

PRIMARY SCHOOL GERT MARITZ

Our mission is to provide a happy, creative and stimulating schooling environment aimed at developing each child to his or her fullest potential both academically, physically, mentally, emotionally and spiritually.



CODE OF CONDUCT AND SCHOOL UNIFORM POLICY FOR LEARNERS

1. GENERAL COMMENTS

- 1.1. In the School Community a code of conduct is essential to achieve the educational aims of the school, namely to establish a purposeful and safe school environment that is dedicated to the promotion and maintenance of a positive learning process.
- 1.2. This code of conduct is based on the recognition of the dignity of each student and must be fair, equitable, and applied with a view to corrective consequences for the individual.
 - 1.2.1. The concept of respect is central to our endeavour.
 - 1.2.2. Respect for God - His Word and the guidelines contained therein.
 - 1.2.3. Respect for myself - my appearance, quality of work and behaviour inside and outside the school.
 - 1.2.4. Respect for others - superiors, inferiors, and equals as people and their property.
- 1.3. This code of conduct's foundation lies in:
 - 1.3.1. The Constitution of the Republic of South Africa, Act No. 108 of 1996;
 - 1.3.2. The South African Schools Act, Act 84 of 1996, section 1;
 - 1.3.3. The needs and interest of the community that serves our school;
 - 1.3.4. The cultural milieu of the parent community.
- 1.4. Nothing will exempt a student from adhering to the code of conduct of the school not. (Gazette No. 18900 of 15 May 1998).
- 1.5. This code of conduct should be read in conjunction with all relevant legislation (National & Provincial) and in the case of a conflict the latter will apply.

- 1.6. To ensure that the application of the policy is adhered to, to its full consequence, it is important that the disciplinary program is managed in an efficient manner.
- 1.7. The appearance, handling and conclusion of incidents should occur in such a manner that the maximum effect is achieved in handling the incident by the teacher without administrative interference, so as to reduce disruption to the classroom activities.
- 1.8. Teachers may not in the future unfairly discriminate against a pupil because of transgressions in the past.
- 1.9. It is crucial that the policy will serve as guidelines for acceptable behaviour and conduct.
- 1.10. This policy should be made known to every child, parent, coach, teacher, Governing Body member and other staff as necessary.
- 1.11. The policy is reviewed annually and, if necessary, adjusted.

2. AIMS

- 2.1. To give every student the opportunity to be optimally developed in his or her special abilities, talents and qualities by establishing a healthy culture of learning within a safe and secure school environment.
- 2.2. With the emphasis on Christian practices, norms and standards, the educational aims are to be embedded as sense of duty and responsibility and obtaining a positive self esteem within reach of every learner.
- 2.3. To establish the principle of mutual respect, tolerance and harmony among learners.
- 2.4. To lead learners to become responsible and independent decision-makers.

3. SCHOOL AND CLOCK TIMES

- 3.1. Learners will adhere to the clock times as determined by the school.
- 3.2. Learners should be at school by 7:15.
- 3.3. School starts at 7:30.
- 3.4. **Mondays to Thursdays:**
 - 3.4.1. Foundation Phase Gr. 1 – 2 dismiss at 12:30
 - 3.4.2. Foundation Phase Gr. 3 dismiss at 13:20
 - 3.4.3. Intermediate and Senior Phase dismiss at 13:55

3.5. Fridays:

3.5.1. Foundation Phase dismiss at 12:30

3.5.2. Intermediate and Senior Phase dismiss at 13:10

4. CLASS AND SCHOOL RULES

4.1. The complete set of class and school rules is attached as an appendix to this policy (Appendix A). Any reference to rules, class or school rules in the policy will refer to the attached schedule, and to no other set of rules.

4.2. The school rules must be obeyed at all times. Violations that could damage the school's image, on and off the school grounds will be dealt with severely. Learners must be aware that violating the code of conduct off the school grounds and still clothed in school clothes, the same disciplinary actions and steps would be taken.

5. PRACTICAL IMPLEMENTATION OF THE POLICY: **Foundation Phase Grade 1-3**

5.1. CLASS POLICY

5.1.1. The class rules are guidelines that have been established to encourage acceptable behaviour, a positive learning environment and discipline in the daily classroom routine.

5.1.2. It is important that the class rules are introduced by the teacher to each student at the beginning of each year, and they should be continuously made aware of the rules.

5.1.3. Teachers may not in the future discriminate against a student because of a past offense.

5.2. PRACTICAL APPLICATION:

5.2.1. Star colour chart:

- a) In every classroom a colour star chart will be displayed.
- b) Each chart contains 5 coloured and 1 black column next to each child's name.
- c) Each student starts the beginning of the week with a thumb nail in the first column. During the week the thumb nail will be moved to another column, depending on the student's conduct to / or breach of the rules.
- d) If the thumb nail moved, it can be returned to the positive side based on the learner's behaviour.
- e) At the end of the week (Friday) the student whose thumb nail remained in the first column, receives a star. Additional stars can be awarded for additional good conduct.
- f) If the thumbnail moves to the black column, the learner receives a black spot.
- g) Black dots are cancelled at the beginning of each term.

5.2.2. Behaviour Book:

- a) All negative behaviour documented in the conduct book.
- b) Parents must be contacted if the student's behaviour is problematic.

