



**LEARNER CODE OF CONDUCT**

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## Introduction

Vredeloof Primary School is committed to providing an environment for the delivery of quality teaching and learning by:

- Promoting the rights and safety of all learners, teachers and parents.
- Ensuring learners' responsibility for their own actions and behaviours.
- Prohibiting all forms of unfair discrimination and intolerance.
- Eliminating disruptive and offensive conduct.

The Code of Conduct spells out the rules regarding learner behaviour at the School and describes the disciplinary system to be implemented by the School concerning transgressions by learners. The Code of conduct applies to all learners while they are on the School premises or when they are away from the School representing it or attending a School function.

Section 8(4) of the SA Schools Act provides that all learners attending a School are bound by the Code of Conduct of that School. All learners and their parents attending the School are expected to sign a statement of commitment to the Code of Conduct (Annexure A). The administration of the Code of Conduct is the responsibility of the Head of discipline under the governance of the SGB and Disciplinary Committee of the School.

### 1. Purpose of the Code

- 1.1 This Code is aimed at establishing a disciplined and purposeful school environment, dedicated to the improvement and maintenance of the quality of the learning process (SASA s. 8(2)).
- 1.2 This Code seeks to make clear to all members of the school community the expectations of Vredeloof Primary School regarding the conduct of learners and the rights and responsibilities of parents, the principal, Representative Council of Learners, SGB members and educators.
- 1.3 The Code informs all members of the school community of the principles, policy and procedures which will inform all matters related to the Code and processes conducted in terms of the Code.
- 1.4 This Code is aimed at promoting positive discipline, self-discipline, exemplary conduct and the development of responsible citizens.

### 2. Principles

- 2.1 The following must be observed in all matters concerning the Code:
  - a. Democratic values which include the right of learners to participate in decision-making about matters affecting them at school and to have their views heard.
  - b. Non-discrimination and equality
  - c. Privacy, respect and dignity
  - d. Non-violence and the freedom and security of person
  - e. Freedom of expression and right to demonstrate and present petitions. This right may be limited.
  - f. Safe and clean environment conducive to education
- 2.2 Vredeloof Primary School values are to be respected in all conduct and rules. The values are:
  - Respect
  - Friendliness
  - Loyalty
  - Devotion
  - Honesty
  - Persistence
  - Thankfulness
  - Responsibility
  - Caring
  - Humility
  - Integrity
  - Teamwork
- 2.3 Corporal punishment and initiation practices are not permitted by law.
- 2.4 The school has adopted a restorative approach to discipline.
- 2.5 Punishment, when necessary, should be corrective and not punitive as far as possible.
- 2.6 In all disciplinary matters, due process must be followed.

- 2.7 Incidents of serious misconduct will be managed using the processes prescribed in the WCED regulations on Learner Misconduct.
- 2.8 Serious misconduct that also constitutes a criminal offence will be referred to the police for investigation and thereafter to the courts if necessary.
- 2.9 All learners, parents and educators will have access to the Code of Conduct and all changes will be brought to their attention using an appropriate method. Younger learners will be assisted to understand the content of the Code of Conduct.
- 2.10 Parents are to communicate discipline issues to the class educator who will report it to the Head of discipline if needed.

### 3. Definitions and acronyms

Unless listed below, words and terms are used with the same meaning as defined in the South African Schools Act.

Code	refers to the Code of Conduct for Learners at Vredeloof Primary School.
School	refers to Vredeloof Primary School.
School Community	includes all learners, all members of staff, all parents and visitors to the school, and residents in the school neighbourhood.
WCED	Western Cape Department of Education
HOD	the Head of Department of the Western Cape Department of Education
MEC	Member of the Executive Council
SMT	School Management Team

### 4. Applicable legislation

This Code is compiled in accordance with relevant sections of the following legislation and amendments:

- Constitution of the Republic of South Africa Act 108 of 1996
- The South African Schools Act 84 of 1996, as amended (SASA)
- National Education Policy Act 27 of 1996
- The Employment of Educators Act 76 of 1998
- The Personnel Administration Measures (GN 170 in GG 39684 of 2016)
- Promotion of Access to Information Act 2 of 2000
- Promotion of Administrative Justice Act 3 of 2000
- Regulations for Safety Measures at Public Schools (GN 1040 in GG22754, 2001, as amended by GN R1128 in GG 29376 of 2006)
- National Policy on Management of Drug Abuse, and Devices to be used for drug testing (GN 3427 in GG 24172, 2002)
- Devices to be used and procedure to be followed for drug testing (GN 1140 in GG 31417, 2008)
- Policy on Learner Attendance (GN 361 in GG 33150, 2010)
- Guidelines for the Consideration of Governing Bodies in Adopting a Code of Conduct for Learners (GN 776 in GG 18900 of 15 May 1998) (Guidelines for a Code of Conduct)
- National strategy on discipline in schools (DBE, 2015)
- WCED Province School Education Act
- Relevant provincial regulations on Misconduct of Learners at Public Schools and Disciplinary Proceedings
- Relevant provincial policies, circulars, or manuals

