



**Baleares International College**  
Mallorca  
an Orbital Education School



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# BIC Sa Porrassa **Rules, Regulations and Routines**

January 2023



# Rules, Regulations and Routines

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## Timings of the Day

Effective from January 2023, the timings of the school day are as follows:

08:30	School Gates Open
08:45	Secondary AM Registration
09:00	Period 1(Primary AM Registration)
09:55	Period 2
10:50	Morning Break
11:10	Period 3
12:05	Period 4
13:00	Lunch
14:00	PM Registration
14:10	Period 5
15:05	Period 6
15:40	EYFS End of Day
15:50	Years 2 and 3 End of Day
16:00	Years 4 - 13 End of Day



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## Uniform, Equipment and Banned Items

### BIC School Uniform and Appearance

<b>General Uniform</b> <i>On days when students do not have PE, uniform is to be worn as described below.</i>	
<b>Shirts</b>	Must have the school logo and be tucked in at all times.
<b>Trousers and shorts</b>	Must be grey and tailored and not rolled up under any circumstances.
<b>Skirts</b>	must be grey and tailored and a suitable professional length (no shorter than 5 cm above the knee).
<b>Tights</b>	must be plain black, grey or opaque.
<b>Socks</b>	must be plain grey, white or black.
<b>Vest-tops / shirts</b>	May be worn in the winter months undershirts and must be plain white
<b>Jumpers</b>	The school jumper may be worn as an optional piece of uniform. Other jumpers or hoodies are <b>not</b> allowed.
<b>Tights</b>	must be plain black, grey or opaque.
<b>Coats</b>	must be black, navy or grey and only discreet logos are allowed. No hoodies. Coats not to be worn inside school building
<b>Bags</b>	must be a traditional school bag, suitable for students to carry their planner, books and equipment (including PE kit). These can be either rucksacks, satchels, or messenger bags. We do not permit any 'hand bag' style bags, even those large enough to contain books and folders.
<b>Belts</b>	Must be plain black. Large buckles displaying logos are not permitted.
<b>Hair</b>	All hairbands and scrunchies must be plain white, blue or black and of narrow width. No decorative hairbands, hair ties or ribbons are allowed. Hair must be tied back (in primary) and must not be unnaturally coloured or have hair extensions.
<b>Jewellery</b>	Strictly limited to the following: a watch with a plain strap; small stud earrings, worn in the lower lobe of the ear. A necklace for religious reasons is allowed but must not be visible over the clothing. All necklaces and earrings must be removed for PE. No other jewellery is allowed. No visible body piercing, including tongue studs, are allowed.
<b>Make-up</b>	If worn, must be for the skin only, natural and not noticeable. No eye or lip makeup allowed.
<b>Shoes</b>	Must be black with sturdy leather and wide flat heels. Boots are allowed but must be black leather, flat and ankle length. Platforms, open toe shoes, trainers and fabric shoes are not permitted. Coloured laces or stitching are not permitted.



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<b>Sports Kit</b>	
<i>On days when students have a sports lesson, their sport kit may be worn to school as described below. This does not apply on any day when the student does not have a school PE lesson.</i>	
Shorts	Official BIC Logo kit only. Available from school supplier.
Tracksuit trousers	Official BIC Logo kit only. Available from school supplier.
T-Shirt	Official BIC Logo kit only. Available from school supplier.
PE Jacket	Official BIC Logo kit only. Available from school supplier.
Socks	Socks must be plain white ankle socks. Navy blue football socks are also acceptable to wear.
Footwear	Footwear must be sturdy sports trainers, not fashion trainers.
Swimwear	Swimming costumes must be one piece, not bikinis. Swimming shorts must be above the knee, not board shorts. Hoodies are not allowed.
Caps	In Summer months, PE staff may permit wearing of a cap during sports activity, but this is not to be worn at any other point during the day.

