



SUMMERFIELD COLLEGE

LEARNER CODE OF CONDUCT

Draft one	8 March 2021	DP
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1 POLICY STATEMENT

It is the policy of Growing Minds Learning and Therapy Centre Pty Ltd, incorporating Summerfield College, referring to as Summerfield or the college, to expect conduct of the highest standard from all learners. This includes conduct in the classroom, on the sports field, during college events and outings, on the college premises and at any other time where a learner will, through association, be representing the image of the college in general.

This policy is drafted within the legislative framework of, amongst others:

- 1.1 Constitution of the Republic of South Africa
- 1.2 South African Schools Act No 84 of 1996
- 1.3 National Education Policy Act No 27 of 1996

This policy provides an environment which accommodates learning excellence.

This policy prescribes certain responsibilities to the stakeholders in this policy and should stakeholders not adhere to these responsibilities, the has the right to implement disciplinary procedures in line with the college disciplinary policy.

In general, this policy expects all stakeholders to uphold the principles of integrity, honesty, respect, high morals, consideration for others, good manners, punctuality and kindness.

2 POLICY STAKEHOLDERS

This policy is applicable to all educators, learners, parents of learners, guardians acting on behalf of learners and sponsors responsible for the payment of college fees on behalf of learners.

2.1 It is the responsibility of the college to:

- 2.1.1 Ensure that copies of the code of conduct will be kept by the Director of College and that learners and parents/guardians will have free access to the code of conduct.
- 2.1.2 Should a learner request a copy of the code of conduct, he/she will be supplied with a copy free of charge.

2.2 It is the responsibility of educators to:

- 2.2.1 Ensure that all stakeholders are, at enrolment, made aware of the content and implementation requirements of this policy.

2.2.2 Ensure that the provisions of this policy are enforced.

2.2.3 Make available to learners, parents/ guardians this code of conduct, or any other policy of the college, when requested to.

2.2.4 Implement and apply the code of conduct equally and fairly.

2.3 It is the responsibility of learners to:

2.3.1 Familiarise themselves with the contents of this code of conduct.

2.3.3 Comply with instructions from educators and the general rules of the college.

2.3.4 Behave responsibly and not endanger the safety and welfare of others.

2.3.5 Respect and care for the property of the college and others.

2.3.6 Maintain sound relations with others at college, be courteous and respect the dignity and self-worth of others.

2.3.7 Be punctual and observe the timekeeping practices of the college.

2.3.8 Behave honestly and conduct themselves with integrity.

2.3.9 Accept legitimate consequence and disciplinary action taken against them as being fair, reasonable and rehabilitative.

2.3.10 Demonstrate a positive attitude towards the opportunity to learn and be diligent in their efforts to do so.

2.3.11 Conduct themselves within the policies, codes and rules of the college, whether described in this code of conduct or any other policy or rule implemented by the college.

2.4 It is the responsibility of parents/guardians/sponsors to:

2.4.1 Familiarise themselves with the contents of the code of conduct and to ensure that the code of conduct is properly understood by the learners.

2.4.2 Participate in the learning process and assist their children with homework, provide encouragement, check results and communicate freely with the college.

2.4.3 Sign a copy of the acknowledgment attached as Addendum A to this policy confirming that he/she has received a copy of this code of conduct and do what is practically possible.

2.4.4 Actively support the efforts of the college and its educators to teach their children.

2.4.5 Involve themselves to the fullest possible extent in college activities.

2.4.6 Make positive suggestions and contributions to improve the college's education process and the learning environment.

2.4.7 Work with the college to overcome any learner behaviour which negatively impacts on the learning environment.

2.4.8 Support the disciplinary structures and procedures of the college in the interest of maintaining an orderly and positive learning environment.

2.4.9 Encourage their children to participate fully in the college and extra-curricular activities.

2.4.10 Ensure that learners attend all compulsory attendance functions and activities and that college timekeeping requirements are observed.

