

CHARLO PRIMARY SCHOOL



CODE OF CONDUCT

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1 PERSONAL CONDUCT OF LEARNERS

1.1 ANNOUNCEMENTS

When announcements are made over the intercom, all learners must be quiet and pay attention to what is being said. All announcements should be written into the announcement book on the day of the announcement.

1.2 BEHAVIOUR IN PUBLIC

In public the learners will always display the best behaviour as ambassadors of the school. At all school activities visitors will be welcomed and greeted in a friendly manner. The school uniform is an advertisement for the school and should be worn with the necessary pride. Be courteous and amicable to everybody. Be humble and know your place. Take care that people will only speak well about our school. You should immediately reprimand a fellow learner who can't behave in public. Greet all persons courteously and in a friendly manner. We strive towards a goal to know everyone at the school. We show respect to all adults and seniors by having impeccable manners.

We do not back chat.

We do not use foul language at school.

We do not make ourselves guilty of bad behaviour.

We do not take or damage the property of others or the school.

We act as true ambassadors of the school inside or outside by showing our best behaviour.

1.3 BEHAVIOUR IN THE CLASSROOM

Inside the classroom each learner must help to create an orderly atmosphere in which learning can be optimised. Learners should work as efficiently as possible to obtain the best results. The educator will confiscate all toys. Upon entering the classroom, learners will stand at their desks and wait for the educator's instruction to take their seats. All rubbish must be collected before leaving the desk. No writing or scratching is allowed on any of the furniture. No learners will be allowed outside the classrooms during lesson hours, except when formal work is to be done outside the classroom. Learners may not change seats without the educator's permission. The learners must respect visitors to the classroom by standing up if a visitor enters the classroom.

1.4 BEHAVIOUR OF OUR LEARNERS TOWARDS EACH OTHER

Every learner will have the opportunity to be a senior of the school and it is expected from the junior learners to show the necessary respect to the seniors. We look up to our seniors to give direction to the junior learners to help maintain the good traditions of our school. It is expected of all the learners to support each other mutually and to help where assistance is needed. Learners must be gentle and polite to each other. Learners must be tolerant and should help to create a tranquil atmosphere. Learners must believe in teamwork and do their best if they participate in sport or other team events. Learners should reprimand each other if incorrect behaviour is noticed. Learners must always behave themselves everywhere they go in school uniform and uphold the school's good name. New learners must feel welcome at our school and should be absorbed into the friendship circles. No teasing is allowed. The right, dignity and privacy of every learner must be respected. The use of nicknames is also forbidden.

1.5 BEHAVIOUR OF OUR LEARNERS TOWARDS OUR EDUCATORS

Our educators must be considered as our instructors and councillors who are always willing and prepared to give us guidance and lead us in our growing up. They are also the persons that watch each learner's progress in every area of his/her school life. It is expected of the learners to be courteous and amicable towards their educators. It is also expected of learners to be obedient and do their daily assignments and homework to the best of their ability. The learners are expected to behave in a well-disciplined manner and all undisciplined behaviour will be penalised.

1.6 BEHAVIOUR ON THE SCHOOL GROUNDS

Learners are expected to greet their educators in a friendly manner on the school grounds. Learners must not display a lax attitude by leaning against walls or palisades. Learners must respect each other and by no means will dirty language or dirty games be allowed on the school grounds.

1.7 BREAK TIME

During break all learners will play on the allocated parts of the playground. No rough games are allowed and the older learners must stay away from the younger learners. Fighting and swearing on the school ground is totally forbidden. No learner may play near the motor vehicles. No stones may be thrown. All rubbish must be placed in the rubbish bins. Consult the play ground duty roster for the demarcation of the playground showing where the different age groups should play during breaks. No rough or dangerous games where learners may get hurt are allowed at school. No learner has the authority to leave the school grounds during school hours without obtaining the necessary permission from the office. Letters from the parents asking for permission must be submitted to the office during the outset of the school day. No learners are allowed to remain in classrooms without permission. No learners are allowed to run in the passages. No learners are allowed in the bicycle quad or parking area. Learners are not allowed to stay away from school without a valid excuse. Should you be absent for a test, a doctors certificate must be produced. Walking around during school time is not allowed. The public telephone may be used during breaks only. All return slips must be handed in and monies, etc. must be paid in promptly. Learners are not allowed to play in the rain.

