



GIS

Granada International School

School Policy Handbook

Academic Year 2026 - 2027

Sample Document — For Illustrative Purposes

This handbook consolidates the core policies of Granada International School and is provided to students, parents/guardians, and staff for reference. It is reviewed annually by the School Leadership Team and the Board of Governors.

1. Introduction & Guiding Principles

*Section 1.0**Effective: 01 Sept 2026**Next Review: June 2027**Owner: Head of School*

Granada International School (GIS) is committed to providing a safe, inclusive, and academically ambitious environment where every student is known, valued, and supported to achieve their full potential. This handbook brings together the school's key policies so that students, families, and staff share a common understanding of our expectations, rights, and responsibilities.

Our Guiding Principles

- **Respect:** We treat every member of our community with courtesy, dignity, and fairness.
- **Integrity:** We act honestly and take responsibility for our words and actions.
- **Excellence:** We hold high expectations for learning, effort, and personal conduct.
- **Inclusion:** We celebrate diversity and ensure equal opportunity for all students regardless of background, ability, or belief.
- **Safety:** We protect the physical and emotional wellbeing of every child in our care.

All policies in this handbook apply to students, staff, contractors, volunteers, and visitors while on school premises, during school-organised activities off-site, and in any online interaction connected to the school community. Where a policy references Spanish or EU regulatory requirements, the most current legislation takes precedence over this document.

2. Admissions Policy

*Section 2.0**Effective: 01 Sept 2026**Next Review: June 2027**Owner: Admissions Office*

Granada International School welcomes applications from families of all nationalities, cultures, and backgrounds. Admission is based on availability of places, the school's ability to meet a student's educational needs, and completion of the admissions process outlined below.

Admissions Process

- Submission of a completed application form together with academic records from the previous two years of schooling.
- An age-appropriate assessment in literacy and numeracy, and an English language proficiency check for students entering an English-medium programme.
- A family interview with a member of the Admissions or Leadership team.
- Confirmation of place is subject to payment of the registration fee within 10 working days of offer.

Non-Discrimination

GIS does not discriminate on the basis of race, ethnicity, nationality, religion, gender, disability, or family structure. Students with additional learning needs are assessed individually to determine whether the school's Learning Support programme can appropriately meet their needs.

Waiting Lists

Where a year group is full, applicants are placed on a waiting list in order of application date, with priority given to sibling applicants and students of relocating diplomatic or corporate families with confirmed start dates.

3. Attendance & Punctuality Policy

Section 3.0

Effective: 01 Sept 2026

Next Review: June 2027

Owner: Deputy Head, Pastoral

Regular attendance is essential to academic success and social development. Granada International School expects a minimum attendance rate of 95% for all students, in line with best practice for international schools.

Reporting an Absence

- Parents/guardians must notify the school office before 8:30 a.m. via the parent portal, email, or phone on each day of absence.
- A medical certificate is required for absences exceeding three consecutive school days.
- Requests for planned leave of absence (e.g., family travel) must be submitted at least two weeks in advance using the Leave Request Form; approval is at the Head of School's discretion.

Punctuality

The school day begins at 8:30 a.m. Students arriving after 8:40 a.m. must sign in at Reception and will receive a late mark. Patterns of persistent lateness (more than three occurrences per term) will trigger a meeting with the Pastoral Team.

Late Marks per Term	Response
1–2	Automated reminder to parents/guardians
3–5	Meeting with Form Tutor
6+	Meeting with Deputy Head, Pastoral; attendance improvement plan

4. Uniform & Appearance Policy

Section 4.0

Effective: 01 Sept 2026

Next Review: June 2027

Owner: Head of Secondary

School uniform fosters a sense of belonging, equity, and school pride, and prepares students for professional environments. All students are expected to wear the correct uniform, in good condition, every school day unless otherwise notified (e.g., non-uniform days, sports fixtures).

Primary School (Years 1–6)

- Navy polo shirt with school crest, grey trousers/skirt/pinafore, navy jumper or cardigan.
- Black or navy school shoes; trainers permitted only on PE days.
- PE kit: white t-shirt, navy shorts/joggers, school tracksuit for outdoor sessions.

Secondary School (Years 7–13)

- Tailored navy blazer with school crest, white shirt/blouse, school tie (Years 7–11).
- Grey trousers or knee-length grey skirt; black formal shoes.
- Years 12–13 (Sixth Form) follow the Sixth Form Dress Code: smart business-casual attire.

General Appearance Guidelines

- Hair should be neat and, if long, tied back for practical and safety subjects.
- Jewellery is limited to a wristwatch and one pair of small stud earrings; further exceptions may be made for religious or medical reasons following consultation with the Pastoral Team.
- Make-up, if worn by Secondary students, should be subtle and school-appropriate.
- Visible tattoos and non-school-approved piercings are not permitted.

