



# LITTLE FLOWER ENGLISH SCHOOL

## DUBAI

### STUDENT CODE OF CONDUCT & ATTENDANCE

This policy & procedures are reviewed annually to ensure compliance with current regulations.

Approved/ Reviewed by	
Policy Lead	MS. ANNIE MATHEW
Role	PRINCIPAL
Date of review	18-03-2026
Date of next review	18-03-2027
Signature	



## Student Code of Conduct & Attendance

### Code of Conduct

#### Aims

At Little Flower English School, we aim to:

- Be fully committed to learning
- Aim for achievement at their highest possible level
- Experience and celebrate success
- Have positive relationships based on mutual respect

#### Whole-School Approach to Incentivizing Positive Behaviour

Our aim to build a positive climate of relationships amongst students, staff and parents is realized by the way, in which we carry out our tasks and create opportunities to be a community. We build a positive ethos in some of the following ways:

- School Assemblies which celebrate students' achievements
- Star of the month
- Student Leadership / Circle Times to discuss pertinent student issues
- Leadership roles such as Class representatives, Committees, Prefects and House Captains
- House Team points won every day through each student's effort, achievement and capacity to build community
- Class reward systems
- Quality extra-curricular activities
- Contacting parents to report good behaviours about individual students.
- Community events, such as National Day; World Book Day etc.

All of the above activities engender mutual trust, mutual respect and co-operation amongst students, staff and parents, which makes for a strong basis of security and belongingness.

All students are expected to behave appropriately at all times, whether inside or outside the classroom (or school, during visits or events). They are expected to uphold the values of the School.

### **Values**

- Respect
- Honesty
- Compassion

### **Expectations for students (in the classroom):**

- When transitioning between lessons, line up outside the classroom
- Enter all rooms quietly, stand behind your seat and wait for the teacher's instruction to sit down.
- Be prepared for the lesson with all relevant stationery and books.
- Stay seated unless otherwise instructed
- Work hard and focus fully on tasks set
- Raise your hand or use nonverbal cues for any query or request
- Promote positive behaviours at all times and do not participate in the disruption of other students
- Only pack away at the end of the lesson when you are requested to do so
- ensure that the classroom is left clean and tidy at all times
- When leaving the classroom, ensure to leave quickly and quietly. The teacher will leave after ALL students have exited the class.
- Food should only be consumed during break times and in designated eating areas such as the canteen.

**Failure to comply with the above expectations can result in a student being on report**

### **Expectations for student (in school but outside the classroom):**

- Traverse quietly and sensibly around corridors and open areas
- Only eat and drink in the appropriate areas
- **Walk** in an appropriate manner at all times

### **Expectations for students (visits and events):**

- Adhere to the bus transportation policy if travelling
- Listen and follow all instructions carefully
- Be sensible and calm at all times
- Do not go anywhere alone
- Remember you are a representative of our school and your behaviour should reflect this.

If students do not follow the above expectations, it is the responsibility of their teacher to deal with any issue by following the steps/procedure for incidents and issues as described by the School Behaviour Policy.

## **Behaviour the LFES Way**

LFES will use appropriate guidance and warnings to encourage students to understand why their behaviour is unacceptable and how to behave in the future.

LFES shall take into consideration the students' individual circumstances and personalities, including social, emotional, and psychological factors that may underlie a student's behaviour.

When applying disciplinary measures, LFES will follow the three levels contained in the LFES behaviour policy, and apply the Student Behaviour Regulations issued by the Ministry of Education in cases that are not mentioned in the Council's Guidelines and Policies.

When applying disciplinary proceedings, LFES will not use any form of physical punishment; lowering or threatening to lower grades; imposing more school or homework; mocking or insulting the student in private or in public; and preventing the student from using washroom facilities or consuming food at break times.

The LFES behaviour committee will meet weekly to review and discuss student behaviour issues. The committee will ensure that disciplinary actions and issuance of reports are fair and equitable to all students without exception. All disciplinary actions shall be appropriate to the student's age and the severity of the misconduct as outlined in the colour coded report system.

The school's Behaviour Committee shall keep record of the disciplinary offences of students on red and blue reports. The School, behaviour committee and any supervisory authorities shall treat all information about students' behaviour as strictly confidential.

## **LFES Behaviour for Learning Monitoring Reports**

### **White Level**

Students will be given appropriate guidance and opportunities to identify the motivation and purposes behind their actions and to rectify any negative behavior's before disciplinary action is taken.

Advise students with a clear explanation, with reasons for the changes in behaviour that are required of the student by the school.

LFES shall put in place a strategy with appropriate monitoring and support to address and attempt to correct the students' unacceptable behaviour.

**Warning 1:** Student in class informed they have received their first warning and why.

**Warning 2:** Student in class informed they have received their second warning and why.

**Warning 3:** Student in class moved to another seat, informed they have a 'restorative conversation' at their next break with the staff member involved, and the restorative conversation.

