

CODE OF CONDUCT



Soneike Private schools

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Train a child in the way he should go, and when he is old he will not turn from it."

Proverbs 22:6

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Introduction

This School is committed to providing an environment for the delivery of quality Christian Bible based Education by:

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

The Code of Conduct spells out the rules regarding learner behavior at the School and describes the disciplinary system to be implemented by the School concerning transgressions by learners. The Code of Conduct applies to all learners while they are on the School premises or when they are away from the School representing it or attending a School function. 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' parents attending the School are expected to sign a statement of commitment to the Code of Conduct.

General Principles

The School rules are intended to establish a disciplined and purposeful environment to facilitate effective teaching and learning at the School. Nothing shall exempt a learner from complying with the School rules. Ignorance of School rules is, therefore, not an acceptable excuse.

1. Learners are expected at all times to behave in a courteous and considerate manner towards each other, the Governing Board, all members of staff and visitors to the School.
2. Every Soneike Private School student should constantly remind himself that, both in private and in public, he is responsible for the good name of Soneike Private School.

3. He must be neat, smart, polite, pleasant and considerate. In the streets, on buses, on trains, in cinemas and any public place, he is being watched, and it needs just one thoughtless action, such as slouching with hands in his pockets, or being loud or rowdy, to cause a bad mark against Soneike Private School.
4. Cyclists and motor-cyclists must be particularly careful not only to observe normal traffic rules but also to be extra-courteous and considerate.
5. Pedestrians must acknowledge the courtesy when cars stop to allow them to cross the road by a nod of the head or a brief raising of the hand. It is generally expected of any Soneike Private School student to greet first when meeting with someone, or towards anyone he comes into contact with.
6. Courtesy rules when entering: Order of preference: Older people, ladies/girls get preference. Learners are expected to abide by the School rules with regard to appearance and behavior when representing the School both during School hours and after School hours, at School and away from School.
7. Learners may not say or do anything that will discredit themselves or the School
8. . No learner has the right at any time to behave in a manner that will disrupt the learning activity of other learners, or will cause another learner physical or emotional harm.
9. The School will contact parents/guardians when a learner's behavior becomes a cause of concern and will endeavor, in a spirit of constructive partnership, to resolve the problem.

Uniform Roles and Responsibilities

The Head teacher will ensure that:

1. The policy is implemented
2. The policy is shared with all new parents to the school
3. Consider reasonable requests from parents for exemptions to this policy

Parents/Carers will ensure that:

1. Their child/children adhere to the school uniform policy
2. Their child/children come to school in uniform everyday unless there are special circumstances such as non uniform days
3. All uniform is clearly labeled

Equalities:

All children have equal access to wearing school uniforms regardless of their culture, race, religion, gender, disability or ability. We ensure that the set uniform respects other policies such as Equalities and allows for individual sets of circumstances of all groups and individuals. Soneike Private School is committed to creating a positive climate that enables everyone to work and play free from racial intimidation and harassment so they may achieve their full potential

Consequences

Students may be sent home to correct their attire, hair/ uniform infringement. In terms of the disciplinary code for students, poor grooming, unhygienic personal habits, hair and dress not in accordance with school standards, dependent on the severity, will bear the following consequences:

Counseling and reprimand In addition. Incorrect items will be confiscated, stored in a lockable safe and parents will be contacted to collect items personally from the school

1. Warning or Demerit
2. Final Warning/ Parent contact
3. Suspension/Hearing/ Expulsion

School and Class Attendance

At Soneike Private School we believe that all children should wear clothing that is in keeping with our caring, nurturing and purposeful learning ethos of 'Safe,

Secure and Successful'. Wearing a school uniform reinforces this ethos and enables your child to be an integral part of our community. Certain school activities are best facilitated by specialized, appropriate clothing; this also includes organized events outside of normal school hours. We hope that all children will take pride in their appearance.

