




Our School Rules:
Code of Good Behaviour

St Francis School
Cospicua & Santa Lucia



“Behaviour is
a mirror in which
everyone displays his
own image”.



Table of Contents

Introduction	4
Aim	4
Positive Reinforcement by the School	5
Responsibilities of the Staff	5
Student Behaviour Criteria	6
What the School Expects from Students	6
Unacceptable Behaviour	7
Responsibilities of Parents	7
Measures to Maintain Order	9
Uniform	10
Review of this Document	11
References	12

INTRODUCTION

The school's Code of Good Behaviour is based on rewards, agreements and discussions. The school is a community where mutual respect, cooperation and the practice of humanistic values are integral elements.

The Code aligns with the rights and responsibilities of all involved: the administration, educators, students and their parents. All school employees must feel responsible at all times for students' behaviour based on what they see and hear, and must take immediate action in the case of inappropriate behaviour. Therefore, they play an important role in fostering and reinforcing good behaviour and mutual respect among all members of the school community, including the administrative team, educators, students, parents and professionals offering services to the school.

AIM

The aim of this Code of Behaviour is to:

1. Promote a sense of harmony in the school.
2. Ensure that children and teachers are happy together.
3. Provide children with a good and healthy environment in which to learn and be educated.
4. Help children grow to become responsible, respectful towards each other, and to treat each other equally.
5. Strengthen cooperation between home and school.
6. Ensure that school rules are implemented.
7. Guide teachers on how to act when student behaviour is not positive.

It is important that everyone, staff, parents and children, apply and encourage the implementation of all that is written in this code.

POSITIVE REINFORCEMENT BY THE SCHOOL

As a school, we expect children to have good manners, and we believe they should be rewarded for this through:

- Spontaneous praise from staff through stickers, points, tokens, and certificates.
- Positive reports about the student sent to parents by teachers.
- A system of certificates and verbal praise.

RESPONSIBILITIES OF THE STAFF

- The class should never be left unattended.
- Staff must respect their professional ethics in the school and follow the Church Schools' Safeguarding Policy.
- In class, teachers should involve students in a participative process to establish class standards while ensuring these align with school rules. This includes:
 - Creating a set of basic classroom rules.
 - Listing the consequences of both appropriate and inappropriate behaviour.
 - Displaying the agreement in the classroom.
 - Implementing and regularly reviewing the agreement to help teachers and students integrate experiences into a modified agreement.
- Teachers should monitor students' behaviour and praise them when necessary to achieve this goal, ensuring it is not confused with academic performance.
- In cases of cheating during exams, marks will be lost.
- Report any breach or suspected breach of children's rights to the Designated Safeguarding Officer (DSO) to initiate the processes outlined by the Secretariat for Catholic Education (SfCE).

STUDENT BEHAVIOUR CRITERIA

Student behaviour is based on respect for themselves, others, the school, and the environment.

WHAT THE SCHOOL EXPECTS FROM STUDENTS

The school expects students to:

- Attend school and not be absent without a valid reason.
- Be punctual, arriving at school by 7:30 a.m.
- Avoid leaving school early without permission.
- Be clean in their appearance and clothing.
- Wear the full school uniform and avoid wearing jewellery or perfume. Hair should be tidy, tied back, and a blue hairband/rubber band should be used. Small, simple stud earrings may be worn.
- Show respect to themselves and to everyone they encounter, including teachers and school staff.
- Avoid using foul language or engaging in fights.
- Follow teacher instructions and abide by classroom rules.
- Participate in class and school activities.
- Refrain from making noise in the corridors and greet teachers and staff they meet.
- Keep the school clean and care for the environment.
- Behave appropriately during educational outings.
- Show respect to all members of the school community.
- Complete their classwork, study and reading properly.
- Organise their materials before starting work.
- Stay quiet and listen when someone is speaking.
- Avoid causing disruptions in class.
- Use good manners at all times and in all places.
- Avoid bringing dangerous objects to school.

- Avoid using communication devices inappropriate for their age.
- Take care of school books, educational materials and equipment provided to them. They must not damage or misuse them. The school may request payment if this occurs.
- Avoid bringing mobile phones or other devices like smartwatches that may distract them from learning.
- Use recyclable or reusable containers.
- Avoid leaving class without the teacher's permission.

UNACCEPTABLE BEHAVIOUR

The school does not accept:

- Disrupting class.
- Excessive noise.
- Disrespect towards teachers and other students.
- Careless work.
- Fighting.
- Use of inappropriate language.
- Rough play.
- Bullying.
- Misbehaviour on school transport.

