



Code of Conduct for Preschool and Compulsory school in Barnes

Current review date:	24 August 2023
Policy reviewed by:	Headteacher
Policy approved by:	Board of Governors
Policy due for review:	31 October 2024

The School's Code of conduct are processed with students, guardians and staff each school year.

The Swedish School in London offers you as a student:

- a school with high student/teacher ratios
- a safe, positive and calm study environment
- a school with engaged, highly competent and well-qualified staff
- a school that encourages the students to thrive and achieve their potential
- a school that prepares students for future study and life after school
- a school that adapts lesson content, material and assignments according to students with special needs
- a school where students are informed about the reasons for a certain assessment or grade

The Swedish School in London expects you to:

- attend school according to your timetable and other activities arranged by the school.
- be polite at all times and greet fellow students and staff when you meet them in and out of the school.
- be helpful and show consideration towards all people.
- protect the school environment and take care of the school's property
- ensure that your sickness and absence is reported on SchoolSoft in a timely fashion
- respect and follow the decisions taken by the school staff
- respect and adhere to school rules
- be fully prepared for school, in terms of sufficient sleep and nutrition
- respect the decision-making rights that teachers have regarding assessment and grading



Rules and consequences

If unwanted behavior or breach of code of conduct happens, the school always strives to have a dialogue with the involved student or students. Depending on what has happened, we might need to contact parents, follow up with further meetings and based on that make a decision. The objective is always to make the unwanted behavior stop and to ensure the safety and well being of all children and students at school.

Rule:

It is a serious violation of the rules of the school and society to harass, violate or harm other people.

Consequence:

After an inquiry, you may receive an oral warning, written warning or be sent home according to school policy and the contract you signed for the school year. In serious cases, it may lead to prosecution according to UK legislation.

Rule:

You are not allowed to spread or obtain any disrespectful material about someone else or send any material with sexual content to others. Furthermore, you are not allowed to take or publicise photos, make any film or audio recordings without the permission of the person involved.

Consequence:

You may receive an oral warning, written warning or be sent home according to school policy. Your guardians are notified and all your teachers are informed of the incident. In very serious cases, local authorities might need to be involved based on UK legislation.

Rule:

You are expected to maintain the school environment and be respectful of the school's property. For example, this means that you remove all rubbish to relevant bins for waste and recycling, and that you are not allowed to damage the school environment in any way.

Consequence:

You will clean up after yourself and repair any damage. You may become liable for your actions; damage and theft will be reported to the Police. Your guardians will be notified and you may receive an oral warning or written warning.

**Rule:**

You are expected to be on time for lessons and school activities, be well prepared and have the necessary study materials for each lesson as communicated by each teacher.

Consequence:

You may not be able to participate fully and achieve your potential, parents may be notified. Absence and late arrivals will be noted in SchoolSoft and guardians are notified. Persistent absences of 10% or higher could mean the school is obliged to make a referral to local authorities.

Rule:

All forms of cheating and plagiarism are forbidden, including the use of AI and having someone else do your assignments.

Consequence:

Cheating and plagiarism leads to the assignment in question being failed. You are given an oral or written warning depending on what the situation is and your guardians are notified. All your other teachers are informed of the incident. Repeated and/or systematic offenses can lead to a written warning or suspension.

Rule:

Mobile phones:

- Years 0-3: mobile phones are not allowed at school.
- Years 4-6 mobile phones are not allowed during the school day. Pupils must hand their phones in at the start of the day and will get them back once the last lesson is over.
- Year 7-8: mobile phones are not allowed to be used during school day, including breaks. Mobile phones must be stored, at student's own responsibility, in lockers or bags.
- Years 9: mobile phones are not allowed during lessons or in the locker rooms or dining hall. Pupils must hand them in at the start of the lesson and can pick them up when the lesson is over.

Consequence:

The school will confiscate any mobile phones or similar devices that are not used in line with school rules. Pupils can get them back from the school office after the last lesson. If repeated, parents are contacted by the mentor. Please note that the school is not responsible for student's mobile phones.



Rule:

The school provides teaching materials (books, etc) and a Chromebook (charger included) as a loan to students. All school materials must be returned in good condition at the end of the school year or when the student leaves SSL.

