

THE OXFORD ACADEMY



أكاديمية أكسفورد

Parent Handbook

Parent Information Handbook

Dear Parents,

Welcome to Oxford Academy. As with all school we have rules and regulations, which must be followed by both staff and pupils. This is to ensure the safety and education of those children in our care. Our decisions are always based on “The child’s best interests.” However, we know the parents have certain expectations, and the Ministry of Education have their regulations, to which we have to adhere.

This booklet will help you get acquainted with the rules and procedures during your child’s time at Oxford. Please follow these rules strictly so we can have a safe, fruitful and functioning environment.

Yours faithfully,

MISSION STATEMENT

Oxford Academy is committed to academic excellence through personalized learning for every student and careful attention is given to student's individual learning styles and learning needs.

Oxford Academy is a school where rigorous goal setting is linked to quality assessment of learning outcomes and a school where lessons are enjoyed and students are supported beyond the classroom in their journey to adulthood.

Oxford Academy is a school where students, staff, parents and the wider community share a close connection, are happy, challenged and rewarded.

Oxford Academy is a school where we develop a deep respect for Kuwait's religious and cultural norms.

Oxford Academy is a school where we all have a voice within a culture that recognises each person's individual ability.

Oxford Academy is a school where we all have a strong sense of personal worth and where under achievement is not accepted.

Oxford Academy is a school where we all aspire to excel.

VISION

To be one of Kuwait's leading and most inspiring co-educational international schools, providing a well-resourced, strongly academic, British style education.

PHILOSOPHY

Our philosophy is to provide an education which seeks **excellence from all – excellence for all**.

We believe that:

- Students should be educated in a stimulating, safe and happy environment.
- Education should balance the intellectual, physical, social, moral and emotional in order to develop well-rounded, caring individuals who can make a positive contribution to society.
- Young people should be given the opportunity to become confident, self-disciplined and independent individuals who take responsibility for their own learning and seek to develop their own talents and interests.
- All members of the school community - students, teachers and non-teaching staff should have an equal opportunity to succeed regardless of race, gender, ability or cultural and religious background.
- We should celebrate and respect the diversity of languages, cultures and traditions within our school and the wider world.
- With honest and open communication between all members of the school community, including parents, we will build a mutually supportive and successful school.

STUDENT AIMS

By the time our students leave OXFORD they will be able to:

- Seek knowledge and become lifelong learners.
- Have a positive work ethic.
- Have social and interpersonal skills by involvement in all aspects of school life.
- Be articulate, analytical, expressive and receptive communicators.
- Value the importance of achieving their optimum physical and intellectual potential
- Be responsible, contributing members of society.

The School Day

All gates will be open to drop children off in the mornings. Playgrounds will be supervised from 7:15 am.

At the end of the school day children are collected from the playground from 1.45pm.

Parents collect their children from the playground only and must not enter other areas of the school. Parents should leave the school premises as soon as possible.

Main gate opening times	Gate 2 opening times	Bus gate opening times
06:00am – 3:30pm	6:30am – 7:25am 01:45pm- 2:15pm	06:45 am – 07:45am 01:45pm – 2:15pm

CURRICULUM

Oxford Academy follows what is essentially the British curriculum. We follow the New National Curriculum for England and Wales which concludes with IGCSE examinations at year 11.

Throughout the school Arabic and Islamic studies enrich the curriculum significantly. Through this curriculum, we aim to have all students make the most of their academic opportunities.

The curriculum is divided into two areas:

Area	Section of the School	Year Groups Covered	Age of Students on entering these years	External exams taken
Key Stage 3	Secondary School	Year 7	11	
		Year 8	12	
		Year 9	13	
Key Stage 4		Year 10	14	
		Year 11	15	Year 11 - IGCSE

In Years 10 and 11 students will take 8 subjects for IGCSE. Maths, English, Arabic and Islamic Studies (or life skills) are compulsory. IGCSE exams are externally marked, and are graded on an A* to U scale.

