

**DRAFT — FOR SCHOOL REVIEW ONLY**

*This document has been prepared by the Morna International College PTA and is offered to the school as a starting point for discussion. It is not intended to be final, binding, or prescriptive in any way. The PTA's aim is to support the school in developing policies and frameworks that work for the whole community — not to direct or dictate. The school is invited to review, adapt, and adopt this document in whatever form best serves that purpose.*

MORNA INTERNATIONAL COLLEGE

# Parental Code of Conduct

Annex to the Enrolment Agreement

Academic Year 2026–2027 | DRAFT | Version 0.1

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**IMPORTANT — PLEASE READ BEFORE SIGNING**

This document is a legally binding annex to the Enrolment Agreement between Morna Valley School S.L. and the parent or guardian named in that agreement. By signing this Code of Conduct, you accept its terms as conditions of your child's continued enrolment at Morna International College. **Failure by a parent, guardian, or enrolled child to comply with this Code of Conduct may result in the termination of the enrolment agreement and the loss of the child's place at the school. This consequence applies regardless of how much of the academic year remains and without entitlement to a refund of fees paid in advance, except where required by applicable law.**

## 1. Parties to This Agreement

<b>The School</b>	Morna Valley School S.L. (CIF B07324262), operating as Morna International College, Carretera San Miguel Km 3.5, 07814 Santa Gertrudis, Ibiza, Islas Baleares, Spain
<b>The Parent / Guardian</b>	Full name: _____ Relationship to child: _____ child: _____
<b>The Child</b>	Full name: _____ Year group: _____ Date of birth: _____

## 2. Legal Basis and Contractual Status

This Code of Conduct is an annex to and forms part of the Enrolment Agreement signed between the school and the parent or guardian. It has the same contractual force as the Enrolment Agreement itself.

Under Spanish private law and the Ley Orgánica de Educación, a private school operated as a commercial entity may set conditions of enrolment and may terminate the enrolment contract where those conditions are materially breached, subject to the provisions of this document.

By signing this Code of Conduct, the parent or guardian:

- Accepts the school’s values, purpose, and conduct expectations as described in this document
- Acknowledges that these expectations apply to both the enrolled child and to the parent or guardian in their interactions with the school community
- Agrees that material breach of this Code by either the child or the parent or guardian may result in termination of the enrolment agreement
- Waives the right to bring legal proceedings against the school solely on the grounds of termination of enrolment where that termination follows the process set out in Section 7 of this document and results from a material breach of this Code

*Note on enforceability: This waiver is governed by Spanish contract law. It applies to claims arising from the termination of the enrolment agreement where the school has followed the process in Section 7. It does not limit any rights the parent or guardian may have under consumer protection law or public law in relation to the school’s statutory obligations.*

### 3. The School’s Purpose and Values

Morna International College exists to provide every child with a consistent, high-expectation learning environment — a stable and safe community in which to grow, develop, and thrive. The school is committed to being an anchor for children who need one.

The school operates according to the following values. These values are conditions of membership of the school community, not aspirations. Both children and parents are expected to understand them and to act in accordance with them.

Value	What it means in practice
<b>We stand up for each other</b>	Every member of the school community — child and adult — takes active responsibility for the wellbeing of others. Watching harm happen and saying nothing is not acceptable. Bystander passivity is treated as participation in the harm. A parent who knows what this school stands for is better placed to represent it accurately — and to stand up for it — in the wider community.
<b>What’s inside is what matters</b>	The school does not recognise status based on wealth, possessions, appearance, or family background. Every child is valued for who they are, not what they have. Adults model this without exception. Children benefit from hearing this said plainly.
<b>We don’t leave anyone behind</b>	Every child — including a child who has caused harm or who has breached this Code of Conduct — is entitled to support and a fair process. This commitment does not protect children from consequences. It ensures that consequences are proportionate, consistent, and accompanied by support.
<b>We keep it real</b>	Honesty is protected in this community. Children who report concerns are supported, not penalised. Parents who raise concerns receive genuine responses. Staff communicate clearly and in writing when it matters.

