

# VICTORIA GIRLS' HIGH SCHOOL



## SCHOOL CODE OF CONDUCT

AUGUST 2012 to AUGUST 2014



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# 1. PREAMBLE

Under the terms of the **South African Schools Act, 84 of 1996**, a School Governing Body, after consultation with all stakeholders, adopted the *VGHS Code of Conduct* aimed at establishing ***a disciplined and purposeful environment to facilitate effective education and learning at school.***

This *Code of Conduct* is subject to the **Constitution of the Republic of South Africa Act, 1996, the South African Schools Act, 1996** and also subordinate provincial legislation.

The *Code of Conduct* is also intended to reflect the ***constitutional democracy***, regard for ***human rights*** and transparent communication, which underpin South African society.

The main ***stakeholders*** (*learners, educators and parents*) must ***take ownership*** of this *Code of Conduct*. In accordance with the South African Schools Act, 84 of 1996, a learner has an obligation to comply with the *Code of Conduct* (Please note that 'parents include 'legal guardians')

The *Code of Conduct* aims to instil common sense ideals and concern for individuals, the community and the environment, a desire to benefit all concerned and to uphold the name of the school, while at the same time upholding respect for others and their rights and roles in life. Any conduct, action or omission that affects the dignity of anyone will be dealt with in the severest possible terms.

Application for exemption from any of the provisions of this *Code of Conduct* must be made in writing to the School Governing Body.

The School Governing Body reserves the right to amend the **VGHS CODE OF CONDUCT**, after due consultation and notification.

## **2. VISION STATEMENT**

At *Victoria Girls' High School* we support and respect one another in a safe and happy environment. Our broad spectrum of activities and facilities enriches all, as we strive for excellence.

## **3. MISSION STATEMENT**

- We provide a broad spectrum of activities and facilities.
- We encourage a balanced life-style without compromising academic standards.
- We encourage responsibility towards the community and the environment.
- We encourage our learners to develop, to their full potential, confidence, critical thinking skills and self-discipline.
- We encourage independent and creative thinking.
- We encourage social interaction with people from different backgrounds.
- We acknowledge effort as well as achievement.
- We value the unique qualities and talents of each learner and staff member.

- We provide opportunities for: taking initiative; building confidence and self-esteem; functioning individually and as part of a group.
- We promote helpfulness, honesty, loyalty, diligence, courtesy, commitment, consideration and respect for all.
- We encourage learners to set goals and work towards those goals.
- We acknowledge the uniqueness, individuality and specific needs of each learner, educator, general staff member and parent.

## **4. RIGHTS AND RESPONSIBILITIES**

### **4.1 RIGHTS**

#### **AS PARTNERS IN EDUCATION LEARNERS, EDUCATORS AND GENERAL STAFF AT VGHS HAVE THE RIGHT TO:**

- Protection from all forms of discrimination on the basis of race, colour, gender, language or religion;
- Learn, educate and work in a clean, safe, supportive, caring and disciplined environment to enable all to develop to their full potential;
- A shared workload between all staff and equal learning opportunity for all learners;
- Make classroom teaching a priority in a consistently disciplined environment;
- Due process, which is fair, equitable and consistent;
- Privacy, confidentiality, mutual respect and dignity;
- Be heard about matters that affect them at school and to be part of the decision-making process, where appropriate;

- Be protected by the laws of the land and the rules of the School;
- Be informed about academic progress;
- Expect the co-operation of parents, colleagues and learners;
- Protection of the constitutional rights, beliefs of all learners, educators and general staff.

## **PARENTS AT VGHS HAVE THE RIGHT TO:**

- Take an active interest in their children's schoolwork;
- Relevant feedback from the School regarding the progress of their children;
- Communicate with the School when they feel it is necessary to do so;
- Expect a well-balanced, quality education for their children;
- Expect the School to protect the rights of their children;
- Elect parents to represent their interests;
- Participate in the decision-making processes of the Parent Body;
- Expect educators to enforce the School's rules and Code of Conduct;
- Representation in matters of dispute.

## **4.2 RESPONSIBILITIES**

### **LEARNERS AT VGHS ARE RESPONSIBLE FOR:**

- Committing themselves to their schoolwork and completing assigned tasks;
- Protecting and respecting the rights of others;
- Attending School during school hours; and attending School co-curricular activities;

- Abiding by the School's standards, rules and codes of conduct;
- Protecting and caring for their School's facilities and equipment;
- Developing to their full potential in the academic, social, sporting, cultural, spiritual and occupational spheres of School life;
- Showing respect to all members of the **VGHS** family and the broader community.
- Supporting the development of the School as a whole.

### **EDUCATORS AT VGHS ARE RESPONSIBLE FOR:**

- Maintaining a high standard of professional ethics;
- Being well prepared for all classes;
- Encouraging learners to achieve to their full potential;
- Respecting the dignity and fundamental rights of learners, colleagues and parents;
- Disciplining learners in a fair, compassionate, dignified and appropriate manner;
- Engendering mutual respect, self-worth and caring amongst all members of the **VGHS** family;
- Protecting/caring for the School's facilities/ equipment;
- Assisting in the co-curricular programme;
- Refraining from any form of humiliation or abuse, physical or psychological.

### **PARENTS AT VGHS ARE RESPONSIBLE FOR:**

- Taking an active interest in their children's schoolwork;
- Making it possible for their children to complete assigned homework tasks;
- Ensuring that their children attend school punctually and regularly;

- Ensuring that their children abide by the School's standards, rules and codes of conduct;
- Taking responsibility for ensuring appropriate behaviour from their children;
- Meeting their financial obligations to the School;
- Supporting the School's ethos in all aspects of school life.

## **5. SCHOOL RULES AND DISCIPLINARY PROCEDURES**

The School Rules are the basic indicator of expected standards and behaviour. All learners are expected to behave in a responsible, tolerant, courteous and sensible manner, and to respect the name and dignity of themselves and of the School at all times.

Every learner must remember that she is a member of the School in public and in private. Any action that is discourteous, dishonest or destructive, or that may have a detrimental effect on the reputation of Victoria Girls' High School, will be regarded as an offence.

Notwithstanding the fact that an act or omission is not specifically covered by this Code of Conduct, any act or omission that constitutes behaviour unbecoming or not befitting a learner shall be deemed to be a contravention of the School Code of Conduct.

The school supports the concept of progressive maturity and privileges, therefore a senior learner may have more privileges than a junior learner. Similarly, more responsible behaviour will be expected from seniors.

Learners and Parents should acknowledge that the School reserves the right to raise its concerns with learners and parents when any action that is discourteous, dishonest or destructive or that may have a detrimental effect on the reputation of **Victoria Girls' High School** occurs. Such concerns may be raised by, or, before the Governing Body when appropriate and relevant.

Learners and Parents should be aware that the standards, rules and codes are not intended to cover all cases. The School's Governing Body reserves the right to use its discretion as guided by the principles set out below when judging any case claimed to be behaviour unbecoming or not befitting a learner at **VGHS**.