TEACHING AND LEARNING

Key Stages 3 and 4 students have specialist teachers for all their subjects. The core curriculum of Mathematics, English and Science is supplemented by Arabic and Islamic Studies, History, Geography, Social Studies, ICT, PSHE, French, Art and Physical Education. Classes move from room to room for 7 lessons a day.

The key to our learning at Oxford Academy is **understanding** and **application**. Students will not, at any age, be asked to learn lots of facts or information by heart. They will however, be encouraged to develop critical thinking skills, to ask questions, and to formulate hypotheses from evidence they have in front of them.

ASSESSMENT AND REPORTING

Student's work at Oxford Academy is assessed continuously throughout the term by unit tests, coursework, classwork and other assessment processes. Examinations generally take place at the end of term 1 (December) and at the end of the academic year (June). Assessments for years 7 – 11 take place in designated classrooms assigned by the VP of Academic. IGCSE examinations are set by external examining bodies from the UK.

Academic Reports are issued to parents twice a year, once in January and once in June after the Term 1 exams and after the end of year exams respectively. Interim Reports are also issued twice a year.

Parents are able to request an interview at any other time in the year by phoning the Administration office and making an appointment with a teacher at an allocated time. You will be asked to sign a form to confirm meeting, you will receive a copy, and one will be kept on file.

ATTENDANCE

Regular attendance at school is vital for success. Throughout the school year students are expected to attend all classes on time. If for any reason students are unable to attend school (because of illness, Hajj or bereavement), then parents should send an absence note on the day the child returns to school. All illnesses must also be accompanied with a medical note in order to be counted as a justified absence.

Students should not be allowed to stay away from school unless it is absolutely necessary, as absence means missed work and gaps in their understanding. This may make the next stage of learning difficult. On the other hand, if a student is genuinely ill, then it is better that they are cared for at home.

Sometimes it is necessary for a student to be absent from school for other reasons. In this case the approval of the school should be sought beforehand and evidence of the reason given to the school on the students return. The school is obliged to report to the Ministry of Education the names of students who have more than 15 days of unapproved absence in any one year.

For those students who are regularly late to lessons, or skip them altogether, the school will contact the parents and follow up with disciplinary actions.

Parents who wish to collect children earlier than the normal departure time should inform the school office by **8:00am**. Students are to report to the office before departure and must be collected by a parent or their nominee. Students are not permitted to leave the school grounds early on their own. The office will issue an Exit slip.

No student is allowed to telephone parents to ask to be collected.

Students who are ill and need to go home must see the school Nurse, who will then notify the parents where necessary.

No exit slips will be written during the last half hour of the school day.

If students arrive after 7.50 am, they must collect a late slip from the office. Habitual lateness will be commented upon on report cards. Punctuality contracts are likely to be issued where there is more than 10% lateness.

Documented medical appointments will not be counted as 'late'.

LATENESS - Student

If students arrive after 7.50 am, they must collect a late slip from the office. 'L' will be recorded on the register either by the class/form teacher or by a secretary. If your child is late they will be supervised, but will not be permitted to join the first lesson, they will also receive a break supervision. Habitual lateness will be commented upon on mid-year and end of year reports by the form tutors.

Documented medical appointments will not be counted as 'late'.

BUSES

OXFORD provides a Bus Transport Service for its students.

Students must go promptly to the bus at the end of the school day. They may not go to the library, IT rooms or play games in the yard. The secretary in charge of the buses must be informed if a student is staying late for a club or other official school activity. There is an 'Alteration to Transport Arrangements' for this purpose. Messages sent via friends or siblings are not acceptable. Unfortunately, buses cannot be provided for students who stay late for club or other activities.

- Students are not allowed to eat, drink or chew gum on the bus.
- There must be no opening of windows, standing up or changing of seats while on the bus.
- Shouting, teasing or use of bad language is all forbidden.
- Students must follow the instructions of the driver, any accompanying adult and the bus monitor.

Please remember that travelling on the school bus is a privilege, and misbehavior or breaking of the bus rules by a student will result in that student losing their chance to travel on the school bus.

