

ISoB Common Room Rules:

1. The main goal of the common room is to guarantee safety of the students.
2. The common room provides childcare before the lessons start, i.e. from 7:00 a.m. to 8:45 a.m. and after finished lessons, i.e. from 13:20 to 17:00.
3. One common room teacher provides care for up to 25 students. In case of a bigger group the school provides the additional teachers accordingly.
4. The common room organizes childcare for the PYP students from grades 0-5.
5. G4 and G5 students are recommended to be picked up by parents/guardians directly after their classes or attend clubs offered by the school (when available).
6. Violation of the common room rules by the student can result in him/her being suspended in their right to attend the common room classes.

PARENTS/GUARDIANS Need To:

1. Fill in the "ISoB Common Room permission form" and get accustomed with the "ISoB Common Room rules" in order for their child/children to attend the common room.
2. **Bring and pick up their children using the school's side door.**
3. Authorize any other people they wish to collect their child from the common room by filling in the appropriate form. In the exceptional cases parents must send the information about their children pick up by a person not listed in the common room permission form to Mrs Jowita Wasilewska on Class Dojo by 1:00 p.m. on the given day.
4. Give their permission if they wish their child/children to go home on their own from the common room by signing the permission to walk home from the common room.
5. On their arrival at the school premises, take the full responsibility for their child/children safety. From this moment the school staff is no longer responsible for the safety of the student/students.
6. For safety reasons not to get involved into conversations with the teacher on duty. If a parent/guardian needs to discuss any issues with the teacher, he/she should contact the teacher beforehand to make an appointment.
7. **Must label the student's personal items (i.e. backpacks, coats, lunchboxes, waterbottles, etc.) with their name and grade.**

PARENTS/GUARDIANS/AUTHORISED PEOPLE Need To:

1. Bring their child/children to school no sooner than 7:00 and pick them up from the common room before the time it closes, i.e. 17:00 at the latest.

Before 7:00 a.m. and after 17:00 the school is not responsible for the safety of any child/children staying on the school premises. This means any child/children staying alone on the school premises does/do so at the parents'/guardians' own responsibility.

2. Bring their child/children to and pick them up from the common room in person, and inform the common room teacher about this fact.
3. Inform the school by contacting Mrs Jowita Wasilewska on Class Dojo in the case of a foreseen late arrival to give the approximate time of arrival.

STUDENTS:

1. From G0 are brought to and collected from the common room by their form teacher.
2. Who are not collected by parents promptly after lessons/extra classes finish are obliged to come to the common room immediately after their lessons/extra classes are finished.
3. **Must have their personal items (i.e. indoor shoes, coats, backpacks, PE bags, etc.) labeled with their name and grade.**
4. **Must leave their outdoor shoes, coats and backpacks in the changing room located opposite to the side door.**
5. Coming into the common room must place their name on the "Presence Board" (in the "Inside", "Outside", "Library", "Clubs", "Toilet" fields) and remove their name from the Presence Board into the "Home" section of the board before leaving the common room. It is to ensure that the whereabouts of the students are known to the common room teachers.
6. Must follow the rules from the "School code of behaviour" during the common room time.
7. Will be awarded positive and negative points on Class Dojo by the common room teachers according to their behaviour.
8. Must ask the common room teacher for permission to leave the common room and give the reason for their departure.
9. Must stay on the ground floor.
10. **Are allowed to use the vending machines during the common room hours only with the supervision of the common room teacher.**

11. Must keep order and tidy up after themselves during the common room time, as well as before leaving the common room.
12. Should behave with respect towards the common room teacher and other students, i.e. to avoid aggressive behaviour, offensive language and being too loud, and other actions that might disturb other children in the common room. The information about student's behaviour in the common room will be passed to the form teachers and the PYP coordinator, as well as noted on ClassDojo.
13. Can eat and drink in the common room after washing their hands.
14. Can do their homework, prepare themselves for their lessons or read.
15. Must not stay outside the common room on their own before and after lessons. They may not be outside unsupervised under any circumstances.
16. Must not bring or play with any toys or items simulating guns, knives or other weapons.
17. **Must not use any electronic devices (i.e. smartwatches, smartphones, tablets, video game consoles) for entertainment purposes during common room. In exceptional cases they may be given permission to use smartphones to call their parents/guardians.**
18. Must not take any pictures or record any videos in the common room.
19. Must not chew chewing/bubble gum in the common room due to the risk of choking.

PERSONAL ITEMS:

1. Neither the school, nor the common room teacher are responsible for any damaged or lost toys or other valuable items that have been brought to the common room by the students.
2. Pieces of clothing or other items left by the students in the common room will be put in the 'Lost & Found' box, situated outside of the common room.
3. **Must be labeled with the name of the student and their grade.**

PROCEDURE OF SUSPENSION from the common room:

1. 2 oral warnings
2. Giving the first minus for misbehaving
3. 2 oral warnings
4. Giving the second minus for misbehaving
5. 2 oral warnings
6. Giving the third minus for misbehaving
7. Organize a meeting with a child and his/her parents to define future action written down in a contract.
8. If a child breaks the regulations of the contract, she or he will get the reprimand from the class
9. teacher and consequences - suspension from the common room for a week.
10. If the situation happens again, the student will get the reprimand from the PYP coordinator, and the consequence can be suspended for the whole school year.