## **5.1 STANDARDS**

At **VGHS** merits and de-merits are issued for breaching the Code of Conduct. Continued breach of these Codes and Standards is unacceptable and will be reviewed with the Learner's parents / guardians. We believe, however, in positive and progressive discipline, as indicated by the Merit System.

**The following guidelines cannot cover all eventualities, but do indicate the spirit in which we expect girls to behave and conduct themselves.**

## **5.2 MERITS: *there is no ceiling to excellence***

Each learner starts every term with 200 points. More details regarding the management of the system are available.

## A. OCCASIONAL

(These can be awarded at any time. Where a range of points is indicated, the educator uses his / her discretion, but a learner *cannot be given more or less than the maximum or minimum*)

1	Exceptional test performance / project and consistent hard work	10-40
2	Extra academic work (only subject teacher) (½ h per page = 5 points)	5-20
3	Teacher's discretion	5-10
4	Prizes and Awards: 5 points per honour mark	5
5	Honours	60
6	Colours	40
7	Half-colours	25
8	Voted onto Executive Body, RCL, House Executive, Class Captains, Official positions, Society Position. Passing Librarianship badge. Vice Captain	20  10 5
9	Service to school: a) umpiring a match – consider length & responsibility b) lighting for a function c) helpfulness, initiative, courtesy d) identification of serious offence, problem e) cleaning school (general rule: 1hr = 10 points) f) good management / leadership	5-10 10-20 2-20 10-20 2-20 10-20
10	Extra written tasks per page	2
11	Provincial colours	15-30

<b>B. ONCE A TERM</b>		
12	Dedicated service to school / community / coaching / leading role / conscientious worker, etc	10-50
13	Praiseworthy attitude to academic work	5-15
14	Outstanding sports / cultural performance / match	10-40
15	Balanced approach to co-curriculars	5-30
<b>C. CORRECTIONS</b>		
16	Done by the staff member concerned	
<b>D. INTERVENTIONS</b>		
<i>Counselling in both the corrective and supportive sense is supported as a first level of intervention.</i>		
17	Warning by the Class/Subject Teacher	
18	Meeting with the Grade Head	
19	Meeting with Senior Staff	
20	Formal Meeting: parents/hostel staff/guardians and Grade Head/Head of Discipline	
21	Disciplinary Hearing: Governing Body	
22	Academic work not handed in	
23	Academic Intervention	

### 5.3 DE-MERITS

No blanket punishment may be handed out. Each category includes misdemeanours/offences of a similar nature.

<b>1. MISDEMEANOURS</b>		<b>-5 points</b>
1.1	Late for meetings / sport practices / school	
1.1.1	Late to / from Art	
1.2	Minor uniform offences	
1.3	Littering	
1.4	Causing and obstruction in the passage.	
1.5	Academic work not up to date (-5 to -10)	

1.6	Books at home (-5 to -10)
1.7	Eating in the school
1.8	Weekly report: -5 for every incomplete line (max -30)
1.9	Teacher's discretion (to include explanation)
<b>2. OFFENCES -10 to -20 (extreme cases)</b>	
2.1	Test results unsatisfactory – extreme cases only
2.2	Punishment not done
2.3	Disobeying classroom rules (-5 to -20)
2.4	Untidy appearance / uniform
2.5	No excuse note within a day of being absent from school
2.6	Non-payments e.g. Library fine, excursion contributions
2.7	Not responding to daily notices / intercom message
2.8	Absent from sport without a letter (-10 per hour)
2.9	Absent from society without a letter (-10 per hour)
2.10	Library commitments
2.11	WEP commitments
2.12	Diverse commitments
2.13	No gym / sports clothes
2.14	Excessive noise
2.15	Chewing gum in uniform
2.16	Repeated misdemeanours
<b>3. OFFENCES -20 to -50</b> <i>If points are above -30, details must go to the Grade/ Phase Head and Class Teacher, and the learner must sign the report.</i>	
3.1	Bunking class (accidental – deliberate)
3.2	Inappropriate behaviour towards peers
3.3	Disobedience, (e.g. back-chatting)
3.4	Disruptive behaviour
3.5	Lost library / text book
3.6	Swearing / using vulgar language

<b>4. OFFENCES -100 points</b>	
<b>Immediate hearing, possible suspension</b>	
4.1	Wilful destruction or defacement of school property, (e.g. plants / writing on desks)
4.2	Leaving the school grounds without permission
4.3	Fraudulent behaviour
4.4	Dishonesty during exams / tests, lying
4.5	Fighting / intimidation / threatening behaviour / bullying
4.6	Insolence against staff: grounds / administrative / teaching, or any guests
4.7	In possession of alcohol, drugs, weapon, pornographic material, or having it on one's person
4.8	Making, viewing, circulating and possessing indecent or sexually explicit videos, magazines or books, including e-mails, SMSs and internet usage or anything of a defamatory nature.
4.9	Under the influence of alcohol / drugs
4.10	Any criminal transgression, e.g. theft
4.11	Plagiarism
4.12	Smoking, drinking, taking drugs
4.13	Tampering with fire fighting equipment or security equipment or any other kits and / or equipment that could lead to lives being endangered or property being destroyed. Endangering or putting at risk any member of the School community.
4.14	Deliberate flouting of system
4.15	Debit accumulation (100 balance. Grade Head/Phase Head and Principal's discretion)
4.16	Obstructing and/or misleading an investigation.
4.17	Wilfully withholding information potentially harmful to self and/or others.

## 5.4 PROHIBITED SUBSTANCES

No learner may drink alcohol, take drugs or smoke, (or be under the influence of alcohol or drugs), in a public place; or be in a place which serves alcohol without being accompanied by her parent(s)/legal guardian(s).

The School has the right to administer breathalyser tests, drug tests and/or request a blood test should there be a reasonable suspicion that the learner is under the influence of alcohol or drugs, or as a prerequisite for entrance to a social function.

The School reserves the Right of Admission to the premises of the School.

## 5.5 SEARCHES

The Principal, or any other **senior** educator, upon **reasonable suspicion** (sufficient information), has the **legal authority to conduct a search of any learner or property in the possession of the learner for dangerous weapons, firearms, drugs, harmful or dangerous substances, stolen property, or pornographic material** brought onto the school property.

The School has/reserves the right to access any information sent or received by any learner or employee via the School's information network.

During a search, human dignity shall be observed and learners shall be searched in private (where possible) by persons of their own gender, preferably in the presence of at least one other person of the same gender. A record must be kept of the search proceeding and of the outcome. (*Government Gazette no. 22545 of 2001 – Regulations for Safety Measures at Public Schools.*)

**NOTE:** Learners and guests attending social functions could be searched prior to and during the function. The school reserves the right to administer breathalyser tests.

**NOTE:** It is the School Governing Body's prerogative, in consultation with the Principal, to suspend a learner from attending school for a period of time if he / she deems this necessary for the safety, or in the interests of other learners, as provided in the **South African Schools Act**.

