



**THE ENGLISH COLLEGE IN PRAGUE**  
**ANGLICKÉ GYMNÁZIUM**

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## The School Code

**Pupils are expected to behave sensibly and responsibly at all times. This code describes specific expectations regarding attendance and behaviour but at all times common sense and decency should prevail when interpreting school rules.**

### A: Pupils' Rights

1. Pupils have the right to a courteous, calm and helpful approach from teachers.
2. Pupils have the right to hold a religious affiliation and for their own beliefs to be respected, while they should respect the views of others.
3. Pupils have the right to freedom of opinion and to courteous and respectful freedom of speech, unless this is blatantly discriminatory in its purpose.
4. Pupils have the right to take part in the social and cultural events of the College.
5. Pupils over 18 may stand for election to the School Council. All pupils, irrespective of age, can join the Student Council.
6. Pupils have the right not to be abused, bullied or insulted and have the responsibility to behave towards others in the same way.
7. Pupils have the right to know their grades and the criteria for them (as well as the criteria for other academic rewards).
8. Pupils have a right to education according to the School Act and a right to information and counselling.

### Parents/Guardians' rights

*Parents/Guardians of pupils have the same rights as pupils (where applicable).*

## **B: Pupils' Responsibilities**

### **1. Attendance**

Pupils are required to arrive at school in time for registration and to attend all lessons, tutorials and activities on their personal timetable, as well as assemblies and other events. We require a minimum of 90% attendance if pupils are to progress normally from one year to the next (although there are exceptions in the case of serious illnesses or Individual Educational Plans).

If a pupil is late for registration or a lesson they will be marked as late on the class register. The ECP will authorise only absences, which are necessary and for reasons that the school considers valid.

If a pupil is absent without warning/agreement then the School Receptionist will contact parents on that day to inform them the child is not in school. Deliberately being absent from school or truanting lessons is a serious offence. When detected, a disciplinary sanction may be applied and the parent(s) will also be informed. Pupils who are absent are responsible for catching up with work missed. Pupils in this position retain their right to have alternative assessments and we will work to find ways to help pupils who have missed work to catch up effectively.

All pupils can view their attendance data through the Pupil Portal. This information can also be accessed through the Parent Portal. Parents and pupils over 18 must check their attendance data at least once a week in order to check any absences where reasons need to be provided.

### **Providing Reasons for Absences and Authorising Absences**

The rules for explaining absences are as follows:

- a. Reasons for all absences for pupils under 18 including medical visits must be provided by parents or guardians via email. Pupils over 18 have to provide reasons for their own absences via their school email account. Reasons for absences should be provided within 3 days.
- b. Where a parent anticipates an absence, they should seek the permission of the Deputy Head Pastoral as early as possible by sending an emailed request to [laurence.baxter@englishcollege.cz](mailto:laurence.baxter@englishcollege.cz) providing the reason for the absence. Parents should not make firm plans to take pupils out of school until permission has been obtained. Also pupils over 18 should give one-week advance notice, if the absence is planned. It is unlikely that pre-arranged trips or absences will be authorised unless permission is sought at least a week in advance.
- c. Consent for absences for family reasons or other absences longer than two days must be sought by writing an email to the Deputy Head Pastoral at least one week in

advance. Pupils should not organise driving lessons or tests within the school day unless this has been agreed by the Deputy Head Pastoral at least a week in advance. We will not authorise absences in situations where pupils miss lessons because of driving lessons or tests. For absences longer than two weeks permission must be sought directly from the Headmaster at least a week in advance.

d. Only pupils taking GCSE, IGCSE, language exams (or equivalent) or IB examinations will be granted study leave; relevant dates are published annually in the school calendar. It is also possible for absences to be excused for pupils making university visits if they are in Year 6, or in some cases in Year 5.

e. Absences should be communicated to the school by email to the email address [absences@englishcollege.cz](mailto:absences@englishcollege.cz). Please note that reasons for being absent from morning registration must also be provided. Morning registration is considered to be a lesson.

f. All pupils under 18 must provide written permission from their parents if they leave the College buildings before the end of the school day. Alternatively, a parent can phone the school, or in some cases the school will contact parents to check whether a pupil can leave. Pupils over 18 need to sign out giving a reason if leaving school before the end of their school day. A pupil may not leave the College buildings during the school day, without letting his/her tutor, Senior Tutor, a member of the Senior Leadership Team or PA to Deputy Head Pastoral know and signing out at Reception. If a pupil does leave without following these procedures, their absence will be recorded as unauthorised. Exceptions to this rule are as follows:

- Lunchtime, when it is understood that pupils may well use local shops, cafés and restaurants
- Moving between the Main Building and the Annex for lessons
- Travelling to and from PE lessons

g. If a pupil is going to be absent because of a university interview, external admissions test (SAT, LNAT, etc), or university visit, the information should be directed to the Upper School Universities, Careers and Academic Enrichment Manager as well as the [absences@englishcollege.cz](mailto:absences@englishcollege.cz) email address. Advance notice of at least a week must be given, and the absence cannot take place without specific written permission. Permission will be granted on a case-by-case basis. However, excessive absences for this reason will not be permitted.

h. Absences for which reasons have not been provided will be seen as a serious breach of the College regulations. They will be dealt with in the following way:

- Tutors may talk to any of their tutees if they have absences for which a reason has not been provided and will remind them that they need to provide this reason.
- The school will review the reason for absence in order to determine if it will be authorised or unauthorised. It will make this decision based on the frequency, regularity, distribution and level of documentation provided.

