



Perrott Hill
BRITISH SCHOOL • PRAGUE

Positive Behaviour Policy
2025-2026

Approved August 2025

Contents

Rationale.....	3
Purpose of the Policy.....	3
1.1 A True Multi-Cultural Family: Core Behavioural Ethos & Philosophy	4
(1.2.1) Care for One Other	4
(1.2.2) Responsible for One Another.....	4
(1.2.3) Respectful Towards One Another.....	4
(1.2.4) Display Trust for One Another.....	5
(1.2.5) We are all Fair to One Another	5
Positive Behaviour Policy	6
2. Standards of Behaviour	6
2.1 Students.....	6
2.2 Parent(s) / Guardian(s)	8
2.3 General PHBS Community Rules	8
Positive Behaviour Policy	10
3. Prohibited Items & Actions.....	10
3.1 Drugs / Narcotics	10
(3.1.1) Prescription Drugs.....	10
(3.1.2) Non-Prescription Drugs.....	10
(3.1.3) Medications	11
(3.1.4) Alcohol	11
3.2 Anti-Social Behaviour & Bullying.....	11
Roles, Responsibilities & Sanctions.....	11
3.3 Dress Code Infractions	13
3.4 Plagiarism	13
Positive Behaviour Policy	14
4. Absenteeism & Positive Behaviour Impact.....	14
4.1 Absenteeism	14
4.2 Excused Absences	14
4.2 Unexcused Absences	14
4.3 Missed School Work	15
4.4 Procedure for Reporting Absences.....	15
4.5 Tardiness/Lateness.....	15
Truanting Lessons.....	16
Positive Behaviour Policy.....	16
(2.3.3) Secondary & High School	16
4.6 Early Dismissal	17
4.7 Leaving the School Building.....	17
Positive Behaviour Policy	18
5. In-School Behavioural Obligations.....	18
5.1 Classroom Regulations.....	18
5.2 Corridor Rules.....	19

5.3	Dining Room Rules	19
5.4	Personal Devices & Mobile Telephones	20
	(5.4.1) Personal Device Responsibility	20
	(5.4.2) Safe Storage of Personal Devices	20
	(5.4.3) Interfering with Education / Lessons	20
5.5	Recreational Area Rules	21
5.6	Searching & 14	
	Positive Behaviour Policy	23
6.	Behavioural Coordinator Role	23
6.1	Behavioural 14	
	(6.1.1) Classroom Management by the Teacher	23
	(6.1.2) Behaviour Coordinator Role, Detention & Behaviour Monitoring System	24
	(6.1.3) Rights & Responsibilities	24
	(6.1.4) After-School Detentions	25
	(6.1.5) Behaviour Modification Plan for Key Stage 3	26
	Positive Behaviour Policy	28
7.	Behavioural Contract & Report	28
7.1	Behavioural Contract System	28
	Positive Behaviour Policy	31
8.	Important Updates to the Policy (2023) & Additional Behavioural Guidelines	31
8.1	Unacceptable Punishment	31
8.2	Suspension	31
8.3	Expulsion	31

Rationale

Perrott Hill British School (PHBS) is dedicated to ensuring that our school environment supports the learning and the wellbeing of students and staff through a strong sense of community cohesion. We emphasise values such as fairness, respect, empathy, and honesty, encouraging collaboration and cultural tolerance. By creating a supportive, community-driven environment, we empower students to excel academically, overcome challenges, and thrive both now and in the future.

This policy outlines what we expect from students in terms of their behaviour, as well as the sanctions that will be enforced if this policy is not adhered to, although its primary purpose is not to appear punitive but to be positive and to encourage good behaviour in our school. Good behaviour and self-discipline have strong links to effective learning and are vital for students to carry with them both during and after their school years.

Though this policy is chiefly student orientated, it also should serve as an all encompassing philosophy for the entire school. Staff and teachers are expected to embody these behaviours and actively support and encourage positive behaviour amongst all students, being ambassadors for the rules and the reasoning behind them. Wherever possible, staff should seek to improve student behaviour by focusing on the positive behaviour of all students. When it is necessary, they should directly intervene with negative behaviour and should do their utmost to uphold the tenets of this policy.

Parents should offer their support to the directions of this policy good student behaviour should be promoted at home as much as in school and it is a team effort between these three factors, School - Student - Parent.

This Policy offers a structured approach to behaviour management and applies to all students, however, as each PHBS section works with students at different stages of life, age appropriate initiatives are often employed.

Purpose of the Policy

The core ambition of this behavioural policy is to assist PHBS to become a place of learning with the following examples of pedagogical integrity:

- To develop good relations between all members of the school community and beyond by cultivating a culture of empathy and self-awareness
- To develop self-discipline, self-control and a sense of responsibility for the school and its environment
- To encourage members of the school to demonstrate respect and courtesy to one another, to visitors and the local community
- To be a school that does not tolerate persecution or the bullying of others on any grounds
- To ensure that students, parents and teachers understand the behaviour necessary for effective progress and achievement
- To ensure that students understand the consequences of disruption to learning or a breach of the behavioural rules
- To provide appropriate support for staff and parents in promoting proactive behaviour management To ensure that staff apply the sanctions outlined in the school rules consistently and fairly
- To provide support for students who deliberately and persistently ignore or breach the behavioural rules around the school

Standards of Behaviour

The school understands that the first step to modelling good behaviour is to lead by example, which means that all staff, teachers, and anyone else who comes to the school must act responsibly and professionally and will never denigrate students or colleagues. We work hard to ensure that discipline is consistent across the school so that behaviour boundaries and sanctions are clear to all and are applied fairly, proportionately, and without discrimination, taking into account SEND needs as well as the additional challenges that some vulnerable students may face. Staff are trained to deal with behavioural strategies as part of their continual professional development and are well informed of the extent of their disciplinary

authority.

PHBS works with parent(s)/guardian(s) to understand their children and their behaviour and believe that in conjunction with behaviour boundaries and sanctions, good support systems, praise, and rewards for good behaviour are an important part of building an effective learning community. The school will report behaviour, good or bad, to parents regularly.

We encourage parents to communicate with the school if they have a concern about their child's behaviour, and we will do as much as is possible to support parents as and when they need it.

Students

PHBS expects all of its students to show respect to one another, to school staff, and anyone else that they meet. Incidents of bullying, denigration, or bringing intentional harm to other students or staff will not be tolerated. They are expected to obey school rules, listen, follow instructions by staff, and accept and learn from any sanctions that they receive. The school asks that students carefully read and acknowledge school policies to show that they have understood what is expected of them and acknowledge the responsibility that they have for their own behaviour.

Students are ambassadors of our school even when off school premises and we expect them to act accordingly.

Examples of unacceptable misbehaviours:

- ✚ Verbal abuse to staff and others
- ✚ Physical abuse to/attack on staff
- ✚ Cyber bullying
- ✚ Indecent
- ✚ Misuse of illegal drugs
- ✚ Misuse of other substances
- ✚ Serious actual or threatened violence against another student or a member of staff
- ✚ Sexual abuse or assault
- ✚ Supplying an illegal drug
- ✚ Carrying an offensive weapon
- ✚ Arson
- ✚ Verbal abuse to students
- ✚ Physical abuse to/attack on students
- ✚ Damage to property
- ✚ Theft

- Unacceptable behaviour which has previously been reported and for which the school's positive behavioural policy and other behavioural methods have been enacted
- The school will determine which actions are considered inappropriate or unacceptable

1.1 Parent(s) / Guardian(s)

Parent(s)/Guardian(s) play a large part in ensuring that their children are responsible for their own behaviour in school. Developing school life into a natural routine – ensuring that your child is at school on time, appropriately dressed, rested, and equipped – will encourage your child to adhere to school rules and procedures.

