

# **KOMMETJIE PRIMARY SCHOOL**

## **CODE OF CONDUCT**

### **INTRODUCTION**

This School is committed to providing an environment for the delivery of quality teaching and learning by:

- Promoting the rights and safety of all learners and teachers and parents.
- Ensuring learners' responsibility for their own actions and behaviours.
- Prohibiting all forms of unfair discrimination and intolerance.
- Eliminating disruptive and offensive conduct.

The Code of Conduct spells out the rules regarding learner behaviour at the School and describes the disciplinary system to be implemented by the School concerning transgressions by learners. The Code of Conduct applies to all learners while they are on the School premises or when they are away from the School representing it or attending a School function.

Section 8(4) of the SA Schools Act provides that all learners attending a School are bound by the Code of Conduct of that School. All learners attending the School are expected to sign a statement of commitment to the Code of Conduct (Annexure A). The administration of the Code of Conduct is the responsibility of the Disciplinary Committee of the School.

### **PART 1: SCHOOL RULES**

The School rules are intended to establish a disciplined and purposeful environment to facilitate effective teaching and learning at the School. Nothing shall exempt a learner from complying with the School rules. Ignorance of School rules is, therefore, not an acceptable excuse.

#### **A. GENERAL PRINCIPLES**

1. Learners are expected at all times to behave in a courteous and considerate manner towards each other, the monitor/prefects, all members of staff and visitors to the School.
2. Learners are expected to abide by the School rules with regard to appearance and behaviour when representing the School both during School hours and after School hours, at School and away from School. Learners may not say or do anything that will discredit themselves or the School.
3. No learner has the right at any time to behave in a manner that will disrupt the learning activity of other learners, or will cause another learner physical or emotional harm.
4. The School will contact parents/guardians when a learner's behaviour becomes a cause of concern and will endeavour, in a spirit of constructive partnership, to resolve the problem.

## **B. SCHOOL AND CLASS ATTENDANCE**

Parents/guardians, learners, teachers and School Governing Body (SGB) members are jointly responsible for ensuring that all learners attend School.

1. If a learner does not attend School regularly, the relevant register teacher will report the absence of the learner to the parent and the Principal in writing. The register teacher must keep an accurate register of learner attendance and must keep copies of all communication to parents when absence from the classroom is reported.
2. All learners are to arrive at School before the official starting time. Learners who are late for School will be marked absent as registers are completed at the beginning of each School day.
3. Absence from a class, without the permission of the relevant register or subject teacher, is prohibited.
4. Any absence from School must be covered by an absentee note from a parent/guardian.
5. Should a learner be absent from School for a period of three (3) days or longer, this leave of absence must be supported by a letter from a medical doctor/traditional doctor/registered herbalist.
6. Any absence from a formal examination, test or task must be supported by a letter from a medical doctor/traditional doctor/registered herbalist.
7. No learner may leave the School during School hours without a letter from a parent/guardian requesting the release of their child *and* the permission of the Principal/Deputy Principal/Grade Head from whom an exit note must be obtained.
8. Truancy from School is prohibited.
9. All learners will attend assembly.

## **C. SCHOOL UNIFORM AND GENERAL APPEARANCE**

Learners are expected to wear the official School uniform and appear neat and tidy at all times.

1. No additions to the uniform that are not in accordance with the regulations will be allowed (e.g. beanies).
2. No jewellery, accessories, coloured contact lenses or visible tattoos are allowed. Girls may wear earrings, but only one hole in each ear lobe. These earrings must be plain gold or silver studs.
3. No colouring / high lighting of hair or wearing of exotic hairstyles is allowed.
4. Fingernails must be kept trimmed short and clean at all times.
5. During events that allow the wearing of casual wear, learners should wear neat, presentable clothes. Beachwear, tight-fitting clothes, clothes that are see-through and/or too revealing are not allowed. Hair, shoes and accessories should be neat at all times.
6. Only learners that have applied submitted relevant supporting documents and received the necessary permission from the School Governing Body may deviate from official School uniform for religious and cultural reasons as contemplated in Part 1 paragraph I of this Code of Conduct.
7. ALL fringes must be above the eyebrows and boys hair to be cut above the ears and collar. ALL hair that touches the shoulders must be tied-up neatly, and hair should be out of the face at all times.

8. ALL jackets should be zipped-up when worn. Golf shirts must be tucked-in when the jacket is worn.
9. School hats/caps are compulsory during term 1 and 4 during breaks, PE and Extra-murals.

