



DUBAI COLLEGE

A tradition of quality in education

Behaviour and Sanctions Policy

Introduction

Dubai College sets high standards and expectations through highlighting and praising good behaviour.

We encourage students to respect themselves, each other, adults and property. We endeavour to apply rules fairly, clearly and consistently. We aim to provide a happy, caring environment with challenging activities. Under no circumstances do we use any form of corporal punishment, nor is it our intention that a student is belittled or shamed before their peers.

In the case of a serious incident or persistent unacceptable behaviour we will always endeavour to involve parents in resolving the situation. The home/college partnership is seen as vital in establishing and maintaining high standards of behaviour and appropriate conduct. It is important not to see behaviour as a separate issue. It is taken within the wider context of the school, as an integral part of the learning and teaching taking place and the overall organisation of lessons and other activities. The college's behaviour and rewards process is presented alongside the Behaviour and Sanctions Policy and one is intended to support and complement the other.

This document operates in conjunction with the following school policies:

- Academic Integrity & Plagiarism Policy
- Acceptable Use of IT Policy
- Anti-bullying Policy
- Complaints Policy
- DEI Policy
- Online Safety Policy
- Mobile Phone Policy
- Safeguarding and Child Protection Policy
- Social Media Policy & Acceptable Use of Email

Guiding principles

Unacceptable behaviour is behaviour likely to hurt or upset another member of the immediate community. Poor standards of behaviour show a lack of respect for others, disrupting their activities and learning. Through the implementation of this policy, students will learn the difference between acceptable and unacceptable behaviour and they will learn to take responsibility for the consequences of their actions. They will be helped to develop self-control, respect for the needs of others and respect for other's property. Appropriate behaviour is modelled by the teaching and non-teaching staff of Dubai College, who will readily and regularly give explanations to pupils with regard to their behaviour. We trust that this aim to model appropriate behaviour is shared by the parents of Dubai College so that students are given clear and consistent guidance. Dubai College is a community where bullying in any form will not be tolerated. Further guidance is given in the college's anti-bullying policy which also contains information about cyberbullying.

Dubai College Students' Rights

To be valued by others
To be treated with respect
To be supported to achieve
To be encouraged to learn
To be treated equally to others
To have an opportunity to be heard
To be dealt with fairly and consistently

Dubai College Students' Responsibilities

To value others in the DC community
To respect the views and property of others
To allow and support others to achieve
To support and encourage an environment for learning
To be tolerant and accept different perspectives and ideas
To listen to other people's opinions
To accept and support the college's rules and expectations

Scope

By acknowledging and signing the Parent School Contract, of which Section 6 Attitudes and behaviour forms a part, all of our community are agreeing to abide by the contents of the Behaviour and Sanctions Policy in order to safeguard all young people enrolled at Dubai College.

The Behaviour and Sanctions Policy will be applied to all students on school premises but will also form the foundation for acceptable behaviour outside the school where students are in uniform and/or taking part in organised trips and events **or** where their behaviour is violent, illegal, may bring the reputation of Dubai College into disrepute or may place other students at risk. This policy covers behaviour during school timings, during extra-curricular activities, on school buses, during school trips and students' participation in social-media forums.

The school has a zero-tolerance policy for bullying in all its forms (please refer to the school antibullying policy for more granular detail). Bullying is the intentional and deliberate intimidation of another person through emotional, physical, psychological and/or cyber means. Instances of proven and intentional bullying may result in immediate exclusion of the aggressor from the school. Any extended periods of exclusions, over 3 days in length, will be referred to KHDA for ratification. Aligned with the above, the school will not tolerate any form of defamation or intentional harm practiced through social media forums. The school makes expectations clear in the policy for parents and students about the use of and participation in social media outlets and/or forums. This policy includes, but is not restricted to, the following:

- Parents and students in all year groups using any social media forum must, at all times, demonstrate respect for the members of the school community (including all students and personnel);
- Parents and students must not breach confidentiality, defame or make threats to any person in the school community. We will not tolerate any form of defamation or intentional harm practiced through social media forums.
- Instances of proven and intentional breach of the above by students will result in sanctions that may include exclusion from the school at the discretion of Dubai College or non-re-enrollment pending KHDA approval.
- Instances of proven and intentional breach of any of the above by parents will result in parents being banned from the school campus and we reserve the right to forward the matter to the Dubai police without further notification.
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These rules and regulations are based on common sense – yours and that of those who enforce them. You should always remember that good manners and sensible behaviour are in your best interest as well the College's. Although College rules cannot cover all contingencies, the following rules apply to maintain a reasonably safe, well-ordered and civilised environment.

