

# **HEBRON CHRISTIAN ACADEMY**

## **LEARNER CODE OF CONDUCT**

**MAY 2022**

Learners enrolled at this school have a moral and contractual responsibility to the school, to conduct themselves at all times in a mature and obedient manner, which supports and complies with all the school's internal policies and procedures as well as all rules and regulations (of the school)

All learners must ensure that their use of and access to all learner support resources, electronic resources, physical resources and data resources (which includes information in written and electronic form), are treated with respect and which may not under any circumstances be used to copy or share with any person or institution for their use outside of this school

No learner who leaves the school due to promotion or transfer, may copy in electronic or other form, nor remove from the school premises, any physical resource and/or learner support material provided or utilized by themselves while enrolled at the school (Hebron Christian Academy)

No learner, while enrolled at the school and in the execution of his/her studies, who develops any resource or work assignment for use by themselves or any colleague, using their own or the school's equipment and resources, whether during school hours or for homework, may copy such material for their own private use, nor give or sell such resource and materials to any other person or institution outside of the school, under any circumstance or for whatever reason

Any learner who contravenes the terms and conditions of their Contract for Tuition and school rules and regulations will be subject to disciplinary action, which may result in an intervention, censure, and/or possible suspension and/or dismissal depending on the severity of the contravention

All learners are subject to this code of conduct in the execution of their schoolwork, studies and relationship interactions (including their behaviour, conduct and attitude)

This Code of Conduct must be read in conjunction with the Disciplinary Policy, Intervention Policy and Detention Policy

No relaxation of any of the rules and regulations of the school contained in this Code of Conduct and abovementioned policies will be permitted under any circumstances and for whatever reason

The following rules and regulations will be applicable to all learners;

### **ATTITUDE TOWARDS EDUCATORS, STAFF AND COLLEAGUES**

Due courtesy, respect and consideration must be shown to all fellow learners, educators and staff members of this school and to any other person with whom the learner would be in contact with during formal school hours and when representing the school at outings, work and sports functions respectively

All learners must conduct themselves in a Godly and mature manner which displays the fruits of the Spirit (of God) in their interactions and conversations with their fellow learners, educators and staff of the school

Learners must display a spirit of forgiveness towards their fellow learners in situations of conflict or dispute and must first exhaust every avenue at reconciliation before invoking a formal complaint or any additional recourse which may result in disciplinary or legal action requiring mediation and arbitration

This being said, no bullying of any kind will be permitted under any circumstances and incidents must immediately be reported to the Senior Administrator and/or Principal for decisive action

In the spirit of unity and teamwork, no learner may wilfully and consciously undermine, demean or slander a fellow learner, educator or staff member of the school for whatever reason and under any circumstances.

All conversations and interactions must be mature, conciliatory and supportive within the spirit of love and forgiveness.

In the spirit of teamwork, all learners will apply due diligence in their relationship with fellow learners, educators and staff members of the school

Where a complaint is laid by or against a fellow learner, educator or staff member, such complaint must be supported by witness testimony or by written or electronic evidence of such offence. No action will be implemented against any learner on the basis of assumption or hearsay

In such cases the Senior Administrator and Principal will investigate the evidence provided and rule on the matter based upon their findings. The findings and decision of the investigation conducted by the Senior Administrator and Principal will be final and binding on all parties, unless such complaint warrants a formal disciplinary hearing into the matter

## **OPERATING HOURS**

### **DAILY SCHOOL STARTING TIMES**

The school will start promptly at **07H45** every day, **Monday to Friday**.

All learners (as well as all parents and transport providers) must ensure that they (learners) are at school by this time at the latest, ready for the day's work schedule and have the required learner support material needed for the day according to their grade time table

The daily starting times may be adjusted on those days when learners write term examinations, when going on outings and excursions or attending the annual school camp.

Any change to the daily starting time will be communicated to parents and learners in writing at least 14 days before such change

Unless any change to starting time/s is/are communicated in writing, learners will continue to abide by the normal starting time each day

Learners and parents are advised to respect the operating hours of the school by not arriving at school unreasonably early unless they have agreed to such arrival time with the Senior Administrator or Principal

## **DAILY SCHOOL CLOSING TIMES**

### **MONDAY TO THURSDAY**

The school will close at the following times for the respective grades as follows;

- **12H30** – Grades **RR** and **R**
- **13h00** – Grades **1** and **2**
- **13H30** – Grade **3**
- **14H30** – Grades **4 – 7**

### **FRIDAY**

The school will close at the following times for the respective grades as follows;

- 12H30 – Grades **RR** and **R**
- 13H00 – Grades **1 - 7**

The daily closing times may be adjusted on those days when learners write term examinations, when returning from outings and excursions or when returning from the annual school camp.

