



KLIPSPRINGER

PRIMARY SCHOOL

EMIS N^o: 08177
Pay Point 400601

P.O. Box 16174
West Acres Nelspruit 1211

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SUMMARISED VERSION OF THE SCHOOL CODE OF CONDUCT

1. Purpose

The purpose of this Policy is to define how Klipspringer Primary School community will establish a disciplined and determined school environment. It is a proactive tool that seeks to guide the ways in which bad and inconsistent behaviour shall be dealt with in this school. This code of conduct must not be considered as a simple list of rules for learners but a direction giving and behaviour changing guide.

- To establish a disciplined, ordered, purposeful and safe environment for effective education and learning to take place.
- To inform learners how to conduct themselves at school
- To set a standard of moral behaviour
- To reflect democracy and human rights
- To teach and lead learners to self-discipline and to have respect for others

2. School Time 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 7:20.** Learners who are late for school will be marked absent as registers are marked at 07:20 at the beginning of each school day and classes start 07:30.
- 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 / medical certificate 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 that their child may be excused. Permission has to be obtained from the Principal/Deputy Principal.
- Learners who – after school – must wait for transportation, must do so in the allocated areas. Such learners are not allowed to leave the premises without permission e.g. Go to the shop, etc.
- Truancy from school is PROHIBITED.





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- All learners will attend assembly for the full duration thereof.
- Homework is **COMPULSORY**.

3. School Uniform and General Appearance

General Neatness

- Boy's hair must be neatly cut short. No steps or patterns cut into hair are allowed.
- Girls' hair may not hang in eyes. Long hair must be tidily tied or plaited and tied with black ribbons or elastics. No styles, wigs or hair pieces are allowed.
- Hair must be clean and neat at all times. Only natural colour hair is allowed.
- Because appearance of head lice is a regular occurrence, parents are asked to check hair on regular basis.
- Learner nails must be short, tidy and clean.
- No nail enamel or make up may be used.
- No jewellery or chains may be worn, except those with medical information.
- Parents must request permission from School Governing body if they want their child to wear any traditional or religious items.
- Girls may wear ear studs (without jewels) or sleepers. One pair and only in the earlobe.) Boys may not have holes in their ears and earrings may not be worn.
- Watches are worn at their own risk. Fancy or fashionable watches are not allowed.
- Learners must wear correct uniform at all times.
- During the summer months, when weather is warm, learners may be bare footed. School shoes may not be worn without socks.

Grade R Uniform

<u>Summer:</u>	<u>Winter:</u>
➤ Girls and boys: Dark Blue school shorts	➤ Tracksuit pants with Gr. R shirt and red jacket or blue drymac
➤ Green Gr. R school shirt with Klipspringer Badge printed on	➤ White tekkies
➤ Short white socks (not hidden socks)	➤ Short white socks (not hidden socks)
➤ White tekkies	➤ Red school jacket
➤ Dark blue drymac with Klipspringer badge	





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Grade 1 – 7 Uniform

SUMMER

- GIRLS: Skorts – dark blue and green tartan check
- BOYS: shorts – dark blue

Boys and girls

- White school shirt with Klipspringer badge on pocket.
- Short white socks (not hidden socks)
- Black school shoes
- Dark blue drymacs with Klipspringer badge.
- Dark blue school jersey with stripes around neck.
- Dark blue school pull over jersey.

WINTER

- GIRLS AND BOYS: Tracksuit pants with green golf shirt and jersey / drymacs.
- GIRLS: Can wear black tights with their skorts.
- **(NB No** White socks over the black tights)

SPORTS

- BOYS: Quantec shorts & green golf shirt
- GIRLS: Quantec shorts and green sleeveless shirt.
- GIRLS & BOYS: Takkies are worn with the sport uniform. The colour of the takkies must only be white.
- Short white socks are worn with takkies.
- Sport uniform can only be worn on sports days and PE days. Foundation phase sport days are Tuesday and Thursday. Intermediate and senior phase the sport day is on Wednesday

4. Principles and values: The rights of learners

- a. All learners and parents of Klipspringer Primary School shall have the democratic rights to due process and participation in decision making on matters directly affecting them at the school. Learners shall have rights to the following agreed upon procedures with the SGB and SMT for expressing and resolving school and learning related grievances:
- b. No corporal punishment shall be applied in this school in whatever manner and method.





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- c. No one may discriminate against a learner who must enjoy the equal opportunity, treatment, protection and benefits before the law.
- d. Learners have a right to a clean, safe, harassment-free and healthy environment which provides for conducive teaching and learning.
- e. Learners have the right to expect educators to maintain high standards of professionalism in practice, behaviour and ethics.
- f. Learners have the right to freedom of expression. This freedom has the following limits:
Differ and express with respect, without infringing on other's rights.
- g. All learners have the right to privacy and may not have their property seized without reasonable suspicion.
- h. Respect for the human dignity of learners shall be maintained. This includes religious, cultural and other convictions.
- i. Learners have a right to discipline based on respect and dignity and without inhuman treatment, degradation, and inconsideration.
- j. A pregnant learner may not be denied access to education. The handling of learner pregnancy in this school shall be dealt with in the Policy on pregnancy.
- k. No learners shall be locked in isolation and/or solitary detention.
- l. Learners shall have the right to education. This right includes the right to attend all classes in all approved subjects in the school, to be informed regularly about his/her school progress, to make use of all the school facilities and to have their potential developed to its possible fullest.