#### **D. VALUABLES AND PERSONAL BELONGINGS**

The School will not be held responsible for theft of or damage to personal belongings on School premises (e.g. cell phones, bags, books and clothing).

1. NO cell phones are allowed at school at ALL times.
2. ALL monies and correspondence to the school must be in a clearly marked sealed envelope and handed to the class teacher at the start of the day. Arrangements should be made with the teacher in charge for safekeeping of valuables, etc. during sports practices.
3. Learners may not bring computer games, iPods or similar electronic devices to School.

#### **E. GENERAL RULES**

1. Loitering and/or playing in and around the corridors and toilets are forbidden.
2. All litter must be placed in refuse bins or wastepaper baskets.
3. Wilful damaging, vandalising or neglect of School property and the property of others, either by writing or by a physical act, is prohibited. Theft of School and private property is also prohibited.
4. Any act of cheating in class work, homework, informal and formal tests or internal or external examination is prohibited. Furthermore, copying of and/or borrowing another learner's work is forbidden.
5. Disruptive, unruly, rude and/or offensive behaviour will not be tolerated.
6. The timeous handing in of work is the responsibility of each learner.
7. Learners who fail to produce a medical certificate on absenteeism during formal examinations/tests/assessment tasks will obtain a mark of "0" (nought) for the particular examination/test/assessment task.
8. The learner will respect the beliefs, culture, dignity and rights of other learners, as well as their right to privacy and confidentiality.
9. Language that is seen as pejorative, discriminatory or racist is prohibited.
10. Any act that belittles, demeans or humiliates another learner's culture, race or religion is prohibited.
11. All learners have the right to an education free of interference, intimidation and/or physical abuse. The learner will respect the property and safety of other learners. Fighting or threatening of other learners is forbidden.
12. The learner will respect those learners in positions of authority. A learner who is in a position of authority will conduct him/herself in a manner befitting someone in authority. S/he will respect the rights of other learners and will not abuse such authority bestowed upon him/her through his/her position.
13. The carrying, copying and/or reading of offensive material is prohibited.
14. Learners must keep clear of areas that are indicated as out of bounds. These include:
  - 14.1 The area behind the toilets.
  - 14.2 The pre-school jungle gym is out of bounds from Grade 4 and upwards.

14.3 Electrical mains distribution boxes, fire extinguishers and hoses.

14.4 The hall courtyard (behind the Art room).

## **F. RULES GOVERNING PUBLIC PLACES**

The School is a place of safety where laws pertaining to public spaces are applicable.

1. No dangerous objects or illegal drugs as defined in the SA Schools Act or the Safety Regulations will be brought onto and/or used on the School property unless authorised by the Principal for educational purposes. Dangerous objects include knives, firearms or any item that could harm a person.
2. The carrying and/or smoking of cigarettes is prohibited.
3. Alcohol is not permitted on School premises or during any School activity (except in a fundraising event/ other social functions).
4. The carrying of and/or consumption of illegal chemical substances and drugs is prohibited.

## **G. TRANSPORT**

1. Learners should park their bicycles in the designated areas at their own risk.
2. Learners may not ride their bicycles, skateboards or any motorised vehicles on the school grounds.
3. Learners are encouraged to wear helmets when riding their bicycles to school
4. The Code of Conduct is applicable when making use of public transport to and from school and any other school activity or excursion.

## **H. SCHOOL ENRICHMENT PROGRAMME**

Involvement in activities making up the School Enrichment Programme forms a valuable and integral part of the holistic education of every learner. All learners are, therefore, expected to become actively involved in at least one (1) sport, cultural and/or service activity per term.

1. The learner is expected to adopt the correct etiquette pertaining to the specific activity at all times.
2. Once a learner has committed him/herself to an activity, s/he will be bound to meet the rules and obligations related to that activity.
3. Involvement in a particular activity will span the entire season/duration in which that activity takes place.
4. Attendance of all practices is compulsory. Missing a practice without a valid excuse in writing from the learner's parents may result in the learner being suspended from participation in a match.
5. Appropriate kit/uniform will be worn to practices.
6. The correct match kit/uniform will be worn to inter-school league fixtures.
7. Learners playing in home league fixtures may arrive at the venue in their appropriate sports kit/uniform.