Examples and classification of levels of misbehaviour

Examples of misbehaviour are given below, and **the list is by no means exhaustive**. Repetition of the same type of misbehaviour, lying about misbehaviour, showing no remorse and failing to comply with instructions when challenged over misbehaviour will raise the level of sanction. Any mitigating circumstances will be considered and may reduce the level of sanction. Whilst misbehaviour outside the classroom may not directly impact on learning and teaching, it does damage the ethos and social structure of the school community and is taken just as seriously. Where new examples of misbehaviour are identified they will be periodically added to this grid.

<p>Lower level Misbehaviour</p> <p>Sanction for LLM: Verbal Warning/ Concern logged.</p> <p>N.B. 3LLMs = Lunchtime Detention</p>	<p>Examples may include - talking over classmates or whilst the teacher is speaking; shouting/calling out and interrupting teaching and learning; not paying attention during lessons; failure to complete classwork or homework to an appropriate standard; not completing sufficient work in class; not completing/handing in homework on time; failure to bring the correct books and/or equipment to lessons; wearing incorrect uniform or kit; running in the corridor; pushing into DC Express, Tuck Shop, Quad Café, Charlton's or Canteen queues; arriving late to class without a valid excuse; talking persistently in class or in an assembly; rough and tumble or play fighting; arriving late to school without a genuine reason.</p>
<p>It is expected that lower-level behaviour issues, such as these, will be dealt with by the Member of Staff that encounters them. The student's Form Tutor, Head of Year and Parents may be informed via the student's planner, by e-mail or by a phone-call. A concern will be logged in iSAMS after a verbal warning for any LLM.</p>	
<p>Mid-level Misbehaviour</p> <p>Sanction for MLM: After School Detention</p>	<p>Repetition of lower level misbehaviours or - throwing items across the class; teasing and taunting classmates; first instance of use of mobile phones during the school day (refer to mobile phone policy for more details); arguing with members of staff; truancy within school, i.e. not going to a timetabled lesson; truancy from college, i.e. not coming to school without a valid reason; truancy from any College commitment including co-curricular and extra-curricular activities; deliberate damage to textbooks or other students' work; repeated uniform infringements, (wrong shoes, too many earrings, etc.); extreme/inappropriate hair style, (colour and/or cut); littering, not clearing tables or throwing food in the canteen.</p>
<p>It is expected that persistent LLM or single acts of MLM will be referred upwards to the appropriate Subject Leader, if this behaviour occurs within a curriculum lesson, and the Head of Year if this behaviour occurs outside of curriculum times. The student's Form Tutor, Head of Year/Section and Parents should be informed. A concern will be logged in iSAMS and a warning letter administered.</p>	
<p>Higher level Misbehaviour</p> <p>Sanction for HLM: SLT Detention</p>	<ul style="list-style-type: none"> Repetition of mid-level misbehaviours or –aiding and/or by-standing in incidences of cyberbullying by being a participant of or an instigator within an online group where bullying is taking place; deliberately behaving in a way that is likely to cause injury to others; relatively “minor” assault/fighting (where contact is made); verbal abuse of another student or member of staff; second instance of use of mobile phones during the school day (refer to mobile phone policy for more details); the use of racist, sexist and ableist language, religious or cultural slurs, or slurs relating to sexuality or gender differences.
<p>Any persistent MLM and/or single acts of HLM must be referred through the Subject Leader if this behaviour occurs within a curriculum lesson <u>and</u> the Head of Year/Head of Section who will liaise with the Deputy Head: Pastoral. A concern will be logged in iSAMS and a warning letter will accompany this level of sanction.</p>	
<p>Serious/Very Serious/Extreme Misbehaviour</p> <p>Breaching any of the following constitutes a very serious offence and students will immediately be sanctioned with a non-negotiable period of internal reflection or a fixed term external exclusion.</p> <p>For instances of very serious misbehaviour i.e. repeated serious misbehaviour or extreme misbehaviour we will immediately apply a fixed term exclusion of up to 3-days external exclusion, request a longer period of external exclusion from the KHDA or request for permanent exclusion from the College or request a student is not re-enrolled for the following academic year.</p>	

