



Disciplinary action procedure

2025/2026 Academic Year

Updated: June 2025

The British School has its own behaviour policy and code of conduct which regulate the misbehaviour and disciplinary measures applicable to any conduct that goes against the school's behaviour policy.

The purpose of this disciplinary action procedure is to regulate and determine the procedure to be applied for any violations of the school's code of conduct.

The British School reserves the right to amend or extend this disciplinary action procedure on an annual basis at the start of the school year.

The disciplinary action procedure will be published on the School's Community Site so that all students, parents and legal guardians can be familiar with it.

1. Criteria for how corrective measures are adopted and provisional measures

- a) The purpose of imposing disciplinary action is of an educational nature and will seek to improve behaviour at our school including the learning atmosphere and social interactions. All members of the educational community are entitled to and must be aware of and avail of the disciplinary action procedures and code of conduct in place at any time.
- b) Any action that goes against the rules established in the Code of Conduct and in the disciplinary action procedure issued at each moment, committed by pupils in or outside the school during any of the extracurricular or complementary activities, will be corrected and subject to disciplinary action. Any actions and behaviours of students outside the school may also be corrected and subject to disciplinary action whenever they arise out of or are directly related to school activity or affect members of the educational community.
- c) As a matter of priority, the rights of the majority of members of the educational community and victims of discrimination on the basis of sexual orientation and identity, aggression or bullying will be taken into account.
- d) No student will be deprived of his or her right to compulsory education.
- e) No corrections that go against a student's physical integrity and personal dignity will be imposed.
- f) Disciplinary measures will be set in the light of extenuating or aggravating circumstances.
- g) The student's age, situation, personal, family, and social circumstances, and any other factors that may have influenced the conduct or action that goes against established standards, will be assessed.
- h) Account will be taken of the victims' psychological and social consequences, as well as the social unrest or impact created within the educational community by the disciplinary action.

- i) The corrective measures will be proportional to the nature and severity of the misdemeanour and will contribute to the improvement of the school's atmosphere for learning and social interactions.
- j) Regardless of being classified as misdemeanour and the disciplinary action procedure that corresponds in the event of any unjustified absence from classes, repeated absences may result in the loss of the right to continuous assessment. This will never be of a disciplinary nature, instead resulting from a logical consequence of the inability to apply the generally established criteria, procedures and assessment tools.
- k) Provisional measures will be used when there is a need to preserve wellbeing which will allow school activity to continue as normal and/or facilitate the investigation of facts or behaviour. They may also be used to protect victims or other members of the school community. They will be proportional and provisional and only used in exceptional cases.
- l) In the application of disciplinary competences, any findings reported by management, the Family/Year Leaders, or the Key Stage Leaders as well as by teachers, are presumed to be true.
- m) The British School may ask parents/guardians of students to collaborate when applying the procedures that guarantee good behaviour at the school by requesting information on the pupils' personal, family or social circumstances.
- n) Whenever the facts constitute an offence, they will be reported to the State security bodies or the Prosecutor's Office, without prejudicing the appropriate measures being taken. They will also be reported to the social services or to the educational authorities whenever so required depending on the facts or circumstances.

2. Disciplinary action procedure

Type of misdemeanour	Person/people to perform inquiries	Adoption of the disciplinary action	Disciplinary action	Requirements	Aspects to be taken into account
Low/Medium Disciplinary issues Type A & B	Teacher and/or tutor	The student's teachers or any member of teaching staff from the school and on an immediate basis	Included in Code of Conduct section 1	Reported to the student's tutor and Year/Family Leader through the Student Planner or the school's internal electronic system - include the reason for the disciplinary action and a corrective measure from a) to e).	Verbal warning and immediate correction. Written record of the disciplinary action will be recorded in the student planner to be signed by the parents or guardians and the school's internal electronic system. In Secondary, it can be the students who register the sanction in their agenda and parents will sign these. The procedure can last up to 10 teaching days.

