

# MANOR GARDENS PRIMARY SCHOOL



## MISSION STATEMENT

*To nurture children to their full potential in a harmonious and dynamic learning environment and to develop innovative, responsible individuals who are able to contribute positively within a diverse and changing society.*

The behaviour of the pupils must always uphold the good name of the school. Pupils are expected to behave according to the norms of the community in which we live. Qualities such as trust, loyalty, courtesy, consideration, tolerance, sportsmanship and respectfulness contribute to the unique tone and spirit of the school.

## SCHOOL RULES

- We always show respect for other people, and behave courteously towards them.
- We always make it as easy as possible for other children to learn and for teachers to teach.
- We always respect other people's property.
- We are always punctual and prepared for lessons.
- We always wear the correct uniform or appropriate clothing and our appearance is neat and tidy.
- We always move carefully and quietly around the school and stay in the areas where we are allowed to be.
- We always follow the instructions of all the staff.
- We are always silent when asked.
- We always look after our school buildings and grounds and keep them clean.
- We know that the playground is a happy place for everyone to share.

# CODE OF CONDUCT

*The Manor Gardens Primary School Code of Conduct has been developed to ensure that the school provides an **organised, supportive and disciplined learning and teaching environment** and where the parents, staff and children are considerate and respectful of others, and where the children learn responsibility to self and others and develop lifeskills to become valuable members of the community.*

## 1. THE RIGHTS AND RESPONSIBILITIES OF CHILDREN

The children at Manor Gardens Primary have the **right** to:

- opportunities to realise their full potential
- work and learn without being disrupted by others
- be treated courteously and respectfully
- be respected for their beliefs and traditions
- learn in a safe and organised environment.

The children at Manor Gardens Primary have the **responsibility** to:

- uphold the above rights for themselves and others
- uphold the rights of teachers to teach
- observe, uphold and respect the school rules.

## 2. ACCEPTABLE BEHAVIOUR AND CONSIDERATION FOR OTHERS

Children will:

- show respect, understanding and consideration for others
- be caring and friendly to each other
- not physically hurt any person or animal
- not bully, victimize or ridicule others
- not use foul, abusive or inappropriate language
- not be involved in any theft
- not cheat in assessments etc.
- not forge parents' signatures
- not hurt the feelings of others by name-calling or by passing notes
- be truthful at all times
- observe rules that ensure their own and other's physical safety
- stay out of 'no go' areas.
- not disrupt the teaching and learning process in any way.
- take responsibility for their own learning and will do all the required work in class and at home timeously, neatly, and to the best of their ability.
- Ensure their message/homework books are signed at home on a daily basis.
- greet all staff, parents and visitors to the school
- refer to all teachers by name
- not run on corridors
- not chew bubblegum
- not eat and drink in classrooms
- not vandalize school property
- stand back for adults on corridors and at doorways
- stand back for children entering the classroom to deliver a message
- offer to carry books, etc, for staff or visitors
- not leave the classroom without permission from the teacher
- not engage in any behavior that will bring the school into disrepute

- not bring any illegal/dangerous weapons/objects to school (includes fireworks, drugs and alcohol)
- not use any equipment without a teacher's permission/supervision
- behave quietly and courteously in public places and when waiting for or using public transport.

Out of consideration for others, ***children will be quiet during the following times:***

- leading in and out of assembly, and at appropriate times during assembly
- when walking on corridors
- when the teacher requests silence in the classroom
- in lines outside classrooms, media centre, hall, etc.
- outside the remedial consultant's room.

**At sports functions the children will:**

- represent their school with pride and behave in a way that upholds their own, their peers and their schools' good reputation
- show team spirit
- support their own and other team members at all times
- accept the decision of the referee without question
- not make rude comments to the opposing team or members of their own team who have made a 'mistake'
- sit together when not playing, watch other teams play and encourage other players at all times
- in the absence of a teacher, follow instructions from the coach, parent or student in charge or present
- not behave in a manner unbecoming of a Manor Gardens pupil
- thank the hosts and referees after the match.

