



Behaviour, Rewards and Sanctions Policy

REWARDS POLICY

At the heart of girls' education and formation at Marymount International School London is relationship and community, as informed by the values instilled by the RSHM. As a school that values the gifts and potential of each individual, students are known and supported. As a school rooted in its Catholic faith, students are encouraged to consider and reflect on their behaviour and encouraged to live a life that is fulfilled and principled. At Marymount, rewards and the encouragement of students incentivises them to make positive choices and in doing so, creates a positive environment that is effective for personal growth, and teaching and learning. The School seeks to partner with parents so that, in working together, students are fully supported. Parents and Guardians who accept a place for their daughter at Marymount International School London undertake to uphold the School's policies. They will support the School's values in matters such as attendance and punctuality, behaviour, uniform/dress and appearance, standards of academic work, extra-curricular activities and homework/private study. (This policy takes account of *Behaviour in Schools :Advice for Headteachers and School Staff (Feb 2024)* and should be read in conjunction with the related policies listed at the end of the policy.)

MERITS

The Managebac Behaviour module – Reward & Conduct – will be used to acknowledge positive student choices through the awarding of merits. These can be given for the following:

- Uniform Merit
- Behaviour Merit
- Academic Merit
- Service Merit

The following system is used to acknowledge students for making positive choices:

Level 1: Should a staff member feel a student is deserving of a merit, they will record the merit using the Reward & Conduct module in Managebac to acknowledge students for making good choices.

Level 2: Should a student receive 10 or more merits in a half-term period, they will be presented with a certificate at Assembly / Homeroom to recognise their good effort. A letter will also be sent to parents by the Head of Year to inform them of their daughter's achievement.

Level 3: Should a student receive over 20 or more merits in a half-term period, they will be presented with a voucher and certificate during Assembly. A letter will also be sent to parents by the Head of Year to inform them of their daughter's achievement.

For the Advisor group with the least infringements over the course of a semester, a reward of a free dress day may be issued.

For the Advisor groups with the most merits awarded over the course of a semester, they will be given the opportunity to choose their lunch on a given day.

(As there is likely to be a different number of students in each Advisory group, this will be based on the given average of rewards/infringements).

(For the final term merits and infringements will be counted from after the Easter holiday until the end of the summer term as we do not have a half-term break)

REWARDS IN BOARDING

In Boarding, students are awarded Boarding merits through the Managebac Module to acknowledge students for making good choices. Boarding Merits can be granted for helpful behaviour, participation in Boarding events and acts of kindness towards others.



Should a student collect a number of Boarding merits, they may be traded for certain Boarding privileges.

Level 1: Should a boarding staff member feel a student is deserving of a Boarding merit, they will record the merit using the Reward & Conduct module in Managebac.

Level 2: Should a student receive 10 or more Boarding merits in over the course of a semester, Boarding staff will notify parents of good behaviour and the student can order a takeaway once on a day in the following week. (The student will pay for what they order).

Level 3: Should a student receive 20 Boarding merits in over the course of a semester, Boarding staff will notify the student's parents and will reward the student with a takeaway voucher which enables the student to order a takeaway once in the following week.

It is the responsibility of the Heads of Year, Head/Deputy Head of Boarding and the Senior Leadership Team to monitor the frequency and effectiveness of the reward system.

Merits are turned into House points which enable House teams to compete for the House Cup at the end of the year. The Faculty and Staff also vote for the Grade that has shown unity, integrity and has positively contributed to the school community. The Grade with the most votes is awarded the Spirit Cup.

USE OF PRAISE

At Marymount, praise is not used indiscriminately but as a teaching strategy purposefully designed to enable students to recognise facilitative approaches to learning, to link these to their successes, and to build upon them in order to improve future learning and performance. The aim of praise is always to increase students' capacity and inclination to take ownership of their own learning, whether that be academic, social, or social-emotional. Therefore, when praising students, teachers seek evidence of positive effort, strategy use, and application of ATL skills and help students recognise and articulate how these support learning and achievement and enable them to thrive in school.

