



# Behaviour policy

Reviewed: March 2025  
Next review: March 2026



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## Introduction

Green School by Chartwell is a family school, aspiring to function in a warm, friendly environment, and to do our utmost to help our students excel as learners. We wish to assert a positive vision of good behavior, but in creating this we should be aware that sanctions will be used as necessary.

The Green school operates a positive behaviour system. This system contains rules by which the class and indeed the school function. Additionally, each teacher has their own rewards system in the classroom to reward positive behaviour. These systems range from beans to smiley faces.

Generally speaking, the behaviour in Green School by Chartwell is extremely good, and we all wish to keep it that way.

## No-bullying policy

We strongly believe that school should be a safe and nurturing environment for all students. Therefore, bullying and aggressive behaviour do not have a place at our school and will not be tolerated.

Bullying is defined as repetitive negative actions targeted at a specific victim. Bullying can be verbal, or it can include exclusion from groups and activities, or physical aggression.

If the staff member has concerns, please consult the pupil's classroom teacher for assistance. We will certainly take appropriate action in all cases involving bullying.

In case of any inappropriate incidents, it is important that the pupils inform the teacher on duty in a timely **manner to ensure a clear recall of events from everyone. Pupils should not take matters into their own hands, but instead, notify a teacher as soon as possible.**

## Behaviour guidelines

It is the main goal of Green School to make each member of our community feel respected and valued and to ensure that everyone is treated fairly. In order to maintain a caring environment where individuals can grow, work and live together feeling happy and secure, we will support the students to be respectful, responsible and safe.

Green School tries to enforce positive discipline in the first place. Students are expected to behave in a friendly and polite manner throughout the school day both to their peers and staff. Furthermore, they must respect the school, classroom and playground rules. Good behaviour is recognised and rewarded in various ways:

- at the whole school level (e.g. filling up a marble jar to win a free period for the whole class)
- in class (e.g. deserving a golden hour or a free period)
- individually – for behaviour, academic achievement, etc. (e.g. collecting stickers, receiving 'star of the week' awards, private and public appraisal, notifying parents of good work etc.)



Some of the guidelines we encourage and promote are:

### Respect others

- Speak politely to adults and other students
- Respect school property
- Use appropriate language at all times
- Solve problems without fighting

### Be responsible

- Be prompt - students should arrive at school not later than 8:15 am ready for their morning activities and lessons
- Bring all needed materials to class
- Help keep your classroom and our school clean
- Leave toys or valuable items at home unless your teacher has given you permission to bring them to school.

### Be safe

Students should not come to school in possession of anything which may pose a danger to themselves or others. Specifically, knives and other weapons, or imitation weapons, are forbidden.

### Dress code

Green School does not have school uniforms. We ask that your children wear appropriate, layered attire, suitable for the weather, and in a manner that keeps them safe and does not interfere with the learning atmosphere. Boys and girls are expected to be neat and clean in appearance and to wear clothing that is acceptable to the multicultural community.

We discourage extremes in dress which tend to be distracting for the students while doing their regular school activities. As student dress is ultimately the domain of the home, parental support is central to the maintenance of an appropriate school atmosphere in this regard. As a school with many nationalities, we are always trying to ensure that our attire is suitable for an international, educational environment.

To help students, parents, and teachers, the following specifics clarify our expectations in this regard:

- Sleeveless shirts (also known as tank tops, tube tops, and spaghetti strap shirts) or low-cut shirts are not allowed to be worn.
- Low cut pants or shorts that expose undergarments are inappropriate, as well as jeans that are extremely ripped.
- Clothing that is dirty, torn, unsightly and/or contain words, images with reference to alcohol, tobacco, drugs, religious references, war or other inappropriate themes that can be found insulting or provoking in an international environment and multicultural community.
- Transparent or extremely tight clothing – when leggings/tight jeans are worn, a long shirt, blouse, sweater has to be worn over the same.
- A general guide for shorts and skirts is “skirts and shorts should not be above knee length”.
- Hats, sunglasses, headphones are not appropriate in classrooms.



- Excessive makeup, extreme tattoos, piercings, hair colours or styles are not allowed. Nails should also be kept at reasonable length in order for the student to participate in all school activities, e.g. PE, science experiments, etc.
- Open-toe shoes and sandals are not allowed, as well as flip-flops.

Failure to comply with the school dress code will be handled individually.

Students who do not respect the dress code will be asked to change clothing. When, in the judgment of a teacher, a student's dress is inappropriate, he or she may be asked to have appropriate clothes brought from home to school, or to return home in order to change. Students judged to be inappropriately dressed may not be allowed to attend classes until the change into acceptable attire has been made.

