



British School  
of Bucharest

## Behaviour Policy - Secondary School

### Introduction

BSB works to a minimum of written regulations and all members of the School are expected to adhere to and demonstrate school values: honesty, respect, self-control, equality and concern for others. Cooperation, support and respect are the foundations of our community and we work hard to provide a safe school where students feel included in every aspect of school life and comfortable to voice their opinions. Any student who breaks the law outside of school may also be deemed to be in breach of the School's code or bring the School's name into disrepute and action may be taken.

### Aims and Objectives

All students should be aware of the standards of behaviour that are expected of them, and take responsibility for promoting these standards. We believe that by encouraging positive behaviour patterns we can promote good relationships throughout the school built on trust and understanding and that through the use of this policy we can support all of our students in developing a high level of social awareness.

### Discipline, Sanctions and Rewards Overview

- Communication between teachers, Heads of Faculty (HoFs), Form Tutors (FTs) and Heads of Year (HoYs) via iSAMS is central to the system
- Students are continually rewarded for good work
- A practical and discretionary disciplinary system is in operation
- The strategy is based on rewards, sanctions, personal organisation and support

We encourage a sense of independence and self-awareness among the student community to enable them to make sensible choices and regulate their own behaviour. The core elements thread through every school activity, but are actively promoted during form periods, PSHCE lessons and in assemblies.

Students and staff have clear and practical guidelines as shown by the chart below:

Teacher	<ol style="list-style-type: none"><li>1. Teacher intervention in class room.</li><li>2. Record on iSAMS clearly stating the cause for concern and teacher intervention.</li></ol>
Head of Faculty/ Form Tutor	Form Tutor – 3xCfC in one week or HoF - 3xCfC in one faculty. Break/lunch detention, on report, parent contact or meeting.
Head of Year	Serious incident or 2 FT/HoF detentions in 1 half term. HOY lunch/afterschool detention, Parent contact or meeting, report.
Deputy Head of Secondary	Very serious incident or emergency, or 3 HoY sanctions in a term. DHoS report, after school detention, parent meetings or internal / external temporary exclusion.
Head of Secondary	Emergency or serious, ongoing incidents. Internal / external temporary or permanent exclusions.



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There are many ways in which students are rewarded at BSB.

- Merits – points are awarded to an individual student for pieces of outstanding work or effort, which could be inside or outside of the classroom. Merits are awarded electronically on iSAMS. Totals are monitored by Form Tutors and certificates are presented according to the number of merits awarded: 50- Bronze, 75 – Silver, 100 – Gold and 125 – Platinum. Reward trips occur periodically for students with the highest number of merits.
- House Points – points are awarded to each of the House totals in rank order based on the descending highest average effort marks from each reporting session. Students may also be awarded a House Point token for helpful deeds around school which contribute positively to the school community or ethos. These tokens are posted in a box in the library according to House.
- Postcard – for continued good effort or an excellent work or consistent contribution to school life a postcard can be either sent home or passed to the Office to be placed in a form register to be handed to a student by the Form Tutor.
- Head Teacher Award – for a piece of outstanding work, exceptional performance or contributions to the life of the School. The HoS is informed and the student is sent at a convenient time to receive the award or during school assembly.

## Practical Application

We work hard to ensure that discipline is consistent across the school so that behaviour boundaries and sanctions are clear to all and are applied fairly, proportionately, and without discrimination, taking into account SEN or EAL needs, as well as the additional challenges that some vulnerable students may face. Some of these students have an individual behavioural plan. Staff receive some training on behavioural strategies as part of their continual professional development and should be well aware of the extent of their disciplinary authority. We do recognise that where individual students are engaging in continuing disruptive behaviour this can be as a result of unmet mental health needs. If such needs are identified we will do all we can to ensure that the student receives appropriate support and we work closely with parents or educational or otherwise healthcare professionals as required.

Staff are a constant presence around the school, in-between classes, during breaks in the school day and at lunch times, to check that students are using the school grounds respectfully and behaving appropriately. The individual teacher is often the first and can be the only stage of disciplinary action. He or she will maintain discipline within classrooms, respond to minor misdemeanours outside the class as seen fit, and promote good behaviour by example. Often a word of encouragement, explanation or reprimand is all that is required. The classroom teacher may issue more than one verbal warning or the teacher may then ask the student to move seats or to leave the classroom for a 'cooling off' period which will not exceed five minutes and where the student must be kept in view of the class room. If it is deemed appropriate for a student to work outside of the class room, this must be discussed with the HoF and / or HoY or DHoS and provision made for supervision.