## **I. ACCOMMODATION OF RELIGIOUS OR CULTURAL RIGHTS**

1. Religious practices, conduct or obligations that relate to the core values and beliefs of a recognised religion and that are in conflict with any rule contained in this Code of Conduct must be put in writing and will be considered by the School Governing Body.

## **PART 2: DISCIPLINARY SYSTEM**

Every teacher is responsible for discipline and has the full authority and responsibility to correct the behaviour of learners whenever such correction is necessary. Any corrective measure or disciplinary action will correspond with and be appropriate to the offence.

All learners will abide by the discipline system that has been developed to assist and guide learner behaviour in the School.

There will be “Golden Time” during school once a week, to promote positive behaviour. If a learner has no demerits for the week, the full half hour of “Golden Time” will be given. If a learner has received demerits, then for each demerit 10 minutes will be deducted from “Golden Time”

### **A. GRADING OF OFFENCES**

Offences are graded according to the nature and degree of seriousness of the offences, of which Grade 4 offences are the most serious. See Annexure B, Table 1 for a list of the offences making up each of the Grades 1, 2, 3 and 4.

### **B. DISCIPLINARY PROCEDURES**

The grade of an offence will determine the procedure to be followed.

1. Grade 1 offence – time to be taken off from Golden Time (class teachers to determine the time).
2. Grade 2 offence – parents to be telephoned; detention slip to be issued, followed by a detention.
3. Grade 3 offence – parents to be summoned to a meeting with the Principal in order to remediate (referral to EST) the offence; Minutes of the meeting to be signed by the parents and the school.
4. Grade 4 offence – offence immediately reported to the South African Police Service (SAPS) and a Disciplinary hearing.

### **GRADE 1 OFFENCES**

Four Grade 1 offences constitute detention. Each offence will be stapled into the homework diary and signed by the class teacher and the HOD. Parents are to be phoned and the record of the offence must be kept by the class teacher.

### **GRADE 2 OFFENCES**

To be issued with a detention slip, signed by the class teacher, Principal and parents. Parents are to be phoned and a record must be kept.

### **GRADE 3 OFFENCES**

All Grade 3 offences will immediately be reported to the HOD. The HOD will refer the matter to the EST who will, depending on the severity of the offence, determine whether to convene a disciplinary hearing. The parent/guardian will be asked to attend a meeting concerning the offence and the remediation programme. A detention slip will be issued in the same manner as for grade 2 offences.

### **GRADE 4 OFFENCES**

All Grade 4 offences will immediately be reported to the Principal. The Principal will refer the matter to the SAPS and the parents of the offender. Further action will depend on the severity of the offence.

## **C. DISCIPLINARY INTERVENTIONS**

1. The following list of interventions and corrective measures used by the School are aimed at correcting behaviour before suspension and expulsion:
  - A verbal warning/reprimand to express disapproval.
  - Written warning.
  - Final written warning.
  - Time-out procedure.
  - Written punishment.
  - Community service to improve the physical environment within and around the School property.
  - Homework detention.
  - Supervised schoolwork.
  - De-merit detention.
  - Referral for counselling.
  - Attendance of a relevant life skills programme.
  - Fines to compensate for damages, to cover the cost of repair or replacement of the lost or damaged item, and/or the accumulated fine.
  - Temporary suspension of library card and/or other School-related privileges
  - Exclusion from School activities and functions, e.g. academic award ceremony.
  - Withdrawal of recognition, e.g. award.
  - Temporary suspension from class or School, pending disciplinary hearing.
  - Disciplinary hearing.

2. Failure to comply with interventions and corrective measures will lead to further interventions and may lead to the offence being categorised at a higher grade. Expulsion may be recommended for a Grade 4 offence.
3. Conduct that may lead to suspension/exclusion includes, but is not limited to, the following:
  - Conduct that violates the rights or safety of others.
  - Criminal behaviour of any kind.
  - Defacing or destroying School property.
  - Disrespectful or objectionable conduct and verbal abuse directed at teachers, other School employees or fellow learners.
  - Outright defiance of lawful requests or instructions issued by persons in authority.
  - Indulging in harmful graffiti, racism or “hate speech”.
  - Sexual harassment or sexual assault.
  - Immoral behaviour or profanity.
  - Possessing, using or displaying evidence of use of any narcotics, unauthorised drugs, alcohol or any other intoxicant.
  - Repeated infringements of the School rules or the Code of Conduct.
  - Possession of dangerous weapons (guns, knives and other objects which may threaten the lives of learners/teachers).
4. Should a learner be found guilty by a court of law for breaking the law of the Republic of South Africa, the School has the right, after a fair hearing through the Governing Body, to recommend expulsion to the Provincial Department of Education.
5. A disciplinary hearing will be convened with a view to recommending expulsion. In such instances the recommendation for expulsion will be submitted to the Provincial Head of Education to approve the decision.
6. Where approval for expulsion is not granted, learners will attend counselling at school.

#### **D. SUSPENSION OF A LEARNER BY THE PRINCIPAL OR HOD AS A PRECAUTIONARY MEASURE**

The Governing Body authorises the Principal or HOD to institute suspension, as a precautionary measure, with regard to a learner who is charged with a serious misconduct offence as contemplated in section 8 of the SA Schools Act.

1. Before a learner is suspended, the learner and his/her parents must be given an opportunity to indicate why the suspension should not be considered.
2. The disciplinary proceedings must commence within one (1) week after the suspension. If the proceedings do not commence within one (1) week, approval for the continuation of the suspension must be obtained from the Head of Department.
3. This suspension will be applicable until a finding of not guilty is made or, in the case of a finding of guilty, until the appropriate sanction is announced.

#### **E. DISCIPLINARY HEARINGS**

1. The following official forms will be used for misconduct and disciplinary hearings:
  - 1.1 Written warning (disciplinary warning form) (Annexure C)
  - 1.2 Final written warning (Annexure D)
  - 1.3 Notice of disciplinary hearing (Annexure E)

- 1.4 Record of disciplinary hearing (Annexure F)
- 1.5 Review form (lodging of appeal) (Annexure G)
2. Written notice of a disciplinary hearing will be given, at least five (5) School days before the hearing, which could imply temporary suspension from classes.
3. When a notice is issued to a learner the learner must acknowledge receipt of notice by signing for it. This is not an admission of guilt.
4. If a learner does not appear at a hearing, the hearing will be conducted in his/her absence.
5. A written verdict of the hearing will be issued to the offender. The offender must acknowledge the content by signing the document.
6. A learner has the right to request a review of the disciplinary action taken against him/her if sufficient grounds exist. Disregard of punishment of the Disciplinary Committee will lead to temporary suspension pending a hearing.
7. The Disciplinary Hearing Committee will consist of the following members:
  - 7.1 a Governing Body representative;
  - 7.2 the School Principal or Discipline Officer delegated to oversee this function;
  - 7.3 the HOD; and
  - 7.4 the class teacher.
8. The hearing will also be attended by the learner, and any other learner s/he may need for his/her defence.
9. Disciplinary measures that a Disciplinary Hearing Committee may impose include:
  - 9.1 Detention.
  - 9.2 Suspension from School for a minimum of two days up to a maximum of five (5) days, ratified by the Governing Body, to be effective immediately. This will be put in writing and a copy kept on record.
  - 9.3 Recommendation with respect to counselling/attendance of a life skills programme.
  - 9.4 Progress monitoring process initiated for a minimum of two (2) weeks, followed up with a progress report.
  - 9.5 A written conduct and behaviour warning issued. A signed copy of acknowledgement will be kept on record.
  - 9.6 Payment to cover the cost of repair or replacement of the damaged, lost or stolen item.
10. The Principal will keep on record copies of all documentation relating to the offence, the conducting and findings of the hearing, and the disciplinary measures imposed.
11. The Principal will furnish the relevant HOD and class teacher with all the information necessary for their records.

## **F. PROCEDURE DURING HEARINGS**

1. The Chairperson of The Committee must lead the proceedings and:
  - Introduce those present and state their functions.
  - Ensure that witnesses are present only while giving their evidence.
2. The Chairperson must inform the learner of his/her rights:
  - The right to a formal hearing.
  - The right to be present at the hearing.
  - The right to be given time to prepare for the hearing case.
  - The right to be given advance notice of the charges.