High Serious Disciplinary issues – H 1.2	Tutor/teacher and/or Year/ Family Leader or anyone designated by the Key Stage Leader	Year/Family Leader/Teaching and Learning Leader or SLT informed by tutor/teacher	Included In Code of Conduct. section II	Provisional Measures can be adopted for up to 5 teaching days (may be extended in exceptional cases).	<p>Meeting with student. Meeting with parents or guardians prior to disciplinary action.</p> <p>From the date the meeting or telephone call takes place, there will be a two-school day period for parents to manifest their considerations before the corrective measure is communicated. Written record of the disciplinary action, facts and grounds.</p> <p>Written communication to parents or guardians of the disciplinary action with the facts and behaviour, how this is classified in the code of conduct, the aggravating and/or attenuating circumstances if applicable, what the disciplinary action will be and the date it commences. The procedure can last up to 18 teaching days.</p>
High Serious Disciplinary issues – H 1.1- 11.1	Tutor/teacher and/or Year/ Family Leader or anyone designated by the Key Stage Leader	Senior Leader (SLT) informed by tutor/teacher o Year/Family Leader			
High Serious Disciplinary issues – Corrective measures - H a, b, c, d	Tutor/teacher and/or Year/ Family Leader or anyone designated by the Key Stage Leader	Year/Family Leader or SLT informed by tutor/teacher			
High Serious Disciplinary issues – Corrective measures - H e, f, g, h,	Tutor/teacher and/or Year/ Family Leader or anyone designated by the Key Stage Leader	Senior Leader (SLT) informed by tutor/teacher o Year/Family Leader			
High Serious Disciplinary issues – Corrective measures - H i	Tutor/teacher and/or Year/ Family Leader or anyone designated by the Key Stage Leader	School Head/CEO informed by tutor/teacher o Year/Family Leader or SLT.			
Very High Very serious Disciplinary issues	Tutor/teacher and or Year/ Family Leader, Key Stage Leader or anyone designated by the Head of Section/Deputy Head of Section	Head of Primary or Secondary or Deputy Head of Primary or Secondary informed by tutor/teacher o Year/Family Leader or SLT.	Included in the Code of Conduct- Section III.	Provisional Measures can be adopted for up to 5 teaching days (may be extended in exceptional cases).	<p>Meeting with student. Meeting with parents or guardians prior to disciplinary action.</p> <p>From the date the meeting or telephone call takes place, there will be a two-school day period for parents to manifest their considerations before the corrective measure is communicated. Written record of the disciplinary action, facts and grounds.</p> <p>Written communication to parents or guardians of the disciplinary action with the facts and behaviour, how this is classified in the code of conduct, the aggravating and/or attenuating circumstances if applicable, what the disciplinary action will be and the date it commences. The procedure can last up to 18 teaching days.</p>
Very High Very serious Disciplinary issues – Corrective measure – (a-e)	Tutor/teacher and or Year/ Family Leader, Key Stage Leader or anyone designated by the Head of Section/Deputy Head of Section	Head of Primary or Secondary or Deputy Head of Primary or Secondary informed by tutor/teacher o Year/Family Leader or SLT.			
Very High Very serious Disciplinary issues – Corrective measure – (f, g)	Tutor/teacher and or Year/ Family Leader, Key Stage Leader or anyone designated by the Head of Section/Deputy Head of Section	School Head/CEO informed by tutor/teacher o Year/Family Leader or SLT.			

Zero Tolerance Very serious Disciplinary issues – Corrective measure – f and g	Tutor/teacher and or Year/ Family Leader, Key Stage Leader, or anyone designated by the Head of Section/Deputy Head of Section	School Head/CEO informed by tutor/teacher o Year/Family Leader or SLT.			
---	---	--	--	--	--

Disciplinary action will always be taken whenever any behaviour contrary to the school's behaviour policy takes place, regardless of whether it is Low, Medium, High, Very High or Zero Tolerance.

3. General information on disciplinary procedures

Appointments	Notifications	Grievances
Any notifications to students' parents or guardians shall be sent by any immediate means of communication.	In events involving serious and very serious misconduct: Parents or guardians shall be notified of the incident and shall be heard, preferably, in person. Parents or guardians, and the educational inspection as the case may be, shall be informed of the resolution adopted in writing.	Any disciplinary action imposed as a result of the implementation of this Code of Conduct will be final.

4. Corrective measure

The school may also apply follow-up and educational measures and guidance to the student and these will be decided on a case-by-case basis.

5. Specific procedure for cases of bullying

When cases are related to bullying, as well as the school's own procedures, the school will follow the Comunidad de Madrid protocols which are in place at the time.

6. Statute of limitations for disciplinary issues and action

Statute of limitations for discipline issues			Statute of limitations for disciplinary action		
Very serious discipline issues	Serious discipline issues	Minor discipline issues	Very serious discipline issues disciplinary action	Serious discipline issues disciplinary action	Minor discipline issues disciplinary action
12 months	6 months	3 months	12 months	6 months	6 months
The time limits shall be counted from the date when the events took place			The time limits shall be counted from the date when the disciplinary action was communicated to the person concerned.		
Holiday periods are excluded from the time limit calculations.					

7. Additional rules

The British School is a private school that is fully independent and that has its own code of conduct and disciplinary action procedure.

8. Review and modifications

This disciplinary action procedure may be reviewed and amended on an annual basis, prior to the start of the new school year.

Madrid, June 2025