Any change to the daily closing time/s will be communicated to parents / learners in writing at least 7 days before such possible change/s

Unless any change to closing time/s is/are communicated in writing, learners will continue to abide by the normal closing times each day as indicated above

Learners and parents are advised to respect the closing hours of the school by not leaving school unreasonably late unless they have agreed to such collection / departure time on any given day with the Senior Administrator or Principal

For the safety and security of all learners and staff, the gates will be closed at **15H00** on **Monday** to **Thursday** and at **13H30** on a **Friday**. Parents will be required to announce themselves when collecting their child / children

## **AFTERCARE STARTING AND CLOSING TIMES**

Aftercare will commence daily at **12H30** (depending on the respective grades) and close at **17H30** during normal school days

During the **March and September** school holiday's, aftercare will commence at **07H00** and close at **17H30** daily

Any variation to these times must be communicated and approved in writing by the Senior Administrator or Principal

The aftercare will be closed for all **National Public holidays** as well as the Department of Education's prescribed **June and December** school holidays.

As annual Aftercare Fees are payable in 12 equal monthly instalments, parents will still be required to pay monthly aftercare fees during these closure periods

Learners who are not registered in formal aftercare, must be collected (and removed) from the school premises by no later than **15H00** on **Monday to Thursday** and by **13H30** on a **Friday**. Where a parent can not adhere to this rule on any given day, then the onus will be on the parent to contact the school office by **12H00** on the day in question to arrange for the later collection of the learner

Where a learner who is not in formal aftercare remains on the premises after the collection times as indicated above and where a valid reason is not communicated with the school office and / or a learner is collected late each day, then for safety reasons, the learner will be put into aftercare and the relevant parent / s will be billed for the use of the aftercare facility on a day to day basis

Notwithstanding the above, the safety and welfare of learners not in aftercare who remain on the school premises after closure times cannot be guaranteed by the management and staff of this school and parents are advised to adhere to this rule at all times in the best interest of their child / children

## **LATE ARRIVALS (PLANNED)**

If it is necessary for a learner to arrive at school late on any particular day for whatever reason, then approval by the parent / learner must be obtained from the Senior Administrator and/or Principal in advance and by no later than 24 hours prior to such planned late arrival

Notwithstanding the above, the parent/learner must make every effort to arrange medical and other appointments after school closing times and/or on a weekend

## **LATE ARRIVALS (UNPLANNED)**

In any unforeseen circumstance/s beyond the control of the parent / learner / transport provider, which may result in the late arrival of the learner for school, then such parent / learner / transport provider will be required to inform either the Senior Administrator or the Principal or the class educator by WhatsApp or telephone (call) by no later than **07H30** on that particular day

All learners (as well as parents and transport providers) will however exercise due diligence in the management of their time and to honour the rules and regulations of the school as well as the terms and conditions of the Contract for Tuition

Any learner who repeatedly arrives late for school or who is in flagrant violation of the school's terms and conditions (of the Contract for Tuition), will be liable for censure and possible disciplinary action.

Class teachers will indicate the time of late arrivals on the attendance register for the attention of the Principal and Deputy Principal

Transport providers / drivers will not be held accountable for the late arrival of the learners they are transporting who are enrolled at this school!

The parents (of) and learners are contractually bound to ensure that their child / children are delivered to and arrive at school by no later than **07H45** each and every day, howsoever their child / children is transported

## **ABSENCE AND REMOVAL FROM SCHOOL DUE TO ILLNESS, INJURY OR APPOINTMENT**

### **MEDICAL CERTIFICATE NOT REQUIRED**

In instances where a learner is absent from school due to illness or injury for **1 (one) day** only, then the parent/s will be required to telephonically inform the Senior Administrator or Principal or class educator by no later than **07H30** on the day of absence from school

In such cases, a doctors' certificate is not required, except under the following instances (where a doctor's certificate is required) ;

- The day of absence is on a Friday or Monday
- The day of absence is the day before or after a public holiday
- The day of absence is the day before or after the formal quarterly school holidays