1.8 CD PLAYERS AND CELLPHONES IN THE CLASSROOM

No CD player or receiving device will be allowed into the classrooms without permission. No listening to any sports broadcasts is allowed during lesson hours. Cell phones to be handed in before school and fetched after school.

1.9 COMING LATE FOR SCHOOL

Learners must be on time for school. During hall assembly, all late comers must report to the office for their names to be taken down. On other days teacher on duty takes them to hall/office.

1.10 EATING DURING LESSON HOURS

No learner will be allowed to eat during lesson hours. The educator may confiscate all food items and discard it in the waste bin. Eating will not be allowed in the passages. No chewing gum allowed. Eating in the classroom will only be allowed by the educator in charge on special occasions e.g. birthdays.

1.11 INITIATION

No initiation ceremonies will be tolerated on the school premises. No learner may be offended or his / her human dignity is impaired.

1.12 PORNOGRAPHIC AND OTHER EROTIC MATERIAL

No such material will be allowed onto the school grounds. The strictest possible measures will be implemented against any learner who transgresses this rule.

1.13 SOCIAL FUNCTIONS

Social functions are organised for the learners of Charlo Primary and will therefore only be attended by the learners of the school. The dress code is informal, but always acceptable, as it is a school function. No unacceptable behaviour will be tolerated. Learners are restricted to the hall, quad and or tuck shop as determined when attending socials. All areas must be cleaned afterwards and it is the responsibility of all that attend. The success of a function will determine future functions.

1.14 TEASING OF FELLOW LEARNERS

No teasing is allowed. The right, dignity and privacy of every learner must be respected. The use of nicknames is also forbidden.

2 MOVEMENT OF LEARNERS

2.1 ASSEMBLY

At the line up for assembly, the learners move in an orderly manner into the hall. Absolute silence must prevail when learners line up and enter the hall.

2.2 BATHROOMS

Appropriate request in the class to the educator is:” May I go to the bathroom? “ Bathrooms are to be kept tidy and clean. No foodstuffs are to be taken into the bathrooms. No playing will be allowed in the bathrooms. Only one learner at a time is allowed to leave the class for the bathroom. Always flush the toilet after use.

2.3 BEFORE SCHOOL IN THE MORNINGS

No learners are allowed into classrooms or passages before school starts, except those who perform duties in the classrooms. A maximum of 2 learners may enter the classroom to perform these duties. School bags are to be placed in the respective row at lines before school. When learners have put their school bags down, they should go to the allocated playground. No playing will be allowed on or near the passages.

2.4 CLASS ROTATION

During class rotation the learners should move as quickly as possible to the next class. The girl class leader walks in front while the boy class leader walks at the back of the group. Nobody plays during class rotation. No one is allowed to visit the toilets during class rotation. Line up at the following class until the educator gives permission for the class to enter the room. During class rotation no excessive noise will be tolerated. Bags must

preferably be carried in the left hand during rotation. No bags are to be carried on the back or over the shoulders. Always keep to the left, especially on staircases where learners can easily get hurt.

2.5 LINING UP

The bell rings at the start of the school day. When the bell rings, all learners must line up at the demarcated area. With the permission of the educator they enter the building in a well-behaved manner.

2.6 MOVING AWAY

When a learner knows that he/she is going to leave the school for another school, application should be made to the secretary for a transfer card a week in advance. The learner must also hand back all his / her books to the respective educators.

2.7 RECEPTION FOYER

Learners are not allowed into the reception foyer, except when sent to the office by an educator, when an enquiry is to be made at the office or when a learner is injured.

2.8 RUNNING IN THE PASSAGES

No running will at any time be allowed in the passages, as this can be hazardous.

3 DRESS CODES

3.1 CLOTHING BANK

Tracksuits are obtainable through the school. To prevent the loss of clothing it is imperative that each item of school clothing be CLEARLY MARKED. This will greatly assist us in tracing the owner of clothing left at school. Parents are requested to co-operate by insisting that their children are correctly dressed when attending school, in the regulation school dress code. The school accepts no responsibility for the loss of any clothes.

