

Code of Conduct Policy

2023 - 2024

Next review date: August 2024



This policy has been read and adopted by AAESS Board of Directors and Principal:

Signed:



For and on behalf of AAESS Board of Directors

Date: August 2023

Signed:



Mr. Andrew Thomas, Principal

Date: August 2023

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 Serious Offences.
- 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 toilet breaks during lessons. Students 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 cyberbullying, sexual harassment, racism, or sexist abuse. (See the 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
- Mobile telephones are allowed in the Secondary School but with certain restrictions.

In the Secondary School mobile phones may be used in lessons to support learning as directed by the subject teacher. They may not be used during breaks or during lesson changeovers. During those times they should be turned on silent mode and concealed.

- The sending of inappropriate text or picture messages will lead to a student's mobile phone being confiscated. The use of cameras on mobile phones is not allowed in any areas particularly bathrooms, 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. This is mostly applicable to the 6th-form students.

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.

Student Attendance

- Students will arrive at school by 7:30 am at the latest.
- Family holidays or other absences will not be planned or approved during term time.
- Students will attend school all day, every day, except in cases of illness or another legitimate reason.
- Request for early leave of absence will only be considered for an urgent medical or important family appointment and must be supported with the appropriate documentation.
- It must be endeavoured to avoid wherever possible scheduling routine doctor and dentist appointments during school times.
- Parents/Guardians must telephone or e-mail the school before 8:00 a.m. on the day of absence to report the reason if their child is not attending school.

Student Uniform and Equipment

- Students must wear the correct full school uniform each day. Should there be an extreme case where a full uniform cannot be worn, parents must provide written confirmation of this and a time period where the issue can be rectified.
- Students must arrive at school with the correct stationery, books, and materials for learning. Students may use assigned lockers to store their books and equipment.

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 to remove any trip hazards.
- Open their exercise books ready to begin the lesson.

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 cooperative.
- 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 and in study areas (including the library, ICT rooms, the auditorium, STEAM centre and the exam 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/suite is in good order for the arrival of the next class.

Bullying

All forms of Bullying are not tolerated at AAESS and are treated as Serious Offences.

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 websites, 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 students 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.
- Cyberbullying.

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 the Tutor/Head of KS/SLT as appropriate.
- To promote the use of a range of learning styles and strategies which challenge bullying behaviour.
- To host assemblies to inform students about types of bullying and how to deal with and report bullying.
- To promote anti-bullying drives during the academic year.

Curriculum

- During PSHE lessons students are taught to be assertive, considerate, and confident. Work is also done to raise awareness of bullying types and how to deal with bullying.
- Literature classes, Drama classes, external 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, send an email to a member of staff or use the Whisper Form.
- 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 with the sanctions laid out in the Positive Pupil Behaviour Policy.

AAESS promotes Inclusion across all key stages therefore the features of this policy are also applicable to our Students of Determination and all those receiving Learning Support services at the school. Students who do not abide by the code of conduct will be subject to disciplinary actions and sanctions as described in the Positive Pupil Behaviour Policy.

PARENT ACKNOWLEDGMENT

AAESS CODE OF CONDUCT

Date: _____

Parent Name and Surname: _____

Student Name and Surname: _____

Student Form: _____

As the Parent/ Guardian of the abovementioned student, I acknowledge that:

1. I have received from the school and read the AAESS Code of Conduct
2. I fully understand my role and responsibility towards encouraging my child to behave in a positive and socially acceptable manner.
3. I will support the school in managing student behaviour and academic performance and will attend any required meetings in this regard.

Parent/ Guardian Signature: _____