### 5. Application and scope of the Code

- 5.1 This Code applies to all learners of the school without exception (SASA s. 8(4)).
- 5.2 Applications for exemption from a particular item in the Code must be made according to the procedure specified.
- 5.3 53 Educators, other staff, the SGB and parents must perform the functions and responsibilities assigned to them, respectively, in this Code.
- 5.4 This Code is applicable:
  - a) on school property
  - b) on a school outing/excursion/tour
  - c) at extra-curricular activities off the school property
  - d) on or in any mode of transport while the learner is in school uniform
  - e) at any time or place where the learner can be identified with the school

### 6. Rights and responsibilities of the SGB

- 6.1 The SGB is responsible for maintaining discipline in the school.
- 6.2 The SGB must adopt a Code of Conduct for Learners after consultation with the learners, parents, and educators of the school which should set moral values, norms, and principles, directed at a culture of mutual respect, tolerance, and peace.

- 6.3 Following referral to them by the principal, the SGB must conduct disciplinary hearings for learners charged with serious misconduct. The SGB must follow the process prescribed in the provincial regulations.

## **7. Rights and responsibilities of the principal**

- 7.1 The principal must ensure that good discipline in a safe learning environment is maintained in the school.
- 7.2 The principal must ensure that all learners and their parents have access to a copy of the Code and sign acknowledgement thereof.
- 7.3 The principal must ensure that the Code is implemented and take disciplinary action where it is breached.
- 7.4 The principal will determine whether a breach of the code constitutes serious misconduct that must be referred to the SGB for their action.
- 7.5 The principal (or his/her delegate) may conduct random searches of groups of learners or the property of a group of learners for any dangerous object or illegal drug if there is fair and reasonable suspicion. Any object found may be seized.
- 7.6 The search and seizure process will be conducted as provided for in the SASA and policy and notices in terms thereof.

## **8. Rights and responsibilities of educators**

- 8.1 Every educator is responsible for discipline at all times at the school and at school related activities. They have the responsibility in terms of the Personnel Administrative Measures of the Employment of Educators Act "to assist the principal in overseeing learner counselling and guidance, careers, discipline and the general welfare of all learners."
- 8.2 An educator at the school shall have the same rights as a parent to control and discipline a learner according to the Code during the time the learner is in attendance at the school, any classroom, school function or school excursion or school related activities.
- 8.3 Educators have full authority and responsibility to correct the behaviour of learners whenever such correction is necessary in terms of this Code.
- 8.4 Serious misconduct, Level 4, must be referred to the principal of the school.

## **9. Rights and responsibilities of parents**

- 9.1 The ultimate responsibility for learners' behaviour rests with their parents.
- 9.2 It is expected that parents will support the school and require learners to observe school rules and accept responsibility for any misbehaviour on the part of their children.
- 9.3 Parents are expected to cooperate with the school and attend meetings and/or disciplinary hearings concerning the conduct of their children when required to do so.
- 9.4 Parents have the right to take action against any learner or person who unlawfully violates the rights of his/her child.

## **10. Rights and responsibilities of the Representative Council of Learners (RCL)**

- 10.1 The RCL has responsibility for promoting adherence to the Code and the proper conduct of learners but does not have the authority or right to punish other learners.

## **11. Rights and responsibilities of learners**

- 11.1 Learners are required to adhere to this Code.
- 11.2 Learners have the right to learn in a safe, disciplined and clean environment.
- 11.3 Learners have the responsibility to conduct themselves in a positive manner and create a safe, disciplined and clean environment.
- 11.4 Learners are afforded the protection of this Code.
- 11.5 Learners are expected to respect the authority of those entitled to take disciplinary action in terms of this Code.
- 11.6 Learners have the right to due process in all disciplinary matters.

## PART 1: School Rules

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## PART 1: 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.

### A. General Principles

1. Learners are expected at all times to behave in a courteous and considerate manner towards each other, the prefects, all members of staff and visitors to the School.
2. Learners are expected to abide by the School rules with regards 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.
3. 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.
4. 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.
5. The school recognises that positive behaviour is most effectively supported through collaboration between educators and parents. Parents will be informed of concerns regarding behaviour or academic conduct at an early stage, before formal disciplinary action is required, where possible. Communication will aim to be constructive, respectful and solution orientated, focusing on the learner's growth and wellbeing. Parents are encouraged to engage proactively with educators to address emerging issues and support the learner's development.
6. Sanctions will be age appropriate, conducted in the best interest of the learners, and adhere to principles of natural justice, fairness and reasonableness.
7. The educators and staff will apply and enforce this code of conduct as consistent and fair as possible.

### B. School and Class Attendance

Parents/guardians, learners, teachers and School Governing Body members are **jointly responsible** for ensuring that all learners attend School.

1. If a learner does not attend School regularly, **the relevant register teacher** will report the absence of the learner to the parent and the Principal in writing. The register teacher must keep an accurate register of learner attendance and must keep copies of all communication to parents when absence from the classroom is reported.
2. **All learners are to arrive at School before 07:30.** Learners that arrive after 07:30 need to sign in at reception.
3. Absence from a class, without the permission of the relevant register or subject teacher, is prohibited.
4. Any absence from School must be covered by an absentee note (via email) from a parent/guardian.
5. 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/registered herbalist.
6. Any absence from a formal test or examination must be supported by a letter from a medical doctor/registered herbalist. Without this, a learner's mark will be indicated as absent without a valid reason.
7. No learner may leave the School during School hours without a letter, providing a valid reason, from a parent/guardian requesting the release of their child to the class teacher. Parents are required to sign their children out at reception. It is the learners' responsibility to catch up with work missed during the period of his or her absence.
8. Truancy from School is prohibited.

