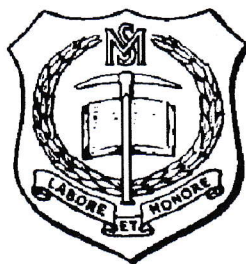


MARTIN SCHOOL



Code of Conduct

Date approved:	2024.07.25	Date policy will take effect:	2024.07.25	Date of next review:	April 2027 or as required.
Developed by:	Policy Development and Review Committee (PDRC) of the School Governing Body (SGB)				
Approved by:	School Governing Body				
Responsible Body:	School Governing Body				
Supporting documents, procedures and forms for this policy:	See Annexures				
References and legislation:	• Constitution of the Republic of South Africa, 1996 (Act No. 108 of 1996), as amended. • South African Schools Act, 1996 (Act No. 84 of 1996), as amended. • National Education Policy Act, 1996 (Act No. 27 of 1996), as amended. • Promotion of Access to Information Act, 2000 (Act No. 2 of 2000). • Promotion of Administrative Justice Act, 2000 (Act No. 3 of 2000). • The Gauteng Schools Education Act, 1995 (Act No.6 of 1995). • Regulations for Misconduct of Learners at Public Schools and Disciplinary Proceedings, 2001 (General Notice 2591 of 2001). • Regulations for Safety Measures at Public Schools Government Notice No. 1040, October 2001, as amended. • Guidelines for the Consideration of Governing Bodies in Adopting a Code of Conduct for Learners, General Notice 776 of 1998. • POPIA ACT-Act No. 4 of 2013				
Scope:	SGB, School Management Team (SMT), Educators, Staff, Learners, Parents				
Chairperson of SGB	Sign: 				
Principal	Sign: 				

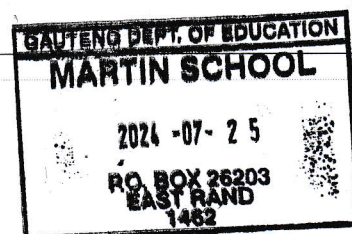


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1. PREAMBLE

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 School Governing Body to develop and adopt a Code of Conduct for 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. In a case where the Code of Conduct is in contrast with any provincial or national legislation then such legislation shall take precedence.

Martin School is committed to providing an environment for the delivery of quality teaching and learning by:

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

2. PURPOSE OF THE POLICY

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

Objectives

- a) To ensure that no learner is unlawfully and unfairly treated.
- b) To foster mutual respect and establish a culture of tolerance and peace amongst learners and educators in the school.
- c) To ensure that the administrative procedures are clearly defined.
- d) To ensure that the school is a smoking free, drug free, alcohol free, weapon free, gun free, intimidation free and violence free environment conducive to learning where individual rights are protected.

3. DEFINITIONS AND ACRONYMS

Definitions No	Term	Definition
1	District Director	Is the officer of the department responsible for the administration of education in a particular educational district
2	Educator	Means any person, who teaches, educates or trains other persons or who provides professional educational services, including professional therapy and education psychological services at school.
3	Expulsion	Means the permanent removal of a learner from a school.
4.	Head of Department	Refers to the head of a provincial department of education.
5	Learner	Means any person receiving education or obliged to receive education in terms of relevant legislation.
6	Parent	means – a) the parent or guardian of a learner; b) the person legally entitled to custody of a learner; c) the person who undertakes to fulfil the

Definitions No	Term	Definition
		obligations of a person referred to in paragraph (a) and (b) towards the learner's education at school.
7	Principal	Refers to an educator appointed or acting as the head of a school.
8	School	Refers to Martin Primary School.
9	School Governing Body	The body responsible for Governance issues at Martin Primary School.
10	Suspension	Means the temporary refusal of admission to a learner to a school, usually suspension precedes expulsion. This includes immediate suspension if needed pending a disciplinary.
11.	Homework	Any work, task or instruction given by a teacher to be completed/ performed at home.

Acronym No.	Acronyms	Explanation
1.	DC	Disciplinary Committee
2.	MEC	Member of Executive Council of a province who is responsible for education in the province.
3.	SASA	South African Schools Act
4.	SGB	School Governing Body
5.	SMT	School Management Team

4. APPLICATION AND SCOPE OF THE CONSTITUTION

The policy shall apply to all learners registered in the school.

5. LEGISLATIVE FRAMEWORK

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

6. RELEVANT POLICIES AND PROVINCIAL CIRCULARS

Circular 74/2007, General Notice 2591 of 2001, Martin School Rules.

7. POLICY STATEMENTS

7.1 The Principle and Values: The Rights of the Learners

- a) At Martin Primary School all learners shall have the democratic right to due process, participation in decision - making on matters affecting them and a method of appeal. The school prides itself on its record of allowing learners to express and resolve school-related grievances together with the SMT and SGB.
- b) Any form of discipline embarked upon by the school is underpinned by dignity and respect.
- c) Corporal punishment is **prohibited** at Martin Primary School.
- d) The school will endeavour to provide learners with a clean, safe, healthy environment that protects them from harassment and intimidation from attending classes and writing tests and examinations thereby creating an atmosphere conducive for teaching and learning.
- e) Learners have the right to expect educators to maintain high standards of professional ethics.

