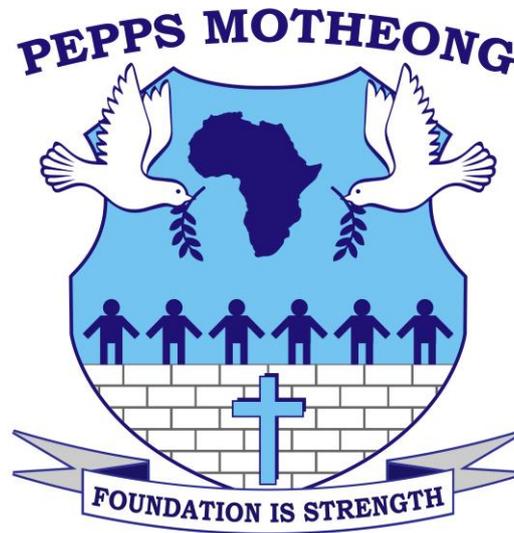


# PEPPS MOTHEONG

## Code of Conduct and General School Policy



***My future. My responsibility.***

**Vision:**

**To provide children with the foundation  
to be all God wants them to be.**

**“WE HAVE A DREAM”**

“The dream is about schools where young people are treated with respect and have the opportunity to learn the skills they need for a successful life. The dream is about schools where children will never experience

humiliation when they fail, but will instead feel

empowered by the opportunity to learn from their mistakes in a safe environment.

It is a dream about schools where students learn co-operation instead of competition, where students and teacher collaborate on solutions. The dream is about students and teachers helping one another to create an environment that inspires excitement for life and learning because fear and feelings of inadequacy and discouragement are no longer part of the learning environment.

The end result is an educational system that nurtures young people and gives them skills and attitudes that will help them be happy, contributing members of society”

*(Nelson, Lott & Glenn—1997)*

## INDEX

A	<b>VALUES AND CULTURAL FRAMEWORK</b>	2
B	<b>CONTACT DETAILS</b>	2
C	<b>CODE OF CONDUCT AND GENERAL SCHOOL POLICY</b>	3
	An alphabetic index of important matters in school	
	Academics	4
	Cyber Safety	
	Discipline	8
	Mind Alerting Substances like drugs, alcohol or medication	19
	Parent Matters & Financial Policy	20
	Grooming Guidelines and Uniform Policy	26

### A. VALUES AND CULTURAL FRAMEWORK

#### PEPPS Motheong's Mission Statement

#### PEPPS Motheong empowers through:

- ✓ practicing Christian principles
- ✓ a dedicated and qualified team of teachers
- ✓ providing a stimulating and nurturing learning environment
- ✓ encouraging respect for the individual

#### PEPPS Motheong's values include:

- ✓ a positive worldview that all life is of value
- ✓ participatory leadership
- ✓ the recognition of the individual and their diverse abilities
- ✓ the nurturing and development of social responsibility with integrity and empathy in the spirit of Ubuntu and Masakhane
- ✓ Emphasis on the four core values of respect, caring, honesty and responsibility

#### PEPPS Motheong's life challenges encompass:

- ✓ the striving to reach our individual potential for the now and the future
- ✓ the valuing of the diversity of all cultures in the community

## PEPPS Motheong's Badge

Bricks:	The foundation.
Cross:	Christian Based Values.
Children:	Our responsibility.
Doves:	A symbol of the Peace we strive for.
African Continent:	"The Peace" beginning with Motheong and spreading into Africa
Motheong's Motto:	"Foundation is Strength"
Motheong's Slogan:	"Every child is a winner"

### Accreditation:

**South African Council Of Educators (SACE)** All Educators at Motheong are registered with SACE and with the National Professional Teachers Organisation of South Africa (NAPTOSA)

**Independent Schools Association Of Southern Africa (ISASA)** Motheong holds Membership Status with ISASA. This body co-ordinates the activities of more than 750 Independent Schools in Southern Africa providing the value added component characteristics of Private Schools.

Motheong has accreditation with **UMALUSI** and a successful **IQAA** evaluation.

## B. CONTACT DETAILS

37 Khoza Street  
ATTERIDGEVILLE  
PRETORIA

Tel: 012 373 6201  
012 373 7923  
060 729 4484

SCHOOL WEBSITE: [www.peppsmotheong.com](http://www.peppsmotheong.com).

Please like us on **Facebook** to see posts.

Parents can register on the **d6 communicator** to receive information on the go.

### WHO TO CONTACT?

Responsibility	Where to go	Name	e-mail address	Phone number
HEAD	Concerns, discipline	Mrs H Berrangé	<a href="mailto:head@motheong.co.za">head@motheong.co.za</a>	0829340488
DEPUTY HEAD	Academic support, concerns	Mrs A Fickling	<a href="mailto:alison@motheong.com">alison@motheong.com</a>	0828256015
ACCOUNTS	Finance related inquiries	Mrs M Mokau	<a href="mailto:finance@motheong.co.za">finance@motheong.co.za</a>	060 729 4484
SECRETARY	Uniform, General info, absentees	Ms L Maila	<a href="mailto:secretary@motheong.co.za">secretary@motheong.co.za</a>	012 373 6201
ADMIN SUPPORT	d6 support, Uniform and Operational matters	Lize Botha	<a href="mailto:admin@motheong.com">admin@motheong.com</a>	0607294484

# CODE OF CONDUCT AND GENERAL SCHOOL POLICY

## What are we trying to achieve?

We want learners to know what behaviour is expected of them when they are a learner at Motheong. We want parents to be aware of expected behaviour and consequences when values are violated. We want to maintain a consistent, firm and fair discipline procedure. We want PEPPS Motheong to be a place where staff and students learn together happily, effectively and efficiently. To be part of PEPPS MOTHEONG, learners must know about their school.

## Why do we need this document?

Learners and Teachers have the right to enjoy their days at school and to learn and teach in a safe, secure and pleasant environment.

Learners will learn best in an environment that is positive, warm, open, encouraging and non-threatening. Learners, Teachers and Parents need to be responsible for each other, their school, their property and their environment. Learners have a right to expect firm, fair and consistent treatment from the School Staff. School Staff have the right to expect and obtain standards of appropriate behaviour from Learners. Routines and rules are in place to help all individuals to work as one group. PEPPS Motheong is committed to providing an environment for the delivery of quality teaching and learning by:

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

The PEPPS Motheong Code of Conduct is subject to the constitution of PEPPS Motheong, including the mission statement, developed in terms of Circular 74/2007 issued by the Department of Education of the Gauteng Provincial Government, the South African Schools Act 84 of 1996. As amended and the Constitution of the Republic of South Africa Act 108 of 1996. All actions taken while at school or whilst in school uniform, or while representing the school should be consistent with the school's values. Should something not specifically be mentioned in the code, the value system of the school shall guide the school in its interpretation thereof.

Below you will find, arranged alphabetically, the PEPPS MOTHEONG SCHOOL CODE OF CONDUCT and useful information, which apply to the daily life of the whole school. Learners are expected to get to know what is expected of them. Not being aware of a rule when a value is violated, will not be taken as valid mitigating factor in the disciplinary process.

All learners are required to maintain high standards of discipline. Common sense, good manners and respect for others will be the basic demands of their time spent at school or while representing the school. The School has a detailed discipline policy which applies to all learners and contains the full details of the disciplinary process which will be followed.

Our reputation for both excellent behaviour and staff-student rapport is one of which we are proud of.

## ACADEMICS

The emotional, social, physical and spiritual changes experienced by Learners during their school career are vast and have to be managed with care and empathy by both the home and the school. Preparation to begin to cope with the Academic demands of the next phase learners enter into, are provided in each phase by excellent teaching and the inculcation of a positive and self-motivated attitude to their work. Great emphasis is placed on acceptance of responsibility for their actions in every phase. Learners are encouraged to think for themselves, analyze, interpret and apply what they have been taught or have discovered in any given learning experience.

We have been careful to retain the strengths of traditional and proven teaching methods in combination with the newest valid findings in neuroscience as to ensure the perpetuation of high standards and preparation of our learners to flourish in the future that await them.

**When learners choose to:**

- Not participate in learning opportunities offered to them or
- continuously disrupt lessons or
- not submit assignments and tasks as required,

The efforts of our teaching staff will not have any effect on their progress or performance. Learners making these choices, will be asked to find a new school to provide in their academic needs for the next year. When a learner attends PEPPS Motheong, they choose excellence and the responsibility each day to maintain continuous progress as a way of living.

**The Learning Areas covered:****Grade R to 3 in the Foundation Phase:**

Home Language – English

First Additional Language (Afrikaans or Sepedi from Gr 1)

Mathematics (Singapore Maths used as our starting point)

Life Skills

Music

Creative Arts

Digital Literacy

**Grade 4—6 Intermediate Phase:**

Home Language: English (Eng). First Additional Language: Afrikaans (Afr) OR Sepedi (S),

Mathematics (Maths), Natural Science and Technology( NS/T)

Social Sciences: History and Geography (SS)

Life Skills – PSW, Physical Education and Creative Art (Music, Visual Art, Drama)

**Grade 7-9 Senior Phase:**

Home Language: English (Eng). First Additional Language: Afrikaans (Afr) OR Sepedi (S), Mathematics (Maths), Natural Science (NS), Technology (Tech), Economic Management Sciences. (EMS),

Social Sciences: History and Geography (SS), Creative Art: Art and Drama (CA), Life orientation

**Grade 10 to 12 FET Phase:**

Home Language: English (Eng). Life Orientation (LO)

First Additional Language: Afrikaans (Afr) OR Sepedi (S),

Mathematics (Maths) OR Mathematical Literacy (ML)

**Choice Subject** to be selected from: Physical Science (PS), Life Science (LS), Accounting (Acc), Business Studies (Bst) Dramatic Arts (DA), Computer Application Technology (CAT), History (H), Geography (G)

Engineering Graphics Design and Information (EGD) Technology (IT) will become choice subjects when we have enough learners selecting that option in a year and qualifying for that option. Please see Grade 10 subject choice booklet for more information.

**PROMOTION REQUIREMENTS**

**Please note that we take cognition of the expectations which are in line with the Departmental Policy.**

An **average achievement** on international level can be benchmarked at 70%. We expect our learners to be able to compete on an international level. For this reason, all learners should at least achieve 50% in all subjects as to facilitate a pass in PEPPS Motheong.

