



# NORTHERN PARK PRIMARY

25 Allan Hirst Drive  
Chase Valley, Pietermaritzburg 3201  
Telephone 033 342 3222 Fax 033 342 5061  
Email: northernparkps@telkomsa.net



## NORTHERN PARK PRIMARY SCHOOL CODE OF CONDUCT FOR LEARNERS 2018

### CODE OF CONDUCT FOR LEARNERS:

(Adopted in terms of Section 8(1) of the South African Schools Act No 84 of 1996)

#### DEFINITIONS

The Code of Conduct:	A Code of Conduct drawn up in terms of the requirements as set out in the South African Schools Act (Act No 84 of 1996) and amendments, which the School Governing Body has adopted as the Code of Conduct to which learners at Northern Park Primary School are required to adhere.
Acts:	The South African Schools Act (Act No 84 of 1996) and amendments.
Department of Education:	The Kwa-Zulu Natal Provincial Department of Education established in Section 7(2) of the Public Service Act, 1994, and amendments, which is responsible for education in the province of Kwa-Zulu Natal.
School Governing Body:	The School Governing Body of Northern Park Primary School as constituted in terms of the South African Schools Act No 84 of 1996, and amendments.
The Principal:	An employee of the KwaZulu-Natal Department of Education who is a CS Educator at the school and appointed as the Principal, or is acting as head of the school.
Educator:	An employee of the KwaZulu-Natal Department of Education and/or, School Governing Body who is a CS Educator at the school and appointed to perform the act of teaching.
The School:	The school is Northern Park Primary School, situated at 25 Allan Hirst Drive, Pietermaritzburg, being a public school as defined in the South African Schools Act (Act 84 of 1996) and amendments.
Learner:	A child of school going age registered in a full-time capacity at the school to engage in learning and may be in Grade RR – Grade 7, or in a class for Learners with Special Educational Needs (LSEN).
Disciplinary Tribunal:	A committee consisting of 2 (two) persons appointed by the School Governing Body to hear facts and/or, evidence presented by a Learner accused of misconduct and/or, other persons who may assist in establishing whether the Learner is guilty or not of an alleged misconduct. The School Governing Body metes out an appropriate sanction after being presented a report from the Disciplinary Tribunal.
Disciplinary Hearing:	A meeting convened by a Disciplinary Tribunal to facilitate the hearing of facts and/or, evidence regarding accusations of misconduct by a learner.
Parent:	A person who assumes the role of parent of a child at Northern Park Primary School and may be biological or through guardianship.
Medium of Instruction:	English is the language of Learning and Teaching.
Additional Languages:	Afrikaans and isiZulu are offered at a 1 <sup>st</sup> Additional Language level.

Status of Gender or Plural: In all instances, a reference to boys shall also mean a reference to girls unless very specific references are made to either boys or girls, likewise, a reference in the singular shall mean a reference in the plural and vice-versa.

## **SECTION A: INTRODUCTION**

### **1. Adoption of the Code of Conduct**

In terms of Section 8(1) of the South African Schools Act, (Act No 84 of 1996), the School Governing Body, after consultation with the educators and parents of its learners, has adopted this code as the Code of Conduct for Learners at Northern Park Primary.

### **2. Aim of the Code of Conduct**

The Code of Conduct aims to establish a disciplined and purposeful behaviour structure based on respect for oneself, one's neighbour and his/her property, in a safe and secure environment that is dedicated to the maintenance of a quality learning process. It is envisaged that this will assist the entire school community to attain the school's mission, being: -

*To extend individual pupils to reach their full potential so that they may confidently make decisions and solve problems as individuals. Social skills are developed so that pupils may work effectively in groups, interacting confidently as creative team members. The school's aim is to create a structured environment that provides a balance between academic, spiritual, cultural and sporting activities in order to encourage the all-round development of its learners. Furthermore, a rich variety of learning experiences is provided which contributes to the development of skills required for happy, rewarding and successful lives.*

### **3. Legal Status of the Code of Conduct**

The Code of Conduct endeavours to achieve its aforementioned aim/s through the legal and enforceable status granted to it in Section 8(4) of the South African Schools Act. Learners are required to conduct themselves according to a standard of conduct that is conducive to the advancement and development of all learners, so that, all may co-exist and inter-relate meaningfully with one another, their educators and parents alike. It is recorded herein that nothing contained in the South African School's Act shall exempt a learner from his/her obligation to comply with the provisions of this Code of Conduct.

