

1. Preamble

Berea West Senior Primary School (“BWSP”) is committed to providing an environment for the delivery of quality teaching and learning by:

- **Promoting the rights and safety of all learners and teachers and parents.**
- **Ensuring learners’ responsibility for their own actions and behaviours.**
- **Prohibiting all forms of unfair discrimination and intolerance.**
- **Eliminating disruptive and offensive conduct.**

The Code of Conduct documents the rules regarding learner behaviour at the School and describes the disciplinary system to be implemented by the School concerning transgressions by learners.

The Code of Conduct applies to all learners while they are on the School premises or when they are away from the School representing it or attending a School function.

Section 8(4) of the SA Schools Act provides that all learners attending a School are bound by the Code of Conduct of that School.

All learners attending the School are expected to sign a statement of commitment to the Code of Conduct (Annexure A).

The administration of the Code of Conduct is the responsibility of the Disciplinary Committee of the School.

2. Background to School Rules

- **For an individual to enjoy the privileges of a community, club or institution, he or she must abide by the rules and norms of that body.**
- **When a learner is admitted to BWSP, he/she automatically becomes a member of our community.**
- **Rules and regulations exist to encourage the highest possible standards of behaviour and to enable the BWSP community to run as smoothly as possible.**
- **Underpinning any system of rules and regulations must be common sense, decency and concern for the well-being of others.**
- **BWSP learners are expected to behave in a way that graces the School, wherever they are.**

3. General Principles

- **All learners will accept the Code of Conduct and the School Rules and will uphold them at all times.**
- **The basic rule is that no-one may disrupt school life at BWSP.**
- **Learners are expected, at all times, to behave in a courteous, respectful and considerate manner towards each other, all members of staff, all parents and other visitors to the School.**
- **No form of intimidation is allowed.**
- **No learner has the right to behave in a manner that will disrupt the learning activity of other learners, or will cause another learner physical or emotional harm.**
- **Learners are expected to abide by the school rules with regard to appearance and behaviour when representing the school both during school hours and after school hours, at school and away from school. Learners may not conduct themselves in a manner that will bring the school into disrepute.**
- **The school will contact parents/legal guardians when a learner's behaviour becomes a cause for concern and will take all necessary steps, in the spirit of constructive partnership, to resolve problems.**

3. Parental Responsibility

- **The ultimate responsibility for a learner's conduct rests with their parents/legal guardian. It is the obligation of every parent/legal guardian to support the school, to ensure his/her child observes school rules and regulations and to accept responsibility for any misconduct on his/her child's part.**

4. School Uniform and General Appearance

The regulated, prescribed Uniform Code is a part of the School's Code of Conduct and is implemented with the view to:

- **instil discipline in learners**
- **maintain school safety and standards**
- **encourage our learners to experience a sense of pride, unity, identity and belonging.**
- **ensuring that all learners will abide by the prescribed Uniform Code at all times.**
- **ensuring the uniform will be worn in its entirety, at out of school events.**
- **ensuring that the full school uniform is worn to official school functions unless otherwise advised.**

UNIFORM CODE FOR LEARNERS

5.1. Regulation School Uniform for Female Learners

GIRLS	
Dress	<ul style="list-style-type: none"> ➤ Regulation Blue / white check fabric (No T-shirts/Costumes/Black lycra shorts/boxer shorts, long or short tights to be worn under dress). (Full White cotton petty coat is allowed but the top of the petty coat must not show through the V of the dress) Blue and white checked pants are allowed. ➤ Grade 7 – Girls long sleeve blue T-shirts may be worn under dress for religious reasons. Letter to be provided by parent asking permission. ➤ Badges must be sewn on the pockets.
Socks	➤ Regulation Plain White ankle socks (Folded Down)
Shoes	➤ Black school shoes
Jersey	➤ Regulation Navy V-neck (without collar) button through cardigan or V-neck full jersey.
Tracksuit	<ul style="list-style-type: none"> ➤ Tracksuits can only be worn in Term 2 and 3. ➤ Regulation BWSPS Tracksuit with Red Golfer only. (blue collar) ➤ Both Tracksuit top and bottom must be worn at all times.
Stockings	➤ The use of Stockings is not permitted.
Hair	<ul style="list-style-type: none"> ➤ Hair must be properly and neatly tied back if it reaches the collar ➤ Fringes may not be over the eyes ➤ Only navy blue/black or white plain bands or black clips may be worn. Large ribbons or hair ornaments are NOT permitted. ➤ Hair gel, lotion, baby oil, hair conditioner etc is NOT permitted, even on “Civvies” Days. ➤ Fancy hairstyles such as a single side pony, pony on top of head or sides, spikes, “poofs”, long fringes hanging on the sides etc are NOT permitted. ➤ Unnatural hair colouring is NOT permitted. ➤ Girls may wear blue unadorned scarves tucked in

