

# PARKRAND PRIMARY SCHOOL

## Postal Address

P.O. Box 8995  
Cinda Park  
1464



## Physical Address

Wassenaar Street  
Parkrand  
Boksburg

Tel No : 011 896-5123/4

## e-mail address

<a href="mailto:principal@parkrand.co.za">principal@parkrand.co.za</a>	-	Mrs Smith
<a href="mailto:deputy1@parkrand.co.za">deputy1@parkrand.co.za</a>	-	(Deputy Principal) – Mrs F. Moodley
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<a href="mailto:discipline@parkrand.co.za">discipline@parkrand.co.za</a>	-	(Discipline officer) – Mr B. Kotzen
<a href="mailto:guidance@parkrand.co.za">guidance@parkrand.co.za</a>	-	(Acting Guidance Counsellor) – Mrs A. Moodley

Welcome to the Parkrand Primary School “**family**”. Our school is characterised by a friendly, happy atmosphere in which learners are encouraged to develop intellectually, morally, spiritually, physically and socially.

We trust that the following information will provide at least some of the answers to the many questions that parents and learners may have concerning their school.

Parkrand Primary School offers and maintains a consistently high standard of education, sport and spiritual guidance. This enables our learners to form solid basic foundations and life skills, which further assists in stimulating personal growth and well-being, directly resulting in a positive influence in their future years of education. However, in order to achieve this, strong ties must be forged between school and home, so that parents, educators and learners work as a team. With dedicated teachers, supportive parents and a superb educational facility, two things happen:

- Every child begins to realise his / her true potential, and
- The world begins to unfold and the child starts to discover, explore and grow.

Maximising the rate at which these two processes take place depends on the total commitment and enthusiasm of the learners, educators and parents with which they embrace the Parkrand Primary School **family**.

We hope that your family’s association with Parkrand Primary School will be enriching, rewarding and all that you expect it to be.

Welcome to the Parkrand Primary School **family**.

**PRINCIPAL**  
**MRS A. SMITH**

## 1. THE ORIGIN OF PARKRAND PRIMARY SCHOOL

Parkrand Primary School takes its name from the suburb in which it was built, namely Parkrand. The school was established in January 1976 and was originally situated in the old Baanbreker School in Leeuwoort Street. It then moved into the newly built premises in Parkrand on the 1<sup>st</sup> of May 1979.

### Past and current Headmasters:

- ☞ 1976 – 1989 Mr. P. Pienaar
- ☞ 1990 – 1992 Mr. A. Bolton
- ☞ 1993 – 2001 Mr. H. Moolman
- ☞ 2002 - 2020 Mr. B. Schunke
- ☞ 2021 – Mrs A. Smith

## 2. THE BADGE AND THE MEANING THEREOF

### THE SYMBOLS OF THE BADGE

In the centre the Protea (National Flower of South Africa)

Parkrand identified itself with openness and takes its place as identifying with the whole nation of South Africa.

### THE LAUREL WREATH

A roman symbol of conquerors and victors, echoing the motto “only the best”.



### WHITE

Represents the purity of norms and values which the schools' foundation of discipline rests on.

### GOLD

Represents the untapped potential in all learners, also symbolises the surrounding mines of Boksburg and the resource of gold embedded in the earth's crust.

### BLUE

Represents the immeasurable sky and the potential a learner can achieve, in his / her future calling.

The school's motto is “**ONLY THE BEST**”. This implies that learners, as well as educators are expected to do their level best in all spheres according to their own individual abilities, whether at work or play. We should all strive for a congenial, friendly, positive atmosphere, conducive to good inter-relationships, amongst learners, educators and learners, amongst the staff and Principal, school and home. We cultivate a positive attitude and approach to everything we do. Striving to bring out the best in every child – helping and assisting those with problems, guidance and motivating the under-achiever, giving praise where praise is due, support to those who really do their best, and rewards for achievements. Enriching and motivating the outstanding learner, and encouraging each learner to become a responsible citizen in our diverse country.

## 3. VISION STATEMENT

At Parkrand Primary School, we endeavour to generate a school atmosphere where each child counts individually. We will strive to assist each child in reaching his / her full potential through providing quality education and instilling values which are of a high standard. The school will provide and pledge a high academic standard and takes pride in encouraging all of its learners to become involved in all spheres of its life. The educators pledge to provide learners with a truly holistic and well-rounded education. The learners pledge loyalty to the school. They promise to uphold the code of conduct, respect the disciplinary code of the school and endeavour to participate in events which lend themselves to either sporting, cultural or academic spheres of life.

At Parkrand we promise to strive to be “**ONLY THE BEST**”.

#### 4. **MISSION STATEMENT**

At Parkrand Primary School, we strive to create a challenging secure environment allowing for the development of an enquiring mind, consideration, confidence and contentment in all our pupils.

#### 5. **THE PHILOSOPHY OF PARKRAND PRIMARY SCHOOL**

- The educators in the school are recognised as professional people who form a team, co-operating and sharing ideas to further the ideals of education. The Principal is the leader of this team.
- We believe that our school is designed for the sole purpose of educating children.
- Our primary task is to help children to think and to communicate effectively, using the basic skills and knowledge learned in our classrooms.
- We believe that each child should be motivated and required to do their best.
- We must concern ourselves with the Intellectual, Physical, Emotional, Spiritual and Social growth of our learners, to help boys and girls to become effective citizens.
- We believe that the home is the most important social group in society and we welcome and encourage the co-operation of parents in the accomplishment of our mission.

#### 6. **OBJECTIVES OF OUR SCHOOL**

- To equip each child with the necessary life skills so that he or she can make a meaningful contribution to and realize personal fulfilment within the community.
- To encourage an attitude of goodwill and respect towards others, irrespective of their culture, nationality, race, religion or gender.
- To evolve a stable, stimulating and balanced educational environment, to foster full participation by all learners and thereby produce happy, self-disciplined, thinking and self-motivated learners.
- To attract and retain the best possible staff and educators, within their respective fields of expertise.
- To keep equipment, physical amenities, sport facilities and school grounds at a high standard.
- To maintain a stable environment by meeting the expectations of parents, learners and educators.

#### 7.

#### **SCHOOL PLEDGE:**

This is my School  
It is composed of people like me...  
We make it what it is.

It will be friendly – If I am  
It will do great work – If I work  
It will be happy – If I am happy

Therefore, with the help of God,  
I shall dedicate myself to the task of  
being all of the things I want my  
school to be.

## 8. FUNCTIONS OF THE SCHOOL GOVERNING BODY

- Promotes the best interests of the school and strives to ensure its development through the provision of quality education for all learners at the school, through strong business management,
- Adopt a code of conduct for learners at the school,
- Administer and control the school's property, buildings and grounds,
- Prepare and manage an annual budget, which shows the estimated income and expenditure of the school,
- Enforce, by process of law, the payment of school fees,
- Ensure and maintain effective channels of communication between the School Governing Body, staff, educators, parents and learners,
- Serve the school with commitment, pride and enthusiasm.

## 9. SCHOOL HOUSES

<u>House</u>	<u>Colour</u>	<u>House</u>	<u>Colour</u>
Eagles	Yellow	Kestrels	Blue
Hawks	Red	Falcons	Green

## 10. ADMISSION – Remains the responsibility of the Principal

- All learners seeking admission to the school require the completion of an application form.
- In addition, copies of the following documents must accompany each application:
  - Signed receipt of the Code of Conduct
  - Birth Certificate
  - Recent water and lights account (Proof of residency / Lease agreement)
  - Original Transfer Card of learner transferring from another school
  - Four ID photographs
  - Recent report card (Grade 2 – 7)
  - Immunisation Card / Clinic Card (Grade R and 1 only)
  - Both parents' ID's
  - Proof of employment.

## 11. SCHOOL UNIFORM

The official school uniform must be worn during the official school day and at official functions. While a learner is dressed in school uniform, on or off the school property, all school rules apply.

