

INDEX

	Topic	Page
	Why school rules?	3
1	Absences	3
2	Access to the school	4
3	Announcements	4
4	Appearance	4
5	Assembly when the first bell rings	4
6	Ball games	4
7	Bicycles	4
8	Cameras	4
9	Cell phones	5
10	Chewing gum	5
11	Cleanliness of the premises	5
12	Conduct before school	5
13	Conduct during breaks	5
14	Conduct in public	6
15	Conduct in the classroom	6
16	Conduct towards educators	6
17	Conduct of our learners towards each other	6
18	Conduct : General	7
19	Crackers	7
20	Detention	7
21	Electrical devices	7
22	Electronic installations	8
23	Extracurricular activities (Sports & Culture)	8
24	Fire equipment and Arson	8
25	Foyer	8
26	Hair	8
27	Hall / Assembly	9
28	Homework	9
29	Injury and illness during school hours	9
30	Jewellery	9
31	Leaving the school	10
32	Lost property	10
33	Make-up	10
34	Money	10
35	Motorcycles and cars	10
36	Moving between classes	10
37	Nails (Boys & Girls)	10
38	Playgrounds	11

39	Registration at the end of the school day	11
40	Reply slips	11
41	Satanism and witchcraft	11
42	School hours	11
43	School uniform	11
44	Schoolwork	12
45	Serious misconduct	12
46	Smoking	13
47	Social events	13
48	Sport	13
49	Swearing / foul language	13
50	Telephone calls	14
51	Tennis courts	14
52	Textbooks	14
53	Tipp-Ex	14
54	Toilets / Cloakrooms	14
55	Vandalism and damage to property	14

ABBREVIATIONS

- CS - Community Service
- D - Detention after school, imposed by Grade Head
- E - Expulsion
- S - Suspension : 3, 4 or 5 school days, during which the parents must come and meet with the principal
- TS - Temporary suspension until parents have had a meeting with the principal
- PD - Detention or penalty imposed by prefects during school hours
- W - Warning
- / - or
- - repeatedly

WHY SCHOOL RULES?

School rules exist at our school in order to foster orderliness, discipline and an ideal learning environment for everyone.

The SA Schools Act states: "No provision of this Act exempts a learner of a school from the obligation to the code of conduct of the school."

All the rules will be adhered to, preferably not by force, but voluntarily, because we are members of a school of which we are all proud.

People with integrity do not need rules. Unfortunately, the opposite is also true.

Those who do not have self-respect are unable to respect others and, unfortunately, they always insist that others must respect them first, even their superiors.

1. ABSENCES

Learners may be absent only due to illness or some other valid reason. On the first day the learner returns to school, a signed letter from his parents must be handed to the register teacher, stating the reason for absence. If a learner is absent for more than 3 days, a doctor's certificate must be submitted. We request that parents contact the school if a learner is absent for more than two consecutive days.

During school hours, the principal will grant urgent leave for funerals, visiting gravely ill relatives or appointments with specialists etc. only on written request by the legal guardian. A learner may not contact a parent or someone else to pick up him/her up during school hours, unless the necessary consent of the principal / the deputy principal has been obtained. In such cases, the parents must personally fetch the learner from the school.

Zero will be awarded for class tests, written assignments, oral and/or reading for evaluation purposes if the learner does not have a legitimate excuse and a letter from his parents for being absent.

A learner who is absent during examinations must submit a medical certificate, otherwise he/she will be awarded a zero for the paper.

Irregular school attendance hampers progress and leads to laxity, lack of interest and ultimately ignorance and incompetence. If a learner is absent for more than 35 days (year to date), he/she forfeits his/her right to write the final examination for the year.

2. ACCESS TO THE SCHOOL

Access to the school is through the gates only, and then only when the school is open. No learner may climb over or through any fence or over a gate!
The school grounds are off limits after school, on weekends and during school holidays.
D / CS / TS

3. ANNOUNCEMENTS

When announcements are made over the intercom, all learners should be quiet and listen to what is being said. All announcements must be recorded timeously in the book kept in the secretary's office.

4. APPEARANCE

The prescribed school uniform must be worn. School uniforms must always be clean and tidy. Shirts may not hang out and ties must be worn as prescribed. School shoes should always be polished and clean. The prescribed rules with respect to hair must be strictly adhered to at all times.