<p>Serious Misbehaviour</p> <p>Sanction for SM: Internal Reflection Day(s)</p>	<p>Any repeat of higher-level misbehaviour or any of the following (including any criminal act, contravening UAE law, committed at any time) which are totally unacceptable:</p> <ul style="list-style-type: none"> • Verbal or physical intimidation/abuse of other students or staff amounting to bullying; bullying of any other form as detailed in the anti-bullying policy. The school has zero tolerance for bullying in any form by any means, including cyber bullying (internet, mobile phones etc.) • Vandalism/deliberate damage to school facilities (including graffiti) • Theft, intentional damage, taking items that do not belong to you or unauthorised use of (or access to) property belonging to another person or to the College. • The extreme or repeated use of racist, sexist and ableist language, religious or cultural slurs, or slurs relating to sexuality or gender differences. • Bringing the College, its staff or students into disrepute or danger through poor behaviour at any time or via any media including the internet, or by breaking the appropriate use of the College's Acceptable Use Policy.
<p>Very Serious Misbehaviour</p> <p>Sanction for VSM or Repeat of SM: Automatic fixed term exclusion of up to 3 days.</p> <p>FTE of longer than 3 days with KHDA approval.</p>	<p>Any repeat of serious misbehaviour or any of the following (including any criminal act, contravening UAE law, committed at any time) which are totally unacceptable:</p> <ul style="list-style-type: none"> • Offensive, threatening or sexually inappropriate behaviour towards others, whether staff or pupils, by physical, verbal, written or electronic means. • Possessing, purchasing, using or supplying any sort of legalised recreational drug including tobacco, e-cigarettes, vapes, poppers, snus and other "legal highs". • Possessing, purchasing, using or supplying any sort of incendiary materials; intentionally setting off fire alarms or extinguishers; wasting Civil Defence time and resources. • Serious physical assault
<p>Any persistent HLM and/or single acts of SM/VSM must be referred through the Subject Leader if this behaviour occurs within a curriculum lesson and the Head of Year/Head of Section who will liaise with the Deputy Head: Pastoral. A concern will be logged in iSAMS and a warning letter/final warning letter will accompany this level of sanction.</p>	
<p>Extreme misbehaviour</p> <p>Sanction for EM or Repeat of VSM: Automatic external exclusion pending KHDA approval for permanent exclusion</p>	<p>The following (including any criminal act, contravening UAE law, committed at any time) are totally unacceptable (this list is not exhaustive):</p> <ul style="list-style-type: none"> • Possessing, purchasing, using or supplying/distributing alcohol. • Possessing, purchasing, using or supplying illegal drugs. • Abusing or misusing any legal substance (solvents, glue etc.) to achieve a "drug like" state. • Possessing, purchasing, using or supplying any sort of offensive weapon, or using any object in a threatening or dangerous way. • Any form of sexual activity between students of any age. • Possession of pornographic material including in electronic form on mobile device, iPad etc. Generating, sending, willfully possessing, requesting, or sharing any 'sexting' images or generating AI deepfakes of a defamatory nature. • Any other crimes as detailed in Federal Law No. 5 or wherever a student's behaviour puts other students at serious risk. See Appendix 2 for further information on Substance Abuse.
<p>The final decision on EM that may result in a permanent exclusion from the college will be made by the Headmaster and approved by the Board of Governors before being presented to and ratified by the KHDA.</p>	

