

## School Rules

### General code of conduct

#### Early morning:

- Pupils who arrive before 7:45am must please go to Aftercare. Aftercare is open from **7:30am**.
- Pupils remain outside until the teacher has opened the door.
- 8.00am bell – pupils line up.
- Punctuality is vital.

#### Break time:

- Pupils from Class 1-6 are to play outside unless a teacher has directed them otherwise.
- On rainy days pupils may play under shelter or quietly in classrooms.
- The Hall is out of bounds at all times unless accompanied by a teacher.
- All litter is to be placed in appropriate bins for recycling.
- Potentially dangerous activities are forbidden, including:
  - a) Climbing onto walls or fences.
  - b) Throwing anything at all.
  - c) Running with sticks.
  - d) Rough games.
- Only healthy snacks are allowed (see food rules).
- No running or ball games allowed in the school buildings or on paved walkways.

#### General:

- Pupils to remain inside the school grounds from time of arrival to departure and may not leave the property without a teacher's permission.
- Pupils are to wait for lifts within the school fence (primary school) or in lower car park (high school). If pupils from Class 1-7 wait for more than 15 minutes they must go to Aftercare.
- Parents are asked to drive **ESPECIALLY SLOW** in the car parks and fetch children on time.
- Pupils needing someone in the offices or staff room are to knock on the door and wait for an invitation to enter.
- Pupils are only allowed to use the office telephone in extreme emergencies at teacher's discretion.
- Cell phones must be switched off during school hours. No cell phones to be taken out in aftercare. If a child is found using a cell phone, for any purpose, without permission during school hours, it will immediately be confiscated. The cell phone will be kept in the office, at the owner's own risk, for 1 month; after which time the cell phone must be collected from the office by the child's PARENT/ GUARDIAN; at which time a fine of R50 is payable.
- Use of the pianos require special permission from the office.
- Care must be taken of the school garden and no plants harmed in any way.
- Ripe fruit lying under the trees may be picked up. Children may not climb the fruit trees, pick the fruit from the branches or knock the fruit off the branches with a stick without permission of a teacher.

- Water is not to be wasted. No water fights allowed. A teacher's permission is required for the use of school sprinklers.
- Electronic games are not to be brought to school or Aftercare, nor are comics in any form.
- No knives or other dangerous implements may be brought to school under any circumstances, without prior arrangement from the teacher.
- The school accepts no responsibility for valuables or money brought to the school.
- Hats and caps must be removed during assembly and in classroom if requested by the class teacher.
- In the event of a child needing to attend detention class, parents must sign a detention slip, which will serve as a 1<sup>st</sup> warning (see Behavioural Policy.)
- The school reserves the right to keep pupils in after lessons or during break if work is not satisfactorily completed, if pupils are late for lessons or engage in disruptive behaviour. Detention is held on Fridays from 2:30 – 3:30 p.m. Parents are asked not to plan ongoing appointments for Friday afternoons. From class 5 upwards.
- When making appointments for the doctor, dentist, etc. please make every effort to make these outside of school hours.
- Class camps, seasonal festivals, fairs and presentation of work evenings are compulsory.

### **Absence**

Based on our primary concern for the safety of the children, we require that the parent notify either the office or the class teacher before 9 am on **EACH CONSECUTIVE DAY** that your child is away from the school. This daily procedure may seem unimportant, but we feel it is the best way that we can monitor the absence and safety of the children on a daily basis. Failure to notify us means that our secretary is obliged to follow it up by phoning you, for which you will be charged a fee. Naturally you will understand how very important it is that we have accurate and up to date contact numbers, both business and home.

Any request for absence from school, or any special leave and especially from festivals, fairs and class presentations, which are compulsory, must be made well beforehand and approved by the College of Teachers, who meet every Thursday afternoon. Requests for absence during the day – for sport or eurythmy, must be accompanied by a signed note from parents. In the case of illness developing during the day which necessitates absence, this must be approved by the class teacher, and not the lesson teacher.

**NOTE: Absenteeism is taken seriously at school and provincial level.**

We require that families take their holiday during our school holidays and not during school time. Absence from school is detrimental to the pupil's and the class' academic progress.

### **Clothing Rules**

- Style of dress should be "neat and casual". Comfortable clothes are needed – they should be discreet, harmonious and allow free movement.
- Clothes must be tidy, clean and in good repair. **CLOTHES WORN TO SCHOOL NEED TO HELP CHILDREN TO CONCENTRATE AND WORK. FASHION CLOTHES MUST BE KEPT FOR AFTER SCHOOL.** Fashion or "cool" clothes cause peer pressure and much unhappiness – we would like to keep competition at bay during school hours.
- Hair must be tidy and clean and tied up.
- Suitable footwear must be worn.
- Sportswear: Please ensure your child has suitable clothes for sports and gym lessons, i.e. track suit pants or shorts, and takkies.

**The following is not allowed:**

- Clothes printed with slogans, distorted images, blatant advertisement or branding of any kind. No lettering larger than 5cmx5cm in total. Children wearing these will be asked to turn clothes inside out. No lettering on clothes in Kindergarten.
- Tops that do not cover the midriff.
- Halter necks / spaghetti straps and no underwear showing.
- Body tattoos and piercings other than 1 set of earrings.
- Make-up or nail varnish.
- Make-up or dangly earrings at festivals or eurythmy performances.
- Mini skirts or mini-shorts.
- Platform shoes.
- Hair dyed. Hair gel not permitted to create “fashion” hairstyles.
- Inappropriate, ornate jewellery.

**Food Rules**

Break-time snacks should be healthy and along the lines of wholesome whole-wheat sandwiches, vegetables, biscuits, fruit, nuts and pure fruit juice or water. Children must bring their own water to school daily. Food or drink containing high amounts of sugar, salt, artificial additives or colourants should be avoided.

**The following may not be brought to school:**

- Chewing gum
- Sweets of any kind
- Chips or any of the high-salt chip-family “party” snacks
- Artificially flavoured and coloured foods – including MSG
- Snack bars including “health” bars.