



BEDFORD COUNTRY SCHOOL

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Where every child has every chance, every day to learn with love and laughter



CODE OF CONDUCT OF LEARNERS

PREAMBLE:

The South African Schools Act 84 of 1996 obliges the Management of a school to adapt a Code of Conduct for learners. This document is aimed at establishing a disciplined and purposeful environment to facilitate effective education and learning in schools. This policy shall uphold the rights of all individuals as enshrined in the Bill of rights in the Constitution of SA.

Bedford Country School strives to promote and establish close co-operation amongst all stake holders based on;

- Professionalism
- Respect
- Tolerance
- Solidarity for the benefit of the learners, parents and school community in general.

INTRODUCTION AND DEFINITION

This code of conduct is an agreed set of behaviours that are acceptable within our school. The code of conduct includes the levels of misconduct and disciplinary actions that apply. It also includes the rules that govern the conduct and relations between learners, educators, parents and the community.

AIM

The aim of the code of conduct is to maintain the disciplined and purposeful school environment that exists at Bedford Country School. It is dedicated to create an atmosphere that is conducive to practising culture of high quality teaching and learning.

THE RIGHTS OF LEARNERS

The constitution of the Republic of South Africa states that all learners have the right to education. This includes the right ;

- To learn and be taught in a safe school environment
- To attend regularly all classes, free from interference whether of a verbal or physical nature by any other person.
- To receive regular feedback reflecting academic progress.

- To make responsible use of all school facilities subject to availability and limitations imposed thereon by school rules and general school organization.
- To receive appropriate counselling for personal and/or educational problems.
- To request, in writing, to be excused from any activity which is against religious beliefs.
- To have privacy in their personal possessions unless the principal or his/her designee has reasonable cause to believe that illegal or harmful material possessed by the learner are being used to disrupt the educational process.
- To attend a school free of drugs, weapons, drunkenness, bullying and intimidation.
- To attend a school free of sexual harassment or criminal behaviour.

THE RESPONSIBILITIES OF LEARNERS

Learners undertake;

- To learn
- To attend all classes daily and on time.
- To do all academic activities including homework
- To be in possession of appropriate working materials
- To be responsible for their own work
- To respect all persons and property
- To refrain from abusive language and inflammatory actions
- To conduct themselves in a safe and respectable manner
- To promote the standard of cleanliness and neatness
- To protect school property
- To refrain from and report any unauthorised removals of school property from the school premises
- To practise tolerance within the context of interpersonal relations in the school
- To refrain from the use of drugs, assault, carrying of dangerous weapons, bullying, sexual harassment, drunkenness and smoking.

THE RESPONSIBILITIES OF EDUCATORS WITH REGARD TO LEARNERS

Educators must ensure that they;

- Report regularly for duty and are punctual
- Are well prepared on a daily basis to perform their educative task both within and outside the classroom situation and are in possession of the appropriate working material.
- Respect all persons and property
- Refrain from abusive language or actions
- Conduct themselves in a responsible and professional manner.
- Conform to normal, acceptable standards of personal cleanliness and neatness
- Abide by the rules, regulations and procedures set out by the school and Provincial Department of Education

- Adhere to the code of conduct set out by the South African Council for Educators
- Endeavour to maintain a classroom and school atmosphere which promotes good behaviour and effective learning and teaching
- Endeavour to plan a flexible work programme that will address the different needs, interest and the ability of the learners
- Help develop good and sound working inter-personal relations with colleagues and learners.
- Promote open and regular channels of communication between home and school, and encourage parental participation in the affairs of the school.
- Encourage community involvement in the school in order to enhance the quality of the education offered by the school to learners.

THE RESPONSIBILITIES OF PARENTS WITH REGARD TO LEARNERS

Parents must ensure that;

- They receive regular academic report from the school regarding their child's progress.
- Their child attends school each day, is punctual and in cases of absence explains the reasons for such absence to the school.
- They protect and ensure the rights of their child to learn
- As far as possible, their child attends school in good health and conforms to generally accepted norms of personal cleanliness and neatness.
- They provide for a proper immunisation of the child as required by law.
- They provide their children with the resources, basic equipment and learning material needed to complete school work.
- They refrain from abusive language or inflammatory behaviour.
- They bring to the attention of school authorities any problem, condition or circumstances that affect their child or other children or persons in the school community.
- They seek change in an orderly and approved manner
- They keep the school informed of any changes of address and any other personal details as required.
- They provide the school upon request with original reports received at other educational institutions, particularly at the time of initial enrolment to the school. Parents of learners who are not South African citizens must provide the school, upon request with original study permits or temporary residency permits.
- They discuss report card, work assignments and homework with their children.
- Their children abide by the rules, regulations and procedures set forth by the school.
- They endeavour to promote positive inter-personal relations between learners, educators, other parents and the wider school community in the best educational interest of their children.
- They pay school fees as determined by the School Governing Body.

