

Policy: **Code of Conduct**



St Edward's
College,
Malta

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Who we are

Mission Statement

At St Edward's College we strive to create exemplary citizens in this increasingly globalised and technological world, placing strong emphasis on character formation, genuine intercultural understanding and leadership skills which will assist them to contribute to the well-being of society.

Edwardian behaviour

St Edward's College aims to ensure that good behaviour is a quality inherent in our students' characters. Good behaviour is based on the respect and good-will shown between staff and students and between the students themselves. Thus, the College strives to establish a way of life in which positive behaviour is a by-product of positive relationships, based on respect for others and an ongoing desire to act in a virtuous and honourable manner.



Aims and Objectives

The aim of the Code of Conduct and Discipline Policy is to set expectations and standards and support the school in creating a community in which everyone is safe, respected and valued and an environment that is conducive to learning.

It is important that students, staff and parents are aware of the expected behaviour of students attending the College, as well as the fact that there are consequences which have to be faced for misbehaviour.

For the purposes of this policy document 'teachers' refers to all adults working within the school.

This policy aims to:

- Safeguard the rights of all stakeholders
- Establish the responsibilities of all stakeholders
- Ensure a clear understanding of expected student behaviour
- Ensure a clear understanding for all, of College rules and sanctions

Students' Rights

- All students have the right to be part of a happy, constructive and fulfilling learning experience based on respect for oneself, others and the College.
- All students have the right to fully partake in the learning environment of the classroom and the recreational environment of the playground during break time.
- All students have the right to make full and unhindered use of College facilities at the appropriate time and under appropriate supervision. These include the Junior Library, Gymnasium and other sports facilities, Creative Arts facilities, Canteen, etc.
- All students have the right to inform the appropriate authority if they feel that they are being treated unjustly or disrespectfully



Teachers' Rights

- All teachers have the right to be part of a happy, constructive and fulfilling working experience based on mutual respect.
- All teachers have the right to carry out their duties in an unhindered manner.
- All teachers have the right to be treated with respect by students, in a manner reflective of their position and professional status.
- All teachers have the right to their privacy, including online and whenever they are not on duty.



Expected Behaviour

- All are expected to treat fellow students, teachers, administration and all other members of the College community with the utmost respect and courtesy. Good manners are to be shown at all times and one's actions are to be constantly tempered by consideration for others.
- All members are expected to partake fully in the educational experience that St Edward's provides. In class, students are expected to focus and participate actively.
- All students are expected to take an active role in other activities organised outside the classroom, such as sports and the creative arts.
- All members are expected to ensure that all College property is respected and kept in perfect condition and working order.
- All students are expected to behave reasonably and responsibly at all times, including during journeys to and from College.
- SLT will address issues that arise out of College and consult with the College lawyers where appropriate and necessary.

Acceptable Appearance

- All students are expected to be smart at all times and wear their full uniform with pride, including on journeys to and from College. Parents will be asked to make arrangements to collect their child if they are not wearing full uniform at College and have no justifiable reason.
- Students' hair should be neat and well-groomed. An unkempt appearance is not acceptable. Hair should also be within the natural range of colours.
- If a student's hair is deemed unacceptable, they will be informed of this and expected to remedy the situation forthwith. Teachers are expected to lead by example.
- In Junior, Middle and Senior Sections, for boys, earrings and/or other jewellery are strictly prohibited; for girls, stud earrings only are acceptable.
- On casual days and for public exams, students are expected to dress appropriately. In this case a 'smart casual' dress code can be deemed appropriate.
- Students arriving for school inappropriately dressed or wearing incomplete uniform will be sent home and expected to return in full uniform.

Personal devices and Lateness

- Junior School – mobile devices are not allowed.
- Middle School – Mobile devices must be handed into the Head of Section at the start of the day and are to be collected at the end of the day. The only exception is where a mobile is needed for medical reasons such as giving blood sugar levels.
- Senior School – Mobile devices cannot be used unless for educational purposes as directed by an educator or for medical or IEP-related reasons.
- IB – Use of mobile devices is at the teacher's discretion.
- The Head of Section will speak to parents of students who are reported as 'late' for three times in a term.



Policy in Practice

Staff Members' Roles & Communication with Parents

Since parents entrust the College with their children's upbringing and character development, the role and responsibility of educators goes beyond the teaching of academic subjects. Every staff member's obligation is to ensure the character development of College students by wholeheartedly and consistently upholding College principles and values.

It is the responsibility of the SLT to follow through on all issues that arise and feedback to staff on action taken.

While we do our utmost to use a pastoral and supportive approach to our students there may be times when disciplinary actions are necessary. Our approach varies somewhat as a student moves through college from early childhood to Sixth Form.

Recording of incidents

If students' behaviour is not up to the expected standard, parents will be informed in writing of the event and of the action to be taken.

All disciplinary issues should be recorded on MySchool which is the software program that St Edward's uses to keep track of students.

In Early Years behavioural issues are tackled through classroom and individual strategies, communication with parents and student support if necessary. Cooperation from parents is crucial at this level as we need to be consistent with the child to avoid mixed messages. Repeated misbehaviour is recorded via announcements (teacher to parents, in copy with then Head of Section) and if it continues then meetings with all concerned are held. If the behaviour is serious or dangerous, then parents are called in for a meeting immediately. All behavioural infringements are to be recorded on MySchool.

On MySchool there is a section concerning 'Discipline'. The Discipline section on MySchool is used largely from Junior School to IB Sixth Form. A staff member has three choices. A student can be entered under,

- Academic
- Behavioural Issue
- Serious Misconduct.