## **Classroom behaviour**

Students should always come to lessons on time – this means that when the bell for the start of class rings they are in the classroom with all the necessary equipment for their class. Students will not be permitted to attend the class should they fail to do so.

During the class, students should pay attention, be respectful to the teacher and other students, and follow the teacher's instructions.

In case of continuous disruption (talking, not paying attention, etc.) a student may be instantly asked to leave the classroom and report to the Class teacher. The student is responsible for making up the missed lesson which means that through his/her classmates the student should obtain covered materials and come up prepared for next class which may be a test. Repeated expulsion from class, leads to first, a one-day detention (please see definition of the same) and in case that there is no improvement in behaviour, the student will be suspended for a longer period of time. The duration of the same will be determined upon revision of all circumstances, general academic progress of the student as well as of his behaviour records.

Classrooms should be kept tidy and clear of rubbish at all times. Y1-Y4 students have their snack in their classroom, while NO food or drinks are allowed in the classrooms of older students at any time. Their snack boxes should be kept at the designated area in the dining room.

Chewing gum is not allowed anywhere in the building or the school grounds.

At the end of the day, every student should make sure that no rubbish is left on the floor around his/her desk. ALL books, papers, stationery, etc. belonging to the student should be placed in his or her cubbies at the end of the day or taken home.

## **Playground behaviour guidelines**

The School strongly believes that fresh air and outdoor play are an essential part of our students' day. For this reason, students play outside in most weather conditions. Please ensure that your child is properly dressed according to the weather conditions and you are welcome to send an additional change of clothes for your child in case of wet/snow play (socks, additional pair of trousers, winter suit, etc.).



At the beginning of each school year, students are reminded of the Green's Golden Rules and informed of the expectations for the playground behaviour.

- Students are to remain on the playground during any recess or outside activity and must ask the supervising teacher for permission to leave; they will receive a card of dismissal (T- toilette, F – fetch, I – injury).
- NO students should be in any of the classrooms or on any of the floors unless given permission by the teacher on duty.
- Students are to play in areas designated by teachers, must not hide behind the school building, climb on school fences, or any off-site areas to avoid putting themselves in danger.
- Students are expected to solve disagreements in ways other than fighting
- students must inform the playground supervisor if they have a problem or if anyone is hurt or doing something dangerous.
- **The playground supervisor can remove any student from a game or stop any activity, which they feel is dangerous or inappropriate.**
- Records of the playground incidents, accidents and injuries are kept on a regular base and are reviewed on a monthly basis.

Should any of the above-mentioned events occur frequently and involve the same students, parents will be notified and the School will act accordingly.

A verbal warning will be given by any staff member should any inappropriate behaviour occurs. **All teachers and staff members are in charge of students' safety and well-being. Therefore, students must respect all staff members and follow all instructions.**

## Electronic devices

During school activities, students should not use mobile phones, portable music devices, electronic games or other non-educational electronic devices except when this has been agreed by the teacher in charge.

Use of mobile phones is prohibited during the classes. Students who bring phones to school are due to deposit them in for so designated places before the first class begins. The school is not at any time responsible for the loss, theft or damage of mobile telephones or electronic devices. Students are advised to leave all of their electronic devices at home. In case of emergency the school will contact the parents/guardians. The same applies to parents/guardians – they must contact their children through the school. A breach of rule may in case of repetition lead to suspension – in general, the first breach of this rule will result in temporary withholding of the telephone and 3-day detention during lunch time. The telephone will be returned at the end of the day – a record of breach will go in the student's record.

## Absence and tardiness

At Green School, we do offer some flexibility in terms of morning arrivals, since not all our Welcome sessions are obligatory for the students, but those that are, should be attended, as they are a part of their regular programme. Any late arrivals to lessons are recorded, regardless of the reason, and included in their permanent record. The first few minutes of the lesson often involve setting the agenda, discussing learning objectives, and creating foundation for the time



ahead. Missing the beginning of lessons can lead to gaps in understanding and may result in a student feeling lost or left behind. Student who is significantly late to any lesson throughout the day, will be sent to study hall with materials to work on.

Providing a good education and undisturbed environment for all children at Green School is our priority. As we are sure you understand, late arrivals are very disruptive to lessons and can have a negative impact, not only on the child who arrives late, but also on the whole class. Therefore, we would ask you to be punctual each morning and help your child to build good habits and respect for school. If a child is late due to a medical appointment or the like, the school must be informed in time so that the child's teacher is aware of this.