9. All learners will attend assembly for the full duration thereof. Learners can be excused if there is a valid reason e.g. Religious practises that has been communicated timeously.
10. Learners that are waiting for their transport in the afternoons have to wait in the demarcated area next to the hall and are not allowed to play anywhere else on the school premises.

### C. School Uniform and General Appearance

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

The school uniform consists of the following:

#### Foundation Phase: (Gr R – 3)

BOYS and GIRLS - SUMMER	BOYS and GIRLS - WINTER
VPS navy golfer	VPS navy golfer (long or short sleeve)
VPS navy shorts	Navy shorts (optional)
White tekkies and white socks or barefoot	VPS tracksuit
VPS tracksuit top (optional)	VPS soft shell (optional)
	White tekkies and white socks
	Rain jacket (only on rainy days)

#### Intermediate and Senior Phase: (Gr 4 -7)

BOYS - SUMMER	GIRLS - SUMMER
Short sleeve white shirt WITH school badge (open collar)	Short sleeve white shirt WITH school badge (open collar)
Grey school shorts	Navy school skirt
Long grey socks (pulled up)	Short white socks (folded over and no secret socks)
Black laced school shoes	Black school shoes
Black belt (if short has loops)	VPS soft shell (optional)
VPS soft shell (optional)	
BOYS - WINTER	GIRLS - WINTER
Long grey trousers with grey socks	Long sleeve white shirt (no badge)
Long sleeve white shirt (no badge)	Navy skirt
VPS Tie	VPS Tie
Black laced school shoes	Black school shoes
Black belt (if trousers has loops)	Navy stockings
VPS soft shell (optional)	VPS soft shell (optional)
	Long grey trousers with grey socks

1. No additions to the uniform that are not in accordance with the regulations will be allowed.
2. No accessories, coloured contact lenses or visible tattoos are allowed.
3. No colouring of hair or wearing of exotic hairstyles is allowed. Braided hair needs to be tied up.
4. Fingernails must be kept trimmed short and clean at all times. No Nail polish is allowed on fingers or toes.
5. During events that allow the wearing of casual wear, learners should wear neat, presentable clothes. Beachwear, tight-fitted clothes, clothes that are see-through and/or too revealing are not allowed. No mid drift tops, hot pants, high heels, make up, suggestive slogans or crude comments on clothing is allowed. Girls may not wear their hair loose. Shoes and accessories should be neat at all times.
6. Only learners that have applied, submitted relevant supporting documents and received the necessary permission from the School Governing Body, may deviate from official School uniform for religious and cultural reasons as contemplated in Part 1 of this Code of Conduct. This application have to be supported by a letter from religious leaders/institutions.
7. Only the approved school bag may be used. As sold by School Clothing Shop.
8. Learners must wear the correct summer/winter uniforms. Correct clothing must also be worn for sports practises, matches and physical education.
9. A navy jersey is allowed to be worn underneath the soft shell jacket and tracksuit top, but may not be worn without the soft shell or tracksuit top.
10. Sleeves of jerseys and windbreakers/soft shells may not be pushed up and may also not be worn over the shoulders or hips.
11. Shirts may not hang out and long grey socks must be pulled up at all times. Grey socks must reach above the calves. White socks needs to be folded over and not pulled up.
12. No jewellery, except wrist-watches and Medic Alert bracelets, are allowed. No Smartwatches with SIM, or any phoning functions allowed.
13. All items of clothing must be marked clearly. If it is not marked, it will be sent to the clothing bank. Enquiries about lost goods must be made at the responsible educator.
14. No caps/hats/beanies to be worn in classes/hall.

## Girls

- Girls' hair must at all times be kept neat and may not hang in the eyes.
- When hair reaches shoulder length, it has to be fastened.
- Only navy or white elastics and navy hair bands are allowed.
- No make-up is allowed.
- Hair may not be permed or coloured (no highlights).
- Only small, thin, golden/silver sleeper-earrings or studs are allowed – one per ear.
- Recommended skirt length to be no shorter than four fingers width above the knee.
- Girls are recommended to wear short navy ski-pants under skirts.
- If girls wear the long grey trousers in winter, they have to wear grey socks.

## Boys

- Boys' hair must be kept neat and may not touch the collar, eyebrows or go over ears. No shaved lines, shapes or patterns in the hair.
- Boys' hair may not be cut in layers (step). The hair at the back must take the shape of the head and ears.
- No gel is allowed.
- Hair may not be coloured or highlighted.