1. If a learner does not attend School regularly, the relevant register teacher will report the absence of the learner to the parent and the Principal in writing. 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.
2. All learners are to arrive at School before the official starting time. Learners who are late for School after 10 minutes grace time the gate will be locked and the learner will be marked absent.
3. Absence from a class, without the permission of the relevant register or Subject teacher, is prohibited.
4. Any absence from School must be covered by an absentee note from a parent/guardian, to be handed in ON THE DAY THE LEARNER RETURNS TO SCHOOL.
5. 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 registered medical doctor, to be handed in ON THE DAY THE LEARNER RETURNS TO SCHOOL.
6. Any absence from a formal examination, test or task must be supported by a letter from a registered medical doctor, to be handed in ON THE DAY THE LEARNER RETURNS TO SCHOOL.
7. 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/Deputy Principal/Grade Head from whom an exit note must be obtained.
8. Truancy from School is prohibited.
9. All learners will attend assembly for the full duration thereof.

Valuables and 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).

1. Learners should avoid bringing large sums of money and valuables to School.
2. If a parent requests a learner to pay something on his/her behalf, parents of Grade 0 to grade 3 must contact the school first. for Grade 4 and up such money should be paid before the start of the School day.
3. Learners may not bring cell phones, computer games, iPods or similar electronic devices to School.
4. Clothes and valuables: All clothing must be clearly marked. The school is NOT responsible for valuables left in the changing-rooms or elsewhere. Unauthorized borrowing will be regarded as theft and will be severely punished.
5. Lost property: Items must be claimed on the day of the loss.

General Rules

1. Loitering and/or playing in and around the corridors, stairwells and toilets is forbidden.
2. All litter must be placed in refuse bins or wastepaper baskets.
3. Wilful damaging, vandalizing or neglect of School property and the property of others, either by writing or by a physical act, is prohibited.
4. Theft of School and private property is also prohibited.
5. Any act of cheating in class work, homework, informal and formal tests or internal or external examination is prohibited.
6. Furthermore, copying of and/or borrowing another learner's work is forbidden.
7. Disruptive, unruly, rude and/or offensive behavior will not be tolerated.
8. The timeous handing in of work is the responsibility of each learner.
9. Full compliance is expected AT ALL TIMES

10. Learners who fail to produce a medical certificate on absenteeism during formal examinations/tests/assessment tasks will obtain a mark of "0" (nought) for the particular examination/test/assessment task.
11. The learner will respect the beliefs, culture, dignity and rights of other learners, as well as their right to privacy and confidentiality.
12. Language that is seen as pejorative, discriminatory or racist is prohibited.
13. Any act that belittles, demeans or humiliates another learner's culture, race or religion is prohibited.
14. 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 other learners is forbidden.
15. 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.
16. The carrying, copying and/or reading of offensive material is prohibited.
17. Dangerous Practices: Pea-shooting, elastic-shooting, stone-throwing etc. are not allowed.
18. Corridor and stairs discipline: Classes proceeding along the corridors and/or stairways must keep left in SINGLE FILE. There must be NO RUNNING in corridors or on stairs.
19. Eating: No eating or drinking is allowed inside the school buildings(Classrooms), including the corridors and change room.
20. Cribbing: Any cribbing or appearance of cribbing will be dealt with strictly.
21. Bullying: Whether physical or mental, bullying is strictly prohibited.
22. "Six-Inch" Rule: All students should keep "hands off other students." – "Six-inch rule", "no back talk", and "no monkey business".
23. No griping, back chatting or rude talk is allowed. Disputes are resolved and negotiations done in a calm, respectful and God-honouring way.

24. Friendships: Friendships must be inclusive and God-honouring at all times. Exclusive Friendships/Relationships are not allowed.
25. Hitch-hiking: Soneike Private School students are not allowed to hitch-hike ever.
26. Vandalism: Each student shall be involved in the prevention and reporting of vandalism.
27. Fights: Fighting is not permitted. Disputes should be resolved with the involvement of the Supervisor.
28. Weapons: Students may not bring a weapon of any description onto the school grounds at any time.
29. Theft and unauthorized "borrowing": These are criminal offences and will be treated as matters of extreme gravity.
30. Offenders could be handed over to the authorities for prosecution.
31. Smoking: The school is totally opposed to the use of tobacco. Smoking is not permitted when in uniform or when identifiable as a Soneike Private School pupil. No student may come to school with any evidence of smoking, e.g. smelling of smoke, or in possession of matches or cigarettes.
32. Alcohol: No student may participate in the drinking of alcoholic beverages except in the presence of his parents and in the privacy of his own home. It is necessary for parents and students to realize that an infringement of this rule is most serious and can lead to expulsion
33. Drugs: The use or misuse of any drug or chemical substance at any place at any time will be treated with extreme gravity.
34. Roller skates, roller blades, skate boards, jay boards & push scooters are NOT permitted on the premises.
35. Playing with any sort of ball – rugby, cricket, basketball, tennis etc – is not permitted in any of the parking areas at any time, even when no vehicles are parked, or in any covered way, corridor or Learning Center.