**A learner who does not meet the requirements for promotion** can be progressed to the next grade in order to prevent the learner being retained in the phase for longer than five years. However, being promoted when a learner has not mastered the basic concepts in a grade, is not in the best interest of the child. We will seek support and create intervention opportunities to the best of our ability for any learner to achieve academic

success. We expect parents to be involved in the process to identify the reason for the challenge(s) the learner experience. When there is no involvement or support from the family in this process OR no cooperation from the learner, there is no reason to continue with the relationship as educational provider to the family.

#### **Grade 1 to 3 in the Foundation Phase:**

- ✓ 50% (Level 4) in Home Language - English
- ✓ 40% (Level 3) in First Additional Language (Afrikaans or Setswana)
- ✓ 40% (Level 3) in Mathematics

#### **Grades 4 -6 in the Intermediate Phase:**

Promotion from grade to grade through the school system within the appropriate age cohort should be the accepted norm, unless the learner displays a lack of competence to cope with the following grade's work.

- ✓ 50% (Level 4) in Home Language - English
- ✓ 40% (Level 3) in First Additional Language (Afrikaans or Setswana)
- ✓ 40% (Level 3) in Mathematics
- ✓ 40% (Level 3) in any other two (2) of the remaining approved subjects

Immigrant learners exempted from achieving one official language as contemplated in *paragraph 4(1)(c)(ii) of the CAPS document*, must obtain 40% (Level 3) in all three (3) the remaining subjects

#### **Grade 7- 9 in the Senior Phase:**

- ✓ 50% (Level 4) in Home Language - English
- ✓ 40% (Level 3) in ALL other subjects (However, we expect our learners at least work towards a 50% pass rate in all subjects)
- ✓ One subject may be condoned to 40% to effect a pass (ONLY if all teachers agree that the learner did put in an effort)

#### **Grade 10 -12 FET Phase:**

ONLY for the Department of Education

- 40% English HL and 2 other subjects
- 30% in three subjects, provided the School-Based Assessment component is submitted in the subjects offered.

**At PEPPS Motheong:** Learners will be expected to achieve a 50% pass in all subjects in order to prepare them to comply and be successful with the academic expectations in any educational institution after matric. We can condone **one** subject below 50%

Where a learner made progress during the year and worked hard, we can consider an academic agreement for the next year in one other subject below 50%. A performance improvement plan must be in place to progress to the next year.

Learners who do not achieve these results will not be progressed to the next grade in PEPPS Motheong. If they meet Departmental requirements we will issue a report card for placement in a school who will accept academic achievement as per assessment policy of the DoE.

#### **ATTENDANCE**

Parents/guardians, learners, teachers and school management team are jointly responsible for ensuring that all learners attend school.

- All learners are to arrive before the official starting time (7:25). Registers are marked during the first 15 minutes of each day. Learners who do not arrive at their Register Classes during that time, will be marked absent for the day. It must be noted that it is the responsibility of the learners to be present and make sure they are

marked present when arriving at school. Parents must note that children are responsible to present themselves for the marking of the register.

- Late for school or in class will be recorded according to the disciplinary system. School hours will be from 7:20 in the morning. The school closes at 14:00 in the afternoon. At any time when learners waste time in between lessons and arrive late at the next lesson, parents will receive notification of the extended school day to make up for lost time.
- 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.
- The school must be notified if a child is hospitalized. A medical certificate or letter from the parents should be submitted upon his/her return to school (secretary@motheong.co.za).
- Should a learner be absent from school for a period of (3) days or longer, this leave of absence must be supported by a letter from a medical doctor/traditional doctor/registered herbalist.
- Any absence from a formal examination, test or task must be supported by a letter from a medical doctor/traditional doctor/registered herbalist.
- No learner may leave the school premises during school hours without a letter from a parent/guardian requesting the release of their child and the permission of the principal/deputy head/HOD from whom an exit note must be obtained. Leaving school premises without permission can result in immediate expulsion.
- Truancy from school is prohibited.
- Unexplained absenteeism for more than TEN days may lead to expulsion. A child absent for more than ten days without any valid reasons will not be allowed back at school and his/her the learner will be deregistered at from the school.
- A child may not be kept from attending school and expected to return after a month of absence because of unpaid fees. Parents have to honour their commitment by paying school fees to be able to receive the service of having their child educated at an independent school.

## ASSEMBLY

Assembly is an important part of school life. It is a place of prayer, and worship, a center of giving, a place of learning and a place to create unity in the school.

- Monday is assembly day and learners must line up at the designated area for their grades. The leaders and register teachers will maintain discipline during assembly.
- All learners will attend a teachers' assembly once a week. Devotions is conducted daily at the star of the day.
- Learners will be silent as they enter and maintain their silence during the service until they are outside the building.

## ATTITUDES

- Learners must show respect at all times.
- Learners must speak to both peers and adults in a polite manner, remembering to greet teachers and visitors at all times.
- Learners must be helpful at all times.
- Learners are expected to show an enthusiastic and positive approach to school life, always being willing and prepared to become involved in school activities and to attend school functions and events.
- Learners are expected to show the utmost loyalty to their school, peers and teachers.

## BOOKS

Learners are expected to take good care of all books. Lost or damaged library books, textbooks or class set books, will be replaced at parents' expense.

- All textbooks provided by the school remain the property of the School.
- Learners may not write in textbooks with pen. Pencil marks are also discouraged as they have to be erased before handing the books back at the end of the year.
- Affordable navy blue or black **school bookcases** with book dividers are available and can be bought at suppliers or ordered from the school – they are highly recommended as they help to keep books in a perfect condition. No backpacks that do not support the books will be allowed. No graffiti is allowed on any bookcase. It will be confiscated and replaced at the learners' own cost. Graffiti on any item at school will be removed.

## **BIRTHDAY CELEBRATIONS**

Sweets and cake during school hours are strongly discouraged. Any form of birthday celebrations should not take away learning time. For this reason, we rather request parents to explain to their children that we will have a birthday celebration at the end of each term. Each parent will pay a small amount to cover the cost of a cupcake, and a birthday packet and the whole class will celebrate the birthdays for the term on the 'Celebration of Life Day'.

## **BREAKTIME AND AFTER SCHOOL**

- Learners may not be in classrooms during breaks unless attending a meeting.
- All out of bounds areas as listed are relevant in this instance.

## **BULLYING**

Any kind of bullying is regarded in a very serious light and will not be tolerated. Learners who are found guilty of bullying could be expelled.

Bullying is defined as repeated harmful acts/language and an imbalance of power. It involves repeated physical, verbal or psychological attacks or intimidation directed at a victim who cannot defend him-/herself because of size or strength or because the victim is outnumbered or less psychologically resilient.

Bullying includes assault, tripping, kicking, touching in ways that make the person being touched feel uncomfortable, intimidation, rumour-spreading, isolation, demands for money or other property, demands for 'favours', destruction of property, theft of valued possessions, hiding of possessions, destruction of another's work, name calling and bad language. This includes messages on social networks which make the other person look bad and humiliates him/her.

Report bullying to a staff member – keeping quiet will allow the bullying to continue. The process to report bullying is safe and visible in our Welcome Home pack

## **CHANGE OF ADDRESS / PHONE NUMBERS**

Parents must notify the Admin of change of address, e-mail address or phone numbers as soon as possible to prevent newsletters, reports, etc. going astray.

## **CLASSROOM AGREEMENTS (RULES)**

All learners are required to maintain high standards of discipline. Common sense, good manners and respect for others will be the basic demands of their time spent at school or while representing the school. The School has a detailed discipline policy which applies to all learners and contains the full details of the disciplinary process which will be followed. These rules will be agreed upon at the beginning of the year. Any learner that makes it impossible for learning to take place, will be removed from class.

### **1. Respect**

- ✓ All people and things around me
- ✓ One person speaks at a time
- ✓ The right of others to learn
- ✓ Follow instructions and work together

### **2. Be honest** in what I say and do

### **3. Be caring** and behave appropriately

### **4. Be responsible**

- ✓ to work
- ✓ for myself and my belongings
- ✓ to be punctual in arriving at class and submitting assignments
- ✓ and wear the correct uniform and bring the right equipment and books when needed

## **CELL PHONES, PSPs AND SIMILAR ELECTRONIC DEVICES**

PEPPS Motheong is aware of the need for learners to be in possession of a cell phone as they are a vital communication device. However, we are very concerned at the inappropriate use of cell phones by children and the fact that their cell phone usage needs to be closely monitored at all times by an adult.

The school has therefore drawn up this cell phone policy to ensure that correct usage is adhered to during the school day and during all school functions, school events, school outings and school sports meetings.

The School takes no responsibility for cell phones of learners once they enter the school grounds, at all school functions, school events, school outings and school sports meetings. **Theft, loss or damage of a cell phone will not be regarded as a school matter.** Please read this again.

#### **PROTOCOL FOR LEARNERS DURING THE SCHOOL DAY**

- Cell phones are to be switched off on entering the school grounds.
- The learners must hand in their cell phone to the office, immediately on arrival at school OR have it switched off out of sight while on the school premises.
- Cell phones may only be switched on once learners are leaving the school grounds or when they are no longer on the school premises.
- Having a cell phone in their possession, using a cell phone or not handing in their cell phone for safe keeping, represents a contravention of the Cell Phone Policy and the learner will be requested to hand the cell phone to a staff member for parents to collect from school.

#### **PROTOCOL FOR LEARNERS DURING ALL EVENING FUNCTIONS AND SPORT EVENTS**

- All cell phones are to be switched off on entering the school grounds.
- The learner is responsible for their own cell phone. No teacher or coach will be held responsible for looking after any cell phone.
- Cell phones may be switched on at the end of the evening function, the end of the sporting event or on arrival back at school for the sole purpose of contacting a parent/guardian. However, the school endeavours at all times to give accurate ending times for these activities, to limit the need for contacting parents. The d6 communicator will be used to communicate with parents in this regard.
- Any gaming device is absolutely forbidden in class. When playing a game on your phone or tablet in class, the device will be handled as a gaming device. Learners may not have any undesirable materials on their phones or tablets/laptops like obscene photos, videos or pornography of any form. Such behaviour will lead to immediate disciplinary action as it is also a criminal offence to have such materials in your possession as a minor. Using your phone or any other electronic device for such practices may lead to expulsion from school.
- Having a cell phone switched on or using a cell phone represents a contravention of the Cell Phone Policy. If any cell phone, gaming device, tablet, laptop or similar device is **used inappropriately**, the learner will be asked to hand the device to the teacher. Disciplinary action will be taken and the phone/device will be kept in the safe until the parent/guardian collects it from school.
- If at any stage a phone or device is needed for educational purposes at school, a letter signed by the head will be in the learner's diary and on d6.

