



Brackenhurst Primary

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LEARNER CODE OF CONDUCT (Incorporating school rules)

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1. INTRODUCTION

The Governing Body accepts this Code of Conduct as the code of conduct for all learners of Brackenhurst Primary School. This Code of Conduct, read together with the Schools Act and the Bill on Human Rights aims to establish a disciplined and purposeful school environment, dedicated to improving and maintaining the quality of education. School discipline is the responsibility of the Governing Body, the principal and all the educators. In the right atmosphere, people will contribute and make commitments because they want to learn for their own sake, and be recognised as people.

We as a school together pledge ourselves solemnly to bringing about a school climate in which optimal education and learning can take place. To be able to comply with this, it is essential that the school have a practically- executable Code of Conduct that will ensure that the school's curricular and extra-mural programs will be executed in the most orderly way possible. The accomplishment and implementation of this Code of Conduct serve herewith as a point of departure for the enforcement and extending of this school's disciplinary character and for guiding the learners to self-discipline that a disciplined and purposeful school environment should be created which is devoted to the progress, furtherance and maintenance of the standard of the learning process. No stipulation of the Educational Act of 15 November 1996 exempts a learner from this obligation.

In consensus with the spirit of Brackenhurst Primary School's ethos and in order to protect the tradition of the school, the following Code of Conduct has been adopted for all parties involved in the day- to- day functioning of our school.

2. BACKGROUND TO THIS CODE OF CONDUCT

2.1 Philosophical approach

Brackenhurst Primary considers each child a unique being who actualises his / her positive personality traits. Because these possibilities can only be realized in the presence of an adult educator and other learners, it is of decisive importance that this intervention is done in an orderly and well-managed educational climate. If, by reason of the encumbrance of one learner on another, the child will later be unable to realize his / her possibilities fully which will have a detrimental effect on the child's later development. This policy serves thus to ensure that no learner by his / her own unauthorized performance, prevents any other learner from completing his / her own development.

2.2 Educational approach:

Brackenhurst Primary's Code of Conduct will at all times be implemented in a spirit of love, support and the right inclination.

Discipline is obviously linked to the use of punishment. Learners must know what is expected of them and what actions will be taken against them if they disobey school rules. They must know what punishment will be used if they behave in an unacceptable way.

The Code of Conduct implies the following:

2.2.1 Learners will be subject to, with the necessary sensitivity and understanding to the application of all rules and regulations.

2.2.2 Authoritative guidance will at all times be sympathetic, because all learners have the right to be heard and to be listened to.

2.3 Moral approach:

The principal and staff of our school believe that each child is called to achieve a certain purpose in life. It is the aspiration and intention of this school that each child be accompanied in such a way that he / she will achieve his / her life's purpose. Intervention will only happen when it is found that a learner's attitude or performance is not satisfactory when in relation to what is anticipated of the particular learner.

2.4 Banning of corporal punishment:

The Schools Act bans corporal punishment, which is considered an infringement of the rights of learners and incompatible with the spirit of partnership and co-operation embodied in the act.

Anyone found guilty of punishing a learner using corporal punishment could be sentenced the same as for assault.

No person in authority shall administer corporal punishment to any learner. Any person who contravenes sub-clause [1] of the Education Act is guilty of a misdeed and a sentence of guilt and a penalty can be imposed on such a person as for assault.

3. MAIN OBJECTIVE OF THIS CODE OF CONDUCT

Good school discipline is always a characteristic of effective schools. Learners learn best in an orderly environment and therefore discipline is an integral part of school management. The main objective of this Code of Conduct is to create an orderly, disciplined and purposeful school environment in which meaningful and qualitative education can take place, self-discipline is promoted and in which each learner will gain optimally, with the following supporting aims:

3.1 To ensure good discipline and create an environment of serenity in which each learner can be called to self-discipline and responsibility.

3.2 To regulate learner conduct.

- 3.3 To discipline the unruly learner and to call him / her to responsibility.
- 3.4 To prevent negative characteristics in learners, and to enhance all positive features and to assure the learners of love and respect at all times.
- 3.5 To set a record in place for each learner, either positive or negative according to the learner's nature.
- 3.6 To acknowledge the learner's right to discipline and for the learner to be heard.
- 3.7 To identify the learner with serious deviations in his / her behaviour pattern and to admonish and accompany such a learner in order for his / her behaviour pattern to be improved. If his / her behaviour does not improve, such a learner can be isolated [suspended] in order to minimize his / her influence on the other learners.
- 3.8 To offer each learner the opportunity to reach his / her full potential as a learner of the school.
- 3.9 To identify the role players in the disciplinary system.
- 3.10 To increase the educators' tolerance of the learners.
- 3.11 To act strictly against regular offenders.
- 3.12 To establish a positive image of the school in the community.
- 3.13 To give each learner ample opportunity to prepare for adulthood.
- 3.14 To create a disciplinary tool to discourage negative behaviour patterns, but on the other hand to encourage all the learners to establish positive on-file records for themselves

4. REASON FOR THIS CODE OF CONDUCT

The reason for this Code of Conduct is based on the fact that Brackenhurst Primary is a place of values and norms that are demonstrated through mutual respect, support and regard for each other. The school belongs to all and we all share the same positive values. The application of this Code of Conduct and the correct measures in every classroom will contribute to a tranquil learning environment in which every learner could realise his / her full potential.