SANCTIONS POLICY

Although rewards are central to the encouragement of good behaviour, there is a need to recognise and address when students make poor choices and decisions that are not in sympathy with the rules, ethos and mission of the School. In living in community and relationship with each other, there is a duty and responsibility for the School to recognise and use formal disciplinary procedures for serious offences where necessary. Standards of conduct and behaviour are outlined in Appendix A. Before giving any sanction, the staff member should consider the perspective of the student and adopt a contextual approach by considering the student's challenges and circumstances at the given time. Particular regard should be given to students who may have special educational needs and/or disabilities, and reasonable adjustments should be made. In cases of serious misconduct, the DSL will be consulted to see if there are any child protection issues that should also be considered. Students should always be dealt with in a supportive and fair manner. Sanctions are most useful when seen by all as a deterrent. When used they must be applied fairly and consistently, and appropriately to the seriousness of the offence.

In setting out the following, the need for flexibility and common sense is emphasised. The intention is to provide clarity in empowering members of staff to deal with situations themselves or know how and when to pass it on to a senior member of staff. It should be noted, however, that the teacher is responsible in the first instance for dealing with students when they make poor choices.



INFORMAL SANCTIONS

Informal sanctions are often as effective as any formal sanction and should be the first recourse of any member of staff. The teacher is responsible in the first instance for dealing with minor poor decision making by students. An informal sanction should be applied when a student makes a poor decision for the first time, or when the behaviour / decision exhibited is not in keeping with the 'normal' behaviour of the student, such as one-off / first instance of: forgetting textbook, calling out in class, watching non-work-related video in class etc.

A discussion between the teacher and student must take place when a student makes a poor decision so as to better understand the context of students' decision-making process and if there are any wider issues at play. In this discussion it should be made clear why the behaviour is not appropriate and what changes are required to ensure an infringement is not issued in the future. It is important in the discussion that students acknowledge that they are responsible for their own conduct and choices.

Staff may use informal behaviour management strategies in the class to address behaviour that does not cohere with the expectations of the School. These may include:

- Verbal reprimand and reminder of expected conduct
- Moving a student in the classroom (this may occur before a discussion between the teacher and student has taken place)
- Written reflection
- Loss of privileges, such as reduced free time at Break or Lunch (to be supervised by the teacher)

FORMAL SANCTIONS

Formal sanctions are applied when a student repeatedly makes poor choices, through the issuing of infringements. These can be given for the following:

- Behaviour infringement – e.g., speaking rudely to a peer/teacher, disrupting class, misuse of technology
- Uniform infringement – e.g., skirt is too short, no blazer for assembly, wearing trainers
- Academic infringement – e.g., late work infringement, plagiarism, academic standards not met, not having the correct equipment to class etc.
- Punctuality infringement.

The Managebac Behaviour, Reward & Conduct module will be used to log infringements. A discussion with the student must take place before an infringement is issued. When the infringement is issued, the teacher must give an outline of the incident and give context to the conversation that took place with the student.

Note: infringements may be removed from the Managebac Behaviour module at the discretion of the Pastoral Team, e.g., a student is given two uniform infringements for the same offence on the same day by two different staff members. For this reason, Heads of Year/Chairs of Departments will be responsible for informing parents of infringements only by email when required. (Staff should not notify parents through the Managebac module).

Heads of Year are responsible for monitoring student infringements on Managebac. They will alert Department Chairs of academic infringements. Department Chairs are responsible for the application of rewards and sanctions in their subject areas and will support their team in applying these consistently and effectively.

Boarding staff will have oversight of the Boarding rewards and sanctions and these infringements will be counted separately from school infringements.



The following scale will be implemented for students with repeated infringements - please note that there is a need for flexibility in some cases. The intention is to provide clarity in empowering members of staff to deal with situations themselves or know how and when, to pass it on.

FORMAL SANCTIONS FOLLOWING INFORMAL INTERVENTION:

Level 1: If a student receives any three infringements in a half-term period, they will receive a detention. A detention may be given immediately if a student's poor choices or behaviour deems it necessary. Parents will be informed in advance of their daughter's after school detention.

Level 2: If a pattern of behaviour persists over the course of the term leading to three or more detentions, the Head of Year or Chair of Department will arrange a meeting with the student and her parents/guardian in order to implement a Pastoral Support Plan.