### 11.1 GIRLS WINTER UNIFORM

- Blue tunic or regulated grey long pants.
- White long-sleeve shirt.
- School tie must be worn at all times. It must be pulled up neatly with the top button of the shirt fastened and the button not visible.
- Blue socks with yellow band.
- Black leather school shoes with a strap across the foot or the lace-up school shoe.
- Navy sleeveless pullover with gold stripes or navy jersey with gold stripes, with school badge.
- A navy school blazer with a badge on the pocket and all the buttons intact.
- School Drimac with school badge. (Only when it is raining)
- School navy blue scarf, beanies and gloves, navy alice band or navy scrunchies.
- The dress length cannot be shorter than the knee.
- Only navy blue short ski pants allowed underneath the dresses.
- No sunglasses allowed.
- No PT tracksuit jacket with normal uniform.

### **11.2 GIRLS SUMMER UNIFORM**

- Blue and white check dress. (Only allowed until May 2024)
- Navy Tunic. White short-sleeve shirt (open neck), without a tie button.
- White ankle socks. Socks may not be rolled down or pulled up all the way but must be folded down once only.
- Black leather school shoes with a strap across the foot or the lace-up school shoe.
- Blue pullover or blue V-neck school jersey with school colours on the welt and cuff may be worn on cold days.
- Only navy blue short ski pants allowed underneath the dresses.
- Navy Alice band or navy scrunchie.
- No sunglasses allowed.
- No PT tracksuit jacket with normal uniform.

### **11.3 BOYS WINTER UNIFORM**

- Grey long regulation trousers with loops for a black belt. (No skinny pants or narrowing of pants).
- White long-sleeved shirt.
- School tie must be worn at all times. It must be pulled up neatly with the top button of the shirt fastened and the button not visible.
- Blue socks with yellow band.
- Black leather lace-up school shoes of conventional design - no boots, track shoes, suede's, slippers or moccasins.
- Blue sleeveless pullover with gold stripes or navy jersey with gold stripes.
- A blue school blazer with a badge on the pocket and all the buttons intact.
- School Drimac with school badge.
- School navy blue scarf, navy blue beanies and gloves. (Beanies only outside the classroom)
- No sunglasses allowed
- No PT tracksuit jacket with normal uniform.

### **11.4 BOYS SUMMER UNIFORM**

- Navy blue shorts or for Grade 7 only, grey long regulation trousers with loops for a black belt.
- White short-sleeved shirt with a pocket for Grade 1-6.
- School tie must be worn at all times. It must be pulled up neatly with the top button of the shirt fastened for Grade 7 only.
- Blue socks with yellow band.
- Black leather lace-up school shoes of conventional design - no boots, track shoes, suede's, slippers or moccasins.
- Blue pullover or blue V-neck school jersey with school colours on the welt and cuff may be worn on cold days.
- No sunglasses allowed.
- No PT tracksuit jacket with normal uniform.
- No beanies are allowed in summer

### **11.5 SPORTS & PT KIT**

- Navy blue shorts.
- Navy blue T-shirt displaying the school's badge or house shirt
- House shirts (Red, Green, Blue and Yellow) must be worn for inter-house events, PT or extra mural.
- White or black takkies with matching laces.
- White ankle socks.
- Navy tracksuit with white stripe or plain navy blue.
- For League Matches the official school sports kit for various sporting codes must be worn.
- Navy blue school kit bags displaying the school's badge.

### **11.6 SCHOOL BAGS / SUITCASES**

- Navy blue school bags displaying the school's badge.
- Navy blue caddy bags (no other colours).
- School bags must be marked with the owner's name prominently on the outside.
- School bags must be big enough to take all their necessary books, workbooks, textbooks, stationery, lunch etc.
- All school bags must have support inside to hold books upright and to protect them.
- Navy blue school kit bags, no other bags allowed.
- No plastic carrier bags.

### **11.7 HAIR AND JEWELLERY POLICY (GIRLS)**

Parents are expected to co-operate with the school in this regard. The school cannot enter into arguments in connection with hair, nor can correspondence be entered into. The school has no desire to win arguments in this regard.

- Long hair (shoulder length or longer) over the collar must be tied up. No wisps or strands of hair hanging at the sides.
- Only 1 or 2 plaits and ponytails allowed.
- Plaiting / braiding must lie flat against the head, all braiding clipped out of the face, and over the collar must be tied up. No braids to hang loose at the sides.
- Length of hair should not surpass the hips.
- Hair can be held in place with a navy Alice band no wider than 5cm. Material head bands are allowed, but may not be wider than 5cm.
- No layered edging or patterns.
- Only navy blue ribbons or elastic bands are allowed (no mixed colours).
- Styling hair products for example: gel, hairspray, wax, sugar water, colourants or highlights, are not allowed.
- No fringes below the eyebrows. Side fringes must be clipped out of the face.
- Dreadlocks only allowed for religious reasons. (Letter from religious and or spiritual leader required).
- Mohawk, steps, spikes, shaved-in patterns, line or hairpieces or any outrageous hairstyles are banned.
- No jewellery other than a watch or medical disc and a small pair of silver or gold stud earrings, (no stones) or regulation silver or gold sleepers may be worn.
- Single earrings, bangles, bracelets and chains will be confiscated.
- Cultural/religious bracelets and necklaces will be accepted (letters from a parent and a head of the religion /culture are required).
- No item may be used to keep piercings open and no plasters and or masks may be used to cover piercings.
- No tongue or nose or eye rings/studs may be worn.
- No tattoos are allowed.
- No false eyelashes or shaved eyebrows are allowed.
- No colouring and or highlighted hair are allowed.
- No beads allowed in girls hair.
- Girls hairs is not to hang in their face. Long hair must be tied up and clipped back.
- No "make-up" and additional "beauty accessories" will be allowed (either worn or carried in school bags).
- The Principal reserves the right of judgement as to the acceptability of any learner's hairstyle.

### **11.8 HAIR AND JEWELLERY POLICY (BOYS)**

- Hair should be neatly cut and not hang over collar or ears. Height restriction of 2cm.
- Sideburns shall be cut halfway down ear.
- **No** Mohawk, steps, spikes, shaved-in patterns, (including eyebrows) lines or hairpieces.
- **No** pattern shavings or steps or combover on the head.
- Styling hair products for example: gel, hairspray, wax, sugar water, colourants or highlights, are not allowed.

- Dreadlocks only allowed for religious reasons. (Letter from religious and or spiritual leader required).
- **No** jewellery or piercings other than a watch or medical disc is allowed (**no** cancer bands).
- Boys must be clean-shaven at all times.
- **No** jewellery may be worn in piercings.
- **No** item may be used to keep piercings open and no plasters and or masks may be used to cover piercings.
- **No** tongue or nose or eye rings/studs may be worn.
- **No** tattoos are allowed.
- The Principal reserves the right of judgement as to the acceptability of any learner's hairstyle.
- Cultural/religious bracelets and necklaces will be accepted (letters from a parent and a head of the religion / culture are required).
- No colouring allowed.

#### 11.9 NAILS

- Boys' and girls' nails must be kept short and neat.
- The emphasis is on clean nails. No nail polish is allowed.

#### 11.10 CIVVIES DAY

- Normal civvies attire / jeans & house / PT shirt.
- There will be communication regarding specific "occasion" dress requirements.
- No make up and no jewellery. Hair needs to be according to the Code of Conduct. Learners are to be appropriately attired. No string tops, low cut tops, mini's, inappropriate writing on garments or torn jeans are permitted.

#### 12. **No learner may leave the school premises during school hours without the permission of the principal / school regulations.**

**Learners will not be granted permission to wait for parents to fetch them on the external boundaries of the school. This is a safety measure to protect all learners.**

Gates and entrances to the school property are closed promptly at 07:30, for security reasons. Please ensure that your children are at school by 07:20. Once the gates are closed, learners must use the main office entrance, where they will be demerited for late coming. Parents should refrain from dropping off items (projects, food etc.) left at home, only under extreme circumstances will this be allowed. Learners entering from any gate **after** 7h30 will be taken to the office to be demerited for late coming.