Rules Governing Public Places

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

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 authorized by the Principal for educational purposes. Dangerous objects include knives, firearms or any item that could harm a person.
2. The carrying and/or smoking of cigarettes is prohibited.
3. The carrying of and/or consumption of illegal chemical substances and drugs is prohibited.

School Enrichment Programme

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.

1. The learner is expected to adopt the correct etiquette pertaining to the specific activity at all times.
2. 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.
3. Involvement in a particular activity will span the entire season/duration in which that activity takes place.
4. 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.
5. The correct match kit/uniform will be worn to inter-school league fixtures.
6. Learners traveling to an away fixture will travel in full School uniform, unless other arrangements have been made.
7. Sports and other kit must be carried in an appropriate bag.
8. Learners playing in home league fixtures may arrive at the venue in their appropriate sports kit/uniform with their School blazer.

Punctuality

One of the fundamental principles in Education is, without doubt, self-discipline. Bearing this in mind we realize how important punctuality is to students and teachers alike. Many valuable hours are lost in this way.

- Students must be on time for school and extra-mural activities. All classes are to be attended punctually.
- No appointments, whatsoever, should be made during school hours.
- No students will be called out of classes.
- Sick students are to stay at home and return with valid doctor's certificates.
- Permission to leave the school premises may only be obtained from the Principal, who will supply the student with a signed permission letter.
- Parents are to be notified of continuous transgressions in this regard.

Respect

Self-respect is of paramount importance in the school environment. A student has to show respect towards his/her Creator, parents, each other and his/her teachers.

It is only through the recognition of the worthiness, dignity and equality of each person that this fundamental democratic principle can be achieved. We have to recognise that all forms of bias, especially racial, ethnic and gender are dehumanizing.

A Soneike Private School student respects:

- The school (property and environment);
- His/her school rules;
- Teachers;
- Prefects;
- Other students;
- Wearing his/her school uniform with pride;
- Academic books;
- Other people's belongings;
- Time Punctuality
- The culture of respect for learning

Accommodation of Religious Rights

Soneike Private School is a Bible based Christian School with a Christian Bible based ethos, therefore Religious practices, conduct or obligations that relate to the core values and beliefs of a recognized Christian religion and that are in conflict with any rule contained in this Code of Conduct will be accommodated by a deviation from this Code of Conduct by the Governing Body under the following conditions:

1. The learner, assisted by the parent, must apply for a deviation from the standard School rules if such rules are in conflict with or infringe on any religious right of the learner.
2. This application must be in writing and must identify the specific rule/s that are/are offensive to the learner's religious right/s as contained in the Constitution of the Republic of South Africa, as pertaining to the learner having enrolled in a Christian School.
3. This application must include a reasonable interpretation of the religious rights that the learner feels are offended and a suggestion on how the rules may be supplemented by the Governing Body to accommodate such Christian religious rights.

4. The learner must provide proof that s/he belongs to that specific Bible based Christian religion and that the religious practices, rules and obligations that are in conflict with the School's Code of Conduct are his/her true beliefs and commitments.
5. The Bible based Christian religious conduct or practice must be lawful.
6. The Governing Body must consider the application and, if it is satisfied that the application is justified in terms of Constitutional principles, the application will be granted in writing.

7. The deviation must specify the extent of the exemption from the normal rules and must clearly identify the conduct that will be allowed – e.g. the wearing of a head scarf, including colours and details of design; the growing of a beard; or the wearing of a specific hairstyle or jewellery – and the conditions under which such deviation will be applicable to the learner.
8. Any request for a deviation from the Code of Conduct based on cultural rights must be in writing and must be based on a process similar to that contained in subparagraphs 1 to 8 above.