## D. Valuables and Personal Belongings

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

1. Learners should avoid bringing cell phones, tracking/smart watches, large sums of money and valuables to School. Cell phones or smart watches may not be switched on during a normal School day. If the learner brings a cell phone to School, the learner must carry a written request from the parent, which must provide for an indemnification against loss of or damage to the cell phone. Cell phones will be taken in for safekeeping in the morning and handed out before end of school day. It is the responsibility of the learner to hand in the phone. If a learner is caught on his/her phone, it will be confiscated and kept in the office until the parent can fetch it. No cell phones are allowed to be used in aftercare, phones must be switched off.
2. All school fees are to be paid via D6 or EFT. No large amounts of money to be sent to the school, all payments to be made via D6.
3. Learners are responsible for safekeeping of valuables. If the school requires valuables to be brought to school, it can be stored in the school's safe.
4. Learners may not bring computer games, iPods/Tablets/Recording devices/smart watches or similar electronic devices to School.

## E. General Rules

1. Loitering and/or playing in and around the corridors, stairwells and toilets is forbidden.
2. All litter must be placed in refuse bins or wastepaper baskets.
3. Wilful damaging, vandalising or neglect of School property and the property of others, either by writing or by a physical act, is prohibited. Theft of School and private property is also prohibited.
4. Any act of cheating in class work, homework, informal and formal tests or internal or external examination is prohibited. Furthermore, copying of and/or borrowing another learner's work is forbidden, unless instructed by an educator.
5. Disruptive, unruly, rude and/or offensive behaviour will not be tolerated.
6. The timeous handing in of work is the responsibility of each learner.
7. Learners will respect the beliefs, culture, dignity and rights of other learners, as well as their right to privacy and confidentiality.
8. Language that is seen as pejorative, discriminatory or racist is prohibited.
9. Any act that belittles, demeans or humiliates another learner's culture, race or religion is prohibited.
10. All learners have the right to an education free of interference, intimidation and/or physical/verbal abuse. The learner will respect the property and safety of other learners. Fighting or threatening of other learners is forbidden.
11. The learner will respect those learners in position of authority. A learner who is in position of authority will conduct him/herself in a manner befitting someone in authority. She/He will respect the rights of other learners and will not abuse such authority bestowed upon him/her through his/her position.
12. The carrying, copying and/or reading of offensive material is prohibited.
13. Learners must keep clear of areas that are indicated as out of bounds. These include:-
  - 13.1 The School motor vehicle parking areas;
  - 13.2 The School's foyer, admin passage and hall, as well as quad next to the hall;
  - 13.3 The staffroom and kitchens;
  - 13.4 The cricket pitches and nets, long jump area, as well as tennis courts, unless under the supervision of an educator.
  - 13.5 The Art, Technology and Computer Rooms unless under the supervision of an educator.
  - 13.6 Electrical mains distribution boxes, fire extinguishers and hoses, printing rooms, hall, storerooms, admin block and classrooms without adult supervision.

## **E.1: Playground**

1. Learners must play in their allocated area (Running is not permitted in the quads.)
2. No dangerous games may be played.
3. Ball games are not permitted close to the buildings, staff members' cars or in the quads, except hand tennis is allowed in the quads. It is the prerogative of the teachers to suspend ball games, when necessary.
4. Fighting or bullying will not be tolerated at school.
5. Learners may not leave the school grounds during break or before school.
6. All refuse must be put into the bins provided.
7. Learners should set an example to each other by picking up papers etc. and putting them into the bins if they see them on the grounds. Daily chicken parade to be done by designated classes.
8. On no account, may any learners tamper with the bicycles in the racks. No playing
9. around the water tanks, water reservoir area, or high jump mats, or any sporting/PT equipment.
10. Bicycles or skateboards may not be ridden on the school premises and parking area next to the school.
11. Learners are not permitted to chew bubblegum or chewing gum at school.
12. Prefects, monitors and the scholar patrol must be obeyed at all times.
13. Learners are expected to be considerate towards each other. The playground is there for everyone to share and enjoy. If anything is damaged during break (e.g. a window), it should be reported immediately to the secretary or closest educator.
14. Two bells are rung at the end of break times. After the first bell, learners must line up quietly as soon as possible after the bell has gone. There must be absolute silence in the rows once the second bell has rung.

## **E.2 Classrooms**

1. Only class captains or learners with specific duties are permitted to be in the classrooms before or after school under instruction of the educator.
2. Learners are permitted to remain in classrooms during breaks on rainy days. Running around is not allowed. It has to be under supervision of the educator.
3. Classrooms and desks are to be kept neat at all times and scribbling on desks and walls or any form of vandalism is forbidden.
4. The whole class must stand and greet a visiting member of staff or visiting adult when entering the classroom.
5. No clothes/bags or art aprons may be left on the hooks outside the classrooms after school, except for Foundation Phase classes and the Art room. All Foundation Phase classes must appoint a "passage monitor" who must keep the suitcases neat.
6. Classrooms must be left in a neat condition when learners leave them, including
7. Aftercare learners.
8. Learners must knock before entering a classroom and greet the educator - never just enter.
9. Grade R-7 learners' classrooms must be swept each afternoon. All windows must be closed and the lights, fans, aircons, projectors and tv's switched off.
10. Should a learner remain in the class for whatever reason, the educator must sign next to the learner's name on the board.
11. Two educators per grade should remain in the passage on a rotation basis on rainy days. The educator on duty must monitor the passages during rainy days. There should be prefects / monitors allocated to specific classes.

## **E.3 Passages**

1. Talking, running, playing or loitering in the passages is forbidden.
2. Learners should always walk on the left hand side of the passage and carry suitcases on the side furthest from the wall. All classes must walk in single file. Groups and pairs of learners also have to walk in a single file.
3. Learners must lift their feet, not drag them, when walking in the passages.
4. Learners moving from class to class, must move briskly, in an orderly, straight line, without touching the walls or the clothes hooks.
5. Vrededkloof learners are expected to be courteous and friendly to all members of staff, fellow learners, cleaning staff and any visitors whom they may encounter anywhere. They should offer assistance when necessary.
6. Eating in the toilets or classrooms are not permitted (except of course when it rains and learners remain in classrooms). Learners may drink water in classrooms during the day but takes responsibility if they mess over their books. Foundation Phase learners should be allowed to eat in the classroom 10 minutes before break. Educators may give learners a snack break at 08:45. Only healthy snacks allowed.
7. Learners must at all times have their "passage card" with them when leaving the classroom.
8. If a learner requires the toilet, the learner must sign out and a "toilet card" must accompany the pupil.
9. School bags should be left in a neat row outside the classroom.
10. No learners are allowed in the hall without educator supervision.

#### **E.4 Toilets, Bathrooms and Changing rooms**

1. No playing, loitering or vandalism.
2. No foreign objects may be thrown into the toilets, basins or urinals.
3. All taps to be closed after use.
4. Toilets to be flushed after use.

#### **E. 5 Excursions**

1. Learners must be dressed in summer or winter uniform unless otherwise arranged. Should learners wear "civvies", they must be neat - no tight-fitting trousers, frayed jeans or other high fashion trends (this also applies to jewelry).
2. Only Vredenkloof bags are permitted, unless otherwise instructed by the educators.
3. No glass cold drink bottles or fizzy cold drinks in tins are permitted - preferably plastic or carton containers that can be recycled.
4. Learners, staff and parents are expected to greet the bus driver on embarking and to thank him on disembarking the bus.
5. Learners are not permitted to walk around in the bus. Each one must stay in their seats and wear their safety belt for the duration of the trip.
6. Learners must be seated when the bus departs and may not stand while the bus is moving.
7. No eating or drinking is permitted on the bus. (Exception of sports tours)
8. Learners may not litter or leave any litter on the bus.
9. Learners are not allowed to put their arms or heads out of the windows of the bus.
10. Learners may not mock, gesticulate or show signs to drivers or passengers in other passing vehicles.
11. Learners may not wander away from the group.
12. Educators/parents may not deviate from the planned route or excursion.
13. Learners are expected to obey the rules of the venue being visited i.e.
  - exhibitions may not be touched.
  - they must stay on the footpaths.
  - they must not poke their fingers through the railings of cages.
  - no running in buildings.
14. Learners' behavior should always be above reproach when they visit various venues, as they are then an advertisement for Vredenkloof Primary School. We wish our name to be held high and for our learners to be seen in a positive light by the public.
15. A delegated educator will ensure that the buses are checked and safe for transport. Learners may not disembark the bus without the educator's permission.
16. Educators/parents must stop the bus immediately should it show signs of not being roadworthy. Checks are done before each trip by the designated staff member.
17. Educators may wear neat, comfortable clothing when going on outings.

#### **F. Rules Governing Public Places**

1. The School is a place of safety where laws pertaining to public areas are applicable.
2. 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 property unless authorised by the Principal for educational purposes. Dangerous objects include knives, firearms or any item that could harm a person.
3. The carrying and/or smoking of cigarettes & electric cigarettes is prohibited.
4. Alcohol and smoking is not permitted on School premises or during a School activity.
5. The carrying of and/or consumption of illegal substances are prohibited.

#### **G. Transport**

1. All learners park their bicycles on the School premises at their own risk. Specific areas are provided for the safekeeping of bicycles and must be used by learners. Bicycles must be locked when parked in the designated area.
2. No learner may ride their bicycle and/or skateboard whilst being on the School grounds. Bicycles must be pushed and skateboards carried when entering the School grounds.
3. Learners may not hitchhike while in School uniform, whether formal or sports dress.
4. Learners who wait for their transport in the afternoon must wait in the designated area next to the school hall. No playing around, learners must sit down and wait quietly.

#### **H. School Enrichment Programme**

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

1. The learner is expected to adopt the correct etiquette pertaining to the specific activity at all times.
2. 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.
- 3. Involvement in a particular activity will span the entire season/duration in which that activity takes place.
- 4. Attendance of 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) interschool league fixture. Please refer to the Sport Policy available on D6.
- 5. Appropriate kit/uniform will be worn for practice.
- 6. The correct match kit/uniform will be worn to inter-school league fixtures.
- 7. Learners travelling to an away fixture will travel in full sport clothing, unless other arrangements have been made.
- 8. Sports and other kit must be carried in the school tog bag.
- 9. Learners playing in home league fixtures may arrive at the venue in their appropriate sports kit/uniform.
- 10. The sport policy describes all procedures and expectations relating to sport.
- 11. The sport policy is available for reference to all sporting codes.

