



1. INTRODUCTION

- 1.1 The Gateways Pre-Primary School Code of Conduct is founded upon the following principles:
 - 1.1.1 Everyone has the right to work and learn without being disrupted by others
 - 1.1.2 Everyone has the right to be treated courteously and respectfully
 - 1.1.3 Everyone has the right to work and learn in a clean, safe and orderly environment
 - 1.1.4 Everyone has the right to feel proud of their school
- 1.2 All learners attending the Gateways Pre-Primary School are bound by the Code of Conduct while they are on school premises, or when they are away from the school representing it, or attending a school function.

2. THE DISCIPLINARY HEARING COMMITTEE

- 2.1 The administration and implementation of the Code of Conduct is the responsibility of the Disciplinary Hearing Committee.
- 2.2 The Disciplinary Hearing Committee will be appointed by the School Governing Body and will consist of:
 - 2.2.1 two parent representatives of the School Governing Body
 - 2.2.2 one educator member of the School Governing Body
 - 2.2.3 school principal

3. SCHOOL RULES

3.1 *School attendance*

- 3.1.1 All learners are to arrive at school before the official starting time.
- 3.1.2 Learners who arrive late will be escorted to their respective classes by the school secretary.
- 3.1.3 The school secretary must be notified, in writing, of any planned absence from school.
- 3.1.4 No learner may leave school during school hours without a letter from a parent/guardian requesting the release of the learner for a specified reason.

3.2 Dress code

- 3.2.1 Learners are to be suitably dressed.
- 3.2.2 Girl learners are to wear pants under their dresses while playing on climbing apparatus.
- 3.2.3 All articles of clothing, including shoes, are to be clearly marked with the learner's name.
- 3.2.4 All unclaimed "lost property" clothes will be donated to charity after the end of school term.
- 3.2.5 Learners may not wear "dress-up" clothes.

3.3 Valuables and personal belongings

- 3.3.1 The school will not be held responsible for the loss, theft, or damage to any personal belongings on the school premises, including but not limited to cellphones, wallets, electronic equipment, books and clothing.
- 3.3.2 Learners are not permitted to bring cellphones or other valuable items to school.
- 3.3.3 Learners are not permitted to bring electronic equipment, including computer games and music players to school.
- 3.3.4 Learners are not permitted to bring dangerous instruments or toys, which could pose a danger to other learners, to school

3.4 General rules

- 3.4.1 Learners shall display courtesy at all times.
- 3.4.2 Learners shall obey the instructions of educators and administrative staff at all times
- 3.4.3 Learners shall not engage in rough play, bullying or dangerous games or activities.
- 3.4.4 Learners shall not use rude and/or offensive language. Swearing is specifically forbidden.
- 3.4.5 Learners shall keep the school neat and tidy and shall not litter.
- 3.4.6 Learners shall respect school property. Learners shall not scribble on or deface walls, doors and school equipment.
- 3.4.7 Learners shall not chew chewing gum.
- 3.4.8 All money to be paid to the school shall be placed in an envelope, clearly marked with the learner's name and the reasons for the payment.
- 3.4.9 Learners are not permitted to bring sweets and chips to school, except on Fridays, which shall be "treat day". Parents are however encouraged to pack healthy snacks and treats for learners.

4. DISCIPLINARY SYSTEM

- 4.1 Every teacher is responsible for discipline and has the full authority and responsibility to correct the behavior of learner's whenever such correction is necessary.
- 4.2 Any corrective measure of disciplinary action will correspond with appropriate offence.

- 4.3 All learners will abide by the disciplinary system that has been developed to assist and guide learner's behavior in the school.

5. GRADING OF OFFENCES

- 5.1 Offences are graded according to the nature and degree of seriousness of the offences, of which Grade 4 offences are the most serious.

6. DISCIPLINARY PROCEDURES

6.1 *Grade 1: Offences:*

- Littering
- Excessively unruly behaviour
- Continual interference with another learner which causes minor mental or physical discomfort
- Spitting
- Defacing school property

Should the particular Grade 1 offence recur after disciplinary intervention has occurred and a written warning has been issued, the staff member will, if deemed necessary by the staff-member, in consultation with the Principal, arrange an interview with the parent/guardian. A final written warning will be issued. A signed copy of acknowledgement will be kept on record by the Principal. The Principal will keep on record copies of all relevant documentation relating to the offences and the disciplinary measures imposed and provide copies thereof to the learner's register teacher.