## **5.6 CONSEQUENCES OF OFFENCES**

Educators, assisted by learners serving on the Discipline Committee and the Deputy Principal, will resolve disciplinary problems that are not serious enough to be referred to the Principal or the School's Governing Body.

When punishment is necessary it will be related to the nature of the offence, where possible. In no circumstances will the person in authority exploit a learner or gain any personal benefit from the punishment.

### **Possible Consequences:**

- 1 Counselling.
- 2 Verbal / written warnings.
- 3 Actions to build up merit points.
- 4 Assignments and posters relevant to offence
- 5 Daily and Weekly report system
- 6 Calling in of parents by Grade Head or Management Team (Formal Meetings).
- 7 Exclusion from class (only if good cause shown, and only with approval of the Deputy Principal, who will inform the Principal)
- 8 Detention after school hours.
- 9 Performing tasks that will assist the offended person and/or the School.

- 10 Agreed affordable compensation, or the replacement of damaged property.
- 11 Suspension from one or more school activities and privileges
- 12 Disciplinary hearings
- 13 Criminal charges

**The learner is innocent until proven guilty on a balance of probabilities.**

## **5.7 DISCIPLINARY HEARINGS**

### **5.7.1 Formal Meeting**

- Will be conducted by relevant members of the School's Grade/Phase Heads and Management Team, Counsellor and appropriate educator(s) who will constitute the Committee.
- A Formal Meeting would result from the learner's use of the Merit System.
- A Formal Meeting could result in the Learner signing an Acknowledgement of Guilt, or a referral to a Disciplinary Hearing. The sanctions imposed at a Formal Meeting are as binding as those of a Disciplinary Hearing.
- The Committee will submit its findings to the Principal.
- The Principal will report the outcome to the School Governing Body, in confidence, if necessary.

### **5.7.2 Disciplinary Hearings**

The procedure followed must comply with the prescribed regulations, as printed in the Provincial Notice no. 10 of 2003 – Provincial Gazette no 978 (extraordinary), 21 February 2003.

A Disciplinary Hearing will be held where the offence is one

of serious misconduct, which can be referred or recommended by a Formal Meeting Committee, or where the learner is in defiance of the Formal Meeting, or where the misconduct is deemed serious enough.

Police intervention may be solicited by the school for serious misconduct that constitutes a breach of the law. In the event of an arrest by the South African Police Services, there is no obligation on the school to intervene.

## **5.8 SUMMARY OF THE PROCEDURE**

In accordance with the prescribed regulations - Provincial Notice No. 10 of 2003 - Provincial Gazette No 978 (Extraordinary), 21 February 2003. A copy of the regulations will be attached to the Notice of a Disciplinary Hearing.

## **6. COMPLAINTS AND GRIEVANCES AGAINST ANY MEMBER OF VGHS: PROCEDURE TO BE FOLLOWED BY LEARNERS, STAFF AND PARENTS**

6.1 No complaints regarding a staff member, a learner or a department should be dealt with in a public forum.

6.2 First try to deal face to face with the person and resolve the problem amicably. Listen attentively.

6.3 Complaint against a learner:

6.3.1 Listen

6.3.2 Advise / Mediate / Refer

6.3.3 Should problem persist, or no apparent action\* be taken within ten school days, learner may take matter to another staff member or could write to Principal.

- 6.3.4 Should Principal take no action\* within ten school days, learners may report matter to SGB; thereafter to District Office who will investigate the matter and take appropriate action.
  - 6.3.5 Investigations with regard to the behaviour of a learner will be dealt with/by the Grade/Phase Head or Investigating Officer, in accordance with our Code of Conduct.
- 6.4 Complaint against a staff member
- 6.4.1 Parents and learners must be advised that they should put the complaint in writing and address it to the principal, and that the listener will also inform the principal.
  - 6.4.2 Complaints will be handled by the principal, on an inclusive basis, i.e. the staff member concerned, the Principal and the Management Team, if necessary, will determine the terms of reference and the course of action together.
  - 6.4.3 If no action\* has been taken within 10 school days, the matter must be reported to the SGB or District Office
  - 6.4.4 Disciplinary procedures as per Labour Law.
- 6.5 Complaint against the principal:
- 6.5.1 Parents and learners must be advised that they should put the complaint in writing and address it to the Social Worker, the Management Team or the SGB.
  - 6.5.2 Complaints will be handled by the SGB or District Office on an inclusive basis, i.e. the staff member concerned, the Principal and the Management Team if necessary will determine the terms of reference and the course of action together.

- 6.5.3 If no action\* has been taken within ten school days, the matter must be reported to the SGB or District Office
- 6.5.4 Disciplinary procedures as per Labour Law.

6.6 Complaint against a department:

- 6.6.1 Parents and learners must be advised that they should put the complaint in writing and address it to the Principal who will refer the matter to the Portfolio Head of Senior Matron or handle the matter herself/himself. The complainant must be asked what she/he wishes to come out of the complaint and the extent of investigation he/she expects.
- 6.6.2 Complaints will be handled by the Principal on an inclusive basis, i.e. the staff member concerned, the Principal and the Management Team if necessary will determine the terms of reference and the course of action together.
- 6.6.3 If no action\* has been taken within ten school days, the matter must be reported to the SGB or District Office.
- 6.6.4 Disciplinary procedures as per Labour Law.

NOTE: *\*action: The response may be to say how the investigation is progressing, not necessarily that the matter is resolved*

NOTE: *Deliberately false claims, complaints and accusations will be dealt with in terms of the disciplinary procedures.*

## **7. SCHOOL RULES AND STANDARDS**

### **7.1 COURTESY**

*We behave with consideration and respect to all and everything at all times.*

- 7.1.1 We are punctual for lessons, functions and co-curricular activities. A bell is rung three minutes after the start of every lesson and if we arrive late for the lesson we will not be allowed inside.
- 7.1.2 We do not run or shout in the passages. We walk in single file on the left hand side of the passage when changing class.
- 7.1.3 We do not cause a disturbance or make excessive, unnecessary noise in front of the school and near work areas.
- 7.1.4 We do not sit in the passages (unless the weather is unpleasant).
- 7.1.5 We spend break times outside (unless the weather is unpleasant).
- 7.1.6 When we wait in the passages we make way for any passer-by and line up in single file outside the venues.
- 7.1.7 We stand back, within reason for elders e.g. teachers and senior learners.
- 7.1.8 We remain silent (before, during or after assembly) during Assembly and other formal occasions and do not cause a disturbance, or embarrass a performer.
- 7.1.9 For our safety, we use pedestrian crossings when crossing the streets. We thank motorists who stop for us.
- 7.1.10 Staff may only be disturbed during breaks if the matter is urgent.

- 7.1.11 We are not allowed in the staff room or the secretary's office, nor may we be unsupervised inside the building after hours.
- 7.1.12 We do not eat inside the building.
- 7.1.13 As learners we may not be on carpeted, foyer areas during break times or after school unless on official business.

