

# HOËRSKOOL ELSPARK

## SCHOOL BADGE



1973 – 2025

- Explanation:**
- Bible** - The Word of God. Love for God and all people.
  - Four pillars** - Respect, Integrity, Responsibility and Loyalty.
  - Motto:** Sine Deo Nihil Agis (Without God I can't accomplish anything)

### SCHOOL SONG

Between concrete and steel we cannot hide  
Gracefully stands a school of pride  
A school of honour that deserves our trust  
A gift of God, so noble and so just  
We wear the yellow and the brown with pride  
Our Name Elspark steadfast in every stride  
On tradition we will always build  
With expertise and with our loyalty  
We honour our own legacy  
And follow who lead respectfully  
When burdens become reality  
We'll fight, we will conquer and rejoice  
In our motto lies our strength  
In God we will find our voice

Words: Johan Strauss

Music: Jan Pöhl

Translation: Estelle Marais

### NATIONAL ANTHEM

Nkosi Sikelel' iAfrika  
Maluphakanyisw' uphondo lwayo,  
Yizwa imithandazo yethu,  
Nkosi sikelela, thina lusapho lwayo  
Morena boloka setjhaba sa heso,  
O fedise dintwa le matshwenyeho,  
O se boloke, O se boloke setjhaba sa heso,  
Setjhaba sa South Afrika - South Afrika.  
Uit die blou van onse hemel,  
Uit die diepte van ons see,  
Oor ons ewige gebergtes,  
Waar die kranse antwoord gee  
Sounds the call to come together,  
And united we shall stand,  
Let us live and strive for freedom,  
In South Africa our land.

### Vision:

Elspark High School is the school with opportunities in the Technical and Academic fields. Our school sets the standards in technology and inspires all our learners to reach their full potential.

**Mission:**

Elspark High School will uphold, maintain and promote:

- a safe and stimulating educational environment
- healthy relationships with God and fellow men
- equal educational opportunities for all
- excellence in academics, sport and culture

**Slogan:**

Esties have pride

Esties have respect

Esties take the lead for others to follow

**Our Values:**

1. Love of God and His creation
2. Respect
3. Integrity
4. Responsibility
5. Loyalty

**Our Goals:**

1. Our students are precious and their well-being is our priority.
2. We believe in loyalty, honesty, integrity and self-discipline and we strive to neatness and courtesy.
3. We, as students, submit to the authority and respect our teachers and leaders.
4. We believe in God and subscribe to Christian norms and values.
5. As teachers, in cooperation with our parents, our goal is to lead our students to become responsible and productive Christian adults.
6. A student's prime goal is to learn.
7. We shall educate our students to be able to make responsible decisions.
8. We foster a strong sense of responsibility in our students.
9. We believe in the well-rounded development of each student including academics, sport and cultural activities.
10. To maintain our core goals we expect the parents/guardians to ensure that all students regularly attend school and to help protect each student's right to learn.
11. Students may expect from the teachers to investigate matters that influence their learning abilities, to supply reports to indicate their progress, to act in a responsible and professional manner and to accept responsibility for the welfare of the students while they are in school.

**Discipline:**

Hoërskool Elspark is a well-ordered society that always acts in a disciplined manner. Discipline promotes achievement on all levels. Self-discipline is most important and we strive for a good working relationship between students, parents and teachers. It is necessary to prepare each student for his/her future. To discipline somebody is to educate that person. Punishment is only a temporary measure to prevent the student from wrongdoing. Parents are the primary disciplinarians of their children and must assist their children in problem solving.

**Respect:**

The school protects the rights of both students and staff with the creation of a harmonious and humble relationship where there is mutual respect between all.

## **THE CODE OF CONDUCT FOR LEARNERS 2025**

**1. General:**

In accordance with Art. 8 (2) of the SA Schools Act of 1996, a Code of Conduct for learners must aim to create a disciplined, goal-oriented environment that is conducive to maintaining the quality of the learning process. The school's governing body must embrace the code and it is compulsory for all students to follow this code.

**2. Merit System:**

This is used to encourage cooperation amongst students. Merit marks are updated on a weekly basis by the homeroom teacher. Merits can be obtained as follow:

- |   |      |
|---|------|
| 1. Helpfulness (per hour)                                       | +10  |
| 2. Participation in practise sessions for extramural activities | +10  |
| 3. Participation in an extramural activity (per match)          | +50  |
| 4. Community service  | +50  |
| 5. Supporter at sports or cultural activity                     | +30  |
| 6. Reporting serious transgressions                             | +30  |
| 7. Improvement of 10 to 19% per term in a subject               | +10  |
| 8. Improvement of 20 to 29% per term in a subject               | +20  |
| 9. An improvement of 30% or more per term in a subject          | +30  |
| 10. Achievement on a provincial level                           | +100 |
| 11. Achievement on a national level                             | +150 |
| 12. Achievement on an international level                       | +200 |

### 3. Demerit System

This system is used to deter students from acting negatively. Demerits are entered onto the school's administration system after which the parent will receive an electronic message of the transgression.