6.2 *Grade 2: offences*

- Vandalism
- Intimidation by verbal or physical threat to harm the person or his property (bullying)
- Swearing, lying or using obscene gestures
- Verbal or non-verbal abuse
- Disrespect or insolence
- Ignoring or failing to carry out a specific instruction
- Fighting
- Unreasonable repetition of grade 1 offence

All Grade 2 offences will immediately be referred to the Principal. The staff member will, in consultation with the Principal, arrange an interview with the parent/guardian. A final written warning will be issued and disciplinary action applied. A signed copy of acknowledgement will be kept on record by the Principal.

When a second Grade 2 offence occurs after a final written warning has been issued for the first offence, the grade 2 offence will become a grade 3 offence. The Principal will refer the matter to the Disciplinary Committee for a disciplinary hearing. The parent/guardian will be

advised in writing, a minimum of five (5) days before the designated date that an internal disciplinary hearing has been convened.

The Principal will keep on record copies of all relevant documentation relating to the offences and the disciplinary measures imposed and provide copies thereof to the learner's register teacher.

6.3 Grade 3: Offences

- Possession of weapons that can cause physical injury (knives etc)
- Violating the rights of other learners to receive education by disrupting classes
- Violating the rights of the teachers and staff to carry out their tasks, to the detriment of the school, staff or fellow learners
- Unreasonable repetition of grade 2 offense.

All Grade 3 offences will immediately be reported to the Principal. The Principal will refer the matter to the Disciplinary Committee who will, depending on the severity of the offence, determine whether to convene a disciplinary hearing. The parent/guardian will be advised in writing, a minimum of five (5) days before the designated date that a hearing has been convened.

6.4 Grade 4: Offences

Is an offence immediately reported to the South African Police Service (SAPS).

All Grade 4 offences will immediately be reported to the Principal. The Principal will refer the matter to the School Principal who will immediately file a report with the SAPS and convene a disciplinary hearing. The parent/guardian will be informed immediately of the offence and be advised in writing, a minimum of five (5) days before the designated date that a hearing has been convened.

6.5 Disciplinary interventions

6.5.1 The following list of interventions and corrective measures used by the School are aimed at correcting behaviour before suspension and expulsion:

- A verbal warning/reprimand to express disapproval.
- Written warning.
- Final written warning.
- Referral for counselling.
- Fines to compensate for damages, to cover the cost of repair or replacement of the lost or damaged item, and/or the accumulated fine.
- Disciplinary hearing

6.5.2 Failure to comply with interventions and corrective measures will lead to further interventions and may lead to the offence being categorised at a higher grade. Expulsion may be recommended for a Grade 3 and a Grade 4 offence, as well as any conduct seen as "serious misconduct". "Serious Misconduct" as described in Provincial Notice 10 of 2003.

6.5.3 A hearing will be convened with a view to recommending expulsion. In such instances the recommendation for expulsion will be submitted to the Provincial Head of Education to approve the decision.

6.5.4 The Governing Body authorises the Principal to institute suspension, as a precautionary measure, with regard to a learner who is charged with a serious misconduct offence as contemplated in section 8 of the SA Schools Act.

6.6. Suspension of a Learner by the Principal or Deputy Principal as a Precautionary Measure

The Governing Body authorises the Principal or Deputy Principals to institute suspension, as a precautionary measure, with regard to a learner who is charged with a serious misconduct offence as contemplated in section 8 of the SA Schools Act.

6.6.1 Before a learner is suspended, the learner and his/her parents must be given an opportunity to indicate why the suspension should not be considered.

6.6.2 The disciplinary proceedings must commence within one (1) week after the suspension. If the proceedings do not commence within one (1) week, approval for the continuation of the suspension must be obtained from the Head of Department.

6.6.3 This suspension will be applicable until a finding of not guilty is made or, in the case of a finding of guilty, until the appropriate sanction is announced.

6.6.4 Aftercare reserves the right to remove a child from aftercare without suspension should it be deemed necessary.