## Sixth Form Dress Code

Our expectation is that the behaviour of Sixth Form students is exemplary and that they act as positive role models at all times. In general, as with all other students, we expect them to attend school every day, with the right equipment and meeting the necessary deadlines. Due to their age and added responsibilities, we want to show extra trust in our Sixth Formers and so the following exceptions apply to Sixth Form students:

Uniform - smart/casual to be worn at all times, suitable for the workplace. Ideally, this might include smart trousers, skirts or dresses, or collared shirts/blouses. Students to be sent home if inappropriately dressed.

Items that are not acceptable professional wear and must not be worn include:

- ripped jeans
- short shorts
- short skirts
- baggy tracksuit bottoms
- hoodies



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If in doubt over any uniform or appearance issue, parents/students must seek advice and contact the school before making any purchases. Any non-regulation clothing or accessories will be seen as a breach of trust and will be confiscated if they are worn on the school site.



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## Equipment List

Students must have the below listed items with them when they arrive at school every day. To be without any of the items below constitutes a violation of the school rules and may be met with a sanction.

### **Students must arrive at school with**

- At least one working writing pen (black or dark blue)
- At least one coloured pen for annotations (red or green)
- At least one pencil
- At least one whiteboard pen (not yellow)
- At least one highlighter
- Ruler
- Scissors - appropriate type for cutting paper
- Glue
- Fully charged BYOD (Years 6 - 13)
- Necessary exercise books and/or text books for that day's lesson
- Any specialist equipment needed for lessons that day
- Drinking water
- Tissues
- A reading book

*\*(Reception and Key Stage One students are provided with stationery required)*

## Mobile Phones

Mobile phones will be confiscated if they are seen in school. Students are strongly advised not to bring these to school. If they have them in school they must be switched off and in their bag (not pocket), not seen and not heard. Use of mobile phones for any reason not directly authorised by a member of staff during the school day is not allowed.

## Banned Items

The following items must not be brought into school. Students who are found with the items listed below will be met with a sanction and, in instances where the students brings in an item which compromises the safety of the school environment, we are likely to call on our most serious sanctions.

### **Students may not arrive at school with...**

- Weapons of any sort
- Smoking materials of any sort, including lighters, e-cigarettes and vape equipment
- Alcohol
- Medication which has not been approved by parents and school (a medical form





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must be completed)

- Any images, videos or literature of an offensive or inappropriate nature
- Tip-Ex / Correction fluid
- Games consoles
- Make-up or jewellery not within dress code
- Aerosol sprays such as deodorant or hairspray
- *Toys (Primary department)*
- *Smart watches; an analogue watch supports learning to tell the time (Primary department)*



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## Lesson Time

### Introduction

At BIC Sa Porrassa, we believe in providing a supportive and inclusive learning environment that encourages each student to reach their full potential. Our school values of Excellence, Respect, Integrity, Responsibility, and Compassion guide our community, and we expect our students to uphold these values in all aspects of their academic and personal lives, including during class.

### Classroom Arrival and Conduct Policy

**Excellence:** We believe that every student has the potential to achieve their personal highest level of excellence within a supportive and focussed learning environment. Every student must demonstrate a commitment to achieving their highest potential in their effort and application in both classwork and homework.

**Respect:** Students must enter the classroom quietly and take their seats promptly, showing respect for their fellow classmates and the learning environment.

**Responsibility:** Students must actively participate in classroom discussions and activities, asking questions and sharing their own insights and opinions, taking responsibility for their own learning. We expect students to arrive at their lessons on time and be prepared with all necessary materials, ready to engage fully in the learning process, and try their best to reach their personal goals. Students must begin each class by having all relevant materials ready on their desk, their exercise book open and they must immediately begin any activities set by their teacher.

**Integrity:** Students must respect their fellow classmates and the teacher by refraining from any disruptive or distracting behaviour, acting with honesty and integrity at all times.

**Compassion:** Students must follow any specific classroom rules or procedures set by the teacher, such as raising their hand to speak, staying seated unless given permission to move around, and turning off electronic devices unless they are needed for classwork, showing compassion for the needs of others in the classroom.

