



# THORNTREE PREPARATORY SCHOOL

## Foundation Phase Code of Conduct



<b>Document Name</b>	Foundation Phase Learner Code of Conduct
<b>Document Number</b>	TPS_C2_2.2.5.1
<b>Authority</b>	Head/Secretary
<b>Administration of Policy</b>	Admin/Heads
<b>Effective Date of Policy</b>	01/01/2016
<b>Approved by</b>	Head
<b>Scope of Policy</b>	Staff, Students, Parents
<b>Last Revision Date</b>	11/04/2022
<b>Next Review</b>	01/11/2023
<b>Related Policies</b>	The Constitution of the Republic of South Africa (Act 108/1996.) The South African Schools' Act (Act 84/1996) and subsequent amendments. The National Education Policy Act (Act 27/1996) and any applicable policies determined in terms of this Act, including the Regulations for Admissions to Schools.
<b>Addenda</b>	

<b>Approved by:</b>	<b>Approved by:</b>
	
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**TITLE: LEARNER CODE OF CONDUCT****1. PREAMBLE**

At Thorntree Preparatory we endeavour to promote positive behaviour and interaction between the child, peers and the staff. The Code of Conduct governs the conduct of all children and the relationship between the School and its children. A commitment to excellence in all areas of endeavour forms the basis of the Code of Conduct. Mutual respect and dignified interaction is expected at all times. Individuality and self-initiative are encouraged within the parameters set out below and having regard and respect at all times for the interests of fellow learners and the school.

**2. PURPOSE**

Disciplined behaviour is essential for the well-being of the school and the successful achievement of the school's objectives. The Code of Conduct is based on:

- 3.1. Educational principles that aim to allow the school to function as a harmonious community;
- 3.2. The want to establish a safe and secure environment;
- 3.3. The need to endorse the basic rights of educators to teach and maintain orderly learning environments and the rights of the learners to learn in a secure, non-threatening environment;
- 3.4. Is aimed at promoting a climate of mutual self-respect, self-discipline and responsible behaviour; 0

Disciplinary action will be fair, appropriate and consistently applied. It will be aimed, as far as possible, at corrective measures and not punitive action.

**3. SCOPE**

This policy is applicable to all learners and staff and is to be read by parents, acknowledged and signed by parents and learners alike. All school rules are applicable at all times when the learner is dressed in the official school uniform and is recognizable as such, both within the school grounds, and in public view outside the school.

**4. APPLICATION TO****5.1. Dress Code**

- 4.1.1. Children are required to be neat and tidy at all times and must be dressed in the correct school uniform.

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- 4.1.2. The correct school uniform must be worn daily.
- 4.1.3. Comfortable and sensible shoes that do not restrict the child's movement must be worn. No boots above the ankle nor platforms may be worn.
- 4.1.4. Hair must be tidy and clean.
- 4.1.5. Earrings that are studs or sleepers may be worn. An appropriate neck chain, wrist band and or watch are permitted.
- 4.1.6. Children are encouraged to wear a hat during break times, PE classes, outdoor activities and after school activities. The use of sunblock is strongly advised.

**5.2. School Hours**

- 5.2.1. Children must arrive at school after 07:10 am but before 07:20 am each morning. This is to ensure that the child is received and supervised when he or she arrives, and to ensure that the child arrives before school starts.
- 5.2.2. Parents must arrange for their child/ren in grade 1-3 to be picked up promptly at 13:00 Monday to Thursday and at 12: 00pm on Fridays. Children are not supervised after school.
- 5.2.3. Please try to avoid bringing children to school late as this is disruptive to the other learners in the class and teacher. Parents bringing children to school consistently on time set a good foundation for responsible actions.
- 5.2.4. Permission to leave school at a time earlier than the end of the school day must be communicated in writing and sought from the teacher well in advance. Unless of course it is sought due to unforeseen circumstances.

