



# Developing Successful 21<sup>st</sup> Century Citizens

## OUR VISION

DEVELOPING SUCCESSFUL 21<sup>ST</sup> CENTURY CITIZENS

## OUR MISSION

To achieve our goals through 'Thinking, Learning & Caring

# **British Secondary School Behaviour and Celebration Policy**

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## Aims and objective:

El Alsson School is committed to bringing out the 'best in everyone'. This policy is a broad overview of our expectation for creating a safe and secure environment for all. Each section of the school will have its own ***Behaviour and Celebration policies***, which will encourage students to behave to the level expected at all time.

We believe that in order to enable teaching and learning to take place, desired behaviour in all aspects of school life is necessary. It seeks to create an inclusive caring, learning environment at school by:

- Working cooperatively with parents to
- Enabling our pupils to:
  - Create a sense of self-discipline and responsibility for their own actions
  - Create a sense of identity, achievement and self-worth
  - Show empathy for others' feelings
  - An awareness of and a desire to care for their environment
  - Promote desired behaviour and discipline.
- Encouraging positive behaviour with all students and adults working to agreed standards
- Setting expectations that all students will be encouraged to learn the social emotional and behavioural skills required to be 21st century citizens
- Maintaining a school environment where students are encouraged to behave appropriately because they feel they are valued members of the school community, and that they are safe, secure and at

## Broad Guidelines for Behaviour and Discipline

- Every teacher will accept responsibility for high standards of discipline in the classroom and within the school environment.
- Every student will accept responsibility for high standards of behaviour.
- All staff will be consistent in their approach to discipline and behaviour and work within framework of the Getting it Right policy.
- Every student will be made aware by their teachers and their tutors of the Code of Behaviour and the school's high standards. The consequences of ignoring the 'Getting It Right' system will be clearly explained to students.
- The Head teacher (in agreement with other members of the Senior Leadership Team) has the right to exclude students and to decide whether the exclusion is to be held on or off the school premises.
- A 'catch them in' and celebration of meaningful and longer term success should be embedded across the school and in each and every lesson and interaction with students, parents and staff.

## Teaching and Learning

Promoting positive behaviour enables high standards of teaching and learning to be achieved. A well designed and relevant curriculum helps develop and maintain positive behaviour. Students learn more effectively when the curriculum is differentiated and teaching styles and approaches accommodate individual learning styles and preferences. Engaging teaching plays a significant role in a students' attitude towards learning.

- Staff should be consistent in following the ***Behaviour and Celebration*** policy

- Staff are encouraged to use their own professional judgement as the ***Behaviour and Celebration*** policy may not be effective method for dealing with all students (including students with social and emotional and LD student's /Behaviour issues.
- Staff should use the most appropriate method of teaching, which draws on students' experiences and values their contributions.
- Students should be received into a classroom where routines are established and high standards expected.
- Explicit and regular praise should be used for all types of achievement.

The school encourages positive behaviour management which enables all staff members to create a learning environment to motivate students to behave appropriately in lessons. Effective classroom management skills are developed through experience and appropriate support from colleagues.

In addition to this, well prepared and stimulating lessons, in which pupils are aware of the lesson purpose, help to secure good standards of behaviour. Effective lessons are those in which pupils enjoy learning, are fully engaged, make progress and improve their attainment through sustained effort and commitment.

Effective lessons:

- Give the big picture
- Use positive language
- Have high expectations
- Address different learning styles
- Review learning
- Move Pupils' learning on
- Acknowledge and praise effort and progress
- Check for progress and ask students' opinions.
- Value students and their ideas
- Have challenge, pace and enjoyment.

To achieve this staff should:

- Set behaviour for learning objectives, when appropriate, as well as other learning objectives for the lesson
- Arrive before the class and start the lesson on time
- Ensure that pupils enter and leave the room – tidy and clean - quietly and sensibly
- Communicate lesson objectives clearly
- Ensure that all pupils are able to participate fully in the lesson
- Emphasise the positive in learning and behaviour
- Use praise and rewards fairly and consistently
- Reward outstanding work and effort
- Reward progress within lessons and insightful contributions
- Motivate, encourage and engage the pupils
- Model and teach positive behaviour, including respect, empathy and social skills
- Make sparing, effective and fair use of reprimands
- Avoid sarcasm, shouting and threats
- Avoid humiliating pupils
- Avoid punishing a class for the behaviour of individuals
- Keep to time in the lesson and finish on time
- Share good practice with colleagues.

Within lessons staff should use the following methods before moving to use the Behaviour ladder found below:

- ❖ Reminders about positive behaviour
- ❖ Reminder about expected behaviour chart in classroom
- ❖ Name on the Board

- ❖ Verbal Warning
- ❖ Moving of seats
- ❖ Individual conversation with student
- ❖ Timeout (no more than 2 mins)

## CELEBRATION AND REWARDS

We recognise that our students thrive on praise, the thrill of success and the glow of recognition. Praise rewards the deserving, can inspire those who from time to time may be struggling and can inspire and motivate those who may be disenchanted. Staff are encouraged to reward students whenever possible:

- Formally or informally
- Publicly or discretely
- Regularly
- Consistently
- Sincerely

Rewards systems in our school should link into:

- Effort
- Attainment
- Behaviour
- Caring for others
- Participation
- Uniform compliance
- Positive attitude / enthusiasm
- Progress / improvement

A variety of methods of rewards exist at El Alsson School and these include:

- Verbal praise
- Housepoints
- Head of KS/ Head of School Commendations
- Letter of congratulation (in recognition for 100% attendance)
- Praise email (in recognition of good work/achievement)
- Subject prizes
- Acknowledgement through assembly
- Certificate/Awards
- Recognition on El Alsson Board of Honour
- Days out

Certificates of Achievement will be given at the end of each half term in celebration assemblies. These are in recognition of excellent work or outstanding effort in GCSE subjects.

The Achievement Boards will also pay recognition to outstanding achievement in the wider community, whether that be for students who have participated at external clubs, or have made outstanding contributions to the extra-curricular life of the school. Much of this information will come from Form Tutors.

At the end of the year students who have consistently achieved outstanding results will be invited on a day out in celebration.

BEHAVIOUR MANAGEMENT – EXPECTED BEHAVIOURS AND INCIDENTS AND SANCTIONS

The below grid outlines the different categories of misbehaviour and sanction for each category. This is just a guide and it is expected for teachers to use their own professional judgment and the Classroom Behaviour Management Policy.

<b>BEHAVIOUR</b>	<b>EXPECTED BEHAVIOUR</b>	<b>PHASE ONE</b> Led by classroom teachers and form tutors	<b>PHASE TWO</b> Led by Head of KS then Head of School
<b>TREATING OTHERS WITH RESPECT (BULLYING)</b>	RESPECT FOR OTHERS, EMPATHY, COOPERATING AND WORKING WITH OTHERS, TAKING TIME TO CALM DOWN AND TO REPORT INCIDENTS OR TALK ABOUT TRIGGERS. DEMONSTRATING BEHAVIOUR THAT WILL NOT UPSET OTHERS.	ANNOYING ON PURPOSE, NAME CALLING, IGNORING WARNINGS TO STOP, DISRESPECT (INCL. GESTURES OR BODY LANGUAGE), LOW-LEVEL TEASING. THREATS OF PHYSICAL VIOLENCE OR POSTURING, REPEATED AGGRESSION FOLLOWING WARNINGS.	PHYSICAL OR OPENLY AGGRESSIVE BEHAVIOUR, THREATS, CYBER BULLYING, REPEATED TEASING, REMARKS THAT ARE RELATED TO: RACISM, SOCIO-ECONOMIC STATUS, GENDER, RELIGION, ABILITY, ETHNICITY, ETC. ANY PHYSICAL CONTACT OR INTIMIDATING BEHAVIOUR.
		LIKELY SANCTION: VERBAL WARNING DURING THE LESSON, DISCUSSION AT THE END OF THE LESSON, REFERRAL TO NEXT PHASE. INCIDENT LOGGED ON MIS	LIKELY SANCTION: MEETING WITH SLT, 30 MIN RECOMPENSE, A/S RECOMPENSE, ISOLATION, FTE, STUDENT SUPPORT PROGRAMME, PARENTAL COLLABORATION
<b>CARING FOR THE SCHOOL ENVIRONMENT (DAMAGING PROPERTY INCL. THEFT)</b>	RESPECT FOR THE PROPERTY AND BELONGINGS OF OURSELVES AND OTHERS. BEING IN AREAS OF THE SCHOOL THAT WE ARE ALLOWED IN ONLY. MOVING AROUND THE CAMPUS SHOWING RESPECT FOR IT AND OTHERS.	ACCIDENTAL OR LOW-LEVEL DAMAGE FROM A ONE-OFF INCIDENT. MISUSE OF ICT FACILITIES	REPEATED OFFENCES, DELIBERATE DAMAGING OR MISUSE OF SCHOOL PROPERTY OR THAT OF OTHERS. STEALING OR THEFT OF ITEMS. SERIOUS MISUSE OF ICT FACILITIES.
		LIKELY SANCTION: DISCUSSION WITH TEACHER, 15 MIN RECOMPENSE, REFERRAL TO NEXT PHASE. INCIDENT LOGGED ON MIS	