We politely ask parent(s)/guardian(s) to work with the school in support of their child's learning, which includes informing the school of any special education needs or personal factors that may result in their child displaying unexpected behaviour. We ask that parents be prepared to attend meetings at the school with staff or the Head of School to discuss their child's behaviour and to adhere to any individual educational/learning contracts put in place.

In the case of suspension or exclusion, we ask that parents provide appropriate supervision for their child during the time that they are excluded from school and, if invited, to attend all of the meetings associated with this process.

1.2 General PHBS Community Rules

To ensure that the school day runs smoothly and students achieve the very best that they can, PHBS stresses the following to all members of our educational family:

- ✚ Always be on time (08:00 for teachers / 08:20 for students)
- ✚ Keep your appearance smart and tidy, ensuring that regulatory clothing is worn at all times
- ✚ Rude, derogatory, racist or defamatory language will not be tolerated

- ✚ Be considerate of your peers and the extended community; do not run through hallways and corridors, do not shout out during lessons, or shout to one another in hallways, or when in public places
- ✚ Be polite and respectful at all times. This applies to staff, other students, any visitors to the school, and to members of the general public
- ✚ Students are expected to refrain from public displays of affection while being on the school premises
 - Take care of your environment, both on school grounds and outside, pledging to keep it tidy; in particular, students should ensure that they do not litter, foul, or spit on school grounds
 - Unauthorised absences, tardiness and/or truancy from school will not be tolerated
- ✚ Once students enter the school premises, they can't leave the building site without receiving permission from the parent/guardian and they Class Teacher being notified; additionally, the School Secretary needs to be contacted. Students may leave school grounds without permission at the end of the school day only (14:40)
- ✚ Health, safety, fire-safety equipment, is only for use in emergency situations and should not be tampered with under any circumstances
- ✚ Students should take care in the school halls and not go to restricted areas; they should be cautious on the stairs and on all school platforms
- ✚ Classrooms are out of bounds for students unless teacher permission has been given to enter
- ✚ Disobeying teachers and staff is not to be tolerated

- ✚ The following items are not allowed in school under any circumstances:
 - Alcohol and drugs
 - Cigarettes, matches, lighters
 - E-cigarettes and "vaping" equipment
 - Weapons and lethal objects of any kind
 - Material that is inappropriate for children to possess, such as pornographic materials, extremist material, or anything which may cause extreme offense to others

- ✚ Gambling is not allowed on school property

- ✚ Material which promotes and supports extremism of any form (see Child Protection & Safeguarding Policy)

2.1 Prohibited Items & Actions

The following categories are presented as they are what can commonly be found in Czech and European schools. However, other policies - such as Child Protection & Safeguarding / Anti- Bullying / Personal Device Policy - should be referred to. Certainly, the Positive Behavioural Policy is not restricted to only combatting the following problems. Nonetheless, following guidelines released by the Ministry of Education in the Czech Republic, the following concerns should be at the forefront of everyone when operating within a school community.

2.2 Drugs / Narcotics

PHBS will not tolerate drug use of any sort on school property or during off-site school activities. The school takes its anti-drugs policy very seriously and will discipline any person found to be in possession of drugs. This includes solvents and any other substance that can be misused or harmful. Students may be permanently excluded if they are found to be involved in drug-related incidents. This includes supplying, possessing, or taking drug.

If a student is suspected to possess an illegal substance, in school, parents will be contacted to give permission for their bags to be searched. Should the school suspect a student of sustained substance abuse, in extreme cases, the school reserves the right to request a student be tested in a place and time recommended by the school's doctor. The cost of such a test will be the responsibility of the parents.

Refusal to take such a test, at the request of the school, may result in the student being permanently excluded and their future place in the school being withdrawn.

(3.1.1) Prescription Drugs

Carrying, supplying, or taking prescription drugs illegitimately, can result in suspension from the school. PHBS strongly suggests that, if a student needs to take a prescription drug, that their Class Teacher is notified of this. Potential misunderstandings can therefore be avoided.

(3.1.2) Non-Prescription Drugs

Pills and tablets which can be bought in pharmacists or normal shops can be a normal part of daily life, however they can be extremely dangerous if not used responsibly. Our strong advice is that students do not carry these on themselves in school and, if they do, their Class Teacher is notified.

If a student is under-the-age of 15, a parent/guardian should notify the school if they need to take a pain-killer, antacid, or similar over-the-counter medication. If a student visits the school secretary, asking for such a medication, if they are under the age of 15 then a parent should be called. If over the age of 15, a student can use non-prescription medication without notification, however it is still advised that they inform their Class Teacher to avoid misunderstanding.

(3.1.3) Medications

PHBS is aware that it may be necessary for some students to take medication during the school day. Parent(s)/guardian(s) should inform the school of this, via EduPage or in writing, as soon as their child starts to take the medication. Our preference is that a supply of the medication is left with the School Secretary, so the application of prescribed medications can be controlled for student safety.

(3.1.4) Alcohol

Consuming, carrying or supplying alcohol is strictly prohibited. No student or person entering school should have alcohol on their person. It will be confiscated immediately and may result in the student being sent home from school and possible suspension.

2.3 Anti-Social Behaviour & Bullying

Roles, Responsibilities & Sanctions

Perrott Hill British School has a positive behavioural process for each section of our institution. Each negative incident surrounding the phenomenon of bullying will be reviewed and assessed accordingly to the individual circumstance of each particular case. Information about the 'behavioural review' board is featured at the beginning of this document.

Where students do not respond to preventative strategies to combat bullying, tough action will be taken.

At PHBS intimidating or bullying others - including by electronic media [cyber-bullying] - are considered as serious breaches of the Positive Behaviour Policy, and a range of strategies and/or sanctions may be applied, determined in accordance with the Positive Behaviour Policy and through consideration of the nature of the bullying on a case-by-case basis. The Head of School will be informed, and may be consulted with regard to appropriate sanctions, which may include:

✚ Writing a letter of apology - Removal from the group (in class) ✚ Withdrawal of break and lunchtime privileges

✚ Withdrawal of other privileges (e.g., for cyber bullying, iPad use is suspended)

✚ Withholding participation in any School trip or sports events that are not an essential part of the curriculum

✚ Individual Action Plan or a Weekly Report Card monitored by the Class Teacher or by the Head of Primary/Secondary

✚ Warning of exclusion in the event of further misbehavior ✚ Exclusion from lessons or from school. Exclusions include:

○ Internal Suspension (between 1 and 3 days, depending on severity)

○ External Suspension (between 1 and 3 days, depending on severity). Student and parents must meet

with the Head of Primary/Secondary on the day of return, prior to the student being permitted back in class

- Indefinite Suspension is an exclusion from school for an unspecified period. This is usually used to enable further investigations into serious incidents to take place
- Permanent Exclusion (expulsion) is the ultimate sanction

The Head of Pre-School/Primary/Secondary/High School will contact the parents/guardian, by EduPage, to inform them of the situation and will arrange a meeting with the student and the parents. The appropriate sanction will be explained at the meeting and subsequently implemented.

