



## Behaviour Policy

Updated: August 2026 | IOS | Date for review: August 2026

This policy sets out our expectations for student behaviour and the steps that will be taken by Immanuel Online School in the event of any contravention of this policy.

The vision of Immanuel Online School is to be a Christian learning community of educational excellence, where the Christian faith inspires and illuminates our teaching and learning. The school welcomes students from all countries and backgrounds. Our goals for learning are that our students may flourish, grow in understanding, enjoy their studies and be stretched academically. To that end, the school teaches a wide range of subjects, based on an enhanced version of the English national curriculum, utilising a range of teaching and learning methods and technologies to provide an exceptional, efficient and supportive school environment for students.

As members of our learning community, it is essential that students learn to reflect these values and to act with love, courtesy and respect towards each other and towards their tutors.

With this objective in mind, Immanuel Online School has certain expectations of students. All students must:

1. Uphold the Immanuel Online School Christian Ethos
2. Use their best efforts to study the lesson material and work on activities, tests and assignments, prepare generally for tutorials and submit work on time.
3. Attend all tutorials, except by prior notice from their parents or guardians or by prior agreement with Immanuel Online School.
4. Join tutorials on time. Late arrivals can affect others as well, so we do ask that punctuality is a high priority, particularly as the tutorials are only 40 minutes long and tutors start promptly.
5. Communicate politely and respectfully with other students and tutors. Avoid anything that might be considered inappropriate conversation in the chat or while unmuted.
6. Never be disruptive or cause any disruptions or distractions during a tutorial.

7. Never cheat or attempt to gain an unfair advantage in an assessment (also see use of AI policy)
8. Be engaged and focused during the tutorial, without distractions, and think about how they can contribute positively to the learning experience of the whole class. If a student is repeatedly unprepared or disruptive, IOS will have to intervene.
9. Follow tutor instructions.
10. Do their own work and never copy or plagiarise tests, assignments or exams.
11. Never share their user and password details for the learning portal or tutorials with a third party.
12. Never act in a bullying, inappropriate (words or actions) or threatening manner (whether to students, tutors or third parties, within or externally of Immanuel Online School) and to treat others as they wish to be treated at all times.
13. Never actively exclude another pupil or bully/harrass them.

## Roles

The management of Immanuel Online School, its tutors and parents all have important roles in implementing the behaviour policy.

On a day-to-day basis, tutors are responsible in the first instance for ensuring compliance with the behaviour policy and responding to any bad behaviour. In the event of a breach of the behaviour policy, the disciplinary process below will be followed. Escalation of the disciplinary process is the responsibility of the management of Immanuel Online School.

As a provider of online education, Immanuel Online School does not have the range of sanctions available to a site-based school and we do not operate in loco parentis (in place of a parent). It is therefore very important that parents support the maintenance of an effective learning environment for all students by cooperating with us in the implementation of the behaviour policy and the disciplinary process. Parents are ultimately responsible for encouraging and instilling good behaviour on the part of their children.

## Disciplinary Process

|                   |                                                                                                                                                                                                                                                  |
|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Individual breach | Refocus: the student will be encouraged to refocus their concentration.<br><br>Verbal warning: behaviour will be noted to the student for correction.<br><br>Mute: in a tutorial, the student may have their microphone turned off by the tutor. |
| Repeated breach   | Repeated breaches will be notified by tutors to the School Director and/or the Pastoral Lead.                                                                                                                                                    |

|                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|---------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                 | <p>Written warning: behaviour will be noted in writing to the student and their parents for correction. The student will be expected to apologise and demonstrate understanding of their behaviour.</p> <p>Removal from tutorial: in a tutorial, the student may be removed from some or the remainder of the tutorial by the tutor.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Continuous and/or severe breach | <p>Continuous and/or severe breaches will be notified by tutors to the School Director and/or the Pastoral Lead.</p> <p>The measures for a repeated breach may be employed, plus:</p> <p>Call to parents or guardian: the parents or guardian of the student may be called by the tutor, the School Director or the Pastoral Lead to discuss behaviour.</p> <p>Suspension: the student may be suspended from the learning portal and/or tutorials for a specified number of days at the discretion of the School Director or the Pastoral Lead.</p> <p>Prohibition: the student may be prevented from using the learning portal messaging system or from attending events at the discretion of the School Director or the Pastoral Lead.</p> <p>Expulsion: in the most severe instances, Immanuel Online School may cancel the enrolment of a student, at its sole discretion.</p> |