



Simon's Town School



CODE OF CONDUCT - LEARNERS

LEARNERS ARE EXPECTED TO UPHOLD THE GOOD NAME OF THE SCHOOL AT ALL TIMES AND CONDUCT THEMSELVES IN ACCORDANCE WITH ACCEPTED LAWS, CODES AND RULES OF THE COMMUNITY

1. ATTENDANCE AND ABSENTEEISM

- 1.1 Learners shall attend school for the whole of the prescribed school hours. A learner may not be absent from a class or leave the school premises during school hours without written permission from the Principal, Deputy Principal or Grade Head. Learners also need a letter of permission from parents with a telephone number on it.
All learners are required by law to attend school throughout any testing or examinations programme with the exception of the Grade 12 learners who will be entitled to 5 days of study before the start of the final examinations.
- 1.2 In cases of absence, the parents / guardians shall furnish the Grade Head with the reason in writing on the day of return but, whenever possible, advance notice should be given.
- 1.3 Absence during examinations, control tests and class tests will only be accepted if the reason is supported by a doctor's certificate.
- 1.4 Should a learner arrive late for school, he/she must report to Mrs Bodenham before going to class.
- 1.5 Should a learner be given permission to leave school early, he/she must report to the main office to be signed out before leaving. Should the learner return later that day, the main office must be informed so that the learner can be signed in again and get a signed slip of paper.
- 1.6 Grade 4 to 7 learners are to line-up promptly at 07:55 daily in the quad.
- 1.7 Grade 8 to 12 learners are to line up promptly at 07:55 on Mondays, Wednesdays and Fridays (weather permitting). On Tuesday and Thursdays they are to report to their Register Classes promptly at 07:55.

2. CONDUCT AND BEHAVIOUR

- 2.1 Learners should be polite and helpful to adults and fellow learners at all times. No form of physical or verbal assault or sexual harassment will be tolerated.
- 2.2 While a learner is under the school's supervision, he/she may not harm or endanger the physical well-being of a fellow learner and may not be in possession of weapons, dangerous toys or materials that can cause physical injury.
- 2.3 No learner may smoke, be in possession of, sell or peddle cigarettes, drugs, lighters, matches, alcoholic drink or pornographic literature or carry them for anyone else, **when in school uniform** or under the jurisdiction of the school. No learner may be in the company of another learner under the above mentioned circumstances. **(Please read Appendix 1 to this Application Form).**
- 2.4 No learner may come to school with evidence of having used alcohol or other illegal substances.

- 2.5 No learners are allowed motorised vehicles on the school grounds.
- 2.6 School property, or anything at the school that is the property of someone else, may not be interfered with in anyway.
- 2.7 Learners are to behave in an orderly fashion in the classroom, on the playground, on buses, on taxis, on rikkis and trains and must obey instructions of educators – same day DT will apply in extreme cases of ill-discipline.
- 2.8 Hitch-hiking is forbidden in school uniform.
- 2.9 Learners should respect all Social Media, eg: Facebook, Twitter, Mxit, etc.
- 2.10 No inappropriate contact is allowed between learners on school property, in school uniform or when representing the school.
- 2.11 Gangsterism and gangs are not allowed.
- 2.12 Foul or abusive language will not be tolerated.

APPEARANCE AND UNIFORM

- 3.1 The official school uniform should be worn at all times.
- 3.2 Uniforms must fit properly and be clean. Any deviations must be reported by parents / guardians, in writing, to the Grade Head.
- 3.3 All articles of uniform must be clearly marked.
- 3.4 The top button of the shirt must be done up at all times when a tie is worn.
- 3.5 The knot of the tie must cover the top button of the shirt.
- 3.6 Vests or T-shirts with advertisements or logos may not show through school shirts.
- 3.7 Shirts must be plain white without any company logo and may have a small school badge on the pocket.
- 3.8 Hair must, at all times, be clean and neat.
- 3.9 Hair styles should be of such a nature that they do not attract undue attention to the individual.
- 3.10 Boys' hair should be reasonably short. It may not cover any part of the ear or touch the collar. The lowest limit for sideburns is the middle of the ear. The fringe must be above the eyebrows. No bleaching / dying of hair is allowed. Braiding is allowed but hair must still be short.
- 3.11 Girls' hair must be clipped away from the face and hair of shoulder length or longer must be tied back. Black, white, red and navy blue narrow accessories may be worn. Only one colour may be worn at a time. Braiding is allowed. Bleaching and dying of hair is not allowed.
- 3.12 No jewellery or any other form of visible adornment may be worn. Exceptions are: wristwatch, medic-alert bracelets and badges issued by the school. Girls may wear earrings (gold studs or sleepers only) but these may be one pair of the same kind, one per ear.
- 3.13 Nails must be kept short and clean and free from coloured nail polish or hennah.
- 3.14 No make-up may be worn.

