



LONDON ACADEMY
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STUDENT CODE OF CONDUCT

Any ordered society requires fair, clear and consistent rules to guide behaviour and relationships. It is our belief that rules should not crush individuality or character but should set a context within which every member of the school community may flourish.

The mission and ethos of the London Private School is the uniqueness of the individual and as such the application of the Code of Conduct should be in a manner consistent with the School Ethos.

The main guide to behaviour at the London Private Academy School is self-discipline and the observance of high standards of personal conduct with courtesy being shown at all times to fellow pupils, visitors, staff, and members of the public.

It is expected that parents will work in partnership with the school in regard to the application of the Code of Conduct. Not only do we imply a strong endorsement of its ethos, the Code of Conduct and but other policies including Safeguarding and Child Protection, Anti Bullying, Drugs and Substance Abuse and the Use of ICT.

1. The Basic Rules:

- a) **Uniform Regulations:** These are revised regularly, and pupils will be advised of any changes. School Uniforms (SU) are obligatory when attending school - either in class, in trips, at external events or School Functions, unless specifically excused. The pupil will be informed to return home to comply with the SU policy.
- b) **Personal appearance:** (e.g. hair styles, make-up, jewelry, etc.) pupils must avoid extremes of fashion as determined by the School and must conform with the accepted rules of tidiness, cleanliness and safety. **The school expects that uniforms should always be well presented, i.e. clean, neat and tidy.**
- c) **Punctuality:** Pupils are expected to be in school each day at 8:15 am (in the class by 8:25) - **lateness is subject to sanction. All pupils are required to be present in assembly and at registration.** Punctuality is also essential throughout the school day and **for every class** in order for learning to proceed effectively.
- d) **Sickness in school:** If your child is sick in school, they are expected to report to their class teacher who will direct them to sickbay where they will be seen by the School's Nurse. Should it be deemed necessary, the school nurse will contact his/her parents.



Pupils **should not** make their own arrangements to be collected owing to illness.

- e) **Absence:** Missed school days must be explained in a letter to the Form Tutor which must be handed in on the **day of return**. Permission for absence for routine matters such as attendance at a hospital appointment which cannot be arranged outside school hours can be sought in advance from the school **Head of Administration**. The appropriate 'Exeat' card will then be issued and should be produced on request to the classroom teacher. Pupils may be required to attend school on Saturday morning either for an activity or for an "in school suspension.
- f) **No pupil may leave the school premises during school hours without school permission:** This permission may be obtained from the **Head of Administration** upon the production of a letter from parents and/or a valid medical appointment card. An 'Exeat' card will then be issued to provide proof that such permission has been given and should be retained to show members of staff.
- g) **Adherence to agreed timetables:** Individual timetables are electronically shared with pupils and parents. Pupils must adhere strictly to their timetables unless temporary or permanent alterations have been approved. **There are no 'free' periods** and all pupils have a designated place to be for each period.
- h) **Bounds:** These are specified in the "School Rules." Variations from time to time are posted electronically on the Notice Board of "**London Academy Net**" and/or announced in assembly. Rules about 'bounds' must be observed.
- i) **Willful or Careless Damage** to school property must be paid for by the pupil(s) concerned, and subject to sanctions.
- j) **Behaviour** in class should be co-operative and conducive to the effective learning of all pupils and teachers and staff. Disruptive behaviour will be subject to sanctions after an initial warning.

2. Sanctions

All poor behaviours have consequences. School sanctions are designed to indicate official displeasure at an action or attitude and afford an opportunity for pupils to reflect on these and alter their behaviour or attitude. The intention is always restorative.

- a) **Written Sanctions** may be given by teachers for offences concerning behaviour, academic work etc. This work should be handed in at the time stipulated.
- b) **Special Report** - this requires the signature of a teacher at the end of each lesson and allows the school to monitor a pupil's conduct very closely. It is used mainly to monitor work and/or behaviour in class. Pupils who do not respond to the pastoral coordinator will need to report may progress to a Stage 1 Report or the SEN Code of Practice.
- c) **Detention** - there are four types of Detention, escalating in degrees of seriousness. Parents are informed in writing in advance. Personal family commitments may not



necessarily prevent the detention of pupils.