CANTEEN

There is a canteen at the school where students are able to buy snacks and drinks. Students are only allowed to buy snacks before 7:30 am and in their designated break times. No students are allowed to buy snacks from the canteen between lessons.

The pastries, sandwiches and salads are freshly made and delivered to the school each day.

Students can, of course, bring their own snacks and drinks to school but the following items are absolutely forbidden:

- Chewing gum/bubble gum
- Fizzy drinks/drinks in glass bottles

If a child brings any of these items to school teachers must confiscate them.

Please help us to encourage all our students to be health conscious and aware of how to keep fit and healthy.

Ordering food into the school is not allowed

CHEWING GUM

No staff or students are to chew gum on school property at any time.

CLASS PLACEMENT

In British Curriculum schools, students are placed in a year group according to their age.

Within each year group there are several classes, and the school determines which of these classes a student will be placed in. Parents have a right to choose which school their child attends, but they do NOT have the right to choose which teachers in that school teach their child.

Demands or requests for specific teachers will in all cases be denied.

CLASSROOM EXPECTATIONS

- Treat all people with respect
- Arrive to class on time and ready to learn
- Follow the teacher's instructions
- Respect the rights of others to learn
- Listen and not talk over others who are speaking
- Always speak English in the subject lessons which are taught in English
- Look after school property and resources
- Do not eat, drink, talk or chew in class
- Do not write on the desks

- Keep the school environment tidy
- Request permission to leave class and have the class teacher comment in Homework diary. (If you are challenged by any member of staff without written permission from the class teacher you will be asked to return to class)
- Comply with the dress code rules and behaviour expectations of the school
- Absolutely no communication during assessments

The following should be evident in each classroom:

- students arrive on time, settle quickly, sit in an orderly fashion, and are ready to learn
- students are equipped with all the stationery and books required for their lesson and do not wait until they are told to get these out
- students engaged in their learning and on task
- students listening to others speak
- low level discussion in cooperative learning activities
- students talking to their teacher and other students respectfully
- students putting their hands up and answering questions or asking the teacher questions
- a tidy and well looked after classroom with student work displayed
- students recording their learning in their notebooks which is tidy and complete
- a positive and energetic feel within the class
- Classrooms are left free of litter with chairs pushed under tables ready for the next class

CODE OF CONDUCT – Students

All members of Oxford Academy community have rights and responsibilities as partners in education and should follow practices which demonstrate respect for the laws and regulations of our society.

The school recognises the following appropriate behaviours, which make the school a safe and effective place of learning, and which brings credit to the school and individuals. It is expected that the child understands and accepts these notions before they enter the school.

- Using language and actions that encourage mutual respect and courtesy.
- Respecting the views of others.
- Being sensitive to the needs of, and caring for others.
- Resolving conflict in a non-offensive manner.
- Reporting incidents of physical abuse, or verbal abuse, or harassment.
- Attending regularly and being punctual to all activities.
- Being prepared for all classes and activities.
- Observing all safety rules.
- Caring for personal and public property.
- Accepting responsibility for one's own learning.
- Completing all work honestly to the best of one's ability.
- Working co-operatively with others.
- Accepting that one is responsible for one's personal behaviour in all situations.

- Observing the laws and regulations of our society.

COMMUNICATION WITH THE SCHOOL AND TEACHERS

Homework diaries are an ideal way for parents to communicate with teachers and vice versa. Parents should be encouraged to check the diary each day and sign the diary at the end of each week. Form tutors must check the diary each week also.

Apart from this, if parents would like to meet with teachers, parents should ring the school and request an appointment to see the Teacher concerned as a first port of call. After this, parents are then welcome to make appointments with Heads of Department (curriculum), Form Tutor (discipline and behaviour), VP of Pastoral or HOSA, VP of Academic or the Principal based on the recommendation of the initial conversation with the Teacher or Tutor. This is the preferred method of communication. The Principal, VPs, or HOD may be available at short notice but this cannot be guaranteed so an appointment is preferred.

