

The British Academy



School Policies

Attendance Policy (Students)

Purpose: To develop the student's sense of personal responsibility for his/her learning through maintaining a high level of attendance (85% or more).

Form Teachers monitor attendance and Class Attendance Registers are marked for the AM and PM sessions daily. Student absences are recorded and parents are required to notify the Administration office of any absence i.e. illness, emergency, medical appointment, etc.

If a student is absent for two (2) or more consecutive days, Form Teachers or Administration will contact parents to verify.

Monitoring Absence:

The Form Teacher plays a key role in monitoring attendance and obtaining accurate reasons for absence. Parents are contacted as soon as a poor pattern of attendance is observed even when notes are being received.

1. Written excuse is required from parent.
2. Parent-Teacher and Principal Conference is scheduled to address attendance irregularities and to establish systems to prevent reoccurrence.
3. Students can be placed on Daily Report to assist in monitoring attendance.
4. The Form Teacher must report repeated patterns of absence or unacceptable reasons for absence to the Dean and Principal for closer monitoring.

Punctuality:

Late arrival to school is unacceptable and recorded in the Class Attendance Register. Parents will be notified when a student exceeds three (3) times late in a given four (4) week period.

Punctuality is valued and parents are urged to support the school's policy and ensure that their child develops a good attendance record.

If all attempts at improving attendance fail or if there are significant patterns of non-attendance, a referral should be made to the Principal.

Prolonged absence due to medical problems:

The Form Teacher should alert the Principal if absence of more than four (4) weeks due to illness is anticipated. Evidence of the medical condition is to be provided to the school. A request for class work copies, worksheets and homework assignments can then be made. The Form Teacher will take responsibility of ensuring work is set and identifying a named person to

liaise with a home tutor (provided by the family). It is important for parents and students to realise that we will be flexible in our approach and the school will support the student in the transition from home tuition to full-time schooling. Liaison will be particularly important to keep all parties informed and involved.

Prolonged student absence due to vacation is not to be encouraged. Parent must request prior approval from the Principal for any prolonged student absence (not due to illness). It is the responsibility of the student to obtain missed work and resulting learning gaps from such an absence.

Absence from End of Term Examinations – the school calendar is issued to all parents at the beginning of the school year, and Examination periods are clearly identified. Make up examinations due to students going on early vacation cannot be accommodated.

Electronic Communication Policy

Primary & Forms 1-5

Cellular phones

- *No cell phones allowed on the school compound.*
- Any student found in possession of a cell phone will have the device confiscated and will receive an after-school detention.
- Parents will be required to collect the cell phone from the Principal during Office Hours.

Laptops & other electronic devices

- Laptops & electronic devices are only allowed to be used in specific classes, authorized and supervised by the teacher.
- Any unauthorized use, e.g. during break and lunch, the electronic device/ laptop will be confiscated.
- Students are responsible for securing their laptops/ devices at all times.
- Repeat offenders will lose the right to bring their laptop/ electronic device to school.
- Parents will be required to collect confiscated devices from the Principal during Office Hours.
- The British Academy will not be responsible for the loss of or damage to any cellular or electronic equipment.

Lower 6 & Upper 6

Cellular phones

- Cell phones must be turned off during the hours of 7:50 a.m. to 2:35 p.m.
- Students are responsible for securing their electronic communication devices at all times.
- The use of these devices during the morning break or lunch period is NOT ALLOWED.
- Failure to comply will result in the device being confiscated, and returned to parents ONLY during the school's Office hours.
- Repeat offenders will lose the privilege to bring their device to school.

Laptops & other electronic devices

- Laptops are allowed to be used for academic purposes only. Unauthorized use of laptops/ devices i.e. for non-academic purposes (gaming, social media etc...) will result in the device being confiscated.
- Repeat offenders will lose the right to bring their laptop/ electronic device to school.
- Parents will be required to collect confiscated devices from the Principal during Office hours.
- The British Academy will not be responsible for the loss or damage to any cellular or electronic equipment.