## **Bus Behaviour expectations**

Students travelling by bus **MUST** remain seated with the seatbelts on for the duration of the trip. Students should refrain from shouting, screaming and making any other noises that could distract the driver.

To reinforce the importance of bus safety, the following procedures are in place and will be strictly adhered to.

### **Verbal Warning:**

Any student caught standing up, not wearing their seatbelt, shouting, or distracting the driver will receive a verbal warning. If such behaviour persists, a bus assistant will complete an incident report, which will be shared with school counselor and kept on record. A phone call home will be made, and we kindly request parents to address bus safety with their children.

### **First Written Warning:**

A student accumulating two incident reports will be issued an official warning letter. This letter will be sent home with the student and via email, requiring parental confirmation through a signature.

### **Second Written Warning:**

If a student continues to display inappropriate behaviour after the official warning, a second warning will be issued, resulting in a 1-day suspension from the bus.

### **Third and Final Written Warning:**

A third written warning will be given to a student persisting in inappropriate behaviour, leading to another 1-day suspension from the bus. Parents will be contacted for a meeting with the School Counselor, Head of Pastoral and the Bus supervisor

### **Permanent Exclusion from the Bus:**

If a student fails to correct their behaviour despite warnings and receives another incident report, they will be permanently excluded from the bus. Alternative arrangements will need to be made for transportation.

## **Attendance**

### **Aims**

- Encourage students to attend school regularly and punctually
- Share the promotion of school attendance amongst all in the school community
- Identify students who may be at risk of developing school attendance problems
- Ensure that the school has procedures in place to promote attendance/punctuality
- Communicate with families of children who do not attend regularly
- Identify and remove, insofar as is practicable, obstacles to school attendance

### **Procedure**

We expect that all students will:

- Attend school regularly and with no unauthorised absence
- Arrive on time, appropriately dressed in school uniform and equipped for the schoolday

### **We expect that all parents and carers will:**

- Encourage their child to attend school every day and on time
- Ensure they notify the Class/Form teacher and School counselor before 08.00am whenever their child cannot attend school.
- A doctor's note should accompany any absence and should be sent to the Nurse and School counselor
- Ensure that their children arrive in school in appropriate school uniform and equipped for the school day
- Provide the school with up to date contact details including home, work and emergency telephone numbers
- Not arrange medical appointments within the school day
- Not arrange family holidays within term time
- Any requests for a child to leave early should be made by 8:00am
- Inform the school in confidence about any problem which may affect their child's attendance or behaviour
- Attend meetings at the school when attendance and punctuality become a concern

### **Parents can expect that the school will:**

- Promote the importance of school attendance throughout the school
- Accurately and efficiently register their child's attendance by session via the School Cloud electronic registration
- Attendance in secondary will be taken at the start of each lesson
- Contact the parent when the child fails to attend school
- Deal discretely and appropriately with any problem notified to the school by the parent
- Comply with KHDA regulations to regularly report on matters regarding student absence and punctuality
- If a child is collected before the end of the school day, the departure time will be logged on School Reception.

### **Promoting good attendance**

Little Flower English School will use cloud attendance register for individual classroom/sections.

We will encourage good attendance by:

- Accurately completing attendance registers at the beginning of each day, this is visually recorded for all children in the classroom and they take an active part in the attendance process
- Following up absence on the third day; a third day absence telephone call will be made if a student is absent without authorisation; if there is no contact then an email will be sent home requesting authorisation. (Appendix 1)
- Recording attendance (including authorised and unauthorised absence) on students' reports
- Contacting parents to discuss when attendance and punctuality are a concern
- Transfer unsatisfactory attendance information to student files
- Improve poor attendance through individual and whole class incentives
- Maintain a register of daily attendance that includes the following information for each student:
  - daily attendance, which may be recorded by noting daily absences with reasons for absence
  - documentation to substantiate the reason for absence.
- Care will be taken to assure students that it is better if they stay home if they have an infectious disease.
- Attendance and punctuality rules will be incorporated into the handbooks along with other student behaviour/discipline policies.
- All absences must be covered by a note/email from a student's parents. Where a note/email is not presented, the school will contact the parents to have them submit a note/email the next day.
- The system will be programmed to inform administrators at certain levels of a particular student's lateness or absences.
- Collecting data on attendance for the whole school and by year group and making this available to governors and parents on request
- Retain attendance records for a minimum period of five years before archiving
- 100% attendance is celebrated with students and they are presented with certificates at the end of each term.
- LFES can expel a student in case there is an unexcused absence for ten days continuously, or fifteen days non-continuously during the academic year. This is on the condition that the schools have already sent three warning letters, such that a warning is sent every five days. Additionally, the expulsion order must be issued by the School Principal and approved by the Council, and the guardian is informed.

