

Kingfisher School Trust I/Trust 69/00 (t/a)

KINGFISHER PRIVATE SCHOOL



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PHALABORWA
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January 2019

Dear Parents

INTERSEN PHASE CODE OF CONDUCT

The following code of conduct for the Intersen Phase is to promote discipline and the standard of behaviour to which each pupil should aspire at Kingfisher.

It is based on a system whereby pupils will be recognised and earn merits for positive behaviour, and break detentions and demerits for negative conduct which is not befitting the standards of behaviour which have been set for the school.

The code of conduct will identify the areas of negative conduct, distinguishing between minor and major transgressions and attempt to neutralise or eradicate these in order to maintain discipline.

Behaviour that is socially sound should be reinforced and this code of conduct will ensure that each pupil will become a morally responsible pupil and citizen.

Please note the following important points:

- Cell phones may be brought to school but **MAY NOT BE VISIBLE AT ANY TIME**. If a cell phone is seen or heard, it will be confiscated for a period of two weeks.
- Work, including activities, tasks, projects and assignments not handed in on the due date will be marked out of 50% if handed in on the next day. The marks out of which it is marked will continue to reduce to 25% the following day and then finally 0% on the third day. This matter will be followed up by the teacher with the parents.



Board of Governors: Kingfisher Private School (Registration No 4010016)
RE Campbell-Brown (Head), C van Zyl, L Cooper, E Ferreira, W Maré, and
L Molenaar (Legal Advisor)

Trustees – Kingfisher School Trust: LA Smith (Chairman), RE Campbell-Brown &
H Harri



The system of awarding merits, as well as break detentions and demerits will be implemented as follows:

Awarding of merits, break detentions and demerits

Merits will be awarded according to the criteria in the attached document. The pupil will be rewarded with various incentives to maintain exemplary behaviour and a high standard of schoolwork.

Break detentions and demerits will be given in accordance with the criteria in the attached document.

NB: While group punishment is not encouraged unless the teacher is 100% sure that all pupils are involved, there are certain occasions when it will be deemed acceptable. An example would be pupils continually humming in class whom the teacher cannot identify. They do not stop or own up when the teacher addresses this problem on numerous occasions with the class, or the class will not identify the culprit.

The basis for the code of conduct is self-discipline and creating classrooms which are conducive to learning and effective teaching. Parents are requested to support and assist us in our endeavours to create well-disciplined and proud pupils. Please peruse the attached documents and inform your child/ren of the code of conduct in order for them to strive towards the excellent standards and principles, which Kingfisher upholds.

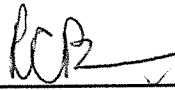
Please complete the attached tear-off return slip and send it to the register teacher by **Tuesday 22 January 2019** to show that you are in agreement with the code of conduct.

Your support in this regard is appreciated.

