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1. VISION

To be a school of choice in by providing a value-based and high-quality affordable education.

2. MISSION

To produce children who can think critically, find solutions to challenges, succeed in life and help them adapt to the demands of our changing world.

3. PREAMBLE

This Code of Conduct has been developed according to the SASA Act,1996. It aims at establishing a disciplined and purposeful environment to facilitate effective education and learning in schools and promotes the Vision and the Mission Statement of our School and also promotes and maintains discipline and order within the School.

The code of conduct defines the standard of behaviour expected of and required from all the learners of this School.

This Code of Conduct was determined, compiled and accepted by the School's Board of Directors after consultation with Educators, Learners, Parents and Non-Educators at the School. This Code of Conduct will be revised annually.

Queens Park Schools' Code of Conduct was compiled in accordance with the following legislation:

- Constitution of the Republic of South Africa
- National Education Policy (Act 27 of 1996)
- South African Schools' Act (Act 84 of 1996)
- Admission of Learners to Public Schools (General Notice 4138 of 2001)
- Education Law Amendment Act 2002 (The Amendment of Section 5 of Act 84 of 1996)
- Gauteng School Education Act (Act 6 of 1995)
- Relevant GDE Circulars

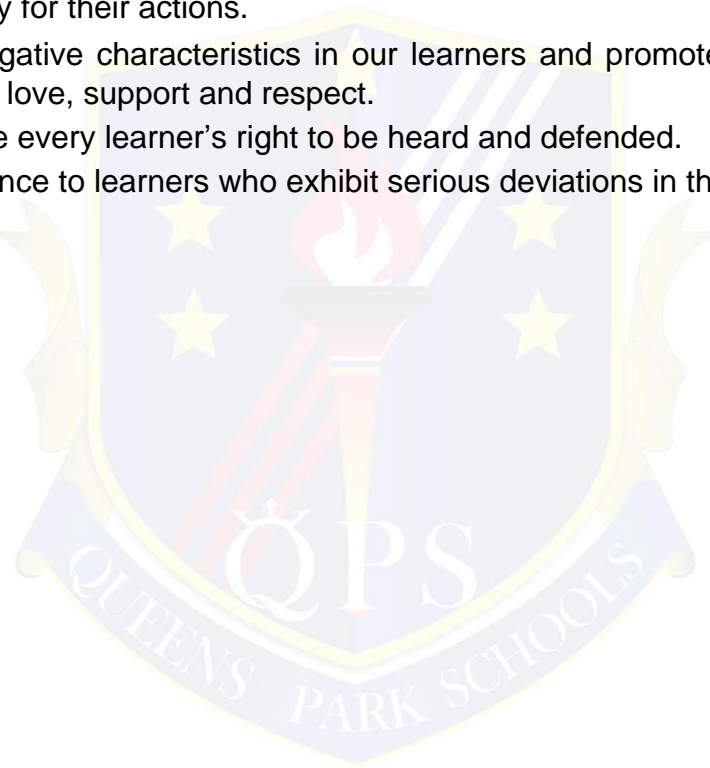
4. AIM

Effective discipline is directly dependent upon the limits set by a code of acceptable behaviour. Queens Park Schools' Code of Conduct is based on fostering a culture of mutual respect in an orderly, clean and safe environment. The School rules are straightforward and we expect both parents and children to be familiar with them. We aim at establishing a disciplined and purposeful environment to facilitate effective education and learning.

This Code of Conduct serves as a general guide for standards of dress and behaviour expected of Queens Park Schools learners. Each learner is expected not only to conform to these standards, but also to assist the staff in ensuring that all learner abide by them. Learners are expected at all times to be loyal and to uphold the honour of the School's Aim of the policy is to;

- Create an environment of serenity and learning in which each learner can strive towards self-discipline so that he/she will become a responsible, accountable adult.
- Regulate learner conduct and behaviour.
- Discipline the unruly learner and instil in him/her a sense of responsibility and accountability for their actions.
- Eliminate negative characteristics in our learners and promote positive characteristics that promote love, support and respect.
- Acknowledge every learner's right to be heard and defended.
- Lend assistance to learners who exhibit serious deviations in their behaviour.

5. DEFINITIONS



6. PRINCIPLES AND VALUES

The Code of Conduct is based on the following principles and values:

- Democracy and Human Rights
- Non-Violence, Personal Freedom and Security of Person
- Respect, Dignity and Privacy
- Non-Discrimination and Equality
- Freedom of Expression and the Right to Demonstrate and Present Petitions
- The Right to A Clean Environment
- The Right to Education

Democracy and Human Rights

All learners at the school have the democratic right to due process and to participate in decision-making about matters affecting them at the School. They also have the right to have their views heard and respected. They also have the responsibility to follow the rules of the School.

Non-violence, Personal Freedom and Security of Person

Every learner has the right not to be treated or punished in a cruel, inhuman or degrading manner. Corporal punishment may not take place under any circumstances. Educators and learners must always use mediation and co-operation to negotiate non-violent solutions to conflict and differences. The disciplinary system must be based on human dignity, respect and consideration for all students. Students have the responsibility to co-operate with authority and to afford the same respect and consideration to others.

Respect, Dignity and Privacy

Every learner has the right to have his/her human dignity respected. This relates to respect for one another's convictions and cultural traditions. Every learner has the right to privacy, which includes the right not to have his/her person or property searched, unless there is reasonable suspicion followed by the use of reasonable search methods. They have the responsibility to respect all other people, their privacy and their space.

Non-Discrimination and Equality

No person may unfairly discriminate against a learner. All learners shall enjoy equal treatment and receive equal protection and benefits of the law. They have the responsibility to treat everyone else, as they would like to be treated.



Freedom of Expression and the Right to Demonstrate and Present Petitions

Learners' rights to enjoy freedom of expression are not absolute. Vulgar words, racist comments, insubordination and insults are not protected speech. Problems or issues should as far as possible be resolved at School. They have the responsibility to respect the opinions of every one and contribute to an environment that promotes healthy and constructive debate and discussion.

The Right to A Clean Environment

Learners have the right to a clean and safe environment that is conducive to education and health. They have the responsibility to help maintain and care for that environment.

The Right to Education

Learners have the right to attend all classes, to learn and be taught in all approved subjects, to make use of all School facilities and to have their potential fully developed.

Education is compulsory for all learners from the year in which they reach the age of seven and until the last school day of the year in which the learner turns fifteen or the ninth grade, whichever comes first.

In the case of expulsion, the Head of Department must find a suitable school for the learner. In the case of suspension or expulsion, placement in an alternative school setting could be considered with the assistance of a school psychologist. The School Director may suspend a learner as a punitive measure if the correct procedures have been followed.

