



Loreto Primary School

Code of Conduct

Seekers of Truth and Doers of Justice

2021



SINCERITY

FREEDOM

JUSTICE

INTEGRITY

JOY

DISCIPLINE

Article 8 of the South African Schools' Act makes provision for a public school's Governing Body to accept and implement a Code of Conduct.

According to our Vision & Mission Statement we endeavour to respect the freedom and dignity of all, and to develop personal integrity, moral courage and social responsibility. We promote our distinctive Catholic Character and therefore we implement a Positive and Negative Code of Conduct.

CONDUCT FOR POSITIVE BEHAVIOUR

Learners who display positive behaviour, will be awarded merits, according to the table below:

Foundation Phase:

Code	Merit	Points
P1	Participate in school activities	+5
P2	Class duties – performed without fail	+5
P3	Neatness	+10
P4	Attendance (per term)	+5
P5	Leadership	+5 / +10
P6	Helpfulness	+10
P7	Honesty	+10
P8	Effort Cup	+10
P9	Making responsible decisions	+15
P10	Care Bear (caring for people and environment)	+15

Incentives to be awarded to learners with:

Points	Incentive
50 - 100	Tuckshop Voucher
150	Civvies and Tuckshop Voucher

Learner with the most points at the end of the year to receive a Certificate and a Mall Voucher.
Certificate – Exemplary Behaviour.

Intermediate and Senior Phase:

Code	Merit	Points
P1	Participate in school activities	+5
P2	Class duties – performed without fail	+5
P3	No detention in a term	+10
P4	Attendance (per term)	+5
P5	Leadership (Captains) and School Leader (Once off)	+5 / +10
P6	Helpfulness	+10
P7	Honesty	+10
P8	Effort Cup	+10
P9	Reporting serious misconduct truthfully	+15
P10	Care Bear (caring for people and environment)	+15

Incentives to be awarded to learners with:

Points	Incentive
50 - 100	Tuckshop Voucher
150	Civvies and Tuckshop Voucher

Learner with the most points at the end of the year to receive a Certificate and a Mall Voucher.
Certificate – Exemplary Behaviour.

CONDUCT FOR NEGATIVE BEHAVIOUR

Negative behaviour credits to be given according to the grade of misbehaviour					
N1	Homework not done, forgotten; untidy not written down.	- 20	N5	Vandalism (if serious, consider immediate referral)	- 60
N2	Disruptive behaviour	- 20	N6	Disobeying school rules according to the offence	- 10 - 20
N3	Undermining authority.	Prefect	- 20	N7	Theft (if serious, consider immediate referral to principal)
		Disrespectful Behaviour	-40		
N4	Unsavory language;	- 20	N8	Illegal Contraband, cell phones, ipods, electronic equipment; weapons (if serious, immediate referral)	- 60
	Bullying/online bullying (if serious, immediate referral) Fighting; (if serious, immediate referral)	-60			

Credits carried over 2 Terms

After -60 credits have been given - DETENTION.

Serious misconduct to be referred directly to the school principal.

Learners who make themselves guilty of repeated disruption of classes will be removed from class for a previously determined time in order to complete tasks or class work. The educator will contact, at the end of that school day or immediately if circumstances require it, the parents of the learner by telephone.

RESTORATIVE JUSTICE

Unless deemed necessary by the SMT for the implementation of a disciplinary hearing, misconduct will follow the procedure of Restorative Justice.

PROCEDURE FOR DISCIPLINARY HEARING

Should it be necessary to implement a disciplinary hearing due to serious misconduct of a learner according to the behavioural code of the school, the procedure will be followed as set out in the Provincial Gazette Extraordinary 6939/2011.12.15.

DETENTION:

Parents must ensure that learners are punctual for detention and fetched promptly after the detention.

Grade 1-3:

The class teacher will determine suitable punishment. Grade 3 may be given detention on a Friday from 13:15 to 14:15. Learners receive a 5 minute break after half an hour.

Serious incidents of bullying, theft, vandalism and other anti-social behaviour must be reported to the child's parent timeously. Should the behaviour continue, the matter should be reported to the HOD. If the behaviour continues the class teacher and the HOD together with Ms Gilbert (RE Co-ordinator) will call a Restorative Justice meeting. This will be scheduled for a time after school when all parties concerned (the learner, their parents, the "victims" and teachers concerned) will need to attend.

Teachers must keep a detailed record of all negative behaviour resulting in detention. Patterns must be noted and shared as evidence if deemed necessary, with the HOD, Principal, Parents and SGB.

