



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

Code of Conduct and Home School Agreement  
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## **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.

## 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, including online.

The ERV Code of Conduct is based on and promotes a fair, equitable and inclusive approach to ensure that all community members are supported. It is aligned with our Diversity & Inclusivity statement and serves to ensure that all members of our community are treated with respect and given equal opportunities to learn and grow.

### The ERV Code of Conduct has at its heart the values of:

**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

## ERV CODE OF CONDUCT : CHOICES AND RESPONSES

We use our 'ERV Code of Conduct' and our 'Commitments' to make the right choices for our 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, aligned with our school values

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 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 responses as appropriate

Refer to our [Behaviour Responses Guidelines](#) (APPENDIX 1) for how we ensure a restorative, reflective approach; support as required; and collaboration with parents.

We aim to resolve school issues 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 Leadership and/or 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.

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 online
- Take responsibility for the school environment and shared spaces
- Respect our school policies and Family Handbook guidance
- Aim for 100% school attendance and punctuality
- Reflect on choices and take responsibility for our actions
- 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:

- Ensure I am a good role model and citizen, respecting school values
- Respect our school policies, including my class 'Essential Agreements', and agreements on Academic Honesty, Digital Devices and School Uniform
- 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 work and assignments in the case of any absence
- Be proactive about offering, receiving and seeking help or support
- 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 positive and healthy choices

## 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 communicate with the school for my child's health and well being 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
- 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 2023-24

Our Home School Agreement is aligned to our vision, mission and values, via our 'ERV Student Code of Conduct' (pages 1-5 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.

Please then return a signed copy of this Home School Agreement (page 10) to your child's form tutor - or complete the online version sent to you via Google Form

### STUDENT'S RESPONSIBILITIES

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

Full Name (Student): \_\_\_\_\_ Class: \_\_\_\_\_

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

### PARENT'S RESPONSIBILITIES

- I agree with 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: \_\_\_\_\_

# Appendix 1: Behaviour Response Guidelines

## Behaviour Response Guidelines

**Behaviours distracting the student or others from positive well-being, relationships and learning as defined by school values**

This could include and is not limited to behaviours such as: interrupting in class, ignoring instructions, lack of cooperation and engagement, thoughtlessness or unkind words, having/not having (in)appropriate materials/equipment for school.

**Behaviours negatively affecting the student or others' well-being, relationships and/or learning, or the school community, as defined by school values**

This could include and is not limited to behaviours such as: lack of respect for school values or environment, disruptive behaviour, deliberately creating a disturbance, unkind or disrespectful behaviour, inappropriate language or gestures or actions, continued lack of cooperation and engagement, choice of actions/ non actions that cause a negative impact.

**Behaviours recurrently and/or significantly affecting the student or others' well-being, relationships and learning, or the school community, as defined by school values**

This could include and is not limited to behaviours such as: intentional challenge to school values, damage to the environment or property, persistent harmful or offensive language gestures or actions, sexual language or behaviours, intentional emotional or physical harm to others, malicious allegations against others, discrimination or bullying, continued actions/ non actions that cause a significant negative impact.

**Behaviours putting in danger the student or others' well-being, relationships and learning, or the school community, as defined by school values**

This could include and is not limited to behaviours such as: involvement with or promotion of harmful or illegal items or substances, including smoking, drugs, weapons or illicit images; intentional and grave harm to others' mental or physical well-being, intentional damage to the school environment or property; sexual harassment or harm, escalation and refusal to engage in previous consequences leading to situations that put the student and/or others in danger.

### Approaches for all behaviours:

Clear expectations and reminders in place; Talking to student to understand situation and cause of student behaviour; Behaviour considered as learning, with aim to support, reflect and improve; Ensure appropriate support is in place; Records kept (on ManageBac and via student records as appropriate)

### BEHAVIOURS

### RESPONSES



Parent notification - via ManageBac, email or phone as appropriate	Parent-student meeting - with Form Tutor or Coordinator as appropriate	Parent-student meeting with Head of Section	Parent-student meeting with Head of School
In-School strategies for behaviour improvement	Behaviour improvement plan	Behaviour contract	Student community extended actions to rectify behaviour
Restorative conversation to unpack and resolve behaviour	Restorative measures to unpack and resolve behaviour	Student community action to rectify behaviour	Student community extended actions to rectify behaviour
On the spot student reflection time/ changed position-seating	Scheduled reflection time in or out of class/ changed position-seating	Extended reflection time during breaktimes or after school 1-5 days	Internal suspension and reflection 1-2 days External suspension and reflection 1-5 days
Can lead to or trigger immediate:			
Warning of Expulsion		Expulsion	