**Kindly make sure that learners are punctual. The school will not be held responsible for any learner left at the school after school hours. Educators are on duty at the gates until 14:30. Please note that after 14:30 there is NO supervision. It is imperative that parents collect their children on time, for your child's safety. The school WILL NOT be responsible for learners dropped off too early or fetched too late.**

**Scholar Patrol** – Learners are required to make use of the Scholar Patrol at Gates 3 and 6. Learners are to use the pedestrian crossing when crossing the road.

As from Grade One, all learners are encouraged to participate in the many extra mural activities offered at Parkrand Primary School. An extra mural timetable, indicating days, times and teachers involved, is issued to all families at the beginning of each term.

Parents are responsible for collecting their children immediately upon return from matches, as it is unsafe for children to be left unattended. Should matches run over time please be accommodating.

### 13. **SCHOOL TIMES**

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Grade R	:	07:30 – 13:00 (Grade R's go home at 12h00 when school starts in January for the first two weeks of school)
Grade 1 + 2	:	07:30 – 13:30
Grade 3 – 7	:	07:30 – 14:00

### 14. **BREAKS – Subject to change according to specific time tables followed e.g. Athletics Time table, USSR Time table**

First break	:	9:55 – 10:15
Second break	:	12:15 – 12:30

### 15. **ABSENCE**

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Attendance at school is compulsory by law. A learner's absence must be explained in writing by the parents. Should a learner be absent for more than three days, a doctor's note is required.

### 16. **AFTERCARE CENTRE – Contact No: 071 405 6521**

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- ≈ Open daily from 13:20 to 17:00
  - ≈ For Parkrand learners only
  - ≈ Lunch and snacks are provided
  - ≈ Enrolment forms available at the office. (from Mrs Kieser)
- Please note: Holiday times will differ and parents will be notified in writing.**

### 17. **PARENTS' EVENING AND ISSUING OF REPORTS**

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At the end of the first term (on dates to be advised), Parents' Evenings are organised and the opportunity for general discussions about educational progress is afforded. A notice will be circulated to parents each term, advising them of when reports will be issued. Second and Third term Parents' Evening is by invitation only and attendance is crucial.

Parents are urged to make every effort to attend these meetings as it is crucial that they are well-informed, at all times, regarding aspects of their child's / children's education.

### 18. **PARENT COMMUNICATION**

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- It remains the responsibility of the parent to check and read the newsletters published on the Class Dojo. Photographs of learners will not be put onto the Class Dojo, unless permission is granted by the parents.
- Parents and Educators can also communicate by means of the Class Dojo. Your child's educator will send you an invite, please ensure that you accept this invite.

### 19. **TRANSFER TO OTHER SCHOOLS: (Mrs Willemse in charge)**

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If a learner has to be transferred to another school, the school must be notified in writing, well in advance. A transfer card will be made out and issued to the learner once all school property such as textbooks, etc. have been returned. School fees must be checked and attended to if need be.

### 20. **MEDICAL**

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The documents as required for outings will be stored in the school safe and must be accessible to the District in case of emergencies. Legally, only parents / legal guardians are allowed to sign consent for medical treatment approved by a medical practitioner.

### 21. **CONSENT FORMS**

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Before learners are allowed to accompany a teacher on any outing, (educational or extra-mural), a Consent Form must be signed by the Parent / Guardian. This form must be returned to the relevant teacher.



## 22. SCHOOL BANK ACCOUNT DETAILS

For parents who wish to pay school fees by direct transfer or cheque deposits, our account details are as follows:

<b>Bank</b>	:	Nedbank
<b>Branch</b>	:	Sunward Place
<b>Branch Code</b>	:	19-04-42
<b>Account No.</b>	:	1904-147852
<b>Account Name</b>	:	Parkrand Primary
<b>Account Type</b>	:	Current

Please use your family code as a reference.

Kindly email a copy of your deposit slip to the bursar on [parkrand@iafrica.com](mailto:parkrand@iafrica.com) or [accounts@parkrand.co.za](mailto:accounts@parkrand.co.za) and write your child's first name, surname and class onto the deposit slip and specify the allocation of the fund e.g. outings, school fees etc.

## 23. LOST PROPERTY

The lost property is kept in a box in the swop shop. The unclaimed items will be donated to charity at the end of each term. Grade R items are kept in the classroom. Parents may collect items which are **marked with the child's name**.

## 24. SICK CHILDREN

Sick children are miserable and do not gain anything from being at school, so they are far better off at home. Because children are often ill, we ask you to co-operate on the following points. These are for your children's benefit as well as for those around them. When young children first come to school, their immunity is often poor, but will build up as they get older. It is important to keep children at home if they are infectious in any way. Parents need to communicate with educators and the school if children are absent.

If the teacher notices that your child is not well enough to be at school, you will be contacted to fetch him or her.

- ☞ Children with **nits** or **lice** may not come to school. If these occur, a clearance certificate from a **doctor** or a **municipal clinic** is necessary before your child is allowed to return to school. The chemist will recommend special shampoo but all signs of nits must be removed – fingernails work better than combs on fine hair.
- ☞ **Ringworm** must be treated with an anti-fungal ointment and the learner must be kept at home until they have been cleared by a medical practitioner. (It is contagious)
- ☞ **Impetigo** must be treated with antibiotics by a doctor and be covered. It is highly contagious.
- ☞ **Conjunctivitis** (pink eye) is also very contagious and the eyes must have been treated, have no discharge and may not be pink when the child returns to school.
- ☞ **Chickenpox** is contagious until all the spots have dried up and no new spots have occurred for two days. This usually takes about two weeks. We allow children to return once the scabs have fallen off so that the child does not have any open sores or bleeding where scabs are picked.
- ☞ Please check unexplained **rashes** with your doctor before sending your child to school. Some may be allergic reactions, but others are contagious.
- ☞ A spare **asthma pump** must be kept at school in a clearly marked bag, with full instructions for use if need be. Please hand it to the class teachers.
- ☞ Please ensure that the vaccinations / immunisations have been administered to your child in the "early years".

Remember to keep the school informed of any **allergies, food intolerances, any children sicknesses i.e. Chicken Pox, Measles etc.** that your child may have. Pandemic protocols to be followed.

## 25. MEDICAL (ILLNESS OR ACCIDENT DURING SCHOOL HOURS) AND MEDICATION

Our policy involves the following:

- Should a child feel ill at school they will be sent to the sick room and the parents will be notified and asked to collect their child. Serious injuries will be dealt with by paramedics.
- Parents will be informed immediately. (If both parents / guardians do not answer the telephone numbers given, the school will act upon the case with discretion).
- In terms of Gauteng Department Education Rules and Regulations, we are not allowed to administer any form of medication, e.g. headache tablets, nausea pills etc.
- If your child needs to take medication within school hours, a doctor's letter and a letter from the parents needs to be handed to the homeroom educator.

**NB. Always inform the Administrative Staff of a change of address, telephone numbers, etc.**

Do not send children who are obviously ill to school.

- **The following must be brought to the school's attention (in writing):**

- Medical requirements
- Allergies
- Epilepsy
- Haemophilia
- Diabetes
- Serious asthma cases or any other diseases which may place the learner's life in danger
- Learners who have Medic-Alert bracelets / discs must wear them at all times.
- Any other serious condition.

**Parents are responsible for notifying the school of the above in writing and must kindly make sure educators receive such information personally.**

## 26. HOMEWORK POLICY

Homework is an important tool which helps the educator to reinforce and consolidate skills and concepts taught in class. Parents are to sign the children's homework diary each day, making sure all homework is complete. It is the learner's responsibility to write down their homework.

**Projects that have not been handed in on the due date:**

First day	-	Demerit
Second day	-	Letter to parent
Third day	-	Zero

**Projects / Assignments**

Most projects should begin and end in the class; only research and small sections of the project should be completed at home (according to educator instructions).

