**SCHOOL RULES**

The following **school rules** are based on common sense and good practice:

1. Students should be polite and courteous to staff, each other and visitors.
2. Students are expected to be punctual for school and lessons.
3. Smoking is strictly forbidden
4. The school buildings and grounds should be kept clean and tidy. Rubbish is to be put in the bins provided.
5. Students are not allowed to use mobile phones and other electronic equipment inside the school buildings. Any items seen inside the buildings will be confiscated and kept securely.
6. The school will not accept responsibility for personal items lost at school.

**Classroom Rules**

1. Arrive on time with the correct equipment.
2. Work hard and allow others to do the same.
3. Follow instructions.
4. Treat everyone and everything with respect.

**Suspensions:**

Severe Suspensions

* Assaulting other students /Bullying : 4 to 29 days suspension
* Smoking at school: one week suspension
* Not obeying a direct order from the teacher (not sitting down in a specific seat , etc …): 1-3 days suspension
* Uploading photographs taken at school: 3 days suspension
* Leaving the school without permission:3 days suspension
* Taking photos at school :first time:1 day suspension ,2nd time 3 days suspension

Medium Suspensions

-Leaving school not via the main exits (wall, fence , etc.)

-Not attending detention room when required: 1st time 1 day, 2nd time 2 days…

-Using a mobile phone or using any other electronic device:

\* if you give it to the teacher: serious notice and one day detention

\* if you don´t give it to the teacher: serious notice and one day suspension

\* 2nd time for not giving it in:2 days suspension and so on…

-Drawing on tables or walls: 1st time serious notice and clean the table/walls..

2nd time 1-3 days suspension

-Misusing or touching without permission the computer or whiteboard: Serious notice and 1 day detention in break

Minor Suspensions

-Not going to a punishment from a teacher: Serious notice and 2 days without playground

-Skipping lessons:

1st time 1 week without break

2nd time 1 day suspension

3rd time 3 days suspension…

-Being late to class repeatedly: 1 day without break

-Looking for a ball outside the school:

1st time: Serious notice + 1 day without break

2nd time:1 day suspension

-Running down the corridor: 1 day without break

-Bringing/using spray deodorant: 1 day without break