**Nicolaus Copernicus Polish Saturday School**

**School Code of Conduct Policy**

Our Code of Conduct policy recognises the right of every individual in our community to teach and to learn without disruption, and to be given opportunities to develop his or her talents in a caring and supportive environment.

**Pupil Rights**

Pupils have the right to be treated with respect and care.

Pupils have the right to be protected from discrimination and bullying and intimidating behaviour.

Pupils have the right to be treated fairly.

Pupils have the right to a fresh start.

Pupils have the right to be told the truth and to be listened to.

Pupils have a right to learn in peace, free from distracting and disrupting behaviours.

**Responsibilities**

***Parental responsibilities***

Nicolaus Copernicus Polish Saturday School will ensure that parents are kept informed of their child’s education and Parents are asked to co-operate with the school as an indication of their support for the school ethos and it’s Code of Conduct.

Parents should encourage their child to aim for excellent attendance and punctuality and reinforce the importance of good attendance at school.

Parents are responsible for the transport and attendance of their children in the school.

Parents are responsible for the update of contact details of each pupil.

Parents should ensure that their child wears appropriate dress for the environment of a school.

Impose appropriate boundaries at home that encourage good self-discipline.

Ensure that pupils make a positive start to the school day by eating a healthy breakfast.

Establish good routines at home that allow children and encourage them to be organised and able to complete homework and/or revise.

Ensure that pupils are equipped for school.

Ensure that pupils complete all homework set and inform teachers if there is a genuine difficulty in completing homework.

Parents are asked to make all payments of fees to the school as appropriately due, according to the charging policy (see below). Non-payment of fees (exclusion after 3 months) will result in the refusal of allowing the pupil to attend.

Parents should use language that is appropriate to a school setting.

***Pupil responsibilities***

Pupils should treat all staff and other users of the school facilities with respect.

Pupils should treat each other fairly, giving everyone an opportunity to contribute, with respect and care.

Pupils should be considerate in their actions towards others, and refrain from behaviour which humiliates or hurts others. Pupils should recognise, tolerate and celebrate their individual differences.

Pupils should tell the truth at all times.

Pupils should do their best for themselves and for the school community, use their talents to help others.

Pupils should use language that is appropriate to a school setting.

***School responsibilities***

**Teachers are responsible for:**

Being punctual to lessons.

Ensuring that classrooms are stimulating learning environments, that teaching and learning is carefully matched to the needs of all pupils, and that pupils have an opportunity to contribute positively to their learning.

Teachers are responsible for the management of classroom behaviour and for supervising the students during break time.

Encourage positive and equal contributions in the classroom from all member of the class.

Encourage pupils to develop their talents.

Listen to pupils.

Wherever possible, give pupils a fresh start.

Build trust through mutual respect and ensure justice through consistency.

For the upkeep of the facilities whilst in the school and also to maintain a level of respect for their schools environment.

Reporting any incidents of concern to the School’s Head Teacher, DSL or a School’s Governor.

The safe keeping of all student and parents details and to only keep for as long as necessary.

**The Head Teacher is responsible for:**

Primarily the Head teacher is responsible for the teaching and learning at the school, determining the quality of teaching in all the year groups.

Ensuring that the school is a place that encourages positive behaviour, discourages bullying and promotes equality.

The Principal is responsible for determining the sanctions for poor behaviour in the classroom and around the school and reporting to the Governors of any such sanctions.

The Principal must be consulted when serious sanctions such as fixed-term exclusions are to be applied, and must be kept informed of other serious sanctions.

**The School Governors are responsible for:**

The Governance of the school has the responsibility to ensure that policy and practice on all matters is in keeping with the school's foundation.

**Sanctions;**

* Any activity of a criminal nature will involve informing the police and the possibility of other services such as social services.
* Poor behaviour that happens out of school may still be dealt with by school depending on the nature of the behaviour.
* The NCPSS recognise that from time to time young people behave in a manner which is unacceptable to their teachers and counter to the school's guiding principles. It may be that an individual's behaviour is dangerous to himself or herself, and to others; or, it may be that the behaviour of an individual is detrimental to the education and wellbeing of other pupils in school. The Governance expect that staff, will respond to all situations that arise in school. It is in particularly serious cases that the governance will be called upon.
* It is the Governors right to exclude any pupil from the school who is persistently disruptive to their class and the teacher.
* The Governors of the school has the right to ask any pupil, teacher, parent of the school or member of the public to leave the site of Bishop Walsh Catholic School if they feel their behaviour is inappropriate for the environment and to inform the appropriate authorities if it is in their view necessary.
* The Governors are responsible to ensure all parents pay all fees promptly and not to fall in arrears as the school may refuse to teach the student whose fees are unpaid.

**Equal Opportunities;**

We believe that equality at our school should permeate all aspects of school life and it is the responsibility of every member of the school and wider community. Every member of the school community should feel safe, secure, valued and of equal worth.

NCPSS in good faith acts in accordance with legislation from The Equality Act 2010 and Government Equalities Office which protects people with specific protected characteristics from discrimination and inequality of opportunity irrespective of their:

* Age
* Disability
* Gender
* Gender Identity
* Ethnicity, Race, Colour or National Origin
* Religion, Belief or Faith
* Marriage or Civil Partnership
* Pregnancy
* Sexual Orientation

NCPSS aims to be an inclusive school. This means that equality of opportunity must be a reality for our children. We make this a reality through the attention we pay to the different groups of children within our school.