5. WHAT DOES THE CODE OF CONDUCT EXPECT OF LEARNERS?

- 5.1 A willingness to engage in academic learning and to obey all school rules;
- 5.2 To know all school rules;
- 5.3 To actively engage in classroom activities and not to disrupt learning;
- 5.4 To attend school regularly and participate in the school's extra-curricular program;
- 5.5 To strive for excellence in all aspects of their schooling;

- 5.6 To use the school's property with the proper care;
- 5.7 To wear the correct school uniform and to have a neat appearance;
- 5.8 Not to collaborate with offenders but to identify them;
- 5.9 To obey all rules to ensure good discipline;
- 5.10 To demonstrate positive values and norms;
- 5.11 To acknowledge and respect others rights;
- 5.12 To acknowledge the diversity of culture in today's society;
- 5.13 To obey all school rules when groups travel to places;
- 5.14 To execute all homework assignments to the best of one's ability;
- 5.15 To respect all educators and show a willingness to execute all reasonable assignments;
- 5.16 To respect all visitors to the school;
- 5.17 To exercise good sportsmanship during sporting events;
- 5.18 Not to damage or steal others property.

6 EMPOWERMENT OF THE EDUCATORS

This Code of Conduct empowers every educator to act against learners who disrupt the learning process. An educator at Brackenhurst Primary has the same rights as a parent to control and discipline the learner according to the Code of Conduct during the time the learner is in attendance at the school, any classroom, school functions, school excursions or school related activities. The learners will be dealt with efficiently in accordance with the discipline system.

The principal or an educator, upon reasonable suspicion has the legal authority to conduct a search of any learner or property in possession of the learner for a dangerous weapon, firearm, drugs or harmful substance, stolen property or pornographic material brought onto the school premises. During a search human dignity will be observed and learners will be searched in private by persons of their own gender in the presence of at least one other person. A record will be kept of the search proceedings and the outcome.

7. EMPOWERMENT OF THE SCHOOL LEADERS

School leaders have the authority to handle any learner who commits an offence by applying the following:

- 7.1 A verbal reprimand;
- 7.2 Reporting the learner to higher authorities.

8. THE RIGHTS OF LEARNERS

Learners enjoy certain rights under the Bill on Human Rights. Learners are entitled to:

- 8.1 Transparency in all processes of the school;
- 8.2 Democratic style of treatment;
- 8.3 Equal treatment;
- 8.4 Non-discrimination on the basis of race, religion or culture;
- 8.5 The right to privacy and the right to bring private property to school;
- 8.6 Respect and humane treatment;
- 8.7 Safety of the person;
- 8.8 Freedom of speech;
- 8.9 Security and protection in case of any emergencies;
- 8.10 Protection against negligence;
- 8.11 The right to good education;
- 8.12 The right to participate in all school activities;
- 8.13 Freedom of expression.

None of these rights are absolute and the same rights others also enjoy limit all of these rights. Educators have the same rights within the framework of the Schools Act.

9. EXPECTATION OVER THE ROLE OF PARENTS

The final responsibility for the behaviour of any learners lies with the parents / guardian of that learner. The parent / guardian is responsible for the learners' deeds, acts, conduct at school. It is expected of all parents / guardians to sign the undertaking parents / guardians give the school in regard to their children's behaviour and cooperation at school. Parents / guardians accept responsibility for their children's actions and undertake to show an active interest in all children's schoolwork. Parents / guardians also undertake to make it possible for their children to do homework assignments on time.

10. THE IMPLEMENTATION OF THE DISCIPLINARY PROCEDURE AS AN INTEGRATED PART OF THIS CODE OF CONDUCT

The purpose for discipline at this school is to assist learners to develop emotional as well as intellectual qualities, which will result in an inner conviction that values could be obtained that, will lead to self-discipline, personal integrity and excellence. This all improve conduct and prevent the transgression of school rules.

The parents and the school must work together to establish a strong sense of duty to eradicate weak performance and unacceptable behaviour. Good discipline is advantageous to the school and its learners and it creates the opportunity for all to excel.

Application

- 10.1 All offences have been graded into one of four levels, level four being the most serious offence.
- 10.2 All offences have penalty measures attached. The measures are designed to fit the offence.
- 10.3 Each educator will keep a Discipline File in which the attached discipline sheets from Level 2 - 4 for each learner will be filed.
- 10.4 Level 1 discipline mentions will be recorded on Class Dojo
- 10.5 Learners who commit an offence will have it noted on their discipline sheet. The nature of the offence, the date of the offence as well as the signature of the educator will be recorded on the discipline sheet, for Level 2 – 4 discipline mentions
- 10.6 Parents will be informed on a regular basis as per the discipline system of any misdemeanours
- 10.7 In the case of repeated minor offences or more serious offences (Level 3 and 4) the parents will be contacted either telephonically or by letter requesting a meeting with the deputy principal and the educator concerned to discuss the learner's behaviour. Minutes of the Meeting are to be noted and signed by all parties present, on the prescribed form.
- 10.8 In extreme cases a formal disciplinary hearing with the School Governing Body will be scheduled in terms of Article 9 of the School's Act of 1996. A notice in this regard will be sent to the learner's parents 5 days before the hearing to inform them of the date, place and time of the hearing and the appropriate penalty measures that could be imposed.

