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CODE OF CONDUCT FOR LEARNERS

PREAMBLE

The Board of Hermitage House has discharged its duty in terms of developing a Code of Conduct and all parents and learners, prospective and present must ensure full compliance with all aspects of the Code as outlined below.

Learners must:

- acknowledge, uphold and promote the school norms and standards set out herein;
- acknowledge that their attitude, self discipline, ideals and conduct at school will enhance and facilitate a culture of reconciliation, teaching, learning and mutual respect, and the establishment of a culture of tolerance and peace in schools;
- commit themselves to act in accordance with the principles as expressed in this Code; and
- accept responsibility and commitment to attend school and receive an education.

1) DEFINITIONS: In this Code, unless the context indicates otherwise:

a) "educator"

- i) means any person who teaches, educates or trains other persons or provides professional therapy at any school, technical college of education, or assists in rendering professional services or educational auxiliary services provided by or in a department of education, (and whose employment is regulated by the Educator's Employment Act, 1994); and any other person registered with the Council.

b) "learner"

- i) means a pupil or a student who is taught or trained by an educator as defined above.
- ii) Employment Act, 1994); and any other person registered with the Council.

c) "parent"

- i) the parent or guardian of a learner;
- ii) the person legally entitled to custody of a learner; or
- iii) the person who usually has the care and control of a learner

2) PRINCIPLES ON WHICH THE CODE OF CONDUCT IS BASED

- a) The School must protect, promote and fulfill the rights and democratic values of learners, educators and parents, as identified in the Bill of Rights in the Constitution.
- b) All learners and parents at the school have the democratic right to due process about matters affecting them at school.
- c) All learners enjoy equal treatment before the law and will receive equal protection and benefits of the law.
- d) Every learner has the right to have their dignity respected.
- e) Every learner has the right not to be treated in a cruel, inhuman or degrading manner.
- f) Disciplinary action will at all times be corrective, fair, just, consistent and educative.
- g) The responsibility for applying discipline is reserved for educators and / or school governing bodies with the appropriate authority and responsibility.
- h) Whenever practical, similar offences committed in similar circumstances will be treated equally through the award of similar disciplinary action.

- i) Every learner has the right to freedom of expression, subject however to fair and reasonable limitations, so as to maintain order and discipline at the school.
- j) Learners have the right to a clean and safe environment that is conducive to education.
- k) Every learner has the right to education.

3) RESPONSIBILITIES OF LEARNERS

a) School and Classroom Rules

Learners must:

- o be actively involved in the making of school and classroom rules;
- o ensure that they know and understand these rules, and the consequences of breaking them; and at all times, strive to act in accordance with these rules.

b) Learning and Schoolwork

Learners must:

- o attend to their schoolwork during their classes;
- o complete all assigned homework within the determined time period;
- o catch up on all the work missed during any period that they have been absent, so as to maintain the level of education of that class;
- o take necessary and reasonable care when using library material, assigned textbooks, reading books and school resources and return them in the same condition they received them in;
- o ensure that they have all the necessary stationery, school books and equipment needed to carry out their school work;
- o use appropriate language and behaviour in their interaction with educators, school employees and fellow learners, and act in such a way as to gain respect from educators;
- o recognise educators as partners in education, and respect their authority and the various responsibilities arising there from; and recognise and respect the various cultures, customs and beliefs of fellow learners and educators, to ensure the smooth running of the educational institution.

c) Security and Care of School Property

Learners must:

- o at all times take the necessary reasonable care when using all school facilities and equipment; and at all times keep the school and its grounds neat and tidy.

d) School Attendance

Learners must:

- o accept and acknowledge the responsibility to learn and to be educated to their full potential; this includes but is not limited to, academic, occupational, social, sport, spiritual and cultural potential;
- o attend school during the regular school hours from Monday to Friday; and if absent, their parent or legal guardian must notify the school as to the reason for the absence;
- o present a doctor's certificate if absent (in the case of illness) for longer than 3 days;
- o must plan holidays to coincide with school vacations and not during the term.