5.2.3. Rewards:

- a) 10 stars on the star chart - the learner receives a Certificate of Good Conduct.
- b) 20 Stars - learner receives a certificate for continued good behaviour.
- c) 30 Stars – learner receives a Gerrie Arms.
- d) After 40 stars - the learner may wear siwwies on a Monday and parents will be notified in writing at the end of the 4th term.

5.2.4. The following list of offenses will be documented in your child's homework book or a record page will be filed.

5.2.5. Please sign the book, should any offences be documented. See Appendix B

5.3. OFFENCES

5.3.1. Any violations of the class or school rules, as contained in the attached schedule, will be deemed breaking those rules.

5.3.2. After 10 of similar nature or when a black dot is received, the Educator with the department head will have an interview with the parents / guardians to discuss violations.

5.3.3. After another 10 (total of 20) offences the parents will be contacted to attend an interview together with the Principal, Head of Department and Educator.

5.3.4. Any category 3 offenses as contained in the Senior Phase policy will be handled in the same way.

6. PRACTICAL IMPLEMENTATION OF THE POLICY: INTERMEDIATE AND SENIOR PHASE

6.1. CLASS POLICY

6.1.1. The class rules are guidelines that have been established for applying acceptable behaviour, a positive learning environment and discipline in the daily classroom routine.

6.1.2. It is important that the class rules are introduced by the teacher to each student at the beginning of each year, and they should be continuously made aware of these rules.

6.1.3. Educators may not in the future discriminate against a student based on past offences.

6.2 VIOLATIONS

6.2.1. All class and school rules are classified into different categories.

6.2.2. Violations will be awarded with the necessary penalty points

6.3 PRACTICAL APPLICATION

6.3.1. All teachers will take immediate action against any violations and the appropriate penalty score will be awarded.

6.3.2. All category 3 offenses - parents should be contacted and this may lead to a disciplinary or suspended school attendance.

6.3.3. Departmental guidelines will apply during suspended hours.

6.4. **REWARDS:**

6.4.1. If learners at the end of the second quarter did not receive any violations or penalties, their parents will receive a letter, informing them of their child's exceptional behaviour. (Appendix B)

6.5 **BAD BEHAVIOUR:**

6.5.1. Behaviour cards are bound together in book form.

6.5.2. The book will be circulated to the next class.

6.5.3. Teachers record all details of the unacceptable behaviour on the behaviour cards.

6.5.4. Teachers should review the book and during the Friday meetings, the offences will be discussed.

6.5.5. If complaints form a trend, parents will be contacted in writing and an appointment will be arranged.

6.5.6. If there is no response or improvement in the behaviour of the learner, a meeting will be arranged with the parents. The parents will be made aware that future offences may lead to suspension or a disciplinary hearing.

6.5.7. Pupils can be referred to the Department Head for informal notice to parents regarding inappropriate behaviour or violations. A written notice will be given to the parents and cooperating requested.

6.6. **POINTS AWARDED**

6.6.1. Category 1 offenses - 2 MARKS

a) **Academic Offences**

- (i) Books left at home / not covered
- (ii) Corrections not done
- (iii) Homework not done
- (iv) Media books late
- (v) PE clothes forgotten
- (vi) Tests not signed
- (vii) Assignments given in late
- (viii) Continuous un-neat work
- (ix) Homework-sheet / books not signed
- (x) Books not at school

b) **Behavioural Offenses**

- (i) Eating / drinking in class / rows without permission
- (ii) No letter explaining non-attendance of school

- (iii) Possession of or handling of toys in class
- (iv) Late for class
- (v) School uniform / appearance not according to code of conduct
- (vi) Failure to attend school gathering
- (vii) Failure to return acknowledgement slips of letters sent home

6.6.2. Category 2 offenses - 4 MARKS

a) **Academic Offences**

- (i) Lending out homework to be copied
- (ii) Copy homework from other learners
- (iii) Assignments not received
- (iv) Lost books / school property
- (v) Ignoring instructions
- (vi) Disruptive in class
- (vii) Dishonesty
- (viii) Letters not signed

b) **Behavioural Offences**

- (i) Absence from class without permission
- (ii) Refrain from attending extramural activities without excuse
- (iii) Improper physical contact
- (iv) Cell phones or any other device prohibited devices
- (v) Derogative remarks / talking down of other students including incitement
- (vi) Neglect of duty by prefect
- (vii) Hiding away of property
- (viii) Inappropriate language / cursing
- (ix) Litter on site / class
- (x) Presence on demarcated property
- (xi) School bag with slogans and stickers
- (xii) No running is allowed in the corridors - before or after school or during class changes, before or after school
- (xiii) Play / noisiness in the toilet
- (xiv) Impolite behaviour
- (xv) Learners may only wear approved school uniform during a school day (hours)
- (xvi) Removing of shoes prior to school, during breaks and after school
- (xvii) Leaving the school premises without the Principal's permission.
- (xviii) Chewing gum is not allowed.
- (xix) Cults are not allowed.
- (xx) Any behaviour that will affect the school's image negatively
- (xxi) Misuse of water
- (xxii) School clothes, bags and personal property not marked.
- (xxiii) No student shall be allowed to ride a bicycle on the school grounds.
- (xxiv) Climbing any trees, construction frameworks or any roofs on the site.
- (xxv) Plants may not be damaged.