The Head Boy/Girl and School Prefects may also feel it is appropriate to speak to a student if there are concerns about behaviour from an individual or group and this may be passed to a member of staff.

## Recording and Follow Up

A member of staff will record any Causes for Concerns on iSAMS. This will be seen by the Form Tutor, HoF and HoY as part of an automatically generated email. Staff must write a comment describing the issue and also the measures taken to correct the problem. A member of staff may also choose to send an SMS to a student's parents for incomplete or late homework. This must be done with the student's knowledge and after careful consideration.

Where repeated disruption occurs or a student receives three Cause for Concerns on iSAMS, the student will be referred to the Head of Faculty or the Form Tutor and the HoY will be informed. This may result in parental contact and a lunchtime detention. This can also include uniform infringements. In this conversation or meeting, advice and support can be offered in a pastoral capacity or an action plan with deadlines and tangible outcomes can be agreed. If the three infringements occur across several faculties, Form Tutors will take on this responsibility. Further infringements or a further three lunchtime detentions will lead to the HoY issuing further sanctions, such as formal lunchtime or afterschool detentions. In every case, intervention by the Form Tutor, HoF or HoY will be recorded on iSAMS.

In all cases of contact of this nature with students, staff are reminded of potential safeguarding issues which may arise in conversation with students and parents, as set out in the Child Protection Policy and all parental contact should be recorded on a Parent Contact Form, available from the School Server, and sent to the Office for filing and a Cc copy sent to the Head and Deputy Head of Secondary.

For repeated unsatisfactory behaviour or for more serious offences, students are referred to Deputy Heads of School or the Headmaster. Afterschool detentions or internal exclusions are set as necessary, with parents informed in writing and, if necessary, a re-integration meeting required.



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## Basic Expectations

At BSB, the following are some basic expectations for all students:

- Always be on time (lateness is reported on iSAMS as a cause for concern).
- Keep appearance smart and tidy and wear regulatory school uniform.
- Rude, derogatory, racist or defamatory language will not be tolerated.
- Be considerate of your peers and the extended community. Do not run through hallways and corridors, do not shout out during lessons, or shout to one another in hallways, or when in public places.
- Be polite and respectful at all times. This applies to staff, other students, any visitors to the school and to members of the general public.
- Take care of your environment, both on the school site and outside, and keep it tidy. Do not litter and do not vandalise property in any way.
- Health and safety equipment is only for use in emergency situations and should not be tampered with under any circumstances.
- Disobeying staff is not tolerated.
- The following items are not allowed in school under any circumstances:
  - » Alcohol and drugs
  - » Cigarettes, matches, and lighters
  - » Chewing gum
  - » Weapons of any kind, including craft or camping knives
  - » Inappropriate, illegal or racially or politically inflammatory material; such as racist or pornographic material or material inciting politically or racially motivated violence
- Gambling is not permitted among students or between staff, whether on or off-site or during a school trip or event

## Searching, Screening and Confiscation

The HoS or DHoS or staff authorised by them can search a student or their possessions, without consent, where they have strong grounds for suspecting that the pupil may have brought a prohibited item to school. This is defined as an object brought to school 'to cause personal injury to, or damage to the property of, any person (including the student)' or 'is likely to be used to commit an offence' (Searching, Screening and Confiscation, DfE, 2014). The School reserves the right to send the student home or to not allow the student onto the school site if permission for a search is declined and it is believed that the student is in possession of prohibited items.

In all cases, action must be proportionate and carefully considered. A personal search must be conducted by a staff member of the same sex as the student and in all cases the action witnessed by another member of staff.

## Suspension

The Head of Secondary may suspend a student internally or externally for a discretionary period of time for a very serious breach of discipline or possibly less serious offences where repeated sanctions have proved ineffective. If suspension is ineffective, the School may review the student's place at the School at any point during the academic year.