- 3.15 Only regular black school shoes are allowed.
- 3.16 No "hoodies" may be worn.
- 3.17 Pants are to be pulled up. No inappropriate buckles may be worn.
- 3.18 After sport, learners must change back into school uniform, wear the official school tracksuit/sports uniform or wear a blazer over their official sports uniform.
- 3.19 The official school sports uniform is described in the document dealing with uniform requirements.
- 3.20 Muslim girls are allowed to wear blue or white scarves only.

PARTICIPATION IN SCHOOL PROGRAMME

- 4.1 All learners must participate in the educational programme as prescribed by the controlling Education Department, unless exemption has been granted by the Department.
- 4.2 All learners are encouraged to participate in extra-mural activities for the school.
- 4.3 Exemption from physical education requires the production of a medical certificate.
- 4.4 When learners have voluntarily joined an extra-mural activity, they shall fulfill obligations and carry out their responsibilities in that connection unless granted exemption by the relevant authority.

5 OUT OF BOUNDS

The following areas are out of bounds to learners:

- 5.1 Behind the old hostel kitchen and P12.
- 5.2 Classrooms without permission from educators.
- 5.3 Staffroom and kitchen area.
- 5.4 Parking area around the hall and SAMTRA.
- 5.5 Drive-in Main entrance gate and parking area, including the area bordered by the Main entrance driveway, the boundary wall on Harrington Road and the Primary school section wall.
- 5.6 No ball playing in quad tarred areas. No cricket balls on field.
- 5.7 No loitering around bus stop.
- 5.8 Junior Primary Section for High and Senior Primary learners and vice-versa
- 5.9 The stairs and passages on the Primary side for High School (except to the toilet for Grade 8 to 12 boys) and vice-versa for Primary School learners.
- 5.10 The passage between the double glass doors in the front of the general office section, unless learners are visiting the office.
- 5.11 The hall, gymnasium and conference centre, unless permission has been granted. No one allowed unless accompanied by an educator.
- 5.12 All motor cars.

- 5.13 The tuck shop during class times.
- 5.14 The shooting range and the area behind the gym as well as the area surrounding the computer laboratory building and library during breaks.
- 5.15 The hostel during school hours, except for Maritime Economics and Nautical Science learners, unless permission is given in writing a Hostel Educator.

6. GENERAL

- 6.1 Learners may not chew gum at school nor eat in the classrooms or passages.
- 6.2 On arriving at a classroom, learners are expected to form two lines and wait quietly in the corridor.
- 6.3 If an educator has not arrived at a classroom within 5 minutes of the bell, the RCL representative must report to the Secretary's office while the rest of the class waits quietly.
- 6.4 Learners may not run in the buildings.
- 6.5 When moving to and from classes, learners must walk quietly, in an orderly fashion, on the left-hand side of the corridor, along the shortest possible route.
- 6.6 Between periods learners are not permitted to go to the cloakrooms, read notices, stop and chat or make telephone calls, unless permission has been granted for emergencies.
- 6.7 Learners are to queue in single file while waiting at the tuck shop or for rikkis, buses and taxis.
- 6.8 Learners are to use the rubbish bins provided for all rubbish.
- 6.9 Any visitors wishing to see learners on the premises must report to the main office. Permission must be obtained from the Principal or the Deputy Principal. Visits may only take place in the foyer at the main office. No visitor may attend classes with a learner unless authorised by the Principal or Deputy Principal.
- 6.10 Rucksacks are permitted. No "tippex" or graffiti of any kind will be permitted on the rucksack. The learners' names must be clearly indicated.
- 6.11 Under normal circumstances, learners may only request to see an educator during the first ten minutes of each break.
- 6.12 Learners, with a letter from an educator, may only use the sick room with permission from the person in charge of First Aid.
- 6.13 **Cellular phones and/or related equipment**, eg: MP3 players, earphones, cameras, etc, WILL NOT BE ALLOWED ON SCHOOL PREMISES. ANY SUCH EQUIPMENT WILL BE CONFISCATED. PARENTS/ GUARDIANS MUST PRODUCE THE COUNTERFOIL OF THE RECEIPT IN ORDER TO COLLECT THESE ITEMS FROM THE OFFICE ON THE DATE STIPULATED ON THE COUNTERFOIL. No discussion or correspondence will be entered into with respect to the loss, damage or theft of cell phones and/or related equipment that occurs on school property. Grade 8 to 12 learners' cellular phones are to be handed in at the office (Grade R to 7 learners are to hand their cellular phones to their class educators) for safekeeping in the morning and may only be collected at the end of the school day.