6.6.3. Category 3 offenses

- a) Parents are called in immediately. This could lead to a disciplinary hearing or suspended school attendance.
- b) After the warnings have been issued to the learners and the Head of Department is of the opinion that a student's behaviour poses a danger or threat to others, or could negatively affect other people, or for any other reason is deemed a risk, the Principal will inform the Chairman of the Governing Body so that as soon as possible a meeting can be arranged to investigate the issue.
- c) The accumulation of 50 points in category 1 or 2 offences will automatically be treated as a category 3 offense.
- d) **Academic Offences**
 - (i) Cheat in examinations or tests
- e) **Behavioural offenses**
 - (i) Racist remarks
 - (ii) Leaving the school grounds without permission
 - (iii) Absence from school without permission or reason (truancy)
 - (iv) Fraud (fake signature / write letter on behalf of someone)
 - (v) Challenging of authority, especially to staff. Show disrespect to prefects and friends.
 - (vi) Fighting / bullying or behaviours that lead to fights / bullying (incitement / sedition)
 - (vii) Threatening / intimidation
 - (viii) Possession or use of tobacco / alcohol / drugs / firearms or other dangerous weapons / prohibited literature (holding in this case also includes the intent to use, threaten to use, distribute, or simply handing to someone else)
 - (ix) Theft
 - (x) Under the influence of alcohol or drugs on school grounds
 - (xi) Sexual misconduct. Possession of pornographic material or drawing sketches of a sexual nature. (Possession in this case also includes the intent to distribute or simply hand to someone)
 - (xii) Vandalism / damage / destruction of school property or an accomplice in these acts where the actions have financial implications.
- f) **Discipline**
 - (i) **DETENTION:**
 - 10 POINTS
 - Letter sent to parents. The parents must sign the letter.

- If the letter is not received back at school the next day, parents are contacted.
- Detention occurs.
- Parents received a letter which informed them of it. The Parents must sign the letter and it must be returned, the next day.

30 POINTS

- Parents will be contacted and called for an interview, so that teachers, parents and students can work together so that the trend of misbehaviour can be stopped.
- First letter of warning will be signed by the parent, student and principal sign.
- After detention, the slate is wiped clean and the learner is back on 0 penalties. The process is then repeated.

DETENTION:

- Detention will be taken on Mondays to Fridays during the break.
- Candidates must report promptly.
- During detention, the school rules will be written out as means of penalty.
- Learners will adjourn 5 minutes before the end of break, to eat and visit the restroom.
- The student will be given the opportunity to go to the toilet, but no talking during detention, listening to music or eating.
- In the case of a serious / repetitive behaviour disorder, the learner will be liable for a disciplinary hearing.

7. DISCIPLINARY TRIBUNAL AND DISCIPLINARY PROCESS

7.1. The Tribunal

- 7.1.1. A Disciplinary Tribunal will consist of the Principal, Head of Department and two members of the Governing Body.
- 7.1.2. The Governing Body may appoint two (2) of its non-staff members to serve in the tribunal (DT). One of the two non-staff members of the DT will be the Chairman of the Governing Body.
- 7.1.3. The Chairman of the GB is also the chairman of the DT, unless circumstances require a different chairperson. In such a case, the DT will elect a chairman.
- 7.1.4. The Chairman of the Governing Body shall have the power to appoint any other member of the Governing Body to the DT to serve in the absence of any of the two non-staff members.
- 7.1.5. A quorum of the DT will be worth 50% of the members present. The chairperson must be present.
- 7.1.6. A decision of the DT will be by consensus and if no consensus can be reached, the Chairman's ruling applies.
- 7.1.7. The DT will report to the governing body of all its meetings, which set out details of the offenses and penalties proposed.

7.1.8. The proceedings at any DT will be confidential.

7.2. Disciplinary Process

7.2.1. When it is deemed necessary for a DT, the Chairman of the DT is informed and as soon as possible a meeting will be held.

7.2.2. The Chairman of the DT will as soon as possible determine a date, time and place to meet and will determine the next step in the process.

7.2.3. The student and his / her parents will by way of a written notice be informed of the details of the charge, the date, time and place of the meeting.

7.2.4. The notice period shall be at least five (5) calendar days, unless the student or his parents waive such a notice.

7.2.5. The notice to parents will also explain that they have the right to be present at the meeting. Copies of all documents or statements in the possession of the DT associated with the charges will be made available to the parents. All documentation in this regard is still confidential, and should be handled as such by all parties present.

7.2.6. The names of informants or other witnesses may be withheld.

7.2.7. The notice will inform the learner and his / her parent of the possible decisions that the DT might take, including the following:

- a) The learner could receive a final warning;
- b) Reprimand the student;
- c) Is denied / temporarily deprived of one or more of the rights that the learner at the school enjoy
- d) Whether the deprivation or temporary suspension can include any adulation like student leadership, colors or other symbols that the school awarded / granted;
- e) The child's school attendance can be suspended for a period not to exceed five days;
- f) A recommendation that, pending a decision by the Department of Education, the student can be permanently excluded from school, should he/she be found guilty of misconduct.

7.2.8. Any of the penalties mentioned above shall be suspended for such period and on such conditions as it may be deemed fit by the DT.

7.2.9. The notice will provide the learner and his / her parent (s) / guardian / information about their right to give evidence to the DT to present and to make representations as to why the student should not receive this particular sentence / or be permanently expelled from the school.