3.2 HAIR STYLE FOR BOYS

Hair must be tidy and neatly clipped. The ears must be open with the hair neatly clipped around it. When the hair is combed down sideways it may not cover the ears. The neck must be cleanly cut for at least 3 cm above the collar. Hair must slope evenly upwards with no visible step. The length of the longest part of the hair may not exceed 2.5 cm. The forehead must be open and if hair is combed forward over the forehead, it may not cover the eyebrows. Hair may not point away from the head in a permed style. No foreign hairstyles are allowed. The hair may not be coloured or (permed) bleached. The school reserves the right to decide when a learner's hair is too long or the hairstyle unacceptable

3.3 JEWELLERY

No decorative jewellery is allowed. No bangles, chains and rings will be allowed. A watch and one ear stud or loop (not larger than a 10c piece) per ear for girls, are the only items of jewellery allowed.

3.4 MAKE UP

No lip-gloss, mascara, eyeliner, blush, base, cosmetic cream or any other make-up is allowed. This rule applies at all times when learners are in uniform.

3.5 NAILS

Nails may not be longer than the point of the finger. No colour nail polish is allowed. Under no circumstances will permission be given for long nails.

3.6 SCHOOL BAG

Bags with compartments inside that offer adequate space are preferred so that handbooks and exercise books can be comfortably packed without damaging books. The school bag must also be tidy and may not be pasted with stickers. Bags must at all times be carried and may not be pulled on wheels.

3.7 SCHOOL UNIFORM

The prescribed school uniform must be worn at all times when representing the school at functions. Uniforms must always be neat and tidy. Shoes must be kept clean and polished. Parents are requested to buy only the prescribed school uniforms from the clothing bank. School clothes must always be neat and clean.

Girls

Summer:

White golf shirt with badge
Navy blue skirt
Short white socks
Black school shoes
Tracksuit top

Winter:

School tracksuit
White golf shirt with badge
White socks
Black school shoes
Navy blue skirt
Grey socks with school colours
Track suit top with padding
Gloves as per clothing bank
Scarves and beanie
Double knit long sleeve golf shirt

Boys

Summer:

White golf shirt with badge
Grey shorts
Grey socks with school colours
Black school shoes
Tracksuit top

Winter:

School tracksuit
White golf shirt with badge
Grey socks
Black school shoes
Gloves as per clothing bank
Scarves and beanie
Track suit top with padding
Double knit long sleeve golf shirt

Use of sports clothing:

Netball: White Charlo golf shirt, blue Scooter (Quantec), white socks, predominantly white track shoes.

Hockey/Mini-Hockey: White Charlo golf shirt, blue Scooter (Quantec), long grey socks with school stripes, predominantly white track shoes or hockey boots.

Rugby: Rugby jersey, white shorts.

Cricket/Mini-Cricket: White Charlo golf shirt, white shorts, long grey socks with school stripes, predominantly white track shoes.

Athletics: White Charlo golf shirt, blue Scooter (Quantec) - girls; white shorts - boys. For competitions the school will hire out clothes from the clothing bank to all participants.

Road Running: Runners use either a shirt supplied by the sponsors or use comfortable running clothes.

Tennis/Mini-Tennis: Girls - White Charlo golf shirt, blue scooter, white socks, and predominantly white track shoes.

Boys - White Charlo golf shirt, white shorts, white socks, predominantly white track shoes.

Physical Education: White Charlo golf shirt, blue Scooter (Quantec) - girls; White shorts - boys.

All sports clothes are obtainable from the school's clothing bank.

3.8 TENNIS COURTS

Learners with the correct clothing will be allowed onto the tennis courts. It is very important that learners wear the correct type of tennis shoes, as shoes with hard soles will only damage the surface of the tennis courts. The tennis courts may not be used without permission.

4 SCHOOL BUILDINGS AND GROUNDS

4.1 ACCESS TO THE SCHOOL GROUNDS

Access to the school grounds may only be through the gates. No learner may climb over a fence. It also constitutes an offence of trespassing to enter the school grounds after-hours.

4.2 BALL GAMES

No ball games are allowed indoors, in any passage or against any wall.

4.3 BREAKAGE AND MALICIOUS DAMAGE

No breakage or malicious damage of private or school property will be allowed. Any such occurrences must immediately be reported to the office or to the educator on playground duty. The guilty person will be expected to make good the damage by paying the account for the necessary repair work.

4.4 CYCLING ON THE SCHOOL GROUNDS

Before entering the school grounds, learners must get off their bicycles and push the bicycle to wherever they go on the school grounds. In the afternoons the same procedure must be followed until they reach the school gates. During school hours all bicycles must be locked in the bicycle quad. The school will not be held responsible for any theft of an unlocked or locked bicycle.

