



POLICY AREA

- SCHOOLS

REVISION SCHEDULE

Date	Developed by	1 st Revision	2 nd Revision	3 rd Revision	4 th Revision	Approval
15.08.2021	Office Manager					

1. POLICY STATEMENT:

It is the policy of GHP Primary, to expect conduct of the highest standard from all learners at GHP Primary School. This includes conduct in the classroom, on the sports field, during all school events, on the school campus and at any other time where a learner will, through association, be representing the image of GHP Primary school in general.

This policy is drafted within the legislative framework of, amongst others:

- 1.1 Constitution of the Republic of South Africa
- 1.2 South African Schools Act No 84 of 1996
- 1.3 National Education Policy Act No 27 of 1996

This policy provides a suitable environment to accommodate learning excellence.

This policy prescribes certain responsibilities to the stakeholders in this policy and should stakeholders not adhere to these responsibilities, the school has the right to implement disciplinary procedures in line with the school disciplinary policy.

In general, this policy expects all stakeholders to uphold the principles of integrity, honesty, respect, high morals, consideration for others, good manners and punctuality.



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2. POLICY STAKEHOLDERS

This policy is applicable to all educators, learners, parents of learners, guardians acting on behalf of learners and sponsors responsible for the payment of school fees on behalf of learners.

2.1 It is the responsibility of the school to:

- 2.1.1 Ensure that copies of the code of conduct will be kept by the executive head and the administrative department and that learners and parents/guardians will have free access to the code of conduct.

2.2 It is the responsibility of educators to:

- 2.2.1 Ensure that all stakeholders are at least annually made aware of the content and implementation requirements of this policy.
- 2.2.2 Ensure that the provisions of this policy are enforced.
- 2.2.3 Make available to learners, parents/ guardians this code of conduct, or any other policy of the school, when requested to.
- 2.2.4 Implement and apply the code of conduct equally and fairly.

2.3 It is the responsibility of learners to:

- 2.3.1 Familiarise themselves with the contents of this code of conduct.
- 2.3.2 Comply with instructions from educators and the general rules of the school.
- 2.3.3 Behave responsibly and not endanger the safety and welfare of others.
- 2.3.4 Respect and care for the property of the school and others.
- 2.3.5 Maintain sound relations with others at school, be courteous and respect the dignity and self-worth of others.
- 2.3.6 Be punctual and observe the timekeeping practices of the school.
- 2.3.7 Behave honestly and conduct themselves with integrity.
- 2.3.8 Accept legitimate punishment and disciplinary action taken against them as being fair, reasonable and rehabilitative.
- 2.3.9 Demonstrate a positive attitude towards the opportunity to learn and be diligent in their efforts to learn.
- 2.3.10 Conduct themselves within the policies, codes and rules of the school, whether described in this code of conduct or any other policy or rule implemented by the school.



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2.4 It is the responsibility of parents/guardians/sponsors to:

- 2.4.1 Familiarise himself/herself with the contents of the code of conduct and to ensure that the code of conduct is properly understood by the learners.
- 2.4.2 Participate in the learning process and assist their children with homework, provide encouragement, check results and communicate freely with the school.
- 2.4.3 Sign a copy of the acknowledgment attached as Addendum A to this policy confirming that he/she has received a copy of this code of conduct and do what is practically possible.
- 2.4.4 Actively support the efforts of the school and its educators to teach their children.
- 2.4.5 Involve themselves to the fullest possible extent in school activities.
- 2.4.6 Make positive suggestions and contributions to improve the school's education process and the learning environment.
- 2.4.7 Work with the school to overcome any learner behaviour which negatively impacts on the learning environment.
- 2.4.8 Support the disciplinary structures and procedures of the school in the interest of maintaining an orderly and positive learning environment.
- 2.4.9 Encourage their children to participate fully in the school and extra-curricular activities.
- 2.4.10 Ensure that learners are in attendance at all compulsory attendance functions and activities and that school timekeeping requirements are observed.
- 2.4.11 Keep them informed about their child's progress and behaviour as reflected on progress reports.
- 2.4.12 Inform the school in writing of any changes in their contact details.
- 2.4.13 Ensure that school and other fees are paid timeously



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3. GUIDELINES AND RULES

Every learner at the school is bound by this code of conduct.