5. ASSEMBLY WHEN THE FIRST BELL RINGS

The bell will ring at 07:30, the start of the school day. When the bell rings, all learners must line up with their classmates in the designated area. Once assembled, no learner is allowed to talk. When learners are dismissed, they must walk in a line to their respective register classes.
PD → D

6. BALL GAMES

Ball games are permitted only during the first break and are allowed only on the rugby field. All other areas are off limits and balls will be confiscated if learners do not adhere to this rule. However, hand tennis may be played on the designated areas during both breaks.
PD → D → CS
During the netball season, girls who have been chosen as shooters may practise shooting goals during breaks. No other learners may interfere.

7. BICYCLES

Cyclists may not ride on the school premises. Learners must, therefore, disembark at the school gate and push their bicycles to the bicycle shed. Bicycles must also be pushed to the gate after school. Bicycles must be left at the bike shed and may not be tampered with. The bike shed area is off limits to all learners at all times.
PD → D → CS

8. CAMERAS

Cameras are prohibited at school. Taking photos at school and of the school using cameras and/or cell phones is prohibited. The said devices will be confiscated and photos erased. Exceptions: sports and cultural activities. D / CS

9. CELL PHONES

Cell phones are prohibited during the school day. Only in cases where it is necessary, may parents apply in writing, stating valid reasons. Cell phones must be handed to the register teacher for safekeeping for the duration of the school day. If learners are found to be in possession of a cell phone during school hours, it will be confiscated together with the SIM card and returned at the end of the term, provided a fine of R100-00 has been paid. Should a fine of R200-00 be paid, the phone will be returned at the end of the day.

10. CHEWING GUM

Chewing gum is not allowed on the school grounds. A learner may not chew gum while he/she is in his/her school uniform, including when he/she is in public. PD

11. CLEANLINESS OF THE PREMISES

Every learner must take pride in the cleanliness and orderliness of his environment - i.e. the school grounds, buildings, classrooms, ablution blocks, sports fields, etc. It is not just the job of the principal and staff, but also the duty of every learner to help with the maintenance of our premises. Littering is prohibited. It is everyone's duty to dispose of litter in the bins provided. This policy also applies when we visit other schools. Learners in leadership positions should always nominate subordinate learners to place bins on the fields and clean the area after events.

D / CS

12. CONDUCT BEFORE SCHOOL

No learner may be late for school. Latecomers must report to reception. Once a learner has entered the school grounds, he/she may not leave again without the permission of the principal or the deputy principal. Once bicycles, motorcycles and cars have been parked, learners must immediately leave the designated parking areas. On arriving at school, learners must place their cases/school bags in a neat row outside their register classroom. Thereafter, they must immediately go to their respective playgrounds. Hanging around toilets is prohibited.

PD → D

13. CONDUCT DURING BREAKS

No learner may be on the corridors or in a classroom, the lecture hall or school hall without supervision.

No one may leave the school grounds without the permission of the deputy principal/ the principal.

No rough games may be played. Older learners may not interfere unnecessarily in the games of the younger learners or bother them.

Playing near cars is prohibited.

No stones or other objects may be thrown.

PD / D / CS

14. CONDUCT IN PUBLIC

Our actions must be irreproachable in public, whether it be during a school activity or on our way to and from school.

We are identified by our school uniform and everyone in uniform is an advertisement for the school. Therefore, be polite and friendly towards everyone and ensure that your behaviour, actions and appearance are always praiseworthy.

If a learner does not behave in public, it is his/her fellow learner's duty to reprimand him/her immediately and, if necessary, to report him/her.

D / CS / TS

15. CONDUCT IN THE CLASSROOM

Learners may not disrupt lessons. Learners may not throw paper or other objects at each other/one another, and catapults and peashooters are strictly prohibited.

Learners must pick up and throw all litter into the bin before leaving the class.

Desks and chairs should be left in orderly rows.

No "swinging" on chairs.

During a lesson a learner may not leave a classroom without a pass.

Learners are not allowed to eat in class.

Learners may not change seats without permission.

Walking around or talking during lessons is not allowed.

When the principal, a teacher or a visitor enters the class, all learners must immediately stand up.

D → TS → S

Under no circumstances may furniture be written on or scratched.

Strict action will be taken against learners who constantly distract other learners, thereby depriving their fellow classmates of their right to education.

TS → S → E

16. CONDUCT TOWARDS EDUCATORS

We must regard our teachers as our educators and counsellors, who are always willing to give us guidance.

Learners are expected to be polite and friendly towards their teachers and greet them properly.

Learners are expected to be obedient and to do their daily assignments and homework to the best of their ability.

Learners are expected to always behave in an orderly manner so as to ensure orderliness and discipline in our school. Disrespectful behaviour will not be tolerated.