7.2 The Legal Authority for the Control and Discipline of Learners

- a) The South African Schools' Act empowers a governing body of a school to maintain discipline in a school. The Code of Conduct must prescribe behaviour that respects the rights of learners and educators. All learners at the school are subject to the Code of Conduct without exception. The learners will be informed about its contents on enrolment at the school and the Code of Conduct will also be placed on the school's website.
- b) The school will make every effort to ensure that learners understand that action may be taken against them if they contravene the Code of Conduct. In cases where action has to be taken the school will inform the learners why:
 - (i) their conduct is considered as misbehaviour or misconduct.
 - (ii) they are to be disciplined or punished.
- c) An educator at the school shall have the same rights as a parent to control and discipline the learner in accordance with the Code of Conduct during the time the learner is in attendance at the school or is involved in school related activities.
- d) The Principal or an educator, upon reasonable suspicion, has the legal authority to conduct a search of any learner or property in possession of a learner for a dangerous weapon, firearm, drugs, or harmful dangerous substance, stolen property or pornographic material brought onto the school property. Before conducting such a search the Principal will first be notified. In conducting the actual search the learner's human dignity shall be observed and learners will be searched in the presence of another person of the same gender and in private.

7.3 School Rules

See Annexure A

7.4 School Attendance

See Attendance Policy

7.5 Classroom Rules

It is expected that each educator will, together with the learners, develop their own classroom rules. The following rules are applicable to all classes:

- a) Every educator is responsible for discipline at all times at the school and at school related activities. Educators have full authority and responsibility to correct the behaviour of learners whenever such correction is necessary at the school. Serious misconduct must be referred to the Principal of the school.
- b) Learners must commit themselves to do their schoolwork during classes, complete assigned homework and catch up on work missed because of absence.
- c) Any educator's reasonable instruction must be followed at all times. Under no circumstances will the undermining/disregard of an educator be tolerated.
- d) Classrooms may only be left with the permission of an educator.

7.6 Care of the School Property

- a) Every learner is expected to protect and use all school equipment (including textbooks/readers) and facilities with care.
- b) Vandalism will not be tolerated.
- c) Any learner who intentionally misuses, damages or defaces any school property should replace it or pay for the damage to property and can be called to a disciplinary hearing.

7.7 Drug, Alcohol and Weapon Free Zone

- a) Any form of smoking, alcohol, **illegal** drugs, weapons and the use thereof is not permissible at the school. (There is only one designated "smoking area" for parents/ staff only – according to the Tobacco Act, smoking is not permitted for any person under the age of 18.)
- b) Possession of cigarettes, cigarette lighters, matches, hookahs, electronic cigarettes, drugs, alcoholic beverages, pornographic material, firearms, knives and other dangerous weapons are prohibited at the school.

7.8 Violence, Bullying and use of socially unacceptable language

- a) No violence, bullying, intimidation or threatening of any kind is allowed at the school.
- b) Learners are not allowed to swear or use socially unacceptable language.

7.9. General Behaviour

- a) Under no circumstances will learners be allowed to sell anything at the school, unless it relates to school fundraising or a project for which a teacher has sought the necessary permission.
- b) Dishonesty, telling of lies, indecency or an act which in the opinion of the Principal is condemnable will be acted upon by the Principal.
- c) Disrespect towards the national symbols (national flag, anthem, etc) of the Republic of South Africa as well as the school flag, school emblem and the school song will not be tolerated.
- d) Any ill-disciplined behaviour in the classroom, on the school premises, during school trips/excursions or any school function, including any action that brings the school into disrepute will not be tolerated.
- e) All litter must be thrown in the bins provided and not thrown around the class or school grounds.

- f) Learners must not disregard/undermine the authority of the Principal or staff of the school.
- g) Disruption of classes or school by learners is unacceptable.
- h) Learners are not allowed to enter areas restricted by the Principal/SMT (e.g. swimming pool area, stands, workers' quarters, kitchens, staffroom etc.)

7.10 Disciplinary Rules

In an effort to maintain discipline at the school and ensure that teaching and learning is not disrupted through behavioural problems, the SGB puts forward the disciplinary rules described below.

- Any minor infraction or infringement of the Rules of the School by a learner shall be dealt with by the relevant teacher or referred to the SMT. These do not require intervention from the SGB or Department of Education. These will be dealt with in the form of but not limited to: Placement in "Time Out" during breaks, issuing of Offences/ Demartins, punishment work etc.
- Should any learner receive 10 offences or 20 Demartins (Grade 7) in any one term, an interview will be set up with the parent of such learner. A copy of the offences sheet shall be remitted to the parent/s of the learner who shall be required to sign and return the same to the school. Such learner shall thereafter be required to attend a detention class. The parents of such learner shall receive timeous notice of the time and date of such a detention class in order to make the necessary arrangements.
- Should a learner receive 20 or more offences or 40 Demartins (Grade 7) in a term, the parents will be called in to see a member of the SMT. Any further Offences or Demartins will be referred to the Deputy Principal or Principal for disciplinary action.
- Nothing contained in this document shall be construed as restricting the Principal's right to refer a learner directly to a detention class, subject to the required notice being given to parents, should the nature or extent of the offence warrant such detention.

Ordinary Offences and suggested action

Minor Offence	Suggested Action -1st Offence	Suggested Action -Further Offence
Breaking of any School Rules or Code of Conduct	Black Dots / Pegboard / Offence Issued ↓↓↓	Parental Interview/ Notification by class teacher ↓↓↓
	Time Out ↓↓↓	Parental Interview/ Notification by member of Exec ↓↓↓
	Detention → →	Parental Interview by Deputy Principal or Principal/ Final warnings.

