



Code of Conduct

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1. Introduction

This School is committed to providing an environment conducive to 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 offensive conduct.
- It contains provisions of due process safe-guarding the interests of the learner and any other party involved in the disciplinary proceedings.
- Provides support measures/ structures for counselling a learner involved in disciplinary proceedings.
- Roles must be clarified to create proper learning environment for all stakeholders.

2. Preamble/ Legal Authority

The South African School's Act, Act No. 84 of 1996, Section 8 refers:

- Section 8.1. Prescribes that the School Governing Body of any school is to maintain discipline in a school. The Code of Conduct spells out the rules regarding learner behaviour at the School and describes the disciplinary system to be implemented by the School concerning transgressions by learners.
- Section 8.4. of the SA Schools Act provides that all learners attending a school are bound by the Code of Conduct of that school. All learners attending the School are expected to sign a statement of commitment to the Code of Conduct (Annexure A). The administration of the Code of Conduct is the responsibility of the Disciplinary Committee of the school.

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

School Mission, Vision and Values

Our mission is to provide high quality education in a safe, value driven, multi-cultural environment that builds a foundation for lifelong learning.

Our Vision: Seek, believe, achieve and succeed.

Our values: Respect, responsibility, honesty and kindness.

3. General Principles

The school principles are intended to establish a disciplined and purposeful environment to facilitate effective teaching and learning at the School.

3.1 Learners Responsibilities:

- 3.1.1** Learners are expected at all times to behave in a courteous and considerate manner towards each other, all members of staff and visitors to the school.
- 3.1.2** Learners should follow school rules with regard to appearance and behaviour both inside and outside the school.
- 3.1.3** Learners must respect the right of others to learn and may not physically or emotionally hurt each other.
- 3.1.4** Every learner should show respect for their own property and that of fellow learners.
- 3.1.5** Learners should be loyal and continuously strive to improve the reputation of Sunridge Circle Primary School to the benefit of all.
- 3.1.6** Learners should always be honest and show integrity in their attitude and all they do.
- 3.1.7** Learners should always do their best in their school academic work and all other school related activities.
- 3.1.8** Learners should always finish homework every day and always prepare fully for tests / tasks and assessments.
- 3.1.9** No form of bullying is allowed. This includes verbal, non-verbal, cyber and emotional.

3.2 Learners Rights:

Learners have the right to:

- 3.2.1** a school building and resources to help them learn effectively;
- 3.2.2** a clean, safe and orderly environment;
- 3.2.3** learn without interruptive behaviour and in a way that is enjoyable to learn;
- 3.2.4** be themselves, to be respected and to be treated in a fair and dignified manner;
- 3.2.5** be taught in a disciplined environment in which punishment is fair, constructive and consistent;
- 3.2.6** be acknowledged for great achievement inside the class and outside the class for work well done.

3.3 Parents Responsibilities:

- 3.3.1** support and promote Sunridge Circle Primary School by adhering to the Code of Conduct and encourage learners to do the same;
- 3.3.2** encourage the learner to live a balanced academic and physically active life;

- 3.3.3 ensure the learner attends school every day in a punctual and respectful manner;
- 3.3.4 to collect the learners timeously when school finishes or after school extra-mural activities and keep them safe;
- 3.3.5 support the educator by making appointments to discuss the learners progress and communicating any other information that affects the learners well-being;
- 3.3.6 pay school fees on time;
- 3.3.7 attend and show interest in all school activities when required.
- 3.3.8 ensure the child/ren are in the correct school uniform.
- 3.3.9 equip the child/ren with the correct and required stationery.
- 3.3.10 promote positive, value-driven discipline model at home.

3.4 Parents Rights

Parents have the right to:

- 3.4.1 qualified, competent and professional educators in the classrooms;
- 3.4.2 a school that respects cultural diversities and that does not discriminate;
- 3.4.3 having moral standards, good ethics and discipline taught to their learners;
- 3.4.4 be treated fairly at all times.

3.5 Educators Responsibilities

- 3.5.1 look and act professionally at all times during school hours or when attending an education function;
- 3.5.2 be well prepared in all tasks undertaken;
- 3.5.3 keep a clean, disciplined and safe environment in the classroom;
- 3.5.4 be on time every day for the school day;
- 3.5.5 be consistent and fair and ever watchful of the learners wellbeing;
- 3.5.6 respect the rights of the learners and treat them as individuals;
- 3.5.7 encourage and aid the learners to reach their full potential;
- 3.5.8 keep parents informed of learners progress;
- 3.5.9 be a life-long learner themselves and strive to keep up to date with new developments in education;
- 3.5.10 promote a value- driven education model during contact with the learners.

3.6 Educators Rights

- 3.6.1 teach in a safe, orderly and clean environment;
- 3.6.2 have access to the necessary equipment that is always well maintained;

- 3.6.3 expect learners to be prepared for lessons and for all homework to be completed every day;
- 3.6.4 expect learners to be on time, have good manners and be respectful;
- 3.6.5 to be treated fairly and professionally;
- 3.6.6 to be supported by parents, colleagues and authority figures;
- 3.6.7 to teach without interruptions;
- 3.6.8 to be safe in the knowledge that their private lives and property will be respected.

4. General Rules

Nothing shall exempt a learner from complying with the school rules. Ignorance of school rules is, therefore, not an acceptable excuse.

- 4.1 Loitering and/or playing in and around the corridors, stairwells and toilets is forbidden.
- 4.2 All litter must be placed in refuse bins or wastepaper baskets.
- 4.3 Wilful damaging, vandalising or neglect of School property and the property of others, either by writing or by a physical act, is prohibited. Theft of School and private property is also prohibited.
- 4.4 Any act of cheating in class work, homework, informal and formal tests or internal or external examination is prohibited. Furthermore, copying of and/or borrowing another learner's work is forbidden.
- 4.5 Disruptive, unruly, rude and/or offensive behaviour will not be tolerated.
- 4.6 The timeous handing in of work is the responsibility of each learner.
- 4.7 Learners who fail to produce a medical certificate or a letter with a valid reason from the parent on absenteeism during formal examinations/tests/assessment tasks will obtain a mark of "0" (nought) for that particular examination/test/assessment task.
- 4.8 The learner will respect the beliefs, culture, dignity and rights of other learners, as well as their right to privacy and confidentiality.
- 4.9 Language that is seen as pejorative, discriminatory or racist is prohibited.
- 4.10 Any act that belittles, demeans or humiliates another learner's culture, race or religion is prohibited.
- 4.11 All learners have the right to an education free of interference, intimidation and/or physical abuse. Every learner will respect the property and safety of other learners as well as teachers. Fighting or threatening of other learners or teachers is forbidden.
- 4.12 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. S/he will respect the rights of other learners and will not abuse such authority bestowed upon him/her through his/her position.

- 4.13 No form of bullying is allowed, including online and/or cyber bullying.
- 4.14 The carrying, copying and/or reading of offensive material are prohibited.
- 4.15 Learners must keep clear of areas that are indicated as out of bounds. These include:
 - 4.15.1 The School motor vehicles parking area.
 - 4.15.2 Front buildings of the school, and in front of the admin offices.
 - 4.15.3 Electrical mains distribution boxes, fire extinguishers and hoses.
 - 4.15.4 Parking lots

5. School and Class Attendance

- 5.1 Parents / Guardians, learners, educators and School Governing Body (SGB) members are jointly responsible for ensuring that all learners attend school;
- 5.2 If a learner does not attend School regularly, the relevant teacher will report the absence of the learner to the parent and the Principal in writing/verbally
- 5.3 The register teacher must keep an accurate register of learner attendance and must keep copies of all communication to parents when absence from the classroom is reported.
- 5.4 All learners are to arrive at School before the official starting time. Learners who are late for School will have to report to the attendance officer.
- 5.5 Absence from a class, without the permission of the relevant register or subject teacher, is prohibited.
- 5.6 Any absence from School must be covered by an absentee note from a parent/guardian.
- 5.7 Should a learner be absent from School for a period of three (3) days or longer, this leave of absence must be supported by a letter from a medical doctor/traditional doctor.
- 5.8 Any absence from a formal examination, test or task must be supported by a letter from a medical doctor/traditional doctor.
- 5.9 No learner may leave the School during School hours without a letter from a parent/guardian requesting the release of their child and the permission of the Principal. The learner must be collected by an adult. Truancy from School is not tolerated.
- 5.10 All learners will attend assembly for the full duration thereof. Learners are expected to wear the official School uniform and appear neat and tidy at all times.

6. Uniform

- 6.1 No additions to the uniform that are not in accordance with the regulations will be allowed.
- 6.2 No colour T-shirts/vests may be worn if visible underneath the school shirt.
- 6.3 No earrings, except gold or silver studs or a single small earring in each ear. Jewellery, accessories, coloured contact lenses or visible tattoos are not allowed.
- 6.4 No colouring of hair or wearing of exotic hairstyles is allowed.
Boys: Hair must be clear of the ears, eyebrows and collar. Hair is to be neatly tapered and evenly graded. No braids are permitted.
Girls: Hair must be neatly tied back and well cared for. Braids must be held in a neat ponytail. No hair may hang over the face.
- 6.5 Watches: Only a black, navy blue or metal band will be allowed. The face of the watch should not exceed a diameter of 3cm.
- 6.6 Only a black leather belt with a small buckle is permitted for the older boys.
- 6.7 Fingernails must be kept trimmed short and clean at all times. No nail varnish.
- 6.8 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. High heels are not permitted.
- 6.9 Only learners that have applied and submitted relevant supporting documents and received the necessary permission from the School Governing Body, may deviate from official School uniform for religious and cultural reasons.

7. Personal Belongings

The School will not be held responsible for theft of or damage to personal belongings on School premises (e.g. cell phones, bags, books and clothing).

- 7.1 Learners should avoid bringing cell phones, large sums of money and valuables to School. Cell phones may not be switched on during a normal School day. If the learner brings a cell phone to School, the learner must carry a written request from the parent which must provide for an indemnification against loss of or damage to the cell phone.

- 7.2 If a parent requests a learner to pay School fees on his/her behalf, such School fees should be paid before the start of the School day or first thing in the morning to the office.
- 7.3 Arrangements should be made with the teacher in charge for safekeeping of valuables, etc. during sports practices.
- 7.4 Learners may not bring computer games, iPods or similar electronic devices to School.
- 7.5 Money brought to school must be in an envelope with child's name on it.

8. Public Space Safety

The School is a place of safety where laws pertaining to public spaces are applicable.

- 8.1 No dangerous objects or illegal drugs as defined in the SA Schools Act or the Safety Regulations will be brought onto and/or used on the School property unless authorised by the Principal for educational purposes. Dangerous objects include knives, firearms or any item that could harm a person.
- 8.2 The carrying and/or smoking of cigarettes is prohibited, at school and outside school hours in school uniform.
- 8.3 Alcohol is not permitted on School premises or during any School activity.
- 8.4 The carrying of and/or consumption of illegal chemical substances and drugs is prohibited.

9. Vehicles/ Bicycles

Learners wishing to park bicycles on the School grounds must;

- 9.1 first obtain permission from the School to do so and make use of the areas specifically demarcated for this purpose.
- 9.2 all learners park their bikes on the School premises at their own risk.
- 9.3 specific areas are provided for the safekeeping of bikes, etc. and must be used by learners.
- 9.4 reckless behaviour is forbidden.
- 9.5 The Code of Conduct is applicable when making use of public transport to and from School.
- 9.6 Learners may not hitchhike while in School uniform, whether formal or sports dress

10. Extra-curricular Activities

- 10.1 Involvement in activities making up the School Enrichment Programme forms a valuable and integral part of the holistic education of every learner. All learners are, therefore, expected to become actively involved in at least one (1) sport, cultural and/or service activity per term.
- 10.2 the learner is expected to adopt the correct etiquette pertaining to the specific activity at all times.
- 10.3 Once a learner has committed him/herself to an activity, s/he will be bound to meet the rules and obligations related to that activity.
- 10.4 Involvement in a particular activity will span the entire season/duration in which that activity takes place.
- 10.5 Attendance of all practices is compulsory. Missing a practice without a valid excuse in writing from the learner's parents may result in the learner being suspended from participation in one (1) inter-school league fixture.
- 10.6 Appropriate kit/uniform will be worn to practices.
- 10.7 The correct match kit/uniform will be worn to inter-school league fixtures.
- 10.8 Learners travelling to an away fixture will travel in full School uniform, unless other arrangements have been made.
- 10.9 Sports and other kit must be carried in an appropriate bag.
- 10.10 Learners playing in home league fixtures may arrive at the venue in their appropriate sports kit/uniform with their School jersey or jacket.

11. Guidelines for random search and seizure

In line with section 8A of the South African Schools Act the Principal or an assigned delegate may search any learner or property of any learner for any dangerous object, alcoholic liquor or illegal drugs. This in the event that the Principal reasonably suspects the presence of any of the above mentioned.

11.1 Reasonable suspicion:

- 11.1.1 Whistle blowers informing the Principal
- 11.1.2 Reports from parents
- 11.1.3 Traces of drugs and alcoholic liquor on school premises
- 11.1.4 Threats of the use of dangerous objects against other learners or staff member
- 11.1.5 Injury due to use of such an object
- 11.1.6 Any other reasonable indication

11.2 Procedure for random search and seizure

Body searches contemplated of the suspicion entails that the body search of any learner, carried out by the person searching the learner:

- 11.2.1.1 May not require the learner to remove clothing other than outer clothing

11.2.1.2 Shall be the same gender as the learner

11.2.1.3 May carry out the search in the presence of another member of staff who is the same gender as the learner

11.2.1.4 Searches will be done in a private area

11.2.1.5 The search must not be extended to a search of any body cavity and private parts may not be touched.

- If as a result of the search, the Principal has good reason to believe that any dangerous object, alcoholic beverage or illegal drug is concealed on the body, a request of a member of the S.A.P. to conduct a more extensive search of that learner, which may entail the removal of clothing in terms of section 45 A (5) of the Act may be requested.
- If it is suspected that a learner has swallowed a suspicious object, the matter must be handed directly over to the S.A.P. S
- If for any reason a learner is unwilling to be searched the matter will be handed over to the S.A.P.S
- Parents must be communicated to immediately.

Disciplinary System

Every teacher is responsible for discipline and has the full authority and responsibility to correct the behaviour of learners whenever such correction is necessary. Any corrective measure or disciplinary action will correspond with and be appropriate to the offence. All learners will abide by the discipline system that has been developed to assist and guide learner behaviour in the School.

Offences are graded according to the nature and degree of seriousness of the offences, of which Grade 4 offences are the most serious. See Annexure B, Table 1 for a list of the offences making up each of the Grades 1, 2, 3 and 4.

The grade of an offence will determine the procedure to be followed.

1. Grade 1 offence – a written warning followed by a final written warning, then a disciplinary hearing.
 2. Grade 2 offence – a final written warning followed by a disciplinary hearing, then a tribunal hearing.
 3. Grade 3 offence – a disciplinary hearing/ Meeting with parents (depending on the severity of the particular offence).
 4. Grade 4 offence – offence immediately reported to the South African Police Service (SAPS) and a hearing.
1. Grade 1 offences will be dealt with by the staff member or prefect concerned who must keep a written record of such offences and the disciplinary measure taken.

When a third Grade 1 offence occurs, the matter is referred to the Grade Head along with the record of all three (3) offences and the Grade Head will issue a written warning. A signed copy of acknowledgement will be kept on record by the Grade Head and communicated to the parent/guardian. Should the particular Grade 1 offence recur after disciplinary intervention has occurred and a written warning has been issued, the staff member will, in consultation with the Phase Head, arrange an interview with the learner. A final written warning will be issued. A signed copy of acknowledgement will be kept on record by the Phase Head and communicated to the parent/guardian. The Phase Head will keep on record copies of all relevant documentation relating to the offences and the disciplinary measures imposed and provide copies thereof to the learner's register teacher.

2. Grade 2 offences will immediately be referred to the Phase Head. The staff member will, in consultation with the Phase Head, arrange an interview with the learner. A final written warning will be issued and disciplinary action applied. A signed copy of acknowledgement will be kept on record by the Phase Head and communicated to the parent/guardian.

When a second Grade 2 offence occurs after a final written warning has been issued for the first offence, the Phase Head will refer the matter to the Disciplinary Committee for a disciplinary hearing. The parent/guardian will be advised in writing, a minimum of five (5) days before the designated date that an internal disciplinary hearing has been convened.

Should the particular Grade 2 offence recur after the issuing of a final written warning and a disciplinary hearing has occurred, the Disciplinary Committee will refer the matter to a tribunal hearing. The parent/guardian will be advised in writing, a minimum of five (5) days before the designated date that a tribunal hearing has been convened.

The Phase Head will keep on record copies of all relevant documentation relating to the offences and the disciplinary measures imposed and provide copies thereof to the learner's register teacher.

3. Grade 3 offences will immediately be reported to the Phase Head. The Phase Head will refer the matter to the Disciplinary Committee who will, depending on the severity of the offence, determine whether to convene a disciplinary hearing or a tribunal hearing. The parent/guardian will be advised in writing, a minimum of five (5) days before the designated date that a hearing has been convened.
4. Grade 4 offences will immediately be reported to the Phase Head. The Phase Head will refer the matter to the School Principal who will immediately file a report with the SAPS and convene a tribunal hearing. The parent/guardian will be informed immediately of the offence and be advised in writing, a minimum of five (5) days before the designated date that a hearing has been convened.
1. The following list of interventions and corrective measures used by the School are aimed at correcting behaviour before suspension and expulsion:
 - A verbal warning/reprimand to express disapproval.
 - Written warning.
 - Final written warning.
 - Removal from class. (30 minutes maximum)
 - Written punishment.
 - Community service to improve the physical environment within and around the School property.
 - Homework detention.
 - Saturday Detention.
 - Supervised schoolwork.

- Referral for counselling.
- Attendance of a relevant life skills programme.
- Payment to compensate for damages, to cover the cost of repair or replacement of the lost or damaged item.
- Temporary suspension from the library or computer room and/or other School-related privileges
- Exclusion from School activities and functions, e.g. academic award ceremony.
- Withdrawal of recognition, e.g. award.
- Temporary suspension from class or School, pending disciplinary hearing.
- Disciplinary hearing.
- SAIC Hearing as stipulated in Circular 16/2017.
- Tribunal hearing.

2. Failure to comply with interventions and corrective measures will lead to further interventions and may lead to the offence being categorised at a higher grade. Expulsion may be recommended for a Grade 3 and a Grade 4 offence.