No homework is given during the exam / test week for Grades 4 - 7.

- **THE PARENT'S ROLE / HOMEWORK**

Every parent must have:

- (i) A copy of their child's class timetable.
- (ii) A copy of the term programme pasted on the fridge at home so that it is easily visible for the parent to remind their child of their daily responsibilities. This must also serve as a reminder for the parent's role in monitoring their child.

The parent must also check every day that the relevant schoolwork for that day is done before the child goes to bed. Kindly ensure that all technological devices (e.g. laptops, cell-phones etc), are not with the learner in the bedroom, when it is bedtime.

**Parents are requested to use the diaries and Class Dojo as the main sources of communication.**

By checking the term programme the parent must also remind the child to study well in advance for an exam or test, not just speak to them about this, but help them to prepare thoroughly.

**27. NOTES OF ABSENCE**

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- All learners must have notes explaining their absence on return to school after illness.
- A doctor's note is required for an absence of three or more days during normal school time.
- A doctor's certificate is necessary during test and examination time for any period of absence.

If a doctor's note is not forthcoming for absence on a cycle test day or for an examination, 0% will be awarded.

The Law states that learners must attend school until the age of 15. Should a learner be absent for two or more days, the school should be informed by telephone of the cause. This enables strict control to be kept over truancy. The onus rests on the learner to catchup work lost during absence. It is the responsibility of the register educators to record absenteeism on a daily basis.

There are consequences for repeated absenteeism.

**28. CLASSROOM CONDUCT**

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Every learner is expected to:

- Be Punctual:
  - Arrive at class on time so that you are ready to start the lesson. Late coming is inconsiderate as it disrupts the efforts of both your educator and your fellow learners.
  - Take out what you need for your lesson as soon as you get to your desk or table. Do not wait to be told to do so. This shows that you are mature, responsible and self-motivated.
- Be Prepared:
  - Bring what is needed to the lesson (stationery and writing implements you may need), your completed homework and, most importantly, be ready to learn and contribute to the lesson.
- Be Respectful:
  - Stand when an adult enters the room. You do this to show respect for the adult concerned. Wait for either your educator or the adult concerned to ask you to sit.
  - Greet your educator at the start and end of each lesson.
  - Respect your educator and your peers by not talking when your educator is talking. If you want to contribute, raise your hand and wait for your educator to invite you to contribute. Listen to your peers during classroom discussion, and wait your turn to make your contribution.
  - Do not pack away your books until the educator has indicated that the lesson is over. This disrupts the lesson and is inconsiderate to your peers and your educator.
  - Respect the property of others and of the school.
  - Keep your classroom neat and clean. Put litter in the dust bin, not on the desk or on the floor. No one likes to work in a dirty or untidy environment.
- Be Responsible:
  - Take responsibility firstly for yourself and for your own behaviour.
  - Encourage your peers to do the same.
  - You are responsible to look after, and take care of your books, stationery, equipment and other property.
- Be Supportive:
  - Provide a happy environment for all learners.
  - With the permission of your teacher, help those who may be struggling.

**29. RULES FOR ASSESSMENTS**

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- All exams are to be written in standard blue pen only. No erasable pens are allowed.

- Learners will write the exams in normal school uniform. Please refer to Code of Conduct.
- No disruption of an exam will be tolerated.
- **Learners who are caught cheating, communicating or in the POSSESSION of devices (switched on or off) in the exam venue will forfeit the exam. Parents and learners are reminded that the school is a CELL PHONE FREE ZONE and this includes earphones / ear pods.**
- Learners may not have electronic devices such as but not limited to: cell phones, iPods, earphones, ear pods, smart watches, fitness trackers etc.
- Learners may not use another person's stationery, and all stationery must be in a clear plastic bag or Rexel folder.

### 30. **DISRESPECTFUL BEHAVIOUR**

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A learner behaves in a disrespectful manner if he/she:

- Does not greet educators and does not address them as Ma'am or Sir.
- Uses bad language, cheeks, backchats or acts disrespectfully towards any staff member or fellow learner.
- Lies to educators regarding incidents.
- Behaves in a disruptive manner or, by word or action, displays insolence or insubordination i.e makes any animal sounds or other unacceptable noises, like whistling.
- Makes racist or sexual remarks or displays any vulgar behaviour e.g. urinating in public, touching learners inappropriately etc. A warning letter of suspension may be issued or further disciplinary action may be taken.

### 31. **CORRECTIVE BEHAVIOUR**

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Once a learner is in school uniform, the learner is accountable to the school for his/her actions.

The school is responsible for the safety of learners when they are out of school but in its direct vicinity as a result of a school related activity although the parent/guardian takes ultimate responsibility for the learners' safety once the learner leaves the school premises.

Behaviour on the school grounds or when the learner is in school uniform or representing the school at all times, surrounding the school that can/will lead to criminal action being taken against learners include:

- At any time being in possession of, distributing or bringing any form of pornography on to school property;
- Bullying, intimidating, victimising or in any way whatsoever behaving aggressively and threatening the physical and mental well-being of any staff member or fellow learners on and off the school grounds;
- Bringing to the school, being in the possession of, or offering weapons or any other instrument that may endanger the safety of staff members and fellow learners;
- Consuming, distributing or bringing drugs e.g. CBD / THC products (legal or illegal) or alcohol on to school property or to any school-related function;
- Being in possession of cigarettes and or vaping on school property;
- Being involved in sexual harassment;
- Committing any offence mentioned on the de-merit form.
- Any action or non-action that is prohibited by any of the laws of the country, be it common or statutory law.
- No selling of any items of any kind.
- Precautionary Suspension
  - A precautionary suspension may be issued for the following instances:
    - The continued presence of a learner may incite fights or violence.
    - When the safety of learner/s is/was threatened.
    - If there is a reasonable suspicion that criminal behaviour will continue.
    - At the discretion of the Principal of **PARKRAND PRIMARY**.

A learner committing any of the above will be liable to appear before the school disciplinary committee and may be subject to the due process of the courts.

## 32. PSYCHOLOGICAL ASSISTANCE OR ASSESSMENT

The school may recommend psychological assistance, counselling or assessment to any learner who needs such intervention. Although the school will notify and/or involve parents in the process if necessary, parents/guardians give consent to such intervention by the Department of Education by signing this Code of Conduct.

## 33. EARLY DEPARTURE

Learners will be allowed to leave school early in exceptional cases. In the interest of safety, learners will not be allowed to walk home or wait for parents at the gate. Parents must report to the office. Learners will then be called from the classroom. Parents are required to sign a release book before the learner may leave the school grounds.

## 34. TEXTBOOKS / EXERCISE BOOKS / STATIONERY (LTSM)

Textbooks and readers are merely on loan and remain the property of the school. Great care must be taken when using such books. Books that are damaged, lost or defaced will have to be replaced at the parents cost. All readers and textbooks are covered in a durable, clear plastic.

Lists of stationery requirements are issued to parents at the end of each year. Parents are to ensure that their children have the correct stationery throughout the year, as learners without stationery cause a disruption in class. The school "book fee" needs to be paid annually.

## 35. PERSONAL PROPERTY

- **School bags:**

Because of the high cost of books, each learner must have a suitable, reinforced school bag for carrying his / her books. School bags must be the Parkrand bag with the badge printed onto it. Please mark suitcases and sports bags with your child's name.

- **Identification / Marking of Personal Property:**

All items brought to school by learners must be marked clearly with their name. This includes uniform clothing, shoes, school bags, sport bags and all stationery. If the item is lost and has been handed in to the office then it can be returned to its rightful owner. Any items that are handed in to the office as lost property, and not marked, will be kept until the end of the term and then either donated to our second hand uniform shop or donated to charity. No toys or any other novelty items are allowed at school.

## 36. ACADEMIC AWARDS

### 36.1 Foundation Phase:

- Parents of prize winners in grades 1 – 3 receive invitations to attend this ceremony.
- Certificates are awarded to learners in Grades 1, 2 and 3 for achievements.
- Mathematics Trophy – Top pupil in each grade.
- Creative Writing Trophy – Top pupil in each grade.
- Spellathon – Top pupil in each grade.