Demerits are awarded as follow:

1. School uniform not according to the prescribed dress code	-20
2. Appearance: Hair/nails/jewellery/ make-up/not shaved.	-20
3. Failing to submit absentee note/doctor's note	-20
4. Homework not done	-20
5. Late for school/Late for class	-20
6. Student without diary/no photo on it.	-40
7. Disruptive behaviour in class/during assembly/in the quad.	-40
8. Disrespect	-60
9. Truancy: Bunking class/assembly	-60
10. Smoking or being in possession of smoking paraphernalia.	-60
11. Swearing/Bad language	-60
12. Dishonesty/Fraud	-60
13. Vandalism/ Graffiti	-60
14. Theft	-100
15. Victimisation/Intimidation/Bullying	-100
16. Arson	-100
17. Assault	-100
18. Undermining authority	-100
19. Bringing the name of the school in disrepute	-100
20. Sexual harassment	-100
21. In possession of any weapon/fireworks	-100
22. Consumption or in possession of alcohol	-100
23. Consumption or in possession of any drug	-150
24. Dealing/selling of any unauthorised substance	-150

### 4. Disciplinary Procedure

4.1 The Governing Body, assisted by the principal, is responsible to see that the Code of Conduct is adhered to and is the final authority in the implementation of the disciplinary process. All offences are subdivided into two main categories namely:

Schedule I offences (serious misconduct that may lead to suspension)

- (a) Seriously threatens, disrupts or frustrates teaching or learning in a class, which include late coming, bunking and repeated demerits as in par. 3 above
- (b) Engages in a conspiracy to disrupt the proper functioning of the school through collective action
- (c) Insults the dignity of or defames any person, which includes racist remarks
- (d) Distributes, or is in possession of any test or examination material that may enable another person to gain an unfair advantage in a test or examination
- (e) Cheats in a test or examination or any other form of assessment such as assignments
- (f) Engages in any act of public indecency
- (g) Sexually harasses another person
- (h) Is found in possession of or distributes pornographic material
- (i) Is under the influence or in the possession of alcohol.

Schedule II offences (serious misconduct that may lead to expulsion)

- (a) Is found guilty of misconduct as contemplated in schedule I after having been found guilty of the same or similar misconduct on two or more previous occasions
- (b) Fails to comply with a punishment of suspension as a correctional measure
- (c) Intentionally and without just excuse
  - i) Forges any document or signature to the potential or actual prejudice of the school
  - ii) Trades in any test or examination question paper or any other test or examination material
  - iii) Attempts to bribe or bribes any person in respect of any test or examination to enable any person including self to gain an unfair advantage therein
  - iv) Engages in fraud
  - v) Engages in theft, or acts dishonestly to the prejudice of another person
  - vi) Is in possession of, consumes or deal in any illegal substance or other harmful substance
  - vii) Is in possession of, uses or transmits narcotic or unauthorised drugs or on visible evidence of such possession, use or transmission
  - viii) Is in possession of any dangerous weapon
  - ix) Assaults or threatens to assault another person
  - x) Holds any person hostage
  - xi) Murders any person
  - xii) Rapes any person or engages in any sexual activity which amounts to an offence in law
  - xiii) Maliciously damages property including arson.

4.2 The Grade Head together with the Homeroom teacher and Subject teachers are responsible for the first line of disciplinary action in the case of schedule I offences. The Grade Head may, after a disciplinary hearing is held with the learner and his/her parent, issue verbal or written warnings for schedule 1 offences, endorsed by the School Governing Body.

4.3 For schedule II offences, the School Governing Body appoints an independent Disciplinary Committee as prescribed and determined by applicable laws and where the sanction may include application for expulsion from the school.

4.4 The Disciplinary Committee conduct these disciplinary hearings for learners and is assisted by the Principal and any other member of the Governing Body or School Management Team.

## 5. Measures of punishment as a result of misconduct

5.1 Detention: 3 hours for every -180 demerits reached.

5.2 For serious misconduct the principal may, according to law, suspend a learner for a maximum of 5 school days pending a disciplinary hearing.

