



**KENSINGTON SCHOOL**  
== founded 1968 ==



Any pastoral system has two objectives : the care and protection of all children in our school community; and guaranteeing an atmosphere in school in which we can all learn. All children have the right to come to school happy and work together in an optimum study environment.

The rules in this document are to identify the behaviours which conflict with these objectives, and help the children to recognize these behaviours, take responsibility for them and correct them.

**This is our Pastoral team:**

**Head of Pastoral :**

Andrew de Salis

**Designated Safeguarding Lead :**

Iciar Riesgo

**School Counselors:**

Icía Riesgo: KS4 y KS5 (Y10-2ºBch)

Paula Díaz: KS3 (Y7-9)

Virginia Rodríguez : Primary and Early Years

**Pastoral Leaders:**

Linsay Shields: KS3

Richard Pike: KS3

Amaia Loyarte: KS4

Gaëlle le Drian: KS5

**1. Students are required to attend class and participate in curriculum development and personal development activities.**

REMARKS:

- In case of planned absences, the family will inform the Tutor in writing, in the **student's homework diary**.
- If the student needs to leave during the school day, they must ask the Tutor, or in their absence the Head of Year, for a **signed permission slip** to be presented to the secretary's office. They will not be able to leave the school without it.
- To go to the nurse's office, students need a **signed note from the teacher** they have in class at that moment, specifying the date and time the student leaves class.
- Unforeseen absences must be justified in writing to the tutor the following day, in the **student's homework diary**.
- Each term, families will be informed of the number of lessons their children have missed through their report.
- Students may only enter the school through the door assigned to their stage/class and during the established timetable.
- Should students need to enter the school out of these hours for a justified reason, they will access the school through the main door.

ACTION	CONSEQUENCE
Missing a class for no justified reason while at the school.	It will involve the pupil making up the work from that class during breaks or at the end of the school day. The work will be handed to the teacher as soon as possible. The pupil may receive a suspension warning, and a suspension if the behaviour is repeated.
Missing classes prior to a test or exam (without justification issued by an official body).	The student will be denied the right to take the exam, although he/she will remain in the classroom doing other work.
Going to the nurse without permission.	Except in the case of an emergency, students with no teacher's written authorisation will not be seen by the nurse and must return to the classroom to ask the teacher for such permission.
Missing an assessment test or a <i>control/cycle</i> test in those subjects that do not have a final assessment test (continuous assessment).	The student loses the right to take the exam, unless justification issued by an official body is provided, and retakes the exam in the "recuperación" ( Spanish subjects ) or the following term.

Leaving the school with no signed permission.	The family is notified and the student receives an internal suspension of one day.
If the number of absences without a justified cause exceeds 15% in ESO and 10% in <i>Bachillerato/Baccalaureate</i> of a subject's teaching hours in a term.	The student will not be graded in that term. He/she will then have to take the exam in the retake period or in June, depending on the options of the subject concerned.
If a student fails to appear for a mid-term exam without a justified cause.	The student loses the percentage corresponding to that test with respect to the final grade for that subject in that specific term.

<b>2) During breaks, students are not allowed to remain in the school buildings.</b>
<p>REMARKS:</p> <ul style="list-style-type: none"> <li>• In days of heavy rain, students may remain in their own classroom, but <b>not in the corridors, other classrooms, stairwells or building entrances</b>. Board games will be available for use inside. Ball games may not be played inside.</li> <li>• Students are not allowed in the staff rooms.</li> <li>• Use of classroom computers and/or interactive whiteboards is not permitted without supervision or without a teacher' specific permission. (See action and consequence in section 8).</li> </ul>

ACTION	CONSEQUENCE
If students are out of class with no due authorisation.	They will miss their breaks for one week doing community work.
If they enter a staff room without permission.	Suspension from school for a minimum of one day.

### 3) Students must attend class on time.

REMARKS:

Students (up to 1<sup>st</sup> *Bachillerato*/ Baccalaureate) should arrive at their classrooms at 8:55h to prepare their work material. At this time, you should go to your lockers to collect the material for lessons until lunchtime. After collecting material, you should sit at your table ready for the start of the lesson. You can therefore be in one of two places only : at the lockers, or sitting at a table with the material ready to start the class.

Classes begin at 9:00 am.

If you arrive earlier, you will have to wait in the volleyball court until the 8:55h bell rings, unless you and your family have signed a responsible declaration to use your classroom until the start of lessons.

