



The  
British School  
of Monaco

**POLICY SECTION:** Section 5 - **PASTORAL**

**POLICY NUMBER:** 5.03a

## **PRIMARY SCHOOL STUDENT CODE OF CONDUCT**

**EFFECTIVE FROM:** 13/VII/22

**LAST REVIEWED:** 01/V/24

**REVIEW DATE:** Summer 2025

**The British School of Monaco**  
**Primary School Student Code of Conduct**

**Our School Mission Statement**

To provide Monaco families with a family-owned British curriculum school and an intimate nurturing community that motivates students to become grounded, passionate and aspirational learners. We want our students to enjoy each precious year of childhood as they grow into adults.

**Our School Vision Statement**

Our vision is to inspire our students to:

- ✓ try their hardest;
- ✓ think boldly, mindfully and creatively;
- ✓ act with integrity and empathy;
- ✓ lead with distinction;
- ✓ serve with a generous spirit –

and enjoy all that our school can offer.

Our school is one where we live, learn and work in harmony, and where students work hard and whose behaviour always sets a good example. However, there have to be procedures should anyone fail to live up to the expectations we have of them. These must be appropriate to the age of the child, whether it is an isolated incident or indicative of something more persistent. The following is based on three golden rules, in line with the school's mission and vision:

- Our learning comes first.
- We must always try to give of our best.
- Take care: of yourself, each other and our world.

If every child is guided by these principles, then their time, and that of everyone else at school, will be happy and successful. These are the expectations which are made clear to each child:

| <b>EXPECTATIONS</b>  |   |
|--|---|
| <b>KEY PRINCIPLES</b>  |   |
| <b>OUR LEARNING<br/>COMES FIRST</b>                                  | Be on time for school, your lessons and activities.   |
|  | Make sure you are prepared for all lessons and activities.  |
|  | Complete the work given to you on time, both in class and at home.  |
|  | Be honest with all schoolwork.  |
| <b>WE MUST ALWAYS<br/>TRY TO GIVE OF OUR<br/>BEST</b>                | Be committed to all lessons and activities.   |
|  | Try your hardest and never disturb the work of your class.  |
|  | Have the correct kit in school on the days you need it.   |
| <b>TAKE CARE: OF<br/>YOURSELF, EACH<br/>OTHER, AND OUR<br/>WORLD</b> | Dress properly and smartly – follow the school uniform code.  |
|  | Be courteous and respectful at all times.   |
|  | Never take anything which does not belong to you.   |
|  | Never be aggressive, violent or intolerant.   |
|  | Do not respond to anyone who treats you wrongly – tell a member of staff straight away.                           |
|  | Never use bad language.   |
|  | Try to eat healthily – do not bring the wrong snacks and food to school.  |
|  | Never bring chewing gum into school.  |
|  | Use all technology responsibly and stay safe online, in and out of school.  |
|  | Only bring a phone, iPad, or laptop into school if you have the special permission of a teacher and your parents. |
|  | Keep our school clean and tidy – do not drop litter.  |
| Protect our school environment. Never misuse or damage equipment.    |   |

Children thrive on praise and encouragement, and staff work hard to encourage our students. There are numerous ways this is explained to them:

## REWARDS

If your teachers see you doing the right things, there are many ways they can reward you. These include:

- a warm smile and words of encouragement and praise.
- comments in your workbooks.
- sharing what you have done with your class.
- House Points.
- a note to your parents.
- sending you to Dr. Stuart for a Principal's Award.
- a special certificate at the end of the term.