Yours sincerely



Mrs. van Rensburg
HOD Intersen Phase



Mrs Campbell-Brown
Headmistress

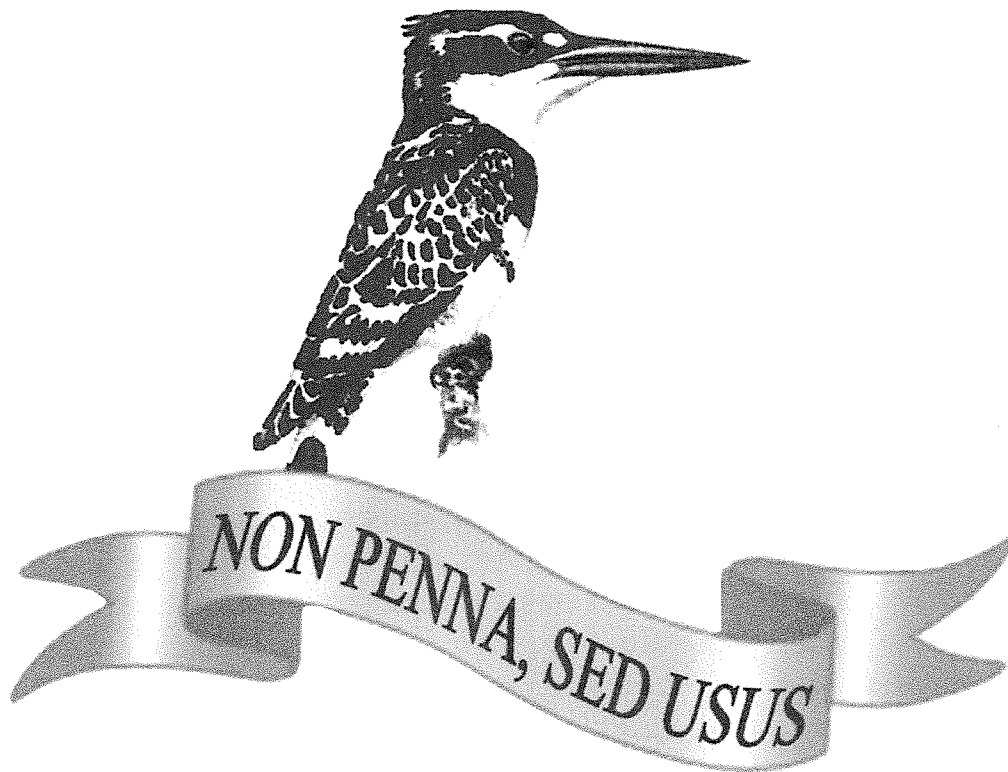
Return slip: Code of Conduct for the Intersen Phase 2019

I _____ parent of _____
in Grade _____ acknowledge receipt of the code of conduct and will support the school in its efforts to maintain a high standard of discipline for our child/ren. I will assist the school by informing my child/ren of the necessary measures to be taken to uphold the disciplinary system.

Parent Signature

Date

KINGFISHER PRIVATE SCHOOL



**Intersen Phase Code of Conduct
2019**

Merits

1. Due to pupils losing their merit/demerit forms, every teacher will keep these lists with them in class. Every week the number of merits will be collated.
2. Upon earning a merit, the merit card is filled in.
3. Upon earning 10 merits the pupil will be called to stand up during assembly in recognition of their achievement. The pupils will also be allowed to wear civilian clothing on Merit Day. These notices will be sent home on the Wednesday prior to the Merit Day.
4. Merits DO NOT cancel demerits.
5. At the final assembly of the year the pupil in each grade with the most merits will receive money or a gift voucher.

No.	Description
1	Classroom merit practice. (Workbooks, behaviour etc.)
2	Consistent involvement in school activities and extra murals. The pupil should attend 80% of the training sessions. The merits will be awarded at the end of the specific sporting season.
3	Diligence/positive attitude in all school areas.
4	Excellence in representing the school in the cultural, academic and sporting areas. (e.g. Cultural Festivals, Chess, Olympiads, Expos etc.) 1 District Level, 2 Regional Level and 3 National Level
5	Exceptional helpfulness/kindness.
6	Exceptional neatness.
7	Exceptional test results, assignments and projects, according to an individual pupil's progress.
8	Exemplary behaviour.
9	Good sportsmanship.
10	Honesty.
11	Initiative.
12	Reply slips and other documents returned by due date over a period of a month.
13	Reliability/Dependability.
14	Showing exceptional school spirit.
15	Significant progress in any learning area.
16	Consistently good manners and etiquette.
17	Bringing the requested items for an activity.

Break Detention

1. Teachers will give break detentions for the misdemeanours shown below. The aim of the break detentions is to allow the pupils to experience the consequences of their negative behaviour immediately.
2. If pupils commit the misdemeanour before break, on a day, they will attend the detention during the break on that day. If the misdemeanour is committed after the break, they will attend detention at break on the following school day.
3. The detention will be such that the pupils will have a short time to eat and go to the toilet during the break.
4. The misdemeanours resulting in break detention are as follows:

MISDEMEANOURS:	
No.	Description
1	Books left at home.
2	Neglect of class work.
3	Homework books not signed.
4	Slips and tests not signed and absentee letters not handed in.
5	Stationery not at school.
6	Books and textbooks not covered.
7	Continual shouting out in class/ in the passages/ in the school building/car park.
8	Continuous talking in class/at line up/ in the passages when moving from class to class and upon entering the hall.
9	Eating, drinking or spraying deodorant in passageways, class and the hall without permission.
10	Littering.
11	Not paying attention/Sleeping in class.
12	Playing in, walking through, and riding of bicycles/skateboards etc. on school property in areas where this is prohibited.
13	Wastage or improper use of school ablutions e.g. not closing taps etc.
14	Not being in designated areas when required.
15	Not speaking English.
16	Unauthorised throwing of any object anywhere in the school grounds.

17	Irresponsible management of daily report. (Not handing in or collecting the report from the teachers and not getting the report signed by the parents.)
18	Writing letters in class. (Appropriate content.)
19	Drawing on any part of the body.
20	Back chatting.
21	Chewing gum.
22	Disrespect of own or others' school uniform (i.e. writing on/defacing uniform/ wearing incomplete uniform in public/mixing uniform with civilian clothing.)
23	Poor sportsmanship.
24	Bad manners/etiquette.
25	Running in the passages or up the stairs.
26	Not remaining at school to help clean up when required to do so.
27	Being mean about another person - verbal or written.
28	Inappropriate behaviour in class.
29	Drinking of water or any other liquid from a bottle during class.

Demerits

1. Due to pupils losing their merit/demerit forms, every teacher will keep these lists with them in class. Every week the number of demerits will be collated.
2. Pupils will be given five and ten point demerits for more serious misdemeanours, as shown below.
3. Every 10 demerit points will result in an afternoon detention, as stipulated in the term calendar, after school for two hours, with the principal or designated teacher. A pupil may not be collected before the detention ends.
4. After a pupil has received two detentions (20 demerit points) he/she will be interviewed by the H.O.D.
5. After a pupil has received three detentions (30 demerit points) he/she will be interviewed by the principal.
6. After receiving five detentions (50 demerit points) the pupil will be interviewed by a Board member at the discretion of the principal.
7. Committing two 5 point misdemeanours or one 10 point misdemeanour will result in an immediate detention and a referral to the principal and/or Board of Governors depending on the severity of the misdemeanour.

8. If a leader has to sit more than two detentions during their term of office, their badges will be taken away.
9. After Terms 1 and 2, any demerits accumulated during these terms will be cancelled. The pupil will start with a clean record at the beginning of Term 3. Detentions however do not fall away, they have to be completed.
10. A staff member/the principal has the right to exclude a pupil from an outing/tour/or event, if his/her behaviour at school is unacceptable.
11. Detention letters will be sent home on the Wednesday of the week before the due detention. It is mandatory for the letters to be signed and returned to school.
12. **Non-attendance at mandatory functions is a five point demerit. Pupils are required to attend all mandatory functions as stipulated in point 4.3 of the "Application for Admission" document, and signed by the parents on acceptance of their children into the school. These functions are on the calendar and therefore must be planned for to allow the pupils to attend. Pupils will be issued with the demerits even when a letter is brought to school unless the reason for the absence is unavoidable, such as being in hospital or a medical certificate.**

ONE POINT DEMERIT	
No.	Description
1	Late for class or break line-up.
2	Late for school.
3	Homework not done.
4	Not doing proper corrections in class.
5	Breaking of examination and study session rules (apart from cheating). <ul style="list-style-type: none"> • Examination and study session rules: late coming, incorrect uniform, communicating with other pupils (letters, talking, sign language), eating, chewing gum, looking around, walking around, not having required stationery, lending or borrowing stationery, sleeping, doodling, drawing, playing games, reading a book that is not prescribed, having electronic devices, no study materials brought for a scheduled study session.
6	Failing to meet commitments in terms of monitor/leader duties.
7	Absence from a co-curricular activity without prior written notification for agreed attendance. (One demerit per week)
8	No hat or cap.