ACTION	CONSEQUENCE
If a student arrives late to class and misses the full lesson or part of it	<p>The student will not be allowed to enter the classroom until the teacher gives permission and notes the delay. The student will have to make up the work in the library, during class and/or breaks.</p> <p>In the library, the student must register in writing the details of the incident (time, subject, teacher).</p>
Six accumulated "lates"	Students must be at school at 8.15 am on five consecutive school days.

### 4.1) Pupils (up to the 1st year of Bachillerato) must attend school wearing the uniform established by the school, which must be clean and in a good state of repair.

REMARKS:

- Students may wear the institutional fleece, and girls may opt to wear trousers instead of a skirt.
- No make-up, painted nails, jewellery other than a discreet necklace and/or small earrings may be worn to school. One bracelet only.
- No items of clothing may be substituted by similar non-uniform ones.
- Accessories (scarf, gloves, etc.) must be navy blue.
- Skirts must be long enough so that the leg is covered and there is a minimum of 10 cm from hem to knee. Otherwise, trousers must be worn.
- Shorts are not permitted from Year 10 onwards.
- No piercing, tattoos, earrings (other than the two small earrings worn by girls in the ears), brightly coloured hair and, in the case of boys, an extension of hair covering the eyes or ears or shaved or cropped hair.
- Where fancy dress is permitted, costumes should be appropriate.

ACTION	CONSEQUENCE
<p>If the uniform does not meet the established standard, such as, for example:</p> <p>The use of very short skirts (above 10cm).</p> <p>Wearing trainers instead of regulation shoes.</p>	<p>The tutor or Head of Year will call the student first thing the following day to check that he/she is correctly uniformed.</p>
<p>Should there be a second time a student does not wear the uniform correctly:</p>	<p>Parents are called and the pupil sent home to change into the correct uniform.</p> <p>* If girls continue wearing shorter skirts, they must opt for the use of the regulation female trousers.</p>
<p>If students wear incorrect accessories</p>	<p>Those accessories will be retained and returned by the Head of Year after a set period of time. The first time, at the end of the school day, the second time the following day and so on.</p>

**4.2) Second-year Bacalaureate students must attend school dressed in an appropriate manner, ensuring that their clothing is clean and in good condition.**

REMARKS:

- Shorts (boys) and skirts or trousers that are too short (girls), or in a poor state of repair (torn, badly deteriorated) are not permitted.

<ul style="list-style-type: none"> <li>• Underwear must not be visible under any circumstances. Flip-flops are also not allowed.</li> <li>• Piercings, tattoos, earrings (other than the two earrings worn by girls) are not allowed.</li> <li>• It is not permitted to wear brightly coloured hair and, in the case of boys, an extension of the hair, eyes or ears.</li> </ul>	
ACTION	CONSEQUENCE
If the clothing does not comply with the uniform's established standard	The tutor or the person in charge of coexistence will summon the student first thing the following day to check that he/she is coming properly uniformed.
Should students fail to wear the uniform correctly, a second time	We will contact the family and the student will return home to dress appropriately.

5) Classrooms should be clean and tidy.	
<p>REMARKS:</p> <ul style="list-style-type: none"> <li>• There must be no books or school material on the floor or on top of the lockers.</li> <li>• Students must be in class at 8:55 am (8:05 am for 2nd Baccalaureate) to prepare the necessary material for the first lesson, communicate with their tutor and sit down for register.</li> <li>• At the end of the day, all school material must be in the lockers, leaving the classroom tidy with the chairs on the tables.</li> </ul>	
ACTION	CONSEQUENCE
Should there be class material left in the classroom at the end of the day.	The student responsible will check that the classroom is tidy at the end of the following day.
If the classroom mess has been caused by the entire class group	For a period of a week, the group will stay at 16:30 tidying up the classroom and waiting until the tidiness of the classroom has been checked to be dismissed.

6) Students may not disturb or disrupt classes or other school activities.
REMARKS:

Disruptive behaviours are disruptive or aggressive actions that break discipline and disturb the harmony of the group and interrupt the learning of other students in the class.

Some examples of such behaviour in the classroom are:

- Lack of respect to teachers.
- Starting fights.
- Deliberately annoying others.
- Disobedience.
- Not following instructions.
- Talking when the teacher or another student in class is talking.
- Frequently getting out of your seat.
- Failing to bring material, messing up furniture, etc.

ACTION	CONSEQUENCE
One-off disruptive behaviour	<p>The teacher will make up the lost class time, either with the whole group or with the students involved.</p> <p>The teacher will take a note of the behaviour, and pass it on to the Head of Pastoral.</p>
Repeated disruptive behaviour	<p>Pupils who persistently disrupt the rhythm of the class may be expelled for a few minutes from the classroom or for a period of one to three days from the subject, depending on the seriousness of the offence, doing work proposed by the teacher, that could count in the student's marks.</p> <p>Persistent behaviour which interrupts the learning of other children in the class will result in exclusion from the school's complementary activities (conferences, excursions, end-of-year trips etc.).</p>

**7) Physical or verbal aggression towards any member of the educational community is not permitted.**

REMARKS:

The following will also be considered as aggression:

- Repeatedly annoying: using "nicknames", not respecting speaking time, making use of colleagues' material without their permission, etc....
- Bullying : any repeated or organised action intending to make another student feel unhappy, uncomfortable or inferior.
- Threatening, physically or psychologically
- Making inappropriate gestures or using swear words.
- Disrespecting the freedom of conscience and religious, moral and political convictions and gender identity, as well as the dignity, integrity and privacy of all members of the educational community.

ACTION	CONSEQUENCE
<p>Aggression (depending on the severity of the aggression, different consequences will be applied), inside or outside school.</p>	<p>All pupils involved in the aggression will be required to make a written reflection on what happened.</p> <p>The pupil or pupils responsible for the aggression will be expelled from class for a period of no less than two days.</p> <p>Activation, if appropriate, of the bullying protocol and referral of the case to the educational inspectorate and the judicial authority ( police ).</p> <p>As a last resort, the aggressor may be expelled from the school, permanently.</p>

<b>8) Racist, sexist or discriminatory words or actions.</b>	
<p>REMARKS:</p> <ul style="list-style-type: none"> <li>• Disrespecting the freedom of conscience and religious, moral and political convictions and gender identity, as well as the dignity, integrity and privacy of all members of the educational community.</li> </ul>	
ACTION	CONSEQUENCE



<p>Racist, sexist or discriminatory words or actions directed against any member of the school community, inside or outside school.</p>	<p>All pupils involved in will be required to make a written reflection on what happened.</p> <p>The pupil or pupils responsible for the aggression will be expelled from class for a period of no less than three days, and would be required to sign a guarantee of good conduct before readmission.</p> <p>In the case of repetition, the student would be expelled from school permanently.</p>
---	---

<b>9) RESPONSIBLE USE OF TECHNOLOGY AT SCHOOL</b> The use of mobile phones is not permitted inside the school during school hours unless authorised by the Head of Pastoral.	
<p>REMARKS:</p> <ul style="list-style-type: none"> <li>• Students up to Year 9 may not bring mobile phones into school.</li> <li>• If a student (from 3rd ESO / Year 10 to Year 13 / 2º Bach) comes to school with a mobile phone it must remain in the backpack, switched off or on silent mode, so as not to disturb the study and work environment <b>until they leave the school precinct.</b></li> <li>• <b>If a student from Bachillerato</b></li> <li>• Students may not use technological devices in the classroom without the authorisation and/or supervision of a teacher.</li> </ul>	
ACTION	CONSEQUENCE
<p>Use of classroom technological devices (computer, electronic boards, ipads, ...) without the express permission and/or supervision of a teacher</p>	<p>Failure to comply with the established rules will mean that the student responsible will have to carry out work related to the responsible use of technology during several breaks.</p> <p>* This work may take the form of written reflections and analysis of real cases (news, current affairs, etc.) or help in the management of devices for teachers.</p>

First time a student uses his/her mobile phone	Failure to comply with rules will mean handing the mobile phone to the teacher, until the end of the school day.
Use of a mobile phone for a second time	The pupil hands in the mobile phone at the start of the day and collects it at the end of the day, agreeing to buy a plant for the school and hand it in in exchange for the device.
Use of a mobile phone for the third time	On the third warning, it will be the family who must come to collect the mobile phone, with an expulsion warning.

**10) It is not permitted to publish images, personal information or opinions of any member of the educational community on social networks.**

REMARKS:

- In order to publish images or personal information of underage children, it is necessary to have the express authorisation of the family or guardians.
- Students are responsible for collaborating in the protection of their classmates by not participating in the dissemination or forwarding of offensive messages or images and will inform the Head of Year of the situation should it arise.
- The school has the obligation to investigate any misbehaviour of students on social media platforms and sanction appropriately, including passing relevant information on to the police and judicial authorities where a crime has been committed.

ACTION	CONSEQUENCE
Recording and/or publishing images, personal information or opinions of any member of the educational community without express authorisation  Online bullying.	All students involved in the distribution will make a written reflection on what happened.  Students responsible for the <b>initial publication and later transmission</b> will be expelled from school for a period of no less than two days. They will be required to sign a contract of good behaviour before being readmitted to the school.  Activation, if appropriate, of the bullying protocol and referral of the case to the school inspectorate.