Any disrespectful or disruptive behaviour, including the use of foul language, bullying, or physical aggression, will not be tolerated and may result in disciplinary action, as we expect all students to uphold our school values of Excellence, Respect, Integrity, Responsibility, and Compassion.



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### **Non-Negotiable Routines**

- o Students come into the lesson and immediately start the work.
- o Inappropriate uniform is dealt with swiftly.
- o Students must sit upright, and not slouch. Bags must be under the desk or hung on pegs; planners/textbooks/equipment on the table. Active listening should be seen throughout.
- o The behaviour policy is always complied with.
- o All titles are underlined with a ruler and the date must be written each lesson.
- o Students complete all work in their exercise books. No work is completed on loose sheets of paper.
- o Pupil work adheres to the highest standards of presentation; where it does not, this work is done again.
- o Work is ruled off neatly at the end of each lesson.
- o All secondary student work is written in black or blue pen.
- o Written work is completed in silence, unless directed by the teacher otherwise.
- o Students will be dismissed and directed promptly to their next lesson.
- o Students must leave the room tidy.

## **Body Language for Learning**

By following these guidelines, students can create a positive and productive learning environment for themselves and their peers, while striving for personal excellence and upholding the values that guide our school community. All students are expected to demonstrate positive body language to show their engagement in learning during lessons.

**Implementation:** The following guidelines apply to positive body language in the classroom:

Eye contact: Students are expected to maintain eye contact with the teacher and other students when speaking or listening.

Posture: Students are expected to sit up straight and avoid slouching, crossing their arms, or resting their head on their hand.

Gestures: Students are encouraged to use gestures and facial expressions to express their understanding, ask questions, or respond to prompts.

Active listening: Students are expected to actively listen to the teacher and other students, nodding, and providing feedback when appropriate.

Enforcement: Teachers will encourage and remind students to use positive body language during lessons. We appreciate that there are a range of factors which lead to involuntary lapses in appropriate body language. However, when we identify students who repeatedly



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demonstrate body language which detracts from the quality of the learning environment we will craft an appropriate intervention strategy to help the student to meet our expectations.

### Departure from Lessons

1. Students must remain in their seats until the teacher dismisses the class. This ensures that important announcements or reminders can be shared with the whole class and that students can leave the room in an orderly manner.
2. Students must ensure that their workspace is clean and tidy. This includes putting away any materials they used during the lesson, throwing away any litter, and leaving the area as clean as they found it.
3. Students must respect their classmates and the teacher by leaving the classroom quietly, without disrupting other classes or causing a disturbance.
4. Any borrowed materials, such as textbooks, must be returned to the teacher or the designated area, following any specific instructions provided.
5. Any questions or concerns about the class must be brought up with the teacher after class, during designated office hours or through other means of communication.

By following these guidelines, students can help maintain a positive and respectful learning environment and show consideration for their fellow classmates and teachers.

### Behaviour and Responsibilities with a Substitute Teacher

At BIC Sa Porrassa, we understand that staff absences can occur due to illness, supervising trips, facilitating oral examinations, attending a course, or various other engagements. We are committed to providing continuity of curriculum, and to ensure that students continue to receive a high-quality education, even when their regular teachers are not available. This involves ensuring that suitable staff members are assigned to cover the class, and that appropriate guidance and materials are provided to ensure that lessons run smoothly. We ask that all students support this process by following the guidelines provided for behaviour and responsibilities with substitute teachers, and by treating all staff members with respect and courtesy.

1. Students are expected to treat substitute teachers with the same respect and courtesy they would extend to their regular teachers. This includes arriving on time, being attentive during the lesson, and following instructions carefully.
2. Students should introduce themselves to the substitute teacher, and be helpful in ensuring that the class runs smoothly. This includes informing the substitute teacher where important materials, such as textbooks, notebooks, or equipment, are located and any other information they may need about curriculum coverage.



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3. If students have any specific questions or concerns about the lesson or classwork, they should raise them with the substitute teacher. This will help to ensure that the lesson is productive and any queries can be resolved in a timely manner.
4. Any misbehaviour or disruptions in the class will not be tolerated, and will be dealt with accordingly by the substitute teacher or relevant school staff.