The Disciplinary Committee is composed of 2 SGB members, the deputy principal and the relevant educator.
- 10.9 If the parents and the learner do not arrive at the hearing, the hearing will continue in their absence. At all times the correct procedures will be followed. The accused is entitled to be represented by one of the parents at the hearing. Minutes will be kept of all procedures during the hearing. These minutes will be typed as soon as possible after the hearing and a copy of the disciplinary outcome including the sanction will be forwarded to the parents of the offender. The hearing of the Governing Body Disciplinary Committee will be held after hours and the learner has to appear before the committee in formal school uniform.

11. PENALTY MEASURES

- 11.1 Any lawfully- accepted and departmentally approved penalty measure may be applied, which can include:
 - 11.1.1 Verbal or written admonition by the principal, deputy principal, Head of Department, or the educator.
 - 11.1.2 Additional schoolwork.
 - 11.1.3 Time-out, which means the offender, is sent to an educator in the vicinity who is teaching, accompanied by a reliable learner. The offender will spend the rest of the period sitting in a corner of the class. No more than two time-out occasions per learner per term.
 - 11.1.4 Duties that can be performed for the improvement of the school environment, where a learner has caused damage to the garden, soiled a bathroom or done any damage to the school grounds. This type of community duty must lead to the upliftment of the environment and should be performed where the offence took place. The educator must see to the execution of these duties.
 - 11.1.5 Detention after regular school hours. Detention will be for a minimum period of one hour, but not exceeding two hours, depending on the nature of the offence, after arrangements have been made with the parents, at least 24 hours in advance.
 - 11.1.6 Temporary suspension (banning from participation) from certain school activities as a correctional measure for misconduct where the learner's behaviour was to disadvantage to the activity or to the other learners participating in the activity. This type of temporary suspension may be applied to sport activities, cultural activities and any fun activities, including but not limited to Valentines on Spring Ball and Soap Box Derby. This type of suspension will occur within a set time frame. Notice is to be given to the parents via a letter from the relevant authorities of the school.
 - 11.1.7 Subject to the Education Act and any applicable provincial law, the governing body of any public school, after a fair hearing, can suspend a badly behaved learner's attendance from the school as a correctional measure for a period of one week, or for longer than one week pending a decision by the disciplinary committee. The purpose with this penalty measure is rehabilitation and such a learner is placed under observation on his / her return with regard to his / her behaviour and co-operation with the school authorities. A learner can be expelled by the Head of Department only if found guilty of serious misconduct, after a fair hearing.
 - 11.1.8 Subject to any applicable provincial law, a learner may be expelled permanently from a public school, which means the permanent ending of a learner's right to attend the particular school. No governing body or principal may expel a learner. A learner can only be expelled by the Head of Department. Expulsion may take place only if a learner has been found guilty of serious misconduct after a fair hearing. The Head of Department determines what serious misconduct means and what procedures must be followed to expel a learner.

A learner can be expelled:

- a. By the Head of Department at provincial office.
- b. After a fair and open hearing, at which the learner has been found guilty of serious misconduct.
- c. After the recommendation of the governing body has shown that this is a repeat offender who has not benefitted from previous efforts to remediate his/her behaviour.

The MEC outlines by notice in the Provincial Gazette:

- a. The behaviour of a learner at a public school that constitutes serious misconduct.
- b. Disciplinary procedures that must be followed in such cases.
- c. Stipulations of a proper legal process.
- d. How to safeguard the interest of the learner or anyone else involved in disciplinary proceedings.

An expelled learner or the parent of an expelled learner can appeal against the Head of Department's decision.

The Head of Department has to make arrangements to place an expelled learner in another public school.

The learner or the parents of the learner may appeal against the decision of the Head of Department to expel the learner from a school, according to the Act, section 9(4). They may ask the MEC to revise the decision.

11.2 In order to ensure the proper implementation of this Code of Conduct and to safeguard the interests of the learners, the following guidelines must be adhered to by all parties concerned:

11.2.1 There may not be unfair discrimination against a learner over delinquency in the past.

11.2.2 Educators will have to distinguish between human errors like forgetting a book at home and chronic misconduct by learners.

11.3 In the achievement of above-mentioned ideals, it is important that clear guidelines will apply to ensure the orderly functioning of the school. Consequently it is of decisive importance that the school rules:

11.3.1 Will serve as guidelines for acceptable behaviour and performance.

11.3.2 Will be known and understood by each learner and educator

11.3.3 Will annually be reviewed and, if necessary, be adapted and renewed.

11.3.4 Be supplied to each learner upon entering the school.

- 11.3.5 Be acknowledged by all parents who enrol their children at the school. (A copy of the school rules will be made available to all parents of the school.)