<b>BEHAVING THE BEST THAT WE CAN (DANGEROUS CONDUCT)</b>	RESPECTFUL BEHAVIOURS FOR THE SITUATION. RESPECTING THE HEALTH AND SAFETY OF OURSELVES AND OTHERS. WALKING BETWEEN LESSONS. LINING UP AT THE DOOR. WAITING TO BE DISMISSED. MOVING AROUND THE CAMPUS SHOWING RESPECT FOR IT AND OTHERS. BEING IN AREAS OF THE SCHOOL THAT WE ARE ALLOWED IN ONLY.	ROUGH PLAY, RUNNING IN CORRIDORS, IRRESPONSIBLE PHYSICAL ACTIVITY AT INAPPROPRIATE TIMES. PLAY FIGHTING AND FIGHTING. VIOLENCE TOWARDS ANOTHER STUDENT OR THREATS OF THIS.	REPEATED MINOR BEHAVIOURS, DELIBERATE ACTION THAT MAY LEAD TO A SITUATION BECOMING UNSAFE, CONSUMING ILLEGAL SUBSTANCES AT SCHOOL. SERIOUS VIOLENCE OR THREATS OF THIS.
		LIKELY SANCTION: DISCUSSION WITH TEACHER, 15 MIN RECOMPENSE, REFERRAL TO NEXT PHASE, INCIDENT LOGGED ON MIS	LIKELY SANCTION: MEETING WITH SLT, 30 MIN RECOMPENSE, A/S RECOMPENSE, ISOLATION, FTE, STUDENT SUPPORT PROGRAMME, PARENTAL COLLABORATION
<b>BEHAVING IN A MATURE AND SENSIBLE MANNER (DISRUPTIVE BEHAVIOUR)</b>	RESPECTING THOSE AROUND US. RESPECTING ALL ADULTS AND THOSE TRYING TO HELP US. UNDERSTANDING WHY BEHAVIOURS MAY BE UNSUITABLE. WALKING AWAY. CALMING DOWN. TALKING TO PEOPLE ABOUT OUR FEELINGS. FOLLOWING INSTRUCTIONS CLEARLY SO THAT WE ARE PART OF THE ALSSON COMMUNITY	LOW LEVEL DISRUPTIONS - TALKING, FORGETTING ITEMS FOR CLASS, NOT LISTENING TO INSTRUCTIONS, LATENESS, RUDENESS, TIME-WASTING, INAPPROPRIATE CONTACT. NO PLANNER. DEFIANCE OF ADULTS	PUBLIC DISPLAYS OF AFFECTION, INAPPROPRIATE ACTS, REPEATED LOW LEVEL BEHAVIOURS, REPEATED DELIBERATE ACTS THAT IMPACT ON LEARNING IN CLASSROOM. REPEATED DEFIANCE OF ADULTS
		LIKELY SANCTION: : VERBAL WARNING DURING THE LESSON, DISCUSSION AT THE END OF THE LESSON, 15 MIN RECOMPENSE AT FIRST BREAK, INCIDENT LOGGED ON MIS	LIKELY SANCTION: MEETING WITH SLT, 30 MIN RECOMPENSE, A/S RECOMPENSE, ISOLATION, FTE, STUDENT SUPPORT PROGRAMME, PARENTAL COLLABORATION