- For pupils over 18: In cases of reasonable doubt over the reason for their absence, the school may request additional documentation for absences of one day or longer in order to consider authorising it. This may include a parental or doctor's note.
- Unless exceptional circumstances apply, absences for which a reason has not been provided after 7 days are automatically recorded as unauthorised. Once an absence is older than 7 days, and we have not received any reasons, it will remain as an unauthorised absence and will appear as such on the Czech report.
- Any unauthorised absence without a reason provided in any half year may result in a 2 for behaviour on the Mid-Year or End-of-Year report.
- If attendance falls below the 90% minimum, the school reserves the right to not allow pupils to attend school trips. In cases of repeated unauthorised absences, the matter will be referred to the Deputy Head Pastoral. At this stage a variety of actions may ensue: parents will usually be requested to come into school and possible sanctions range from a Headmaster's Reprimand to a 3 for Behaviour on Mid-Year or End-of-Year reports. Attendance concerns may be reflected in references written for other schools or universities. At this point discussions will most likely take place as to the future of the pupil at the College.

i. Pupils are expected to be in registration and lessons on time. Late arrival is recorded on our registration system. Incidents of lateness are reviewed at the end of each half term. The following action will take place:

- Pupils with an average of 1 late arrival per week will receive a Tutor Warning
- Pupils with an average of 2 late arrivals per week will receive a Tutor Reprimand
- Pupils with an average of 3 late arrivals per week will receive a Headmaster's Reprimand and possibly a 2 for behaviour on the subsequent Mid-Year or End-of-Year Report.
- Pupils who continue to accrue late arrivals after being sanctioned according to any of the three cases above may receive a (further) Headmaster's Reprimand and/or a 3 for Behaviour on their Mid-Year or End-of-Year Report.

j. **Upper School only:** All Year 5 & 6 pupils are expected to be in school every day from 8:10 (apart from Thursday, which is set aside for 1-on-1 time with pupils) regardless of teacher absence, HL-only lessons or free periods during Periods 1 and 2. Pupils are expected to use this time for homework, support, extension and various IB tasks. When there are HL only lessons in Years 5 and 6, SL pupils are expected to register with their teacher who will set them work to do. They can work in the Library or under other supervised conditions.

## 2. Behaviour

Pupils are expected to behave in a courteous, considerate and responsible manner and to realise that they represent The English College while at school or attending school events. Pupils are expected to show due respect to persons and property. Offensive or discriminatory language should not be used (in any language). Pupils must not threaten,

physically attack, verbally abuse, intimidate or inappropriately touch anyone else. Racially motivated insults and sexually inappropriate actions and comments are not allowed. No discrimination, adverse comments or harmful actions on the grounds of sexuality, race, gender, disability or religion are allowed. Pupils cannot post negative comments.

Pupils committing misdemeanors that endanger other pupils or disrupt the education of others can be temporarily removed from the classroom while the immediate danger or disruption is assessed. This might mean a pupil being given classwork to do separately from their peers under supervision for very limited time of 24 or 48 hours at most. This is not a sanction, but just an expediency to ensure the continued smooth running of the school, while pupil safety is assessed and alternative arrangements are put in place.

Pupils must follow all reasonable instructions of the teaching and support staff. Pupils must always be well-prepared and equipped for lessons. Pupils must follow the safety rules in the Science laboratories, Refectory and Gym, and must respect the environment of the College. Pupils are expected to use technology such as laptops and mobile telephones responsibly; in all lessons the use of mobile telephones and laptops is at the discretion and decision of the teacher (in consultation with the Head of Learning Support). The default position is that telephones are not normally permitted to be used during lessons and should be switched off and kept in a pupil's bag. If a pupil misuses technology during lessons he or she can expect to have the object confiscated for the rest of the lesson and persistent misuse may result in a warning.

We expect all staff and pupils to follow a core set of learning behaviours. These are the following:

Punctuality & Registration	<ul style="list-style-type: none"> <li>• The first bell is a signal to start moving to the next lesson</li> <li>• Be on time for all lessons</li> <li>• There is a 7-minute grace period if directly transferring between Annex and main building</li> <li>• At the end of lessons push chairs under desk (or place on top) and leave no rubbish</li> </ul>
Equipment & Homework	<ul style="list-style-type: none"> <li>• Have the relevant equipment (pen, books, calculator) ready without being asked</li> </ul>
Attention & Lesson breaks	<ul style="list-style-type: none"> <li>• We have a "one person at a time talking" policy in any whole class discussion</li> </ul>
Phones & Technology	<ul style="list-style-type: none"> <li>• Phones are on silent mode, in bags/coats, not on your person</li> <li>• Wearable technology is in "do not disturb" mode &amp; earphones removed</li> <li>• Lids on laptops remain closed unless teacher requests otherwise</li> <li>• Failure to follow rules will mean technology being misused is liable to confiscation. Confiscation is always for the rest of the day, never less.</li> </ul>
Food & Drink	<ul style="list-style-type: none"> <li>• No food or drink in labs at any time</li> <li>• No energy drink (anywhere in school) and gum (in lessons)</li> <li>• Years 1-4 only water in lessons</li> </ul>

	<ul style="list-style-type: none"> <li>Year 5-6 pupils can bring coffee and other drinks into lessons only in a reusable cup/flask</li> </ul>
Language	<ul style="list-style-type: none"> <li>“English is our learning language” as it includes everyone</li> <li>All offensive, devaluing, abusive, discriminatory language is unacceptable</li> </ul>

### 3. Bullying

The English College aims to create a community in which relationships are based on trust and mutual respect. Each member of the College has the right to be valued as an individual and **not** to be bullied. Bullying, anti-social and inappropriate behaviour is unacceptable and will not be tolerated.

Types of bullying include repeated unpleasant behaviour such as hitting, pushing, tripping someone up, harassment or intimidation, other forms of anti-social behaviour, such as calling someone offensive names, teasing or making fun of them, interfering with their possessions or excluding them from a group of friends. Cyberbullying is broadly any on-line activity, which is threatening, or abusive, or which causes embarrassment, or leads to (or suggests) exclusion. Pupils cannot post (nor show support for) negative, malicious or abusive material on-line about either pupils or teachers.

