

KOOS SADIE PRIMARY SCHOOL



CODE OF CONDUCT

(revised by the SGB on 2024-02-06)

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KOOS SADIE PRIMARY SCHOOL

CODE OF CONDUCT (cont.)

1 PREAMBLE

The Code of Conduct has been compiled by the parents, learners and educators of **KOOS SADIE PRIMARY SCHOOL**. The Code of Conduct, Vision and Mission, read together with the Prospectus, are the governing blue print of the school.

The Vision of our school:

On the foundation of a sound value-based education, the Principal, SGB and Staff of Koos Sadie Primary School's vision is: to ensure that all learners leaving our school at the end of their primary school tuition, will be equipped for a well-balanced adulthood.

The Mission of our school:

Our aim is to:

- maintain high academic and moral standards;
- establish a positive self-image in body and mind;
- encourage love for our fellow-man and nature;
- develop a strong sense of responsibility through positive discipline;
- create healthy Learner – Teacher – Parent relationships
- live by the values of our school: **Pride & Loyalty; Caring, Respect and Responsibility**

It is the statutory duty to implement the code of conduct, together with the abovementioned, to ensure that the school is professionally governed and that discipline is maintained.

2 DEFINITIONS

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|-----|-------------------------|--|
| 2.1 | Code: | Set of rules to avoid inconsistency. |
| 2.2 | Conduct: | The way one behaves; treatment of other people. |
| 2.3 | Code of Conduct: | A general code of conduct of learners as stipulated in SA Schools Act 1996, Section 8. |
| 2.4 | Learners: | As defined in SA Schools Act 1996 (ix). |
| 2.5 | Educators: | As defined in Educators Employment Act 1994. |
| 2.6 | Parents: | As defined in SA Schools Act 1996 (xiv). |

3 PURPOSE AND IMPORTANCE OF THE CODE OF CONDUCT

- 3.1 To promote a disciplined, focussed and meaningful school and learning environment.
- 3.2 To promote the civic responsibilities of the school by equipping learners with expertise, knowledge and skills.
- 3.3 To develop leadership in learners.
- 3.4 The code of conduct should guide the behaviour of the learners and those responsible for their proper conduct at school.

4 OBLIGATIONS

- 4.1 Every individual has the right to develop to their full potential.
- 4.2 Every learner shall enjoy equal treatment before the law.
- 4.3 Every learner shall respect the inherent dignity of others.
- 4.4 Every learner will acknowledge and respect the convictions and cultural traditions of others.



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5 RULES OF INTERPERSONAL RELATIONSHIPS AT SCHOOL

- 5.1 Learners must behave with courtesy, tolerance and consideration toward others.
- 5.2 Learners must refrain from aggressive and abusive behaviour.
- 5.3 Learners must display mutual respect to others.
- 5.4 Learners must respect authority, honesty and truth.
- 5.5 Learners must not absent themselves from school without valid reasons.
- 5.6 Learners must adhere to the school rules, dress code and school times.
- 5.7 Learners who need to leave school earlier than the stipulated school hours, must request permission in writing from the principal, or duly appointed representative should the principal not be available.

6 RULES TO GUARANTEE PROTECTION OF LEARNERS AND FACILITIES

- 6.1 Learners should strive to become pro-active, independent, critical, disciplined and creative thinkers.
- 6.2 Learners must strive to make the school function effectively.
- 6.3 Learners must actively support the learning process.
- 6.4 Learners must respect and look after school property and books.
- 6.5 Learners must strive to uphold and live by to the school's core values as stipulated in the Vision and Mission of the school (Pride and Loyalty; Caring and Respect; Responsibility).
- 6.6 Learners must keep the school environment clean and tidy.
- 6.7 Learners must refrain from using any addictive substances.
- 6.8 Learners must never endanger the lives and safety of others.
- 6.9 Learners must comply with all safety and security measures which have been put in place at school to protect life and property.