Teachers are not to be questioned during the time parents collect or deliver children to the school. An appointment must be made through the Office Administration if you do need to have longer conversations.

DISTRIBUTION OF WORK BOOKS, HOMEWORK DIARIES AND TEXT BOOKS

Textbooks are distributed by each class teacher during the first week of the school year. All copies must be stamped with the school logo, and be numbered before distributing to students. Only books that have Ministry approval may be distributed. The Office Manager holds the Ministry approved copy and the relevant paperwork. Censored sections must be removed or covered before handing out to the students.

Lost textbooks are charged at 5KD or 10KD depending on the cost of the book. If the book costs more than 10KD the full price of the book is charged

DRESS CODE – Students (Please refer to: ‘School Uniform’)

EARLY DEPARTURES BY STUDENTS

Students are **not** allowed to leave school early.

Parents who wish to collect children earlier than the normal departure must inform the front office by 8:00 am that morning.

No student is allowed to phone parents to ask to be collected. Students who are ill and need to go home will have the parents notified by the school Nurse.

Students should not be leaving during the last half hour of the school day.

EATING AREAS

Students should eat their snacks in the playground or other designated areas. There should be no eating in classrooms, the only exception is during Ramadan for those who still wish to eat, they will be allocated classroom spaces or another designated area.

Students must be finished eating and drinking by the time the bell goes for the end of break. Any school equipment should be returned. Students should not be allowed to go to the drinking fountains once the bell has gone, nor should they be eating in their lines when waiting to go to class or make any effort to go to the canteen.

EDUCATION OUTSIDE THE CLASSROOM

School trips are used as a powerful way of consolidating and extending students' learning. Trips are planned throughout the school year to correspond with topics being taught across all areas of the curriculum. We are hopeful that each student should be able to go on at least two trips per academic year.

Parents will be notified about any trip well in advance. No student will be permitted to go on any trip if they have not returned the permission slip and trip monies as requested by the due date.

Unless otherwise notified, all trips will require the full school uniform to be worn. Students who do not comply will not be allowed to go on the trip. If possible, staff should visit the location prior to the visit.

ENTRANCE EXAMINATIONS

All students seeking entry to Oxford Academy must sit an entrance test. This consists of a written test in Mathematics and English, for KS3 and KS4. Students who do not meet an acceptable standard will be denied entry to the school.

Information regarding testing can be collected from the registrar. Once a year group is full, then no further testing for that year will take place.

EXAMINATIONS

Examinations should test skills, understanding of concepts and application of knowledge as well as information recall.

Preparation of exams is coordinated by the Heads of Department for the Secondary School.

Where there is more than one class in a year, exams should be common across the year.

Examination papers with the answers and mark scheme should be approved by the Heads of Department in Secondary. As a security measure no copy of the final paper will be released to teachers before the date of the exam. However, all staff have access to the paper through the Heads of Department in Secondary.

HOMEWORK

Homework plays an important part in the academic success of a student. Students need to get used to the idea that learning takes place in places other than the classroom, that preparation outside class times forms part of their educational experience, that learning is something to be shared with parents and family, and that the development of good study habits leads to later success.

- By the time they reach Key Stage 3 they will have a variety of activities for homework, they will be expected to spend an hour or more on homework each evening and must meet deadlines for submission.

- Key Stage 4 students who are studying for IGCSE courses will have more homework, it will be more structured, and they will be expected to spend at least two hours an evening working.

HOUSE SYSTEM

Students are placed in houses during the first two weeks of the academic year. The students remain in this House for the time they are enrolled at the school. House points are awarded through competitions, student merit awards, special functions and achievement across the three areas of academics, sport, community work and culture.

LITTER

All litter should be placed in the bins in the playground, classrooms or designated area. Staff on break duty will actively ensure that litter is not dropped and will ask students to pick up any litter that is beside them.

Classrooms should be cleaned up whenever a group of students leaves a room. There should be no litter on the floor of any classrooms at the end of the day.