The Senior Administrator or Principal may request that in such instances, that a doctor's certificate is obtained where in their opinion, the circumstances of the absence is suspicious and/or for incidents of repeated offences

In instances where a learner is absent from school and the parent/s of the learner contact the Senior Administrator or the Principal or class educator and after discussing the matter, the parent/s may be requested to obtain a doctors' certificate as evidence of such illness / absence

### **MEDICAL CERTIFICATE REQUIRED**

In instances where a learner is absent from school as a result of an illness or injury for **more than 1 (one) school day** and/or on a Friday or a Monday and/or the day before or after a public holiday and/or the day before or after quarterly school holidays, then in such instances, the parent/learner will be required to provide a valid doctors' certificate as proof of such illness / absence

Where a learner is absent from school for any length of time, the parent/s of the learner must contact the Senior Administrator or the Principal as indicated above, who after discussing the matter, may require a doctor's certificate as evidence of such illness/absence

Where a learner is quarantined and/or hospitalised as a result of any communicable or contagious disease or illness, then such learner may only be returned to school upon the written proof of the attending doctor

Where a learner has been booked off from school by a doctor for a predetermined number of days and this has been communicated to the Senior Administrator or Principal on the first day of absence from school, then no daily telephone call-ins from the parent/s will be necessary, unless the circumstances / duration of the illness/absence changes

## **ILLNESS WHILE ON SCHOOL PREMISES**

In the event of a learner falling sick during school hours and while on the school's premises, the parent/s must be contacted and advised of the status of their child.

Should the parent/s decide not to collect their child from the school, then the learner may remain at school, either in their classroom or in the sick bay, provided that he/she is monitored by a qualified "first aid" officer of the school. Should the learner's condition deteriorate, the parent will be contacted to immediately collect their child to take to a doctor for assessment and treatment

Should the parent/s decide to collect their child, then they need to comply with the school's protocol relating to the removal of a child during school hours

In such instances, the parent must complete the "**Authorization to remove a Learner**" form, which is available at the main reception or from the class educator, prior to the learner being removed from the school

Authority to leave the premises must however first be approved by the Senior Administrator or the Principal

## **REMOVAL OF A LEARNER TO ATTEND A DOCTOR'S APPOINTMENT**

Learners may not be booked out, nor leave the school premises without the prior knowledge and permission of the Senior Administrator or Principal under any circumstances and for whatever reason

In such instances, the parent must complete the "**Authorization to remove a Learner**" form available at the main reception or from the class educator prior to the learner being removed from the school

Parent/s must inform the school office at least **1 (one) day** before any known / planned removal of their child/children for a medical or any other family / private appointment

In instances of excessive use and/or abuse of time off or absence from school by any learner, the Senior Administrator or Principal may request that in all future instances, that the parent/learner provide

the school with either a doctors' certificate or a letter from the parent, on each and every occasion of absence from school, irrespective of the amount of days absent / off sick

Notwithstanding the above, the parent / learner must make every effort to arrange medical and other appointments after school closing times or on a weekend

## **PERSONAL HEALTH**

Parent/s are required to inform the class teacher when dropping their child / children off at school, whether their child / children is / are on any prescribed medication at that time and/or whether their child is ill or has displayed symptoms of illness

Parent/s agree that appropriate and necessary action, including the summoning of a medical doctor if deemed necessary by the school's "first aid" officer to provide treatment for their child, will be permitted and will be for their (parents) expense

Parent/s must immediately inform the school of any and all medicine being prescribed by a medical doctor and / or over the counter medication for the treatment of an ailment or allergy of a diagnosed disorder of their child/children.

No medication may be administered by a staff member without the written request from the parent and the approval of the Senior Administrator or the Principal. (Refer to the First Aid policy for the relevant document to be completed)

No medication may be administered to a learner, or be self-administered, unless such request is made in writing by the parent/s or medical practitioner and subject to the approval of the Senior Administrator or Principal (Refer to the First Aid policy for the relevant document to be completed)

Permission will only be granted (both for administered and self-administered) where approved by a medical doctor and where clear and unambiguous guidelines are provided.

This requirement may be waived for learners with known illnesses where chronic medication is required

## **PERSONAL HYGIENE**

Learners must ensure that they are well groomed for school and will ensure that they abide by the school dress and conduct codes at all times

The school management has the right to take corrective action against a learner for any violation of the school's dress and conduct code.