5.2. Regulation School Uniform for Male Learners

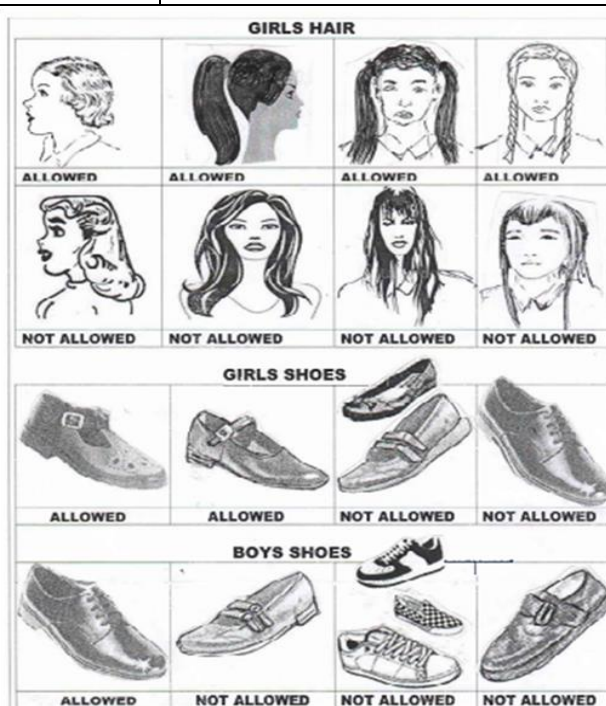
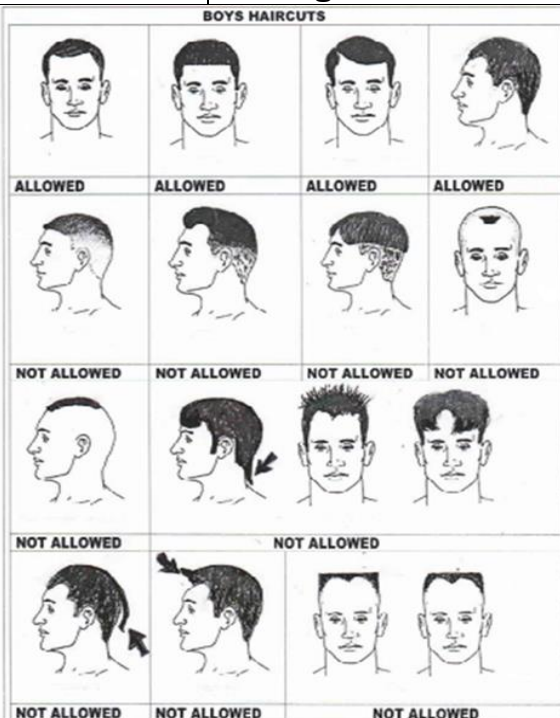
BOYS	
Shorts	<ul style="list-style-type: none">➤ Regulation fabric, medium grey (No satin or Coloured boxes to be worn under) (Under garments must not be visible) (Black belts are allowed-no studs or fancy buckles)
Shirt	<ul style="list-style-type: none">➤ Regulation white, open neck, short sleeved with BWSPS Badge on pocket (No T-shirts under, even in inclement weather. Regulation vests to be worn).
Socks	<ul style="list-style-type: none">➤ Regulation medium grey with blue and red trim (Folded once below the knee to show trim and always pulled up)
Shoes	<ul style="list-style-type: none">➤ Black <u>lace-up</u> regulation school shoes (no takkies)
Jersey	<ul style="list-style-type: none">➤ Regulation navy V-neck without collar. (No navy Cardigans, other jackets or pullovers even if the weather is inclement)
Tracksuit	<ul style="list-style-type: none">➤ Tracksuits can only be worn during Term 2 and Term 3.➤ Regulation BWSPS tracksuit with red golfer only. <p>(Both tracksuit top and bottom must be worn at all times. Sleeves must not be pulled up).</p>

Hair	<ul style="list-style-type: none"> ➤ to be of acceptable length at all times, i.e. NOT below the collar. ➤ it should be brushed/combed off the forehead. ➤ Should be short and neat at the sides ➤ Must be cut the same length on the top and the sides. (No short Mohawks) ➤ Hair gel, lotion, baby oil, hair conditioner etc is NOT permitted, even on “Civvies” Days. ➤ Spikes, tufts at the front or top, long fringes, “sikhas”, “tails” etc are NOT permitted. ➤ Unnatural hair colouring is NOT permitted. ➤ Blue plain toppie to be worn by the boys. ➤ Peak caps may not be worn in the classroom. ➤ NB: the length of the hair must be the same on the top, at the sides and at the back. 	
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5.3. Accessories for both Male and Female Learners

ACCESSORIES		
Item	GIRLS	BOYS
Watches	<ul style="list-style-type: none"> ➤ Plain Black, Gold or Silver straps only ➤ No large faces ➤ No fancy, jewellery type, charms, brightly coloured faces etc ➤ No smart watches to be worn. 	<ul style="list-style-type: none"> ➤ Plain Black, Gold or Silver straps ➤ No large faces ➤ No fancy, jewellery type, charms, brightly coloured faces etc ➤ No smart watches to be worn.
Belts	<ul style="list-style-type: none"> ➤ Blue / White School Check which must always be worn with the school dress. 	<ul style="list-style-type: none"> ➤ Plain black belts with no studs etc.
Earrings	<ul style="list-style-type: none"> ➤ One pair of Studs (3mm) or Sleepers (Plain and NOT hoops) – Gold or Silver 	<ul style="list-style-type: none"> ➤ NO Even on “Civvies” Days or for any other reason/purpose