- I. **Teacher Detention:** parents are given a day's notice if the detention is after school to enable alternative transport arrangements. Pupils may also be collected at break.
- II. **Pastoral Coordinator Detention:** This is for a more serious and/or a persistent breach of the School Code of Conduct. This takes place from **8:00 AM to 12:00 PM on a Saturday**. Parents are informed in advance.
- III. **School Detention:** This detention is issued for a second and/or more serious breach of the School Code of Conduct. Parents will be invited to meet with the school administration and sign a contract in order to prevent further breaches that may yield to a school **suspension for a number of days**.
- IV. **School Suspension:** This is the most serious of all detentions and is the last sanction prior to expulsion. It is reserved for a third and/or most serious breach of the School Code of Conduct. Parents will be invited to meet with the school administration to and sign a contract in order to prevent further breaches that may yield to a **school expulsion**.

All detentions are recorded on the pupil's file.

- d) **Escalation of Sanctions:** Persistent infringement will result in an escalation of sanctions to help pupils identify the seriousness of their behaviour and reflect on the need for change.
- e) **School Suspension:** The school operates a Zero Tolerance on serious offences (including, but not restricted to, theft, extreme bullying behaviour, gambling, the consumption of alcoholic beverages, drugs, solvent abuse, sexual promiscuity, smoking, vandalism, fighting, violent behaviour, mis-use of a mobile phone bringing the school into disrepute). The school will normally suspend a pupil. This involves sending the pupil home for a period of one to five days which includes a letter to the parents. The pupil may only be allowed to return after the school coordinator has interviewed the pupil in the presence of one or both parents and after the pupil has undertaken, in the presence of their parent and in writing, not to repeat the offence.

Suspension may also be used for persistent infringement of this code when alternative sanctions e.g. detention prove ineffective.

3. Special Rules

These apply to the behaviour of pupils during examinations and additional safety rules may apply to pupils using the laboratories, computers, workshops, Home Economics rooms, Technology rooms, Sports Hall, Study Hall and Dining Hall. Special rules also apply when pupils are taking part in school tours or visits, camps, field study visits, dramatic productions and when travelling to and from game fixtures.

4. Smoking, Vaping, Consumption of Alcohol, Drugs, Solvent Abuse – *(synopsis - see School Policies)*

The School policy is to discourage smoking. Smoking is a proven anti-social habit which is



injurious to health.

Any pupil found smoking tobacco or e-cigarettes (or being in possession of any) in the school buildings or grounds, or in any school party, when wearing school uniform or upon an occasion when he/she may be identified with the school will automatically be suspended.

Suspension will also be the sanction for those who are found to have consumed alcohol, to have taken drugs (this includes illegal, prescription) or to have been involved in 'solvent' abuse. Pupils in the company of smokers will be liable to a Head Teacher's Detention.

5. Travel on Buses

Pupils are required to behave sensibly when travelling to and from school or when entering or exiting the school bus. This includes the wearing of seat belts on vehicles, which are fitted with them. Complaints about London Private Academy School pupils will be investigated and offenders subject to sanctions noted above and/or the temporary removal of the travel pass.

6. Money and Valuables

In any large community there may be a few members who succumb to the temptation to steal. It is forbidden, therefore, to leave money and valuables in classrooms, changing rooms - the school cannot accept responsibility for such items. Pupils are discouraged from bringing large sums of money to school.

All articles or clothing should be clearly marked with the owner's name. The school does not accept responsibility for articles of clothing or items of property which are lost by pupils unless the item has been clearly given to and accepted by a member of staff for 'safe keeping'.

Any personal item left unattended on school's premises is not the school's responsibility.

7. Examinations

Any pupil deemed to have been cheating during an examination will have that examination paper cancelled. In addition, a School Report will be "endorsed" and an appropriate sanction issued. Serious offences of this nature may result in suspension and/or the cancellation of all examinations taken by the concerned pupil.

In all external examinations, pupils will be subject to the regulations of the Examiner's Regulations.

8. School Life, Activities and Homework

All pupils are expected to play a full and active part in the life of the School. Ideally, they should be active members of at least one extra-curricular activity. Outside activities should not be allowed to interfere with school commitments. It is expected that a specified time will be set aside at home for homework.

Should homework not be done or deadlines not met particularly with regard to external coursework, the pupil may be placed in an **Intervention Homework Club**.

9. Health and Safety

All pupils are expected to:

- a) Exercise responsibility for personal safety and that of other pupils and staff. They



should not interfere with any maintenance equipment including tractors, machinery or grass cutting equipment or stores, Dining hall or workshops without permission.

- b) Observe standards of dress consistent with safety and/or hygiene (this includes the wearing of unsuitable footwear, the wearing if deemed necessary of hairnets in laboratories, and the possession of items considered to be dangerous).
- c) Observe all of the safety rules of the school and in particular the instructions of the teaching staff given in an emergency.
- d) Use and not willfully misuse, neglect or interfere with things provided for his/her safety of others - including alarm systems, fire prevention appliances and emergency exit doors/latches.