7.11 **Serious Misconduct as per General Notice 2591 of 2001**

Schedule 1 – Misconduct (SERIOUS MISCONDUCT THAT MAY LEAD TO SUSPENSION)

- i. A learner will be guilty of Schedule 1 misconduct if he/she:
 - a. seriously threatens, disrupts or frustrates teaching or learning in a class.
 - b. engages in a conspiracy to disrupt the proper functioning of the school through collective action.
 - c. insults the dignity of or defames any learner or any other person, which includes racist remarks.
 - d. distributes, or is in the possession of any test or examination material that may enable another person to gain an unfair advantage in a test or examination
 - e. cheats in a test or examination or any other form of assessment such as assignments.
 - f. engages in any act of public indecency.
 - g. sexually harasses another person.
 - h. is found in possession of or distributes pornographic material.
 - i. is under the influence or in the possession of alcohol.
- ii. After a Schedule 1-misconduct has been noted against a learner's name, the matter should be referred to the Principal of the school. Following a thorough investigation and confirmation of the allegation a written warning can be issued to the parent or a disciplinary hearing can be called.
- iii. A further offence in this category will be dealt with as per serious misconduct and can lead to expulsion.

7.12 **Schedule 2 – Serious Misconduct (SERIOUS MISCONDUCT THAT MAY LEAD TO EXPULSION)**

- i. A learner will be guilty of Schedule 2 misconduct if he/she:
 - a. is found guilty of misconduct as contemplated in Schedule 1 after having been found guilty of the same or similar misconduct on two previous occasions.
 - b. fails to comply with a punishment of suspension as a correctional measure; or
 - c. intentionally and without just excuse-
 - (i) forges any document or signature to the potential or actual prejudice of the school.
 - (ii) trades in any test or examination question paper or in any test or examination material.
 - (iii) attempts to bribe or bribes any person in respect of any test or examination to enable himself or herself or another person to gain an unfair advantage therein.
 - (iv) engages in fraud.
 - (v) engages in theft, or otherwise acts dishonestly to the prejudice of another person.
 - (vi) is in possession, of, consumes or deals in any illegal substance or other harmful substance.
 - (vii) is in possession of, uses or transmits narcotic or unauthorised drugs or on visible evidence of such possession, use or transmission.
 - (viii) is in possession of any dangerous weapon.
 - (ix) assaults or threatens to assault another person.
 - (x) holds any person hostage.
 - (xi) murders any person.
 - (xii) rapes any person, or engages in any sexual activity which amounts to an offence in law.
 - (xiii) maliciously damages property.
- ii. After a serious misconduct has been noted against a learner's name, the matter should be referred in writing to the Principal of the school. Following a thorough investigation and confirmation of the allegation the matter must be referred to the Disciplinary Committee.

- iii. Any learner charged with a serious offence (as listed in Genl. Notice 2591/2001) may be brought before a Disciplinary Committee. Disciplinary procedures will be instituted according to Provincial and National Legislation.
- iv. The learner, together with his/her parent/s will be notified in writing as to the details of such action and subsequent meetings or actions.
- v. Any learner found guilty of a serious offence may:
 - be suspended for a maximum of one week as a correctional measure if found guilty by the Disciplinary Committee.
 - be suspended with immediate effect, pending a Disciplinary hearing, should the charge be of such a nature that it impedes teaching or learning or threatens the safety of others.
- vi. Repeated offences or Schedule two offences may be referred to the Education Department for possible expulsion by the Head of the Gauteng Education Department.

7.13 Responsibilities of Learners

- a. To know and uphold the General School Rules as well as the Code of Conduct.

7.14 Responsibilities of Parents Regarding the Code of Conduct

- a. The ultimate responsibility for learner behaviour rests with the parent who is expected to support the school and ensure that learners observe the school rules and regulations and accept responsibility for their misbehaviour.
- b. Parents/Guardians should attend meetings convened by the Governing Body/SMT/ educators for them.

8. PROMOTION OF CODE OF CONDUCT

- a) This policy will be displayed openly in the school, on the Communicator and on the School's Website.
- b) This policy will be made available to each learner in the official language of teaching and learning on registration.

9. APPROVAL:

This policy shall be called **Code of Conduct for all Learners of Martin Primary School**

Recommended by: (Principal) (print name)	H.I. Theron	Signature:	
Date:	2024-07-25		
Approved by: (SGB Chairperson) (Print name)	C. Chambers	Signature:	
Date:	2024-07-25		
Verification by GDE: (District Director) (Print Name)		Signature:	
Date of Verification			
Certified by : (Print Name)		Signature:	
Date			



Annexure A

MARTIN SCHOOL

OUR MISSION

To create a balanced educational environment in which our learners have the opportunity to achieve their full potential - academically, spiritually, socially and physically.

OUR VISION

To realise our goals we:

- ☐ offer a dedicated, qualified and caring staff.
- ☐ encourage and appreciate an involved and supportive parent body.
- ☐ promote a loyal and happy learner community.

A. SCHOOL HOURS

Grade R	-	07:45 - 13:00 (Monday to Friday)
Grade 1 - Grade 2	-	07:45 - 13:30 (Monday to Friday)
Grade 3 - Grade 7	-	07:45 - 14:00 (Monday to Friday)

Children arriving after the bell has rung at 07:45 will need to report to the office and must be signed in by the parents or transport driver. Break detention will be given to children who are not signed in by parents/transport driver or children who **habitually** arrive late, even though signed in by parents/transport driver. Children who are collected late will be reported to the office and disciplinary action may be taken against learners/ parents for habitual late collection.

B. LEARNER INFORMATION

LEARNER ID CARD

In an effort to improve learner safety and discipline, ALL learners will be required to wear a Learner ID card at all times. (Excluding during sport activities). This card must be worn around the neck with the ribbon provided and must be clearly visible (not hidden behind clothing etc.) Learners not wearing ID cards will be placed in "time out". Lost ID cards must be reported immediately and a replacement card paid for. A temporary card will be issued until a new card is made to avoid being placed in further "time out".