## **7.2 RESPONSIBILITIES**

*(Other than the learner responsibilities in the Code of Conduct)*

*We respect the rights of others and make use of the opportunities available to us.*

- 7.2.1 We participate in at least one winter and one summer sport, cultural activities and service. Non-attendance results in D.T. If we want to resign, we do so in writing and motivate the resignation. If a meeting/function/practice cannot be attended, we ask to be excused from the activity beforehand as far as possible.
- 7.2.2 We take pride in our school and sports uniform and only wear casual clothes at school after 16:00. When we attend an activity where the public will be present, we wear the correct school or sports uniform unless other arrangements have been made. Formal wear is expected at some functions e.g. Prize Giving.
- 7.2.3 When we have been absent from school a letter, signed by a parent or legal guardian, must be handed to the class teacher during class teacher's time on the day we return. When we are absent for an examination or for longer than three days, a medical certificate may be requested.

- 7.2.4 If absent from co-curricular activities, we hand in letters for each of the activities missed. Staff must be informed in advance as far as is possible if we will be absent.
- 7.2.5 When we miss school for any other reason than illness we will be required to make up double time in the afternoons until all our work has been caught up.
- 7.2.6 Any lost property must be handed in at the office.
- 7.2.7 Any irregularities must be reported to a staff member.

### **7.3 BEHAVIOUR**

- 7.3.1 We do not use bad language or swear.
- 7.3.2 We know that any physical display of anger or bullying is not tolerated and will be dealt with severely.
- 7.3.3 We pay attention to our deportment – we sit, stand and walk in a polite manner.
- 7.3.4 We do not chew gum at any time.
- 7.3.5 We appreciate courteous behaviour and effort and thank staff, parents, members of public when appropriate, e.g. at zebra crossings or after a school function, a lesson or co-curricular activity.

### **7.4 SECURITY MEASURES**

- 7.4.1 We do not leave our school bags lying around the school.
- 7.4.2 When we go to Art we do not leave our bags on carpeted areas or on or close to steps and only use the Library front door. We cross Beaufort Street at the pedestrian crossing.

- 7.4.3 Money, watches and other valuables should not be left in the passages, classrooms or changing rooms. These should be handed in at the office for safekeeping. The school cannot be held responsible for property.
- 7.4.4 Lockers are available at R10.00 per annum. We bring our own locks and hand a spare key / combination in at the office.
- 7.4.5 We do not receive visitors during school hours (including break times) unless the matter is urgent. ALL visitors to the school must report to the reception office before seeing learners.
- 7.4.6 We may not be given keys to any part of the school buildings.
- 7.4.7 For our own safety we should not accept lifts offered by strangers or learners.
- 7.4.8 We inform our parents/guardians at what time we are to be collected after functions, and ensure that transport arrangements have been made. If transport is not on time, we must be fetched from Eleanor Brown House after evening functions.
- 7.4.9 We strongly disapprove of learners walking home alone after dusk, or hitch-hiking at any time.
- 7.4.10 The school is locked at 17:00 every day (EB side). We must ensure that our schoolbag/sports equipment is not locked in. Teachers on duty will have keys for functions/meetings after this time. The School has an alarm system and we must not enter secured areas once the alarms are set.
- 7.4.11 We report any strangers in the building to a Staff member or at the office.
- 7.4.12 There is an emergency procedure for evacuation of the School building, in each venue. We must acquaint ourselves with the procedures.

- 7.4.13 Cell phones are not allowed at school. They must be locked in cell phone lockers at the office (see 7.14).
- 7.4.14 No learner may park or drive her own vehicle inside the school grounds without prior permission. No learner may give lifts to another learner without written consent from the parents.

## **7.5 CARE OF SCHOOL & ITS BELONGINGS**

- 7.5.1 We appreciate our heritage by caring for what we have and assisting in keeping the school clean by not littering and by picking up litter and by recycling. We strive to save water and electricity.
- 7.5.2 We take care of school property and report any vandalism/damage, e.g. writing on desks to teachers.
- 7.5.3 Toilets that run continuously or do not flush properly, lights that are not working, dripping taps, etc. are reported to the school office.
- 7.5.4 We walk on the left side of the passage, carrying our cases on the right hand side to protect the walls from unnecessary damage.
- 7.5.5 We walk on the paths provided in the school grounds – it saves the lawns from showing worn footpaths. We do not run up and down grass embankments.
- 7.5.6 The toilets and changing rooms are kept tidy and clean at all times. Dawdling in these facilities is unacceptable.
- 7.5.7 We do not eat or drink in the school buildings unless the weather is unpleasant. At evening functions, eating and drinking is allowed in the lower foyer.

- 7.5.8 We do not write in our textbooks. Book bags must be sturdy and must protect books.
- 7.5.9 Textbooks are the property of the school and must be returned no later than the end of the November examinations.
- 7.5.10 We do not climb through/over fences and walls and use gates to enter and leave all areas, especially the swimming pool area.
- 7.5.11 Sports facilities/sports equipment:
- Tennis nets are slacked after play – the tension of the wire is liable to pull the supporting poles out of the ground in time.
  - Swimming caps are worn when using the swimming bath. Hair clogs the filters and repairs are very expensive.
  - No litter should be left near the pool as this can be blown into the water and damage the filter system.

## **7.6 LICENCES AND CODES FOR TRADING ON THE VGHS SCHOOL GROUNDS**

We may apply in writing for a licence to trade in home-made produce on the school grounds, to the staff member in charge of entrepreneurship. The written application should outline the nature and a proposal of how the business will be run.

- 7.6.1 The proposed activity may in no way interfere with the teaching or co-curricular programme of the School, or the progress of a learner.
- 7.6.2 It may not encroach upon the standards of neatness, cleanliness and good order as upheld by the School.

- 7.6.3 The licensee undertakes to provide the Trading Committee with a statement of income during the second last week of each term.
- 7.6.4 The trading activity may not cause the licensee to be absent from any required meeting or activity during the course of a school day.
- 7.6.5 A Trading Licence is issued on receipt of fee of R10.00 per annum paid to the secretary's office (receipt attached to licence).
- 7.6.6 This fee includes hire of 1 x A3 size advertising space on the notice board near the Deputy Principal's office. No other notice boards may be used for advertising. All notices must be approved and signed by the teacher in charge of Trading.
- 7.6.7 Any violation of these regulations can lead to the trading licence being withdrawn by the Trading Committee of the School.
- 7.6.7 Items that are traded must be home made and not commercially bought to sell.

## **7.7 AT FUNCTIONS**

- 7.7.1 We understand and accept that admission to Socials, Dances and Co-Curricular Functions is reserved. Admission rules may be changed from time to time.
- 7.7.2 Searches and breathalyser tests could be conducted.
- 7.7.3 Smoking, drinking of alcoholic beverages and the taking of drugs are forbidden in the school by any learner or her partner(s) at any time. No learner or guest will be allowed at a function if under the influence or in the possession of any such

substance. Parent/Guardians and/or schools will be contacted to fetch their learners who are in possession or under the influence of alcohol or any substance.