7 DISCIPLINARY MEASURES

- 7.1 Disciplinary steps will be taken against any learner who contravenes this Code of Conduct.
- 7.2 The disciplinary steps comply with:
 - 7.2.1 Section 8, 9 and 10 of the SA Schools Act 1996;
 - 7.2.2 Regulations relating to the Code of Conduct and Suspension and Expulsion of Learners at the Public School, as determined by the member of the Executive Council of the Western Cape Parliament;
 - 7.2.3 Definition of what constitutes serious misconduct by learners, as determined by the member of the Executive Council of the Western Cape Parliament.

8 DISCIPLINARY ACTION

- 8.1 Unacceptable conduct is defined and classified in this code of conduct as either Low-, Middle- or High-level offences in order of severity.
- 8.2 Fast and effective disciplinary action will be taken to correct offensive behaviour. For record purposes offences will be recorded on the learner's behaviour report which will be sent home to inform the parents of the behaviour.
- 8.3 When correctional actions are considered the following aspects will be taken into account:
 - record on behaviour report (attached);
 - focus on positive change in conduct;
 - limit interruption of the normal school programme;
 - take into account the age and independence of learner;
 - strive to maintain a high standard of conduct.



KOOS SADIE PRIMARY SCHOOL

CODE OF CONDUCT (cont.)

8.4 The following measures or manners of punishment can be applied:

8.4.1 Individual conversation

Learners are confronted by an educator, more appropriate conduct is discussed and an apology is required.

8.4.2 Withholding of privileges

Certain privileges such as participation in sport or matches, attending school functions, etc. are withdrawn and or suspended.

8.4.3 Withdrawal

This entails temporary removal of the learner from the classroom.

8.4.4 Special assignments

Meaningful written assignments in line with the learner's academic proficiency are given. An important consideration must be the time the learner should spend on the assignment.

8.4.5 Suspension of breaks

The privilege of a lunch break is temporarily revoked and the learner is denied access to the school playground for a certain time. He/she is restricted to the school building, but will be allowed to eat their lunch and be allowed to use the bathroom.

8.4.6 Detention to perform certain duties

After school hours, the learner is compelled to do certain tasks under supervision. Learners, as well as their parents, must be informed at least 24 hours in advance.

8.4.7 Detention for study purposes

This is a compulsory class to be attended after school during which learners do special assignments related to school activities (not homework) under supervision. Detention classes are usually taken on a Friday between 12:45 and 14:45. Work done during detention classes must be given to the educator concerned at the end of the session. Learners, as well as their parents, must be informed, in writing, at least 24 hours in advance.

8.4.8 Group discussion after referral to principal or vice-principal

The learner is referred to the above mentioned person(s) when intervention by another educator has been unsuccessful. The conversation could include the learner, educator, vice-principal, principal and the parent(s). The purpose of the conversation is to stress the importance of the offence and to determine the learner's future conduct. The consequences of a possible repetition of the offence must be explained to both the parent(s) and the learner.

8.4.9 Suspension

School attendance for the learner and all other privileges at school are suspended for a period of seven school days maximum. All tests, examinations or other evaluation sessions could also be forfeited during the period, but lost lessons must be caught up in his/her own time. The school will apply professional discretion in this regard. Parents of these learners will be notified in writing and will have to attend a meeting at school. They will have to sign an agreement to do everything in their power to ensure the positive improvement of the learner's conduct.

8.4.10 Expulsion

This is the permanent removal of a learner from the school. It will be implemented only after a period of suspension. It will be enforced only when the further attendance of such a learner is detrimental to the school and other learners.

Particular procedures and directions for expulsion as well as matters concerning the learner's right to appeal are available from the school on request.



CODE OF CONDUCT (cont.)

8.5 Types of Infringements/Demerits

- 1st Demerit – Writing out of behaviour contract;
- 2nd Demerit – Writing out of behaviour contract in two colours (each alternative word);
- 3rd Demerit – Writing out of the 1x – 12x tables;
- 4th Demerit – Writing out of the 1x – 12x tables in two colours (each alternative sum)
- 5th Demerit – Detention (accompanied by a red detention slip which needs to be signed by a parent);
- Meeting with parents.

