



# ***Freeway Park Primary School***

Elsenburg Road  
Freeway Park  
Boksburg 1459

Phone: 011 893 2027/8

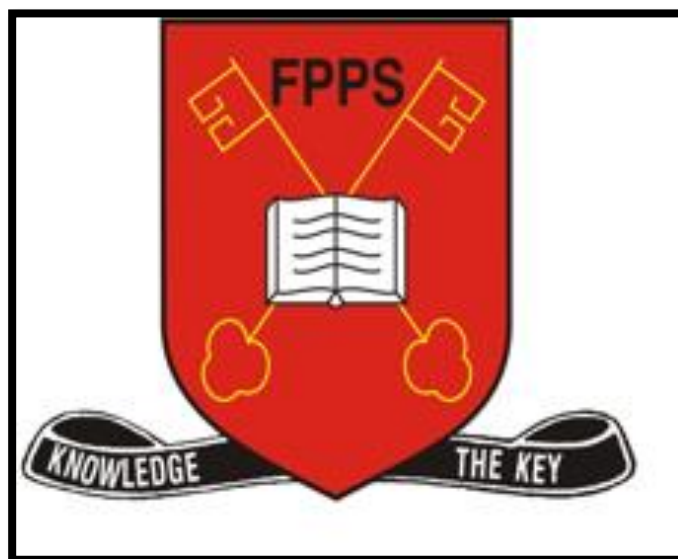
Email: [actingprincipal@freewayparkprimary.co.za](mailto:actingprincipal@freewayparkprimary.co.za)

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1470

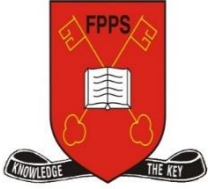
Acting Principal: N Nortje

# Code of Conduct for Learners

FREEWAY PARK PRIMARY SCHOOL



**GDE Vision: Every learner feels valued and inspired in our innovative education system**



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**Acting Principal: N Nortje**

## **CODE OF CONDUCT FOR LEARNERS**

**Effective Date: 2008**

**Review Date: August 2024**

**Next Review Date: August 2025**

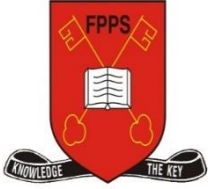
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**GAUTENG PROVINCE**  
Department: Education  
REPUBLIC OF SOUTH AFRICA

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## **PREAMBLE**

**In terms of the South African Schools Act (Act No 84 of 1996) hereafter referred to as SASA, it is the duty and responsibility of the SGB to develop and adopt a Code of Conduct for the learners. Such policy must be in line with the provision of the Provincial Gazette, relevant National Education Legislation as well as the Constitution of the Country. Educators, parents and other relevant stakeholders are co-responsible for the development and implementation of the school's code of conduct.**

## **PURPOSE OF THE POLICY**

**The purpose of the policy is to set out the parameters within which learners should behave in order to promote and protect the security of each learner and all members of the school community.**

- **Objectives include:**
- **Ensuring that no learner is unlawfully and unfairly treated**
- **Fostering mutual respect**
- **Establishing a culture of tolerance and peace amongst learners and educators in the school**
- **Ensuring that the administrative procedures are clearly defined**
- **To promote positive discipline.**
- **To promote self-discipline.**

## **APPLICATION AND SCOPE OF THE CONSTITUTION**

**The policy shall apply to all learners registered in Freeway Park Primary School.**

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## **LEGISLATIVE FRAMEWORK**

1. Constitution of the Republic of South Africa, 1996 (Act No. 108 of 1996) as amended.
2. South Africa Schools Act, 1996 (Act. No. 84 of 1996), as amended.
3. National Education Policy Act, 1996 (Act No. 27 of 1996), as amended.
4. Promotion of Access to Information Act, 2000 (Act No. 2 of 2000).
5. Promotion of Administrative Justice Act, 2000 (Act No. 3 of 2000).
6. The Gauteng Schools Education Act, 1995 (Act No. 6 of 1995).
7. Regulations of Misconduct of Learners at Public Schools and Disciplinary Proceedings, 2001 (General Notice 2591 of 2001).
8. Regulations for Safety Measures at Public Schools Government Notice No. 1040, October 2001, as amended.
9. Guidelines for Consideration of Governing Bodies in Adopting a Code of Conduct for Learners, General Notice 776 of 1998.