### **4. Learners' Rights**

4.1 The core of the Code of Conduct recognises that all learners are afforded the rights entrenched in Chapter 2 of the South African Constitution and more specifically, the right to:

- 4.1.1. Personal and physical dignity;
2. equal treatment and protection under the law;
3. develop to his/her full potential;
4. cultural freedom;
5. religious freedom;
6. meaningful education.

2. The purpose of the Code of Conduct is to ensure that all learners' rights are properly upheld in a secure, safe and disciplined school environment by guiding and directing the behaviour of all learners.

## **5. Responsibilities of the Learner with respect to the Code of Conduct**

It is expected of all learners enrolled at the School to uphold the principles contained in this Code of Conduct at all times, given that these principles are considered to be acceptable forms of behaviour in our society. Through their courtesy and behaviour, learners must aim to bring credit to the school, especially when in school uniform.

## **6. Responsibilities of Parents with Respect to the Code of Conduct**

6.1 The ultimate responsibility for a learner's behaviour rests with his/her parents/guardians and it is expected that parents/guardians will: -

- (a) Support the school and ensure that his/her/their child observes all school rules and regulations and the parent/guardian accepts responsibility for any misbehaviour on his/her/their child's part; and
- (b) Take an active interest in his/her/their child's schoolwork and make it possible for the child to complete assigned homework.

6.2 Parents should attend meetings that the School and/or, the School Governing Body have convened for them.

## **7. Taking and/or the distribution of photographs**

Both parents and learners are informed that it is illegal to take and/or distribute photos of children under the age of 18 years without parental consent. This includes taking photos of oneself and distributing them via social media. While the distribution of innocent photos may be viewed as being permissible, however, the distribution of, and/or, the possession of photos containing scenes of nudity and/or pornography, of any person/s under 18 years of age is illegal. This means that learners in primary schools may find themselves on the wrong side of the law, for conducting themselves in the improper manner as described herein.

8. Under no circumstances whatsoever, shall a parent/guardian be permitted to dictate to the school that a learner may not be punished in accordance with this Code of Conduct.

## **Section B**

The principles set out in this Section apply to a learner during normal school hours, whether in school-uniform or not, while on the way to school and/or back home again, while attending a school function, when representing the school at any sporting event and/or, when participating in a school excursion, cultural activity and/or, any other extra-curricular activity, whether on the school's premises or not.

### **1. General Conduct expected of Learners.**

In order to attain the aims and principles set out in Section A, a learner shall at all times:-

- Behave with courtesy, tolerance and consideration towards others.
- Display good manners.
- Show respect to the principal, educators, non-educators, parents, cleaners, visitors to the school and fellow learners.
- Not bring him- / herself or the school into disrepute.
- Be punctual and adhere to stipulated school times.
- Not be absent from school without good cause.

- Not be absent from the classroom or other school area/s when required to be there, without first obtaining the necessary permission to be absent.
- Adhere to stipulated school dress and uniform requirements.
- Diligently attend to and complete all work assigned to him/her by an educator. Work must always be done to the best of one's ability.
- Respect the rights of fellow learners to an education and to this end, must not disrupt the learning process in any way whatsoever.
- Respect and protect the environment, school property, books and equipment.
- Promote a healthy lifestyle by abstaining from substance abuse and/or the promotion of such.
- Comply with all safety and security measures.
- Refrain from aggressive, abusive and offensive behaviour, including the use of foul or demeaning language.
- Maintain an acceptable standard of cleanliness, personal hygiene and tidiness.

## **2. Specific School Rules**

- 2.1. In addition to the above mentioned general conduct expected of learners, all are required to observe, respect and uphold the specific school rules as set out in Part 4 herein.
- 2.2. Failure by a learner to comply with the school rules will result in disciplinary action being taken against him/her, as set out in Section C herein or as the school's authorities may deem appropriate for a particular misdemeanour.