- 7.7.4 Waitresses may not dance at a Function.
- 7.7.5 We, and our guests, dress appropriately at all times. We do not apply make-up in a public place.
- 7.7.6 A public show of affection is inappropriate.
- 7.7.7 We must introduce our partners to the host and hostess at dances or socials.
- 7.7.8 Attendance at dances:  
Grade 8s may not attend dances or formal socials at VGHS or any other schools, except the Graeme College Boarders' Dance, junior dances at schools that agree to the VGHS Rules of Functions and VGHS Boarders' Social.  
Grade 9s may attend Matric Farewells and the Graeme Boarders' and Valentine's Day dances if they are invited, junior dances of schools that agree to the VGHS Rule of Functions, and VGHS Boarders' Social.
- 7.7.9 Dance Partners:  
Grade 8-10s must ask partners who are still at school.  
Grade 11s and 12s may ask anyone to dances.
- 7.7.10 It is our responsibility to ensure that we (including our partners) are correctly and appropriately dressed so that neither is refused admission (*See Dress Code*).
- 7.7.11 We must attend dress checks.
- 7.7.12 We are responsible for the behaviour of our partners and will report problems and/or seek assistance.

- 7.7.13 Times: In general 19:00 - 22:30. Late comers will spend the first hour in seclusion.
- 7.7.15 No tog bags, bulky clothing or other “containers” may be taken into a social function or dance.
- 7.7.16 School-going visitors from schools that have accepted the VGHS Rules for Functions may be allowed at Social Functions at the school. Right of Admission is reserved.
- 7.7.17 We may invite male or female guests (of schools supporting our Social Functions) to Social Functions and male or female partners to Formal Socials and Dances, as per the rules.
- 7.7.18 We may invite a maximum of two learners to Social Functions. Our guests must enter the Function with us.
- 7.7.19 Refreshments may be on sale.
- 7.7.20 During and after a function we keep the school clean and tidy. The venue must be cleaned and set up as required before we leave.
- 7.7.21 If we have to arrive late or leave early we are to provide a letter from our parents requesting this, and we will be permitted to leave only when our parents come to the foyer to collect us. Once we have left the school, we will not be permitted to re-enter.
- 7.7.22 Any misbehaviour must be reported to the staff co-ordinator of the school of the learner who has misbehaved, as soon as possible. If necessary, the staff co-ordinator may be requested to remove the learners from the Social, if the offence is of such a nature that this action is deemed necessary.
- 7.7.23 Once we have entered the school, we remain in the stipulated venue, and do not go outside or wander around.

- 7.7.24 We are not allowed onto the stage during the social, nor may we speak to the DJs. Only the learners in charge have the authority to do so.
- 7.7.25 These rules must be read in conjunction with the Social & House Function Rules and Dance Policy.

## **7.8 IN TOWN**

*We take pride in ourselves and our courtesy and consideration for others.*

- 7.8.1 When we are in uniform we are neat and correctly dressed (see Uniform Rules).
- 7.8.2 We may not be on the Rhodes Campus without special permission.
- 7.8.3 A public show of affection while in school uniform is not acceptable.
- 7.8.4 We do not drink alcohol in a public place unless we are with our parents or legal guardians. We are aware of the law in connection with licensed premises. We do not smoke in public or on the school campus.
- 7.8.5 We do not talk loudly, eat, drink or chew gum while walking in the streets.
- 7.8.6 We always stand back for members of the public and make way for them.

## **7.9 SCHOOL UNIFORM**

***If we draw attention to ourselves in a negative way while in school uniform or while involved in a school activity, due to our appearance or disposition, it will be regarded as dressed outside the dress rules of the school.***

## **STOCKISTS OF SCHOOL AND SPORTS UNIFORM**

Messrs T. Birch & Co, High Street, Grahamstown (Birch's).  
The School has a Clothing Exchange.

**CARE AND MAINTENANCE:** All items of school wear and outfits worn to school functions and activities are clean and worn correctly, fit well (not tight or too short) and are in good repair at all times i.e. - buttons stitched on, repairs invisible (correct colour stitching, etc), shoes polished and laces done up, skirts the same length all the way round, no items of clothing rolled up, no baggy jerseys, socks folded to just above the ankles and not rolled, etc. Personal hygiene is our priority.

**LABELS:** All uniform items and items of clothing used for excursions, functions, etc are marked clearly with the current owner's name.

**BLAZERS:** Navy **VGHS** blazer with the school badge. Sleeves may not be pushed up and hands may not be in pockets. Blazers are part of the formal school uniform and must be worn to all Formal Functions. Blazers must be worn daily in winter.

**BADGES:** We must wear a name badge (just below the knot of our tie when not wearing a blazer or on our blazer lapel) while in school uniform. Name badges are ordered for new learners to the school. Only official school badges may be worn with the School's uniform. If we lose any school or name badges we will have to pay R30 for the badge to be replaced.

**SKIRTS:** Navy, **VGHS** skirt, worn not more than 4 fingers above the kneecap. Skirts may not be rolled up at the waist.

*(To remove the ugly shine mark that is left when hemlines are made longer, rub the mark with dark vinegar and brush with a firm-bristled brush to lift the pile of the fabric. Press with a damp cloth or steam iron).*

**JERSEYS & PULLOVERS:** A navy v-necked, sleeveless (with VG Badge) or long-sleeved pullover (no badge). Grade 12s may wear plain white jerseys or pullovers.

A jersey may be worn without a blazer, during school hours on school premises, together with a tie. This includes going to the Art School. Jerseys may not be worn without a blazer to assemblies, in town or on our way to and from school.

Sleeveless pullovers may be worn with the summer uniform in town. The embroidered pullover will be phased in over the next few years. By 2010 all Gr 8s and 9s, and by 2011 everyone up to Gr 11, may only wear the new pullover. Gr 12s must have the new pullovers by 2012.

**SHIRTS:** Long-sleeved white shirt (with sleeves folded to just above the elbow) or short-sleeved white shirt with a top button (tie).

**TIES:** Ties are part of the summer and winter uniform and must be worn at all times. Ties may only be removed during school hours and on the School's grounds in the summer terms when permission has been given by a staff member to do so.

**PANTS:** Navy blue **VGHS** pants are part of the winter uniform and are worn with long navy **VGHS** socks.

**SOCKS:** Short plain white socks are worn with the summer uniform. Long navy **VGHS** socks are worn with the winter uniform.

**PANTYHOSE:** Opaque black tights (not shiny) may be worn in winter. Black, non-shiny pantyhose are worn with the formal school uniform to functions.

**UNDERWEAR:** Underwear must not be visible at any time. Underwear must not draw attention e.g. coloured bra under a white shirt.

**SHOES:** Black lace-up school shoes (those normally accepted as school wear) must be worn.

**DRIMACS/ANORAKS:** *VGHS* dri-macs may be worn with the School's uniform when it is raining and as part of the sports uniform. They may not be worn inside the school. Anoraks must be zipped-up.