Responding to different levels of misbehaviour

<p>Lower level misbehaviour (LLM)</p> <p>First response/Verbal Warning</p>	<p>There is an escalating series of ways in which a teacher can respond to poor behaviour. It may simply be an extended pause, a “look” or a verbal warning. The teacher may explicitly remind the student of the agreed rules and protocols. The teacher may move the student to another seat within the room. The student may be asked to leave the room for a short time and the teacher will explain their expectations before the student is re-admitted to the classroom. If appropriate the student may be sent to a partner classroom for the remainder of the lesson. The tone of the teacher’s voice may indicate disapproval but shouting at a child is ineffective and should not happen.</p>
<p>Lower level misbehaviour (LLM)</p> <p>Lunchtime Detention</p>	<p>As a stronger response to lower level misbehaviour in the classroom, the teacher may give a break time or lunch-time detention and will keep a record of behaviour concerns by adding to iSAMS concern logs. Unresolved incidents or persistent misbehaviour will be reported to the Subject Leader, who may also give a lunch-time detention. The SL should inform the student's Form Tutor and Head of Year. During other times, the Head of Year will administer the sanction.</p>
<p>Mid-level Misbehaviour (MLM)</p> <p>After School Detention</p>	<p>Persistent lower level misbehaviour or mid-level misbehaviour will result in the involvement of the Subject Leader and Head of Year. The Head of Year will speak to the student and their Form Tutor and will organise an after school detention. The Head of Year will work with the Subject Leader, Class Teacher and Form Tutor to determine lesson targets for student. Parents will be kept informed via student planner, phone-calls, letters or e-mails. A non-signed warning letter will be administered.</p>
<p>Higher level Misbehaviour (HLM)</p> <p>SLT Detention</p>	<p>Higher level misbehaviour, or poor behaviour in a number of subject areas will result in the involvement of the Head of Year/Section and Deputy Head: Pastoral. (Further clarification/guidance is given in Appendix 3)</p> <p>If an SLT Detention (Thursday/Friday after school) or Headmaster’s Detention (Saturday/Sunday morning) is given, parents will be informed by telephone, letter or e-mail and a meeting in school may be arranged. The student may also be placed on an academic/behaviour report which will be monitored daily and parents will be contacted on completion of the report period to discuss progress. A signed warning letter will be administered.</p>
<p>Serious Misbehaviour (SM)</p> <p>Internal reflection days (fixed term)</p>	<p>Internal reflection days will be used if the Head of Section and Deputy Head: Pastoral is not satisfied that the student is showing sufficient improvement or if the behaviour has been persistent in nature or contravenes any behaviour identified as SM. It may also be used if a student needs to be isolated from their classmates. Internally excluded students will be supervised as they complete their work away from their normal lessons and classmates. This sanction may also be used for serious incidents of misconduct, bullying of any form, uniform/hair-style issues or as a “cooling down” mechanism. A signed warning letter and a readmittance meeting will be administered.</p>
<p>Very Serious Misbehaviour (VSM)</p> <p>External (fixed-term) exclusion</p>	<p>External exclusions (or “suspensions”) will be used in very serious cases of misbehaviour - advised by the Behaviour and Sanctions Policy but ultimately determined by the Head of Section and Deputy Head: Pastoral. Parental involvement is key where the level of behaviour is such that a fixed-term exclusion is given. This sanction is seen as an opportunity for a student to modify their behaviour before a permanent exclusion from the college is applied. A signed warning letter/final warning letter and a readmittance meeting will be administered</p>
<p>Extreme misbehaviour (EM)</p> <p>Permanent Exclusion</p>	<p>A permanent exclusion will result if a student persistently exhibits serious unacceptable behaviour and shows no attempt to modify their behaviour despite being given opportunities to do so. It will result if a student commits a felony, whether the act takes place inside the college or elsewhere, or if the nature of the crime is such that the student’s return to college would put other students at risk.</p>

Sanctions that include any external exclusion from Dubai College are administered in consultation with the KHDA.

A permanent exclusion is applied by the Headmaster when approved by the Governing Body and the KHDA. Parents retain the right to appeal to the Governing Body and the KHDA against a decision of a permanent exclusion.

Contacting Parents

The following procedures will be put into place after speaking with the student about allegations made against them to find out to what extent they are true or otherwise.

	Level of Parent Contact
LLM First response	<ol style="list-style-type: none"> 1. Student to tell parent
LLM Detention	<ol style="list-style-type: none"> 1. Student to tell parent 2. Parent to see the sanction on the iSAMS app 3. For in school detentions, parents will be notified by students 4. A lunchtime detention will be given for an accumulation of 3 LLMs or if a member of staff feels that sufficient verbal warnings have been given in any one subject area.
MLM After School Detention	<ol style="list-style-type: none"> 1. Student to tell parent 2. Parent to see the sanction on the iSAMS app 3. For after school detentions, parents will be notified by the section pastoral administrators and a warning letter will be sent home.
HLM SLT Detention	<ol style="list-style-type: none"> 1. Ask the student to speak with parents that evening after school to allow them time and space to reflect before that conversation. 2. The following day, a representative from Dubai College will make a follow up phone call to ensure the student has spoken with their parents about any incident and owned that behaviour prior to a member of staff calling home. 3. Parent to see the sanction on the iSAMS app 4. For SLT detentions, the Heads PA will inform parents 5. A warning letter & parental undertaking will be sent to parents to acknowledge the behaviour and ongoing requirements
SM Internal reflection days (fixed term)	<ol style="list-style-type: none"> 1. Ask the student to speak with parents that evening after school to allow them time and space to reflect before that conversation. 2. The following day, a representative from Dubai College will make a follow up phone call to ensure the student has spoken with their parents about any incident and owned that behaviour prior to a member of staff calling home. 3. Parent to see the sanction on the iSAMS app 4. If the behaviour aligns itself with a sanction with SM, a warning letter & parental undertaking will be sent to parents to acknowledge the behaviour and ongoing requirements. 5. A signed statement of attendance is required at the reintegration meeting.

