



Elandspark Private Academy

Code of Conduct

The Code of Conduct helps promote discipline, order respect and effective teaching, thus guiding learners through developing self –discipline.

Our Aim:

To build a discipline school environment, committed to enhancing and maintaining the quality of learning and achieving academic results.

Code of Conduct

- All learners will adhere to the code of conduct set out below:
- I will abide by all the school rules
- I will always be neat and presentable in my school uniform. I will endeavour to maintain the honour of the school at all times.
- I will be loyal, helpful, honest, reliable, sincere, humble and gracious in my conduct.
- I will not deny my fellow learners the right of an effective learning environment by my manner of conduct.
- I will contribute to the development of the schools programmes and will conduct myself in an exemplary manner when doing so.
- I will contribute to the maintenance and refinement of the schools traditions.
- I will apply myself diligently to my studies and promote a culture of learning in our school.

Our Rules

- Learner is expected to be in school uniform as from the first day of school. Emphasis is placed on school loyalty and identity. Parents are requested to assist the school to achieve these qualities by seeing to it that learners adhere to these regulations.
- Learners and their uniforms must be neat and clean at all times.
- Learners are not allowed to leave the school premises unless they are in school approved attire.
- Learners are to wear their uniforms at all times unless advised otherwise by the Principal
- Learners are to obey to school rules whilst in school and after school whilst still dressed in uniform.

Blazer

- Learners are required to wear a blazer at all times.
- Blazers may only be removed in class
- Blazers are navy blue with the school badge on the pocket

Girls and Boys

- Blue School Blazer with badge on Pocket Compulsory
- Grey School Pants
- Grey Skirts for girls (Girls are to always wear black tights under skirts)
- EPA Golf Shirts
- EPA Jerseys
- EPA Track Suites
- EPA Shorts and T shirt for Sports with School
- EPA Caps

Appearance Girls

- Clips must be blue or black
- Blue or Black Bobbles/Hair ties
- Hair that reaches the collar must be tied up in two ponies or two plats.
- All hair to be tied up and worn away from the face. No Loose strands will be allowed.
- No dyed or fancy hair styles will be allowed
- Only clear colourless nail vanish may be worn.

- Jewellery allowed will be a watch, medic alert bracelet, one pair of earing stud or sleeper that will be worn on the bottom pierced hole only.
- No Studs or rings maybe worn on the mouth, nose, face or tongue.
- No permanent make up is allowed
- No coloured shiny lip ice is permitted
- No tattoos allowed, and if you have it may not be visible
- No dreadlocks, pineapple ponies, spikes, plaits or any other styles which causes the hair to stand up unnaturally and or appear long, is permitted.

Appearance Boys

- Hair cut short and neat, clear of the ears, neck and forehead
- No fancy hair styles, gel grease or hair sprays permitted,
- No undercuts are permitted
- When hair is pulled straight it may not hang over the eyebrows or the ears.
- Sidies may not be longer than the middle of the ear
- Hair may not be dyed no highlights or low lights if this is done hair must be shaved with a NO.2 blade and be kept that way until it is according to the rules
- No hair extensions may be worn
- No dreadlocks, pineapples ponies' spikes plates or any other style which causes the hair to stand up unnaturally and or appear long is permitted
- No Mohawk mullet allowed no patterns may be cut into the hair
- Only jewellery allowed is a watch and a medical alert bracelet. No studs or rings may be worn in the ear, mouth nose fade or tongue.
- NOTE: any transgressions to the rules may result in the learner being sent home.
- Please note:
- Inspections are held regularly by the school teachers.
- Learner will be sent home for not adherence
- Learners and parents are aware of the rules and should ensure that the learners where their uniforms with pride and responsibility.
- Uniforms are obtainable from authorised school stockists.
- Parents are not obliged to buy from a particular shop. However the school cannot accept as an excuse the purchase of incorrect uniform items on the grounds that they were the more suitable items available from the supplier. Details for uniform will be provided by the school upon your registration

Before School

- All learners must enter the school on arrival at the front gate
- No learner may leave school until the end of the school day unless the principal has granted permission to leave by signing their diary.
- When the bell rings at 8h00 all learners must be lined up in the assembly area.
- Line-up will occur in alphabetical surname order
- All learners not standing in their lines will be marked absent and a sms will be sent to their parents/guardians.
- Silence will be observed during line up

Latecomers

- School opens at 7H00am and the gates will be locked at 7H45 am.
- All learners must be on time to attend assembly at 8H00am
- Late coming will be entered onto your diaries for parents to sign
- After 3 late arrivals learners will be placed in detention on a Friday afternoon.
- A parent must accompany a learner in the event of an emergency resulting in the learner being late for school
- Late for class will be dealt in the same manner as late for school
- Note: If a learner is constantly late, the parent will be requested to enrol their child in a school closer to home.

School Bags

- Will be checked randomly.
- Lunch will be inspected Randomly
- School will not be held liable for lost damage or stolen goods.
- No Trolley Bags
- Homework bags must be neat and tidy always.

School Property

- No learner is allowed in classrooms before school or during breaks without the permission of the educator.
- No littering is allowed
- No loitering is allowed
- No learner may write on walls, desks or any other part of the building/furniture
- No property may be removed from the school premises without the permission of the principal
- All vandalism must be reported to the office immediately
- No high school siblings or learners are allowed to wait on Elandspark Private Academy grounds or loiter at the school.

Injuries and illness

- Must be reported to the office personnel immediately
- Any contact with parents regarding the above will be done by the office personnel only
- Parents must give permission at the office for the learner to leave the school grounds.
- During School Hours
- Changing of classes must be done orderly and quickly
- Learners must line up outside classes (Boys and Girls separately)
- No learner may enter the class without the permission of the educator
- Learners must be silent during announcements
- No learner may report to the front office during class time without first being signed out by the relevant educator unless accompanied by an educator.