## **Section C: Disciplinary Action**

### **1. Disciplinary Procedures**

- 1.1. It is recorded that the Principal, together with all educators, are vested with the right to impose and enforce disciplinary measures on a learner in accordance with the provisions of this Code of Conduct or any other measure that may, in the opinion of the Principal and/or educator be deemed reasonable at a particular time.
- 1.2. Subject to the disciplinary procedures contained in the South African Schools' Act and the Regulations promulgated thereto, the following forms of discipline may be imposed in the event of a learner failing to abide by the School Rules as set out herein.
  - 1.2.1. Detention (Or other such lesser form/s of punishment as deemed appropriate by the school authorities).
    - 1.2.1.1. In the event of a learner committing an act of misconduct which, in the opinion of the Principal or educator, warrants stern punishment, such learner may be detained on the school premises after normal school hours, on such day/s and for such periods of time, as may be determined by the Principal and/or educator.
    - 1.2.1.2. In the event of a learner having 3 (three) order-marks against his/her name in the Detention Book, such learner will be placed in detention for one or more occasions.
    - 1.2.1.3. After a learner has committed an act of misconduct, the Principal may, should he/she deem it appropriate, place the learner immediately into detention for one or more occasions.
    - 1.2.1.4. A learner shall be given notification in the form of a letter stating the day on which he/she is required to sit a detention. The letter is required to be signed by his/her parent/guardian. Failure on the part of the learner to have the letter signed or, the refusal of a parent to sign the letter shall not be reason for the learner not to sit the detention. Should a learner fail to get his/her parent to sign the notification letter or fail to return the said letter in due time, this shall lead to further disciplinary measures being meted out against the learner.

1.2.1.5. Homework and/or punishment, such as words written from a dictionary, if not done by the time it is due to be handed in, shall be done after school on the afternoon that it was due to be handed in. The school shall endeavour to contact the child's parents in this regard, but should this not be successful, the child will, upon completing the homework/punishment, be sent to the school's aftercare, where normal costs and procedures shall apply.

#### 1.2.2. Letter of Warning

In the event of a learner committing an act of misconduct as set out in Part 1 herein, or should the Principal deem it appropriate to issue a learner with a Letter of Warning and/or, should prior lesser forms of punishment and/or, verbal warnings not have been successful, a Letter of Warning may be given to both the learner and his/her parent/s. It is not a pre-requisite that a learner must first sit a disciplinary hearing before a Letter of Warning is issued to him/her.

#### 1.2.3. Suspension

1.2.3.1. In the event of a learner committing an act of misconduct as set out in Part 2 herein, or an accumulation of acts of misconduct as set out in Part 1, the learner may, as a correctional measure, be suspended from the school for a period not exceeding 5 (five) school days but only after being found guilty of such misconduct at a Disciplinary Hearing.

1.2.3.2. Prior to a learner being suspended from school, the learner and his/her parent/s shall be informed in writing of the learner's period of suspension and the act/s of misconduct which have led to the learner being suspended.

1.2.3.3. Notwithstanding the provisions of clause 1.2.3.1 above, should the School Governing Body be of the opinion that a learner's continued school attendance could compromise the maintenance of discipline, and/or, the safety and security of fellow learners and/or, the social well-being of the school and/or, hinder the investigation into his/her misconduct in any way, the School Governing Body may suspend the learner from school prior to the Disciplinary Hearing. A precautionary Suspension shall not form part of the learner's discipline should the School Governing Body pass such sanction.

#### **Conditions pertaining to a Learner who is suspended from School.**

A learner suspended from the school shall, for the duration of his/her suspension, be given access to schoolwork, including work sheets, study material and tests. The suspended learner shall not be allowed to participate in any excursions, extra-curricular activities or any benefits enjoyed by the other learners. Should a suspended learner wish to visit the school for the purpose of gaining access to schoolwork or for any other reason whatsoever, the learner must be accompanied by his/her parent/s and only after making an appointment with the Principal to visit the school. No learner on suspension may be unaccompanied by his/her parent/s in Town Bush Road, or in Allan Hirst Drive, or within 200 metres of the school's perimeter fence during school hours, namely 07h00 to 15h40. Upon returning to school after a period of suspension, the learner must be accompanied by his/her parent/s and be presented to the Principal for re-introduction to the school.