<p style="text-align: center;">VSM</p> <p>External (fixed-term) exclusion</p>	<ol style="list-style-type: none"> 1. Ask the student to speak with parents that evening after school to allow them time and space to reflect before that conversation. 2. The following day, a representative from Dubai College will make a follow up phone call to ensure the student has spoken with their parents about any incident and owned that behaviour prior to a member of staff calling home. 3. If the behaviour aligns itself with a sanction deemed to align with an external exclusion or above, the student will be excluded for up to 3 days. If a fixed term exclusion longer than 3 days is required, the KHDA will need to be involved in the sanction. 4. A representative from Dubai College will phone home again to share the outcome. 5. Parent to see the sanction on the iSAMS app 6. A warning letter & parental undertaking will be sent by the Headmasters PA to the parents to acknowledge the behaviour and ongoing requirements. 7. After the sanction has been served, the student and parents will be asked to attend a meeting. A signed statement of attendance is required at the reintegration meeting.
<p style="text-align: center;">EM</p> <p>Permanent Exclusion</p>	<ol style="list-style-type: none"> 1. Ask the student to speak with parents that evening after school to allow them time and space to reflect before that conversation. 2. The following day, a representative from Dubai College will make a follow up phone call to ensure the student has spoken with their parents about any incident and owned that behaviour prior to a member of staff calling home. 3. If the behaviour aligns itself with EM, the KHDA will need to be involved in the sanction. 4. Once the KHDA have agreed a sanction, a representative from Dubai College will phone home again to share the outcome. 5. A letter will follow from the Headmasters PA containing the sanction and next steps for the terms of the permanent exclusion.

Senior Leadership Team Detention and Headmaster's Detention Guidance

The "SLT Detention" is designed to respond to Level 3 (mid-level) discipline issues. It will take place on either Thursday from 3:45pm until 4:45pm or on a Friday from 12:10pm until 1:10pm.

The Head of Year is gatekeeper of the "SLT Detention".

After investigation, the Head of Year will use their professional judgement to determine whether a Thursday/Friday "SLT Detention" is the best solution or whether an alternative intervention would be more appropriate.

The Head of Year would send the standard detention letter home, giving at least 24 hours' notice, note their action in iSAMS and oversee the follow up tracking post detention.

In the same vein, a Saturday/Sunday morning "Headmasters Detention" could be available as a staged option. This detention is intended to be set at a higher level than the "SLT Detention" on a Thursday/Friday after school.

A list of the students the Head of Year is placing in detention, with the proposed Thursday/Friday or Saturday/Sunday clearly indicated, should be sent to the Deputy Head: Pastoral before the event.

The Deputy Head: Pastoral will cover the Thursday afternoon detentions but in their absence it is expected that a Head of Section will be included in the Thursday afternoon supervision rota. In the absence of the Headmaster, the Deputy Head: Pastoral will cover the Saturday morning detentions.

Appendix 1 - Warning Letters Example

In order to comply with KHDA regulations, all higher-level misbehaviour incidents will require a warning letter and parental undertaking.

Parents will be asked to attend a readmittance meeting where they will be required to sign a letter of attendance about the need for a change in behaviour after the sanction has been served.

The warning letter will be issued at least 24 hours prior to the readmittance. Students may be refused entry to school if the meeting is not conducted and an acknowledgment of meeting attendance signed. An example of the warning letter can be found in Appendix 1.

Appendix 1 – Warning Letter Example

WARNING LETTER & UNDERTAKING

(“Reintegration Agreement after Very Serious Misbehaviour” – One Day Internal Reflection Day)

This document is considered as a Warning Letter and an Undertaking between Dubai College and the parents of XXX, student in XXX.

For the attention of XXX and XXX and as the parents and/or legal guardians of XXX, we are sending this document which serves as a warning letter and a conditional parental undertaking. This has been written in this form due to XXXs misbehaviour and breach of: 1) the signed “parent-school contact” and 2) the school’s “Behaviour and Sanctions Policy” which you signed and agreed to uphold upon enrolment.

We are making you aware that XXX’s conduct, in stealing things from another student, aligns with the Very Serious Misbehaviour section on our Behaviour and Sanctions Policy. All facts considered, this aligns with an internal reflection day. We also need to acknowledge, this is the second offence of theft by XXX in his time on roll at Dubai College.

The following conditions outline the responsibilities and commitments of all parties concerned regarding the readmittance of XXX.

Parents’ responsibilities and commitments:

1. Ensure XXX’s commitment to adherence to these terms and conditions listed herein and all related KHDA and school policies. These include all policies which are on the school website as well as those contained within the Dubai College Student Planner.
2. Support XXX and the school by ensuring he understands the behaviour policy contents fully.
3. Ensure XXX addresses all behaviour concerns shared through iSAMS.