**Children will show respect for their own, other's and school property. They will:**

- not litter
- not take anything that does not belong to them
- take responsibility for their own possessions relating to the school day
- take responsibility for bringing to school all items required for each school day e.g. books, PE kit, lunches, notices
- ensure that they have the required items and not borrow from others
- take care of books and equipment belonging to the school, and return these timeously
- not deface desks
- not write graffiti on walls, desks, trees, etc
- not damage trees, plants and gardens
- not bring to school any possessions unrelated to the school. This includes items such as toys, skateboards, cell phones and other electronic equipment.

### 3. UNIFORMS AND APPEARANCE

Children will be neat, tidy and clean at all times. They must be dressed in the correct, full school uniform both at school and in public. (See Annexure A).

### 4. ORGANISATIONAL AND SAFETY RULES

Monday - Thursday		
Start of school day	7h30	
First break	09h40 – 10h00	
Second break	12h30 – 12h50	
End of school day	12h30	<b>Grades R, 1 and 2</b>
End of school day	13h50	<b>Grades 3 - 7</b>
Friday		
Start of school day	7h30	
Break	10h00-10h30	
End of school day	12h30	<b>Grades R, 1, 2 and 3</b>
End of school day	13h00	<b>Grades 4 - 7</b>

#### 4.1 In order to ensure the efficient and orderly running of the school, the children will:

- *arrive punctually at least 10 minutes before the start of school* and wait outside their classrooms for their teacher
- line up for assembly at 7h30
- not enter the hall once Assembly has begun and will wait in silence outside the hall to see the Principal
- when late be accompanied by a parent who will sign the late arrivals register
- only leave school at the official times
- leave school promptly at the end of the school day or extra mural activity
- children may not sit on the stairs leading to the carpark – they must use the benches provided.
- Children may not leave the school premises to buy ice-creams.

#### 4.2 So as not to impose on others and to ensure their safety, the children will not go into the following 'no go' areas:

- the school grounds or classrooms after school, unless they are attending extra mural activities or Aftercare
- FP playground (i.e. children in Grades 3 – 7)
- swimming pool area, unless accompanied by a teacher
- area outside Media Centre and hall, during breaks, before or after school
- between the Media Centre and Dale Road fence
- near the air conditioners
- the classrooms, when there is no teacher present
- staff parking area
- FP quadrangle after school
- SP quadrangle during both breaks and after school
- School grounds and buildings over weekends and holiday periods unless there are organized school functions or activities
- staffroom.

4.3 Children will register for extra mural activities on the first day that they are offered in the new school term. Once registered children are expected to show commitment and to continue with that extra mural until the end of term. Signed extra mural commitment forms must be returned to the class teacher during the first week of each term. If a child is unable to attend for any reason, a letter of explanation from the parent should be given to the teacher/person in charge of that activity.

4.4 To ensure good communication and the efficient running of school administration and related matters, all correspondence between the school and home should be immediately handed over by the child to the persons concerned.

4.5 Phone calls may not be made from the office phone. Phone calls during lesson times and phone calls home to ask for forgotten items to be brought to school, may not be made.

4.6 A child who has been absent will bring a letter of explanation from a parent on return to school. This should be written on a separate piece of paper, and not in the homework notebook, as the letter will be placed in the child's file. A medical certificate is required when children have been absent for three or more days.

4.7 Under no circumstances may the following items be brought to school: alcohol, drugs, cigarettes, pornography, weapons. Cellphones and electronic devices (unless specifically requested by staff) are also not allowed at school.

## **5. COMMUNICATION WITH THE SCHOOL**

Parents are to request appointments for interviews with the Principal or any staff member. No spontaneous meetings will be accommodated.

5.1. Must be requested and confirmed via the homework book. With regards to sensitive issues, a letter in a sealed envelope must be forwarded.

5.2 Verbal abuse will not be tolerated from either party and the appointment can be terminated if the verbal abuse persists

5.3 Teachers are not obliged to discuss a pupil's progress or school behaviour outside of an appointment venue

5.4 Parents attending an appointment with a teacher must first report to the Administration Office secretaries, who will then notify the teacher concerned

5.5 Parents must request, in writing, an appointment with the respective teacher to resolve any issue. Should this route prove unsuccessful, the parent may then request an appointment (in writing or telephonically) with the Principal/Senior Management.