The school has a legal duty to inform special bodies (e.g. police/social services) within 24 hours when something wrong is happening. The school has this obligation to report such things (eg. serious bullying, etc.) even if parents do not want the school to do so.

### 4. Work and Study

All academic work should be submitted on time as specified by the teacher or other member of staff. For Years 5 and 6 this will generally be according to the published IB deadlines and/or the ManageBac calendar. Meeting deadlines is an expectation for all years, unless the school deems there to be valid extenuating circumstances. Extenuating circumstances may include longer bouts of illness or late submission of work if pre-agreed by the school. Being “too busy” or taking a holiday (whether authorised or not) is not considered as extenuating circumstances. The school can “red flag” missed deadlines with pupils and parents, but as with all breaches of the School Code the disciplinary system in Section C: Sanctions can be applied.

Pupils on the IB Programme are required to utilise Google Drive to store documents so that IB work is not lost.

### 5. Cheating

The College conducts all tests and examinations in line with the rules and regulations, which apply to international examinations (IGCSE, IB), but expectations apply to all work done at the College. Not cheating means that all work submitted by pupils (homework, coursework, projects, examination scripts and even oral work) must be the pupil’s own

work. Where sources are used or referred to, they must be fully and appropriately acknowledged.

Examples of cheating are:

- Plagiarism: this is defined as the representation of another person's work as your own. This could mean copying another pupil's work or copying from a book or the internet. It can also mean paraphrasing another person's work without acknowledging the source.
- Collusion: this is defined as working with another pupil to produce a piece of work when this has not been authorised by the teacher nor clearly referenced as collaborative work.
- Taking unauthorised material into an examination: notes, mobile phone, electronic dictionary, unauthorised calculator, all smart devices, etc.
- Exchanging information during an examination or looking at someone else's work.
- Duplication of work: this refers mostly to IB work; for example, **a pupil cannot do an Extended Essay on the same topic as any of their internally assessed coursework.**
- Any failure to comply with instructions of an invigilator during an examination.
- Fabricating data for an assignment.
- Stealing examination papers.

Evidence of cheating is likely to result in pupils receiving written warnings, grades 2 or 3 for Behaviour and receiving a failing grade for the work in question. Cheating in a public examination such as IGCSE or IB has to be reported to the examination board and may result in disqualification in the given exam or in all of them as well as likely application of school sanctions.

## 6. The Lord Holme Library

The Lord Holme Library exists to provide a place where pupils and staff can study, read, do research and enjoy an environment conducive to these purposes. Library users are expected to follow the Library Code of Conduct when using the Library.

### Library Code of Conduct

- Do not cause a disturbance in the Library
- Do not run in the Library
- Do not talk on a mobile phone or other electronic device in the Library

**Library users should also make sure that they:**

- Check Library resources out of the Library properly before they leave
- Return Library resources to the Library when due, or renew them
- Pay the overdue fine on overdue Library resources
- Never write or draw on a Library book
- Tell the Librarian if a Library resource is damaged

The Librarians have the right to dismiss from the Library any pupil who violates the Library Code of Conduct.

### **Overdue Library Resources**

Every Library resource is stamped with the final date the resource is due to be returned. A reminder of this due date is automatically sent to all pupils via email. Every school day, an email reminder is sent to each pupil who has either an overdue Library resource or unpaid overdue fines. If the pupil has still not returned the overdue resource after four weeks from the original due date, his/her tutor will be contacted and he/she will have one week to either return the overdue resource or pay for a replacement. Failure to do this will result in a more serious punishment and contact with home.

### **Overdue Textbooks**

Textbooks are borrowed for the duration of the pupil's programme. Thus, Year 1 and Year 2 have textbooks for one school year, Year 3 and Year 5 until the completion of their respective IGCSE or IB programmes.

Textbooks not returned at the end of the pupil's programme will assume to be lost and a calculation of the cost of the textbook will be prepared and given to the pupil. Pupils cannot borrow textbooks or any Library resources until they have returned or paid for all their overdue textbook and Library resources.

## **7. PE Lessons**

Pupils must proceed directly to the sports facility in Podvinný Mlýn by the approved route and not wait for anyone else. Failure to arrive at the time specified by the PE department will result in being marked Late.

If a pupil is unable to join in with a PE lesson they are still expected to attend the class. They will be required to participate in the lesson, either by undertaking non-playing responsibilities or by completing written work reflecting on the lesson they are observing. However, if a pupil is likely to be off PE for two weeks or more a medical note to that effect needs to be emailed to the Headmaster. This will allow the pupil to register and work under supervised conditions in the Library. Absences which do not follow this procedure will be recorded as unauthorised.

A PE kit consists of appropriate sports clothing, complete with underwear and socks, and sports shoes (indoor or outdoor, as required). Pupils may be asked to remove jewellery for PE and sport. When the weather is judged by the PE department as being cold a tracksuit is also required for outdoor activities. Pupils are expected to maintain good personal hygiene, including showering after physical activities. Pupils should not bring valuables to sports facilities, and the school cannot bear any responsibility for loss or damage outside its own buildings. If a pupil is attending PE but is not able to participate they must bring writing implements and complete an IPER form.

## **8. Communication and information**

It is the responsibility of every pupil to read and to be aware of information published in the weekly Student Bulletin sent out each Friday and to check their school email and

school intranet regularly at least once every 24 hours (but ideally before the start and after the finish of each school day).

## 9. Personal Property & Lockers

Pupils are issued with a locker key. Lost keys must be paid for (70 Kč), just like forgotten keys (20 Kč). Lockers must always be emptied before the summer holiday and anything left in them may be thrown away or given to charity by the College.