- 7.2.10. Legal representation will only be allowed in exceptional cases, where the DT deems it acceptable. The student may however be presented, by his parents or other persons, excluding a lawyer, which he has nominated.
- 7.2.11. The Principal or any other member of the school staff, who is nominated, will act as the pro forma prosecutor who will put the charge to the student and his parents and / or other representatives. The prosecutor will request the learner to respond to the charge.
- 7.2.12. If it turns out that there are no facts in dispute, or if the pro forma prosecutor accepts the version of events outlined by the student, then the DT will act on said facts and dispute the facts.
- 7.2.13. If there are factual disputes, the DT will need to determine which facts given by the student and / or parents and / or his guardian or other representative are in dispute and which can be considered as proof. The onus of proving the facts in dispute will lie with the pro forma prosecutor and he/she will bring the testimony of such witnesses as he / she deems necessary or bring any other evidence that he / she has at his/her disposal.
- 7.2.14. At a meeting of the DT under this code of conduct, it will not be necessary for any testimony against or in favour of the learner to be brought by way of oral testimony. The DT has the sole discretion to accept any documented evidence and its contents in favour of the learner.
- 7.2.15. If the pro forma prosecutor wants to offer oral testimony, such evidence must be offered the witness and the accused / or parents and / or guardian and / or other representative will have the right to put questions to the witness. Although both parents and / or guardians of the student are admitted to the meetings, only one of them has the right to take part in the proceedings.
- 7.2.16. Any document admitted as referred to above, shall upon production by the pro forma prosecutor or the student or his parents and / or guardians be accepted as proof. The opposing parties shall have the right to have the document so submitted as evidence be inspected and will also have the right to refute the content of the evidence. Where a document is produced as evidence, the DT will allow the pro forma prosecutor to read out the document in the meeting unless the student and / or parents and / or guardians and / or other representatives in possession of a copy of the document renounce it to be read. The DT will determine the validity of the document.
- 7.2.17. After the pro forma prosecutor presented the evidence, the learner will have the right to self-evidence and / or to call witnesses and / or submit documents to the DT. After all the evidence is adduced, the pro forma prosecutor will address the DT and then the student and / or parents and / or guardians and / or representative will have the opportunity to address the DT.
- 7.2.18. The student must attend, but if the parents and / or guardians and / or other representatives are absent, after proper notice has been given in terms of this code, the DT can continue with the proceedings in their absence, while any written representations on behalf the learner or any other factor in favour of the learner may be taken into account.

- 7.2.19. After all the evidence was heard, DT will meet in the absence of the complainant (and representatives) and prosecutor to discuss the matter and come to a decision and an appropriate sanction to be imposed.
- 7.2.20. When the DT imposes a penalty, the Chairman of the DT will inform the learner and parents of the next date when the governing body will meet in order for the student and his parents to lodge any objections to the Governing Body in this regard. Besides the right to make written representations, the learner and / or parents and / or other representatives have no right of appearance at the meeting of the Governing Body.
- 7.2.21 The Governing Body, after considering the representations, will take a final decision and the student and parents will be informed in writing.
- 7.2.22 The Governing Body shall have the right to set aside or to change any decision taken by the DT, but will not be entitled to impose a heavier penalty than imposed by the DT.
- 7.2.23 Permanent expulsion from the school should be considered only after all efforts have been made to improve the behaviour of the learner.

8. PRESCRIBED SCHOOL UNIFORM

8.1. DRESS CODE: SUMMER

8.1.1. GIRLS:

- a) Maroon and white chequered dress
- b) Short white socks (summer)
- c) Navy blue V-neck jersey
- d) School tracksuit jacket
- e) Black school shoes

8.1.2. BOYS:

- a) Grey shorts
- b) White short sleeved shirt with badge on pocket (buy badge separately at school)
- c) Long grey socks with maroon and white stripes
- d) Navy blue V-neck sweater
- e) School tracksuit jacket
- f) Black lace-up shoes

8.2. DRESS CODE: WINTER

8.2.1. GIRLS:

OPTION (A)

- a) Maroon and white checked school dress
- b) Long grey socks with maroon and white stripes
- c) Navy V-Neck jersey

- d) School track suit jacket
- e) Black school shoes

OPTION (B)

- f) School tracksuit (pants and jacket)
- g) Short sleeved Gerrie sports shirt with collar and badge
- h) Navy blue V-neck sweater
- i) Long grey socks with maroon and white stripes
- j) Black school shoes

8.2.2. BOYS:

OPTION (A)

- a) Grey trousers
- b) Long grey socks with maroon and white stripes
- c) Long sleeve shirt (with badge)
- d) Navy blue V-neck sweater or School tracksuit jacket
- e) **Gerrie sport shirt may not be worn with the long grey pants**

OPTION (B)

- f) School tracksuit (pants and jacket)
- g) Short sleeve sport shirt with Gerrie collar and badge
- h) Navy blue V-neck sweater
- i) Long grey socks
- j) Black school shoes

8.3 SPORTSWEAR FOR MATCHES

8.3.1. Matches or events;

- a) The correct hockey uniform is compulsory for all games.
- b) Participants must attend games in school tracksuits or the prescribed wear.

8.3.2. GIRLS:

- a) Gert Maritz shorts and sport shirt for all sports.
- b) Hockey: Maroon rugby socks with white stripes.
- c) Netball: Short white socks with sneakers
- d) Swimming: Black one piece swimsuit

8.3.3. BOYS:

- a) Gert Maritz shorts and sport shirt for all sports except rugby and cricket.
- b) Rugby: Rugby jersey and navy blue shorts
- c) Maroon rugby socks with white stripes and boots (Open A)

- d) Swimming: Black swimsuit (Speedo) / Gert Maritz shorts
- e) Cricket: Prescribed cricket clothing
- f) Cricket Shirt, pants and hat with school socks (Grade 1 – 2); white long cricket socks (Grade 3 – 7) (provided by the school)

8.3.4. The First Teams;

- a) The MATCH-WEAR may *distinguish* them from the other teams.
- b) Nevertheless, the design and use of such clothing may only be approved by the Governing Body.