#### **CYBER SAFETY POLICY**

- PEPPS Motheong Cyber Safety Policy is based on South African legislation in this regard.
- No individual may use the school internet facilities and school owned/leased devices unless the appropriate agreement has been signed and returned to school. Use agreements also apply to privately owned/leased devices on school site, or at/for any school activity regardless its location. This includes off-site access to the school's network from school or privately owned/leased equipment.
- The user agreement covers all board members, management, employees, learners and any other individual authorised to make use of the school's internet facilities or equipment, such as training teachers/tutors, support staff, service providers, contractors and other special visitors to the school.
- The use of internet and ICT devices/equipment by staff, learners and other approved users at PEPPS Motheong is to be limited to educational, professional development and personal usage appropriate in the school environment, as defined in individual use agreements.
- The school has the right to monitor access and review all use. This includes all e-mail sent and received on the school's computers and/or network facilities at all times.
- The school has the right to audit any material on equipment that is owned/leased by the school. The school may also request to audit privately owned ICT equipment used on the school premises or at any school related activity.
- Issues relating to confidentiality, such as citing student or staff information, reasons for collecting data, and the secure storage of personal details and information (including images), will be subject to any legislation that falls within the constitution of the Republic of South Africa, 1996.

- Any breach of cyber safety will be taken seriously. Disciplinary action will be taken and in serious cases advice will be sought from an appropriate resource such as a specialized attorney in this field. If needs be the matter may be reported to the South African Police.
- No Motheong learner or parent may publish anything on social media that brings the school's name into disrepute

Our **CORE VALUES** are Respect, Caring, Honesty and Responsibility.

### **COVID**

Covid protocols and procedures have been lifted. We still encourage learners and staff to wear a mask when they feel that they can compromise the health of others or themselves. To wash and sanitise hands regularly is good hygiene we will continue to expect this from all people on the premises.

### **DAMAGE**

Learners must report any damage to furniture, fittings, windows, toilets, etc. to their class teachers immediately.

Learners will be taught to show love and gratitude for the environment by not being allowed to harm, damage or disturb the environment we live in. No graffiti of any kind is allowed on any equipment, buildings, tables and chairs, trees or other surfaces.

Learners are not allowed to sit or stand on dustbins as this damages the dustbins.

Learners who choose to damage property, will face disciplinary action and will be expected to replace the item.

### **DISCIPLINE – POLICY AND PROCEDURES**

When parents sign the “Application for Admission”, parents agree that their child shall be subject to the rules and discipline of the School. The School stands in loco parentis while students are within its jurisdiction.

It is our aim to make learners/people aware of the type of behaviour which is required and welcomed and conversely, what kind of behaviour is unwanted, destructive and not accepted by people in the world outside the School. It is further aimed at establishing in all learners a specific style of self-discipline, self-respect, high esteem and respect for every human being with whom they come in contact.

A disciplinary system does not mean a method of punishing children. Punishment is only applied if all else fails. Punishment is a means of reaching the aim of a disciplinary structure. The structure/system is not a punishment in itself. The disciplinary system thus aims at a self-disciplined life-style as the cornerstone of quality education and success in life. Discipline and especially self-discipline is one of the fundamental values of PEPPS Motheong which is **NON-NEGOTIABLE**.

Every pupil registered at PEPPS Motheong is subject to the system and is therefore responsible for knowing the system. Ignorance will not be accepted as an excuse, i.e. “I didn’t know...”

The management of the School, represented by the Head, may act without prior notice in cases of exceptionally serious misconduct, in which case action will deviate from the “normal” procedure. In cases where the behaviour of children is deemed extremely destructive by the School, when it is necessary to restore order and discipline for the benefit or protection of other learners or the School itself, individual learners may be suspended at the time and expelled after a disciplinary hearing.

### **DISCIPLINE – REMINDER & PENALTY POINT SYSTEM**

#### **The Discipline hierarchy if rules are broken:**

All teachers will record any misdemeanours on d6. Where we observe serious or continuous transgressions the learners will complete a reflection form. However, parents can be called in for a meeting with the teachers, HOD or Deputy Head or Head at any time if a trend in behaviour is visible.

If a severe misdemeanour for example: swearing at a teacher, any pornography, inappropriate body contact (like kissing or touching), use of alcohol, smoking, drug usage, lying, stealing, fraud or any violent behaviour takes place the learner

is sent straight to the Leader of Discipline or Deputy Head or Head and could result in an immediate suspension and or a disciplinary hearing.

Please note that depending on the context and severity of the transgression, the two last steps can be interchanged for both hierarchies.

1	1:1 meeting with learner
2	Phone parents
3	Meeting with parents
4	Disciplinary hearing

Classroom hierarchy	
1. First time the learner disrupts (Depending on the offence)	Verbal reminder
2. Second time the learner disrupts	Age appropriate time out within the classroom to reflect on consequences
3. Third time the learner disrupts	Time out to complete a behaviour Reflection sheet Intervention with the Values Leader if needed Record on d6
4. Fourth time the learner disrupts	Phone call/SMS/Mail to the parents
5. Fifth time the learner disrupts	Sent to the Leader of Discipline/ Deputy Head

### DISCIPLINE – PENALTY POINT SYSTEM

The Penalty Point System will apply and is very objective. It stood the test of court and is thus very relevant.

All learners start the year with a point total of:

Gr. 1 - 3	-	250
Gr. 4 – 6	-	200
Gr. 7 - 9	-	150
Gr. 10 – 12	-	100

For each transgression the predetermined number of points is deducted.

- A learner may at any stage also be put on “Special report” for a week or longer during which all of his activities are scrutinized and discussed with involved staff members and the learner in order to change choices made by the learner and to improve behaviour.
- Disciplinary action will be taken at different point values lost. Actions include: informing parents via SMS; conduct letters; Minutes of Meetings; Written Warnings and Last Chance Contracts. Please note that a transgression after a last chance contract may lead to expulsion.

### DISCIPLINE – NUMBER OF POINTS LEARNERS WILL LOSE, WITH REMINDERS, FOR EVERY VALUE NOT HONOURED

This is a shortened version of the list of possible transgressions with estimated points lost when receiving a reminder.

1. **Image** **[5-10]**
  - a Uniform incorrect/incomplete
  - b Own property; Graffiti
  - c Impoliteness / not greeting staff, visitors or others
  - d Eating where not allowed / chewing gum
  - e Tear-off slips not returned to school
  - f Littering in class and outside / not picking up litter
  - g Make-up (lipstick / lip gloss/fancy hairstyles /nail polish)

2. **Schoolwork** [5 - 10]
- a Homework not done / incomplete/book at home
  - b Diary not at school/not signed
  - c Late at class
  - d Poor co-operation in class or disturbance in class.
  - e Continuous disruption of lessons / talking / sleeping
  - f Walking around / playing with toys without permission
  - g Assessments handed in late/not handed in
  - h Not attending support or intervention class
  - l Copying homework

3. **Behaviour** [10 - 30]
- a Absent from class/leaving without permission
  - b Swearing – bad language
  - c Disrespect towards teacher / learners
  - d Choices that might lead to fighting / threatening behaviour
  - f Absent from school without permission
  - g Habitual non handing in or late handing in of work/assessments
  - h Smoking – e-cigarettes or any other device or resource used to smoke with
  - i Cell phone / PSP or similar device in class when forbidden/ earphones in ears
  - j Cell phone visible on school grounds without permission
  - k In a prohibited area

- 4 **Serious misconduct** [50 – 100] or expulsion  
(Necessitates a compulsory disciplinary inquiry)
- a Bullying 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> offence
  - b Drugs/Alcohol
  - c Theft
  - d Dishonesty / cheating in exams / plagiarism
  - e Fighting / threatening / intimidation
  - f Vandalism or Graffiti on school property / trees / buildings
  - g Possession, requesting or sharing of explicit or undesirable material, e.g. music, magazines, videos, photos
  - h Staying away from the School without valid reason for more than 10 days
  - i Harassment of staff by learners
  - j Inappropriate bodily contact at any school event or on the premises (all hours)
  - k Involvement / Relationship of a learner with any member of staff
  - l Gambling

5. **Immediate expulsion**
- a Possession of weapons
  - b Possession of Alcohol/Drugs
  - c Witchcraft and practice of Satanism
  - d Leaving the premises without permission during school hours and activities

#### SHORTENED DISCIPLINE POLICY

Expected standard of conduct:	Alleged misconduct or Infringement	1st incidence	2nd incidence	3rd incidence
Learners will comply with instructions and the general rules of the school	Wilful disregard of instructions	Reminder	Reminder/ Parental contact	Suspension / expulsion
	Disrespectful behaviour to teachers/visitors/parent/learners	Warning	Reminder/warning/ Parental contact	Suspension

	Bringing the name of PEPPS Motheong into disrepute/Tarnishing the name of the school	Warning	Final Warning	Expulsion
	Trespassing on school grounds in areas where learners are not allowed	Warning	Final warning/ Parental contact	Suspension / expulsion
Learners will behave responsibly and will not endanger the safety and welfare of others	Bullying/Initiation/Threatening	Warning	Final warning	Expulsion
	Fighting/Assault/ Intimidation/ Malicious gossip	Warning/suspension	Expulsion	
	Possession of a weapon at school	Expulsion		
	Vandalism	Warning/ Warning	Warning/final warning	Expulsion
	Disruptive Behaviour	Warning/ Warning	Warning/final warning	Suspension/ expulsion
	Smoking/Litter	Warning	Final warning	Suspension/ expulsion
	Possession of/use of /trade of alcohol/illegal drugs at school/ Gambling	Suspension/ expulsion	Expulsion	
Learners will maintain sound relations with others, and be courteous and respectful of other persons	Possession, request or sharing of pornographic material	Warning	Suspension / expulsion	
	Obscene/demeaning behaviour	Warning	Suspension / expulsion	
	Sexual harassment/ invasive behaviour	Suspension/ Expulsion	Expulsion	
	Inappropriate conversation with other learners.	Suspension/expulsion	Expulsion	
Learners will be punctual and observe the timekeeping practices of the school	Bunking	Warning	Final Warning	Suspension
	Persistent late coming	Warning	Final warning	Suspension
Learners will be reasonably diligent in their learning efforts	Poor attendance record, Poor behavioural record, General uncooperativeness, Not doing homework, Not handing in assignments on time	Warning	Parental contact and action from parents	Suspension / Expulsion
Learners will behave honestly and conduct themselves with integrity	Cheating / copying / tampering with tests / tampering with reports/Plagiarism/ lying in any way to break our value of honesty/theft	Award 0% for work then either: Special agreement OR Suspension OR Expulsion	Expulsion/ parental contact	Expulsion

### DISCIPLINE – MEASURES TO RESTORE DISCIPLINE

Punishment is our last resort in our attempt to help learners become responsible for their own actions and respectful of the rights of others. To lose points is a form of correctional procedure. It keeps record of the choices made by the learner and provide evidence of changed behaviour. Continuous loss of points will lead to an interview with parents, withdrawal from class and may also lead to expulsion.