Level 3: If behaviour persists beyond Level 2, a meeting will be held with the student and her parents, and the student will be given an SLT detention.

Level 4: For serious misconduct, a student may be immediately given a detention with a member of the Senior Leadership Team. Parents will be notified of the misconduct and a meeting with parents may take place. Should a student receive 3 SLT detentions in a given year, they may be temporarily suspended from school for a time period at the discretion of the Headmistress or a member of SLT as designated by the Headmistress.

Further disciplinary actions will take place as needed and include but are not limited to: implementation of pastoral support plans, removal of student leadership responsibilities or privileges, and/or temporary or permanent exclusion. It may be necessary for a student to be sanctioned at Level 3 or Level 4 (without first being sanctioned at Levels 1-3) if the infringement is appropriate.

(For the final term merits and infringements will be counted from after the Easter holiday until the end of the summer term as we do not have a half-term break)

DETENTIONS

Should a student receive a detention, this will take precedence over all other activities. Sports matches or other extra-curricular activities will need to be cancelled for that student.

Detentions will take place on a Thursday afternoon in Room 1. Students should arrive promptly at 4.05pm and will complete their detention at 5pm. Students will be asked to complete a reflection on their behaviour. Technology will not be permitted except for Grade 12 students at the discretion of the Grade 12 Head of Year/Department Chair/ Deputy Head.

Students who receive an SLT detention will complete their detention with the Deputy Head (s) and should arrive promptly at 4.05pm to the relevant Deputy Head's Office.

SANCTIONS IN BOARDING

INFORMAL SANCTIONS

Boarders may receive informal sanctions as a consequence for poor decision making and may be asked to act in a way that builds the community as a result. This may involve helping with boarding duties, leading a group activity or some similar consequence.

Boarding infringements will be counted separately from school infringements; however, Boarding staff and Heads of Year will be notified of all infringements so that a holistic picture of student behaviour and progress or concerns can be monitored.

Formal sanctions in Boarding are applied when a student repeatedly makes poor choices and does not take seriously the rights and responsibilities that come with being part of the Boarding community.



These can be given for the following:

- Behaviour infringement, i.e. speaking rudely to a peer or Houseparent, misuse of technology, untidy room
- Punctuality infringement, i.e. late to meals, late return to campus.

Boarding infringements are issued to log repeated poor decision-making. A discussion with the student must take place before a boarding infringement is issued. When the infringement is issued, an outline of the incident and context to the conversation that took place with the student must be given.

Level 1: When a student has received three Boarding infringements in a half-term period, they will receive a detention. A detention may be given immediately if a student's poor choices or behaviour deems it necessary. Parents will be notified that the detention will take place.

Level 2: If a pattern of negative behaviour persists over the course of the term leading to three or more detentions, the Head of Boarding/ Deputy Head of Boarding will arrange a meeting with the student and her parents/guardian in order to implement a Pastoral Support Plan or other necessary support.

Level 3: Behaviour that continues to show a lack of respect for the students and staff in the Boarding community and does not meet the expectations of the School, will result in an interview with the Head and Deputy Head of Boarding, and if necessary, the Headmistress. The student will receive an SLT detention. Parents will be notified in such instances by letter.

Level 4: For serious misconduct, a student may be immediately at a Level 4 sanction and given a detention with a member of the Senior Leadership Team. Parents will be notified of the misconduct and a meeting with parents may take place. Should a student receive 3 SLT detentions in a given year, they may be temporarily suspended from school for a time period at the discretion of the Headmistress or a member of SLT as designated by the Headmistress.

In addition to being given an infringement for behaviour that does not meet expectations, the boarding team can also give a 'homestyle' sanction that is commensurate with the poor decision that has been made.

For example:

- a student that had an untidy room may be asked to tidy the room before being allowed to leave campus.
- a student that does not hand in their technology by the correct time may have this handed back to them later the next day etc.

Boarders may also be 'gated' (when a Boarder is confined to the campus) when behaviour and decision-making is deemed to show a lack of awareness for safety or there is a lack of respect for the rules. For example, repeated lateness in returning to campus or leaving campus without all the required permissions. Parents will be notified in such instances in writing.