Absences are recorded by class, not by day, and in KS3, a student should be present in at least 80% of the lessons for each subject. If a student fails to meet the attendance requirement for promotion to the next class, the school may ask that this time be made up by sitting exams assessing the work that the student has missed.

While absent from school, Y5-Y9 students are responsible for making up the missed lessons which means that through their classmates the students should obtain covered materials and come back prepared. Y1-Y4 students will be sent the materials by their class teacher upon parents' request.

***Excessive tardiness of any kind will be handled individually. If a student is absent for more than a third of a school year, he/she may be required to re-sit the class.***

## **Sanctions for unacceptable behaviour**

There are consequences for unacceptable behaviour. Students are never publicly humiliated or shamed. Teachers keep behaviour records for each student. Parents will be contacted immediately, depending on each particular situation and the level of disruption. Parents will be contacted immediately or after three negative entries in the record, depending on each particular situation and the level of disruption.

The School has a list of interventions (below) so that both teachers and students have shared expectations for appropriate student behaviour. These interventions are not exhaustive but cover the most serious issues that the School may have to address. **Please note that repeated failures to manage behaviour will automatically raise the level of concern.**

### **Level 1**

Minor demonstration of disrespect towards people, property or school rules; mischievous behaviour that may potentially be harmful (teasing others, excluding children from friendship groups, disrupting line-ups, running in the hallways, not following instructions, being disruptive during meal times, etc.); failure to submit homework repeatedly; negative attitude towards a subject - failure to apply oneself; academic dishonesty (cheating during assessment); utter neglect of academic responsibilities.

**Intervention:** class/subject teachers have a quiet word with the student, and give a verbal warning; teachers may request 'time out' away from the situation, until the pupil calms down and is able to work/play sensibly with others, incident registered in the Incident/Accident/Concern form by the class teacher; may lead to detention to do the assigned task; school counsellor is informed.



## Level 2

**Moderate concern or repeated Level 1:** clear demonstration of disrespect to people or property; taking other people's possessions to play or misuse them; intentional damage to property; willful disrespect for community members or rules; demonstration of violence/aggression, bullying/cyberbullying, using foul language or threatening; passive acceptance of bullying (a student who knowingly chooses not to protect a victim or seek help for a victim of bullying), smoking, AWOL (absence without leave - leaving the school premises without permission at any time of the day), bringing any look alike weapon to school; dramatic deterioration of general academic performance and grades; disrespectful and disruptive behaviour during classes; repeated failure to attend classes; alcohol consumption and distribution.

We have identified certain behaviours that we have dubbed 'Bottom Line Behaviours' which are unacceptable in school. The consequences for 'Bottom Line Behaviours' include parent notification, detention, parent meeting with the school counsellor and suspension. These behaviours are not acceptable:

- Defiance/Disrespect - student refuses to follow directions, creates a significant disruption to the learning environment, disrespects school staff, not stopping when asked ("Please stop, I don't like what you're doing!"), taking other people's possessions to play or misusing them, etc.
- Inappropriate/Abusive language including tone (rude, aggressive, threatening); student makes obscene gestures at another student or staff member.
- Bullying/Cyberbullying – improper behaviour by one or more students, which is directed at another student, offensive and interferes with their well-being. It includes teasing, threats, excluding children from friendship groups, etc.
- Harassment - improper behaviour that is offensive to another student or to a member of staff that the student knows (or ought to know) would be unwelcome. It includes objectionable conduct, comments that cause humiliation or embarrassment; harassment that is based on grounds of discrimination which are prohibited - race, national or ethnic origin, colour, religion, physical appearance and disability.
- Physical contact/Fighting - student initiates/engages in actions involving serious physical contact where the intent is to hurt someone/something. There should be no unwanted physical contact between students. This applies to fighting and friendly wrestling around. 'Pretend fighting' or inappropriate physical contact is not allowed and will be handled as if it were real fighting.

**Intervention:** incident is registered on the **Safeguarding concern form** and parents are informed, as well as the Head of School; class teacher asks the student to miss out playtime (go to detention) and complete a reflection sheet/do an assigned task; class teacher may send the student to the school counsellor; school may call in parents for a meeting with the Head of School and the School counsellor; it may lead to suspension.

**Internal suspension** (also known as in-school temporary removal from regular classes) is a disciplinary measure in which a student is required to attend school but is removed from regular classroom lessons and placed in a supervised area within the school. During this time, the student must complete work assigned by their teachers to keep up with missed class activities.