Internet Policy

Internet Use:

The Internet is provided for students to support their learning, conduct research and communicate with others. Students are required to use the Internet responsibly and not misuse this valuable resource. Remember that access is a privilege, not a right and that access requires responsibility. **Internet access for personal devices will be limited to specific class use and must be authorised by the ICT officer via a controlled password.**

Individual users of the Internet are responsible for good behaviour on the Internet and communications over the network just as they are in the classroom or on the school compound. General school rules apply.

Computer storage areas and floppy disks will be treated like school lockers. Staff may review files and communications to ensure that users are in compliance of all school rules.

Students accessing inappropriate or offensive material will be denied further use of the Internet while on the school compound.

The following are not permitted:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting or attacking others
- Damaging computers, computer systems or computer networks
- Violating copyright laws
- Using others' passwords
- Accessing and/or deleting others' folders, work or files
- Intentionally wasting limited resources
- Using a flash drive from home without having it virus checked.
- Playing non educational games is not allowed.

- Playing of games unless authorized and supervised by a teacher.

Staff access to the Internet:

Training is available in the use of the Internet and the school's Database. The ICT Coordinator is responsible for this programme. **The school's wireless password is NOT to be given to students. When needed, students can use one of the school computers to access the Internet for class work.**

Staff using the Internet must never deliberately:

- Use it for any private purpose without permission from a member of the senior management team.
- Access information that is offensive and/or inappropriate for use in a school, and/or save it to floppy disc or the hard drive.
- Send offensive material through the school's internal or external email facilities.
- Open an email attachment without having it virus checked.

Information within files in staff personal areas on the network may, on rare occasions, be accessed by the network manager as part of their monitoring role. Such information cannot be assumed to be confidential. Abuse of the Internet can result in disciplinary action.

BE SMART - Internet Use by Example

The British Academy teaches its pupils to be safe and responsible when using the Internet. We therefore recommend the SMART code of safety when browsing the net.

- S** Keep your personal details Secret - Never use your parents' credit card without their permission, and always keep your name, address, and password private - it's like giving out the keys to your home!

- M** Never Meet someone you have contacted in Cyberspace without your parent's/guardian's permission, and then only when they can be present.

- A** Don't Accept emails or open files from people or organisations you don't really know or trust - they may contain viruses or nasty messages.

- R** Remember that someone on line may not be who they say they are. If you feel uncomfortable or worried in a chat room simply get out of there!

- T** Tell your parent or guardian if someone or something makes you feel uncomfortable or worried. Remember you're in charge out there!

Parent's Permission Letter

As part of the school's ICT programme, we offer pupils supervised access to the Internet. As part of our policy to allow use of the Internet, all pupils must now obtain parental permission. Both they and you must sign and return the attached form as evidence of your approval and their acceptance of the school rules on this matter.

Grievance Procedures

The British Academy is committed to ensuring that grievances are dealt with in a transparent and equitable manner. All are encouraged (staff, students and parents) to come forward with their grievances confident that The British Academy will take the necessary and appropriate action to resolve them.

Grievance Procedure:

1. The school policy is to encourage free communication between all parties concerned. Where possible these parties should endeavour to resolve issues directly between themselves informally before invoking the grievance procedure.
2. When (1) does not resolve, the complaint should be brought to the attention of the Principal verbally or in writing if necessary.
3. The complainant is encouraged to identify himself or herself in the written complaint so that an appropriate response can be made. Responding to anonymous complaints will be at the discretion of the Principal.
4. If a complaint has been made to a member of staff and the staff member is unable to resolve the matter immediately and directly, the complaint will be referred to the Principal at The Academy.
5. Written complaints will be acknowledged within five (5) working days and signed and dated by the Principal.
6. Where the grievances may have legal consequences, the complaint will be referred to the Principal and the Board.
7. The Principal will investigate to achieve a resolution, and record the matter in the school's Log Book.

8. The Principal will ensure procedural fairness and inform all persons involved, giving time to respond to any allegations, and protecting all from future adverse treatment resulting from complaints lodged by them (students, staff, parents and the public).

9. Addressing the grievance should produce the following outcomes:

- a) The complainant gains a better understanding of the situation and no longer maintains the grievance
- b) The complainant receives a verbal or written apology
- c) The respondent receives a verbal or written reprimand
- d) One or both parties agree to participate in some form of counselling or mediation
- e) Disciplinary action takes place where misconduct or unsatisfactory performance has occurred

10. Grievances sent directly to the Board will be directed to the Principal for advice and information, then tabled and discussed at a Board Meeting.