### 36.2 Intermediate and Senior Phases:

- Our annual prize-giving ceremony is held at the end of each year.
- Awards are calculated on the first 3 terms results.
- Parents of prize winners in grades 4 – 7 receive invitations to attend this ceremony.
- Criteria for prizes and trophies at prize-giving are listed in the following tables.
- Prize-giving functions (subject to change in pandemic situations)

### 36.3 Honours Evening – Prestige Awards

NAME	CRITERIA	PRIZES
Subject Prize (Grade 7 only)	Highest achievement in the subject	Gift voucher, certificate and trophy.
Academic Excellence (Grade 4-6)	Highest achievement	Silver certificate 70% - 79% Gold certificate 80% - 84% Scroll certificate 85% and above
Academic Excellence (Grade 4-6)	Top 10 Highest achiever in the Grade	Certificate and Badge Trophy, Certificate, Gift voucher
Fellowship	Top Gr 7 learner in all fields	Gift voucher, gold certificate and trophy

### 36.4 Honours Evening – Prestige Awards / Trophies

NAME	CRITERIA
Leadership Trophy	Loyalty, co-operation, execution of duties and responsibilities
Drama	<b>Njabulo Ngobese Trophy</b> Best Actress / Actor (1 award) Best Supporting Actress / Actor (1 award) Most Dedicated performer (1 award)
Stephanie Shirley Memorial Tribute	The learner who displays a keen and consistent interest in the field of Mathematics, Natural Sciences and Technology.
Best Entrepreneur – Grade 7	Learners who have met all the prescribed requirements and used creativity, originality and diligence to display outstanding entrepreneurship skills.

### 36.5 Honours Evening – Prestige Sports Awards / Trophies

NAME	CRITERIA According to team composition: boy / girl
Hockey (boy and girl)	Top Player
Junior and Senior Netball	Top Player
Junior and Senior Tennis	Top Player
Junior and Senior Soccer	Top Player
Junior and Senior Cricket	Top Batsman / Top Bowler / Top all-rounder
Junior and Senior Athletics	Top Boy Athlete Top Girl Athlete
Junior and Senior Cross Country	Top Boy Athlete Top Girl Athlete
Victor Ludorum (Junior and Senior)	Top Athlete on Interschool day (most points for school)
Victrix Ludorum (Junior and Senior)	Top Athlete on Interschool day (most points for school)
Sportsman / Sportswoman	Sportsmanship – behaviour / attitude / achievement

#### **Criteria for Prestige Sports Awards / Trophies (Awards for Sportsman and Sportswoman)**

- Sportsmanship (behaviour / attitude)
- Loyalty
- Participation
- Achievements
- Leadership
- Co-operation with coach and team members
- Commitment
- Dedication

## 37. CONDUCT - PLEDGE

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### LEARNERS

As a learner of Parkrand Primary School I undertake to:

- Adhere to all school rules.
- Respect the dignity and rights of the staff, show respect to staff and fellow learners as well as all other members of the community.
- Take responsibility for my actions, both good and bad.
- Use every opportunity to learn, and give those around me the same opportunity.
- In no way do or say anything that will discriminate against or intimidate any person.
- Be loyal to my school.
- Look neat and respectable at all times.
- Strive for the highest standard morally, academically, culturally and on the sports field.
- Provide register teachers with correct cell phone numbers to be able to contact parents.
- Be able to produce a timetable on request.

## 38. PARENTS/GUARDIANS

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As parent/guardian of a learner at Parkrand Primary School I/we undertake to:

- Protect and ensure the rights of the learner to learn, and ensure that the learner respects both the educators and fellow learners.
- Support educators in the execution of their duties and respect their dignity at all times.
- See that the learner attends school each day, is punctual and in the case of any absence, provide a letter or a doctor's note.
- Ensure that the learner conforms to generally accepted norms of personal health, cleanliness and neatness.
- Provide the learner with the resources and basic equipment such as text books, exercise books, a calculator and writing equipment, learning materials and other requirements to complete the curricula.
- Ensure that tasks and homework are completed and controlled on a daily basis.
- Facilitate a study programme that is conducive to learning.
- Bring to the attention of the Principal any problem, condition or circumstance which could affect the learner and/or any fellow learner or other party within our school community.
- Ensure that the learner abides by the school's Code of Conduct and also by any regulations promulgated by the School Governing Body.
- Address the best educational interests of the learner by becoming actively involved in the affairs of the school and by regularly supporting the activities of the school.
- Ensure that I/we receive regular academic reports from the school every term and that such reports are discussed with the learner and, where deemed necessary, the educators.
- Ensure that the school is **kept up to date with personal data** i.e. home, work and cell telephone numbers, as well as physical, postal and e-mail addresses etc. of parents/guardians and learners.

**NB! The School** requires the most up-to-date cell phone numbers to be able to communicate with parents.

- Pay school fees in accordance with the fee structure and method of payment agreed upon by the parents at the Annual General Meeting.
- Ensure that the learner knows what unacceptable behaviour is e.g. will not backchat, swear at or in any way abuse a member of staff or a fellow learner, will not urinate in public.
- Register – Class Dojo – **Accept the invitation to the Class Dojo**
- Parkrand Primary **will not** be held responsible for any Third-Party transport (Uber, Bolt etc.)

## 39. MISCONDUCT

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Serious offences can result in suspension or expulsion. Serious offences include Schedule 1 and Schedule 2 offences as per the South African School's Act 84 of 1996.

### 39.1 **DETENTION**

- Educators will issue learners with demerits according to the demerit system.
- The number of demerits needed for detention is 5.
- Detention will commence Friday afternoons from 14:00 until 16:00 for Intersen Phase.
- Detention will commence Friday afternoons from 14:00 until 15:00 for Foundation Phase.
- A roster will be drawn up for educators concerning detention duties.
- No cellular phones may be used during detention or any other electronic device.

### 39.2 **INSTANT DETENTION**

- Instant detention differs from the normal detention system (above).
- A learner does not need to have 5 demerits.
- A learner could be put on Instant detention for the following reasons:
  - Gross disrespect towards an Educator / prefect
  - Arrogance towards an Educator / prefect
  - Fighting
  - Any misdemeanour the Principal or the SMT deems fit
  - Bunking class or disruption of class. Parents will be informed immediately by the educators via SMS or telephone.

### 39.3 **BUNKING OF DETENTION**

- Learners will be sent to the discipline officer of the school.
- Parents will be notified.
- If the learner does not attend the rescheduled detention, a warning letter of suspension will be issued.
- If after 5 school days, parents have not responded to the warning letter of suspension, the issue will be taken up by the Principal and Governing Body members (Discipline Portfolio).
- Excuses for non-attendance **will not** be entertained.
- If a child has been to 2 detentions, parents will have to attend a disciplinary hearing which could result in suspension of the learner.

### 39.4 **CELLULAR PHONES**

- The **school will not take any responsibility** for a cell phone brought to School or any damages thereof. No cell phone is allowed.
- I-pods, smart watches, portable music players etc. **WILL NOT** be allowed at school. If seen, these items will be confiscated and handed to the front office.
- Confiscated items will only be handed to parents once they have met with the disciplinary officer.

### 39.5 **CHEATING**

- Any behaviour during evaluation of learners (e.g. tests exams, portfolio work, etc.) that may lead to a learner gaining unfair advantage over fellow learners will result in such a learner receiving zero (0) for the particular assessment task. Parents will be advised of the offence.

### 39.6 **SUBSTANCE ABUSE**

- The use of any habit-forming substance is strictly forbidden.
- This applies while on the school grounds or in any other situation where the learner may be identifiable as a Parkrand Primary School learner.
- Any learner in the company of a group of learners involved in such activities will be liable for disciplinary action.
- If a learner has illegal substances or is suspected of using substances, the school reserves the right to search a learner and contact the police.
- If there is reasonable suspicion that a learner is under the influence of a habit-forming substance, the learner, in co-operation with the parents, will be asked to take a test at the nearest medical clinic and such a learner will not enter Parkrand Primary School before a negative test is brought back to the school.
- Upon returning to school the learner will be subjected to a disciplinary hearing.