APPEARANCE

Martin Primary School continues to encourage a cultural and inclusive environment and prides itself in this practice, while remaining open to adapting its various policies, procedures and Code of Conduct when it is meaningful to do so. All of this contributes significantly to some of the underlying core values and ethos that our school represents and takes pride in.

School uniform is closely related to school discipline. A smartly dressed learner, wearing the correct uniform, comes to school in a positive frame of mind, ready to work. Pride in oneself, and in the school, are essential elements in giving the learner a positive self-image. These concepts are important for the learner to be happy at school, and to feel a sense of belonging and personal worth. It is for these reasons that we insist that the learner be correctly dressed in the correct items of school uniform.

With this in mind, Martin Primary School takes the issue of physical appearance of all our learners and staff seriously, that includes rules regulating hair and general appearance.

The School Governing Body and Leadership has therefore, after consultation with parents and other stakeholders revised and agreed to what we believe to be a reasonable and fair uniform and hair policy that applies to all learners. The Principal and management have the right to act within the framework of this policy and to use their discretion in deciding on what is acceptable and what not.

Any request for deviation from the Code of Conduct, School Rules or the hair/ uniform regulations must be addressed in writing to the Governing Body with valid reasons for requesting such deviation. The Governing Body reserves the right to request proof of cultural or religious beliefs/membership in order to make an informed decision before informing parents/ learners of the final outcome of such a request.

1. HAIR REGULATIONS

Boys

- a. Hair must be neatly cut and must be short enough not to touch the ears or collar.
- b. Fringe line may not touch the eyebrows and hairline may not be shaven back on the forehead to create a fancy pattern.
- c. **No exaggerated styles** - no steps or paths to be cut into the hair or any other kind of patterns. (Refer to photos of approved hairstyles on D6-Communicator)
Any change from one length of hair to another (fade) needs to be gradual and must contain at least three size clippers. (#1 into #2 into #3. NOT #1 into #3)
- d. Clean shaven sides **and** back is permitted provided that the length of the hair at the top of the head is no longer than 3 cm in height from the scalp in its natural form.
- e. No gel/hairspray/ mouse is allowed to be used.
- f. No 'spiky' standing up styles.
- g. No colouring of hair is allowed. (Tints, colours, highlights) This will result in immediate 'time out' until the hair colour is back to its original colour.
- h. No hair extensions are allowed.
- i. No dreadlocks are allowed. (If permission granted for religious reasons, it must be covered)

Girls

- a. Hair styles must be neat and tidy - shoulder length hair must be neatly tied back.
- b. Only maroon/black/white/summer dress material (or a pre-approved combination of the above) hair ties/ribbons/alice bands are permitted. No fancy clips or slides will be allowed.
- c. No exaggerated styles - no steps or paths to be cut into the hair or any other kind of patterns.
- d. Fringes must be kept short, i.e. above the eyebrows, or clipped out of the way.
- e. Plaiting/braiding must be in the same colour of natural hair and must lie flat against the head – not to be fancy - plain 'school' type style with NO beads. (If straightened must be held down with moisturiser **NOT** gel/ styling mouse.)
- g. If hair is straightened and begins to grow, it must be put into a ponytail.
- h. Hair extensions must be long enough to go into a ponytail and may not be left loose.
- i. No colouring of hair allowed. (Tints, colour, dye, highlights) This will result in immediate 'time out' until the hair colour is back to its original colour.
- j. No dreadlocks are allowed. (If permission granted for religious reasons, it must be covered)

2. FACIAL HAIR

- a. No shapes/lines may be shaved into eyebrows.
- b. Facial hair must be cleanly shaved (No moustaches, beards or long sideburns allowed)

3. JEWELLERY

Boys:

No jewellery, other than a plain wristwatch (NO "smart" watches) or a Medic Alert bracelet/medallion, may be worn.

Girls:

- a. Earrings – Must be plain gold/silver. Must be worn in the first hole. Studs may not be wider than 5mm and must be round without gemstones. Sleepers may not be larger than 1cm in diameter. NO OTHER TYPE of earrings may be worn.
- b. Only a single signet ring may be worn. Again no other type of ring i.e. **NO** tongue rings, belly rings, etc.
- c. A plain wristwatch (NO "smart" watches) or a Medic Alert bracelet / medallion may be worn.

4. NAILS

- a. **NO** nail polish may be worn.
- b. Nails may not extend beyond the fingers and must be clean.

5. MAKE UP

- a. **NO** mascara, eyeliner, blusher, lip gloss, lip stick etc. will be allowed.
- b. **NO** permanent make up is allowed.

6. SCHOOL UNIFORM

SCHOOL STOCKISTS

- Peephole – Market Street, Boksburg Central
- School and Leisure – K90 North Rand Road.

N.B. All items must be clearly marked. Printed name tags are inexpensive and are available from the stockists. Often clothing is reported stolen and it is not - it has been taken home by someone else because it is not marked.

Items may only be claimed from “Lost Property” if clearly marked and a fine of R5-00 is paid.

Items in Lost Property not claimed after a week will be put into Swop Shop.

It is not the responsibility of any staff member / educator to find the owner of clothing items etc which were found.

The prescribed school uniform shall be worn during school hours as well as other school activities (including in public), as determined by the governing body.

School uniform must be clean and neat at all times.