10. CCTV

The school uses closed circuit television (CCTV). The CCTV system is intended to view and monitor activity in the immediate area of the school, in corridors and communal areas. Camera positions have been carefully located, to ensure they are appropriate and effective whilst minimizing any intrusion. It is impossible; however, to ensure that every incident will be seen or recorded. The system comprises a number of fixed and dome cameras and does not have sound recording capability.

The system overall is intended to provide and promote a safe secure environment for pupils and for those who work or use the facilities of the school, and to protect the school estate and school's resources.

It shall be used for the purpose of:

- preventing and deterring crime & antisocial behaviour;
- pupil, staff and public safety;
- assisting responsible agencies in the investigation of crime & antisocial behaviour;
- supporting where appropriate pupil discipline issues and general facilities management.

It will achieve this by:

- providing evidential quality images of incidents and suspects;
- assisting the responsible authorities in the investigation of crime & vandalism.

Digital Recording is a continuous operation with the images automatically stored on a hard drive, which are overwritten after a set period of time (15 days). Only authorized staff have access to the system.

11. Respect for Staff Property

Any pupil who causes willful damage whilst inside or outside school, to the property of a member of staff, can expect to be disciplined by the school. Such discipline will also be appropriate in any incident of nuisance to a member of staff or his/her immediate family. The term nuisance will also apply to nuisance telephone calls and electronic communications as well as nuisance or harassment at the homes of members of staff.

12. Electronic Devices



The ***unauthorized*** use of any type of electronic or mechanical device which impedes the educational process in the school campus is prohibited.

13. Mobile Phone Policy* - (synopsis - see School Policies)

** Smart Watches must be used as timepieces **ONLY**. They are not permitted to be worn during examinations. Any other usage comes under the terms of the Mobile Phone Policy.*

As a working community, the school needs to have regulations governing the use of mobile phones the potential of which to disrupt the work of the school is great. We therefore feel it necessary to stress the correct usage:

- Phones are **not permitted** in school.
- Phones will be **confiscated** if pupils bring them to school or are found using them in lessons/co-curricular activities to send text messages, view images, record images or sound, or communicate in any other way. This will lead to other sanctions, up to and including suspension.
- Pupils who have an **emergency** can use the School's administration phone to contact their parents.
- Pupils must not record images or sound on school property unless given permission by a member of staff. Images, audio, or video captured by the student in school property using any device is prohibited and may lead up to expulsion from the school.
- If **parents** have an emergency and need to contact their child, they must phone the School administration (**Casablanca Tel: 0684230230, Rabat Tel: 0684240240**) by phone and a message will be passed on. In order to support the school, parents are urged **NOT** to contact their children during school hours.
- Mobile phones are **not permitted** in examinations.
- Parents are also referred to the school's '**Pastoral Care Policy**', '**Policy on Safe Use of the Internet**' & '**Anti-Bullying Policy & Procedures**.'

14. Information & Computing Technologies

While computers and computing are now rightly regarded as an integral part of the educational process, unauthorised access or inappropriate use in school for whatever purpose is forbidden. The School may also act in situations of pupil use outside school or in social media should child protection or bullying issues arise.

15. The Reputation of the School / Loyalty to the School

Staff, Teachers, former/current pupils, and parents take pride in the reputation of the London Private Academy School. Any pupil who by his/her actions, in a situation where he or she may be identified with the school, brings the school into disrepute may be liable for sanction by the school. Loyalty to the school also means pride in keeping the environment of the school **free from litter**. Pupils must not leave litter and should use the litter bins provided. All pupils, and indeed staff, are encouraged to contribute to keep the school as tidy as possible.

16. Attendance

Pupils must:

- go to Form Class by 8:25 am



- report to the Concourse Office if you have missed registration
- bring a note of explanation to your Form Tutor **the day after** every absence
- collect an Exeat before leaving school for an approved appointment
- **never** leave school without permission
- attend any detention, as directed
- There are no ‘free periods’ - you are expected to be in your designated classroom, working purposefully.

Note:

- a) If you feel ill during the course of the school day, you must go to the School Nurse. **On no account** should you go home without permission from the school nurse or a senior member of staff. You **must not** ring your parents and tell them to collect you – we will do that for you.
- b) Attendances are tracked and recorded. Schools are now required to include information about your attendance and punctuality in any reference for a future school. It is, therefore, important to miss as little of school as possible.
- c) It is your responsibility to catch up on work and homework. Always ask your one of your peers what you have missed.