5. Responsibilities of learners

- a. All learners have the responsibility to attend school regularly. Absence from school must be reported to the school in due course.
- b. Learners are expected to show respect to educators, visitors, parents, fellow learners and other individuals found in the school.
- c. Learners must show their commitment to doing their school work either in the classrooms or at home (assignments, class work, homework, projects and group work).
- d. Each and every learner is responsible to catch-up with work done in their absence from class or school.
- e. It is the responsibility of every learner to ensure that they do not disrupt teaching and learning and other activities of the school.





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- f. Learners are expected to be always in their full school uniform as stated in number 5 unless there is communication from the school stating otherwise.
- g. Learners are responsible for ensuring that they do not damage school property. They should take good care of school property.
- h. Any learner who intentionally damages any property of the school will be held responsible for paying for the repair or replacement of such.
- i. The learners are responsible for upholding the following values of the school:
 - i) Respect and good manners
 - ii) Commitment
 - iii) Honesty
 - iv) Pride in own work
- j. Learners are expected to be tolerant to other people's religious and cultural beliefs in the school.
- k. The Monitors shall represent the interests and welfare of learners and also promote good conduct among learners.

6. Responsibilities of educators

In ensuring that learners behave accordingly, educators are also expected to uphold certain responsibilities to ensure the promotion of a healthy school environment. Educators will uphold the following responsibilities in the school:

- a. Conduct themselves in a professionally acceptable manner.
- b. Educators shall be punctual and report for duty.
- c. Be well prepared for teaching and carrying out any responsibility accorded to them.
- d. Give feedback to learners regularly.
- e. Be punctual.
- f. May not use cell phone during contact time unless it is an emergency.
- g. Adhere to instructions from SMT.
- h. Report and record learner learning problems to the SBST and discipline problems to the Discipline Committee.





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7. Responsibilities of parents in advancing the code of conduct of learners

The parents and guardians have a role to play in advancing the acceptance and compliance of learners with this policy. Parents are henceforth expected to uphold the following responsibilities:

- a. It is the responsibility of the parent/guardian to provide for a conducive environment, resources and time for the child to learn.
- b. Support the school and encourage learners to observe the school rules and regulations and accept responsibility for their actions.
- c. Take part in the child's learning by providing the child with the necessary support, such as ensuring that school work is done and completed accordingly.
- d. **Parents are expected to attend school meetings and teacher appointments when invited.**
- e. Parents have a responsibility to ensure that the children are protected and are in safe environments.
- f. Parents may take legal action against any person who is found to have infringed the right of the child.

8. Disciplinary action

- a. A disciplinary hearing takes place when a very serious misconduct has been committed.
- b. The principal shall refer the problem to the SGB for a decision on a hearing.
- c. The SGB must make arrangements for a hearing.
- d. The SGB must ensure that a fair hearing shall take place and that it will not contravene the Bill of Rights, the Constitution, and any provincial education department regulations.
- e. The SGB shall appoint at least 3 people to check whether the seriousness of the case warrants a hearing.
- f. Once the SGB decides to continue with a hearing, it must appoint a four members tribunal (committee) to hear the case.
- g. The tribunal members do not have to be members of the SGB.

9. Disciplinary hearing process

- a. The tribunal shall have a formal sitting to conduct the hearing.





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- b. The SGB shall sanction the principal to communicate the charges brought against the learner in writing and shall inform the learner and his/her parents/guardian at least 7 days before the formal sitting for the hearing. The information shall include the date, time and venue where the hearing will take place.
- c. The parents must be fore-warned that the hearing may result in a suspension and expulsion of the learner from the school.
- d. The learner and his/her parents must be told that they have the right to bring evidence to the hearing.
- e. The learner charged with the misconduct and his/her parents may attend the hearing but cannot be forced to give evidence.
- f. Witnesses may be called to the hearing and may be questioned by all parties.
- g. All participants at the hearing must have access to all documents presented.
- h. Everything said at the hearing must be recorded.
- i. The tribunal shall draw its conclusions on the basis of the evidence presented before them.
- j. The tribunal shall make its recommendations to the SGB.
- k. The SGB does not have to accept the recommendations of the tribunal and may refer some of the matters back to the tribunal for further deliberations

10. Conclusion

The code of conduct for learners is a guiding document that provides a directive and corrective platform towards the expected behaviour and conduct of learners at our school. The code is to be adhered to by all learners of this school at all times.

