

# THE BENALMADENA INTERNATIONAL COLLEGE



## CODE OF CONDUCT

All pupils coming to the Benalmadena International College must read the School's Code of Conduct, and agree to follow it.

### ➤ **AT THE START OF LESSONS**

Arrive on time – enter quietly – go straight to your work place – coats away.  
Take out books, pens, equipment – bags away – be ready for work.

### ➤ **DURING LESSONS**

When your teacher is talking, remain silent and concentrate.  
If you have something to say, put up your hand.  
Work sensibly – do not distract other pupils. They too have work to do.  
Copy homework into your Diary.  
Food or drink (except water) will be confiscated – so will any other distractions.

### ➤ **AT THE END OF LESSONS**

The bell is a signal for the teacher, not for you. Wait until you are told – then pack away; stand; push your chair in; wait to be dismissed.

### ➤ **AREAS OUT OF BOUNDS**

**Out of bounds to all pupils at all times:** staff areas – store rooms – roofs and fences – areas where cars are parked – all off-site areas.

### ➤ **BREAKS AND LUNCH TIMES**

All food and drink must stay in the cafeteria.  
Sit down properly at a table to eat or drink – clear up after yourself.

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### **REWARDS AND SANCTIONS**

**Rewards:** Praise – encouragement – recognition of effort – positive written comments – display of work – work shown to another member of staff – mentions in assemblies – Special Awards – house point certificates – colours for all achievements – Special Commendations – school prizes. House points may be given for effort, achievement, good work, helpfulness or general positive behaviour, and count towards Special Awards. Students who obtain a certain amount of house points, will be given a non-uniform pass to use at the end of each month.

**Sanctions:** Telling off – repeating work – extra work – completing appropriate task – interruption of break and/or lunchtime privileges – community services - detention – referral to another member of staff – on report – consultation with parents – restriction of movement – working in isolation – monitoring diary – suspension – sign contract – expulsion.

### **FINALLY**

One pair of plain ear studs is permitted. Other jewellery, nose studs, denim, trainers, make-up, chewing gum, tippex, smoking equipment, radios, walkmans, litter, spitting, graffiti, foul language, and violence of any kind, are all forbidden on the school site.

**The key rule for all of us in school is –**

**EVERYONE MUST TREAT OTHER PEOPLE WITH COURTESY,  
RESPECT AND CONSIDERATION AT ALL TIMES.**

*This means that:*

- you must try to understand other people's point of view
- you must move gently and quietly around school
- you must speak politely to everyone, using a low voice
- you must stay silent whenever you are required to be
- there is no excuse for rudeness, insolence or disrespect to anyone
- any reasonable request from any staff must be carried out at once
- we must all keep the school clean and tidy, so that it is a welcoming place that we can be proud of.
- Any form of violence to any person or intended damage to the college property, could mean an expulsion.