Parents will receive Conduct Reports at the end of each term or with their Academic Reports.

- If someone believes that he/she has been treated unfairly during the disciplinary process, he/she may appeal to the class teacher, the HOD, Deputy Head or Head.
- Parents can access the disciplinary report of their child on d6 Connect at any time. Some of the transgressions will be shared in the form of a SMS.

If behaviour of learners do not change or improve radically, further steps will be taken:

- A teacher, learner or parent may lay a complaint of misconduct against a learner. This complaint must be filed in writing and handed to the Grade Head for further action.
- The relevant person will assess the complaint and give notice to all relevant parties if a disciplinary hearing is required to take place.
- If a disciplinary hearing is not necessary, the Head of Discipline will deal with the case, by listening to both sides of the story and make a judgment accordingly.
- The accused has the right to be heard and will give his/her side during the inquiry/hearing. A person will be assigned to attend to the evidence, listen to all sides and make a decision. Mitigating circumstances will be taken into account and all cases will be judged individually.
- The outcome of the investigation will determine the verdict.
- A decision will be taken and made known to the parties involved.
- The parents will be informed and asked to come to the School if the situation is such that parental involvement is necessary.

**What is the process we follow in case of serious misconduct?**

When a learner violates a rule that falls under the transgressions that warrants an internal disciplinary hearing, this is the process that we follow:

In the process we follow during a serious transgression **we suspend learners** for the following reasons:

1. If we have reason to believe that they can influence witnesses or evidence we need to secure for a hearing with integrity.
2. When the learner created an unsafe environment with the alleged choices made and we have reason to believe that these choices might continue.
3. To protect a learner who allegedly transgressed from interference or harm.

**Upon suspension of a learner, we provide the following information in writing:**

The School considers your alleged actions to be in serious breach of the Code of Conduct as agreed to and expected by the school. In the interest of investigating these allegations fully, and with the expectation that corrective action will be taken to resolve the matter as a matter of urgency.

You are hereby informed that you are suspended from the school during a specific timeframe.

This suspension means that you are required to leave the school immediately whereby you forfeit all rights of learners who are considered fulltime scholars. Pending the outcome of the disciplinary enquiry you may not enter the school premises, or enjoy any other privilege usually reserved for PEPPS Motheong students.

When we gathered information or have evidence of the alleged misconduct, we can proceed to the next step.

**On the notification to attend a disciplinary hearing**, we provide the detail of the alleged misconduct. We will give additional detail to parents to explain the context in which the alleged misconduct took place and what evidence we have to call for a disciplinary hearing. When there is any other possible threat, we will share concerns with parents. It is then up to parents to take action and investigate the allegations we became aware of in the best interest of the safety of their children. Further information on the form that we explain to the learner and parents receive it in writing:

1. You are requested to prepare for the case timeously. (We explain to the accused, what to expect and how to prepare for the hearing.)
2. You are advised that you have the right to representation by a parent or legal guardian. (We encourage the learner to ensure that they tell their parent or guardian the truth to eliminate any surprises. This will secure that parents are able to be present and support their child during the hearing).
3. You are notified that you will be allowed to state your case, to lead evidence, to call witnesses and to cross

- question other parties. You have the right to hear the findings of the chairman. (We explain the process that will be followed during the hearing and encourage learners to think about what happened. They can write bullets or a paragraph of the events that lead to or what happened during the misconduct. When a learner knows what to expect it takes away some of the stress in attending the hearing).
4. You have the right to plea in mitigation. (Mitigation is explained to the learner. They are asked that they must think about what they would do next time when the same opportunity presents itself. They should also be able to present what they will do or agree to do for this incident not to repeat. They identify which factors lead to the transgression; what happened out of their control and should be considered when the chairperson comes to a decision of a final sanction. Explain why you think you should get a less punitive sanction.)
  5. You will have the right to hear the verdict. The verdict of guilty or not guilty is made known. The sanction imposed upon hearing the verdict is shared. We always share the possible sanctions that might apply to the wrong choice that was made. This is to prepare the learner to see the consequences of their choice in context and to realise the seriousness of the choice. If it was not a serious violation of the values, we will only be entering into an agreement about expected future choices.
  6. You will have the right to appeal against a verdict. (This part is explained to parents during the hearing and the time frame of 5 days given to hand the appeal to the school)

The appeal document is provided during the hearing even if the verdict is not made known yet.

**All relevant parties receive the outcome** of the hearing which contain the verdict, motivation for the verdict and sanction to the hearing as soon as it becomes available. If the chairperson has to deliberate and look at evidence again before making a final decision, parents might receive the outcome in electronic format rather than to call everybody to school again. Parents sign one of the copies that they receive and return it to school. The summary of evidence and motivation for the decision is stated in the outcome of the hearing. The minutes of the hearing is kept with the chairperson and the rest of the documents are filed. At the end of the process all documents are collected for filing.

**Please note that an appeal is only valid on the following grounds:**

1. The disciplinary procedure of the school was not followed
2. The Chairperson did not apply his mind when coming to a decision of guilt
3. The penalty given is too severe
4. There is new evidence that may change the outcome of the disciplinary hearing.
5. Only Parent/Guardian of the accused may appeal.

**What do we do when we receive an appeal form?**

Depending on the nature of the case, we compile an appeal committee. All of this is an internal process with staff members who are familiar with the code of conduct and who work as educators. In some cases we have called on Board Members or parents to participate in the sitting as well. It is important that we have people on the committee who do not know anything about the case and who can look at everything with fresh eyes.

We de-identify the learner and present evidence from the minutes of meeting with what transpired during the hearing. The appeal committee uses a standard form with criteria to consider, when making a decision. This is to prevent members of the appeal committee making a decision based on their feelings but rather to consider the specific incident that took place with the evidence at hand. The best interest of the learner and the whole school is taken into consideration in relation to the consequences of the choice the learner made.

The decision that the appeal committee reach cannot be overruled by the principal or Board of Directors.

A learner who has gone through the above correctional procedures and who has left the School because no change in behaviour could be observed, will NOT be allowed back at PEPPS Motheong again.

When a learner has lost a certain number of points for any type of transgression, he/she could be prohibited from participating in any extra-mural activity, school trip, camp any sport or social event – because it will be clear that

such a learner needs more time to do homework and improve his/her behaviour. A learner may also be prohibited from participating in extra-mural activities because of disruptive behaviour in class.

**Detention** – With the approval of the head, staff will place learners on detention for more moderate to serious offences. If a learner is placed on detention, a learner will be required to spend time in school uniform doing class work, other written work, or community work around the school. Learners who fail to hand in tasks on time will be required to complete the task during academic detention after school. Learners on detention will remain after school on Fridays and will sometimes be expected to attend school on Saturday mornings. **Detention takes precedence over all other activities.** Detention is not negotiable and will not be postponed and will be recorded on the learner's school record.

**Withdrawal System** – no learner has the right to prevent other students from working in an atmosphere leading to effective learning. Learners who disrupt classroom procedures, may be withdrawn from class, and at the same time lose 20 points.

Learners who have been withdrawn from class, will spend a specified period of time out of class, supervised by another teacher. They will be expected to catch up all the work they miss. The Grade Head will decide on further action to be taken, which may include an interview with their parents. LEARNERS WHO ARE WITHDRAWN FROM CLASS on a regular basis will lose their privilege to represent the school on any level in sport, culture or academic events.

### **SPECIAL CONTRACT/AGREEMENT (LAST CHANCE CONTRACT)**

Once a learner has lost all/most of his points, he will be subjected to a special contract (Last Chance Contract). This means that parents and staff will have a meeting where the conduct of the learner will be discussed and a final plan of action will be agreed upon to bring about change of behaviour. Special conditions will apply:

- Any further loss of points within special conditions will mean expulsion from school – special conditions will vary from person to person.
- The learner may not represent the school on any level; academic, sport or in cultural activities.

**SUSPENSION** – if learners commit serious offences, they will be liable for suspension from the school. The length of time they are suspended will vary pending the seriousness of the offence. Their parents will be informed as soon as possible and an appointment will be made to discuss the matter with the Head. Suspension is the disciplinary step prior to expulsion. Pupils who have lost most of their points could be suspended. Learners may also be suspended prior to a disciplinary hearing, to afford the school enough time to gather evidence or to make sure that the learner does not pose a threat to, or interfere with other learners.

**Expulsion** – for the most serious breaches of school regulations (serious misconduct), learners could be expelled, or when they have lost all of their points by transgressing minor rules on an ongoing basis.

**Positive Reinforcement** will be encouraged through the use of a credit point system. Each phase will record recognition of good behaviour on d6. Milestones will be celebrated through certificates. Learners can earn points through participation in extramural activities per season and living the values of the school.