See *Annexure B, Table 2* for a list of the possible disciplinary measures to be applied for Grade 1, 2, 3 and 4 offences respectively.

3. Conduct that may lead to suspension/exclusion includes, but is not limited to, the following:
- Conduct that violates the rights or safety of others.
 - Criminal behaviour of any kind.
 - Defacing or destroying School property.
 - Disrespectful or objectionable conduct and verbal abuse directed at teachers, other School employees or fellow learners.
 - Outright defiance of lawful requests or instructions issued by persons in authority.
 - Indulging in harmful graffiti, racism or "hate speech".
 - Sexual harassment or sexual assault.
 - Immoral behaviour or profanity.

- Possessing, using or displaying evidence of use of any narcotics, unauthorised drugs, alcohol or any other intoxicant.
 - Repeated infringements of the School rules or the Code of Conduct.
 - Possession of dangerous weapons (guns, knives and other objects which may threaten the lives of learners/teachers).
4. Should a learner be found guilty by a court of law for breaking the law of the Republic of South Africa, the School has the right, after a fair hearing through the Governing Body, to recommend expulsion to the Provincial Department of Education.
 5. A tribunal hearing will be convened with a view to recommend expulsion. In such instances the recommendation for expulsion will be submitted to the Provincial Head of Education to approve the decision.
 6. Where approval for expulsion is not granted, learners will attend counselling or the relevant life skills programme before they may return to class. Such learners will be accommodated in the exclusion room in the interim to continue with schoolwork until they have completed the series of counselling sessions or the stipulated life skills programme.

Suspension and expulsion

The Governing Body authorises the Principal or Deputy Principals to institute suspension and or expulsion, as a precautionary measure, with regard to a learner who is charged with a serious misconduct offence. In terms of Regulation 4(1)a and c the Governing Body may suspend a learner. Governing Bodies are mindful of the fact that they may suspend learners if the learner's presence at the school constitutes a threat to the school community and that suspension is not to be summarily applied. Expulsion should be considered as the last resort after all other disciplinary measures have failed.

1. Before a learner is suspended, the learner and his/her parents must be informed, in an appropriate manner and through the notice contemplated of the alleged serious misconduct.
2. The notice to the learner and parent or guardian of the learner must contain sufficient particulars as to the date, time and venue of the disciplinary hearing.
3. The learner and parent or guardian of the learner must be fully informed of their right to access documents relating to the alleged serious misconduct.
4. The learner has the right to be represented at the hearing, to ask questions and cross examine witnesses.
5. The learner and parent or guardian have the right to be informed in writing of the decision of the Governing Body or of the head of Department where expulsion has

been recommended and the right of the learner or parent or guardian to appeal against the decision of the Head of Department to the Provincial Minister.

6. In all instances of suspension, the district director, via the circuit team managers, must be informed of the nature and period of suspension.
7. The disciplinary proceedings must commence within one (1) week after the suspension. If the proceedings do not commence within one (1) week, approval for the continuation of the suspension must be obtained from the Head of Department.
8. This suspension will be applicable until a finding of not guilty is made or, in the case of a finding of guilty, until the appropriate sanction is announced.
9. Suspensions and/or expulsions will be recorded and all interactions will be minuted.

Disciplinary hearings

1. The following official forms will be used for misconduct and disciplinary hearings:
 - 1.1. Written warning (disciplinary warning form) (Annexure C)
 - 1.2. Final written warning (Annexure D)
 - 1.3. Notice of disciplinary hearing (Annexure E)
 - 1.4. Record of disciplinary hearing (Annexure F)
 - 1.5. Review form (lodging of appeal) (Annexure G)
2. Learner must be accompanied by his/her parent or a person designated by the parents at disciplinary proceedings. The SGB must receive communication from the parent to show good cause to continue in the absence of the parent or designated person.
3. The purpose of disciplinary hearings is constructive in nature.
4. Written notice of a disciplinary or tribunal hearing will be given at least five (5) School days before the hearing, which could imply temporary suspension from classes, excluding formal scheduled tests and examinations which count towards the year mark.
5. When a notice is issued to a learner the learner must acknowledge receipt of notice by signing for it. This is not an admission of guilt.
6. If a learner does not appear at a hearing, the hearing will be conducted in his/her absence.
7. A written verdict of the hearing will be issued to the offender. The offender must acknowledge the content by signing the document.

8. A learner has the right to request a review of the disciplinary action taken against him/her if sufficient grounds exist. Disregard of punishment of the Disciplinary Committee will lead to temporary suspension pending a hearing.
9. The Disciplinary Hearing Commission will consist of the following members:
 - 7.1 Governing Body representative;
 - 7.2 the School Principal or Discipline Officer delegated to oversee this function;
 - 7.3 the Phase Head; and
 - 7.4 the register teacher.
10. The hearing will also be attended by the learner, and any other learner s/he may need for his/her defence.
11. The parent can recommend a competent person for an underage learner as witness that can/ will be used as intermediary.
12. Disciplinary measures that a Disciplinary Hearing Committee may impose include:
 - 12.1. Demerits;
 - 12.2. Suspension from School for a minimum of two days up to a maximum of five (5) days, ratified by the Governing Body, to be effective immediately. This will be put in writing and a copy kept on record.
 - 12.3. Recommendation with respect to counselling/attendance of a life skills programme.
 - 12.4. Progress monitoring process initiated for a minimum of two (2) weeks, followed up with a progress report.
 - 12.5. A written conduct and behaviour warning issued. A signed copy of acknowledgement will be kept on record.
 - 12.6. Payment to cover the cost of repair or replacement of the damaged, lost or stolen item.
13. The Tribunal Hearing Commission will consist of the following members:
 - 13.1. the Governing Body Chairperson;
 - 13.2. two (2) parent representatives from the Governing Body;
 - 13.3. the School Principal or Discipline Officer delegated to oversee this function; and
 - 13.4. the Phase Head.