12. THE FOLLOWING MAY NEVER BE USED AS PUNISHMENT IN THIS SCHOOL

- 12.1 Writing out of lines
- 12.2 Keeping in class during breaks or after school without an educator present
- 12.3 Corporal punishment of any kind
- 12.4 Standing outside the class for longer than 10 minutes
- 12.5 Verbal abuse

13. THE INVOLVEMENT OF EDUCATORS, PARENTS AND LEARNERS IN THE APPLICATION OF THIS CODE OF CONDUCT

13.1 Educators

The involvement of the educators in the application of this Code of Conduct is a prerequisite for its success. It includes the following requirements from the educators:

- 13.1.1 Each educator must be involved with the program and be well informed of the contents of the program.
- 13.1.2 Training and accompaniment must be on a continuous base to ensure that all educators become acquainted with the program, to be sure that the implementation of the program is consistent throughout the whole system.
- 13.1.3 Newly appointed educators must be introduced to the Code of Conduct as soon as possible.
- 13.1.4 Educators ought also, where necessary, periodically to make recommendations to the principal for the improvement of the Code of Conduct.
- 13.1.5 An educator who neglects to implement the Code of Conduct can and will be reported to the principal by any other educator, for the necessary disciplinary action against the educator.
- 13.1.6 Discipline remains a long-term process and each educator must co-operate through his / her consistent participation in the Code of Conduct so that respect and loyalty will be awakened within the learners.

13.2. Parents

All parents are considered co-managers of the school's Code of Conduct. As such, parents will be involved in the following ways:

- 13.2.1 An information brochure will be sent to the parents at the beginning of the academic year with information on the academic program.
- 13.2.2 The regular issuing of newsletters every Friday in which the parents will be informed of any changes in the nature and application of the school rules.
- 13.2.3 Invitations to visit the school in cases where a learner's behaviour is unsatisfactory after repeated intervention on the side of the school.
- 13.2.4. Contact with the school on invitation from the school concerning a learner. The educator may phone the parents at any time.
- 13.2.5. Parents must ensure that their children attend school every day.
- 13.2.6. Parents must play an active role in supporting a positive learning environment at their child's school
- 13.2.7 Parents must ensure that their child/ children have a healthy breakfast before coming to school and that they have a snack for the mid-morning break.

Because the school acknowledges the parent's role as primary educators of their children, every effort will be taken to involve the parents in the education of their children. For this reason the principal will continue to follow an open door policy in which the parents are encouraged to come and discuss matters affecting their children with him/ her.

13.3 Learners

The involvement of learners in the implementation of the Code of Conduct is seen as an aid for leadership development and not for the exercising of authority over their fellow learners. Learners will not be overburdened in its application, but a system of co-operation and good discipline will be implemented to encourage the learners to promote good discipline.

The following selected learners will be involved with the application of the code of conduct:

- 13.3.1 Learner Representatives – Grade 7.
- 13.3.2 Class leaders.
- 13.3.3 Sport team captains.
- 13.3.4 Scholar Patrol leaders.
- 13.3.5 All learners who motivate their friends to obey the school rules.

14. SYNOPSIS

It can easily happen that the school's Code of Conduct conveys a negative impression. In the implementation of our school's Code of Conduct, all attempts will be made to approve and enhance the positive values and worthwhile aspects of each learner, but also to discourage bad characteristics. As such it is important that educators will see the learners as human beings and treat them as such.

We are of the opinion that Brackenhurst Primary School, through the consistent application of this Code of Conduct, will make a contribution to the equipping of the learners with life skills, experience in work orientation and quality of life that will assure a happy future for these children.

The application of the above-mentioned Code of Conduct is a sincere attempt on Brackenhurst Primary's side to grant the learners the maximum advantage in so far as the application of this Code of Conduct goes. This approach is thus not as much norm centered, as it is child centered. For this reason there will be a responsible inclination in which the learner's development will take place in a relaxed and spontaneous environment.

15. THE EXTENT OF THE SCHOOL RULES

In order to comply with the expectation, it is important to set the school rules as comprehensively as possible. The purpose herewith is to assure that the application of discipline and the Code of Conduct is applied consistently throughout the school. Unacceptable behaviour that is not addressed by the school rules leads only to confusion and such a situation is not conducive to the accomplishment of a normative school environment in which the learners must establish their own reference frameworks.

SCHOOL RULES

School rules are standards of behaviour that tell us what to do and what not to do.

School rules must always be obeyed, even if you are alone.

School rules ensure a safe and disciplined school environment.

1. Lining up when the bell goes:

The bell rings at the start of the school day. When the bell rings, all learners must line up in front of their bags on the field (Grade 4 -7) or in the Junior quad (Grade 1- 3). At the sign of the educator they lead off to the first period of the day via the closest entrance or stairwell in an orderly fashion, in single file. On rainy mornings bags (Grade 4 – 7) are placed in the hall and the same procedure occurs.

2. Assembly at the hall:

At the line up for assembly the learners must move in an orderly fashion into the hall. When they line up absolute silence must prevail, also when the learners enter the hall.