#### 1.2.4. Expulsion

- 1.2.4.1. In the event of a learner committing an act of misconduct as stipulated in Part 3 or an accumulation of acts of misconduct as stipulated in Parts 1 and 2, the School Governing Body may convene a Disciplinary Hearing to establish whether the learner is guilty of the alleged misconduct.
- 1.2.4.2. After a Disciplinary Hearing has found a learner guilty of any misconduct referred to in 1.2.4.1, the School Governing Body may recommend to the Head of Department (KZN), KwaZulu-Natal Department of Education, that the learner be expelled from the school.
- 1.2.4.3. Notwithstanding the provisions of 1.2.4.2, after consultation with the Department of Education and while awaiting the decision from the Head of Department (KZN), should the School Governing Body deem it necessary, it may suspend the learner from school while awaiting the outcome from the Head of Department (KZN). Furthermore, should the School Governing Body be of the opinion that a learner's continued school attendance may compromise the maintenance of discipline and/or, the safety and security of fellow learners and/or, the social well-being of the school and/or, will hinder the investigation into his/her misconduct in any way, the School Governing Body may suspend the learner prior to the a Disciplinary Hearing to be conducted to determine whether the learner's misconduct warrants him/her being expelled from the school.

#### Appeal Process:

Should the parent/s and/or learner be aggrieved by the School Governing Body's recommendation to the Head of Department (KZN) to expel the learner from the school, he/she/they may, within 14 (fourteen) days of being informed of the School Governing Body's recommendation, appeal against such recommendation in terms of Section 9(5) of the Act. Such appeal must be made in writing to:

The Head of Department (KZN)  
KwaZulu-Natal Department of Education  
Private Bag X9044  
Pietermaritzburg  
3200

Furthermore, the parent/s and/or the learner may also appeal against the decision of The Head of Department (KZN) should the recommendation of the School Governing Body to expel the learner from the school be upheld. Such appeal must be made within 14 days of being informed of The Superintendent's decision to the MEC (Education) for KwaZulu-Natal.

#### **Discretion**

Notwithstanding anything to the contrary contained in this Section, it shall always be within the sole discretion of the principal, educators or School Governing Body to impose such disciplinary measures as is deemed appropriate in any given circumstance.

#### **Part 1: Letter of Warning**

The following act/s of misconduct on the part of any learner may result in a "Letter of Warning" being issued:

1. For the use of vulgar, abusive or demeaning language.
2. For cheating in tests, examinations and/or in class-work when work is being done alone.
3. For displaying any form of insolence and/or anger towards an educator.
4. For petty lying and/or, minor dishonesty.

5. For making false accusations against an educator, non-educator, parent and/or, fellow learner.
6. For bringing the school's name into disrepute, both during and outside official school hours.
7. For the intimidation of others and/or, for fighting and/or, bullying and/or, causing/encouraging others to fight. This may include biting or intentionally scratching one another.
8. For displaying intolerance towards others, particularly in an aggressive manner.
9. For causing minor damage to school property and/or, the property of others.
10. For minor acts of theft.
11. For persistent disobedience, including back-chatting
12. For persistent, non-co-operation with an educator or other school authorities.
13. For displaying unsporting behaviour both on and off the sports field.
14. For the challenging of the decision/s of the Referee/Umpires during a sport match.
15. For failing to do prescribed homework.
16. For performing any action/s and/or, the passing of any remark/s which humiliate/s or is/are intended to humiliate the principal, educators, non-educators, cleaners, visitors and/or, any fellow learners (This may include provocative behaviour).
17. For reacting in a negative and unbecoming manner when the principal and/or an educator has made a statement to an assembly of learners.
18. For defacing/damaging any school property and/or buildings with graffiti and/or, in any other way.
19. For the unauthorised absence from class and/or, for not participating in the PHED programme and/or, for not having the required clothing (including name badges, library bags etc).
20. For not attending a detention or having a detention notification letter signed and/or, for failing to return a detention letter to school.
21. For being in an area without permission, that is an area noted as being out of bounds.
22. For departing from school without permission and/or being absent without due cause.
23. For failing to excuse oneself from the school's extra-curricular activities and/or, matches.
24. For disregarding/defying a reasonable and/or, lawful instruction, issued by the principal, educator or any other person having the authority to issue such instruction.
25. For repeatedly arriving late at school, classes and/or, extra-curricular commitments without a valid excuse.
26. For littering anywhere on the school premises.
27. For failing to disclose/report any knowledge and/or, the evidence of a fellow learner's misbehaviour.
28. For any other matter which, in the opinion of the principal, warrants a Letter of Warning being issued.
29. For the repeated and flagrant disregard of the rules in Part 4: School Rules hereof.