Boarders who deliberately seek to bypass the rules on handing in devices at night time will receive an SLT detention. Should a student have concerns about contacting home in the evenings or night times due to time differences across international countries, they should speak with their Houseparent so that arrangements can be made on an individual basis.

Further disciplinary actions will take place as needed and include but are not limited to: implementation of pastoral support plans, gating, removal of student leadership responsibilities or privileges, and/or temporary or permanent exclusion.

It may be necessary for a student to be sanctioned at Level 3 or Level 4 if the infringement is appropriate (without first being sanctioned at Levels 1-3).



ADDITIONAL BEHAVIOUR MANAGEMENT STRATEGIES

It may be necessary to remove a student from a lesson that is in progress or a social situation, for disruptive behaviour or to calm down. This may occur when it is not necessary to remove the student from the School but a temporary separation may be required. They will be placed in a space where appropriate support and supervision will be provided.

MEDIATION

If there is a conflict between two or more students, a member of staff will meet with those involved and attempt to mediate the situation through discussion. This strategy may also be used if there is a conflict between a teacher and a student.

SERVICE

If a student has caused harm or distress to others within the school community, they may be asked to address their behaviour by completing service in order to positively impact the community. This may be an act(s) of kindness towards other students or engaging in a wider school initiative to redress their behaviour.

The School will offer support for the student from the School Counsellor or wider pastoral team in such instances.

SERIOUS MISCONDUCT

Serious misconduct will result in an automatic interview with a member of the SLT, and subsequently with parents. Serious misconduct includes but is not limited to:

- Unexplained absence from class
- Bullying and cyberbullying
- Child on child abuse including sexual violence or harassment
- Substance misuse including smoking or using nicotine products/vaping or drinking on or about campus and any school trips as well as providing others with nicotine/vaping products.
- Damage to property
- Theft
- Truancy
- Not adhering to school rules on school trips which may endanger the individual student or wider group
- Any physical act of violence
- Cheating of any kind
- Repeated acts of plagiarism or misuse of AI
- Actions which bring the School into disrepute, on or off school premises or online
- Malicious accusations against staff

Everyone has a right to feel secure and to be treated with respect, particularly the vulnerable. Harassment and bullying will not be tolerated. Our Anti-Bullying policy is set out in the Student/Parent Handbook and appears on the website. The School is strongly committed to promoting equal opportunities for all, regardless of race, gender, gender orientation, physical disability or belief.

Under the School Standards and Framework Act 1998 corporal punishment is prohibited in independent and maintained schools. The prohibition includes the administration of corporal



punishment to a student during any activity, whether or not within the school premises. The prohibition applies to all members of staff, including all those acting in loco parentis. (Please see ‘Policy on Use of Reasonable Force’).

INCIDENT INVESTIGATION / FACT FINDING

In the process of determining the violation in a specific instance, the student will be required to fill out a Student Account form. If necessary a follow up meeting will be held with their Advisor/Head of Year and/or a member of the SLT to establish the facts of the case. Students will be directed to the support of the pastoral team and school counsellor should they feel worried or concerned. In order to investigate an incident, it may be necessary to search a student’s belongings.

SEARCHING STUDENTS

The Headmistress and staff that they authorise have a statutory power to search a student or their possessions where they have reasonable grounds to suspect that the student may have a prohibited item. Such items include: knives and weapons; alcohol; illegal drugs; tobacco and cigarette papers or nicotine products /e-cigarettes /vaping equipment; stolen items; fireworks; pornographic images; any article that the member of staff reasonably suspects has been, or is likely to be used:

- to commit an offence, or
- to cause personal injury to, or damage to property of any person (including the student).

School staff (as authorised by the Headmistress) also have the power to search a student for any item if the student agrees. The member of staff should ensure the student understands the reason for the search and how it will be conducted so that their agreement is informed.

The Headmistress oversees the School’s practice of searching to ensure that a culture of safe, proportionate and appropriate searching is maintained, which safeguards the welfare of all students and staff with support from the Designated Safeguarding Lead (or Deputy DSL). The School will consider the age and needs of students being searched. This includes the individual needs or learning difficulties of students with Special Educational Needs (SEN) and will make reasonable adjustments that may be required where a student has a disability. The DSL should be informed of any searching incidents where the member of staff had reasonable grounds to suspect a student was in possession of a prohibited item. The staff member should also involve the DSL (or Deputy DSL) without delay if they believe that a search has revealed a safeguarding risk. Should the search reveal that a student is at risk of harm, the DSL will be informed and appropriate action taken including making a referral to the local authority children’s services.