8.4. SPORTSWEAR FOR TRAINING

8.4.1. Prescribed / approved training gear should be worn at all times.

8.4.2. All sportswear and / or private equipment must be marked.

8.4.3. No jewellery to be worn during sports practices or games worn.

8.4.4. During sports exercises it is also important that learners are dressed correctly.

- a) **Rugby:** Black or white T-shirt; Shorts (navy / white)
- b) **Hockey:** Sports shorts black, white, navy blue; Gerrie sport shirt or navy blue T-shirt or white T-shirt.
- c) **Netball:** Sports shorts black, white, navy blue; Gerrie Sport Golf Shirt / T-hemp/Wit navy T- shirt, sneakers
- d) **Swimming:** Black speedo / Ski pants for boys and girls; Gert Maritz tracksuit or shorts with Gerrie sport shirt; Gert Maritz (for galas)
- e) **Athletics:** Gerrie Golf Sport Shirt, navy blue T-shirt, white T-shirt with Gert Maritz shorts
- f) **Tennis:**
Boys: Gerrie Golf Sport Shirt, navy blue T-shirt, white T-shirt, white shorts, white socks with sneakers
Girls: Gerrie Golf Sport Shirt, navy blue T-shirt, white T-shirt, sneakers and white socks
- h) **Cricket:** Gerrie sport shirt and pants; sneakers and socks.
- i) Alternative training gear for first teams requires the approval of the Governing Body.

8.5. GENERAL

8.5.1. No slops may be worn with sportswear.

8.5.2. Learners attending school sporting events as spectators must be dressed in school or sportswear. This includes first teams.

8.5.3. First Teams may, on days that they themselves are playing, support the other teams dressed in the first team uniform.

8.6. SPONSORED CLOTHING

8.6.1. Sponsored clothes are not school uniform.

8.6.2. Any designs that fall outside the guidelines will first be approved by the Governing Body before using. (See SPORTS POLICY also)

9. SIWWIEDAYS

9.1. No indecent short pants, skirts or blouses

9.2. No make-up or nail polish

9.3. Hair may be loose.

10. STUDY AND SCHOOL WORK

10.1. Learners should be committed to work during class, to do homework that is assigned to them, and to complete work that was missed as a result of absenteeism.

11. SAFETY AND CARE OF SCHOOL PROPERTY

11.1. Since School is for the use of all the children who attend school, it is the privilege and duty of every student to have the facilities and equipment kept clean and tidy, to protect and use it with caution so that other learners attending the school will also enjoy the use thereof. The parent or legal guardian of anyone who intentionally abuses school property, damage or deface it, must replace or paid for the property that was damaged. It is a punishable offense.

12. SCHOOL ATTENDANCE

12.1. The right of learners to basic education obligates them to regular attendance at school during school hours. If a student is absent, his / her parent or legal guardian should notify the school of the absence and the reason for the learner being absent.

13. ASSEMBLY WHEN THE BELL RINGS

13.1. Learners line up in front of their register class at the start of the school day

13.2. After breaks:

13.2.1. Foundation Phase will assemble on the veranda in front of the media entrance.

13.2.2. Intermediate and Senior Phase learners will assemble on the tarmac per grade.

13.2.3. During line up after the bell rang all learners to keep quiet. When the teacher on duty gives the signal, the learners in each grade will go their assigned **classroom**.

14. ASSEMBLY

- 14.1. When it is time for Assembly, learners must move briskly into the hall.
- 14.2. There must be silence when the learners enter the hall.
- 14.3. Learners will behave respectfully during the proceedings in the hall.

15. SHARE IN THE BUILDING AND MAINTENANCE OF THE SITE

- 15.1. Every learner should be proud of the cleanliness of their environment. It is expected of each learner to be proud of the school environment: land, buildings, sports fields and gardens. It is the responsibility of everyone at the school, including each learner, to maintain and promote the condition of the site.

16. ANNOUNCEMENTS

- 16.1. When announcements are made over the intercom all learners should be quiet and listen.

17. REGISTER SESSION

- 17.1. Register SESSION is the first 15 minutes of the day. (7:30 to 7:45)

18. ABSENTEEISM

- 18.1. Learners may only be absent due to illness or other valid reasons.
- 18.2. A student who has been absent must on the first day he/she is back at school bring a letter from his parents explaining the reason for the absence.
- 18.3. The letter must be presented to the register class teacher. In some cases the Principal may request a doctor's certificate.
- 18.4. During school hours, urgent leave may be allowed by the principal or head of department, e.g. In the case of serious illness, death, burial, visiting specialists, etc.
- 18.5. No learner may be telephoned by a parent or someone else during school hours to be picked up before the necessary permission from the office has been obtained. In the above case, the parents must personally fetch the learner from school and sign them out.
- 18.6. Learners who are absent during a test, must as soon as possible write the test.