Some offences, where it is the duty of the school to report particular incidents, may lead to Police involvement in order to safeguard the school community.

The school may also offer support to the student in terms of outside counselling (recommendation of centres)

Further Offences: any further instances of bullying will be dealt with directly by the Head of School and may result in the parents being required to find alternative arrangements for the education of their student, possibly at short notice, in accordance with the school's contract.

A more comprehensive overview of [Perrott Hill British School's](#) attitude toward bullying can be found in the 'Anti-Bullying Policy'. However, please find a summarized version of below, as an effective anti-bullying attitude is necessary when promoting positive behaviour in a school.

PHBS wishes to make sure that all students feel safe at school and are all happy as well as integrated elements of our school community. Our ethos is one of inclusion and equality and bullying of any kind is regarded as a serious break of our Positive Behaviour Policy. Any form of anti-social behaviour or bullying will not be tolerated, whether it is a one-off incident or an ongoing campaign.

Anti-social behaviour can be defined as disruptive behaviour towards another, whether through physical or non-physical aggression. It can even take the form of shouting, directed abuse, or any activity (such as playing loud music) that interferes with the well-being of another. Anti-social behaviour can be both thoughtless or malicious and will be treated the same. Harassment and 'being a nuisance' to others can also be defined as anti-social.

Bullying can be verbal, physical or involve social media and communication (known as cyber-bullying) and can be directed at both staff and students. The school practices a preventative strategy to reduce the chances of bullying, and our anti-bullying policy is instilled in our curriculum and everything we do at the school. It is made very clear to students what is expected of them in terms of respecting their peers, members of the public, and staff, and any intentional breach of this will result in disciplinary action.

If an allegation of anti-social behaviour or bullying is made, **PHBS** will: 🚩 Take the allegation seriously

🚩 Act as quickly as possible to establish the facts

🚩 Record and report the incident; depending on how serious the case is, it may be reported to the Designated Safeguarding Lead

🚩 Provide support and reassurance to the victim(s)

🚩 Make it clear to the person conducting the anti-social behaviour that such actions will not be tolerated. If there is a group of people involved, they will be spoken to individually and as a whole group. It is important that children who have harmed another, either physically or emotionally, redress their actions, and the school will make sure that they understand what they have done and the impact of their actions

🚩 Ensure that positive behavioural measures will be taken, correlating to the seriousness of the incident

🚩 Consider suspension if necessary, following a meeting of a behavioural committee

🚩 Repeated incidents of anti-social behaviour or bullying may result in a student forfeiting their place at the school

2.4 Dress Code Infractions

Students are expected to wear the Perrott Hill British School uniform, year 7 to year 11. Year 12 and year 13 should wear business clothing which is appropriate to a school environment. This is outlined in the

Student/Parent Handbook, which is shared with students at the start of every academic year. Students should be groomed in a manner which indicates respect to self and others. Clothing and grooming which could be considered offensive by the administration is not permitted. School shoes (indoor shoes) are to be worn while students are in the school building.

2.5 Plagiarism

Plagiarism is not tolerated. Students should uphold the school's academic standards and integrity at all time. If a student is caught plagiarizing, or if evidence of plagiarism exists, then it can result with the student being placed on the positive behavioural policy. Parent(s) / Guardian(s) will be notified and, if a single student is found to repeatedly commit the offence, it may result in a period of suspension.

2.6 Absenteeism & Positive Behaviour Impact

A positive attendance record begins with good school punctuality. If a student is on time to school, it increases their chance of academic and personal success. Good punctuality is a key life lesson and will be something that students and adults are expected to maintain throughout their lives. If this habit is developed in school, it will lead to a lifetime of positive recognition for the student concerned, particularly when it comes to applying for higher education (university) and when they are gainfully employed. A positive punctuality record will only heighten a student's experience in school. It will allow for a deeper and more respectful bond to develop with teachers, fostering a trustful relationship, and it also ensures that no lesson content is skipped or missed. As a student, being punctual will make school-life easier and more structured, allowing for work to be completed on time and for greater understanding of material presented by PHBS teachers.

2.7 Absenteeism

Regular attendance at school is compulsory and is crucial for maintaining a satisfactory academic level. Irregular attendance and unnecessary absences affect the child's ability to learn and make it more difficult for students and instructors alike due to missed instructional time, discussions, and activities.

2.8 Excused Absences

Consistent daily attendance of the student is necessary to ensure their academic progress. Therefore, students should be absent only for important reasons such as personal illness, family emergencies or religious holidays. An excused absence can be granted in case of illness or family emergency. A medical certificate or letter from the parent should be submitted upon the student's return. In case of a pre-requested absence for any other reason, a written letter should be submitted to the Secretary's Office at least three days in advance and will be considered for approval. The letter should state the length of the absence and the specific reason. All work missed during a student's absence must be completed upon the student's return to school. A teacher will assist the student with missed work if the absence has been approved by the administration.

Please read the Absences Policy for more information about the procedure of excusing a student and what is acceptable.

2.9 Unexcused Absences

PHBS considers it unacceptable for a student to be absent for extended family holidays, outings, events and parties during school time. Such events conflict with the school's instructional calendar and will be considered as unexcused absences. Requested absences that are not approved will be recorded as unexcused absences on EduPage. Students are required to make up any missed school-work including class-work, quizzes, tests/examinations, projects (individual or group) and also homework. The teacher will not be required to assist the child with missed work if the reason for missing school was not valued and accepted by the Head of School and senior school leadership. A record of all such absences is recorded on the EduPage system.

2.10 Missed School Work

When a student is absent from school for a short period of time, books and homework will not be sent home. Upon the student's return to school, any missed school work, including class work, quizzes, tests, projects, and homework, must be completed. The teacher will assist the student with an excused absence with missed class work and lessons. The student who has been granted an excused absence will be given

extra time to finish the corresponding missed homework.

2.11 Procedure for Reporting Absences

It is important that if a student is sick and not well enough to attend school, that they should stay at home until they have fully recovered. This is particularly important if the child has an infectious illness. N.B. If a child comes to school sick particularly after an absence, they will be sent to a doctor and, if appropriate, send home again.

If the event of an unforeseen absence, parents are expected to inform the school (Class Teacher and Secretary) by EduPage and/or telephone before 08:30 (preferably earlier) on the day of the absence. Details as to the nature of the absence, as well as the anticipated length, should be given. If an absence is for a period of over 3-days then a doctor's note and proof of absence must be given. This is particularly important for students under the age of 15.

✚ On return to school, parents are requested to inform the school, in writing, of any ailment which might affect the student's participation in physical education or breaks

✚ Parents are required to inform the school, in writing, of any ailment that is contagious

✚ Parents also are required to write an excuse report to school once the student is back in school or in advance if it is not an emergency absence. For excusing the student from PE lessons, the parents have to write the excuse in advance

2.12 Tardiness/Lateness

The school day starts at 08:30 and students are required to attend the lessons on time each day. Students are considered late if they arrive at school after 08:30 or arrive in class after the second warning bell. Students who are late to school are to report to the School Security Officer. The lateness will be recorded on EduPage and kept on file electronically. In the case of lateness for class, the lateness will be recorded on EduPage. If the student is late, without an excuse, they will receive a detention notice.

Entrance gate closes at 08:28: School security **closes the main entrance gate at 08:28** (the time of the first bell to signal that Period 1 starts soon). A student arriving after this time is therefore marked as late.