All staff are made aware of their rights to search and the rights of the student being searched. The law states the member of staff conducting the search must be of the same sex as the student being searched and there must be another member of staff present as a witness to the search. Only in limited circumstances can there be exceptions to this rule: if the member of staff carrying out the search reasonably believes there is risk that serious harm will be caused to a person if the search is not carried out as a matter of urgency; and in the time available, it is not reasonably practicable for the search to be carried out by a member of staff who is same sex as the student or it is not reasonably practicable for the search to be carried out in the presence of another member of staff. When a member of staff conducts a search without a witness they should immediately report this to the DSL (or Deputy DSL) or Headmistress, and ensure a record of the search is kept.

The School will conduct searches of a student or their possessions in accordance with the DfE guidance ‘Searching, Screening and Confiscation’ (July 2022).

EXCLUSION PROCEDURES



In the event of a student's behaviour having a serious impact on others in the community or on the integrity of the ethos of the School, the Headmistress may decide to temporarily or permanently exclude a student from the School. The Head is the only member of staff within the School who can exclude a student, either temporarily or permanently. In the absence of the Head, the Deputy Head(s) can make this decision. The governing body can review the Head's decision and consider appeals from parents of excluded students. They may direct the reinstatement of an excluded student, or uphold an exclusion after a review, but they cannot exclude a student themselves. A student will not be temporarily or permanently excluded without grave cause.

The circumstances which may lead to exclusion include:

- Supply/possession/use of certain drugs and solvents or their paraphernalia or substances intended to resemble them, and alcohol and tobacco including nicotine and vaping products.
- Theft, blackmail, physical violence, verbal abuse, intimidation or threatening behaviour, and persistent bullying.
- Racist abuse
- Abuse relating to disability
- Abuse pertaining to the protected characteristics as outlined in the Equality Act (2010)
- Offences of a sexual nature; supply and possession of pornography, sexual harassment, violence or abuse.
- Vandalism, arson and computer hacking.
- Use, or threat of use, of an offensive weapon or prohibited item that has been prohibited by the School's Behaviour policy
- Persistent attitudes or behaviour which are inconsistent with the School's ethos.
- Truancy and leaving school premises without permission or leaving the group without permission on school trips
- Malicious and unfounded allegations against a member of staff
- Other serious misconduct towards a member of the school community or which brings the School into disrepute (single or repeated episodes) on or off School premises

A complaint which could lead to a student being temporarily excluded or required to leave the School permanently will be investigated thoroughly and fairly by members of the Pastoral Team, and will be carefully considered. It may also be necessary in the event of an investigation into serious allegations to ask a student not to attend school.

If a serious incident of misconduct, or series of incidents has occurred the Deputy Head(s) would be informed, and in practice usually already involved in the response from a very early stage. Investigations would be carried out promptly and fully, and the relevant Head of Year, Head/Deputy Head of Boarding, and the Deputy Head(s) would be involved in this process. Students interviewed, whether they are implicated in the situation, witnesses to, or victims of unacceptable behaviour, would be seen by two members of staff, one of whom would have a pastoral responsibility for them and should be both known and a focus of support for the student. This might be an Advisor, Head of Year, Houseparent or Head/Deputy Head of Boarding.

The details of the case would then be presented to the Headmistress. When establishing the facts in relation to a temporary or permanent exclusion decision the Headmistress must apply the civil standard of proof, i.e. 'on the balance of probabilities' it is more likely than not that a fact is true, rather than the criminal standard of 'beyond reasonable doubt.'

If temporary or permanent exclusion is warranted, a conference is scheduled with the parents, student and administration as soon as possible. This conference usually takes place before the end of the day.



However, at the discretion of the Headmistress and the Deputy Heads, this conference may be held at another time. In all cases, the parents are informed of the temporary exclusion prior to the student's departure from the School. A student who is temporarily excluded from school for a violation of school regulations is placed on disciplinary probation for the remainder of the school year and is required to complete some kind of rehabilitation, such as a reflection exercise and/or community service. A student on disciplinary probation may be permanently excluded for additional violations of school regulations.