## **6. MONEY**

Any money sent to school must be in a sealed envelope that is clearly marked – pupil's name, grade and what the money is for. When money must be sent for more than 1 activity, separate envelopes must be used. The exact amount must be enclosed, as no change will be given. In the event of money that is not sent in an envelope, the money will be returned home. Parents are encouraged to use the KARRI app to make payments.

## **7. RAINY DAY EXTRA-MURAL ACTIVITY POLICY**

No activity will be cancelled. The children and coaches will remain at school until the time the activity usually ends.

Indoor activities will proceed as usual and outdoor activities will be conducted indoors.

Outdoor coaches will be prepared for the event of a rainy afternoon and keep their children occupied with tasks related to their outdoor activity.

Children may depart at the end of their school day (12h30 or 13h50) if a match has been cancelled, for whatever reason, provided they have already had two afternoons of practice and their parents have been notified accordingly.

When a match is cancelled, for whatever reason, coaches will remain at school until the time when the match usually ends to supervise children until they are collected.

# ANNEXURE A

## SCHOOL UNIFORM REQUIREMENTS

### GENERAL

- All items of clothing and equipment must be clearly marked with the child's name. Initials are not sufficient. Kindly ensure that identification marks do not appear on the outside of the item of clothing.
- Broken, torn, or frayed uniform items cannot be worn to school and must be repaired or replaced as soon as possible.

### THE GRADE R SCHOOL UNIFORM IS AS FOLLOWS:

- T-shirt in house colour (Tugela: green, Ifafa: blue, Umgeni: yellow)
- green knee length Bermuda shorts (underwear may not be visible)
- green V-neck pullover with white stripes
- white sun hat: 'No hat, No play' Policy
- plastic name badge in house colour (ordered through the school)
- **black** Elefante sandals (two styles available), Biotribes or Froggie sandals worn without socks **or** plain white takkies with Velcro (no laces) and white school socks folded to the ankle.

### Optional season change:

- full green tracksuit may be worn during the second and third terms (available at Uniform Shop)
- green tracksuit jacket may be worn as an option to the school jersey
- school jersey may not replace the tracksuit jacket when wearing the tracksuit pants.

### PHYSICAL EDUCATION LESSONS:

#### Swimming: (first and fourth terms)

- black costume (or swim suit)
- rash vest (optional)
- bottle green swimming towel
- swimming cap in house colour
- bottle green PE bag

#### Physical Education: (second and third terms)

Gymnastic Lesson: (first, second, third and fourth terms)

Extra-Mural Ball Skills Activity: (second, third and fourth terms)

Same as the prescribed uniform:

- T-shirt in house colour (Tugela: green, Ifafa: blue, Umgeni: yellow)
- green knee length Bermuda shorts or girls green skort (optional)

### **THE GRADE 1 – 7 SCHOOL UNIFORM IS AS FOLLOWS:**

- green knee length Bermuda shorts (underwear may not be visible)
- green collared La Coste shirt with white badge
- green and white checked dress worn at knee length (optional for girls)
- green V-neck pullover with white stripes
- white sun hat or green cap
- plastic name badge in house colour (ordered through the school)
- **black** Elefante sandals (two styles available), Biotribes or Froggie sandals worn without socks (brown shoes/sandals being phased out)

OR

- Boys: **black lace-ups** with white ankle socks folded to the ankle
- Girls: **black court shoe** with bar worn with white ankle socks folded to the ankle.

### **Optional season change:**

- full green tracksuit may be worn during the second and third terms (available at Uniform Shop)
- green tracksuit jacket may be worn as an option to the school jersey.
- School jersey may not replace the tracksuit jacket when wearing the tracksuit pants.