1. The Principal/Discipline Officer will keep on record copies of all documentation relating to the offence, the conducting and findings of the hearing, and the disciplinary measures imposed.
2. The Principal/Discipline Officer will furnish the relevant Phase Head and register teacher with all the information necessary for their records.
 - a. The Chairperson of The Committee must lead the proceedings and:
 - b. Introduce those present and state their functions.
 - c. Ensure that witnesses are present only while giving their evidence.
3. The Chairperson must inform the learner of his/her rights:
 - a. The right to a formal hearing.
 - b. The right to be present at the hearing.
 - c. The right to be given time to prepare for the hearing case.
 - d. The right to be given advance notice of the charges.
 - e. The right to be represented at the hearing by one (1) internal representative.
 - f. The right to be accompanied at the hearing by parents/guardian if the learner is a minor.
 - g. The right to ask questions on any evidence produced, or on statements of witnesses.
 - h. The right to call witnesses to testify on his/her behalf.
 - i. The right to an interpreter, to be requested 24 hours prior to the hearing.
 - j. The right to appeal within five (5) days against any penalty imposed by the Disciplinary Committee.
 - k. If the learner does not attend, the hearing will be conducted in his/her absence.
 - l. Understand how examination/ cross examination/ re-examination will be done
4. The Chairperson is to explain the nature of the alleged breach or misconduct to those present at the hearing.
5. The procedure of enquiry is to be explained by The Chairperson. The evidence of the complainant and his/her witnesses will be heard first. The learner and panel may ask questions about the evidence. The learner and his/her witnesses may then give evidence and the complainant and Committee may ask them questions.

6. When all the evidence has been heard, The Chairperson must close the enquiry, dismiss the complainant, the accused, their representatives, the parent/guardian and all the witnesses.
 - a. The Disciplinary Committee must discuss and weigh the evidence and come to a decision.
 - b. The Chairperson must reconvene all interested parties.
 - c. The Chairperson is to communicate the decision of The Committee.
 - d. The Chairperson must explain the decision of The Committee and the reasons for the penalty (if any) that has been imposed.
 - e. The learner must be advised of his right to appeal (Annexure E).
 - f. The complainant and learner must sign the disciplinary form and a copy must be handed to the learner. (If the learner refuses, a witness must sign in the presence of the learner).
 - g. The signing of the document by the learner does not imply an acknowledgement of guilt.
7. Full minutes must be kept of the proceeding where charges of misconduct against a learner are investigated and/or discussed. The following, amongst others, must be minuted so that the Head of the WCED is able to determine whether the parent or guardian of the learner or the representative was afforded the opportunity to state their side of the case and whether their representation was properly taken into account in the final decision.
 - 7.1. The full charges against the learner
 - 7.2. How the learner pleads, and the parent's or guardian or their representative's reaction to the charges
 - 7.3. Questions asked by the learner, the parent or their representative and the responses to each question
 - 7.4. The response of the Governing Body to the representative of the learner, the parent or their representative
 - 7.5. The decision of the Governing Body and the reasons for such decision
 - 7.6. Final written warning (Annexure D)
 - 7.7. Notice of disciplinary hearing (Annexure E)
 - 7.8. Record of disciplinary hearing (Annexure F)
 - 7.9. Review form (lodging of appeal) (Annexure G)

Annexure A

School: Sunridge Circle Primary School

Learner and Parent Commitment

I,, a learner at
School, understand the rules and their implications and hereby commit to:

- Abide by the Code of Conduct and Disciplinary System.
- Behave in a courteous and considerate manner and respect other learners, the Prefects, all members of staff and visitors to the School.
- Treat everyone with respect regardless of differences in culture, religion, ability, race, gender, age, sexual orientation or social class.
- Take responsibility for my learning by attending school regularly and punctually and completing all my homework and assessment tasks on time.
- Cooperate with my teachers and other School staff.
- Assist in making the School a safe place for all.
- Seek help if I need it.
- Let the School know if I feel my rights have been infringed, or if I experience any other difficulty.

Learner signature

Date

Parent/ Guardian signature

Date

Annexure B

List of offences per grade of offence

Grade 1 Offences	Grade 2 Offences	Grade 3 Offences	Grade 4 Offences
<ul style="list-style-type: none"> ▪ littering ▪ excessively noisy or ▪ unruly behaviour before School, during change-over's, during breaks, and after School ▪ eating, drinking or chewing gum during any contact time (class and assembly) ▪ misconduct in an assembly ▪ entering an out of bounds area, classroom or passage without permission ▪ loitering in the passages, at the tuck shop or vending machines, at the toilets or change rooms ▪ misconduct or poor sportsmanship during an extra-mural, activity's practice, intra- or inter-School competition or league fixture ▪ failure to: <ul style="list-style-type: none"> – submit an absentee note or exit notes by the stipulated deadlines – return a library book by the due date, or pay the fine for overdue book/s 	<ul style="list-style-type: none"> ▪ vandalism ▪ interfering with another person's possessions/ property without the owner's consent ▪ damaging another person's possessions/ property as a result of interfering or using said possession or property without the owner's consent ▪ racism: remarks/ insults ▪ forgery: altering of official documents such as medical certificates and qualifications and fraudulent use thereof ▪ intimidation by verbal or physical threat to harm the person or his property (bullying) ▪ swearing, lying or using obscene gestures ▪ verbal or non-verbal abuse ▪ disrespect or insolence ▪ insubordination – ignoring or failing to carry out a specific instruction (to include failure to do work/ punishment set in the exclusion 	<ul style="list-style-type: none"> ▪ possession of weapons that can cause physical injury (knives, etc.) ▪ entering the School premises while under the influence of alcohol/drugs ▪ possession, copying, distribution, use or displaying of pornographic material ▪ assault with the intent to do grievous bodily harm ▪ truancy from School or leaving School grounds without the necessary permission ▪ taking part in any form of illegal strike action/ meeting/campaign on School premises ▪ any learner who, in or outside of the buildings, or on or off the premises of the School, whilst under the control of the School authorities, intentionally conducts himself in a manner which is or could be seriously detrimental to the maintenance of order or discipline at the School 	<ul style="list-style-type: none"> ▪ use of weapons that cause physical injury (knives, etc.) ▪ possession and/or use of a firearm, firearm magazine, ammunition, dangerous or lethal ▪ weapon ▪ possession, using and/or dealing in drugs, or alcohol, or any other intoxicating substance ▪ poisoning, or attempting to poison another person ▪ theft, robbery, breaking and entering ▪ malicious damage/ ▪ injury to property of the school, staff members, fellow learners or any other person or body ▪ rape, attempted rape, or indecent assault ▪ physical assault that results in bodily harm ▪ sedition or inciting any form of illegal strike action/meeting/ campaign on School premises