**5.3. Classroom Conduct**

The School expects a concentration on and a commitment to academic excellence. To achieve this end:

- 5.3.1. No disruption of classroom routines will be allowed.
- 5.3.2. The ambience of the classroom must be one of warmth and mutual respect.
- 5.3.3. Homework must be done daily.
- 5.3.4. Teachers and visitors must always be courteously greeted both in classrooms and outside
- 5.3.5. Children must respect the property of fellow learners and that of the teacher and school within and outside of the classroom.

**5.4. Safe Use of Technology**

Thorntree Preparatory provides for blending learning through the use of technology. Android devices, mini computers as well as iPads are used by learners. Certain rules apply to the use of these devices:

- 5.4.1. Android devices are the property of the learner.
- 5.4.2. The learner is responsible for the care and safe keeping of their own devices.

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- 5.4.3. The school will not take responsibility for devices lost or damaged through misuse, abuse of the device by the learner or other learners.
- 5.4.4. Learners need to show respect for the property of other learners.
- 5.4.5. Learners are not allowed to use another learner's device.
- 5.4.6. The Devices may only be used during class time under the instruction and supervision of the teacher.
- 5.4.7. The IXL Mathematics and IXL English programmes will be loaded and provided by the school as an Application or access through the internet.
- 5.4.8. Wi-fi and internet access is provided by the school.
- 5.4.9. Learners are to ensure that they arrive at school with their devices charged.
- 5.4.10. Ensure that unnecessary uploads and updates do not happen during school time. Parents and learners are responsible for ensuring that this does not happen.
- 5.4.11. Devices may not be used on school property outside of class time, or during breaks or on outings.
- 5.4.12. The learner is expected to use the device for the purpose intended. Any misuse, like accessing sites and applications (Apps) other than the permitted programmes is unacceptable. The device may be confiscated and disciplinary action taken.
- 5.4.13. Inappropriate media may not be used as a screensaver or background photo.
- 5.4.14. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang/hate related symbols or pictures will result in disciplinary actions.
- 5.4.15. Passwords may be used for individual security purposes.
- 5.4.16. Students may not bring toys, computer games, iPods or similar electronic devices to school unless requested so by the teachers.
- 5.4.17. Parents/guardians should talk to their children about the values and standards that their children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.

**5.5. Health and Safety**

The school is a place of safety where laws pertaining to public places are applicable. You and your peers have a right to be safe and healthy and as such are required to:

- 5.5.1. Use school equipment safely.
- 5.5.2. Move safely both inside and outside classrooms.
- 5.5.3. Walk up and down stairs holding onto the handrails.
- 5.5.4. Use correct entrances and exits.
- 5.5.5. Stay inside the school grounds and play in designated areas.
- 5.5.6. Stay out of the classroom/IT lab/library if a teacher is not there.
- 5.5.7. Wear a hat and sunscreen when playing outside.
- 5.5.8. Pack healthy lunchboxes as guided by the school.
- 5.5.9. Go home immediately if you are not in aftercare or engaged in school activities.
- 5.5.10. Keep our school litter free.

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- 5.5.11. Take responsibility for keeping grade toilets neat and tidy. Do not play or eat in the toilets.
- 5.5.12. If a learner is in position of prescription medication, a copy of the doctor's script and medication is to be handed in and administered by the Secretary or Teacher.
- 5.5.13. No dangerous objects or illegal drugs, as defined in the SA Schools Act or the Safety regulations will be brought onto and/or used on the school property. Dangerous objects include knives, firearms or any item that could harm a person.
- 5.5.14. The carrying and/or smoking of cigarettes / e cigarettes is prohibited.
- 5.5.15. Alcohol is not permitted on school premises.
- 5.5.16. Carrying, copying and/or reading of offensive material is prohibited.