**External suspension** (also known as temporary removal from regular classes) is a mandatory leave assigned to a student as a form of sanction that can last anywhere from one day to several



weeks, during which time the student is not allowed to attend regular school lessons. While absent from school, the student is responsible for making up the missed lessons, by doing the work assigned by the class teacher.

All school rules and disciplinary measures apply to school trips, outings, celebrations, that is, to all events organised by the school. If following disciplinary measures, the behaviour issues persist, the class teacher, School Counsellor and Head of School will decide if the student can participate in outings (museums, theaters, excursions, trips, etc.).

### Level 3

**Serious concern or repeated Level 1, 2:** Bringing any weapon, or potential weapon to school or any dangerous substances; possession, consumption or sale of illegal drugs or abuse of dangerous substances; serious physical assault, bodily harm; physical/sexual harassment.

**School has a zero-tolerance policy to physical aggression. Immediate suspension will follow.**

**Intervention:** incident is registered in the **Safeguarding concern form**, parents are informed and called in for a meeting with the Head of School and the School counsellor; student is suspended for a day or period of days; this type of behaviour may lead to immediate expulsion.

**Expulsion** (also known as termination of the School - Parent Agreement) is a permanent disciplinary measure by which the School-Parent Agreement is terminated and the student loses the right to continue education at the school. Following expulsion, the student is withdrawn from all classes and school activities, and the parent/guardian is responsible for arranging the student's further education at another institution.

In general, all students are expected to adhere to conventions of proper behaviour, e.g. greetings in the halls, use of school property, cleanliness. In case of noticeable disregard of behaviour conventions, parents will be notified. In case of persistent misbehaviour even upon this, student's eligibility to remain in school will be reconsidered and taken into consideration.

**We rely on supportive parents to help reinforce appropriate student behaviour.**

***\*The above list of consequences is intended as a guideline and does not restrict the school to these measures, with the overall aim of keeping students safe and supporting their wellbeing.***

### Rules About Sanctions

**Time-out** (5/10 min) for minor (level 1) infractions

- 1-5 time-out: removing away from the situation until the student calms down and is able to work/play sensibly with others; school counsellor is informed
- 6<sup>th</sup> time-out: 1<sup>st</sup> detention (during snack/lunch)

**Detention** during snack/lunch (1 to 5 days)

- 1<sup>st</sup> detention: parents informed
- 2<sup>nd</sup> detention: parents informed
- 3<sup>rd</sup> detention: parents called in for a meeting; suspension warning.

**Suspension**

- 4<sup>th</sup> detention: 1<sup>st</sup> suspension, parents called in for a meeting
- 3<sup>rd</sup> suspension may lead to student being expelled from school



*The above list of rewards and consequences is intended as a guideline and does not limit the school to these measures.*

## Strictly forbidden

Smoking is illegal in Serbia under the age of 18. Students, including those aged 18 or over, are **strictly forbidden** from smoking in school or in the immediate area. Immediate area means at least 50 meters from School Buildings.

Alcohol - bringing to school or drinking alcohol in school is **strictly forbidden**.

Drugs - **strictly forbidden**.

Willful damage to the building or other school property is **strictly forbidden**.

Verbal and physical violence towards other members of the school community is **strictly forbidden**.

Dangerous items - Students should not come to school in possession of anything which may pose a danger to themselves or others. Specifically, knives and other weapons, or imitation weapons, are **strictly forbidden**.

## Closing remarks on behaviour

It is impossible and foolish to list all behavior patterns that are positive, or that should be avoided. Common sense should prevail. This is a school - a place where we wish to work together in a family atmosphere to develop our minds and characters to become able and positive members of society. The spirit of this code of conduct should be respected as well as the words. Disciplinary action will be taken according to the Parent Handbook.

## Policy review

This policy is reviewed annually.