e) Participation in School Program

- o It is expected that all learners be involved in all sport, cultural and/or co-curricular activities, unless under special circumstances he/she is granted exemption by the principal for the duration of the season.
- o As a Hermitage House learner participating in a sport offered by Hermitage House, your first loyalty is towards your school.
- o Learners may not enter school premises before or after school hours, or use any of the School's facilities and equipment, including those for sport, before or after school hours without parental supervision or parental permission.
- o Appropriate action will be taken in the case of conduct that discredits the School in any way in the eyes of the community and the greater community. Learners may not say or do anything that will discredit themselves or the school.

f) General School Rules

- Learners will at all times be correctly dressed in the official school and sports uniform.
- Learners must never do anything to jeopardise the fine name of the school, by word or deed.
- The car parking area is out of bounds to all learners before, during and after school, unless there is adult supervision.
- Rough play/games are not permitted on the field/playground; the educator on playground duty will use their discretion in this regard.
- Grade 6 and 7s are to be treated with respect and courtesy by all learners and their legitimate/reasonable instructions must be obeyed.
- During the scheduled break-time periods, all learners must behave themselves in accordance with the principles in this Code.
- No learner may leave the school grounds at any time before the end of the school day, unless with the written consent of an educator.
- Learners must leave the school promptly at the end of the day or after extra-mural activities.
- When learners arrange to leave the school during school hours, they are to wait in the classroom or the administrative office for the responsible adult to collect them.
- Keep off all banks and out of the flowerbeds.
- Treat the toilet facilities with respect.
- Do not litter.
- Chewing of gum is not permitted.
- Do not interfere with the possessions of others.
- Courtesy, respect, good manners and kindness are expected from all learners.
- Learners must attend detention if required; NO exemptions unless authorised by the Principal.
- Classrooms are out of bounds unless the educator is present or has given learners permission to be in the classroom.
- Learners are not permitted to buy or sell (trade) at the school; unless permission is granted by the principal.
- Learners must take school letters home and hand it to their parent(s) on the day of receiving the letter.
- Learners must ensure that their homework is complete and their homework is written in their homework diary and their homework diary is signed by a parent every day.
- Learners, (Grades 4-7), must ensure that all formal tests and assignments are signed by a parent.
- Learners must ensure the proper use of computers/internet facilities.
- Learners must have a well-balanced/healthy lunchbox. Limited sugar and water is promoted.
- Learners to wear shoes and socks when wearing school uniform or sport uniform away from Hermitage House school campuses.

4) TECHNOLOGICAL DEVICES

- Learners may not use technological devices to send or receive calls or text messages at any time during the school day.
- Technological devices must be switched off at these times. Devices may only be used before and after school with permission from an educator.
- Learners are at ALL times responsible for their own devices. The school will not take responsibility for the theft/loss of any device. It would be preferred if devices were not brought to school.

5) USE OF SOCIAL MEDIA

- Learners, parents and teachers are expected to use good judgement in all situations.
- Regardless of your privacy settings, assume that all the information you have shared on your social network is public information.
- Always treat others in a respectful, positive and considerate manner.

- Learners, parents and teachers should always use the Internet, network resources and social media in a courteous and respectful manner.
- Users should also remember not to post anything online that they wouldn't want parents, teachers or future colleagues or employers to see. Once something is online, it's out there and can sometimes be shared and spread in ways you never intended.
- If you see a message, comment, image or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you're at school; parent if you're using the device at home), immediately.
- Cyber-bullying will not be tolerated by the school. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding and cyber-stalking are all examples of cyber-bullying. Don't send emails or post comments with the intent of scaring, hurting or intimidating someone else.