D / CS / TS

17. CONDUCT OF OUR LEARNERS TOWARDS EACH OTHER

Learners must be friendly and polite towards each other.

All learners are expected to support each other mutually and to encourage others to participate in different aspects of school life.

Learners should reprimand others if they do wrong.

Physical contact between members of the opposite sex is prohibited.

Our actions may never hurt others, whether verbally, emotionally or physically.

W / PD / D

We all get the chance to become the senior learners and the juniors are expected to show the senior learners the necessary respect.

We expect our seniors to maintain orderliness, and to promote the spirit and the traditions of our school.

New learners are cordially received and everyone must make an effort to ensure that they soon feel at home.

18. CONDUCT: GENERAL

Learners are expected to be loyal to our school at all times. Our school, our educators and our fellow learners are never spoken of with disparagement.

Learners should not have an attitude of laxity, lean against walls or pillars or stand/walk with their hands in pockets.

Learners respect each other and no foul language or meanness is allowed.

No running on the corridors, stairs or around corners. Learners are prohibited from bumping each other.

Learners may not enter a classroom, the staff room, the photostat room, the lecture hall or the hall without permission.

Nobody is permitted in the bike shed, or any other prohibited areas.

No sitting on dustbins or moving them around.

During the rainy season, muddy areas on the site should be avoided.

Greet parents and visitors and be friendly and helpful towards them.

PD / D / CS

19. CRACKERS

The possession and discharge of fireworks, as well as similar or related items, is prohibited on the school grounds.

D / CS

20. DETENTION

If detention is not attended, community service will be awarded. No excuse will be accepted on the day of detention. Only pre-arranged, written excuses will be considered.

If a learner does not show up again, three days of community service will be awarded. Further delay will result in temporary suspension until such time as the learner's parents visit the deputy principal. Community Service will continue and may be extended to 4 or 5 days.

21. ELECTRONIC DEVICES

Radios or other electronic devices may not be used by learners to listen to any broadcast, recordings or to play games/music.

D → CS

22. ELECTRICAL INSTALLATIONS

Learners may not tamper with plugs, switchboards, electrical or CCTV installations. Neither may a learner tamper with light switches, fans or the gas-cocks in the laboratories. If this rule is violated, the school will not be held responsible for damage or injury.

D / CS / TS

23. EXTRACURRICULAR ACTIVITIES (Sports & Culture)

Mass participation and involvement is our motto. Good sportsmanship and impeccable behaviour at all times, either as a participant or as a spectator, is non-negotiable. Remember, we win and lose with dignity like true sportsmen. We always thank our opponents after a match. When we host other schools, we are hospitable. During or after games, players and spectators may not pass any derogatory remarks aimed at players or referees.

When necessary, the prescribed sportswear must be worn at all times. When we make use of buses, the behaviour of our learners must be impeccable. During sporting events, it is the duty of every pupil to keep the grounds/sports fields clean and to store the equipment after the match/event.

Spectators always attend events/matches neatly dressed in school uniform. Learners will be requested to assist during events and it is the duty of every learner to provide a service to the school when asked.

24. FIRE EQUIPMENT AND ARSON

Fire equipment is off limits and is considered a serious offence if it is tampered with. All forms of arson are strictly prohibited - from lighting flammable substances to setting fire to equipment/buildings.

D / CS / TS / E

25. FOYER

Learners may not use the foyer as a thoroughfare.

PD

26. HAIR

BOYS:

Hair must be short and neat at all times. If it is combed forward, it must not touch the eyebrows. When combed straight down, it must not touch the collar or the ears.

No spikes, peaks, steps or scraggly tails.

No colour or bleach may be used.

No under cuts or any other fashion statements or fads will be allowed.

Only subtle steps without peaks are permissible.

No gel, or similar products, in the hair.

D → CS → TS

GIRLS:

Hair must be neat at all times and should not hang over the eyebrows.

No spikes, peaks, steps or scraggly tails.

No colour or bleach may be used.

No under cuts or any other fashion statements or fads will be allowed.

Hair which hangs over the collar must be tied up. This rule also applies when in uniform outside the school premises or in sportswear.

No gel, or similar products, in the hair.

D → CS → TS

27. HALL / ASSEMBLY

The hall is off limits to all learners except during assembly. There must be absolute silence when the learners walk into the hall, in single file, until the end of assembly. No food and drinks may be taken into the hall, not even during functions.

Impeccable behaviour is expected during assembly/school functions.

PD → D

28. HOMEWORK

All homework must be written down in a homework book. Homework books are mandatory for grades 4 - 9 and are strongly recommended thereafter.

