

## KIDS CODE

**Integrity** We always tell the truth

We do what we say

We admit when we are wrong

We don't sulk

**Kindness** We are kind to each other

We share

We help each other

We always say please and thank you

**Respect** We look after our things

We take care of our school

We greet teachers, visitors and each other

We stand up when speaking to adults

We respect our bodies

We respect each other's bodies

We can say no

When somebody says no, we stop

We don't hit each other

We don't say bad words

**Work** We work hard

We use the gifts and abilities God gave us

as best as we can

## School Rules

### **1. Introduction**

When a pupil is enrolled at Royal Drakensberg Primary, the pupil and parents are bound by the school rules and are required to work with the school team in maintaining good relationships and discipline. Our Core Values of Integrity, Respect, Kindness and Work are to be supported at all times.

### **2. Aims**

The purpose of the school rules is to guide children to maturity, through guidelines based on Christian teachings. The rules also contribute towards the creation of a safe and nurturing learning environment, and to the maintenance of a high standard of education.

### **3. Rules**

#### 3.1 Behaviour

Children are required to behave in a way that demonstrates respect for themselves and for others. Royal Drakensberg Primary children are friendly and polite

- We are tolerant towards others
- We greet teachers, visitors and each other
- We stand up when speaking to adults
- We speak kindly to each other
- We always tell the truth
- We accept the consequences of our actions without sulking
- We respect our possessions and the possessions of others
- We respect our school and keep it beautiful by not littering or walking in the garden.
- We stay outside during break time unless we have permission to be inside.
- We respect our bodies: We don't touch our private parts in public or make jokes about them.
- We respect each other's bodies: We don't touch each other's private parts or make jokes about them.

Swearing, fighting, making indecent signs or hitting each other is unacceptable.

Being in the possession of media with inappropriate content is forbidden.

Being in possession of or the use of any drugs (including alcohol and tobacco) at school is forbidden.

Medicine must be handed to the teacher and administered by the teacher.

Being in possession of any dangerous objects is forbidden.

Toys may not be brought to school. (With the exception of Show and Tell items which must be kept in the bag until the appropriate time and must then be replaced)

Money should be brought to the school for official purposes only – fees, uniforms, market day. This must be handed to the teacher at the beginning of the day and a receipt will be issued.

#### 3.2 Attendance and Absenteeism

Pre- Primary - A great deal of planning has gone into the school term and we encourage children to attend school each day. Parents are requested to advise the school in writing if a child is going to be absent. This will assist with the planning for the week.

Grade R – Grade 3 - Pupils may only be excused from attending school for a valid reason. After a child has been absent from school, the parent / guardian must submit in writing, reasons for the absence.

### 3.3 Safety

Children should arrive and depart from school with adult supervision.

Please advise the teacher about lift schemes and any changes in lifts. The staff will not allow a child to leave with someone to whom they have not been introduced. Any changes to lift schemes must be sent to the teacher in writing.

Afternoon play days at friend's homes must be organised prior to the beginning of the school day. Children may not leave the school premises during school hours.

Children using the taxi service:

Parents are to sign an indemnity allowing and authorizing their children to be transported by the taxi company.

Pre-primary and Grade R children are to be met on the main road by an adult so that they can be escorted home.

Children may only get on/off at their STOP. Changes should be made in writing in the notebook.

Children are to behave appropriately when travelling on the taxi & children that continue to misbehave will not be allowed to travel on the school taxi.

Dangerous games are forbidden.

Children may not enter the classrooms during break time without permission.

### 3.4 Arrival and Departure Times

School hours are from 07:40 to 14:00 each week day. Pre-primary and Grade R finish school at 13:00. Gr 1 to 3 finish at 14:00. The last hour of school will be an enrichment hour encompassing language, art and sport for the junior primary children.

The school doors open from 07:15 to 14:30 for the arrival and departure of children. Children should arrive at school before 07:30 and be collected before 14:30.

Children in pre-primary and Grade R must be collected between 12:50 and 13:00. We do ask that parents collect children promptly so that the day is not disrupted for the other learners.

Extra mural activities will take place during the school term. Each term parents will be notified by letter.

### 3.5 Support and participation

School functions and extra mural activities are held in the interests of the children and it is therefore expected that children will attend these functions.

Parents are encouraged to attend school functions to support their children.

Parents may also be requested to assist at school functions where necessary.

Participation in extra mural activities not offered by the school is allowed, but school activities will have priority.

### 3.6 Cell Phones

Children are not allowed to bring cell phones to school.

### 3.7 Appearance

Children are encouraged to take pride in their appearance.

The correct and complete uniform must be worn by Grade R – 3 children. (Please refer to the Prospectus for details)

Pre-primary children may wear comfortable home clothes suitable for active play. Pre – primary children must wear the Navy Royal Drakensberg T- shirts for outings Clothing must be neat and clean.

#### ***All clothing must be marked.***

All Pre-primary children must come to school with a change of clothes.

Children must arrive and depart wearing shoes.

Hair must be neat and clean.

Grade 1 – 3 boys' hair to be kept short and neat.

Big fashion extensions which restrict the wearing of a school cap, must be avoided.

Long hair must be tied back neatly.

The artificial colouring of hair is not permitted.

Nails must be kept short and clean.

Jewellery and make up may not be worn, with the exception of ear studs for girls.

### 3.8 Lunches

A nutritious snack must be provided for children to eat at 10:00 tea break.

Children staying until 14:00 require a snack for 12:30 lunch break as well.

**No sweets, fizzy drinks or energy drinks** are permitted. Children may bring fruit juice and water to drink.

### 3.9 Damage or Loss of school property

Parents will be charged for and school property that is damaged or lost through negligence of their children

## **4. Disciplinary Procedure**

Children will be encouraged through a reward system to work hard and to behave well.

An individual merit – demerit system will be in place with termly rewards for all children.

Most transgressions will be dealt with through time out or the loss of a privilege (free-play, computer fun, break time, etc.)

Repeat offenders will see the Head Teacher. Serious transgressions will be recorded in the Injury-Incidents file and parents will be notified by a Disciplinary Letter from the Head Teacher.

More serious transgressions may result in suspension, suspension of sponsorship funding or expulsion.

## **5. Application of rules**

These rules apply to children enrolled at Royal Drakensberg Primary School when:

They enter the school premises

They wear school uniform which identifies them as pupils of this school

In transit under control / supervision of a person delegated to take control

Any child not abiding by the rules will be subject to disciplinary procedure as stated in Point 4.

## **6. Parents responsibility**

***Parents have a responsibility towards their children and the observance of the school rules.***