The length of a temporary exclusion will be set out by the School at the start of the exclusion period. If a student is excluded for more than 45 days in one school year, they will be permanently excluded. A temporary exclusion may be the result of a serious breach of the School's Behaviour, Rewards and Sanctions Policy. It may be a first offence or persistent disruptive behaviour that requires a more serious sanction than an SLT detention but does not warrant permanent exclusion. Should more information come to light whilst a student has been temporarily excluded, a further suspension may be issued to begin immediately after the first suspension has ended or a permanent exclusion may be issued to begin immediately after the end of the suspension. During temporary or permanent exclusions, daytime supervision of the student is the responsibility of their parent or guardian. However, the School will work to support the student by setting work online for the first five days of an exclusion. An excluded student has no automatic right to take a public examination on the School's premises. The Headmistress can decide whether or not to allow the student to sit the examinations, and this will depend on the seriousness of the reason for exclusion.

In certain circumstances, it may be decided that a temporary exclusion should be served at the school itself, as an internal exclusion from specific classes or activities. If appropriate, a boarding student may be temporarily or permanently excluded from boarding but continue to attend lessons as a day student. Should the boarding student be temporarily or permanently excluded from boarding, they will leave boarding to reside with their parents or guardian. It is the responsibility of the parents of boarders to make the necessary arrangements to ensure that a guardian is readily available (on the day of the given sanction) to support their child, providing accommodation and emotional support, should it be required, if the student is asked to leave boarding for reasons of serious misconduct or other reason e.g. health and safety concerns.

If the situation under investigation might lead to a permanent exclusion, or there had been a series of issues, which cumulatively might lead to this sanction, the parents or guardians of the student or students would be invited to be present at the meeting. They would then be aware of the decision but would also receive a written notification whatever the outcome of the meeting. The Headmistress reserves the right to exclude permanently any student whose behaviour is considered by her to be detrimental to the School as a whole. The Headmistress has a responsibility to inform the governing body of all exclusions.

TAKING ACCOUNT OF INDIVIDUAL STUDENT NEEDS

LOOKED AFTER CHILDREN (LAC)

Marymount International School understands that looked-after children and young people may be more susceptible to having behavioural problems due to additional problems they may face at home. The School will work in conjunction with all relevant children's services to support looked-after children and try every possible means of keeping them in school. Before any decision to exclude is made, the school will:

- Consult parent/guardian about alternative options to support a looked-after student



- Involve the child's social worker or Virtual School Head as early as possible to help the School avoid exclusion
- Work with the foster carer to improve the student's behaviour.

STUDENTS WITH SPECIAL EDUCATIONAL NEEDS

The School will take account of SEN, disability and the circumstances of other vulnerable pupils. Such factors will be considered in order to take account of individual student's needs and circumstances when applying sanctions and rewards, regarding, in particular, protected characteristics, and SEN, disability and the circumstances of other vulnerable pupils.

STUDENTS WITH A DISABILITY

If a student with a disability is under consideration for exclusion, the Head will ensure that all other possible outcomes have been tried. To justify excluding a student with a disability for a reason related to their disability, there must be material and substantial reason. The erosion of order and discipline in the school may be material and substantial justification, but only if reasonable adjustments have been made for the student's disability. You can find more information on reasonable adjustments in our School's SENDA Policy.

ETHNICITY

Marymount International School does not discriminate against any person and our school ethos is one of inclusion, equality, and diversity. If any person feels that they have been discriminated against due to their ethnicity they may make a complaint to the school following the process outlined in the School's Complaints procedure found on the school website.

APPEAL PROCEDURE

Every parent, student or guardian has the right to appeal against the School's decision to permanently exclude a student. An independent panel of governors will be available to form a Discipline Committee, and may, if a parent or guardian wishes to appeal against the School's decision(s), hear the appeal, review evidence and question or challenge the decision. The Board of Governors can be contacted through the Bursar, Mr Alan Fernandes, Clerk to the Governors: clerk@marymountlondon.com. Parents will be notified of the outcome of the review meeting in writing. A copy of the letter detailing the outcome will be put in the student's file along with any relevant papers.

