



**CODE OF CONDUCT, COMMITMENTS AND
HOME SCHOOL AGREEMENT**

Vision

To provide a legacy in education which promotes qualities of open-mindedness, tolerance and respect for others, which will provide a best practice model for the future of students from all nations in Gabon.

Mission

To become Africa's most enterprising school, focusing on sustainability and innovation to play a significant role in Gabon's and in Africa's education.

Values

EXCELLENCE

We strive for excellence in every aspect of life: in human relations, in one's abilities and expectations.

RESPECT

We respect ourselves, our environment, and each other.

VIRTUES

We value truth and honesty, tolerance, integrity and responsibility.

Vision

Transmettre un héritage dans le domaine de l'éducation qui valorise les qualités d'ouverture d'esprit, de tolérance et du respect de l'autre, offrant ainsi un modèle de pratiques exemplaires pour l'avenir de tous les élèves vivant au Gabon, quel que soit leur pays d'origine.

Mission

Devenir l'école la plus dynamique d'Afrique, mettant l'accent sur la pérennité et l'innovation, afin de jouer un rôle important dans l'éducation au Gabon et dans toute l'Afrique.

Valeurs

EXCELLENCE

Dans tous les aspects de la vie : dans les relations humaines, dans les aptitudes personnelles et les attentes.

RESPECT

Le respect envers nous-mêmes, envers les autres et notre environnement.

VERTUS

nous valorisons la vérité et l'honnêteté, la tolérance, l'intégrité et la responsabilité.

ERV CODE OF CONDUCT

The ERV Code of Conduct has been created for the ERV community in accordance with our ERV Vision, Mission and Values.

What is the ERV Code of Conduct?

The ERV Code of Conduct seeks to create a framework based on our school values and the Student/Parent/School Commitments, to support and develop a safe, caring and inspirational school.

The ERV Code of Conduct enables members of the ERV community to take responsibility for and make appropriate choices in all aspects of our school life.

The ERV Code of Conduct has at its heart:

Safety & Well-Being

With our positive choice of behaviour and actions, we keep ourselves and others out of danger.

Sustainability

We make choices and take actions which support our school environment, and our community and our planet for the long-term.

Excellence

We strive for excellence, believing in ourselves and our impact, making choices that lead to the best possible outcome.

Respect

We respect ourselves, others, and our environment.

Values via the IB Learner Profile

We relate our Code of Conduct and our actions to the IB Learner Profile, encouraging the application and development of the attributes: *Caring, Principled, Thinkers, Reflective, Communicators, Courageous, Inquirers, Open-minded, Knowledgeable and Balanced.*

ERV CODE OF CONDUCT : CHOICES AND CONSEQUENCES

We use our 'ERV Code of Conduct' and our 'Commitments' to make the right choices for own well-being and that of others and our environment.

We are guided via positive reinforcement and recognition from our peers, our teachers, and the school management team. This could involve:

- Recognition via feedback in class time or on class work
- Sharing our experience with our peers or other groups in school
- Form time focus on achievements and praise notes
- Celebration assemblies
- Merits and positive comments on managebac
- House celebrations and recognition of collaborative achievement
- Certificates and awards, including 'Student of the Month' and 'Green Award'

We are encouraged to seek resolution to conflicts before they escalate, and to remain positive and focused on working out the best outcome or solution.

We recognise that if we do not make the right choices, we will need to take responsibility for the consequences of our actions. This could involve:

- Explaining why we have made a particular choice
- Apologising for our actions
- Reflecting upon our actions and presenting our findings to our teacher or to our peers
- Using our free time (breaktime or after school or weekend) to catch up on work missed/ completing a task correctly
- Replacing a damaged item or helping to put something right again
- Contributing to the community to make up for our inappropriate actions
- Any other sanctions as appropriate, and as per the school Behaviour Policy

We aim to resolve issues which take place in school, at school, using our ERV values.

In most cases, day to day issues will be resolved with the support of the teacher or form tutor.

Where there are more serious concerns and further support is needed, issues can be escalated to a Management Team member, or to a Senior Leadership Team member.

In rare cases of gross misconduct, and where their presence poses a risk to themselves or to others, we understand that students may be suspended or expelled.

Parents will be kept informed of any concerns, and may be invited in to school to discuss issues with the student and staff.

Students' actions will be recorded on Managebac and on students' files, and can be included in students' end of year reports and references, where appropriate.