Student’s responsibilities and commitments:

1. Adhere to the school’s behaviour policy and ensure to fully respect the school community while in school and/or using any school communication platforms.
3. Ensure he has a discussion at home about the full contents of the behaviour policy and that he understands every element.
4. Ensure there is no repeat of the behaviour outlined in this warning letter.
5. Ensure there are reflections and modifications of behaviour to reflect the standards expected at Dubai College.
6. Ensure XXX writes an apology letter to the student affected by the theft.

School’s responsibilities and commitments:

1. Ensure regular parental involvement with regards to XXX’s academic progress and behaviour.
2. Ensure all concerns with regards to XXX’s behaviour and performance in school are logged in the system.
3. To offer counselling support should XXX require this.

We need to make it clear that failure to uphold any of the conditions contained herein, and should there be any recurrence of similar behaviour aligned with Serious Misbehaviour or above, this may result in any one of the following actions being taken:

- A fixed term external exclusion.
- An extended period of fixed term exclusion, once approved by the KHDA.
- Not re-enrolling XXX in Dubai College for the following academic year, after obtaining KHDA approval.
- Further suspension from Dubai College that might lead to permanent expulsion, after obtaining KHDA approval.

Headmaster - Mr Tomas Duckling

Date: XXXX 2025

Deputy Head: Pastoral – Deborah Jones

Example Signing in Statement during Reintegration Meeting after a One Day Internal Reflection

This document is an acknowledgment that a meeting has taken place between the parent (s) XXX and/or XXX about the need for a change in XXX's behaviour after doing a one-day international reflection on XXXX 2024.

Meeting attendees:

Parent Name:

Parent Signature:

Date:

Parent Name:

Parent Signature:

Date:

Student Name:

Student Acknowledgement:

Date:

Head of Year:

Head of Year/Section Signature:

Date:

Deputy Head:

Deputy Head's Signature:

Date:

Whilst we endeavour to have both parents attend the reintegration meeting, we also understand this may not be possible due to work commitments. As such, in the absence of a second parent signatory, the parent attending will be acknowledging the content of the conversations in the hope this will continue at home. Dubai College reserves the right to not readmit the student if there is no commitment to a change in behaviour during the reintegration meeting and the attendee acknowledgement has not been signed.

Appendix 2 - Substance Abuse Guidance

Statement of Policy

Our Community is committed to

- the health and welfare of its pupils and will take action to promote and safeguard their well-being
- educating boys and girls about the effects of drugs and alcohol and about the threats posed by them to present and future health and happiness
- encouraging pupils in need of support to come forward and to educate others into acting and speaking in the best interests of those who might need help

Policy Aims

The college aims to deter the abuse of all drug substances by means of a balanced and informative educational programme, rooted in the college's values, and which places emphasis on the need and responsibility of young people to make informed decisions for themselves. This will be achieved through:

- education
- pastoral support for individuals
- support for family

Through the academic and pastoral elements of the curriculum, (including co-curricular activities), the welfare and support staff and outside speakers, the college will

- provide accurate information
- promote understanding
- foster and encourage skills and strategies designed to resist drug and substance abuse
- help young people to identify sources of appropriate personal support
- ensure that the disciplinary rules of the college reflect the seriousness with which the college and the local community approaches potential problems in this area

How these aims may be fulfilled:

- a. The college fulfils these aims through the development of its mission. This includes care, concern, teaching and leadership of its staff, through the provision of information via the Rolling Positive Education Programme, assemblies and through a clear and effective behaviour and sanctions code.
- b. It is essential to inculcate in each individual pupil an awareness of the importance of individual values. Students will be given an opportunity to debate the issues concerning the use and abuse of drugs and substances and thereby increase their awareness of the hazards of drug and substance abuse.
- c. The college believes that it is a priority to promote and consolidate the self-esteem of every individual pupil.
- d. The college attaches great importance to effective communication with parents.
- e. A member of the School's Pastoral/Student Services Team will periodically update the college with any changes in attitudes and policies towards drug and substance abuse.
- f. The RPEP programme will be implemented and reviewed on an annual basis.
- g. The college rules will emphasise the firm commitment of the college to the promotion and maintenance of an environment free from abuse of drugs and other harmful substances.

Responsibility for Implementing the Policy

The Headmaster has overall responsibility for the preparation, presentation and implementation of the policy within the college. On a day-to-day basis this responsibility is delegated to the Deputy Head: Pastoral.

The Headmaster will ensure that the Board of Governors is kept informed of relevant developments and issues, and any problems concerning the effectiveness of the College's substance abuse practice.

Partnership with Parents

The vast majority of teenage/adolescent involvement with drugs and other substances occurs out of college, both in time and place, when children are the responsibility solely of their parents. Therefore, effective partnership between the college and parents is essential. Parents must feel that they are fully informed and involved in the college's practice with regard to drugs and substance abuse. It is important that parents are able and willing to support the college's policy.