17. Appearance (Please see the appearance code)

The Senior Leadership Team reserve the right to rule in matters of subjectivity regarding dress and appearance.

You must:

- wear the regulation uniform and footwear. Only school uniform, branded with the school crest, are permitted to be worn under the school blazer - **including to and from school.**
- be neat and tidy in appearance (ties must be properly knotted, collars buttoned, shirts and blouses tucked in, etc.)
- wear skirts no shorter than the knee. This may mean buying a new skirt during the school year.
- wear your hair neatly combed, in an approved style; hair colour must not be “unnatural”. Boys’ hair should be no longer than collar length.
- shaved heads and extreme contrasts in hair length are not permitted.
- not wear visible make-up. You may be asked to wash your face if your make-up is deemed to be too heavy.
- not wear visible necklaces, bracelets, non-school badges on lapels or earrings (girls with pierced ears may wear one small stud in each lower earlobe).
- not have visible tattoos, or piercings. It is not acceptable for piercings or tattoos to be covered by plasters.
- (Girls) only clear/very pale pink/French nail varnish is permitted. If you pay for gel nails in any other colour, you will be asked to remove them.

18. Attitude to Staff

You must:

- give way to members of staff and visitors to the school at doors and in corridors.
- always address staff in a courteous manner with “Mr./Ms./Mrs.” followed by their last



names, using the appropriate title; remember always to say "excuse me", "please", and "thank you."

- never address a member of staff while standing with your hands in your pockets or slouching against a wall. You should also not have hands in pockets or lean against the wall during assembly.
- you must respect the authority of the prefects, who are appointed to assist the staff in the smooth running of the school.

19. Behaviour while in School Uniform

- never use offensive language at any time or in any place while in school uniform.
- never drink alcohol or smoke any product, including an "e-cig/vape", while wearing school uniform on school grounds.
- never behave in such a way that will bring the school into disrepute.

20. Behaviour in Corridors

You must:

- walk (not run) in the corridors.
- walk on the left-hand side of corridors and stairs.
- wait outside the classroom in an orderly queue until given permission to enter by a member of staff.
- use the vending machines at break and lunchtime only.
- never cause litter around the school, inside or out.

21. Behaviour in Classrooms

You must:

- arrive to class on time.
- have the books and materials necessary for the lesson.
- go quietly and quickly to your seat.
- get out all books quickly and prepare to begin the lesson.
- always remain seated during the lesson unless otherwise directed.
- always follow the directions of the teacher for answering questions in class.
- place your homework diary on the desk at the start of the class.
- note details of any homework in the diary. Homework should be recorded for the day it is due.
- pack up your books and leave only when instructed to do so by your teacher.

22. Behaviour Travelling to and from School

You must:

- behave in a responsible and courteous manner at all times.
- be quiet and remain seated (never walk around or lean over seats).
- wear the seatbelt available.
- keep all your bags as far out of the way, and never leave your bag unattended.
- never push, shout or jump on the bus.
- never drop litter in the bus.



Note: Bad behaviour on transport may result in the temporary removal of your travel pass.

23. Property

You must:

- have all your belongings clearly marked with your name.
- keep valuables in a safe place, such as watches, money and spectacles, and report any loss immediately.
- hand in any article found to someone in authority.
- lodge large sums of money or cheques with the Administration Office at the start of the school day.
- think carefully about what you bring to school - THE SCHOOL IS NOT RESPONSIBLE FOR YOUR MONEY OR VALUABLES.
- name textbooks immediately – look after them carefully, you will be charged for damaged or lost books.
- never bring into school material or property which is offensive or dangerous (e.g. laser pens, knives or electronic cigarettes) – these will be confiscated and will result in a sanction being applied.
- never borrow another pupil's property without permission.
- never hide or move another pupil's schoolbag/property.
- never remove something from another pupil's locker or schoolbag without permission.
- never draw, write or cut on school furniture, walls or equipment, or interfere with school fittings or furniture (You will be expected to pay for any damage you cause willfully or carelessly).
- report any accidental damage immediately to a member of staff.

24. Safety

You must:

- observe all safety precautions prescribed for you in practical lessons.
- obey carefully the directions of Physical Education and Games teachers and respect the rules of games played.
- never interfere with fire extinguishers.
- in the event of fire or other emergency, leave the building quietly by the route directed and assemble at the place designated by your teacher.

25. Bounds

You must:

- never climb on to the roof of any school building.
- not enter a classroom at any time without the express permission of a member of staff.
- never play games near cars.
- never climb, swing on or damage any trees in the school grounds. You must follow any other directions given about bounds as they arise.