4.5 ELECTRICAL INSTALLATIONS

No learners will have permission to tamper or play with any electrical installation or open any distribution board. Light switches may only be utilised for the proper purpose.

4.6 MAINTENANCE AND NEATNESS OF THE SCHOOL ENVIRONMENT

Just as one is proud of oneself, so one should be proud of the neatness and tidiness of your environment. Each learner must take pride in the tidiness of the school grounds, the buildings, the sports field, the garden and the classes. It is not just the duty of the general assistants to clean up the school grounds, but it is the duty of all the learners to help in this regard.

4.7 STAFFROOM

The area surrounding the staffroom is a quiet zone. No learner will be allowed to play or make a noise in this area.

4.8 STAIRCASE

No learner may run up or down staircases, including those of the pavilion. Always keep to the left on staircases. You are not allowed to skip a step.

5 SCHOOL ADMINISTRATION

5.1 ABSENCE

Learners may only be absent from school by reason of illness, death or funerals. All other absence must be limited and all doctors' appointments must, wherever possible, be scheduled for the afternoons. Learners, who are absent, must on the first day of his / her return to school, provide a letter from the parents stating the reason for the absence. The letter must be handed in at his / her register class at the start of the school day. Learners that are absent for two or more days must submit a doctor's certificate explaining the reason for their absence. All parents wishing to collect their children from school during school hours must first obtain the necessary permission from the office. Irregular school attendance influences the learner's progress and such conduct leads only to ignorance and incompetence. When a learner represents his/her province an official notice from the specific code must be handed in.

5.2 INJURY OR ILLNESS DURING SCHOOL HOURS

If a learner is injured during school hours or becomes ill, it must immediately be reported to the office. A third party with the parent's permission may only fetch such a learner from the school.

5.3 REPLY SLIPS

All reply slips when applicable must be signed by the parents and sent back to the school the following day.

5.4 SCHOOL RULES

School rules are standards of behaviour that tell us what is right and wrong. School rules must always be obeyed, even if you are alone. School rules ensure a safe and disciplined school environment.

5.5 SCHOOL TIMES

The school starts at 07:55 and closes at 13:50 from Monday to Thursday except Fridays when the school closes at 13:00 for the learners. The school starts at 07:55 throughout the year. The senior learners line up on the tarmac in front of the bathrooms. The educators wait for the learners at respective classrooms. Foundation Phase learners line up in front of their classrooms. No learner is to arrive later than 07:55 for school. The first bell will ring at 07:58 and the learners will move quickly to the hall or classrooms. When the school bell rings learners are to be silent and to move quickly and quietly behind each other. Keep left and use passages as allocated to various classes. Should classes lead directly to the classroom, learners are to sit down quietly, take out their books and get ready to work. When the announcements are made over the intercom, learners are to sit still, keep quiet and listen to the announcements.

5.6 SPORTS PARTICIPATION

It is each learner's first priority to participate for the school in any school sports of his / her choice. Learners may participate at private clubs in sport codes that are not offered at the school. It is the aspiration of the school that every learner will participate in one or more code of school sport, as group participation fosters the feeling of belonging which is important for the school as a whole. It is compulsory to take part in one summer and one winter sport. Learners must be on time for sport practices. The correct dress code must be adhered to. During sport practices all bicycles must be secured as no responsibility can be taken for theft during sport practices.

6 BOOKS AND LEARNING MATERIAL

6.1 HOMEWORK AND HOMEWORK BOOKS

Here the learner is allowed the opportunity to work independently. Homework is not restricted to written work only. Study and memorising are just as important. Conscientious learners will never allege that they have no homework. Daily revision of the work done in the class is to every learner's advantage. All homework must be written down in the personal diary on the day it is given. Learners are advised to read wider than the suggested material. Here the media plays an important role. Each day's homework must be copied down in the homework book. Mark each item of homework off that has been completed. Parents must regularly sign the homework book. The educator can also make use of a learner's homework book to communicate with the parents. It is also important that the learners should not misplace their homework books.

6.2 REPORT CARDS

Report cards are for the learner and his / her parents. The parents must always sign the report card and send it back to the school on the first day after parents' evening. The report card becomes the property of the learner at the end of the year.

6.3 TEXTBOOKS / MEDIA BOOKS

Learners must at all time take good care of all the books in their possession. All books must have a proper protective cover. If a book is lost, the replacement cost of the book can be obtained from the office, so that the learner can replace the book.