## **Punctuality**

- Registration commences at 7:45am with the collective singing of the UAE national anthem and every student is expected to be present.
- Access from the parking lot to the school building opens at 07.00am. The two side entrances as well as the KG entrance are manned by security guards and teachers until 7:55am when the gates are then locked. Parents and carers are not permitted access to the school building after 7:45.
- From 8:00am students arriving late and their parents must enter the building through the school reception area.
- Reception will record students who arrive late and will record their arrival time on their dairy, which is closely monitored by the School counselor and Head of Primary.

## **Lateness will be treated in a manner similar to other minor discipline issues.**

- Late Arrivals will be registered at the main reception and recorded on their own dairy.
- On the first and second instance a student is late, a message will be sent to their parents.
- On the third and fourth instance a student is late a phone call will be made to the parents.
- On the fifth instance a student is late, a meeting will be called with the parents and will be asked to sign a parental agreement.
- Failing these steps, parental support classes will be put in place to help parents and students ensure that students arrive at school on time.

Under the Executive Council Resolution, the School is obliged to send periodic reports on student attendance and punctuality issues to KHDA.

As with other student behaviour issues, students will be recognised for good attendance and punctuality.

## **Types of Student Absence**

The School differentiates two types of absence: authorised absence and unauthorised absence of a student. Authorised absence refers to acceptable reasons for non-attendance at school. These include:

- sickness a medical certificate is required for each day of absence and it is to be presented to the class teacher, or form tutor, on the return to school
- bereavement
- family emergency

Unauthorised absence refers to unacceptable reasons for non-attendance at school. These include and are not limited to:

- travel to relatives during school hours and/ or term time
- travelling on holiday during school hours and/ or term time
- shopping trips during school hours and/ or term time
- non-emergency medical and dental appointments during school hours and/ or term time
- no acceptable reason given

Parent Name and signature: \_\_\_\_\_

Student Name and Signature: \_\_\_\_\_

### Summary of Attendance

- Students should be encouraged to attend school every day and be on time
- In case of absence, please email the admin department and class teacher before 8:00am
- A doctor's note should accompany any absence and should be sent to the Nurse
- Students should be dressed in full school uniform and equipped for the day
- Parent contact details should be updated if any changes to phone numbers or email addresses
- Doctor's appointments should not be made during the school day
- When student attendance becomes a concern, parents should make themselves available for meeting at school

### Summary of Punctuality

- Gates will close at 7:55. All students who arrive after this time will need to enter through the Reception Gates.
- Students who arrive after 7:45 will be recorded as late
- Late Arrivals will be registered at the main reception and recorded on their own diary.
- On the first and second instance a student is late, a message will be sent to their parents.
- On the third and fourth instance a student is late a phone call will be made to the parents.
- On the fifth instance a student is late, a meeting will be called with the parents and sign a parent agreement.
- Parental Support classes.

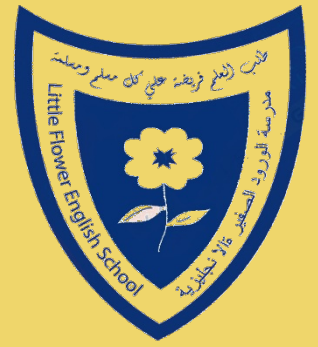
### Request for Early Leave

- A request to leave early should be made by 8:00am
- Early leave will be recorded in the reception and individual cases will be monitored



# STUDENT CODE OF CONDUCT

- Instructions from the school staff and H&S team are to be followed
- ID cards and student lanyards to be visible while on campus. It is to be produced when requested by the H&S team or staff member.
- Inappropriate physical contact between males and females is prohibited
- Inappropriate dress for males and females is prohibited
- Petting or bringing animals to campus is prohibited
- Unapproved placement of posters or signs is prohibited
- Not evacuating during a fire alarm or drill is prohibited
- No littering. Please clean up after yourself and throw away your trash.
- No smoking/vaping in undesignated areas (indoor smoking/vaping is completely prohibited)
- No damaging or misuse of school facilities and equipment.
- No fighting, assault, or any acts of violence
- No harassing, threatening, inappropriate language, bullying, or intimidating others
- No possessing, using, or distributing illegal substances
- No possessing of firearms, explosives, or weapons
- No gambling or playing cards
- No raising or tampering with fire alarms, smoke detectors, or fire hoses
- No setting fires



# LFES STUDENT CODE OF CONDUCT



No inappropriate physical contact between males and females.



Inappropriate dress for males and females is prohibited



No fighting, assault or any acts of violence.



No harassing, threatening, bullying or intimidating others



No possessing, using or distributing illegal substances



No smoking in undesignated areas



No possessing of firearms, explosives or weapons



No gambling



No raising false alarms



No setting fires