<ul style="list-style-type: none"> - attend an extramural activity's practice session without excusing himself/herself - attend duty class - attend a compulsory activity as a spectator without submitting a written excuse letter prior to the event - attend detention ▪ continual interference with another learner /teacher which causes minor physical or mental discomfort ▪ misconduct during detention ▪ minor infringements of uniform regulations: <ul style="list-style-type: none"> - wearing of printed T-shirts; an incorrect - jersey or tracksuit top - as an outer garment; - incorrect colour socks - or belt; wearing of - jewellery ▪ failure to wear the correct full School uniform when in a public place, including the wearing of unauthorised items ▪ failure to wear the correct sports kit for a match or practice 	<ul style="list-style-type: none"> room, or failure to report to the exclusion room, or failure to report to the subject teacher with this work/punishment as stipulated) ▪ fighting, common assault or attempted assault ▪ public disturbance and public indecency ▪ gambling ▪ failure to attend detention without prior submission of a written excuse or note ▪ unacceptable hair styles, including leaching or colouring ▪ display of visible tattoos ▪ using a cell phone as a means of communication during formal testing ▪ cheating, attempting to cheat, or having forbidden material or information in a test venue during controlled testing (class tests, term tests, internal exams). This includes <ul style="list-style-type: none"> - any form of communication, verbal or non-verbal, with another learner - copying of computer exercises, 	<ul style="list-style-type: none"> ▪ violating the rights of other learners to receive education by disrupting classes, preventing other learners from attending classes, preventing teachers from providing teaching, or in any other manner ▪ violating the rights of the teacher to carry out his/her tasks, to the detriment of the School, the staff, the teacher, or fellow learners ▪ reckless or negligent driving whether in School uniform or not, and whether on the School property or not ▪ unreasonable repetition of a Grade 2 offence 	<ul style="list-style-type: none"> ▪ Any offence punishable under common law ▪ Indecent exposure
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- hitchhiking while in School uniform, formal or sport dress
- disruptive behaviour in class
- spitting in public
- failure to:
 - do class work set and submit homework
 - bring the required textbooks, notes, stationery, or equipment to a lesson
 - hand work in on time
- copying another learner's class work or homework
- defacing School property
- reporting late for class, relief, or to the exclusion room
- use of offensive material to cover books or files
- possession and/or use of a cell phone, computer game, iPod and similar electronic devices, during all contact time
- arriving late for School without an excuse note

- projects or any other work intended for the year mark
- truancy from any contact time
- possession or use of fire crackers
- failure to attend an extra-mural activity fixture or function as a participant or official
- any action which brings the School's name into disrepute
- possession of offensive material, excluding pornographic material
- tampering with safety and other equipment on School premises
- unreasonable repetition of a Grade 1 offence

Table 2 List of possible sanctions to be applied for Grade 1, 2, 3 and 4 offences, respectively.

Each case must be evaluated on its own merits and must be provided with a sanction justified for that specific case. The recommended sanctions provided in this table are guidelines for the Disciplinary Committee.

Grade 1 Offences	Recommended Corrective Sanctions
<ol style="list-style-type: none"> 1. Academic: Books/work materials left at home; homework -not done on time/copied 2. Extra-mutual activity: Non-attendance at practices and matches (without a valid excuse to teachers/ coach) 3. Personal conduct in classroom/on playground: 4. Inappropriate displays of affection between learners; 5. late arrival for class; 6. uncooperative behaviour; discourteous behaviour/insolence/temper tantrum; foul language; defacing desks/walls/books/cases with graffiti; 7. eating/chewing in class; littering; and cell phone ringing 8. Dress code: Untidiness/unkept appearance; 9. School dress code not followed 	<p>Corrective actions/sanctions are carried out by the individual teacher and may include the following:</p> <ul style="list-style-type: none"> • Verbal reprimand; • Written punishment; • Detention at break; • Subtracting marks (homework); • Temporary confiscation until the end of School term (e.g. uniform, jewellery, cell phones, bags and cases); • Removing graffiti from bags and cases at break; and • Written notification • Giving a de-merit.
Grade 2 Offences	Recommended Corrective Sanctions
<ol style="list-style-type: none"> 1. Plagiarism of any work or cheating/attempted cheating in class test/assignment 2. Damage to property/possession of other learners' property 3. Defiance/disregarding of an authority figure's instructions 4. Detention – non-attendance 5. Disregarding test/examination procedures 6. Disruptive/uncooperative in class 7. Disruptive behaviour frustrating teaching and learning in the classroom 	<ul style="list-style-type: none"> ▪ 0 for test and warning letter (Removed) ▪ Referred to SIAC Committee ▪ Repair/replacement, warning letter and Principal's detention ▪ Suspension from class, warning letter and Principal's detention ▪ Making up missed detention, warning letter and an information hearing ▪ Warning letter and Principal's detention ▪ Identification of culprit/s and grade teacher to organise corrective measures <p>• Warning letter and detention</p>

8. Repeated dress code infringements (including hair and personal grooming)
9. Fighting
10. Fire-crackers
11. Forgery, e.g. parent/guardian's signature
12. Gambling on or off School property
13. Graffiti: books, case, desks, walls, etc.
14. Late for School – three (3) days
15. Late arrival at School after 7:45 am
16. Lying
17. Offensive material
18. Smoking – possession of cigarette/holding cigarette/caught in the act on/off School property
19. Smoking – selling cigarettes on/off School property
20. Spitting
21. Sticking a sharp object, e.g. pin, pen, nib, etc. into a fellow learner
22. Substance abuse – possession/sniffing of unauthorised substance, e.g. meths, benzene, thinners, etc.
23. Threatening assault/intimidation of a fellow learner
24. Truancy – bunking a lesson
25. Truancy – bunking a day or part of a day
26. Vandalism – defacing/damaging/breaking School property
27. Verbal abuse of a fellow learner

- After three (3) warnings, Principal's detention
- Warning letter and detention
- 1st offence: Special detention
- 2nd offence: Special Detention
- 3rd offence: Information disciplinary hearing, special detention and professional counselling (All money to be confiscated)
- Removal, warning letter and Principal's detention
- Phone call to parents and detention
- Phone call to parents and Principal's detention
- Warning letter and detention
- Warning letter and detention
- 1st offence: Special detention
- 2nd offence: Special detention
- 3rd offence: Formal disciplinary hearing, special detention and professional counselling
- (All cigarettes and lighters to be confiscated)
- 1st offence: Information disciplinary hearing, warning letter and special detention
- 2nd offence: Formal disciplinary hearing, warning letter and special detention
- Principal's detention
- Warning letter and detention
- Information hearing, warning letter and detention
- Phone call to parents and warning letter and detention
- Principal's detention
- Phone call to parents, warning letter and detention
- Phone call to parents, warning letter and detention
- Phone call to parents, repairs/payment of damages, warning letter and detention