## **INTRODUCTION**

### **What is a Code of Conduct?**

A Code of Conduct is a set of guidelines agreed upon by a group of people, to govern how they should behave in their close relationship one with the other. In the school environment a code of conduct sets out the rights and responsibilities of educators, learners and parents and states how they should treat each other. In order for a code of conduct to be effective those who are expected to follow it, must be party to its terms and support the code.

### **The Culture and Ethos of the School**

The culture and ethos of Freeway Park Primary School is determined by the community that it serves. Should the nature and composition of the community change, so would the culture and ethos of the school. The culture and ethos of Freeway Park Primary School can be

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regarded as a Christian based, family orientated one, upholding those values and beliefs, respect for other cultures, beliefs and orientations will be presented, nurtured and protected at all times. Every effort has been made to reflect these values in the school rules.

## **School Rules and Disciplinary Procedures**

The school rules are a practical implementation of these values and are designed to ensure that our purpose to educate, learn and develop to the fullest extent can be most effectively satisfied. They take into account the rights and responsibilities of all and ensure that all who are involved in the educative process are fairly and justly treated in a secure and caring environment. To achieve this, they need to be upheld by learners, educators and parents in a spirit of co-operation and shared responsibility. In order to ensure the greatest benefit for all, it is necessary to provide for the enforcement of these rules, and the procedure for doing so.

## **Commitment**

We, the parents, educators and learners acknowledge that sound equitable relations are essential for the promotion of goodwill, the educational well - being of the learners and the long-term viability of the school.

To this end, we declare our common commitment, to the following objectives and acknowledge one another's rights and responsibilities as set out below.

## **Objectives**

To provide balanced, quality education that focuses on the personal development of each learner and allows opportunity for intellectual, physical, cultural, moral and religious development, in terms of the culture and ethos of the community served by this school.

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## **Learners have the right:**

- To the best education available.
- To work without disruption.
- To a positive, caring school environment.
- To express an opinion and to be heard.
- To be considered when planning the school environment.
- To participate in the setting of school rules.

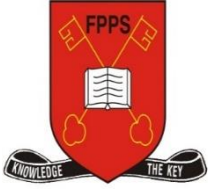
## **Learners have the responsibility:**

- To conform to the rules and discipline of the school.
- To exercise self - discipline in the best interests of all.
- To listen to others.
- To use facilities as provided in accordance with laid down rules.
- To show respect for differences in people, be these physical, cultural or religious.

## **Educators have the right:**

- To respect for their status as educators and professionals.
- To support from parents in their dealings with their children.
- To consult with parents to address the educational, physical and emotional needs of the children placed in their care.
- To support from the school management and the governing body.

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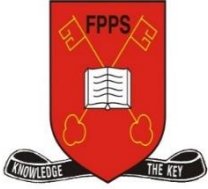
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- To organize for collective bargaining.
- To the provision of appropriate teaching resources and facilities.
- To teach without disruption.
- To a safe and occupationally healthy work environment.
- To be remunerated fairly and in accordance with their responsibilities.
- To privacy after hours.
- To be consulted on and to contribute towards decisions made on behalf of and affecting the children placed in their care.
- To exercise discipline in terms of the school rules.
- To have access to interpretation for any communication not in their own language.
- To dress in a comfortable yet appropriate manner.

## **Educators have the responsibility:**

- To comply to the Professional Code of Ethics.
- To carry out their duties and responsibilities to the best of their ability and in accordance with their training.
- To behave in a principled and appropriate manner when dealing with learners, parents, and colleagues.
- Of being in loco parentis and ensuring the safety of learners during school hours afternoon activities and excursions.
- To not endanger children through exercising of labour rights.
- To ensure in that the exercising of such labour rights do not have a detrimental effect on the learner's rights.
- To provide reasonable explanations for disciplinary action.
- To allow as far as possible for the individuality of the child.

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To be dressed and conduct themselves in a manner which befits a professional person.

## **Parents have the right:**

To be constructively involved in the governance of the school.

To be informed on school matters.

To expect quality education.

To have appropriate care taken over their children while at school.

To reasonable access to school management and educators.

## **Parents have the responsibility:**

To release their children into the care, rules and discipline of the school.

To respect the educators as trained professionals.

To pay school fees for the quality education they receive unless they apply and/or qualify for a full or partial exemption from paying school fees.

To take an active interest in the educative process.

To support the school.

To be involved in schoolwork and activities.

To fetch the child on time every day.

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## **SCHOOL RULES**

### **1. Classroom Conduct**

All learners must take responsibility for their conduct and accept the consequences of not doing so.