- The right to be represented at the hearing by one (1) internal representative.
  - The right to be accompanied at the hearing by parents/guardian if the learner is a minor.
  - The right to ask questions on any evidence produced, or on statements of witnesses.
  - The right to call witnesses to testify on his/her behalf.
  - The right to an interpreter, to be requested 24 hours prior to the hearing.
  - The right to appeal within five (5) days against any penalty imposed by the Disciplinary Committee.
  - If the learner does not attend, the hearing will be conducted in his/her absence.
3. The Chairperson is to explain the nature of the alleged breach or misconduct to those present at the hearing.
  4. The procedure of enquiry is to be explained by The Chairperson. The evidence of the complainant and his/her witnesses will be heard first. The learner and panel may ask questions about the evidence. The learner and his/her witnesses may then give evidence and the complainant and Committee may ask them questions.
  5. When all the evidence has been heard, The Chairperson must close the enquiry; dismiss the complainant, the accused, their representatives, the parent/guardian and all the witnesses.
  6. The Disciplinary Committee must discuss and weigh the evidence and come to a decision.
  7. The Chairperson must reconvene all interested parties.
  8. The Chairperson is to communicate the decision of The Committee.
  9. The Chairperson must explain the decision of The Committee and the reasons for the penalty (if any) that has been imposed.
  10. The learner must be advised of his right to appeal (Annexure E).
  11. The complainant and learner must sign the disciplinary form and a copy must be handed to the learner. (If the learner refuses, a witness must sign in the presence of the learner).
  12. The signing of the document by the learner does not imply an acknowledgement of guilt.

**KOMMETJIE PRIMARY SCHOOL**

**PARENT COMMITMENT**

I, ....., a parent/guardian of..... a learner at Kommetjie Primary School, understand the rules and their implications and hereby commit to helping my child adhere to the following:

- Abide by the Code of Conduct and Disciplinary System.
- Behave in a courteous and considerate manner and respect other learners, the Prefects, all members of staff and visitors to the School.
- Treat everyone with respect regardless of differences in culture, religion, ability, race, gender, age, sexual orientation or social class.
- Take responsibility for my learning by attending regularly and punctually and completing all my assessment tasks on time.
- Co-operate with my teachers and other School staff.
- Assist in making the School a safe place for all.
- Seek help if I need it.
- Let the School know if I feel my rights have been infringed, or if I experience any other difficulty.

\_\_\_\_\_  
PARENT/GUARDIAN

\_\_\_\_\_  
DATE

**Table 2: List of the possible disciplinary sanctions to be applied for Grade 1, 2, 3 and 4 offences respectively**

Each case must be evaluated on its own merits and must be provided with a sanction justified for that specific case. The recommended sanctions provided in this table are guidelines for the Disciplinary Committee.

GRADE 1 OFFENCES	RECOMMENDED CORRECTIVE SANCTIONS
1. <b>Academic:</b> Books/work materials left at home; homework -not done on time/copied 2. <b>Extra-mutual activity:</b> Non-attendance at practices and matches (without a valid excuse to teachers/coach) 3. <b>Personal conduct in classroom/on playground:</b> Inappropriate displays of affection between learners; late arrival for class; uncooperative behaviour; discourteous behaviour/insolence/temper tantrum; foul language; defacing desks/walls/books/cases with graffiti; eating/chewing in class; littering; and cell phone ringing 4. <b>Dress code:</b> Untidiness/unkept appearance; School dress code not followed	Corrective actions/sanctions are carried out by the individual teacher and may include the following: <ul style="list-style-type: none"> <li>• Verbal reprimand;</li> <li>• Written punishment;</li> <li>• Detention at break;</li> <li>• Subtracting marks (homework);</li> <li>• Temporary confiscation until the end of School term (e.g. uniform, jewellery, cell phones, bags and cases);</li> <li>• Removing graffiti from bags and cases at break; and</li> <li>• Written notification</li> </ul>
GRADE 2 OFFENCES	RECOMMENDED CORRECTIVE SANCTIONS
1. Plagiarism of any work or cheating/attempted cheating in class test/assignment	Nought for test and warning letter
2. Damage to property/possession of other learners' property	Repair/replacement, warning letter and Principal's detention
3. Defiance/disregarding of an authority figure's instructions	Suspension from class, warning letter and Principal's detention
4. Detention – non-attendance	Making up missed detention, warning letter and an information hearing
5. Disregarding test/examination procedures	Warning letter and Principal's detention
6. Disruptive/unco-operative in class	Identification of culprit/s and grade teacher to organise corrective measures
7. Disruptive behaviour frustrating teaching and learning in the classroom	Warning letter and detention
8. Repeated dress code infringements (including hair and personal grooming)	After four (4) warnings, Principal's detention
9. Fighting	Warning letter and detention
10. Fire-crackers	Warning letter and detention
11. Forgery, e.g. parent/guardian's signature	Warning letter and detention
12. Graffiti: books, case, desks, walls, etc.	Removal, warning letter and Principal's detention
14. Late arrival at School after 8:00 am - three (3) days	Phone call to parents and Principal's detention
15. Lying	Warning letter and detention
16. Offensive material	Warning letter and detention
17. Spitting	Principal's detention
18. Sticking a sharp object, e.g. pin, pen, nib, etc. into a fellow learner	Warning letter and detention