5.3 For every -500 demerit points, the learner will also be placed on a disciplinary hearing.

5.4 When a learner is found guilty of misconduct, it may result in any of the following:

- Verbal warning
- Written warning
- Community service e.g. cleaning, garden work, etc.
- Fines
- Daily report.
- No re-admission of a learner for the following year.
- Temporary suspension of any awards, scrolls, accolades, or prestige colours.
- Suspension from extramural activities.
- Suspension from the RCL.
- Suspension from school. The learner must do all schoolwork at home and it is his/her responsibility to catch up all schoolwork as well as any form of assessment(s) as soon as he/she returns to school.
- Expulsion from school. According to law the disciplinary committee may, after a fair hearing, request the HOD of Gauteng to expel a learner. The learner may also be suspended pending the outcome of the HOD to expel the learner due to serious misconduct.

## 6. School Uniform and appearance

Every learner must wear the school uniform with pride.

Reasons for these rules are:

- A neat and tidy appearance is the start of good discipline
- Respect for self
- Respect for others
- To create a positive and stimulating learning environment

### 6.1 GIRLS: GRADE 8 - 11

#### SPORTS WEAR

- Full tracksuit
- Estie golf shirt (for Inter House and all other sport activities)
- Sports shoes (no bright colours)
- White ankle length socks
- Athletics: Athletes who, after the inter house event, is chosen to represent the school against other schools, must buy the school athletics kit from Peephole. No athlete will be allowed to participate in any other clothes. No cycling pants. Only black ski pants will be allowed underneath the school's athletics short.
- Netball, hockey, etc. as prescribed by the school.

#### SUMMER UNIFORM (everything below is compulsory with summer wear) 1 Sept – 30 April

- Prescribed tunic dress (with length just above knee) – you may not alter the pattern
- White short sleeved school shirt
- Brown tie
- White ankle length regulation school socks
- Brown flat heeled school shoes with black soles
- The school blazer
- No slacks allowed during the summer
- No tracksuit pants will be worn as part of school uniform
- In the case of very cold weather during summer months, you may wear short sleeve or long sleeve school jersey under your blazer or school tracksuit top. The shirt collar and tie must still be visible, therefore the tracksuit top may not be zipped up to the top!

#### WINTER UNIFORM (everything below is compulsory with winter wear) 1 May – 31 Aug

- Khaki coloured slacks or prescribed tunic dress (cut of dress or slacks may not be changed)
- White long sleeved school shirt with school badge
- Brown tie
- Dark brown flat heeled school shoes with black soles
- Opaque dark brown stockings with tunic dress or dark brown school socks with slacks
- Dark brown school jersey
- School blazer and/or tracksuit jacket. The shirt collar and tie must still be visible, therefore the tracksuit top may not be zipped up to the top!
- No tracksuit pants may be worn as part of school uniform



- Dark brown scarf – sold at Peephole

## **GIRLS: GRADE 12**

### SPORTS WEAR

- As above for Gr.8-11

### SUMMER UNIFORM (everything below is compulsory with summer wear) 1 Sept – 30 April

- Prescribed khaki coloured skirt (with length just above knee) – you may not alter the pattern
- White short sleeved school shirt
- Matric tie
- Beach bronze/Blackmail stockings
- Dark-brown court shoes with black soles
- White matric pull-over
- The school blazer
- No slacks allowed during the summer
- In the case of very cold weather during summer months, you may wear long sleeve school jersey under your blazer

### WINTER UNIFORM (everything below is compulsory with winter wear) 1 May – 31 Aug

- Khaki coloured slacks or prescribed skirt (cut of skirt or slacks may not be changed)
- White long sleeved school shirt with school badge
- Matric tie
- Dark-brown court shoes with black soles
- Opaque brown stockings
- White matric jersey
- School blazer or Matric jacket.
- No tracksuit pants may be worn as part of school uniform
- White scarf



### GENERAL- GIRLS

- Length of dresses Gr.8-11/skirtsGr.12: Just above knee (cut of dress or slacks may not be changed)
- No adjustments may be made to dresses/skirts to appear shorter
- No adjustments to change the shape of the tunic dress or slacks
- White socks to be folded once only and may not be rolled
- Sleeves of jerseys may not be stretched to cover hands
- Jerseys may not be tied around waist
- Summer- and winter uniforms may not be mixed
- Rain coats may only be worn when it rains and not as a jacket
- Brown ski-pants may be worn under school dresses but may not be visible
- Only the school beanie with badge may be worn. No other beanies will be allowed.
- Brown gloves may be worn in winter, but not during classes
- No shirts showing layers may be worn under school shirt
- No pullover may be worn by Gr.8-11 in summer, except in very cold weather underneath tracksuit top or blazer
- The tracksuit pants may not be worn with school uniform
- School ties are compulsory for both summer and winter
- Only brown school shoes are allowed
- The schools' official Sports Wear is available at Peephole.
- No ski-pants may be worn as athletics short
- No t-shirt may be worn underneath athletics top
- No T-shirts with racist or sexual slogans will be allowed
- The principal has the right to decide if a learners appearance is acceptable or not
- Learners who do not obey the rules, will be asked to go home to change their appearance

