

SCHOOL RULES

CONTRAVENTION OF ANY SCHOOL RULE WILL RESULT IN DISCIPLINARY MEASURES BEING IMPLEMENTED:

1. **UNIFORM:**

Correct school uniform (including Sports and PE Uniform when applicable) MUST be worn at ALL times. Players dressed incorrectly will not be allowed to play matches.

1.1 **MAKE-UP**

- Make-up may **NOT** be worn to school (refer to the uniform regulation in the Prospectus).
- Make-up may be worn to school dances if the parents' permission has been obtained.

1.2 **JEWELLERY**

- **BOYS**

- Boys may wear a watch, or "medic-alert" bracelet / necklace.
- Any other jewellery is not allowed and will be confiscated until the end of the year.

- **GIRLS**

- Girls may wear a watch, or "medic-alert" bracelet / necklace.
- Only the following earrings are allowed:- small silver or gold studs approximately 1mm in diameter, (no coloured stones etc.) Sleepers (approximately 1cm diameter and 1mm thick, no dangling objects attached).
- Only one pair of earrings (one earring in each ear) is allowed. Earrings to be worn in the lobes only.
- Any other jewellery or accessories will be confiscated until the end of the year.

1.3 **NAILS**

- Nails may not be longer than the tip of the finger.
- Artificial nails are not allowed.
- Nail polish may not be worn either on fingernails or toenails.

1.4 **HAIR**

- **BOYS**

Boys hairstyles must conform to the following prescribed regulations:-

- When the hair gets combed:
 - Sides – may not touch the ears;
 - Front – one finger width above the eyebrows; and
 - Back – two fingers width above the collar
- Sideburns may not be lower than the middle of the ear.
- No moustaches or beards allowed.
- No "strange" punk, stepped or fade hairstyles permitted. No hair to be styled to make fashion statements.
- Dreadlocks must be plaited/tied into a pony tail at all times (and must rest between the shoulder blades). Permissible for Rastafarians only, on condition of valid documentation received to that effect.
- Hair may not be coloured or bleached at any time. No streaks.
- Hair may not form a tail in the neck.
- No gel, mousse, spray or any other hair treatment that gives the impression of wet or plastered hair to be used.
- No braids.

- Patterns or lines may not be shaved as hairstyles.
- No exam, competition, function or "civvies" day can be used as an excuse to ignore the regulations.
- No shaving of lines in the eyebrows.

- **GIRLS**

- Length
 - As soon as it is collar length, or can be combed into a pony tail, the hair must be tied only with a navy blue or black hair elastic band /ribbon. A maximum of only 2 pony tails is allowed.
- Hair braids are allowed, but it has to match the natural hair colour. As soon as the hair braids are collar length or longer it must be tied into a maximum of two pony tails (and must rest between the shoulder blades). No braids may be left to hang loose around the face.
- No buns allowed as it obscures visibility of fellow learners.
- No teasing of hair in a manner that obscures visibility of fellow learners/ educator/ smart board / whiteboard.
- No hair bonding (weaves or wigs).
- Dreadlocks must be plaited/tied into a pony tail at all times (and must rest between the shoulder blades). Permissible for Rastafarians only, on condition of valid documentation received to that effect.
- Hair may not be coloured or bleached, no streaks.
- Fringes may not be left to hang over the eyebrows, if the fringe is longer than the eyebrows, it must be clipped back.
- No mousse, spray or any other hair treatment that gives the impression of wet or plastered hair to be used.
- No exam, competition, function or "civvies" day can be used as an excuse to ignore the hair regulations.
- No hair accessories, i.e. butterflies, springs, etc. – only clips (navy blue or black).
- No shaving of lines in the eyebrows.
- No hair to be styled to make fashion statements.

1.5 SWIMMING

- Girls are to wear full costumes for swimming.
- All children are to wear swimming caps. Learners without swimming caps will not be permitted to use the swimming pool.
- Swimmers chosen for the school team are to wear navy blue costumes and Ridgevale swimming caps.
- All participants to present themselves in full school tracksuit and will remove the same only when participating in an event.

1.6 CIVVIES DAY

Learners must be neatly attired in the following clothing items only: long pants or denim jeans with an appropriately fitting top. No torn, frayed jeans with holes, strappy tops or see-through tops. **Failure to comply with civvies dress code will be addressed using the Code of Conduct and may result in a learner being banned from wearing civvies.**

Any clothing including caps/hats with offensive statements/pictures are not allowed.