	No stones, Patterns, Shapes (Stars, Hearts etc)	
Hairbands	<ul style="list-style-type: none"> ➤ White, Black, Blue /white school check ➤ Black, White, navy/white school check Alice bands ➤ Black or brown Hair Clips/Slides only. (No fancy clips/grips) 	Not applicable
Make Up/ Cosmetics	<ul style="list-style-type: none"> ➤ NO Including lipstick, Coloured labello/lip Ice, nail polish, mascara, lip gloss, foundation etc 	<ul style="list-style-type: none"> ➤ NO
Jewellery	<ul style="list-style-type: none"> ➤ NO - Including neck chains, bracelets 	<ul style="list-style-type: none"> ➤ NO- Including neck chains, bracelets, earrings.
Basic Medic Alert Bracelets are permitted		
Other	<ul style="list-style-type: none"> ➤ NO Mendhi, Dots on foreheads, beads, bands on wrists, beads strung around the neck 	<ul style="list-style-type: none"> ➤ NO Beads, bands on wrists, Beads strung around the neck



5.4. Regulation Physical Education Uniform for Male and Female Learners

PHYSICAL EDUCATION – SWIMMING (Term 1 & Term 4)

GIRLS	
GRADES 4 to 7	<ul style="list-style-type: none"> ➤ Navy one-piece Costume and House Cap or Regulation Navy swimming Shorts over Navy one-piece Costume and House Cap. (The Navy one-piece Costume only and House Cap/School Cap must be worn in Galas- NO Navy Shorts worn over costume)

BOYS	
GRADES 4 to 7	<ul style="list-style-type: none"> ➤ Navy speedo-type Costume or navy one-piece costume and House Cap or Regulation Navy swimming Shorts over Navy speedo-type Costume and House Cap. (The Navy speedo-type Costume only and House Cap/School Cap must be worn in Galas- NO Navy Shorts over costumes)

PHYSICAL EDUCATION – (Term 2 & 4)

GIRLS	
GRADES 4 to 7	<ul style="list-style-type: none"> ➤ Regulation Navy Shorts ➤ Regulation BWSPS House T-shirt

BOYS	
GRADES 4 to 7	<ul style="list-style-type: none"> ➤ Regulation Navy Shorts ➤ Regulation BWSPS House T-shirt

6. GENERAL SCHOOL RULES FOR ALL LEARNERS

6.1. In the Morning before School Begins

- **Learners are not to arrive at school before 07:00 am. (Gates will open at 7am)**
- **All bags and other personal belongings are to be left outside classrooms.**
- **Ball games and other games are not permitted.**
- **Running around, screaming and ‘horse play’ are not permitted.**
- **Learners are not to be on corridors, in classrooms and in other out of bounds areas.**
- **Learners must promptly make their way to classrooms at the sound of the bell (07:20).**
- **Gates will be locked at 07:25. Learners arriving for school, after this time, must use the main entrance to gain access into the school.**

6.2. In the Classroom

It is required of every learner to:

- **be attentive and co-operative during lessons and to work to the best of his/her ability, exploiting his/her individual talents to the full.**
- **ensure that class work, homework, assignments, projects and teach backs are completed timeously.**
- **follow all classroom rules, as negotiated and set at the beginning of the school year.**
- **respect authority at all times – all educators, interns, ground staff and monitors.**
- **do his/her utmost to maintain self-discipline in the classroom.**
- **remain in his/her seat unless otherwise instructed by an educator.**
- **contribute towards an effective and efficient work pace and the completion of work.**
- **maintain a neat, clean work space around him/her.**
- **respect all school furniture and equipment**
- **respect the property of others and to seek permission before using any item which belongs to other learners.**
- **remain in the classroom during session. No learner is to be found out of the classroom without permission and without a valid reason.**
- **Absence from a class, without the permission of the relevant educator or a member of the School Management Team “SMT”, is prohibited**

Each learner needs to heed the following:

- **Eating in the classroom is prohibited.**
- **'Banned Items' are not to be brought to school.**
- **The throwing of any item across the classroom is not permitted.**
- **Furniture and other material or apparatus, e.g. computers, radios, TVs, may not be used by learners without permission and/or supervision.**
- **No learner/s may be inside a classroom, unless under supervision of an educator.**
- **Only one learner, of the same gender, is allowed to leave the classroom to go to the toilet at any given time.**

6.3. Behaviour when moving to Specialist Rooms

- **Learners must walk silently and in rows.**
- **Nobody is allowed to visit the toilets or leave the row without permission**
- **No talking, unruly behaviour will be tolerated during changing of classes and no exuberance is allowed.**
- **Learners are to stand back and allow adults to pass along corridors or on approaching an entrance/exit.**
- **The rule of "keep to the left" applies on all passages.**
- **Running and unnecessary loitering is to be avoided.**
- **School bags should be placed against the wall and not in the middle of the passages before entering the specialist room.**

6.4. Behaviour during break.

- **Learners are to leave the classroom immediately when the bell sounds for breaks:**
Monday to Thursday (First break 10:00 – 10:20) (Second break 12:50 – 13:10)
Friday (First break 10:00 – 10:20) (Second break 12:20 – 12:50)
- **Monday to Thursday and Friday (Second Break 12:20 – 12:50).**
- **Learners are not allowed on corridors or stairs but must move off to designated areas. Learners are to remain in the designated areas.**
- **Apart from the toilets, all school buildings are out of bounds.**
- **Learners may not meet visitors at school without permission. All visitors are required to report to Reception when they arrive.**
- **No learner may leave the school grounds without permission.**
- **No learner may purchase items from passing vendors or each other.**
- **No learner may engage in conversation with passers-by.**
- **No learner is allowed in the designated "out of bounds" areas.**
- **Learners are not allowed to run and engage in dangerous games.**
- **School equipment may only be used with official permission.**