### HAIR - GIRLS

- Hair should be clean and neat at all times
- Hair touching collar must be tied
- No spiky hair styles are allowed
- Fringes must be short and neat with no sides hanging loose
- No gel may be used
- No undercut is allowed
- Cornrows, natural dreadlock and braids (with or without extensions) will be allowed – maximum of 10 mm in diameter. Hair extensions are only permitted if it is the same colour as your own hair and must be tied.
- No beads or decorations will be allowed
- Short cuts may not have a tail
- Loose hair must be kept out of face with pins or hair band
- No long sides allowed
- Colour of hair bands may only be white or yellow or brown
- No hi-lights allowed

- No hair colour allowed
- Braids etc. that is longer than the collar must be tied
- All hairstyles should be conservative, neat and in agreement with the school uniform
- No eccentric/fashion styles will be allowed

### **EXAMPLES OF DESIRED HAIRSTYLES FOR GIRLS**



### **EXAMPLES OF HAIR NOT PERMITTED BY THIS CODE OF CONDUCT**



#### **NAILS**

- Nails should be short to medium length
- Nails should not be visible from hand palm side
- No coloured cutex/nail polish may be applied
- No false nails may be worn
- Girls will be asked to clip nails immediately when it is too long
- Girls will be asked to remove any cutex/nail polish immediately

#### **MAKE-UP**

- No make-up allowed
- No eye liner or mascara allowed
- No foundation allowed

#### **TATTOOS OR HENNA MARKINGS**

- No tattoos or Henna Markings may be visible

#### **JEWELLERY**

- Only one set of gold/silver ear rings with maximum diameter of 1.7 cm or small studs are allowed in bottom hole of ear.
- No coloured beads/stones allowed
- No rings or studs are allowed on any other part of the body
- No other jewellery allowed except for watches and "Medic Alert" bracelets.
- Any jewellery that is not allowed will be confiscated and be kept in the safe for 20 school days or a spot fine of R250 will be applicable.

#### **SMOKING/DRUGS/UNWANTED LITERATURE/ALCOHOL**

- No learner are allowed to smoke on the school grounds or in public – with or without school uniform
- Learner may not be in possession or use cigarettes, e-cigarettes, pipes or any other allied product associated with smoking and/inhalation
- We have a ZERO TOLARANCE policy towards harmful drugs, unwanted literature or the use of alcohol

## 6.2 BOYS: GRADE 8-11

### SPORTS WEAR

- Complete tracksuit
- Estie-golf shirt compulsory (for Inter High and other sport activities)
- Sports shoes (no bright colours)
- White ankle length school socks
- Athletics: Athletes who, after the inter house event, is chosen to represent the school against other schools, must buy the school athletics kit from Peephole. No athlete will be allowed to participate in any other clothes. No cycling pants. Only black ski pants will be allowed underneath the school's athletics short.
- Rugby, cricket, soccer, etc. as prescribed by school

### SUMMER UNIFORM (everything below is compulsory with summer wear) 1 Sept – 30 April

- White short sleeved school shirt with school badge
- Khaki coloured long school trousers for grade 10 and 11 boys as supplied by our school uniform suppliers only. (No other type of pants e.g. "Chino" will be allowed. Pants legs must cover socks when standing and the width may not be altered.
- Khaki coloured school shorts for grade 8 and 9 boys (with school badge) – no long school trousers will be allowed for grade 8 and 9 boys during summer.
- Dark brown school shoes with black soles
- Dark brown school socks
- School blazer. No jersey during summer – only if very cold with blazer or tracksuit top. The shirt collar and tie must still be visible, therefore the tracksuit top may not be zipped up to the top!
- Dark brown tie
- No tracksuit pants will be worn as part of school uniform
- Prescribed school cap
- Dark brown leather belt with a plain buckle is compulsory

### WINTER UNIFORM (everything below is compulsory with winter uniform) 1 May – 31 August

- White long sleeved school shirt with school badge
- Khaki coloured long school trousers as supplied by our school uniform suppliers only. No other type of pants e.g. "Chino" will not be allowed. Pants legs must cover socks when standing and the width may not be altered.
- Dark brown school shoes with black sole
- Dark brown school socks
- School blazer or tracksuit jacket. The shirt collar and tie must still be visible, therefore the tracksuit top may not be zipped up to the top!
- Dark brown tie
- Dark brown school jersey
- Brown scarf – sold by Peephole
- Tracksuit jackets may be worn if very cold
- Dark brown leather belt with a plain buckle is compulsory