Grade 3 offences	Recommended Corrective Sanctions
1. Alcohol – possession at School or on a School outing/smelling of liquor/under the influence at School or on School outing	<ul style="list-style-type: none"> ▪ Disciplinary hearing, warning letter, community service and detention
2. Assault on a fellow learner (causing bodily harm)	<ul style="list-style-type: none"> ▪ Suspension from class/School. Disciplinary hearing,
3. Bullying/Intimidation	<ul style="list-style-type: none"> ▪ warning letter, community service and detention
4. Cheating/attempted cheating in examination/cycle test/portfolio work	<ul style="list-style-type: none"> ▪ Warning letter and community service and detention (removed) ▪ Referred to SIAC Committee
5. Possession/distribution of test or examination material prior to test or examination being written	<ul style="list-style-type: none"> ▪ Nought and warning letter ▪ Disciplinary hearing, nought for test / examination,
6. Ongoing disruptive behaviour in classroom (frustrating School's educational programme)	<ul style="list-style-type: none"> ▪ warning letter, community service, detention ▪ Suspension from class/School. Disciplinary hearing,
7. Disruptive behaviour on School property or on School sponsored fixture / outing / trip / tour (frustrating School's educational / extracurricular programme)	<ul style="list-style-type: none"> ▪ warning letter, community service and detention
8. Engaging in a conspiracy to disrupt the proper functioning of School through collective action	<ul style="list-style-type: none"> ▪ Suspension from class/School. Disciplinary hearing, ▪ warning letter, community service and detention
9. Drugs – consumption not associated with School	<ul style="list-style-type: none"> ▪ Suspension from class/School. Disciplinary hearing,
10. Gangs – promoting formation forming of/associating with/furthering activities of School gangs/'social groups'	<ul style="list-style-type: none"> ▪ warning letter, community service and detention
11. Involving/attempting to involve outsiders in disputes between learners	<ul style="list-style-type: none"> ▪ Interview with parents, professional intervention
12. Pornography – distribution at School	<ul style="list-style-type: none"> ▪ Suspension from School. Disciplinary hearing, warning letter and detention
13. Public indecency	<ul style="list-style-type: none"> ▪ Disciplinary hearing, warning letter, community service and detention ▪ Warning letter, community service and detention

<p>14. Racist conduct that defames a learner/teacher</p> <p>15. Improper suggestions of a sexual nature</p> <p>16. Sexual harassment of teacher/learner</p> <p>17. Threatening to assault/intimidating a teacher</p> <p>18. Verbal abuse of a teacher</p>	<ul style="list-style-type: none"> ▪ Disciplinary hearing, warning letter, community service and detention ▪ Suspension from class/School. Disciplinary hearing, warning letter, community service and detention ▪ Disciplinary hearing, warning letter, community service and detention ▪ Suspension from School. Disciplinary hearing, warning letter, community service and detention ▪ Suspension from School. Disciplinary hearing, warning letter, community service and detention ▪ Suspension from School. Disciplinary hearing, warning letter, community service and detention or expulsion
<p>Grade 4 Offences</p>	<ul style="list-style-type: none"> ▪ Recommended Corrective Sanctions
<p>1. Alcohol – drinking/drunk at School or on School or on School outing</p> <p>2. Alcohol – drinking in public</p> <p>3. Assault on a learner causing serious bodily harm</p> <p>4. Assault on a teacher</p> <p>5. Bribery/attempted bribery of any person respect of any test/examination material</p> <p>6. Dangerous weapon or object, e.g. knife – possession at School</p> <p>7. Dangerous weapon or object, e.g. firearm – possession at School/on School outing</p> <p>8. Drugs/illegal substances – possession at School/on School outing</p>	<ul style="list-style-type: none"> ▪ Suspension from School. Disciplinary hearing, warning letter, community service and detention/expulsion ▪ Suspension from School. Disciplinary hearing, warning letter, community service and detention/expulsion ▪ Suspension from School. Disciplinary hearing and ▪ expulsion ▪ Suspension from School. Disciplinary hearing and ▪ expulsion ▪ Disciplinary hearing, warning letter, community service and detention/expulsion ▪ Suspension from School. Disciplinary hearing, ▪ appropriate punishment, e.g. community service, ▪ detention/expulsion

<p>9. Drugs/illegal substances – consumption / under the influence at School/on School property</p>	<ul style="list-style-type: none"> ▪ Suspension from School. Disciplinary hearing, ▪ appropriate punishment, e.g. expulsion
<p>10. Drugs/illegal substances – dealing ('pushing') at School/on School outing</p>	<ul style="list-style-type: none"> ▪ Suspension from School. Disciplinary hearing, warning letter, community service and detention
<p>11. Forgery of any document or signature to the potential/actual prejudice of the School</p>	<ul style="list-style-type: none"> ▪ Suspension from School. Disciplinary hearing, warning letter, community service, detention and professional counselling
<p>12. Fraud (financial)</p>	<ul style="list-style-type: none"> ▪ Suspension from School. Disciplinary hearing and ▪ expulsion
<p>13. Hostage-taking</p>	<ul style="list-style-type: none"> ▪ Suspension from School. Disciplinary hearing, warning letter, community service and detention/expulsion
<p>14. Satanic practices that damage property or cause harm to people or any other living creatures.</p>	<ul style="list-style-type: none"> ▪ Suspension from School. Disciplinary hearing, ▪ compensation, warning letter, community service and detention/expulsion
<p>15. Sexual assault/rape</p>	<ul style="list-style-type: none"> ▪ Suspension from School. Disciplinary hearing and ▪ expulsion
<p>16. Theft / dishonest conduct to the prejudice of another person</p>	<ul style="list-style-type: none"> ▪ Suspension from School. Disciplinary hearing, warning letter, community service, detention and professional counselling/expulsion
<p>17. Trading in test / examination material for personal monetary gain</p>	<ul style="list-style-type: none"> ▪ Suspension from School. Disciplinary hearing and ▪ expulsion
<p>18. Vandalism – malicious damage to School / teacher's property</p>	<ul style="list-style-type: none"> ▪ Disciplinary hearing, replacement of stolen articles, ▪ warning letter, community service and ▪ detention /expulsion ▪ Disciplinary hearing, warning letter, community ▪ service, detention/expulsion

- | | |
|--|--|
| | <ul style="list-style-type: none">▪ Disciplinary hearing, repair damage, warning letter,▪ community service and detention/expulsion |
|--|--|

Annexure C

WRITTEN WARNING

School:

Name of learner:
.....

