  | Tutor, HOKS, AP   |
| Senior Leadership Team<br>Head of Department | Strength of character, commitment, setting a good example, tackling adversity etc | School Prizes on Speech Day  |  | Board, VP, Principal, AP Staff, parents and School                              |
| Head of House                                | Excellence in House Activities  | Music, Drama, Sport and other areas of House life  | House Awards   | AP  |
| AP, VP, Principal                            | Excellence in School Activities   | Music, Sport, Drama and All Round excellence   | Certificate  | Full citation celebrating the contribution the pupil has made, Parents, Webpage |

## SANCTIONS

It should not normally be necessary to punish members of the school, but should it be required the following table gives an idea of the type of sanction which will be imposed should a transgression occur. This is a guide, since it will not be possible to be fully prescriptive given the different circumstances which may occur. All circumstances and legitimate consequences will be taken into consideration by the member(s) of staff dealing with the situation.

| ACADEMIC SANCTIONS  |   |  |   |
|---|---|--|---|
| <p>Poor effort in a subject (whether that be class work, prep or tested work) is likely to result in a poor Mark Order Effort grade. The reasons for the Poor Mark Order will be identified and discussed by the tutor and the pupil, and targets will be set to address the problem before the next Mark assessment.</p> <p>Poor performance in more than one subject is likely to result in being put on Report or given a HOKS card (Sixth form) as detailed below. This means the pupil will carry a daily report with them to lessons and receive written feedback or score after each lesson. This can also provide a good opportunity to receive praise and encouragement. Parents will be asked to countersign these reports.</p> |   |  |   |
| Level   | Offences                                      | Sanctions  | Informed  |
| All Staff   | Late work<br>Sub standard work                | Reset work as Sides<br>Kept in/detained by teacher<br>Minus House Points               | Heads of Departments, Tutor, HOKS via TRF                                   |
| All Staff   | Lack of Homework (or failure to submit)       | Payback in time Break time (1 <sup>st</sup> )<br>Record 2 <sup>nd</sup> offence in TRF |   |
| All Staff<br>(sanctioned by Head of Department)   | Falling badly behind with work                | Detention, Payback time  | Parents informed via HOKS or HOD<br><b>Record in TRF</b>                    |
| All staff in consultation with Heads of Departments and Tutor   | Serious and/or persistent academic concerns   | Report Card, supervised study periods (6th form)                                       | Tutors, teachers, Heads of Departments, HOKS, parents. Refer via HOD to ILN |
| All Staff   | Major concerns about work effort and attitude | Sent to see HOKS AP<br><b>Record TRF</b>   | Heads of Departments, HOKS, Tutor and letter to parents from AP or HOD      |

### Behavioural Sanctions

Students may be asked to leave a classroom if their behaviour is deemed to be disruptive. Where possible the student will be asked to report to the HOD or HOKS for the remainder of the lesson (isolation room) and a record will be made in the TUTOR RECORD FOLDER (TRF). If a whole class is disruptive, it is up to the class teacher to arrange payback time either via a break time detention or after school (only after students are informed via HOKS). The guidelines described below, including common sense strategies by the teacher, are to tackle any behavioural issues during lessons or during break times. It is the responsibility of the member of staff to follow up on all levels of sanctioned actions available to ensure consistency.

For any infraction during break times, students will be asked to report to the relevant Pastoral services office to be dealt with by the Head or assistant Key Stage Leader. They will be sanctioned in accordance to the policy outlined below.

Persistent late attendance to school may result in a student being sent home

ALL Students & Parents have the right to appeal to the School Board on Serious infraction sanctions applied.

Warnings issued remain in the students file and maybe recorded in transfer documentation to future education institutions.

## BEHAVIOURAL SANCTIONS

| Level                   | Offence Level | Offences                                   | Examples   | Sanctions/Action   |  |   | Also Informed        |
|-------------------------|---------------|--|--|--|--|---|----------------------|
|                         |               |  |  | First  | Second   | Third   |                      |
| All Staff<br>Duty Staff | Mild          | Low level anti-social behavioural problems | Minor rudeness, litter throwing, disruption etc  | Copy (sides) Code of Conduct<br>Payback Time<br>Reprimand                | Day Detention<br><b>Record TRF</b><br>Note in Planner<br>Reprimand                     | Parents Contacted<br><b>Record in TRF</b>                                 | Tutor,<br>HOKS       |
| All Staff               |               | Lack of equipment (without a note)         | No text or exercise books, writing equipment, PE Kit   | Copy (sides) Code of Conduct<br>Payback Time<br>Reprimand                | Day Detention<br><b>Record TRF</b><br>Note in Planner<br>Reprimand                     | Parents Contacted<br><b>Record in TRF</b>                                 |                      |
| All Staff               |               | Lack of Planner                            | Left in locker, or not brought   | Payback Time<br>Reprimand  | Copy (sides) Code of Conduct<br>Payback Time<br>Reprimand                              | <b>Record in TRF</b><br>Parents contacted                                 | Tutor<br>HOKS        |
| All Staff               |               | Late to lesson (without note)              | Hanging around in corridor<br>Dependent on teacher discretion amount of time   | Copy (sides) Code of Conduct<br>Payback Time<br>Reprimand                | Copy (sides) Code of Conduct<br>Payback Time<br>Reprimand                              | <b>Record in TRF</b><br><b>Verbal or Warning issued</b>                   | Tutor,<br>HOD<br>AP  |
| Tutor,<br>HOKS, AP      |               | Uniform infraction                         | Wrong Footwear or clothing without note from HOKS or Parent.<br>Inappropriate length of skirt or tightness of clothing, baggy pants etc. | Copy (sides) Code of Conduct<br>Reprimand with verbal warning            | Note in Planner, Verbal reminder<br>Letter sent home                                   | <b>Record in TRF</b><br>Contact Parent or sent home                       | Tutor,<br>HOKS<br>AP |
| Tutor,<br>HOKS          |               | Make Up or Jewellery                       | Lipstick, body art showing, excessive jewellery  | Reprimand with verbal warning.<br>Removal of items                       | Removal via HOKS<br>Note in Planner  | <b>Record in TRF</b><br>Sent home   | HOKS<br>AP           |
| HOD<br>Tutor<br>HOKS    | Moderate      | Persistent low level behavioural concerns  | A little more than name calling and rudeness, continuous so as to upset a group or person  | Further low level sanctions.<br>Detention<br><b>Record in TRF</b>        | Further low level sanctions, possibly Chores set by Tutor or HOKS<br><b>Record TRF</b> | <b>Record in TRF</b><br>Contact Parents<br>Isolation                      | Tutor,<br>HOKS, AP   |
| All Staff               |               | PDA  | Hugging, holding hands, cuddling both between same sex and opposite  | Copy (sides) Code of Conduct<br>Verbal Reprimand<br><b>Record in TRF</b> | Contact Parents<br><b>Record in TRF</b><br><b>Verbal warning</b>                       | Contact Parents<br><b>Record in TRF</b><br><b>Possible formal warning</b> | Tutor,<br>HOKS<br>AP |
| All Staff               |               | Mobile Phone Use                           | Openly using without permission; not switched off  | Copy (sides) Code of Conduct   | <b>Record in TRF. Detention</b>  | Contact Parents<br>Confiscated  | HOKS                 |