RECORD KEEPING

Records of disciplinary actions are kept in Student Files in the School Office and serious sanctions are kept in the Deputy Head Pastoral's Office. The school will deal with all cases of exclusion and the surrounding circumstances confidentially. Information will be shared only with those who need to know it, and a breach of this may result in disciplinary action.

RELATED POLICIES:

Acceptable Use Policy

Drugs Policy

Academic Honesty Policy

Policy on Use of Reasonable Force

Anti-Bullying Policy

Safeguarding Policy

Attendance and Absence Policy



*Missing Persons Procedures
Intimacy and Relationship Policy*

APPROVED	MARCH 2025
REVIEWED	AUGUST 2025
NEXT APPROVAL BY	MARCH 2028

APPENDIX A

STANDARDS OF CONDUCT - SCHOOL RULES AND EXPECTATIONS

A healthy school community uses guidelines and structures to provide an atmosphere of order and harmony. All constituents are, therefore, expected to abide by the regulations of Marymount International School London and to take responsibility for conducting themselves appropriately.

General expectations of behaviour during the school day

Students should:

- Be respectful and ready to learn. This includes greeting their teacher at the start of the lesson and thanking their teacher at the end of the lesson.
- Respect the dignity of every member of the school community.
- Listen carefully to instructions and not challenge a teacher in an inappropriate manner.
- Listen carefully to other people's opinions.
- Be punctual to lessons and work purposefully.
- Make sure they have the correct equipment to class.
- Limit talking in class to the activity in which they are involved.
- Complete all homework and submit work to the teacher on time. Should there be an issue with meeting the deadline, it is the student's responsibility to speak to their teacher in advance.
- Make sure work is up to date and catch up on work missed due to absence.
- Wear the correct school uniform.
- Be vigilant about the health and safety of themselves and others.
- Report hazards immediately.
- Behave with care and consideration when walking about the school.
- Use social media and IT safely both for themselves and others.

High standards of behaviour are expected at Marymount International School London. These expectations include but are not limited to the following requirements:

1. Respect for oneself and for one another should govern all relationships within the school community. Disrespectful behaviour or language is not tolerated.
2. The School reserves the right to permanently exclude, at any time, a student who has proven to be an unsatisfactory member of the school community. If, in the School's judgement, a student's conduct in or out of school indicates that she is consistently out of sympathy with the mission, ideals, objectives and programme of the School, the student may be asked to withdraw.



3. Bullying in any form is completely unacceptable and will result in disciplinary action being taken possibly leading to temporary and/or permanent exclusion from the School. See ‘Anti-Bullying Policy.’
4. The use, possession or distribution of alcohol or illegal drugs on School property or at any School-sponsored activity is strictly prohibited and may result in immediate temporary or permanent exclusion. See ‘Marymount Drugs Policy’ for more detail.
5. Cigarettes, nicotine products and/or electronic cigarettes (e-cigarettes/vaping) are not allowed on campus. Students are not permitted to be in possession of such products or smoke in the school building, or on school grounds, in the neighbourhood of the School, on school trips or while wearing the school uniform. Students must not distribute nicotine products and/or electronic cigarettes includes vapes to other students. Smoking is a serious hazard to the health of the students and to the safety of the school community. Disregard for this regulation may result in immediate temporary exclusion and possible permanent exclusion.
6. Academic success and achievement begin with regular and prompt attendance. Frequent lateness is extremely detrimental to a student’s education and will result in informal or formal sanctions being imposed. If a student’s attendance is to fall below 90%, a letter will be sent home to the student’s parents. If there is continued unauthorised absence which is a cause for concern, the School is obliged to refer the matter to the Education Welfare Officer at the Local Education Authority. For students who are visa-sponsored, there are additional attendance requirements outlined by UKVI and the School is required to take action if engagement falls below a given threshold. Repeated low attendance rates could result in withdrawal of the Child Student Visa sponsorship and withdrawal from the School.
7. Students are not permitted to leave the campus during the school day without the explicit permission from designated staff: these include the School Secretary, School Nurse, Deputy Heads or Headmistress. All permissions will be acknowledged by the School Secretary who oversees attendance. Requests for permission to leave campus must be sent by a parent/guardian to the School Secretary and approved by the Deputy Head(s). Should a student feel unwell during the course of the day, they must seek permission from the School Nurse before leaving school. The School Nurse will make the necessary arrangements with parents/guardian as required. Students must not arrange with parents to leave school without the authorisation of the School Nurse, School Secretary or Deputy Head/Headmistress. Students found contravening this rule will face disciplinary action and possible temporary exclusion.
8. Truancy is never permitted. A student is truant if she misses school without her parents’ knowledge or if she misses a class without excuse. Truancy results in immediate parent/guardian conference with appropriate disciplinary action, such as temporary exclusion.
9. Boarding students are not permitted to leave campus without the completion of the parental permission form and permission from a member of the Boarding team. Students must comply with the rules for leaving campus as stated in the Boarding Student Handbook. Students contravening this rule will face disciplinary action and possible temporary or permanent exclusion.
10. Students are expected to conduct themselves properly in school, at school-sponsored events and school-related events and within the larger community. The School reserves the right to



