

# Laerskool Welgemoed Primary School



## POLICY: Code of conduct for learners

All learners and their parents must sign a Code of Conduct upon admission. The Code of Conduct is for every learner's personal safety and to aid good school discipline. As part of the admission requirements, every parent and learner must declare that they will honour and support the school's disciplinary style.

A learner is at all times, both inside and outside the school boundaries, subject to the discipline of the school.

### SCHOOL RULES

We believe in the cultivation and preservation of proper, positive attitudes in each pupil towards him/herself, his/her fellow creature, the parental home, the school, the community, the country and towards God. Sound, acceptable values are formed by means of guidelines from the home, the school and religious institution.

### ABSENTEEISM OF LEARNERS

Welgemoed Primary School supports the Education Department's policy on punctuality of learners and regularity of school attendance. Absenteeism without a valid reason is unacceptable and will immediately be followed up.

Should a learner be absent from school, the school must be notified by 08:15. Phone the secretary, email or sms the class teacher or send a note with a sibling.

If your child is marked absent in the first period and the school has not been notified by you, you will be contacted to verify that your child is in fact absent.

Learners who arrive after 08:00 must complete a register at reception.

A learner is expected to be at school for a **full** day to be marked present.

A medical certificate must be sent to school if your child is absent for three or more days, or he/she is absent on a test day.

Should you wish to take your child out of school early to go on holiday, a written notification of your intention must be sent to the headmaster. It is the duty of the parent to see that any work missed is completed on return.

Should your child be absent to attend a sport event, a letter must be obtained, on an official letterhead, from that institution. This letter must be presented to the headmaster.

If a learner is absent for a long period without a valid reason, the parent may be notified that they run the risk of their child being removed from the register. A learner's name may be removed from the register if they are absent for 10 or more days without a valid reason.

A learner who has missed 52 or more days, may be asked to repeat the year.

## GENERAL RULES OF BEHAVIOUR

- Injuries suffered by learners on the school grounds must be reported immediately and the injured learners must be brought for treatment.
- No fighting or bullying is allowed on the school grounds. No dangerous games with sharp objects are allowed. Learners may play with soft balls, but not near windows.
- No learner may play on the netball/tennis courts without wearing sports shoes.
- A learner may never ride a bicycle on the grounds – all bicycles are pushed. Roller blades and skateboards are not allowed.
- Vandalism must be reported immediately.
- No learner may leave the school grounds during school hours without the principal's permission.
- Learners must arrive punctually for school and extramural activities.
- Chewing gum is not allowed in the school.
- It is every learner's duty to contribute to the neatness of the school building and grounds.
- No learner may climb over the gates or fences and damage to school property has to be reported immediately.
- Learners may not run through the sprinklers without permission.
- If a pupil is medically unfit to participate in school activities, a letter from the parents is required.
- Cell phones are not allowed to be on during school hours.
- Learners may not play close to vehicles.

## PASSAGES

- No learner is allowed to be in the passages or classrooms before school or during break.
- Changing classes and movement in the passages take place in an orderly way. Learners walk in a straight row on the left-hand side and they may not talk or dawdle. No-one may run or play in the school building.
- On rainy days learners may gather in the passages or in the classrooms before school or during break, but they must remain orderly.
- The clothes hooks in front of classrooms must always appear neat and all clothes must be removed at the end of each school day.
- No learners may be in the administrative passage without the educator's permission.
- Learners use the side entrances to the school and never the main entrance.
- Posters, photos and notices put up in the passages are not to be scratched on. Noticeboards may be checked during breaks.
- Suitcases placed in the passages must be in a neat row.

## CLASSROOMS

- The general neatness of classrooms is everybody's responsibility and desks, writing boards and pin-up boards must be kept up to date and neat at all times.
- Desks may not be scratched on and no textbooks may be left on the desks at the end of the day.
- No undesirable reading matter or games are allowed in the classroom. If this is found with a learner, it will be confiscated and returned at the end of the year.
- No learner may leave the classroom without the educator's permission.
- Learners stand to meet the principal or other educators who enter the classroom.
- Learners may not eat in class without the educator's permission. Learners may only eat in class on rainy days.
- Homework books are not to be left at school and parents must regularly have a look at them.
- Learners may not deface or damage other learner's property. Learners will be held responsible for the damage.
- Damage to property, where the school rules have been transgressed, will be recovered from the learner involved.

## **BELLS**

- When the first bell rings in the morning after break, learners immediately line up at their various places. When the second bell rings, all learners stand quietly and listen for possible announcements.
- When the bell rings at the end of break, learners immediately move to class.
- Three long/short rings means evacuation outside or inside respectively.
- During power failure a hand bell will be used.

## **PERSONAL APPEARANCE**

### **Girls**

- Girls' hair must at all times be kept neat and may not hang in the eyes.
- When hair reaches shoulder length, it has to be fastened.
- Only maroon or black elastics and maroon bands are allowed.
- Nails must be kept short and clean and no nail polish is allowed.
- No make-up is allowed.
- Hair may not be permed or coloured (no highlights).
- Only small, thin, golden earrings or studs are allowed – one per ear.
- Only maroon scarves and gloves to be worn.

### **Boys**

- Boys' hair must be kept neat and may not touch the collar or eyebrows.
- Boys' hair may not be cut in layers (step). The hair at the back must take the shape of the head and ears.
- No gel is allowed.
- Hair may not be coloured,

### **School clothes**

- Learners must wear the correct summer/winter uniforms. Correct clothing must also be worn for sports practises, matches and physical education.
- Only the maroon windbreaker is allowed.
- Sleeves of jerseys and windbreakers may not be pushed up and may also not be worn over the shoulders or hips.
- Shirts may not hang out and long grey socks must be pulled up at all times.
- No jewellery, except wrist-watches and Medic Alert bracelets, is allowed.
- All items of clothing must be marked clearly. Enquiries about lost goods must be made at reception.

## **CLOAKROOMS**

- Cloakrooms must be kept neat and clean at all times.
- Learners do not play or congregate in the cloakrooms.
- It must be quiet there during school hours.
- Learners must visit the cloakrooms before school or during breaks and limit visiting the cloakrooms during class time to the minimum.
- When learners change for sports practises or matches straight after school, the nearest cloakroom may be used.
- Toiletries must be used sparingly.
- Defects or misconduct must be reported immediately to an educator.
- Learners may not visit the cloakroom without permission while changing classes.

*FROM TIME TO TIME YOU WILL BE INFORMED OF RULES THAT ARE NOT IN THE CODE OF CONDUCT. THESE RULES WILL BE JUST AS BINDING AS ANY WRITTEN RULE.*