20. Threatening assault/intimidation of a fellow learner	Phone call to parents and warning letter and detention
21. Truancy – bunking a lesson	Principal's detention
22. Truancy – bunking a day or part of a day	Phone call to parents, warning letter and detention
23. Vandalism – defacing/damaging/breaking School property	Phone call to parents, warning letter and detention
24. Verbal abuse of a fellow learner	Phone call to parents, repairs/payment of damages, warning letter and detention
<b>GRADE 3 OFFENCES</b>	<b>RECOMMENDED CORRECTIVE SANCTIONS</b>
1. Substance abuse – possession/sniffing of unauthorised substance, e.g. cigarettes, alcohol, etc.	Disciplinary hearing, warning letter, community service and detention
2. Assault on a fellow learner/staff member/visitor (causing bodily harm)	Suspension from class/School. Disciplinary hearing, warning letter, community service and detention
3. Bullying/Intimidation	Warning letter and community service and detention
4. Cheating/attempted cheating in examination/cycle test/portfolio work	Nought and warning letter
5. Ongoing disruptive behaviour in classroom (frustrating School's educational programme)	Suspension from class/School. Disciplinary hearing, warning letter, community service and detention
6. Disruptive behaviour on School property or on School sponsored fixture/outing/trip/tour (frustrating School's educational/extracurricular programme)	Suspension from class/School. Disciplinary hearing, warning letter, community service and detention
7. Engaging in a conspiracy to disrupt the proper functioning of School through collective action	Suspension from class/School. Disciplinary hearing, warning letter, community service and detention
8. Drugs – consumption not associated with School	Interview with parents, professional intervention
9. Gangs – promoting formation forming of/associating with/furthering activities of School gangs/'social groups'	Suspension from School. Disciplinary hearing, warning letter and detention
10. Involving/attempting to involve outsiders in disputes between learners	Disciplinary hearing, warning letter, community service and detention
11. Pornography – distribution at School	Warning letter, community service and detention
12. Public indecency	Disciplinary hearing, warning letter, community service and detention
13. Racist conduct that defames a learner/teacher	Suspension from class/School. Disciplinary hearing, warning letter, community service and detention
14. Improper suggestions of a sexual nature	Disciplinary hearing, warning letter, community service and detention
15. Sexual harassment of teacher/learner	Suspension from School. Disciplinary hearing, warning letter, community service and detention
16. Threatening to assault/intimidating a teacher	Suspension from School. Disciplinary hearing, warning letter, community service and detention
17. Verbal abuse of a teacher	Suspension from School. Disciplinary hearing, warning letter, community service and detention or expulsion

SCHOOL: .....

**WRITTEN WARNING**

NAME OF LEARNER : \_\_\_\_\_

LEARNER ID NUMBER : \_\_\_\_\_

SUBJECT : \_\_\_\_\_

TEACHER : \_\_\_\_\_

The above learner has breached the disciplinary code.

Date of offence : \_\_\_\_\_

Grade of offence : \_\_\_\_\_

NATURE OF OFFENCE:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

LEARNER'S STATEMENT:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
LEARNER

\_\_\_\_\_  
TEACHER

\_\_\_\_\_  
WITNESS

\_\_\_\_\_  
GRADE HEAD

\_\_\_\_\_  
DATE

- One (1) copy to learner, original to be kept by GRADE HEAD.
- Learner's signature does not signify admission of guilt, but that charges and action taken have been explained.

KOMMETJIE PRIMARY SCHOOL

FINAL WRITTEN WARNING

NAME OF LEARNER : \_\_\_\_\_  
 LEARNER ID NUMBER : \_\_\_\_\_  
 SUBJECT : \_\_\_\_\_  
 TEACHER : \_\_\_\_\_

Please take note that this is a final warning. If the disciplinary code is breached again, in any way, it will lead to a disciplinary hearing.