Learners have the responsibility to ensure that they attend school, learn, fully participate in all school activities and contribute to a positive school environment.

Rights and Responsibilities of Learners

Learners are taught that they have the right to be heard and to fair treatment but with these rights go the accepted responsibilities to grant courtesy and respect to all adults and peers with whom they have contact as fully established in our rules which promote healthy relationships.

Learners Rights

Embodied in the policy of QUEENS PARK SCHOOLS is the right of every learner:

- To privacy;
- To approach all members of staff (including the Principal) on any matter they wish to discuss;
- To be free of victimisation by any other learner or member of staff;
- To be free of discrimination based on race, religion, nationality, gender, orientation or economic status;
- To learn without being distracted or bothered by other learners.

But with rights go responsibilities. We expect learners to respond to their rights by:

- Using good judgement and seeking good advice from their parents and educators.
- Striving to do their best in their studies and to participate in class activities.
- Being punctual at all times, being attentive in class and applying themselves to their work.
- Attending all their lessons unless excused for some special reason. It is the responsibility of the learner to make up any work missed as a result of absence of for any reason.
- Showing consideration for the feelings of others in what they say and do at all times.
- Not distracting other learners from the tasks set for them.
- Accepting and supporting those learners who are selected as Leaders in their Grade 7 year.
- Respecting the rights and property of other learners and educators.
- Respecting school property.

The School will endeavour to contact parents whenever their child's behaviour becomes cause for concern and will attempt, in the spirit of constructive partnership, to resolve the problem. The parents, however, remain ultimately responsible for ensuring that their children meet the disciplinary standards put forth by the School and the parent body as a whole.

7. DISTRIBUTION PROCEDURES

7.1 The Code of Conduct is displayed on our School website.

7.2 Each learner will be given a copy of the Code of Conduct. Parents are required to read through it with their child; both parent and learner sign it and return it to the learner's educator for filing.

- 7.3** Learners are informed of what they may not do, or should do and what action will be taken against them if they contravene the Code of Conduct.
- 7.4** An educator at the school shall have the same rights as a parent to control and discipline the learner according to the Code of Conduct during the time the learner is at the school, on any school excursion or during school-related activities.
- 7.5** The principal or an educator, upon reasonable suspicion has the legal right to conduct a search of any learner or property in possession of the learner for a dangerous weapon, drugs or stolen property brought onto the school property.
- 7.6** These guidelines are in accordance with the South African Schools Act and associated regulations.

8. JURISDICTION AND SCOPE OF THE CODE OF CONDUCT

The Code of Conduct is in force:

- On the property prior to, during and following regular school hours.
- At all official events, both within and outside the regular school hours, where such events are held under the auspices of the School Director structures.
- At all official School events which are held off the school property.
- At all times when the learner is dressed in the School uniform and is recognisable both on the school property or in the public view outside the school.

9. THE SCHOOL RULES

The School Rules are intended to establish a disciplined and purposeful environment to facilitate effective teaching and learning at the School. Nothing shall exempt a learner from complying with the School Rules. Ignorance of School Rules is, therefore, not an acceptable excuse. To this end, the School Rules are available to every pupil as they are printed in the personal diary which the School supplies to each child.

9.1 General Principles

Learners are expected at all times to behave in a courteous and considerate manner towards each other, all members of staff and visitors to the School.

Learners are expected to abide by the School Rules with regard to 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.

No learner has the right at any time to behave in a manner that will disrupt the learning activity of other learners, or will cause another learner physical or emotional harm.

The School will contact parents/guardians when a learner's behaviour becomes a cause of concern and will endeavour, in a spirit of constructive partnership, to resolve the problem.

9.2 School and Class Attendance

Parents/guardians, learners, educators and School Director members are jointly responsible for ensuring that all learners attend school.

- a) If a learner does not attend school regularly, the relevant register educator will report the absence of the learner to the parent and the Principal in writing. The register educator must keep an accurate register of learner attendance and must keep copies of communication to parents when absence from the classroom is reported.
- b) All learners are to arrive at school before the official starting time – 07:30. Learners who are late for school will be recorded as “late”.
- c) Absence from class, without the permission of the relevant register or subject teacher, is prohibited.
- d) Any absence from school must be covered by an absent note from a parent/guardian.
- e) Should a learner be absent from school for a period of three (3) days or longer, this leave of absence must be supported by a letter from a medical doctor.
- f) Any absence from a formal examination, assessment or task must be supported by a letter from a medical doctor.
- g) No learner may leave the school during school hours without a letter from a parent/guardian requesting the release of their child and the permission of the



Principal when required. All early leavers must be recorded in the Early Leaving Register.

- h) Truancy from school is prohibited.
- i) All learners must attend assembly on a Friday.

9.3 School Uniform and General Appearance

Learners are expected to wear the official School uniform and appear neat and tidy at all times.

No additions to the uniform that are not in accordance with the regulations will be allowed. Lost or stolen items are not a valid reason to substitute non-uniform items.

During events that allow the wearing of casual wear, learners should wear neat, presentable clothing. Beachwear, tight-fitting clothes, clothes that are see-through and/or too revealing are not allowed. Hair, shoes and accessories should be neat at all times.

Only learners that have applied, submitted relevant supporting documents and received the necessary permissions from the School Director, may deviate from official School uniform for religious and/or cultural reasons.

School Uniform:

The uniform is practical and gives an identity and sense of belonging. (Dates for change will be announced in the weekly newsletter)

Boys: Summer	<ul style="list-style-type: none">• Grade R-7, Grey short, grey socks, white short-sleeved shirt with school badge, V-neck pullover or jersey, a tie and a blazer.• Grade 8-11, Grey trouser, grey socks, white short-sleeved shirt with school badge, V-neck pullover or jersey, a tie and blazer.
Boys: Winter	<ul style="list-style-type: none">• Grade R-7, Long grey trouser, grey socks, white long-sleeved shirt with school badge, tie, jersey, blazer or with school winter fleece-lined bomber jacket and/or a tracksuit.• Grade 8-11, Grey trouser, grey socks, white long-sleeved shirt with school badge, tie, jersey, blazer or with school winter fleece-lined bomber jacket and/or a tracksuit.