MOBILE PHONES/CD/MP3 Players/Cameras/ iPods/Electronic games

As per the Ministry directive, staff will be expected to confiscate all mobile phones, MP3 players and iPods seen with students. They are to be handed into the HOSA. Phones are returned at the end of term for a first offence, for a second offence these items will be returned at the end of the school year.

NEWSLETTERS

Regular newsletters will be distributed from various sections of the school. Parents are expected to read all newsletters. If a child is absent when a newsletter is given out, a copy will be kept to give to them on their return. Where a reply slip is attached to a newsletter parents are asked to reply as soon as possible. A copy of the newsletter can be requested from the school office, or downloaded from the website. In general newsletters should be distributed to students, for the parents, in the last lesson of the day.

NURSE

Sick or injured students will be sent to the school nurse. During lessons students may ask for permission to go to the nurse from the teacher and they will have permission written in their Homework Diary to leave the room. At the discretion of the teacher another student may escort the sick student to the Nurse. At break times students may go directly to the nurse. Students may not go to the nurse's room for any reason other than to consult her on a personal medical matter or because of an injury.

It is very important that parents are informed about any injuries or sickness that occurs during the day.

The nurse also makes the decision as to whether the parents are notified to collect students.

No students will be given permission to telephone home asking to be collected from school because they are feeling unwell without having visited the nurse.

OPEN DAY

All parents are invited to an open day to get to know their new teachers informally and discuss curriculum issues or personal concerns about their children.

PASTORAL CARE

Central to all that we do at OXFORD is the belief that each of our students should feel individually listened to and valued if they are to thrive. A carefully integrated system of pastoral care has created a strong team of staff, each with the responsibility of looking after the welfare of an allocated group of children.

We like to promote a relaxed atmosphere amongst staff and students in the school, but at the same time we expect students to maintain high standards and expectations. Lapses are responded to with a variety of sanctions. Where a student is for some reason unwilling or unable to meet these standards then the parents will be contacted.

Students who cannot comply with the school expectations will be denied re-enrolment for subsequent years, and will have to find an alternative school to continue their education.

SCHOOL UNIFORM

All students at OXFORD are expected to wear the correct school uniform during the school day and on journeys, events or visits arranged by the school. The school stresses the importance of wearing the uniform tidily and correctly. It is hoped that students will take pride in wearing the uniform and remember that when in uniform they are viewed as ambassadors for the school at large.

Students may wear P.E. kit to school only on days when their class has P.E., however football boots with studs are not allowed. Students who are not in the correct school uniform will have parents contacted to deliver the correct school uniform or students will be sent home to change into the correct uniform. This is also the case if students come to school in their P.E. kit on a day when they do not have P.E.

In extreme cases where a child continues to disobey the uniform rules they will be sent home and told not to return until they comply. All uniform clothing items are available in the school shop.

- White, plain, monogrammed official school shirt with blue collar
- Plain navy blue or black cardigan, pullover or jacket may be worn on cold days. (no writing)
- Navy blue uniform trousers (not tight fitting)
- Plain, flat, black footwear (no stripes, no other colours, no mules, sandals or platforms)

P.E.

- Blue, uniform polo shirt
- Navy blue uniform trousers

Hijabs worn to school should be plain white and neatly pinned, or of a design that does not need constant adjustment.

No Jewellery may be worn to school, except a watch or a pair of stud ear-rings that is gold, silver or pearl for girls. Other items will be confiscated.

Nail polish and make-up is not permitted.

Girl's hair should be plaited, tied back and must be kept tidy at all times with no colour added.

Boy's hair must be neat and tidy and cut off at the collar without any patterns.

All articles of clothing need to be marked clearly with the owner's name. Each student at Oxford Academy is responsible for his or her own property. The school does not accept any responsibility for loss or damage.

SCHOOL RULES

The school rules as listed are the current interpretation of the above Code of Conduct. It is neither possible nor desirable to list every expectation. What we should aim to do is to generate an understanding that any behavior that prevents/disrupts teaching and learning in a safe and secure environment is unacceptable.