3. Maintenance and neatness of the school environment:

Just as one is proud of oneself, so one should be proud of the neatness and tidiness of your environment. Each learner must take pride in the tidiness of the school grounds, the buildings, the sports field, the garden and the classes. It is not just the duty of the general assistants to clean up the school grounds, but it is the duty of all the learners to help in this regard.

4. Announcements:

When announcements are made over the intercom, all learners must be quiet and should be paying attention to what is being said.

5. Absence:

Learners may only be absent from school by reason of illness or matters of extreme urgent private affairs. All other absence must be limited and all doctor appointments must wherever possible be scheduled for the afternoons.

Learners, who were absent, must on the first day of his / her return to school, provide a letter from the parents stating the reason for the absence. The letter must be handed in at his / her register class at the start of the school day.

Learners that were absent for three or more days must submit a doctor's certificate explaining the reason for their absence.

All parents wishing to collect their children from school during school hours must first obtain the necessary permission from the office.

Learners that were absent during a test or exam must hand in a medical certificate upon their return; otherwise a zero will be allocated for that particular test or exam.

Irregular school attendance influences the learner's progress and such conduct leads only to ignorance and incompetence.

Where a pattern of absence is noticed by the educator without explanation from the parents, the educator will contact the parents telephonically for an explanation. In severe cases such absences will be reported to the GDE and a case of truancy will be investigated.

6. Ball games:

No ball games are allowed under any roof, on any passage or against any wall.

7. Injury or illness during school hours:

If a learner gets hurt during school hours or becomes ill, it must immediately be reported to the office. Such a learner may only be fetched from the school by a third party with the parents' permission.

8. Breakage and malevolent damage:

No breakage or malevolent damage of private or school property will be allowed. Any such occurrences must immediately be reported to the office or to the educator on playground duty. The guilty person will be expected to make good the damage by paying the account for the necessary repair work. Vandalism constitutes a Level 3 offence.

9. Eating during lesson hours:

No learner will be allowed to eat during lessons.

10. Electrical installations:

No learners will have permission to tamper or play with any electrical installation or open any distribution board. Light switches may only be utilized for the proper purpose.

11. Examinations: (Intersen Phase)

It is expected of all learners during examination time to enter the examination venue in an orderly manner and be seated quietly. Should the examination not run for the entire duration of the session, that being two hours, then the learners will be required to take out study material and quietly sit and study before the examination begins. Examinations will always be conducted in the latter part of the session. Should a learner behave in an inappropriate manner then they will be removed from the examination venue and placed at a desk in the passage outside the offices and write their examination there. Should a Grade Seven learner disrupt an examination session while the examination is in progress they will have their examination paper removed, and will sit for the remainder of the session in a desk in the passage outside the offices. They will write the remainder of the examination after school and parents will be notified telephonically to fetch their child at a later time.

11. Cycling on the school grounds:

Before entering the school grounds, learners must get off their bicycles and push the bicycle to wherever they go on the school grounds. In the afternoons the same procedure must be followed until they reach the school's exits. During school hours all bicycles must be locked in the bicycle shed.

12. Behaviour in the class room:

Inside the classroom each learner must help to create an orderly atmosphere in which learning can be optimised. Learners should work as rapidly as possible to obtain the best results.

The educator will confiscate all toys.

All rubbish must be collected before leaving the desk.

No writing or scratching is allowed on any of the furniture.

No learners will be allowed outside the classrooms during lesson hours, except when formal work is to be done outside the classroom.

Learners may not change seats without the educator's permission.

The learners must respect visitors to the classroom by standing up if a visitor enters the class.

13. Behaviour on the school grounds:

Learners are expected to greet their educators in a respectful manner on the school grounds.

Learners must not display a lax attitude by leaning against walls or palisades.

Learners must respect each other and by no means will foul language or dirty games be allowed on the school grounds or any form of physical abuse.

14. Behaviour of our learners towards our educators:

Our educators must be considered as our instructors and councillors who are always willing and prepared to give us guidance and lead us in our growing up. They are also the persons that watch each child's progress on every area of the school life. It is expected of the learners to be courteous and amicable towards their educators. It is also expected of learners to be obedient and do their daily assignments and homework to the best of their ability.

The learners are expected to behave in a well-disciplined manner and all undisciplined behaviour will be dealt with according to the discipline system.

15. Behaviour of our learners towards each other:

Every learner will have the opportunity to be a senior of the school and it is expected from the junior learners to show the necessary respect for the seniors. We look up to our seniors to give direction to the junior learners to help to maintain the good traditions of our school.

It is expected of all the learners to support each other mutually and to help where assistance is needed.

Learners must be polite to each other.

Learners must be tolerant and should help along to create a tranquil atmosphere.

Learners must strive to be team players and do their best if they participate in sport or other team events.

Learners should reprimand each other if incorrect behaviour is noticed.

Learners must always behave themselves everywhere they go in school uniform and defend the school's good name.

New learners must be made to feel welcome at our school and should be absorbed into the friendship circles.