Girls: Summer	<ul style="list-style-type: none"> • Grade R, Tunic with white collar and short sleeved, white ankle socks. • Grade 1-7, V-shaped, short-sleeved tunic, short-sleeved open necked white blouse or shirt with a school badge and white ankle socks. • Grade R-7, Short skirt • Grade 8-11, Tunic skirt above the knee, short-sleeved V-necked white blouse or shirt with a school badge, tie and white ankle socks.
Girls: Winter	<ul style="list-style-type: none"> • Grade R-7, V-shaped short sleeved tunic, long-sleeved white shirt with a school badge, grey socks, navy-blue, black woolen tights, pullover or jersey and blazer or winter fleece-lined bomber jacket. A pair of trousers to be worn as part of the girls' winter uniform in place of the girl's tunic in extreme cold weather. • Grade 8-11, Tunic skirt, long-sleeved white shirt with a school badge, white socks, navy-blue, black woolen tights, pullover or jersey and blazer or winter fleece-lined bomber jacket. A pair of trousers to be worn as part of the girls' winter uniform in place of the girl's tunic in extreme cold weather.
Shoes:	Both Boys and Girls: a pair of black lace-up shoes or bar shoes.
Physical Ed.:	House T-shirts (Blue, White, Red, Yellow, Black) are worn with blue boxer shorts.
Netball Matches:	Red Valencia netball top and skirt and white takkies.
Cricket:	Blue short- or long-sleeved shirts, trousers, white takkies, blue cap or white cricket hat.
Tennis Matches:	Pleated tennis skirt with white and yellow strips or blue sport shorts, white socks and takkies.
Hockey Matches:	<p>Girls: (home games) V-shaped navy-blue shirt with white and mastered strips with navy-blue shorts, white socks, white or black takkies.</p> <p>Girls: (away games) V-shaped white shirt with blue and mastered strips and navy-blue short, white stocks, white or black takkies.</p> <p>Boys: (home games) V-shaped white shirt with blue and mastered strips and navy-blue short, white stocks, white or black takkies.</p> <p>Boys: (away games) V-shaped navy-blue shirt with white and mastered strips and navy-blue shorts, white stocks, white or black takkies.</p>

Athletics Meetings:	Both Boys and Girls: Golf shirts and blue sport shorts with badges, white socks and takkies.
Cross Country:	Both Boys and Girls: House T-shirts and blue sport shorts with badges white socks and takkies.
Soccer Matches:	School blue shorts, white sport shirt (with badge), soccer socks, shin pads soccer boots or tekkies.
Swimming:	School costume and school cap, swimming T-shirt (optional). Boys: "Jammers" plain blue and/or plain blue speedo. Girls: The girls' swimming costume is plain blue. Girls may also choose to wear the boy's "jammers" in addition to their full costume.

*NB Please request for the prices for our school uniform

9.4 Valuables and Personal Belongings

The school will not be held responsible for theft of or damage to personal belongings on School premises (e.g. cell phones, bags, books and clothing).

Learners should avoid bringing cell phones, large sums of money and valuables to School. Cell phones must be switched off during a normal school day if brought to School.

If a parent requests a learner to pay School fees on his/her behalf, such School fees should be paid before the start of the school day. Arrangements should be made with the educator in charge for safe-keeping of valuables, etc. during sports practices.

9.5 General Rules

- a) Learners will at all times be correctly dressed in the official School and sports uniforms.
- b) Learners must never do anything to jeopardise the fine name of the school, by word or deed.
- c) No running on corridors or on the stairs.
- d) No riding of bicycles, skateboards, rollerblades or scooters within the school boundaries at any time.
- e) No learners to enter the pool area except in the company of an educator.

- f) Rough play/games are not permitted on the fields; the educator on playground duty will use his/her discretion in this regard.
- g) The hall is out of bounds except when learners are accompanied by an educator or other adult involved in extra-mural activities. Learners may not consume food or beverages in the hall.
- h) Monitors/Leaders are to be treated with respect and courtesy by all learners and their legitimate/reasonable instructions must be obeyed.
- i) Learners must leave the school promptly at the end of the day or after extra-mural activities. When leaving the grounds, learners must be dressed in full School uniform or in their practice outfits. Learners may not leave the grounds in swimming costumes.
- j) Learners must keep to designated play areas during breaks. Ball games may only be played on the top field. Rugby balls and tennis balls are not permitted. Soft 'sponge' balls may be used on playgrounds near the hall or classrooms. The upstairs corridor of the main block is out of bounds during breaks, as is the area behind the double-storey block and the hall.
- k) Learners must keep off all banks and out of the flowerbeds.
- l) Learners must treat the toilet facilities with respect.
- m) Learners must not litter.
- n) Learners must not chew gum.
- o) Learners must not interfere with the possessions of others.
- p) Learners must not tamper with the locks securing the lockers.
- q) Courtesy, respect, good manners and kindness are expected from all learners.
- r) Learners must always greet adults/visitors/teachers on the school premises.
- s) Learners must attend detention on a Friday afternoon if so required.
- t) Learners who represent the school in official school sports teams may only compete in their specific age group or category. This also applies to the sport practice sessions.
- u) Classrooms are out of bounds unless the educator is present.
- v) Girls may not wear jewellery, nail varnish or make-up. Girls with pierced ears may wear one small gold or silver, round stud, no bigger than 4mm in diameter or one simple sleeper per ear. No coloured stones permitted. Boys are not permitted to wear earrings, tattoos or any other jewellery e.g. thong necklaces, chains, etc.
- w) Hair regulations must be strictly adhered to:
 - a. **Girls:** Hair and hair extensions that are shoulder length or longer must be plaited or tied up. The fringe must be above the eyebrows and

should not obscure vision. Only simple blue or black clips and bands, scrunches, ribbons or elastics may be worn. Gel, mousse, etc. is not permitted. Hair may not be bleached, streaked or coloured.

- b. **Boys:** Hair must be neatly trimmed. No hair is to extend below the natural hairline in the neck. The fringe must be short and not obscure vision. Hair must be clear of the ears and off the collar. Gel, mousse, wax, etc. is not permitted. Cult (flavour of the month) hairstyles are not permitted e.g. the step cut. No bleaching, streaking or colouring is permitted.
- x) The Cleaners' quarters are out of bounds at all times.
- y) No learners may be on the school premises during holidays or weekends, unless attending officially organised courses or other activities.
- z) Parking areas are out of bounds. Pupils may not gather at entry gates in the mornings where staff cars enter and park.
- aa) School cases should be of a sturdy construction in order to protect books. They may not be decorated with stickers or graffiti and must be clearly marked with the learner's name. There should be no questionable graffiti on space-cases.
- bb) When learners change for Phys Education, their uniforms must be packed into their tog bags and taken to the hall or field, etc. to prevent theft.
- cc) Items of value e.g. toys/iPods/radios/cell phones or large sums of money may not be brought to the School. The School and its staff will not be responsible for the theft of such items.
- dd) Learners must immediately leave the school grounds after their extra-mural activities have ended.
- ee) Access by learners in and out of the school may only be gained through the designated gates.
- ff) Learners may not purchase any food from vendors on the pavements.
- gg) Learners may not accept lifts from or give directions to strangers.
- hh) Learners should walk home in groups, if possible.
- ii) Learners must obey the instructions of the traffic officer/teacher/scholar patrol on traffic duty that day.