### **PHYSICAL EDUCATION LESSONS(COMPULSORY)**

#### **Swimming: (first and fourth terms)**

- black costume (or swim suit)
- rash vest (optional)
- bottle green swimming towel
- swimming cap in house colour
- bottle green PE bag

#### **Physical Education: (second and third terms)**

Gymnastics: Grade 1 – 3 only (all year round)

- green PE shorts
- T-shirt in house colour (Tugela: green, Ifafa: blue, Umgeni: yellow)
- bottle green PE bag

#### **Cricket practices/matches:**

Boys and Girls

- green PE shorts
- T-shirt in house colour (practices only)
- white collared La Coste sports shirt with green badge (matches)
- white ankle socks (practices only)
- green with white trim sports socks (matches)
- plain white takkies – no colours
- white sun hat
- green cricket caps – U13 team only
- boxer shorts may not be worn with PE shorts for cricket

## **Soccer**

### **Boys and Girls:**

- green PE shorts
- T-shirt in house colour (practices only)
- white collared La Coste sports shirt with green badge (matches)
- green with white trim sports socks (matches)
- plain white takkies - no colours (Grade1 - 3)
- soccer boots (Grade 4 - 7)

## **Netball**

### **Girls:**

- green PE shorts (Grade 1 - 3)
- T-shirt in house colour (practices only)
- white collated La Coste sports shirt with green badge (matches)
- white ankle socks
- plain white footwear - no colours

## **Hockey**

### **Boys:**

- green PE shorts
- T-shirt in house colour (practices only)
- white collared La Coste sports shirt with green badge (matches)
- green with white trim sports socks

### **Girls:**

- green PE shorts (Grade 1 - 3)
- T-shirt in house colour (practices only)
- white collared La Coste sports shirt with green badge (matches)
- green with white trim sports socks

### **All:**

- plain white takkies – no colours (Grade 1 - 3)
- hockey boots (Grade 4 - 7)
- shin pads (Grade 1 - 7)

## **Athletics and Cross country**

### **All:**

- green PE shorts
- T-shirt in house colour (practices only)
- white collared La cost sports shirt with green badge (races)
- plain white takkies and white ankle socks (optional)
- white sun hats

## **THE GRADE R-7 HAIR, JEWELLERY, TATTOOS, NAILS AND MAKE-UP DRESS CODE IS AS FOLLOWS:**

Hairstyles must be appropriate for young primary school children and consistent with the wearing of a primary school uniform.

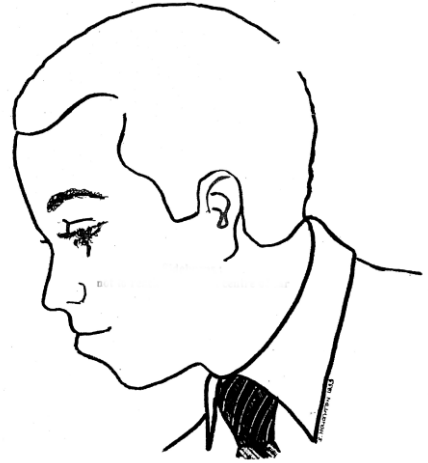
### **All children:**

- hair must be out of the eyes
- no 'tails', 'Mohicans', 'tops' or 'stripes'
- no dyed, gelled or spiked hair



**Boys:**

- Hair must be off the collar and cut neatly around the ears.
- Hair on the top and front must be short and neat.
- No exotic hairstyles - Mohawks, top patches, steps and stripes are not conventional primary school hairstyles.
- No shaving of hair at the sides and back; hair must be of a uniform length at the back and sides.
- No bleaching of hair
- No gel

**Girls:**

- hair touching the collar must be tied back
- ribbons, bobbles, scrunchies, alic bands, etc., must be green, black or white
- no coloured braids or fancy clips.

**JEWELLERY****All:**

- only plain watches and watchstraps may be worn
- no visible body piercing (except for pierced ears for girls)

**Girls:**

- if a girl's ears are pierced, only gold or silver studs or gold or silver sleepers may be worn (one pair only). (No other jewellery, other than watches, may be worn.)

**Boys:**

- Watches only.

**TATTOOS**

No tattoos – stick on or permanent ones!

**NAILS**

- nail varnish on fingers and toes may not be worn
- nails should be short and clean.

**MAKE-UP**

No make up may be worn (lipgloss, mascara, etc.)

