



مدرسة الدوحة البريطانية  
DOHA BRITISH SCHOOL

# Student Code of Conduct



Last Review: September 2023

Next Review: June 2024

Reviewer: Policy Committee





## 1. Purpose

This code sets out the beliefs, values and attitudes which underpin the development of learners at Doha British School (DBS).

## 2. Scope

This code applies to all campuses and to all students.

## 3. Policy Statement

We are committed to fostering a safe, supportive, and healthy environment where learning can thrive. By choosing to be a part of our school community, students make a pledge to uphold the highest standards of behaviour. This commitment extends to understanding the impact of our actions and inaction on the broader community. We believe in the importance of excellence, not just in academics but also in exemplary behaviour. Together, we strive to create an atmosphere of respect, responsibility, and mutual understanding. Under this Student Code of Conduct 'unacceptable student conduct' is defined as 'conduct which falls short of the standard of a school pupil and is behaviour which involves a breach of the standards of propriety expected as a learner at Doha British School'.

## 4. Mobile devices, internet and social media

4.1 You must ensure that you follow the 'IT User Agreement'. Mobile devices include tablets, handheld games and mobile phones.

4.2 The policy is to protect DBS learners with regards to security and safeguarding issues, e.g., looking at inappropriate content, device brand peer pressure and cyber bullying.

4.3 Learners and parents must be aware that they bring their devices in at their own risk and the school will not be held responsible for any loss or damage of personal belongings.

4.4 DBS Learners must not:

- use their mobile devices during the school day without explicit permission of a supervising member of staff.
- make unauthorised contact to a parent during the school day. Communication home can only be made with permission from the relevant Form Tutor, a relevant pastoral member of staff or nurse;
- use the internet on their device for viewing inappropriate content or cyber bullying;
- use the internet to publicly mention the school's name in a negative manner and/or to put the school's name into disrepute; and
- contact DBS staff using the member of staff's personal email, personal phone number or personal social media address.



## 5. Mobile devices sanctions and procedures

- 5.1 Unauthorised use of mobile devices on the school premises, both inside and outside, may result in immediate confiscation by the witnessing member of staff.
- 5.2 The device will be passed on to the relevant pastoral member of staff for storage in a secure location. The learner must report to the relevant pastoral member of staff from 14:00 where they will receive a C1 record on iSAMS and in their planner.
- 5.3 Learners will have their device returned once the a relevant pastoral member of staff is satisfied the incident is resolved.
- 5.4 DBS staff have the right to deny the return of the mobile device should there be previous record with the incident or if the device was part of a serious incident that is still under investigation. In which case, the parent will be requested to come to discuss the matter and discuss the collection of the mobile device.
- 5.5 Inappropriate material is classed as viewing anything that the teacher has not instructed. Viewing any such material within DBS will result in the mobile device being confiscated (see point 7 below) or the learner being banned from using the DBS ICT facilities.
- 5.6 Confiscated phones will be given directly to a relevant pastoral member of staff to whom the pupil must report to at the end of the school day. A relevant pastoral member of staff will issue a C1/C2 on iSAMS and reiterate the DBS expectations.
- 5.7 For numerous offenses the parent may be required to attend a meeting with a relevant pastoral member of staff and to collect the confiscated device. A device can be held by a relevant pastoral member of staff until they feel that the matter is fully resolved. If a pupil requires their device before it is returned, then they are to use the school phone to contact home and arrange a meeting for collection.
- 5.8 Any incident of a learner contacting staff via personal email, phone or social media will be reported, recorded and investigated.

## 6. Substances that affect learning

Smoking of any substance is prohibited in and around the DBS premises. This includes areas in view of the school and whilst being associated with the school, e.g., in DBS school uniform. Smoking is a health risk. Learners and parents must understand and support the school's strict policy on no smoking. Other substances that affect learning are also prohibited from being consumed on or within close proximity of DBS premises. These substances include drugs, alcohol and high caffeine energy drinks.