9.6 Rules Governing Public Places

- a) The School is a place of safety where laws pertaining to public spaces are applicable.

- b) No dangerous objects or illegal drugs (as defined in the SA Schools Act or the Safety Regulations) will be brought onto and/or used on the School's property unless authorised by the Principal for educational purposes. Dangerous objects include knives, firearms or any item that could harm a person.
- c) The carrying and/or smoking of cigarettes is prohibited. Educators are permitted to smoke in the designated smoking area only.
- d) Alcohol is not permitted on School premises.
- e) The carrying of and/or consumption of illegal chemical substances or drugs is prohibited.

9.7 Transport

The Code of Conduct is applicable when making use of public transport to and from School.

Learners may not hitchhike while in School uniform, whether formal or sports dress.

9.8 Extra-Mural Programme

Involvement in activities making up the School Extra-Mural Programme forms a valuable and integral part of the holistic education of every learner. All learners are, therefore, expected to become actively involved in at least one (1) sport, cultural and/or service activity per term.

- a) The learner is expected to adopt the correct etiquette pertaining to the specific activity at all times.
- b) Once a learner has committed him/herself to an activity, s/he will be bound to meet the rules and obligations related to that activity.
- c) Involvement in a particular activity will span the entire season/duration in which that activity takes place.
- d) Attendance at all practices is compulsory. Missing a practice without a valid excuse in writing from the learner's parents may result in the learner being suspended from participation in one (1) inter-school league fixture.
- e) Appropriate kit/uniform will be worn to practices.
- f) The correct match kit/uniform will be worn to inter-school league fixtures.
- g) Learners travelling to an away fixture will travel in full sports uniform, unless other arrangements have been made.
- h) Sports and other kits must be carried in an appropriate bag.

- i) Learners playing in home league fixtures may arrive at the venue in their appropriate sports kit/uniform.

9.9 Accommodation of Religious or Cultural Rights

Religious practices, conduct or obligations that relate to the core values and beliefs of a recognised religion and that are in conflict with any rule contained in this Code of Conduct will be accommodated by a deviation from this Code of Conduct by the School Director under the following conditions:

- The parent, must apply for a deviation from the standard School Rules if such rules are in conflict with or infringe on any religious right of the learner.
- This application must be in writing and must identify the specific rule/s that is/are offensive to the learner's religious right/s as enshrined in the Constitution of the Republic of South Africa.
- This application must include a reasonable interpretation of the religious rights that the learner feels are offended and a suggestion on how the rules may be supplemented by the School Director to accommodate such religious rights.
- The learner must provide proof that s/he belongs to that specific religion and that the religious practices, rules and obligations that are in conflict with the School's Code of Conduct and are his/her true beliefs and commitments.
- The religious conduct or practices must be lawful.
- The School Director must consider the application and, if they are satisfied that the application is justified in terms of Constitutional principles, the application will be granted in writing.
- When the School Director allows for deviations from the standard rules, such deviations must be based on core religious beliefs inherent to the religion, and it must be compulsory for the learner to comply with such beliefs.
- The deviation must specify the extent of the exemption from the normal rules and must clearly identify the conduct that will be allowed – e.g. the wearing of a head scarf, including colours and details of design; the growing of a beard; or the wearing of a specific hairstyle or jewellery – and the conditions under which such deviation will be applicable to the learner.
- Cultural rights will be considered in the event that they do not relate to a religion, if such cultural rights manifest in conduct of a permanent nature that is compulsory for the cultural group. This refers to cases where the removal of the cultural jewellery or mark will cause considerable pain to the learner. Normally, cultural rights are exercised through marks and expressions of a temporary nature that are justified for a specific cultural gathering. The

learner must convince the School Director that his/her cultural rights can be exercised only through a permanent intervention.

10. DISCIPLINARY SYSTEM (GRADE 4–12)

10.1 Discipline

Our disciplinary procedures aim to be fair, just, corrective, consistent and educative. Where possible the parent will be informed and involved in the correction of the learner's behaviour.

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

10.2 Merits and Demerits

Merits:

10.2.1 The QPS Class Merit System

A QPS certificate maybe presented, in the weekly assembly, to a class who fulfil any of the following criteria:

- 100% attendance for the whole class for the week. This includes being on time every day of the week. (Class teacher)
- Display exceptional discipline and good behaviour in a particular class for a week. Different teachers to adjudicate and award on merit.
- All homework/assignments done and handed in on time with a particular educator. (Individual educators – per subject)
- Entire class achieved a 50% average in their Cycle Test for a particular subject. (Individual educators – per subject)
- Entire class in their correct school/sport uniform for a week. (Any educator can recommend this award)
- Entire class participates in an activity during Physical Ed. (Two educators to confer)

- Entire class hand in their reply slips on time. (Class teacher)
- Entire class pays for civvies or a particular function/event. (Class teacher)
- Exceptional behaviour during assembly. (Any educator to recommend)
- Extra mile outside the norm; being helpful, kind and considerate with display of pride in their school. (Educator to award)
- Whole class bring at least one item each for charity a drive. (Class teacher)

10.2.2 Merit Comments

- To be recorded on a Yellow sheet, that each learner keeps in a flip-file.
- Date and merit comment recorded by learners themselves. Educator and Parents to sign.
- Example of merit comments:
 - Helpful in class
 - Books neatly covered
 - Neat and well-presented work in books
 - Homework regularly done
 - Continuous high achievement
 - Always obedient
 - Continuous good co-operation
 - Continuous good behaviour
 - Polite behaviour/good manners
 - Honest deeds (money, etc. handed in)
 - Often helps clean the classroom
 - Often supports sports teams
 - On time for all lessons or extra-murals
 - Picks up papers/litter
 - Kindness
 - Outstanding test results
 - Tests signed by parents
 - Honesty
 - Outstanding preparation for a task
 - Contributed to fundraising/charity
 - Outstanding projects
 - Outstanding speeches
 - Helpful
 - Excellent written work

Improvement in marks (learner records improved marks)

Full sheet – A merit certificate is awarded in assembly

An accumulation of 20 Yellow Reward slips. A certificate will be issued, during the Community Singing Period.

10.3 Demerits/Grading of Offences

Offences are graded according to the nature and degree of seriousness of the offence, where Grade 4 offences are the most serious.