11. Where the grievance involves the Principal, the matter is referred to the Chair of the Board.

12. Addressing Anonymous Complaints - Staff, students, parents and members of the public lodging complaints should be encouraged to identify themselves, with the reassurance that their complaints will be handled confidentially, appropriately and without fear of retribution.

If a complainant wishes to remain anonymous, it is at the Principal's discretion as to what action, if any, should be taken, depending on the nature of the complaint. Anonymous complaints should be recorded in the log.

All grievances (information / resolutions) will be recorded and treated with the appropriate levels of confidentiality.

Health & Safety Policy

Health & Safety:

The British Academy will endeavour to provide safe and healthy working conditions for employees and others who use the school.

We will refer to expert advice to determine and assess the risks to health and safety within the school.

Co-operation from everyone is required in order to achieve the objectives of the safety policy.

We have a responsibility to other persons using the school, other than employees e.g. pupils, students, visitors and contractors.

Aim

The aim of our school is to create an atmosphere of carefulness and healthy habits both in and out of school; this is for all users of the school.

This carefulness includes:

- The ability of each individual to protect his/her self from risks to their Health and Safety
- Concern and consideration for the safety of others
- Knowledge of what to do in certain situations
- Alertness and control of good habits

Accidents

Accidents will occur. Most accidents in school are minor and can be dealt with by the Nurse. A fully equipped medical kit is kept on the compound, as is the school's Accident Register, accident forms and a completed medical questionnaire for each child which includes a list of any allergies children may have. If the accident is more serious, the aim of the school is to get the child further medical attention as quickly as possible. Parents/Guardians will be notified immediately and if necessary an ambulance will be requested.

Medication

From time to time parents/guardians request that the school dispense medicines which need to be administered at regular intervals to children.

These requests fall into two (2) categories:

- Children who require emergency medication on a long term basis because of the chronic nature of their illness, e.g. asthma and epilepsy
- Children who are suffering from casual ailments (coughs, colds, headaches, etc.)

Allergies / Long Term Illness

A record is kept of any child's allergy to any form of medication (if notified by the parent/guardian), any long term illness such as asthma and details of any child whose health might give cause for concern.

Smoking Policy

- It is the policy of the Board that The British Academy is a no-smoking school.
- Pupils are not permitted to smoke on the school premises
- Staff, parents/guardians or visitors are not permitted to smoke in the school.

Textbook Policy

Text book Requirements

Textbooks are coded and supplied to each student at the beginning of the school year. The student must enter their name on the inside cover on their assigned textbook and cover all books within the first week of the school term. These textbooks must be kept in good condition and returned at the end of the school year. Students are responsible for the specific book coded and issued to them.

The school will not issue a school report or examination results unless all the textbooks are returned.

Lost or damaged

In the event that a student has lost or damaged a textbook, parents will be invoiced for the total cost of replacement for immediate payment.

Other books

Students are required to purchase workbooks in several of the subjects. These must be kept clean and covered and brought to every class as required by the teacher.

Lab books, Soft Cover Notebooks , Lined Examination Pads and Homework Diaries are also available from the office.

School Fees Policy

Please refer to the Fee Schedule for details of applicable fees for local and non-nationals.

Registration Fees:

Registration fees are due upon registration of each student.

Assessment Fees:

Assessment fees are due prior to the assessment.

Assessments for the September term will be conducted in the third term of the academic year. Following this assessment, once a student has been accepted to The British Academy, parents need to confirm their acceptance of the place offered by paying the Capital Fund. Thereafter, the first term's fee for the New Academic Year must be paid by the 30th June of that year.

Capital Fund:

This is a non-refundable, one-time, per student fee and covers the student for their academic career at The British Academy.

However, the Capital fund will be waived, from 4th July 2016 and going forward, for the third child with elder siblings attending The British Academy.

School Fees:

School fees are quoted per annum however; The British Academy facilitates payments over the three (3) school terms for Lower 1 to Form 4. Fees are due and payable within the first two weeks of each school term of the Academic Year, for which there are three terms.