Constant lateness is not acceptable:

✚ At the first instance of lateness, the student will receive a verbal warning, and a late notice on EduPage.

✚ Repeated lateness will result in messages sent home to parents and, in extreme cases, may result in a meeting with the parent; repeated lateness to both school and class may result with the student being placed on the positive behavioural policy

Repeatedly forgotten "chip"

If a student repeatedly comes to school without their "chip", it means they are either neglectful or have lost it and not purchased a new one. If a student forgets their chip three times in a row, or three-times in one week, their parents will be contacted and they will be given a lunch-time detention

Truancy Lessons

Deliberately truancy (failing to attend) a lesson is a serious cause for concern. A student who is present in school but truant a lesson will receive a detention-notice and will meet with the Head of Pastoral/Behaviour Coordinator. A further second offence will result in a meeting between the student's parent and the Head of School. Repeated offences may result in possible suspension according to the discretion of the Head of School according to the Positive Behaviour Policy.

Positive Behaviour Policy

The School Attendance & Positive Behaviour Policy align in regard to effective student management. Repeated lateness can result in the following actions being taken.

(2.3.1) Early Years

The Early Years section relies on communication between the parent and Class Teacher, as well as the Head of Section.

(2.3.2) Primary School

As the students are younger, parent(s)/guardian(s) should communicate effectively if a student will be late

or absent. Repeated lateness will result in a discussion with the family concerned.

(2.3.3) Secondary & High School

The Positive Behaviour Policy is meant to encourage students to reflect on their behaviour and to adjust accordingly. However, as a policy designed to correct negative behaviours the, “stages” are cumulative with respect to correcting negative behaviour and sanctions. If a student is repeatedly late to school, lessons, and in general consistently displays a poor attitude when it comes to punctuality, then this repeated misbehaviour will be considered the same as other school misbehaviours (as listed in the Positive Behaviour Policy).

THREE LATES: (i) the student’s family will be contacted by the school secretary / (ii) the student will be sent to detention.

SIX LATES: (i) the student’s parent(s)/guardian(s) will be invited in for a meeting with the Class Teacher / (ii) the student will have a restorative talk with the class teacher.

NINE LATES: (i) the student’s parent(s)/guardian(s) will be invited into school for a meeting with the Head of School / (ii) the student will have restorative conversations with the Head of Pastoral or Behaviour Coordinator.

TWELVE LATES: (i) the student’s parent(s)/guardian(s) will be invited into school for a meeting with the Director of School / (ii) the student will be placed on a restorative schedule and daily meetings with the Head of Pastoral or Behaviour Coordinator.iii) in regard to the school’s Student Protection & Safeguarding Policy, following a consultation with the Designated Safeguarding Lead, OSPOD may be contacted / (iv) in accordance to the Positive Behaviour Policy a behavioural committee will be convened and it will be decided if a period of suspension will be enforced. Attendance & Punctuality Policy

2.13 Early Dismissal

✚ Students are not encouraged to leave the school premises during the school day, particularly during lessons; if possible, all appointments should be made outside of school hours, including sporting commitments

✚ Should it be necessary to pick up your child prior to the end of the school day, please send a note on EduPage to the Class Teacher stating the date, time, reason and the person who will be collecting the student (especially for younger students)

✚ If there is an emergency, please call the School Secretary’s Office or report directly to the School Office

✚ No student will be allowed to leave the school building without parental/guardian authorization

2.14 Leaving the School Building

Students may not leave the building area at any time during the school day unless the school has given expressed permission or has received written parental permission (via EduPage).

✚ Parents must send a note or phone the office when an early dismissal is necessary. A reason must be provided for early dismissal

✚ The Head of School has the final approval or disapproval for dismissal

2.15 In-School Behavioural Obligations

Perrott Hill British School students are expected to uphold all school rules and conduct themselves in a manner that shows respect to their classmates, teachers, and all other school staff.

All school personnel will be required to maintain a safe learning environment at all times. As such, disorderly or disruptive behaviour will not be tolerated. Every student has the right to learn and no student has the right to interfere with the learning, safety, or well-being of another student.

2.16 Classroom Regulations

Each classroom teacher will develop and enforce a classroom management plan that will not only help students maintain proper, respectful behaviour, but will also create an atmosphere where learning can take place. The management system will include both positive and negative reinforcement of shown behaviours. Students are expected to follow all class rules and directions immediately after they have been formally announced.

Students are the most important part of the class environment. If students’ expectations are well understood and fulfilled, the atmosphere in the classroom will be conducive to learning and well-being.

Below are the expectations for students regarding classroom behaviour.

- ✚ Students are to return to their proper classroom immediately after the warning bell rings for the next lesson
- ✚ Students are to politely greet their teacher
- ✚ Disturbing the teacher and others during the lesson, distracting others, as well as loud behaviour are not acceptable
- ✚ During the lesson, students are not permitted to eat, drink (except water), or chew gum
- ✚ Students should have good manners towards their teachers and other staff members with words such as “good morning,” “thank you,” “excuse me,” and “good-bye”
- ✚ Students are to treat school property with respect. Chairs should be pushed in under the desks and the windows should be opened only with the teacher’s permission. Students are not to touch any electronic equipment, including the classroom computer, without the teacher’s permission
- ✚ Students are to notify their teachers if they notice a potentially dangerous situation or accident
- ✚ After calmly entering the classroom, students are to take their seats ✚ Students should have at their desks only their notebooks, textbooks, and writing utensils
- ✚ Students are to be active during the lesson, doing their reading and written tasks as instructed by the teacher
- ✚ Notes and written work is to be done according to the teacher’s instruction as well as made available for the teacher to view
- ✚ In case of any intentional damage made by students, parents will be held financially responsible. This also applies to damages made during any field trip or community visit

2.17 Corridor Rules

In order to maintain safety and an orderly atmosphere, students are to conduct themselves respectfully in the school corridors and stairwells whenever changing classes and leaving or entering the classroom areas. Students are to be observant regarding the people things around them, therefore, students are not to run in the corridors, yell or scream, or act in ways which would constitute possible hurt to themselves or others.

2.18 Dining Room Rules

PHBS gives students the option to bring their own lunch or to receive one from a local catering company. The scheduled lunch break is from 11:55 - 12:40 and all students are required to eat in the dining room or outside and not elsewhere in the school building. In regards to food brought from home, PHBS encourages a healthy menu. Items such as chewing gum, sweets, candies, or excessive fizzy drinks (especially energy drinks) are not encouraged. Items are also available to purchase in the vending machines. Whilst eating in the dining room, the following directions are encouraged:

- ✚ To be polite to other students, teachers and all those whom are eating around you; this includes good table manners
- ✚ Using the courteous words of “please” and “thank you” as you move around the cafeteria, being mindful of others carrying trays and utensils
- ✚ Talking in a clam, subdued tone; no yelling or screaming is acceptable
- ✚ Cleaning up after oneself and pushing the your chairs back under the dining room tables
- ✚ Respecting food and not throwing away excessive uneaten items
- ✚ To be very respectful to the school dining room staff; the utmost courtesy must be shown to them

2.19 Personal Devices & Mobile Telephones

The use of mobile telephones and personal devices in the school are subject to restrictions. Students from year 7 to year 11 are not permitted to be on their phones during the school day. If a student is caught using a mobile telephone, anywhere else in the school, it will be immediately confiscated and handed to the Head of Pastoral. Only a parent may retrieve the phone after a third offence.