Level 1 Offence:

All Level 1 offences will be dealt with by the educator involved, using the Demerit (pink) slip in accordance with the School's policies.

When a learner breaks any rule or commits an offence such a learner must also accept the consequence of his/her misbehaviour.

For every offence or transgression committed the learner will have to face the consequence. Parents will be notified each time an offence occurs as it will be written on the Pink slip. Parents are expected to sign the Pink slip each time. Depending on the Grade, a Detention slip is issued, further notifying the parents of misdemeanour.

Level 1: Offences

- Late for class
- Breaking of classroom rules
- Chewing gum in class
- Unsatisfactory execution of instructions
- Disrupting teaching or learning
 - Continuously talking
 - Playing instead of working
 - Passing around notes in class
 - Throwing items in class
 - Shouting out in class
 - Making disruptive noises
 - Annoying other learners

Argumentative/obstinate/unrepentant/disrespectful behaviour towards educators

- Not prepared for presentation of oral work
- Textbooks left at home
- Workbooks left at home
- Books not handed in on time
- Worksheets not pasted in
- No equipment/items at school for specific lessons
- Does not have the required stationery
- Damaging own property
- Hiding other peoples or own property
- Found in an 'out of bounds' area
- Infringing of Playground Rules
- Absence from extra-mural/sporting activity without a valid reason
- Playing dangerous games/jeopardising others through boisterous behaviour
- Unexplained absence from school or neglecting to bring an absentee letter upon return to school
- Not catching up missed work while away from school
- Not having Pink slip Form present at school every day
- Failing to have Pink slip/Detention letter signed after misdemeanour(s) have occurred
- Not listening to/obeying monitors/leaders
- Verbal or physical bullying of another learner – mocking/teasing
- Loitering and disruption at the Tuckshop
- Loitering between classes or after school or in the bathrooms
- Homework is not written down
- Did not complete homework
- Did not have Homework Diary signed
- Homework is left at home/hidden/cannot be found
- Homework diary is not at school
- Homework assignments not handed in by their due date
- PE clothes not at school/inappropriate clothing
- Incorrect school uniform/dress code infringements
- Hair infringements
- Reply slips not returned on time
- Failure to give parents School Newsletter every Friday
- Assessment task/test not signed
- Breaking school rules
- Any behaviour deemed by the educator to be an interruption of teaching or learning.

Restorative Discipline Strategy:

Misdemeanour

Issued for Level 1 offences

To be recorded on Pink slip that learner has with them in flip-file. Date and misdemeanour recorded by learner. To be signed by educator and parent.

Grade 4	–	6 offences
Grade 5	–	5 offences
Grade 6	–	4 offences
Grade 7-12	–	3 offences from 2019

After final Pink slip is issued, the educator issues detention on Detention form. This is recorded on Pink slip form, and in the Detention Book.

After 2nd Pink slip detention is issued, parents will be called in to meet with Grade Educators.

Level 2 Offence:

All Level 2 offences will be dealt with by the Grade Heads and/or HODs. Repeated offences will be dealt with by the Deputy Principal.

Level 2: Offences

- An accumulation of various Level 1 offences
- Failure to complete previous punishment
- Throwing things/dropping things over balcony
- Vandalism, destructive behaviour or serious damage to property
- Misbehaviour in School waiting area
- Falsely identifying oneself
- Cell phone violation
- Threatening/intimidation of other learners
- Obscenity (gesture/writing/drawing)
- Constantly late for school
- Failing to attend detention
- Failing/refusing to carry out a verbal instruction
- Disruption of extra-mural sports/extra-lesson classes
- Continuous verbal or physical bullying of another learner
- Poor sportsmanship while representing the school at activities/matches
- Cheating, forgery and plagiarism
- Forging a signature in Homework Diary/Formal Assessment/Reply Slips
- Lying/dishonesty/theft – stealing another's belongings
- Writing on another learner's property
- Seriously disruptions teaching and learning in class
- Truancy
- Insulting the dignity or defaming of any learner or any other person, which includes racist/homophobic/sexist/xenophobic remarks

- Distributes, or is in the possession of, any test or examination material that may enable another person to gain an unfair advantage in a test or examination
- Cheats in a Formal Assessment
- Any behaviour deemed by the educator to be a serious interruption of teaching or learning.

Restorative Discipline Strategy:

- Disciplinary talk with learner (counselling)
- Phone call with parent/guardian
- Detention – Friday or during break
- Suspension from a particular class and/or activity – to sit in HOD's classroom or in foyer outside Deputy Principal's office – classwork to be sent for completion
- Writing a letter of apology
- Community service e.g. picking up papers, cleaning doors
- Counselling – outside of school
- First Written Warning

Level 3 Offence:

All Level 3 offences will be dealt with by the Deputy Principal. Repeated Level 3 offences will be dealt with by the Principal.

Level 3: Offences

- Unreasonable repetition of Level 2 offences
- Conduct that violates the rights or safety of others
- Possession of weapons that could cause physical injury, e.g. a knife
- Possession, copying, distributing, displaying pornographic material
- Truancy from school or leaving school grounds without the necessary permissions
- Taking part in any form of illegal strike action/meeting/campaign on school premises without consent

- Violating the rights of learners to receive an education by disrupting classes
- Assault – violently fighting or verbally threatening other students
- Being in the presence of smokers
- Bullying/intimidating/inciting learners to fight
- Cruelty to animals
- Defacing or damaging property (graffiti and vandalism)
- Defamation of character
- Engaging in inappropriate sexual activities – including kissing
- Falsifying/forging signatures or letters
- In possession of or distributing tobacco/alcohol/racist or sexist materials
- Indecent behaviour
- Publicly defaming or bringing disrepute to Queens Park Schools' name in any way
- Communicating on a cell phone during test conditions
- Non-compliance with the safety requirements of any learning environment
- Involving/attempting to involve outsiders in disputes between learners
- Possession of fire crackers/fireworks on school property
- Theft

Restorative Discipline Strategy:

- Investigation – written evidence
- Contact parents – telephonically/interview
- First written warning
- Second written warning
- Disciplinary hearing

Level 4 Offence:

All Level 4 offences are to be dealt with by the Principal, School Director and Disciplinary Committee where necessary and South African Police Service when a law has been broken.