Upon entry into Form 5, The British Academy will ONLY facilitate Half Year Payments (TWO payments). Fees are due and payable within the first two weeks of Term 1 and Term 2.

School fees being paid in US Dollars and Sterling Pounds (GBP) must be paid at the bank's daily foreign exchange "cash" rate. Please call the administrator for the rate at the time of paying fees.

There is a non-negotiable **\$75.00** bank charge for all transfers from non local bank accounts.

The Board of Directors reserve the right to withhold transcripts, examinations results and certificates if school fees are outstanding.

Sibling Discount:

The British Academy offer families with two or more children enrolled during the same term, a discount of **TT 2,000.00** per sibling per term.

Late Payment of Fees:

School fees are considered late if they have not been paid by the third week in the school term.

Late payments will incur a **\$50.00 per day** administrative charge. Parents are urged to communicate with the school administration should they not be able to settle the fees in a timely manner. The Board of Directors reserves the right to suspend a student's attendance at The Academy until outstanding fees are paid.

Admission / Departure during the term or Academic Year

If a student is admitted after the commencement of the school term, parents are liable for a full term's fees unless the student is admitted after the half term, in which case parents will be charged for half of the term' fees.

Parents must, in writing, provide The British Academy with at least one (1) month's notice of their intention to withdraw their child from The Academy either during the term or before the commencement of the following term.

If a student voluntarily withdraws from The British Academy or is expelled prior to half term, The British Academy will refund half of the term's fees. If the decision is made after the half term, there will be no refund of the term's fees.

The Board of Directors reserves the right to withhold transcripts, examination results and certificates if inadequate or no notice is provided to the school administration.

Student Behaviour Management, Sanctions and Rewards Policy

Code of Conduct

The Staff of The British Academy are committed to:

- Having a caring, secure and orderly community in which the boundaries of acceptable behaviour are clear, shared and consistent.
- Consistently applying the guidance set out in the School's Handbook and related policies.

We aim to:

- Ensure all staff are aware of the powers available to them to discipline students.
- Ensure that students and parents are introduced on entry to the school's expectations via the Home/School agreement and associated documents in Yearly Planner.
- Ensure that all students are clear about the school's Code of Conduct through their Student Handbook and visible displays and assemblies.
- Ensure that students review these expectations annually and sign this agreement in their Student Planner.
- Ensure that students are familiar with the 'Code of Conduct' and 'BA Merits' systems for managing student behaviour and issuing rewards; and that staff apply these consistently; and that these are regularly monitored.
- Ensure that students understand how their behaviour contributes to their House profile.
- Ensure Equality of Opportunity for all students.
- Consider the impact of each individual's behaviour on the school community as a whole.
- Promote clear values and a clear moral code.
- Enforce fair, consistent and appropriate sanctions when necessary.
- Involve parents and directors wherever it is appropriate or required.
- Advise counselling whenever appropriate.
- Use IBPs (Individual Behaviour Plans) wherever relevant to support behaviour.
- Adhere to the School Handbook and related policies at all times.
- Utilize parental support and involvement.

1. PRACTICE

1.1 The school recognizes that every student and member of staff is responsible for promoting good behaviour. We recognize that poor behaviour forms a significant barrier to learning and progress. To this end it will not be tolerated.

1.2 The school's working document on school discipline is this Code of Conduct. This appears for students in the Student Handbook. Consequences and BA Merits descriptors appear on classroom walls. It is the first point of referral and should constantly be used as part of the daily life of the school.

1.3 The Yearly Planner gives students specific advice about learning and preparing for learning within a framework of orderly, well-mannered behaviour.

1.4 All Staff are responsible for maintaining a calm, safe environment by performing duties before and after school and at break times. The Senior Leadership Team provides further support by patrolling key areas of the school during every break and lunchtime.

1.5 All staff are required to familiarize themselves with the Yearly Planner and the Staff and Students Handbooks provided at the beginning of the academic year.

2. STUDENTS

2.1 All students must purchase a Yearly Planner at the start of the academic year. *This is an important tool with valuable information to support the students' organization and learning.*

2.2 All students are expected to prioritize their learning and understand the importance of courtesy and manners. Good behaviour is the 'norm'; poor or off-task behaviour is a hindrance to learning.

3. EXCLUSION

3.1 The Principal is responsible, following investigation and guidance from the Dean-Discipline and range of staff, for the exclusion of particular students and for gathering and preparing all exclusion documentation.

3.2 A Directors' Discipline Panel, made up of three Directors, will be convened when a student has been excluded in excess of **fifteen days** in any **one term** or has been recommended to be permanently excluded. A Directors' Discipline Panel will also be convened in relation to any fixed term exclusions which would lead to a student being excluded from between 6 and 15 days but only when the student's parent(s) express a wish to make representation.

3.3 Following exclusion of **more than 3 days** a meeting between the school, the student and the parent is arranged in which a re-admission agreement is signed. It is likely that 'special conditions' will be agreed before re-admission.

4. ANTI BULLYING

4.1 The, Dean-Discipline in charge of the behaviour and safety of students leads on the anti-bullying policy.

4.2 The school will not tolerate bullying and recognizes that challenging bullying effectively will, improve the safety and happiness of students, show that the school cares and make clear to bullies that their behaviour is unacceptable.

4.3 All students are required to sign our **anti-bullying agreement**, annually.

4.4 Appendix 1: The Anti-Bullying Agreement

4.5 All incidents of bullying are recorded, including the actions taken to resolve the issue.

4.6 School recognises that there are many definitions of bullying but consider it most commonly to be:

- Behaviour which is deliberately hurtful, (including verbal, indirect and physical);
- Repeated over a period of time;
- Difficult for victims to defend themselves against;
- Bullying includes verbal and physical abuse and the inappropriate use of electronic media such as mobile phones or the internet.

4.7 The school recognises that there are different types of bullying, they include:

- Bullying related to the race, religion and/or the cultural background of a student;

- Bullying that incorporates the use of sexist language;
- Sexual bullying;
- Homophobic bullying;
- Bullying of students with Special Educational Needs;
- Bullying of students with a disability;
- Cyber bullying;
- Bullying where items are stolen;
- Bullying which results in the injury to others.

4.8 Students should be reminded that all forms of bullying are unacceptable and will not be tolerated.

4.9 The school encourages students ‘to tell’ if they feel they are being bullied. Direct action should be taken immediately to support the child and resolve the issue.

4.10 The school seeks to follow up after an incident to check the bullying has not started again. If students expect follow up, they are less likely to start bullying again.

4.11 Strict sanctions will be put in place for students involved in ‘cyber bullying’; The parents of students involved in cyber bullying will be engaged in the disciplinary process.

4.12 Students *who are repeat offenders*, may be required to sign an anti-bullying contract in the presence of their parents and the school’s Dean – Discipline and / or The Principal.

4.13 Sanctions should be considered carefully and involve parents. In cases of severe and persistent bullying, exclusion from school may be necessary.

5. CONSEQUENCE SYSTEM

5.1 Schools are complex places and The British Academy will endeavour *to address* each student and incident individually.

5.2 Staff are expected to display and adhere to a set of common expectations and responses through the Consequence System.

5.3 The Consequences system and BA Merits should be clearly displayed in all classrooms.

5.4 Appendix 2: The Consequence System

5.5 Appendix 3: The BA Merit System

6. SUPPORT SYSTEM

6.1 All students are expected to behave in accordance with the school's Code of Conduct and shared expectations. Where students fail to comply either in or out of the classroom, it is important that such behaviour is challenged accordingly by use of the Consequence System and behaviour points are allocated as appropriate.

6.2 Should a situation arise in a classroom where a student's behaviour escalates it will be necessary for the teacher to call for support.

6.3 The aim is to resolve the situation and allow the student to continue with the lesson. The intention behind this is to ensure that all subject teachers are empowered in relation to classroom management.

6.4 Where the member of senior staff considers there to be a risk that poor behaviour may continue, they may remain in the lesson to assist in settling the class.

6.5 Where a student has caused a significant breach of health and safety they will be automatically removed from the class and the matter will be investigated and dealt with by *the Dean – Discipline* or a member of the behaviour Team.

6.6 It is essential that all incidents are recorded by the subject teacher on an incident report form. A record is kept in school and overseen by the Dean -Discipline in charge of the behaviour and safety of students.