TWO POINT DEMERIT

No.	Description
1	Defying teachers' legitimate instructions.
2	Disobedience and continual disturbance in class.
3	Showing disrespect for a teacher, for example, rolling of eyes when reprimanded.
4	Sport uniform, or any part of it, not at school for PE or any extra-curricular activity.

FIVE POINT DEMERIT

No	Description
1	Non-attendance at mandatory functions.
2	Abuse or improper care of textbooks.
3	Blasphemy.
4	Dishonesty.
5	Inappropriate displays of affection. (Holding hands, kissing etc.)
6	Incorrect use of toilets.
7	Negative behaviour.
8	Spitting.
9	Urinating in places other than the ablutions.
10	Use of foul language/swearing.
11	Verbal abuse of peers (with witnesses).
12	Isolated incidences of slapping or hitting.
13	Use of unacceptable signs (rude gestures) and symbols discriminating against gender, race, cultural and religious beliefs.
14	Entering swimming pool area without the permission/supervision of an adult.
15	Comments infringing on the integrity of other races, religions or cultures/verbal abuse, and disrespect of the property of others.
16	Disgracing the name of the school.
17	Intimidation of other pupils.
18	Playing dangerous games and jeopardising the safety of others.
19	Tampering with the property of others.
20	Throwing objects with intent to damage school property, harm others or the property of others.
21	Talking without permission while in possession of an examination paper.
22	Not attending 75% of the practices for at least one school co-curricular activity in a term.
23	Failure to hand in one of the required art projects for the term.

**TEN POINT DEMERIT - REFERRAL TO PRINCIPAL /
BOARD MEMBER (At the discretion of the principal)
(Parents informed telephonically)**

No.	Description
1	Acts of discrimination towards gender, race, culture or religious beliefs.
2	Bullying and/or aggressive conduct towards peers.
3	Cheating in a formal assessment or class test.
4	Deliberate absence from detention without an acceptable written explanation from parent (s) by the following Monday.
5	Misbehaviour at detention.
6	Entering or peeping into the bathrooms of the opposite gender.
7	Fighting or threatened assault of others.
8	Forgery or the falsification of documents.
9	Forgery or the falsification of parent signatures.
10	Harassment or continuous teasing of others.
11	Leaving the school premises without permission/not signing out at the front office.
12	Sexual behaviour inappropriate to children - written, verbal and physical.
13	Swearing or verbal abuse towards a staff member.
14	Theft.
15	Trespassing on school property during school holidays.
16	Truancy.
17	Bunking lesson(s).
18	Vandalism. Wilful damage of school property/equipment.
19	Disrespect for staff and adults. (Imitation and defamation of staff members.)
20	Placing any obstruction in front of any of the school gates allowing unauthorised entry to the school and compromising the safety of the school.
21	When permission is given by the teacher to use a cell phone in class, but there is inappropriate use of the cell phone by the pupil.

**DISCIPLINARY HEARING
(Parents informed telephonically)**

No.	Description
1	Being in possession of alcoholic, hallucinogenic or dangerous substances, or distributing, storing or consuming these at school or during school events/trips/tours.
2	Being under the influence of alcoholic, hallucinogenic or unauthorised substances on school property or at events/trips/tours.
3	Physical abuse towards a staff member.
4	Possession of sexually explicit or pornographic material.
5	Possession of weapons or dangerous instruments on school premises or at school events/trips/tours.
6	Satanic practices and rituals.
7	Smoking or being in possession of cigarettes on school premises or at school events/trips/tours/excursions or when in school uniform.
<p><i>NB: The school will make parents aware of their right to lay a charge at the police station in cases where criminal offences occur involving their children.</i></p>	

AFTERCARE DEMERITS

**One demerit will be given for the following misdemeanours at aftercare:
e.g. no change of clothes, not signed in or out, continuous talking,
disruption, defiance, not being in the designated area**



Mrs Campbell-Brown
Headmistress



Chairperson
Board of Governors

Source Document: Intersen Phase Code of Conduct

Date: October 2018

Review Date: June – August 2019