Families experiencing financial hardship in obtaining uniform items should contact the Pastoral Office in confidence; the school operates a pre-loved uniform exchange to support families.

5. Behaviour & Discipline Policy

Section 5.0	Effective: 01 Sept 2026	Next Review: June 2027	Owner: Deputy Head, Pastoral
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GIS maintains a positive, restorative approach to behaviour management, rooted in mutual respect. Our aim is to help students take responsibility for their actions and repair harm, while maintaining clear and consistent consequences for breaches of the Code of Conduct.

Expected Conduct

- Follow staff instructions promptly and respectfully.
- Attend lessons on time, prepared, and with the required equipment.
- Treat peers, staff, and visitors with courtesy; refrain from physical or verbal aggression.
- Take care of school property, equipment, and the shared environment.
- Act with honesty in academic work and personal conduct.

Response to Misconduct

Level	Example Behaviour	Typical Response
Minor	Uniform infraction, lateness, low-level disruption	Verbal warning, Form Tutor follow-up
Moderate	Repeated disruption, disrespect to staff, missed detention	Break/lunchtime detention, parent contact, Head of Year meeting
Serious	Bullying, cheating, vandalism, persistent defiance	Suspension (internal or external), behaviour contract, parent meeting
Severe	Violence, possession of prohibited items, serious safeguarding concerns	Immediate suspension pending investigation; may result in permanent exclusion

Every student has the right to be heard before a consequence is finalised. Parents/guardians are informed of moderate and above responses and may request a meeting with the Pastoral Team at any stage.

6. Anti-Bullying Policy

*Section 6.0**Effective: 01 Sept 2026**Next Review: June 2027**Owner: Designated
Safeguarding Lead*

Granada International School has a zero-tolerance approach to bullying in any form. Bullying is defined as repeated, intentional behaviour — physical, verbal, social, or online — that is intended to hurt, intimidate, or exclude another person, where there is an imbalance of power.

Forms of Bullying Covered

- Physical: hitting, pushing, damaging belongings.
- Verbal: name-calling, threats, mocking.
- Social/relational: exclusion, spreading rumours, humiliation.
- Cyberbullying: harassment via social media, messaging apps, or gaming platforms.
- Prejudice-based bullying, including that related to race, religion, gender, sexual orientation, disability, or family circumstance.

How to Report

Students, parents, or staff who witness or experience bullying should report it immediately to a Form Tutor, Head of Year, or the Designated Safeguarding Lead (DSL). Reports can also be submitted confidentially via the online Report a Concern form on the parent portal.

Our Response

- All reports are investigated within two school days by a member of the Pastoral Team.
- Both the affected student and the student(s) alleged to have caused harm are supported through restorative conversations, with parents informed as appropriate.
- Consequences follow the Behaviour & Discipline Policy and are proportionate to the severity and persistence of the behaviour.
- Follow-up check-ins are scheduled for at least four weeks to ensure the behaviour has stopped.

7. Safeguarding & Child Protection Policy

*Section 7.0**Effective: 01 Sept 2026**Next Review: June 2027**Owner: Designated
Safeguarding Lead*

The safety and wellbeing of every child is our highest priority. All staff, volunteers, and contractors undergo enhanced background checks and annual safeguarding training. GIS operates in line with international best practice and applicable Spanish child protection law.

Key Commitments

- A trained Designated Safeguarding Lead (DSL) and Deputy DSLs are available on every campus at all times.
- Any concern about a child's safety or welfare must be reported to the DSL the same day using the school's Safeguarding Concern Form.
- Staff maintain professional boundaries with students at all times, including in digital communication.
- Visitors and contractors are supervised and must sign in/out and wear identification at all times.
- The school cooperates fully with local child protection authorities in the event of an external investigation.

Confidentiality

Information shared in the context of a safeguarding concern is handled on a strict need-to-know basis and is never treated as fully confidential from the DSL, who has a duty to act in the best interests of the child, including escalation to external authorities where required.

8. Health, Safety & Medical Policy

*Section 8.0**Effective: 01 Sept 2026**Next Review: June 2027**Owner: School Nurse /
Facilities Manager*

GIS is committed to providing a physically safe environment and appropriate medical care during the school day.

Medical Care

- A qualified nurse is on-site from 8:00 a.m. to 4:30 p.m. on all school days.
- Parents must provide up-to-date medical information, including allergies and medication needs, via the annual Medical Information Form.
- Medication (including over-the-counter) will only be administered with written parental consent and, where required, a doctor's note.
- Students with severe allergies must have an in-date emergency action plan and medication (e.g., auto-injector) held at school.