- **Orderly queuing at the Tuck-shop is essential to facilitate efficient service. No “pushing” is permitted. Loitering outside the Tuck-shop is not allowed.**
- **Littering is not allowed. Litter must be disposed off in the bins provided.**
- **Learners must promptly make their way to class at the sound of the bell.**
- **Talking and disruptive behaviour is not permitted.**

6.5. Behaviour after School.

- **Learners must be fetched by 14:20 on days in which they are not engaged in extra-mural activities. If learners are involved in a school sporting activity later than 15:15 parents will be informed accordingly.**
- **On days of extra-mural activities learners are to be picked up no later than 15:20.**
- **Learners who cannot be fetched by the times indicated above must make arrangements to attend an extra mural activity which are run on the school’s premises.**
- **Learners waiting to be fetched must not engage in behaviour that would bring the school into disrepute.**
- **Running around, ball games, screaming and ‘horse play’ are not permitted.**
- **Learners must wait in designated areas.**
- **No leaning on fences.**

6.6. School Attendance

- **Each learner has an obligation to attend school daily.**
- **The class teacher and admin secretary must keep an accurate register of learner attendance and must keep copies of all communication to parents when absence from the classroom is reported.**
- **All absences require a written explanation from the parent/legal guardian to the class teacher on the learner’s return.**
- **A medical certificate must be produced for any absence of 3 days or longer.**
- **Any absence from an official examination or test must be covered by a medical certificate.**
- **Truancy from school is prohibited.**
- **Requests for ‘early leave’ must be done in writing by the parent/legal guardian and sanctioned by the principal.**
- **A learner granted ‘early leave’ will only be dismissed if fetched by the parent/legal guardian, unless other verified arrangements have been made with the principal/SMT. An ID /drivers licence must be produced.**

- A learner will not be marked absent for officially sanctioned school activities.



6.7. Learner Late Coming

Parents/guardians, learners and teachers are jointly responsible for ensuring that all learners attend School on time.

- All learners are to arrive at School before the official starting time, (07:20).
- A learner will be deemed late for school if he/she is not seated in the class when the school bell rings at 07:30.
- A learner who is late for school must report to Reception before proceeding to the classroom.
- A learner will receive detention if he/she is late for school on the 3rd occasion.

6.8. Valuables and Personal Belongings

- The School will not be held responsible for theft of or damage to personal belongings on School premises (bags, books and clothing).
- Learners should not bring large sums of money and valuables to School.
- It is the responsibility of each learner to ensure the safe keeping of valuables during breaks, extra-murals, matches and in the classroom.

- **Items brought to school for learners will be left at the front office and must be collected by the learners during breaks. Learners will not be called by the Admin staff to collect.**

6.9. Items not allowed at School

The following items are not to be brought to school:

- **Weapons of any type or any other dangerous item which could compromise the safety and well-being of other learners and staff.**
- **Cell Phones – learners are not to be in possession of a cell phone anywhere and at any time on the school premises.**
- **Needles of any kind.**
- **Alcohol, drugs, cigarettes, electronic cigarettes and related items.**
- **Electronic equipment such as iPods, iPads, tablets, earphones and related items.**
- **Jewellery and make-up/cosmetics.**
- **Fireworks**
- **Pets**
- **Toys**
- **Matches or lighters**
- **Gel**
- **Pornographic material**
- **Playing cards, Promotional cards and related items**
- **Smart Watches**

6.10 School Values, School Ethos and Manners

- **Academic staff, administrative staff, ground staff, parents, visitors and fellow learners are to be accorded the utmost courtesy. If a learner is seated when an adult approaches he/she should stand and greet the adult, and offer assistance where necessary.**
- **Learners should greet staff members when meeting or passing each other during the day. Adults are to be greeted by surname (e.g. Mr Khan) or Sir or Miss/Madam.**
- **The manner in which pupils communicate with other learners, staff and parents should be of an unquestionable standard at all times. No slang, bad language, shouting or answering back is acceptable. Verbal defiance is a serious offence.**
- **A Learner is not allowed to have his/her hands in his/her pocket when addressing an adult.**
- **A learner will not swear, use offensive language, be insolent and cheeky.**
- **Offensive gestures, lying and dishonesty are prohibited.**
- **Violent conduct is prohibited. Retaliation is regarded as violent conduct.**
- **Theft is prohibited.**