**SCARVES:** Plain navy rib knitted scarves or plain navy fleecy scarves (150cm long and 20cm wide) may be worn during the winter terms only when it is cold and must only be wound once around the neck. A scarf may not be worn with the formal uniform or with sports uniform.

**TRENCH COATS:** Navy blue, mid-calf length trench coats may be worn over a blazer during winter. They may not be worn in Assembly.

**NAILS:** No long nails or coloured nail polish may be worn with our uniform. Grade12 learners may grow their nails a bit longer for the Matric Farewell Dance, but must cut it after the Fashion Show.

**JEWELLERY:** No visible jewellery of any kind may be worn with the school uniform, except Medic-Alert bracelets/necklaces, one matching pair of gold/silver sleeper rings or plain studs in the ears, in matching holes at the centre bottom of the lobes, and a wristwatch.

All jewellery must be removed during sports activities (except the Medic-Alert items).

**MAKE-UP:** No make-up of any kind may be worn when in uniform.

**CONTACT LENSES:** No coloured lenses may be worn in the eyes. Contact lenses must be clear.

**BOOKBAGS:** Bags must support our books, and must be neat and presentable with no hand written graffiti except for the learner's name. No daypacks or handbags while in school uniform.

**ART SCHOOL:** We should wear some form of protective clothing over our uniforms. This may be an old shirt.

**FORMAL UNIFORM:** Blazer, tie, white shirt, jerseys (optional), Black pantyhose (not shiny kind) and black lace-up shoes or low heeled plain black court shoes. No scarves.

**DURING EXAMS:** *(See 7.17)*

## **7.10 SPORTS UNIFORM**

*No jewellery may be worn at any time, (except a Medic Alert bracelet or watch in certain circumstances).*

**PRACTICES:** White golf shirt / plain white T-shirt and navy **VGHS** shorts, blue skirt or **VGHS** tracksuit top and pants. No jerseys or pullovers may be worn. Cycling shorts may be worn by runners and athletes.

**SWIMMING:** A black / team costume and a green silicone cap. Only white, black or navy slops or sports' takkies may be worn at the pool.

**MATCHES & TRAVELLING:** The most important thing to remember is that the girls are representing the school and so must dress appropriately.

- It is up to the coach to tell the girls what to wear before a match.
- The coach (or someone appointed by the coach) must check that the girls are appropriately and neatly dressed before they go onto the court/field.
- If, for a specific reason, the team will be wearing something other than VG sports uniform the Head of Co-curriculars must be informed before the match.
- It is also up to the coach to tell girls what to wear on the bus. Normally the girls would be in their clothes ready for a match or in VG tracksuit or dri-mac, and takkies. It is not appropriate for girls to arrive at a venue in civvies. If there is a specific reason for this, the staff members must make sure that girls are dressed according to VG social rules.
- Basic sports uniform:
  - White golf shirt tucked in (or First team shirt); not tight-fitting
  - Navy skirt/VG shorts
  - Predominantly white (and clean) takkies
  - White or skin-coloured bras (preferably sports bras)
  - VGHS peak/hat or navy peak/hat

- Hockey: navy hockey socks
- Other sport: short white socks
- Swimming: black costume; Green white/navy/black sports' slops; swimming cap
- NB: Sport matches are not fashion shows

**SPORTS BAG:** Learners may carry a navy or black sports bag while in their uniform.

**GENERAL:**

**Kitbags:** All team members must use a **VGHS** kitbag.

**Shoes:** No "fashion takkies". Only predominantly white takkies are allowed.

**Tracksuits:** Only **VGHS** tracksuits or a **VGHS** dri-mac may be worn with the sports uniform. All zips must be fastened.

**Hats:** **VGHS** or navy blue peaked caps or navy blue wide brimmed hats should be worn as part of the sports uniform. Caps and hats may not have any logos.

**Shirts:** Shirt collars must be neatly folded back over the blazer lapels or tracksuit when sports uniform is worn.

**Skirts/Shorts:** These may not be rolled up or down and must be worn in the waist. Cycling shorts or hot pants may be worn under the **VGHS** skirt/shorts, but may not be longer than the skirts/short. The new style (straight, stretch, slitted) is available at Birch's.

**ON TOUR:** We arrive in school uniform or tracksuit and travel in appropriate civvies or tracksuit.

**SPECTATORS:** When supporting our school or learners from Grahamstown schools, full school uniform is worn, unless we have just finished playing a match on behalf of the School. In that case full sports uniform may be worn.

## **7.11 CASUAL WEAR TO SCHOOL FUNCTIONS**

- 7.11.1 Casual wear, as per dress code for Socials, may be worn to meetings after hours that are attended by VGHS learners only. When functions are attended by outsiders (including the parent body), we wear appropriate school uniform.
- 7.11.2 Dress code for Socials is applicable to Civvies Days.

## **7.12 HAIR CODE**

- 7.12.1 Our hair is always neat and clean. Hairstyles must be appropriate for school or the school function and thus may not draw undue, negative attention. This means that extreme styles, unnatural colour, permanent and semi-permanent changes, obvious gel, shaving of the head, etc. are not allowed.
- 7.12.2 Some more pointers: No undue expense. Natural colour of the learner. Out of eyes. Style appropriate for hair type. Tied up if longer than shoulder length or below eyebrows.
- 7.12.3 Accessories: simple, black, or navy blue not lighter than the school blazer.
- 7.12.4 Guidelines for braids, cornrows, extensions and afros: Extensions – colour 4 and 6, must have a professional finish. Braids – thin, all the same length. Cornrows – thin. Knots – Small. Afros – no longer than 5 cms. Bonding is not allowed for

Gr8 & 9 learners and is a privilege for Gr10 -12. Staff, Learners Hair and Learners Discipline Committees to monitor these rules.

## 7.13 FORMAL / SEMI-FORMAL DRESS

No feature that brings negative attention to itself is allowed. The basic rules for socials are the “3 Bs and four fingers”.

The decision by staff / dance committee is final. Any outfit that is too tight will be seen to be unsuitable for that learner. Outfits should be chosen with the figure type in mind. Learners and guests who transgress the dress rules, will not be allowed into the Function.

The Grade 12 dance is a formal occasion. The other school dances are considered to be smart casual. We strongly discourage excessive spending on outfits and accessories for these functions.

- 7.13.1 A dress committee will be appointed each year to check all outfits of **VHGS** learners before all social functions (both at **VGHS** and at other schools). Dress checks will be done on the Tuesday, Thursday and Friday of the week of the dance, at first break, in the boardroom. Underwear to be worn with the outfit must be worn at the dress check. Hostel learners may have dresses checked at the hostel, if the educator in charge of the dress checks gives permission, and if the hostels agree to do so. Dress patterns may be discussed with the committee, before the outfit is made.