6) SCHOOL UNIFORM AND APPEARANCE:

All learners are required to wear the appropriate summer / winter school uniform at school. When a learner is in school uniform, whether during or after school hours, they must always be neat and tidy in appearance. This includes, but is not limited to, the following provisions in respect of:

a) Appearance

- Learners' general appearance directly influences the way in which a school is perceived in terms of the norms and standards advocated and upheld by that institution. It creates an undeniable sense of entity within the School context and contributes positively towards issues such as discipline, orderliness and goal-orientated academic and sport achievement.
- All learners are expected to wear the uniform with pride. Uniform should be kept neat and tidy, clean and in good condition at all times.

b) Boys' Hair

- Hair must at all times be neat. This means that it should not bunch at the back of the head or above the ears, but must be shaped and evenly graded.
- Hair must be clear of the collar and may not terminate in a point.
- Hair from any part of the head may not cover any part of the ear.
- Hair must be above the eyebrows, even when combed forward.
- Inappropriately short styles are not acceptable.
- Hair must be evenly graded.
- Sideburns may reach no longer than halfway down the ear. Fashionable or exotic hairstyles or any hairstyles likely to cause comment/distraction are unacceptable within the School context.
- No excessive coloring of hair that looks unnatural will be allowed.

c) Girls' Hair

- Hair must be clear of the collar.
- Hair that is collar-length or longer must be tied up and may not hang loose or down the sides of the face and head.
- Hair that hangs down to cover the eyes and down the side of the face and head, must be tied up or clipped back with hairclips or Alice band.
- The following different kinds of hair bands are allowed:
Plastic black Alice bands
Elastic bands (thin elastic or toweling) - black
Clips/combs - black
Black ribbons one centimeter in width

- Fashionable hairstyles or any hairstyles likely to cause comment/distraction are unacceptable within the School context.
- Natural singles/braids (with or without extensions) are allowed, provided that they are a maximum of 10mm in diameter. Singles/braids must be the same length and must be the natural color of the girl's hair and held neatly at the back of the head (fancy or unusual styles are unacceptable).
- No excessive coloring of hair that looks unnatural will be allowed.

d) Adornments

- Jewellery, with the exception of standard watches, will not be allowed.
- Medic-alert discs may be worn.
- When girls have pierced ears, round gold or silver studs, may be worn. Not more than one stud may be worn in each ear lobe. Studs must be worn in the lower part of the earlobe. No nose rings/studs, tongue bolts, eyebrow studs/rings, retainers or other visible piercings are allowed.
- Boys may not wear earrings or have any visible piercings.
- No visible tattoos are permitted.

e) Girls may not:

- Use make-up (this includes base).
- Use colored nail polish, or grow their nails longer than their fingertips.

f) School Uniform:

Boys:

Hermitage House White Golf Shirt
 Hermitage House Black Shorts
 Hermitage House Track Suit
 Black Jersey
 Short White Socks
 Boys Black School Shoes (laces)

Girls:

Hermitage House White Golf Shirt
 Hermitage House Black Skirt
 Black Hot-Pants under Skirt
 Hermitage House Track Suit
 Black Jersey
 Short White Socks
 Girls Black School Shoes, baby doll or T-bar shoes with buckle

Black scarves and black gloves are permitted on cold mornings. Beanies are only permitted on cold mornings, but not to be worn indoors.

g) Sport Uniform

Sport is **MANDATORY** for all pupils.

