



# Fish Hoek Primary School

ESTABLISHED 1928

GRADES: Pre R - 7

## GRADE R - 7 CODE OF CONDUCT

### Definition

The Code of Conduct defines a set of behaviours which are acceptable or unacceptable within our school. The code includes rules which govern the conduct of learners and relations between learners, staff, parents and the Governing Body.

### Aims

1. To establish a disciplined and purposeful school environment dedicated to the maintenance and improvement of the quality of the learning process through effective teaching and learning.
2. To develop and encourage self-discipline in our learners.

### Note

The development of the Code of Conduct is an on-going process and it should thus be subject to review on a regular basis.

### RIGHTS

Everyone has the right to:

- work and learn without being disrupted by others
- be treated courteously and respectfully
- work in a clean, safe and orderly environment
- a "fair hearing"
- feel proud of his/her school
- be excused from an activity which is against his/her religious beliefs
- privacy of their personal possessions unless the staff feel that said possessions may be disruptive or harmful to others

### RESPONSIBILITIES

#### ... of Learners

Learners undertake to:

- work to the best of their ability at all times
- attend classes daily and on time
- complete all tasks, including homework
- be in possession of appropriate working materials
- abide by the internal rules, regulations and procedures of the school and the individual class teacher
- respect the dignity and feelings of peers as well as staff
- respect and take care of their own and others' possessions, equipment and the school building
- act acceptably and responsibly thereby being ambassadors for Fish Hoek Primary School

It's all about our kids

---

T: (021) 782-6113 F: (021) 782-2326 • Address: Upper Recreation Road, Fish Hoek, 7975

E: reception@fishhoekprimary.co.za • www.fishhoekprimary.co.za •  Fish Hoek Primary School @fishhoekpri

### ... of Staff

Staff must ensure they:

- report for duty and are punctual
- are well prepared to perform their daily tasks within and outside the classroom
- respect all persons and property
- refrain from using abusive language and violent actions
- conduct themselves in a responsible and professional manner
- endeavour to maintain a classroom and school atmosphere which promotes good discipline and effective teaching and learning
- develop and maintain sound working and interpersonal relations with colleagues, learners and parents
- maintain a consistent, open line of communication with parents / guardians with regards to all aspects of their child's progress, behaviour etc

### ... of Parents/Guardians

Parents/Guardians must ensure that:

- their child attends school every day, is punctual and in case of absence provides a letter of explanation
- as far as it is possible ensure that their child attends school adequately fed, in good health and having had the proper immunisation as required by law
- their child conforms to generally accepted norms of personal cleanliness and neatness - they provide their child with the resources needed to complete school work (both classwork and homework)
- they monitor homework
- they refrain from abusive language and violent behaviour
- they respond to communications from the school
- they endorse the position of the school and in any instance of uncertainty, first consult the teacher - they bring to the attention of the school any problem, condition or circumstance which affects their child
- they maintain current home, work and emergency telephone numbers at the school and keep the school informed of any change of address
- they endeavour to promote positive relations between home and school
- their child has the correct school uniform both in the classroom and on the sports field - they meet all their financial commitments with respect to the school

#### DISCIPLINARY MEASURES

Guidelines: Discipline must be ...

fair; reasonable; appropriate (to offence and child); acceptable;  
relatively immediate; in line with precedent

Forms of discipline: (Roughly graded in terms of severity)

- |                    |                             |
|--------------------|-----------------------------|
| 1. Reprimand       | 7. Report ( day/week)       |
| 2. Time out        | 8. Suspension of privileges |
| 3. Counselling     | 9. Parent conference        |
| 4. Break detention | 10. Disciplinary Hearing    |
| 5. Parent contact  | 11. Suspension              |
| 6. Written record  | 12. Expulsion               |