<b>DRESSING SMARTLY AND COMMUNICATING EFFECTIVELY (UNIFORM AND PHONE VIOLATIONS)</b>	USING ELECTRONIC DEVICES IN LESSONS ONLY WHEN ASKED TO BY THE TEACHER. NOT USING PHONES AROUND THE SCHOOL SITE. DRESSING IN AN APPROPRIATE MANNER AT ALL TIMES AROUND THE SCHOOL SITE AND IN THE WAY TO AND FROM SCHOOL.	WEARING INCORRECT UNIFORM, WEARING HATS, USING PHONES INAPPROPRIATELY	<b>PERSISTENT WEARING OF INCORRECT UNIFORM, WEARING TRAINERS, WEARING HATS, USING PHONES INAPPROPRIATELY</b>
		LIKELY SANCTION: VERBAL WARNING, DISCUSSION WITH TEACHER, CONFISCATION OF ITEM, REFERRAL TO NEXT PHASE, INCIDENT LOGGED ON MIS	LIKELY SANCTION: MEETING WITH SLT, 30 MIN RECOMPENSE, A/S RECOMPENSE, ISOLATION, FTE, CONFISCATION OF ITEM, STUDENT SUPPORT PROGRAMME, PARENTAL COLLABORATION
<b>USING THE RIGHT LANGUAGE TO COMMUNICATE (SWEARING OR VERBAL INCIDENT)</b>	RESPECT FOR OTHERS, OURSELVES. POSITIVE COMMUNICATION. SPEAKING IN ENGLISH. SPEAKING IN CALM AND KIND MANNER TO OTHER STUDENTS AND ADULTS. THINKING ABOUT THE LANGUAGE WE ARE USING IN THE SITUATION WE ARE IN. DEMONSTRATING WE HAVE A FULL AND DEVELOPED APPROPRIATE VOCABULARY	LOW LEVEL ONE-OFF SWEARING INCIDENT, ARGUMENTATIVE BEHAVIOUR IN A NONTHREATENING MANNER. DISRESPECTFUL BEHAVIOUR TOWARDS A MEMBER OF STAFF OR STUDENT PUBLICLY OR PRIVATELY.MAY ALSO BE DIGITAL IN NATURE.	<b>AGGRESSIVE SWEARING AND VERBAL ARGUING. ARGUING IN AN INAPPROPRIATE MANNER OR PERSISTANT BACKCHAT. USING INAPPROPRIATE VOCABULARY. REPEATED PHASE ONE BEHAVIOUR. DISRESPECTFUL BEHAVIOUR TOWARDS A MEMBER OF STAFF OR STUDENT PUBLICLY OR PRIVATELY. MAY ALSO BE DIGITAL.</b>
		LIKELY SANCTION: VERBAL WARNING DURING THE LESSON, DISCUSSION AT THE END OF THE LESSON. REFERRAL TO THE NEXT PHASE, INCIDENT LOGGED ON MIS	LIKELY SANCTION: MEETING WITH SLT, 30 MIN RECOMPENSE, A/S RECOMPENSE, ISOLATION, FTE, STUDENT SUPPORT PROGRAMME, PARENTAL COLLABORATION

## FURTHER GUIDANCE WHOLE SCHOOL – OFFENCES AND SANCTIONS

<b>SITUATION/ INCIDENT</b>	<b>SCHOOL ACTION</b>	<b>PARENTAL INVOLVEMENT</b>
UNIFORM and GENERAL APPEARANCE:	Form Tutors and other staff monitor this daily. An Out of Uniform pass (valid for one day) may be issued for occasional genuine problems with uniform if the student brings a note explaining the situation. The school will contact parents if there are continuing concerns over uniform or general appearance. Students who are regularly out of uniform, without a relevant reason will be issued with a detention by the teacher concerned.	You should ensure that your son/daughter is presentable and wearing the correct uniform. In the event of a genuine problem, a note of explanation should be provided. You should also advise the school if you have any difficulties in obtaining uniform items from the uniform shop.
TRUANCY:	The school will determine the most relevant sanction from those available: Detention/Attendance Report/suspension from school. Parents will be contacted.	This is a very serious matter and you will need to follow it up at home. Parents may be asked to attend a meeting at school with the Head of KS4.
EQUIPMENT:	Teachers will monitor this and may issue a 1 <sup>st</sup> offence with a Phase 1 sanction. Further offences and persistent offenders can be referred to the Head of Key Stage 4.	Lack of equipment disrupts the progress of lessons and is a fundamental issue of personal organisation. In the event of a concern being raised, follow up at home will be needed when the school contacts you.
FORBIDDEN ITEMS:	The following items will be confiscated if brought to school: <ul style="list-style-type: none"> <li>•metal rulers</li> <li>•card games</li> <li>•electronic games or instruments</li> <li>•toy weapons</li> <li>•starting pistols</li> <li>•penknives and Swiss Army knives</li> <li>•laser pointers</li> </ul>	You will be informed by phone or asked to come to school to discuss the matter and to collect the confiscated items, if appropriate.

