CODE OF CONDUCT

**APPEARANCE**

**HAIR**

**GIRLS:**

Must be neat and tidy at all times. If long (below the collar) then hair must be plaited or tied. No coloured bands, slides, clips or ribbons other than Navy blue will be allowed. Girls to have their natural hair colour throughout the year.

**Braids to be neat, tied up if below the collar. No extra bobbles or accessories permitted in the braids. A letter will be issued to the defaulters to correct the inappropriate hair style.**

**BOYS:**

Hair must be short and neat at all times. No extra–ordinary haircuts and colouring will be allowed. **No coloured or dyed hair will be permitted. No stepped haircuts (faders). Hair should not be touching the collar or covering the eyes. A letter will be issued to defaulters to correct the inappropriate hair style.**

**UNIFORM**

ALL ITEMS OF CLOTHING MUST BE CLEARLY MARKED WITH THE LEARNER’S NAME AND GRADE.

**GIRLS:**

Grey tunic (with optional Grey pants underneath). Girls may not wear pants alone - it must

be worn under a dress. School Badge on tunic, a school tie, white socks, black shoes, grey pullover/jersey must be worn.

Navy blue or black hair accessories and navy blue square scarves are allowed.

**No footless tights are permitted.**

**A navy blue blazer with school badge may be worn**

**No raincoats are allowed in summer, unless it rains.**

**BOYS:**

Grey pants, white shirt, school tie, grey socks, black shoes, grey pullover/jersey

**A navy blue blazer with school badge may be worn**

**No raincoats permitted in Summer, unless it rains.**

**SHOES:**

Only plain black regulation school shoes will be allowed for girls and boys.

Defaulters will be issued with a warning; a grace period will follow. Thereafter the learner will be sent home only to return once the shoes have been corrected.

**WINTER UNIFORM:**

Same as the above except: -

Long sleeve grey jersey with school badge.

Black opaque stockings for girls to be worn without socks.

**Only a navy blue raincoat or jacket will be allowed. No branded or printed jackets, tops or hoodies will be permitted.**

Any other non-regulation clothing items will be asked to be removed and thereafter confiscated.

**PHYSICAL EDUCATION:**

Royal blue shorts/skorts for the girls, Royal blue school sweater, white trainers (NO ALL STARS). All learners must be properly attired and wear the correct Phys Ed uniform. If a learner defaults on their Phys Ed uniform in anyway, they will be issued a warning first. On the second offence the learner will be placed in detention and will take part in the Phys Ed class on that day, wearing their school uniform.

**SCARVES AND FEZZES:**

Girls are allowed to wear only a navy blue square scarf and boys a plain white fezz. No sequins or trimmings allowed. Any other scarves or fezz’s will be removed immediately.

**JEWELLERY:**

Only plain silver or black strap watches and medic-alert bracelets may be worn. No colourful watches. Girls with pierced ears may wear a gold or silver stud or sleeper only. Boys are not allowed to wear any jewellery e.g. gold chains, bracelets etc. A verbal warning will be issued to learners who default, if the item is not removed it will be confiscated.

**COURTESY:**

* Learners must greet staff members and visitors and address them properly. This includes the caretakers and visitors to the school.
* If a staff member or visitor passes through a doorway, learners are expected to stand back and allow that person to pass.
* Learners must be well-behaved, polite and courteous at all times.
* Learners may not fight, swear or be unkind to each other.
* Learners must line up in an orderly manner before school and after interval.
* Learners must walk in a single file to their classrooms
* Learners are not allowed to leave their seats if a teacher is not present in the class.
* The toilets must be properly and hygienically used.
* No littering, damaging or taking of any school property or other people’s property will be tolerated.
* Learners must be punctual at all times
* The chewing of bubble-gum is not allowed.
* No learner should deface any wall, desk or other school property with graffiti.
* The School will contact parents/guardians when a learner’s behaviour becomes a cause of concern and will endeavour, in a spirit of constructive partnership, to resolve the problem.

**VALUABLES AND PERSONAL BELONGINGS:**

The School will not be held responsible for loss of or damage to personal belongings on School premises (e.g. cell phones, bags, books and clothing).

**No cell phones are allowed at school** (A R100 fee will be charged for confiscated cell phones.)

**BALL GAMES:**

* Due to lack of space, each class is allocated a supervised day to play ball games.
* Ball games only allowed in the morning. No afternoon ball games will be allowed.
* No learner to bring their own balls to school.

**SCHOLAR PATROL:**

Five learners from Grade 5 and 6 are selected each year. It is their duty to ensure that learners cross at the scholar patrol each morning and each afternoon. Learners are to show them respect and to obey their commands.

**PREFECTS:**

Prefects are selected from the Grade 7 class each year. It is their duty to report any misbehaviour during intervals to the staff. Under no circumstances may prefects discipline a child themselves. They should report the incident to an educator. A prefect who does not perform his or her duty will lose his or her position and the prefect badge will be removed.

**DETENTION:**

Detention classes will take place at the teacher’s discretion, for an hour on an afternoon of their choosing ***(parent’s will be informed timeously)***. Educators will supervise the detention classes. Learners will be occupied with constructive activity.

**No learner will be exempted from detention no matter the excuse.**

If the learner is unable to attend the detention session that week they will be placed in detention the following week. After 3 consecutive detention sessions a disciplinary hearing will be held with the educator, learner and the parents.