Every member of PHBS should understand what constitutes as an unacceptable use of a personal device. Clear misuse of a personal device is defined as the following under specific categories:

(5.4.1) Personal Device Responsibility

✚ Any personal device brought into PHBS is the sole responsibility of the owner ✚ As above, any personal device taken on a PHBS excursion, trip, or external school event, remains the sole responsibility of the student

✚ Ownership includes a device given to a student by a parent, guardian, friend, or any non-PHBS member, for which they have personal responsibility

✚ We recommend that all personal devices are labelled for clear identification of ownership (in the event of a lost or stolen device)

(5.4.2) Safe Storage of Personal Devices

✚ Mobile phones & smart phones must be stored in their locker or be kept in their bags (by 08:30 and the first bell)

✚ Larger personal devices such as laptop computers, tablets, headphones (including earbuds), must be safely stored in the student's locker or kept in the student's backpack/suitcase/satchel

(5.4.3) Interfering with Education / Lessons

✚ Using a mobile/smart telephone or personal device during a classroom lesson without the express permission of a teacher, member of staff or present adult

✚ Using a smart watch during a lesson for any purpose without a clear direction from a teacher, member of staff or present adult

✚ Disturbance caused by a sound emitting from any personal device (those previously stated throughout this policy)

- Entering a classroom whilst using a personal device, including: headphones & earbuds, mobile/smart phone, tablet device, personal gaming system, and personal computer
- ✚ Recording (whether video or audio) a teacher and lesson content without the direct permission of the instructor

2.20 Recreational Area Rules

Students are allowed to go outdoors on to the school sports facilities Infront of the school under teacher supervision. Going off the school property is not permitted. Students who are utilizing the outdoor facilities, or are having a lesson outside under the guidance of the teacher, should always listen to their instructors directions.

Students should use the recreational equipment outdoors only in a way it is designed to be used: ✚

Students should finish eating before starting any outdoor activity (at lunch time)

✚ Students should stay in the playground area and may not re-enter the classroom without permission from the teachers on duty or classroom teacher

✚ Students are not allowed to bring their own sports equipment from home

✚ There will be no pushing, wresting or "play fighting", or jumping from the top of any playground equipment

✚ Students are not to sit on tables

✚ Students are not allowed to damage any of the school property

✚ Students are not to climb over the school fence or areas that have been designated out-of-bounds

- ✚ Students will stop using recreation facilities and return to their classrooms when the warning bell sounds at the end of a break, or when teachers instruct students to end and return to their timetabled lessons

2.21 Searching & Withholding

Following guidance set out by Ministry of Education of the Czech Republic, our members of staff are authorized to use withholding as a disciplinary sanction if it is lawful. This means that staff may withhold items in the possession of students that are illegal or banned by the school. It is our first priority to ensure that students are in a safe and secure environment when they are in our care, and any items that may jeopardize the safety of other students or themselves will be taken off students without notice. A teacher or someone who has lawful control of the child can search a student with their permission student to look for any item that the school's rules say must not be brought into school. However, as an additional precaution, PHBS will always contact the parent/guardian to ask for permission, even if the student consents. The Head of School and other senior members of staff authorized by them have the power to search a student if they are in possession of "prohibited items" which may cause damage or harm to others (parents/guardians will be immediately informed). Prohibited items that can be searched for without consent include:

- ✚ Knives or other weapons
- ✚ Alcohol
- ✚ Illegal drugs ✚ Stolen items
- ✚ Tobacco and cigarette papers
- ✚ E-cigarettes and vaping equipment
- ✚ Fireworks and other explosives
- ✚ Pornographic images
- ✚ Articles that have been used or could be used to cause harm/offense

The policy allows for staff seizing an electronic device to examine any data or files on the device if they think there is good reason to do so. These data or files may be erased before returning the item if they believe there is good reason to do this, or they may be kept as evidence if the material breaks the laws of the Czech Republic.

Any cigarettes or alcohol confiscated in the school will be destroyed.

Positive Behaviour Policy

3 Head of Pastoral and Behavioural Coordinator Role

At PHBS we encourage the positive behaviour of everyone. However, there is always the need to have a strict and workable system, one that everyone understands. The role of the Behavioural Coordinator is to ensure the effective school management of so-called "minor-misbehaviours". These misbehaviours may elevate to a more serious cases, at which point the Head of Pastoral or Head of School and other members of the school leadership may be sought. In certain situations, there remains the necessity to implement disciplinary procedures. When unacceptable behaviour problems exist, a solution is always sought on the grounds of the school's rules. If it is necessary, problems of this type are reported to the Head of School. It is the task of PHBS to create a safe, friendly, and orderly environment for our students. The quality of the school environment to a large extent is dependent upon common respect between students and their relationships with the school staff as well as cooperation with their parents.

3.1 Behavioural Coordinator System

At the start of every academic year, the Head of Pastoral or Behaviour Coordinator sends out a letter to Parent(s)/Guardian(s) and students, which outlines the system and how it is implemented. For clarity, this is repeated below and can be referenced by anyone reviewing this policy at any time.

(6.1.1) Classroom Management by the Teacher

Making mistakes is a normal part of development. Students will occasionally engage in behaviours that do not facilitate a positive learning environment and require the use of in class response strategies to redirect behaviour. The goal of using these strategies is to stop the behaviour while providing an opportunity for the student to regain self-control in a way that maintains their dignity. PHBS staff select which strategy they use based on what supports each student most effectively.

Examples of classroom response strategies include:

- ✚ Using reminding and redirecting teacher language

- ✚ Problem solving with a student about their behaviour
- ✚ Changing student seating
- ✚ Loss of privilege

(6.1.2) Behaviour Coordinator Role, Detention & Behaviour Monitoring System

When negative student behaviour persists despite in class response strategies and intervention, the student will be referred to the Class Teacher & Behavioural Coordinator and will be monitored using the following table:

Behavioural Issue	Consequence
1 st Level	Verbal Warning
2 nd Level	Lunch Break Detention in room B101 (Parental notification on Edupage)
3 rd Level	Lunch Break Detention in room B101 (Parental notification on Edupage) Follow up restorative conversation with Head of Pastoral or Behaviour Coordinator
4 th Level	Lunch Break Detention in room B101 (Parental notification on Edupage) Follow up restorative conversation with Head of Pastoral or Behaviour Coordinator. Restorative project work issued, according to breach of policy
5 th Level	Restorative conversation with Head of Pastoral or Behaviour Coordinator I. Beginning of STAGE 1 Positive Behaviour Contract
6 th Level	I. Student will be sent home from school for the day II. Beginning of STAGE 2 Positive Behaviour Contract III. Parent(s)/Guardian(s) will be invited to school for a discussion with the Head of Pastoral or Behaviour Coordinator

(6.1.3) Rights & Responsibilities

All students have the right to:

- ✚ Be treated with courtesy, respect and dignity
- ✚ Attend school and be valued members of the school community
- ✚ Learn in a safe environment that is free of bullying, harassment and discrimination
- ✚ Receive instruction to learn school behaviour expectations, social and emotional skills
- ✚ Access appropriate supports and services to succeed in school, including students who experience behavioural incidents in the classroom or school environment or who are the target of student conduct
- ✚ Tell their side of the story and/or report unfair treatment to a person in authority
- ✚ Maintain personal privacy

✚ Have a parent/guardian or advocate present at readmission from out-of-school suspension conferences and/or conferences with the Head of School

All students have the responsibility to:

✚ Show respect and courtesy to all students, staff and school visitors. This includes individual differences, cultural diversity, and the property of others

✚ Attend school daily, be prepared for class, engage in classroom activities, and complete all assignments

✚ Contribute to a safe learning environment by managing their own behaviour and reporting harmful or dangerous situations

✚ Understand and follow all school rules, policies and instructions outlined in the student handbook

(6.1.5) Behaviour Modification Plan for Key Stage 3

The Behaviour Modification Plan is used for KS3 students who consistently behave in a disruptive manner in class. This tracking system serves as a behaviour monitoring tool for students, teachers, and parents in hopes that defiant behaviour will improve making for a positive learning environment for all students. This program gives students a visual representation of their behaviour in all classes during the school day. Students are given responsibility to not only keep track of the behaviour plan, but also the responsibility and accountability for their own behaviour. Students, teachers, and parents can simply check behaviour progress to make sure students are acting appropriately during the school day.

