



*Lycée International de Londres*

WINSTON CHURCHILL



# Our Secondary Code of Conduct

2023-24  
School  
Year



# Our Vision and Mission

## **Vision**

Our school is built on a foundation of academic accomplishment in an open, creative and nurturing environment that encourages each child to reach their full potential

## **Mission**

Through a rigorous bilingual programme and innovative methods, we educate pupils to become responsible, creative and principled global citizens. We teach them to think critically and act ethically, to form and express their own opinions and respect those of others, to define their own life goals, and make sense of and embrace change



# Guiding principles

## We cultivate:

- Excellence in intellectual and social endeavours
- Creativity through a diversity of teaching methods
- Integrity by encouraging students to be truthful and fair
- Community through solidarity and collaboration
- Awareness to ensure we are tolerant and able to celebrate our differences



# Support structures

## **Advisory**

Every time the school intervenes to maintain student wellbeing, we work as advisors. This means verbal advice (teacher to student, wellbeing team to student, or parent/student/school meetings), and/or email or formal letters to parents. Interventions will begin with an advisory process and decisions are recorded.

## **Counselling**

A student may be asked or required to follow a counselling programme to address behavioural concerns or attitudes that cannot be managed through our mentoring programme.

The goal is to foster appropriate behaviour and/or attitudes in the community.

This service may be in-school or external.

## **Mentoring**

A student may be assigned a learning mentor to accompany their customised plan. We foster the positive behaviour and responsible attitude that are the foundation of both individual learning and community building.

Mentoring goals are discussed and recorded. The school may liaise with external agencies as needed.

## **Community building**

A student may be asked or required to undertake work to develop a better understanding of the guiding principles expressed through the school's mission.

This may take the form of individual or in-group reflection, service to the school and the student body, or outreach programmes to the wider community. In Secondary, trained peer counsellors and peer tutors provide peer-to-peer support.



# Reward systems

- Celebrating achievements and positive behaviour in school assemblies
- Positive reinforcement for completing homework on time and 100% attendance
- Task engagement and completions, as well as 100% attendance, clearly on the report card
- Certificates to reward behaviour, and positive letters home or messages on Pronote
- Reward trips
- Teachers recompense good behaviour and communicate rewards to students

# Updated Dress Code

Link to [Our school dress code](#) webpage

Link to [Stevensons our supplier](#) webpage

- Students will be accepted in your classroom with the mandatory attire only.
- Mandatory elements at all times:
  - White shirt/polo with collar
  - + jumper with school logo jumper
  - + navy trousers/skirt
  - + plain black shoes/black trainers

**New requirement: The school jumper must be worn at all times.**

- New items from Stevensons:





# Level I behavioural issues

- Dress code violation; inappropriate use/lack of ID card
- Persistent lates
- Chewing gum at school
- Littering
- Being in a prohibited location in the school
- Physical pushing or play-fighting
- Any form of inappropriate language or behaviour
- Disrupting others' ability to learn or the school environment
- Unauthorised use of phone/device

This list is not exhaustive.

*Level I issues are usually handled immediately through a conversation with the staff involved and/or Pastoral staff.*

*Consequences for minor infractions could include:*

- *A written reflection and apology*
- *A parental/guardian notification*
- *Students make amends as appropriate*
- *a supervised apology with the Head of Year*
- *Community service*

*This list is not exhaustive.*

*Students from Y7 to Y10 wearing inappropriate dress code will be sent in the Pastoral office until right clothing is loaned or brought by parents.*

*Students from Y11 to Y13 will not be allowed in school without the appropriate dress code*



## Level II behavioural issues

- Repeated violation of Level I behavioural issues
- Breach of academic integrity, cheating, plagiarism, inappropriate use of AI
- Lying or defiance
- Damage to school or personal property
- Disrespectful language or behaviour towards any member of the community
- Repeated unauthorised use of phone/device/technology and technology policy violations
- Truancy/school refusal, repeated unexplained absences.

This list is not exhaustive.

*Level II issues are referred to the Head of Year. They will meet with the student and staff involved to investigate the concern. Consequences for Level II issues could include:*

- *HofY phone call or meeting with parent/guardian*
- *The family can be asked to cover the cost of damage to school or personal property*
- *Formal written warnings*
- *After-school detention*
- *In- or out-of-school suspension*
- *Community service such as canteen, library, dress code, pastoral duties, IT support, maintenance, etc*
- *Self-reflection and apology will be required*
- *External counselling may be recommended or required*
- *in school isolation*

*This list is not exhaustive.*





## Level III behavioural issues

- Repeated violation of Level II behavioural issues
- Theft of or intentional damage to school or personal property: the family must cover the costs involved.
- Endangering the welfare or the safety of other students
- Use of any form of racist or discriminatory expression or material
- Sexual misconduct including sharing of photos, materials, messaging or social media content
- Any form of harassment, hazing and bullying, including on social media
- Physical assault or fighting, hitting, kicking, etc.
- On-campus possession or use or transmission of any illegal or banned substance, alcoholic beverage, e-cigarette, intoxicant of any kind, or related paraphernalia
- On-campus possession or use or transmission of dangerous instrument or weapon of any kind (any knife, firearm, including replica (fake) weapons) regardless of the intention

This list is not exhaustive.

*In the case of violation of UK Law, the school has a duty to inform the police where required.*

*Level III issues are referred to the Head of School who will meet with the student and the relevant staff member.*

- *Student may be kept in Pastoral office until picked up by parents*
- *Student may be temporarily suspended and given a probationary period*
- *Student may be removed from school*
- *permanently or not be reinvited to the school*
- *Parents and student are expected to engage with external support agencies as required.*

*This list is not exhaustive.*



## Associated resources

Please consult our full Behaviour & Discipline Policy #8 on Website.

Teachers may discipline students for misbehaviour when the student is:

*“taking part in any school-organised or school-related activity or travelling to or from school or wearing school uniform or in some other way identifiable as a student at the school or misbehaviour at any time, whether or not the conditions above apply, that could have repercussions for the orderly running of the school or poses a threat to another student or member of the public or could adversely affect the reputation of the school. In all cases of misbehaviour the teacher can only discipline the student on school premises or elsewhere when the student is under the lawful control of the staff member”.*

(Resource No 7, DfE)

Please consult our full Complaints Policy #9 on Website:

*“The school hopes that parents and carers will not feel the need to complain about the operation of its behaviour management policy, and that any difficulty can be sensitively and efficiently handled before it reaches that stage. However, the school’s Complaints Policy is on our website. We undertake to investigate all complaints and to notify parents and carers of the outcome of the investigation within 28 days. We keep records of complaints for three years after your child has left the school”.*



# Associated resources

1. [Use of reasonable force in schools](#)
2. [Searching screening and confiscation](#)
3. [School exclusion](#)
4. [Keeping children safe in education 2023](#)
5. [Send code of practice 0 to 25](#)
6. [Sexual violence and sexual harassment between children in schools and colleges](#)
7. [Behaviour and discipline in schools](#)
8. [Link to our school policies](#)

**Thank you for reading**

**We now ask you to sign this [agreement form](#)**



*Lycée International de Londres*

---

WINSTON CHURCHILL