- 7.13.2 Underwear must not be visible at any stage (including when the learner is dancing, sitting, bending, etc). Bras may never be visible and must suit the figure type and the outfit. Strapless bras must not be able to slide down. If the learner has a large bust a bra is compulsory.
- 7.13.3 All dresses must have support over the shoulders i.e. straps are compulsory. Halterneck and one strap or one shoulder dresses may be worn if the strap is suitable and the garment is secure, i.e. strong enough to support the garment and the bodice front is not too low. Silicone straps may be used. Dropped shoulders, if deemed respectable by the dress committee, will be allowed.
- 7.13.4 If a dress has been boned, straps are not required. This holds for the Grade 12 dance only.
- 7.13.5 Hair rules set by the hair committee apply.
- 7.13.6 Fabric should suit the figure type, the outfit and the occasion (formal or semi-formal e.g. denim is not suitable). Stretch fabric may only be used for a bodice, and not for skirts and pants unless approved by the dress committee.
- 7.13.7 Openings must be aesthetic, appropriate and not revealing:
- Slits openings should be no more than four fingers above the knee.
  - Tummy openings should be no more than 5 cm.
  - Necklines may not be low enough to allow body parts to show at any time, including while dancing.

- Low backs must not allow buttocks or underwear to be shown, and may be no lower than four fingers below the waistline.
- 7.13.8 Hipster pants may not be worn without a long top.
- 7.13.9 Pants must be tailored, must suit the occasion and the figure type.
- 7.13.10 A jacket is not required unless requested by the dance committee in order to cover unwanted features.
- 7.13.11 Hats may not be worn without the permission of the committee.
- 7.13.12 Hair accessories are acceptable.
- 7.13.13 No sunglasses or shades may be worn.
- 7.13.14 Partners are expected to be appropriately dressed for functions and must be informed of the dress rules that apply. Learners are responsible for their partners' dress.
- Partners must wear a jacket or a blazer at Formal Functions. Ties, socks, suitable shoes, etc are expected. Takkies, veldskoene, jeans, hipsters, etc will not be allowed.
  - A tie is not necessary if the partner's shirt is designed in such a way that it suits the occasion and does not require a tie. Permission must be obtained.
  - Partners must follow the same rules as the learners with respect to underwear and accessories. Partners' outfits must not draw negative attention.

## **7.14 CELL PHONES AND ELECTRONIC DEVICES**

Cell phones and electronic devices such as MP3 players and iPods (excluding calculators):

- 7.14.1 We may not have an electric device on us during school hours. If one is found on us by a staff member, it is confiscated for a period of a week. The device will be put in the strong room.
- 7.14.2 If we need to bring a cell phone or electronic device to school, it is to be handed in at the office or put in our lockers before the start of the school day and fetched again at the end of school. (The school accepts no responsibility for any items belonging to learners unless it has been signed in at the office).
- 7.14.3 Reasonable use of cell phones and electronic devices will be allowed in the afternoons or at any school activity. Usage is at the discretion of the teacher in charge.
- 7.14.4 We know that having a cell phone or electronic device on one's person or within close proximity during tests and exams or within venues is seen as cheating.

## **7.15 VOTING PROCEDURE**

- 7.15.1 All voting must be done according to the procedure below.
- 7.15.2 Class captain's votes are done at the beginning of each term.
- 7.15.3 Sport, cultural and other society positions are voted for as needed e.g. at the beginning of the hockey season.

- 7.15.4 In general, committees change hands after June so that grade 12 learners may focus on their academic work.
- 7.15.5 Any vetoes must go to the principal in writing with the reasons for the veto.
- 7.15.6 Positions that are ambassadorial in nature e.g. Junior City Council, must be approved by the staff and principal. An interview may be necessary.
- 7.15.6 RCL voting is done as indicated in the departmental guidelines. The teacher in charge will organize this in the first term. Grade 8 learners do not vote until half way through the first term.
- 7.15.7 Girls' input in the decisions is not recommended.
- 7.15.8 Prize Giving voting is organized by the teacher in charge (Good Fellowship, Diligence, Neatness).
- 7.15.9 **Minor Votes – Class Captain, U14C Hockey, etc:**
- The staff member calls a meeting.
  - The staff member must make duties and qualities of the position being voted for clear.
  - Some of the expected qualities:
    - Must have a good knowledge of the sport, activity or cultural aspect.
    - Display and use good leadership skills.
    - Must be a good organizer.
    - Have initiative.
    - Must be able to work with people in a constructive, positive light i.e. get on with people, be able to mix with new people, be able to state her point of view without alienating others, not just go with the crowd, be able to work with the staff, will listen and follow instructions, be trusted by both staff and learners, etc.

- Does not have to be the best player in the team.
  - Nominations are taken by a show of hands.
  - Nominations must be proposed and seconded.
  - All nominations should be accepted.
  - Names are written on the board for learners to see, particularly if the group is large. If the learners do not know the girls being voted for, make them each stand up and say their name.
  - Learners put their heads on the desk and close their eyes for the vote – by a show of hands. One vote per learner.
  - The staff count the hands tactfully i.e. wait the same length of time for each learner.
  - If there is a tie then learners must vote for the top names again.
  - The names are announced to the class/team.
  - Names are given to the principal in writing and are then announced in assembly.

**7.15.10 Semi-major Votes – First Team Captains / Society Heads as for minor votes except:**

- Learners write their votes on paper.
- Relevant staff counts votes.
- Names are not given to the team. The coaches, staff and principal must first approve the appointment.
- Candidates must conform to all the qualities expected listed under minor votes above, and must have a strong sense of service and a proven track record of having the interest of the sport / society at heart.

**7.15.11 Major Votes – Portfolio Heads:**

- Learners are invited to stand for the positions. They must indicate if they do not want to stand.

- The names of the learners who are prepared to stand are put on a voting/ballot sheet.
- Learners are reminded of the duties and qualities of the position being voted for.
- Each learner has a ballot sheet on which she anonymously writes her votes.
- Staff votes.
- The relevant staff or head counts the votes.
- The votes are taken to a staff meeting for approval. Only if there is formal written behavioural information, will this be considered. Positions are filled according to the vote, unless there are exceptional circumstances.
- Announcements are made in assembly by the principal.

#### **7.15.12 Applications – Interact, etc:**

- Learners apply on the relevant forms after being invited to do so.
- The votes are discussed and vetoed by a selection panel – staff members involved and outgoing committee heads.
- Names are given to the principal in writing and are then announced in assembly.

*Any other voting procedure must be approved by the Principal and the Heads of Department.*

## 7.16 ASSESSMENT

- 7.16.1 CASS marks consist of various forms of assessment (at least 5 per term/as per portfolio requirements). It should “aid the development of the learner, be diagnostic and normative/criteria-based (e.g. rubrics)”, etc.
- 7.16.2 Gr 9 Term 3 marks constitute the CASS mark for the year.
- 7.16.3 CASS work (except for the work done in class) must be finalised two weeks before the end of the term or by the start of the June and November exams and handed back to learners.
- 7.16.4 CASS work is kept in a portfolio.
- 7.16.5 GROUP WORK:
- Individuals may not be disadvantaged by group work. Individual girls’ marks should be adjusted up or down if they are much better or worse than the group, depending on their contribution.
  - Individual marks must be at least 50% of the group activity, i.e. if the group task is out of 20, the mark for group work should be out of no more than 10 and the mark for individual work must be at least out of 10.
  - Different types of assessment will be used for the total of the assignment.
  - Time progression assessment i.e. assess at different times/stages during the project.
  - Group work marks may not exceed 50% of term work.
- 7.16.6 TESTS:
- We should expect: 40% content, 20% application, 10% analysis and 30% higher order questions, aligned with subject guidelines.