8.5.1 **Level 1 (1st - 4th demerit)**

1. Homework neglected / incomplete / not written down
2. Books / homework / stationery left at school or home
3. Eating or drinking during class time, in passages or while lining up (no bubble gum)
4. Disruptive / unacceptable behaviour in the classroom
5. Constant talking in the classroom, lines or passages
6. Arriving late for school, or any activity, without valid written reason or explanation
7. Not signing and / or returning reply slips or important letters
8. Refusal to follow instructions
9. Disrespectful behaviour / foul language
10. Not completing / signing / returning of behaviour reports
11. Uniform infringement
12. Tardiness (late coming)

ACTION: Educator issues a behaviour report which is sent home for parents to sign. Learner has to complete an assignment as instructed by the Educator. Five demerits constitute a detention.

8.5.2 **Level 2 (Direct Detention / 5th Demerit of Level 1)**

1. Forbidden or aggressive games on school ground / fighting / bullying
2. Bad behaviour during assembly / in the hall
3. Forging letters / signatures
4. Arrogance, back-chatting and / or challenging authority
5. "Bunking" of classes / leaving the school ground without permission
6. Racist, degrading or vulgar remarks / signs

ACTION: Direct Detention

8.5.3 **Level 3 (Repeating Level 2 offences – Direct Detention and Meeting with Parents)**

1. Smoking
2. Theft
3. Possession of forbidden items, drugs, alcohol, weapons, etc.
4. Physical sexual behaviour
5. Physical assault on learners / teachers
6. Serious misconduct / unbecoming behaviour / misconduct outside school ground in uniform
7. Purposefully damaging school property

ACTION: All infringements will be dealt with according to the severity and/or circumstances relating to it. Matters may be referred to the Principal and /or the School Governing Body for further investigation and/or disciplinary hearing.



KOOS SADIE PRIMARY SCHOOL

CODE OF CONDUCT (cont.)

9 RULES FOR KOOS SADIE PRIMARY SCHOOL

9.1 Appearance of learners (please refer to the Prospectus for guidelines)

- 9.1.1 Clear guidelines regarding uniforms for girls and boys, for every season, are available in the prospectus.
- 9.1.2 Clear rules for hairstyles are stipulated in the prospectus and are also discussed with all learners at the beginning of each year. Newly enrolled learners also receive the prospectus on admission.
- 9.1.3 Make-up, nail varnish and jewellery are not worn with school wear. Earrings with coloured stones are prohibited. Girls may wear plain studs or rings.
- 9.1.4 School uniforms are compulsory during official participation of learners in extra-mural programmes.

9.2 Behaviour and conduct of learners, parents and visitors

9.2.1 School attendance

- All children of school going age are expected to attend school regularly.
- Learners who are absent must, on their return, present a letter to the relevant educator.
- Parents may phone to state the reason for absence.
- Learners who are late in the morning must first report to the reception.
- Learners may only be excused from a class or leave the school premises with signed permission from the principal or the duly appointed official.

9.2.2 Physical well-being

- All fighting is regarded in a serious light and will promptly be dealt with.
- No dangerous toys or objects which can injure learners are allowed on the school premises or in the building.
- The emergency plan of the school to ensure the learners' safety, is practised regularly and all learners are compelled to take part in these practises and to regard them in deadly earnest.

9.2.3 Spiritual well-being

- Foul language, swearing or profanity does not become a well-mannered learner.
- Religious, political or morally corrupting indoctrination is not allowed.

9.2.4 Harmful substances and reading matter

- Pornographic or other offensive literature and/or objects will be confiscated. Parents will be notified when necessary.
- No habit-forming substances and/or medicines may be brought to school or distributed by learners.
- A specific parental consent form is available from the administrative offices for learners needing to administer prescribed medicine(s). Parents need to complete this form and hand in to the relevant educator in order to notify educators of any prescribed medicines to be taken during school hours.