7 GENERAL

7.1 BOOKS

All books received must be covered as soon as possible. Books may not be damaged in any way. Pages may not be removed from scripts and all work must be done neatly. A proper school bookcase must be used at all times to protect your books.

7.2 DURING ASSESSMENT

Make sure that your name and grade is always written down on assessment sheets. Read all instructions carefully before attempting any task. If you are dishonest and proven guilty, necessary steps will be taken.

7.3 GENERAL

No bicycles/motor bikes are to be ridden in the school grounds by learners. Bicycles must be parked in allocated places. No learner may use the front entrance or steps as a short cut to classes. No learners are allowed in the staffroom or Photostating room without permission. We are to keep our grounds clean: no papers, food or rubbish is to be left lying around. We use the bins provided. Bathrooms to be kept clean and tidy at all times. No trees or plants are to be destroyed. No classroom doors are to be forced open. No desks are to be vandalised or defaced in any manner. Classroom decorations are not to be touched or damaged in any way. No riding on chairs. No chewing gum is allowed to be eaten on the school grounds. No stones or harmful objects are to be thrown around the school grounds. During rainy weather, muddy sections of the playground are to be avoided. No one is allowed in the bicycle quad during school hours. All learners are responsible for keeping their classrooms, change rooms, steps and playgrounds neat and clean. The buildings, furniture and apparatus must be looked after and treated with the necessary respect. No smoking is allowed on the playgrounds or in school uniform. Each learner is responsible for his/her own possessions. Lost property must be handed in at the office. Lost property may also be claimed from the office. Dirt bins are provided. Our rules are if I see a paper lying on the ground, I pick it up even if it does not belong to me. Should I see a person throwing papers around, I must address the guilty party.

There are regular class duties held for the cleaning of the playground under the supervision of staff. This rule applies also when visiting other schools. Learners in leadership positions are responsible for seeing that there are dirt bins provided at fields and that the grounds are clean and tidy after meetings.

7.4 GENERAL REMARKS

Nobody is allowed into the bicycle quad during school time. Each learner is responsible to keep the classrooms, bathrooms, passages and playground tidy and clean from rubbish. The building, furniture and all apparatus should be looked after with the necessary care and respect. No smoking is allowed on the school ground. Every learner is responsible for his / her property. Lost articles must be handed in at the office. Inquiries can be made at the office in the case of lost items.

7.5

7.6 SCHOOL WORK.

Our academic work, including homework, assignments, studying for tests and examinations, are always our first priority. Homework must always be written neatly in the homework books. Always pay attention and ask for help if work is not fully understood. Prepare timeously for any assessment.

7.7 THE FOLLOWING WILL NEVER BE ALLOWED AT SCHOOL

Smoking of cigarettes.

Smoking of dagga.

The use of or in possession of alcoholic liquid or liquor.

The possession of/selling/use/spreading/encouraging of any drug or any substance that will have a negative influence on the human body.

Fighting or assault.

The possession of pornographic material or literature.

Sexual harassment.

Theft.

Dishonesty.

Satanism.

Mass action to challenge the authority at school.

Unacceptable action or attitude during assessment.

Malicious damage to property.

Bad language, swearing, cursing, dirty conversations, bad behaviour, copying of homework, absolving from school, bunking, gossiping, lax attitude, chewing gum, stealing, uncourteous behaviour and impolite remarks. (Fighting, bringing harmful objects to school e.g. knives).

The possession of stolen goods is a punishable offence.

The possession of alcohol is a punishable offence.

No learner shall at any given time bring a weapon to school or be in possession of a weapon on the school premises.

The contravention of this rule constitutes a very serious offence and will be punished in the strictest way possible.

The possession or distribution of any narcotic substance or drug on the school premises is a very serious offence and will be punished in the strictest way possible.

Swearing and dirty (bad) language are bad habits and are not allowed at school.

To swear at any learner constitutes defamation of character.

8 BE PROMISES

I promise to try to:

8.1 Be an advert for Charlo Primary School

and uphold the BE promises

and save my chewing gum for home.

and conduct myself in a fitting manner in the streets and at the shops.

8.2 Be conscientious

and complete all tasks set.

and write down all the Homework from the board.

and have my Homework signed by my parents daily.

and give of my very best at all times.

