



## HEATHERBANK PRIMARY SCHOOL – CODE OF CONDUCT

Approved by: SMT

Published date: 30/05/2021

Review: Annually

Reviewed: 12/2025

Next Review date: 12/2026

# CODE OF CONDUCT

## PART 1 – SCHOOL RULES

---

The School rules are intended to establish a disciplined and purposeful environment to facilitate safe, effective teaching and learning at the School. Nothing shall exempt a learner from complying with the School rules.

### A. General Principles

- 1) Learners are expected at all times to behave in a courteous, respectful and considerate manner towards each other, all members of staff and visitors to the School. Respect is of highest importance.
- 2) Learners are expected to abide by the School rules with regard to appearance and behaviour when representing the School both during School hours and after School hours, at School and away from School. Learners may not say or do anything that will discredit themselves or the School.
- 3) No learner is to behave in a manner that will disrupt the learning activity of other learners, or will cause another learner physical or emotional harm.
- 4) The School will contact parents/guardians when a learner's behaviour becomes a cause of concern and will endeavour, in a spirit of constructive partnership, to resolve the problem.

### B. School and Class Attendance

Parents/guardians, learners, teachers and Trustees are jointly responsible for ensuring that all learners attend School.

- 1) If a learner does not attend School regularly, the relevant register teacher will report the absence of the learner. 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) Learners who are late for School will be marked absent as registers are completed at the beginning of each School day.
- 3) Absence from a class, without the permission of the relevant register or subject teacher, is prohibited. Any absence from School must be covered by an absentee note from a parent/guardian.
- 4) 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/registered herbalist.
- 5) Any absence from a formal examination, test or task must be supported by a letter from a medical doctor.
- 6) 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/Phase Head.



# HEATHERBANK PRIMARY SCHOOL – CODE OF CONDUCT

Approved by: SMT

Published date: 30/05/2021

Review: Annually

Reviewed: 12/2025

Next Review date: 12/2026

## C. School Uniform and General Appearance

- 1) Learners are expected to wear the official School uniform and appear neat and tidy at all times. Black, navy or white sport shoes must be worn with the school uniform.
- 2) No additions to the uniform that are not in accordance with the regulations will be allowed.
- 3) No excessive jewellery or accessories are allowed.
- 4) Hair should always be kept out of the face.
- 5) Fingernails must be kept trimmed short and clean at all times.
- 6) 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.
- 7) Only learners that have applied, submitted relevant supporting documents and received the necessary permission from the Head may deviate from official School uniform for religious and cultural reasons.

## D. 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 not bring cell phones, any money or valuables to School.
- 2) School fees are not to be paid in cash, but should be paid by EFT or stop order into the school bank account.
- 3) No valuables should be sent to school.

## E. General Rules

- 1) Loitering and/or playing in and around the classrooms and toilets is not allowed.
- 2) All litter must be placed in bins.
- 3) Wilful damaging, vandalising or neglect of School property and the property of others, either by writing or by a physical act, is not allowed. Theft of School and private property is also prohibited.
- 4) Any act of cheating in class work, homework, informal and formal tests or internal or external examination is not allowed. Furthermore, copying of and/or borrowing another learner's work is also not allowed.
- 5) Disruptive, unruly, rude and/or offensive behaviour will firstly be dealt with by the class teacher before being reported to the HOD.
- 6) The timeous handing in of work is the responsibility of each learner.
- 7) Learners are to be on time for all classes and may not miss class unless they received permission from the teacher or Principal. It is the learner's responsibility to complete any missed work.
- 8) Heatherbank has a high academic standard and learners are encouraged to take pride in their work. When learners fail to complete work and homework or forget to bring work to school, they will attend a Reflection session after school hours to set goals and problem-solve.
- 9) Disruptive behaviour in class is not allowed (eating or drinking in class, making noises to disrupt class, not following instructions).
- 10) Heatherbank is a Christian school, following Christian values. The learner will respect the beliefs, culture, dignity and rights of other learners, as well as their right to privacy and confidentiality, however, witchcraft items and activities are not allowed on the premises.



## HEATHERBANK PRIMARY SCHOOL – CODE OF CONDUCT

Approved by: SMT

Published date: 30/05/2021

Review: Annually

Reviewed: 12/2025

Next Review date: 12/2026

- 11) Language that is seen as discriminatory or racist is not allowed.
- 12) Any act that belittles, demeans or humiliates the schools chosen religion (Christianity) is not allowed.
- 13) All learners have the right to an education free of interference, intimidation and/or physical abuse.  
The learner will respect the property and safety of other learners. Fighting or threatening of other learners is not allowed.
- 14) 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.
- 15) The carrying, copying and/or reading of offensive material is not allowed.
- 16) Learners must keep clear of areas that are indicated as out of bounds. These include:
  - 14.1 The area where cars are parked, the playing fields except while attending official sports practice and matches or during a lesson while under the supervision of the subject teacher.
  - 14.2 Electrical mains distribution boxes, waterpumps, fire extinguishers and behind the classes.