The College cannot accept responsibility for lost, stolen or damaged property. Pupils **should not** bring expensive items to school nor carry large sums of money with them. Pupils who bring their own musical instruments to school are welcome to store them in the music practice room by the Gym. This room is usually kept locked, but there will be pupils accessing it from time to time, and although the school will do all it can to safeguard pupils' property, it cannot be held responsible for items that go missing. Money should be entrusted to a member of staff. In the case of any loss, pupils must report it [using the Lost Property Form](#), which can also be found on the Student Room intranet page.

## 10. Food and Drink

Energy drinks are not permitted in school. The consumption of food and drink (except water) is not permitted in the Library, the computer room, or in classrooms during lessons. No food or drink of any kind may be consumed in the Science laboratories at any time.

## 11. Visitors

All visitors must register at Reception and wear a visitor's badge. Pupils are not allowed to bring anybody into the College without permission obtained at least 48 hours in advance from the Deputy Head Pastoral or, in his absence, the Deputy Head Co-Curriculum.

## 12. IT, Telephones and Technical Equipment

Telephones in the College offices are for emergency use only. Pupils are not allowed to use mobile phones in the College during lessons or in the Library unless directed to do so by a teacher (see Section 2 above).

Mobile phones or other wearable devices must never be taken into an examination room. Wearable technology must not be worn in exams as this will result in disqualification. Exam regulations do not allow any device capable of mobile communication. Our strong advice is that pupils should not bring wearable technology devices to school, because they are likely to be a greater distraction than other mobile devices.

Mobile phones, cameras or other devices must not be used to record, film or take photos of teachers or their lessons without the teacher's permission.

No information or material connected with the College may be placed on social websites, such as Facebook or YouTube or other public websites, or supplied to the media, without the permission of the Headmaster or Senior Tutors/Upper School Team.

Phones can be confiscated by the teacher if he/she deems them as being used inappropriately. Upon confiscating a mobile phone, the teacher will make an arrangement with the pupil for how he/she can retrieve it at the end of the school day.

Pupils in Years 1-3 are expected to have a light, portable laptop (or equivalent). They will be used regularly in lessons; the curriculum in these years includes embedded ICT activities that both support learning and assessment in the subject, and also help develop pupils as effective users of technology. A similar device will be useful in other years, and much IB work is expected to be completed electronically.

All pupils sign an agreement specifying usage of ECP's networked computers.

### **13. Dress**

Pupils are expected to look clean and tidy and come to school in clothes that are appropriate for serious academic study. Hats may not be worn inside the College. Body-piercing should be avoided or kept to a minimum for reasons of health and safety. Staff will check pupils' appearance and, if a pupil's dress or appearance is judged to be unsuitable, he or she may be asked to change it and, if necessary, have their parents come and collect them.

### **14. Smoking, Drugs, Alcohol and Weapons**

The College is a non-smoking zone, free of illegal drugs. Smoking by pupils is not permitted in the College, in front of the College and/or en route between the College and the Annex or on organised College trips. Smoking includes e-cigarettes.

Energy drinks are not permitted to be brought onto or consumed on the school site. Pupils are strongly encouraged to avoid these drinks, due to potential risks to health and concentration.

Pupils may not bring alcohol onto College premises or on school trips, or consume alcohol during the school day on or off, or within the vicinity of, the College premises. On school trips the School Code still applies. No pupils may drink alcohol and must accept any additional rules required by the trip organiser. Pupils who ignore this may be sent home immediately and it will be treated as a serious breach of the school rules.

The possession of weapons, real or imitation, and all knives is forbidden in the College and on school trips as well as in the area surrounding the College and may result in immediate disciplinary action.

If a pupil's behaviour is unusual, or if his or her academic performance or behaviour deteriorates significantly, then that pupil will be interviewed and, if there appears to be a problem of drug abuse, parents may be invited into the College so that the Headmaster

can advise them on further steps that must be taken in the best interests of the pupil and the rest of the College community.

If a pupil is discovered carrying drugs during the school day or offering, supplying or selling drugs to other pupils at any time, then he or she must expect to be expelled as laid out in the Sanctions policy. If a pupil has concerns over his or her use of drugs or has concerns for a friend and wishes to seek help, he or she should tell a member of the school's teaching staff or any of the Senior Leadership Team. Self-disclosure of personal drug use off-site will not be treated as a disciplinary issue. The College will always endeavour to offer support and advice to the pupil and his/her parents.

### **15. Gambling**

Gambling, which includes playing cards for money, is banned at the College. Card-playing of any sort should not take place during study periods.

### **16. Cars**

On-site parking is not available to pupils at school. Pupils driving to school in cars and parking near the College do so at their own risk. Pupils cannot use their own cars in the school day for moving between buildings, attending school trips or events.

### **17. Health and Safety**

Pupils are expected to behave in a way consistent with their own health and safety and the health and safety of others.

#### **Pupils should:**

- (a) Protect their own health and safety by acting responsibly and following any rules that might apply when using equipment or taking part in lessons and activities involving risk;
- (b) if they see a danger or hazard, report it and not leave it to someone else, or they may be considered responsible;
- (c) in the event of an emergency, obey the directions given to them and, if required to do so, evacuate the building and assemble outside in accordance with instructions given to them by their tutor and map published in the Planner;
- (d) if they feel ill or are injured, report to the Teacher on Duty or go directly to the Deputy Heads' Office, where a qualified person will either administer first aid, telephone their parents or seek professional medical help; pupils must not leave the premises without informing the office or a member of staff;
- (e) take extra care when using equipment that could be hazardous, for example, in the Science laboratories or Gym, and follow published rules or the instructions of teachers or other qualified people at all times;
- (f) take every care and follow the highway code when crossing roads near the school, especially when going to and from lunch at Špitálská gymnázium or to the Annex;

- (g) not misuse safety equipment, such as fire extinguishers, etc., which is both a serious matter and a criminal offence;
- (h) move about the building in an orderly manner: never run or obstruct corridors or stairways;
- (i) help to keep the College clean and tidy; remember that cleanliness and tidiness help to prevent accidents; pupils should use the recycling areas provided to dispose of plastic and paper;
- (j) if a teacher does not arrive within ten minutes of the start of a lesson or school activity, inform the Senior Deputy Head or the Headmaster's Office immediately;
- (k) report any damage they cause or notice.