### **BOYS: GRADE 12**

- White pull-over/jersey in place of brown
- Matric tie
- Rest of school uniform same than above for Gr.8-11

### GENERAL-BOYS

- Sleeves of jerseys may not be stretched to cover hands
- Jerseys may not be tied around waist
- Rain coats may only be worn when it rains and not as a jacket
- Only the school beanie with badge is allowed
- Brown gloves may be worn in winter, but not during classes
- Keep hands out of pockets
- No shirts showing layers may be worn under school shirt
- The tracksuit pants may not be worn with school uniform
- School ties are compulsory for both summer and winter
- Only brown school shoes are allowed with black soles
- The schools' official Sports Wear is available at Peephole.
- No ski-pants may be worn as athletics short
- No t-shirt may be worn underneath athletics top
- No T-shirts with racist or sexual slogans will be allowed
- The principal has the right to decide if a learner's appearance is allowed or not
- Learner that does not obey the rules, can be asked to go home to change their appearance



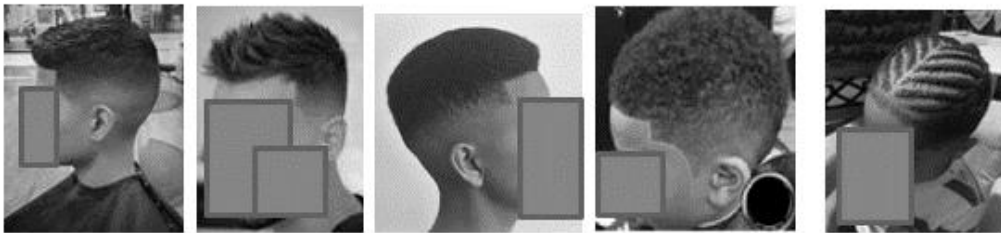
## JEWELLERY

- No jewellery allowed except for watches and “Medic Alert” bracelets.
- No rings or studs are allowed on any part of the body
- Any jewellery that is not allowed will be confiscated and be kept in the safe for 20 school days or a spot fine of R250 will be applicable.

## HAIR - BOYS

- Maximum length of hair on head is 4cm
- Hair must be neatly cut, short in neck and around ears
- Long hair and foreign styles are not permitted
- Hair may not cover any part of ears
- Length of hair at the back must be gradually shorter with **no steps**. Square cut is allowed, but not thicker than 5mm
- Hair at back may not extend below bottom part of ear.
- No hair may hang over eyes or any part of face
- Fringes are allowed but must be kept short
- Sidies may not be longer than middle of the ear
- No gel or ‘relaxer’ is permitted in hair
- No mullets, mohawks or “comb overs” are permitted
- No beard or moustache are allowed (not even one day old)
- Boy’s not shaving beards/moustache will be sent to office to shave immediately. The cost of a disposable razor will be for the learners own account.
- No coloured hair is allowed.
- No extensions, dreadlocks or beads are allowed in hair.
- No steps, patterns or shaved heads are allowed.
- Simple straight and V-shape braiding with max width of 1.5 cm are allowed against head skin, but no extensions are allowed.
- All hair styles should be conservative, neat and matching the school uniform
- No eccentric/fashion styles are allowed
- If a learner does not co-operate regarding the hair rules above, the school will arrange for a qualified hairdresser to cut their hair and the account will be the responsibility of the parent/guardian.

## EXAMPLES OF DESIRED HAIRSTYLES FOR BOYS



## EXAMPLES OF HAIRSTYLES NOT PERMITTED BY THIS CODE OF CONDUCT





## SMOKING/DRUGS/UNWANTED LITERATURE/ALCOHOL

- No learner is allowed to smoke on the school grounds or in public – with or without school uniform
- Learner may not be in possession or use cigarettes, e-cigarettes, pipes or any other allied product associated with smoking and/inhalation
- We have a ZERO TOLARANCE policy towards harmful drugs, unwanted literature or the use of alcohol

## **7. General applications of values**

It is expected of each learner to uphold the values of Respect, Integrity, Responsibility and Loyalty and therefore adhere to the following principles and rules.