Level 4: Offences

- Unreasonable repetition of Level 3 offences
- Criminal activities or offences punishable by law
- Conduct that violates the rights or safety of others
- Entering the school grounds while under the influence of alcohol/drugs
- Assault with the intent to do grievous bodily harm to anyone
- Preventing learners from attending school
- Violating the rights of an educator to teach and/or carry out his/her duties

- Gambling of any kind
- In possession of or distributing drugs
- Robbery/breaking and entering into locked premises
- Stealing/theft or possession of stolen property
- Under the influence of narcotics/alcohol on school premises, in School uniform or on School excursions
- Verbal abuse of an educator or threatening assault/intimidation of an educator
- Cheating in an examination
- Sexual harassment of an educator or learner
- Use of a weapons/objects to cause others bodily harm
- Possession/lighting of fire crackers/fireworks on school property
- Rape, attempted rape or sexual assault/harassment of any kind
- Disciplinary hearing punishment not completed
- Financial fraud
- Trading in test/examination/homework material for personal monetary gain
- Extortion of another person's property/theft
- Poisoning or attempting to poison another person
- Hostage taking
- Satanic practices that damage property or cause harm to people or any other living creature

Restorative Discipline Strategy:

- Investigate – written evidence
- Internal suspension from class/break
- Contact parents telephonically and invite them to an interview
- Contact the SAPS
- Encourage parents to remove learner from school property
- Disciplinary hearing
- Tribunal hearing

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 a Level 3 or a Level 4 offence.

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 of 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 intoxicants
- Possession of dangerous weapons (guns, knives and other objects which may threaten the lives of learners/teachers)
- Repeated infringements of the School Rules or Code of Conduct.

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

A tribunal hearing will be convened with a view to recommending expulsion. In such instances, the recommendation for expulsion will be outlined and submitted to the Provincial Head of Education to approve the decision.

Where approval for expulsion is not granted, learners will attend counselling or the relevant life-skills programmes before they may return to regular classes. Such learners will be accommodated in an exclusion area in the interim to continue with schoolwork until they have completed the series of counselling sessions or the stipulated life-skills programmes.

Suspension of a Learner by the Principal or Deputy Principal as a Precautionary Measure

The School Director authorises the Principal or Deputy Principals to institute suspensions, as a precautionary measure, with regard to a learner who is charged with serious misconduct as contemplated in section 8 of the SA Schools Act.

- Before a learner is suspended, the learner and his/her parents must be given an opportunity to argue why the suspension should not be considered.
- The disciplinary proceedings must commence within one (1) week of the suspension. If the proceedings do not commence within one (1) week, approval for the continuation of the suspension must be obtained from the HOD.

- This suspension will be applicable until a finding of not guilty is made or, in the case of a guilty verdict, until the appropriate sanction is announced.

Disciplinary and Tribunal Hearings

- a) The following official forms will be used for misconduct and disciplinary hearings:
 - Written warning in the form of a disciplinary warning form
 - Final written warning
 - Notice of disciplinary hearing
 - Record of disciplinary hearing
 - Review form (lodging of appeal)
- b) Written notice of a disciplinary or tribunal hearing will be given at least five (5) school days before the hearing, which could imply temporary suspension from classes, excluding formally scheduled tests and examinations which count towards the year-end mark.
- c) When a notice is issued to a learner, the learner and parents/guardians must acknowledge receipt of notice by signing for it. This is not an admission of guilt.
- d) If a learner does not appear at a hearing, the hearing will be conducted in his/her absence.
- e) A written verdict of the hearing will be issued to the offender. The offender must acknowledge the content by signing the document.
- f) A learner has the right to request a review of the disciplinary action taken against him/her if sufficient grounds exist. Disregard of punishment of the Disciplinary Committee will lead to temporary suspension pending a hearing.
- g) The disciplinary Hearing Commission will consist of the following members:
 - A School Director or Representative thereof
 - The School Principal or Discipline Officer delegated to oversee this function
 - The Grade Head
 - The Register Teacher

The hearing will also be attended by the learner and his/her parents, and any other learner she/he may need for his/her defence.

- h) Disciplinary measures that a Disciplinary Hearing Committee may impose include:
- Daily report
 - Suspension from School for a minimum of two days up to a maximum of five (5) days, ratified by the School Director, to be effective immediately. This will be put in writing and a copy kept on record.
 - Recommendation with respect to counselling/attendance of a life skills programme.
 - Progress monitoring process initiated for a minimum of two (2) weeks, followed up with a progress report.
 - A written conduct and behaviour warning issued. A signed copy of acknowledgement will be kept on record.
 - Payment to cover the cost of repair or replacement of the damaged, lost or stolen item.
- i) The Tribunal Hearing Commission will consist of the following members:
- The School Director
 - The Operations Manager (Chairperson)
 - The School Principal or Discipline Officer delegated to oversee this function
 - The Grade Head
- j) The Principal/Discipline Officer will keep on record copies of all documentation relating to the offence, the conducting and findings of the hearing, and the disciplinary measures imposed.
- k) The Principal/Discipline Officer will provide the relevant Grade Head and register teacher with all the necessary information for their records.
- l) Procedure during Hearings:
- i) The Chairperson of the Committee must lead the proceedings and;
- Introduce those present and state their function
 - Ensure that witnesses are present only while giving their evidence.
- ii) The Chairperson must inform the learner of his/her rights. The right to a formal hearing;
- The right to be present at the hearing
 - The right to be given time to prepare for the hearing case
 - The right to be given advance notice of the charges
 - The right to be represented at the hearing by one (1) internal representative

- The right to be accompanied at the hearing by parents/guardian if the learner is a minor
 - The right to ask questions on any evidence produced, or on statements of witnesses
 - The right to call witnesses to testify on his/her behalf
 - The right to an interpreter, to be requested 24 hours prior to the hearing
 - The right to appeal within five (5) days against any penalty imposed by the Disciplinary Committee
 - If the learner does not attend, the hearing will be conducted in his/her absence.
- iii) The Chairperson is to explain the nature of the alleged breach or misconduct to those present at the hearing.
 - iv) The procedure of enquiry is to be explained by the Chairperson. The evidence of the complainant and his/her witnesses will be heard first. The learner and panel may ask questions about the evidence. The learner and his/her witnesses may then give evidence and the complainant and Committee may ask them questions.
 - v) When all the evidence has been heard, The Chairperson must close the enquiry, dismiss the complainant, the accused, their representatives, the parent/guardian and all the witnesses.
 - vi) The Disciplinary Committee must discuss and weigh the evidence and come to a decision.
 - vii) The Chairperson must reconvene all interested parties.
 - viii) The Chairperson is to communicate the decision of the Committee.
 - ix) The Chairperson must explain the decision of the Committee and the reasons for the penalty (if any) that has been imposed.
 - x) The learner must be advised of his right to appeal (Annexure E).
 - xi) The complainant and learner must sign the disciplinary form and a copy must be handed to the learner. (If the learner refuses, a witness must sign in the presence of the learner).
 - xii) The signing of the document by the learner does not imply an acknowledgement of guilt.