16. Make-up:

No lip-gloss, mascara, eyeliner, blush, base, or any other make-up is allowed. This rule applies at all times when learners are in uniform as well as on days where civvies are allowed to be worn.

17. Running in the passages:

No running will at any time be allowed in the passages, as this can be hazardous.

18. Textbooks: (this applies only to learners who do not have tablets).

Learners must at all times take good care of all the handbooks in their possession.

All books must have a proper protective cover.

If a book is lost, the replacement cost of the book can be obtained from the office, so that the learner can replace the book.

Books may not be written in at any time.

19. Hair style for Boys:

Hair must be tidy and neatly clipped.

The ears must be open with the hair neatly clipped around it.

The neck must be clean cut above the collar.

The length of the longest part of the hair may not exceed 2.5 cm.

The forehead must be open and if hair is combed forward over the forehead, it may not cover the eyebrows.

No foreign hairstyles, such as dreadlocks, are allowed. The hair may not be coloured or permanently waved.

20. Hair style for Girls:

Hair must be tidy.

Hair that touches the shoulders must be tied up using a black, white or red band or ribbon.

The forehead must be open and if hair is combed forward over the forehead, it may not cover the eyebrows.

No foreign hairstyles, such as dreadlocks, are allowed. The hair may not be coloured or permanently waved.

Ethnic hair may be braided, but if it is longer than shoulder length, the braids must be tied into a pony tail, with white, black or red ribbon.

21. Homework:

Homework is not restricted to written work only.

Conscientious learners will never allege that they have no homework.

Daily revision of the work done in the class is to every learner's advantage.

All homework must be written down in the personal diary on the day it is given.

Learners are advised to read wider than the suggested material.

Basic Maths tables and bonds should be revised daily, as these are the building blocks for good marks in this subject.

22. Homework diary:

The homework diary must be one that is dated and not a blank book

Each day's homework must be copied down in the homework diary.

Mark each item of homework off that has been completed.

Parents must regularly sign the homework diary.
The educator can also make use of a learner's homework diary to communicate with the parents.
It is also important that the learners should not misplace their homework diaries. Learners must have the correct stationery and PE kit at school.

23. Jewellery:

No jewellery is allowed. No bangles, chains and rings will be allowed. Girls may wear one pair of either plain gold stud or sleeper earrings.

Boys may not wear earrings to school

24. Class rotation:

During class rotation the learners should move as quickly as possible to the next class.

Nobody plays during class rotation.

No one is allowed to visit the toilets during class rotation.

Line up at the following class until the educator gives the sign for the class to enter the room.

During class rotation the minimum of noise is to be caused. No excessive noise will be tolerated.

Always keep to the left, especially on staircases where learners can easily get hurt.

25. Bathrooms:

Appropriate request in the class to the educator is: "May I go to the bathroom?" or "May I please be excused?"

Bathrooms are to be kept tidy and clean.

No foodstuffs are to be taken into the bathrooms.

No playing will be allowed in the bathrooms.

Only one learner per turn is allowed to leave the class for the bathroom.

Always flush the toilet after use.

26. Chewing gum:

No chewing gum is allowed on the school premises.

No chewing gum may be chewed while a learner is dressed in school uniform.

27. Nails:

Nails may not be longer than the point of the finger.

No nail polish is allowed.

Under no circumstances will permission be given for long nails.

28. Initiation:

No initiation ceremonies will be tolerated on the school premises.
No learner may be offended or his / her human dignity be impaired.

29. Coming late for school:

Learners must be on time for school.
All latecomers must first report to the office, where their names and the reason for their late arrival at school will be recorded, before such learners are allowed into the normal classes.

30. Offences that will not be tolerated:

Bad language, cursing, dirty conversations, bad behaviour, copying of home work, leaving the school premises without permission, bunking, gossiping, lax attitude, chewing gum, stealing, discourteous behaviour and impolite remarks and physical abuse.

31. School times:

The school starts at 07:45 and closes at 14:00 (Grade 3 – 7) and 07:45 – 13:30 (Grade 1 – 2), winter and summer.

No learner is at liberty or has the permission to leave the school premises during these hours.

32. Behaviour in public:

In public the learners will always display the best behaviour as representatives of the school. At all school activities visitors will be welcomed and greeted in a friendly to everybody. Be humble and know your place. Take care that people will only speak highly about our school. You should immediately reprimand a fellow learner who can't behave in public.

33. Pornography and erotic material:

No such material will be allowed onto the school grounds. The strictest possible measures will be implemented against any learner who transgresses this rule, as it is a Level 4 offence.

34. Break time:

During break all learners will play on the allocated parts of the playground. No rough games are allowed and the older learners must stay away from the younger learners.

No fights will be allowed.

Swearing on the school ground is totally forbidden.

No learner may play near the motor vehicles.
No stones may be thrown.
All rubbish must be placed in the rubbish bins.

35. Radios in the class room:

No radio or receiving device will be allowed into the classrooms.
No listening to any sports broadcasts or music is allowed during lessons, unless this forms part of a lesson and is supervised by a teacher.

36. Report cards:

Report cards are for the learner and his / her parents.
Report cards are issued at the end of every term.