### 4. Expected Conduct: Children

Every child enrolled at Morna International College is expected to:

- Treat every other person in the school community — pupils, staff, and visitors — with dignity and respect
- Act in accordance with the school's values as described in Section 3
- Report concerns about the safety or wellbeing of themselves or others to a trusted adult
- Take responsibility for their own behaviour and for the impact of that behaviour on others
- Follow reasonable instructions from school staff
- Refrain from any form of bullying (acoso escolar), harassment, intimidation, or targeted behaviour toward any other person — including conduct that meets the definition of violence under LOPIVI Article 1, which includes psychological harm, deliberate social exclusion, and digital conduct as well as physical acts
- Refrain from behaviour of a sexual nature that is unwanted, inappropriate to their age, or harmful to another person — including conduct that would constitute acoso sexual under Article 184 of the Spanish Penal Code or sexual violence as defined under LOPIVI
- Refrain from bringing materials onto school premises or into school communications that are harmful, offensive, or inappropriate
- Refrain from using digital technology, social media, or messaging platforms to bully, harass, humiliate, or exclude any other member of the school community — whether or not the conduct takes place outside school hours or on personal devices
- Refrain from sharing, forwarding, or creating images, recordings, or digital content that is intended to embarrass, harm, or humiliate any other person, including AI-generated or manipulated content

## 5. Expected Conduct: Parents and Guardians

The school's ability to maintain a safe and effective learning environment is significantly strengthened by the active support of parents and guardians. Enrolment at Morna International College is a partnership. By signing this Code, the parent or guardian commits to the following.

### 5.1 Supporting the school's values and authority

- Uphold the school's values in conversations with and in the presence of their child
- Refrain from undermining the school's authority, its staff, or its decisions in front of their child or in the wider school community
- Support the school's disciplinary processes and ensure their child understands that the school's rules apply
- Encourage their child to take responsibility for their behaviour rather than deflecting or minimising consequences

### 5.2 Communication with the school

- Communicate with the school in writing where a matter is serious or formal
- Engage with the school's communication channels in good faith and without harassment
- Refrain from approaching, confronting, or making allegations against other pupils or their parents directly — all concerns about other children must be raised with the school
- Refrain from conduct toward any member of school staff that is aggressive, threatening, abusive, or demeaning, whether in person, by telephone, in writing, or on any online platform
- Refrain from recording conversations with school staff without prior written consent

### 5.3 Attending and engaging

- Respond to requests from the school for meetings or communications within a reasonable timeframe

- Attend meetings requested by the school in connection with their child’s behaviour or welfare
- Engage honestly and constructively with any process the school initiates in relation to their child
- Ensure their child attends school regularly and on time

#### 5.4 The school community

- Refrain from spreading inaccurate or harmful information about the school, its staff, or other families, whether in person or online
- Respect the confidentiality of information shared by the school about other children or families
- Engage with the PTA and school community in a constructive and respectful manner

## 6. The School’s Disciplinary Framework

The school applies a graduated disciplinary framework. The framework applies to children. Where a child’s conduct is connected to or enabled by the conduct of a parent or guardian, the school may also initiate the parental conduct process in Section 6.2.

### 6.1 Child disciplinary steps

Step	Measure	What it involves
1	<b>Formal warning</b>	Written record made. Parent notified in writing. Child signs acknowledgement.
2	<b>Behaviour contract</b>	Written contract specifying conditions, monitoring period, and named consequences for breach. Parent co-signs.
3	<b>Internal suspension</b>	Removal from class. Structured restorative reflection. Parental meeting required before return.
4	<b>Fixed-term exclusion</b>	Formal exclusion from school premises for a defined period. Written notice to parents. Referral to external agencies where required by law.
5	<b>Permanent exclusion / termination of enrolment</b>	Termination of the enrolment agreement. Written notice to parents with stated grounds. No entitlement to refund of fees paid in advance except as required by law.

*Steps are not always sequential. The starting point is determined by the nature and severity of the behaviour. A single serious incident may warrant beginning at Step 3, 4, or 5 without prior steps having been taken. The school’s assessment of the appropriate step is final, subject to the review process in Section 6.3.*

### 6.2 Parental conduct process

Where a parent or guardian materially breaches this Code of Conduct, the school will:

- Issue a written notice of the specific breach and the conduct that gave rise to it
- Invite the parent or guardian to a meeting to discuss the matter within 10 school days
- Where the breach is serious or where previous notices have been issued, issue a formal warning that further breach will result in review of the enrolment agreement
- Where the parent or guardian fails to engage, or where serious breach continues, the school may terminate the enrolment agreement with 20 school days’ written notice

Where a parent’s conduct directly endangers the safety of any person on school premises, the school may require the parent to leave immediately and may restrict their access without prior notice. This does not affect the child’s enrolment unless a separate decision is taken under this section.