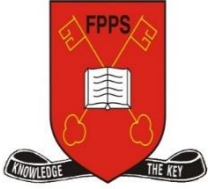
This includes:

- 1.1 Learners must look after their books and files. Textbooks are the property of the school and learners and parents are responsible for any damage or loss incurred.
- 1.2 A high standard of neatness is expected. Learners must take pride in the appearance of their work.
- 1.3 Learners must meet deadlines and hand work in on time. Homework is an integral part of the education process and must be completed. Homework diaries are to be signed daily by parent/guardian.

It is the responsibility of the learner to ensure that their files, textbooks, books and P.E. kit are at school when necessary.

- 1.4 If a learner is absent from school, it is their responsibility to catch up any work that has been missed.
- 1.5 Learners must obey educator's instructions and not interrupt the lesson, or inhibit the opportunity of others to learn.
- 1.6 The following will be regarded in a very serious light and will not be tolerated:
  - 1.6.1 copying another learner's work
  - 1.6.2 cheating during evaluation exercises (test, exams)
  - 1.6.3 leaving the classroom without permission

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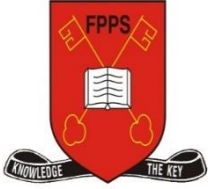
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- 1.6.4 disrupting the lesson
- 1.6.5 any form of vandalism such as writing on desks or walls or defacing books (learners who wilfully or negligently cause damage to school property will be fined a min of R200 or the cost of repair or replacement)
- 1.7 any behaviour which is hurtful or disrespectful to others is strictly forbidden.
  - 1.7.1 the use of obscene or abusive language or spitting
  - 1.7.2 the making of any remarks likely to lead to religious or racial discord
  - 1.7.3 bullying and intimidation of any sort, whether physical or psychological, biting, pinching or tearing of clothing
  - 1.7.4 interference in any way with the person or personal belongings of another
  - 1.7.5 talking in the hall
  - 1.7.6 entering a classroom, hall or storeroom if no educator is present
  - 1.7.7 fighting in line while moving around the school
  - 1.7.8 there must be no undue noise and no running in the corridors
  - 1.7.9 littering
  - 1.7.10 firm discipline must be maintained at extra-curricular practice (including the computer centre)

## **2. Courtesy and Respect for others**

- 2.1 Learners should have respect for others and greet and assist visitors to the school.
- 2.2 Learners must keep left on the corridors.
- 2.3 Movement around the school must be quick and quiet.
- 2.4 Learners must stand aside for staff or visitors when not in a classroom or when staff or visitors pass by in the corridors or on the fields.

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2.5 All learners must ensure that rooms, corridors, stairways and grounds are kept tidy and free of litter.

2.6 Monitors have been carefully selected to help the staff. All reasonable requests by them should be obeyed.

2.7 The use or possession of the following items at school or any school function is strictly forbidden:

2.7.1 fireworks, matches or other flammable substances

2.7.2 weapons of any description

2.7.3 any pornographic materials

2.7.4 alcohol or any form of drug or toxic substance

2.8 If a learner is chosen to represent the school at a sports event they are expected to:

2.8.1 be punctual

2.8.2 be in their appropriate sports kit

2.8.3 show good behaviour and sportsmanship towards their team-mates and opponents

2.8.4 to be collected on time

### **3. Absence from School and Illness at School -Daily Attendance is compulsory**

3.1 All learners are required by the school to attend school on every school day.

3.2 Any learner, who has been absent from school, must bring a written note explaining the absence, signed by the parent or guardian, on the first day of their return to school. If a learner is away for more than 3 days a doctor's certificate must be handed into the educator on the first day of their return to school.

3.3 If a learner is ill at school the class educator must be informed. The educator will ensure that the learner is escorted to the secretary's office where appropriate action will be taken.

3.4 Should parents wish to take children out of school during school hours, a register

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must be signed at the office. The secretary will then call the learners to the office. This will ensure that we know where and with whom each and every child is at all times.

Parents are to liaise with the office and not go to the classrooms directly.

3.5 Parents/guardians are requested to inform the class educator of serious allergies or medical conditions which may require specialised attention.

3.6 The school should be informed of any contagious or notifiable diseases with which the child might have come into contact.