<b>11) Cheating in exams and school work is not allowed.</b>	
<p>REMARKS:</p> <p>Copying is not a method for passing an exam and/or work, i.e. "the end does not justify the means", so the aim of passing does not take precedence over copying.</p> <p>Passing by copying is a disappointment for the student, but it will also be a disappointment for the teacher, parents and other people who have placed their trust in the student.</p>	
<b>ACTION</b>	<b>CONSEQUENCE</b>
If a student is caught cheating on a paper or exam	The student will get a 0 as a mark for the exam or paper.

<b>12) It is not permitted to forge signatures of parents, guardians or teachers on letters or any other documents.</b>	
<p>REMARKS:</p> <p>Falsifying academic documents is considered a serious offence. These offences and others classified as minor must be corrected through the application of the sanctions set out in the internal rules and regulations.</p>	
<b>ACTION</b>	<b>CONSEQUENCE</b>
Forging a signature on a school document, first time	If it is the first time he/she does so, the student will have to complete a homework assignment about the broken rule and its consequences for at least two breaks to present it to his/her parents, the tutor and the teacher concerned together with the signature document .
Repeatedly forging a signature on a school document.	Internal suspension of one day.

<b>13) It is not permitted to use the school premises in an inappropriate manner and/or intentionally cause damage to the school building, school property or the belongings of any member of the school community.</b>	
<p>REMARKS:</p> <p>The school and its facilities and materials must be cared for in the best possible way.</p>	

ACTION	CONSEQUENCES
Intentionally damaging, soiling or breaking school property or areas.	Restore, tidy or clean to return the object to its previous state. The pupil may be encouraged to assist the cleaning staff in their work.

<b>13) It is not permitted to remove objects belonging to the school or any member of the educational community.</b>	
REMARKS:  The school is not responsible for any loss or theft. In order to avoid these situations, we recommend that you do not bring valuables to school.	
ACTION	CONSEQUENCE
Theft of objects	The student will be temporarily expelled and the family will be notified. The student will not be allowed to attend lessons until the stolen object is returned or paid for.

<b>14) It is not permitted to bring dangerous objects to school, or to use or possess tobacco, alcohol or drugs on school premises or in the vicinity of the school.</b>	
REMARKS:  It is not allowed to bring glass bottles to the school.	
INCIDENCIAS	CONSECUENCIAS
Breaking this rule	<p>This will involve the confiscation of the hazardous material in the Head Teacher's office until it is handed over directly to the family.</p> <p>The student will have to work on a presentation on the broken rule and its consequences to present it as a preventive measure to his/her classmates.</p> <p>Possession of alcohol or drugs on the school premises may result in a</p>

	<p>permanent exclusion from the school.</p> <p>If the incident is serious and occurs during an outing or extracurricular activity, the family will be notified.</p>
--	---

<b>15) Eating is only permitted at the dining room.</b>	
<p>REMARKS:</p> <ul style="list-style-type: none"> <li>• No food may be taken out of the dining room.</li> <li>• It is permitted to have a snack in the playground during morning break.</li> <li>• Students eat at the school's dining room will not be allowed to eat outside the dining room without prior authorisation from their families.</li> <li>• If they go out at lunchtime without permission, the consequence set out in section 1 of the Compass will be applied.</li> <li>• Students may not use the school dining room service unless their families have contracted it. However, this service may be requested on the same day by informing the Secretary's Office.</li> <li>• It is not permitted to bring chewing gum or sunflower seeds to school.</li> </ul>	
<b>ACTION</b>	<b>CONSEQUENCE</b>
If a pupil takes food out of the dining room	The student will have to return to the dining room until instructed to do so. Repeated offenders may be asked to help with the cleaning of the dining room and/or playgrounds.
Students who use the dining room service without having contracted it.	The student will have to pay for it and help in the management of the dining room for one week.
If a pupil brings chewing gum or sunflower seeds	<p>The first time they will be removed permanently.</p> <p>He/she will collaborate in the cleaning of the classroom or space in which they are.</p>

**16) An authorisation is required to bring a motorbike, bicycle or scooter to school.**

REMARKS:

- Students must always enter and leave the site on foot.
- When leaving, students must wait until school buses have left.
- All bicycles and scooters must be stored in the bike racks, with a lock.

<b>ACTION</b>	<b>CONSEQUENCE</b>
Failure to comply with the rule.	This will mean that the student will not be allowed access to the school premises with their vehicle for one week.