### 39.7 **SMOKING**

- Smoking / vaping is strictly forbidden.
- Learners, who are found to be smoking / vaping on the school premises or in school uniform outside the school grounds or any other situation where they may be identifiable as Parkrand Primary School learners, will be issued a warning letter of suspension, parents must come into school.
- Any learner found in the company of smokers will be liable for disciplinary action.
- Learners caught in possession of cigarettes or holding a cigarette or vape, lit or not, or vapes will be subject to investigation.

### 39.8 **THEFT**

- Theft is a criminal offence.
- Any learner found stealing will be required to appear at a disciplinary hearing and could be reported to the police station.
- Removal of any material or objects from school premises without permission is regarded as theft.

### 39.9 **VANDALISM**

- Vandalism will not be tolerated.
- Any damaging of property belonging to the school or other persons is a most serious offence.
- The school reserves the right to lay a claim against the transgressor/parent/guardian for compensation due to the loss /damage to the school or any third party.

### 39.10 **VICTIMISATION**

- Victimisation, intimidation or any display of racism will not be tolerated. Such learners will be liable for immediate suspension and disciplinary action.
- Sexual harassment is unacceptable and a criminal offence. Immediate suspension will be issued. Criminal charges will be laid / taken against such offenders.

### 39.11 **SELLING OR DISTRIBUTING COMMERCIAL OR OTHER PRODUCTS**

- Selling, distributing or buying of commercial or any other products in the school will not be tolerated.
- Any such items will be confiscated and destroyed. Parents will be advised.
- If learners are medically affected by such purchases, cases will be handled by a disciplinary hearings

**NB!**

**Should you be called to a Disciplinary Hearing, it remains compulsory that learners come neatly attired in their school uniform.**

## 40. **MERIT AND DEMERIT SYSTEM**

Meaningful learning can only take place in a controlled, disciplined environment, and for this reason a Merit / Demerit system is implemented at Parkrand Primary School. The merit system aims to reward learners for good behaviour and service delivery and the demerit system aims to correct deviant behaviour. This system is linked to the academic Class Dojo and all actions mentioned under the merit or demerit types of behaviour will be recorded on an ongoing basis.

### 40.1 **MERIT SYSTEM**

- Merit points may be issued by any one of the following during a school term:
  - Principal
  - Deputy Principals
  - Departmental Heads (DH)
  - Educator
  - Discipline Manager
- Merits achieved from the previous year are not accumulated as recognition for merits would have been granted at the end of that year.

## 40.2 DEMERIT SYSTEM

- Demerit points may be issued by any one of the following during a school term:
  - Principal
  - Deputy Principal
  - Departmental Heads (DH)
  - Educator
  - Discipline Manager
- A learner who has accumulated 5 demerits will serve an automatic detention.
- A learner who continually transgresses the school's Code of Conduct resulting in the accumulation of more than 15 demerits will be summoned to a meeting with the Grade educators and the Principal.
- A learner who continues with increasing demerits will be summoned to meet with the SGB.

## 41. DISCIPLINARY SYSTEM

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Every educator is responsible for discipline and has the full authority and responsibility to correct the behaviour of learners whenever such correction is necessary. Any corrective measure or disciplinary action will correspond with and be appropriate to the offence.

All learners will abide by the discipline system that has been developed to assist and guide learner behaviour in the School.

It remains the responsibility of the parents and learners to promote and uphold the good image of Parkrand Primary School. **Please note:** That the school will not become involved in any occurrence that takes place outside the school grounds. Learners who get involved in obscene acts on cell phones outside school, parents must follow laws pertaining to law of legality.

Issues with transport need to be dealt with by parents.

### 41.1 CATEGORIES OF OFFENCES

Offences are categorised according to the nature and degree of seriousness of the offences, of which category 4 offences are the most serious. See Annexure B, Table 1 for a list of the offences making up each of the category 1, 2, 3 and 4.

### 41.2. DISCIPLINARY PROCEDURES

The category of an offence will determine the procedure to be followed.

- 41.2.1 **Category 1 offence** – a written warning followed by a final written warning, then a disciplinary hearing.
- 41.2.2 **Category 2 offence** – a final written warning followed by a disciplinary hearing.
- 41.2.3 **Category 3 offence** – a disciplinary hearing (depending on the severity of the particular offence).
- 41.2.4 **Category 4 offence** – offence immediately reported to the South African Police Service (SAPS), the Department of Education and Social Services and disciplinary hearing to follow.

#### 41.2.1.1 Category 1 Offences:

All **category 1** offences will be dealt with by the staff member and Discipline Manager who must keep a written record of such offences and the disciplinary measure taken.

When a third **category 1** offence occurs, the matter is referred to the Discipline Manager along with the record of all three (3) offences and the Discipline Manager will issue a written warning. A signed copy of acknowledgement will be kept on record by the Discipline Manager and communicated to the parent / guardian.

Should the particular **category 1** offence re-occur after disciplinary intervention has occurred and a written warning has been issued, the staff member will, in consultation with the Discipline Manager, arrange an interview with the learner. A final written warning will be issued. A signed copy of acknowledgement will be kept on record by the Discipline Manager and communicated to the parent / guardian.

The Discipline Manager will keep on record copies of all relevant documentation relating to the offences and the disciplinary measures imposed and provide copies thereof to the learner's register teacher.

#### **41.2.2.2 Category 2 Offences:**

All **category 2** offences will immediately be referred to the Discipline Manager. The staff member will, in consultation with the Discipline Manager, arrange an interview with the learner. A final written warning will be issued and disciplinary action applied. A signed copy of acknowledgement will be kept on record by the Discipline Manager and communicated to the parent / guardian.

When a second **category 2** offence occurs after a final written warning has been issued for the first offence, the Discipline Manager will refer the matter to the Disciplinary Committee for a disciplinary hearing. The parent / guardian will be advised in writing, a minimum of five (5) days before the designated date, that an internal disciplinary hearing has been convened.

Should the particular **category 2** offence reoccur after the issuing of a final written warning and a disciplinary hearing has occurred, the Disciplinary Committee will refer the matter to a second disciplinary hearing. The parent / guardian will be advised in writing, a minimum of five (5) days before the designated date that a disciplinary hearing has been convened.

The Disciplinary Manager will keep on record copies of all relevant documentation relating to the offence and the disciplinary measures imposed and provide copies thereof to the learner's register teacher.

#### **41.2.2.3 Category 3 Offences:**

All **category 3** offences will immediately be reported to the Discipline Manager. The Disciplinary Manager will refer the matter to the Disciplinary Committee who will, depending on the severity of the offence, determine whether to convene a disciplinary hearing. The parent / guardian will be advised in writing, a minimum of five (5) days before the designated date that a hearing has been convened.

#### **41.2.2.4 Category 4 Offences:**

All **category 4** offences will immediately be reported to the Discipline Manager. The Discipline Manager will refer the matter to the School Principal who will immediately file a report with the SAPS and convene a disciplinary hearing. The parent / guardian will be informed immediately of the offence and be advised in writing, a minimum of five (5) days before the designated date that a hearing has been convened.

## **42. DISCIPLINARY INTERVENTIONS**

**42.1** The following list of interventions and corrective measures used by the School are aimed at correcting behaviour before suspension and expulsion:

- A verbal warning / reprimand to express disapproval.

- Written warning.
- Final written warning.
- Removal from classes to the exclusion room. (Internal suspension).
- Written punishment.
- Homework detention.
- Supervised schoolwork.
- Demerit detention.
- Referral for counselling at parents cost.
- Attendance of a relevant life skills programme.
- Fines to compensate for damages, to cover the cost of repair or replacement of the lost or damaged item, and / or the accumulated fine.
- Temporary suspension of School-related privileges.
- Exclusion from School activities and functions, e.g. academic award ceremony.
- Withdrawal of recognition, e.g. award.
- Temporary suspension from class or School, pending disciplinary hearing.
- Disciplinary hearing.
- Special detention.