Disciplinary Measures

When learners misbehave and break school rules, disciplinary action, in accordance with the seriousness of the misconduct, WILL BE TAKEN.

Click this link for disciplinary policy : [☰ discipline-policy](#)

Guiding philosophy

In keeping with the school's ethos and Codes of Conduct, Soneike Private School is committed to creating a climate in which every pupil can develop academically, socially and emotionally. In order for this to happen, the pupils need to feel safe. Attempting to remove all aspects of bullying is an integral part of our work to create a safe and secure milieu that is conducive to the desired development of each individual. The underpinning philosophy behind the Anti-bullying Policy is that it is restorative and informed by compassion, respect and understanding.

Each and every pupil has rights, namely: to feel safe, to learn and grow, to be respected, to be valued, and to be different. However, with rights come responsibilities, namely: to respect oneself, to respect other people and their rights and to value others as individuals. This involves supporting others and showing compassion and understanding towards them.

These rights and responsibilities should be embraced by staff, parents and pupils alike. Each person in the Soneike Private School community has the collective responsibility to create a safe, respectful school environment, and to help prevent bullying behavior.

Definition of bullying

Bullying is unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated over time, with a continued attempt to exert dominance over another person in a forceful and/or demeaning manner.

Physical bullying:

Any form of physical behavior which intentionally harms others or their property. This includes stealing, hiding, throwing or intentionally damaging another person's possessions, as well as extortion eg. forcing others to hand over their possessions such as lunches or money

Verbal bullying:

includes name-calling, repeated teasing, insulting and discriminatory remarks, threats, sexual harassment and any other form of verbal abuse designed to harm or belittle another person.

Psychological and social bullying:

Includes spreading rumors, non-verbal intimidation (such as glaring or laughing at others with the intention to threaten or shame), excluding someone from the group and preventing others from befriending them, or applying pressure to peer/s to conform.

Indirect bullying:

Influencing, encouraging or organizing others to be involved in any type of bullying.

Cyber- Bullying:

The use of e-technology as a means of bullying others, Through cellphones, computers, photographs, videos, email, internet, instant/voice messaging, websites, chatrooms, instagram, Facebook, hangout and all other such platforms.

Procedures to deal with bullying

Bullying hurts and excludes people and will not be tolerated. The school will endeavor to teach children to:

- Use assertive behavior if bullying behavior is directed towards themselves or others.
- Stop bullying behavior from occurring /continuing by standing up for oneself, or for the person being targeted.
- Address the bullying behavior rather than the person who is bullying and to tell the person on the spot that the behavior is wrong
- Refuse to participate, even passively, in bullying behavior.
- To not laugh or accept comments that make fun of or hurt others
- Report any incidents of bullying behavior to someone who is trusted (friend, mediator, teacher, parent, counselor, principal) and to ask for help

If a person is bullied, s/he should be empowered to:

- Stand up confidently to the bully and say "Stop it, I don't like it!"
- If this is not effective, s/he must report to someone s/he trusts and ask for help (friend, mediator, teacher, parent, counsellor, principal).

Furthermore, a full investigation of any allegation of bullying is required. In all cases the consequences should be determined by factors such as the severity of the bullying, the age of the pupil and prior history. Parents or caregivers are required to work with school authorities in cases of bullying and to follow school procedures in responding to bullying behavior. This includes reporting suspected bullying to school authorities.

Parents

The Governing Body, Management and Staff will always have your child's interests at heart. Should you have any concerns, suggestions or queries, please feel free to contact the school.

The Responsible of Parents with regard to learners

Parents must ensure that:

- They receive regular academic reports from the school regarding their child's progress;
- Their child attends school each day, is punctual and, in case of absence, provide an explanation/reason(s) in writing for such absence to the class teacher;
- They provide for the proper immunization of the child as required by law;
- As far as is possible, their child attends school in good health and conforms to generally accepted norms of personal cleanliness and neatness;
- They provide their child with the resources, basic equipment, learning materials needed to complete school work (both classwork and homework);
- They discourage abusive language or inflammatory behavior;

- They bring to the attention of the school management any problem, condition or circumstance which affects their child or other children or persons in the school community;
- They maintain current or up-to-date home, work and emergency telephone numbers at the school and keep the school informed of any change of address;
- They provide the school, upon request, with the original birth certificate of the child, particularly at the time of the initial enrolment into the school system;
- They discuss Learner Reports, work assignments and homework with their children;
- They sign the homework diary on a daily basis;
- They sign all formal tests and assignments each week, Grades 1 – 7;
- Their children abide by the rules, regulations and procedures set forth by the school;
- They endeavour to promote positive interpersonal relations between learner, educator, other parents and Governing Body in the best educational interests of their children;
- They meet all their financial commitments with respect to the school;

- They respect the smoke-free status of the school and do not smoke within the school boundaries;
- They make the necessary transport arrangements for their children to be collected promptly at the end of the school day,
- They attend Parent and Info evenings;
- They sign the INFORMATION LETTER distributed by the sports co-ordinator /team manager , with times indicated , and return it to the responsible person ASAP;
- They, in the event of them not being able to collect a child after school, inform us about the time he/she will be collected and by whom (learner will be informed by secretaries);
- They refrain from interfering with decisions made by coaches/umpires at any sports events;
- They follow the correct procedure for reporting any incident between children occurring at school, as opposed to taking matters into their own hands;
- They follow the correct CHANNELS OF COMMUNICATION (Teacher – grade leader – Head of Department – Deputy Principal – Principal).
- Cyber-bullying will not be tolerated by the school. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding and

cyber-stalking are all examples of cyber-bullying. Don't send emails or post comments with the intent of scaring, hurting or intimidating someone else.

- Engaging in these behaviors, or any online activities intended to harm another person (physically or emotionally), are regarded as unacceptable and constitute a very serious infringement of the Code of Conduct. In some cases, cyberbullying can be a crime. Remember that your activities are monitored and retained by others.
- **Discussing School employees or bad comments on any social media , including whatsapp group that is regarded as cyberbullying and emotional abuse.**

Managing Aggressive Behavior from Parents and Visitors

Soneike Private school values the positive relationships forged with parents and visitors. We encourage close links with everyone in the community and believe that pupils benefit when the relationship between home and the academy is a positive one. As a private Company, we strive to make our academies a place where as adults, we act as role models for the children, by exhibiting the behavior we teach and expect. We promote respect for all with whom we work, we celebrate differences in a positive manner; we place a high degree of importance on good manners, positive communication and mutual respect. The majority of parents, carers and visitors to our academies are keen to work with us and are supportive of the work we do. However, on the rare occasions, when a negative attitude towards the school is expressed; this can result in aggression,

verbal and/or physical abuse towards members of the academy community. Members of the Company Board (hereafter referred to as the Board) expect and require members of staff to behave professionally in these difficult situations and attempt to defuse the situation where possible, seeking the involvement as appropriate of other colleagues. However, all members of staff have the right to work without fear of violence and abuse. As such, we expect parents and other visitors to behave in a reasonable and respectful way towards members of staff. This policy outlines the steps that will be taken where behavior is unacceptable.

Definition of Unacceptable Behavior

Types of behavior that are considered serious and unacceptable and will not be tolerated include:

1. shouting at members of the academy community, either in person or over the telephone
2. Physically intimidating another person, e.g. by standing very close to her/him;
3. the use of aggressive hand gestures including pointing;
4. threatening behaviour;
5. shaking or holding a fist towards another person;
6. swearing; pushing; hitting, e.g. slapping, punching and kicking;
7. spitting;
8. breaching the academy's security procedures. This is not an exhaustive list but seeks to provide illustrations of such behaviour

Dealing with incidents

If a parent/carer/visitor behaves in an unacceptable way towards a member of the academy community, the Principal will assess the level of risk before deciding on a future course of action

- Senior Leaders may seek to resolve the situation through discussion and mediation. This may include meeting the parent/carer/visitor, clarifying

the School's expectations and agreeing strategies to manage future incidents. If necessary, the School's Complaints Procedures will be followed.

