



School Code of Conduct

Introduction

Our school is committed to providing a safe and conducive learning environment that promotes academic excellence, personal development, and mutual respect among all members of the school community. This Code of Conduct serves as a guide to foster a positive and inclusive school culture. It is essential for students, staff, and parents to familiarize themselves with and adhere to the following principles:

****1. General rules: ****

a. Respect for Others: Treat fellow students, staff, and visitors with kindness, courtesy, and empathy. **Physical or verbal bullying, racism and discrimination, swearing or any form of harassment is strictly prohibited.**

b. Academic Integrity: Uphold honesty and integrity in all academic endeavours. Plagiarism, cheating, or any form of academic dishonesty will not be tolerated. Doing homework, studying for tests and exams and timeous handing in of projects/assignments is the responsibility of each learner.

c. Punctuality: Be on time for all classes and school events. Late arrivals disrupt the learning environment and can lead to missed instructional time.

School hours:

Foundation Phase

Grade R: 07:30 am – 12:30 pm- Daily

Grade 1 – 3: Monday – Thursday 07:30 am – 13:30 pm, Friday:07:30 am – 13:00 pm

Intermediate and Senior Phase

Grade 4 – 7: Monday – Thursday 07:30 am – 14:00 pm, Friday:07:30 am – 13:15pm

d. Behaviour: Learners do not have the right to behave in any manner that will disrupt the learning activity of other learners. The school will contact parents when a learner's behaviour becomes a cause of concern. Learners are expected to abide by the school rules regarding appearance and behaviour when representing the school both during school hours and after school hours, at school and away from school. Learners may not say or do anything that will discredit themselves or the school.

e. Respect for Property: Treat school property and the property of others with care. Damage to school property and the property of others is prohibited. Report any damages to property promptly. Littering on school premises will not be tolerated.

****2. School and class attendance:****

- a. Regular Attendance: Attend all classes regularly and punctually. Consistent absenteeism without valid reasons may affect academic progress. Any absence from a formal task, test or examination must be supported by a letter from a medical doctor.
- b. Attendance after exams: All learners are required to attend school as per the official academic calendar, even after the completion of exams, until the term officially ends.
- c. Absence Notification: Parents or guardians must notify the school promptly in case of a student's absence, providing **a valid reason**. If the student is absent for a period of two or more days a medical certificate must be handed in.

****3. School uniform and appearance: ****

- a. Uniform Compliance: Wear the school uniform neatly and with pride. Uniforms contribute to a sense of belonging and foster a positive school identity. All items of clothing must be labelled.
- b. Grooming Standards: Maintain personal hygiene and adhere to grooming standards outlined in the school uniform dress code.

a .Uniform:

School hoodie or School tracksuit to be worn during winter or cold days only

School navy shorts, School white golf shirt

Only black school shoes allowed. Girls: White socks Boys: Black socks

School sports shirt, School black shorts and takkies to be worn on P.E. days

During events that allow the wearing of casual wear, learners should wear neat and presentable outfits. No beachwear, see-through or revealing clothes will be allowed.

b. Grooming standards:

Boys:

*Hair: Outrageous hairstyles are not allowed. Hair is to be kept short and neatly styled. Hair must not cover ears and must be 3 fingers above the school collar.

*Nails must be kept short.

Girls:

* Hair: Outrageous hairstyles and colouring of hair is not allowed. Hair touching the collar must be tied up. Only white, blue, black hair accessories maybe be worn.

*Jewellery: Students may not wear jewellery. Studs and sleepers are allowed.

* Nails must be kept short.NO nail polish, make-up or lip gloss is allowed.

General:

* Students may wear religious symbols.

* No bubble gum will be allowed on the school premises.

****4. Valuables and personal belongings: ****

a. Take responsibility for personal belongings. The school is not responsible for lost or stolen items.

b. To ensure a focussed learning environment, please refrain from bringing toys, blankets, or any items that my disrupt the school day.

b. No cell phones or other valuable items or large sums of money is allowed.

c. No thieving will be tolerated.

****5. Learner health and safety: ****

a. Reporting Safety Concerns: All safety concerns, bullying, or suspicious activities should be promptly reported to school authorities.

b. Any form of physical contact will not be allowed on the school premises.

c. Smoking/Use of alcohol/Use of drugs will not be allowed.

d. Learners are not allowed to leave the school premises without permission from the Headmistress or Deputy. Parents need to inform the class teacher in advance if a learner needs to take early leave.

e. It is crucial to consider public health when contagious diseases are prevalent, therefore learners are not allowed to attend school if they have contracted a contagious disease.

Adherence to this Code of Conduct is crucial to creating a positive and supportive learning environment for all. The school reserves the right to take appropriate disciplinary actions in cases of non-compliance. By following these guidelines, we contribute to the collective effort in building a school community characterized by respect, responsibility, and a commitment to excellence.