



Rynfield Primary School



CODE OF CONDUCT

The School with Heart 



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APPEARANCE

BOYS:

- Hair must be neatly cut and tidy
- Must be short enough not to touch the ears and be above the collar
- Fringe line to be above the eyebrows
- No exaggerated styles viz. steps, brush cuts or comb overs
- Hair to lie neatly – cut in layers; not one length
- No shaved heads, nor patterns shaved / cut into hair
- No gel
- No highlights or dyeing of hair
- No earrings or piercings allowed
- No tattoos allowed

GIRLS:

- Shoulder length hair to be neatly tied back
- Only red, white or black hair ties/ribbons/Alice bands are permitted. No headbands to be worn
- Fringes to be kept short i.e. above the eyebrows, or clipped back
- Hair styles to be neat and tidy – no exaggerated styles
- No highlights, streaks or dyeing of hair
- No eyeliner / make-up
- Braids to be very thin, short, neat and tidy; cotton used in braiding to be the same colour as natural colour of braid
- No tattoos allowed

JEWELLERY

- No jewellery, other than a wristwatch or Medic Alert bracelet / medallion, may be worn.





GIRLS:

- Earrings – one pair of plain studs (gold or silver) or a pair of plain gold or silver sleepers, to be worn in the ear lobe only. NO OTHER TYPE
- No piercings allowed
- No nail polish to be worn (including clear nail polish)
- No necklaces

SCHOOL UNIFORM

2.1 Introduction:

School uniform is closely related to school discipline. A smartly dressed learner, wearing the correct uniform, comes to school in a positive frame of mind, ready to work. Pride in oneself, and in the school, is an essential element in giving the learner a positive self-image. These concepts are important for the learner to be happy at school, to feel a sense of belonging. It is for these reasons that we recommend to parents that the learner be dressed in the correct items of school uniform.

Learners must be fully dressed when leaving school i.e. shoes and socks on, shirts tucked in and ties worn with long pants/tunics. **NB: All items must be clearly marked. Printed name tapes are inexpensive and are available from the stockists.**

2.2 School Colours:

Red, grey and white

2.3 Stockists:

- Rynfield Drapers, Potgieter Street
- School and Leisure (Value Mall)

2.4 Girls' Uniform

- Summer: Red and white checked dresses (from stockists), short white socks, black shoes.
- Winter: Grey tunic with round neck (from stockists) or long grey pants, white long sleeved shirt, school tie, grey knee-high socks with school colours or grey stockings, black shoes.



2.5 Boys' Uniform:

- Summer: Grey shorts, white glad-necked short-sleeved shirt, and grey knee-length socks with school colours, black shoes. Grades 4-7 may wear long pants in summer. A tie must be worn if long pants are worn.
- Winter: Grey longs, white long sleeved shirt, school tie, socks and shoes as for summer.

2.6 Jerseys

- Girls: Dark grey V-necked pullover (as for the boys), or a sleeveless pullover.
- Boys: Dark grey V-neck pullover with school colours at neck.
- Sleeveless pullover to be worn under jersey, not over.

2.7 Blazers:

Compulsory and must be worn on assembly days.

Grey with school badge on pocket (same for boys and girls). Must be worn when entering and leaving school grounds.

2.8 Additional Items:

The following items have been added to the school uniform for both summer and winter:

- Full school tracksuit for Physical Education.
- Rynfield Primary School cap.

PHYSICAL EDUCATION & SPORT UNIFORMS

3.1 Girls:

School regulation grey shorts, red collared shirt with school badge, white takkies (No coloured takkies or white Tomy Takkies), only white, ankle length socks are permitted. No secret socks to be worn. Plain black Speedo swimming costume and a red swimming cap. School sports tracksuit.



3.2 Boys:

School regulation grey shorts, red collared shirt with school badge, white takkies (No black or brown takkies), only white, ankle length socks are permitted. No secret socks to be worn. Plain black Speedo swimming costume and a red swimming cap. School sports tracksuit.

Physical Education uniform to be worn to school on Physical Education days.

3.3 Sports Tracksuit:

The school sports tracksuit is an essential item for all learners who are representing our school in a sporting activity. The tracksuit may be worn to school on Physical Education days.

3.4 Sports Uniform:

Each particular sport has dress regulations appropriate for the activity. It is imperative for our children to look their best at all times. Half the battle is won when a sports team arrives correctly kitted out, looks smart and portrays a team which shows unity, is motivated and ready for any challenge.

Uniformity Is Our Standard

- Jerseys and scarves may NOT be worn with sports uniform.
- White long sleeved fleece tops are available in winter with the tracksuit.
- Physical Education uniforms to be worn when practising for sport.
- No casual clothes to be worn with the exception of rugby.

CLOTHING SHOP

Parents are encouraged to donate items of school clothing in good condition to the school clothing shop. These items are sold at a very reasonable price and the proceeds go towards school funds.



SCHOOL BAGS

Only the official black Rynfield Primary School bags are permitted. The learner's name should be clearly printed on the inside of the bag. Bags may be purchased from Rynfield Drapers. No colourful or brand name bags are permitted. No caddies are permitted as they do not fit in the classrooms nor through the turnstiles.

MANNERS

A high standard of behaviour is expected of learners at all times. Respect should be shown, for example, in the following ways:

Greet all members of staff and be respectful towards all staff members.

Greet and display a helpful attitude to visitors to the school.

Co-operate fully with relief teachers or student teachers.

Be silent during School Assembly periods.

MERITS & OFFENCES

- A system of Merits and Offences is used in the school.
- Commendable work/behaviour is rewarded by 3 house points (merit).
- Persistent neglect of homework will result in the loss of 2 house points (homework offence).
- Unacceptable behaviour may result in punishment and the learner losing 5 house points (behavioural offence).