Comments are written under 'Event Detail' and actions under 'Action taken'.

Guardian emails are also displayed in the Discipline section. By clicking on these a report is sent to the guardians. Other recipients such as Heads of section, Student Support and other relevant staff should also be included.

In the Junior School a general note (known as 'the Green Note') is also sent home with the child. This system is used to record any matters requiring official registration and advice to parents. This note is then given to the parents (usually by the child). The note is then signed by the parents and returned to the staff member who has issued the note the following school day. Parents can write a comment on the note if necessary.

The Green Note incident must also be recorded on MySchool. Under 'Action taken' the teacher can simply record that a Green Note was sent to parents. Once a Green Note is handed back to the teacher concerned, it is passed on to the Section Head for record keeping.

A hard copy may be entered into the student's file. If the student shows improvement over the course of time the copy will be removed.

Green Notes are not normally used as a first resort unless in dealing with a serious case of misbehavior or work that is not up to the expected standard. The note should serve as a warning to the child that their behaviour or work ethic requires attention.



Disciplinary Measures

The College does not employ a system of fixed consequences for specific misdemeanors. It recognises that all incidents occur in their own circumstances and each case is treated on an individual basis.

General Approach

Teachers distinguish between minor incidents which they handle themselves and more serious incidents which are referred to the Section Head or Headmaster. All consequences are to respect the dignity of the student. Corporal punishment is strictly forbidden, which includes pushing, pulling or any other kind of man handling.

Minor cases (e.g. first time missing/below standard homework & schoolwork, minor behavioural issues in and out of class) are dealt with by the teacher concerned.

Some cases, especially of a pastoral nature, can be referred to the Class/House Tutor.

If the incident warrants it, the Student Support member of staff will be advised.

More serious or repeated cases such as disrespect towards teachers, any form of bullying, persistent missing or below standard work, damage to College resources or property, etc. are referred to the Head of Section.

Consequences/actions for misbehaviour will be, depending on the instance;

- Verbal warning (is applicable for minor issues)
- Detention during school break (10mins eating and bathroom time, and the remainder as detention time.
- In-school suspension (HoS)
- After school detention (HoS)
- Out-of-school suspension
- Expulsion, in this case the Board of Governors will be informed.
- Hard copy in the students file.

All the disciplinary reports are to be reviewed by the Heads of Sections and the Headmaster should be informed of the names of students and the respective disciplinary action to be taken. After three disciplinary notes the student concerned will receive an "after school detention".

Decisions for after-school suspension are to be taken by the Head of Section or Headmaster by end of the week. A 3-day notification is sent to parents/guardians and teachers informing them of the suspension.

In the case of suspensions a probationary period is stipulated in the 'Action taken' section. Should there be another incident during that period actions of more consequence will be taken.

Suspensions and Expulsions are not taken lightly. It is not pleasant or usual for the College to take such action, but this may have to be done in the cases stipulated above in order to safeguard the well-being of the College stakeholders and reputation.

In the case of suspensions a probationary period is stipulated in the 'Action taken' section. Should there be another incident during the probationary period further action might need to be considered.

It is the responsibility of the suspended student to inform him/herself of any class work missed by either contacting the teacher or asking classmates.

At St Edward's, we adopt a zero-tolerance policy to bullies and bullying. Stern sanctions will apply when a student has been found to be bullying others. Students who show tendencies to being bullies are given all the help they need to change their ways - if they do, the community will welcome them. Please see Anti-Bullying Policy for more information.



Code of Conduct

The Code of Conduct at St Edward's College has as its basis the St Edward's Mission Statement. All students are expected to uphold this in their daily lives.

1. Respect and tolerance – St Edward's College is modelled on Catholic and humanistic values respecting the vast cultural diversity within the College. Disrespectful behaviour or any discrimination based on sex, gender, sexual orientation, race, religion, nationality, culture and political views towards any member of the St Edward's community will not be tolerated.
2. Behaviour – Rudeness, bullying, threatening behaviour and physical violence of any kind to any member of the St Edward's community will not be tolerated. See the section on bullying below.
3. Social media – Students are expected to be responsible when using social media. The previous standard of Respect and Tolerance applies to interactions on Social media. Students are not to post photos from inside the school on social media. Students are expected to maintain Edwardian values online.
4. Anything that interrupts the flow of the lesson is considered a general disruption. Consequences of such behaviour depend on the severity of the disruption and are at the discretion of the teacher and Head of Section.

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5. Respect for school property – The college environment is there for everyone to enjoy, therefore no littering, vandalising or damage to school property is allowed. This also applies to the sports grounds and bastions.
6. Uniform – Full uniform is to be worn and worn correctly at all times during lessons and assemblies in accordance with the uniform requirements for each section. Students may change into sportswear during break times. Skirts worn by students should be of an appropriate length.
7. Lesson materials – Students are expected to have all material required for the lesson with them. This includes stationary, art materials, calculators, books and or laptops as and when they are required.
8. Punctuality – Students are expected to be punctual to registration and lessons.
9. Deadlines – Deadlines are set by the school so that corrections and feedback can be given in a timely manner. It is at the discretion of the teacher whether work handed in late will be accepted and marked.
10. Personal Property – Students are responsible for their own personal property.
11. Permissions – Students must always obtain permission from the teacher in order to leave the class. Students are expected to return as soon as possible. Teachers have to be aware where students are at all times if an emergency situation occurs.

Contact Us

If you have any queries, your main point of contact should be your child's teacher and Section Head.

- **Phone**



+356 27881199

- **Message**



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