- 18.7. Irregular school attendance hampers the student in his progress and leads to slackness, lack of interest and ultimately ignorance and incompetence. In extreme cases it can lead to an attitude of total lack of motivation and negative attitudes toward school. Irregular school attendance will be dealt with according to Departmental Guidelines.

19. GAMES

- 19.1. No rough games may be played on the school grounds. Older learners may not unduly interfere with the play of younger learners.
- 19.2. No ball games are allowed undercover in walk ways, tarmac or parking lots played. No ball games allowed near walls and windows occur, because it leaves marks on the walls.

20. CELLULAR PHONES, MP3 PLAYERS OR SIMILAR DEVICE S

- 20.1. Two of the main reasons why we equip our children with cell phones to keep in contact with our children in case of emergencies. Unfortunately a cell phone/iPod/MP3 is an instrument that can be also abused.
- 20.2. There are often complaints about the abuse of cell phones/iPods/MP3 by children during lessons. This will not be tolerated and drastic action will be taken.
- 20.3. It is for this reason that the Governing Body established a cell phone/iPods/MP3 policy strictly to be adhered in the future. The teachers were instructed to ensure that this policy is discussed with the children and we also wish to appeal to you as a parent to discuss this aspect with your child.
- 20.4. No cell phones/Ipod/MP3 may be switched on from the start of the school day to until the school day is complete. (If a child has to contact you as parent during the day, he / she approach the school secretary).
- 20.5. No child is allowed to contact you as a parent during breaks. Once again contact can be made through the administration offices.
- 20.6. If a cell phone/iPod/MP3 is used during the day, the said phone / iPod/MP3 will immediately be confiscated and only handed back at the end of the day.
- 20.7. In the event that a learner is found guilty the 2nd time, the learner will be prohibited from bringing a cell phone/Ipod.MP3 to school.
- 20.8. In the event that a learner is found guilty for the 3rd time, disciplinary steps will be instituted according to Disciplinary measures.
- 20.9. The above arrangements are in place to curb disruptions in classrooms and to prevent theft of cell phones/iPod/MP3. It has happened in the past that a parent is contacted by a child from the phone with that child who is then removed without the administrative

offices being notified. There can therefore be no proper control over the children who do not conform to this rule.

21. INJURY AND ILLNESS DURING SCHOOL HOURS

- 21.1. If a learner is injured during school hours, or becomes sick, it must be reported immediately to the office. Such a student may, with the consent of parents be picked up by someone other than the parents themselves. No learner may even call home and say that he or she is ill. Only the secretary (commissioned by the Management Team) or the Principal may place such a call to the parent.
- 21.2. Serious sports injuries will be managed according to the school's sports policy.

22. VANDALISM AND MALICIOUS DAMAGE

- 22.1. No damage or malicious damage to private property or school property is allowed. Any incident must be reported to the Principal.
- 22.2. The parent or legal guardian of anyone who wilfully / maliciously damage any school / private property, must be either replaced or pay for the property that was damaged. It is a punishable offense.

23. EATING DURING CLASS

- 23.1. No learner may eat during lesson time without permission from the teacher.
- 23.2. No chewing gum may be chewed at school.
- 23.3. The teacher may confiscate all food / sweets or snacks.

24. ELECTRICAL INSTALLATIONS

- 24.1. No learner may interfere at switchboards or electrical installations or appliances: including switches, fans and intercom.

25. BICYCLES

- 25.1. No learner may ride a bicycle on the school grounds. At the entrance to the school, the learner must dismount and push his bike to the bicycle shed (or designated bike area) of the school. In the afternoons, the bicycle is pushed back to the gate. This rule also applies during all functions at the school.

26. CONDUCT IN THE CLASSROOM

- 26.1. Each student must contribute in maintaining order so that a real work environment can be created. Learners may not bring toys, for example, catapults, crackers, water pistols, electronic games, etc. to the school.
- 26.2. No pets are allowed.
- 26.3. Learners need to handle educational equipment and other school property carefully. No wilful damage to property will be tolerated.
- 26.4. When the bell rings at the end of a session, learners must respond only to the command of the teacher. Learners may not leave the class without permission from the Educator.
- 26.5. All students must be present in class during the registry class session. Classrooms should always be kept clean. No desk or chair may be scratched or in any other way damaged.
- 26.6. No correction fluid is allowed to be used in the school.
- 26.7. Learners have to pick up all papers and litter before they leave class.

27. CONDUCT ON THE SITE

- 27.1. Learners must greet teachers and visitors at all times.
- 27.2. Learners may not be careless in their attitude, lean against walls or pillars or lean with hands in pockets when standing. Learners must respect each other, no foul play is allowed.
- 27.3. In the hall, lobbies, stairs and porches, silence must be maintained. Running, screaming, whistling, pushing and shoving each other, is prohibited.

28. CONDUCT OF LEARNERS TO TEACHERS

- 28.1. Teachers should be regarded as tutors and counsellors who are willing to provide guidance. They are also the people that monitor each child's progress in all aspects of school life. Learners are expected to be:
 - 28.1.1. Courteous and kind
 - 28.1.2. Greet teachers
 - 28.1.3. Obey
 - 28.1.4. Complete assignments and homework to the best of their ability
 - 28.1.5. To act in an orderly manner and ensure good discipline
 - 28.1.6. To be loyal to the school and teachers and
 - 28.1.7. Never to disrespect the teachers and fellow students

29. CONDUCT OF LEARNERS TO PEERS

- 29.1. Each learner will be given the opportunity to be part of the senior group of the school. Therefore it is expected from the junior learners to treat the senior learners with the necessary respect and reverence. It creates good order, spirit and tradition.
- 29.2. All learners are expected to support and encourage each other in the various aspects of school life. Learners must be friendly, polite and tolerant of one another. Slander, bullying, aggressive behaviour or any other negative and harmful behaviour will not be tolerated.
- 29.3. Teamwork should be encouraged.
- 29.4. Physical contact between learners is prohibited.
- 29.5. Learners must reprimand each other if required.
- 29.6. Learners should act as good ambassadors of the school.
- 29.7. New learners should be received in kind and friendly way.

