

#### 4.5 **Disciplinary approach**

No person may inflict corporal punishment on a learner.

Every member of staff is responsible for discipline and has the full authority and responsibility to correct the behaviour of learners whenever such correction is necessary. Any corrective measure of disciplinary action will be consistent and correspond with and be appropriate to the offence. Offences will be dealt with by the staff member concerned or by a specially elected committee which could involve SGB members. A written record of such offences and the disciplinary measure taken will be kept on the student's file. Offences are graded according to the nature and degree of seriousness of the offences, of which Grade 4 offences are the most serious.

#### 5. **Enrolment**

Enrolment of your child/children at Knysna Primary School signifies that you accept and undertake to abide by the code of conduct of this school. Parents will refrain from slating or bad-mouthing the school and its staff on all forms of social media. If parents do not adhere to this rule, their children may be expelled from Knysna Primary School.

### **SCHOOL RULES**

#### 1. **Introduction to General Principles**

- 1.1 Learners are expected at all times to behave in a courteous and considerate manner towards each other and the staff.
- 1.2 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.
- 1.3 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.
- 1.4 The school will contact parents/guardians when a learner's behaviour becomes a cause of concern and will endeavor in a spirit of constructive partnership, to resolve the problem.
- 1.5 Parents have the right to appeal a disciplinary action taken. If sufficient grounds exist, there is an opportunity to indicate why the action should not be considered .

#### 2. **School and Class Attendance**

- 2.1 All learners are to arrive at school before the official starting time.
- 2.2 Absence from a class, without the permission of the relevant register or subject teacher, is prohibited.
- 2.3 Absence from school must be covered by an absentee note from a parent/guardian.
- 2.4 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.
- 2.5 Any absence from a formal examination, test or task must be supported by a letter from a medical doctor/traditional doctor/registered herbalist.
- 2.6 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.
- 2.7 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. The learner must be signed out.
- 2.8 Truancy from school is prohibited.
- 2.9 No learners may leave the school grounds without permission from the office.
- 2.10 Learners must wait for their parents inside the school grounds.

#### 3. **School Uniform and General Appearance** (Refer to School Uniform Policy)

Learners are expected to wear the full official school uniform and appear neat and tidy both at school and in public.

- 3.1 No additions to the uniform that are not in accordance with the regulations will be allowed.
- 3.2 Only earrings (sleepers or studs in gold or silver with no stones /colours), ordinary watches and medic-alert chains may be worn. No jewellery or "Smart" watches with cellphone functions will be allowed.
- 3.3 No accessories, coloured contact lenses or visible tattoos are allowed.