take disciplinary action in response to conduct outside the school that is inconsistent with the School's values and standards of behaviour.

11. It is recognised that some students will develop a healthy and developmentally appropriate interest in sexual relationships whilst they are still children and some will do so before they reach the age of consent. The School's Intimacy and Relationship policy outlines the School's approach to public displays of affection such as holding hands and hugging as well as the sanctions which may be imposed if students were to go beyond this.
12. Sexual violence and sexual harassment are considered serious misconduct.
13. Students are expected to respect the property of others. Students who steal, deface or destroy the property of another may be temporarily or permanently excluded.
14. Students are expected to respect school property and to leave each place they use (classrooms, library, student lounge, auditorium, dining room and school grounds) clean and ready for use by others. Vandalism of any kind is not tolerated. On a bus or other means of public transportation, in local shops or on school field trips, students are expected to behave in an appropriate manner and abide by school rules.
15. At no time are students to congregate in restricted areas or areas that are deemed out of bounds. Contravention of this rule will always lead to disciplinary action and may lead to temporary or permanent exclusion. (A list of restricted areas can be found on the school intranet) school grounds are maintained for the pleasure of all members of the community and should be respected at all times. Students should not sunbathe on the lawns during the working day (until 6.00pm). Students are required to be sensitive to the environment and observe all notices regarding access to and use of specific areas of the campus. All litter should be placed in the litter bins provided.
16. Electronic devices, including but not limited to mobile phones, iPads and laptops, may not be used during the school day unless permission has been given by a member of staff. All day students in Grades 6-10 must hand in their mobile phones to Reception when they arrive at school and should collect these when they leave the campus. Students in Grades 11-12 are permitted access to their devices but these must be switched off during the school day unless during a breaktime, lunchtime or study period. They must only be used in the DP Lounge (Grade 12) or free classroom (Grade 11) at these times. Boarders in Grades 6-10 must submit their phones to their Houseparent. They can then retrieve these after school from Boarding. Students in Grades 6 – 9 must hand in all devices 30 minutes prior to bed time on Sunday-Thursday. (See more information listed below under 'Acceptable Use Policy')
17. Students should not bring valuables or items of sentimental value to school. Students are responsible for all of their personal items and are expected to care for their belongings at all times. All books and belongings must be clearly labelled with the student's name. Students should keep their books and personal possessions with them or in their lockers and bring to school only the amount of money needed for specific school activities, food and transportation. Students must not leave any of their belongings lying around the school campus. Should a student need to bring additional money for an after-school event, she should give it to the Business Office for safe-keeping.
18. Plagiarism, cheating and misuse of AI is never permitted. See policy on 'Academic Honesty.'



19. Students should adhere to age ratings for apps on their laptop and mobile devices to ensure their safety.

20. Gum-chewing is not permitted in school buildings or grounds at any time.

RECORD KEEPING

Records of disciplinary actions are kept on Managebac and CPOMS and serious sanctions are logged with the Deputy Head Pastoral.

MONITORING

The log of serious sanctions is reviewed by the Chair of Governors three times a year before each Board.