



General Conduct

1. Greet all staff members and visitors politely. Offer to carry books, equipment, etc. for teachers. Stand back and allow adults to pass on passages and staircases. Stand whenever a teacher or adult enters your classroom and greet the person who enters.
2. When changing classrooms, going to and from assembly and after break, walk quietly and in single file. Always keep to the left on passages and staircases and refrain from any form of pushing or reckless behaviour to ensure the safety of fellow learners. Running in the passages and staircases is not permitted.
3. Verbal abuse, bad language, swearing and offensive, derogatory speech which is directed at teachers, school employees and/or other learners is not allowed and is regarded to be a serious offense.
4. Noise and disruptive behaviour is not permitted in the toilet blocks. Toilets must be flushed after use, hands must be washed and taps must be properly turned off. Toilets must be kept clean and tidy.
5. Fighting, hitting, slapping, pushing and any form of aggressive physical behaviour is not allowed and will be regarded in a very serious light. All parties involved in any form of fighting will be disciplined and parents will be called in. The learners may face suspension or expulsion from school, depending on the seriousness of the offence.
6. Any form of bullying, which includes harmful words or actions, physical or emotional threats and internet bullying on Social Media, which threatens the well-being and safety of another learner, is considered an extremely serious offence and the learner may face suspension or expulsion from school, depending on the seriousness of the offence. Cases of serious bullying on the Internet may lead to legal action against the perpetrator.
7. Sexual harassment (both physical and verbal) is not allowed and is a serious offence. Violating a learner's right to privacy by recording pictures or images of that learner which are deemed to be of a pornographic nature is not allowed and is a serious offence. The learner may face suspension or expulsion from school, depending on the seriousness of the offence and legal action may be taken against the perpetrator.
8. We do not recommend the bringing of cell phones to school, and the use of cell phones on the school property at all hours is not permitted. If a parent requires their child to bring a cell phone to school, it must be switched off and kept in the bag out of sight. Failure to do so will lead to the confiscation of the phone until the end of the school year.
9. Stealing, regardless of the value of the item taken, is a serious offence and will not be tolerated. This may lead to expulsion from the school and legal action may be taken against the perpetrator.
10. Learners may not bring items not directly related to school unless instructed to do so by their teacher.
11. A learner must obey all reasonable instructions from a teacher or a duly appointed school prefect or school leader.
12. A learner may not be in possession of any form of alcohol, drugs or illegal substances on the school property. Furthermore, a learner may not distribute such substances to other learners in the school, either on the school property or after school hours in any location



whatsoever. The learner may face suspension or expulsion from school, depending on the seriousness of the offence and legal action may be taken against the perpetrator.

13. A learner may not use of any form of alcohol, drugs or illegal substances on the school property or use any of the aforementioned substances outside of the school, while in uniform. The learner may face suspension or expulsion from school, depending on the seriousness of the offence and legal action may be taken against the perpetrator.
14. A learner may not be in possession of pornographic material in printed or electronic form on the school property or distribute such material to other learners in the school, either on the school property or after school hours in any location whatsoever. The learner may face suspension or expulsion from school, depending on the seriousness of the offence and legal action may be taken against the perpetrator.
15. A learner may not be in possession of weapons, fireworks or fire-arms on the school property or outside of school while wearing school uniform. The learner may face suspension or expulsion from school, depending on the seriousness of the offence.