DBS Learners must not:

- smoke tobacco, e-cigs or any other substances on, or within view of, DBS premises. This includes being in school uniform outside of the school facilities;
- consume any substance that DBS has deemed to affect learning on, or within view of, DBS premises. This includes both illegal and legal substances such as drugs, alcohol and high caffeine energy drinks; and
- have any smoking paraphernalia, or other substance(s) that DBS has deemed to affect learning, in their immediate possession or in their personal storage such as bags and/or locker.



## 7. Substances sanctions and procedures

7.1 Caught in the act of or admitting to smoking, or being in the possession of smoking paraphernalia, in or in proximity of DBS facilities will result in immediate isolation from school registration/lessons. A relevant pastoral member of staff will contact the learner's parents to arrange immediate collection.

7.2 Following investigation, a two-day school suspension will be served from the day of the incident. At this time, or upon the learner's return stated by DBS, the parent will be requested to sign an acknowledgement letter for violation of the learner Code of Conduct. Upon the learner's return to school, they will be internally isolated for the week during both break one and break two with their tutor and/or a relevant pastoral member of staff.

7.3 Permanent exclusion from DBS will occur if a learner has a previous record of being caught smoking and/or being in the possession of smoking paraphernalia.

7.4 If there are suspicions that a DBS learner may be in possession of smoking paraphernalia, or other substance that can affect learning, then they will be requested to show their personal contents and storage in presence of two members of the Leadership Team. A learner will always have the opportunity prior to the search to admit to any possible violation of the learner code.

7.5 If a learner refuses to comply with the search or willingly does not show all areas within their belongings, then they will be deemed to be aware that they have violated the code and a member of witnessing staff will complete the search.

7.6 Belongings that are in the vicinity of suspicious circumstances will also be liable for staff to request a search. The learner that owns the storage item/bag will be requested to show the entire contents in the presence of two members of the Leadership Team. A learner is liable for all items present in their personal belongings or storage. All learners are responsible for their own belongings and must ensure that they are not left in unsecured/unsupervised areas.

7.7 All items recovered that violate the Code of Conduct will be kept as evidence/confiscated by DBS. They will not be returned.

7.8 By law, the police will need to be informed if a learner is to be found in the possession of any illegal substances.

## 8. Punctuality

All learners at DBS must be on time to school and lessons. This is a life skill that is essential for preparing our learners important qualities both in and out of school.

DBS Learners must not:

- arrive late to school registration; and
- be late in attendance to classes and/or ECAs and other organised school activities

## 9. Punctuality sanctions and procedures

9.1 All late incidents will be recorded as a Learning Reminder in the student planner and it will also be recorded on the school's administration and management system.

9.2 Learners who are late to registration will receive a break time recall for 15 minutes.



9.3 Consistent lateness to registration throughout the school year will result in the tutor/a relevant pastoral member of staff contacting the learner's parents to discuss the reasons for the punctuality concerns.

9.4 Subject teachers will sanction a Learning Reminder to any learner who is late to a lesson without a valid reason. A valid reason will need to be supported with communication via the planner, note or email by the relevant member of staff.

9.5 A learner's place on an ECA or school organised event may be revoked if a learner's punctuality has become a constant issue.

## 10. Attendance

DBS learners are expected to achieve a minimum of 95% attendance at the school per term. The school cannot authorise any leave outside of the allocated school holidays. This is with the exception of special circumstances at the discretion of the Principal. Every effort must be made by the learner and the parents to enable the learner to attend all school days at DBS. All school calendar days are compulsory and these include days for non-uniform, PSHE, exam study, sport, charity and other organised educational event days.

DBS learners must not:

- take unauthorised absence from school;
- leave the school premises without authorisation from the relevant a relevant pastoral member of staff ; and
- truant the school day and/or any school registration or lessons.

## 11. Attendance sanctions and procedures

11.1 Each day of absence will be recorded by the Form Tutor using a relevant code on the interactive school administration management system.

11.2 All absences are required to be 'notified' by the parent of the learner in advance or on the day of absence. Notified absence does not necessarily result in the absence being authorised and there is no obligation for DBS staff to provide work for notified absences (except where exceptional circumstances can be applied).