RESPONSIBILITIES OF PARENTS

- Fill out the GDPR forms correctly.
- Inform the school of any changes to their phone numbers or address.
- Cooperate and show respect towards teachers, the administration and all school staff.
- Show interest, provide support, praise and encouragement to their children in their schoolwork and activities.

- Provide necessary health information and any other relevant details about their children that benefit their well-being.
- Pay attention to school circulars.
- Set a good example for their children in appearance, speech and behaviour.
- Schedule an appointment with the Head of School or the administrative team if they wish to speak to a staff member.
- Discuss specific complaints with the Head of School, not in the presence of students.
- Avoid smoking when dropping off or picking up children from school, or while on school premises.
- Dress appropriately when in the school building or attending school activities.
- Separated parents should not use the school as a meeting place with their children (unless authorised by the court). Necessary steps will be taken if this occurs.
- Ensure their children do not use communication tools inappropriate for their age, such as Facebook, TikTok, Snapchat, WhatsApp, etc.
- Monitor their children's internet use due to the risks of unsuitable websites and online chatting.
- Inform the administration and class teachers if, for personal reasons, their child is unable to wear the school uniform.

Parents are also expected to cooperate with the school regarding:

- Nutritious food.
- School bags.
- Dress code and behaviour.
- Regular attendance; parents must inform the school of illness or temporary absence and send a medical certificate for absences of three or more days. For shorter absences, a note or email should be sent to the class teacher.

- On birthdays, parents may send a small individually-wrapped treat or small item (e.g. wafer, pencil). On this day, students may wear casual clothes.
- Party invitations may be distributed at school only if the entire class is invited.

MEASURES TO MAINTAIN ORDER

Parents are informed immediately in cases of serious misbehaviour by their children, and their cooperation is required to address the issue.

- Teachers use a class discipline scheme based on encouragement, aiming to promote good behaviour.
- When students repeatedly fail to do their homework, the teacher will send a Behaviour Report through MySchool. If this behaviour persists, the school will contact the parents/legal guardians to discuss how best to support the student.

UNIFORM

Summer:

Boys and Girls: Maroon polo shirt with school logo, blue bermuda shorts, white socks, white trainers, (blue hairband/rubber band), plain blue school bag.

Winter:

Boys and Girls: Blue tracksuit with school logo, maroon polo-neck or polo-shirt with logo, blue school jacket, white socks, white trainers.

P.E. (Summer):

Boys and Girls: Maroon T-shirt with school logo, blue shorts, white socks, white trainers.

P.E. (Winter):

Boys and Girls: Blue tracksuit with school logo, maroon polo-neck or T-shirt with school logo, blue school jacket, white socks, white trainers.

REVIEW OF THIS DOCUMENT

The Head of School reserves the right to review this Code as necessary.

Last review date: July 2025

REFERENCES

- Managing Behaviour in Schools Policy (2015)
<https://educationservices.gov.mt/en/resources/Documents/Policy%20Documents/Managing%20Behaviour%20in%20Schools%20Policy.pdf>
- Addressing Bullying Behaviour in Schools (2015)
<https://educationservices.gov.mt/en/Documents/Addressing%20Bullying%20Behaviour%20in%20Schools.pdf>
- Addressing Attendance in Schools (2014)
<https://educationservices.gov.mt/en/resources/News/Documents/Attendance%20Policy%20Document.pdf>
- A Whole School Approach to a Healthy Lifestyle: Healthy Eating and Physical Activity Policy
<https://educationservices.gov.mt/en/resources/News/Documents/Healthy%20Eating%20and%20Physical%20Activity%20Policy.pdf>
- Teachers' Code of Ethics and Practice—Ministry of Education and Employment (2012)
https://www.education.gov.mt/mediacenter.ashx?file=MediaCenter/Docs/1_Code%20of%20Ethics%20Doc%20MT.pdf
- Safeguarding Our School Communities (2024)
maltadiocese.sharepoint.com/sites/AoMPublic/AoM_Shares/Forms/AllItems.aspx?id=%2Fsites%2FAoMPublic%2FAoM_Shares%2FSfCE_CSM_Website%2FDepartments%2FStudents_Services%2FDocuments%2FSafeguarding_Our_School_Communities%2Epdf&parent=%2Fsites%2FAoMPublic%2FAoM_Shares%2FSfCE_CSM_Website%2FDepartments%2FStudents_Services%2FDocuments&p=true&ga=1