Grade R

Summer: School regulation shorts (**plain** black ‘parachute’ type fabric of **approved length** from the school stockists) for summer with Martin School maroon short sleeved school golf shirt.

Black/white school track shoes/takkies (no coloured shoelaces).

White ankle school socks or grey school socks with school colours.

Drimac/ school jersey for cooler days **NO** bomber jacket.

A Martin School hat or cap may be worn outdoors during hot months

Winter: Long **plain** black tracksuit pants (‘parachute’ type fabric) for winter with Martin School short or long sleeve maroon school golf shirt, plain white or plain black track shoes or plain black/white canvas shoes (no coloured shoelaces) and plain white ankle school socks (no secret socks) or grey school socks with school colours. School jersey or school drimac or school bomber jacket. No long sleeve shirts to be worn under short sleeve golf shirt.

Boys (Grade 1-7)

Summer: Grey shorts with a white short sleeved school shirt (**with school badge on pocket**) must be worn open-necked without a tie. Shirt must be tucked in at all times. Badges can be obtained from uniform stockists. Drimac/ school jersey for cooler days **NO** bomber jacket.

Grey socks (with school colours) and black lace-up shoes. (Laces must be tied up!)

A Martin School hat or cap may be worn outdoors during hot months

Grade 7 -

Grey trousers and white short sleeved school shirt with a school tie or grey shorts with short sleeved shirt and badge, no tie. Shirt must be tucked in at all times.

Winter:

Grey long trousers. May not be tapered. No skinny pants legs will be allowed. Plain black belts (**no elaborate buckles**) must be worn with long trousers unless waist band is elasticised – if trousers ‘crinkle’ over shoes a reprimand will be issued.

White long sleeved school shirt buttoned at the neck with school tie is compulsory for all Grades.

Grey school socks (with school colours) with black shoes and black laces.

Maroon school jersey/drimac/school bomber jacket or sleeveless school jersey.

Plain black/maroon beanies may be worn on extremely cold mornings (**outdoors only**). **No Logos etc.**

Gloves – plain maroon or black (**outdoors only**).

N.B

As a privilege only for Grade 7 boys: long grey trousers may be worn during summer. (Pants legs may not be taken in / made narrower.) Ties and button-up shirts (with school badge) are prerequisites for wearing long trousers - if ‘tatty’ looking, the privilege will be taken away and short pants will have to be worn.

Girls (Grade 1-7)

Summer:

Maroon and White checked dress (princess style) **with a belt**, short white ankle school socks and black shoes. Drimac/ school jersey for cooler days, **NO** bomber jackets. Dress length may not be shorter than 4 fingers/ 8cm above the knee.

A Martin School hat or cap may be worn outdoors on hot days.

Winter:

Grey Tunic **with a belt**, white shirt and school tie.

Maroon school jersey, sleeveless jersey, school drimac or school bomber jacket.

School socks (grey with school colours)

Black shoes - note : no platforms. If lace-ups - laces must be tied up.

Optional

Grey trousers as for the boys. Total width of the bottom of the leg not to exceed 20cm.

May not be tapered. No skinny pants legs or slim fit pants will be allowed.

With the trousers : A white long sleeved school shirt with school tie.

Maroon school jersey/sleeveless school jersey/school drimac/school bomber jacket.

Plain maroon or black beanies may be worn on extremely cold mornings **outdoors only**.
(No Logos, etc.)

Gloves - maroon or black. (**outdoors only**).

N.B. The wearing of stockings or pantihose is **NOT** permitted.

SCARVES: Plain maroon/black (knitted) woollen scarves only. Any stripes or tassels must be in school colours.

NOTE:

- * no other clothes may be worn **visibly** under or over the school clothes. i.e. T-shirts, cycling shorts, vests etc.
- * on extremely cold days, a **small** leg blanket in the school colours may be used in class to warm the legs. This may not be wrapped around the body or worn outdoors due to risk of injury, tripping etc.
- * NO hot water bottles or electric warming bottles may be brought to school.

PHYSICAL EDUCATION AND SPORTS UNIFORM

Only on days when Physical Education is on the timetable, may learners come to school dressed in the **prescribed** Physical Education Uniform.

a. PHYSICAL EDUCATION/ACTIVITY PERIOD

Girls: School regulation shorts (**plain** black 'parachute' type fabric of **approved length** from the school stockists) for summer and long **plain** black tracksuit pants ('parachute' type fabric) for winter with Martin School maroon school golf shirt, plain white or plain black track shoes or plain black/white canvas shoes (no coloured shoelaces) and plain white ankle school socks (no secret socks).

Swimming season: black one-piece swimming costume (black hotpants may be worn with the costume) and a black swimming cap.

Boys: School regulation shorts (**plain** black 'parachute' type fabric) for summer and long **plain** black tracksuit pants ('parachute' type fabric) for winter with Martin School maroon school golf shirt, plain white or plain black/white canvas shoes (no coloured shoelaces) and plain white ankle school socks (no secret socks).

Swimming season: black swimming costume and a black swimming cap. The swimming costume may NOT be visible under the Phys Ed shorts.

***** Should a learner not have the correct PE uniform for whatever reason they are to come to school dressed in their school uniform and change before and after PE lessons.

b.

SPORTS UNIFORMS

Each particular sport has dress regulations appropriate for the activity. It is imperative for our learners to look their best at all times. Half the battle is won when a sports team arrives correctly kitted out, looks smart and portrays a team that has unity, that is motivated and is ready for the challenge. **UNIFORMITY IS OUR STANDARD.**

The prescribed Phys Ed kit is to be worn for all sport practise sessions. (Footgear may differ as per sporting requirements)

SCHOOL SECOND-HAND CLOTHING SHOP

Parents are encouraged to donate items of school clothing in good condition to the school clothing shop. These items are sold at very reasonable prices.