#### **I. Accomodation of Religious or Cultural Rights**

- 1. Religious practices, conduct or obligations that relate to the core value 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 Governing Body under the following conditions:
- 2. The learner, assisted by 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.
- 3. This application must be in writing and must identify the specific rule/s that infringe on the learner's religious right/s as contained in the Constitution of the Republic of South Africa.
- 4. This application must include a reasonable interpretation of the religious rights that the learner feels and a suggestion on how the rules may be supplemented by the Governing Body to accommodate such religious rights.
- 5. The learner must provide proof that s/he belongs to that spesific religion and that the religious practices, rules and obligations that are in conflict with the School's Code of Conduct are his/her true beliefs and commitments.
- 6. The religious conduct or practice must be lawful.
- 7. The Governing Body must consider the application and, if it is satisfied that the application is justified in terms of the Constitutional principles, the permission may be granted in writing.
- 8. When the Governing Body 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.
- 9. The deviation must specify the extent of the excemption 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 wearing of a specific hair style or jewellery - and the conditions under which such deviation will be applicable to the learner.
- 10. 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's parents must convince the Governing Body that his/her cultural rights can be exercised only through a permanent intervention.
- 11. Any request for a deviation from the Code of Conduct based on cultural rights must be in writing and must be based on a process similar to that contained in subparagraphs 1 to 8 above.

#### **J. CCTV**

Camera surveillance operates in public spaces on the school premises and does not infringe on learner privacy e.g not in bathrooms or changing rooms. Footage is retained for a specific period. Camera footage can be used to investigate serious offences. Footage will not be sent to a 3rd party without a written request and approval from the information officers of Vredeloof Primary School as indicated in the POPI and PAIA manual. Footage may also not be shared or used for anything other than the intended usage. Camera footage will only be used for more serious incidents and not to prove the applicable demerit as sent by the teacher. Use and access to the CCTV footage remains under the governance of the CCTV policy.

## **PART 2            Disciplinary System**

- A.    Grading of offences
- B.    Disciplinary Procedures
- C.    Disciplinary interventions
- D.    Suspension of a learner by the principal or deputy principal, as a precautionary measure
- E.    Disciplinary and tribunal Hearings
- F.    Procedure during hearings

Every teacher is responsible for discipline and has the full authority, in loco parentis (acting or done in the place of a parent), and responsibility to correct the behaviour of learners whenever such correction is necessary. Any corrective measure or disciplinary action will correspond with and be appropriate to the offence.

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

### **A.    Grading of offenses**

Offences are graded according to the nature and degree of seriousness of the offences, of which Level 4 offences are the most serious.

See Table 1 for a list of the offences making up each of the Levels 1,2,3 and 4.

All level 1 & 2 offences will stay on your record, but will only be applicable for a term. Level 3 and 4 will be applicable for the year.

### **B.    Disciplinary procedures**

Grading of offences:

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

#### **1.    Level 1 offence: Handled by applicable educator**

Three of the same entries in the behaviour report (D6) will result in a one (1) hour detention class on a Friday or an hour worth of break detention, as decided by the relevant educator. Other sanctions can also be imposed.

If a learner fails to attend the detention session without a letter from the parents, stating why he/she cannot attend the session, then such a learner will be placed on detention in the following week and the sanction will be escalated to level 2.

#### **2.    Level 2 offence: Referred to Grade Head.**

1 entry in the behaviour report will result in an immediate sanction.

#### **3.    Level 3 offence: Referred to Departmental Head and/or Deputy Principal.**

1 entry in the behaviour report will result in a meeting with the transgressor's parents and immediate sanction.

#### **4.    Level 4 offence: Referred to Principal.**

Possible tribunal meeting. Can be reported to SAPS.

The School encourages good behaviour as accumulated credit points to the learner's disciplinary file which can result in:

- Class Star of the week recognition (Civvies on Friday)
- Positive D6 sent to parents for portraying acceptable behaviour
- Principal's award (Tuck Shop Vouchers – per term)
- Value Warrior award

### **C. Disciplinary Interventions**

1. The following list of interventions and corrective measures used by the School are aimed at correcting behaviour before suspension and expulsion. The list includes, but are not limited to:

- A verbal warning/reprimand to express disapproval
- Written warning
- Final written warning
- Removal from classes with supervision
- Written punishment
- Reflective writing assignment
- Community service to improve the physical environment within and around the school property
- Detention (Break and After School Detention)
- Referral for counselling
- Attendance of a relevant life skill programme
- Fines to compensate for damages, to cover the cost of repair or replacement of the lost or damaged item, and/or the accumulated fine.
- Temporary suspension of School privileges, e.g. outings, tours, camps etc.
- Exclusion from School activities and functions, e.g. Grade 7 dance/Cake Day etc.
- Withdrawal of recognition, e.g. award, learner council badge, etc.
- Temporary suspension from class or School, pending disciplinary hearing

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

3. Conduct that may lead to suspension/exclusion includes, but is not limited to, the following:-

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

## **Annexures**

Annexure A:	Learner Commitment
Annexure B:	Table 1: List of offences per level of offence
	Table 2: List of the possible disciplinary sanctions to be applied for Levels 1,2,3 & 4 offences respectively.
Annexure C:	Notice of Disciplinary Hearing
Annexure D:	Record of Disciplinary Hearing
Annexure E:	Procedure during Disciplinary Hearings
Annexure F:	Lodging of Appeal