Attendance

- Parents will be notified when learners are absent via sms
- Learners may only be absent in the case of sickness or valid written reason given by parent
- All absenteeism must be acknowledged in writing by parents.
- Reason for absenteeism must be provided by parents
- Learners will be required to hand in a note / medical certificate explaining the reason for absence on the first day of their return from school. Ensure letters are dated accurately.
- Absence from school during test and exams require medical certificate explaining the reason for absence or the learner will not be provided with marks.
- Attendance is controlled on a regular basis and is required for the curriculum learning process for the learner.
- Persistent truants run the risk of expulsion in terms of the educational affairs act.
- There is no study leave; learners are to attend school promptly.
- Bunking from periods will result in teacher parent meeting and disciplinary process.

Leaving School Grounds

- Urgent permission to leave the school can only be granted in writing (by signing the diary) by the principal.(e.g. Funeral, sickness and death)
- Learners must inform educators of their departure
- Only parent or guardians may request permission for their child to leave the school and only with parental consent will a learner travel with someone else.
- A register must be signed upon parents; guardians fetching a learner from school Proof of identity must be given.
- If a learner is fetched from school by someone other than the parent or guardian, letter of consent of the parent/guardian and a copy of the persons ID collecting the learner, must be shown at the front office.

Safety

- No weapons are allowed on the school premises. Exceptions will be made to School Security and SAP.
- Any objects that will result in injury e.g. Fire Crackers, etc. are prohibited
- Dangerous games will not be allowed
- No learner may tamper with switch board, light switches, electrical appliances or any electrical installations, fire extinguishers etc.
- Running and pushing will not be allowed
- No Selling of food, cold drinks etc. on the school premises or directly outside the school premises. Articles for sale will be confiscated.
- A learner who assaults another learner or staff member of Elandspark Private Academy will be guilty of an offence. Steps will be taken against such learner to ensure that a sentence is imposed for assault.
- Elandspark Private Academy has a Zero tolerance to bullying in accordance with the Bill of Rights to protect children from maltreatment, neglect, abuse or degradation.
- All suspected gang related activities on or near the school property will be reported to the South African Police Immediately.

Behaviour

- Behaviour will be the leading reputation of our school and we will choose to ensure that we guard strictly against misbehaviour of any kind.
- Learners will treat all staff of Elandspark Private School with courtesy and respect.
- Any reasonable request by staff must be obeyed
- No learner may harass, threaten, harm or belittle another learner in any way.
- Examples of unacceptable behaviour against which action will be taken whether they occur in school or out of it are:
- Fighting, loud or rowdy behaviour, discourtesy, insolence, vandalism, consumption of alcohol or any other substance abuse, smoking or any other misdemeanour which, in the opinion of the Principal or Governing body, brings discredit upon the good name of the reputation of Elandspark Private Academy.
- No bunking of classes or school is allowed.
- No learner may climb over fences or gates of the school
- No sexual harassment or sexual activities of any nature are allowed and will be severely punished
- Inappropriate relationships with educators will not be tolerated.
- No theft will be allowed
- No cheating in test or exams
- No learner may play cards, gamble or listen to music on the school premises
- No boys are to stand or walk with their hands in the pockets

Prohibited Items

- Alcohol
- Drugs
- Hubbly Bubbly
- Pornographic material
- Radios
- Cell Phones
- Laptops
- I pads
- IPods etc.

Serious Misconduct

- The following can lead to immediate suspension /expulsion if they are committed during the Grade 5-7 year.
- Guilty of Theft
- Guilty of smoking, either in school uniform or on the school grounds.
- Use of alcoholic beverages on school grounds or in school uniform
- Use of drugs
- Guilty of dishonesty during a test or exam
- Absent without permission or bunking
- Any learner guilty of schedule 1 or 2 transgressions as contained in the SA Schools Act
- Cyber infringement any harmful video/statement/comment/message relating to the school. Staff and or learners of the school can lead to criminal charges.
- Parents and learners are to take cognisance of the Policy on the Code of Conduct of learners and the Policy for dealing with substance abuse.
- Punishment lies with the discretion of the Principal.

School Fees

- School Fees are compulsory
- All school fees are paid a month in advance.
- School fees will be paid by EFT or Debit Order
- Strictly no cash payment of school fees will be accepted on premises for the safety and comfort of the learners and staff.
- Care of School Books
- All School provided books must be carefully taken care off.
- A Fee will be charged for lost school property books according to the replacement value
- Suitable bags or cases must be provided by the parent to ensure for the caring of books
- No tippex is allowed

Academic Attitude and responsibility

- Every learners aim is to focus on their academic requirements and aim to be competent in the following grade the next year.
- Parent's responsibility is to cooperate with and support the school so that the learner is enables to achieve this efficiently and will avail him/her of all the opportunities the school makes available throughout his /her career.
- Learning cannot take place in environments that are chaos and disorganised. Therefore every learner should be accountable for their behaviour as well as the compilation of an individual study and homework program which will make allowance for leisure activities.
- A medical notice is required when test or exams are missed
- Parents meeting are held to provide an opportunity for them to meet with teachers and be actively involved in the progress of their child's development at school.
- Parents can make arrangements with the principal to meet with teachers however prior notice is required so that the school day is not interrupted.
- It is the responsibility of the parent and teacher to check and sign diaries daily.
- Examinations / Tests
- Learners will be given two week advance notice of cycle test and exam timetables.
- Learners must ensure punctuality for their exams.
- Learners who arrive late for their exams will forfeit the first half hour of the exam time.
- Disruptive learners write either second session or after 13H00
- Learners must have a pass out letter signed by their parents if they stay at home during the exam period.