The school day

1. The school day begins at 07:30 for the learners. Learners are expected to follow the school routines as set out in the School Routine Policy.
2. Before school, during break and after school, learners may not occupy the passages or staircases. Learners may only enter a classroom when a teacher is present, unless instructed otherwise.
3. If a learner is late or absent from school, the school office must be notified telephonically before 08:30 (Office opens at 07:30).
4. During examination periods, times will be adjusted and parents/guardians will be notified.
5. During normal school hours, a learner may not leave the school grounds without special permission. This includes the period from when they arrive at school before the formal opening time and after school if waiting for transport. All learners waiting for transport must report to the hall, from where the security guard will fetch them when the transport arrives.
6. Extra-mural activities may take place after normal school hours from Monday to Thursday. Parents are to ensure that the necessary transport arrangements are made on the days of the activities. Permission to be excused from an activity must be made in writing by the parent/guardian. Letters must be addressed to the class teacher who will notify the person responsible for the activity.
7. Learners may not leave the classroom during lessons without permission from the teacher and the necessary documentation.
8. Talking (except for group work) and disruptive behaviour during lessons is not allowed. During group work noise must be kept to a minimum so that adjoining classrooms are not disturbed.
9. Eating and drinking in classrooms is not allowed. A learner may drink water during lessons provided it is in an approved container which must be transparent. Teachers reserve the right to check the contents of any container used at school.
10. Chewing gum is not allowed at all and action will be taken when a learner is found chewing gum.



11. Written work must always be neatly presented. Correction fluid may not be used.
12. All learners must be in possession of a homework diary to record homework and other assignments. Grade 8 and 9 parents/guardians must sign the homework diary regularly.
13. Homework assignments must be done and handed in on time. If homework is not done, the learner will be required to stay in for a Homework Detention for 30 minutes after school on the day of the offense. Parents/guardians will be notified by SMS before the end of the school day. The work, fully completed, must be presented to the subject teacher on the next school day following the detention. Repeat offenders will be dealt with as laid down in the Discipline Protocol.
14. Assignments not handed in on time will be dealt with in the same way as homework not done and marks may be subtracted for late submission if provision is made in the marking rubric.
15. Plagiarism of tasks, research tasks and investigation tasks for SBA marks is a serious offence. A mark of 0 will be given for the task or investigation and appropriate corrective action will be implemented.
16. Copying of homework is not allowed and appropriate action will be taken.
17. Copying during class tests or formal examinations is a serious offence. No marks will be given for the entire test or examination. A full investigation will be done and appropriate action will be taken – this may lead to expulsion, especially if there is evidence of repeat offences.
18. A system of Merits and Demerits is in place which will be discussed with the learners.

Attendance

1. When a learner is not able to attend school, the parent/guardian must phone the school office before 08h30 to inform the school. On the day that the learner returns to school, she must bring a note from her parent/guardian. For an absence of 3 or more days, a doctor's certificate must be presented on returning to school.
2. A medical certificate must be produced for any absenteeism on test days, on days that assessment tasks must be handed in, on days that assessment task must be done at school and during the June and November examinations.
3. Permission to leave school early must be made in writing by the parent/guardian. The letter must be addressed to the class teacher who will notify the front office. The learner must be collected from the school office and signed out by the parent/guardian. As far as possible, doctor and dentist appointments should be made for the afternoon after normal school hours.

Dress Code

School Uniform

1. A detailed list of school uniform is available from the school office. Parents/guardians will be notified when changes are made from summer to winter and vice versa.
2. The learner should wear her school uniform with pride. Clothing must always be clean and neat and shoes must be polished. Dresses and skirts must be the correct length. Under garments should never be visible.



3. A regulation school jersey or a navy blue sleeveless pullover may be worn in cold weather. If both are worn simultaneously, the school jersey must be worn on top. If the weather warms up, the sleeves may not be rolled up.
4. School blazers are optional. If a blazer is worn, the sleeves may not be pushed up.

Jewellery

1. A learner may wear a plain watch with a plain watch strap. Watches with ornate decorations are not permitted.
2. A learner who needs to wear a medical bracelet must notify her class teacher.
3. A simple chain with a cross or a rosary may be worn around the neck, **provided it is not visible** under the school dress or school shirt.
4. If a learner has pierced ears, a plain stud (no diamonds or similar shiny stones) or a simple sleeper (diameter of maximum 1 cm) may be worn to school but only one earring per ear in the lower ear lobe. Inappropriate earrings will be confiscated and kept until the end of the term.
5. No visible body piercings or tongue rings are allowed and will be confiscated permanently. **Nose rings are not permitted under the mask – learners will be asked to remove their masks during inspection.**
6. No other items of jewellery are allowed and will be confiscated and kept until the end of the term.