The parent/s and learners will work in unity with the school to ensure that the regulations and protocols of the school are maintained at all times

Learners may be refused access to the school and returned home when they are not in school uniform, where their uniform is dirty, for wearing non-approved items of clothing, where their appearance is unkempt, or for any other violation of the school's dress code or hygiene reason whatsoever

## **PERSONAL WELLBEING AND SAFETY**

Parent/s and learners agree, that despite all efforts by the school management and staff to ensure the safety and well-being of the child/children/themselves, that neither the school, its educators, management, service staff, contractors, nor any other person contracted by the school, may be held liable for any loss of whatever nature and howsoever caused

The management and staff will however take every precaution to ensure the safety and wellbeing of learners while on the school and while at school organised outings/excursions, events and camps

No physical, verbal or emotional bullying will be tolerated and permitted, whether on the school premises, while in school uniform, at school outings/excursions and events or on electronic (social) media at any time and under any circumstances

Notwithstanding this rule, the parent/s agree and confirm that the school management, educators and staff may not be held to account for any bullying of any type irrespective of the medium used, which may occur after school hours and off the school premises, where the learner/s are in the care of their parent/s, guardian and transport provider

Anyone accused of bullying an educator, staff member, parent or fellow learner will be immediately censured in terms of the school's disciplinary protocol

In all reported cases of reported bullying, either physical and/or witness evidence and/or electronic evidence, must be provided to corroborate the claim

Every reported claim of bullying will be thoroughly investigated by members of the management team to determine the validity of the claim and the course of action to be followed

## **LEARNER BEHAVIOUR AND WORK ETHIC**

The Learner understands and undertakes to abide by the code of conduct and rules and regulations of the school and confirms and understands what he/she is committing him/herself to;

The learner furthermore understands that his/her attitude, conversation and behaviour must reflect the character of the school, home and the church and to act in such a manner so as not to offend their colleagues, school, home and church, to the glory of God

The learner will subject him/herself to the authority of the educators and related disciplinary code and procedures and will adhere to the rules of this school as put forth in this document

- The Learner will serve his/her school with honour and integrity at all times
- The learner undertakes to be loyal and true to their fellow learners and those in authority over him/her
- The learner undertakes to support the activities of the school, enthusiastically and wholeheartedly
- The learner agrees to abide by the rules and procedures, as amended from time to time and understands that these rules are in place for their protection and goodwill of all



- The learner will honour God in everything they do and will live out his/her Christian character and values as the basis of his/her life's ethos
- The learner acknowledges and accept the rights of all fellow learners and Educators and will not hinder any of them in their process of learning and teaching respectively
- The learner will be polite and respectful towards others as God requires of him/her
- The learner will present him/herself, the school and surroundings in a neat and tidy manner
- The learner will be just in his/her opinion of others and have the attitude of conciliation and reconciliation
- The learner understands that detention may also include service to the school, i.e. cleaning of school buildings and surroundings

## **SCHOOL RULES**

*These rules must be read in conjunction with the Intervention, Use of electronic devise policies and Disciplinary Procedures*

### **GIRLS:**

- \* No make-up (eye shadow, lipstick, blush etc.) and nail varnish (coloured or transparent) is permitted (under any circumstances)
- \* The following jewellery items only are permitted: ladies wrist watch, one pair sleeper or stud earrings and a Christian wrist band
- \* Hair must be tied up if longer than shoulder length. No braided hair will be permitted nor may hair be coloured, bleached or changed from the learner's original (natural) colour under any circumstances
- \* Uniform must be clean and ironed at all times and only approved clothing and footwear. **Only** the official school uniform may be worn during school hours and at school events

### **BOYS:**

- \* Hair to be cut short, above ears and shirt collar, school boy style. No designs, braids or other styling will be permitted
- \* No colouring of hair is permitted under any circumstances
- \* The following jewellery items only is permitted: Boys wrist watch, Christian wrist band
- \* Uniform to be clean and ironed at all times
- \* **Only** the official school uniform may be worn during school hours and at school events

