

Date of review of policy:

September 2024

Date of next review:

September 2025

Review members:

- Ms L van Vuuren – Head of Human Resources
- Ms L Moyo – Head of Academics
- Mr J Smit – Executive Discipline Manager
- Ms K Panayotakis – Academic Coordinator

1. CONSTITUTION AND VALUES

The Constitution of the Republic of South Africa guides and informs this policy. This policy is based on the Royal Schools values system. This system refers to the **PIPE VALUES** and consists of the following:

- P: PEOPLE:** We treat learners, parents, educators, staff and all other stakeholders with care and respect.
- I: INTEGRITY and HONESTY:** We make and keep commitments and we are honest and fair in all our relationships. We always do what we say.
- P: PERSEVERANCE:** We finish what we have started and we never give up.
- E: EXCELLENCE:** We always give our best in everything we do and we try to achieve our full potential by learning as much as we can and continuously improving what we do.

2. SCHOOL RULES

The rules of the school must be adhered to:

- At the school during normal school hours.
- When on the school premises.
- During extra mural activities and school functions.
- When a learner appears in public in a school uniform.

School rules play an important role in preparing a learner for the future and to ensure structured and disciplined behaviour. It is also necessary for the effective and efficient functioning of the school.

2.1 General rules

- Learners must behave in a responsible way to not infringe on the right to education of fellow learners.

- Learners must always behave in accordance with the PIPE values of the school.
 - Learners must always ensure that their classwork and homework are done to the best of their ability.
 - Learners may not transgress any laws of the Republic of South Africa.
 - Learners must do their best not to accumulate violations/demerits as indicated in the merit and demerit policy.
 - Learners must at all times be respectful to staff, peers, parents and visitors.
 - Learners must always adhere to instructions regarding academics and discipline.
 - Learners may not put the name of the school into disrepute through their actions, their conduct and behaviour in public, on social media or at school events.
 - Learners must provide a letter from their parent/guardian, or the parent/guardian must phone the school, to report absenteeism and the reason(s) therefor.
 - For absence of more than 3 consecutive days, a letter from a medical doctor is required. If a learner is absent for more than 10 consecutive days without any notification, he or she will be deregistered and removed from the administrative system.
 - Learners feeling ill or learners who are injured whilst at school, should report to the school office and may not contact their parents/guardians directly. The school will contact the parents/guardians.
 - Learners may not be in possession of cigarettes, vape, tobacco or any other smoking accessories (including E-cigarettes and "hubbly bubbly").
 - Learners may not be in possession of, drugs, alcohol, or any other illegal substance.
 - Learners may not smoke, vape, use alcohol or drugs on the school premises, when in public dressed in school uniform, or when attending functions away from the school. Learners also may not post pictures or videos of themselves smoking, vaping, or using alcohol or drugs on any social media platform.
 - Learners may not carry, or use any weapon, traditional weapon, ammunition or any dangerous object that can cause harm to people or property.
 - Learners may not be in possession of, view or distribute any pornographic or offensive material, regardless of whether it is in print or in electronic format.
 - Learners may not take, or damage school property, or any property belonging to another learner or staff member. In case of intentional damage, the learner and his or her parents/guardians will be held responsible for compensation and/or replacement.
 - Learners should not possess the property of other learners or staff without their permission. This helps prevent misunderstandings, theft, and conflicts.
-
- Vandalism in any form will not be tolerated. Damaging textbooks is also considered vandalism and parents/guardians will be responsible for replacing and/or compensating the school for any lost or damaged textbooks.
 - Learners must take care of their belongings. The school does not accept responsibility for any loss or damage to personal property. Uniform and other personal belongings must be clearly marked with the learner's details.
 - School bags must be of good quality and learners may not carry books in plastic or grocery bags.
 - Learners may not play with, or use the firefighting equipment (except in the case of a fire) and parents/guardians will be held responsible for the cost of any damage to equipment and property caused by a learner.
 - No gambling in any form is allowed at school.