## **Part 2: Suspension**

The following acts of misconduct on the part of any learner may result in him/her being suspended from the school for a period not exceeding 5 (five) school days after he/she has been found guilty of such misconduct by a Disciplinary Tribunal:

1. For committing any of the acts of misconduct referred to in Part 1: Letter of Warning above, which in the opinion of the principal, warrants for the offence/s to be dealt with at a higher level of disciplinary intervention.
2. For the possession of or, the use of alcohol, drugs or other stupefying substances at school including tobacco (cigarettes) products.
3. For displaying and/or, performing any serious act/s of violence and/or assault and/or, for expressing of any verbal abuse on an educator, non-educator, parent, visitor or fellow learner/s. The misconduct may include intimidation and/or the use of vulgar language and/or, swearing and/or, serious bullying.
4. For any act/s of serious theft.
5. For blatantly disregarding/defying a reasonable and/or, lawful instruction issued by the principal, educator or any other person having the authority to issue such instruction.
6. For cheating and/or, allowing and/or, causing others to cheat in tests or examinations.
7. For being blatantly dishonest and/or, for committing any acts of fraud.
8. For making false accusations of a serious nature against an educator, non-educator, parent or fellow learner.

9. For the passing of remark/s which are of a racial nature and/or, contain a racial undertone and/or, which may provoke racism.
10. For any serious threats of violence shown towards educators, non-educators, parents, or any visitor to the school.
11. For the undermining of the authority of the principal, educators and/or, non-educators.
12. For the intimidation of others to enforce acquiescence and/or to acquire an undeserved favour.
13. For sexual harassment and/or, sexual behaviour, which may include, but not necessarily limited to:
  - 13.1. For the passing of sexual remarks and/or, the performing of inappropriate sexual behaviour, including kissing.
  - 13.2. For the groping of bodies including the touching of others in an inappropriate manner.
  - 13.3. For the snapping of bras and/or, the pulling of a learner's pants between his/her groin and/or buttocks.
  - 13.4. For the pulling down of pants or shorts and/or, the flipping up of dresses or skirts in public.
  - 13.5. For the telling of sexualised jokes and/or, crude jokes.
  - 13.6. For the possession of and/or, the distribution of obscene/pornographic material.
14. For a serious and/or, repeated disregard for School Rules as found in Part 4: School Rules.
15. For repeated gender harassment.
16. For a learner unlawfully using/entering the toilets designated for the opposite gender.
17. For failure to comply with the conditions pertaining to Suspensions.
18. For the failure to disclose/report any knowledge and/or, evidence of a fellow learner's misbehaviour.
19. For repeated commissions of misconduct as listed in Part 1: Letter of Warning, above and Part 4: School Rules, below.

### **Part 3: Expulsion**

The following misconduct on the part of any learner may result in his/her expulsion after a Disciplinary Tribunal has found him/her guilty of such:

1. For committing any of the acts of misconduct referred to in Part 1: Letter of Warning and/or, Part 2: Suspension, above, which in the opinion of the principal, warrants for the offence/s to be dealt with at this level of disciplinary intervention.
2. For any serious threats of violence, where the threat includes the use of a weapon of any description and/or, for any vulgar and/or, verbal abuse accompanied by aggression shown towards educators, non-educators, parents and/or, any visitor to the school.
3. For the passing of any remark/s that have a serious racial content and/or, for the repeated passing of a remark/s that has/have a racial undertone and/or, which may or, may not have been dealt with previously under Part 2: Suspension, Point 9 above.
4. For being grossly dishonest and/or, committing serious acts of fraud against fellow learners, the school and/or, the school authorities.
5. For repeatedly disrespecting, defying the school authorities and/or, for intentionally and/or, for seriously undermining the authority of the principal, educators and/or non-educators.
6. For the possession of and/or, the use of and/or, the selling (peddling) of and/or the distribution of drugs, (whether these are prescription or illegal drug), pornographic material/s and/or, for committing any morally debilitating actions.
7. For the taking of and/or, the possession of and/or, the distribution of any untoward photos and/or, any other images reflecting nudity, profanity and/or, which may be pornographic in nature, in any way whatsoever.
8. For the taking of and/or, the distribution of untoward photos or other images in any form whatsoever, of learners, friends and/or any other person who is under the age of 18 years.
9. For serious theft and/or, committing any theft involving physical assertion and/or violence.
10. For being criminally convicted in a court of law.
11. For the possession of and/or, for using a weapon of any description at school, eg firearm, toy guns, knife, dagger, panga, stick etc to inflict bodily harm. (Craft knives, scissors, pens, pencils, pins, rulers etc may also be construed as being a weapon if used inappropriately).
12. For possessing and/or, using fireworks at school.



13. For any act of misconduct which in the opinion of the Principal and/or the School Governing Body, endangers the life and safety of others.
14. For committing sexual coercion: - aggressive action/s aimed at procuring sexual favours.
15. For committing sexual assault: - sex related crimes/misconduct – including rape and sexual assault.
16. For the repeated commission of acts of misconduct as set out in Part 1: Letter of Warning and/or, Part 2: Suspension above and Part 4: School Rules below.

#### **Part 4: School Rules**

In addition to the above, failure to comply with the following School Rules shall entitle the principal, educators and/or, the School Governing Body to impose such disciplinary measures on a learner as may be appropriate in the circumstances, for example, detention, writing out of lines, etc.

It is expected of all learners to uphold the following school rules at all times.

##### **A. Behaviour**

- To be polite to all others in the school.
- All educators, staff and visitors to the school are to be treated with respect and must be greeted.
- All learners are to stand quietly when the principal or any other staff member enters the classroom.
- Visitors must be escorted to the office.
- Learners are required to greet adults first – in an appropriate manner.
- Abusive language, swearing and whistling will not be tolerated.
- No casual chewing of gum/paper etc while at school or while attending any school function or activity.
- All work assigned by an educator, including homework, must be completed to a learner's best ability. Homework books are to be signed daily.
- Running is totally forbidden on the corridors, paved walkways, quadrangles or in between buildings.
- No running up and down banks / pushing in lines / sliding down banisters.
- When arriving or departing from school, all learners must walk.
- All learners are required to be at school by 07h40 and no learner is permitted on the school property after 15h40, unless accompanied by an educator or is at the aftercare facility.
- All learners must use the "white" (pedestrian gate) when arriving or departing from school.
- The only access to the school will be in Allan Hirst Drive.
- Learners must use the pedestrian crossing near Greys Hospital when crossing Town Bush Road.

##### **B. School Uniform and General Appearance**

It is expected of a learner to be proud of his/her uniform and to be neat and well-groomed at all times.

- The official school uniform must be worn between school and home and at all school functions.
- A white, short sleeve shirt with the school badge on the pocket is the official school shirt.
- During cold weather, a learner may wear a sleeveless white vest under his/her school shirt for additional warmth.
- If boxer shorts are worn under the school uniform, these must not be seen.
- A learner is required to wear only the official school uniform for official matches/competitions and will not be allowed to participate if found not to be wearing the official sports uniform.
- When returning home after sports practice, a learner may wear the whole school uniform, or the full school sports uniform together with appropriate footwear. On cold days, a learner may wear the official school tracksuit top or jersey over his/her shirt, however, should the learner wear his/her tracksuit pants, the tracksuit top must accompany these.
- A learner unable to participate in the compulsory physical education programme due to illness and/or, injury, must present an explanatory note from his/her parent/s.