## **GENERAL RULES:**

- \* Parent/s to notify the school by 07H30, where learner is absent from school on any day
- \* Parent/s must provide a letter explaining their child's absence, where a doctor's certificate is not obtained
- \* Cell phones will only be permitted on school grounds and at school outings/events/camps with the expressed and written approval of both the parent/s and the School Management (Senior Administrator or Principal)
- \* Cell phones must be switched off and signed in at the school office during school hours
- \* No firearms, (other) weapons, alcohol or cigarettes will be allowed on the school premises
- \* Learners may not leave school grounds without permission under any circumstances
- \* No colouring, bleaching or highlighting of hair is allowed
- \* No body piercing or tattoos allowed
- \* Nails to be well manicured, short and clean and unpainted (clear or colour)
- \* No talking in lines, passages and classrooms
- \* All school rules to be obeyed at all times as enforced by the management, educators and staff
- \* All items not permitted will be confiscated and kept in safe keeping until the end of the term or year end, dependant on the severity and regularity of the offence
- \* No running, talking or eating in the passages
- \* No eating or drinking in the school hall
- \* Smoking – No Tobacco products, electronic cigarettes, or vaping allowed

## **CLASSROOM RULES**

- \* Only approved stationery will be allowed at school and on desks
- \* No running in the classroom
- \* No talking to fellow learners in classroom
- \* No talking to fellow learners in the assembly line
- \* No chewing or possession of gum during school hours or when in school uniform
- \* No eating or drinking in classrooms, passageways, toilets and other areas as advised

- \* Remain seated in chair at all times, unless summonsed by an educator
- \* No talking permitted at educators' desk
- \* No talking permitted at any time unless facilitated by an educator
- \* Use own stationery at all times
- \* No marking of desks or chairs at all

## **DRESS CODE**

At all times, learners must be appropriately and suitably attired for the school environment, meaning that all learners must be wearing the formal school uniform at all times and occasions, which sets an example for and not a distraction for fellow learners

All learners must consider their own daily appearance and condition of their clothing (uniform) which is acceptable to and which promotes the image and the best interest of the school.

Female learners must ensure that their dress is not (too) short (just above the knee), appropriately worn so as not to draw unwanted attention to themselves

It is furthermore not permitted for learners to wear any clothing and accessories which is not approved by the Management of the school

All learners must ensure that their hair is clean and suitably combed and well-groomed and maintained at all times according to the guidelines provided above

Male learners are required to dress in the formal (boys) uniform at all times. It is furthermore not permitted for learners to wear any clothing and accessories which is not approved by the Management of the school

In instances where, in the opinion of (*and / or when informed by a member of management*) the Senior Administrator or Principal, that a learner's dress code is deemed to be inappropriate for the classroom, such learner will be respectfully requested to immediately correct their dress code, howsoever required and to dress appropriately in the future

Failure by a learner to respect the dress code of the school and after having been warned, does not correct the problem, such learner may be charged under the disciplinary procedures of the school, which may result in censure and/or suspension and/or possible dismissal

All learners must ensure that their appearance, dress code, speech and conduct is mature at all times and in every circumstance and that they set an example to fellow learners

Learners must adhere to the seasonal changes in dress code from Winter to Summer

## **DISCIPLINARY PROCEDURE**

### **CONSEQUENCES OF NON COMPLIANCE**

*These consequences form part of and must be read in conjunction with the Intervention Policy and Detention Policy*

#### **DETENTION**

The learner understands that the consequences for breaking the school rules will result in the receiving of demerits which may result in detention.

The reason, duration and timing of the detention will be indicated on the Detention Slip and/or in the learner's Homework Book

#### **SUSPENSION**

The learner understands that if he/she is suspended for any of the following offences, it will be for a period as determined by the principal as indicated in his/her official suspension letter and that their parents must then accompany them to the school upon their return:

Suspension for the repeated breaking of school rules will only take place after the giving of a verbal and/or formal written warning but dependant on the severity of the offence

Suspension may/will be invoked without prior verbal or written warning for the following offences:

- \* Dishonesty
- \* Theft of any nature
- \* Vandalism or wilful destruction of school property
- \* Smoking or possession of cigarettes. Learners may not smoke anywhere in public even when under parental supervision
- \* Fighting or physical violence
- \* Bad language or dirty jokes
- \* Belonging to gangs or secret societies
- \* Drinking and drugs. Learners may not drink or use drugs on or around the school premises even when under parental supervision
- \* Possession of pornography and related material
- \* Repeated breaking of school rules or repeated behavioural misconduct
- \* Repetitive test or examination violations and related offences
- \* Defiance and arrogance towards an educator, staff member or colleague