11.3 If an absence is not notified in advance (before 7:00 am of the day of absence) then an email will be sent home by the school. If there is still no reason given that day, then the tutor/pastoral team will follow up the absence with another email/call.

11.4 A relevant pastoral member of staff will contact parents when there is a concern with absences, letters will be issued to formally raise concerns for absence below 95% - Phase 1; then below 90% - Phase 2; finally below 85% - Phase 3. Parents will be required to sign acknowledgement of these letters and to action support to increase attendance.

11.5 Where persistent absence occurs and attendance is below the expected 95%, and the learner's parents have failed to improve attendance, then the learner's place at DBS may not be offered for the following academic year or may be asked to repeat the year if a significant amount of assessments have been missed. The parent and learner may be deemed to be falling short of the DBS expectations and lack of concern for their own academic opportunity to learn and improve their attainment at DBS.

11.6 If a learner feels unwell then they need to obtain a note from a member of staff to visit the DBS nurse. The nurse will then decide if parents should be contacted and the learner is to be signed out of school.



11.7 The relevant tutor and a relevant pastoral member of staff must be notified before a learner can leave the school premises.

11.8 Learners can only use the school phone with permission from their tutor or a relevant pastoral member of staff and must have a valid reason.

11.9 If a learner is found to be truanting school, then a two-day school suspension will be served from the day of the incident. At this time, or upon the learner's return, the parent will be requested to sign an acknowledgement letter for violation of the learner Code of Conduct. Upon the learner's return to school, they will be internally isolated for the week during both break one and break two with their tutor and/or a relevant pastoral member of staff .

11.10 If a learner is found to be truanting specific lessons, then the Subject Leader for the affected lessons will issue a recall to gain back the time truant. If the truanting is repeated, then a relevant pastoral member of staff will formally communicate the concerns home.

## 12. Bullying

All learners have the right to feel safe and secure throughout their whole learning at DBS. There is a zero tolerance to any proven verbal, physical, emotional, cyber or any other form of bullying at the school.

DBS Learners must not:

- intentionally hurt (physically or emotionally) any other learner;
- mock another learner at DBS;
- use social media or other mobile device services to speak negatively about another learner or member of staff at DBS

## 13. Bullying sanctions and procedures

1. Any learner who feels they are being bullied or have witnessed bullying taking place at DBS must report it to a member of staff at DBS.
2. Any bullying allegations/reports will be fully investigated by the informed member of staff via the relevant tutor and/or a relevant pastoral member of staff using the student statement form.
3. All learners involved will have the opportunity to discuss their involvement in any alleged incidents. The learner accused of bullying will be made aware that their actions are those associated with bullying. This conversation and agreement will be recorded on the meeting statement form.
4. All social media bullying can be recorded as evidence in allegations. Parents of learners must ensure that they support the school's position on cyber bullying. DBS cannot monitor cyber bullying issues out of school. Parents should monitor and sanction any cyber bullying issues that take place out of the school day.
5. When there is a repeated bullying accusation and evidence suggests bullying is continuing from the learner, then communication will be made home via the tutor to raise awareness of the concern and for the parent to acknowledge the formal record of the incidents.
6. A relevant pastoral member of staff will contact home for repeated proven bullying incidents and where the learner has not acted upon previous warnings.
7. Where there is an act of a proven serious bullying incident that has directly affected another learner's right to safety and security at DBS, then permanent exclusion will be sanctioned by the Principal of the school.
8. If a student has been suspended more than a total of 3 times, then he/she may be sanctioned with a permanent suspension.



## 14. Violence and intimidation

As with bullying, learners have the right to feel safe and secure throughout their whole learning at DBS. Learners must learn to control their emotions and refrain from using violence and/or intimidation towards another learner or adult. Acts of violence and intimidation are not accepted by DBS.

DBS Learners must not:

- use violence in any way to intimidate another learner or to respond to another learner's actions;
- use violence, intimidation or cause antisocial behaviour on the school facilities or in or out of the school premises whilst in school uniform;
- be involved in a violent act, intimidation or antisocial situation where the school's reputation could be thought of as in disrepute.