To promote this partnership, the college will ensure that parents receive full information about programmes for the Rolling Positive Education Programme via letter and in the Introduction to the Year parent talks. Where it is able to do so, the college will provide support and reinforcement to parents concerning the expectations on their children's social behaviour.

At regular intervals the Headmaster will remind parents as well as pupils of the disciplinary rules relating to the involvement of pupils with drugs and other substances.

Working with Outside Agencies

The college is obliged to inform the Dubai Police of any breach of the law which comes to its attention. The college will notify the Dubai Police if pupils are found to be in possession of illegal drugs whilst in college. The college is obliged to involve the Dubai Police and the KHDA if a pupil or pupils are **required to leave** or are excluded for a fixed term on account of known use of drugs or other illegal substances.

The college will support and promote local health initiatives where they are soundly based and do not contravene the college's ethos or moral teachings.

Clarification of college rules relating to substance abuse

Illegal Drugs¹, Illicit Drugs² & Solvent Abuse

The college regards the possession, sharing, bringing into school³, distributing, sale, "pushing" or use of illegal drugs or solvents, on or off the college premises, as major disciplinary matters. The Dubai Police will be informed.

Any pupil found or suspected of being in the possession of, sharing, bringing into college, distribution, sale, "pushing" or use of illegal drugs or illicit drugs or solvents, on or off the college premises, should expect to be asked to leave the college and may be excluded permanently. The KHDA and College Governors will be involved in a permanent exclusion.

Any other involvement in drugs, in or out of school, will bring into question the continued membership of the college by the pupil and may lead to a permanent exclusion.

1 The definition of the term '*illegal drug*' for this policy refers specifically to those chemicals and materials as defined by the legislation currently in force in the UAE and any subsequent amendments.

2 An '*illicit drug*' means (in this context) one that is not legislated for. This does not mean it is not dangerous - indeed they are hazardous to health - but they are not listed in the appropriate legislation.

3 The term '*into college*' covers any incidents related to drugs or substances which occur in school time, inside or outside school grounds. It also includes travel between school and home; it includes sports fixtures, educational visits and other school-based excursions away from the school; and it includes sports tours, educational cruises, activity holidays, etc. organised by the school in holiday time for pupils of the School.

Alcohol

The bringing of alcohol into school, the selling of alcohol to other pupils, the consumption of alcohol within college and/or being under the influence of alcohol during the school day is forbidden. **Any student suspected and/or proven to have breached this rule should expect to be asked to leave the college and may be excluded permanently.**

Prescription Medication

The School Nurse must be aware of any prescription medication brought on to the School premises. Wherever possible the School Nurse should store and administer the medication. Any student suspected of abusing prescription medication will be excluded for a fixed term period. A repeat offence may lead to a permanent exclusion pending KHDA permission.

Tobacco

The bringing of tobacco or tobacco-related products into school, the selling of such products to other pupils, and/or the smoking of tobacco or tobacco-related products by pupils is forbidden. Any pupil suspected of smoking or frequenting with a smoker on school property or while being identifiable as a member of the college community may be excluded for a fixed term period. Persistent smoking may lead to permanent exclusion pending KHDA permission.

The only circumstance likely to cause the college to consider mitigation/greater flexibility in areas of "zero tolerance" would be when the information concerning the offence derived primarily from information volunteered by the pupil involved or by his/her parents.

Possible indicators that might lead to an investigation into drug or solvent or substance abuse

This list is not intended to be exhaustive.

- Behaviour changes
- Involvement in a drug incident
- Particular peer group associations
- Physical signs
- Implication by association
- Information received
- Significant alteration in academic performance
- Health or attendance

Procedure

The procedures followed will be in line with the School's procedures for dealing with major disciplinary incidents.

