



SUMMARISED VERSION OF THE CODE OF CONDUCT FOR LEARNERS AND PARENTS

1. General

- Learners are expected to behave in a courteous and considerate manner towards each other, all members of staff and visitors to the school at all times.
- 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 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 endeavor, 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 7:20.** Learners who are late for school will be marked absent as registers are completed at the beginning of each school day. **School starts at 7:30.**
- **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 / 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.
- 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 appear neat and tidy at all times. The prescribed school uniform shall be worn during school hours as well as other school activities, as determined by the governing body. School uniform must be clean and neat at all times. As for vests, boys may wear only plain white vests, which may not be visible under any circumstances eg. long sleeved vest under short sleeve shirt. All clothes must be labelled with the name and surname of the learner (not only initials).

Boys & Girls: Winter (worn only during second & third terms)

School Track suit, green Drimac or jersey with school shirt, white tackies and short white socks. Green beanies, gloves and scarves are also allowed. Beanies must be removed in class.

Boys & Girls: Summer (worn only during first & fourth terms)

Green school shorts for boys and skorts for girls, school shirt, white tackies and short white socks.

PLEASE NOTE (Boys and Girls)

- No secret socks are allowed and tackies should be mainly white of colour.
- Boot style tackies are not allowed.
- Shoe laces properly tied up and should be white only.
- No caps may be worn during class time.
- If learners do not wear the correct shoes he/she will be asked to take off the shoes for the remainder of the day.
- If a learner has a problem with their school uniform, he/she must have a written letter from his/her parents stating the problem.

Jewellery:- Only a watch and a medical bracelet may be worn with the school uniform. **Earrings for girls only.** Small studs or rings without attachments are permitted. **NO** fashion/costume jewellery or **cellphone/smartwatches** allowed.

Hair:-

Boys –

1. Hair must be cut in a professional manner, neat & presentable.
2. Hair must be shaved off the collar.
3. Hair may not cover the ears.
4. Hair may be cut gradually into layers. No lines cut in.
5. No exotic or extreme hairstyles or colours are permitted.
6. Hair may have S-Curl in natural colours. No locks & mo-hawk.
7. No Rasta extensions.
8. When hair is combed down, it may not touch the eyebrows
9. Hair may not bush out excessively.
10. Hair may not be coloured, gelled or waxed.

Girls –

1. Hair must be neat and tidy at all times.
2. If hair is long enough (extends over the collar), it must be tied up.
3. When hair is tied back, there may be no pieces hanging loose.

4. Fringes must be tied or clipped back so that there is no hair in the eyes.
5. Hair must be tied back with **elasticated** bands or ribbons or Alice bands in green, yellow, black or white colours.
6. If hair is clipped back, it must be done so by means of a plain clip.
7. No artificial colouring is permitted. Extensions in **BLACK** only!
8. No exotic or extreme hairstyles are permitted, eg uneven cut hair etc.
9. No Rasta extensions.
10. Own hair – not buffed up.
11. Hair may be braided from front to back, but no beads woven into or at end of braids.

Nails and Make-up

- Nails may not extend beyond fingertips.
- No nail polish may be worn.
- No mascara, eyeliner, lip colour, foundation or blusher will be allowed.

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).

1. The use of cell phones on the school premises are **STRICTLY PROHIBITED**.
2. Learners should avoid bringing large sums of money and valuables to school e.g. tablets, i-pads or any other electronic equipment.
3. 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.
4. All clothing, personal belongings and books must be clearly marked.
5. Learners are responsible for the replacement of **LOST** or **DAMAGED** text books that were issued to them.
6. 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.

5. Communication

- Homework diaries (Gr 4 – 7) or homework books (Gr1 – 3) – write notes or make use of these when sending messages to the teacher.
- 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 case 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 4 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. Detention classes will be held on Fridays from 13:00 to 16:00.

7. Merits and Demerits:

Merits are awarded for all positive and polite behaviour, and Demerits for any negative or disruptive behaviour. Merits and Demerits are recorded on the SASAMS system by educators. Merits and Demerits can only be awarded by an educator. Merits and Demerits cancel each other out. Merit badges are awarded at the end of each term during assembly to learners who have earned 25, 50, 75 and 100 merits. In Foundation Phase, merits are awarded weekly.

8. 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 unauthorized drugs, alcohol or intoxicants of any kind;
- d) fighting;
- e) immoral behaviour or profanity;
- f) falsely identifying oneself – copied parents signature;
- g) harmful graffiti, hate speech, sexism, racism;
- h) theft or possession of stolen property, including test examination papers prior to the writing of tests or examinations;
- i) infringement of 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) victimization, bullying, harassment and intimidation of other learners; and
- o) knowingly and willfully supplying false information or falsifying documentation to gain an unfair advantage at school.

A copy of the demerits will be attached to the suspension letter.

9. Covid-19 Protocols

Each learner enrolled at Nelspruit Primary pledges to commit themselves to obey all regulations regarding Covid-19.

PLEASE SIGN THE LEARNER / PARENT COMMITMENT FORM.

NELSPRUIT PRIMARY SCHOOL - Learner / Parent Commitment:

Name of Child: _____ Grade: _____

Name of Parent: _____

We, parent and learner at Nelspruit Primary School, have read and understand the rules and their implications, and hereby commit to:

- Abide by the Code of Conduct
- 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 sexual orientation or social class.
- Take responsibility for my learning by attending regularly and punctually and completing all my assessment tasks on time.
- Cooperate with my Educators 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 my rights have been infringed, or if I experience any other difficulty.
- Will report any incidents of- or witnessing of bullying, harassment, smoking, drinking, drugs or any other criminal activities.

By signing this document, we accept the content of the School's Code of Conduct, and hereby commit to ensure that we will abide by the rules as set out in the document.

Learner signature: _____ Parent Signature: _____

Date: _____ Parent Cell: _____

Parent e-mail: _____