## **EXPULSION**

If any learner repeats an offence for which they have been previously suspended and if such offence violates the agreed parameters as discussed with the parent/s, then the learner may be expelled from the school, without the right of appeal

Furthermore, if a learner commits a serious offence which violates the rights and wellbeing of his/her colleagues, educators or staff, the management of the school will have the right to expel the learner without following the formal disciplinary procedure

Notwithstanding the above, the management, educators and staff of the school will exhaust all attempts at an amicable outcome before expulsion is considered or implemented

The management, educators and staff will work in conjunction with the parent/s to pursue all avenues of reconciliation and to assist with the improvement of behaviour

## **DISCIPLINARY HEARINGS**

A disciplinary committee consisting of the principal, vice principal, educator of the learner and an additional nominated educator will be convened to hear cases which may result in suspension or expulsion, as a result of violations of the school rules, poor behaviour and character.

The decision of the committee will be final and binding. The learner's parent/s or guardian/s may be present at the hearing to witness the process but may not provide evidence or commentary

## **DETENTION SYSTEM, MERIT POINTS AND CORRECTIVE ACTIONS**

The detention system is introduced into the academic process to address and correct learner behaviour and work performance problems

The primary objective is to correct unwanted negative behaviour as defined in the "Positive Behaviour for Learning" strategy

This protocol does not replace the above-mentioned strategy! It merely identifies, expands and sets out critical areas relating to the form and parameters of the corrective measures available to educators and staff!

Learners are given "demerits" for a range of acts of misconduct relating to their behaviour, work performance, dress code, tardiness etc. whilst both on and off school premises

15 merit point given to each learner at the start of a cycle. The demerits given to a learner is accumulated until the ceiling is reached (i.e. 15 Demerits) at which time the learner is informed that he / she will sit detention on a Friday afternoon

The accumulated demerits remain on a learner's file until the ceiling is reached and upon which time he / she will sit the Friday detention. Once a learner sits a Friday detention, their demerits will revert to "0" and a new cycle will commence with a further 15 merit points.

Learners will be informed in writing when they will be required to sit a Friday detention and a letter will be send home to inform parents of the detention and date.

Failure to attend a Friday detention will result in immediate suspension pending a disciplinary hearing for that learner. Refer to the "Whole School Evaluation" for the comprehensive disciplinary procedure

All demerits and / or detentions given / sat are indicated on the learner's quarterly report, which is kept with the detention officer online.

The "demerit system" may not be used by educators and staff as a "carrot and stick" tool to punish learners, but rather as a tool to educate learners about social values and work ethics

The educators must set the example for learners to emulate, as both mentor and academic professional, so as to entrench the values of learning and personal achievement.

Where a learner however, resists or refuses to comply with school and classroom rules and regulations and after having been counselled through personal guidance (refer Pastoral Board policy), the learner continues with his/her stance, the educator will be obliged to either give the learner demerits and in instances of severe misconduct or work performance, give the learner detention or notice of disciplinary enquiry

*I / We the "Parent/s or Guardian/s" confirm that I / We have read and understand the terms and conditions and the legal implications thereof, as laid forth in this agreement and*

*I / We the "Parent/s or Guardian/s furthermore agree to abide by these terms and conditions and fully accept, without interpretation or contradiction, the consequences for any breach thereof and*

*I / We confirm that I / We accept and agree to all these terms and conditions in my / our signing of this Contract of Tuition*

**NB: To be signed by both parents / guardians irrespective of marital status**

BY PARENTS OR GUARDIANS		
..... <u>Father / Legal Guardian</u>	..... <u>Mother / Legal Guardian</u>	..... Witness
Signed on this, the ..... day of .....20.....		

FOR HEBRON CHRISTIAN ACADEMY		
..... Stuart Farquhar	..... and/or Virgil Viljoen	..... Witness
Signed on this, the ..... day of .....20.....		

Initiated - August 2000

Reviewed - March 2012

- Consolidated code of conduct into one comprehensive policy. Incorporated aftercare facility,
- School starting and closing times and
- General updating of all conditions in line with new procedures

Reviewed – November 2020

- Review and Update of starting times, conditions when late or absent from school and notification protocol,
- new school uniform requirements and school rules

Reviewed - May 2022

- Inclusion of daily School and gate opening and closure times
- Inclusion of updated Aftercare opening and closure times (School days and holidays)
- Review of terms and conditions for dispensing of medication to and by learners
- Inclusion of detention and demerit system