


# Code of Conduct

	<b>DOCUMENT TYPE:</b>	Policy
	<b>DOCUMENT TITLE:</b>	Code of Conduct
	<b>APPLICABLE TO:</b>	All Sparrows Private School's parents / guardians and children
	<b>EFFECTIVE DATE:</b>	Immediate
	<b>VERSION:</b>	1
	<b>APPROVAL</b>	Parent name: _____ Date: _____ Signature: _____

## **PART A – POLICY STATEMENT**

### **1. POLICY**

The Code of Conduct sets out the rules regarding learner behaviour and describes the rules and regulations the learner must adhere to whilst the learner is at school.

### **2. PURPOSE**

Section 8 (4) of the South African Schools Act states that all learners attending a School are bound by the Code of Conduct of the School and this policy strives to adhere to the Act and equip parents/guardians and learners with the rules and regulations pertaining to a learner whilst attending the School.

### **3. SCOPE**

This Code of Conduct is applicable to all Sparrows Combined (Private) School's parents/guardians and learners whilst on, outside or away from the School premises and representing the School or attending any School function.

### **4. AUTHORITIES AND APPROVAL**

This Code of Conduct is approved by the Principal of Sparrows Combined (Private) School (Pty) Ltd and hereby revokes and replaces any and all preceding Code of Conducts.

### **5. CONTROLS**

This Code of Conduct is maintained by the Principal and/or a duly authorised representative of the Principal and all Manager and/or Supervisors are required to ensure the effective application and adherence to this policy.

## 6. DEFINITIONS

- 6.1 “learner” means the child enrolled at the school
- 6.2 “parent/guardian” means the person responsible for the child enrolled at the school
- 6.3 “School” means Sparrows Combined (Private) School (Pty) Ltd which includes Sparrows High School, Sparrows Primary School and / or alternatively Sparrows Combined (Private) School (Pty) Ltd.

## 7. OBJECTIVES

7.1 Key objectives of the Code of Conduct are summed up as follows:

- 7.1.1 Ensuring learners’ responsibility for their own actions and behaviours.
- 7.1.2 Eliminating disruptive and offensive conduct.
- 7.1.3 Prohibiting all forms of unfair discrimination and intolerance.
- 7.1.4 Promote certainty, consistency and fairness.
- 7.1.5 Promoting the rights and safety of all learners and teachers and parents/guardians.

## 8. TOLERANCE AND RESPECT

A mature and dignified interaction with each other is expected at all times. Individuality and self-initiative are encouraged within the parameters described below.

## 9. DRESS AND APPEARANCE

- The correct uniform must be worn at all times including in public places
- On sports days, learners must bring the correct kit (as per the uniform list)
- Grade 1 – 6 learners may wear their sports clothes on P.T. days

### 9.1 HAIR

#### GIRLS:

- Hair must be neat and tidy and out of the face.
- Long hair is to be tied back.
- No fashion gadgets to be worn e.g. butterflies etc.

- Only green/yellow hair accessories are allowed
- Hair colour changes and highlights are not permitted. Parents will be asked to collect the learner from school if this is not adhered to.
- No make-up may be worn

**BOYS:**

- Short and neat. No “steps” or “mohawks” or radical styles are acceptable.
- Hair colour changes or highlights are not permitted. (Same rules apply as for the girls).

**9.2 JEWELLERY**

- Girls and Boys are **not** allowed any body piercing. No tongue rings are allowed as it hampers speech.
- Girls may wear only 1 pair of standard size studs or sleepers.
- Boys are not allowed to wear earrings.
- 1 chain with a cross/religious medal will be permitted but should not be visible above the neckline.
- A wristwatch is permitted.
- No bangles are allowed except for religious beliefs.

**10. ATTENDANCE**

Regular attendance at school is essential. It is the learner’s responsibility to ensure that they catch up on work missed due to absence. Linked to attendance is the important life skill of punctuality.