Swimming:

Boys:

NO – Speedos
 Black Jammers
 Black Swimming Cap
 Black Slops
 *Swimming Goggles

Girls:

NO – Bikinis
 Black full costume
 Black Swimming Cap
 Black Slops
 *Swimming Goggles

Athletics:**Boys:**

Hermitage House White Golf Shirt
Hermitage House Black Shorts

Tennis:**Boys:**

Hermitage House White Golf Shirt
Hermitage House Black Shorts
White Socks
White Sport Shoes
Hermitage House Black Full-Cap
Tennis Racquet

Hockey:**Boys:**

Hermitage House White Golf Shirt
Hermitage House Black Shorts
White Long Socks
White Sport Shoes
Shin Pads
Gum Guard
Hockey Stick

Cricket:**Boys:**

White Hermitage House Golf Shirt
Hermitage House Black Short
White Long Socks
White Sport Shoes
White Wide Brim Hat or HH Black Cap
Cricket Bat
*Cricket Helmet (preferably green)

Rugby:**Practices:**

Black P-T Shorts
Old T-Shirt / Rugby Jersey
No Shoes required

Matches:

Black P-T Shorts
Hermitage House Rugby Jersey (Supplied by coach)
No Shoes required

Adventure Sport:**Boys:**

See Athletics Uniform
See Swimming Uniform
*Bicycle Helmet
*Bicycle

Inter-house Sport**Boys:**

House Coloured Shirt (Green or Orange) in place of
White Hermitage House Golf Shirt

Girls:

Hermitage House White Golf Shirt
Black P-T Shorts / Hermitage House Skirt

Girls:

Hermitage House White Golf Shirt
Hermitage House Black Skirt
Black hot-pants under skirt
Hermitage House Black Peak/Visor Cap
White Socks
White Sport Shoes
Tennis Racquet

Girls:

Hermitage House White Golf Shirt
Hermitage House Black Skirt
Black hot-pants under skirt
White Long Socks
White Sport Shoes
Shin Pads
Gum Guard
Hockey Stick

Girls:

White Hermitage House Golf Shirt
Hermitage House Black Skirt
Black hot-pants under skirt
White Long Socks
White Sport Shoes
White Wide Brim Hat or HH Black Cap
*Cricket Bat

Netball:**Girls:**

Hermitage House Golf Shirt
Hermitage House Black Skirt
Black hot-pants under skirt
White Socks
White Sport Shoes

Girls:

See Athletics Uniform
See Swimming Uniform
*Bicycle Helmet
*Bicycle

Girls:

House Coloured Shirt (Green or Orange) in place of
White Hermitage House Golf Shirt

ALL uniform and protective gear is COMPULSORY. Summer Sport – Black cap compulsory with all sports. * Not Compulsory but we do encourage it.

h) SCHOOL BAGS

- Text and exercise books are very expensive and may be extensively damaged when placed in soft-sided school bags. Consequently these kinds of bags are not acceptable. The school bag must be rigid with reinforced sides.
- Please purchase a black school bag. Multi-coloured bags are unacceptable.

7) CODE OF CONDUCT RELATING SPECIFICALLY TO THE PRE-SCHOOL:

Pre-School learners are not exempt from other points in this Code of Conduct for Learners.