- The basis of respect is good manners.
- Learners are to greet teachers with e.g. “Good morning Ma’am” or “Good afternoon Sir”
- All reasonable instructions given by any teacher or RCL must be adhered to.
- An introduction programme will be followed with new learners and no initiation practices will be tolerated
- No dangerous games are to be played.
- No bullying or fighting will be tolerated.
- No vandalism or graffiti allowed
- Keep the school clean and do not litter.
- No learner may:
  - smoke – neither in, nor outside school premises and whether in school clothes or not, in any public place.
  - have any smoking paraphernalia in his/her possession.
  - be in possession of or use fireworks or weapons/ potentially dangerous objects.
  - be in possession of, use or distribute or in any way be responsible for bringing any drugs, alcoholic and or narcotic substances whatsoever (including hubbly) onto the school premises or influence any other pupil to be involved in such substances in contravention with any relevant aspect of the Education Ordinance and the laws of our country. Searching of a learner’s personal belongings and/or a drug test may be performed on any learner at any time by designated member of staff duly sanctioned by the senior management of the school and without prior correspondence or consent of the parent.
  - No learner may attend school or any school function or be on the school premises under the influence of alcohol or any drug or other narcotic substances for any reason whatsoever.
  - be in possession of or bring any form of pornography whatsoever onto school premises at any time.
  - intimidate or in any way threaten any other pupil, member of staff or their families
  - dress or behave in a promiscuous manner.
  - steal, swear or cheat when completing any form of test or assessment.
- Learners must adhere to all applicable policies, regulations and laws.
- Learners may not drive around on school premises with bicycles/motorbikes/cars or any other vehicle
- Learners parking their vehicles in designated areas on school premises must have a valid drivers’ licence or a learner licence when accompanied by another person with a valid drivers’ licence.
- Learners should look after their own property and the school cannot take responsibility for any lost or stolen items
- Appointments with doctors/licence authorities etc. must be made after school hours where possible.
- For any appointments that cannot be scheduled after school hours, supporting documentation and proof must be submitted.
- No physical contact is allowed between learners except where it is required during sport activities.
- No games with balls will be allowed in the streets or between school buildings.
- Any damage to the building or the school’s property will be the responsibility of the guilty party

## **8. Cell phones and tablets**

- Cell phones and Tablets (unless for specific educational purposes) may not be switched on or visible during school hours.
- If learners fail to comply, cell phones and tablets will be confiscated and kept in a marked envelope for 20 school days or a fine of R250 is payable. If parents need to be contacted, this may be done at the office with permission.
- Use of cd players, I-pods, pocket radios, earphones, portable speakers, games etc. during school hours is prohibited. If learners fail to comply, electronics will be confiscated and kept in a marked envelope for 20 school days or a fine of R250 is payable.
- All learners are responsible for their own valuables and belongings and will the school NOT be held accountable for any loss that may occur.

## **9. Cloakrooms**

- Cloakrooms/toilets must be kept clean and tidy at all times and should not be a place of gathering, smoking or reckless behaviour.
- When a learner develops an urgent need to go to the toilet during a period, written permission is given by the teacher in the learners’ diary. The learner must show this written permission to anybody asking.
- Cloakrooms/toilets may not be visited during change of periods. The learner must report to his/her next class before permission may be granted to go to the toilet.
- No bags will be permitted in the toilets.

## **10. Food and Beverages**

- Orders may be placed at tuck shop before school until 7:20
- Chewing gum and high content caffeine drinks are prohibited
- No eating and drinking are allowed during assemblies in the hall or in the quad.
- No eating and drinking are allowed in classes or during lessons.
- The tuckshop is only available for learners before school until 7:20, during breaks and after school.
- The tuckshop may not be visited during periods or between periods for any reason whatsoever.

- No food or beverages may be sold by any learner. **No vending of anything whatsoever will be allowed.**

## 11. School times, venues and other arrangements

### 11.1 Starting time

- All learners must be inside the school premises by 7:20 and need to report to the quad by 7:25 latest. School starts at 07:30 sharp. Gates are locked at 7:20.

### 11.2 Closing time

- School gets out at 14:00 except on special occasions when school times will be notified prior to the occasion.

### 11.3 Late for school

- Learners arriving after 7:20 when the front gate is locked may only enter the school premises when accompanied and signed in by a parent/guardian/transport driver.
- No learner who is late will be allowed in a class if not being signed in.
- All late comers are automatically being issued with demerits.

### 11.4 School Buildings

- Restricted areas before school and during breaks:
  - Parking areas
  - Primary School grounds
  - Pavilion and A field
  - All classrooms unless under supervision of a teacher
  - Staircases and corridors
  - Between vehicles
  - Living quarters of maintenance men
  - Shooting range
  - Tennis courts
  - Vlakvarkgat
  - Foyer

### 11.5 Absenteeism

- If a learner is absent, the school will send an SMS to the parent to confirm the absenteeism
- Learners absent during a test/exam/portfolio/practical assessment task must submit a doctor's note **as soon as he/she returns to school** in order to avoid getting a zero for the test/exam/portfolio/practical assessment task.
- For absenteeism of one or two days, an absentee note signed by the parent must be handed in at the time table office **as soon as the learner returns to school**. If not, the learner will be awarded de-merits as in par 3 above.
- Learners who are absent for more than two consecutive school days must also submit a doctor's note **as soon as he/she returns to school**. If not, the learner will be awarded de-merits as in par 3 above.
- No learner may be absent without a valid reason. Absenteeism without a valid reason will be treated as bunking and the necessary demerit points will be awarded.

