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SUMMARISED VERSION OF THE CODE OF CONDUCT FOR LEARNERS AND PARENTS:

1. General Principle:

- 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.

2. School and Class Attendance:

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

- **All learners must arrive at school by 07h25.** Learners who are late for school will be marked absent as registers are completed at the beginning of each school day. **School starts at 07h30.**
- **PARENTS ARE REQUESTED TO COME AND SIGN THEIR CHILD IN AT THE OFFICE, WHEN THEY ARE LATE.**
- Absence from a class, without the permission of the relevant class register teacher or subject educator, is PROHIBITED.
- Any absence from school must be covered by an absentee note from a parent/guardian.
- Any absence from a formal examination, test or task must be supported by a letter that will confirm the whereabouts of the learner during the period of the examination.
- No learner may leave the school during school hours without a letter from a parent/guardian requesting release off their child and the permission of the Principal/Deputy Principal.
- Learners who – after school – must wait for transportation, must do so in allocated areas. Such learners are not allowed to leave the premises without permission.

- Truancy from school is PROHIBITED.
- All learners will attend assembly for the full duration thereof.
- Homework is compulsory.

3. SCHOOL UNIFORM AND GENERAL APPEARANCE

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

- **School uniform:**

Girls / Summer:

White and navy blue checked school dress with a white collar and cuffed sleeves, pleated bodice, slightly pleated around the waist with a belt. A-line skirt.

Girls / Winter:

Navy blue pinafore OR navy blue trousers, long-sleeved blue shirt, red tie, navy blue tights or grey boy's socks, black school shoes, school jersey and/or blazer or padded jacket.

Boys / Summer:

Blue short-sleeved button-up shirt with school badge on pocket, with grey school shorts. Grey BPMS socks with a red, white and blue stripe at the top and black school shoes.

Boys / Winter:

Blue long-sleeved button up shirt with long grey school pants. Grey socks and a red tie with a school jersey, padded jacket or blazer. Black school shoes.

- **Sportswear:**

Parents will be informed of the sportswear needed at the beginning of the specific sport season. See our website for relevant sports wear.

- **Jewellery:**

NO JEWELLERY IS ALLOWED. Watches are allowed and girls may only wear one stud per ear.

- **Hair:**

Girls:

Hair ribbons and elastic bobbles or bands must be either red, white or blue. Hair isn't allowed to hang in the eyes and long hair must be tied up. Hair cannot be dyed or highlighted.

Boys:

Short, neat and tidy. Hair isn't allowed to be dyed. NO hair gel or spiky hairstyles are allowed. See the boys' hair policy.

SCHOOL CLOTHES MUST BE MARKED CLEARLY WITH THE STUDENT'S NAME AND SURNAME

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).

- The use of cell phones on the school premises are strictly prohibited.
- Learners should avoid bringing large sums of money and valuables 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.
- All clothing, personal belongings and books must be clearly marked.
- Delivery of items to learners during school time, via the office or any other way, is not allowed. No lunch boxes, money, books, projects etc, will be accepted at reception for children. Only on the child's birthday, cupcakes or party packs will be accepted.

5. COMMUNICATION

- Homework diaries (Gr.4-7) or homework books (Gr.1-3) – Write notes or make use of these when sending messages to the teacher. You can also send the teacher an email. Email addresses are available on the website.
- Make appointments should you wish to see the principal or any educator.
- Sign and return all reply slips should they be requested.
- All homework diaries must be signed daily.
- **School rules as per homework diary / Code of Conduct are to be STRICTLY adhered to!**
- **D6 Communicator will form part of formal school communication to parents.**

6. DISCIPLINE

In cases of a violation of any provision prescribed in the Code of Conduct for learners, the disciplinary procedure is to be followed. In order to enforce this disciplinary procedure, misconduct is divided into four levels of severity of infringements.

All learners shall obey any reasonable instruction from a member of the Prefects or another school leader, and shall support and cooperate with the Prefects and other school leaders in properly executing their duties.

If a learner's behaviour – after 15 demerits – warrants a detention and/or any other sanction, a formal letter will be issued to the parents, who should sign and return the reply slip.

7. SUSPENSION OF LEARNERS

Proper procedures will be followed in the event of a child being suspended. Offenses that may lead to such suspension include, but are not limited to the following:

Parents will be informed prior to suspension.

- a. Conduct which endangers the safety and violates the rights of others;
- b. Possession, threat or use of a dangerous weapon;
- c. Possession, use, transmission or visible evidence of narcotic or unauthorised drugs, alcohol or intoxicants of any kind;
- d. Fighting;
- e. Immoral behaviour or profanity;
- f. Falsely identifying oneself – copy parent's signature;
- g. Harmful graffiti, hate speech, sexism, racism;
- h. Theft or possession of stolen property, including text examination papers prior to the writing of tests or examinations;
- i. Infringement or examination rules; cheating or copying of work;
- j. Disruptive, disrespectful, objectionable behaviour and verbal abuse directed at educators or other school employees or learners;
- k. Repeated violations of school rules or the Code of Conduct;
- l. Unlawful action, vandalism, or destroying or defacing school property;
- m. Criminal behaviour: e.g. sexual harassment or being in possession of pornographic material etc.
- n. Victimisation, bullying, harassment and intimidation of other learners; and
- o. Knowingly and wilfully supplying false information or falsifying documentation to gain unfair advantage at school.