Students will:

1. Arrive at school and to lessons punctually.
2. Show respect and courtesy towards each other and towards all the school's staff.
3. Show respect for school property by not damaging it or littering the school grounds.
4. Move quietly and sensibly around the school site.
5. Wear full school uniform.
6. Come properly equipped for all lessons. This includes the necessary textbooks, exercise books, writing equipment and Homework Diary.
7. Not bring personal belongings to school which are not necessary for lessons. These include no personal stereos, mobile phones, and toys.
8. Keep to areas they are allowed to go to a particular times of the day.
9. Not bring chewing gum, cigarettes, matches or lighters into school.

Classroom Expectations/Etiquette

The following rules should be observed:

1. Be on time.
2. Move quietly between classes.
3. Bags are to be kept inside the classroom, unless instructed not to.
4. Make sure that they have all equipment needed + Homework Diary.
5. Line up outside the classroom at the beginning of a lesson.
6. Stand next to their chair until the teacher has greeted them.
7. There is to be no talking in class while the teacher is explaining the lesson.
8. There is to be no eating, drinking or chewing in class.
9. There is to be no writing on the desks or defacing school property.
10. Treat teachers, students, maids and their property with respect.
11. All waste paper is to be placed in the dustbin.

12. Do not move the desks or chairs unless a teacher asks them to do so.
13. Sit in the same place every day unless they are advised by the teacher otherwise.
14. There is to be absolutely no communication between students during tests.
15. Students should not speak any language in class other than English except for Arabic language, Islamic Studies or French classes.
16. At the end of a lesson students are to stand next to their seats until the teacher dismisses them.
17. Students should leave the classroom quietly, and in an orderly fashion.

It is the responsibility of teachers and parents to ensure that students fully understand the schools dress code, code of conduct and classroom etiquette.

SMOKING

The school is a non-smoking campus.

WALK HOME PASSES

Students who have a permission form to walk home may leave the school without adult supervision. The forms require a passport photo and a parent signature, then the HOSA will decide whether to issue a pass or not. (*must live locally*)

WET WEATHER / SAND STORM PROCEDURES

In the case of any weather emergency the students will be kept in the classrooms for their safety unless otherwise notified by the Administration: all outside activities will be cancelled until the weather has cleared.

If the situation occurs at the end of the day the students will be dismissed from class and move straight down to the buses and the gated area, or to the Hall if the need arises and wait to be collected.

HOMEWORK POLICY

Rationale

The value of setting homework is rarely disputed. Regularly set, well thought out homework can:

1. Consolidate what has been covered in class.
2. Prepare students for what is going to be covered.
3. Develop independent study habits and skills.
4. Help both the teacher and the student assess what has been understood and learnt.

There is no doubt that students who succeed academically have also been in the habit of doing homework.

Policy Statement

Homework should be set every week, except the last week before the summer holidays, according to the homework timetable agreed at the beginning of each school year. Homework timetables should be recorded in the students' Homework Diaries in the first week of the school year. Homework should start in the first week of each term.

Teachers should explain the demands of the homework so that all students understand what is required of them.

Types of Homework

The Secondary department will have a range of tasks that is suitable for homework. These will range from learning tables, spellings vocabulary etc. to substantial pieces of written work that will take several hours to complete. The most important activity, however, is reading. This can involve being read to, sharing reading with a parent or sibling as well as independent reading.

BEHAVIOUR POLICY

Aim

The aim of our school's Behaviour Policy is to encourage and reward the sensible and responsible behaviour that should be demonstrated by all pupils at all times and in all situations.

Objectives

1. The promotion of positive behavior patterns.
2. The promotion of high standards of work and self-discipline.
3. The establishment of a clear set of rules which can be easily understood and followed.
4. The establishment of a range of sanctions which can be used when necessary and appropriate.
5. The development of a positive school ethos which will ensure that all pupils respect others regardless of race, gender or religion.