**5.6. Safety on School Outings**

- 5.6.1.1. School outings form an important part of your learning and your safety and behaviour on these are important to us. Remember to:
- 5.6.1.2. Be polite, respectful and friendly at all times.
- 5.6.1.3. Be well behaved.
- 5.6.1.4. Listen to and follow instructions.
- 5.6.1.5. Sit in the bus, buckle up and do not throw anything around in the bus or out the windows.
- 5.6.1.6. Ensure that the bus is clean before you leave after the trip.
- 5.6.1.7. Abide by all rules and instructions stated by your host.

Remember, You are a reflection of your school, your parents and yourself.

**5.7. Understanding Our Values**

Our school values, what we believe make us better individuals, and which strengthen a child's self-esteem, optimism and commitment to personal fulfilment; and help a child exercise ethical judgment and social responsibility.

Thorntree Preparatory Values are: Acceptance, Respect, Resilience, Responsibility and Excellence.

**5.7.1. Acceptance:**

It is: I understand that people have different ideas, beliefs and cultures

It Means: I accept and acknowledge others no matter how similar or different we are.

It Happens when:

- o I cooperate with, encourage and include others
- o I have a positive attitude towards others
- o I accept and understand that everyone is entitled to share their opinions and there will be no put downs
- o I understand the importance of harmony and getting along with others.

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**5.7.2. Respect:**

It is: I treat others the way I like to be treated.

It Means: I care for myself, others and the environment.

It Happens when:

- o I use good manners
- o I listen and speak politely to others and look at the person who is speaking
- o I trust others
- o I give people space
- o I give others a turn
- o I care for everyone
- o I am considerate

**5.7.3. Resilience:**

It is: I bounce back and don't give up – I have grit

It Means: I make the right choice when dealing with difficult situations

It Happens when:

- o I stay calm
- o I ask for help to solve problems
- o I negotiate with people
- o I understand that things don't always go my way
- o I am aware of my emotions and the effect they have on me and others around me
- o I am aware of my thoughts and feelings and things happening around me 'right now'.
- o I am confident
- o I learn from my mistakes
- o I don't give up when things are difficult
- o I have a go at something new
- o I have a growth mindset
- o I am not afraid to be me
- o I listen to advice
- o I trust myself
- o I believe in myself and stand up for what is just and right.
- o

**5.7.4. Responsibility**

It is: I am trustworthy, reliable and able to make safe and sensible decisions

It Means: I take ownership of my actions

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It Happens when:

- o I can be trusted to do the right thing and be a positive role model for others
- o I look after my personal belongings and those that others allow me to use.
- o I have a shared responsibility to after our school and the environment
- o I contribute fairly , honestly and actively as a member of my school and community.
- o

**5.7.5. Excellence**

It is: I strive to achieve my bets at all times.

It Means: I try to be as good as I can

It Happens when:

- o I try to do my best and I don't give up
- o I use my imagination, experiment and try out new ideas
- o I am curious and ask questions
- o I help others to improve
- o I set goals for myself and work hard to reach them
- o I challenge myself
- o I focus on tasks
- o I organize myself and my belongings
- o I am proud on my achievements

**5.8. Absence from school**

- 5.8.1. In the event of your child requiring leave from school, please address your request in writing to the teacher. An exit note must be signed at reception by the responsible adult when the child exits the school.
- 5.8.2. If an appointment is scheduled during school hours (which should be avoided) and the child will return, an early exit and return note must be signed at reception by the responsible adult when the child exits and returns to school.
- 5.8.3. Should your child be ill on the morning of school and will not be at school, parents are required to inform the class teacher as soon as possible. A letter from the parent is required upon return to school stating reasons for absence.
- 5.8.4. Should a child be absent from school for a period of 3 days or longer, a doctor's letter is required upon return.
- 5.8.5. Under no circumstances may a learner leave the school property for whatever reason during school hours without permission from the Head.
- 5.8.6. Should your child be missing a test or exam due to illness, kindly inform, in writing, the class teacher and be aware that the test or exam will be written on the day of return. A supporting letter will be required upon return to school from a doctor.