## BEHAVIOURAL SANCTIONS

| Level             | Offence Level | Offences   | Examples   | Sanctions/Action   |   |   | Also Informed       |
|-------------------|---------------|--|--|--|---|---|---------------------|
|                   |               |  |  | First  | Second  | Third   |                     |
| All Staff         |               | MP3 IPOD in Class and corridor   | Using in Class time and corridor   | Verbal Reprimand   | <b>Record in TRF</b><br>Copy (sides) Code of Conduct. Detention   | Contact Parents<br>Confiscated  | Tutor,<br>HOKS      |
| All Staff         |               | Low level or isolated bullying or nuisance to others outside the classroom | Name calling, pushing, chasing etc.  | Verbal Reprimand<br>Record in TRF<br>Copy (sides) Code of Conduct    | Call Home<br>Record in TRF<br>Verbal warning issued   | Parents called in<br>Warning letter issued by HOKS  | Duty Tutor,<br>HOKS |
| All Staff         |               | Truancy  | Missing lesson, leaving school without note to teacher   | Call Home<br><b>Record in TRF</b>                                    | Call Home<br><b>Record in TRF</b>   | Parents called in<br><b>Warning issued</b>  | Tutor<br>HOKS<br>AP |
| All Staff         |               | Insulting fellow pupils  | Name calling etc.  | Verbal Reprimand<br>Copy (sides) Code of Conduct                     | <b>Record in TRF</b> as Bullying  | Contact Parents<br><b>Record in TRF</b><br><b>Warning issued</b>                                    |                     |
| All Staff         |               | Inappropriate use of Internet  | Playing games etc.<br>Not following ICT User Policy  | Verbal Reprimand   | Detention<br>Copy ICT User Policy<br><b>Record in TRF</b>   | Loss of Network privileges<br>Parents contacted   | Tutor<br>HOKS       |
| All Staff<br>HOKS | Serious       | Racist Name Calling  | Either individuals or in groups  | <b>Parents Called Isolation with AP/HOKS</b><br><b>Record in TRF</b> | <b>Parents Called in Warning Issued</b><br><b>Suspension 3 days</b><br><b>Record in TRF</b><br><b>Record in TRF</b> | <b>Final Warning Issued</b><br><b>Suspension 3 days</b><br><b>Record in TRF</b><br><b>Sent home</b> | HOKS<br>Tutor<br>AP |
| All Staff<br>HOKS |               | Sexist Abuse   | Either individuals or in Groups  |  |   |   | HOKS<br>Tutor<br>AP |
| All Staff         |               | Persistent Bullying  | <b>* As above depending on seriousness and after investigation sanction actions 1-3 maybe not be applicable. Therefore possible action could result in expulsion or student being asked to leave AAESS</b> |  |   |   | AP, VP,P            |
| All Staff         |               | Swearing (at Pupils)   | As Above   | As Above   | As Above  | As Above  | As Above            |
| All Staff         |               | Swearing (at Staff)  | As Above   | As Above   | As Above  | As Above  | As Above            |
| All Staff         |               | Swearing (about/in the presence of staff)                                  | As Above   | As Above   | As Above  | As Above  | As Above            |
| All Staff         |               | Insolent Behaviour/Refusal to follow instruction                           | As Above   | As Above   | As Above  | As Above  | As Above            |
| All Staff         |               | Smoking  | As Above   | As Above   | As Above  | As Above  | As Above            |
| All Staff         |               | Fighting   | As Above   | As Above   | As Above  | As Above  | As Above            |
| All Staff         |               | Theft  | As Above   | As Above   | As Above  | As Above  | As Above            |
| All Staff         | Vandalism     | As Above   | As Above   | As Above   | As Above  | As Above  |                     |
| All Staff         | PDA           | Gratuitous affection in Public Areas                                       | As Above   | As Above   | As Above  | As Above  |                     |