Grade 4-7: Friday from 13:15 to 15:15. Learners receive a break of 5 minutes after each hour.

- Learners will be given suitable written tasks by their class educator for the duration of the detention.
- Written notification, reply slip, etc., will be given to the parents.
- A learner who fails to attend the detention will receive break detention for the duration of the following week.
- A learner who has a written acceptable excuse from the parent may attend a detention on the nearest alternative Friday.

EXPLANATION OF NEGATIVE BEHAVIOUR ENTAILS:

N1: HOMEWORK

- Not done
- Forgotten at home
- Late coming

N2: BEHAVIOUR

- Disruptive
- Talking
- Playing

N3: UNDERMINE AUTHORITY

- Does not comply with direct orders
- Back chat
- Body language showing disrespect

N4: UNACCEPTABLE LANGUAGE; FIGHTING

- Swearing
- Defamation / Slander
- Bullying / online bullying
- Intimidation
- Endangering the lives of fellow learners

N5: VANDALISM

- Write on / scratch desks and tables
- Graffiti
- Damage to sport equipment
- Climb trees / break branches
- Damage property belonging to other learners

N6: SCHOOL RULES

1. **School uniform** - all clothing must be clearly marked.
 - Learners are expected to wear the official school uniform and appear neat and tidy at all times.
 - No additions to the uniform that are not in accordance with the regulations will be allowed (e.g. beanies).
 - School shoes - black shoes
Takkies - fully laced, preferably mostly white in colour, no boots
 - No learner may walk barefoot after school hours while in school uniform.

2. **Attendance:**
 - No learner may leave the school during school hours without a letter from a parent / guardian requesting the release of their child and with the permission of the principal.
 - Learners must be punctual at the start of each school day i.e. arrive before the official starting time of 07:50. Learners who arrive late will be entered into the 'late-comer' register – this may result in a learner receiving detention (Grade 3-7).
 - After being absent, a learner must hand a signed letter from the parent/guardian to the class educator, explaining the reason for absenteeism.
 - Learners may not be absent from school without the knowledge and permission from the parents / guardians.
 - Learners may not leave the school premises without the knowledge and permission from the parents/guardians.
 - Learners, who are unable to attend extra mural activities and sport matches, must bring a written apology to the relevant educator/coach from the parent/guardian.
 - Learners may not enter classrooms before or after school or during break unless accompanied by a staff member or in the case of rain.

3. **General Rules:**
 - Loitering and/or playing in and around the corridors, stairwells and toilets is forbidden.
 - All litter must be placed in refuse bins or wastepaper baskets.
 - Deliberate damage, vandalism or neglect of school property and the property of others, is prohibited.
 - Theft of school and private property is also prohibited.
 - Any act of cheating in class work, homework, informal and formal tests or internal or external examinations is prohibited. Furthermore, copying of and/or borrowing another learner's work is forbidden.
 - Disruptive, unruly, rude and/or offensive behaviour will not be tolerated.
 - The timeous handing in of work is the responsibility of each learner.
 - The learner will respect the beliefs, culture, dignity and rights of other learners, as well as their right to privacy and confidentiality.
 - Language that is seen as pejorative, discriminatory or racist is prohibited.
 - Any act that belittles, demeans or humiliates another learner's culture, race or religion is prohibited.
 - All learners have the right to an education free of interference, intimidation and/or physical abuse. The learner will respect the property and safety of other learners. Fighting or threatening of other learners is forbidden.
 - The learner will respect those learners in positions of authority. A learner who is in a position of authority will conduct him/herself in a manner befitting someone in authority. She/he will respect the rights of other learners and will not abuse such authority bestowed upon him/her through his/her position.