30. MAKE-UP

- 30.1.1. No makeup is allowed.

31. HAIR

31.1. GIRLS

EUROPEAN- HAIR STYLE:

- 31.1.1. No ultra-modern hairdos (neck tails, high "steps") is allowed.
- 31.1.2. Fringes should be above the eyebrow
- 31.1.3. Hair may not be dyed and hair gel is not allowed.
- 31.1.4. Longer hair should be tied up.
- 31.1.5. Maximum of two braids or ponytails will be allowed.
- 31.1.6. No shaved head is allowed.
- 31.1.7. No wigs, hair extensions or hair-braids are allowed.

AFRICAN HAIR STYLE:

- 31.1.8. Hair may not be dyed and hair gel is not allowed.
- 31.1.9. No shaved head is allowed.
- 31.1.10. No wigs or extensions are allowed.
- 31.1.11. Hair braiding (30-50) on the scalp is allowed.

31.2. BOYS

- 31.2.1. A short and tidy hairstyle is required and hair may not touch the eyebrows, ears or collar.
- 31.2.2. Hair may not be dyed.
- 31.2.3. No gel may be used.
- 31.2.4. No occult-inspired hairstyles or temporary or extravagant fashions are allowed
- 31.2.5. Hair must be neatly combed

31.3. GIRLS AND BOYS

- 31.3.1. Just own natural hair is allowed.
- 31.3.2. No extravagant hair styles are allowed.
- 31.3.3. Unacceptable hair styles will be identified and the parent will be contacted to pick the learner up from school. The learner can only return, once the hair style has been fixed.

32. ACCESSORIES FOR HAIR

- 32.1. Maroon, white and navy: ribbons, rubber bands, bobbles and material bands are allowed.
- 32.2. A white, maroon or navy blue "alice band"
- 32.3. Brown, black and silver hair clips
- 32.4. Brown hair clips; the type that clip long hair together may not exceed 8 cm.

33. JEWELLERY AND DECORATIONS

- 33.1. No jewellery like nose or tongue rings, rings, bracelets, necklaces or chains may be worn. This includes any religious or traditional-related items.
- 33.2. Earrings: only gold or silver "studs" may be worn.
- 33.3. Earrings may only be about 5mm in diameter.
- 33.4. Only one earring per ear lobe is allowed
- 33.5. Watches: only wrist watches are allowed.
- 33.6. Only items indicating a medical condition may be worn
- 33.7. No tattoos may be visible.
- 33.8. If a garment is worn underneath the school shirt, it may not be visible or be visible through the material.

34. NAILS

- 34.1. Only natural nails are allowed
- 34.2. Nails may not exceed beyond the fingertips.
- 34.3. No nail polish may be worn.

35. TEXTBOOKS

- 35.1. Learners must look after all textbooks issued to them and cover it with a thick plastic. If he / she lose a book, he / she will be responsible for the replacement cost thereof. This amount must be paid the finance office and the receipt must be submitted to the subject-matter teacher.

36. HOMEWORK

- 36.1. It is not limited to written work only. Study, reading and learning is just as important. No learner can ever claim that he / she has no homework to do. Parents will receive messages or letters regarding the homework. All homework must be written from the board daily.

37. NEWSLETTERS

- 37.1. The Newsletter contains the weekly news and other important information. It is the school's medium of communication with the parent and must be signed by the parent. The newsletter will also be placed on the School Communicator.

38. HOMEWORK BOOK

- 38.1. It contains the daily homework which should be written into the book, as well as any other information of interest to the parent. Parents have to sign the homework books on a daily basis.

39. CHANGING OF CLASSES

- 39.1. During class changes, the learners must briskly move in rows to the next room. The rest rooms should not be visited. This change must be done in an orderly fashion. Always keep left, especially on the stairs where learners can easily get hurt.

40. TOILETS

- 40.1. Recommended request: "May I leave the room."
- 40.2. Rest rooms are to be left neat and clean.

- 40.3. Food may not be taken in the rest rooms.
- 40.4. No games will be tolerated.
- 40.5. No objects may be thrown into the toilet bowls and wash basins. Toilet paper should not be wasted. No fittings in the toilet may be damaged or removed.
- 40.6. Only one student at a time from the same class may be using the bathroom during class, and then only when it is critically needed.

41. PUNCTUALITY

- 41.1. Learners must arrive on time, at all the times.
- 41.2. If a student has a valid reason for being late, he/she must apologize to the teacher.
- 41.3. Learners must be at school by 07:15 and arrive on time for school.
- 41.4. The drop and go zone for bringing learners to school is: The netball courts at Siembamba Pre-Primary and also the entrance from Cordwalles Road.
- 41.5. Candidates must arrive on time for sports and cultural activities.