**Merit (Credit) Points** are awarded to students who:

- participate in school activities and/or voluntary service would deliver on any field at the school
- improve their academic performance
- create their future by working purposeful towards growth in the Core values and qualities of the PEPPS Motheong School Student
- are involved in the Leadership service
- receive regular stamps or credits in their books for work well done
- are 'caught being good'

**Learners will be rewarded by:**

- Being praised

- Participating in special activities
- Being acknowledged at school assemblies
- Wearing civvies to school
- Gaining house points for their house
- Being awarded merit (credit) points and certificates

#### **If learners behave they will:**

- Feel good about themselves
- Know that others feel good about them
- Feel good about their school
- Make their family proud of them
- Continue to make better choices

### **EXCLUSION AND EXPULSION**

An independent school can exclude a learner on the grounds:

- of contravening the rules contained in the school's Code of Conduct and/or Policies, e.g. extreme unruly behaviour that is in contravention of the code of conduct or school policy.
- that the contract between the parents and the school has been broken, usually because the parents have failed to pay fees. This exclusion will take effect in the new academic year when there is a pattern of late or non-payment .

### **EXCURSIONS**

The school plans trips/camps, accompanied by teachers, to provide educational opportunities during the year. We plan these trips/camps as part of the curriculum to make education more vibrant and interesting for our learners; Learners gain tremendous personal growth through them. Parents are expected to finance the camps. All Learners are encouraged to attend these camps and Parents are asked to ensure that their children are able to experience the excitement of these camps. However, if any learner is challenged to follow the code of conduct and receive regular reminders due to poor choices during the year, this disqualifies him/her from attending the trip/camp as we can't risk a learner to represent the school where there is a pattern of poor behaviour. Where parents have fees in arrears on the school account, the amount for the trip can't be added to the fees overdue. Learners will not be able to participate in the opportunity as the affordability of the trip does not fall within the means of the parents.

- Educational excursions are regularly undertaken.
- The head's permission for excursions is obtained after the necessary planning has been done by the teachers in charge – all trips must be qualified as a learning experience that adds value
- An Indemnity Form, which covers excursions and trips, is signed on admission by parents.
- Parents are informed in writing of proposed excursions and trips in advance.
- Consent for any excursion may be withheld at the parents' discretion.
- Learners who are challenged to abide by the rules of the school and received regular reminders will not be allowed to participate in any excursion.
- All school rules and uniform policy apply on all excursions.

### **EXTRA-MURAL ACTIVITIES AND SPORT**

- Sport is compulsory. Participation in at least one Extra-mural activity is encouraged.
- If a Parent requests a Learner to be exempted from sport, the Parents must submit a request for exemption and if for medical reasons, a doctor's letter must accompany the request.
- Learners are to wear proper sports uniform during sport times and the correct extra-mural activity clothes.
- Learners MUST provide the sport coach with a Parental letter, if they are to be excused from a sporting activity. No Learner will be excused from sport without a parental note. This also applies to the extra-mural activities. No drivers may fetch learners early from an extra-mural activity.

**Sport:** Athletics, Soccer, Softball, Netball, Cross Country, Chess and Hockey Development

**Culture:** Art Club, Choir, Drama, Poetry, Public Speaking, Traditional Dance, Music and Science Club

**Other Activities offered at school but not included in the school fees:** Aerobics Gymnastics, Karate, Maths Buddy.

**WE EXPECT A 100% COMMITMENT AND ATTENDANCE FROM LEARNERS** for the season or year when they choose to sign up for an activity. When learners regularly miss practices, it will disqualify them from participation and they will not receive any merit points for the activity.

### **GOSSIP**

If you are proud of something, you will also be loyal to it. To be loyal means not to gossip or talk badly about the school, teachers or fellow students. Gossip is also regarded as a form of bullying and will be treated as such.

### **GUM**

Learners may not chew chewing/bubble gum at school or on any school outing, function or camp.

### **HARASSMENT / BULLYING**

Harassment in all its forms has no place at Motheong Primary School. It can damage the atmosphere of a class and even the climate of the school. Learners who harass teachers will be dealt with severely. Learners who harass other learners are guilty of bullying and that is an expellable offence. All learners and staff have the right to feel comfortable and at home at school. Any form of harassment will be met by a zero tolerance approach.

### **HOMEWORK**

- Senior and Intermediate Learners record their homework and reading log in diaries every day. Foundation Phase will receive homework from the class teacher. This must be noted and signed by the Parents each day. Senior Phase learners are not expected to get their diaries signed unless a teacher deems it necessary.
- Parents are asked to make sure their children spend time with school work/study/ research or reading according to their age. Homework time should not be replaced with TV time! Please see our Homework policy in this regard.
- If learners do not get homework set in a specific subject, they are expected to use that time on revision or recommended reading in the subject to help them widen their background knowledge and to prepare for their weekly test.
- Homework must be completed or attempted.
- Homework must be the Learners, not the Parent or older sibling's work.
- Homework must be neatly presented.
- Learners are expected to read and study every day.
- The timetable regarding weekly test on Fridays is available in the diary.

### **HONESTY**

- To cheat in a test or exam is to take something that doesn't belong to you. This is dishonest. This practice of dishonesty in any form will encounter fierce opposition and may lead to disciplinary action which may include expulsion.
- Stealing will lead to disciplinary action which may include expulsion. Taking someone else's books, tablet or any other belongings is considered a serious offence and will be treated accordingly. We are honourable members of society. We do not steal - 10c or R100 – the principle stays the same.
- Plagiarism, copying homework, copying from notes during a test or exam, or handling your cellphone during test or exam will lead to the learner receiving 0% for the piece of work as presented or submitted. (The Department of Education also enforces this rule.)The learner will further be exposed to a disciplinary hearing as this is a very serious offence.

- By signing the contract with the school, parents also give permission that a polygraph test may be used to establish the truth. Should a child be found guilty of dishonesty, the parents will be liable for the cost incurred. This arrangement is necessary to encourage children to be honest and for parents to encourage same.

## **HOUSES**

The two Sport Houses are named after two of the founder members of Motheong School.

**Moseneke House** – named after Advocate Dikgang Moseneke (Yellow House)

**Nkamana House** – named after Mrs Dora Nkamana (Green House)

Many competitions, (not only sport) are held between the two houses throughout a year.

The House that gathers the most house points by the end of each year wins the House Trophy.

## **INJURY OR SICKNESS**

Learners who are sick or injured should report to the reception. The sickroom is to be used by students only in case of urgency. Parents are requested not to send sick children to school. The school is not a clinic and can therefore not hand out any medicine at all. Parents will be called back to school to fetch their children when they are ill. The school will only take learners to a doctor or hospital in emergency situations when parents could not be reached – parents will be liable for the costs incurred. If transport is not available an ambulance will be ordered and parents will be liable for the cost incurred. Parents are liable for any expenses incurred in such instances.

Parents are requested to send a letter or a doctor's letter with a reason for the student's absence from school on the return of the child to school. This will be put on his/her file.

Children with contagious diseases may under no circumstances be sent to school if they are still ill. It will cause an outbreak at school which has to be avoided at all cost, such children will be sent home until they are better and not in danger of infecting others.

## **LANGUAGE**

- English is encouraged during lessons. We offer English as Home Language, Afrikaans or Sepedi as First Additional Language
- Students may not insult anyone or use bad language. To insult another person by being insensitive about his/her personal physique, colour, culture, religion or any other aspect of his/her life, which is considered private or personal, will be considered bad language and will be treated with fierce opposition.
- Swearing and blasphemy will not be tolerated.
- No aggressive, insulting or distasteful sign language will be tolerated.
- Bullying is also evident through bad language and will not be tolerated at all.

## **LAPTOP COMPUTERS/CELL PHONES/TABLETS**

Learners who use their laptops or any computer or cell phone or other device to access pornography sites, Facebook, Youtube or any other forbidden web-site will lose the privilege to use a computer at school for research purposes. They will be banned from entering or using all computer rooms. They will also not be allowed access to the internet. The school does not accept any responsibility for learner negligence when it comes to lost/stolen/damaged electronic equipment. When learners do not follow protocol or use their phone on the school premises, it is not the responsibility of the school to retrieve the device or investigate the loss of it.

## **LAWNS**

Learners are requested not to cut corners and walk on the lawns during change of classes and during break times.

## **LEADERSHIP**

Deserving learners will serve as a Mohlokomedi in the exit grade of each phase. They are recognised as the official leaders of PEPPS Motheong. Leadership development is not reserved for the learners in the highest grade only. We have a servant hood approach to leadership and learners across the school will have the opportunity to develop their leadership skills during various learning opportunities in and outside the classroom.

## Leadership Development and Structure

**John Maxwell says: "Why you lead and the way you lead are important. They define YOU, your leadership, and ultimately your contribution."**

At Motheong leaders are not chosen or voted in. Leaders volunteer to serve our community as a .com and then become a leader in the field where they make a difference. An individual who is a **servant** leader and mentor provides others with wisdom, technical knowledge, assistance, support, empathy, opportunity, criticism, leadership and respect throughout, and often beyond, the development years of a person.

How to...	Patrol.com <b>Safety Leader (Discipline and safe environment)</b>	Academic.com <b>Academic Leaders</b>	Ubuntu.com <b>Value Leaders (Coaching and wellbeing)</b>	Functions.com <b>Culture leaders</b>	Sport.com <b>Sport Leaders</b>	Media.com <b>Admin.com Project Leaders</b>
Entry level	Attend school. Follow the rules that are in place to create a safe environment. Speak up when you see somebody doing something wrong. Save those who are making wrong choices through structured intervention.	Pay attention in class. Follow the guidelines to study well. Do your best in every subject; no matter how small you think the assignment is.	Develop a growth mind-set.  Get to know yourself.  Show empathy and become an encourager.	Participate in the cultural activity you love.  Regularly attend rehearsals and performances.	Attend the trials in a sport that you show aptitude in and make it to the team. Attend practices and represent your school in games.	Started to be involved marketing in school and support at Admin where needed.
GROW	<p><b>Stay committed and make a difference</b></p> <p>You are a <b>servant leader</b> when you focus on the needs of others before you consider your own. It's a longer-term approach to <b>leadership</b>, rather than a technique that you can adopt in specific situations. Therefore, you can use it with other <b>leadership styles</b>.</p>					
2 <sup>nd</sup> level	Attend safety training  Selected as Class Captain or leader.	Attend training  Tutor others in areas where you understand and excel.	Complete the coaching or counselling course as to support others.	Become a group leader to support members in the cultural group	Team Captain or Manager will be what you need to aim for.	Be appointed in a specific area of expertise
GROW	<p>Start to grow other leaders. Try to involve your peers.</p> <p>You do not have a leadership position to rule. You are here to serve. When you have a person to take your place, you can move to greater things.</p>					

3 <sup>rd</sup> level	Appointed as Grade Leader	Appointed as Subject Tutor Leader in a subject.	Become a leader of a specific group	Appointed as the leader of a cultural group	Appointed as a leader of a sporting code	Become a leader of a specific group
4 <sup>th</sup> level	Phase Leaders in Grade 3,6,9 and later 12.					
GROW	Leader of Leaders (Head Leader) in each phase appointed from the Phase Leaders.					