- **Medical and dental appointments:** Where possible, medical and dental appointments should be made out of school hours.
- **Holidays:** Holidays must be planned to coincide with school vacations and NOT during the term.
- **Contact details:** Inform the Teachers about change of address, telephone numbers of both parents (home and work). There must be at least TWO contact numbers provided.
- **Reports:** Parents MUST collect the end of Term Reports at school on the assigned days determined by the Pre-school. Reports must be signed by a parent.
- **Toys:** We are truly blessed to have classrooms full of wonderful toys. Still we have children that bring toys to school. PLEASE leave toys at home. Children fight over the toys and they break. We do not take any responsibility for toys that gets lost or broken. Parents PLEASE assist us in this matter. Any toys brought to school will be taken away from the children and will be handed back at the end of the TERM.
- **Play dates:** Please inform the class teacher if there will be a playdate. We cannot arrange playdates for your child or phone parents to enquire if your child is supposed to go with someone else. This is for your child's own safety.
- **Respect:** We would like to encourage parents (and Grandparents) to PLEASE address the teacher as either Aunty or Tannie, in front of your child. Children learn to call a teacher by their names if the parents tend to address a teacher by their name. We speak to your child about his parents as Mommy and Daddy, rather than "Susan" and "Ben", we encourage parents to also get into this routine.
- **Presents:** If your child attends a birthday party and you send a gift to school, please inform the teacher, so that she can keep the present until after school. The teacher will hand it over to the birthday girl's/boy's parent.
- **Birthday at school:** We know you as parent want to make every birthday very special for your little one, but we cannot let children have too many sweets, as it takes a lot of our class time up. Please send ONLY cake / cupcakes for the class. Please NO party packs or invitations, as it is still a normal school day.
- **Health:** Please Let me know if your child is not going to attend school on a specific day. If your child complains about a tummy ache or any other health issue (even if you think it might be a fib) please let us know so that we can also monitor it throughout the day.
- **Homework books:** Homework books must be covered and be in the school bag every day. Books must be checked EVERY DAY and Signed. All important information, letters and reminders will be pasted in your child's book.
- **Lunchbox:** Children are NOT allowed to bring fizzy cooldrink and sweets to school. Cooldrink bottles must be able to close again. Ensure your child has a healthy lunchbox.
- **Whatsapp group:** Is the teachers own choice to create one or not. The Whatsapp groups ONLY USE is to communicate SCHOOL related information to the parents. NOT for the use of children or parents to post adverts. Please Respect this.
- **Ensure your child:**
 - Has a good night's sleep.
 - Has a good breakfast before coming to school.
 - Has a HH Pre-School orange T-shirt to be worn special occasions.
 - Has all stationery requirements and all files, communication book is neatly covered and marked.

8) DISCIPLINE

In the event of misconduct, disciplinary action may be taken against the learner. The precise nature of the disciplinary action to be taken will be dependent on the nature of the circumstances of each case.

Educators (and principals or school governing bodies in cases of serious misconduct) are responsible for determining, according to the degree of transgression, the disciplinary action which will be initiated, and consequently the remedial action or sanction to be applied.

Hidings will not be administered.

MINOR OFFENCES: Offences, which usually fall within the category of minor offences, depending on the circumstances of each case, include but are not limited to the following:

- Failure to do/complete homework.
- Disorderly behaviour during school activities.
- Disorderly behaviour on school grounds, on the school bus and on outings.
- Use of insulting or abusive language.
- Failure to exercise proper care when using school equipment or school property.
- Insolence towards an educator or superior, shown by demeanor, action or words.
- Leaving school grounds during school hours without permission.
- Failure to adhere to the rules pertaining to the class and the school.
- Failure to adhere to the Code of Conduct.

OFFENCES THAT MAY LEAD TO SUSPENSION / EXPULSION: Offences, which may lead to suspension, include, but are not limited to, any one or any combination of the following acts or omissions:

- Conduct which endangers the safety and violates the rights of others.
- Possession, threat or use of a weapon and/or firearm.
- Possession, transmission or visible evidence of pornographic material.
- Possession, use, sale, transmission or visible evidence of narcotic or unauthorised drugs, alcohol, cigarettes or intoxicants of any kind.
- Possession, use, sale, transmission or visible evidence of dangerous substances of any kind.
- Fighting, assault or battery.
- Immoral behaviour or blasphemy.
- Falsely identifying oneself.
- Harmful graffiti, hate speech, sexism, racism.
- Theft or possession of stolen property, including test or examination papers prior to the writing of tests or examinations.
- Unlawful action, vandalism, or destroying or defacing of school property.
- Disrespect, objectionable behaviour and verbal abuse directed at educators or other school employees and learners.
- Repeated violations of school / classroom rules or the Code of Conduct.
- Criminal and oppressive behaviour such as rape and gender-based harassment.
- Victimisation, bullying and / or intimidation of others.
- Infringement of examination rules.
- Knowingly and willfully supplying false information or falsifying documentation to gain an unfair advantage at school.
- Gangs and gang-related activities.