SCHOOLBAGS

Grade R may only use the Martin School kitbag or the Martin School suitcase as their schoolbag.

Grades 1-7 may only use the correct Martin School suitcase and Martin School kitbag. A plain black "box bag" (**without any graffiti**) may only be used **with** the prescribed school suitcase as extra storage.

Orthopaedic bags are allowed but must be black with the school badge sown on. (These are specially designed bags to prevent/ or assist learners with back problems. Trolley bags are not allowed unless special permission is granted by the Principal due to medical reasons. (Motivation must be given by a specialist.) Our corridors are too narrow to allow for trolley bags and some studies have shown that these trolley bags are actually not good for children as they twist their spines to drag the bags behind them when in narrow spaces.

School bags must be carried with both straps around the shoulders to assist with the weight of the bags. Learners must also pack according to their individual Time- Tables and not ALL their books.

These are available from our stockists.

'TIME OUT' PROGRAMME

Learners not complying with school regulations will be placed in the 'Time Out' Programme. **Continual disobeying of school rules can lead to a learner being withdrawn from a tour or any other school activity** if the name of the School is brought into disrepute in word/deed. Should a schedule offence be committed by a learner, he/she could face a School Governing Body hearing and/or GDE intervention. The end result could be expulsion. Parents who experience difficulty for whatever reason to comply with any of the above regulations must address such concerns in writing to the Principal/ SGB for possible assistance/ deviation.

SCHOOL DISCIPLINE AND RULES

1. Learners must attend school during the prescribed school hours. **No learner may leave the school grounds during school hours unaccompanied or without being signed out at the office.**

2. Whilst a learner is under the supervision of the school, he or she may not harm or endanger the physical or mental well-being of a fellow learner.
3. Learners may not be in possession of any object whatsoever which, in the opinion of the staff, could be considered dangerous or could cause injury.
4. Whether in or out of school uniform, learners shall conduct themselves in such a manner so as not to discredit the school.
5. Full school uniform must be worn at all times while at school or in public.
6. No physical contact i.e. hugging, kissing etc. is allowed between learners at school or while in school uniform in public.
7. No learner may:
 - a. commit any form of vandalism at school.
 - b. deface the property of the school, the staff or any other learner.
 - c. steal or tamper with another person's property.
 - d. swear or use inappropriate / socially unacceptable language.
 - e. disobey the instructions of a Prefect/Monitor/ Media Prefect (in accordance with school rules).
 - f. ride a bicycle inside the school grounds.
 - g. litter any area at school - in the classroom, on the playground or the pavement around the school.
 - h. run on the corridors.
 - i. chew gum.
 - j. disrupt a lesson with unruly or unacceptable behaviour and thus wasting the time of other children and the teacher and in doing so preventing others from learning. (talking, being disrespectful, attention seeking).
 - k. wander around the school building while waiting for transport after 14:15 - all children must move to the demarcated waiting area of the school.
 - l. Sell or distribute any product, sweets, crisps etc. (Excluding Grade 7 Entrepreneurs Day)
8.
 - a. Before school, children are to:
 - * place bags at assembly points and go straight to the playground.
 - * stay out of classrooms and off the corridors. (Only when it rains may learners wait on the corridor for the teacher to open the classroom.)
 - * not leave the school premises without the permission of the Principal.
 - * cross Paul Smit Street at the Rietfontein Road, Second Avenue traffic lights or pedestrian crossing only. Should you wish your child to cross Paul Smit Street at any other place you must escort him/her across the road.
 - * refrain from playing ball games because of injuries and/or fighting.
 - b. During school, children are to:
 - * be prompt and line up as the bell rings. No talking or playing in the line is permitted.

- * walk quietly and in single file when moving around the school.
 - * NOT play in the bathrooms.
 - * behave appropriately when in the hall.
 - * refrain from going to the front office unless having been sent by a teacher.
- c. In the classroom, children are:
- * to take pride in their classroom and keep it neat and tidy.
 - * not to litter.
 - * not to scribble on desks.
 - * not to damage textbooks or any other property.
 - * to show respect to the teacher and give of their best at all times.
 - * to ask for assistance from the teacher when in need.
- d. On the playground, children are:
- * to play on the allocated section of the playground.
 - * NOT allowed rough play.
 - * only allowed to play with large (soft) plastic sports balls (no tennis, cricket balls or hockey balls allowed)
- e. School work / homework and formal assessments (Tests/Exams):
- * Learners must promptly carry out instructions in class.
 - * Assigned homework is part of the curriculum and is **compulsory**.
 - * Homework is the learner's responsibility.
 - * All learners must have and maintain a homework diary/ file as may be required by the principal or class educator. Grade 4 – 7 learners are expected to write down their own homework before leaving the class at the end of each lesson.
 - * All learners must do their prescribed homework and promptly return it to the relevant educator by the due date. Failure to comply with this rule shall be excused only if, on the day on which the homework was to be completed, the learner hands to the educator a written note from his/her parents with an acceptable excuse for such failure. Failure to comply with this rule shall be regarded as a transgression.
 - * Parents / Guardians must please sign the learner's diary on a daily basis and not in advance.
 - * Learners are obligated to catch up as soon as possible on any work that they have missed.
 - * No learner will be allowed to leave the classroom during an assessment/test/exam.
 - * No electronic devices of any kind will be permitted in the assessment/ exam venue- this includes smart watches. All electronic devices must be handed in to the homeroom teacher in the morning and collected in the afternoon.