**The same structure we use to develop leadership in learners, will apply in the development and opportunities provided to teachers.**



Learners can serve in the following areas:

#### Safety Leader

- Class Leader** – Support the class you serve in every capacity needed.
- Safety in School** – Identify threats and act upon it. Support in mitigating incidents on the school grounds and when the learners present the school.
- Scholar Patrol** – Safety of learners during morning and afternoon drop off and collection of learners.

#### Values Leader

- Life Coach** – Support learners who are challenged to make the right decisions or need emotional support.
- Conflict manager** – Be available to facilitate conversations when learners need a mediator in conflict situations.
- Ambassadors for God** – Responsible for managing the way in which we share our values and spiritual well-being of other learners.

#### Academic Leader

- Tutor** in different subject areas. Understand and have knowledge in the subject. Able to support other learners in comprehending the concepts to improve academic performance.
- Library Prefect** – Support in the Library with operational matters. Support in the reading programs we run in school to improve reading and comprehension in learners.

#### Extra-Curricular Leader

- Sport** – captains of sport teams will represent sport
- Culture** – Leaders participants in various activities

**Community service** – Support with the fundraisers and social needs and welfare in the school community and outreach projects

#### LITTER

We all prefer to live in a clean environment. Littering is regarded as disrespect towards the environment and the people who use it. Learners who litter will be punished accordingly. PEPPS Motheong considers cleanliness as a basic value which is non-negotiable.

The school day will be extended from time to time to allow time to clean if the grounds are not clean and litter free.

## LUNCHBOX 'Skaftin'

**No food deliveries for learners will be allowed at reception.** All parents and learners must plan the day before to have something to eat at school the following day. No take-away meals will be allowed. We encourage healthy lunchbox choices. We understand there are challenges in managing a household but rather a sandwich and fruit than other unhealthy options. Please refrain from packing any items with a high sugar content. The best option for learners will be to have a bottle of water to drink during the day. No carbonated drinks (Fizzy drinks) will be allowed. Although it is nice to spoil our children with a treat in the lunchbox, while at school, keep it simple and leave the treats for when at home.

## MIND ALTERING SUBSTANCES

Mind altering may refer to: Psychoactive drug, any chemical substance that changes brain function and results in alterations in perception, mood, or consciousness. An altered state of consciousness is any condition which is significantly different from a normal waking beta wave state.

- At PEPPS Motheong learners are forbidden to take or possess drugs at school or in private and if they do, they will be liable for expulsion. Learners may NOT carry drugs to or from school. Drug trafficking is considered an extremely serious offence and learners who are guilty of that will be liable for expulsion and other legal steps may be taken against them.
- By signing the contract with the school, parents give permission that learners may be tested for drugs should reasonable suspicion exist. Parents are responsible for the cost of drug tests for learners who test positive. Learners may be asked to have blood tests done at an independent laboratory to confirm suspicion. Steroids are regarded as drugs.
- Prescription and over-the-counter medicines that are used irresponsibly and for recreational purposes are also regarded as drugs.

We find it necessary to have a specific alcohol/drug policy because the level of alcohol consumption among under aged children in our country is a huge concern. The development of healthy and realistic attitudes towards alcohol is important. We believe that consistent standards, good role modelling and education can make a difference at the School.

The Management of the School has accepted the following disciplinary procedures for alcohol-related offences which **will be subject to disciplinary procedures which may include expulsion from School.**

- Any student who consumes, or is affected by, or is in possession of alcohol at the School, in School uniform or at any School activity. Empty alcohol containers are regarded as evidence of alcohol being used.
- Any student whose behaviour, in the opinion of a staff member, clearly brings discredit to the School because of alcohol consumption at any time, will be subject to disciplinary procedures.
- Any student found by a staff member to be drinking illegally in a public place will be asked to stop. This behaviour will result in disciplinary procedures.
- Disciplinary penalties will **vary in each case** according to the circumstances.

## OUT-OF-BOUNDS AREAS

- To enter or leave the School grounds, learners must use the allocated gates in the morning and afternoon.
- You may not climb over fences or cross the fields and lawns.
- Only paved areas may be used to walk on.
- The area in and around the Staffroom is forbidden for all learners.
- Learners are strictly forbidden to enter the Staffroom. Nobody may sit outside (next to the windows) of the Staffroom during or before School.
- Learners may not use the toilets reserved for staff and visitors.
- Staff homes
- Behind classrooms where there is no organized supervision
- Garden beds
- **Parking areas/car ports are forbidden for learners.**

- Learners should wait in the allocated waiting areas after school. No learner is allowed unsupervised in any area in the school. This includes entering the class before the teacher arrives as well.
- Electrical mains distribution boards, fire extinguishers and hoses are strictly forbidden areas.

## **PARENT MATTERS**

### **CONTACT**

Parents are involved and kept informed of educational processes during the following events:

- Report cards and parent-teacher conferences at the end of term, Support form if necessary.
- General Parents' Meetings
- Via the D6 Connect and Website that contain all parent letters and other information
- Exhibitions and displays
- Cultural functions
- Prize-giving ceremonies
- Sports Festivals
- Termly letters at every end of term
- Letters informing parents of behaviour issues or poor progress
- Assistance with coaching, fund-raisers and educational opportunities
- Letters to congratulate parents on exceptional performance and behaviour
- Notes in homework diaries or message books.

### **PARENTAL INVOLVEMENT MEANS ...**

- ✓ Being present at all school meetings.
- ✓ Being present at as many functions as possible.
- ✓ Being willing to become involved in serving the school.
- ✓ Being willing to assist in raising funds for the school.
- ✓ Being a good listener and supportive parent.
- ✓ Following all procedures and rules of the school and ensuring your child does the same.
- ✓ Monitoring all homework and signing the assessment logs in the diary.
- ✓ Reading all school letters and correspondence.
- ✓ Signing up for the d6 and reading all d6 Communication
- ✓ Working in partnership with teachers. All stories have two sides. Parents are expected to have the same commitment towards the raising of our shared children with good values. When a child shares an incident with you as a parent, please clarify before accusing other learners or teachers.
- ✓ Parents are expected to treat the staff at school with respect and model the behavior that we want to cultivate in our children. Ask questions as to be sure when complaints are laid. Many parents have been embarrassed by steam rolling over staff with 'facts' that were not confirmed to be accurate.
- ✓ A parent is not allowed to confront another learner about any incident. Please do that through the Leader teacher in a phase concerned with learner behavior. When creating an unsafe environment for other learners a parent might be banned from entering the property again for the year.
- ✓ We understand that there might be situations where parents get frustrated but we request parents to behave in a way that will still honour the values of the school. Parents who insult and use vulgar language towards visitors or staff, will be asked to leave the premises. If a parent does not live the values of the school, there is no reason to continue with the educational relationship in the next academic year.
- ✓ Marketing the school by "WORD OF MOUTH" – telling the community about PEPPS Motheong, and recruiting Learners for the school.

## **SCHOOL FEES**

### **FINANCIAL POLICY AIMS:**

- To provide the School with the appropriate financial structure and funds to achieve its overall objectives.
- To provide the best quality education at the most affordable cost.

### **SCHOOL FEES & FINANCIAL POLICY**

School fees are determined annually by the Board of Directors and are binding on all learners and parents enrolled at Motheong Primary School.

The Board of Directors reserves the right to change fees any time during a specific year if circumstances beyond its control requires it to do so, e.g. Subsidy cuts by the Department of Education.

School fees are used to finance the operational and maintenance costs of the School. Smaller capital projects funded by School fees (computer center, sport facilities, etc.) are budgeted for annually.

### **SCHOOL FEES – BANK DETAILS**

Account holder: Motheong Primary School  
Bank name: ABSA  
Branch: Centurion  
Account no: 4052187858  
Branch Code: 630 445 T  
Type: Cheque  
Reference: Child's name, surname and Grade.

### **ALL PARENTS AND GUARDIANS UNDERTAKE TO ABIDE BY THE FOLLOWING:**

- School fees are payable **one month in advance**.
- Payment for a specific month/term is due on or before the dates as specified in the school fee pamphlet
- All school fees must be paid in full by 7 November
- One of the following methods of payment is acceptable
  - Internet payments (Please mail a payment advice)
  - Electronic transfers
  - Debit Order
  - Cashless payment through d6
  - NO CASH is to be paid at the School

**NB!** Any extra bank charges for any payment method will be debited to the account of the originator of the payment. Please note that a cash payment at the bank will result in additional charges. Rather use EFT or Debit Orders

- Statements will be issued on a monthly basis. Statements must be checked for any discrepancies and queries must be lodged within 30 days. Failure to do so will have statements deemed correct.
- In the case of failure of payment of the minimum amounts and by the agreed due dates the following procedure will be implemented:
  - A letter of demand will be issued and sent. (if no response)
  - The overdue account will be handed over to our debt collectors for legal action.
  - The management reserves the right to refuse all learners with overdue accounts entrance to classes at the beginning of every year. Families with overdue accounts by August, will not be allowed to receive an educational service from PEPPS Motheong the next academic year due to a breach of contract.

### **SCHOOL FEES-CANCELLATION OF ENROLMENT**

- At least one month's notice, on the 1<sup>st</sup> day of the previous month, is needed for any cancellation of enrolment
- Parents and guardians are liable for at least the registration fee and the fee for the period actually spent at the School
- A portion of a month will be calculated as a full month in case of a late notice, an early retirement or expulsion from the school
- In case where learners were registered but did not begin their career at Motheong Primary School, all school fees paid are refundable IF notification is given within 7 days of school starting for the year or the term. Failure to notify the School will result in a 10% reduction per week for administration and other costs (lost opportunities for other possible learner's) 25% of the registration fee is not refundable and the 10% rule will apply to balance if notification is not received within 7 days.