Consequence:

You will be invoiced for any learning material lost, not returned, or damaged according to the cost of the replacement.

Rule:

You are not allowed to vape, smoke or drink during school hours. It is also against the rules to supply underage persons with cigarettes, vapes or alcohol according to UK law.

Consequence:

You are given an oral warning, written warning or may even be temporarily suspended. Your guardians will be notified and the police may be informed.

Rule:

You are not allowed to use any kind of illegal substances, according to UK law.

Consequence:

If you are suspected to be under the influence of alcohol or illegal substances, your mentor will inform your guardians and the police may be informed.

The school will initiate an inquiry which might include the school asking you to be drug tested by your GP. During the time of the inquiry, you may be suspended according to Swedish School Law. As a result of the inquiry, you may be given an oral warning, written warning or be sent home according to school policy.

Rule:

Nuts and almonds are not allowed on the school premises due to pupils with severe allergies.

Consequence:

Any product with nuts will immediately be confiscated and thrown away safely. In case of repeated offences mentors will contact parents.

Rule:

You are not allowed to drink soft drinks, eat sweets or use chewing gum on the school premises unless organised by staff on special occasions.

Consequence:

Any unapproved goods will be confiscated and thrown away. In case of repeated offences mentors will contact parents.



Rule:

Bicycles and scooters are pushed on the school premises and skateboards are carried.

Consequence:

Staff will talk to the pupil in question and notify the mentor.

Rule:

Corridors are meant for walking and we keep noise down during lesson time so as not to disturb others.

Consequence:

Staff will talk to the pupil in question and notify the mentor.

Rule:

Having something to eat during lunch in the school dining hall is compulsory, exceptions are made for religious reasons.

Consequence:

Staff will talk to the pupil in question and notify the mentor and student welfare team in case of any concerns.

Rule:

Outdoor clothes such as hats and coats are taken off indoors. All pupils are dressed suitably and according to the activity they will participate in:

- Preschool to year 3 shall have extra outdoor clothing at school to be able to be outside in all weathers.
- Outdoor clothes are hung in designated areas and shoes are put on the shoe racks to keep corridors clear.
- Sport shoes are worn for PE and students bring appropriate clothes to be able to participate.

Consequence:

Staff will talk to the pupil in question and notify the mentor if needed.

Rule:

Children and pupils from preschool to year 6 stay on the school site during the whole school day.

Consequence:

A member of staff will talk to the student and the guardians will be notified.

**Rule:**

Breaktime:

- All pupils from preschool to year 6 go outside at break time.
- Pupils in years 7-9 are allowed to go to the kiosk during the lunch break after they have eaten their school lunch in the dining hall. They are also allowed to be indoors under supervision, mainly in the Science Room and Gym Hall on appointed days.

Consequence:

A member of staff will talk to the student and the guardians will be notified.

Expectations that the school has on all parents and legal guardians

The school appreciates the support and communication with all parents and guardians and welcomes them to take an active interest in their child's education. Part of the school's ethos is about mutual respect and we would kindly like to ask all parents and legal guardians to:

- Be polite, respectful and constructive in any communication with pupils, other parents and staff.
- Take an active part of their child's education and learning, encouraging them to always strive to do his/her best.
- Drop off children in preschool to year 5 at school from 8:40 am at the earliest. Children and pupils signed up for extended hours are dropped off at the Preschool entrance.
- Children and pupils are picked up from preschool/school and extended hours on time.
- Try to attend all meetings concerning the child and I will encourage my child to have the highest standards of behaviour at all times.
- Log onto Schoolsoft at least once per week to keep themselves updated regarding any information from the school and of their child's schooling.
- Participate in the development of the school by answering surveys that are sent out annually.
- Reimburse the school for any lost or damaged school property, including the school Chromebook and charger for pupils in years 4 to 9.
- When the school is closed, no students or parents are allowed on the school premises.



By signing this document we confirm that I have read and understood the school's code of conduct.:

Date

Pupil's signature

Name of student

Date

Date

Guardian 1 - signature

Guardian 2 - signature