42. END OF SCHOOL DAY AND COLLECTION OF PUPILS AT SCHOOL

- 42.1. Grade 1 - 7 learners must be picked up at the Netball court or parking area.
- 42.2. Learners who are not picked up by 14:40 must report to Aftercare. It is necessary to enrol a learner at the aftercare centre, should this be required.
- 42.3. However, if there are learners travelling with high school pupils, they must wait on the pavilion until 14h30 when the bell rings for home time. The learners can then leave the school grounds from the Cordwalles Road entrance.
- 42.4. Grade 3 to 7 - pupils participating in sport must wait on the pavilion. Learners should be collected at 15h15; otherwise they must be enrolled at Aftercare.

43. PROHIBITED AREAS

- 43.1. Cars and parking area
- 43.2. Grass banks
- 43.3. The river running through the school grounds
- 43.4. Pre-school area at Siembamba Pre Primary School
- 43.5. High school grounds

- 43.6. Classrooms during break
- 43.7. Staffroom
- 43.8. Computer room
- 43.9. School lobby
- 43.10. Media centre without authorized supervision
- 43.11. Swimming pool
- 43.12. Incorrect rest rooms
- 43.13. Incorrect pickup zone
- 43.14. Sick room without permission
- 43.15. Stairs
- 43.16. Learners are under no circumstances allowed to play in the river.
- 43.17. **NO PARENT MAY VISIT A LEARNER DIRECTLY AT THE CLASSROOMS. THE PROCEDURE IS TO ALWAYS REPORT TO THE SECRETARY. THE CHILD WILL THEN BE CALLED.**
- 43.18. No learner may use the main staircase leading to the administration block
- 43.19. The students of the school make use of the centre staircase at the back of the school - along the Gr. 2 classes.

44. TRANSFERS TO ANOTHER SCHOOL

- 44.1. If a student knows that he / she will be leaving the school, the parent must apply for a transfer certificate a week in advance. The application must be made to the secretary.
- 44.2. The Register Class teacher must verify that all textbooks and library books have been returned to the school.

45. ACTIVITY RULES

- 45.1. The correct uniform must be worn at all times schools uniform: choir uniforms and sportswear.
- 45.2. Be Punctual
- 45.3. Respect the teacher / coach / person in charge
- 45.4. Be polite to visitors, opponents and friends
- 45.5. Apologize to the teacher / coach / person in charge if an activity / game cannot be attended.

46. AFTER CARE

- 46.1. Learners should be encouraged to participate in extra mural activities.
- 46.2. A variety of sport is offered on a daily basis.
- 46.3. Candidates who are not participating in these activities should be collected at 13:55 from the school, or attend the after care centre.
- 46.4. Learners who are enrolled in aftercare must wear a red T-shirt/track suit jacket, shorts / tracksuit pants.

47. PREVENTIVE MEASURES

- 47.1. The learners and their parents should be fully informed about the code of conduct and the consequences of violating rules contained therein.
- 47.2. Teachers will often discuss the school rules and themes with the learners.
- 47.3. Speakers will, where possible, address the learners about a positive outlook on life, as well as the disadvantages of addictive substances such as smoking, drugs and alcohol.
- 47.4. Assembly periods are used to improve learners' overall resilience, their self-esteem and mental resilience.
- 47.5. The Educator will explain the penalty points system to the learners and new learners periodically.
- 47.6. In some cases it is good to isolate learners that have certain behavioural problems. In this case, the following rules are strictly followed.
 - 47.6.1. The learner is placed in the front or back row of the classroom.
 - 47.6.2. If a learner must be isolated OUT OF THE CLASS ROOM, it must be done so that the learner can still see and hear the teacher.
 - 47.6.3. Only one learner at a time may be subjected to isolation outside the classroom.
 - 47.6.4. No student shall, based on the previous day's misconduct, be excluded from class.
 - 47.6.5. The period during which the offender is isolated outside the classroom, should be as short as possible as, preferably no longer than 10 minutes. The aim is to bring the perpetrator through isolation to his senses and to return to the class situation as soon as possible.
 - 47.6.6. Penalty marks must be given according to the penalty points system.

48. CLOTHING:

CLOTHING SHOP AT THE SCHOOL

Mondays to Thursdays from 12h45 to 13h45

Fridays from 12h45 to 13h45

Sportswear

Girl's dresses

Tracksuits

School socks (boys)

Badge (white shirt for boys)

Swimming caps

OTHER SUPPLIERS

The following clothes among others can be purchased from at Ackermans, Edgars, Pep, and Jet, Woolworths, Asmall's or other suppliers:

White shirts (long sleeve or short sleeve)

Grey trousers (short and long)

Short white socks (girls)

Long white socks (cricket)

Navy blue V-neck sweater

Black one piece swimsuit

Black Speedo / ski pants

STATIONERY

Waltons Stationers

Tel: 033 264 5000

227 Greyling Street

Pietermaritzburg

Speciality Papers

Tel: 033 342 8449

21 Hyslop Road

Pietermaritzburg

TEXTBOOK OUTLETS

Adams & Co. (Pty) Ltd
Tel: 033-394 6830
230 Church Street
PIETERMARITZBURG
3201

Cascades Bookshop
Tel. 033 347 1361
McCarthyrylaan 9
PIETERMARITZBURG
3201

RATIFIED BY THE GOVERNING BODY ON THE 06 NOVEMBER 2014

MR A. OPPERMAN
CHAIRMAN OF GOVERNING BODY

MRS C.A.J. VAN TONDER
PRINCIPAL