## 15. Violence and intimidation sanctions and procedures

1. Retaliation will not be a justifiable excuse to use violence towards another learner.
2. Learners involved in any form of violence will be immediately isolated by a relevant pastoral member of staff whilst an investigation takes place.
3. Witness statements will be completed by all those involved in the incident as well as other learners and members of staff who witnessed the incident.
4. Fighting, physical injury and/or serious incidents that have been deemed to have involved violence will sanction a two-day school suspension that will be served from the day of the incident. At this time, or upon the learner's return stated by DBS, the parent will be requested to sign an acknowledgement letter for violation of the learner Code of Conduct. Upon the learner's return to school, they will be internally isolated for the week during both break one and break two with their tutor and/or a relevant pastoral member of staff .
5. Where an incident of fighting or intimidation has taken place out of the school facilities then statements will be requested from others that witnessed the event. Investigations and sanctions will be applied as per the previous policy statement. recalls after school may also be applied or alternative after school collections requested.
6. A suspension may be increased to more days depending on the seriousness of the incident. This may be due to injuries caused, scale of incident and the intent to cause physical harm.
7. Permanent exclusion from DBS may occur if a learner has a previous record of being violent or intimidating to other pupils.
8. Permanent exclusion may also occur if a learner has: caused serious physical harm to another learner that requires medical attention; put the school's name into disrepute; caused a police investigation.
9. If a student has been suspended more than a total of 7 school days, then he/she will be sanctioned with a permanent exclusion.

## 16. Independent learning

Academic work out of school is required to maintain and improve attainment at DBS. All learners must participate in independent learning outside of the allocated school day. The homework tasks will be issued and feedback provided as per the DBS homework policy.

DBS Learners must not:

- refuse to complete independent homework tasks
- consistently avoid submitting assigned homework tasks
- plagiarise (taking work from elsewhere and wrongfully submitting it as your own)



## 17. Independent learning sanctions and procedures

1. A Learning Reminder will be issued by the subject teacher when a homework task has not been submitted or if the submission is well below the expected standard of the learner.
2. Repeated independent learning Learning Reminder will be totaled by the subject teacher separately in each subject area.
3. Parents of the learner will be communicated by the subject teacher if there is a persistence issue regarding a learner meeting deadlines in a particular subject.
4. A relevant pastoral member of staff will contact parents of the learner if it becomes apparent that missing deadlines is a repeated concern in more than one subject.
5. Academic honesty requires learners to acknowledge any work that is not their own by citing correct references. Learners who plagiarise will be given a Learning Reminders with a plagiarised record and requested to resubmit the work. If this is repeated, then the issues will be communicated between the subject teacher and parent. Recurring issues will involve a relevant pastoral member of staff intervention.

## 18. Uniform

Learners at DBS are required to present themselves in a manner that is consistent with the DBS values. Wearing the correct uniform enables pupils to feel part of the whole school community. The school identity is conveyed through the school uniform as well as educating learners on how to convey respectful formal presentation. The uniform prepares learners for employment after school where a uniform or formal business wear is required.

The implementation of the policy will be fair, firm and consistent for all students. Students, teachers and parents will be made aware of the correct uniform so that they understand what is allowed and what is not allowed when attending DBS. Learners must not:

- wear non-uniform attire or disregard the DBS uniform expectations
- refuse to wear any of the uniform outlined in the uniform expectations

### Uniform – All Key stages

Students are required to wear the full uniform at all times when at Doha British School.

#### Trousers

#### Shirt

#### Shoes

School shoes should be black leather (or leather look) and polished. Canvas shoes, sports branded shoes, trainor or trainer-style shoes should not be worn. This includes black leather trainers. Parents should select your child's school shoes carefully to avoid having to purchase a second pair.

#### Jewellery

Jewellery should not be worn at any time by students. This includes necklaces, rings, bracelets, anklets, sunglasses, nose piercings or anything else deemed as Jewellery. A single set of small ear studs are permitted. A wristwatch may be worn by students, however, the school will not be held responsible for any damage or loss to the item.