37. Reply slips:

The parents must sign all reply slips and send them back to the school the following day.

38. General Remarks:

During break the learners are not allowed to go into classrooms or the hall without permission.

Nobody is allowed into the bicycle shed during school time.

Each learner is responsible to keep the classrooms, bathrooms, passages and playground tidy and clean from rubbish.

The building, furniture and all apparatus should be looked after with the necessary care and respect.

All items of clothing and stationery should be marked with the child's name so that they can be returned to their rightful owner

Every learner is responsible for his / her property. Lost articles must be handed in at the office.

Inquire at the office if you have lost any item.

Learners are at all times responsible for the tidiness and cleanliness of the school and playground.

Use the rubbish bins available on the playground.

Always pick up waste papers lying around on the ground.

Immediately address a litter bug.

The policy of cleanliness also applies during all visits to other schools.

Learner Representatives must always be ready to motivate learners to clean up where they have messed.

40. Moving away:

When a learner knows that he / she is going to leave the school for another school, parents should make application to the secretary for a transfer card at

least one week in advance. The learner must also hand back all his / her textbooks to the respective educators.

41. Toys:

No toys are allowed into classes. If a learner plays with a toy while in class, the educator, effectively cancelling the learner's property right to the toy, may confiscate such a toy.

The same rule applies to all assemblies in the hall.

42. Playground Demarcation:

Consult the playground duty roster for the demarcation of the playground showing where the different age groups should play during breaks.

43. Games:

No rough or dangerous games where learners may get hurt are allowed at school. The older learners are not allowed to mix with the little ones during break.

44. Teasing of Fellow Learners:

No teasing is allowed. The right, dignity and privacy of every learner must be respected. The use of nicknames is also forbidden.

45. Extra mural Participation:

It is each learner's first priority to participate for the school in any school sports or cultural activity of his / her choice. Afterwards outside bodies may be represented in the specific club's colours. It is the aspiration of the school that every learner will participate in one or more types of school sport or cultural activity, as group participation fosters the feeling of belonging, which is important for the school as a whole.

46. Extra mural Practices:

Learners must be on time for sport practices. The correct dress code must be adhered to. During sport practices all bags must be secured as no responsibility can be taken for theft during sport practices.

47. Uniform : Grade 1 – 6

BOYS:

Summer:

- Long or short grey flannel pants
- Red open neck, short sleeved shirt
- Red school jersey with Brackenhurst badge
- Grey socks with Brackenhurst stripes in the top band
- Black lace-up school shoes
- Red Brackenhurst anorak
- Black blazer (optional)

Winter:

- Long grey flannel pants
- Long sleeved white shirt
- Brackenhurst tie

- Red school jersey with Brackenhurst badge
- Red Brackenhurst anorak
- Grey socks with Brackenhurst stripes in the top band
- Black lace-up school shoes
- Blazer (optional)

GIRLS:

Summer:

- Grey skirt (black ski pants/shorts may be worn under the skirts, but must be at least 5cm shorter than the skirt)
- Red, open necked short sleeved shirt.
- Short white ankle socks (no grey long socks)
- Red school jersey with Brackenhurst badge
- Red Brackenhurst anorak
- Black blazer (optional)
- Black school shoes (either lace-up or buckle)
- In very hot weather the learners may wear the Brackenhurst Primary peak cap.
- No coloured braids or weaves

Winter:

- Long grey flannel pants or grey skirt
- Long sleeved white shirt
- Brackenhurst school tie
- Long grey socks with Brackenhurst colours in top band
- Grey tights
- Red school jersey with Brackenhurst badge
- Red Brackenhurst anorak
- Black blazer (optional)
- Black school shoes either lace up or buckle.
- In very cold weather the learners may wear beanies, gloves and scarves, as long as they are the official Brackenhurst Primary beanies with the school badge on the front. Beanies worn in summer will be confiscated. It is preferable that the scarves are from Knitting Knot (see advert).

Uniform: Grade 7

BOYS:

Summer:

- Long or short grey flannel pants
- White, open necked, short sleeved shirt with Brackenhurst Primary badge
- Red school jersey with Brackenhurst colours in the neckband, long sleeve or sleeveless.
- Grey socks with Brackenhurst stripes in the top band
- Black lace-up school shoes – laces must be worn in shoes at all times and tied up.
- Red Brackenhurst anorak
- Black blazer

Winter:

- Long grey flannel pants

- Long sleeved white shirt and red tie
- Brackenhurst tie
- Red school jersey with Brackenhurst badge, long sleeve or sleeveless.
- Red Brackenhurst anorak
- Grey socks with Brackenhurst stripes in the top band
- Black lace-up school shoes – laces must be worn in shoes at all times and tied up.

GIRLS:

Summer:

- Grey skirt (black ski pants/shorts may be worn under the skirts, but must be at least 5cm shorter than the skirt)
- White, open necked short sleeved shirt with Brackenhurst Primary badge. (white full bra to be worn under the shirts)
- Short white ankle socks (no grey long socks)
- Red school jersey with Brackenhurst badge, long sleeve or sleeveless.
- Red Brackenhurst anorak
- Black blazer
- Black school shoes (either lace-up or buckle) – laces must be worn in shoes at all times and tied up.