6.7 We expect that all colleagues will be empowered in the management of student behaviour. We would never seek to undermine a teacher's authority by being considered 'more able' to deal with problems.

6.8 Where staff are finding recurring issues with certain students or classes we advise that they seek support and not tolerate this. It is recognised that we all face difficulties with students from time to time and staff should feel confident to ask for help.

7. BANNED ITEMS

7.1 The following items are not permitted on the school site: hoodies, caps, stink-bombs, lighters, cigarettes, e-cigarettes, laser pens, steel-capped boots and other non-uniform footwear, jewellery. This list is not exhaustive and the school maintains the right to confiscate any item considered dangerous, offensive, and inappropriate or that may compromise safety.

7.2 The following items are considered dangerous and are also banned: fireworks, illegal drugs, solvents, knives, blades, pointed items, alcohol, guns (including plastic toys or replicas).

7.3 Students found in possession of 'banned' items will have them confiscated and may be excluded from school. In relation to dangerous items, it is likely the school will involve the Police. The school has the authority to 'dispose' of banned items.

8. MALICIOUS ACCUSATIONS

8.1 Where students are found to have made malicious accusations against a member of staff that are proved unfounded the school will exclude the student concerned. Dependent on the severity of the accusation and the distress caused, this exclusion may be permanent.

9. PARENTS

10.1. Parents are expected to behave in an adult, mature and amicable fashion at all times when on the school site or in conversation with members of staff. When a parent's behaviour is giving ongoing cause for concern, the school administration will request a formal meeting.

10. DETENTIONS

10.1 Detentions are used as a sanction in response to punctuality, poor quality classwork, lack of or poor quality homework and behaviour concerns.

10.2 Work will be provided to occupy students in detention. Students can also be asked to give Involuntary Community Service hours and help around the school.

APPENDICES

Appendix 1

The British Academy Anti-Bullying Agreement **Student and Parent/Guardian Agreement**

Everyone has the right to feel physically and emotionally safe at school. I will do everything I can personally, as a member of my school's community, to create and preserve a physically and emotionally safe environment. In my school, The British Academy, bullying is not tolerated.

Bullying refers to verbal acts, physical acts, or other acts of harassment by using electronic devices.

Some examples of specific behaviours that constitute bullying include:

- Spreading rumors or posting degrading, harmful, or explicit pictures, messages, or information using social media or other forms of electronic communication (also known as "cyber-bullying").
- Taunting or making sexual slurs about a person's gender orientation or sexual status.
- Name-calling, joking, or making offensive remarks about a person's religion, gender, ethnicity, or socioeconomic status.
- Physical acts of bullying, such as punching, slapping, or tripping someone.

We understand that bullying, whether it is cyber bullying, physical, or verbal acts that disrupt the learning environment, will result in the following disciplinary actions:

- **1st Offense:** Name reported to Dean - Discipline. Sign the behaviour log; conference with the Dean; conference with The Principal, peer conference and parental contact. If an immediate consequence is needed, it will be based on severity.
- **2nd Offense:** Name reported to Dean - Discipline. Sign the behaviour log; conference with Dean – Discipline; 2 days out of school suspension, with mandatory parent meeting. **(3 out of school suspensions in a term grading period will result in a Board Hearing.)**

Student's responsibility:

I commit that I will not bully my peers. When I witness bullying, I will report it to an adult. I understand the anti-bullying policy and procedures.

Student's Name

Form

Teacher's Signature

Date

Parent/Guardian's responsibility:

I commit to encouraging my child to always respect others. I have instructed my child not to bully. I have advised my child to report any bullying to the authorities. I understand the anti-bullying policy and procedures.