However, should a child misbehave in school, sanctions need to be in place to deal with such issues fairly and promptly:

## SANCTIONS

| KEY PRINCIPLE                   | Issue                                   | Isolated incident                            | Repeated incident   | Persistent behaviour  |
|---------------------------------|---|--|---|---|
| <b>OUR LEARNING COMES FIRST</b> | Lack of punctuality                     | Correction by class teacher *                | Reprimand by the Principal and parents informed                   | Parents called in to discuss and resolve the issue with the Principal |
|                                 | Lack of organisation                    | Correction by class teacher *                | Reprimand by the Principal and parents informed                   | Parents called in to discuss and resolve the issue with the Principal |
|                                 | Failure to do or complete work in class | Work to be completed in the child's own time | Work to be completed in the child's own time and parents informed | Parents called in to discuss and resolve the issue with the Principal |
| <b>OUR LEARNING COMES FIRST</b> | Failure to do homework                  | Work to be completed in the child's own time | Work to be completed in the child's own time and parents informed | Parents called in to discuss and resolve the issue with the Principal |

|  |   |   |   |  |
|--|---|---|---|--|
| <b>WE MUST ALWAYS TRY TO GIVE OF OUR BEST</b>            | Disrespectful behaviour   | Correction by class teacher *                   | Reprimand by the Principal and parents informed | Parents called in to discuss and resolve the issue with the Principal                      |
|  | Inattentiveness in class  | Correction by class teacher *                   | Reprimand by the Principal and parents informed | Parents called in to discuss and resolve the issue with the Principal                      |
|  | Disruption in class   | Correction by class teacher *                   | Reprimand by the Principal and parents informed | Parents called in to discuss and resolve the issue with the Principal                      |
|  | Incorrect uniform   | Correction by class teacher *                   | Parents informed by the class teacher           | Parents called in to discuss and resolve the issue with the Principal                      |
|  | Incorrect, or lack of sports kit                                | Correction by class teacher *                   | Reprimand by Principal and parents informed     | Parents called in to discuss and resolve the issue with the Principal                      |
| <b>TAKE CARE: OF YOURSELF, EACH OTHER, AND OUR WORLD</b> | Bullying  | Reprimand by the Principal and parents informed | Parents informed and internal suspension        | Parents informed and external suspension   |
|  | Use of foul or defamatory language                              | Reprimand by class teacher *                    | Reprimand by the Principal and parents informed | External suspension, parents called in to discuss and resolve the issue with the Principal |
|  | Aggressive behaviour  | Reprimand by class teacher *                    | Reprimand by the Principal and parents informed | External suspension, parents called in to discuss and resolve the issue with the Principal |
|  | Fighting  | Reprimand by the Principal and parents informed | Reprimand by the Principal and parents informed | Parents informed and external suspension   |
|  | In possession of dangerous or inappropriate objects or material | Confiscation of item. Parents informed.         | Parents informed. Internal suspension.          | Parents called in & external suspension  |

|  |                      |  |   |  |
|--|----------------------|--|---|--|
|  | Theft                | Reprimand by Principal and parents informed                            | Parents called in and internal suspension       | Parents called in and external suspension  |
|  | Dropping litter      | Reprimand by class teacher *   | Reprimand by the Principal and parents informed | Parents called in to discuss and resolve the issue with the Principal                      |
|  | Vandalism            | Reprimand by Principal and parents informed                            | Parents informed and internal suspension        | Parents informed and external suspension   |
|  | Misuse of technology | Reprimand by the Principal and parents informed, depending on severity | Parents informed and internal suspension        | External suspension, parents called in to discuss and resolve the issue with the Principal |

With the incidents marked with an asterisk (\*) we will use a warning system and a teacher may well decide that to reinforce these warnings there needs to be a penalty, such as staying in at break. These will depend on the incident and the age of the child. This code is a guide: it cannot foresee all eventualities. Other situations that arise will be handled as is judged appropriate in the circumstance and the age of the child involved.

In the highly unlikely event that persistent poor behaviour is not addressed as a result of the steps outlined in this code, or following a single very serious incident, the school reserves the right to withdraw a pupil's place.

### **Monitoring the Effectiveness of the Code**

This Code will be reviewed according to the school's policy review schedule or when the need arises by relevant staff, the Principal and the Governing Body, taking account of students' opinions and concerns, and parental views, where appropriate.

The British School of Monaco is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment.