



# Code of Conduct



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.**

No parents may enter the school property unless by appointment or visiting Wendyware. When entering the building kindly sign the visitors register and collect a visitors badge which needs to be clearly visible on your outer garment. Parents who have interviews will be collected from the foyer by the relevant staff member. Parents are welcome to attend sport matches but are not allowed to watch any practices.