**42.2** Failure to comply with interventions and corrective measures will lead to further interventions and may lead to the offence being categorised at a higher grade. Expulsion may be recommended for **category 3 and category 4** offence. See Annexure B, Table 2 for a list of the possible disciplinary measures to be applied for **category 1, 2, 3 and 4** offences respectively.

**42.3** Conduct that may lead to suspension / exclusion includes, but is not limited to, the following:

- Conduct that violates the rights or safety of others.
- Criminal behaviour of any kind.
- Defacing or destroying School property.
- Disrespectful or objectionable conduct and verbal abuse directed at teachers, other School employees or fellow learners.
- Outright defiance of lawful requests or instructions issued by persons in authority.
- Indulging in harmful graffiti, racism or “hate speech”.
- Sexual harassment or sexual assault.
- Immoral behaviour or profanity.
- Possessing, using or displaying evidence of use of any narcotics, unauthorised drugs, alcohol or any other intoxicant.
- Repeated infringements of the School rules or the Code of Conduct.
- Possession of dangerous weapons (guns, knives and other objects which may threaten the lives of learners / teachers).

**42.4** Should a learner be found guilty by the court of law for breaking the law of the Republic of South Africa, the School has the right, after a fair hearing through the Governing Body, to recommend expulsion to the Provincial Department of Education.

**42.5** A disciplinary hearing will be convened with a view to recommending expulsion. In such instances the recommendation for expulsion will be submitted to the Provincial Head of Education to approve the decision.

**Table 1: List of offences per Category of offences**

Category 1 Offences	Category 2 Offences	Category 3 Offences	Category 4 Offence (Will lead to legal action and reported to District and the Police)
<ul style="list-style-type: none"> <li>• littering</li> <li>• eating, drinking or chewing gum during any contact time (class and assembly)</li> <li>• misconduct in an assembly (can become a <b>category 3 offence</b>)</li> <li>• entering an out of bounds area, classroom or passage without permission</li> <li>• loitering in the passages, at the tuck shop, at the toilets or change rooms</li> <li>• failure to: <ul style="list-style-type: none"> <li>– submit an absentee note or exit notes by the stipulated deadlines</li> <li>– return a book by due date, or pay the fine for overdue book/s</li> <li>– attend an extra-mural activity's practice session without excusing him or herself</li> <li>– attend duty class</li> <li>– attend a compulsory activity as a spectator without submitting a written excuse letter prior to the event</li> <li>– attend detention</li> </ul> </li> <li>• continual interference with another learner which causes minor physical or mental discomfort</li> <li>• failure to wear the correct full School uniform when in a public place, including the wearing of unauthorised items</li> </ul>	<ul style="list-style-type: none"> <li>• vandalism</li> <li>• excessively noisy or unruly behaviour before School, during change-overs, during breaks, and after School.</li> <li>• minor infringements of uniform regulations: wearing of printed T-shirts' an incorrect jersey or tracksuit top as an out garment; incorrect colour socks or belt; wearing of jewellery</li> <li>• copying another learner's classwork or homework</li> <li>• arriving late for School without an excuse note</li> <li>• interfering with another person's possessions / property without the owner's consent</li> <li>• damaging another person's possessions / property as a result of interfering or using said possession or property without the owner's consent.</li> <li>• disrespect or insolence</li> <li>• public disturbance and public indecency.</li> <li>• gambling.</li> <li>• failure to attend detention without prior submission of a written excuse or note</li> <li>• unacceptable hair styles, including bleaching or colouring</li> <li>• copying of computer exercises, projects or any other work intended for the year mark.</li> <li>• truancy from any contact time</li> </ul>	<ul style="list-style-type: none"> <li>• misconduct or poor sportsmanship during an extra-mural activity's practice, intra-or inter-School competition or league fixture</li> <li>• misconduct during detention</li> <li>• hitchhiking while in School uniform, formal or sport dress</li> <li>• disruptive behaviour in class</li> <li>• defacing School property</li> <li>• possession and / or use of a cell phone, computer game, iPod and similar electronic devices, during all contact time</li> <li>• racism: remarks / insults</li> <li>• intimidation by verbal or physical threat to harm the person or his property (bullying)</li> <li>• swearing, lying or using obscene gestures</li> <li>• insubordination – ignoring or failing to carry out a specific instruction (to include failure to do work / punishment set in the exclusion room, or failure to report to the subject teacher with this work / punishment as stipulated</li> <li>• fighting, common assault or attempted assault</li> <li>• display of visible tattoos</li> <li>• using a cell phone as a means of communication during formal testing</li> <li>• any action which brings the School's name into disrepute</li> </ul>	<ul style="list-style-type: none"> <li>• forgery: altering of official documents such as medical certificates and qualifications and fraudulent use thereof</li> <li>• entering the School premises while under the influence of alcohol / drugs</li> <li>• use of weapons that cause physical injury (knives, etc.)</li> <li>• possession and / or use of a firearm, firearm magazine, ammunition, dangerous or lethal weapon</li> <li>• possession, using and / or dealing in drugs, or alcohol, or any other intoxicating substance</li> <li>• poisoning, or attempting to poison another person</li> <li>• theft, robbery, breaking and entering</li> <li>• malicious damage / injury to property of the School, staff members, fellow learners or any other person or body</li> <li>• rape, attempted rape, or indecent assault</li> <li>• physical assault that results in bodily harm</li> <li>• sedition or inciting any form of illegal strike action / meeting / campaign on School premises</li> <li>• any offence punishable under common law</li> </ul>

**Table 1: List of offences per Category of offences (continued)**

Category 1 Offences	Category 2 Offences	Category 3 Offences	Category 4 Offence (Will lead to legal action and reported to District and the Police)
<ul style="list-style-type: none"> <li>• failure to wear the correct sports kit for a match or practice</li> <li>• spitting in public</li> <li>• reporting late for class and relief.</li> </ul>	<ul style="list-style-type: none"> <li>• cheating, attempting to cheat, or having forbidden material or information in a test venue during controlled testing (class tests, term test, internal exams). This includes any form of communication, verbal or non-verbal, with another learner</li> <li>• possession or use of fire crackers</li> <li>• failure to attend an extra-mural activity fixture or function as a participant</li> <li>• tampering with safety and other equipment on School premises</li> <li>• unreasonable repetition of a category 1 offence</li> </ul>	<ul style="list-style-type: none"> <li>• possession of offensive material, excluding pornographic material</li> <li>• possession of weapons that can cause physical injury (knives, etc.)</li> <li>• possession, copying, distribution, use or displaying of pornographic material</li> <li>• assault with the intent to do grievous bodily harm</li> <li>• truancy from School or leaving School grounds without the necessary permission</li> <li>• taking part in any form of illegal strike action / meeting / campaign on School premises</li> <li>• any learner who, in or outside of the buildings, or on or off the premises of the School, whilst under the control of the School authorities, intentionally conducts him or herself in a manner which is or could be seriously detrimental to the maintenance of order or discipline at the School</li> <li>• violating the rights of other learners to receive education by disrupting classes, preventing other learners from attending classes, preventing teachers from providing teaching, or in any other manner</li> <li>• violating the rights of the teacher to carry out his / her tasks, to the detriment of the School, the staff, the teacher, or fellow learners</li> <li>• Unreasonable repetition of offence</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