8.3 Be friendly

welcome new children into our school

greet visitors and staff

Give visitors directions to Reception

never fight with my friends

8.4 Be peace loving

and avoid using violence to solve my problems.

and avoid violent people.

and rather talk about my difficulties.

8.5 Be polite

and avoid using bad language

and respect our friends and our teachers

8.6 Be proud

of myself, my clothes, my hair. Keep it clean, neat and tidy.

of my uniform

of my school.

and behave myself while travelling to and from school and in the school vehicles.

8.7 Be self-controlled

and try to control my tongue and temper

and walk quietly in the corridor on the left hand side

and avoid the temptation to take things that do not belong to me.

8.8 Be wise

and leave sticks, knives and dangerous objects alone.

and hand in valuables and money to my teacher for safe keeping.

and mark every item of my stationery and clothing.

and lock my bicycle.

and work at solving problems without force.

AND TOGETHER WE WILL BE A HAPPY FAMILY

9 THE DISCIPLINE PROCEDURE

The focus of discipline in our schools is positive and encouraging. It is the task of the class teacher - the nurturer - to deal with issues and to provide positive re-enforcement. As secondary educators, our role as teachers is to work with the parents in dealing with discipline issues.

The class teacher handles day-to-day discipline within the classroom situation using, amongst others, the following positive strategies:

9.1 GOOD WORK

Good work sent to the Principal on times indicated by him.

9.2 GOOD WORK NOTES TO PARENTS

Teachers are encouraged to send notes home identifying the good work that the pupil has prepared.

9.3 GROUP POINTS AND REWARDS

Award group points to base groups and design encouraging rewards for groups that co-operate and work well together.

9.4 OTHER DAY TO DAY DISCIPLINE STRATEGIES:

Class teacher handles day-to-day discipline within the classroom by:

Winning the respect and trust of the pupil.

Setting clear boundaries, what is acceptable and what is unacceptable.

Discuss and record behaviour boundaries with the entire class.

Set class goals for the week, term, and year.

Set individual/personal goals.

Make use of Disappointment Book to record progress or lack thereof.

Focus on the good and positive.

The class teacher handles the negative behaviour by:-

Discussing the issue with pupil outside the classroom.

Warning the pupil verbally and/or by sending a message to the parents in the Homework Book.

Giving the pupil Dictionary Drill (writing out a page from the Dictionary).

Recording transgressions in the Disappointment Book.

Time Out (inside or outside classroom - limited time).

Class Detention run by class teacher. At least 24 hours notice must be given.

Break time weeding - overseen by class teacher.

Parental interview with class teacher.

Discussion with Head of the Department.

Making use of the weekly SST (School Support Team) in order to gain ideas on how to handle the difficult child.

Discuss the matter with the Principal who will either interview the child, discuss the matter with the parents, seeks guidance from the Social Worker or recommend therapy for the child.

When all of the above strategies have been exhausted and the child continues to display dysfunctional behaviour, then the following programme takes place:-

1	2	3	4	5
Detention	On Report	Internal Suspension	De-Merit	De-Merit Suspension

9.5 POSITIVE MARKING

Class teachers are encouraged to mark all work in HAPPY colours. Comments should be encouraging and seek to boost the child.

9.6 SPECIAL TIME

Even though the teacher: pupil ratio is 1:40, class teachers should attempt to make special time for those children who are well-behaved so that children are not tempted to seek attention simply by being naughty.

10 DISCIPLINE WITH DIGNITY

10.1 Level One - DETENTION

Detention is one and a half hour of fatigue held on a Friday afternoon from 13:00 until 14:30.

Reasons for going to DETENTION (General behavioural problems):

Third entry (per term) in Disappointment Book

Third Entry (per term) in Sports skills register for failing to bring clothes

Blatant cheek to adult

Swearing

Violent/aggressive behaviour at break

Failure to respond to written note about uniform from HOD.

Letting down his peers by not arriving for a match/function (e.g. choir).

Failure to obey a clear instruction given by the teacher or message from Reception.

Serious disobedience.

After a pupil has been placed in DETENTION three times in ONE TERM, the child is given an interview with the Principal to discuss the misdemeanours. Discipline with Dignity – Level Two is then instituted.

10.2 Level Two - ON REPORT

The child is made accountable for his/her actions by having to report to the Principal, the class teacher and the parents daily for a set number of days.