The process of the Behaviour Education Plan is as follows:

1. Selected students receive a timetable of all their classes with a box of "3" numbers

1 = Behaviour was disruptive and inappropriate

2 = Behaviour could have been better but was minimally disruptive

3 = Behaviour was good and on track

2. At the end of each lesson, students will bring the timetable to their teachers who will circle one of three numbers according to student behaviour.
3. At the end of the school day, students will bring the chart to their class teacher who will sign it and debrief with the student about their behaviour for the day and discuss a plan for improvement.
4. Students will bring this timetable home and have parents sign off on it each day. Parents are encouraged to discuss with their student about their progress and to contact the class teacher for updates.

** A student's goal is to receive a total number of 16 for the day. If students receive a number of 12 or less, their long break and lunch break will be spent in detention the next day.

** Students are responsible for this timetable and will carry it with them to every lesson all week

At the end of the week, the student will meet with their Class Teacher and Behavioural Coordinator to discuss and assess their individual process. At this time, the Behaviour Modification Plan will be either concluded or renewed.

(6.1.6) Behaviour Modification Plan Chart

Week #1 --- STUDENT NAME								DATES	
	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	TOTAL	
Mon	1 2 3 History Teacher: _____	1 2 3 Math Teacher: _____	1 2 3 Math Teacher: _____	1 2 3 Czech Teacher: _____	1 2 3 English Teacher: _____	1 2 3 Science Teacher: _____	1 2 3 ICT Teacher: _____		Class Teacher: _____ Parent: _____
Tues	1 2 3 Science Teacher: _____	1 2 3 Art Teacher: _____	1 2 3 German Teacher: _____	1 2 3 Math Teacher: _____	1 2 3 English Teacher: _____	1 2 3 English Teacher: _____	1 2 3 PSHE Teacher: _____		Class Teacher: _____ Parent: _____
Wed	1 2 3 Czech Teacher: _____	1 2 3 Music Teacher: _____	1 2 3 Music Teacher: _____	1 2 3 Math Teacher: _____	1 2 3 Science Teacher: _____	1 2 3 English Teacher: _____	1 2 3 Geography Teacher: _____		Class Teacher: _____ Parent: _____
Thurs	1 2 3 Math Teacher: _____	1 2 3 History Teacher: _____	1 2 3 Czech Teacher: _____	1 2 3 Czech Teacher: _____	1 2 3 ICT Teacher: _____	1 2 3 PE Teacher: _____	1 2 3 PE Teacher: _____		Class Teacher: _____ Parent: _____
Fri	1 2 3 Geography Teacher: _____	1 2 3 German Teacher: _____	1 2 3 German Teacher: _____	1 2 3 English Teacher: _____	1 2 3 Art Teacher: _____	1 2 3 Science Teacher: _____	1 2 3 Science Teacher: _____		Class Teacher: _____ Parent: _____
Notes/Comments:									

Positive Behaviour Policy

3.2 Behavioural Contract & Report

The role of the “Behavioural Coordinator” is to handle what are known as “minor misbehaviours”. The line drawn between these and elevated misbehaviours is handled by the experience of our teachers and also common sense. The Behaviour Contract system is used when a concern is elevated to the Head of School. An outline of this system follows (it should be noted that what is referred to as STAGE 1 in the Contact & Report refers to the methodology outlined in Section 6 of this document (Behavioural Coordinator role).

3.3 Behavioural Contract System

[Perrott Hill British School](#) is committed to ensuring a pleasant, successful, especially safe, learning and teaching environment for both our students, teaching faculty, as well as all members of the administration and maintenance staff. Beyond this commitment, for further information, all parents, students and staff members are encouraged to read the following [Perrott Hill British School](#) policies: i) Safeguarding & Child Protection; ii) Positive Behaviour Policy; and iii) Anti-Bullying Policy. These are available on our school website.

In order to ensure a positive atmosphere in our school, good student behaviour is always encouraged. Negative behaviour will be dealt with strictly, though fairly, in accordance to the following steps: 1) meeting with the Head of Pastoral or Behaviour Coordinator; 2) meeting with the Head of Secondary & High School; 3) parent-teacher meeting; and, in exceptional circumstances 4) convening of a behavioural committee which, following a fair discussion and investigation, may result in a period of suspension from school. The purpose of this contract is to ensure that the proper etiquette of tackling negative student behaviour is undertaken professionally and fairly. Any negative student behaviour, including but not restricted to bullying, use of bad/negative language (for example: foul words, discriminatory, extremist, racist or sexist remarks), intimidation of other students and/or faculty members, theft, plagiarism of school work, cheating in examinations or during other classroom activities, the introduction of dangerous objects and substances in the school (including alcohol, tobacco and drugs), repeated disruption of class, as well as vandalism/damage of school property, will all be considered as violations of [Perrott Hill British School's](#) rules and will therefore prompt the initiation of this [Student-Parent-School Behavioural Contract](#). Each contract will be active within the academic year in which commencement began. In extreme circumstances, Stages 1 & 2 of the behavioural contract can be voided, with an immediate Parent Meeting with the Head of School and Class Teacher. [Perrott Hill British School](#) is committed to involving the Class Teacher in all stages of the Behaviour Contract process.

In signing this document, all those concerned – students, parents, teachers and staff members – agree to abide by the conditions set out in both this form, [Perrott Hill British School's](#) policies, as well as the guidelines arranged in discussion amongst all concerned parties. Parents will be formed of each stage and the date of commencement of the Behavioural Contract (Head of Pastoral or Behaviour Coordinator: Stage 1 & 2; Head of School: Stage 3 & 4).

Behavioural Incident Form & Contract

Stage 1: Meeting with Class Teacher

Date & Time of Incident	
Location (if appropriate)	
Observed or Reported?	
Other Students Involved	
Description of Incident	

Class Teacher Signature:

Head of School Signature

Stage 2: Meeting with Head of School

Date & Time of Incident	
Location (if appropriate)	
Observed or Reported?	
Other Students Involved	
Description of Incident	

Class Teacher Signature:

Head of School Signature

Stage 3: Meeting with Parent

Date & Time of Incident	
Location (if appropriate)	
Observed or Reported?	
Other Students Involved	
Description of Incident	

Head of School Signature _____

Parent Signature _____

Stage 4: Behavioural Committee

Date & Time of Incident	
Location (if appropriate)	
Observed or Reported?	
Other Students Involved	
Description of Incident	

Head of School Signature _____

Parent Signature _____

Positive Behaviour Policy

3.4 Unacceptable Punishment

Corporal (physical) punishment may not be used at any time. It is against the law to strike a child.