- **Intolerance and disrespect by any learner towards those whose ideas and beliefs differ from his/her own are not permitted.**
- **Racism and any discrimination on racial grounds will not be tolerated.**
- **To avoid accidental injury or damage to property, learners are not allowed to throw stones or other objects.**
- **At sports events, the learners are reminded not to walk in front of the spectators. They are not to play near the area while matches are in progress.**
- **Learners are expected to behave appropriately at all functions. Learners are to remain silent when entering venues for formal occasions – Assembly, Prize Giving.**
- **A learner in a position of authority will not abuse the authority bestowed on him/her by virtue of his/her position, and must realise that he/she is not exempt from the School's Code of Conduct.**
- **Learners waiting for transport before or after school should do so in an orderly manner and not bring the school into disrepute by their behaviour.**
- **The possession or distribution of pornographic material or other offensive material (e.g. racist or sexist propaganda publications) is not allowed.**
- **Unacceptable intimate behaviour by learners is not allowed.**
- **No hanging on the railings on the first and second floor.**
- **No sliding down the stair banisters.**
- **Bullying, in any form – verbal, physical or emotional, is prohibited. Examples of typical bullying behaviour are:**

Physical Bullying

- **Minor assault - prodding, poking, tripping.**
- **Offensive physical gestures.**
- **Deliberate damage to property of others.**
- **Major assault – hitting, kicking, pulling hair, scratching, punching, using a weapon of any nature; acting either as one-on-one, or else as a group against an individual/group.**

Verbal and Written Bullying

- **Name-calling, taunting aimed at ridiculing, humiliating or belittling someone, including remarks which can be construed as mocking of or offensive to race, disability, sexual orientation, age, status, appearance or religion.**
- **Teasing which can be construed as humiliating, embarrassing.**
- **Spreading of malicious rumours and false information and rumours which are designed to mock, humiliate, ridicule and belittle others.**
- **Sending bullying text messages, notes or letters.**

- **Circulating material which humiliates or embarrasses another via electronic format, posters, photographs, graffiti or other means.**
- **Threatening behaviour and intimidation of others.**

Psychological (Silent) Bullying

- **Isolating/ostracising a learner in any way, rejection by a group of a learner, threatening looks, refusal to work with any learner/s in a group activity.**
- **Intentionally placing a learner in an uncomfortable position.**
- **Being a bystander who, in any way, encourages or supports the actions of the bully, without intervening.**
- **Intimidating or threatening another learner in any way to use or borrow their possessions.**
- **The school cannot be responsible for any social media texting / messaging that occurs during or out of school hours.**

6.11. Cheating/Copying

- **Any act of cheating/copying in classwork, homework, test or other assessment is prohibited, so too is the borrowing of another learner's work.**
- **A learner who voluntarily allows his or her work to be copied will also receive a zero mark for the work.**
- **The same rules apply if anyone else does the work for a learner.**

6.12. Plagiarism

- **All work presented in tests, projects and assignments must be the learner's own work.**
- **If outside sources are used these must be acknowledged in a bibliography or reference list.**
- **If a learner copies work directly from another source and does not acknowledge it, the learner will get zero for the work and be required to redo the piece of work.**

6.13. School Property and Facilities

- **Wilful damage, vandalism or neglect of school property by any act is prohibited.**
- **Theft of school property is prohibited.**
- **It is the responsibility of every learner to care for the school environment.**
- **Littering is prohibited.**
- **Graffiti is prohibited.**

- **The use of school premises and playing fields after hours, over weekends and during holidays is not permitted without written permission and only under adult supervision.**
- **Misuse of ablution facilities will be viewed in a serious light.**
- **Learners will be liable for any costs of replacement and repair of damage and theft.**
- **Overdue library books will incur a fine.**
- **Lost library and textbooks will have to be paid or replaced.**

6.14. ICT , THE COMPUTER ROOM AND ROBOTICS ROOM

Users of the Schools Computer System and Robotics Room do so under the following rules and conditions:

- **All learners must be accompanied by an educator if they are to make use of any computer systems or robotics equipment.**
- **ICT equipment, robotics equipment, fixtures and furniture must be treated with care and respect at all times.**
- **NO FOOD or DRINK is allowed into the computer room or robotics room.**
- **Conduct must be quiet and orderly at all times, both when using the ICT facilities and whilst waiting for a computer and robotics room to become available.**
- **Learners will be liable for the cost of remedying any damage they cause to the ICT facilities or to remote systems.**
- **The ICT facilities are provided for School work only.**
- **Any learner seeking to gain access to, modify or delete files belonging to another user will be regarded as guilty of theft, and punished accordingly.**
- **Any learner found to be logging or attempting to log on using a different learner's username will be similarly punished.**
- **Hacking or attempting to hack into the school network is prohibited.**
- **No pupils USB's or CD's may be brought to school and used on school computers.**
- **Under no circumstances is any learner to interfere or tamper with system settings and files or physically interfere with computers or other equipment in any way. Any such behaviour will be regarded as vandalism and punished accordingly.**
- **Non-schoolwork material is not permitted to be stored or viewed on any computer at any time.**
- **It is forbidden to research objectionable items on the Internet, to download these onto the school network, or to send offensive material to any person's e-mail address box.**
- **Email Usage: BWSP does not provide email facilities for learners.**

- **WIFI: BWSP does not provide wifi facilities to learners and learners should not try to access the BWSP wifi network.**
- **Learners will be liable for the cost of any robotic kits misused or lost.**

6.15. Other

- **Learners may not enter the Admin Offices, SMT Offices, Staffroom or Photocopy Room without permission. All of these are out of bounds for learners.**
- **Chewing gum is not permitted.**
- **Learners must submit to random searches which do not violate the individual's constitutional rights.**
- **Running, walking and sliding down banks are not permitted.**
- **The riding of bicycles, skateboards, rollerblades are not permitted on the school premises.**
- **According to Department regulation the school may not administer any medication to any child.**