### 6.3 Internal review

A parent or guardian who disputes a disciplinary decision may request an internal review within 10 school days of receiving written notice of the decision. The review will be conducted by a senior member of staff not involved in the original decision. The outcome of the review is final.

An internal review does not suspend the disciplinary measure under review unless the school agrees otherwise in writing.

This Code does not limit any rights the parent or guardian may have under Spanish consumer law or under the school’s statutory obligations as an educational establishment. It limits only claims arising from the termination of the enrolment agreement where that termination follows the process set out in this section and results from a breach of this Code.

## 7. Conduct That May Affect a Child’s Place

The following categories of conduct — whether by the child or by the parent or guardian — may result in termination of the enrolment agreement without the school being required to exhaust all prior steps. In each case, the school will give written notice and an opportunity to respond before a final decision is made.

### By the child

- **Any act of sexual harassment, sexual assault, or conduct of a sexual nature toward another pupil or member of staff**
- **Coordinated or group bullying that causes serious harm to another child**
- **Conduct that constitutes a criminal offence**
- **Sustained targeted harassment of any person connected with the school**
- **Deliberate destruction of school property or property belonging to another person**
- **Repeated serious breach of this Code where prior steps have been taken and the behaviour has continued**

### By the parent or guardian

- **Aggressive, threatening, or abusive conduct toward any member of staff or any child on school premises or in school communications**
- **Deliberate spreading of false information that causes reputational harm to the school, its staff, or another family**
- **Sustained non-engagement with the school’s communications or processes in connection with their child’s conduct**
- **Conduct that undermines the school’s ability to maintain a safe environment, whether on premises or in the wider school community**
- **Repeated material breach of this Code where written notices have been issued and the conduct has continued**

#### Loss of place

A child whose enrolment is terminated under this section loses their place at Morna International College. The school is under no obligation to reserve that place or to offer re-enrolment. The parent or guardian signed this Code as a condition of enrolment and accepted that the conduct described

above may result in termination. No legal claim may be brought against the school solely on the grounds of that termination where the process in Section 6 has been followed.

## 8. Records and Transfer

The school maintains a written record of all disciplinary steps taken in relation to a child. This record is maintained for the duration of the child’s enrolment and for a period of seven years thereafter, in accordance with applicable data protection law.

Where a child leaves Morna International College — whether voluntarily or as a result of termination of enrolment — the school may disclose relevant factual information from the disciplinary record to any subsequent school that requests it, in accordance with its data protection obligations and applicable law. Parents and guardians are advised that a disciplinary record may be shared with and considered by future schools.

## 9. Review and Updates

This Code of Conduct will be reviewed annually. The school may update it with 30 days’ written notice to all enrolled families. Continued enrolment following receipt of an updated Code constitutes acceptance of the updated terms.

Where an update materially changes the obligations of parents or guardians, the school will provide a summary of the changes alongside the updated document.

## 10. Acknowledgement and Signature

### By signing below, I confirm that:

- I have read and understood this Code of Conduct in full
- I accept its terms as legally binding conditions of my child’s enrolment at Morna International College
- I understand that material breach of this Code by me or by my child may result in the termination of the enrolment agreement and the loss of my child’s place
- I accept that the internal review process in Section 6.3 is the appropriate mechanism for challenging a disciplinary decision, and I waive the right to bring legal proceedings against the school solely on the grounds of a termination of enrolment that has followed the process set out in Section 6
- Where applicable, I confirm that the other parent or guardian of my child has also been made aware of this Code and its terms

### Parent / Guardian 1

Full name: \_\_\_\_\_

Signature	Date

**Parent / Guardian 2 (if applicable)**

Full name: \_\_\_\_\_

Signature	Date

**Child acknowledgement (Year 4 and above)**

Where the enrolled child is in Year 4 or above, we ask them to sign below to confirm that they have read the values in Section 3 and understand what is expected of them. This signature is not a legal obligation but is part of the school's commitment to treating pupils as participants in the school community, not subjects of it.

***'I have read the school's values and I understand what is expected of me.'***

Child's name: \_\_\_\_\_

Signature	Date

**For and on behalf of Morna International College**

Name: \_\_\_\_\_ Role: \_\_\_\_\_

Signature	Date