9.2.5 Respect for property

- Departmental, school or private property of educators and learners must be treated with respect.
- Payment will be required in cases of purposeful damaging of books, windows, furniture and equipment.
- All garments must be clearly marked with the learner's first name and surname.
- After one month, all unclaimed garments will be donated to the clothing bank of the school.
- During practices and matches, money and valuable possessions must be handed to the responsible educator/coach.



KOOS SADIE PRIMARY SCHOOL

CODE OF CONDUCT (cont.)

9.2.6 Vehicles on school premises

- Parents' vehicles are not allowed on the school premises without permission.
- Bicycles must be secured and be locked securely in the quad of the school. Permission for bicycles must first be obtained from the principal or duly appointed official.
- As a safety precaution, no learner(s) are allowed to ride on their bicycles on the school premises.
- For their own safety learner(s) are not allowed to play in the parking area in front of the school.
- As a further safety precaution, no parent(s) will be allowed to enter and drop their child(ren) off at the main entrance of Koos Sadie Primary School. Gates in Dirkie Uys, Merriman and Hamilton Streets (Grades 1 & 2) are unlocked daily for children to enter and leave the school premises. The scholar patrol is on duty (mornings and afternoons) to assist learners to cross the road safely.

9.3 **Participation in school programme**

9.3.1 Educational programmes

- Punishment is administered according to the policy of the Western Cape Education Department.
- Attending detention classes after serious or repeated offences or misbehaviour, reported to the principal, is compulsory. Parents will be notified beforehand.

9.3.2 Extra-mural activities

- Participation in the extra-mural programme of the school is strongly recommended.
- For the sake of total development, participation in at least one summer and one winter sport activity is strongly recommended.
- During matches the prescribed sports wear must be worn. Regular school uniforms are not suitable for practices. Suitable sports wear is recommended.
- Sporting facilities at the school may only be used with the principal's permission and never without supervision.
- Impeccable behaviour which brings honour to the school is essential, especially during outings, sports meetings, bus trips and visits to public places.

9.3.3 School fees

- Parents of learners must undertake to meet their financial obligations to the school punctually as determined by the School Governing Body. School fee payments can be made electronically or by cash payment. The bank account number of the school is printed on the statement, handed out monthly, or can be obtained from our Financial Officer.

9.3.4 Loyalty

- Every learner must submit him-/herself willingly to the school rules and discipline.
- Respect for the good name of the school, respect for the school uniform and colours and symbols of the school, is essential for good relationship in and outside the school.
- The school community must always regard the national emblems of the Republic of South Africa with respect.

9.4 **General Safety**

9.4.1 Parents and Visitors

- Parents and Visitors are not permitted on the school grounds at any time unless permission has been granted by the principal or the duly appointed official.
- Parents and Visitors may only enter the school premises through the main gate in Dingle Road and must report to Reception immediately.
- Should the Parents and/or Visitors be required to wander the school grounds, a visitors' log must be signed at reception and the necessary identification label will be issued which must be visible at all times.



KOOS SADIE PRIMARY SCHOOL

CODE OF CONDUCT (cont.)

9.4.2 Learners

- Learners may not converse with any person outside the school fence at any time.
- Learners must use the specified gates to enter and exit the school.
- Any suspicious activities/persons must be reported to an educator, principal or duly appointed official immediately.

10 UNDERTAKING

Koos Sadie Primary School has adopted a policy concerning the conduct and discipline of learners. This policy is contained in the **CODE OF CONDUCT AND PROSPECTUS** and applies to all learners. It can be legally enforced.

The **CODE OF CONDUCT** of **KOOS SADIE PRIMARY SCHOOL** is the result of a combined effort by the Learners, Educators, Parents (Governing Body) and Departmental directions.

On enrolment of a child, an email is sent containing our Code of Conduct and Prospectus. An Indemnification and Obligation agreement, together with the Protection of Personal Information form is signed and is part of the Application for Admission form. By signing these documents, you state that your child always adheres to and respects the Code of Conduct, School Uniform, Mission and Vision of this school.

This document may be amended by the compiling parties as and when deemed necessary.

Approved, confirmed and revised.

WN Simon
Chairperson: SGB

E Rossouw
Principal