<p>MOBILE PHONES, IIPADS, LAPTOPS AND ELECTRONIC DEVICES:</p>	<p>Electronic devices may only be used in the classroom for academic purposes and only with the consent of the teacher. If these rules are not followed, the item will be confiscated.</p> <p>Students are encouraged to put all mobiles in the safe boxes provided to avoid any disruptions.</p> <p>Students are not allowed to use mobile phones anywhere in the building UNLESS GIVEN PERMISSION BY A TEACHER DURING A LEARNING ACTIVITY. If a student is caught using a phone, It will be confiscated and returned at the end of the day.</p>	<p>In the event of your phone being confiscated, students will need to arrange with their class teacher from where it can be collected. Those who offend persistently, parents will be notified and/or detention issued. Parents will be asked to come into school so that the phone can be returned to them.</p>
<p>PLAGARISM</p>	<p>If a piece of class work is deemed to have been copied, either from another student, or the internet then the student will be made to do that piece of work again. Recompense may be issued to complete the work. Final marks may be affected in this case.</p> <p>If it is deemed that coursework/exam has been plagiarised then it may result in the students' work being disqualified from being entered which may result in the student failing the course.</p>	<p>Where it has been deemed a student has plagiarised, parents will be contacted.</p> <p>If it involves coursework/ exam work then parents will be asked to come to school to discuss the matter.</p>

# ATTENDANCE GUIDANCE

IF STUDENTS	CONSEQUENCES	ACTION TAKEN BY
Are absent one to two days	Email sent home on first morning asking for clarification from parents. AP CC's into email. Register updated.	British Office
Are absent three or more days	A Doctor's certificate or official medical certificate must be brought into school immediately upon return. Certificate to be given to Head of KS4 who will contact parents if no satisfactory certification is presented. Document to be kept in class file in British Office.	British Office HoKS4

## SANCTIONS RESULTING FROM FAILURE TO MEET ATTENDANCE SCHOOL EXPECTATIONS

Any **occasional absence** should be dealt with in the following way:

1. Any unauthorised absence must be followed up with an email or phone call home – British Office to keep a log, which should be accessible by all staff.
2. If no response within 3 days, a follow up phone call or email by Head of Key Stage 4. British Office to update log
3. If still unable to get a response, refer to Head of Key Stage 4.

**Persistent Absence** will be dealt with in the following way by assistant principals:

1. Absence below 85% = LETTER 1 sent home. Tutor monitors attendance via attendance report card for 2 weeks. Comment left on 3sys
2. If no progress is made then LETTER 2 sent home. Meeting with student, parents, and AP. At the meeting an 'Action plan' is drawn up, with parents/students taking responsibility for reward or punishment to make it happen. Head of KS to contact parents after a further 2 weeks to discuss progress. Comment left on 3sys BY Head of KS4
3. No progress would lead to LETTER 3 sent home. Meeting with students, parents and school principal. Comment left on 3sys

# PUNCTUALITY GUIDANCE

## SANCTIONS RESULTING FROM FAILURE TO MEET PUNCTUALITY SCHOOL EXPECTATIONS

IF STUDENTS	CONSEQUENCES	ACTION TAKEN BY
Arrive during assembly	<p><u>If students arrive during assembly, they will be stopped by staff on duty and must remain still if arrival is during the salute to the flag or the playing of the national anthem.</u></p> <p>Lateness will be monitored by the Head of Key Stage 4 and further action taken as necessary:            3 lates – telephone call to parents            5 lates – letter 1 sent to parents            6<sup>th</sup> late – Meeting arranged with parents to address issues.</p> <p><u>If students arrive after assembly, they must sign in at security where they will be issued with a late card*.</u></p>	Duty staff to pass on list of names to Reception
Are late to lessons during the day	<p>1<sup>st</sup> occasion - verbal warning.</p> <p>2<sup>nd</sup> occasion – detention.</p> <p>3<sup>rd</sup> occasion – student is placed on Punctuality Report and letter sent home            If no progress is made in addressing the lateness then the student is referred to the Head of KS4.</p>	<p>Subject Teacher            Subject Teacher            Form Teacher</p> <p>HoKS4</p>

\*Students must bring their late cards to the British Office so that the register can be updated. They will then be given a late slip to take to class.