Winter:

- Long grey flannel pants or grey skirt
- Long sleeved white shirt
- Brackenhurst school tie (plain red tie for Grade 7)
- Long grey socks with Brackenhurst colours in top band
- Grey tights
- Red school jersey with Brackenhurst badge, long sleeve or sleeveless.
- Red Brackenhurst anorak
- Black blazer
- Black school shoes either lace up or buckle. - – laces must be worn in shoes at all times and tied up.
- In very cold weather the learners may wear beanies, gloves and scarves, as long as they are either plain red, black or grey. Beanies worn in summer will be confiscated.
- No coloured braids or weaves.

48. Physical Education Uniform:

Black Brackenhurst Primary shorts and Brackenhurst Primary Golf Shirt. The golf shirt and shorts are available from the sports office, every Wednesday morning before the commencement of the school day from 07:00 – 07:30. Learners may wear this uniform with short white socks and black or white takkies with black or white laces to school on the days on which they have Physical Education. If a child does not have the correct Physical Education uniform it does not mean that he/she will be excluded from Physical Education, it simply means that they will have to change into their casual clothes before the lesson and back into their uniform after the lesson. This is not an ideal situation since this is when many children lose items of clothing. Please note that when it comes to the black shorts we will not accept children wearing any

other shorts other than the mandatory Brackenhurst Primary School shorts, as this forms part of a uniform. Children who do not adhere to this ruling will not be allowed to wear their P.E. uniform to school for the day. In winter children may wear the official Brackenhurst Primary School tracksuit, available from our stockist, with the white golf shirt underneath and white socks and black or white takkies with black or white laces on days when they have Physical Education. No coloured shoes or laces are permitted. P.E. Kit may not be worn on days when the learners do not have P.E. and may also not be worn during assessment week.

- In very hot weather the learners may wear the Brackenhurst Primary peak cap.
- In very cold weather the learners may wear beanies, gloves and scarves as long as they are either red, black or grey. These must be removed in class.

Children who are playing sport after school may come to school for the day in their full P.E. kit to school on practice days and their official sports kit for the different sports on match days, if they so choose. We are hoping that this will alleviate some of the lost property and theft of uniform after school. Please note that if your child does not have the official summer or winter sports kit, they may not make use of this privilege. **P.E. kit may not be worn during exam week in Term 2 and Term 4.** A tight long sleeve black T-shirt may be worn underneath the P.E. uniform on cold days.

49. School Bags:

The minimum measurements must be 40 x 25 cm. Bags with compartments inside are preferred that offer adequate space so that exercise books can be comfortably packed without damage to the said items. The school bag must also be tidy and may not be pasted with stickers. Tablets must have a hard cover and must be placed inside the school bag when not in use.

50. Tennis Courts and Netball Courts:

It is very important that learners wear the right type of tennis shoes, as shoes with hard soles will only damage the surface of the tennis courts or netball courts. The tennis courts and netball courts may not be used without permission. Children may not bounce off the perimeter fencing or the tennis and netball courts.

51. Leaving the School Grounds during School Hours:

No learner has the authority to leave the school grounds during school hours without obtaining the necessary permission from the office. Letters from the parents asking for permission must be submitted to the office during the outset of the school day.

52. Access to the School Grounds:

Access to the school grounds may only be through the gates. No learner may climb over a fence. It also constitutes an offence of trespassing to enter the school grounds after-hours.

52. Staircase:

No learner may run up or down staircases, including those of the pavilion. Always keep to the left on staircases.

53. Before School in the Mornings:

No learners are allowed into classrooms before school starts.

No learner may play or loiter on the pavement before school.

No learner may leave the school premises in the morning after they have been dropped off.

School bags are to be placed in a neat row on the field (Grade 4 – 7) or in the Junior quad (Grade 1 – 3) in the mornings. In the event of rain Grade 4 – 7 bags are placed in the hall.

When learners have put their school bags down, they should go to the allocated playground. No playing will be allowed on or near the passages, or near the bags.

54. Appearance of School Uniform:

The school uniform must always be clean and neat. No unauthorized pieces of clothing are allowed with the school uniform, especially during the winter months when only the prescribed school uniform will be tolerated. Fingernails and hair must be clean and well looked after. The school has the right to decide when a learner's hair is too long or the hairstyle is unacceptable. Girls with hair touching the collar must tie the hair up or wear a ponytail.

Regular uniform inspections can be carried out at random.

55. Stolen Goods:

The possession of stolen goods is a punishable offence – Level 4.

56. Possession of Alcohol:

The possession of alcohol is a punishable offence – Level 4.

57. Weapons:

No learner shall at any time bring a weapon to school or be in possession of a weapon on the school premises. The contravention of this rule constitutes a very serious offence and will be punished in the strictest way possible – Level 4.

58. Drugs:

The possession or distribution of any narcotic substance or drugs on the school premises is a very serious offence and will be punished in the strictest way possible – Level 4.