- A plain white T-shirt may be worn in place of the official sports shirt at PHED and/or sports practices.
- A learner wearing a plain white T-shirt at sports practice must go home in full school uniform or, must wear a tracksuit top over his/her plain white T-shirt.
- School bags, as with all other property, must be clearly marked with the owner's name in a place that can easily be seen.
- Only regulation type black school shoes with appropriate laces for Boys are permitted.
- Girls are required to wear regulation type black school shoes with a buckle and strap.
- Boys must keep their hair short and neat at all times. It must be off their ears, collars and out of their eyes.
- Girls must maintain their hair well at all times and they are strongly discouraged from having very short haircuts. Perms, highlights, bleaches and rinses are not allowed for any reason whatsoever.
- Girls may wear extensions in their hair. These must be black in colour, braided tight against the girl's head and may not extend past their neck-line. If the extensions pass her collar, these must be tied back in a bun with clips and/or, a ribbon in either white or navy blue. No exceptions to this privilege will be permitted and girls not complying with this policy will be required to remove the improper extensions.
- No gel, conditioner, hair food, hair enhancing products or cold glue which makes a learner's hair rigid, may be in a learner's hair while at school.
- No boy or girl is permitted to change the colour of his/her hair without the prior and written consent of the principal.
- No nail varnish may be worn at all, either on the finger- or toenails.
- No form of make-up is allowed on a learner's face whatsoever, except for organised school concerts/plays.
- Only clear lip-ice is permitted if lips are chapped. Under no circumstances will a learner be permitted to wear lip-gloss or lip-gel.
- Tattoos of any description are not permitted.
- Both boys and girls may wear watches, however, only girls with pierced ears may wear gold or gold-coloured studs or sleepers in only one hole per ear. No other earrings or jewellery may be worn except for medical identity tokens which must be registered with the learner's class teacher.
- Learners attending functions at school in the evenings are required to wear full school uniform.

#### C. Grounds

- Before school, during breaks or after school, learners may not enter the buildings or corridors, except to go to the toilets, tuck shop and/or, Media Centre.
- No learner may leave the school grounds without the written permission of the Principal. A Head of Department may give permission if the Principal is unavailable.
- No bicycles, skateboards, roller-skates/blades may be ridden within the school grounds at any time.
- Littering is strongly discouraged and the school grounds and buildings should be kept litter free at all times.
- The damage to or interference with school or personal property is an infringement of the rights of others and will not be tolerated.
- Graffiti is totally unacceptable and should a learner or learners be caught defacing school property, this will be viewed in a very serious light.

#### D. Playground Area

##### 1. Morning before school:

- When learners arrive at school, they must immediately proceed to their designated assembly points and remain there until the bell rings. No physical games, ball games or running around are allowed before school.

##### 2. Breaks:

- The Grade 6 & 7 boys play on the soccer field.

- The Grade 4 & 5 boys play on the mini-hockey field and netball field at 1<sup>st</sup> break and only on the half of the field closer to Allan Hirst Drive at 2<sup>nd</sup> break.
- At 2<sup>nd</sup> break, the Grade 1, 2 & 3 learners play on the half of the field closer to Town Bush Rd (netball field).
- The Grade 4 to 7 girls play on the area under the trees.
- During breaks, learners may only be in the quad area below the School Hall if they are buying from the tuck shop, going to the toilet or have been instructed to be there.

### 3. After School:

- Learners waiting to be collected after school must wait quietly within the school grounds, near the pedestrian gate and must refrain from running around or jumping over benches, etc. A learner not collected within 15 minutes of school closing or sport ending, must report to the aftercare facility to be cared for there.

### 4. Areas Out-of-Bounds:

- The covered area under the Hall adjacent to the tuck shop and the steps leading to the Hall.
- The tiered seating on the sports field and metal stands.
- The area in front of and behind the Media Centre.
- All banks.

### E. Buildings and Equipment

- No learners may remain in a classroom during break and/or, before or after school without a teacher being present.
- No running on school premises other than the playground. All movement along the corridors or in the quadrangles must be done quietly and orderly, in other words, without talking or running and keeping to the left-hand side of the corridors.
- The administration block is not a thoroughfare and learners may only go there when conducting business.
- Learners are to queue in front of the tuck shop in an orderly fashion.
- Care and respect must be shown for all school equipment, Media Centre books and schoolbooks. A learner or his/her parents will be required to pay for damaged or lost books.
- No learner or non-staff member or SGB Member is permitted to enter the school premises without written permission before or after school hours, over weekends or during school holidays unless for official school functions.
- After school and sports practices, learners are not permitted to use any of the school's facilities and when waiting to be collected, must remain in the school grounds near the pedestrian gate. Learners not collected within 15 minutes after the end of school or by 15h40 after sport/detention, must immediately go to the aftercare facility to be cared for there.