Learner ID number:

Subject:

Teacher:.....

The above learner has breached the disciplinary code.

Date of offence:
.....

Grade of offence:
.....

Nature of offence:
.....
.....
.....
.....

Learner's statement:
.....
.....
.....
.....

Learner Teacher
.....

Witness Phase Head
.....

Date:

- One (1) copy to learner, original to be kept by PHASE HEAD.
- Learner's signature does not signify admission of guilt, but that charges and action taken have been explained.

Annexure D

School:

Name of learner:
.....

Learner ID number:
.....

Subject:
.....

Teacher:.....
.....

Please take note that this is a final warning. If the disciplinary code is breached again, in any way, it will lead to a disciplinary hearing.

Date of offence:
.....

Dates of previous warnings:
.....

Grade of offence:
.....

Nature of offence:
.....
.....

Learner's statement:
.....
.....
.....

Learner Teacher
.....

Witness Phase Head
.....

Date

- One (1) copy to learner, original to be kept by GRADE HEAD.
- Learner's signature does not signify admission of guilt, but that charges and action taken have been explained.

Annexure E

School:

Name of learner:
.....

Learner ID number:
.....

Subject:
.....

Teacher:.....

A formal disciplinary hearing will be held and you are obliged to be present:

Date of hearing:
.....

Venue of hearing:
.....

Time of hearing:
.....

Date served:
.....

The charge against you is as follows:
.....
.....
.....

Date of offence:
.....

Nature of offence:
.....
.....
.....

You are further advised that you have been suspended from class from:
until

During your period of suspension, you will not be permitted on the School premises unless written permission has been given to you by a senior member of management, or for attending this hearing.

Learner receives one (1) copy and the signed copy must be kept and filed.

Time:..... Date:...../...../..... Time:.....

Date:...../...../.....

Learner's rights (to be read by Server)

- The right to a formal hearing.
- The right to be present at the hearing.
- The right to be given time to prepare your case.
- The right to be given advance notice of the charges.
- The right to be represented at the hearing by an internal representative.
- The right to be assisted at the hearing by parents/guardian if under age.
- The right to ask questions on any evidence produced, or on statements of witnesses.
- The right to call witnesses to testify on your behalf.
- The right to an interpreter (to be requested in writing by yourself, the learner, 24 hours prior to the hearing).
- The right to appeal within five (5) School days against any penalty by the Disciplinary Committee.
- If you do not attend, the hearing will be conducted in your absence.

I certify that the above rights have been read and explained to the learner.

.....

Server Designation

.....

Learner Witness

.....

Date

Annexure F

Nature of alleged breach or misconduct (charge, date, place and brief description of the incident/s)

Nature of offence:

.....
.....
.....
.....

Plea: The learner admits/denies the charges (the appropriate plea to be underlined).

.....

Learner Teacher

.....

Witness Phase Head

.....

Date

Venue:.....

Date:.....

School:

Complainant (if applicable): Learner:

1. 1.

2. 2.

Annexure G

School:

In terms of the School's disciplinary procedures, I wish to lodge an appeal against the decision of the

Disciplinary Committee (within five (5) School days).

Name of Appellant:

.....

The appeal is made on the following grounds (the appropriate areas to be marked with an X).

The disciplinary measure imposed was not in line with the grade of offence.

Disciplinary procedures were not followed.

New or further evidence or witnesses are available, which could bring new facts to light and affect the result of the previous hearing.

Nature of offence:

.....

The following reasons are submitted in support of this appeal:

.....
.....
.....
.....
.....

Annexure H

Managing COVID 19 and Learner behaviour

The management of children and this pandemic is new to South Africa and our school. Our primary aim at Sunridge Circle Primary School is delivering quality curriculum. We believe that learners must learn and teachers must teach, this pandemic however requires us to change the normal school day and adapt a new normal in learner behaviour. All parties entering the premises will need to conform to strict health measures and control certain behaviour so that we can limit the spread of this virus. We must at all times be on guard. The way we teach and behave at school will need to change quite drastically. We will strive to deliver that quality curriculum with all the safety and health measures that must be put in place. At Sunridge Circle Primary School we aim to:

- deliver a quality curriculum to every learner
- promote values inside and outside the classroom
- educate and eradicate the stigma around COVID 19
- maintain a healthy and safe environment for all learners and staff

Classroom behaviour:

- Learners may not leave their seats at any point in time without requesting and receiving permission to do so from the staff member in charge,
- No sharing of items will be permitted due to the health risks involved,
- Learners will continuously be reminded to refrain from touching their masks, shields, face, eyes and nose,
- Learners are expected to follow all instructions, within reason given by the educator,
- Learners will continuously be requested to sanitize and wash their hands,

Before and after school:

- Parents/guardians will be expected to follow the staggered start times and end times very strictly and ensure that their child/ren are collected at the required time,
- All learners will be screened before the start of each day,
- Learners that do not pass the screening will be isolated and parents/guardians requested to collect the child,
- There will be no playing before or after school
- Parents/guardians that make use of transport companies must make sure that they are collected and/or dropped at the correct times and that the transport company is following regulations in accordance to the COVID 19 regulations set out,

- Learners that are walking home must do so immediately after school. No loitering will be allowed outside the school gate,
- Parents/guardians must make every effort to educate their child with regards to non-negotiables around the managing of this disease.

POLICY APPROVAL

	DESIGNATION	DATE
PRINCIPAL	<i>[Signature]</i>	2023/06/13
SGB CHAIR	<i>[Signature]</i>	2023/06/13
REVUE DATE	2026/06/13	

WESTERN CAPE EDUCATION DEPARTMENT
Sunridge Circle Primary School

13 JUN 2023

c/o Gie and Circle Road
Table View