- * Dictionaries and calculators are not allowed unless they are required for a specific subject.
- * Children must have the correct stationery, no borrowing will be allowed.
- * No disruptive behaviour of any kind will be allowed during any formal assessment activity or study periods. Infringements will lead to disciplinary action.
- * No copying will be permitted. Infringements will lead to disciplinary action.
- * No extra time will be given to any child due to late arrival for the assessment.
- * Absenteeism without a valid doctor's note or clinic letter signed by a registered practitioner will result in a zero being given for the formal assessment.

f. After school:

- * Foundation Phase learners are to wait in the demarcated areas as spelled out at the beginning of each new year/term.
- * Children that can go home without transport are to go home promptly and may not loiter or sit with friends waiting in the Waiting Area or school grounds.
- * All traffic rules are to be obeyed - whether riding a bicycle, walking or travelling in a car.
- * No one is allowed on school property after school hours, or after an extra-mural activity has ended.
- * Children are not to accept anything from strangers or purchase any items from vendors waiting outside the school grounds.
- * All children must move to the demarcated waiting by no later than 14:15.
- * No child may wait outside the school grounds for parents/ transport after 14:15. If not collected by 14:15 they must move back onto the grounds and wait in the waiting area.

g. School notices / Newsletters:

All learners are obligated to hand to their parents all school notices / newsletters that were distributed to learners for such purpose by the governing body, principal or an educator of the school, as well as promptly return to the class educator any acknowledgement of receipt / reply slips that was to be completed by the parents. Failure to do so may result in offences issued.

h. Extra-mural activities:

Participants in sports and extracurricular activities

- * Learners who are selected to represent the school as participants in any sports or other extracurricular activities must be dressed in the sportswear, school wear or other prescribed clothing as determined by the specific sports code/ educator responsible for the activity concerned, both during and after participation in such activity.

- * All learners who participate in the aforementioned activities shall be loyal to the school and fellow participants. In particular, participants must report promptly and on time at the venue of the activity or the venue from where participants depart to the activity. Non-attendance could lead to disqualification.
- * Learners who have been selected to represent the school in an activity may only be excused from attendance if a written apology is handed to the coach in advance. Unforeseen absence from an activity will only be excused if the coach receives a written apology no later than two days following the relevant activity.
- * Learners who represent the school at sports or cultural activities will at all times be courteous towards, and comply with the rulings, prescripts and instructions of:
 - the educator / coach involved in the relevant sports or cultural activity.
 - the referee or umpire or adjudicator with regard to the relevant activity; and
 - the team captain.
- * Although it is assumed that learners who participate in sports or cultural activities shall do so with commitment and dedication, such learners are expected also to practise self-restraint and self-discipline. In particular, no learner may display bad sportsmanship, use foul or offensive language, get involved in fights or incidents, or engage in any foul or improper play.

Spectators and supporters at sports and other extracurricular activities

- * Apart from their duty to comply with the provisions of this code of conduct, all learners attending any school activity as spectators or supporters shall also refrain from any disruptive, improper, rebellious, unnecessarily inciting or indecent behaviour. In particular, learners may not respond negatively to any ruling by an adjudicator or referee or umpire.
 - * Learners who attend any school activity as spectators or supporters shall abide by and obey any instructions and directives they receive prior to, during and after the activity concerned from the principal, any educator, member of the Prefect Body or other school leaders.
- i. Correspondence- Use the flip file /homework diary for all correspondence with the school.
 - j. Electronic devices
 Cell phones may not be switched on before or during school hours. These should be handed in to the teacher at the start of the school day for safe keeping. Cell phones may not be used on school property even before school. When you are on the schoolgrounds your cell phone must be **OFF**. When you are off the schoolgrounds, your cell phone may be **ON**.
 Should a child need to contact his/her parents at any stage, permission needs to be granted, otherwise cell phones will be confiscated and a fine will have to be paid to get the cell phone back. CD players, i-pods, i-pads, MP3 players, radios etc. are not allowed at school unless permission has been granted for a specific task or project. The school will not accept any liability for any loss or damage of the mentioned items.

If any of the above items are confiscated, they will be locked in the strong room and will be returned at the end of the term or at the discretion of the Principal (upon paying a fine).

(Beware of cell phone misuse i.e. copying, bullying, pornography etc.)

Remember all contact via cyber communication is retrievable and can be used as evidence!

- k. **Urgent messages** may be conveyed through Reception.

The school expects parents to give the school their full support in these important matters by instilling in their child a positive attitude towards school. In turn, we the school, undertake to educate all learners to the best of our ability.

LEARNERS' CODE OF CONDUCT

I am proud of my school and will always strive to be a good ambassador for Martin Primary School.

I know that manners and good behaviour are essential in every aspect of my school life.

I expect my fellow learners to respect me. I will respect my fellow learners and their property.

I am prepared to respect and look after school property.

I understand and will abide by all the rules and regulations as laid down in the school rules.

I understand that if I do not follow the behavioural guidelines set above, my parents will be contacted and appropriate action will be decided upon.

This may also involve the Governing Body taking the necessary action.

Learner's signature : _____

Code of conduct for parents

1. Preamble:

At Martin School we aim to provide an open, inclusive and safe environment for all. We believe that parents are valuable contributors and participants in the life of our school. This Code is compiled by applying our own professional experience and vision for Martin School, its learners, educators, staff and parents.