The pupil is issued with an ON REPORT CARD. The pupil has to be signed in by the Principal at 08:00 and signed out by the class teacher at 14:00. The parents are required to sign the ON REPORT CARD every day for a minimum of two weeks.

Reasons for going ON REPORT:

Three times in Detention in one term. The fourth Detention in one term results in being placed ON REPORT.

Class teacher has made use of the above methods (Disappointment Book, DT, Time Out etc.) and Detention and the problem continues.

A pupil may be placed ON REPORT for a serious offence mentioned below.

SST (School Support Team) recommends ON REPORT as a solution to the problem. Extreme behavioural problems. This must be linked with counselling of parents and child. Theft after DT has already been given for same reason.

Serious theft.

Physical abuse of other children.

Violence, aggression and lack of self-control

Destruction of property

Bringing disrepute to the school.

Bunking school or sport without permission.

If there has been a marked improvement after 12 months, the ON REPORT RECORD is discarded from the discipline record.

10.3 Level Three - INTERNAL SUSPENSION

The child is separated from his/her peers for a minimum of three days. A child is placed on INTERNAL SUSPENSION once her/she has already been ON REPORT in the last 12 months and continues to disregard the BE PROMISES and discipline programme at our school. After an interview with the Principal and the Head of his/her Department an Internal Suspension form is signed by the Principal, the Class teacher, the Pupil and the Parents. Parents are informed by the Principal and given an opportunity to discuss this.

The pupil is placed in the foyer with work for the day set by the class teacher. No contact is made with other pupils for a set period of time.

The child has no contact with other children and has break at different times.

The minimum period of suspension is 3 days.

Principal monitors progress

Reasons for INTERNAL SUSPENSION (After discussion with Principal)

Third entry in Disappointment Book, resultant Detention, having been ON REPORT and behaviour problems continue.

Failure to have ON REPORT card signed as requested.

Continuous disruption in the classroom after previous procedure has been carried out.

Continuous failure to bring the correct equipment/togs to school after parents have been consulted.

If there has been a marked improvement after 12 months, the INTERNAL SUSPENSION record is discarded from the Discipline Record.

10.4 Level Four - DE-MERIT ONE

The final warning before the child is expelled by the Governing Body

A child is issued with a DE-MERIT once all the above methods have been carried out.

The case is presented by the Head of the appropriate Department to the Governing Body sub-committee in Discipline.

COMPOSITION OF THE DISCIPLINE SUB-COMMITTEE

Board of Governors: Pupil Care and Welfare

Principal

Board of Governors:Chairman

Heads of Department

Class teacher/s

The sub-committee hears the charges resented by the Head of Department or the Principal and a decision regarding the DE-MERIT is taken.

The decision to issue a DE-MERIT is not taken lightly. Full reports are received from the class teacher, the Head of the Department and the Principal.

The task of the Board of Governor representatives is to ensure that all avenues have been explored by the professional staff in order to correct the child's behavioural problems.

This DE-MERIT remains with the child. Should there be a marked improvement, the Discipline sub-committee will after consideration delete the DE-MERIT from the child's Discipline Record. The DE-MERIT will remain for the child's entire phase (Junior Primary or Senior Primary).

Reasons for a DE-MERIT

The child has been ON REPORT and/or INTERNAL SUSPENSION, but continues to disregard the Discipline with Dignity programme.

Child has already been on INTERNAL SUSPENSION once in the last 12 months.

Bunking school or sport without written permission from parent.

Theft

Blatant damage to the school property or equipment

Bringing disrepute to the school during school hours or after hours

Serious offence decided by the Discipline committee

Aggressive behaviour

10.5 Level Five - DE-MERIT - EXPEL

The decision to expel a learner is taken by the Discipline sub-committee when the learner commits another serious offence once he/she has been issued with a DE-MERIT.

The Discipline sub-committee requests their Parents to attend a hearing. Here the charges will be put to both the parents. The parents will have an opportunity to present their case. It is not the policy of our school to include the learner in this hearing. The parents may, however, request that the learner attends this hearing. Parents may bring legal representatives to this hearing.

The learner is formally expelled from attending our school.

The Permanent Secretary Eastern Cape Education Dept is informed per fax of previous Disciplinary action, Records of Behaviour, Action plans previously instituted and minutes of previous meetings with the parents.

The Governing Body requests parents to remove the learner from our school. Psychological Services are requested to support the parents to find a suitable placement at another school.