**Primary School hours**

Monday – Thursday school starts at 07:30 am sharp and ends at 14:10

Friday’s – school starts at 07:30 am sharp and ends at 13:30

**High School hours**

Monday, Wednesday, Thursday – 07:40 – 14:25

Tuesday – 07:40 – 14:00

Friday – 07:40 – 13:25

## **11. ABSENCE FROM SCHOOL**

A phone call to the school informing us of your child's absence would be appreciated. If your child has been absent from school, he/she is required to produce a letter of excuse/doctor's certificate on his/her return. If absenteeism from school is anticipated, parents are required to inform the administration secretary in writing. Your child will be required to collect work that he/she has missed and complete it. Tests or exams will be written upon return to school, at the teachers' convenience. A doctor's letter is required for learners that miss an examination.

## **12. ACADEMICS**

Learners should respect each other's right to learn by co-operating with their classmates and educators. Disrespectful, noisy behaviour is unacceptable as it interferes with the other learners' progress. Correct books must be brought to school as well as all the necessary stationery.

## **13. HOMEWORK**

Homework is the learner's responsibility. Children are expected to complete all homework as this is a consolidation of all work done in class. Parents are expected to ensure that this is done and to sign the learners diaries. Homework daily: Every child must have a school homework diary in which all homework should be recorded accurately.

## **14. DISCIPLINE**

Learners are taught to respect themselves, their peers and their educators. We are very proud of the co-operative attitude of our learners and insolence, deceit and the like are not tolerated. Parents will be notified of their child's misdemeanour and will be expected to take the necessary action. The principal reserves the right to suspend or expel any learner guilty of any misdemeanour.

## **15. ILLEGAL SUBSTANCES**

Smoking, drinking alcohol, or any other illegal substance brought to school will result in immediate expulsion. **No** exceptions will be made.

## 16. GENERAL BEHAVIOUR

- Learners are regarded at all times by the general public as being representatives of Sparrows Combined (Private) School.
- Learners are expected to take pride in their school and to act in an appropriate manner at all times.
- Damaging or defacing of school property and/or another person's property will be regarded as a serious offence, as with theft of any nature. This will result in immediate expulsion from Sparrows Combined (Private) School.
- No learner may remove another learner's bag without permission.
- Disrespectful behaviour or impertinence is unacceptable.
- Obey monitors at all times.
- Behave in an appropriate manner at the tuckshop and at the gate.
- Keep bathrooms clean and tidy at all times.
- Greet educators/adults both in and out of the classroom. Step aside for adults. Remember to walk around adults in conversation – not through them!
- Bad language will **not** be tolerated.
- Possession of inappropriate reading matter or video material etc. carries heavy penalties and so does the possession of any dangerous weapons.

## 17. VANDALISM

Learners found vandalising school property will be summarily expelled and liable for the damage caused.

## 18. BULLYING AND GOODS

- **No** form of bullying will be tolerated and perpetrators will be severely dealt with.
- **No** ball games are allowed on corridors, passages, pathways or at the entrance gate.  
Horseplay is not allowed and is a punishable offence. The hall is out of bounds to learners unless accompanied by an educator or with permission.
- Confiscated goods will be returned at the end of the term.

## 19. OUTINGS

Outings and tours are privileges and should be treated as such. Certain breaches of the Code of Conduct may lead to exclusion from outings and tours. Misbehaviour on outings/tours may also lead to exclusion from future outings/tours.

## 20. CHANGE OF CONTACT DETAILS

Please inform the administrative secretary immediately in the event of a change in any of the learner or parents/guardians contact details or address.

## 21. COLLECTING OF CHILDREN

Children who are waiting to be fetched from school must wait within the confines of the school premises. Primary School learners remaining at school after 14:30 must register for aftercare. If the learner is not registered for aftercare and remains at school after 14:30 there will be a R100.00 penalty fee per day.

## 22. LOST PROPERTY

### Uniforms

Please ensure that every item of clothing is clearly marked.

All items of school clothing, school bags and kit bags must be clearly marked with your child's name as this will enable us to return mislaid items.

## 23. CELL PHONES / ELECTRONIC DEVICES

Learners are **NOT ALLOWED** to bring cell phones to school. If a cell phone is found it will be confiscated from the learner. There will be a R150.00 fine and the cell phone will only be given back to the learner at the end of the school term.

**NO** tablets, iPods, PSP Games, I-Phone fitbit watches, toys smart watches as well as any electronic devices etc. are allowed at school. These will be confiscated and only be given back at the end of the term and a penalty fee of R150.00 will be charged.