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- 5.8.7. Note that absence from school for the sake of holiday is frowned upon and we request that parents refrain from taking their child out of school for this purpose. Utilise the school year calendar to make holiday arrangements.
- 5.8.8. The onus is on the learner to catch up on work that has been missed.
- 5.8.9. Assessment tasks and tests will not be given to learners to take home to complete.
- 5.8.10. No requests will be granted for work to be given in advance if a child is to be absent.
- 5.8.11. Truancy is not allowed.

**5.9. Homework**

Homework has its place in the educational programme of our children. The purpose and amounts of homework will vary with the child's grade.

Reading is an integral and vital part of a child's learning experience. At all grade levels we recommend children spend time reading at home each day.

- 5.9.1. Grades 1-2: Parents are encouraged to read to and with their children daily. Some assignments are made on a regular basis for all children primarily for the purpose of helping them understand that homework is one of their school responsibilities and to build good work and study habits. This regular homework may include a weekly spelling list, a writing assignment or a mathematics assignment.
- 5.9.2. In grade 3-4, homework becomes more of a daily routine that may take 30 minutes – 40 minutes at home. Project work may involve homework that extends over more than one night. At these grade levels homework is assigned to provide opportunities for the child to practice and creatively apply what has been learned in class.
- 5.9.3. The following are guidelines for the amount of homework at each level:
  - 5.9.3.1. Grade 1: 10 -15 minutes of reading, 10 minutes of other homework per night
  - 5.9.3.2. Grade 2: 15-20 minutes of reading , 20 minutes of other homework per night
  - 5.9.3.3. Grade 3: 15-20 minutes of reading , 30 minutes of other homework per night
- 5.9.4. The time will differ from assignment to assignment and from child to child. If your child consistently exceeds these time guidelines, please speak to his/her teacher to establish, particularly in the older children, whether it is an issue of time management.
- 5.9.5. In most cases the child should be able to complete an assignment or homework independently. If the child has undue problems (has not grasped concepts behind the homework assignments or take too much time), please contact the teacher.
- 5.9.6. One easy way for the parent to address this is to attach a note in the homework book or to the assignment.
- 5.9.7. When learners miss a lesson, it is the responsibility of the child to catch up on work missed and to complete any homework issued in that lesson. If a new concept was taught in that lesson, the teacher will be available to assist the learner as far as possible.
- 5.9.8. Parents should ensure that children have an environment conducive to completing homework.

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- 5.9.9. In the event of homework not completed and not submitted, a note will be sent to the parent in the child's homework book.
- 5.9.10. Parents are required to check homework diaries daily and to acknowledge that they are aware of the homework given.
- 5.9.11. Repeated failure to complete homework (a level 1 infringement) may result in the child having to attend detention on a set day and time.

**5.10. Valuables**

Children should not bring large amounts of money, computer games or expensive toys to school. Unfortunately the school cannot take responsibility for items that go missing. The loss of any valuable items should immediately be reported to the child's teacher. Thorntree Preparatory, nor teachers or other employees or associates of the school shall be responsible for any loss, damage or theft of private property.

- 5.10.1. Respect other people's property.
- 5.10.2. Do not touch other people's belongings without their permission.
- 5.10.3. Look after your own property.
- 5.10.4. Mark all your possessions.
- 5.10.5. Arrangements should be made with the teacher in charge for safekeeping of money and/or valuables.
- 5.10.6. Learners may not bring toys, computer games, iPods or similar electronic devices to school unless requested so by the teachers.
- 5.10.7. The use of an iPad or Android is required at school during allocated times and in certain lessons. A child is required to take care of their electronic devices and use them responsibly.
- 5.10.8. Wilful damaging, vandalising or neglect of school property and the property of others, either by writing or by physical act, is prohibited.
- 5.10.9. Theft of school and private property is prohibited.
- 5.10.10. Items found or lost should be reported to the class teacher as soon as possible.

**5.11. Bullying**

Bullying is unwanted, aggressive behaviour among school aged children that involves a real or perceived power imbalance. The behaviour is repeated, or has the potential to be repeated, over time. Both kids who are bullied and who bully others may have serious, lasting problems. Bullying may be physical, verbal or emotional. It is a behaviour that damages a child's self-esteem, sense of security, hinders academic achievement and may also cause physical harm.

A Thorntree child promises that:

- 5.11.1. She/he will help someone in trouble and that they will not stand by. Even though it may be difficult, he/she will do the right thing. He/she understands that it is about helping someone who is hurting.

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- 5.11.2. He/she knows that he/she is not expected to put themselves in danger to help – she/he will help, but will do so safely.
- 5.11.3. She/ he will report any incident as soon as possible to an adult. If a parent is informed then this matter must be repeated to the Head immediately
- 5.11.4. He/she will do SOMETHING and will NOT ignore it. Because bullying is not acceptable behaviour.
- 5.11.5. What can you do if you are bullied?
  - 5.11.5.1. Tell/write a note to a teacher or parent as soon as possible.
  - 5.11.5.2. Before deleting any offensive pictures or messages, tell and show them to a teacher.
  - 5.11.5.3. Don't reply to nasty messages.
  - 5.11.5.4. Language that is insulting, discriminatory or racist, which belittles, demeans and humiliates your culture race or religion is prohibited and must be reported immediately to the class teacher.
  - 5.11.5.5. Do not tolerate any physical, verbal or emotional abuse of any sort. Report it immediately.

**Parents should contact the school as soon as possible if they suspect bullying.**

**5.12. Behaviour and Discipline**

Thorntrees' philosophy of discipline is based on:

- 5.12.1. Respect of the self
  - 5.12.1.1. Striving for excellence in every facet of school life
  - 5.12.1.2. Being responsible for one's own actions and personal belongings
  - 5.12.1.3. Being prepared
  - 5.12.1.4. Following school rules and dress codes
- 5.12.2. Respect for others
  - 5.12.2.1. Appreciating diversity and human dignity.
  - 5.12.2.2. Respecting everyone's right to learn.
  - 5.12.2.3. Acknowledging that our choice of words, language and actions affects others.
  - 5.12.2.4. Treating others as we would like to be treated.
  - 5.12.2.5. Promoting a positive school atmosphere.
  - 5.12.2.6. Cooperating with all members of the school as they carry out their duties.
- 5.12.3. Respect for the School
  - 5.12.3.1. Taking care of the school property.
  - 5.12.3.2. Keeping the school clean.
  - 5.12.3.3. Following school rules.
  - 5.12.3.4. Being positive ambassadors of the school.

When conflict and unacceptable child behaviour occurs, we prefer to work with the child to create restorative justice. This means that the School and the children involved in the wrongdoing work together to restore justice. This will be done by identifying the harm done to the self, others, or the

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school; understanding that harm creates obligations; and by focussing on repairing the harm by taking ownership and making amends.

With Primary School children, much of the work of behaviour education and management occurs within the classroom. In the case of repeated unacceptable behaviours, physical aggression, or bullying, the Head of the School will intervene.

Responses to more concerning behaviour will automatically include the parent and consequences. Consequences range from simple detention and loss of play time to suspension from school.

**5.13. Guidelines for Disciplinary Consequences & Support**

Here are some guidelines on inappropriate learner behaviour and the consequences that may result.

The school reserves the right to suspend or expel a learner for repeated or egregious violation of any school policy, rule, or combination of policies and rules.

Parents may appeal any disciplinary action in writing to the Head of the school. If they are not satisfied, then they may appeal in writing to the Board of Directors.

Ours is a relatively simple system of discipline, based on the notion of “respect” which is heavily emphasised in our Code of Conduct. This section outlines the procedures that will be followed by the school when taking disciplinary action:

Name of Learner: \_\_\_\_\_

Signature:.....

Name of Parent/Parents/Guardian:

\_\_\_\_\_ Signature:.....

\_\_\_\_\_ Signature:.....

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Name of Witness:

\_\_\_\_\_ Signature:.....

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