### 11.6 Absence from a class

- Register will be taken every period. If a learner does not arrive for a class, the system will send a SMS to the parent notifying them of the absence of class and the learner will be awarded demerits for truancy.

### 11.7 Falling ill during school time

- No learner may use their cell phone during school hours. A learner falling ill must get written permission from the teacher to go to the office where the parent will be contacted. The parent must then collect the learner/arrange for the collection of the learner. In case of emergency, the teacher can phone the parent immediately.
- Parents collect learners from the front office and sign the learner out. A parent may be asked for any form of identification for security purposes. Any other person collecting a learner on behalf of the parent must have written permission from the parent as well as proof of identification.

### 11.8 Appointments during school hours

- No learner will be allowed to leave the school premises during school hours unless it is for exceptional circumstances and prior arrangements have been made.
- A letter from the parent/guardian must be submitted to the front office before school for approval. The letter is then signed and handed back to the learner.
- At the designated time, the learner will ask the teacher for written permission to be excused showing his/her letter of permission. The parent and learner meet each other in the foyer where the parent will sign the learner out. No learner will be called over the intercom unless it is an emergency.
- ONLY the parent/guardian (unless prior arrangements have been made) will be allowed to fetch a learner from the office and any form of identification may be asked as proof before signing the learner out.
- PARENTS MAY NOT CONTACT LEARNERS ON THEIR CELL PHONES OR SEND THEM MESSAGES DURING SCHOOL HOURS. In such a case the learner's cell phone will be confiscated. (See cell phone rules above). All emergencies must be handled by the front office.

### **11.9 School Based Assessment (SBA) and Practical Assessment Tasks (PAT)**

- If a learner is absent with a valid reason during any scheduled test/exam/portfolio/practical SBA or PAT task, the learner will be responsible to arrange with the subject teacher to complete this task in his/her own time.
- If a learner does not stick to the arrangement made or is absent without a valid reason during any scheduled test/exam/portfolio/practical SBA or PAT task, the learner will receive zero marks.
- Incomplete SBA or PAT marks may result in non-compliance which means that the learner will not be able to write final exams in that subject.

### **11.10 School diary**

- Every learner must have his/her school diary as an entrance pass to the school. No learner will be allowed on the school premises without his/her diary. The school diary is small enough to fit in a shirt pocket/trouser pocket.
- A passport photo, the name, surname and class of the learner must appear on the front cover page of the diary.
- The first page in the diary must be filled in. This information is for use in case of emergencies.
- A learner may only be outside a class/leave a class when he/she has written permission. The rear pages of the diary are used for this purpose. The exact time that the learner leaves the class and the reason for leaving is written by the teacher who then signs before the learner may leave the class.

### **ANTI BULLYING POLICY**

- We have a ZERO TOLERANCE towards any form of bullying

### **ACCOMMODATION OF RELIGIOUS OR CULTURAL RIGHTS**

Religious practices, conduct or obligations that relate to the core values and beliefs of a recognised religion and that are in conflict with any rule contained in this Code of Conduct will be accommodated by a deviation from this Code of Conduct by the Governing Body under the following conditions:

- The learner, assisted by the parent, must apply for a deviation from the standard School rules if such rules are in conflict with or infringe on any religious right of the learner.
- This application must be written and must identify the specific rule/s that is/are offensive to the learner's religious right/s as contained in the Constitution of the Republic of South Africa.
- This application must include a reasonable interpretation of the religious rights that the learner feels are offended and a suggestion on how the rules may be supplemented by the Governing Body to accommodate such religious rights.
- The learner must provide proof that he belongs to that specific religion and that the religious practices, rules and obligations that are in conflict with the School's Code of Conduct are his true beliefs and commitments.
- The religious conduct or practice must be lawful.
- The Governing Body must consider the application and, if it is satisfied that the application is justified in terms of Constitutional principles, the application will be granted in writing.
- The written permission by the Governing Body must be carried by the learner and available when there is a query.