We aim to achieve educational inclusion and equality by continually reviewing our practise and outcomes, asking these key questions:

* Do all our children achieve as well as they can?
* Are there differences in the achievement of different groups of children?
* What are we doing for those children who are not achieving their best?
* Are our planning, teaching and interventions effective?

*Access arrangements for children with disabilities.*

NCPSS will make reasonable adjustments (if possible) to enable disability access possible for student wishing to attend with permission of Bishop Walsh Catholic School so that it does comply with The Disability Discrimination Act 2005. This may be the moving around of classroom to allow access.

**Staff Training;**

All staff will know of this policy at induction and through staff meetings. Staff will receive updated information about any behaviour measures and actions and be supplied with appropriate resources. Staff have a professional responsibility to maintain their competence in responding appropriately to any behaviour incidents and to seek further advice and support if needed.

**Charging Policy:**

The NCPSS is a non-profitable organisation.

The organisation charges to parents are reviewed by the Schools AGM each year.

The charges to parents are principally for the payment of the expenses to teachers, teaching assistants, admin staff; for the rent of the venue and for educational resources.

The governors recognise that some parents may experience financially hardship and are open to being approached in a confidential manner for a reduction in the fees until personal finances improve.

Governors of the school have the right to remove any pupil from the school if the school fees are overdue after reminders have been sent.

Damage to Property

Where a child or group of children have behaved in an unacceptable manner which results in the damage or destruction of school property or its buildings, the Governors reserve the right to charge the parents of these children a proportion of the cost of repair or replacement of the relevant items.

**Concerns and Complaints.**

In the majority of cases the concern should be handled, if at all possible, without the need to undertake any formal procedures and this should be the objective of all parties involved. The complaint should be initially discussed with the relevant member of staff, for example the class teacher. There is no need at this stage for the complaint to be put in writing, however the staff member should complete a record outlining the nature of the complaint and the agreed actions to be taken.

If the complaint cannot be resolved informally, then the complainant may, if they wish, proceed to the Head Teacher or the Governing body (whichever is appropriate) by completing and submitting a request to the relevant person this should be submitted within 10 school days of the conclusion .

On receipt of the complaint, the relevant person will:

• acknowledge receipt of the Complaint within 10 days.

• investigate the complaint and decide how best to resolve it. This would normally involve meeting with and interviewing the complainant and any other persons.

• within 10 days of completing the investigation, write to the complainant outlining how the investigation was conducted and the outcome of the complaint.

**GDPR Compliance**

This Privacy Policy will explain how our organization uses the personal data we collect from you when you use our website or enrol your child in our school.

**What data do we collect?**

Our organization collects the following data:

* Personal identification information (Name, email address, phone number, etc.)
* Child’s date of birth, address, doctors details, health issues

·**How do we collect your data?**

You directly provide our school with most of the data we collect. We collect data and process data when you:

* Subscribe online to school’s newsletter
* sign a Volunteer Agreement or
* fill out school enrolment form for your child in person or via email.

**How will we use your data?**

Our organization collects your data so that we can:

* Email you with special information in relation to school’s activities, requests and remainders to keep you informed about latest news and developments.
* Phone you directly if we are concerned about your child wellbeing (absence, illness, etc)
* Contact you about missing or overdue fees payments

**How do we store your data?**

Our school securely stores your data on digital devices, secured with a robust passwords.

Our Company will keep your details for as long as you are a member of Polish Saturday School. Once this time period has expired, we will delete your data.

**Marketing**

Our organization would like to send you information about services of ours that we think you might like, as well as those of Polish Educational Society in London

You have the right at any time to stop our school from contacting you for marketing purposes.

**What are your data protection rights?**

Our Company would like to make sure you are fully aware of all of your data protection rights. Every user is entitled to the following:

The right to access - You have the right to request our school for copies of your personal data.

The right to rectification - You have the right to request that our school correct any information you believe is inaccurate. You also have the right to request our school to complete information you believe is incomplete.

The right to erasure — You have the right to request that Polish School erase your personal data, under certain conditions.

The right to restrict processing - You have the right to request that our school restrict the processing of your personal data, under certain conditions.

The right to object to processing - You have the right to object to our school’s processing of your personal data, under certain conditions.

The right to data portability - You have the right to request that our school transfer the data that we have collected to another organization, or directly to you, under certain conditions.

If you make a request, we have one month to respond to you. If you would like to exercise any

of these rights, please contact us at our

email: info@polskaszkolabham.co.uk

The school’s website contains links to other websites. Our privacy policy applies only to our website, so if you click on a link to another website, you should read their privacy policy.

Changes to our privacy policy

Our school keeps its privacy policy under regular review and places any updates on this page. This privacy policy was last updated on 5 September 2021.

How to contact us

If you have any questions about our organization’s privacy policy, the data we hold on you, or you would like to exercise one of your data protection rights, please do not hesitate to contact us.

Email us at: info@polskaszkolabham.co.uk

Call us: 07898781383