By following these guidelines, students can help to create a positive learning environment and ensure that lessons run smoothly, even when their regular teacher is not available.

## Procedure for When No Teacher Arrives

At BIC Sa Porrassa, we pride ourselves on providing a high-quality education, which is dependent on a well-organised and structured curriculum. It is extremely rare that a teacher would not turn up to a lesson, but in the unlikely event that this occurs, it is important that our students are aware of the procedures to follow to ensure their safety and continued learning.

1. If the teacher is more than 10 minutes late, students should inform the reception or the office staff immediately. The office staff will then make the necessary enquiries to locate the teacher and inform the students of any updates.
2. While waiting for the teacher, students should remain in the classroom and continue with any independent work, reading or revising that they have been assigned. Students must not leave the classroom without permission.
3. Any issues or concerns should be brought to the attention of the office staff, the Head of Primary/Secondary or the Principal, who will address the issue accordingly.

By following these guidelines, students can help ensure their safety and maintain a productive learning environment even in the unlikely event of a teacher not showing up to a lesson.



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## Non-Lesson Time

### Arrival at School

Students are not to be on school premises before 08:30. If you arrive at school before 08:30 you must wait by the main gate.

Children of staff members must not enter the school building without an accompanying member of staff.

Coats must be off before entering the school building.

Secondary students may only enter school through the main gate at the centre. Until 08:45 students must be in the outside areas. Students with bikes and scooters can enter through the South gate.

Reception, Year 1 and Year 2 students may enter through the South gate into the playground where parents of these children only may enter and park to drop off.

Year 3-6 students must enter through the main centre gate and go directly to wait in the outside playground area, where they are supervised by staff on duty, until collected by teachers at 8:55am.

### Registration and Assembly Time - AM and PM

Secondary AM Registration - When it is not their assembly day, students are to be at their form rooms at 08:45. On an assembly day, they must line up outside the canteen to be registered by their tutor.

The assembly days are as follows:

- Monday - Galileo
- Tuesday - Parks
- Wednesday - Roosevelt
- Thursday - Winton
- Friday - Year 11-13 (on specific weeks)

Secondary students who arrive at school later than 08:45 will be registered as late and must sign in at the school Reception. In cases of lateness without a valid excuse, a detention may be issued. You must not attempt to enter through the other gates if you have arrived at school late.



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### Primary AM Registration

Primary students are collected from the playground and registered in class by their form tutor at 9:00. Year 3-6 Students must unpack their bag, take out their planner and read quietly or complete assigned tasks. R, 1 and 2 students must follow the class teacher's morning routine.

Primary students who arrive after 9:00 will be registered as late and must sign in at the school Reception.

## Break and Lunch Times - General Conduct

Break and Lunch Times are moments where students have more freedom to spend their time as they wish with lighter supervision than during lesson time. These are times when students can eat, socialise, play games and choose to spend their time in a range of ways. These periods of greater student freedom are our greatest indicator of whether our students have embraced the core values of BIC.

As general guidance, we would expect the following conduct during break and lunch times.

Students must treat each other and learning spaces with respect. Students must model the school values as set out in the school behaviour policy.

### **Use of Sports Areas:**

Day	Football Court	Green Court	Basketball	Volleyball	Football on the Field
Mon	Year 10/11/6th form	Year 7	Year 5	Year 6	Year 3/4
Tues	Year 10/11/6th form	Year 8	Year 6	Year 9	Year 4/5
Weds	Year 10/11/6th form	Year 9	Year 7/8	Year 10/11/6th form	Year 5/6
Thurs	Year 10/11/6th form	Year 7/8	Year 9	Year 5	Year 2/3



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Fri	Year 10/11/6th form	Year 9	Year 10/11/6th form	Year 7/8	Year 6
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## Break Time

Morning Break Time is from **10:50 until 11:10**.

During this time, students may be in the following areas:

**Secondary**- Students may be on the picnic benches closest to the school building, the half of the playing field closest to the school building and the canteen.

