

HARTLEY ROAD PRIMARY SCHOOL – 2026 LEARNER CODE OF CONDUCT

1. LEVEL 1 OFFENCES

- 1.1. Late-coming & poor attendance
- 1.2. Late arrival for class
- 1.3. Disobeying prefects / student leaders
- 1.4. Not handing in work on time
- 1.5. Leaving classroom without permission & breaking of classroom rules
- 1.6. Incomplete class work/homework & incorrect uniform
- 1.7. Not following reasonable instructions; neglect of school books
- 1.8. Unsuitable haircut
- 1.9. Misbehavior during Salaah.

SANCTION

- First offence – VERBAL APOLOGY
- Second offence – WRITTEN APOLOGY 1
- Third offence – WRITTEN APOLOGY 2 & COUNSELLING BY THE TEACHER

2. LEVEL2 OFFENCES – GREEN LETTER

- 2.1. Repetition of minor offences
- 2.2. Rudeness / verbal and physical abuse /swearing / fighting
- 2.3. Damage to another learner's property
- 2.4. Disruptive behaviour / frustrating teaching and learning in the classroom
- 2.5. Disrespect for teacher and support staff
- 2.6. Graffiti
- 2.7. Disobeying sports rules
- 2.8. Dishonesty / deceitfulness / indecent behaviour
- 2.9. Regularly not doing work set by teachers
- 2.10. Meeting with unauthorized visitors
- 2.11. Avoiding classes / bunking lessons / detention
- 2.12. Bringing potentially harmful toys and objects to school
- 2.13. Plagiarism of assignments / projects and other work
- 2.14. Unauthorized trading on school premises
- 2.15. Repeated dress code infringements
- 2.16. Forgery of parent / guardian signatures
- 2.17. Disregarding test/examination procedures
- 2.18. Late for school for more than three days
- 2.19. Interfering with possessions (bags, cases, etc.) of other learners.
- 2.20. Bullying, teasing, mocking & insulting
- 2.21. Absent on a Friday for more than 2 occasions without a valid reason

SANCTION

1. Your child will participate in an Alternate PE Program (APP) during the PE period.
2. The learner will participate in the After School Activity Program (ASAP) for half an hour from Monday to Thursday. ASAP will be served by the teachers in Group A and B on a rotational basis.
Grade R 1 2: 1.15 pm to 1.45 pm
Grade 3: 1.45 pm to 2.15 pm
Grade 4 to 7: 2.15 pm to 2.45 pm
3. Your child will be referred to the School Counsellor, Mrs. F. Khan, for counselling.

3. LEVEL 3 OFFENCES – BLUE LETTER

- 3.1. Repeat of Level 2 Offences
- 3.2. Brawling / assault / victimization/ Stalking
- 3.3. Pornography
- 3.4. Public indecency and bringing the school into disrepute
- 3.5. Improper suggestions of a sexual nature
- 3.6. Theft / dealing in and possession of stolen goods
- 3.7. Breaking and entering
- 3.8. Threatening to assault / intimidating a teacher/learner
- 3.9. Ongoing bullying in spite of warning
- 3.10. Bribery
- 3.11. Carrying of smart watches/ Cell Phones/ Cameras
- 3.12. Vandalism – defacing/damaging/breaking school property
- 3.13. Bomb threats / hoax telephone calls

- 3.14. Copying/ Cheating / attempted cheating or copying in tests/examinations
- 3.15. Possession/distribution of test or examination material prior to test or examination being written
- 3.16. Disruptive behaviour on school property or on school outings/excursions
- 3.17. Gambling
- 3.18. Promoting gang formation and involvement in gang-related activities
- 3.19. Involving/attempting to involve outsiders in disputes between learners
- 3.20. Disruption of the school program through rebellion
- 3.21. Carrying of cigarettes or vapes and smoking
- 3.22. Intimidation or threat to an educator / support staff / parent or learner
- 3.23. Possession of Lighters/ matches / firecrackers and causing a fire or discharging of firecrackers/ matches
- 3.24. **Social network sites:**
Posting or commenting derogatory remarks, statements or images and related inserts on social network sites such as TikTok; Snapchat; WhatsApp; Facebook; Instagram or X on learners, educators; parents and other personalities

SANCTION

1. Your child will participate in an Alternate PE Program (APP) during the PE period.
2. The learner will participate in the After School Activity Program (ASAP) for 45 minutes, until 3 pm, Monday to Thursday. ASAP will be served by Fathima Khan (TA).
Grade R 1 2: 1.15 pm to 2.00 pm
Grade 3: 1.45 pm to 2.30 pm
Grade 4 to 7: 2.15 pm to 3.00 pm
3. The learner will not go for any excursions nor will he/she be able to allowed to represent the school in any co-curricular or sporting activities.
4. Your child will be referred to the School Counsellor, Mrs. F. Khan, for counselling.

4. LEVEL 4 OFFENCES – YELLOW LETTER

- 4.1. Repeated Level 3 Offences
- 4.2. In possession of alcohol / drugs
- 4.3. In possession of dangerous weapons or objects
- 4.4. Assault on a learner causing serious bodily harm
- 4.5. Assault on a teacher or a member of staff
- 4.6. Sexual assault (rape)
- 4.7. Sexual harassment of a teacher / learner
- 4.8. Verbal abuse of a teacher
- 4.9. Fraud (financial)
- 4.10. Serious damage to school /educator property or equipment
- 4.11. Racist conduct that defames a learner / teacher
- 4.12. Satanic practices that damage property or cause harm to people or any other living creatures
- 4.13. Learner is found guilty in a crime court

SANCTION

YELLOW LETTER. NOTIFICATION FOR DISCIPLINARY HEARING OUTCOME DECIDED BY SGB WHICH WILL BE ONE OF THE FOLLOWING SANCTIONS BELOW, ONCE THE SUSPENSION PERIOD HAS BEEN COMPLETED:

1. Your child will participate in an Alternate PE Program (APP) during the PE period after the period of suspension has been completed.
2. The learner will not go for any excursions nor will he/she be able to allowed to represent the school in any co-curricular or sporting activities.
3. The parent must seek outside professional help and support e.g. Counselling by a clinical/educational psychologist, therapist for anger management, therapist for grief/bereavement, etc.

M. R Ballim

Principal

H. Bhayat

SGB Chairperson