3.7 Nobody is allowed off the school grounds without the permission of the Principal, or the Deputy Principal.

## **4. Dress and Appearance**

### **UNIFORM POLICY**

#### **BOYS - SUMMER UNIFORM**

- Grey shorts and white school shirt open neck.
- Grey school socks with green and red band.
- Black school shoes (LACE-UP SHOES) and no moccasin or track shoes.
- Grey pull over with green and red stripes or V-neck school jersey may be worn on cold days.
- Red beanies, red gloves and red scarf. (in third term only)
- **Only Grade 7 boys to wear long grey regulation trousers with loop for a black leather belt.**

#### **BOYS - WINTER UNIFORM**

- Long grey trousers with a black belt.
- Long white sleeve shirts with school tie.
- School ties **MUST** be worn at all times and neatly pulled up.
- Black drimac or school blazer with school badge.
- Grey school socks and lace-up black leather shoes.
- Grey school jersey and grey sleeveless pullover with grey and red stripes.

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## **TAKE NOTE**

- Red beanies, red gloves and red scarf – **may only be worn in the third term.**
- Gloves must be neat, and no mittens allowed. No torn, or fingerless gloves.
- While learners are dressed in school uniform, it must be of a respectable manner. (NO BLANKETS).
- School drimac jacket with school badge may be worn on rainy days.
- PE KIT- Red school T-shirt with school badge and black shorts and black school shoes (black takkies for Foundation Phase)
- All learners must wear PE uniform in summer, when they have PE on their timetable.
- School tracksuit to be worn in winter when learners have PE on their timetable.
- Athletics green T-shirts to be worn for inter- ENGLISH OR inter-school activities, with black school shoes or takkies.
- For fixtures and official sports, the kit for each individual activity must be neatly worn.

## **GIRLS - SUMMER UNIFORM**

- Green and white check dress and white ankle socks.
- Black lace-up leather school shoes.
- Check school hair alic band in the colour of our school uniform.
- Grey V-neck school jersey or pull-over may be worn on cold days.
- Only Grade 7 girls to wear grey *pleated* skirts with white shirt open neck with school badge.
- Grey V-neck school jersey or pull-over may be worn on cold days.

## **GIRLS - WINTER UNIFORM**

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- Grey skirts or grey long pants and white long sleeves shirt and school tie.
- School tie should be worn at all times.
- Grey school socks with green and red band.
- Black lace-up school shoes.
- Black drimac/ bomber jacket with school badge or blazer with school badge.
- Red beanies, red gloves and red scarf. (in third term only)
- Green alice band or green/ black scrunches.
- N.B *Dresses may not be shorter than 4cm above the knees.*  
*(Girls should always wear black tights)*

***THE SCHOOL UNIFORM COMMITTEE RESERVES THE RIGHT OF JUDGEMENT  
AS TO THE ACCEPTABILITY OF ANY LEARNER'S HAIR STYLE.***

## **HAIR AND JEWELLERY POLICY FOR ALL THE GIRLS.**

- Plaiting or braiding of your hair must lie flat against the head. All braids clipped out of the face and over the collar.
- Long hair shoulder length or longer and over the collar must be tied back.
- Only plain black or red ribbons or elastic bands.
- Stylish hair products are prohibited examples gel, hairspray etc.
- Outrageous hair styles are not allowed.
- Cultural or religious bracelets are accepted.
- Natural hair must be neatly combed.
- Studs or sleeper earrings.

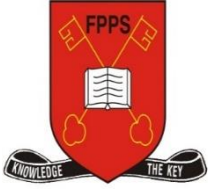
## **HAIR AND JEWELLERY POLICY FOR BOYS**

- Hair should be neatly cut.
- No Mohawk, shaved in patterns
- No comb over on the head.
- Boys must be clean- shaven always.

***NO JEWELLERY TO BE WORN AT SCHOOL. NAIL POLISH IS NOT ALLOWED.***

***NAILS MUST BE KEPT CLEAN AND SHORT.***

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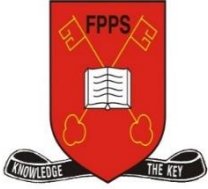
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- If your child is entitled to wear civvies, the civvies worn can be ordinary respectable, modest attire that is suitable for school. No make-up or jewellery may be worn. **OUR SCHOOL OUR PRIDE!**
- The lost property is kept in a trunk tin next to the big gate. The unclaimed items will be donated to charity. Parents kindly ensure that your child's clothes are marked with the child's name.
- Kindly make sure that learners are neat and always in their proper school uniform. If any Freeway Park Primary School learner fails to abide by the school rules, parents will be informed telephonically and be called to collect their children immediately to change into correct school uniform.
- Should your child be called to a **disciplinary hearing**, it is compulsory that learners are accompanied by their parents neatly attired in their school uniform. The CC file will be checked by both the parents and the Discipline Committee.