DISCIPLINING LEARNERS

Discipline and punishment

- The main goal of this code of conducts and discipline procedures for learners is to ensure that the education of learners at school happens in a safe and orderly environment.
- Learners are encouraged to develop self-discipline.
- Discipline must be fair, corrective and educative, rather than punishment orientated.

Misconduct

- It is define as “wrong behaviour” or “misbehaviour”
- The code usually includes school rules. The school community will negotiate what steps and processes will be taken if learners break the code of rules.

Levels of misconduct

- All the community members will be in a position of knowing that misconduct is understood in terms of levels of seriousness.

Level 1: misconduct inside the classroom

Level 2: misconduct by breaking school rules

Level 3: “serious” misconduct

Level 4: “very serious” misconduct

Level 1 misconduct

These are regarded as minor and include:

- ✘ Failure to be in class on time
- ✘ Bunking class
- ✘ Failing to finish homework
- ✘ Failing to respond to reasonable instructions
- ✘ Being dishonest with minor consequences

Disciplinary actions

- None of these actions can be condoned. Action will be taken by the educator.
- Verbal warning
- Extra work, providing the work is constructive
- Tidying the classroom

Level 2 misconduct

These are regarded as somewhat more serious and include:

- ✘ Frequently repeated Level 1 misconduct
- ✘ Smoking or carrying tobacco
- ✘ Leaving school without permission
- ✘ Using abusive language
- ✘ Interrupting education in the classroom
- ✘ Showing disrespect for another person

- ✘ Engaging in minor vandalism, like graffiti
- ✘ Being dishonest with more serious consequences

Disciplinary actions

- Disciplinary talk with the learner
- Talks with parents of the learner
- Written warning
- Behavioural contracts (whereby learner promises to improve)
- Duties that can contribute to the improvement of the school e.g. cleaning, gardening, administrative tasks.

Level 3 misconduct

These are regarded as serious and include:

- ✘ Frequently repeating Level 2 misconduct where action taken by school authorities is considered ineffective
- ✘ Inflicting minor injury on another person
- ✘ Being severely disruptive of classes
- ✘ Forging documents or signatures with minor consequences
- ✘ Racist, sexist or other discriminatory behaviour
- ✘ Possessing or distributing pornographic, racist or sexist materials
- ✘ Possessing dangerous weapons
- ✘ Theft
- ✘ Vandalism
- ✘ Cheating during examinations

Disciplinary actions

- Any of level 2 punishment
- Suspension from some school related activities e.g. sport
- Written final warning that out of school suspension may be implemented
- Referral to psychologist / counsellor / social worker.

Level 4 misconduct

These are regarded as very serious and include:

- ✘ Repetition of level 3 misconduct
- ✘ Threatening another person with a dangerous weapon
- ✘ Causing intentional limited injury to another person
- ✘ Verbally threatening the safety of another person
- ✘ Engaging in sexual activity
- ✘ Selling drugs
- ✘ Possessing or using alcohol or narcotics
- ✘ Disrupting the entire school (eg boycotting or picketing without consent)
- ✘ Forging documents or signatures with serious consequences

Disciplinary actions

- Any of the above level 3 punishment
- Referral to relevant outside agencies

Please note that warnings are valid for 12 months from the date of issue.

DRESS CODE

The basic school uniform must be worn as follows:

Summer Uniform

Light blue golf shirt
Navy boxer shorts
Navy crocs or barefoot
Navy school cap
Blue long sleeved top (cooler days)

Winter Uniform

School track suit (optional)
Navy fleece top
Navy beanie (very cold days) (optional)
Navy blue jeans
Navy track suit pants
White tackies and white socks
Light blue golf shirt
Blue long-sleeved top
Winter jacket (optional)

Physical Education

Blue shorts and regulation Bedford Country School golf shirt

Swimming

Regulation navy costume and swimming cap

Stockists

Bedford Country School office

PEP Stores – shorts, tackies, jeans and socks

Woolworths – shorts, tackies, track suit pants, jeans, costume

Please Note

- The learners are given a choice of wearing navy jeans/ track suit pants or school shorts in winter.
- The school track suit or part thereof, as well as rain jackets may not be substituted for either the summer or winter uniform.
- We do not insist that the items be bought at the Bedford Country School shop or other given stockists, if they can be obtained more cheaply

elsewhere. It is important, however, to make sure that colours and styles are the same as those supplied by our stockists.

Sports Dress Code

Rugby:

Bedford Country School rugby jersey
Navy shorts
Gum guard

Cricket and Tennis:

Bedford Country School golf shirt
Navy shorts
White trackshoes or cricket boots
Regulation, white school sports socks
Regulation navy blue cap
Tennis racquet

Hockey and Netball:

Regulation Bedford Country School golf shirt
Navy blue shorts
Hockey boots (suitable for ASTRO surface) or white tackies
Hockey shin pads
Gum guard
White sports socks
Hockey stick and hockey ball

This policy was adopted by the School Management on

This policy has been made available to school personnel and is readily accessible to parents and learners on request.

This policy will be reviewed and updated every year.

Signed _____
School Management

Date: _____

Signed _____
Principal

Date: _____

Signed _____
Educator Representative

Date: _____