Parent/Guardian's Signature

Date

Appendix 2

The British Academy School Consequence System

| CONSEQUENCE | INFRINGEMENTS | ACTION |
|----------------|--|---|
| Level 1 | <ul style="list-style-type: none"> • Wearing jewellery and / or refusing to hand over the item for confiscation. • Failing to wear uniform correctly and ignoring requests to do so from a member of staff. • Wearing make-up. • Disrupting other students' learning, despite several warnings issued by the teacher. • Having a visible or audible mobile device and failing to hand it to a member of staff for confiscation. • Failing to complete two consecutive homework tasks. • Writing graffiti on a workbook or planner. • Being late to the lesson without a satisfactory reason. • Presenting your work without care or attention. • Failing to have the correct equipment for the lesson. | <ul style="list-style-type: none"> • 2 consequence points will be added to your student profile. • Detention at the discretion of teachers. |
| Level 2 | <ul style="list-style-type: none"> • Persistent and open defiance of instruction despite warnings and the issue of a Level 1. • Using inappropriate language (not directed at teacher) in lesson. • Misuse of ICT network (please refer to school's ICT policy). • Failing to attend a detention issued by the teacher / department. | <ul style="list-style-type: none"> • 4 consequence points will be added to your student profile. • Referral to Dean. • Detention. |
| Level 3 | <ul style="list-style-type: none"> • Using inappropriate or offensive language towards an adult. • Truantiing lessons. | <ul style="list-style-type: none"> • 6 consequence points will be added to your |

| | | |
|-----------------------|---|--|
| | <ul style="list-style-type: none"> • Leaving the classroom without permission. • Intentionally damaging another student's work or assignment. • Walking away from an adult without permission (in defiance). • Bullying another student. • Demanding money or other articles from another student. • Gambling on school premises. • A significant breach of health and safety. • Knowingly bringing a 'trespasser' onto the school site. • Inappropriate physical interaction with other student on the school compound. | <p>student profile.</p> <ul style="list-style-type: none"> • Referral to Dean and Principal. • Parent conference. • Internal or external suspension. |
| <p>Level 4</p> | <ul style="list-style-type: none"> • Making racist, homophobic or other offensive comments. • Fighting on the school premises or in the local vicinity. • Damaging school property (including theft). Please note that you will be charged for a new replacement. • Intentionally setting off the fire alarm system outside of a genuine emergency. • Viewing racially or sexually offensive material on the internet on school site or in the local vicinity. • Possession of matches, lighter or fireworks. • Bringing offensive or dangerous weapons to school (including blades and pointed objects). • Serious actual or threatened violence against another student or member of staff. • Sexual abuse or assault. • Possession, use or supply of alcohol, cigarettes, e-cigarettes or other smoking paraphernalia. | <ul style="list-style-type: none"> • 10 consequence points will be added to your student profile. • Referral to Dean and Principal. • Parent conference. • External suspension or expulsion. |

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| | <ul style="list-style-type: none">• Use of any banned or illegal items on the school compound.• Possession, use or supply of illegal drugs. | |
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Appendix 3

The British Academy Merit Award System

| BA MERITS | ACHIEVEMENTS | ACTION |
|----------------|--|---|
| Level 1 | <ul style="list-style-type: none"> • Completing an exceptional piece of work in class or at home. • Making a significant contribution in class. • Demonstrating initiative or foresight. • Completing extra work/research. • 100% attendance. • Commitment to a club or extracurricular activity. • Effective use of the Yearly Planner. | <ul style="list-style-type: none"> • 2 BA merits points will be added to your report. |
| Level 2 | <ul style="list-style-type: none"> • Assisting staff with the organisation of an event or performance. • Presenting an assembly. • Completing a piece of exemplary work. • Recycling/helping the school be “green”. • Helping to create or put up a display. • Contributing to a student publication. • Leading a PHSE lesson. • Displaying work in a school based exhibition. | <ul style="list-style-type: none"> • 4 BA merits points will be added to your report. |
| Level 3 | <ul style="list-style-type: none"> • Representing the school at a sporting event or performance. • Involvement in a community based event or project. • Performing or participating or displaying work at a local event (reference needed from organisers). • Assisting another student to overcome a challenging situation. | <ul style="list-style-type: none"> • 6 BA merits points will be added to your report. |
| Level 4 | <ul style="list-style-type: none"> • Organising a school charity event. • Representing the school at a national level. • Election to the Student Leadership Team (Head Prefect, Prefect, House Captain, Vice-Captain, Sport-Captain). • Showing resilience/overcoming a personal difficulty. | <ul style="list-style-type: none"> • 10 BA merits points will be added to your report. |