## ADDITIONAL FEES

- **COMPULSORY ACTIVITIES**

The school organizes camps, excursions, sport events and other activities which need to be paid up front. Parents agree to these costs via letters or SMS, communicating the reason for these activities. The school reserves the right to debit the learner's account in cases where these fees are not paid. Where learners are with school fees in arrears, it will not be an option to receive any payment for additional activities in the school account. All money paid into the parent account will be allocated towards school fees.

- **OPTIONAL ACTIVITIES**

When the school organizes other optional activities, parents may request that the learner's account be debited with the cost via a letter or e-mail. A detailed list of such extra-mural activities will be available. This option is not available for overdue accounts.

## PLAGIARISM

Plagiarism is the submission of work by a student of PEPPS Motheong that includes ideas, thoughts, words, tables, diagrams and/or pictures from another source as if it were his/her own.

PEPPS Motheong as well as the GDE regards plagiarism as a serious offence.

- It is essential to acknowledge all the sources of information used to ensure there is no plagiarism.
- The quantity of work that is plagiarized is not the issue, nor is whether it was done on purpose or by mistake.
- Learners who submit work (small or large quantities) as their own without acknowledging their sources, are plagiarizing. (University of Ulster, 2002), (University of Pretoria, 2007)
- Using other student's work in any form (even if they allow it) is not allowed. It is considered to be another form of plagiarism.
- Learners are also not allowed to give their work to another student so that he/she can copy it and submit it as his/her own.
- This also applies to group work. Unless a teacher expressly indicates that one task is expected by the whole group, the instruction is that all students hand in their own write-up of the task with all their sources correctly acknowledged. In the case of group work learners may be acknowledging another student's contribution to the project. (University of Pretoria, 2007)

It is the duty of the academic staff to instruct learners on how to avoid plagiarism and how to reference. However, it is the learners' responsibility to ensure that they acknowledge all their sources in any task that is submitted. (University of Pretoria, 2007)

## POLITENESS

Learners must always act in a polite and respectful manner. Learners will first greet teachers, other staff and any visitor they meet on the premises at all times.

## POWER AND WATER CONSERVATION

Learners are requested to co-operate fully to reduce any waste of power or water.

## CARE OF PROPERTY

Learners need to mark their property INCLUDING UNIFORM ITEMS and put it away when not using it. No learner may borrow anyone else's property. Anyone who damages the property of the school or of others will be asked to pay for the damage and/or face disciplinary action. **Learners are responsible for taking care of their own possessions.** The school does not take responsibility for any learners' property that is damaged or stolen at school. Learners must wear the purses around their necks to keep money safe.

## PUNCTUALITY

Learners are expected to be at school on time and change classes quickly between periods. If learners are unavoidably late, they should bring an explanatory note from their parents to the class teacher. Punctuality is a basic value and all learners and staff are expected to honour it at all times. Learners who arrive late at school will be recorded on d6 and the disciplinary process followed.

Punctuality should be adhered to when completing tasks or projects as well.

## **RELIGIOUS OR CULTURAL RIGHTS**

Religious practices, conduct or obligations that relate to the core values and beliefs of a recognised 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 Board of Directors under the following conditions:

- 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 rights of the learner.
- This application must be in writing and must identify the specific rule/s that is/are offensive to the learner's religious right/s as contained in the Constitution of the Republic of South Africa.
- This application must include a reasonable interpretation of the religious rights that the learner feels are offended and a suggestion of how the rules may be supplemented by the School Management Team to accommodate such religious rights.
- The learner must provide proof that she/he belongs to that specific 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.
- The religious conduct or practice must be lawful.
- The School Management Team 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.
- When the Governing Body allows for deviations from the standard rules, such deviations must be based on core religious beliefs inherent to the religion, and it must be compulsory for the learner to comply with such beliefs.
- The deviation must specify the extent of the exception 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.
- Cultural rights will be considered in the event that they do not relate to a religion, if such cultural rights manifest in conduct of a permanent nature that is compulsory for the cultural group. This refers to cases where the removal of the cultural jewellery or mark will cause considerable pain to the learner. Normally, cultural rights are exercised through marks and expressions of a temporary nature that are justified for a specific cultural gathering. The learner must convince the School Management Team that his/her cultural rights can be exercised only through a permanent intervention.
- 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 first 8 subparagraphs above.

## **RESPECT**

- PEPPS Motheong values are based on respect, respect for God, respect for other people, and respect for property, respect for self and respect for the good name of the school. To criticize fellow pupils, teachers and the school on any public domain is regarded as gross disrespect and may lead to disciplinary action which may include expulsion and/or "crimen injuria" charges.
- All learners have the right to an education free of interference, intimidation and/or physical abuse. The learner will respect the safety of other learners.
- 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.
- Stop and listen when an adult calls
- Respect other people, property and the environment
- Greet all staff and visitors politely
- Always be considerate of other people and their feelings
- 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.
- The carrying, coping and/or reading of offensive material is prohibited.

## **RESPONSIBILITY**

As a learner of Motheong learner I will take responsibility to be proud of who I am

- Hold my head up high
- Be neat and look after my uniform
- Always wear the correct uniform
- Be polite, honest and helpful at all times
- Put rubbish in bins
- Care for the gardens and plants
- Care for all creatures great and small
- Be kind to others
- Look after sport and school equipment
- Treat all equipment with care
- Look after all my belongings
- Hand in cell phones at the office before school
- Take home and give Parents newsletters promptly
- Bring signed return slips to school on the given dates
- Know how to behave in and around school buildings
- Use a quiet voice inside school buildings
- Move quickly and quietly between classes
- Know the playground rules to obey the bell, know where to play.
- Make choices that will keep me safe
- Only leave the school ground when dismissed
- Have a copy of the doctor's script with me if I am in possession of prescription medication. Hand in my medicine for safe keeping at the office and administer it to myself under supervision
- Complete and hand in assignments or projects on time

## **SEARCHES + SUBSTANCE TESTS**

All learners are subject to be searched for drugs or any other item if enough reason exists for them to be under suspicion. They are also subject to be tested by a standard alcohol meter or drug test. Care will always be taken not to harm or embarrass the child in any situation. Learners' will be asked to hand over their phones when enough suspicion exists that it may contain undesirable material or evidence.

## **SELLING PRODUCTS ON THE SCHOOL PREMISES**

Nobody (no teachers, learners, employees or parents) may sell any product at school for his/her own benefit. Permission must be obtained from the Head to sell any product on behalf of a club or committee from the school. Any person who wants to sell anything for a club or committee needs to apply for a permit which will be issued when all conditions are complied with. Selling products without permission or the knowledge of the school will result in the learner losing his/her products, as it will be confiscated.

## **SICKNESS**

Sick learners are taken care of by staff, with first aid training, designated to do so. Teachers are not doctors and can therefore not hand out medicine. Parents stay responsible for their children's health and any costs incurred for the necessary treatment.

## **SMOKING**

The school ground is a smoke free zone. It is against the rules to be in possession of cigarettes/e-cigarettes, any device or part of a device that can be used for smoking. It is forbidden to supply other learners with cigarettes/e- cigarettes.

## **SPIRITUAL GROWTH**

The spiritual aim of the School is to assist Learners maintain a focus on Christian values and how to enrich their inner lives. The School follows a non-denominational programme brought out in Assemblies and Life Orientation in all phases of the school. Along with spiritual issues, themes such as environmental awareness, tolerance and compassion, the value and meaning of true friendship, relationships and personal health, are all given emphasis as part of the moral messages in School Assemblies.

## **SPORTSMANSHIP**

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 sport or cultural and/or service activity.

Learners' appearance and conduct, both on and off the field or stage, should be of the highest standard and all learners are expected to:

- Adopt the correct etiquette pertaining to the specific activity at all times.
- Once a learner has committed him/herself to an activity, s/he will be bound by the rules and obligations related to that activity.
- Involvement in a particular activity will span the entire season/duration in which that activity takes place.
- Attendance of all practices is compulsory. Missing a practice without a valid excuse from the learner's parents may result in the learner being suspended from participation in one (1) inter-school league fixture.
- Show loyalty to their team, captain, coach and School
- Wear full prescribed sports outfit and track suit or full school uniform, when travelling to any match or meet.
- Wear the correct uniform and see that it is clean and neat
- Be punctual for all practices and matches
- Remember to abide by the referee's decision without complaint or argument
- Avoid inappropriate behaviour such as swearing, fighting, arguing or other dramatics
- Play with a will to win but play fairly.
- Not bring the school's name into disregard by behaviour from parents and learners

Learners who do not return sports/cultural gear borrowed from the school on time will face disciplinary action and the gear will be replaced at learners' expense. Outstanding amounts will be charged to learners' accounts.

Learners who do not arrive at a match/performance or event where they have to represent the school will be seriously dealt with. It may result in them losing their position in the team/group or to be banned from that sport/activity for the whole season. True commitment to your team is essential. Supporters must be dressed in full school uniform and also behave like learners who know what a spirit of sportsmanship means.

## **STATIONERY**

Learners will be issued with a basic pack of stationery at the beginning of the year which should last for the year. Lost/depleted stationery is replaced at own cost. Parents pay an additional fee for the stationery packs ordered at an affordable price.

## **STUDENT SERVICES**

Learners who experience problems of any kind (personal, family, school, subject, concerns, careers, decisions, etc.) can talk to their teachers; they are concerned with their personal and academic progress in the school.

Referrals are made for other specialists. However, these consultations will be for the parents own cost.

## **TOILETS**

Learners should not play in the restrooms. We leave all areas as clean as we found it and respect the aunties on duty.

## **TRAFFIC RULES**

Learners may not play or sit in the roads on the campus or sit on the curb stones next to the roads. Cars that enter at the front security gate can be a safety risk for learners seated there. Learners must adhere to instruction from leaders/scholar patrol.

Learners are not allowed to cross the road to buy from any tuck shop across the street once they have been dropped off by their parents. Learners are only allowed to use the designated entrance and exit gates during peak times.