- The carrying, copying and/or reading of offensive material is prohibited.
4. **Behaviour at school or in public:**
- Behaviour at school or in public must not cause the discomfort of any other person. The school reserves the right to intervene if a learner wearing the school uniform behaves in such a way as to cause the good name of the school to be questioned.
5. **Appearance:**
- Boys:**
- At all times neat and acceptable by the school
 - Hair must be worn at a reasonable length. The style may be modern - gel may be worn only for the purpose of making the hair lay neatly.
 - No jewellery may be worn except a watch or medical arm band. A small cross around the neck may be worn.
 - No colouring of hair or wearing of exotic hairstyles is allowed.
 - Fingernails must be kept trimmed short and clean at all times.
 - During events that allow the wearing of casual wear, learners should wear neat, presentable clothes. Beachwear, tight-fitting clothes, clothes that are transparent and/or too revealing are not allowed. Hair, shoes and accessories should be neat at all times.
- Girls:**
- Long hair must be tied up with royal blue or navy hair accessories. No hair may hang over the eyes.
 - No makeup of any nature may be worn e.g. Lipstick, lip gloss or nail polish.
 - Only small gold/silver studs or sleepers may be worn - one in each ear. Watches/medical armbands and a small cross may also be worn.
 - No colouring of hair or wearing of exotic hairstyles is allowed.
 - Fingernails must be kept trimmed short and clean at all times.
 - During events that allow the wearing of casual wear, learners should wear neat, presentable clothes. Beachwear, tight-fitting clothes, clothes that are see-through and/or too revealing are not allowed. Hair, shoes and accessories should be neat at all times.
6. **Passages:**
- Learners must walk in rows on the left hand side of the passage. Learners must move quickly and quietly along the passages.
 - No running in passages.
 - No eating in passages.
7. **Classrooms:**
- No learner may enter a classroom before or after school or during break unless it is raining.
8. **Library:**
- No bags or suitcases are to be brought into the library.
 - No eating is allowed in the library.
 - Reasonable quietness is expected in the library.
9. **Play grounds:**
- Learners may be grouped into certain play areas.

- Dangerous games are forbidden
- Bullying is not tolerated
- Fighting is not tolerated
- Learners may not climb or damage trees

10. **School bags / suitcases:**

- Loreto school bag obtainable from Cut and Sew, the school's uniform supplier is compulsory for all Grade 1 and new children. From 2021, it is compulsory for all Loreto learners.

11. **Property:**

- No school property may be damaged. In the event of a learner deliberately damaging school property, the learner will be held responsible for replacing or repairing the damaged property.
- Learners who write on desks or chairs will be punished.
- No learner may make use of school/sport equipment without the permission of the educator/staff member concerned.
- No unsuitable objects or publications may be brought onto the school premises by any learner.
- Cloakrooms/toilet facilities must be used in an orderly and hygienic manner.

12. **Schoolwork and Discipline:**

- If a learner neglects his/her homework and/or neglects to behave in a responsible manner, the necessary steps as described in the Code of Conduct will be taken.

13. **Homework:**

- A homework book is essential. Each learner is required to write homework down daily into this book. Parents (Grade R-6) must sign the homework book **once** homework has been completed.

14. **Letters / Notices:**

- Parents must acknowledge receipt of notices by returning the attached reply slip.

15. **School grounds:**

- Learners are encouraged to keep their classrooms and the school grounds neat - no littering will be tolerated.

N7: THEFT (IF SERIOUS, CONSIDER IMMEDIATE REFERRAL)

- The usage of another learner's property without permission
- Stealing/taking things that belong to another person

N8: ILLEGAL CONTRABAND:

- Cellular phones, ipods, electronic games, etc. No cell phones are permitted by learners on the school premises or at any school event. Cell phones found in the possession of a learner will be confiscated for a period of two weeks.
- Pornography
- Alcohol
- Cigarettes / e-cigarettes
- Drugs including recreational drugs such as Marijuana
- Fire crackers

} Immediate referral to the principal/SMT

N9: CASES OF RACISM, SEXUAL ABUSE AND OTHER CASES OF A VERY SERIOUS NATURE WILL BE REFERRED TO THE PRINCIPAL / SMT. THESE CASES MAY LEAD TO A DISCIPLINARY HEARING.

SUPPORT THE SCHOOL, EDUCATORS AND LEARNERS

As parents please note the following:

- Demonstrate loyalty towards the school, educators and learners.
- Ensure that your child attends school regularly, is on time and does not play truant.
- Support and encourage your child with regard to the completion of projects and show interest in his/her progress.
- Encourage your child to participate in school activities.
- Make sure that you fulfil your financial obligations to the school.
- See that you obey the school rules.
- Support your child's educator at all times.
- Should any problems arise in the class situation, please discuss the matter with the class educator. Arrange an appointment which will suit both parties.
- You are not permitted to visit a class during school hours. It is impossible for the educator to give the necessary attention to you once lessons have begun.
- We sometimes request assistance with transport. Your support in this connection is always appreciated.
- Should your child be injured or fall ill at school, the secretary will contact you to fetch your child.
- Should your child be absent, he/she must bring a letter on his/her return to school from parents stating the reason why he/she was absent.
- Should your child suffer from an infectious illness you must bring a clearance certificate from a medical doctor before he/she may be allowed to return to school.
- Newsletters and circulars are sent out on a regular basis. You are asked to read these very carefully and to sign and return reply slips if requested, as they contain important information with regard to school affairs.

