



KUILS RIVER PRIMARY SCHOOL

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CODE OF CONDUCT

A. PREAMBLE:

The code of conduct is designed to uphold the rights of all learners as enshrined in the Constitution of South Africa, The South African Schools Act (in its current form and any subsequent version thereof), The Bill of Rights, Act No.108 of 1996 and The Western Cape Provincial Legislation.

1. Our goal is to create an environment in which all learners, irrespective of sex, race, colour, creed, culture and language are encouraged and motivated to develop initiative, self-discipline, tolerance and life skills in order to take their rightful places in society.
2. The school must be a clean and safe environment where all learners and other role players help to create a positive atmosphere, conducive to teaching and learning.
3. The state has the obligation to make education available and accessible.
4. The commitment and acceptance of co-responsibility by learners, educators and parents are imperative for education to be successful.
5. Any rules transgressed will be dealt with according to the disciplinary code.

B. RESPONSIBILITY OF LEARNERS:

In the event that the learner does not adhere to the responsibilities listed below, they will be subjected to disciplinary action as stipulated in our disciplinary code:

1. Learners shall uphold the name of Kuils River Primary School at all times with pride and dignity. They should understand that they represent the school, in the classroom, at a school function, a school excursion, school related activities and while dressed in the school uniform. (National and School symbols)
2. Learners must commit to adhering to the core values as set out in the Code of Conduct.
3. Learners must commit to doing their school work during classes, complete assigned homework and catch up work missed because of absence.
4. Any form of disruption at school is unacceptable.

5. It is the obligation of every learner to protect and carefully use all school facilities and equipment.
6. Vandalism or destruction of school/staff property is a punishable offence.
7. Learners have an obligation to attend school regularly during school hours.
8. Learners should actively participate in the learning process and extra mural activities of the school. Learners, who are unable to participate in physical activities such as sport and culture due to illness, should submit a note written by the parent or a medical certificate.
9. There should be a relationship of mutual trust and respect between learners and all staff members. Victimization (Bullying) of one by the other is unacceptable and should be reported immediately.

C. SCHOOL RULES:

School rules are designed to regulate the general organisation of the school and relationships within the school community.

1. Punctuality:
 - 1.1. School starts at 08:00 AM and learners are expected to be punctual for each school activity before, during and after school.
2. Procedure for learners who arrive late:
 - 2.1. Learners must be at their classroom when the bell rings at 08h00. They should arrive at the gate before this time to avoid disruption of the school day. Any learners entering the gate at or after 08h00 must report to the office immediately.
 - 2.2. They must get a late slip that is signed and dated at the office before proceeding to their classroom. The late slip must be placed in the learner's profile.
 - 2.3. Repeat offenders (regular latecomers) will be disciplined.
3. Procedure for learners who leave early:
 - 3.1. There are stipulated times for end of day for each grade.
The end of day for each grade is as follows:

	<u>Mon-Thurs:</u>	<u>Friday:</u>
Grade R:	12h45	12h20
Grade 1-2:	13h30	12h30
Grade 3:	13h50	13h50
Grade 4-7:	14h10	14h10
 - 3.2. In a planned circumstance where parents or guardians need their child to leave before the official end of the learner's school day, they must send a letter to the class teacher informing them of the date and time that the child will be fetched.
 - 3.3. In the case of an emergency where parents or guardians need their child