Staff may not humiliate students and should avoid shouting at students. They should also discourage students from shouting, so that everyone shows respect and fosters high quality relationships, both between staff and students and between students and their peers.

Class-wide punishments should be avoided. The behaviour of Individuals should be addressed, rather than treating all students – some of whom may not have been involved – in the same way. Students should not be sent out of the class and left there unsupervised for more than a few minutes. If a teacher uses such a dismissal to give an agitated student a moment to 'cool down' or to give instructions to the rest of the class before dealing with the student, the teacher should, as soon as is practical, go out to have a quiet and discreet word with the student (leaving the door open so as not to leave the class unsupervised) and then invite them back into the lesson. More than one student from a class should not be so dismissed at any given time.

3.5 Suspension

Suspension is defined as the temporary recorded exclusion of the student from school. As it entails an interruption of the student's learning programme, this method of punishment is rare. However, in cases of serious misconduct, or where circumstances are such that it is thought necessary for a student to return home, the Head of School is authorized to suspend students. Parents will be notified immediately.

3.6 Expulsion

In extreme cases of violation of acceptable social behaviour, the Head of School may expel a student from the school. The administration is informed of all potential expulsions. In the case of expulsion from school, prepaid tuition-fees are not refunded.

Perrott Hill British School
Secondary & High School

[PHBS BEHAVIOURAL POLICY UPDATES]

Dear Parent(s) & Guardian(s),

PERROTT HILL BRITISH SCHOOL POSITIVE BEHAVIOUR POLICY

IMPORTANT UPDATES TO THE BEHAVIOURAL POLICY

I kindly ask all Parent(s) & Guardian(s) to please read the following important information.

This form details improvements to our General School Behavioural Policy. Rather than share the Student/Parent Handbook, which will be revised this year to reflect how our school has grown these past years, it is my pleasure to share the following updates/improvements. These have been made after listening to parent suggestions, as well as observations from PHBS members of faculty.

Key Changes:

- (i) PERSONAL DEVICE POLICY (former MOBILE PHONE POLICY)
- (ii) DRESS CODE & PERSONAL HYGIENE POLICY
- (iii) ARRIVAL & ABSENCES POLICY
- (iv) VAPING AND SMOKING IN-AND-AROUND SCHOOL GROUNDS

After reading this document, parents are politely asked to sign the attached form as confirmation that the policy is understood. All students are required to uphold and adhere to the standards mentioned in this update to the Positive Behaviour Policy.

I thank you for your co-operation in these matters as they are all part of creating a school environment which is comfortable for everyone.

(i) PERSONAL DEVICE POLICY

The question of student mobile phone use is one not easily answered. PHBS has therefore amended its policy to ensure that students are able to have their phones in school whilst also not interfering with lessons and education. The guiding principle is this: *a student shall not use their phone when entering or sitting in a classroom.*

The following guidelines are to be respected by everyone:

- ● Year 7 to Year 11 Students are not allowed to use their phones in the common areas of the school building (hallways, cafeterias, entrance area, in front of school) during the school day;
- ● Students should never use their phones in the bathrooms; Students may use their personal devices in the above areas during: BEFORE THE START OF THE SCHOOL DAY [08:30] & AT THE END OF THE SCHOOL DAY;
- ● Phones & earbuds (headphones) must be put away before you enter any classroom;
- ● Personal devices should be placed in your locker before the start of a lesson, switched off and placed in your bag, or immediately placed in the personal device storage pockets which are now in every classroom;
- ● Smartwatches are to be on silent mode before you enter any classroom;
- ● The above devices must not come out at all in the classroom unless given permission from the teacher. Laptop computers, tablets, and other devices may only be used in the classroom for educational purposes and when instructed to do so by the teacher;
- ● No student is permitted to take a photo of a student, teacher, or any member of the PHBS community, without their consent.

(ii) DRESS CODE & PERSONAL HYGIENE POLICY

As a multi-national and multi-faith school we all must be conscious about being respectful to everyone. As a school family of teachers and approaching 250 young-people aged 11 - 19, we must also be conscious of our personal and collective health.

DRESS CODE: Our dress code policy is designed to ensure that everyone within our 60-plus different nationalities is comfortable and happy to attend our school. It is also designed to ensure that our school is seen as a respectable place to learn and study. Further, we wish to positively represent ourselves in the local area of Praha 8 and Kobylisy.

We politely ask that the following Dress Code guidelines are followed. Before students come to school each morning, they should dress according to the following:

- Students from Year 7 to Year 11 should be dressed in uniform
- Green Polo neck shirts, Black or dark pants or skirts and black shoes. No jeans, sweat pants or t-shirts permitted.
- Shorts or skirts must reach the mid-thigh at the very least (just above or to the knee);
- Year 12 and Year 13 students should be dressed in business wear
- No shirts without collars for male students, no jeans.
- Tops/t-shirts must meet pants and not expose the midriff/stomach of the student;
- Tops/t-shirts/blouses/tank-tops/dresses/vests should not show/reveal the sensitive areas of students;
- Shirts/tops should not have spaghetti (thin) straps or be off the shoulder;
- Undergarments (such as underpants, panties, vests, bras, lingerie)

- should not be exposed through clothing;
- Hats must not be worn in and around school;
- Hooded sweatshirts - "Hoodies" - must not have the hood-up in and around school.

What happens if the above guidelines are not followed?

- No one at PHBS ever wants to send a student home because of a dress-code violation. However, the school reserves the right to do this if there is a severe breach of the above guidelines, or if a student refuses to comply with the instructions;
- If a student breaks the dress-code for the **first time**, a teacher will speak to them. Depending on the type of dress-code violation, this could be:
 - Class Teacher;
 - Behaviour Co-ordinator and Assistant Behavioural Co-ordinator;
 - Head of Pastoral;
 - School Counsellor;
 - Safeguarding Lead or Deputy Safeguarding Lead
 - In regard to sensitive topics, a female student will always be spoken to by a female member of staff and a male student will always be spoken to by a male member of staff;
- If the Behavioural Coordinator or Head of needs to speak formally/directly to a female student, a female staff-member will be present during the meeting;
 - If the dress-code is broken a **second time** the Parent(s)/Guardian(s) will be informed;
 - If the dress-code is broken a **third time** the appropriate Parent(s)/Guardian(s) will be asked to attend a meeting with the Head of School and/or the School Director.

PERSONAL HYGIENE: As our students are older and, generally, have all reached the age of puberty, we need to be more mindful of personal hygiene (particularly in the warmer spring/summer months). For teenagers, oily hair, sweating, body-odor, etc., can be embarrassing topics in school. It is important that our students are mindful of such issues to ensure that they and everyone else is comfortable in school. Most importantly, there should be no shame or ill-feeling about discussing such normal matters for children aged 11 - 18.