- No more than two control tests to be written in all subjects per day.

#### 7.16.7 ABSENCE DURING ASSESSMENT ACTIVITIES:

- We must hand in a valid note, immediately upon our return to school, from our parent or a doctor's certificate in order to do assessment at a later stage. (Absence during a formal assessment period, such as exams, will require a doctor's certificate).

#### 7.16.8 LATE SUBMISSION OF WORK:

- If the work is late, marks are deducted as follows:  
One day late – 25%, two days late – 50%, later 0%, but the assignment must still be done within a cycle. Teachers have discretion.
- Staff may use their discretion as to whether they assess work hand in more than two days late, but know that assessment is important for portfolios.
- If we have not handed in all work we have to stay at school to complete the work.

#### 7.16.9 PROJECTS ASSIGNMENTS

- We must sign assignments and projects etc in, i.e. upon submission a register must be signed in front of the staff member.

#### 7.16.10 PLAGIARISM

- We have a zero tolerance to plagiarism. Plagiarism in an assignment is regarded as serious misconduct. The learner will receive nought for the assignment and could attend a Disciplinary Hearing.

## 7.17 RULES FOR EXAMINATIONS AND OTHER FORMS OF ASSESSMENT

7.17.1 We know that in line with departmental policy, the following may be regarded as cheating, and the consequences are severe:

- Fidgeting; turning around; making eye contact with anyone other than a staff member
- Notes or letters in pockets or near the learner. Books in, around or under the learner's desk
- Writing or scribbling on the learner's clothes, body, calculator, pencil bags, etc
- Cell phone or any electronic devices except prescribed calculators anywhere close to the learner or on her, even if it is switched off.
- Pencil bag belonging to the learner containing anything other than stationery
- Communicating in any way whatsoever

**Consequences:** We will get nought for the assessment and will have a Disciplinary Hearing.

### 7.17.2 Study sessions

- If we (Gr 8, 9) do not obtain a 65% aggregate in Term 1, we will study at school/in the hostel in the afternoons in the week prior to the June examinations, from 14:30-16:30, and possibly in the first week of the examinations (13:00-15:00).
- Our June aggregate will determine whether we will have compulsory afternoon study at school/hostel in November.
- Parents of day-girls may request permission in writing for their daughters to study at home.

- Boarders will study at hostel – this will be in addition to their normal study hours during examinations.

### 7.17.3 During the examinations (or periods which would normally have been regarded as examinations):

- We respect the rights of other learners who will be writing in venues all over the school.
- We leave our notes and textbooks outside in a passage (class rooms) or the foyer (Hall), on the stage (Gym Hall). Books left outside could be damaged or stolen, and we will be held accountable.
- We may bring a cardboard or file to press on, but it may have absolutely no writing or marks on it, except for her name and grade.
- Stationery is placed in clear plastic bags only.
- We must read the Examination Timetable correctly. We must ask for help beforehand if we are unsure of the time or venue.
- Late arrival: we will only be allowed to enter the venue once the rest of the group has started. We will forfeit the right to extra time.
- We must staple or pin our answer sheets together at the end of the exam. Paper clips may not be used.
- We may not borrow staplers, staples or pins, pens, calculators, erasers, etc.
- We must bring our own toilet paper or tissues if we have a cold.
- Gr 8-9 and certain senior learners must be seated in their venues at 8:15, unless the examination starts early.

- Time will be taken as displayed by the Hall Clocks.
- We must display our name card on the desk.
- Breaks are determined by the first teacher on duty.
- During breaks we may only use the LB and LH toilets and must leave the school building as quickly as possible, only through the tuckshop exit close to the staff room. Boarders to go to the hostel and day-girls past the pavilion. We respect the rights of other learners who will be writing all over the school, by being silent and courteous.
- Gr 10-12: A learner may have the privilege of studying at home, if the Education Department does not give a directive to the contrary, on condition that
  - She is seated in her venue fifteen (15) minutes before the start of the exam at which time the door to the venue will close. The time will be taken as per venue clock or, if there is no clock, the watch of the staff member on duty.
  - If she is late, she will only be allowed into the venue once the others have started writing, thus losing valuable reading time. She forfeits the privilege of studying at home, no matter what the circumstances were.
  - She may not be seen in the streets or in town during school hours. If she is, she forfeits her privilege.
  - Any misbehaviour will result in her forfeiting her privilege.

- November: Textbooks are handed in after every exam between 12:00 and 12:30.
- Dress in winter
  - full school uniform
  - full school tracksuit. The tracksuit must have all the zips fastened. Only a white sports shirt may be visible under our tracksuits. Scarves may be worn around the neck only. No fashion takkies/sneakers with tracksuits. VG Anoraks may be worn instead of tracksuit top
  - we may bring a knee blanket to school, but may not wrap it around us when we leave the school premises.
- Summer uniform: neat full school uniform, or weather permitting with prior permission from principal/deputy.
- Water and eats: Water bottles may only contain water. No eating inside the school building.
- Extra time for learners with departmental permission will be given before the start of the examination.
- Out of Bounds areas during examinations: the small and the big quad; carpeted areas except immediately before and after an examination.
- Absence on day of an examination: We will be given naught unless a certificate from a medical practitioner or a health clinic is submitted. We could be requested to write the paper on our return to school.
- Notices will usually be read after 12:00 which means we will not be released before 12:15.

## **8. EXEMPTIONS FROM PROVISIONS: PROCEDURAL REQUIREMENTS**

Prior application for exemption from any school rule or standard must be made in writing to the School Governing Body.

Learners may apply personally, but must enclose written parental endorsement.

If a learner is unable to apply, the parent(s) must apply on the learner's behalf.

If the exemption is based on a cultural or religious practice, the written application must address the following aspects:

- The specific cultural or religious practice;
- The importance of that practice to the learner;
- Whether the practice is mandatory or voluntary;
- Whether the cultural or religious community concerned regards it as a practice that would normally warrant exemption from school rules;
- The extent of the exemption required (or how great the required departure from school rules will be).

Learners and their parents must be prepared to attend a meeting with the governing body (or a governing body committee) in order to discuss the exemption.

Possible conditions linked to the exemption will be discussed with the learners/parents so as to limit the exemption's impact on the code of conduct as far as possible.

The governing body may consult experts on the religion or culture concerned on the nature of the relevant practice.

The governing body will consider the effect of the granting of an exemption on the achievement of a "disciplined

and purposeful school environment, dedicated to the improvement and maintenance of the quality of the learning process”. Learners/parents will receive written notification of the governing body’s decision and any conditions relating to the exemption.

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