### **Parents/Guardians' responsibilities**

Parents/Guardians are responsible for pupils' attendance in school.

Parents/Guardians are required to:

- Take part in discussing serious issues concerning pupils' education and well-being either via email, telephone or in meetings at school. If necessary, the Headmaster can insist that a parent comes to school for this purpose.
- Notify the school about any changes to the health record information, contact information, any information relevant to education and/or well-being of pupils.
- Excuse absences according to the School Code.

### **C: Sanctions**

Failure to behave according to the School Code will result in one or more of the sanctions below, according to the seriousness of the infringement. These sanctions may be repeated or used in sequence. Instances of sanctions will be recorded on pupil's Interim Grades and Reports.

#### **Tutor Warning**

Tutor Warnings may be issued for breaches of the School Code.

#### **Tutor Reprimand**

Tutor Reprimands are issued for more serious or repeated breaches of the School Code.

#### **Headmaster's Reprimand**

Issued for refusal to improve after earlier warnings or a culpable act serious enough to justify an immediate reprimand. This sanction could be used in single breaches of the School Code without previous incidents. It could also be used for behaviours that previous actions, warnings have not solved. Examples include instances of bullying, vandalism, stealing, assault (physical or sexual), inappropriate touching and discriminatory or disruptive behaviour. A Headmaster's Reprimand will almost always automatically result in a pupil receiving a 2 or 3 for Behaviour on the Mid-Year or End-of-Year Report.

### **Conditional Expulsion\***

The pupil is conditionally expelled from the College for serious acts that affect the safety and security of others. This sanction could be used in serious single breaches of the School Code without previous incidents. It could also be used for behaviours that previous actions, warnings and reprimands have not solved. Examples include serious instances of bullying, vandalism, stealing, assault (physical or sexual), inappropriate touching and discriminatory or disruptive behaviour. Other examples include bringing drugs or weapons into school. This will also result in a 3 for Behaviour. This sanction can last up to one year. Any subsequent breach of the School Code within the duration of the conditional expulsion is likely to initiate expulsion proceedings.

### **Expulsion\***

The pupil is expelled from the College for very serious acts that affect the safety and security of others. This sanction could be used in very serious single breaches of the School Code without previous incidents. It could also be used for behaviours that previous actions, warnings, reprimands and conditional expulsions have not solved. Examples include very serious instances of bullying, vandalism, stealing, assault (physical or sexual), inappropriate touching and discriminatory or disruptive behaviour. Other examples include dealing in drugs and bringing weapons to school.

\*Conditional expulsion and expulsion can only apply to those pupils who have completed their compulsory school education. While each case is carefully investigated this usually refers to pupils in Year 3 or above. Also, conditional expulsion and expulsion are executed through the state administrative proceedings.

### **D: Merits**

Pupils may be awarded a Merit when they display any of the traits in the IB Learner Profile. These relate both to academic effort and contribution to the wider life of the school. Merits will be awarded through the school's Management Information System. In normal circumstances pupils will be given one Merit at a time. The Senior Tutors/Upper School Team have the discretion to give up to five merits at a time for exceptional contributions.

Pupils who have accrued 10 merits will be awarded a Tutor's Commendation and given a certificate in an assembly (Bronze Award). Pupils reaching 20 merits will receive a Senior Tutor/Head of Upper School Commendation (Silver Award) and be given a certificate in an assembly. Pupils receiving 30 merits will receive a Headmaster's Commendation (Gold Award) in an assembly. The Headmaster may also issue a Headmaster's Commendation for outstanding contributions to school life at his discretion.

## Awarding Merits:

Area To Award Merit	Suggested Learner Profile Characteristic	Example Of Type Of Activity
Academic	Thinker; Knowledgeable; Inquirer; Risk Taker; Communicator; Reflective	<ul style="list-style-type: none"> <li>• Excellent work – homework or classwork contributions</li> <li>• Outstanding contributions to group work – tutoring younger pupils etc.</li> <li>• Leading a lesson</li> </ul>
Attendance	Balanced; Principled; Inquirer	<ul style="list-style-type: none"> <li>• Given to pupils where attendance has been excellent: 100% each term</li> </ul>
Attitude	Principled; Open-minded; Reflective; Inquiring; Risk Taker; Balanced	<ul style="list-style-type: none"> <li>• Active contributions in lessons and tutor time</li> <li>• Active participation in House/ECA activities etc.</li> <li>• Improvement in Attitude to Learning</li> </ul>
Behaviour	Balanced; Communicator; Principled; Open-minded; Caring	<ul style="list-style-type: none"> <li>• Excellent conduct in class, around the school and on school trips etc.</li> </ul>
Effort	Inquirer; Reflective; Caring; Thinker; Principled	<ul style="list-style-type: none"> <li>• Makes contribution to assemblies</li> <li>• Consistently good or improved application in lessons/tutor time etc.</li> <li>• ECA work etc.</li> <li>• Charity contributions</li> </ul>
Creativity and Endeavour	Balanced; Reflective; Inquirer; Risk Taker	<ul style="list-style-type: none"> <li>• ECA contributions; excellent sporting contributions</li> <li>• House competitions/contributions</li> <li>• CAS activities etc.</li> <li>• Personal extra-curricular participation in school events such as choir/drama/concerts</li> </ul>

## E: Assessment

Assessment at the ECP will help pupils to understand their current level of progress and how they can improve in the future. Teachers will explain how grades are arrived at and share the mark schemes and success criteria used.