**ACCOMMODATION OF RELIGIOUS OR CULTURAL RIGHTS:**

Religious practices, conduct or obligations that relate to the core values and beliefs of a recognised religion and that are in conflict with any rule contained in this Code of Conduct will be accommodated by a deviation from this Code of Conduct by the Governing Body under the following conditions:

* The learner, assisted by the parent, must apply, in writing, for a deviation from the standard School rules if such rules are in conflict with or infringe on any religious right of the learner.
* This application must be in writing and must identify the specific rule/s that is/are offensive to the learner’s religious right/s as contained in the Constitution of the Republic of South Africa.
* The learner must provide proof that s/he belongs to that specific religion and that the religious practices, rules and obligations that are in conflict with the School’s Code of Conduct are his/her true beliefs and commitments.
* The religious conduct or practice must be lawful.
* The Governing Body must consider the application and, if it is satisfied that the application is justified in terms of Constitutional principles, the application will be granted in writing.
* When the Governing Body allows for deviations from the standard rules, such deviations must **be based on core religious beliefs inherent to the religion, and it must be compulsory for the learner to comply with such beliefs.**
* The deviation must specify the extent of the exemption from the normal rules and must clearly identify the conduct that will be allowed – e.g. the wearing of a head scarf, including colours and details of design; the growing of a beard; or the wearing of a specific hairstyle or jewellery – and the conditions under which such deviation will be applicable to the learner.
* Cultural rights will be considered in the event that they do not relate to a religion, if such cultural rights manifest in conduct of a permanent nature that is compulsory for the cultural group. This refers to cases where the removal of the cultural jewellery or mark will cause considerable pain to the learner. Normally, cultural rights are exercised through marks and expressions of a temporary nature that are justified for a specific cultural gathering. The learner must convince the Governing Body that his/her cultural rights can be exercised only through a permanent intervention.

**Only learners that have applied and submitted relevant supporting documents and received the necessary permission from the School Governing Body, may deviate from official School uniform for religious and cultural reasons.**

**SCHOOL AND CLASS ATTENDANCE:**

Parents/guardians, learners, teachers and School Governing Body (SGB) members are jointly responsible for ensuring that all learners attend School.

* If a learner does not attend School regularly (more than three consecutive days, or a total of 10 days per term), the relevant register teacher will report the absence of the learner to the parent and the Principal in writing.
* The register teacher must keep an accurate register of learner attendance and must keep copies of all communication to parents when absence from the classroom is reported.
* All learners are to arrive at School before the official starting time. Learners who are late for School will be marked absent as registers are completed at the beginning of each School day.
* Absence from a class, without the permission of the relevant register or subject teacher, is prohibited.
* Any absence from School must be covered by an absentee note from a parent/guardian.
* Should a learner be absent from School for a period of three (3) days or longer, this leave of absence must be supported by a letter from a medical doctor/traditional doctor/registered herbalist.
* Any absence from a formal examination, test or task must be supported by a letter from a medical doctor/traditional doctor/registered herbalist.
* No learner may leave the School during School hours without a letter from a parent/guardian requesting the release of their child and the permission of the Principal/Deputy Principal/Grade Head from whom an exit note must be obtained.
* Truancy from School is prohibited.
* All learners will attend assembly for the full duration thereof

**DISCIPLINARY INTERVENTIONS:**

* Verbal and written warnings
* Homework detention
* Referral for counselling
* Fines to compensate for damages or repair to property
* Exclusion from school activities, e.g. Awards ceremony
* Withdrawal of recognition e.g. Prefect badge
* Disciplinary hearings
* Suspension
* Expulsion

**GRADING OF OFFENCES**

**LEVEL ONE OFFENCE:**

**AFTER 1 VERBAL WARNING, DETENTION WILL FOLLOW**

* Misbehaving in class
* Failure to adhere to the prefects
* Homework not done (projects /task/ assignments etc)
* Latecomers
* Absenteeism without a letter
* Learners who are out of their seats when an educator is not present
* Learners not walking in single file to classrooms
* Littering
* Learners who enter areas which are out of bounds (staff parking, balcony and stair case)
* Learners not crossing at the scholar patrol
* Learners who are not quiet by the time the hand bell is heard.
* Loitering and asking learners for money
* Chewing bubble gum

**LEVEL TWO OFFENCES:**

**DETENTION 1 HOUR – NO VERBAL WARNING, IMMEDIATE DETENTION SLIP WILL BE ISSUED**

* Swearing
* Spitting
* Learners with extraordinary colouring of their hair and extraordinary haircuts.
* Learners who leave the school premises during school hours without permission.
* Bullying, rudeness, bad manners
* Fighting and vandalism (minor)
* Speaking during assembly
* Playing games which cause injury to other learners
* Disrespecting a staff member
* Damaging property of school, educator or neighbours of the school
* Throwing dangerous objects
* Eating in the computer lab
* Racist remarks
* Failure to follow instructions by a teacher

**LEVEL THREE OFFENCES:**

**SUSPENSION AND DISCIPLINARY HEARING WITH THE GOVERNING BODY**

* Stealing
* Smoking on school property
* Bringing dangerous objects to school (knives etc)
* Inappropriate sexual behaviour
* Continuous recorded transgressions
* Fighting (depending on severity)
* Any action seriously detrimental to the maintenance of order or discipline at the school.
* Truancy

**LEVEL FOUR OFFENCES:**

**RECOMMENDED FOR EXPULSION**

* If remediation of the above is not successful.
* Use of any weapon that causes bodily harm.
* Possession of a firearm or ammunition.
* Possession, using or dealing in drugs or any other intoxicating substance.
* Theft, robbery, breaking and entering
* Malicious damage/injury to property of the school, staff members, fellow learners or any other learner or person.
* Any offence punishable under common law
* Any learner caught in a sexual act on school premises.