ERV CODE OF CONDUCT: COMMITMENT FOR ALL ERV COMMUNITY

As ERV Students, Staff and Parents we will:

- With our words and actions, actively contribute to a safe, caring and inspirational school environment
- Be respectful of ERV students, staff, and visitors, recognising and celebrating the diversity of the ERV community
- Ensure to conduct ourselves safely and appropriately around the school, including on social media
- Take responsibility for the school environment
- Respect our school policies, including those on Electronic Devices, School Uniform
- Aim for 100% school attendance and punctuality
- Recognise and take responsibility for our actions and their consequences
- Be ambassadors for ERV in and outside school, as kind, honest and positive members of the ERV community

ERV CODE OF CONDUCT: STUDENT COMMITMENT

In addition, as an ERV student I will:

- Play an active role in lessons, as well as school events, house competitions, and extracurricular activities
- Take responsibility for my school work and learning, including completing class and homework on time, and making sure my work is my own
- Focus on making progress and always try to do my best, and allow others to do the same
- Make up missed class notes and assignments in the case of any absence
- Ask for help or support or further explanation when needed
- Find a balanced approach to my school work, leisure time and well-being, making sure to come to school rested and refreshed
- Remember to bring to school my required supplies and equipment
- Make healthy choices, for example bringing in a balanced snack, lunch and filled water bottle, and no sweets/ fizzy drinks

ERV CODE OF CONDUCT: PARENT/GUARDIAN COMMITMENT

As ERV parents/guardians, we will support our children to:

play an active part in ERV school life and in their learning, taking responsibility for their actions, as per the ERV Code of Conduct and Student Commitment

In addition, as ERV parents/guardians we will:

- Work with the school in supporting the education of my children and resolving issues that may arise in regards to my child's learning and progress
- Disclose any information on my children's profile that may affect their learning, including medical, and accept recommendations from school regarding any additional educational needs
- Ensure that the school has our full and updated contact details and is informed of any change to our family situation
- Plan holidays and appointments to be out of school time and notify the school of my child's illness or other reasons for non attendance
- Proactively respond to school communication, and attend meetings and school events as per invitations
- Return to school as requested any books or equipment loaned to my child
- Agree to allow the school to provide my children with a sandwich if he/she comes to school without lunch, and thereafter be billed for the service
- Trust and work with the school in handling issues that take place in school, in accordance with the Code of Conduct

ERV CODE OF CONDUCT: STAFF COMMITMENT

As ERV staff we will support all students to:

play an active part in ERV school life and in their learning, taking responsibility for their actions, as per the ERV Code of Conduct and Students' Commitment

In addition, as ERV staff we will:

- Recognise effort and reinforce positive behaviour, supporting learners to work through conflict and challenges, and expecting the best possible outcome
- Treat all students and their families fairly and with respect, valuing them for who they are and regardless of their age, faith, gender, culture or background
- Guide, support and stretch students to develop the skills they will need to be well-rounded human beings, lifelong learners and global citizens
- Provide a broad, high quality curriculum, which is relevant to student's interests and needs, with a focus on developing independence and self motivation
- Provide opportunities for innovative learning that links to the outside world and develops the Learner Profile attributes
- Agree clear, realistic, and measurable targets for development to help students understand what they need to do in order to progress
- Set, monitor and give feedback on class and homework which is meaningful and motivating and suitable to students' needs
- Keep parents well informed about school policies, programmes and activities and provide parents with information on and opportunities to discuss their child's progress and any concerns

ERV HOME SCHOOL AGREEMENT 2019-2020

Our Home School Agreement is aligned to our vision, mission and values, via our 'ERV Student Code of Conduct' (pages 1-7 of this document).

The agreement consolidates the important relationship between home and school in ensuring a happy and successful educational journey for every ERV student.

Thank you for carefully reading and talking through the ERV Code of Conduct with your child, and then returning one signed copy (of two) of this Home School Agreement (page 8) to your child's form tutor.

STUDENT'S RESPONSIBILITIES

- I agree to the points in the ERV Code of Conduct and Students' Commitment.

Full Name (Student): _____ Class: _____

Signature: _____ Date: _____

PARENT'S RESPONSIBILITIES

- I agree to the points in the ERV Code of Conduct and Parents' Commitment.

Signature(s): _____ Date: _____

Relationship to Child: Mother/ Father/ Guardian (delete as applicable)

THE SCHOOL'S RESPONSIBILITIES

- We agree to the points in the ERV Code of Conduct and School's Commitment.

Signed Form Tutor: _____ Date: _____

Signed Head of School: _____ Date: _____