Attainment grades at the ECP are awarded using our standardised grading criteria. This framework is designed to consistently encourage pupils to develop the study skills required to succeed at IB and later in life, rewarding higher-level approaches to learning, such as analysis, evaluation and creation.

Teachers use their professional judgement to apply the criteria in a manner that is appropriate to the level of study, so the exact requirements to attain each grade will vary

according to year and subject, but the principle behind the grading will remain consistent.

### ECP Standardised Grading

7	<p>The pupil shows exceptional subject knowledge and understanding. They are able to analyse and evaluate information, and independently use existing knowledge in the creation of new work. They are adept at solving complex problems in previously unseen contexts.</p> <p>They consistently demonstrate creative, critical thinking, and can transfer knowledge to new contexts, often independently and without guidance.</p> <p>Communication is clear, concise and logical, with precise use of language and specialist terms.</p>
6	<p>The pupil shows very good subject knowledge and understanding. They are able to analyse and evaluate information and can reach valid conclusions with clear explanation. They are capable of solving complex problems in previously unseen contexts, and, with prompting, use existing ideas in the creation of new work.</p> <p>They often demonstrate creative, critical thinking, and can transfer knowledge to new contexts with occasional guidance.</p> <p>Communication is usually clear, concise, and logical, with precise use of language and specialist terms.</p>
5	<p>The pupil shows good subject knowledge and understanding. They are sometimes able to analyse and evaluate information, but are sometimes more descriptive than analytical. They are usually capable of solving complex problems in familiar contexts.</p> <p>They sometimes demonstrate creative, critical thinking, and can apply knowledge to familiar situations and unknown contexts.</p> <p>Communication is usually clear, concise, logical, with frequent use of language and specialist terms.</p>
4	<p>The pupil shows reasonable subject knowledge and understanding, but with some gaps. They are sometimes able to analyse and evaluate information, but the work is usually more descriptive than analytical. They are capable of solving basic problems.</p> <p>They sometimes demonstrate creative, critical thinking, and can sometimes apply knowledge to familiar situations and unknown contexts.</p> <p>Communication is usually clear, concise, logical, with some use of subject-specific language and specialist terms.</p>
3	<p>The pupil shows basic subject knowledge and understanding, but with some gaps. They are rarely able to solve basic problems.</p>

	<p>There is some evidence of creative or critical thinking, but they are often inflexible in their approach, and find it difficult to transfer knowledge to new contexts.</p> <p>Communication is sometimes unclear, with misunderstanding evident. There is little use of specialist terminology.</p>
Failing Grades	
2	<p>The pupil shows insufficient subject knowledge and understanding, with many gaps. They are rarely able to apply this knowledge to any contexts or problems. They have little or no ability to solve problems.</p> <p>Communication is frequently unclear, irrelevant, or demonstrates high levels of misunderstanding.</p>
1	<p>The pupil shows very little or no subject knowledge, and is unable to solve rudimentary problems.</p> <p>Communication is unclear, irrelevant, or demonstrates high levels of misunderstanding.</p>

Pupils on all courses at the ECP will receive grades between 7 and 1. Grades between 3 and 7 are considered passing grades. However pupils with a grade 3 in a subject will need to work hard to improve this. Pupils will need to complete any extra work set by the school to help them catch up.

IB Grade	GCSE Equivalent	English Report (ATT) Equivalent	Czech Grade Equivalent
7	A*	7	1—výborný
6	A	6	1—výborný
5	B	5	2—chvalitebný
4	C	4	3—dobrý
3	D	3	4—dostatečný
2	E (failing)	2	5—nedostatečný
1	F (failing)	1	5—nedostatečný

In addition to the Mid-Year and End-of-Year reports, pupils will receive grades at 3 Progress Checks (2 for Year 6), which will be used by the school to monitor progress. These grades are intended to show the pupils' current working grade (over the last 8-10 weeks). Pupils who are falling below the levels expected will be offered support to help them improve their grades. Progress Check 1 will also include a Tutor comment for new pupils, summarising how they have settled into the school.

At the Mid-Year and End-of-Year points pupils will also receive a grade that will appear on their official Czech Report for this period. These grades will reflect a pupil's overall attainment over these half-year periods.

### **Individual Education Plans**

Pupils can be placed on IEPs with the permission of the Headmaster. IEPs can only be issued for those pupils who have completed their compulsory education (in practice this is usually from Year 3 onwards) unless supported by a report from an educational psychologist.

Unless exceptional circumstances apply, IEP and other discretionary releases will only be processed if requests from parents are made during September and January of each year. The method of assessment will clearly be stated in the IEP and will allow each pupil to be provided with appropriate and equivalent academic grades. Pupils not adhering to the terms of the IEP (eg. not attending the Library if stated) are liable to have it rescinded at the discretion of the Headmaster. The procedures can be found in the Parents' Handbook. In order to be released for sporting activities outside school, the pupil must be registered with an official sport pool, compete regularly and be listed in official ranking lists as an individual or as a team member.

### **Assessment of Attitude to Learning**

Pupils will also be given a grade to indicate how well they are engaging with school and their approach to their studies. These are on the following scale:

A = Very Conscientious

B = Good

C = Satisfactory

D = Poor

E = Unsatisfactory

The bulleted list for each grade is an indication of the types of attitude they display. It is a **best-fit** model and pupils may not display **all** of the characteristics in the category.

#### **A**

- Displays exceptional commitment, enthusiasm and excitement for learning
- Actively asks questions/suggests steps, actions in order to explore issues, events or problems from different perspectives
- Enjoys being creative, can develop alternative approaches and is prepared to take risks with his/her learning
- Takes an individual approach but collaborates very effectively with other learners
- Controls and owns his/her own learning (including always keeping to deadlines); perfect or near-perfect attendance
- Is always properly equipped with correct books, equipment etc.