Candidates are advised to read wider than their textbooks.

29. INJURY AND ILLNESS DURING SCHOOL HOURS

If a learner is injured or takes ill during school hours, it must be reported to the office immediately.

Such a learner may be fetched from the school by someone other than the parents themselves only with the parents' consent.

No learner may phone home and say that he/she is sick.

Penalties: Detention and confiscation of phone.

In less serious cases the sick room may be utilised, but only after the first break.

Parents should not send sick learners to school to spend the day in the sick room.

30. JEWELLERY

Only watches and earrings (girls) are allowed. Only a single gold/silver stud or sleeper may be worn. The diameter of the earring may not exceed 15 mm.

Only one earring per ear in the bottom hole of the earlobe for girls.

No other objects in other holes, ears or earlobes.

No necklaces, chains, bracelets or rings may be worn.

D → CS

31. LEAVING THE SCHOOL

Once a learner knows that he/she will be leaving the school to enrol at another school, the parents must apply for a transfer card from the secretary a week in advance. Textbooks, media centre books and photocopy paper must be submitted before a transfer card is received.

32. LOST PROPERTY

Each learner is responsible for his/her own property. Lost items must be handed in at reception. If a learner has lost something, he/she may inquire at reception.

33. MAKE-UP

No lip gloss, mascara, eyeliner, blusher, foundation or any other make-up is allowed. This rule also applies to all school functions when school uniform is worn.

PD → D → CS

34. MONEY

All fees must be placed in a properly-marked envelope and posted in the post-box at the front office before school. Keep pocket money on you rather than placing it in your school bag. The school cannot be held responsible for money that is lost or stolen. Thieves will, however, be severely dealt with.

35. MOTORCYCLES AND CARS

Only with the written consent of the deputy principal may motorcycles/cars be on the school grounds. A driver's licence must accompany the application. Learners may drive only at idling speed and no noise will not be tolerated. Park only in designated areas.

D / CS / TS

36. MOVING BETWEEN CLASSES

When moving to the next class, learners must walk in single file, keeping to the left. It is particularly important to keep left on the stairways where children can easily get hurt.

No one may go to the toilets between periods.

Learners must wait outside the next classroom until the teacher tells the class to enter the classroom.

No noise will be tolerated.

Whistling is prohibited.

PD / D / CS

37. NAILS - BOYS & GIRLS

Nails may not protrude over the finger tips. No nail polish may be worn. Under no circumstances will special permission be given for longer nails. No false nails are allowed.

PD / D

38. PLAYGROUNDS

The playgrounds, the cloakrooms and the tuck shops of the primary and secondary phases are separated and trespassing is strictly prohibited.

High school learners may make use of the A-Rugby field and the pavilion, the covered area under the B-block and the paved area between the A- and B-block. The covered area under the C-block is for matriculants only. The tuck shop and the toilets in the B- and C-block, excluding the PE cloakrooms, are to be used by the secondary phase. The pool area, the sports kiosk and the lapa are also off limits.

The school grounds are off limits after hours, on weekends and during school holidays.
PD → D

39. REGISTRATION AT THE END OF THE SCHOOL DAY

During the registration period at the end of the school day, the register teacher will complete the register again. Learners who are not physically present will be marked absent for the day. No horseplay or noise will be tolerated during closing. A learners who does not show up for registration, will be placed on detention by his/her register teacher.

D → CS → TS

40. REPLY SLIPS

Reply slips must be signed by parents and returned to the register teacher the next day.

W → D

41. SATANISM AND WITCHCRAFT

The practice of any of the above is strictly prohibited. Possession or distribution of literature on the topic, as well as extortion and recruitment of other learners, will not be tolerated under any circumstances.

TS / S / E

42. SCHOOL HOURS (GRADES 8 - 12 ONLY)

The school day begins at 07:30 for all learners, but finishes as follows:

Mondays & Wednesdays @ 14:15

Tuesdays & Thursdays @ 14:30 (*only during which time the sports' period is implemented*)

Fridays @ 14:00

On Tuesdays and Thursdays there is a compulsory sports period for all learners. On these days the times are slightly different to accommodate the sports period.

43. SCHOOL UNIFORM

The correct school uniform is compulsory and parents are requested to buy the prescribed school uniform only from recognized suppliers.

The school uniform should always be neat and clean.

The blazer is compulsory for high school learners and is worn as follows during the first and last terms:

During assemblies, formal functions, official school outings, certain sports functions and any other events as determined by the principal.

During the second and the third term, the blazer is part of the winter uniform and may be taken off only in class and during breaks.

