



CODE OF CONDUCT 2022



This document is the code of conduct of **COLLEGIATE JUNIOR SCHOOL**, as approved by the governing body.

Our aim is to establish a safe school environment, both physically and emotionally, which is conducive to learning. Secondly, we aim to develop a culture of respect, caring, kindness, self-discipline and social responsibility. It is cool to care.

Collegiate Junior School is committed to providing an environment for the delivery of quality teaching and learning by:

- Promoting the rights and safety of all learners, teachers and parents
- Ensuring learners' responsibility for their own actions and behaviour
- Prohibiting of all forms of unfair discrimination and intolerance
- Eliminating disruptive and offensive conduct

The code of conduct spells out the rules regarding learner behaviour at the school and describes the disciplinary system to be implemented by the school concerning transgressions by learners. The code of conduct applies to all learners while they are on the school premises, when they are away from the school representing it or attending a school function.

Section 8(4) of the SA Schools Act provides that all learners attending a school are bound by the code of conduct of that school. All learners attending the school are expected to sign a statement of commitment to the code of conduct.

DISCIPLINARY SYSTEM

Every teacher is responsible for discipline and has the full authority and responsibility to correct the behaviour of learners whenever such correction is necessary.

Offences are graded according to the nature and degree of seriousness of the offences, of which Grade 4 offences are the most serious. Recommended corrective sanctions are detailed next to each offence which is aimed at correcting behaviour.

The grade of an offense will determine the procedure to be followed. All Grade 1 offences will be dealt with by the individual teacher. **All Grade 2 to 4 offences must be reported to the deputy where a confidential record will be kept which will also be reported to the principal.**

RIGHTS AND RESPONSIBILITIES

At Collegiate Junior our rights and responsibilities are valued

my rights

- I have a **right to be happy** in this school. This means that no one will laugh at me, tease me, or try to hurt my feelings.
- I have the **right to be myself** in this school. No one will treat me unfairly because I am:
 - *child or adult*
 - *fat or thin*
 - *tall or short*
 - *white or black*
- I have the **right to be safe** in this school. No one will:
 - *hit me*
 - *kick me*
 - *push me*
 - *pinch me*
 - *hurt me*
 - *threaten me*
- I have the **right to expect my property to be safe** in this school.
- I have the **right to hear and be heard** in this school. No one will:
 - *scream*
 - *shout*
 - *make loud noises*
 - *or otherwise disturb me*
- I have the **right to learn about myself and others** in this school. I will be free to express my feelings and opinions without being interrupted or punished.
- I have the **right to be helped to learn self-control** in this school. No one will silently stand by while I abuse my rights.
- I have the **right to expect that these rights will be mine** in all circumstances as long as I am exercising my full responsibilities.

my responsibilities

- I have the **responsibility to treat others with compassion**. I will not laugh at, tease, or try to hurt the feelings of others.
- I have the **responsibility to respect others as individuals** and not to treat others unfairly because they are:
 - *child or adult*
 - *fat or thin*
 - *tall or short*
 - *black or white*
- I have the **responsibility to make the school safe** by not:
 - *hitting anyone*
 - *kicking anyone*
 - *pushing anyone*
 - *pinching anyone*
 - *hurting anyone*
 - *threatening anyone*
- I have the **responsibility not to take or destroy the property** of others.
- I have the **responsibility to help maintain a calm and quiet school**. I will not:
 - *scream*
 - *shout*
 - *make loud noises*
 - *or otherwise disturb others*
- I have the **responsibility to learn about myself and others** in this school. I will be free to express my feelings and opinions without being interrupted or punished, and I will not interrupt or punish others who express their feelings and opinions.
- I have the **responsibility to learn self-control in this school**. I will strive to exercise my rights without denying the same rights to others, and I will expect to be corrected when I do abuse the rights of others as they shall be corrected if my rights are abused.
- I have the **responsibility to protect my rights and the rights of others** by exercising my full responsibility in all circumstances.

facta non verba



SCHOOL RULES 2022



1. GENERAL

- 1.1. Learners should be **good ambassadors**. Everyone in our school, staff and pupils alike, must be part of the behaviour code of the school.
- 1.2. While wearing the school uniform, learners should refrain from any conduct that could bring the school, staff, themselves or their fellow learners into disrepute.
- 1.3. In their interaction with the staff of the school, learners should always be courteous and respectful.
- 1.4. In their interaction with one another, learners should practise self-restraint and display mutual respect and tolerance by not harming any other learner's physical, spiritual and emotional well-being.
- 1.5. When in school uniform, pupils may not eat, drink or chew gum in the street, on buses or whilst walking around shopping centres.
- 1.6. Regulation Collegiate school bags are to be used for carrying books to and from school. They should be clearly marked and are available from Wendyware.
 - Cases bought elsewhere must be **navy** in colour.
 - ALL pupils may "pull" their bags on wheels in the building, but the bags must be **lifted up and down the stairs**.
- 1.7. Pupils are to move quietly in single file on the left side of corridors and staircases.
- 1.8. There is to be no running inside the building at any time.
- 1.9. Pupils are to be outside during break unless instructed otherwise.
- 1.10. Gr 7 pupils may use Wendys during break.
- 1.11. Girls line up in the appointed places after the bell rings.
- 1.12. **Electronic devices:** Grades 00 - 7 are not permitted cell phones or smart watches that can send or receive messages or calls. iPads are brought to school at own risk and the school will not be held liable for any loss thereof. iPads are learners' responsibility in the afternoons. iPad lockers are available. No games are permitted on devices at school. If a learner is found with a cell phone they will be required to hand it in for 2 weeks safe keeping.
- 1.14. In case of any reasonable suspicion the school is entitled to search such learners and/or the property in their possession.
- 1.15. Transgressions that may lead to suspension and/or expulsion include, but are not limited to: *conduct that poses a threat to others' safety and infringes upon others' rights; possession of dangerous weapons or illegal substances; any form of hate speech, sexism or racism; theft; vandalising school property; repeated violations of school rules, disrespectful, offensive behaviour and verbal abuse aimed at educators or other school staff or learners; victimisation, bullying and intimidation of other learners.*
- 1.16. Surveillance cameras are positioned in key areas of the school: both motor gates, front access gate, in the Gr 2-7 passages and Pre-Primary.
- 1.17. No learner is exempt from complying with the school's code of conduct. The school's code of conduct is applicable
 - On school premises, before, during and after school hours
 - During all school activities – on or off school property
 - Outside the school property when a learner is identifiable as a Collegiate Junior girl/representative
- 1.18. The minimum age to use WhatsApp in South Africa is 13. As a result of this it is illegal for any Collegiate Junior learner to have a WhatsApp, Instagram or Facebook account. All WhatsApp groups are also banned for learners. All social media Apps that are age restricted are also banned which include and are not limited to Telegram 16+ age restriction, Tiktok 13 age restriction, Signal 13 + age restriction and Roblox unsafe for u12's.
- 1.19. Squid Game on Netflix has an age restriction of 15 plus and is clearly not suitable for younger viewers. Please be aware that Squid Game is surfacing in Roblox. Girls are banned from re-enacting squid Games at break.
- 1.20. All deviations from the school's uniform must be made in writing to the chairman of the SGB for consideration.

2. SCHOOL HOURS

- | | |
|---------------|--|
| Pre-Primary | 07:45 - 12:30 |
| Grade 1 and 2 | 07:30 - 13:30 |
| Grades 3 – 7 | 07:30 - 14:00 (Mon – Thurs)
07:30 - 13:30 (Fridays) |
- ◆ Learners are expected to arrive at school on time.
 - ◆ Late comers will be recorded by the class teacher on the D6+.
 - ◆ Regular late comers' parents will be contacted by the Principal.

3. ABSENCE AND LEAVING THE SCHOOL PREMISES

Section 3 of the SASA (South African Schools' Act) highlights the need for learners of school going age to be at school and the responsibility of the parent in ensuring that the learner is at school.

- 3.1. Learners may be absent from school in exceptional cases, only if they have notified the principal, or her representative if the principal is not available.
- 3.2. When any learner is absent from school without an acceptable excuse, it shall be regarded as truancy, which is strictly prohibited. This will also be recorded on D6plus as 'absent without reason'.
- 3.3. Learners who are absent from school for one to three consecutive days must, upon their return to school, submit a written explanation by their parents. Absence for more than three consecutive days shall be excused only if a certificate from a registered medical practitioner is submitted, except in the case of death or trauma in the learner's family, or another reason approved by the principal.
- 3.4. **10-day rule.** If despite the intervention of the principal, a learner persists in being absent without a valid reason the learner's record in the class register must be cancelled if the learner is absent for 10 consecutive days. Cancellation of a learner's record is an administrative and not a disciplinary action.
- 3.5. If absent from school, girls may not attend afternoon sporting events or evening functions at school, be they of a social or a formal nature. Anomalies will be dealt with at the discretion of the principal.
- 3.6. The girls will be issued with a formal assessment timetable every term. It is imperative that all formal assessments, test or examinations are written as an opportunity **will not be created to write these on their return to school.** In the event of being absent, a formula will be used to determine the mark for the missed assessment, assuming enough tasks have been completed for the subject in question. Failing that a N/A or non-assessed or -1 will reflect on the report.
- 3.7. Pupils may not leave the confines of the grounds for any reason until they leave to go home at the end of their school day unless permission has been granted via a written request from a parent. **Parents are to sign the book at the front office on collecting their daughter(s) from school during school hours.**
- 3.8. The school will contact the parents should a sick note be filled in by a teacher for your daughter to be collected from school.

- 3.9. Should a girl be absent because she has gone to support a sibling playing sport out of town it will be marked on D6plus as **holiday**.

4. DRESS CODE AND APPEARANCE

4.1. SCHOOL UNIFORM

- 4.1.1. School uniform must be clean and neat at all times.
- 4.1.2. The school **gym** must be clear of the floor when kneeling (5cm / not more than 4 fingers) above kneecap.
- 4.1.3. A blazer **must be worn to and from school in Grades 4 - 7 but is an optional item for the 1st term.** Jerseys, however, may not be worn as the outer garment. Failure to wear a blazer outside the school grounds is immediate DT. The blazer is not part of the school uniform in Grade 1 to 3. On hot days an announcement could be made that blazers need not be worn home. In that case the blazer must be neatly folded and carried over the arm.
- 4.1.4. Foundation phase pupils may wear a pull-over V-necked jersey to and from school.
- 4.1.5. The optional **anorak (windjammer) Grade 00-3 /navy sports jacket Grade 4-7** may only be worn to and from school on rainy days. It does not, however, replace the blazer.
 - When worn to school on a rainy day it must be worn over the school blazer Grades 4-7.
 - The jacket and tracksuit top must be zipped up.
 - The jacket may be worn in the classroom.
 - The jacket may be worn with the tracksuit pants or the sport uniform but does not replace the tracksuit top.
 - The full tracksuit is worn when required for Physical Education.
 - The jacket does not necessarily have to be worn over the tracksuit top.
 - The jacket may not be worn with civvies unless instructed to do so by a member of staff for outings, tours, camps etc that are school related.
- 4.1.6. **Scarves** may be worn during the school day if they are with a jersey.
- 4.1.7. When in winter uniform, the Grade 7s may wear black **opaque** stockings. (An extra pair of stockings or socks is always to be kept in their locker)
- 4.1.8. **School uniform may never be mixed with casual wear.**
- 4.1.9. All clothing must be clearly marked.
- 4.1.10. **Founders Days:** Full WINTER UNIFORM with blazer to be worn to the Founders Day Assembly by Gr 4-7.

- 4.1.11. **Hats/peaks** to be worn at break, *by girls and staff members on duty*, throughout the year.
- 4.1.12. Long-sleeved spencers may be worn under a long-sleeved shirt. However, these are problematic under short-sleeved shirts as the girls often take their jerseys off and the spencer is then visible and looks untidy.
- 4.1.13. Remember the little things that can spoil the uniform i.e. no belts, missing buttons, gym lengths (too long or too short), incorrect hair accessories, rolled down socks, stretched jerseys and faded gyms.
- 4.1.14. Pupils must wear their full school uniform on school outings. This includes the blazer or the full tracksuit, unless agreed otherwise.

4.2. SPORTS UNIFORMS

4.2.1 PHYSICAL EDUCATION UNIFORM:

- ◆ **Navy shorts, Collegiate sports shirt, white socks or Collegiate striped socks and predominantly white sports shoes. No secret socks or Tommy Takkies to be worn in Grade 3-7. White Tommy takkies are allowed in Grade 1 & 2.**
- ◆ **This uniform must be worn on Phys Ed Days, for U/9 netball and U9 mini-hockey matches, to all sports practices and could be worn on school outings.**
- ◆ **Foundation Phase girls may wear their Phys Ed uniform to school for a maximum of TWO days a week**
- ◆ **1st term:** School dresses are worn on Phys Ed days as girls change into bathing costumes at the pool. **Any bathing cap is acceptable for these lessons.**
- ◆ **Term 2, 3 & 4:** Pupils come to school in tracksuits, on Phys Ed days, wearing the standard Phys Ed uniform underneath. Pupils must depart from school in their full tracksuit or tracksuit pants and warm-up top if they do not have to attend another sport after school. No Phys Ed swimming in the 4th term.

4.2.2 COLLEGIATE SCHOOL TRACKSUIT:

- ◆ The following applies only to Gr. 4 - 7 in the afternoons. Either the tracksuit top or the warm-up top acts as the outer garment on all occasions in terms 2, 3 and 4. Pupils may not leave the school premises without one of these outer garments on. Tracksuit pants are also permissible. The tops should be worn to matches. *Tracksuits may be worn over Phys Ed uniform by the Foundation Phase girls on Phys Ed days.* Faded tracksuits can get a "new look" from Wendyware.

4.2.3 WARM UP TOP(GRADE 1-7):

- ◆ The warm up top may be worn as an alternative to the tracksuit top, under the

tracksuit top or with your match uniform except for school outings. **It may never be worn** with the formal school uniform or with civvies.

4.2.4 1ST TEAM MATCH UNIFORMS:

- ◆ **Dresses with Lycra Ski-pants** must be worn for **Netball, Hockey, Tennis and Squash matches**. This is worn with Collegiate striped socks with predominantly white sports shoes for TENNIS AND SQUASH. This uniform may also be worn for practices.

4.2.5 NAVY MATCH UNIFORMS:

- ◆ Navy tops and scooters must be worn for **Netball and Hockey matches from u10 to u14 level.**
- ◆ Netball players wear Collegiate striped socks with predominantly white sports shoes.
- ◆ Hockey players wear long navy socks with white stripes with their hockey boots except for the 1st team who wear white socks.
- ◆ **Gum guards and shin pads are compulsory for Hockey.**
- ◆ This uniform may be worn for practices.

4.2.6 COLLEGIATE SWIMMING/WATER POLO GEAR:

- ◆ Plain navy swimming costumes are permitted for Phys Ed. Collegiate branded swimming costumes and navy towel are compulsory if representing the school in any gala.
- ◆ White Collegiate swimming caps (gala)
- ◆ Collegiate slip slops, Collegiate towels and Aqua Jackets are optional.
- ◆ **Collegiate Junior water polo costumes are compulsory for water polo matches** but school costumes may be worn to practices.
- ◆ Aqua jackets compulsory for 1st team.

4.2.7 ATHLETICS AND ROAD RUNNING:

- ◆ Phys. Ed. uniform: is the standard uniform for Athletics and Road Running.
- ◆ Zonal meetings: The athletes will wear the new athletics vest and lycra shorts.
- ◆ White Collegiate slip slops may be worn to athletics meetings and practices.

4.2.8 CHESS:

- ◆ Practices: School uniform or tracksuits
- ◆ Matches/Tournaments: Full school uniform on Fridays & full school tracksuits on Saturdays

SPORT COACHES: Please ensure that the girls adhere to these regulations.

NB: No teams or other groups may go ahead and purchase hoodies, or any other branded clothing for that matter, without going through the correct channels.

4.3. APPEARANCE

- 4.3.1. **Styles:** Hair must be neat, out of the face, a practical style for school activities and must not draw unnecessary attention. **Collar length hair** or longer must be tied up. Hair may not be permed, gelled or tinted. Braided styles e.g. Cornrows style may be short or tied in a neat bun or a ponytail. No loose extensions are allowed. **Correct navy-blue hair accessories are available from Wendyware.** These include navy alicebands, navy stretch bands, clips (black and brown) and slides (navy and silver). **No scrunchies.** Small navy-blue bows are permitted. Braids need to be a natural colour and no decorative braids are allowed.
- 4.3.2. **No jewellery** of any description, including earrings, may be worn with school uniform. This includes rings, bracelets (elastic or leather), chains, bangles or plasters over ears; nose rings and studs. Wrist watches may be worn. No ornate or brightly coloured watches or straps are allowed. Smartwatches are not permitted. Cultural jewellery is allowed if application has been made and permission granted by the school's governing body.
- 4.3.3. **Nails:** Nails to be kept short and may not extend beyond fingertips. No false nails. No nail polish may be worn on either finger or toenails.
- 4.3.4. **No make-up** (mascara, eyeliner or blusher) is allowed.
- 4.3.5. **Name badges:** Grades 4-7 wear name badges on the left lapel of the summer uniform and bottom of the V of the winter uniform daily. A lost badge needs to be replaced. Not wearing a name badge ~ a warning which could lead to DT if the problem persists.

5. YOUR SAFETY IS IMPORTANT TO US!!!

- 5.1. The **café** and **Seattle Coffee shop** in Rochelle Rd are **out of bounds** during school and extramural hours.
- 5.2. Use devices appropriately and follow the school's policies closely.
- 5.3. Doors & security gates leading out of the school building will be locked 20 min after the end of each school day, with the exception to the door next to Mr Weideman's office (leading out into the Junior Quad). This door is open during the afternoons until 16:00. This exit is to be used for afternoon activities.
- 5.4. The Henchie gate will be unlocked by 07:00 and locked at 15:30 daily and 14:30 on Fridays.
- 5.5. Gr 2-7 pupils who enter/exit the school through Gate 2 are to enter and exit the school building via the front foyer doors. No learner may walk through a staff car

park to enter or exit the school building. Aftercare girls are to leave via the door closest to Miss Gouws and walk around the resource centre to Aftercare. A painted pathway close to Aftercare is to be used when walking to the waiting gate. No staff member may exit or enter Gate 1 during both breaks and no deliveries will be allowed during breaks.

- 5.6. Pupils waiting for their lifts in the afternoon must not wait outside the school grounds. The section alongside the aftercare area, on the wooden deck, at the waiting gate (Gate 5) is a safe waiting area after 14:30.
- 5.7. Girls waiting near the Rochelle Road pedestrian gate (Gate 5), are not permitted to open the gate to allow access into the grounds. In the interests of their own safety they have always been instructed to keep the gate locked. Girls must be collected 15 minutes after an activity.
- 5.8. Girls may not wait at the Kestell Street gate (Gate 2) after 14:30.
- 5.9. Motor gate entrances may never be used by pedestrians.
- 5.10. Possessions must always be visible to the pupil concerned.
- 5.11. Visitors, parents and workmen must report to the front office to receive visitor badges. They may not venture beyond these front areas into the school corridors or work venue without their badges stuck to their outer garment.
- 5.12. The Aftercare accommodates Grade 00-7. Make use of this secure option. There is a separate code of conduct for Aftercare.
- 5.13. Always report any strange looking "visitors" to the office or to a known adult as soon as possible. Be proactive and stay alert.
- 5.14. NEVER get into the car of a stranger!
- 5.15. For sport and school outings pupils and staff to leave in school buses from the Junior Quad. School bags and personal possessions will be locked in the bus shelter.
- 5.16. The Sport Pavilion is to be used during afternoon practices & matches. Toilets will be open. Pupils' bags & kitbags can be left next to the sport fields, at pupil's own risk. The bags must, however, be placed together in an orderly fashion.
- 5.17. PTA fun times and Derby Days ~ school classrooms & corridors are out of bounds. The organiser of the event will be held responsible for the security of the school. Prior arrangements for the locking off of certain areas needs to be done in good time.
- 5.18. Everyone must follow the universal precaution when helping people with cuts or open wounds. First aid help is displayed in the passages. In an emergency the duty teacher must be called.

- 5.19. Follow traffic rules and regulations when crossing the road.
- 5.20. Acknowledge motorists with a smile or a thank you at pedestrian crossings.
- 5.21. Make sure you know the school evacuation plan.
- 5.22. When sport/cultural activities are cancelled all girls and coaches are to report to the Powis Hall when school closes.

6. HEALTHY RELATIONSHIPS

- ◆ Collegiate's mission and vision is underpinned by the 6 pillars of character namely: citizenship, responsibility, fairness, caring, trustworthiness and respect.
- ◆ Collegiate is a bully free zone. Treat others (fellow learners, educators and adults) the way you would like to be treated. Report any form of bullying to an adult. We do not condone bullying.
- ◆ Use any electronic device respectfully and appropriately.

7. SCHOOL PROPERTY

- ◆ We are proud of our top-class facilities and we need to respect them and treat them with care.

8. ENVIRONMENT

- ◆ **Avoid littering and use water and electricity sparingly.**

9. ADMINISTRATION OF MEDICATION

- ◆ No medication will be issued by the school. If medication is brought to school a letter must accompany it addressed to the class teacher. If any schedule medication is brought onto school property it needs to be accompanied by a copy of a doctor's note.

10. MEDICAL EMERGENCIES

- ◆ Collegiate Junior takes out Scholars Personal Accident Insurance (SPAI) for every learner at school. The policy covers injury/ies sustained by pupils (and boarders) whilst on their way to and from school, at school, during after hour activities, including weekend outings, outdoor education excursions and school games or competitions.
- ◆ The school also has a written agreement with Greenacres Netcare that they will provide medical attention to any learner accompanied by a representative of the school at their 24 – hour Accident and Emergency Unit.

11. PORNOGRAPHY

Both the cinema and Publication Act and Sexual Offences Act make it an offence for a person under the age of 18 to:

- ◆ View pornography
- ◆ Be in possession of pornography
- ◆ Download pornography off the internet

If a Collegiate girl is in possession of pornography and exposes another minor (or fellow pupil) to

pornography she will be guilty of a criminal offence.

Distribution of pornography at school is a level 3 offence. The following punitive action will be taken. The offensive material will be confiscated. A disciplinary meeting and warning letter as well as a detention will follow.

Please note: If the material shows minors under the age of 18 – the police must be notified and a Rapid Incident Report has to be filed with the Department of Education.

12. COMMUNICATION, MEETINGS AND SCHOOL NOTICES

The D6 communication system is the default mode of communication. Weekly notices are uploaded, and daily updates are sent out where necessary.

Class Dojo is not the default means of communication with teachers.

All learners are obligated to hand all school notices to their parents that were distributed to learners as well as promptly return to the class educator any acknowledgement of receipt that was to be completed by the parents.

A WhatsApp broadcast group is more effective.

13. TEXTBOOKS

- ◆ All school property must be treated with respect.
- ◆ Lost or damaged textbooks will require a replacement fee.

14. REPORTS AND ASSESSMENTS ON ACADEMIC PROGRESS

- ◆ Our core focus is on teaching and learning. Learners' primary aim is learning.
- ◆ Reports are handed out termly (Remedial reports are handed out in June and December.)
- ◆ Scheduled meetings with teachers take place a minimum of twice a year.

15. CLASS RULES

15.1. Learners are encouraged to be part of the learning process and they may not disrupt or hinder teaching.

15.2. All learners must write down their homework in the Collegiate homework diary and ensure that their parents sign it daily. Failure to do this will result in Demerits being issued.

15.3. The class educator, in consultation with his/her class, will compile class rules at the beginning of each school year. These will be displayed in a prominent spot in the classroom and learners are expected to comply with the class rules as well as any verbal instruction given by any staff member.

16. CIVVIES

Civvies may be worn on certain special occasions.

- ◆ You may wear civvies to school on the day of your birthday.
- ◆ If your birthday falls over a weekend, then wear the civvies on the Friday before your birthday.
- ◆ If your birthday falls in the holidays, wear your civvies on the last day of the term before your birthday.
- ◆ No short shorts, strap tops, crop tops, ripped jeans, showing skin, make up or jewellery allowed.
- ◆ Normal hair rules apply for civvies.

17. SPORTS AND EXTRACURRICULAR ACTIVITIES

17.1. Participants in sports and extracurricular activities:

- ◆ Every pupil is expected to participate in at least one school extramural activity per term.
- ◆ See Sports Timetable for times of various extramural activities.
- ◆ **Once a learner has committed herself to an activity her involvement will span the entire season in which the activity takes place.**
- ◆ **Appropriate kit to be worn to and from practices and the correct match uniform to be worn to all league fixtures and derby days.**
- ◆ **Sports kit must be carried in a Collegiate tog bag.** Initial and surname to be displayed on the outside for easy identification
- ◆ **Saturday HOME Derby days: Spectators in Grade1-7** must wear full school tracksuits to these events.

17.2. Attendance of all practices is compulsory. Missing a practice without a valid excuse in writing from the learner's parents may result in the learner being suspended from participation in one league fixture. This must be handed to the teacher concerned before the practice or on return to school.

17.3. Learners should display good sportsmanship.

17.4. School commitments take preference to private engagements.

18. GRADE 7 LEADERS

18.1. Pupils should respect one another especially the Grade 7 duty pupils who represent the staff in assisting with control and discipline within the school.

- ◆ No girls to sit in the pavilion during breaks.
- ◆ Pupils to line up in an orderly queue and wait their turn patiently at the tuckshop.
- ◆ Grade 3s may use the tuckshop every day at 2nd break only.

18.2 Grade 7 hoodies may only be worn with jeans or tracksuit bottoms, no shorts.

19. MUSIC PUPIL MATTERS

19.1. Music pupils are to return their music instruments to the Music Department before school in the morning.

19.2. Leaving an instrument outside of the music department, unattended is a punishable offence and could result in instant DT.

19.3. Pupils are to fetch their instruments at the end of their school day.

19.4. When absent from class, because of a music lesson, work missed should be completed by the following scheduled period for that subject as required by the teacher concerned = 2x warnings and DT after the third offence. Make use of the Buddy system!

19.5. Failure to prepare for music set pieces or late arrival for early morning music commitments without a valid excuse = 2x warnings and DT after the third offence.

19.6. The music tie may be worn to school in place of the school tie.

19.7. **Band and choir members need to arrive and leave functions wearing their full school uniform which includes a blazer.**

20. TRANSPORT

Staff may only transport pupils in their private vehicles to sporting fixtures if they have a Public Drivers Permit (PDP).

Addendum: COVID-19 TIMES

- ◆ Wearing of a cloth mask covering the mouth and nose is always compulsory except when eating or drinking at break when social distancing of 2m is enforced.
- ◆ Always adhere to social distancing of 1m or 1,5m.
- ◆ Regular washing of hands or sanitising
- ◆ Notifying the school if any family member is COVID-19 positive and isolating according to the Department of Health regulations
- ◆ Adhering to all Department of Health notifications shared from time to time.

TO REPLACE DAILY SURVEY.

I, parent/guardian of

will not send to school if she:

- ◆ Displays any flu like symptoms,
- ◆ has been in direct contact with someone who is COVID positive
- ◆ or if a suspected COVID positive close family member is being tested for COVID-19.

LIST OF THE POSSIBLE DISCIPLINARY SANCTIONS TO BE APPLIED FOR GRADE 1, 2, 3, & 4 OFFENCES, RESPECTIVELY

Each case must be evaluated on its own merits and must be provided with a sanction justifiable for that specific case. The recommended sanctions provided in this table are guidelines for the Disciplinary Committee.

Grade 1: Offences	Recommended Corrective Sanctions
<ol style="list-style-type: none"> Academic: Books/works material left at home; homework – not done on time/copied Extra-mural activity: Non-attendance of practices and matches (without a valid excuse to teachers/coach) Personal conduct in classroom/on playground: Inappropriate displays of affection between learners, late arrival for class; uncooperative behaviour; discourteous behaviour/insolence/temper tantrum; foul language; defacing desks/walls/books/cases with graffiti; eating/chewing in class; littering; and cell phone ringing Dress code: Untidiness/unkept appearance; school dress code not followed 	<p>Corrective actions/sanctions are carried out by the individual teacher and may include the following:</p> <ul style="list-style-type: none"> • Verbal reprimand • Written punishment • Detention at break • Subtracting marks (homework) • temporary confiscation until the end of school term (e.g. clothing, jewellery, cell phones, bags and cases) • Removing graffiti from bags and cases at break and • Written notification
Grade 2: Offence	Recommended Corrective Sanctions
1. Plagiarism of any work or cheating/attempted cheating in class test/assignment	Nought for test and warning letter
2. Damage to property/possession of other learners' property	Repair/replacement, warning letter and principals detention
3. Defiance/disregarding of an authority figure's instructions	Suspension from class, warning letter and principal's detention
4. Detention – non-attendance	Making up missed detention, warning letter and an information hearing
5. Disregarding test/examination procedures	Warning letter and principal's detention
6. Disruptive/uncooperative in class	Identification of culprit/s and grade teacher to organise corrective measures
7. Disruptive behaviour frustrating teaching and learners in the classroom	Warning letter and detention
8. Repeated dress code infringements (including hair and personal grooming)	After (3) three warnings, principal's detention
9. Fighting	Warning letter and detention
10. Fire-crackers	Warning letter and detention
11. Forgery, e.g. parent/guardian's signature	Warning letter and detention
12. Gambling on or off school property	1st offence: Special detention 2nd offence: Special detention 3rd offence: information disciplinary hearing, special detention and professional counselling (all money to be confiscated)
13. Graffiti: books, case, desks, walls, etc.	Removal, warning letter and principal's detention
14. Late for school – three (3) days	Phone call to parents and detention
15. Late arrival at school after 8 :20 am	Phone call to parents and principal's detention
16. Lying	Warning letter and detention
17. Offensive material	Warning letter and detention
18. Smoking – possession of cigarette/holding cigarette/caught in the act on/off school property	1st offence: Special detention 2nd offence: Special detention 3rd offence: Formal disciplinary hearing, special detention and professional counselling (All cigarettes and lighters to be confiscated)
19. Smoking – selling cigarettes on/off school property	1st offence: Information disciplinary hearing, warning letter and special detention 2nd offence: Formal disciplinary hearing, warning letter and special detention
20. Spitting	Principal's detention
21. Sticking a sharp object, e.g. pin, pen, nib, etc. into a fellow learner	Warning letter and detention
22. Substance abuse – possession/sniffing of authorised substance, e.g. meths, benzene, thinners, etc.	Information hearing, warning letter and detention
23. Threatening assault/intimidation of a fellow learner	Phone call to parents and warning letter and detention
24. Truancy – bunking a lesson	Principal's detention
25. Truancy – bunking a day or part of a day	Phone call to parents, warning letter and detention
26. Vandalism – defacing/damaging/breaking school property	Phone call to parents, repairs/payment of damages, warning letter and detention
27. Verbal abuse of a fellow learner	Phone call to parents, warning letter and detention

Grade 3: Offences	Recommended Corrective Sanctions
1. Alcohol – possession at school or on a school premises/smelling of liquor/under the influence at school or on school outing	Disciplinary hearing, warning letter, community service and detention
2. Assault on a fellow learner (causing bodily harm)	Suspension from class/school. Disciplinary hearing, warning letter, community service and detention
3. Bullying/intimidation	Warning letter and community service and detention
4. Cheating/attempted cheating in examination/cycle test/portfolio work	Naught and warning letter
5. Cheating/attempted cheating in final Grade 12 examination	Implementation of official provincial procedures
6. Possession/distribution of test or examination material prior to test or examination being written	Disciplinary hearing, naught for test/examination, warning letter, community service, detention/official provincial procedures for Grade 12
7. Ongoing disruptive behaviour in classroom (frustrating school's educational programme)	Suspension from class/school. Disciplinary hearing, warning letter, community service and detention
8. Disruptive behaviour on school property or on school sponsored fixture/outing/trip/tour (frustrating school's educational/extracurricular programme)	Suspension from class/school. Disciplinary hearing, warning letter, community service and detention
9. Drugs – consumption not associated with school	Interview with parents, professional intervention
10. Engaging in a conspiracy to disrupt the proper functioning of school through collective action	Suspension from class/school. Disciplinary hearing, warning letter, community service and detention
11. Gangs – promoting formation forming of/associating with/furthering activities of school gangs/'social groups'	Suspension from school. Disciplinary hearing, warning letter and detention
12. Involving/attempting to involve outsiders in disputes between learners	Disciplinary hearing, warning, community service and detention
13. Pornography – distribution at school	Warning letter, community service and detention
14. Public indecency	Disciplinary hearing, warning letter, community service and detention
15. Racist conduct that defames a learner/teacher	Suspension from class/school. Disciplinary hearing, warning letter, community service and detention
16. Improper suggestions of a sexual nature	Disciplinary hearing, warning letter, community service and detention
17. Sexual harassment of teacher/learner	Suspension from school. Disciplinary hearing, warning letter, community service and detention
18. Threatening to assault/intimidating a teacher	Suspension from school. Disciplinary hearing, warning letter, community service and detention
19. Verbal abuse of a teacher	Suspension from school. Disciplinary hearing, warning letter, community service and detention or expulsion
Grade 4: Offences	Recommended Corrective Sanctions
1. Alcohol – drinking/drunken at school or on school or on school outing	Suspension from school. Disciplinary hearing, warning letter, community service and detention/expulsion
2. Alcohol – drinking in public	Suspension from school. Disciplinary hearing, warning letter, community service and detention/expulsion
3. Assault on a learner causing serious bodily harm	Suspension from school. Disciplinary hearing, and expulsion
4. Assault of a teacher	Suspension from school. Disciplinary hearing, and expulsion
5. Bribery/attempted bribery of any person respect of any test/examination material	Suspension from school. Disciplinary hearing, warning letter, community service and detention/expulsion
6. Dangerous weapon or object e.g. knife – possession at school	Suspension from school. Disciplinary hearing, appropriate punishment, e.g. community service, detention/expulsion
7. Dangerous weapon or object, e.g. firearm-possession at school/on school outing	Suspension from school. Disciplinary hearing, appropriate punishment. e.g. expulsion
8. Drugs/illegal substances – possession at school/on school outing	Suspension from school. Disciplinary hearing, warning letter, community service and detention
9. Drugs/illegal substances – consumption/under the influence at school/on school property	Suspension from school. Disciplinary hearing, warning letter, community service, detention and professional counselling
10. Drugs/illegal substances –dealing ('pushing')at school/on school outing	Suspension from school, disciplinary hearing and expulsion
11. Forgery of any document or signature to the potential/actual prejudice of the school	Suspension from school. Disciplinary hearing, warning letter, community service and detention/expulsion
12. Fraud (financial)	Suspension from school. Disciplinary hearing, compensation, warning letter, community service and detention/expulsion
13. Hostage taking	Suspension from school. Disciplinary hearing and expulsion
14. Satanic practices that damage property or cause harm to people or any other living creature	Suspension from school. Disciplinary hearing, warning letter, community service, detention and professional counselling/expulsion
15. Sexual assault/rape	Suspension from school. Disciplinary hearing and expulsion
16. Theft/dishonest conduct to the prejudice of another person	Disciplinary hearing/replacement of stolen articles, warning letter, community service and detention/expulsion
17. Trading in test/examination for personal monetary gain	Disciplinary hearing, warning letter, community service, detention/expulsion
18. Vandalism – malicious damage to school/teacher's property	Disciplinary hearing, repair damage, warning letter, community service and detention/expulsion