## Exclusion

The following is a list of examples of behaviour that might merit exclusion in the first instance, depending on circumstances. The list is not exhaustive:

- Behaviour or the expression of extreme political views which incites racial or religious hatred, including religious radicalisation
- Sexual misconduct or harassment
- Damage to property
- Persistent disruptive behaviour
- Unacceptable or threatening parental behaviour
- Drug abuse or supplying drugs, tobacco or alcohol, whether on or off-site
- Alcohol abuse, including during school trips
- Theft



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- Bullying
- Physical assault or any behaviour deemed to be threatening to students, parents or any member of School staff
- Fighting
- Arson
- Bringing a weapon into school
- Behaviour which brings the School into disrepute or a criminal act committed in or out of school

A student may be formally excluded from the School if it is proved without reasonable doubt that the student has committed a very grave breach of school discipline or a serious criminal offence. Criminal proceedings may ensue. Permanent exclusion is reserved for the most serious breaches. The Head of Secondary shall act with procedural fairness in all such cases. Parents will be given a copy of the procedure current at the time and the student shall remain away from school pending the outcome.

## Parents

Parents play a big part in ensuring that their children are responsible for their own behaviour in school. We ask all parents to respect and support the school's behaviour policy and the authority of the school staff. Building school life into a natural routine - ensuring that at a child is at school on time, appropriately dressed, rested, and equipped - will encourage a child to adhere to school rules and procedures.

We ask parents to work with the school in support of their child's learning, which includes informing the school of any special education or medical needs or personal factors that may result in their child displaying unexpected behaviour. We ask that parents be prepared to attend meetings at the school with any member of staff to discuss their child's behaviour and to adhere to any parenting contracts put in place. In the case of exclusions, we ask that parents provide appropriate supervision for their child during the time that they are excluded from school and, if invited, to attend a reintegration interview at the school with their child.

## Mobile Phone and iPad Use

In addition to the BSB Technology Policy, there may be some instances where students may be permitted to use mobile phones or iPads around school or during lesson time. This should only take place under the guidance or supervision of a member of staff. Students in Years 12 and 13 may also have opted into the Bring Your Own Device programme, for which there is a separate policy statement.

## Attendance and Punctuality

The register is taken in the morning between 8.15am and 8.30am and in the afternoon, between 12.50pm and 12.55pm. Attendance is recorded in paper registers which are kept in the library and then taken to the Office for processing. Registration data is recorded electronically each day. Disciplinary action will be taken against any students who are discovered to be truanting or are repeatedly late. A student is marked late after 8.30am. Each case is treated on its own merit, but typically parents or carers will be contacted to discuss possible reasons and school support systems which could help.

## Uniform

The uniform promotes the spirit of belonging, camaraderie and a sense of community, which are all important facets of the ethos of the BSB and which are taken seriously. A letter is sent via the Office before the start of the summer and winter uniform sessions. The uniform guidelines are listed below and notices to this effect are displayed in all form rooms. This applies to all students from Years 7 to 11. Students who do not come to school in the correct uniform are given a verbal warning, spoken to at break or lunch time, a letter is sent to parents and in some cases they may be placed in lunchtime or after-school detention or be asked to return home to change.

## Off-site Conduct

Incidents of students who are caught or known to have been behaving inappropriately on the way to or from school, or near the school premises (including the school car park) will be investigated by the school and acted upon. This also applies to students who break school conduct during work experience, school trips, or extended school activities such as sports events, or during any event where poor behaviour might jeopardise the chances of future students participating or disrupt the participation or enjoyment of others. Any student who breaks the law outside of school may also be deemed to be in breach of the School's code or bring the School's name into disrepute and action may be taken.



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Jason Porter  
Head of Secondary  
August 2017  
To be reviewed August 2018

## Appendix 1: Practical Classroom Guidance for Staff

Listed below are some classroom procedures that all staff should follow:

- Students are discouraged from carrying heavy bags. They have lockers and also storage space to store clothing, books and equipment. Students should only carry the books they need for the lessons between break times.
- Students should change from PE kit before arriving at their next lesson or going to the lunch hall
- Staff should observe the timings of the lessons and dismiss students on time.
- Before lessons, students should line up quietly in the corridor outside.
- When entering a class students should do so quietly. They should make their way to the seats, get out books and equipment.
- A record of attendance and punctuality should be kept by the class teacher and any issues queried with the Form Tutor.
- Homework should be published on Show My Homework with a clear submission date, with homework being set every time it appears on the homework timetable. Homework should not be set for submission the following day.
- At the end of the lesson students should pack away their books and equipment, tidy any litter, push chairs underneath and then wait to be dismissed. They should not leave the room until the teacher has checked the room and given permission to leave.