### F. Cellular Phones

Learners are strongly discouraged from bringing cellular phones or other valuable items to school. It is stressed that such items are brought to school expressly at the learner's own risk. The school shall in no way whatsoever, be held responsible should a cellular phone or valuable item go missing. It is acknowledged that a cellular phone may be brought to school for the sole purpose of a learner being able to contact his/her parent/s after official school hours. Cellular phones must be switched off prior to the learner entering the school grounds and should be handed in to the school office for safekeeping. The phone may be switched on again, only after he/she has exited the school grounds. In cases of urgency, a phone may be switched on again while on the school premises, but only after first obtaining permission from an educator and the call must be made in the presence of the educator.

If a learner fails to switch his/her phone off prior to entering the school grounds and should it ring, or be used in any way whatsoever, the phone shall be confiscated and handed in to the school office for safekeeping. Under no circumstances will a confiscated phone be handed back directly to a learner. The phone will only be handed back to his/her parent/s. Should a learner fail to hand his/her cellular phone in at the school office for safekeeping and should the phone go missing, the School Authorities will devote NO time whatsoever, towards establishing the where-about of the phone or how it came to be missing.

## G. Absenteeism

A letter from a parent/guardian must be sent to school on the first day that a learner returns after being absent. If a learner is absent for three or more days (weekends and public holidays included), a medical certificate is required. Should a learner be unable to participate in a physical education lesson, an explanatory letter from his/her parent is required. It is stressed that physical education is part of the school's curriculum and is therefore, compulsory.

## H. School Gate Times

On official school days, the school gates are opened at 07h00 each morning and are locked at 16h00 in the afternoons. Learners at aftercare are required to be collected by no later than 17h15. Should a learner arrive late in the morning and the school gates have already been locked, such learner must be brought to the office by his/her parent or transport provider to offer an excuse for his/her late arrival.

## I. Physical Education and Sports Practices

The physical education programme is part of the Curriculum Assessment Policy Statement (CAPS) and is therefore, a Departmental requirement and all learners are expected to participate in this programme. It is not a voluntary subject and unless a learner can produce a valid medical reason as to why he/she should be excused from this programme for a short period, all learners must participate in it. Learners will be informed of the correct sport and practice dress-code and are to ensure that their kit is complete, correct, clean and neat. For sport practices, the prescribed school T-shirts or a plain white T-shirt, together with sports shorts are required with appropriate footwear. Navy shorts and School sports shirts with official socks are required for cricket. Coloured footwear is not allowed and learners are advised to establish from their coach the sports-code requirements prior to purchasing sports gear.

Learners may wear their school tracksuits on cold days or to cover sports kit. The track-suit top may be worn on its own as a wind-breaker, however, if the pants are worn, these must be accompanied by the top as a full track suit. In other words, the pants may not be worn without the top.

## J. Media Centre

The Media Centre (Library) is available to all learners from Grade RR – Grade 7 with books graded according to learner age and reading ability. Learners from Beehive and Grade 1 may borrow 1 book at a time for a period of 2 weeks, Grade 2 learners 2 books while Grade 3 ~ 7 may borrow 3 books. If the books are not returned within the 2-week period, learners are reminded personally by the Media Centre teacher and also by the class teacher, via the his/her homework book. Books not returned by the end of the school year are considered lost and the replacement cost is added to the learner's School Fees account. Wilful damage to Media Centre books will also result in the replacement costs being charged to the learner's account.

To avoid books becoming damaged, each learner must purchase a vinyl Book Bag obtainable from the uniform shop. Should a learner not be in possession of a Book Bag, he/she will not be allowed to take books on loan from the Media Centre. These bags are for the essential protection of Media Centre books only and are to be used only when learners carry Media Centre books to and from school.

Erica Neff  
School Governing Body Chairperson