ANNEXURE A

LEARNER AND PARENT COMMITMENT

VREDEKLOOF PRIMARY SCHOOL

Learner and Parent Commitment

I, .....a learner at Vredekloof Primary School, understand the rules and the implications and hereby commit to:-

- Abide to the Code of Conduct and Disciplinary System;
- Behave in a courteous and considerate manner and respect other learners, the prefects, all members of staff and visitors to the School;
- Treat everyone with respect regardless of differences in culture, religion, ability, race, gender, age or social class;
- Take responsibility for my learning by attending regularly and punctually and completing all my assessment tasks on time;
- Cooperate with my teachers 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 that my rights have been infringed, or if I experience any other difficulty.

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

Parent: \_\_\_\_\_

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

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

**ANNEXURE B: TABLE 1**

<p align="center"><b>Table 1:</b>  <b>List of offences per level of offence</b>                      These lists include, but are not limited, to the following:</p>			
Level 1: Offences	Level 2: Offences	Level 3: Offences	Level 4: Offences
<ul style="list-style-type: none"> <li>• Books left at home</li> <li>• Homework not done</li> <li>• Books not signed</li> <li>• Work and assignments not handed in for marking</li> <li>• Homework copied from others</li> <li>• Cheek, insolence &amp; backchatting</li> <li>• Eating in class</li> <li>• Chewing bubblegum</li> <li>• PE clothes left at home</li> <li>• Arriving late for school or lines</li> <li>• Wearing of incorrect school uniform without an explanation (letter)</li> <li>• Failure to comply with hair rules</li> <li>• Wearing of jewellery or cosmetics that fall outside the school rules</li> <li>• Failure to attend sport or other extra mural practices without informing the coach.</li> <li>• Misconduct in the passages, classroom, hall, lines or on the field during break</li> <li>• Failure to obtain permission to leave the classroom</li> <li>• Refusing to listen to or carry out educator's instructions</li> <li>• Littering</li> <li>• Cellphone turned on during school hours</li> <li>• Drawing on walls/tables/floors etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Repeated infringements of the same level one offences</li> <li>• Failure to carry out Level one punishment</li> <li>• Repeated disruption of lessons</li> <li>• Repeated lack of co-operation in class</li> <li>• Use of foul language and obscene gestures</li> <li>• Making racial remarks or insults towards other learners</li> <li>• Bunking classes</li> <li>• Ignores educator's instructions or being dishonest towards a teacher</li> <li>• Talking or cheating in tests/examinations and formal assessments</li> <li>• Bullying</li> <li>• Vandalism</li> <li>• Damaging of school property</li> <li>• Biting of fellow learners</li> <li>• Stealing</li> </ul>	<ul style="list-style-type: none"> <li>• Repeated infringement of level two offences</li> <li>• Failure to do punishment handed down for level two offences</li> <li>• Fighting and threatening behaviour</li> <li>• Verbal abuse of an educator or in reference to an educator</li> <li>• Being in possession of unsavoury or pornographic material</li> <li>• Sexual harassment</li> <li>• Physical assault that results in bodily harm, e.g. hitting, punching or throwing, purposefully, a fellow learner with an object</li> <li>• Possession of illegal substances</li> <li>• Bunking school</li> <li>• Possession or distribution of any information on cell phones which indicates deformation of character of any learner, teacher or the school</li> <li>• Leaving of school premises during school or aftercare hours.</li> <li>• Cyber misconduct*</li> </ul>	<ul style="list-style-type: none"> <li>• Repeated infringements of level three offences</li> <li>• Smoking at school or in uniform after school</li> <li>• Carrying of dangerous weapons or toys e.g. knives, lighters etc.</li> <li>• Possession or consumption of alcohol</li> <li>• Possession, consumption or dealing in banned drugs</li> <li>• Display or distribution of any pornographic material</li> <li>• Continuous disruption of the teaching process</li> <li>• Any offence punishable under common law</li> </ul>

**ANNEXURE B: Table 2**

**Table 2:**  
**List of the possible disciplinary sanctions to be applied for Level 1,2,3 and 4 offences, respectively.**  
 These lists include, but are not limited, to the following:

**LEVEL 1 - LEARNER INFRINGEMENTS - TEACHER**

<b><u>Infringement: List includes but not limited to:</u></b>	<b><u>Response and support</u></b>
<ul style="list-style-type: none"> <li>• Books left at home</li> <li>• Homework not done</li> <li>• Books not signed</li> <li>• Work and assignments not handed in for marking</li> <li>• Homework copied from others</li> <li>• Cheek, insolence &amp; backchatting</li> <li>• Eating in class</li> <li>• Chewing bubblegum</li> <li>• PT clothes left at home</li> <li>• Arriving late for school or lines</li> <li>• Wearing of incorrect school uniform without an explanation (letter)</li> <li>• Failure to comply with hair regulations</li> <li>• Wearing of jewellery or cosmetics that fall outside the school regulations</li> <li>• Failure to attend sport or other extra mural practices without informing coach.</li> <li>• Misconduct in the passages, classroom, hall, lines or on the field during break</li> <li>• Failure to obtain permission to leave the classroom</li> <li>• Refusing to listen to or carry out educator's instructions</li> <li>• Littering</li> <li>• Cellphone turned on during school hours</li> <li>• Drawing on walls/tables/floors etc.</li> </ul>	<p>Corrective actions/sanctions are carried out by the individual teacher's discretion and may include the following:-</p> <ul style="list-style-type: none"> <li>• Verbal reprimand</li> <li>• Written punishment</li> <li>• Detention warning (D6 Demerit)</li> <li>• Temporary confiscating (e.g. jewellery, cell phones, bags and cases)</li> <li>• Removing graffiti from walls</li> <li>• Written letter</li> <li>• Community service</li> <li>• Removal from class with supervision</li> </ul>

**LEVEL 2 - LEARNER INFRINGEMENTS – GRADE HEAD / HOD**

<b><u>Learner infringements: List includes but not limited to:</u></b>	<b><u>Response and support</u></b>
<ul style="list-style-type: none"> <li>• Repeated infringements of the same Level one offences</li> <li>• Failure to carry out Level one punishment</li> <li>• Repeated disruption of lessons</li> <li>• Repeated lack of co-operation in class</li> <li>• Use of foul language and obscene gestures</li> <li>• Making racial remarks or insults towards other learners</li> <li>• Bunking classes</li> <li>• Ignores educator's instructions or being dishonest towards a teacher</li> <li>• Talking or cheating in tests/examinations and formal assessments</li> <li>• Bullying</li> <li>• Vandalism</li> <li>• Damaging of School property</li> <li>• Biting of fellow learners</li> <li>• Stealing</li> </ul>	<p>Corrective actions/sanctions are carried out by the individual Grade Head discretion and may include the following:-</p> <ul style="list-style-type: none"> <li>• Immediate two hour detention session</li> <li>• Final written warning</li> <li>• Parents to be informed telephonically by GH.</li> <li>• Learner to be referred to School Psychologist/Councillor with parent's permission.</li> <li>• Temporary suspension from a school activity</li> <li>• Attendance of a relevant life skill programme</li> <li>• Fines to compensate for damages, to cover the cost of repair or replacement of the lost or damaged item, and/or the accumulated fine.</li> <li>• Withdrawal of recognition, e.g. award, E.g. Sport, Culture or Academic Awards.</li> <li>• Withdrawal of Leadership position</li> </ul>

**LEVEL 3 - LEARNER INFRINGEMENTS – HOD / DEPUTY PRINCIPAL**

<b><u>Learner infringements: List includes but not limited to:</u></b>	<b><u>Response and support</u></b>
<ul style="list-style-type: none"> <li>• Repeated infringement of Level two offences</li> <li>• Failure to do punishment handed down for Level two offences</li> <li>• Fighting and threatening behaviour</li> <li>• Verbal abuse of an educator or in reference to an educator</li> <li>• Being in possession of unsavoury or pornographic material</li> <li>• Sexual harassment</li> <li>• Physical assault that results in bodily harm</li> <li>• Possession of illegal substances/items E.g. Vapes, Cigarettes, etc.</li> <li>• Bunking school</li> <li>• Leaving of school premises during school or aftercare hours.</li> <li>• Possession or distribution of any information on cell phones which indicates deformation of character of any learner, teacher or the school</li> <li>• Cyber misconduct that damages the reputation of the school.</li> </ul>	<p>Corrective actions/sanctions are carried out by the Departmental Head/deputy principal's discretion and may include the following:-</p> <ul style="list-style-type: none"> <li>• Immediate 2 hour detention session (1st transgression only)</li> <li>• Temporary suspension from school for 1 day via Principal/Deputy Principal for safety measures;</li> <li>• Phone call to parents</li> <li>• Possible disciplinary discussion</li> <li>• Learner to be referred to School Psychologist/Counsellor with parent's permission.</li> <li>• Temporary suspension from school activity/programme.</li> </ul>

**LEVEL 4 - LEARNER INFRINGEMENTS - SGB/PRINCIPAL/DEPUTY PRINCIPAL**

<b><u>Learner infringements: List includes but not limited to:</u></b>	<b><u>Response and support</u></b>
<ul style="list-style-type: none"> <li>• Repeated infringements of Level three offences</li> <li>• Smoking at school or in uniform after school</li> <li>• Carrying of dangerous weapons or toys e.g. knives, lighters etc.</li> <li>• Possession or consumption of alcohol</li> <li>• Possession, consumption or dealing in banned drugs</li> <li>• Display or distribution of any pornographic material</li> <li>• Continuous disruption of the teaching process</li> <li>• Any offence punishable under common law</li> </ul>	<ul style="list-style-type: none"> <li>• School Governing body</li> <li>• South African Police services (SAPS) – criminal offences, such as drugs, weapons, rape, serious assault.</li> <li>• Parent involvement</li> <li>• Social work service provider (Support services to learner and parents).</li> <li>• Circuit team (EMDC).</li> <li>• Tribunal hearing</li> </ul>