## Appendix 2: Uniform - additional information

Shirts and blouses should be tucked in and not worn loose. They should be buttoned to the neck and ties worn appropriately.

Dark coloured leather shoes must be worn. In bad weather students will need to change into these from their outdoor shoes. These must be shoes and not trainers or trainer-like shoes.

It is expected that students wear the correct PE kit. Students should change out of their PE kit after the lesson. They should not be coming into another lesson or returning from lunch or break in PE clothes.

Students must also change out of their PE kit and back into uniform at the end of the day - they should not be leaving school in their PE clothing.

All students will be issued with lockers and outdoor coats and shoes should be kept in the lockers.

The switch from winter to summer will vary according to the temperature. A rough guide would be that winter begins after the half term holiday during Term 1 and the winter uniform should be worn from the first day of the second half term.

Parents and students will be informed by letter when the summer uniform can be worn.

Hair bands and slides are acceptable but they must be dark plain colours. Other hair accessories are not permitted. Boys' hair should be tied back if it is long and the school may request that the hair is cut shorter if it falls over the face and becomes a distraction. Severe haircuts are not acceptable and a guideline would be no shorter than a Grade 2. Dyed hair for boys and girls is not acceptable

Outdoor coats and jackets must be plain and logos should not be visible. Leather and denim jackets are not acceptable.

The following items are not permitted:

Hoodies, leather, cargo pants or denim including jean-style trousers, leggings, shorts, cut-off trousers, polo shirts, polo-necked jumpers, trainers, casual deck shoes, sandals, flip flops or high-heeled shoes. "Ugg" boots or "Wellington" rubber boots should not be worn around the school.

Hair must be of a natural hair colour and one stud per ear is allowed and make-up should be light.

Outdoor boots, coats, jackets and scarves should not be worn in the school building.



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### Appendix 3: Sixth Form Dress Code

Sixth Form Boys	Sixth Form Girls
Dark coloured suit trousers.	Dark trousers / skirt / dress. (Skirts / dresses should be no more than 4" above the knee)
Buttoned shirt with collar: long or short sleeved. Top buttons must be fastened and shirt tucked into trousers. Shirt should be plain – white or any muted colour with limited pattern and no bright colours) Plain tie appropriate to a business setting, worn at an appropriate length.	Shirt or blouse which must not be low-cut. Shirt or blouse should be plain – white or any muted colour with limited pattern and no bright colours).
Plain jumper or cardigan may be worn.	Plain jumper or cardigan may be worn.
Shoes must be smart, dark, leather or leather-like material.	Shoes must be smart, dark, leather or leather like material.

### Appendix 4: Secondary School Uniform (Year 7 - 11)

#### Boys - Summer

Long/short sleeved white shirt (worn with tie)  
White school polo shirt (worn without tie)  
Grey tailored trousers  
Grey knee length tailored shorts  
Grey vest optional (for warmth)  
Blazer optional (for warmth)

#### Boys - Winter

Long/short sleeved white shirt  
Blazer  
Grey tailored trousers  
Grey vest  
School tie

**Shoes** – dark coloured leather. No additional colour on the shoe or the laces. No trainer-like shoes or trainers. In wet weather students must bring outdoor shoes/boots and change into the black shoes when inside the school building.

#### Girls - Winter

Long/short sleeved white shirt  
Blazer (to be worn at all times)  
Grey pleated skirt  
Grey tailored trousers

#### Girls - Summer

Long/short sleeved white blouse (worn with tie) or  
White school polo shirt (worn without tie)  
Grey pleated skirt  
Grey tailored trousers  
Grey knee length tailored shorts  
Grey vest optional (for warmth)  
Blazer optional (for warmth)



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**Shoes** – dark coloured leather. No additional colour on the shoe or the laces. No trainer-like shoes or trainers. In wet weather students must bring outdoor shoes/boots and change into the black shoes when inside the school building.

#### **PE Kit**

Navy tracksuit (top and bottom)

Navy sweatshirt

White PE shirt

White or black trainers and/or pumps (tennis shoes)

Grey PE shorts

Plain swimming trunks

Towel/Goggles

#### **Summer - additional information**

- Shirts will be tucked in at all times and ties will be worn
- On hot days students may be allowed to remove their ties
- Polo shirts do not need to be tucked into skirts or trousers



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