## B

- Is very motivated to learn and makes the most of every opportunity
- Asks questions to extend his/her learning
- Is prepared to vary approaches and learns from his/her mistakes
- Often shows the ability to work independently but also works effectively in teams
- Manages his/her time and tasks effectively including homework and deadlines in general; has very good attendance and makes up for any classes missed
- Rarely lacks correct books, equipment etc.

## C

- Shows some interest in improving his/her learning
- Sometimes seeks assistance from the teacher or other learners
- Tends to rely on other learners to come up with alternative or creative approaches, but accepts these and follows them; generally stays within his/her comfort zone
- Participates in all phases of the lesson
- Homework is completed to an acceptable standard, with deadlines usually met; good attendance record
- Is usually equipped with the right books/equipment

## D

- Sometimes lacks the motivation to learn and is put off by failure
- Can easily go off-task but does respond to teacher intervention
- Appears reluctant to modify or depart from limited approaches
- Can be reluctant to participate in all activities and is less active when working in teams
- Finds it difficult to stick to deadlines and learning is interrupted by frequent absences
- Is sometimes without appropriate equipment/books

## E

- Shows little interest in improving his/her understanding of the subject; is quickly put off by failure
- Does not ask questions
- Generally passive and often disengaged
- In class displays uncooperative/disruptive behaviour which impacts on own and others' learning in teams and plenaries
- Learning is severely affected by persistent absences; deadlines are frequently missed
- Is often without appropriate equipment/books.

## **Assessment of Behaviour**

Pupils will receive a grade (1-3) for Behaviour on the Mid-Year and End-of-Year reports. The majority of pupils should expect to receive a Grade 1, but where poor behaviour merits it, the Headmaster, in consultation with teachers, tutor and Senior Tutors, may issue a Grade 2 or Grade 3 as described below.

**Grade 2:** May be issued for continuing misbehaviour, where previous warnings and reprimands have not effected any improvement; for poor effort in class and homework; for missing major IB coursework deadlines, lates and unauthorised absences; or for other misconduct and breaches of the School Code.

**Grade 3:** May be issued following no effective response to previous warnings and reprimands and Grade 2s for behaviour (for reasons above) or serious levels of lates and unauthorised absences; and issued for major misconduct and serious breaches of the School Code such as possession or dealing in drugs, physical assault, damage to property, theft, bullying, etc.

## **F: Progression from Year to Year**

### **Attendance criteria**

Each pupil's attendance rate for effective learning is expected to be a minimum of 90%; any pupil with an attendance rate lower than 90% might find themselves having not attended enough lessons or done enough work to be classified in the usual reporting period at the end of June. Pupils in this situation will get an opportunity to be classified before the end of August.

## **Academic criteria**

Academic criteria for progression are specified in the Policy on Failing Grades, Unclassified, and Released Reports, which is outlined below.

### **Progress Checks**

<b>ECP</b>	<b>Czech Report</b>	<b>Reason why awarded</b>	<b>Actions / Rationale</b>
1 or 2	-	Poor attainment, including work not handed in for reasons within the control of the pupil / parents.	Progress Checks exist to give parents, teachers and pupils an accurate snapshot of actual performance over the preceding few weeks.
U	-	Pupil might not have been classified within the usual reporting period due to absence or work not handed in for reasons outside the control of parents / pupil.	Should be classified within 3 weeks, unless there are special circumstances that prevent this.
R	-	Released from subject	No action required - the pupil is legally excused from the subject.

### **Mid-Year Report**

<b>ECP</b>	<b>Czech Report</b>	<b>Reason why awarded</b>	<b>Actions / Rationale</b>
1 or 2	5 - failing grade	Poor attainment, including work not handed in for reasons within the control of the pupil / parents	The pupil has failed on the MYR. Parents are informed. Senior Tutors/UST contact parents inviting dialogue with them, or relevant subject teachers, regarding the causes of failure.
U	NK	Pupil might not have been classified within the usual reporting period due to absence or work not handed in for reasons outside the control of parents / pupil	Should be classified as soon as possible, but certainly before the end of the school year.
R	UV	Released from subject	No action required - the pupil is legally excused from the subject.

## End-of-Year Report\*

ECP	Czech Report	Reason why awarded	Actions / Rationale
1 or 2	5 - failing grade	Poor attainment, including work not handed in for reasons within the control of the pupil/ parents	<p>Pupils who have 3 or more failing grades must apply to the Headmaster if wishing to <b>repeat</b> the year. They cannot progress. If a parent/guardian has doubts about a grade/grades, he/she can <b>appeal</b> to the Headmaster within three days from receiving the information about the grade.</p> <p>Pupils with 1 or 2 failing grades must take commissional examinations by the end of August at the latest. If they pass both subjects they can progress to the following year, or else they must apply to the Headmaster to <b>repeat</b> the year.</p>
U	NK	Pupil might not have been classified in the usual reporting period due to absence or work not handed in for reasons outside the control of parents / pupil	Pupils are given a project or other work to do over the summer holiday. If this is completed satisfactorily by the end of September, they are awarded a passing grade, or else it becomes a failing grade and the pupil must apply if wishing to <b>repeat</b> the year. In the case of getting a failing grade in the alternative assessment a pupil has <b>the right to reassessment</b> in a commissional exam.
R	UV	Released from subject	No action required - the pupil is legally excused from the subject.

\* Year 6 are not permitted to sit the Maturita orals if their End-of-Year report contains U (NK) or a failing grade. If they do not attain a passing grade they must submit work in the summer if they are to take the Maturita orals in September. Without taking the oral exams they do not get the Maturita certificate. If they have 3 or more failing grades they must apply to the Headmaster to repeat the year.

If a parent/guardian has doubts about a grade/grades given on the Mid-Year or End-of-Year report, he/she can appeal to the Headmaster within three days from receiving the information about the grade.