- Where all procedures have been exhausted and unacceptable behavior continues (OR where there is a serious incident) then further action may be taken, including banning the individual from the academy site/ premises and reporting the matter to the police.
- Following a first incident of unacceptable behaviour, the incident should be recorded on an Incident Record Form. An academy senior leader will write to the individual outlining the nature of the unacceptable behaviour. This letter reminds the individual of acceptable behaviour and warns them that a repeat of such behaviours may lead to a ban.
- In the event that a first offence is serious e.g. a physical assault, then an immediate ban will be imposed without warning (fixed term or permanent). He/she would then be given an opportunity to explain his/her actions in writing, after which a decision would be made about the term of the ban (fixed term or permanent).
- Evidence from all parties would be considered and the ban reviewed. Once a decision has been made, there is no right of appeal. Where at least one incident of unacceptable behaviour has previously been recorded, a ban will immediately be imposed. In this situation the parent/carer/visitor will be given an opportunity to explain their behavior in writing, after which a decision will be taken to confirm, remove or extend the ban. If after a ban has been imposed, and the individual comes on to academy premises, the police will be called immediately). The Principal would then decide, in conjunction with the CEO , whether to consider taking out a Court Injunction to prevent this from happening again. Throughout this process thorough record keeping is critical

Banning Procedures

In imposing a ban the following steps will be taken:

- The parent/carer/visitor will be informed, in writing, that she/he is banned from the premises (fixed term and subject to review, or permanent) and of the consequences if the ban is breached.
- Where an assault has led to a ban, a statement indicating that the matter has been reported to the police will be included.
- The Chair of the Trustboard will be informed of the ban.
- Where appropriate, arrangements for pupils being delivered to, and collected from the academy gate will be clarified.
- A review date for consideration of the ban (fixed term only) will be decided upon and communicated to the parent/carer/visitor.
- Following the review, the outcome will also be communicated to the parent/carer/visitor.

Calling for police assistance

In an emergency, police assistance should be sought. In cases where a ban is in place but is ignored and the person comes onto the academy site, the police should be notified immediately. (Staff will need to be aware of the ban and have agreed procedures in place should the person come onto the academy site). In situations where there is no immediate threat to staff, pupils, other members of the academy community or the academy's property, senior leaders may still wish to make their local community police officer aware of the situation. The police could give consideration to warning the offender of formal action, which may include legal proceedings.

Record keeping

There should be clear and detailed records of all events which must be kept up to date. Any witness statements (where appropriate) and notes of any subsequent meetings held to discuss the events should also be retained.


Notes should be signed and dated. Any physical evidence should be bagged and labeled, and witnesses should be asked to make a record of exactly what they saw and heard at the earliest opportunity.

It is also advisable to ensure that in every case, even where a formal letter is not required, parents receive a written confirmation of the events and the senior leader's response. If the police are asked to deal with an incident as a criminal investigation, there are a number of actions that may thwart this process.

Witness details should not be made known to suspected offenders or their families. Groups of witnesses or suspects should not be left together, or allowed to discuss what happened, before the police interview them. If in doubt, always seek the advice from the police officer in the first instance.

An incident recording form is attached below

INCIDENT RECORDING FORM

<p>UNACCEPTABLE BEHAVIOUR BY PARENT/CARER/VISITOR INCIDENT RECORD</p>	
<p>Date & time of incident</p>	
<p>Date form completed</p>	
<p>Form completed by</p>	
<p>Brief outline of incident: Who? When? Where? What?</p>	
<p>Why did it happen? Any contributing factors?</p>	
<p>Names of any witnesses Attach any witness statements</p>	
<p>Is the individual known to have been involved in any previous</p>	
<p>incidents? (if yes, give details)</p>	
<p>Were measures in place to try to prevent an incident of this type occurring? Could these be improved? If no measures were in place, could action be taken now? Name and contact detail</p>	
<p>Name and contact details of police officer(s) involved. Incident number/ crime reference number Any other</p>	
<p>Any other relevant information?</p>	
<p>Actions/Outcome</p>	

Learner name :

I acknowledge that I, the parent of the above learner, have read the Code of Conduct, Learner Disciplinary Policy and Learner's Pledge and I undertake to ensure that my child and I will follow the above Code of Conduct and attached annexures. I agree that should my child commit any of the above transgressions the school will have the right to follow the above disciplinary procedures and I agree that my child and I/we will comply with the imposed sanction.

_____ PARENT NAME DATE

This policy will be reviewed and updated as required.