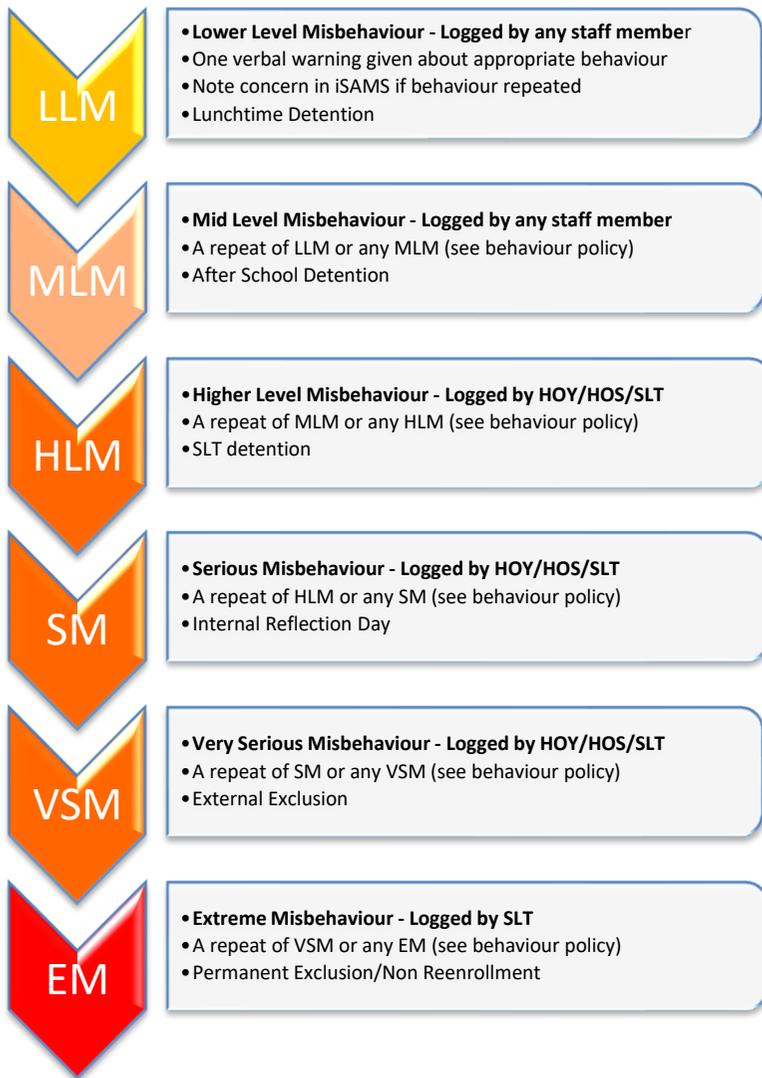
These procedures respect the 'duty of care' for the individual as well as the wider community.

Details of any drugs or substances abuse will be passed on to the Police and the pupil and family apprised of this fact.

Where a decision is taken not to permanently exclude a pupil, a condition or conditions of reinstatement following a period of exclusion may be required on the part of the pupil and his/her parents. These might include:

- a regime of random testing or controls
- a period of counselling in relationship to the pupil's problem
- undertakings by parents to monitor and restrict the social activities of the pupil

Appendix 3 – Behaviour and Sanctions Flow Chart 2025/2026



LLM e.gs - shouting/calling out; interrupting teaching and learning; not paying attention; failure to complete classwork or homework to an appropriate standard; incorrect equipment

MLM e.gs – being rude to staff; truancy within school; deliberate damage to textbooks or other students' work; uniform infringements, littering

HLM e.gs – aiding and/or by-standing in incidences of bullying; deliberately behaving in a way that is likely to cause injury to others; relatively “minor” assault/fighting; verbal abuse of another student or member of staff

SM e.gs – verbal or physical intimidation/abuse; bullying of any other form as detailed in the anti-bullying policy; vandalism/ deliberate damage to school facilities; theft, intentional damage, taking items that do not belong to you; inappropriate use of language

VSM e.gs – offensive, threatening or sexually inappropriate behaviour; repeated or extreme inappropriate use of language; possessing, purchasing, using or supplying any sort of legalised recreational drug; possessing, purchasing, using or supplying any sort of incendiary materials; intentionally setting off fire alarms or extinguishers; serious physical assault

EM e.gs - possessing, purchasing, using or supplying/distributing alcohol, drugs, weapons; any form of sexual activity between students of any age; possession of pornographic material including in electronic form on mobile device, iPad etc.; generating, sending, willfully possessing, requesting, or sharing any 'sexting' images.

Mobile Phones – teaching staff will confiscate these and follow the mobile phone policy procedures

Attendance to school and lateness - this is dealt with by the Pastoral Team and in line with the Attendance Policy.

Detentions

3 concerns in iSAMS for any one student in any single half term = a lunchtime detention

3 further concerns in iSAMS in any single half term = an after-school detention

3 further concerns in iSAMS in any single half term = SLT detention

Work to be completed during detention should not be online/using a device

N.B. All HODs and HOGs may escalate to an immediate after school detention should be level of behaviour in one of their departmental classrooms warrant that sanction

All positive behaviour/house merits should also be noted on iSAMS to give the holistic picture of each student

The college will monitor the situation and provide support where possible.

Policy Details	
Version date	September 2024
Last review	September 2025
Next review	September 2026
Responsible SLT	Deputy Head: Pastoral