7. Out of Bounds Areas

The following areas are designated as out of bounds areas to all learners unless under supervision of an educator:

- **The area behind the hall.**
- **The cricket nets.**
- **The main car parking area.**
- **The pool.**
- **The area behind the pool.**
- **The hall.**
- **All specialist rooms.**
- **Admin offices, the staffroom and photocopy room.**
- **Classrooms.**
- **Area behind the Art Room.**
- **Area behind the Madressa hut.**
- **Cross country course.**

8. SPORTS CODE FOR LEARNERS

8.1. General Rules:

- **A learner must ensure that he/she is dressed in full, appropriate kit at all times for practices and for matches/games.**
- **A learner travels to games in his/her match kit unless otherwise instructed by his/her coach.**

- **A learner must ensure that he/she is punctual for all practices and matches/games.**
- **It is imperative that he/she shows commitment by attending all practices and fulfils his/her obligation of attending all matches he/she has been selected to play in.**
- **He/She must be fully engaged in any warm-up sessions called by the coach before practices and matches.**
- **A learner must always follow the instructions given by his/her coach and captain of the team.**
- **He/She must always display the utmost respect for:**
 - **umpires/referees, visiting coaches, members of the opposition team, parents and spectators, educators and coaches, members of his/her own team.**
- **A Learner must ensure that he/she refrains from:**
 - **Public displays of disappointment, Abuse of equipment, Arguing with umpires/referees, coaches and the opposition, Use of vulgar language and accusing members of his/her team for poor performance**
- **He/She remains seated with other members of the team when the team is not involved in a match during tournaments.**
- **He/She must ensure that his/her coach is aware of his/her whereabouts at all times during the period that he/she is under the coach's supervision.**
 - **He/She must remain for the full duration of a match/tournament and only leave when dismissed by the coach.**
 - **A learner must thank umpires/referees, members of the opposition team and all coaches at the end of every match.**
 - **If a child has been absent from school or left school early, they may not take part in sporting activities after school on that day.**

8.2. Rainy Day Procedures:

a). PRACTICES

- **If it rains during the day of a scheduled practice, he/she will presume that the practice will continue as planned unless otherwise instructed.**
- **The Principal will make a decision about the practice by the end of the second break of the day.**
- **Should it start raining during a practice, he/she will wait for the coach to make a decision.**

- Practices will be cancelled if there is lightning and a learner's safety is in question.

b). BEFORE MIDWEEK MATCHES

- If it is raining heavily, a match may be cancelled prior to players leaving for the venue.
- Only the Principal may cancel a fixture.

c). BEFORE SATURDAY MATCHES

- He/she must report to the venue of the match by the time indicated by his/her coach. He/she should not presume that the match has been cancelled.
- Coaches/Umpires/Referees will use their discretion to make a decision.
- He/she must ensure that his/her transport arrangements are in place so that the coach is not inconvenienced if the fixture is cancelled.

8.3. Dress Code

PRACTICES/MATCHES

- Navy PE Shorts
- House T-shirt or Red Golfer
- Grey socks / white socks
- Official BWSPS cap / wide brimmed hat (Optional)
- Takkies, soccer or hockey boots
- Navy Swimming shorts, One Piece Costume, Speedos and Swimming caps and towel. (PE only)

MATCHES/GALAS/ATHLETICS

CODE		KIT
ATHLETICS	Boys & Girls	<ul style="list-style-type: none"> ➤ White PE T-shirt with house badge, Blue quantic shorts with or without white socks and takkies. ➤ Events – Red Golfer, Blue quantic shorts with or without white socks and takkies.
SWIMMING	Boys	<ul style="list-style-type: none"> ➤ Navy blue unitard, speedo costume, swimming tights with silicone swimming cap in the house colour and a towel. ➤ Events – Navy blue unitard, speedo costume, swimming tights with silicone swimming cap in the house colour and a towel.

	Girls	<ul style="list-style-type: none"> ➤ Navy blue unitard or speedo costume with silicone swimming cap in the house colour and a towel. ➤ Events – Navy blue unitard or speedo costume with silicone swimming cap in the house colour and a towel.
NETBALL	Girls	<ul style="list-style-type: none"> ➤ White PE T-shirt with house badge, Blue quantec shorts, regulation with white school socks and takkies. ➤ Matches – Red Golfer, Blue quantec shorts, regulation white school socks and takkies.
HOCKEY	Boys	<ul style="list-style-type: none"> ➤ White PE T-shirt with house badge, Blue quantec shorts, regulation Red school socks and takkies/boots, shin pads and gum guards are compulsory. ➤ Matches – Red golfer, Blue quantec shorts, Red school socks and takkies/boots, shin pads and gum guards are compulsory.
SOCCER	Boys	<ul style="list-style-type: none"> ➤ White PE T-shirt with house badge, Blue quantec shorts, regulation RED school socks and soccer boots, shin pads are compulsory. Gum guards optional. ➤ Matches – Red golfer, Blue quantec shorts, Red school socks and soccer boots, shin pads are compulsory. Gum guards optional.
	Girls	<ul style="list-style-type: none"> ➤ White PE T-shirt with house badge, Blue quantec shorts, regulation Red school socks and soccer boots, shin pads are compulsory. Gum guards optional. ➤ Matches – Red golfer, Blue quantec shorts, Red school socks and soccer boots, shin pads are compulsory. Gum guards optional.
CRICKET	Boys	<ul style="list-style-type: none"> ➤ White PE T-shirt with house badge, Blue quantec shorts, regulation Grey school socks and cricket boots, cricket pads are compulsory along with cricket bat, helmet, box, batting gloves are compulsory.