Vehicles entering the premises must have a PEPPS Motheong car sticker on their window. All other vehicles/people will have to produce a valid identification to be scanned before entering the school premises.

### **UNIFORM AND GROOMING GUIDELINES**

Proper School uniform, as prescribed, must be worn. Learners represent the school whenever and wherever they appear in School uniform. They should behave themselves in a manner that will do the School proud. It must be noted that no part of the School uniform may be worn without the rest. Learners always wear full school uniform, full sports kit or private clothes without uniform items.

**Please note that learners have the right to education but at the same time the responsibility to comply with the school rules. Any learner who arrives at school with incorrect uniform or violating our grooming expectations for the school day, will not be allowed in class. This includes school uniform that was altered, jewellery, hair and other grooming rules. Parents will be called to fix their child's grooming transgression before the learner is allowed back in class.** (School pants that was altered to be tighter fitting fall in this category. Learners should wear pants that are comfortable and loose fitting. Skinny pants are allowed only if it does not hug the body. Skirts that are too short will not be allowed either).

- Correct school and sport uniform must be strictly adhered to, clean and neat, and **clearly marked**.
- Navy blue sport bags are highly recommended for changing when doing afternoon activities. (Uniforms will not get lost!).
- Learners must leave the school at the end of the day in full uniform except on sport days.
- Learners must wear FULL school uniform at school and when travelling to and from school. Learners may never only wear parts of their uniforms. Shirts must always be tucked in.
- When travelling to sports venues learners will wear either sports uniform, summer uniform or full School tracksuit; NO multi-colour hats or other tracksuit tops or pants. No sandals or 'slops'.
- Only the official School hat may be worn with School uniform – no other hats. This hat may not be worn in class.
- Only black school shoes and black belts with plain buckles may be worn. NO expensive fancy shoes or ornamental buckles please. Socks must be worn with shoes.
- During events that allow the wearing of casual wear, learners should wear neat, presentable clothes in line with the school's value system. Beachwear, tight-fitting clothes, clothes that are see-through and/or too revealing, any underwear showing are all regarded as inappropriate and are not allowed. Hair, shoes and accessories should be neat at all times.
- No additions to the uniform that are not in accordance with the regulations will be allowed.
- Missing buttons must be replaced with the correct colour button.
- No jewellery, pearl earrings or earrings with semi-precious or precious stones are allowed. For girls only one set of plain small round earrings are allowed in the earlobe – no ear-rings in upper ear.
- No necklaces allowed except the red and white necklace to symbolise the loss of a parent.
- No facial piercings/ tongue rings/belly rings. No plaster covering over unauthorized piercings in the upper ear or anywhere else on the face.
- No rubber/leather/plastic bands around wrists/ankles or neck.
- No tattoos may be visible at school or when presenting the school.
- NO coloured contact lenses or lenses with patterns are allowed
- All **hairstyles** must be well kept, clean, school appropriate and well groomed.
- Pattern cut outs are NOT allowed in hair or eyebrows.
- No colour treatment/bleach of hair. Only school compliant hair accessories allowed.
- All braids or natural dreadlocks must be tied back neatly off the shoulders. No hair may hang loose over the collar or in the face.

- Beards and moustaches are not permitted.
- Fades should be discrete. No mohawks or clean cut on the sides with a trip of hair on top allowed. Learners who arrive at school with these hairstyles, will be asked to fix their hair before returning to class.
- No wigs.
- Extensions are allowed under the following conditions: Strictly black or dark brown colour to be worn. No other colour inserts. Maximum 40cm from the scalp. Thick braids are not allowed.
- Only navy blue or black hair accessories may be used e.g. Hair bands/ribbons and hair clips.
- All hair must be tied back with elastic or some firm hair band and not with some hair.
- Plaits should be tied back in a pony and not hang loose on the shoulders or the back. Once it touches the collar it should be tied back.
- Braids may be tied into a small bun. The bun should not be bigger than the head.
- Short Bob hairstyle is allowed as long as it doesn't hang on the collar or in the eyes.
- Dry curl style must be worn with a hair band (navy blue or black)
- No make-up.
- No glitter and/or coloured lip gloss or lipstick.
- No nail polish. Fingernails must be kept trimmed short and clean at all times.
- Proper school bags with compartments MUST be used. No obviously branded bags allowed.

School uniform is available at reception

Grey flannel pants (long for Winter months) Grey Shorts (knee length for Summer months) and white school shirt for Secondary School learners, can be bought from any chain store

**All other School Uniform must be ordered and purchased from the School Office.**

In the first month Grade 1 to 6 learners are allowed to attend school dressed in their navy sport shorts with the turquoise or house-school t-shirt

<p><b>Summer: Girls Grade 1 to 9</b>            Golf T-Shirt with Skirt (Grade 1 to 7)            White school shirt (ONLY Secondary School)            Black School Shoes and White Socks            Navy School Jersey for cool days</p>	<p><b>Summer: Boys Grade 1 to 9</b>            Grey Shorts (knee length) with Golf T-Shirt (Grade 1 to 7)            White school shirt with Grey pants/shorts (ONLY Secondary School)            Black Shoes and grey socks            Navy School Jersey for cool days</p>
<p><b>Winter: Girls Grade 4 to 9</b>            School Skirt or grey flannel long pants with Navy Woollen Stockings or long grey Socks and Black Shoes. <b>NO</b> white socks over stockings allowed            Golf T-Shirt            Navy Jersey and or fleece jacket</p>	<p><b>Winter: Boys Grade 4 to 9</b>            Grey flannel pants with Golf T-Shirt and School Jersey, Black Shoes and grey Socks            Navy Jersey and or Fleece Jacket            School blazer for Secondary School learners</p>

### **Grade 1 to 3 Foundation Phase Winter: Boys and Girls**

#### **Tracksuits with black sport takkies and black socks**

The School's Golf T-Shirt must be worn underneath the Tracksuit Top, as there are some warm winter days. No long sleeve vest to be worn under short sleeve shirt.

### **Sport Uniform: Boys and Girls**

All Learners MUST have the school sports shorts and one Turquoise Blue T-Shirt and one House T-Shirt (depending on whether he/she is in the Yellow or Green House)

Athletics, Netball, Softball and Soccer kit are available from the School Office and must be worn for all matches.

Compulsory: The sun is a force to be reckoned with and skin cancer is a reality. In the best interest of our learners' health we expect all learners to wear the prescribed sun hat when working outside or during break times. The hat is available at reception.

### **SPORT UNIFORM – GROOMING GUIDELINES**

Every sportsman and woman is responsible to have their own sports attire and track suit. The following will be considered the only official attire for all sports at Motheong. As far as possible a sport kit per team will be available for matches.

Please take note that only sport shoes that are suitable for the specific sport may be worn. No sneakers are allowed and no colourful laces. Sport uniform does not include jerseys, pull-overs and scarves.

- Practices at school : Sport shorts and sport shirt.
- Netball : Sport shirt and skirt.
- Soccer : School Soccer uniform available. Each child should have his own shin pads.
- Athletics – Boys & Girls : Sport shirt with athletics shorts.
- Softball : Specific outfit available at school

All athletes must wear the school track suit at all times when the school is represented in sports. The track suit must be worn with the school golf shirt or sleeveless sport shirt designed for this purpose. No other coloured T-shirt may be worn with the athletics outfit or track suit.

### **ARTS UNIFORM**

Any performing Arts group (Choir, Marimba, Gumboots, Dancers, Drama):

As communicated at the beginning of the year, all members should be dressed in full school or Art discipline uniform before they climb into the bus. Same rules as for school apply in all situations. No extra jewellery may be worn, unless it was decided and communicated in writing to the group.

### **CHOIR, MARIMBA**

It is learners' responsibility to buy their uniform. The uniform can be sold to new members the following year should it be in a good condition.

### **DRAMA**

Black jazz pants and black T-shirt.

### **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)

Learners should avoid bringing cell phones, large sums of money and valuables to school. Cell phones may not be switched on during a normal school day. If the learner brings a cell phone to school, it must be handed in at reception before the start of school.

Learners must carry any cash brought to school in the purse around their neck.

### **VIOLENCE**

We base our decisions on Biblical values and therefore try to reach compromises in dealing with differences. Fighting, wrestling, pushing, hitting, kicking or spitting, arguing, swearing, insulting, hurting others, throwing stones or dangerous objects, interfering with other learners, threatening and intimidating behaviour are not expected choices of PEPPS Motheong learners. We expect our learners to be Emotionally Intelligent and resolve differences through the conflict resolution process available and visible in school. NO weapons of any sort are allowed at school – this includes BB-guns or other similar “toys” that can hurt people. Any suspicious “toy” will be confiscated and the bearer thereof subject to the disciplinary process in place. Learners are also requested to report other learners who bring any of the mentioned “toys” or even real weapons to school for their own safety.

## **WAITING AREAS**

In the best interest of the safety of our learners they should be fetched as soon as possible at the end of the school day. Learners who are walking home should not loiter on the premises. They should leave the school at the end of the day. There are designated waiting areas for different phases from 13:30—15:30, with adult supervision, but this is NOT a child care service. Please take note that the waiting areas are only for learners waiting for their transport or an activity. Learners must be collected from their waiting area and not from the activity. Specific waiting areas will be identified per phase and learners will be informed accordingly.

Learners not fetched by 16:00 are sent to the Pre-School for safe keeping. A fee is charged to the learners account.

## **WATER CONSERVATION**

Water is a very expensive and scarce commodity. Please make sure all taps are properly closed. Do not waste water!!

## **WITCHCRAFT**

Witchcraft in any form is prohibited on the premises. Children or staff who use, practice or threaten with witchcraft will be dealt with severely. There is also no place for the practice of Satanism on the premises. Learners who consider Satanism as their religion, must leave the school as it is considered an offence at a Christian school.

## **XENOPHOBIA**

PEPPS Motheong is a multi-cultural school where all staff and learners, regardless race, are welcome and we strongly condemn any racial discrimination. Any person who shows intolerance of other racial groups by calling them names, threatening them and bullying them in any way will be held liable and disciplinary action will be taken against him/her, **which may result in suspension or expulsion.**

**We can.  
We Will.  
We HAVE TO Succeed!**