- If no progress is made, then letter 2 sent home. Meeting with student, parents, and Head of KS4. At the meeting an 'Action plan' is drawn up, with parents/students taking responsibility for reward or punishment to make it happen. Head of KS4 will contact parents after a further 2 weeks to discuss progress. No further progress could lead to letter 3 being sent home and a meeting with the student, parents, Head of KS4 and Head of Secondary where needed.

# HOME SCHOOL AGREEMENT 2018/19

## **El Alsson British International School will:**

- Determine and administer school policies concerning behaviour, uniform, appearance, attendance, punctuality and other such matters.
- Monitor uniform and appearance, attendance and punctuality, informing parents of irregularities.
- Provide core texts, basic stationery and practical equipment.
- Indicate specific deadlines for homework, coursework, research, drafting and project-writing.
- Set homework tasks (posted online) which will be appropriate to the course and will be marked to enable students to assess their own progress.
- Give feedback to students on an individual basis concerning work in progress, to enable improvements to be made.
- Provide regular reports in each academic year for parents.
- Relay important information to parents and students through letters, telephone calls, SMS, use of the [myalsson.org/British](http://myalsson.org/British) online site, Assemblies and any other appropriate means.
- Offer appointments to discuss progress and issues of concern additional to designated Parents' Days and offer support to students through regular contact with their Form Tutor and Pastoral Manager.

## **Students will:**

- Attend school punctually on every school day, in the correct school uniform and behave appropriately.
- Show respect for myself, my fellow students, my teachers and other adults and follow instructions immediately whilst involved in all school activities.
- Bring all necessary equipment, including planner, texts and stationery to classes.
- Speak in English in all lessons which use English as the language of tuition and try to use English as often as possible in other situations.
- Keep track of the details of their homework, coursework, on-going tasks.
- Keep track of and meet all deadlines – interim and final – through use of [www.myalsson.org](http://www.myalsson.org)
- Make use of feedback from teachers to improve their work.
- Evaluate their progress through review of their reports and interviews with the Form Tutor and/or Welfare and Achievement Manager.
- Relay important papers and information to parents when requested.
- Follow the guidance of bringing mobile phones to school.

## **Parents agree to:**

- Ensure that their child attends school daily and that any absence relates only to genuine illness.
- Ensure that their child arrives at school on time, every day of the school year, looking neat and presentable in the correct school uniform.
- Purchase basic equipment as defined for the Key Stage, plus any specialist equipment defined by a particular subject, and ensure their child brings this to school.
- Monitor the [myalsson.org/British](http://myalsson.org/British) online site in order to keep themselves informed concerning details of homework, coursework, deadlines and exam dates.
- Check their email inbox regularly for messages from teachers.
- Check that adequate time is being spent on all work being undertaken at home, including regular homework, coursework, research, drafting and project-writing.
- Read reports sent home and discuss these with their child. Also checking the school calendar at [www.alsson.com](http://www.alsson.com) for the due dates.
- Support the schools sanctions policy (above) by allowing their child to attend after school detentions.
- Support the school in resolving issues related to their child and bullying in school.

# HOME SCHOOL AGREEMENT

I will: As a student of El Alsson British International School, demonstrate the highest of expectations throughout the school by;

- Listening carefully in order to follow instructions as soon as they are given.
- Respecting other people's point of view
- Speaking politely to everyone
- Keeping the school environment clean and tidy
- Helping make the classroom a place where all students can learn
- Attending regularly and being punctual and moving around the school in a calm and sensible manner
- Being prepared for lessons and ready to learn
- Doing my homework on time and to the best of my ability
- Keep my locker clean and tidy and free of graffiti.
- Adhere to the school dress, hair, makeup and jewellery policies
- Behaving in an appropriate and respectful manner at all times

Student signature:

Parent signature:

Form Tutor

BY TO SIGN AND RETURN TO YOUR FORM