DETENTION

GRADES 4-7:

Homework and behavioural offenders are required to attend Detention at a stipulated time on a Friday afternoon.

SCHOOL DISCIPLINE & RULES

9.1

Learners must attend school during the prescribed school hours. No learner may leave the school grounds during school hours without the prior permission of the Principal or Deputy Principal.

9.2

School starting time must be strictly adhered to by learners and parents.

9.3

Whilst a learner is under the supervision of the school, he or she may not harm or endanger the physical or mental well-being of a fellow learner. Learners may not be in possession of any object whatsoever which, in the opinion of the Staff, could be considered dangerous or could cause injury.

9.4

Whether in or out of school uniform, learners will conduct themselves in such a manner so as to bring credit to the school.

9.5

The possession of pornographic, racist or sexist material will not be tolerated.

The Regulations for Safety Measures at Public Schools (2001) as amended in 2006 shall apply. These Regulations declare all schools as drug-free and dangerous-object free zones. A dangerous object means any explosive material or device, any firearm or gas weapon and any object which may be used to cause bodily harm to a person.



In practice, the Regulations prohibit dangerous objects or the carrying of dangerous objects on the school premises. No person may possess illegal substances such as drugs or alcohol on the school grounds. No teacher, parent, learner or any other person may possess or use alcohol, drugs, illegal substances or dangerous objects during any school activity. A school activity includes any educational, cultural, sporting or social activity of the school within or outside the school premises.

No learner may:

- Commit any form of vandalism at the school, nor the property of the staff, nor that of any other learner.
- Deface the property of the school, the staff or any other learner eg. textbooks, furniture, buildings.
- Steal or tamper with another person's property.
- Swear or use bad language.
- Smoke, including e-cigarettes and hubbly.
- Consume alcohol.
- Bully or intimidate fellow learners or staff members.
- Disobey the instructions of the Scholar Patrollers or Traffic Warden on duty.
- Ride a bicycle inside the school grounds.
- Litter any area at school – in the classroom or on the playground.
- Run on the corridor.
- Chew gum.
- Disrupt a lesson by unruly or unacceptable behaviour.
- Disrupt or interfere with the education of another learner.
- Vandalise the school's toilets.
- Gamble.
- Cheat in exams.
- Plagiarise.
- Copy another learner's homework.
- Tamper with school equipment, eg fire extinguishers.
- Have a cellular telephone switched on during school hours.
- Misbehave on the school buses.



- Falsify a parent's / guardian's signature.
- Fight and cause injuries.
- Refuse to submit to corrective measures.
- Trespass on school grounds while suspension is still in effect.
- Commit arson.
- Make bomb threats.
- Engage in sexual misconduct.
- Be under the influence of alcohol or drugs.
- Threaten peers or teachers.
- Be involved in gang-related activities.

If such a situation persists then disciplinary procedures against the learner will be enforced.

DISCIPLINARY HEARING

PRELIMINARY HEARING

When a learner is suspected or alleged to have committed a class 4 or 5 offence, the School principal may appoint an Investigating Officer. The latter will collect information for the School principal to decide whether a Disciplinary Hearing is warranted.

DISCIPLINARY HEARING

Should the information gathered be of such a nature that a Disciplinary Hearing is warranted, the Investigating Officer shall draw up a charge sheet. The parents and the learner shall receive written notice of the charge, date, time and venue of the hearing.

At least 5 school days must elapse between the delivery of the notice of the hearing and the actual hearing. Accompanying the notice will be a document containing the Rights of a Learner in a Disciplinary Hearing and the Appeal Process.



Before School, Learners Must:

- Place bags at assembly points and go straight to the playground.
- No one is allowed in the classrooms or on the corridor.
- Only when it rains may learners wait on the corridor for the teacher to open the classroom.
- Once the learners have arrived at school they may not leave the school premises without the permission of the Principal or Deputy Principal.

During School, Learners Must:

- Be prompt. Line up as the first bell rings. No talking/playing in the line.
- Walk quietly in line when moving around the school.
- Do not play in the toilets.
- Silence in the Hall at Assembly.
- Only come to the office if they have to pay in school fees, have been sent with a message or are hurt or feeling sick.
- The swimming pool is out of bounds, except during swimming lessons when a teacher or other responsible adult is on duty.

In The Classroom, Learners Must:

- Take pride in their classroom and keep it neat and tidy.
- Not litter.
- Not scribble on desks.
- Not damage textbooks.
- Show respect to their teacher and give of their best at all times.
- Ask their teacher for assistance if they need help with their work.

On The Playground, Learners Must:

- Play in their allocated section of the playground – Grades 4 and 5 closest to the Perceptual Centre and Grades 6 and 7 closest to the Tuck Shop.
- No rough play is allowed.
- Only soccer balls may be taken out onto the field – no tennis balls, cricket balls, nor rugby balls.



After School, Learners Must:

- Go home promptly; no lingering on the School's property. *Note:* No one is allowed on school property after school hours, nor after their extramural activity has ended.
- Obey all traffic rules whether riding, walking or in a car.
- Never accept ice-creams or sweets, nor take lifts from strangers.
- Aftercare learners must report to the Centre as soon as possible after school has finished.
- Be correctly dressed with regards to school uniform (blazers, shoes and socks on at all times).

School Enrichment:

- Learners are expected to display sportsmanship at all times.
- Remember to always do their best whether winning or losing.
- Wear the appropriate clothing for the various activities.
- Thank the teachers or coaches on duty.

The school expects parents to give the school their full support in these important matters by developing in their child the right attitude towards school.

“Our School is a building, with tomorrow inside.”