**On my child's admission to Loreto Primary School, I
herewith confirm that I have received the school's Code of Conduct.**

I undertake to motivate my child positively and to support the educators.

.....
SIGNATURE

.....
DATE

MANAGING 'TIME-OUT' SESSIONS

Procedure:

- ❑ Teacher to complete the form. Sections 1-4 and 6 to be completed before the learner leaves the classroom - learner to hand form to relevant class teacher.
- ❑ Learner is sent to the relevant room with the form. (A responsible learner may accompany the learner to the relevant classroom.
- ❑ Suitable tasks must be given to the learner to complete.
- ❑ There should be sufficient work for the time to be spent in the classroom.
- ❑ The relevant teacher is to comment on behaviour and completion of task.
- ❑ The relevant teacher will send the learner back to the classroom - will use own judgement (30 minutes to an hour). The form is not sent back to the teacher. The relevant teacher will complete section 5 and will hand it to the HOD.
- ❑ The HOD is to monitor behaviour.
- ❑ The Principal/ HOD will decide whether or not parents will be phoned.
- ❑ The Principal /HOD is manage follow-up actions.
- ❑ Copy of the form to be sent to teachers to place in Teacher's file.
- ❑ Original to be filed in Time-Out File in the Principal's office.

SMT to manage the system, i.e. follow up / who / frequency / reasons / type of infringement. They will also manage the situation and give suggestions and assist the teacher if necessary. Referrals to SBST (therapy / backlogs, etc.).



LORETO PRIMARY SCHOOL
"TIME-OUT"
DATE

1. Name of learner:	Grade:		
2. Reason for "TIME-OUT"			
3. Task given to learner:		4. Duration of removal:	
5. Comment by Teacher: Task completion/ Behaviour:			
6. Control: Teacher contact parents:			
Comment:			

- Copy to teacher
- Original in 'Time-out' file
-



LORETO PRIMARY SCHOOL

Dear Parents

DETENTION

This serves to notify you that your child, in Grade has lost a number of credits. Your child is now required to attend detention. Your child needs to be fetched promptly at 15:15 (Gate will be closed at 15:20 and learner will be left outside the gate).

Misconduct:
.....

Detention Date:

Time: 13:15 – 15:15

Place:

Person in charge:

Complete the reply slip and return for attention: The Principal / HOD

.....
SIGNATURE: Head of Discipline

✂✂✂✂.....

REPLY SLIP - PLEASE RETURN TOMORROW TO THE PRINCIPAL /HOD

NAME OF LEARNER:

GRADE:

.....
PARENT'S SIGNATURE

.....
DATE

TEL:



LORETO PRIMARY - CODE OF CONDUCT

Educator: _____ **Grade:** _____ **/Year:** _____

- Credits to be given according to the grade of misbehaviour
- Parent to be contacted if detention received twice or more in one term.

N1	N2	N3	N4	N5	N6	N7	N8	<i>If N6,N7,N8 serious, consider immediate referral</i>
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NAME OF LEARNER	Homework not done, forgotton, untidy	Disruptive behaviour	Undermining authority Adult / Prefect	Unsavoury Language / Fighting	Disobeying school rules	Vandalism	Theft	Illegal Contraband	Detention or Immediate Referral Date
.....	-20	-20	-40	-20	-10	-60	-60	-60	
TERM ONE									
CONTACT PARENT:									
TERM TWO									
CONTACT PARENT:									
TERM THREE									
CONTACT PARENT:									
TERM FOUR									
CONTACT PARENT:									

CONDUCT FOR POSITIVE BEHAVIOUR

Code	Merit	Points
P1	Participate in school activities	+5
P2	Class duties – performed without fail	+5
P3	No detention in a term	+10
P4	Attendance (per term)	+5
P5	Leadership (Captains) and School Leader (Once off)	+5/+10
P6	Helpfulness	+10
P7	Honesty	+10
P8	Effort Cup	+10
P9	Reporting serious misconduct truthfully	+15
P10	Care Bear (caring for people and environment)	+15

Incentives to be awarded to learners with:

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Certificate – Exemplary Behaviour.