Policy Statement

Positive behaviour should be rewarded and positive reinforcement should be used whenever possible. The use of sanctions and referral to senior members of staff should occur only as a last resort. It is, however, sometimes necessary to punish anti-social behaviour and to this end, an escalating series of sanctions is in place. Both students and parents should be aware that behavior that is detrimental to the individual and his/her peers is unacceptable.

Physical violence will never be tolerated.

Positive Reinforcement

Whenever possible, high standards of work and behavior will be promoted through the use of praise, positive written comments and the use of commendations in the weekly assembly.

Discipline and Sanctions

In order to ensure that the school community functions effectively, disciplined behaviour from all pupils is necessary. We perceive 'discipline' as involving both control of behavior patterns and the inculcation of self-discipline. Disciplinary problems should never be concealed but should rather be dealt with immediately.

MERITS

We believe in positive encouragement in order to promote and motivate self-discipline, therefore the awards will be issued during the assemblies. These are awarded for such things as:

- Improvement in Behaviour
- Outstanding class work or project.
- Exceptional effort or participation in class.
- Initiative
- Service to the school.
- Voluntary assistance.
- Excellent standard of homework

It would be wise to push oneself to award at least one positive comment (Merit) per lesson as teacher's performance will be analysed in accordance with how much positive reinforcement is used in class.

Warning Letters

Whenever a student receives a Warning the parents will be informed via the Homework Diary. In serious offences parents will receive a telephone call from the HOSA. The school is under no obligation to inform parents of every single warning issued (eg. verbal warnings).

Sanctions

Level 1 - Break Supervision After 3 verbal warnings that have been recorded in the HW Diary.

Break Supervision After 6 verbal warnings that have been recorded in the HW Diary.

Examples of verbal warnings are:

1. Using bad language.
2. Homework not done.
3. Speaking Arabic in a non-Arabic lesson.
4. Talking constantly in class.

Warning Letter 1 (VP Pastoral) After a 7th verbal warning.

Warning Letter 2 (VP Pastoral) After an 8th verbal warning.

Warning Letter 3 (VP Pastoral) After a 9th verbal warning.

Level 2 - Break Supervision After three Warning Letters.

Level 3 - VP Break Supervision Whole day break detentions for any of the following:

1. Absent from class without permission.
2. Disrespectful towards the teacher.
3. Disrupting lessons.
4. Writing graffiti on any school property.

5. Using a mobile phone.

Level 4 - Suspension. Immediate 1-day suspension for any of the following:

1. Bullying
2. Causing serious chaos within the class or school
3. Fighting
4. Serious disrespect to the teacher
5. Chewing Gum

Parental support and involvement

A parent will be required to meet with the HOSA for Level 3 and Level 4 transgressions. Parents are expected to support the school in finding solutions to improve the behaviour of their child.

MERITS

We believe in positive encouragement in order to promote and motivate self-discipline, therefore the awards will be issued during the assemblies. These are awarded for such things as:

Well behaved during a lesson.

Improvement in Behaviour

Producing neat work

Excellent class work.

Being helpful in class.

Participating well in class.

Doing extra work that is not expected.

Movement around the School

Children will be shown how to move around the school in a quiet, orderly way. Staff will practise this with their classes.

The rule is 'Keep to the right in corridors'.

ADMISSIONS AND TRANSFER POLICY

Policy Statement for Admissions: New Students

OXFORD will admit students for whom the school can offer a period of education by which the student may benefit and during which co-students are not put at physical risk or their studies disrupted by their entry. OXFORD does not provide for special educational needs.

From Years 7 to Year 11, all new students must present a character reference which will encourage OXFORD to believe that they will be students who reasonably apply themselves to their studies and will not harass fellow students, resort to physical violence, vandalism, or the disruption of classes. Students will only be admitted to Year 10 and 11 if there are places available in the subjects of their choice. All applications for these year levels must complete a Subject

Selection form and submit it to the VP of Academic before they are admitted to the school.