10.4 Disciplinary Interventions

The following list of interventions and corrective measures used by QUEENS PARK SCHOOLS are aimed at correcting behaviour before suspension and expulsion:

- A verbal warning/reprimand to express disapproval
- Pink slips and demerit lists
- Written warnings
- Final written warning

- Removal from classes to an alternate, supervised location
- Written punishment
- Community service to improve the physical environment within and around the School property
- Homework detention
- Supervised schoolwork
- Referral for counselling
- Attendance of relevant life-skills programmes
- Fines to compensate for damages, to cover the cost of repair or replacement of the lost or damaged item, and/or accumulated fines
- Temporary suspension of library access and/or other School-related matters
- Exclusion from School activities and functions, e.g. academic award ceremony
- Withdrawal of recognition, e.g. award
- Tribunal hearing
- Temporary suspension from class or the School, pending disciplinary hearing.

11. DISCIPLINARY SYSTEM (GRADE R-3)

Star of the Week

Each class teacher is responsible for choosing a learner in their class each week to be the 'Star of the Week'. They can choose this learner based on academic or behavioural criteria in the classroom, as well as extra-mural performance.

Once the educator has chosen the learner, he/she will collect a certificate and fill in the relevant information. He/she will complete the certificate by Thursday afternoons.

Friday mornings the certificates are put in order according to Grade, and handed out in assembly.

Level 1: Minor Misconduct

Offence and Expectation:	Action taken by:	Description of action taken:
1. School Rules a) Lining up b) Uniform c) Greeting d) Change between Classes	Class Teacher	Must ensure that the child knows that it is their attitude and behaviour that needs adjustment. It is not the child per say. The wording must be carefully selected not to blame the child.

		If the rules are broken – 1 st time – warning; 2 nd – break punishment; 3 rd – go to Grade Leader. 4 th – go to counselling.
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2. Create a positive environment. a) Work ethic b) Personal behaviour	Class Teacher	3 x communications with the parents from the class teacher, except for Grade 1s. Parents wish to be involved and value the input. Grade 1 to work on time span. Grade 3 – sense of responsibility has improved so x 3 communications then escalate to Grade Leader
3. PE kit/swimming/media/reader left at home	Class Teacher	Grade letter as a reminder to ensure all equipment is packed. X 2 then letter for swimming/media X3PE The after 2 x letters go to Grade Leader for positive re-enforcement. X 1 then up to HOD.
4. Playground behaviour a) Hands and feet to yourself (punching/pushing/kicking) b) Rough games (copying movies/sport/series)	Teacher on duty	Immediate stop at break time.
5. Place of play: Not allowed in front of classrooms (Grd 1's) a) Sandpit – change rule to – Week 1 – Gr 1) Week 2 – Gr 2) Alternate		Monitors to aid. Sit out for a break. Denied usage of the sandpit.
6. School Uniform a) Hair b) Earrings	Mrs Jacobsen	Incorrect uniform – break detention, picking up litter. If it continues email parents. Hairstyles – remind child. Give to end of week to rectify. If no change email parents. If still no change escalates to the HOD. Earrings – remind first, then email. Remove earrings from child. Escalate if persists.

Level 2: Offences

Offence and Expectation:	Action taken by:	Description of action taken:
Bullying	Class Teacher	Learner counselled by class teacher. If no improvement they are sent to the HOD. No change they do break detention – 1 st pick up litter in playground; 2 nd write 8 set rules for bullying and “take a pledge”. They have to learn the rules to get a bully-free certificate.

Level 3: Offences

Offence and Expectation:	Action taken by:	Description of action taken:
Bullying	Class Teacher	Learner counselled by class teacher. If no improvement they are sent to the HOD. No



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		change they do break detention – 1 st pick up litter in playground; 2 nd write 8 set rules for bullying and “take a pledge”. They have to learn the rules to get a bully-free certificate.
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QUEENS PARK SCHOOLS

Learner Commitment

I, _____ learner at Queens Park Schools, understand the rules and their implications and hereby commit to:

- Abide by the Code of Conduct and Disciplinary System.
- Behave in a courteous and considerate manner and respect other learners, all members of staff and visitors to the School.
- Treat everyone with respect regardless of differences in culture, religion, ability, race, gender, age, sexual orientation or socio-economic class.
- Take responsibility for my learning by attending regularly and punctually and completing all my assessment tasks on time.
- Co-operate with my Educators and other School staff.
- Assist in making the School 'a safe place for all'.
- Seek help if I need it.
- Let the School know if I feel my rights have been infringed, or if I experience any other difficulty.

Learner

Parent/Guardian

Date



QUEENS PARK SCHOOLS LEARNERS CODE OF CONDUCT

A Great Place to Learn
The Is Our

Pledge:

Everyone who forms part of the Queens Park Schools Family is expected to work towards making our school a positive and happy place. This can only be achieved by creating an environment of co-operation, caring and commitment to our School and to one another – to those in authority over us, to our peers and to those who are junior to us.

The Pledge for Learners:

We, the learners of Queens Park Schools, promise to abide by the following pledge in our attempt to make our school a happy, safe, well-disciplined place in which meaningful, qualitative education can take place, where self-discipline is promoted and where each learner will have unlimited opportunity to achieve excellence.

1. We undertake to respect the rights of every individual as guaranteed by the Constitution of the Republic of South Africa. We also undertake to exercise our rights in such a way that our actions do not disadvantage others in any way.
2. We will respect and support the School Director, Principal and Staff of our school.
3. We will respect our Educators. We promise them wholehearted co-operation in all reasonable instructions that we may receive from them. We respect them as adults and acknowledge that their training and experience will be beneficial to us.
4. The contribution of the Administrative and Ground Staff to the smooth running of the school is highly valued by us and we undertake to treat these members of staff with respect and courtesy.
5. We will treat visitors to our school with respect and courtesy and offer polite assistance when needed.
6. We acknowledge the uniqueness of our multi-cultural school structure. We accept our peers as unique individuals with educational goals and ideals similar to ours. We respect the uniqueness of each person in the school and will not act or behave in any way that will infringe on their rights and dignity.
7. We will respect the environment and accept our collective responsibility for the conservation thereof.
8. We will respect the facilities of our school and undertake to look after the school buildings, the contents of the classrooms and all the facilities that are available for our use. We undertake to do this in a responsible way so as to be able to pass it all on in good order to the next generation of pupils.

understand that a school cannot function without school rules.