#### Make-up

Students should not wear any form of nail varnish when in school. No make up is allowed for any student





### **Hair Styles**

Students must not have extreme hair styles. This includes the use of bright colours, wearing of combs, caps, hats, bandanas and any other headwear that can be considered extreme. This does not include the use of blue or navy hijabs.

## **19. Uniform sanctions and procedures**

1. A Learning Reminder will be issued by the Form Tutor for any non-compliance of the learner towards the uniform expectations.
2. Non-uniform attire will be confiscated (if applicable) with a relevant pastoral member of staff and will be required to be collected at the end of the school day. A uniform code will be added to iSAMS by a relevant pastoral member of staff .
3. Repeated non-compliance will result in contact to the learner's parents to discuss/rectify the issues by the Tutor/a relevant pastoral member of staff .
4. Notes from parents are required to be written into the student planner for any exceptional uniform non-compliance. This does not necessarily justify exemption from a uniform sanction but will help inform the Tutor, a relevant pastoral member of staff or other member of staff involved in issuing the uniform code. At the discretion of a relevant pastoral member of staff a suitable time period will be given, i.e. the weekend, to resolve the issue with an appropriate solution.
5. Students that repeatedly come to school with the incorrect attire can be sent home.

## **20. Attainment**

Learners at DBS should strive to learn and be motivated to succeed in all of their subjects. Various circumstances can affect the attainment of a learner at DBS but learners must ensure they do all that they can to reach their targets across the whole school. 'Target' refers to the predicted CAT/ALIS level/grade.

DBS Learners must not:

- display a negative attitude towards their own learning by refusing to do learning tasks;
- fail to act on support given by DBS staff to support and improve their attainment; and
- disregard the ethos of DBS by demonstrating lack of motivation for both independent and directed learning

## **21. Attainment sanctions and procedures**

1. If a pupil is performing below their target level, then the subject teacher must meet with the learner and put strategies in place to support them and improve attainment. This must be monitored within the subject at this stage and recorded in the student planner.
2. Where a pupil is still consistently not performing to their subject target then communication should be made to the parent of the learner to address the issue and reiterate the support given and also how they can support at home. The Tutor and a relevant pastoral member of staff must be made aware of this at this stage. All communication must be recorded and kept for reference within the relevant department.
3. If attainment is still a concern after the initial communications (above) then a meeting will be arranged with the parents, learner and subject teacher to formally discuss the issue. The Subject Leader should also attend (at the department's discretion) and a relevant pastoral member of staff informed.
4. Formal evidence of monitoring and tracking data must support the attainment issues and should be used in discussions with the learner, parents, Teacher and a relevant pastoral



member of staff . The formal evidence will include department mark books (specific data) and department iSAMS data collections (half term and end of term data).

5. A relevant pastoral member of staff should be informed by the Subject Leader if there is a pupil who continues to fail to meet attainment expectations. This will result in a relevant pastoral member of staff looking at the learner's attainment across the whole school. Parents will be notified by a relevant pastoral member of staff if there are similar issues with other subjects.

## 22. Intimacy

Learners at DBS should respect local laws, customs and cultures. Any form of intimacy between pupils is forbidden. Intimacy can be regarded as any form of affectionate verbal or physical contact with another learner at the school.

DBS Learners must not:

- Display physical affection towards each other in or around the school premises
- Disrespect local laws and customs with regards to partaking in public displays of relationships

## 23. Intimacy sanctions and procedures

1. If a learner/learners are found to display inappropriate levels of intimacy in or around the school, then they will be warned by the relevant Tutor and/or a relevant pastoral member of staff . This warning is to be recorded iSAMS as inappropriate behaviour.
2. If a learner continues not to follow the expectations, then communication will be made home by a relevant pastoral member of staff to explain the inappropriate behaviour.
3. Sanctions following communication with parents may lead to break and/or after school isolation/arranged personal pick-up to ensure the learners involved are separated.
4. All incidents and actions are to be recorded on file (inc. iSAMS) by a relevant pastoral member of staff s.
5. If a student has been suspended more than a total of 7 school days, then he/she will be sanctioned with a permanent exclusion.



Thank you