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Colegio Hispano Británico

Líder mundial en enseñanzas británicas

School Rules Policy

Policy Creation and Review	
Author(s)	SMT
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Next Review Date	August 2024

COLEGIO HISPANO BRITÁNICO SCHOOL RULES

- 1) Students should treat all staff and their peers with respect at all times. Physical or verbal violence or bullying of any form will not be tolerated.
- 2) Students are to stay within the school boundaries at all times.
- 3) Clothing can be casual and comfortable but students must look presentable. No tops with offensive slogans are allowed. Boys are not to wear singlet t-shirts. Girls should not bare any midriff or wear vest tops with straps less than 2 fingers in width or off the shoulder tops. Shorts and skirts should be at least the length of closed fist, with hands by side. Angie, Mark, and Katie primarily assess if a student is inappropriately dressed but any member of staff can bring to their attention the dress of a student which they feel is inappropriate. Students who repeatedly dress inappropriately will be sanctioned using the Discipline Structure.
- 4) Students must arrive at school and to lessons punctually, fully equipped with relevant books, pens, pencils etc.
- 5) Lateness is after the 9.25 am bell or after 8.45 am if their lesson starts at that time.
- 6) Students should enter classes quietly and prepare for the lesson as quickly as possible, with bags on the floor under the desk or on the hangers provided.
- 7) Students should remain seated throughout the lesson and speak quietly to other students only when necessary.
- 8) Students must raise their hand if they wish to speak to the teacher and listen to the teacher at all times, without interruption.
- 9) Students should speak English **at all times**, except in language classes e.g. Spanish, German, Chinese etc.
- 10) Students should inform the teacher when class work is completed so further instructions can be given.
- 11) Students must leave the classroom neat and tidy and place all rubbish in the bins provided.
- 12) Students must complete all homework or teacher tasks set.
- 13) Students should listen to other pupils during discussions and respect their nationality, religion, opinions and beliefs.
- 14) Students must treat school property with respect. Vandalism will be punished and a bill sent to parents for repairs or replacements.
- 15) Students should not eat in classrooms. Food and drink must be consumed in the Marquee, in the Middle covered patio or in the Dining Room. Bottled water is allowed at breaks.
- 16) Lunch is to be eaten between 1.10 and 1.30pm in designated areas. No access will be permitted to playing areas until 1.30. Throwing away food or drink without good reason is not allowed.
- 17) CHEWING GUM IS STRICTLY PROHIBITED ANYWHERE ON THE SCHOOL PREMISES.
- 18) Ball games are to be played in permitted areas only.
- 19) Mobile phones must be handed into the school office on arrival and phones must not be used until they are off the school premises. Any phones being used in school will be confiscated.
- 20) Subject specialist rooms such as Art, IT and Science have additional safety rules that need to be followed.
- 21) Smoking, vaping or using any kind of controlled substance is strictly prohibited in the school premises.

The school also expects that all students:

- Co-operate with the school efforts to protect their health, safety and welfare.
- Take reasonable care of their own safety and not place others at risk by their actions.
- Do not engage in reckless or careless behaviour that might compromise the schools preventative and protective measures (such as letting off fire extinguishers without good cause, or maliciously setting off fire extinguishers).
- Do not intentionally damage or misuse equipment and report defects or unsafe situations to the staff or management of the school.
- Adhere to the fire and other emergency procedures and follow any safety instruction given to them by members of staff.
- Report any accident that has occurred within the school grounds.

ATTENDANCE POLICY

Regular attendance is a prerequisite of student achievement. Absence, whether long term, frequent or occasional, leads to missed experiences, causes fractured social relationships, which all encourage an increased pattern of non-attendance.

Fostering good attendance is the shared responsibility of the student, parent and the school. Parents are reminded that although we are an independent school, it is a requirement under Spanish and Canarian Law that children attend school every school day. Parents should contact the school on the first day of absence before 9.20am. and keep the school

updated thereafter.