10. We accept the authority of the Educators in charge of order and discipline in our school and accept that any infringement of the rules may lead to disciplinary action.
11. We understand that school rules apply to all activities that may take place away from the school. We will uphold our good name while on trips and excursions by abiding by our school rules at all times.
12. We understand the value of participation in sport and other extra-mural activities. We promise to be loyal and enthusiastic supporters of our school at all times.
13. We will dress according to the clothing regulations of our school and wear our uniform with pride. We know that the wearing of our uniform gives us a unique identity.
14. We respect the School badge and motto: the symbols of the communal goal of learners, parents and educators at our School.
15. We undertake to conduct ourselves in a manner that will not jeopardise the safety of ourselves or others whether this is in the classroom, on the playing fields or school grounds.
16. We undertake to become positively involved in the classroom and in class activities. We will do our best to ensure that effective, quality learning can take place. We will protest vigorously against any negative behaviour that could obstruct our right to a good and decent education.
17. We undertake to prepare ourselves diligently for any assessments, tasks or examinations.
18. We undertake to be one hundred percent honest in all our dealings at school, no matter what the situation. We will not tolerate dishonesty in any form and will make every effort to eradicate it from our school.
19. We will respect the role of our parents as primary educators. We will try our best to conduct ourselves in a manner that will make them proud of us.



QUEENS PARK SCHOOLS LEARNERS CODE OF CONDUCT

The Pledge for Parents and Guardians

We, the Parents/Guardians of Children at Queens Park Schools, promise to support all efforts that are made to ensure that our school is a happy, safe, well-disciplined place in which meaningful, qualitative education can take place; where self-discipline is promoted; where each learner will have unlimited opportunity to achieve excellence.

We will do our best to ensure that our children comply with the Code of Conduct of Queens Park Schools.

Should we disagree with disciplinary steps taken against our children, we have the right to question and in exercising this right, we will do so in a manner that is constructive and consistent with the aims of our Code of Conduct.

We acknowledge that there are defined procedures that need to be followed should we question disciplinary measures that may be imposed on our children. The procedures are as follows:

Step 1:

To discuss the issue with the Educator/Coach that imposed the discipline before the matter is taken further.

Should the issue remain unresolved.

Step 2:

To contact the Grade Head by email or request an interview.

Should the issue remain unresolved.

Step 3:

To contact the Deputy Principal by email or request an interview.

Should the issue remain unresolved.

Step 4:

To contact the Principal requesting an interview to discuss the unresolved issue.

Should the issue still remain unresolved.

Step 5:

To contact the School Director in writing concerning the issue.

We agree that in keeping with our undertaking to deal with matters in a constructive fashion and in the spirit of the Code of Conduct we will attempt to resolve differences internally in accordance with the above procedure and will only contact the Gauteng Department of Education if that is appropriate and if the above steps do not result in resolution.

We accept that the school has the right to implement disciplinary procedures whilst the process of communication is taking place. The school, in turn, undertakes to treat all issues regarding disciplinary procedure as a matter of urgency and will act accordingly.





PINK SLIPS (GRADE 4-12)

Dear Parents

At Queens Park Schools, the Educators do their best to ensure that your child can learn and grow in a positive, happy, relaxed environment that is conducive to best practice teaching and learning. In order to do this, we have a Code of Conduct all learners need to adhere to. Date and demerit comment recorded by learners themselves. Educator and Parents to sign. Examples of Demerit offences:

- Late for class
 - Breaking of classroom rules
 - Chewing gum in class
 - Unsatisfactory execution of instructions
 - Disrupting teaching and learning
 - Continuously talking
 - Playing instead of working
 - Passing around notes in class
 - Throwing items in class
 - Not prepared for presentation of oral work
 - Textbooks left at home
 - Workbooks left at home
 - Books not handed in on time
 - Worksheets not pasted in
 - No equipment/items at school for specific lessons
 - Does not have the required stationery
 - Damaging own property
 - Hiding other peoples or own property
 - Found in an 'out of bounds' area
 - Infringing of Playground Rules
 - Absence from extra-mural/sports practice without a valid reason
 - Playing dangerous games/ endangering others through boisterous behaviour
 - Unexplained absence from school/neglecting to bring an absentee letter upon return to school
 - Not catching up missed work while away from school
 - Not having Pink Slip Form present at school every day.
 - Failing to have Pink Demerit Form/Restorative Discipline letter signed after misdemeanour(s) have occurred
 - Not listening to/obeying monitors/leaders
 - Verbal or physical bullying of another learner – mocking/teasing
- | | |
|--|--------------------------|
| | Shouting out in class |
| | Making disruptive noises |
| | Annoying other learners |

- Loitering and disruption at the Tuckshop
- Loitering between classes or after school or in bathrooms
- Homework is not written down
- Did not complete homework
- Did not have Homework Diary signed
- Homework is left at home/hidden/cannot be found
- Homework diary is not at school
- Homework assignments not handed in by due date
- PE clothes not at school/inappropriate clothing
- Incorrect school uniform/dress code infringements
- Hair infringements
- Reply slips not returned on time
- Failure to give parents School Newsletter every Friday
- Assessment task/test not signed
- Breaking school rules
- Any behaviour deemed by the Educator to be an interruption of teaching or learning
- After receiving six (Gr 4), five (Gr 5) or four (Gr 6-12) Pink Demerit Slips, your child will be given a Friday Restorative Discipline Form.
- After receiving a Second Restorative Discipline Form, a meeting between the Parent/s and Grade Head or Head of Department will be scheduled.
- After receiving a Fourth Detention the parents will be requested to meet with the Deputy Principal/Principal.



YELLOW MERIT FORMS GRADE (4-12)

The Yellow Merit Forms are awarded for the following positive behaviours/achievements:

Date and merit comment recorded by learners themselves. Educator and Parents to sign.

- Example of Merit Comments:

- Helpful in class
- Books neatly covered
- Neat and well-presented work in books
- Homework regularly done
- Continuous high achievement
- Always obedient
- Continuous good co-operation
- Continuous good behaviour
- Polite behaviour/good manners
- Honest deed (money, etc. handed in)
- Often helps clean the classroom
- Often supports sports teams
- On time for all lessons or extra-murals
- Pick-up papers
- Kindness
- Outstanding test results
- Tests signed by parents
- Honesty
- Outstanding preparation for a task
- Contributed to fundraising/charity
- Outstanding projects
- Outstanding speeches
- Helpful
- Excellent written work
- Improvement in marks (learner records improved marks)

After accumulating 20 Yellow Merit Form entries your child will be awarded a Merit Certificate which will be presented to them in front of their peers.

ADOPTION PROCESS SIGNATORIES

**MRS JANE LOUISE
PRINCIPAL**

DATE

**MR MK LUBOWA CA (SA)
SCHOOL DIRECTOR**

DATE