### F. 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. Dangerous objects include knives, firearms or any item that could harm a person.
- 2) The carrying and/or smoking of cigarettes and vapes is prohibited. Alcohol is not permitted on School premises or during any School activity.

### G. Transport

The following rules apply when students make use of the school bus. **Refer to the Transport Policy for more instructions.**

#### BUS RULES :

1. Pupils are to remain in their designated seats, and are not allowed to walk around on the bus.
2. Pupils are to remain quiet while traveling on the bus. No playing cards or reading.
3. Eating and drinking is not allowed on the bus.
4. No vandalism will be tolerated and learners will be expected to carry the cost to replace the seat or item damaged.
5. Pupils are to be respectful of the driver and designated teacher at all times
6. There is to be no littering on the bus.
7. Pupils may only enter the bus with a designated monthly Bus Pass issued by the school
8. Pupils are to wear the correct school uniform when using the bus service
9. Pupils are to follow the General school code of conduct when on the bus.
10. **Parents are not to approach the school bus and intimidate the learners, teachers or driver. Any grievance to be taken up with the School Principal or Executive Head by arrangement.**



## HEATHERBANK PRIMARY SCHOOL – CODE OF CONDUCT

Approved by: SMT

Published date: 30/05/2021

Review: Annually

Reviewed: 12/2025

Next Review date: 12/2026

### **BREACH OF CONTRACT:**

- Should the bus rules be in breach by either the pupil or parent, the school has the right to withdraw the bus pass for a said period.
- Learners are reminded of the bus rules daily and will be reported, by the staff member on duty, to the Principal or Executive Head.
- After 3 bus violations, contact will be made with the parent via a letter (sent home with learner) and a Whatsapp message sent to the parent, to the number provided to the school. This letter must be signed and returned the next day as this serves as the final warning. After the 4<sup>th</sup> violation, the parent will be contacted to notify them of the one week suspension (served from a Monday to Friday) of the following week. The learner will then be issued a new bus ticket. It will be the responsibility of the parents (as mentioned above) to ensure safe transport to and from school for the remainder of the month. Making the learner walk or cycle is not allowed.
- Parents are to check the bus passes daily and make sure the learner does not go to the bus stop without their pass.
- Non attendance of lessons during this bus suspension period, will be marked as absent.



## HEATHERBANK PRIMARY SCHOOL – CODE OF CONDUCT

Approved by: SMT

Published date: 30/05/2021

Review: Annually

Reviewed: 12/2025

Next Review date: 12/2026

## Part 2: Disciplinary System

A trauma-informed school system is one in which all teachers, school administrators, staff, students, families, and community members recognize and respond to the behavioral, emotional, relational, and academic impact of traumatic stress on those within the school system.

Every teacher is responsible for discipline and has the full responsibility to connect with the student to work through the challenge. De-escalation and redirection is the first line response any time discipline is needed.

A school-based system has been implemented that encourages self-reflection and invites restorative justice instead of punitive punishment. Learners each have a card which records any areas in which they need intervention and praises their efforts; these are checked by the management team weekly to help support teachers and learners with any difficulties. Learners are given the opportunity to make better decisions and mend relationships in a supportive environment. Regular communication between teachers and parents is important and letters are sent home to make parents aware of any areas that the learner might be struggling in. All learners and parents are expected to respect the discipline system that has been developed to assist and guide learner behaviour in the school and on the school bus.

Learners are to follow and respect the classroom management system set out by the teacher.

In the case that class intervention does not suffice, the HOD may choose set up a meeting with the parents, management and class teacher to determine a way forward. The learner will attend our Reflection program for positive behavioral support. Activities like gardening and library administration form part of this restorative justice program while setting goals and discussing areas that require restoration.

Serious offences will require immediate intervention with the School Management Team to discuss the way forward.

Depending on the offence, the learner may face an in-school suspension, break-time suspension, or school suspension. A formal written warning must be signed by the parent or guardian.

Learners may also be excluded from a school outing after discussion with the teacher and HOD.