- No cell phones or any other electronic signalling devices are allowed to be used during school hours. Should cell phones or electronic devices be visible or used at school, staff may confiscate them and parents/guardians will be required to come to school to collect the device. Learners may only receive their phones or electronic devices back at the end of the term if their parents/guardians cannot come to school to collect the device.
- Learners will adhere to the Appearance and Grooming policy of the school. Adhering to grooming and uniform policies is important for maintaining a sense of discipline and unity within schools.
- Clothing, including jewellery, which does not form part of the school uniform may not be worn and will be confiscated. The confiscated clothing can be collected by the learner at the end of the week.
- Learners may not record any videos at school, or in school uniform that are not part of their academic work/activities. No videos of other learners may be posted on social media without their consent.
- Learners may not use the name of the school or the logo of the school on any social media platform.
- Publishing negative or harmful comments about educators, learners, or the school can lead to serious consequences, including disciplinary action.
- Learners may not leave the school premises without written permission from the Principal or Deputy Principal. All appointments must be arranged during the afternoons.
- Learners making use of sport facilities or the swimming pool of the school must do so under the supervision of a coach/teacher and must wear the correct sports uniform.
- No eating or drinking is allowed in classrooms and corridors. Chewing “bubble gum” on the school grounds is forbidden.
- No physical contact of a sexual, hurtful, or aggressive nature will be allowed between learners.
- Learners who were involved in physical altercations may be suspended for a day. This not only serves as a consequence for the behaviour but also gives the students time to reflect on their actions and understand the importance of resolving conflicts peacefully.
- Learners may not hurt fellow learners by what they say, do or write, whether in person or on any social media platform.
- Learners may not intimidate or threaten fellow learners or staff members in any way.
- Learners may not discriminate against fellow learners or staff members on the basis of their race, gender, ethnic or social origin, colour, sexual orientation, age, disability, religion, conscience, belief, culture, language, or any other grounds.
- The School Management Team (SMT) has the right to search the belongings of a learner at any time without their permission.
- The SMT has the right to conduct drug tests on learners if there is reasonable suspicion that a learner is in possession of, or has used drugs.
- The SMT has the right to conduct random follow up drug tests on learners who have previously tested positive.

2.2 Procedure for a school day

- All learners should be inside the school grounds by 07h20.
- Any learner arriving at school after 8H00 must be accompanied by the parent / driver to reception.
- All register teachers will check the grooming and appearance of all learners of their register classes.
- When changing classes, learners must do so in a quiet and orderly manner and in a single file.
- After entering a class, learners should be seated and take out their work.

- After each lesson, the Educator will ask the learners to stand. Learners should leave the class quietly and in an orderly fashion.
- Learners must stand to greet any adult, whether a staff member, parent or visitor, who enters the class.
- When the bell rings at the end of break, learners should assemble in their lines, in the designated areas, in a quiet and orderly manner.

3. DISCIPLINE

- School discipline relates to actions taken by Educators, Heads of Grades, Discipline Co-ordinators, Discipline Managers or the School Management Team toward learners when their behaviour disrupts the ongoing educational activity or breaks a rule created by the school.
- The school strives to continuously maintain high standards of discipline.
- The SMT, staff and prefects are responsible for the implementation of the Discipline and Conduct Policy.
- When disciplining learners, the focus must be on maintaining a safe and dignified schooling environment for learners. Reward charts, recognitions(merit) and violation(demerit) systems, taking away privileges, time-outs, detention and picking up litter, suspension, disciplinary discussions and finally disciplinary hearings which could lead to final warnings or expulsion are viable options.

The school undertakes to

- Make learners aware of the school rules, value system and expected standards of behaviour.
- Implement a system of merits (recognitions) and demerits (violations) in terms of the conduct definitions (Merit and Demerit Policy).
- Discipline and correct unacceptable/negative behaviour.
- Provide learners and parents with feedback in cases of unacceptable behaviour as soon as possible.
- Reward and positively reinforce good/positive behaviour.
- Be fair and consistent in the application of the Disciplinary Policy and Procedure.
- Keep parents/guardians informed about the behaviour of their children.

Parent's responsibilities

- To support the school in the implementation of the Disciplinary Policy and Merit and Demerit system.
- To encourage learners to behave in a manner which is consistent with the rules of the school.
- To ensure that learners attend school as well as extra mural activities.

Learner responsibilities

- To acquaint themselves with the rules of the school.
- To comply with the rules of the school.
- To behave in a manner that is consistent with the values and associated expected standards of behaviour of the school.
- To be punctual.

- To accept consequences and disciplinary action taken against them and to learn from this.

Disciplinary Action

- An appropriate disciplinary action (excluding any form of corporal punishment) will be implemented for violation of school rules or negligence and may include the following:
- Serious reprimanding.
- Demerits.
- Detention classes (Fridays after school).
- Charged to appear before a disciplinary hearing.
- Temporary suspension.
- Final Written Warnings.
- Expulsion from school.

4. AMENDMENTS TO POLICY

The school reserves its right to deviate from this policy if it deems it necessary or appropriate and to amend this policy from time to time in accordance with any changed policy considerations of the school or legal developments.