For all new students, parents will be required to sign a written declaration that their child has no special educational needs with which OXFORD cannot assist; that they will endeavour to arrange for their child to come to school on time and be picked up on time, and that they will fully support the school policies and regulations appropriate to their child, particularly with regard to uniform, homework, attendance at lessons and behaviour.

Transfer of Current Students from Year to Year

Students will not be allowed to transfer into a higher year unless it is believed that they will benefit by that move rather than by repeating the same year. They will not be permitted to change year if it is felt that they will have a detrimental effect on the learning of other students i.e. disruptive behaviour or if they have difficulties academically.

ABSENCE POLICY

Absence students

Students are required to provide an absence note on the day they return to school after any absence. A medical note must be provided to count this as a justified absence.

Unacceptable reasons for absence will be followed up by the office administration upon the request of the form tutor.

FIRST AID, STUDENT HEALTH AND SAFETY

Injuries

All students and staff who sustain a minor injury should go to the school nurse in the sick room.

For more serious injuries, the nurse should be sent for. In the case of a real emergency the Principal and VPs should be informed. Stay with the casualty until assistance arrives.

Recording and Reporting of First Aid and Accidents

It is the responsibility of the school nurse to keep a record of all first aid administered and all accidents dealt with.

Medicines in school

Any medicines that the students need to take during the day should be handed to the school nurse first thing in the morning. There are exceptions for children who have chronic conditions such as asthma or epilepsy and where students administer their own medication such as inhalers.

Students who are sick, for example with colds, should not be in school and therefore should not need the nurse to administer medicine.

No member of staff apart from the nurse or someone deputising in times of absence, may administer any medicines to students.

Medical Records

We hold a medical file for each child. The school nurse reads all the files and will inform staff of any medical condition that they should be aware of.

Healthy Eating

It is the school's policy that we should encourage healthy eating habits. Students should be encouraged to bring sandwiches and fruit for their breaks.

Head Lice Checks

The school nurse will check all students' hair for head lice at the beginning of each term. If head lice are discovered the nurse will only inform the class teacher and the parents, and nobody else including the child will be told. The nurse will contact the parents and advise them of the special shampoos to use. The class will be re-checked the following week.

Strangers collecting Children

Any new person who is sent to pick up any student **MUST** first have been given permission by the school office. To obtain permission, the parents must inform the office of the name of the new person and that person must present his/her Civil ID at the office.

Teachers should not release a child if the new person does not have permission from the office. They should wait until the end of the supervision duty and then telephone the parents for confirmation.

ORGANISATION OF EXAMS

Entry of Students to the Exam Room

Students must line up in register order outside the designated room. They should be admitted to the room a few at a time (5/6). One invigilator should be in the room to direct students where to put their bags etc. and where to sit. It is important that they always sit in register groups at the desks marked with their names.

Students who arrive late

Students who arrive late should sit in the back row. The time they enter the exam room should be entered on the top of their answer paper. No extra time is allowed unless there is a reason beyond the student's control (e.g. a late school bus) – this will need to be certified by the administration. Oversleeping or getting stuck in traffic are not sufficient reason for allowing extra time.

Malpractice

If a student is in anyway to be found using malpractice, the Invigilator in Charge must be told immediately by the teacher who will then inform the VPs. S/he will approach the student and explain that they have been seen using malpractice. S/he will write on the exam paper the time and what the student has done e.g. talking, and sign the paper.

There must be no discussion with the student. The VPs will determine the action and inform the student.

STUDENTS - ENTERING AND LEAVING THE SCHOOL

Once a student enters the school gate it is the school's responsibility to provide supervision from 07:15am. Students will not be allowed to leave the school grounds during the day without the permission of their parent/guardian. They will all enter wearing the correct school uniform. Should a student violate the dress code they will be asked to call their parents to bring the correct uniform. A uniform may be purchased from the store as a replacement.

Dropping off and collecting students

The only time parents will be allowed inside the school gated area is when they have a scheduled meeting with a teacher or need to make contact with a member of the Office Administration.