



Glasgow Russian Orthodox School
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Code of Conduct

Glasgow Russian Orthodox School strives to create a safe and friendly environment for children's successful studying of Russian Language, History of Russia and its Orthodox tradition. Effective teaching and learning cannot take place without order and discipline, respect to School's authority, teachers and to each other. For this reason, you are encouraged to follow School Rules at all times.

CHILDREN

Code of Conduct and School Rules in the Glasgow Russian School (hereafter referred to as School)

1. Children should arrive at School for the start of the School prayer (5 minutes before the start of classes). Read the prayer in awe of God and attention. Start classes on time.
2. Children should attend all classes according to the timetable and never be absent from lessons without the School's authorisation.
3. Children should behave well during classes and at breaks, keep the School and its territory clean and tidy.
4. Show respect and courtesy to teachers, all adults and each other. Comply with requests and demands of adults and older children, show care and consideration to younger ones.
5. Be the first to greet the Rector of the church of St. Kentigern in Glasgow, other priests, teachers and adults.
6. Do homework on time. Bring jotters, school diaries, textbooks, pens, pencil cases and other stationary required for lessons.
7. Express reverence to icons.
8. Take care of School property, respect your own and other people's possessions.
9. Address teachers and all adults in proper manner.
10. Always give way to those older than you. Boys should give way to girls.

General rules

1. Children should never use bad language, 'answer back', call people names or use any other form of offensive language.
2. Ball games are not allowed (except teachers using ball at classes).
3. Chewing gum is not permitted in School.
4. Food should be consumed in dedicated areas.
5. Alcohol, tobacco, drugs, firearms, explosives, matches and lighters are not permitted on School territory. Penknives, toy weapons, chains and other items that can lead to injuries or inadequate reaction are not permitted.

Conduct during classes

1. The School day begins with the School prayer.
2. Children should be quiet and concentrate during lessons. Children should not get distracted or disturb others in class by noise, talking, games, etc.
3. Lessons should only be used for studying.
4. If a child wants to ask or answer a question, he/she should raise a hand.
5. If, in exceptional circumstances, a child needs to leave the classroom during a lesson, permission should be sought from the class teacher.
6. During breaks children should tidy up their workspace and leave the classroom quietly. If there is a request from the teacher, help them get the classroom ready for the next lesson.
7. During the breaks children should be outside the classroom under supervision of their parent or responsible adult. They should not run or shout.

Children must not:

- fight, pull or push people,
- throw objects at others,
- run in or around the building or in the car park area,
- leave the School premises without permission,
- run up and down the stairs, near the windows and other places that are not suitable for games,
- climb the rails, walls, fences, other constructions,

Always conduct yourself in a calm and sensible manner.

PARENTS

Code of Conduct and School Rules

We expect parents and carers to show respect and concern for others by:

1. Supporting the caring ethos and values of the School as stated in the School Constitution and School Vision (Concept).
2. Setting a good example in their own speech and behaviour, using appropriate language and treating all members of the school community with respect.
3. Ensuring that children attend all classes according to the timetable and are not absent from lessons without the School's authorisation. In case of a child missing school for six weeks without School's authorisation, a child is automatically excluded from School. Classes are formed under the Russian teacher's recommendation and subject to change at the start of school year and during term times.
4. Working together with teachers for the benefit of children. Help children with doing their homework. School reserves the right to expel pupils if they persistently do not do their homework.
5. Approaching school to resolve any issues of concern and to discuss and clarify specific events in order to bring about a positive solution.
6. Bringing children to school on time. Collecting children and leaving the building promptly with no delay at the end of the school day.
7. Pay School fees on time. School fees are (subject to changes):
 - Nursery (6 months – 3 years) – £10/month
 - Pre-school groups - £15/month
 - School groups - £25/month for the first child, £15 for second child of the school age from the same family.
 - School offers discounts to large families. School teachers' children study free of charge.
 - £10 per year – an annual administration fee to cover handbooks and study material; to be paid at the start of each school year by pupils of all groups, excluding children at Nursery group but including School teachers' children.

School fees are payable at the beginning of the month and are not refundable. Fees can be waived if School is informed of future absence of a child for two weeks or longer.

8. Respecting the school environment, including keeping school tidy by not littering.
9. Controlling your child's behaviour, especially where his/her behaviour could lead to a conflict, aggressive or unsafe situation – both on and off the school premises.
10. Supporting School in maintaining school discipline by participating in school monitoring system.

In accordance with general rules of comprehensive schools in Britain and in order to support a peaceful and safe school environment, school cannot tolerate:

- Disruptive behaviour which interferes or threatens to interfere with any of the School's operations or activities anywhere on School premises.
- Using loud and/or offensive language, any form of verbal abuse or displaying temper;
- Threatening harm or use of physical aggression towards another adult or child, including physical punishment of own children.
- Any inappropriate behaviour on School premises or place of School operation.
- Abusive or threatening emails, phone calls/messages or social media posts/messages.
- Offensive or derogatory comments towards School or any of its pupils/staff/parents on Facebook or other social media.

Should any of the above behaviour occur on school premises, the School administration may feel it necessary to contact the appropriate authorities and if necessary, ban the offending adult(s) from entering the School grounds.

Should you have any concerns about the School, please speak to the class teacher/curator/Head Teacher or contact the School Committee via the school email so that the problem could be dealt with fairly, appropriately and effectively for all concerned.

Please remember that according to the School rules and regulations you are fully responsible for health and safety of your child(ren) during school time. Children must not be left at school without supervision of a parent or a responsible adult. School teachers/curators and School administration are not responsible for looking after children during breaks.

Parents of children that are new to school, are invited to attend an interview with School Head Teacher/ Secretary before signing an enrolment form.

By signing the enrolment form for your child(ren) you agree to follow School rules and regulations.

We trust that parents and carers will assist our school with the implementation of this policy and thank you for your continuing support.

School e-mail: glasgowrussianschool@hotmail.com

School Constitution and Vision as well as a weekly School timetable can be found on School website www.glasgowrussianschool.co.uk