Hair

1. Hair must be clean and neat and in a style that is appropriate for school, preferably in its natural state. **Hair may not hang in the face** and must either be clipped back with a black clip or tied back with a plain hair elastic, not with the learner's own pieces of hair.
2. Hair may not be coloured, tinted or dyed. Gels and lotions may only be used for control, not for styling, and should not be visible.
3. Braids are allowed, provided that they **may not extend past the lower back**. Braided extensions and weaves, appropriate for school, are permitted provided they are black or dark brown in colour, in other words, the braids should match the natural hair colour. No coloured pieces of braids or weaves may be added to the hair.
4. Hair that is long enough to tie, must be tied back, regardless of the style. No half-up, half-down styles are permitted. Even hair braided into a ponytail must be secured with an elastic. A narrow, plain black headband may be worn. Neat buns are allowed. Ponytails and buns must be at the back of the head, not on top.
5. Elaborate combs, bows or sequins, coloured or decorated head bands (plastic or fabric) may not be worn. No decorative beads or clips are to be worn.
6. Wigs may not be worn.



General

1. Make-up may not be worn to school. This includes glossy lip balm.
2. The school reserves the right to demand that a learner wearing make-up removes the make-up before she is permitted to attend class. Approved make-up remover will be made available to the learner and an SMS will be sent to parents.
3. Nails are to be kept short and clean with no tips showing when viewed from the palm of the hand.
4. Nail polish may not be worn.
5. No lash extensions or cosmetically enhanced eyebrows are allowed.
6. No visible tattoos.

School Property

1. Littering is not allowed and the school reserves the right to authorise teachers and prefects to instruct learners to pick litter up.
2. Defacing any school property is a serious offence. The cost of cleaning the area that has been defaced will be for the parents' account.
3. All forms of vandalism and malicious damage to school property is a serious offense. Parents will be held responsible for the repair or replacement of any wilful damage.
4. Library books, school computers, other reading material and equipment provided by the school must be used with care. Parents will have to pay for loss of damaged items.
5. The teachers' cars are strictly out of bounds.

Learners' Belongings

1. Please note that school fees may not be brought to school by learners as the school does not accept cash payments. Parents/guardians need to pay school fees by direct deposit into the school's account, by debit order or by EFT.
2. Bringing large sums of money to school is discouraged. The school will not be responsible for any loss of money if this procedure is not followed.
3. Each learner must take care of her own possessions. All belongings (books, stationery, clothing, school bag etc.) must be clearly marked with the learner's name and surname.
4. All text books and exercise books must be covered with paper and with plastic. While coloured or patterned covers are permitted, prints may not be offensive or suggestive.
5. All text books and exercise books must be stored at home. The learner must pack her bag each day according to her timetable. Learners' books and files may not be left in a classroom without the express permission of the class teacher.
6. Bags need to be appropriate for school.



Failure to comply

Should a learner fail to adhere to the rules and regulations as set out above in the code of conduct, she will be subject to a disciplinary hearing which may lead to suspension or expulsion. The principal, teachers and prefects (where applicable) reserve the right to confront any learner who does not adhere to the above mentioned rules and may address the matter accordingly.

I, (name of learner) _____ in grade _____ hereby acknowledge that I have read and understand the school rules as set out in this document. I agree to align myself with these rules and to conduct myself in such a manner that I will never bring harm to the school, its learners or its staff.

Signature (learner): _____

I, (name of parent/guardian of above signed learner) _____ hereby acknowledge that I have read and understand the school rules as set out in this document.

Signature (parent): _____