- to leave before the official end of the learner's school day, they must contact the office before fetching their child.
- 3.4. Under no circumstance will anyone be allowed to fetch a child from their classroom. Children will only be allowed to leave the class when the teacher is contacted by the office. Children will meet their parent, guardian or authorised person at the office where the child will be signed out.
 - 3.5. Learners are not allowed to leave the school premises without obtaining consent from the necessary authorities.
4. When learners are absent:
 - 4.1. At Kuils River Primary we expect learners to attend school regularly as stipulated in both the South African Schools' Act 84 of 1996 and Provincial Gazette 5190 of 31 October 1997.
 - 4.2. The procedure that must be followed when a learner is absent for one or two days, is that the parent or guardian must inform the teacher by sending a written note upon the child's return. A parent's contact number must be provided on this letter.
 - 4.3. When a child has been absent for three days or longer, a medical certificate or valid official document must be provided. This document must be accompanied with a contact number for the parent.
 - 4.4. A learner who has been repeatedly absent without leave from school and/or classes shall be guilty of serious misconduct and will be dealt with accordingly.
 5. Absent without leave:
 - 5.1. At the beginning of a new school year the school may, by law, deregister a learner who is absent for the first ten consecutive days without a valid reason, and/or no communication from the parent/guardian.
 - 5.2. The school may, by law also, deregister a learner who is absent for more than ten consecutive days during the term without a valid reason, and/or no communication from the parent/guardian.
 6. Safety at school:
 - 6.1. Learners are expected to cross the road only at the pedestrian crossing and enter at the pedestrian gate. Learners may not enter at the vehicle gate. They are expected to accept the authority of the school security, scholar patrol and the staff member on duty.
 - 6.2. The riding of bicycles, skate boards and skates on the school premises will not be permitted.
 - 6.3. Learners should always keep to the left when walking on the stoep, entering a classroom or anywhere on the school premises.
 - 6.4. While waiting for an educator, when entering or leaving a classroom, order and discipline must be maintained by all learners both inside and outside the classroom.
 - 6.5. Learners must play in their designated areas only.
 - 6.6. Trees, grass and other foliage should not be picked or uprooted by any learner.
 - 6.7. No learner is to loiter or play in toilet facilities at any given time.
 - 6.8. No learner will be allowed to waste water or use it for any other purpose other than for hand-washing and drinking.
 - 6.9. No learner will be allowed to engage in any fighting or destructive behaviour/activity on school premises at any given time.
 - 6.10. The retrieval of any objects (ball/frisbee) from a hazardous area such as a roof, tree or over the fence, should be removed by qualified personnel only.
 - 6.11. Learners must accept the authority of prefects who enforce the school rules.
 - 6.12. Learners are not allowed to communicate with anyone, known or unknown at the fence during school hours.
 - 6.13. The school environment must be kept clean and neat and in such a state that all learners, teachers and parents can be proud of their school. All learners have a responsibility in this regard.
 7. General rules regarding dress code:
 - 7.1. All registered learners from Grade R to Grade 7 are expected to be neatly attired at all times.
 - 7.2. Wearing the official school uniform provides a sense of identity and establishes a standard code of dress. The prescribed uniform (refer to 8 and 9 below) must be worn by all learners from Grade 1 to Grade 7 at school and at certain school functions. The recommended uniform may be worn by Grade R's (refer to 10 below).
 - 7.3. Each article of uniform and other personal belongings must be clearly marked with the child's name. The school cannot be held responsible for the loss of or damage to a learner's property.
 - 7.4. A plain wrist watch and any medic alert bracelets may be worn.
 - 7.5. Girls may wear one set of small studs (maximum 5mm diameter, plain silver or gold in colour, no stone) in the lower earlobe only (one per ear). No other jewellery may be worn.
 - 7.6. Boys may not wear any jewellery or accessories other than specified in 7.4.
 - 7.7. Learners need to keep their nails short and clean. The wearing of nail polish or make-up during school time will not be allowed.
 - 7.8. Girls with long hair should have it plaited or tied back and secured with blue or white pompoms, hairbands, ribbons, bobbles or clips. Hair must be neatly secured away from the face.
 - 7.9. Braids must be the same colour as the child's original hair and may not be beaded. Braided hair must be worn in a neat style, similar to styles stipulated in 7.8.
 - 7.10. Boys should have a short, neat haircut. Long hair and other fashion styles will not be permitted. No gel will be permitted.
 - 7.11. Artificial colouring of hair will not be permitted. (Refer to hair policy)

8. Boys Uniform:

8.1. Summer uniform for Boys:

Boys must wear short or long grey trousers that may be tapered, white short sleeved shirt, long grey school socks, conventional black lace-up shoes (no fancy styles or active shoes) and the official royal blue school jersey or pullover.

8.2. Winter uniform for Boys:

Boys must wear long grey trousers that may be tapered, long grey school socks, white long sleeved shirt, official royal blue school tie, official royal blue school tracksuit top, pullover, jersey, rain jacket and conventional black lace-up shoes (no fancy styles or active shoes). A royal blue scarf may be worn. The official royal blue school beanie may only be worn before school, during intervals and after school.

9. Girls Uniform

9.1. Summer uniform for Girls:

Girls must wear the official royal blue and white school dress or royal blue skirt (hem: not shorter than 3cm above knee) with a white short sleeved shirt, short white school socks (cotton or nylon – no secret socks / low ankle socks), conventional black school shoes (no fancy styles or active shoes) and official royal blue jersey or pullover. Muslim girls may only wear royal blue or white headscarves.

9.2. Winter uniform for Girls:

Girls must wear official royal blue and white school dress, grey pants or royal blue skirt (hem: not shorter than 3cm above knee) with a white long sleeved shirt with official royal blue tie, black stockings or short white school socks (cotton or nylon – no secret socks / low ankle socks), official royal blue school tracksuit top, pullover, jersey, rain jacket and conventional black school shoes (no fancy styles or active shoes). A royal blue scarf may be worn. The official royal blue school beanie may only be worn before school, during intervals and after school. Muslim girls may only wear royal blue or white headscarves. (See religious policy)

10. Grade R uniform:

Boys may wear the official blue t-shirt and shorts.

Girls may wear the official blue t-shirt and shorts.

Grade R boys and girls may wear the school tracksuit during winter.

11. Physical education and dance uniform for boys and girls, grades 1-7:

Boys and girls must come to school dressed in their school with their usual black school shoes. They will change into white shorts tracksuit and official royal blue golf t-shirt or plain white t-shirt and must be barefoot (no shoes and socks) for the physical education or dance period only.

12. Sport uniform:

Learners who participate in extra-mural activities must bring their sports clothes and shoes along. They must be dressed in their usual uniform until they need to change, just before the practice.

13. School bags:

13.1. Conventional, rigid suitcases or sturdy canvas satchels with a frame to prevent damage to books are recommended.

13.2. Only grade 7's will be allowed to have wheelie bags.

13.3. Only black or blue bags may be used.

13.4. No graffiti allowed on the bags.

14. Respect for rules and uniform:

Acting in deliberate violation of the school rules or the law while dressed in the school uniform will be regarded in a very serious light.

15. Cell phones:

Learners are not allowed to bring cell phones to school unless they have special permission from the principal. If a cell phone is confiscated, the learner will only receive it after five school days. Should we confiscate the same cell phone, then it will only be returned at the end of the term. (Cell phone policy)

16. Suspension and expulsion:

Any learner, who commits a serious offence, may be suspended or expelled after due process according to the disciplinary code of the school, South African Schools Act and The Bill of Rights, Act No. 108 of 1996 and The Western Cape Provincial Legislation. Serious misconduct, according to the law, may be investigated by the South African Police Service and referred to the Court if necessary.