		<ul style="list-style-type: none"> ➤ Matches – Red golfer, Blue quantec shorts, Red school socks and cricket boots, cricket pads are compulsory along with cricket bat, helmet, box and batting gloves are compulsory.
CROSS COUNTY	BOYS/GIRLS	<ul style="list-style-type: none"> ➤ White PE T-shirt with house badge, Blue quantec shorts with white socks and takkies. ➤ Events – Red golfer, Blue quantec shorts with white socks and takkies.
COMPUTERS	BOYS/GIRLS	<ul style="list-style-type: none"> ➤ Full regulation school uniform.
BOOK AND DVD CLUB	BOYS/GIRLS	<ul style="list-style-type: none"> ➤ Full regulation school uniform.

9. CORRECTIONAL DISCIPLINE PROCEDURES – LEVEL ONE OFFENCES: any of the following misdemeanors will result in any of the following consequences.

MISDEMEANOR	CONSEQUENCES
Arriving late for School	<ul style="list-style-type: none"> • Reprimand/Verbal warning • Demerits • Written Work • Break Restrictions • Detention • Principal's Detention • Written warning informing Parent • Confiscation
Arriving late for Line-up/school activities	
Classroom rules infringement	
Being outside the classroom without permission	
Misbehaviour at line-up	
Misbehaviour on corridors	
Misbehaviour when leading to specialist rooms.	
Insolence and disrespectful attitude	
Lying	
Littering or failing to pick up litter in close proximity.	
Use of crude language - indirect	
Chewing gum	

Hands in pocket when talking to an adult	<ul style="list-style-type: none"> • Litter Clean-up • Exclusion from events • Replacing/payment for damaged or stolen item
Riding a bicycle/ rollerblades/skateboard	
Non return of reply slips or absentee notes	
Non participation in PE-No letter	
Being in out of bounds area	
Failure to attend meeting/activity	
Putting of unauthorised notice on Display	
Sliding down banks	
Misuse of ablution facilities	
Failure to consistently complete homework	
Failure to bring requirements for practical	
Coming late from break/PE	
Failure to take down homework	
Lying to teachers	
Forging a signature	
Using teachers names to get out of troubles	

CORRECTIONAL DISCIPLINE PROCEDURES – LEVEL TWO

OFFENCES: any of the following misdemeanors will result in any of the following consequences.

MISDEMEANOR	CONSEQUENCES
Repeat of Level One offence	<ul style="list-style-type: none"> • Written Work • Demerits • Break Restrictions • Detention
Communication with passers-by or unauthorised visitors	
Tampering with car	
Offensive Language - Targeted	
Bullying or intimidation	
Leaving School without permission	

Bunking class or school	<ul style="list-style-type: none"> • Two Detentions or more • Principal's Detention • Parent interaction and intervention • Community Service • Permanent Confiscation • Confiscation for 10 weeks • Removal of good conduct status – loss of privileges/exclusion from events • Enforced monetary compensation for damaged or stolen item • Deduction of marks/awarding a zero mark • Day suspension – returns next day • Suspension from extra-mural/sport
Failing to complete punishment given	
Failing to attend detention	
Disobeying a legitimate instruction	
Breach of Test/Examination Rules	
Cheating/Copying	
Repeatedly disrupting the learning of others	
Graffiti (small scale)	
Vandalism (minor)	
Dishonesty	
Violent conduct- petty/impulsive eg hitting and kicking	
Bringing a 'banned item' to school or in possession of such	
Failure to disclose peers intention of wrong doing	
Selling of items at school without permission	
Inappropriate moral behaviour – kissing, embracing	
Persistent late arrival at School	

CORRECTIONAL DISCIPLINE PROCEDURES – LEVEL THREE

OFFENCES: any of the following misdemeanors will result in any of the following consequences.

MISDEMEANOR	CONSEQUENCES
Repetition of Level Two offence	<ul style="list-style-type: none"> • Parental intervention and interaction • School Governing Body intervention/disciplinary enquiry • Community Service
Graffiti (major)	
Theft	
Forgery, fraud	
Vandalism (major)	
Sexual harassment	

Weapon at school – display or use	<ul style="list-style-type: none"> • Monetary Compensation • Permanent Confiscation • Monetary compensation for injury • Removal of good conduct status • Removal of leadership position • Suspension for a period as corrective measure. • Police intervention • Disciplinary Hearing • Expulsion • Department of Education Intervention
Assault, violence or intimidation -premeditated	
Provocation	
Bullying (high level)	
Immoral Conduct	
Possession or use of drugs, tobacco, alcohol, e-cigarettes, Twisps	
Dealing in drugs, alcohol, cigarettes	
Repeated cheating in examinations or tests	
Repeated blatant defiance of authority	
Racism or religious/cultural intolerance	
Possession, display or dealing in pornography	