**ON LEAVING SCHOOL**

- Children leaving school should be dressed in their full school uniform or PE kit, *including their shoes*. Under no circumstances should children go to public places (such as shopping centres) wearing only part of the school uniform.

## **ANNEXURE B**

### **DISCIPLINARY MEASURES**

Disciplinary procedures will serve as guidelines to all relevant parties, but the implementation of the steps in the sequence of procedures will depend on the nature and severity of each transgression and will be at the ***discretion of the School Principal, Management and Staff.***

- 1) Action will be taken if children contravene the Code of Conduct. The frequency, duration and severity of the unacceptable behaviour will be taken into account.
- 2) The children must understand the reasons for the rules and the logical consequences for infringement of these rules. Punishment is a part of the disciplinary process and not an end in itself.
- 3) Where possible the child must be given the opportunity to 'make good'.
- 4) Some guidelines for disciplinary action are:
  - It must be fair: generally seen as fair by the offender, school and offended
  - It must be reasonable: wherever possible, it should be the natural consequence of the offence
  - It must be appropriate: not only appropriate to the offence but also to the individual child and the circumstances of the incident
  - It must be relatively immediate: a long delay is undesirable, but enough time must be allowed to ensure due process and that decisions are not made when emotions are running high
  - It must be generally consistent: while circumstances do alter individual cases, the same offences should generally carry the same punishments.
- 5) Should unacceptable behaviour of any kind persist, the parents will be contacted, and an attempt made to solve the problem together.
- 6) Action is based, wherever possible, on the natural consequences of the unacceptable behaviour. Therefore:
  - When homework has not been done, it must be done at home the following day.
  - When a child plays during working time, the work must then be completed during breaks or after school hours.
  - When a child is disruptive in the classroom and this behaviour interferes with the teaching and learning in the classroom, the child will be given 'time out', to enable the class to continue uninterrupted.
  - When a child has vandalized school property or the property of others, that child and his/her parents will be responsible for the necessary repair or replacement of the damaged property. This should, wherever possible, be done with the child's own pocket money.
  - When children misbehave on the playground they will be isolated from their peers during play time.
  - When foul, abusive or inappropriate language is used, children will be isolated from their peers.

- Theft and bullying (verbal and non-verbal) are viewed in a most serious light, and can result in suspension and finally expulsion. Parents will be involved in the disciplinary action, and counseling for the children involved may be recommended.

Children given detention have imposed on others, and will not be allowed to use this time to catch up on incomplete work, etc. Nor will they be set additional work which requires time and effort on the teacher's part. The children in detention will therefore be required to write out extracts from the Code of Conduct. A note will be made in the homework notebook to assist parents and staff in monitoring the child's behaviour.

## DISCIPLINARY MEASURES

OFFENCE	FIRST	REPEATED	
Unsigned HOMEWORK BOOK	Teachers to contact parents		
Homework/classwork not done	Complete at break	Contact parents	detention
Projects/assignments/orals not done	10% deduction if due date missed; further 20% deduction if still not done thereafter ; zero credit if not done after extension given		
Incorrect uniform	Contact parents		
Late arrival at school	Detention after the 3 <sup>rd</sup> time late		
No absentee note	Contact parents		
Cell phones/electronic devices to school	Confiscated for a week		
Long Hair/Inappropriate Haircut	Warning/reminder	detention	
Misbehaviour in/out of class	warning	Contact parents ; management intervention	
<b>Plagiarism/cheating</b>	Refer to management		
<b>Vandalism</b>	Detention + pay for repairs		
<b>Defiance/Disruptive behaviour</b>	Refer to management		
Serious transgressions	Refer to management		
No PE Kit	Mark deduction + warning ; thereafter mark deduction + detention		
No sports practice kit	Watch practice	repeat offence – watch practice + detention	
Failure to attend practice	Warning	repeat offence - detention	
Incorrect/No kit for match	Cannot play	repeat offence – watch match + detention	
Late arrival at fixture	Detention	repeat offence – exclusion from next match	
Failure to arrive for fixture/event	Detention	repeat offence – exclusion from next match/event	
Lost property	Donation of dog food to reclaim items		