## 5. Property and Materials

- 5.1 It is the responsibility of all learners to take care of school property.
- 5.2 Learners who wilfully or negligently cause damage to school property will be fined a minimum of R200 or the cost of repair or replacement.
- 5.3 Any breakage of, or damage to, school property must be reported immediately to a staff member.
- 5.4 Any sums of money and/or valuables must be handed to a staff member for safe-keeping at the beginning of the day and not left in desks or bags.
- 5.5 Radios, Walkman, cellular phones, portable computers, etc. must not be brought to school without prior permission from a staff member, and only for educational purposes. Our school is a mobile free school for learners.
- 5.6 The school accepts no responsibility for learner's private property, including the loss by theft or for damages howsoever incurred.
- 5.7 Any unclaimed items found must be promptly handed to a staff member.

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5.8 Riding of bicycles in the school grounds is strictly forbidden.

5.9 No P.E. equipment or climbing apparatus may be used unless under an educator's supervision.

## **6. Punctuality, Arrival and Departure Time**

6.1 Learners should be at school before 07:30. No earlier than 07:15.

6.2 School closing times:

Monday – Thursday      Grade 1-7    14:00

Friday                      Grade 1-7    13:15

6.3 Requests from parents to remove learners from the school, during school hours, must be furnished in writing and addressed to the Principal. Every effort must be made to ensure that dental, medical and similar appointments are made outside of school hours.

6.4 Learners are required to be at school on every school day and parents may not exercise prerogative in this regard, except for medical reasons.

6.5 Learners are required to be at school on time for lessons and extra-curricular activities.

6.6 Afternoon extra-mural activities for learners are voluntary and take place on Monday, Tuesday, Wednesday and Thursday afternoons. All children are to be collected promptly after extra-mural activities.

## **7. Bounds**

7.1 The following places are out of bounds to learners (unless instructed by a staff member)

7.1.1 The staff room

7.1.2 All staff toilets

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- 7.1.3 The staff car park
- 7.1.4 The general service assistants' quarters
- 7.1.5 The main entrance to the school
- 7.2 Learners may only enter the classrooms before school if the educator is present. During breaks and after school, learners may not remain in classrooms unless under supervision.
- 7.3 No loitering is allowed on the corridors during breaks.
- 7.4 Should it be raining during break time learners will be supervised in their classrooms or on the corridors.
- 7.5 Learners may not be dropped off or collected in the staff car park.
- 7.6 School grounds and buildings may not be used by learners on weekends or during holidays unless accompanied by a staff member.
- 7.7 No loitering on the school grounds and buildings after school.

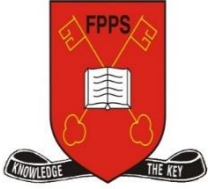
## **8. Playground Arrangements**

- 8.1 The duty educator must report to the playground as soon as break starts.
- 8.2 No hard balls or rough play is allowed on the playground.
- 8.3 Educators collect their classes promptly from the quad.

## **9. Reward Procedures**

- 9.1 Learners who produce high quality work are rewarded by praise, stars or stamps from their educator.
- 9.2 Learners who produce exceptional work or who behave exceptionally well are given recognition from the Principal or Deputy Principal in the form of good work stamps.
- 9.3 Learners who perform outstanding work or deeds of kindness are verbally praised.

**GDE Vision: Every learner feels valued and inspired in our innovative education system**



# ***Freeway Park Primary School***

**Eisenburg Road  
Freeway Park  
Boksburg 1459**

**Phone: 011 893 2027/8**

**Email: [actingprincipal@freewayparkprimary.co.za](mailto:actingprincipal@freewayparkprimary.co.za)**

**PO Box 18200  
Sunward Park  
1470**

**Acting Principal: N Nortje**

## **10. Disciplinary Procedures**

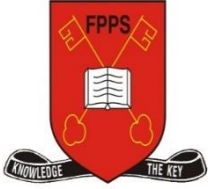
Following the introduction of a Bill of Rights, the inclusion of Chapter 3 on Fundamental Rights in the Acts of the Republic of South Africa (Act 200 of 1993) and consequent changes affecting various forms of punishment in schools (e.g. corporal punishment), it has become necessary to introduce changes at Freeway Park Primary School and to implement a “Disciplinary Procedure”. These procedures will serve as guidelines to learners, parents and educators, but the implementation of these steps will depend on the nature and severity of each transgression.

**N NORTJE (MRS)**

**ACTING PRINCIPAL**

**ON BEHALF OF FREEWAY PARK PRIMARY SCHOOL**

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