**Primary**- Students may be in the half of the playing field furthest from the school building. Reception and Year 1 in their allocated playground.

**Sports Areas** - There is a rota of who can use which of the sports areas as detailed in the General Conduct section above.

Secondary students must begin moving towards their Period 3 lesson in plenty of time to make it there for the beginning of the period. A whistle will be blown at 11.05. At 11:10 secondary students must be at their Period 3 lesson.

Primary students must line up in their allocated spaces at the back of the gym when the whistle is blown and will be directed to enter the building by duty staff.

The end of break time is not an acceptable moment to begin to get a drink or use the bathroom - this must be done during the main break period.

If it is raining during Break Time secondary students must go to the classroom they would be in for Period 3 and spend the break period there. If it begins to rain during break time and you are directed to go in, go to the classroom where you will be for Period 3.

Primary students spend wet break in their form classrooms.

## Lunch Time

Lunch Time is from **13:00 until 14:00**.

During this time, students may be in the following areas:





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**Secondary-** Students may be on the picnic benches closest to the school building, the half of the playing field closest to the school building and the canteen.

**Primary** - Students may be in the half of the playing field furthest from the school building. Reception and Year 1 in their allocated playground.

**Sports Areas** - There is a rota of who can use which of the sports areas as detailed in the General Conduct section above.

### **Secondary Lunch**

**Students may go to the canteen to collect their pre-ordered lunches at the following times:**

Years 7 and 8 may queue outside the canteen door, or in the Primary corridor if it is raining, from 13:10. You must stay in a single line and only enter when directed to. On arrival you must join the **end** of the queue.

Years 9 to 13 may queue outside the canteen door, or in the Primary corridor if it is raining, from 13:20. You must stay in a single line and only enter when directed to. On arrival you must join the **end** of the queue.

Students with school lunch must queue up outside the canteen and wait to be given their food receipt from the member of staff on duty.

Students who do not have school lunches may eat their own food in the school canteen. They may also eat on the benches under the canopy.

Students must begin moving towards their PM Registration in plenty of time to make it there for the beginning of the session. A whistle will be blown at 13:55. At 14:00 students must be at their PM Registration.

### **Primary Lunch**

Primary students are taken to the canteen by their Period 4 teacher where they must sit in their allocated family table place. Children with school lunch must take a tray and line up sensibly. Lunch stickers will have been given in advance by CCL during P4.

Children must eat demonstrating good table manners and not move around the canteen without permission. If the noise levels are too high a whistle will be blown. If this is repeated students will be asked to eat in silence.

Students remain for at least 15/20 minimum to eat and then they must ask permission when finished before clearing trays or packed lunches away to the relevant trolleys.



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Students must not return to classrooms to collect items, coats etc but go directly to the playground areas. All items needed for lunch must be brought with them.

The end of lunch is not an acceptable moment to begin to get a drink or use the bathroom - this must be done during the main body of the lunch period.

If it is raining during Lunch Time students must go to their registration room and spend the period there. Primary students spend wet lunch break in their form classrooms.

## Movement Between Lessons

In the transition between one lesson and the next, the only activity a student must be engaged in is getting to their next lesson. Unless they have been given specific instructions from a member of staff, there is no valid activity for a student to be engaged in between lessons other than getting to their next class.

Students must not make visits to the bathroom (secondary), their locker, or anywhere else other than their next lesson in the changeover between lessons.

Students must walk at a sensible pace on the left hand side of the corridor.

Upon arrival at their lesson, teachers must be waiting to greet students at the door whilst also monitoring general conduct in the corridors. Students must not lean on the walls whilst waiting for lessons.

## Use of the Toilets

The school bathrooms are only to be used in their intended way. They are not ever to be used as social or recreational spaces. Once they have made use of the toilets and washed their hands, students are to leave these areas immediately.

It is every student's right to have access to clean, functional and safe bathroom facilities. Any student action in which these facilities are misused will be taken very seriously.

Students must, wherever possible, use break and lunch times to make use of the facilities.