### Suspension of a Learner as a Precautionary Measure

The Trustees authorises the Executive Head and school principal to institute a suspension and/or call for a disciplinary hearing, as a precautionary measure, with regard to a learner who is charged with a misconduct offence as contemplated in section 8 of the SA Schools Act.

In-school suspensions will be carried out in a separate room and the learner will be facilitated during the day and parents will be contacted to discuss the way forward. In-school suspension for a minimum of one day (first offence) up to a maximum of five days. This will be put in writing and a copy kept on record.

- A daily Check-In will be required for the first 5 days after the suspension has been lifted. These Check-In's are done with the Management Team to reflect on their personal goals.
- The learner may be expected to attend a session with the school social worker.
- Payment to cover the cost of repair or replacement of the damaged, lost or stolen item.

Expulsion (for extreme cases), will be reviewed and brought before the Trustees, a mediator, and together with parents and educators, a final decision of what is best for the learners will be made ,and relevant paperwork must be filed.



# HEATHERBANK PRIMARY SCHOOL – CODE OF CONDUCT

Approved by: SMT

Published date: 30/05/2021

Review: Annually

Reviewed: 12/2025

Next Review date: 12/2026

The school adheres to the Code of Conduct established by the Department of Education. The chosen sanction is at the discretion of the school and will be determined after thoughtful consideration of the learner involved, and/or any prior offenses.

Grade 2: Offences	Recommended Corrective Sanctions
9. Fighting	Warning letter and detention
10. Fire-crackers	Warning letter and detention
11. Forgery, e.g. parent/guardian's signature	Warning letter and detention
12. Gambling on or off School property	1 <sup>st</sup> offence: Special detention 2 <sup>nd</sup> offence: Special Detention 3 <sup>rd</sup> offence: Information disciplinary hearing, special detention and professional counselling (All money to be confiscated)
13. Graffiti: books, case, desks, walls, etc.	Removal, warning letter and Principal's detention
14. Late for School – three (3) days	Phone call to parents and detention
15. Late arrival at School after 8:20 am	Phone call to parents and Principal's detention
16. Lying	Warning letter and detention
17. Offensive material	Warning letter and detention
18. Smoking – possession of cigarette/holding cigarette/caught in the act on/off School property	1 <sup>st</sup> offence: Special detention 2 <sup>nd</sup> offence: Special detention 3 <sup>rd</sup> offence: Formal disciplinary hearing, special detention and professional counselling (All cigarettes and lighters to be confiscated)
19. Smoking – selling cigarettes on/off School property	1 <sup>st</sup> offence: Information disciplinary hearing, warning letter and special detention 2 <sup>nd</sup> offence: Formal disciplinary hearing, warning letter and special detention
20. Spitting	Principal's detention
21. Sticking a sharp object, e.g. pin, pen, nib, etc. into a fellow learner	Warning letter and detention
22. Substance abuse – possession/sniffing of unauthorised substance, e.g. meths, benzene, thinners, etc.	Information hearing, warning letter and detention
23. Threatening assault/intimidation of a fellow learner	Phone call to parents and warning letter and detention
24. Truancy – bunking a lesson	Principal's detention
25. Truancy – bunking a day or part of a day	Phone call to parents, warning letter and detention



# HEATHERBANK PRIMARY SCHOOL – CODE OF CONDUCT

Approved by: SMT

Published date: 30/05/2021

Review: Annually

Reviewed: 12/2025

Next Review date: 12/2026

<b>Grade 2: Offences</b>	<b>Recommended Corrective Sanctions</b>
26. Vandalism – defacing/damaging/breaking School property	Phone call to parents, warning letter and detention
27. Verbal abuse of a fellow learner	Phone call to parents, repairs/payment of damages, warning letter and detention
<b>Grade 3: Offences</b>	<b>Recommended Corrective Sanctions</b>
1. Alcohol – possession at School or on a School outing/smelling of liquor/under the influence at School or on School outing	Disciplinary hearing, warning letter, community service and detention
2. Assault on a fellow learner (causing bodily harm)	Suspension from class/School. Disciplinary hearing, warning letter, community service and detention
3. Bullying/Intimidation	Warning letter and community service and detention
4. Cheating/attempted cheating in examination/cycle test/portfolio work	Nought and warning letter
5. Cheating/attempted cheating in final Grade 12 examination	Implementation of official provincial procedures
6. Possession/distribution of test or examination material prior to test or examination being written	Disciplinary hearing, nought for test/examination, warning letter, community service, detention/official provincial procedures for Grade 12
7. Ongoing disruptive behaviour in classroom (frustrating School's educational programme)	Suspension from class/School. Disciplinary hearing, warning letter, community service and detention
8. Disruptive behaviour on School property or on School sponsored fixture/outing/trip/tour (frustrating School's educational/extracurricular programme)	Suspension from class/School. Disciplinary hearing, warning letter, community service and detention
9. Engaging in a conspiracy to disrupt the proper functioning of School through collective action	Suspension from class/School. Disciplinary hearing, warning letter, community service and detention
10. Drugs – consumption not associated with School	Interview with parents, professional intervention
11. Gangs – promoting formation forming of/associating with/furthering activities of School gangs/'social groups'	Suspension from School. Disciplinary hearing, warning letter and detention
12. Involving/attempting to involve outsiders in disputes between learners	Disciplinary hearing, warning letter, community service and detention