### **ACHIEVEMENT POLICY**

Learners can receive the following awards:

1. Scrolls
2. Honors
3. Prestige Award

#### **1. Scrolls:**

- To receive a scroll a learner, must obtain 3 merit points.
- These merit points are awarded in either sport, cultural activities or academics. If it is for one activity it will be over a period of three years.
- The minimum requirements for a merit point is that a learner participated in all the matches, contests or competitions in a single activity. (If a learner for example played only one hockey game during the year, such a learner does not qualify for a merit point). If a learner did not participate in a game, competition or contest a doctor's letter must be submitted.

#### **2. Honors:**

- When a learner received three scrolls the learner qualifies for honors.
- It means a learner needs 9 merit points for honors.
- The same rule applies as for scrolls. It will be for a specific activity.

#### **3. Prestige Award:**

- A learner qualifies for a Prestige award if he/she has received three honors awards.
- It means a learner needs 27 merit points.
- If a learner receives a Prestige Award, he/she may wear a white jacket.
- A Prestige Award can be for a specific activity, or it can be for a combination of activities.

# If participation in an activity has already been used in a calculation for an award, it cannot be used a second time. If a learner already received points for e.g. Rugby, he/she starts again collecting merit points.

#### Academics

Requirements for awards: Grade 8 and 9.

Learners can earn scrolls in the following ways:

- 1 merit point per subject between 85% to 89%. 2 merit points per subject above 90%. For every 3 merit points a learner has, such a learner qualifies for a scroll.
- A learner with an average of 85% or more receives academic honors.
- The learner with the best subject performance also receives a certificate and a floating trophy.

No merit points can be transferred to the following year.

Awards is calculated on the final promotion marks at the end of the academic year.

A minimum mark of 70% will be set in the awards for best subject performance.

Requirements for awards: Grade 10, 11 and 12.

Learners can earn merit points in the following ways.

- 1 merit point per subject between 75% to 79%.  
2 merit points per subject above 80%.  
For every 3 merit points a learner has, such a learner qualifies for a scroll.
- A learner with an average of 80% or more receives academic honors.
- The learner with the best subject performance also receives a certificate and a floating trophy.

Awards is calculated on the final promotion marks at the end of the academic year.

Only grade 12 achievements will be calculated on their year marks.

A minimum mark of 60% will be set in the awards for best subject performance.

### Sport

Sport awards in future will be the same in all sport codes. Each league or series in which they participate, will be used for the awards. Awards for singular events will be awarded on merit. It will depend on of the strength of the competition or the numbers participating in the tournaments or competitions.

This includes school sports participation in the following sport codes: Athletics, rugby, soccer, cricket, netball, hockey, cross country, archery, tennis, chess and volley ball.

For a merit point: 100% team participation in practice, league matches or competitions.

For a scroll: 3 merit points/League winners/Participation in D6 District championships/Part of district team

For honors: 3 scrolls/Provincial team member/Take part in Gauteng championships

Prestige: 3 Honors awards

For outside school's sports participation learners receives a scroll. This is a once off award.

Extraordinary achievements will be assessed on merit.

### Leadership

Grade 10 to 11 – learner Council receives a scroll at the beginning of their term.

Grade 11 to 12 – learner Council receives honors awards at the beginning of their term, if it is the second term as RCL-member.

The executive council – learner receives Prestige awards.

### Culture

Drama, Public speaking, Eisteddfod, Choir, Plays and Revue

Merit points: Participation with 2 Gold certificates or 3 others/ Participation in a Revue or a Play.

Scroll: 3 merit points/2 Diplomas/Item winner/Individual or team winners (public speaking)

Honors: 3 Scrolls/National participation or winners

Prestige: 3 time honors

## **CODE OF CONDUCT FOR SUPPORTERS**

A supporter can be a learner, parent or any other family or friends.

- Supporters at school-based events are responsible to uphold the good image of the school and act as a link between participants, the school and the public.
- Supporters must at all times give positive encouragement to players/participants
- Supporters may not encourage foul play
- Supporters may not criticize, belittle or swear at any referee or official.
- Supporters may not enter into arguments or fights with other supporters or supporters of another school.
- No dirty language will be allowed at events
- No alcohol will be allowed at sporting events. If a supporter is identified using alcohol, the organiser/manager/coach will be notified and the person will be asked to leave the grounds.
- If a parent sees or is made aware of any misconduct by learners, the parent must report it to the organiser/manager/ coach. The correct identification/names of the learners will be necessary.

Supporters are always appreciated when they make a positive contribution by adhering to the above.

## **CODE OF CONDUCT FOR SPORT**

- We will participate in the spirit of good sportsmanship at all times
- We will respect our opponents, referees and team members irrespective of any negative outcome.
- We accept responsibility for our own behaviour on and off the field
- We will be dressed correctly in school uniform/sports kit
- We will make informed decisions
- We will give recognition to opponents where necessary
- We will be committed to the team and will attend all training sessions and games punctually.