3.1 General rules

- 3.1.1 Learners shall support the executive head and members of staff to establish and maintain good order and an environment and conditions in which the process of teaching and learning can take place. In particular, learners shall be required to obey and promptly carry out any instructions reasonably given by the executive head, any educator or class leader to this end.
- 3.1.2 In their dealings with one another, learners shall be required to show mutual respect and tolerance. In particular, learners shall refrain from any conduct calculated to harm the physical, mental or moral welfare of any other learners, or which may have that result.
- 3.1.3 GHP Primary school is smoking free, drug free, alcohol free, weapon free, gun free and gambling free zones.
- 3.1.4 Educators have the right to make and display rules regarding classroom conduct in their own classrooms and in so far as these rules do not interfere with this code of conduct, school rules or the rights of the learners, learners must adhere to these rules.
- 3.1.5 The rules regarding property are applicable to all school property which includes:

The land and buildings occupied by the school and any permanent or relatively permanent fixture or fitting on or in such land or buildings, including equipment, computers, books, materials, motor vehicles and the like, owned by the school, hired by the school or stored by the school, the property of members of staff, fellow learners, visitors to the school and others. These rules apply to property on the school premises, in the vicinity of the school, at or in the vicinity of the venue of any school activity, as well as any mode of transport conveying learners to or from school or school activities.



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3.1.6 The GHP reserves the right to take disciplinary action against a learner for misconduct that took place 'off-site', e.g. after school hours and/or off school premises, and/or which may have a negative impact on the school and/or other learners as a result.

3.1.7 Every learner has a right to education and the school respects this right.

3.1.8 Registers must be kept to record the learner attendance in every class.

3.1.9 Although the school will make an attempt to make parents/guardians aware of any notices issued to learners through Whatsapp or email, it is the responsibility of the learners to ensure that parents/guardians receive notices.

4. AMENDMENTS

The individuals authorised to approve and review amendments to this policy are set out on page 1 of this policy.



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ADDENDUM A

I, as learner, acknowledge that I form an integral part of the school and I recognise that my behaviour, actions and attitude reflect both on me as an individual and as a member of the school. I know that my main priority at school is to learn and to succeed academically, as well as to take part in physical activities and to grow as a person.

As part of and as a representative of this school, I acknowledge that I have a responsibility to do my part for my academic growth and development and will therefore:

- Attend school regularly and punctually.
 - Allow every other learner the right and opportunity to learn.
 - Refrain from any action that might disrupt a class or jeopardise learning.
 - Use every opportunity to learn from my educators, fellow learners and my homework.
 - Conduct myself in a manner that upholds the principles of the South African Constitution and the school's reputation.
 - Immediately report all incidents of social misconduct to a member of staff.
 - Maintain a neat and tidy environment when acting as a supporter or spectator at any school activity or event.
 - Do my homework and assignments punctually, neatly and to the best of my ability.
 - Do my best each day to improve my work by learning from my mistakes and using them to my benefit.
 - Refrain from leaving the classroom during instruction/teaching time for any reason whatsoever, unless deemed valid by the educator.
 - Refrain from any action which discredits the school, me and my family.
 - Make maximum use of the facilities at school and display respect for those facilities
 - Do all I can to preserve school property, including the gardens, for the use and benefit of all present and future learners of the school.
 - Return all equipment/property made available to me for my use and enjoyment to school at the appointed time and in the same condition in which it was when it was handed to me, fair wear and tear excepted.
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LEARNER CODE OF CONDUCT

#004/2021



GLEN HILL
PRIVATE SCHOOL

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- Compensate the school or other persons for the loss of or damage to any property due to my negligence.
 - Be loyal to the school and display loyalty in my behaviour and speech.
 - Uphold the traditions and the rules of the school.
 - Uphold the qualities of truth, motivation, discipline and hard work.
 - Strive to develop emotionally, socially, spiritually and academically in all of the opportunities that are presented to me at school.
 - Be an active member of the school through participation and ensuring that I meet all school commitments, including financial, academic, sporting or social commitments.
 - Show respect to all people's rights, including the right to equality and dignity.

I acknowledge that I have read the contents of the code of conduct and disciplinary policy and I agree to be bound by the contents of the code of conduct, drug and alcohol policy, school disciplinary policy and all other school policies and rules.

LEARNER FULL NAMES

DATE

I acknowledge that I, the parent of the above learner, have read the code of conduct, drug and alcohol policy, learner disciplinary policy and learner's pledge and I agree to explain the content of and do what reasonably could be expected of me to assist in ensuring that my child adheres to code of conduct and attached addendum/s. I agree that, should my child commit any of the above transgressions, the school will have the right to follow the above disciplinary procedures and I agree that my child and I will comply with the imposed sanction/s.

PARENT/GUARDIAN FULL NAMES

DATE

PARENT/GUARDIAN SIGNATURE

A decorative graphic at the bottom of the page consists of several overlapping, wavy shapes in shades of dark blue and teal, creating a modern, abstract design.