As part of our personal hygiene strategy, we sensitively ask the following of Students & Parent(s)/Guardian(s):

- To ensure that they are well-washed and wearing clean clothes when coming to school
- Similarly, we politely encourage students to clean their teeth frequently;
 - To bring personal hygiene products to school, such as anti-perspirants, deodorant sprays and anything else they might need;
 - A supply of female hygiene products - pads, tampons - are with the School Secretary and female members of the teaching-staff; female students should feel comfortable to approach them at any time;
 - During warmer weather, students will be asked to remove thick coats in the classroom; we have coat pegs/hangers in the hallways;
 - COVID: Whether we like it or not, the virus is still here with cases rising in Prague and the Czech Republic. At the time of writing, there are no official guidelines from the Ministry of Health. Our school policy is: COMMON SENSE & RESPECT. We ask our students and guests to be mindful of the hand-sanitizer stations when they enter school; we also recommend that you bring personal hand-sanitizer to school. If you choose to wear a mask, you are free to do so - no student will be laughed at, teased, or

- made to feel out of place if they wear a mask;
- PHYSICAL EDUCATION: Students should be aware of the different requirements when it comes to P.E., in regard to personal hygiene, health and safety.

Perrott Hill British School encourages co-operation with families at home. We encourage healthy body and minds, suggesting frequent washing of ourselves and our clothes and belongings. The dress- code also forms part of this.

(iii) ABSENCE, ARRIVAL & DEPARTURE POLICY

The following is clarification of PHBS's absence, arrival, and departure policy. Once a student enters the front gate of PHBS they are, according to the signed contract, officially under the designated care of the school. After entering the premises and during the hours of school operation - 08:00 - 15:50 - no student is allowed to leave the premises of the building (14:50 in the case of classes which formally end at this time or Year 12 and Year 13 with ISP)

No student should have their Parent(s)/Guardian(s) EduPage account on their phone. Students are not permitted to excuse themselves from school.

According to the PHBS policy of student absences, as well as in recognition to the regulations stipulated by the *Ministerstvo školství, mládeže a tělovýchovy České republiky* / Ministry of Education, Youth & Sports [MŠMT], students are permitted to be absent from school without medical justification for the following periods of time:

- A maximum number of 10 excused absences
- A maximum number of 3 unexcused absences
- PHBS aims to avoid disruption to the school day and teaching hours. Students may only be permitted to exit the school-building in specific, justifiable circumstances. We wish to encourage students to stay in school as a means to encourage a successful learning environment. Leaving for reasons such as basic sickness, minor personal injury, and other small issues, must only occur when students/teachers/parents are 100% sure they cannot continue with the school day.

Sickness or Personal Injury During the School Day

In accordance with what is written above, the following guidelines must be strictly followed:

- We do not encourage students to leave the school premises at all during the course of the working day;
- If a student is too sick to come to school, they should stay at home for this particular day. The school must receive written confirmation from the parent in regard to justifying the absence, with a doctor's note if the period of absence is beyond three days;
- No student may leave PHBS without direct, written consent, from a known parent or guardian. This is regardless of the student's age, even if they are aged 18 and over. With students under the age of 15 years, PHBS strongly advises that the parent directly collects the student from school at all times;
- During 08:30 and 14:50 the welfare and safety of students is the responsibility of the school. Due to this, the following guidelines need to be strictly adhered to:
 - Without written consent from a parent or guardian, students must stay in school until 14:50/15:50;
 - In giving written consent, parent(s) / guardian(s) agree to take responsibility for their child leaving the school alone. After this, PHBS will not be held responsible for the welfare of the student once they have left the school premises;
 - No student can go home alone without written consent;
 - A parent and/or guardian must collect a student from school if written consent is not given (before 14:50).

Medical Absence & Sickness

Occasional sickness, as well as the need to visit a doctor or dentist, occurs from time to time for all of us. In the event of such a need, please take consideration to notify the school as soon as possible in accordance to the following criteria:

- If a student cannot attend school for a reason of sickness or illness, a parent or guardian must send the school a written reason why - no student can excuse themselves;
- With a medical appointment, please inform the appropriate Class Teacher of the absence as soon as the medical appointment is made, well in advance of the date of appointment (the Class Teacher will then inform the secretary);
- If an emergency medical appointment is made, please notify the appropriate Class Teacher;
- If necessary, for an **extended absence of beyond 3 days**, parents must provide a medical note from a doctor or other medical entity.
-
- Holiday, Vacation or Special Events (Sporting Competitions & Similar)

If a parent/guardian chooses to excuse a PHBS student from school, for reason of a holiday or vacation, the school needs to be notified in written form well in advance. Czech law is very strict in this matter, so it is the responsibility of the parent(s)/guardian(s) to ensure that all the rules and guidelines have been satisfied. Parent(s)/Guardian(s) must take responsibility for removing a student during the academic teaching term. The written excuse needs to include:

- The specific dates of the absence;
- Stated justification of why a student is being taken out of school for a holiday or vacation (family reasons, special education visit, etc.);
- If a student will be absent for a sporting or intellectual competition, evidence needs to be provided (a letter from the organization or attendance transcript).

Lateness

Perrott Hill British School kindly asks parents to assist us in assuring that students arrive at school on time. Late students cause disruption to lessons and the operation of the daily school routine – this is to be avoided and parents are kindly asked to consider the following regulations:

- Students arriving late will be given a detention on the particular day of the late arrival. Parents may call the school to inform us of a student's late arrival, however, for it to be accepted, it must be before 08:15 (SMS or phone call – however, this must not be used as a frequent excuse);
- Repeated lateness will result in the commencement of the Behavioural Contract process and, when necessary, parent(s)/guardian(s) will be invited to PHBS for a meeting with the Head of School;
- Parents are asked to please ensure that their children leave home at an appropriate time, so that arriving at school by 08:30 is guaranteed.

How to Excuse a Student

Each student absence must be correctly documented on EduPage. For every absence over a period of three days, PHBS must receive a dated, signed, printed or written letter, which details and offers a reason for the student absence. As stated previously, according to the law of the Czech Republic, students up to the age of 15 are allowed to miss 10-days of school during the academic year. All correspondence must be sent to the appropriate Class Teacher.

All parent(s) / guardian(s) will be digitally sent the EduPage guide as to how they should send an excuse note / absence request.

(iv) VAPING & SMOKING IN-AND-AROUND THE SCHOOL PREMISES

Perrott Hill British School is a smoking free site. Vaping/smoking cannot be conducted anywhere on the school grounds, both outside of the building and inside the building itself.

Similarly, students should conduct themselves in a proper fashion, when entering and leaving the school. In an around the school area, if a student is seen/caught smoking, drinking, taking any illegal substance or acting in an anti-social manner, parent(s)/guardian(s) will be immediately informed.

VAPING/SMOKING: If any student is caught or suspect of vaping/smoking on the school premises, their parent(s)/guardian(s) will be immediately informed. If it is discovered a student was definitely vaping/smoking on the school premises, they will be immediately sent home. Parent(s)/Guardian(s) will be invited into school. Following this, a behavioural committee will be organized, which may result in the suspension or even expulsion of the student.

We politely wish to press that PHBS operates a zero-tolerance policy to such behaviour.

Thank you for taking the time to read all of this information. It is important that parents/guardians/students all understand that the aforementioned rules and measures are in place to ensure a comfortable learning environment for all of our students.

Please sign and date the form below, to acknowledge that the above guidelines have been read and considered. Thank you very much.

Please rip off this declaration form and keep the written guidelines as your personal copy

Declaration

As a parent/guardian of a student attending Perrott Hill British School, Prague, I confirm that I have read the attached information detailing the school's 'Positive Behavioural Policy.'

Student Name: _____

Parent Name (printed): _____

Parent Signature: _____

Date: __

Please rip off this declaration form and keep the written guidelines as your personal copy