2.4.11 Keep informed about their child's progress and behaviour as reflected on progress reports.

2.4.12 Inform the college in writing of any changes in their contact details.

2.4.13 Ensure that college and other fees are paid timeously.

LEARNER CODE OF CONDUCT

The college implements a merit and demerit system of behaviour guidance and consequence. The aim of the merit and demerit system is to encourage and reward appropriate behaviour and provide guidance and counselling in times of inappropriate behaviour. At all times, the individual needs of the children are considered and the most appropriate action, within the framework of the code of conduct, is taken in order to provide the necessary support, guidance and consequence. The following table stipulates the overall behaviour guidance matrix used by the college.

MERIT SYSTEM

BEHAVIOUR	CONSEQUENCE
House points are awarded for, but not limited to, the following above the acceptable norms: Exemplary behaviour and conduct Good manners Perseverance Outstanding kindness to another learner or staff member Demonstrating leadership Paying outstanding attention and/or engaging in the classroom and in the lessons Helping and supporting fellow learners Participation in the 'Caught you.....' campaigns	House Points are also awarded for activities such as quizzes, competitions, and house activities. Awards and certificates are handed out at the end of each term for different categories of academic endeavour, achievement, participation and similar achievements.

DEMERIT SYSTEM

LEVEL ONE

TRANSGRESSIONS	1st offence	2 nd repeat offence	Subsequent offences
Inappropriate behaviour including Impolite/disrespect to staff	Warning and/or reprimand	Demerit and counselling	Counselling, parent contact, final warning
Not wearing correct uniform without appropriate reason or permission	Warning and/or reprimand if for PE nonattendance if outing	Demerit if PE Non-attendance if outing Counselling	Counselling, parent contact, final warning

Disruptive behaviour, including talking repeatedly, shouting out	Warning and/or reprimand	Demerit and counselling	Counselling, parent contact, final warning
General disobedience and not following instructions	Warning and/or reprimand	Demerit and counselling	Counselling, parent contact, final warning
Defiance around work completion	Warning and/or reprimand	Demerit and counselling	Counselling, parent contact, final warning

LEVEL TWO

TRANSGRESSION	1 ST OFFENCE	2 ND /REPEAT OFFENCE	SUBSEQUENT OFFENCE
Rudeness towards teachers, Back chatting, inappropriate body language,	Demerit and counselling	Parent contact, behaviour report, counselling	Internal inquiry
Rude/nasty words/name calling/teasing when the intent is unkind	Demerit and counselling	Parent contact, behaviour report, counselling	Internal inquiry
Pushing, kicking or other similar inappropriate physical action towards another learner	Demerit and counselling	Parent contact, behaviour report, counselling	Internal inquiry
Swearing and bad language	Demerit and counselling	Parent contact, behaviour report, counselling	Internal inquiry
Dishonesty	Demerit and counselling	Parent contact and/or counselling	Internal inquiry
Exclusion/alienating	Demerit and counselling	Parent contact, behaviour report and/or counselling	Internal inquiry
Petty theft	Demerit and counselling	Parent contact and/or counselling	Internal inquiry
Vandalism Intentional Breakages	Demerit and counselling	Parent contact and/or counselling	Internal inquiry
Serious dishonesty such as blatant lying, deviousness and deliberate defiance	Demerit and counselling	Parent contact and/or counselling	Internal inquiry
Poor sportsmanship	Removal from game and counselling	Parent contact and/or counselling	Internal inquiry

Non adherence to the Covid-19 protocols	Counselling, parent contact and demerit	Parent contact and/or counselling, removal from premises until adherence	Internal inquiry
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LEVEL THREE

TRANSGRESSION	1ST OFFENCE	2ND/REPEAT OFFENCE
Fighting incidents	Internal inquiry	External inquiry
Serious classroom disruption	Internal inquiry	External inquiry
Verbal bullying	Internal inquiry	External inquiry
Physical aggression or bullying	Internal inquiry	External inquiry
Cyber bullying	Internal inquiry	External inquiry
Behaviour that may pose a danger to the safety and welfare of others at college or at college events.	Internal inquiry	External inquiry
Harassment, sexual, racial, religious or other grounds, and/or discrimination against another on sexual, racial, religious or other grounds	Internal inquiry	External inquiry

LEVEL FOUR

TRANSGRESSION	1ST OFFENCE
Serious theft	External inquiry
Continued bullying where previous consequences have not been effective	External inquiry

PROCEDURES RELATING TO APPEALS AND COMPLAINTS

Any appeals to the consequences outlined above must be made by the parents in writing to the Director of College within five days of the consequence being handed down.

The Director of College will investigate the appeal and inform the parent in writing within 5 days of his/her findings and decision.

PROCEDURES RELATED TO INTERNAL INQUIRIES

In line with legislation, internal inquiries are chaired by the Head of College and will be attended by the Head Teacher, the relevant staff members as well as the learner and any other witnesses from the college. The inquiry will be minuted and details of the inquiry kept in the child/children's file.

The parents of the child/children involved will be advised in writing within 24 hours of the inquiry as to its outcome. The learner may be suspended pending the outcomes of the inquiry.

PROCEDURES RELATED TO EXTERNAL INQUIRIES

In line with legislation, external inquiries are chaired by an external party and will be attended by the Head Teacher and or Director of College, any relevant staff members as well as the learner and his/her representation. The parents will be advised of the inquiry giving sufficient notice of required attendance. The outcome of the inquiry may be that:

Subject to the Schools Act and any applicable provincial law, the Chairperson may, after a fair inquiry, suspend a learner from attending the college :

As a correctional measure for a period of no longer than one week; or

Pending a decision as to whether the learner is to be expelled from the college by the Board.

Subject to any applicable provincial law, a learner may be expelled if found guilty of serious misconduct after a fair inquiry. The learner and the college has the right to appeal this process and another inquiry will be held chaired by another external party. The result of this appeal will be final.

PROCEDURES REGARDING APPEALS TO ASSESSMENT

Teachers will make available to a learner their assessments. Should the parents or learner wish to question the assessment results, contact should be made in the first instance to the class teacher who will remark the assessment. Should the parents or learner wish to appeal further, the Head Teacher will be requested to remark the assessment giving the final outcome of the remark.

ADDENDUM A

ACKNOWLEDGEMENT BY PARENT/GUARDIAN

I, as parent/guardian or sponsor of the learner, acknowledge that my child forms an integral part of Summerfield College and I recognise that his/her behaviour, actions and attitude reflect both on him/her as an individual and as a member of the college. I know that my son's/daughter's main priority at college is to learn and grow as a person.

As part of and as a representative of this college, I acknowledge that I have a responsibility to do my part for my child's academic growth and development and will therefore ensure that my child will:

- Attend college regularly and punctually.
- Allow every other learner the right and opportunity to learn.
- Refrain from any action that might disrupt a class or jeopardise learning.
- Use every opportunity to learn from his/her educators and fellow learners.
- Conduct himself/herself in a manner that upholds the principles of the South African Constitution and the college's reputation.
- Immediately report all incidents of social misconduct to the Head of College or my child's class teacher.
- Maintain a neat and tidy environment when acting as a supporter or spectator at any college activity or event.
- Do his/her homework and assignments punctually, neatly and to the best of his/her ability.
- Refrain from any action which discredits the college, himself/herself or the family.
- Make maximum use of the facilities at college and display respect for those facilities.
- Return all equipment/property made available to him/her for his/her use and enjoyment to college at the appointed time and in the same condition in which it was when it was handed to them, fair wear and tear excepted.
- Compensate the college or other persons for the loss of or damage to any property due to his/her negligence.
- Be loyal to the college and display loyalty in his/her behaviour and speech.
- Uphold the traditions and the rules of the college.
- Uphold the qualities of truth, motivation, discipline and hard work.
- Strive to develop emotionally, socially, spiritually and academically in all the opportunities that are presented to him/her at college.
- Be an active member of the college through participation and ensuring that he/she meets all college commitments, including financial, academic, sporting or social commitments.
- Show respect to all people's rights, including the right to equality and dignity.

LEARNER'S NAME _____

I acknowledge that I, the parent of the above learner, have read the code of conduct and learner's pledge and I agree to explain the content of the code to my child and do what, reasonably, could be expected of me to assist in ensuring that my child adheres to the code of conduct and attached addendum. I agree that, should my child commit any of the above transgressions, the college will have the right to follow the above disciplinary procedures and I agree that my child and I will comply with the imposed sanction/s.

PARENT/GUARDIAN FULL NAME

DATE

PARENT/GUARDIAN SIGNATURE