Emergency Procedures

- Fire and evacuation drills are conducted at least once per term.
- In the event of a medical emergency, first aid is administered immediately, parents are notified, and emergency services are contacted where necessary.
- The school maintains a Critical Incident Plan, reviewed annually with local emergency services.

Site Safety

All campuses undergo termly health and safety audits covering fire safety, playground equipment, laboratory and workshop safety, and food hygiene in the school canteen.

9. Acceptable Use of ICT & Digital Devices Policy

*Section 9.0**Effective: 01 Sept 2026**Next Review: June 2027**Owner: Head of Digital Learning*

Technology is an integral part of learning at GIS. This policy sets out expectations for the responsible use of school networks, devices, and personal technology.

Expectations for Students

- Use school devices and accounts only for educational purposes during the school day.
- Never share passwords or attempt to access another user's account or restricted systems.
- Personal mobile phones must be switched off and stored in lockers during lesson time (Years 1–11); Sixth Form students may use phones in designated areas during break times.
- Do not use school or personal devices to record, photograph, or film staff or students without explicit consent.
- Report any inappropriate content, cyberbullying, or online safety concern to a teacher or the DSL immediately.

Monitoring & Filtering

The school network is filtered and monitored to safeguard students from inappropriate content. Use of school systems constitutes consent to this monitoring. Breaches of this policy are handled under the Behaviour & Discipline Policy and, where relevant, the Safeguarding Policy.

10. Homework & Assessment Policy

Section 10.0

Effective: 01 Sept 2026

Next Review: June 2027

Owner: Head of Teaching & Learning

Homework and assessment are designed to consolidate learning, build independence, and provide regular feedback to students, parents, and teachers on progress.

Year Group	Guideline Homework Time (per school night)
Years 1–2	10–20 minutes (reading-focused)
Years 3–6	30–45 minutes
Years 7–9	60–75 minutes
Years 10–11	90–120 minutes
Years 12–13	Independent study, typically 2+ hours

Assessment Principles

- Formative feedback is provided regularly to guide next steps in learning.
- Formal summative assessments take place at the end of each term, with written reports issued three times per year.
- Academic integrity is expected in all assessed work; plagiarism or collusion is treated as a serious breach of the Behaviour & Discipline Policy.
- Reasonable adjustments are made for students with an Individual Learning Plan (ILP) or diagnosed learning need, in line with our Inclusion Policy.

11. Complaints & Grievance Procedure

*Section 11.0**Effective: 01 Sept 2026**Next Review: June 2027**Owner: Head of School*

GIS values open communication and welcomes feedback. Most concerns can be resolved informally and quickly; this procedure exists for matters that require formal escalation.

Stage 1 – Informal Resolution

Raise the concern directly with the relevant Form Tutor, subject teacher, or department head, normally within five school days of the issue arising.

Stage 2 – Formal Complaint

If unresolved, submit a written complaint to the relevant Head of Section (Primary/Secondary) via the Complaints Form. An acknowledgement is sent within two school days and a full response within ten school days.

Stage 3 – Escalation to the Head of School

If the family remains dissatisfied, the complaint may be escalated to the Head of School, who will review the matter and respond in writing within fifteen school days.

Stage 4 – Board of Governors

Unresolved complaints may be referred in writing to the Board of Governors for final internal review. A record of all formal complaints is retained for a minimum of seven years.

12. Policy Review & Governance

Section 12.0

Effective: 01 Sept 2026

Next Review: June 2027

Owner: Board of Governors

This handbook is approved by the Board of Governors and reviewed annually, or sooner where changes in legislation, best practice, or school circumstances require it.

Policy	Owner	Last Reviewed	Next Review
Admissions Policy	Admissions Office	Aug 2026	June 2027
Attendance & Punctuality Policy	Deputy Head, Pastoral	Aug 2026	June 2027
Uniform & Appearance Policy	Head of Secondary	Aug 2026	June 2027
Behaviour & Discipline Policy	Deputy Head, Pastoral	Aug 2026	June 2027
Anti-Bullying Policy	Designated Safeguarding Lead	Aug 2026	June 2027
Safeguarding & Child Protection Policy	Designated Safeguarding Lead	Aug 2026	June 2027
Health, Safety & Medical Policy	School Nurse / Facilities Mgr.	Aug 2026	June 2027
Acceptable Use of ICT Policy	Head of Digital Learning	Aug 2026	June 2027
Homework & Assessment Policy	Head of Teaching & Learning	Aug 2026	June 2027
Complaints & Grievance Procedure	Head of School	Aug 2026	June 2027

For questions about any policy in this handbook, please contact the school office at info@granadaintschool.example.edu or +34 958 000 000.

This is a sample document created for illustrative/template purposes and does not represent an actual, currently enforced policy of any real institution.