# HEATHERBANK PRIMARY SCHOOL – CODE OF CONDUCT

Approved by: SMT

Published date: 30/05/2021

Review: Annually

Reviewed: 12/2025

Next Review date: 12/2026

<b>Grade 3: Offences</b>	<b>Recommended Corrective Sanctions</b>
13. Pornography – distribution at School	Warning letter, community service and detention
14. Public indecency	Disciplinary hearing, warning letter, community service and detention
15. Racist conduct that defames a learner/teacher	Suspension from class/School. Disciplinary hearing, warning letter, community service and detention
16. Improper suggestions of a sexual nature	Disciplinary hearing, warning letter, community service and detention
17. Sexual harassment of teacher/learner	Suspension from School. Disciplinary hearing, warning letter, community service and detention
18. Threatening to assault/intimidating a teacher	Suspension from School. Disciplinary hearing, warning letter, community service and detention
19. Verbal abuse of a teacher	Suspension from School. Disciplinary hearing, warning letter, community service and detention or expulsion
<b>Grade 4: Offences</b>	<b>Recommended Corrective Sanctions</b>
1. Alcohol – drinking/drunk at School or on School or on School outing	Suspension from School. Disciplinary hearing, warning letter, community service and detention/expulsion
2. Alcohol – drinking in public	Suspension from School. Disciplinary hearing, warning letter, community service and detention/expulsion
3. Assault on a learner causing serious bodily harm	Suspension from School. Disciplinary hearing and expulsion
4. Assault on a teacher	Suspension from School. Disciplinary hearing and expulsion
5. Bribery/attempted bribery of any person respect of any test/examination material	Disciplinary hearing, warning letter, community service and detention/expulsion
6. Dangerous weapon or object, e.g. knife – possession at School	Suspension from School. Disciplinary hearing, appropriate punishment, e.g. community service, detention/expulsion
7. Dangerous weapon or object, e.g. firearm – possession at School/on School outing	Suspension from School. Disciplinary hearing, appropriate punishment, e.g. expulsion
8. Drugs/illegal substances – possession at School/on School outing	Suspension from School. Disciplinary hearing, warning letter, community service and detention
9. Drugs/illegal substances – consumption/under the influence at School/on School property	Suspension from School. Disciplinary hearing, warning letter, community service, detention and professional counselling



# HEATHERBANK PRIMARY SCHOOL – CODE OF CONDUCT

Approved by: SMT

Published date: 30/05/2021

Review: Annually

Reviewed: 12/2025

Next Review date: 12/2026

Grade 4: Offences	Recommended Corrective Sanctions
10. Drugs/illegal substances – dealing ('pushing') at School/on School outing	Suspension from School. Disciplinary hearing and expulsion
11. Forgery of any document or signature to the potential/actual prejudice of the School	Suspension from School. Disciplinary hearing, warning letter, community service and detention/expulsion
12. Fraud (financial)	Suspension from School. Disciplinary hearing, compensation, warning letter, community service and detention/expulsion
13. Hostage-taking	Suspension from School. Disciplinary hearing and expulsion
14. Satanic practices that damage property or cause harm to people or any other living creatures.	Suspension from School. Disciplinary hearing, warning letter, community service, detention and professional counselling/expulsion
15. Sexual assault/rape	Suspension from School. Disciplinary hearing and expulsion
16. Theft/dishonest conduct to the prejudice of another person	Disciplinary hearing, replacement of stolen articles, warning letter, community service and detention/expulsion
17. Trading in test/examination material for personal monetary gain	Disciplinary hearing, warning letter, community service, detention/expulsion
18. Vandalism – malicious damage to School/teacher's property	Disciplinary hearing, repair damage, warning letter, community service and detention/expulsion

Approved by SMT

DATE: 25 MAY 2025

  
E LOVEMORE  
EXECUTIVE HEAD

  
F CLAASEN  
PRINCIPAL