2. Cooperation is requested in the following areas:

a. Communication with educators:

- ▶ Parents are requested to make use of courteous and acceptable written and spoken language in all forms of communication with educators, staff, other parents and members of the community. No profane, insulting, harassing, aggressive or otherwise offensive language may be used. (The same applies to teachers.)
- ▶ Educators may not be visited or telephoned during teaching time. Under no circumstances will parents be provided with the personal telephone numbers of any educator or staff member. (POPIA Act)
- ▶ The priority of the educators is the education and welfare of the learners. Educators are therefore unable to respond to emails instantaneously. An acceptable response time for emails is two working days. Responses are not expected outside normal working hours or during school holidays unless it is an emergency. Please leave a message with the secretaries.
- ▶ The time available for parents to meet with the educator is limited and appointments must be scheduled at a time that does not disrupt the classroom. Kindly advise the educator or one of the secretaries should you be unable to keep a set appointment.

b. Communication with other parents:

- ▶ Parent Teacher Association (PTA) meetings will be held once a month to keep parents up to date with information provided by the school.
- ▶ PTA members are valued volunteers and play a crucial role in our school community and commit a great deal of time for the benefit of all. Parents are however urged to be sensitive about the way they give feedback and ask questions of hardworking volunteers.
- ▶ We request that parents follow the prescribed procedures to deal with any issue or problem arising in the classroom or on the sports field, before discussing such issues with other parents or anyone outside of the school.

c. Communication with learners:

- ▶ A parent may not discipline a child who is not theirs or speak to a child who is not theirs about their behaviour. This is the role of the teaching staff. Being approached by an adult they do not know can be distressing for children. Common sense would however apply in an emergency where a child is at risk of harm or when supervising a small group of learners (in the case of sport, outings, etc.)

d. Dealing with concerns:

- ▶ Appointments must be made initially with the educator concerned. If a solution cannot be found, an appointment with the Grade Controller or Subject Controller (Grades 4 – 7) should be made. If the matter remains unresolved, an appointment must be made with the Deputy Principal. The last resort would be to make an appointment with the Principal, who will ensure that all parties concerned are present. At no time will an educator be placed “on trial” in his / her absence.
- ▶ No defamatory comments, complaints or campaigns against the school, principal, school staff, learners may be posted on Social Media. The school will request that such comments be removed immediately. Legal options may be considered by the school in such cases. Please take note that even if specific names are not mentioned, a case can be made due to association.

e. Prepare your child for school:

You can help your child prepare for school by ensuring that your child:

- ▶ has a good night's sleep. A child needs at least 8-10 hours of sleep depending on the age of the child.
- ▶ has breakfast before going to school.
- ▶ has a packed lunch. Please contact the school should you need assistance in this regard.
- ▶ has the correct uniform for school. Please keep in mind that the Swap Shop is available should you need to make use of it. (Financial difficulties in this regard must be discussed with the Finance Office/ Management)
- ▶ has all the stationery requirements in order to do the work in class and for homework activities.
- ▶ looks after the textbooks and readers provided for his / her use during the course of the year.
- ▶ attends school regularly and that he / she is punctual.

f. Parents and extra mural activities:

- ▶ Remember that learners play sport for their enjoyment and not yours.
- ▶ Encourage your child to participate, do not force them to do so.
- ▶ Focus on your child's effort and performance rather than the winning or the losing.
- ▶ Encourage your child to participate according to the rules.
- ▶ Never ridicule or yell at a child for making a mistake or losing a game.
- ▶ Respect the official's decisions and teach your child to do likewise.
- ▶ Show appreciation for volunteer coaches, officials and administrators. Without them your child could not participate.

g. General:

- ▶ Please support the discipline of the school, the teachers, decisions and policies of the school.
- ▶ Please refrain from criticizing management, teachers, learners or parents in public and in front of your child. Rather follow the communication channels provided and resolve the matter instead of just discussing it with people who can't affect change.
- ▶ Please uphold the good name of the school, particularly at public events, such as sports meetings, etc.
- ▶ All parents must please report to the office when visiting the school during school hours.
- ▶ Medical and dental appointments must be made for after school hours as children lose out on too much schoolwork and often misses formal assessments.
- ▶ Parents must inform the school about medical information e.g. illnesses and medical aid membership.
- ▶ Holidays must be planned to coincide with school vacations and NOT during the school term.
- ▶ Inform the school about change of address, landline and cellular number of both parents (home and work) as well as email address. **This is vital in case of emergencies.**
- ▶ Avail yourself for Parent /Teacher meetings to discuss your child's progress at the end of every term or if scheduled individually during the term.
- ▶ Parents must collect the end of term reports at school on the assigned days determined by the school.
- ▶ Respect the confidentiality and/or copy right of the school in respect of individual learners, parents, teachers, decisions, policies and information of a personal nature.
- ▶ Please check and sign homework diaries or –files regularly. Should your child frequently claim to have no homework, check this with the educator.
- ▶ Please remember that Martin School is a drug free and alcohol-free school.
- ▶ Martin School is also a smoking free area. There is a designated smoking area available next to the hall as per signage. Please refrain from smoking in any other area on the school property.
- ▶ No weapons or dangerous objects may be brought onto the school grounds, unless intended for official work purposes, such as the case of SAPS officers.

- ▶ Please download and frequently check the D6 Communicator as this Application is used for communication (Weekly Newsletters) and urgent notices or emergencies.

SCHOOL SONG

Labore et honore

The motto of our school

Good sportsmanship and scholarship

With service is our rule

Where work and honour is our aim

We'll set our standards high

In class to always do our best

God grant us strength to try

So - labore et honore

On court, on field, in pool

To play the game will always be

Tradition at Martin School