

2026 - THE NEW CODE OF CONDUCT POLICY

THE CODE OF CONDUCT IS DIVIDED INTO FOUR LEVELS

1. LEVEL 1: OFFENCES

If a learner commits a minor offence for the first time, a verbal apology is given by the learner and the first column is ticked by the Class Educator. If a learner commits a minor offence for the second time, a written apology letter is signed by the learner. For a third minor offence, a written apology is signed by the learner followed by counselling by the form teacher.

There is no Detention during the first break for learners.

2. LEVEL 2: MAJOR OFFENCES (Green Letter)

If a learner commits a Level 2 offence for the first time or a repeated minor offence, the teacher must complete the Request Form for a Green Letter and put the Form into the Box in the Reception Area for the Departmental Head's attention.

The DH will issue a green letter. The DH will place a tick on the Misconduct Cover Page in the Green Letter Column. The Departmental Head will meet the parent and inform the parent of the following sanctions which will be applied for a week.

- The learner will participate in an Alternate PE Program (APP) during the PE lesson
- The learner will participate in the After School Activity Program (ASAP) for half an hour from Monday to Thursday.
- After School Activity Program (ASAP) will be served by educators in Group A or Group 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

The signed green letter is then inserted into the Misconduct File by the Class Teacher. A copy to be given to the School Counsellor, Mrs. F. Khan, for the learner to be counselled.

3. LEVEL 3: SERIOUS OFFENCES (Blue Letter)

If a learner commits a Level 3 offence, the class/form teacher completes the Request Form for a Blue Letter to be issued by the Deputy Principal and places it in the Box in the Reception Area. The Deputy Principal will investigate and issue a Blue Letter and tick the Misconduct Cover Page. There is a Parent Consult with the Deputy Principal, Counsellor and the Learner. The class teacher will also be called if necessary. A letter of commitment will be signed by all parties and the following sanctions will apply.

- The learner will participate in an Alternate PE Program (APP) during the PE lesson
- The learner will participate in the After School Activity Program (ASAP) for 45 minutes after school until 3 pm, Monday to Thursday.

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

- ASAP will be served by Fathima Khan (TA).
- The learner will not go for any excursions nor will he/she be allowed to represent the school in any co-curricular or sporting activities.
- The signed blue letter is then inserted into the Misconduct File by the Class Teacher. A copy to be given to the School Counsellor, Mrs. F. Khan, for the learner to be counselled.

4. LEVEL 4: SERIOUS OFFENCES (Yellow Letter)

If the learner commits a Level Four offence, the principal will set up a Disciplinary Hearing which will be attended by the parent, the learner, the teacher/and the members of the SGB Disciplinary Committee.

After the hearing the child may receive a Letter of Warning, A Final Letter of Warning or may be suspended for up to 5 days or the Principal/SGB may recommend for the learner to be expelled. In addition, the following sanctions will apply after the period of suspension has been served:

- The learner will participate in an Alternate PE Program (APP) during the PE lesson
- The learner will not go for any excursions nor will he/she be allowed to represent the school in any co-curricular or sporting activities.
- 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.

THE CHARACTER AWARD PROGRAMME

The purpose of the Character Award Program [CAP] is to promote good behaviour and manners and reward learners for it. The program will run as follows.

If a learner has no misconduct letter in their file, they will receive 10 points per month. If a learner accumulates a minimum of 60 points or more by the end of September, a Fun Day will be arranged in the fourth term.

The Form Teacher is responsible for capturing the points on a monthly basis and the four Co-coordinators (AK/ZK/AA/SD) will submit the monthly scores to Mrs. F. Khan (School Counsellor), who is the Head Co-Ordinator.

If a learner receives a green (-20) or blue letter (-30) during any month from February to September, 20/30 points will be deducted. The learner may or may not qualify for the Fun Day.