If you find the bathroom unclean or with anything broken please report this to reception or the nearest staff member.

### **Secondary**

In a case where a student absolutely needs to use the bathroom during lesson time, they must gain permission from their teacher for that period. The teacher will allow the student to



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use the bathroom or, if the bathrooms are already at full capacity, they will be entered into the digital queue on the tracking sheet and allowed to go to the bathroom when the queue has cleared.

### **Primary**

Bathroom use in primary is age appropriate, however in Years 3-6 children must aim to use the bathrooms at break and lunch and in lesson transitions wherever possible.

## Departure from School

### **Secondary**

At the end of the school day, students are to make their way promptly to the exit in order to be picked up or to make their own way home.

### **Primary**

Students are taken by their teachers to the relevant pick up points and are only allowed to leave when visual contact has been made between the teacher and parent/caregiver or older sibling. Only children in Year 5 and 6 with permission from parents are allowed to leave the school site by themselves.

**Year 5 and 6** -Furthest exit by language classrooms (North Gate)

**Year 3 and 4** -Main gates

**Reception, Year 1 and Year 2** -Early Years playground (South Gate)

### **Extra Curricular Activities**

If a student is at an Extra Curricular Activity, this must be arranged in advance with the provider and the student must be at this activity until it ends and then leave the school site promptly thereafter. Primary students must remain with the provider until their parent has collected them from the activity. Primary students must book into homework club this is not default for a cancelled ECA.

Students must never be on school premises unsupervised outside school hours.

## Use of Private Study Periods (Sixth Form)

### **Study Time**

Sixth Form students have a number of Study Lessons on their timetables. Periods of non-tuition are referred to as Study Lessons, as A Level success requires a good deal of personal extension work. Sixth Formers have been provided with two Study Rooms:



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1. The larger one acts as a common room in break and lunch times. Facilities have been provided to reflect the maturity of the Sixth Form and our trust in them. We expect these, and the room, to be used appropriately. The larger Study Room allows students to work collaboratively and more informally but all must recognise the needs of others for a working atmosphere to be prioritised.
2. The smaller Study Room is known as the Silent Study Room as it exists for silent study. Many students find silence is essential for the level of thinking that A Levels require. Students who want to talk must do so outside of the Silent Study Room.

Students can also choose to study outside on the patio area or in an empty classroom if working away from other people/distractions is important to them.

Wherever students are studying it is essential that they recognise that, as senior students in the school, they act as role models for other students. There is always the chance that younger students, visitors or teachers will walk past; we want the Sixth Form to be seen at its best, everytime.

### Assemblies

Throughout the year, there will be department assemblies in the school Sports Hall. Fortnightly primary assemblies are held in the canteen.

In such occasions, Years 8-10 must enter through the main entrance. Year 7 are to arrive through the side door closest to the Early Years playground. Years 11-13 are to enter through the side door closest to the basketball court.

Students are to enter in silence, take a seat with the rest of their year-group and listen in silence throughout the assembly.

When dismissed, students must assist in the packing away of chairs when required and then exit through their designated doors.



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## Conduct Off-Site and Online

### Introduction

Whilst we are all entitled to our separate private lives, all students are expected to maintain the school's values of Excellence, Respect, Responsibility, Integrity, and Compassion both on and off school premises and during online activities. The behaviour of students during school trips, travel to and from school, and online conduct outside of school hours can have an impact on the reputation of the school and can affect the well-being of other students and the wider community.

### Implementation

Conduct off-site: Students are expected to behave appropriately and to represent the school's values when participating in school trips, field trips, or other off-site activities. This includes showing respect for others, following all school policies and procedures, and complying with all instructions given by staff members.

Travel to and from school: Students are expected to behave appropriately when travelling to and from school. This includes showing respect for others, being considerate of the community, and complying with all local laws and regulations.

Online conduct: Students are expected to behave appropriately and to represent the school's values when engaging in online activities, both during and outside of school hours. This includes showing respect for others, being mindful of their digital footprint, and following all school policies and procedures related to technology use.