## Progressing into Year 5

Pupils wishing to progress into Year 5 would be expected to get at least an IB grade 4 (a Czech grade 3) in the subjects they wish to take at IB Diploma level, which means no fewer than six grades 4 overall (Czech grade 3). In subjects that pupils want to take at Higher Level in the IB Diploma it is expected that they will achieve at least a grade 5 (a Czech grade 2) in that subject or another subject in that faculty.

## Progressing into Year 6

Pupils wishing to progress into Year 6 would be expected to meet the normal passing requirements for the IB Diploma:

- minimum 90% attendance
- minimum 28 IB points on reports, end-of-year exams and Year 6 mock exams including minimum 12 IB points in 3 HL courses (no grade below 3) and minimum 9 IB points in 3 SL courses (no grade below 3)
- passing grades in all non-IB subjects
- all IB-related work (eg. IAs, EE, TOK) is up-to-date
- CAS is up-to-date
  - Creativity & Service - 40% (20 hrs) completed & 40% (20 hrs) planned & approved
  - Action - 80% (40 hrs) completed

The criteria are additionally reviewed after the Mid-Year report in both Year 6 (MY6) and Year 5 (MY5) with the following refinement for MY5:

- CAS is up-to-date
  - Creativity & Service - **20% (10 hrs)** completed & **20% (10hrs)** planned & approved
  - Action - **40% (20 hrs)** completed

## The Right to Additional Assessment

### Alternative assessment

Pupils who are ungraded on their End-of-Year report for any reason have the right to alternative assessment which needs to be done by the end of September of the following academic year. This is not a commissional exam.

In the case of getting a failing grade in the alternative assessment a pupil has the right to reassessment in a commissional exam.

A pupil can provisionally start the following year without having passed the year but must have passed all subjects by September 30th, otherwise they need to repeat the year or leave.

## **Commissional exam**

The two cases below (the right to reassessment, the right to appeal) result in commissional exam(s) being offered.

Case 1: **The right to reassessment.** Pupils who fail 1 or 2 subjects.

Case 2: **The right to appeal.** Pupils/their parents have a right to appeal the result of one or more of the report grades. The appeal must be requested by parents (or the pupil if they are over 18) no more than three days after being informed about the failing grades. The appeal does not reinvestigate the original examination(s) with a view to re-marking.

The commissional exam must take place within two weeks (of the notification of failure or appeal) or on another date agreed upon with the parents/guardians/pupil over 18.

The pupil is awarded a grade at the end of the commissional exam. If it is a passing grade (and all their other grades are passing grades) they may progress, but if they fail any of the commissional exams they need to leave the school or apply to the Headmaster to repeat the year.

The result of the commissional exam is final and cannot be challenged further.

## **Commissional Exam Assessment Details**

The commissional exam is a viva voce (oral examination) and it involves a panel of three: the Headmaster (or his appointed representative) and ideally two subject specialists, one of whom should be the original subject teacher (if possible). The aim is to thoroughly assess the pupil's understanding, and the process should be approached neutrally, without a predetermined desire to either uphold or overturn the original grade. The parent(s) can request to be present but being allowed to do so is at the sole discretion of the Headmaster.

## **Procedure**

- If more than one commissional exam is required, because there are multiple failed subjects, they should occur on different days.
- The process should take approximately 45 minutes.
- The pupil should be provided with paper, writing materials, and board markers.
- Once the pupil is told the pass mark and given the questions they have 20 minutes to prepare their answers.

- The pupil then talks through their answers, and can use the board or notes on paper to help them explain.
- The examiners can ask questions to probe the pupil's understanding. The aim is to ascertain the level of understanding, which may have been obscured by difficulties in written communication.
- Questions should be neutral, neither leading easily to the answer nor trying to catch the pupil out. It is acceptable to give an answer to allow the pupil to tackle the later part of a longer question, but the pupil then must score zero for those initial sections.
- The pupil should be given a final opportunity to add to their answers, before being asked to leave the room.
- The panel members vote on a final grade.
- The pupil is called back into the room and told the grade.

### **Headmaster**

The Headmaster (or his representative) does not take part in the questioning; they are present to ensure that due process is followed, and confirm the outcome. The main responsibilities are:

- To welcome the pupil and explain the procedure and possible outcomes
- To be a reassuring but neutral presence
- To observe the questioning and confirm that it is fair and reasonable
- To observe the discussions of the subject specialists when they are deciding on the outcome, and adjudicate in the event of disagreement
- To support the subject specialists in their decision
- To inform the pupil of the outcome and its implications, and complete the paperwork required
- To bring the paperwork, question paper, and any pupil notes to the Head of Czech Educational Matters.

### **Subject Specialists**

The subject specialists are the questioners. Their main responsibilities are:

- To select the questions to be asked prior to the oral examination. If there is more than one appeal regarding the same year and subject they must prepare packs of different but equivalent questions, and the candidate will randomly select a pack.
- To inform the candidate of the pass mark, before the candidate looks at the questions.
- To assess the pupil's understanding, taking account of their written and oral responses.
- To decide on the number of marks that the candidate has attained on each question, and the total.
- To vote on a final grade that will go on the report.

## G: School Routines

Registration	08.10 – 08.30
Period 1	08.30 – 09.15
Period 2	09.15 – 10.00
<b>Morning Break</b>	<b>10.00 – 10.20</b>
Period 3	10.20 – 11.05
Period 4	11.05 – 11.50
<b>Lunch</b>	<b>11.50 – 12.45</b>
Period 5	12.45 – 13.30
Period 6	13.30 – 14.15
<b>Afternoon Break</b>	<b>14.15 – 14.25</b>
Period 7	14.25 - 15.10
Period 8	15.10 - 15.55

Extra-curricular activities take place during lunch breaks, after school or at other times by arrangement. The College is officially open between 7.30 am and 4.30 pm Monday to Friday during term times. We cannot take responsibility for pupils on or around the premises before or after these times.

**End of School Code**

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