44. SCHOOLWORK

Academic tasks, including classwork, homework, assignments, studying for tests and exams, etc., must be conscientiously and neatly done.

Please always be attentive in class and raise your hand if you want to ask a question.

Books are neatly covered and no pages are torn out.

Textbooks belonging to the school must be carefully looked after and you are not allowed to underline in them, write or scribble in them. If you lose or damage a textbook, you must replace it at your own cost.

Prepare timeously and thoroughly for tests and exams.

GR. 10-11:

If you intend to change a subject, you should discuss the matter with the counsellor, and your subject teacher. The counsellor will then give you a form which must be signed by your parents/guardians, the subject teacher and the principal.

45. SERIOUS MISCONDUCT

Disruption of lessons, copying homework from someone else, dishonesty, truancy.

Improper conduct during tests or examinations.

Spitting, swearing or foul language.

Spreading harmful rumours / slandering fellow learners.

Mass action by learners to challenge authority.

Smoking or possession of cigarettes on the school grounds.

Threats / Intimidation.

Verbal, emotional and physical bullying is prohibited.

Racist/Sexual remarks.

D / CS / TS → S

Swearing : use of c-word.

Objections, impudence, brash, defiant, arrogant or inappropriate behaviour towards prefects and teachers.

Frequent disruption of classes.

Defamation of character.

Harming the image of the school by placing any material, photograph or negative comments on the social media, is prohibited and is seen in a very serious light.

The use/possession of alcohol or alcoholic beverages.

Smoking or possession of marijuana on school grounds.

Possession/sale/use/distribution/peddling of any substance that has an intoxicating effect on the human body.

Assault or spitting at others.

Theft.

Possession of pornographic material or pornographic literature.

Racism.

Satanism or witchcraft.

Vandalism or malicious damage to property/forceful entry.

Sexual harassment/rape.

TS / S / S to medical testing and successful rehabilitation / Expulsion

46. SMOKING

Smoking or possession of cigarettes / tobacco is prohibited on school grounds, outside the school premises to and from school, or on school trips, tours and functions.

D / CS / TS → S

47. SOCIAL EVENTS

Social events are created for the learners of our school. Therefore, all social occasions, e.g. discos, are attended only by our learners.

Dress is casual, but neat and decent. All school rules still apply, also in terms of appearance.

No misconduct will be tolerated.

Learners may not move around in the school building during a disco/social event.

The hall/lapa may not be dirtied and everyone is responsible for cleaning up after functions.

Each disco/social event held will determine whether there will be another one.

48. SPORT

It is the duty of every learner of this school to first participate in sports offered by our school, and thereafter by outside organizations.

Team members must be on time for sports practice and must practise regularly in order to play matches.

It is essential that every learner participates in at least one sport. If he/she is selected for a team, he/she must show up for practices and games. Only written or personal apologies to the coach (no one else), will be accepted.

Letting a team down by failing to turn up for a match, is a serious offence.

D → CS

49. SWEARING / FOUL LANGUAGE

Swearing and having dirty conversations is in extremely poor taste and is prohibited.

D / CS / TS → S

If a learner swears at a member of staff, he/she will be suspended immediately - could lead to expulsion.

S / E

50. TELEPHONE CALLS

Learners may not phone parents or other people during school hours. In urgent cases, the receptionist may be asked to contact the parent. The learner must pay for the call.

51. TENNIS COURTS

Used only for tennis and netball.

Learners must wear canvas shoes or sneakers on the tennis courts.

The tennis courts are not to be used without permission. No skateboards and rugby/hockey boots are allowed on the tennis courts. No hanging on or climbing over the fences. No objects /stones may be thrown onto the tennis courts.

D → CS

52. TEXTBOOKS

Textbook-user fees are the responsibility of the parent. Laxity in this regard is no excuse for homework not done or academic failure.

53. TIPP-EX

The possession and use of Tipp-ex is prohibited in the school.

54. TOILETS / CLOAKROOMS

Toilets/cloakrooms must be kept neat and clean. Nothing may be carried into the locker room, especially food. No playing around is allowed in the cloakrooms. Do not congregate inside or outside the cloakrooms. Only one learner at a time from the same class may visit the cloakroom during class time.

Dirtying cloakrooms - D / CS / S

55. VANDALISM AND DAMAGE TO PROPERTY

No damage or malicious damage to private property or school property is allowed. Any incidents should be reported to the principal immediately. Parents are liable for the repair or replacement (s) in the case of willful / malicious damage to property.

D / CS

Vandalism

TS / S / E