Reviewed August 2026



## Appendix 1 - Incident/accident/concern form

### Incident/Accident/Concern form

|                                             |  |
|---------------------------------------------|--|
| Name of students/adults present or involved |  |
| Date and time of incident/accident/concern  |  |
| Location of the incident/accident/concern   |  |

|                                                        |
|--------------------------------------------------------|
| Description of the incident/accident/concern           |
|                                                        |
| Condition of the child following the incident/accident |
|                                                        |

|                                                                            |  |
|----------------------------------------------------------------------------|--|
| Who was informed (class teacher/Head of School, school counselor, parents) |  |
| Report made by                                                             |  |
| Date                                                                       |  |

### Follow up by class teacher

|                                |
|--------------------------------|
| Investigation by class teacher |
|                                |

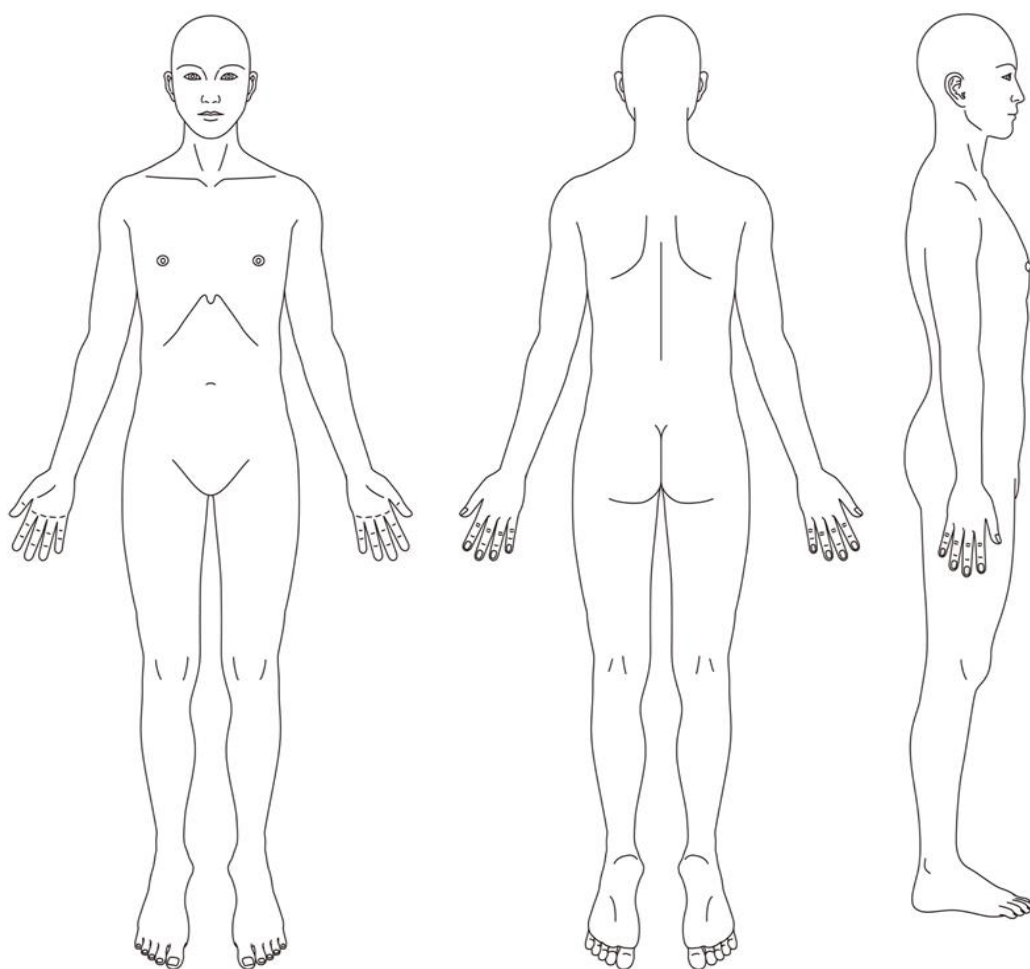
|                                                                                                                                 |  |
|---------------------------------------------------------------------------------------------------------------------------------|--|
| Intervention (detention, meeting with parents (describe outcomes of the meeting), verbal warning, referral to school counselor) |  |
|                                                                                                                                 |  |
| Date and time of intervention                                                                                                   |  |
| Class teacher (print name)                                                                                                      |  |





**This chart must be attached to the concern form.** Clearly mark the location of your concern and label each concern with a number for referencing purposes.

|                      |  |
|----------------------|--|
| Pupil's name         |  |
| Observations made by |  |
| Signed               |  |
| Date                 |  |



## Appendix 3 - Behaviour reflection form

### Behaviour Reflection

Date and time: \_\_\_\_\_

Name of student(s) involved: \_\_\_\_\_

What was my behaviour?

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What were the reasons for me behaving like this?

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How did my behaviour affect others?

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What's my plan to improve my behaviour?

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Is there anything else I need to do?

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What have I learnt?

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Who was Informed (class teacher(s), Head of School, school counselor, parents):

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Report made by:

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Date: \_\_\_\_\_