Date of offence : \_\_\_\_\_  
 Dates of previous warnings: \_\_\_\_\_  
 Grade of offence : \_\_\_\_\_

NATURE OF OFFENCE:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

LEARNER'S STATEMENT:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
LEARNER

\_\_\_\_\_  
TEACHER

\_\_\_\_\_  
WITNESS

\_\_\_\_\_  
GRADE HEAD

\_\_\_\_\_  
DATE

- One (1) copy to learner, original to be kept by GRADE HEAD.
- Learner's signature does not signify admission of guilt, but that charges and action taken have been explained.

**KOMMETJIE PRIMARY SCHOOL**

**NOTICE OF DISCIPLINARY HEARING**

A formal disciplinary charge has been laid against you:

NAME OF LEARNER : \_\_\_\_\_  
LEARNER ID NUMBER : \_\_\_\_\_  
SUBJECT : \_\_\_\_\_  
TEACHER : \_\_\_\_\_

A formal disciplinary hearing will be held and you are obliged to be present:

DATE OF HEARING : \_\_\_\_\_  
VENUE OF HEARING : \_\_\_\_\_  
TIME OF HEARING : \_\_\_\_\_  
DATE SERVED : \_\_\_\_\_

The charge against you is as follows:

DATE OF OFFENCE : \_\_\_\_\_

NATURE OF OFFENCE:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SUSPENSION FROM CLASS

You are further advised that you have been suspended from class from:

TIME: \_\_\_\_\_ DATE: \_\_\_\_\_ until TIME: \_\_\_\_\_ DATE: \_\_\_\_\_

During your period of suspension, you will not be permitted on the School premises unless written permission has been given to you by a senior member of management, or for attending this hearing.

NOTE: Learner receives one (1) copy and the signed copy must be kept and filed.

## RIGHTS OF LEARNER FACING DISCIPLINARY ACTION

Learner's rights (to be read by Server)

- ◆ The right to a formal hearing.
- ◆ The right to be present at the hearing.
- ◆ The right to be given time to prepare your case.
- ◆ The right to be given advance notice of the charges.
- ◆ The right to be represented at the hearing by an internal representative.
- ◆ The right to be assisted at the hearing by parents/guardian if under age.
- ◆ The right to ask questions on any evidence produced, or on statements of witnesses.
- ◆ The right to call witnesses to testify on your behalf.
- ◆ The right to an interpreter (to be requested in writing by yourself, the learner, 24 hours prior to the hearing).
- ◆ The right to appeal within five (5) School days against any penalty by the Disciplinary Committee.
- ◆ If you do not attend, the hearing will be conducted in your absence.

I certify that the above rights have been read and explained to the learner.

\_\_\_\_\_  
SERVER

\_\_\_\_\_  
DESIGNATION

\_\_\_\_\_  
LEARNER

\_\_\_\_\_  
WITNESS

\_\_\_\_\_  
DATE

KOMMETJIE PRIMARY SCHOOL  
RECORD OF DISCIPLINARY HEARING

VENUE: \_\_\_\_\_ DATE: \_\_\_\_\_

**PRESENT**

CAPACITY	NAME	DESIGNATION	SECTION

<b>COMPLAINANT (if applicable):</b>	<b>LEARNER:</b>
Witnesses for complainant	Witnesses for learner
1.	1.
2.	2.
3.	3.

Nature of alleged breach or misconduct (charge, date, place and brief description of the incident/s)

NATURE OF OFFENCE:

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Plea: The learner admits/denies the charges (the appropriate plea to be underlined).

\_\_\_\_\_  
LEARNER

\_\_\_\_\_  
TEACHER

\_\_\_\_\_  
WITNESS

\_\_\_\_\_  
GRADE HEAD

\_\_\_\_\_  
DATE

**KOMMETJIE PRIMARY SCHOOL**

**LODGING OF APPEAL (REVIEW FORM)**

In terms of the School's disciplinary procedures, I wish to lodge an appeal against the decision of the Disciplinary Committee (within five (5) School days).

NAME OF APPELLANT: \_\_\_\_\_

The appeal is made on the following grounds (the appropriate areas to be marked with an X).

- The disciplinary measure imposed was not in line with the grade of offence.
- Disciplinary procedures were not followed.
- New or further evidence or witnesses are available, which could bring new facts to light and affect the result of the previous hearing.

NATURE OF OFFENCE:

\_\_\_\_\_

The following reasons are submitted in support of this appeal:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
DATE APPEAL LODGED

\_\_\_\_\_  
APPELLANT