10.SPORTS DISCIPLINE POLICY

Misdemeanour	Consequence/Sanction	
Inappropriate Kit for Practices/matches	1st offence: 2nd offence: 3rd offence:	Verbal warning & Non participation in practice/ match Match suspension Suspension from team/squad Parental intervention
A missed practice (Learner does not excuse himself/herself) *A written note from a learner’s parent/ guardian must be	1st offence: 2nd offence: 3rd offence:	Verbal warning Detention Match Suspension/ Suspension from team/squad

given to the coach if a learner cannot attend a practice.		Parental intervention
A missed game (No excuse offered prior to game)	1st offence:	Detention
	2nd offence:	Principal's Detention Match Suspension Parent Intervention
	3rd offence:	Suspension from Team Parent Intervention
Inappropriate Behaviour	1st offence:	Detention
	2nd offence:	Principal's Detention Match Suspension Parent Intervention
	3rd offence:	Suspension from Team Parent Intervention

11. CORRECTIONAL DISCIPLINARY MEASURES – UNIFORM CODE

MISDEMEANOR	CONSEQUENCE/SANCTION
Incorrect Hair Cut	Verbal warning
Use of gel, lotion, oil in hair	Detention
Hair not tied back	Confiscation
Incorrect earrings	Loss of Good conduct status/Exclusion from extra-murals/match
Use of cosmetics/make-up	Principal's Detention
Incorrect Uniform	Parental Intervention
	Parental Intervention - Learner sent to have infringement corrected and return the school on same day

12. The Right to Search

- **The principal or his/her delegate, upon reasonable suspicion, has the legal authority to conduct a search of any learner or property in possession of the learner for items not allowed at school, as specified.**
- **A physical search of a learner will be conducted in private by a person of the same gender, with at least one witness present.**

13. Acts Governing the Code of Conduct

This Code of Conduct is adopted in terms of the South African's Schools Act (Act No 84 of 1996), the Kwa-Zulu Natal School Education Act (Act No 3 of 1996) and the guidelines published by the Department of Education (Notice 776 of 1998). It is adopted in the spirit of the Constitution of the Republic of South Africa (Act No 108 of 1996)

14. Code of Conduct for Parents

As a parent of Berea West Senior Primary School I/we undertake to abide to the following code of conduct:

- 1. To conduct ourselves in a way that does not harm the school's reputation or embarrass staff members or learners.**
- 2. To not exhibit disruptive behaviour which interferes or threatens to interfere with the operation of a classroom, an employee's office, office area or any other area of the school grounds including team matches.**
- 3. That the use of loud/or offensive language, swearing, cursing, using profane language or displaying temper is prohibited.**
- 4. To not threaten to do actual bodily harm to a member of school staff, Governor, visitor, fellow parent/carer or learner regardless of whether or not the behaviour constitutes a criminal offence.**
- 5. To not make use of abusive or threatening e-mails or text/voicemail/phone messages or other written communication**
- 6. To not make us of defamatory, offensive or derogatory comments regarding the school or any of the learners/parent/staff, at the school on Facebook or other social sites. Any concerns that I have must be made through the appropriate channels by speaking to the grade teacher, principal, so they can be dealt with fairly, appropriately and effectively for all concerned.**

- 7. That the use of physical aggression towards another adult or child is prohibited. This includes physical punishment against my own child on school premises.**
- 8. That I may not approach someone else's child in order to discuss or chastise them because of the actions of this child towards my own child. (Such an approach to a child may be seen to be an assault on that child and may have legal consequences).**
- 9. To apply self-constraint and show respect, courtesy and tolerance towards each other, educators, learners, fellow spectators, coaches, referees, judges and opponents.**
- 10. To not intimidate Educators, participants, coaches, referees or judges.**
- 11. Bringing the name of the school in disrepute.**
- 12. To conduct ourselves in accordance with the code of ethics required by a particular cultural activity or sporting code.**
- 13. That physical violence, defamatory and offensive language or indecent signs during sport matches or other activities is strictly prohibited.**
- 14. To refrain from making negative remarks or using improper language when interacting with referees, other officials, judges, players or their opponents' supporters.**
- 15. When attending any activity of the school we shall comply with the requests and arrangements of the school concerned and/or the organisers.**
- 16. That the use of alcohol and illegal drugs during any school activity is strictly prohibited.**
- 17. That no weapons or dangerous objects may be brought onto the school grounds, unless intended for official work purposes, such as in the case of SAPS officers.**
- 18. That parents may only smoke in the designated smoking areas, and only if this does not interfere with the learners' education or activities. Consult the school's smoking policy, which stipulates the designated smoking areas.**
- 19. That Parents, supporters and spectators are requested to maintain the indicated distance from the side lines of any particular sports field or court, and not to go into the play area or any other demarcated areas on the school grounds or during an activity.**
- 20. That parents are requested to keep school grounds neat and tidy, and that littering is prohibited.**

I, _____ GRADE _____ TEACHER _____
**HEREBY ACKNOWLEDGE AND PLEDGE TO FOLLOW THE CODE OF
CONDUCT AT ALL TIMES.**

I, _____ PARENT OF _____
GRADE _____ **HEREBY ACKNOWLEDGE AND PLEDGE TO
FOLLOW AND INSTILL THE CODE OF CONDUCT IN MY CHILD.**