**Table 2: List of the possible disciplinary sanctions to be applied for Category 1, 2, 3 and 4 offences, respectively**

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

<b>Category 1: Offences</b>	<b>Recommended Corrective Sanctions</b>
1. <b>Academic:</b> Books / work materials left at home; 2. <b>Extra-Mural Activity:</b> Non-attendance at practices and matches (without a valid excuse to teacher / coach) 3. <b>Personal conduct in classroom / on playground:</b> 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 4. <b>Dress code:</b> Untidiness / unkempt appearance; School dress code not followed	<b>Corrective actions / sanctions are carried out by the individual teacher and may include the following:</b> <ul style="list-style-type: none"> <li>• Verbal reprimand;</li> <li>• Written punishment;</li> <li>• Detention at break;</li> <li>• Temporary confiscation until the end of School term (e.g. uniform, jewellery, bags and cases);</li> <li>• Removing graffiti from bags and cases at break; and</li> <li>• Written notification</li> </ul>
<b>Category 2: Offences</b>	<b>Recommended Corrective Sanctions</b>
1. Plagiarism of any work or cheating / attempted cheating in class test / assignment	Naught for test and warning letter.
2. Damage to property / possession of other learner's property	Repair / replacement, warning letter and Principal's 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 Discipline Manager organise corrective measures.
7. Disruptive behaviour frustrating teaching and learning in the classroom	Warning letter and detention.
8. Repeated dress code infringements (including hair and personal grooming)	After three (3) 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. Theft : Minor	Warning letter, replacement of stolen goods. Call to parents.
13. Theft : Second offence	Phone call to parents, replacement of stolen goods. Principal's detention.
14. Gambling on or off School property	<b>1<sup>st</sup> offence:</b> Special detention <b>2<sup>nd</sup> offence:</b> Special detention <b>3<sup>rd</sup> offence:</b> Information disciplinary hearing, special detention and professional counselling (All money to be confiscated)
15. Graffiti: books, case, desks, walls, etc.	Removal, warning letter and Principal's detention
16. Late for School – 5 days	Phone call to parents and detention

**Table 2: List of the possible disciplinary sanctions to be applied for Category 1, 2, 3 and 4 offences, respectively**

<b>Category 2: Offences</b>	<b>Recommended Corrective Sanctions</b>
17. Late arrival at School after 8:20	Phone call to parents and Principal's detention
18. Lying	Warning letter and detention
19. Offensive material	Warning letter and detention
20. Smoking – possession of cigarette / holding cigarette / caught in the act on / off School property / vaping	<b>1<sup>st</sup> offence:</b> Special detention <b>2<sup>nd</sup> offence:</b> Special detention <b>3<sup>rd</sup> offence:</b> Formal disciplinary hearing, special detention and professional counselling (All cigarettes and lighters to be confiscated)
21. Smoking – selling cigarettes and vaping on / off School property	<b>1<sup>st</sup> offence:</b> Information disciplinary hearing, warning letter and special detention <b>2<sup>nd</sup> offence:</b> Formal disciplinary hearing, warning letter and special detention
22. Spitting	Principal's detention
23. Sticking a sharp object, e.g. pin, pen, nib, etc. into a fellow learner	Warning letter and detention
24. Substance abuse – possession / sniffing of unauthorised substance, e.g. meth's, benzene, thinners, etc.	Information hearing, warning letter and detention disciplinary meeting
25. Threatening assault / intimidation of a fellow learner	Phone call to parents and warning letter and detention
26. Truancy – bunking a lesson	Principal's detention
27. Truancy – bunking a day or part of a day	Phone call to parents, warning letter and detention
28. Vandalism – defacing / damaging / breaking School property	Phone call to parent, warning letter and detention
29. Verbal abuse of a fellow learner	Phone call to parents, repairs / payment of damages, warning letter and detention
<b>Category 3: Offences</b>	<b>Recommended Corrective Sanctions</b>
1. Alcohol – possession at School or on a School outing / smelling of liquor / under the influence at School or on School outing	Disciplinary hearing, warning letter, detention
2. Assault on a fellow learner (causing bodily harm)	Suspension from class / School, Disciplinary hearing, warning letter and detention
3. Bullying / Intimidation	Warning letter and detention
4. Cheating / attempted cheating in examination / cycle test / portfolio work	Naught and warning letter
5. Possession / distribution of test or examination material prior to test or examination being written	Disciplinary hearing, naught for test / examination, warning letter and detention
6. Ongoing disruptive behaviour in classroom (frustrating School's educational programme)	Suspension from class / School. Disciplinary hearing, warning letter and detention
7. Disruptive behaviour or School property or on School sponsored fixture / outing / trip / tour / (frustrating School's educational / extracurricular programme)	Suspension from class / School. Disciplinary hearing, warning letter and detention
8. Engaging in a conspiracy to disrupt the proper functioning of School through collective action	Suspension from class / School. Disciplinary hearing, warning letter and detention
9. Drugs – consumption not associated with School	Interview with parents, professional intervention
10. Gangs – promoting formation forming of / associating with / furthering activities of School gangs / 'social groups'	Suspension from School. Disciplinary hearing, warning letter and detention
11. Involving / attempting to involve outsiders in disputes between learners	Disciplinary hearing, warning letter and detention
12. Pornography – distribution at School	Warning letter, detention and disciplinary hearing



<b>Category 3: Offences</b>	<b>Recommended Corrective Sanctions</b>
13. Public indecency	Disciplinary hearing, warning letter and detention
14. Racist conduct that defames a learner / teacher	Suspension from class / School. Disciplinary hearing, warning letter and detention
15. Improper suggestions of a sexual nature	Disciplinary hearing, warning letter and detention
16. Sexual harassment of teacher / learner	Suspension from School. Disciplinary hearing, warning letter and detention
17. Threatening to assault / intimidating a teacher	Suspension from School. Disciplinary hearing, warning letter and detention
18. Verbal abuse of a teacher	Suspension from School. Disciplinary hearing, warning letter and detention / expulsion
<b>Category 4: Offences</b>	<b>Recommended Corrective Sanctions</b>
1. Alcohol – drinking / drunk at School or on School or on School outing	Suspension from School. Disciplinary hearing, warning letter and detention / expulsion
2. Alcohol – drinking in public	Suspension from School. Disciplinary hearing, warning letter and detention / expulsion
3. Assault on a learner causing serious bodily harm	Suspension from School. Disciplinary hearing, warning letter and expulsion
4. Assault on a teacher	Suspension from School. Disciplinary hearing and expulsion
5. Bribery / attempted bribery of any person respect of any test / examination material	Disciplinary hearing, warning letter, and detention / expulsion
6. Dangerous weapon or object, e.g. knife – possession at School	Suspension from School. Disciplinary hearing, appropriate punishment, e.g. 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 property	Suspension from School. Disciplinary hearing, warning letter and detention
9. Drugs / illegal substances – consumption / under the influence at School / on School property	Suspension from School. Disciplinary hearing, warning letter, 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 and detention / expulsion
12. Fraud (financial)	Suspension from School. Disciplinary hearing, compensation, warning letter 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 creatures	Suspension from School. Disciplinary hearing, warning letter, detention and professional counselling / expulsion
15. Sexual assault / rape / consensual Sexual / Physical activity	Suspension from School. Disciplinary hearing and expulsion
16. Theft / dishonest conduct to the prejudice of another person. Serious. More than two incidents of theft.	Disciplinary hearing, replacement of stolen articles, warning letter and detention / expulsion
17. Trading in test / examination material for personal monetary gain	Disciplinary hearing, warning letter, detention / expulsion
18. Vandalism – malicious damage to School / teacher's property	Disciplinary hearing, repair damage, warning letter and detention / expulsion

### **Exclusion from School Activities**

Attendance of school functions and participation in school activities may be limited or prohibited due to misdemeanours, repeated offences and number of demerits by the discretion of the School Management Team / Disciplinary Committee.

## Reply Slip of School Code of Conduct – 2024

I, \_\_\_\_\_ parent / guardian of \_\_\_\_\_

in Grade \_\_\_\_\_ hereby acknowledge receipt of the following:

- I have read and signed the School Code of Conduct and also explained the contents thereof to my child.
- I have completed the personal information on the front page of the school diary.

Parent / Guardian Signature: \_\_\_\_\_

Learner Signature: \_\_\_\_\_

Date: \_\_\_\_\_