### Enforcement

Students who engage in inappropriate behaviour off-site or online may face disciplinary action, which may include a warning, detention, suspension, or referral to the school administration.

### Student-Staff Online Communication

All student-staff communication must be conducted using the student's school email accounts, and must maintain the same level of work-focused, respectful interaction that is expected in lessons. Students are not permitted to contact staff members using personal email or social media accounts.



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Students are expected to communicate with staff members in a respectful and professional manner. This includes using appropriate language, being clear and concise in their messages, and showing consideration for the staff member's time and workload.

All student-staff communication should be related to schoolwork, assignments, or other school-related matters, including instances where a student may wish to discuss their own wellbeing.



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## Conduct During Examinations

As part of our curriculum schedule, students will be required to sit a range of public and internal examinations during the course of their time at BIC. During official examinations, students will be sent explicit instructions and timetables of the times and locations of each paper. As a brief overview, the expectations listed below provide a useful indication of expected conduct during school examinations.

1. Students must arrive promptly for exams and be seated quietly and quickly in their assigned places.
2. Any prohibited items, such as mobile phones or smartwatches, must be switched off and placed in bags or in designated areas.
3. During exams, students must follow the strict guidelines set by external exam boards, which include: no communication or interaction with other students, no looking at other students' work or allowing others to see their own work, no borrowing of materials, and no leaving the examination room before the designated time.
4. Any breach of these guidelines will be treated as cheating, and could lead to disqualification from the exam.
5. Students must not disturb the exam conditions by talking or making noise during the exam.
6. If a student has a question or concern during the exam, they must raise their hand and wait for the invigilator to approach them.
7. At the end of the exam, students must remain seated until instructed to leave by the invigilator.

By following these guidelines, students can help to ensure a fair and orderly examination environment, and avoid any potential issues or penalties associated with cheating or disruptive behaviour. At BIC, we take academic integrity and exam regulations very seriously, and we expect all students to comply with these guidelines to the best of their abilities.



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## Attendance

### Introduction

All students are expected to attend school regularly, and to make every effort to maintain good attendance throughout the academic year. Regular attendance is essential for academic success, and plays an important role in developing good study habits, social skills, and responsibility.

### Implementation

The following guidelines apply to student attendance:

- Regular attendance: Students are expected to attend school on time, every day, unless there is a legitimate, unavoidable reason for absence.
- Punctuality: Students are expected to arrive at school on time for all classes and activities.
- Excused absences: Students who are absent for a legitimate reason, such as illness or a family emergency, should provide a written excuse from their parent or guardian, which should be submitted to the Principal, Head of Secondary or Head of Primary for final approval.
- Unexcused absences: Students who are absent without a legitimate reason will be marked as unexcused, and may face disciplinary action, such as a warning, detention, or referral to the school administration.
- Make-up work: Students who are absent are responsible for making up any missed work, and should make arrangements with their teacher.

### Enforcement

Teachers and staff members will monitor student attendance and notify parents or guardians if a student has excessive absences or lateness. Students who repeatedly fail to comply with the policy may face disciplinary action, such as a warning, detention, or referral to the school administration. The full breakdown of our attendance procedure will be included in the next draft of this document.

### When you need to leave during the school day

If a child feels unwell or needs to leave the school premises for a mid-day appointment, they should follow the following procedure:





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Notify the teacher: The child should inform the teacher whose class they should be in that they are not feeling well or need to leave for an appointment.

Obtain permission: The teacher or staff member will grant permission for the child to leave, and will inform the school office that their permission has been granted.

Sign out: The child or their parent/guardian must sign out at the main office before leaving the school premises.

Follow-up: If the absence is due to illness, the child should return to school only when they have fully recovered. If the absence is due to a mid-day appointment, the child should return to school after the appointment, and provide a note from their parent/guardian verifying the appointment.

It is important that the child follows this procedure to ensure that their absence is properly documented and that their whereabouts are known at all times. Parents/guardians should also ensure that the school has up-to-date contact information in case of an emergency.