1.7 ASSEMBLY (POST COVID-19 ENVIRONMENT)

Assembly is held every week as follows:

Foundation Phase: Mondays from 07:45 – 08:10

Intersen Phase: Fridays* from 07:40 – 08:15

* Intersen assemblies have been split as follows to accommodate the large number of learners: first and last assemblies of each term are full assemblies, Grade 4-5 and Grade 6-7 assemblies are alternated thereafter.

2. EARLY MORNING PROCEDURES:

- All learners to go straight to their register classes when the bell rings at 7:30 a.m. Tuck orders and daily attendance register to be done by the register class teacher.
- NO CHILD MAY WALK AROUND ON THE CORRIDORS OR REMAIN ON THE TOP FIELD AFTER THE 7:30 AM BELL HAS RUNG!!

3. CHANGE OF CLASS: (POST COVID-19 ENVIRONMENT)

- Learners are expected to move SWIFTLY and QUIETLY when changing classes, using the designated routes.
- Keep to your left and remain in a single line.

4. GENERAL:

- No learner may invite non-Ridgevale friends to visit the school at any time. This will be regarded as trespassing and will be dealt with accordingly.
- No selling of any items on school property under any circumstances.
- NO CHILD MAY WALK AROUND ON THE CORRIDORS OR REMAIN ON THE TOP FIELD AFTER THE BREAK BELL HAS RUNG!!
- No learner may change clothes in any classroom for any reason whatsoever.
- Learners are expected to be polite at all times. When addressing teachers & other adults they have to use their surnames or the terms: "Ma'am / Sir".
- When a visitor enters a classroom, learners are expected to remain seated and quiet.
- No toys, games or weapons in any form may be brought to school. It will be confiscated immediately.
- **Only** tennis balls and small soccer balls (size 3 or smaller) are allowed.
- Bicycles may not be ridden on the school grounds before or after school.
- No skateboards are allowed on the school grounds AT ANY TIME.
- School buildings are OUT OF BOUNDS before & after school, as well as during breaks.
- Learners may not be late for class in the mornings, after breaks or during class changes. Coming late to school on a regular basis is regarded as a very serious offence and is against Departmental Rules. This will be addressed using the Code of Conduct.
- The car parks are OUT OF BOUNDS for **all** learners and offenders will be dealt with accordingly.
- No learner may play on the embankments and grand stands. These are restricted areas.
- Learners MAY NOT RUN ON THE CORRIDORS at any time.
- Objects or papers MAY NOT be thrown over the balcony. Spitting and chewing gum is strictly PROHIBITED AT ALL TIMES.
- Children may only leave the classroom with the teacher's permission, having the appropriate tag (Message / Toilet) in their possession.
- Children may only go to the sickroom with their teacher's PERMISSION and must have a signed permission slip from the relevant teacher.
- Learners are expected to go to the toilet BEFORE school and DURING breaks – NOT during lessons.

- **CELL PHONES AND SMART WATCHES ARE NOT ALLOWED. Confiscated cell phones and smart watches will be returned to the parent at the end of the year ONLY.**
- **No learner is allowed to post information on any social media platform that brings any learner, staff member or the school into disrepute.**
- Tipp-ex is not allowed and may not be used in class.
- Learners who use buses/other transport may ONLY wait at the DESIGNATED WAITING AREA.
- Learners utilising a bus/taxi service should behave in such a manner so as not to bring the school into disrepute.
- Once a learner enters the school property he/she may only leave under the following circumstances:-
 - when school is dismissed at the end of the school day;
 - taking leave due to illness/emergency or any unforeseen circumstances. In these instances, permission must be granted by the principal and parent.
- Tennis courts, netball courts, the cricket pitch, cricket nets and swimming pool may not be used unless a teacher is present.
- Sports Fields may not be used in the afternoons unless permission is obtained from the school.
- All learners are expected to go home promptly after school unless they are in the After Care or are involved in an extra-mural activity.
- Prefects assist teachers to keep the school safe and ensure that the code of conduct is followed and upheld. Any learner found disobeying a prefect will be addressed in accordance with the code of conduct.
- The school will not be held responsible for theft of or damage to personal belongings on school premises.
- Learners, who are not collected immediately after school closes, need to wait in the designated waiting area. The school will not be held responsible for learners who are not in the designated waiting area and are injured.
- **Termly:**
 - Indexes must be checked and signed by parents
 - All assessments must be checked and signed by parents.
- **ANY BEHAVIOUR** deemed inappropriate and unacceptable will be dealt with in accordance with the school's Code of Conduct.

NB: Only learners that have applied, submitted relevant supporting documents and received the necessary permission from the SGB may deviate from official school uniform, religious and cultural practices for reasons as contemplated. A parent or learner who, on religious and/or cultural grounds wishes to apply for an exemption must follow the following procedure: