

EXCELSIOR PRIMARY SCHOOL



CODE OF CONDUCT FOR LEARNERS

(REVISED AND APPROVED BY SGB IN 2024)

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10 UNDERTAKING

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1 PREAMBLE

The Code of Conduct has been compiled by the parents, learners and educators of **EXCELSIOR PRIMARY SCHOOL**. The Code of Conduct, Vision and Mission, read together with the Prospectus, are the governing blue print of the school.

Excelsior Primary School aims to **strive for excellence** by creating a learning environment where each individual feels safe and supported to reach their full potential. We strive to prepare individuals for the future, to ultimately become responsible, contributing and happy members of society.

The Mission of our school is:

The Principal, Staff and Learners of Excelsior Primary School strive towards a value driven education as foundation to:

- Actively pursuing academic development through innovative and effective classroom practice, support and intervention.
- Providing opportunities for participation and achievement in sport and cultural activities.
- Promoting positive learner behaviour and developing procedures to maintain it.
- Promoting, among others, values of respect, tolerance, compassion, accountability and integrity, so doing promoting self-worth and building healthy relationships.
- Ensuring positive, visionary, supportive and transparent leadership, management and governance.
- Creating a school community who works together and is committed to the intellectual, personal, emotional, social, and physical development of our learners.

It is the statutory duty to implement the code of conduct, together with the above-mentioned, to ensure that the school is professionally governed and that discipline is maintained.

2 DEFINITIONS

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| 2.1 | Code: | Set of rules to avoid inconsistency. |
| 2.2 | Conduct: | The way one behaves; treatment of other people. |
| 2.3 | Code of Conduct: | A general code of conduct of learners as stipulated in SA Schools Act 1996, Section 8. |
| 2.4 | Learners: | As defined in SA Schools Act 1996 (ix). |
| 2.5 | Educators: | As defined in Educators Employment Act 1994. |
| 2.6 | Parents: | As defined in SA Schools Act 1996 (xiv). |

3 PURPOSE AND IMPORTANCE OF THE CODE OF CONDUCT

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| 3.1 | To promote a disciplined, focused and meaningful school and learning environment. |
| 3.2 | To promote the civic responsibilities of the school by equipping learners with expertise, knowledge and skills. |
| 3.3 | To develop leadership in learners. |
| 3.4 | The code of conduct should guide the behaviour of the learners and those responsible for their proper conduct at school. |



4 OBLIGATIONS

- 4.1 Every individual has the right to develop to their full potential.
- 4.2 Every learner shall enjoy equal treatment before the law.
- 4.3 Every learner shall respect the inherent dignity of others.
- 4.4 Every learner will acknowledge and respect the convictions and cultural traditions of others.

5 RULES OF INTERPERSONAL RELATIONSHIPS AT SCHOOL

- 5.1 Learners must behave with courtesy, tolerance and consideration toward others.
- 5.2 Learners must refrain from aggressive and abusive behaviour.
- 5.3 Learners must display mutual respect to others.
- 5.4 Learners must respect authority, honesty and truth.
- 5.5 Learners must not absent themselves from school without valid reasons.
- 5.6 Learners must adhere to the school rules, dress code and school times.
- 5.7 Learners who need to leave school earlier than the stipulated school hours, must request permission in writing from the principal, or duly appointed representative should the principal not be available.
- 5.8 Learners shall be good ambassadors of the school, and shall conduct themselves in accordance with the school's code of ethics at all times.
- 5.9 While wearing the school uniform, or any part thereof that is sufficient to establish a link with the school in the public eye, or while representing the school, either directly or indirectly, as participants, supporters, assistants, and spectators or otherwise, learners shall refrain from any conduct that could bring the school, staff or their fellow learners into disrepute.
- 5.10 In their interaction with the principal, deputy principal, educators and other staff of the school, learners shall be courteous and respectful at all times and shall refrain from any action that constitutes being disrespectful or rebellious.
- 5.11 In their interaction with one another, learners shall practice self-restraint as far as possible, and shall display mutual respect and tolerance. In particular, learners shall refrain from any action aimed at harming, or that could possibly cause harm to, any other learner's physical, spiritual and moral well-being.
- 5.12 Any sexual or improper physical contact between learners on school grounds, or in any other place where they could be identified as learners of the school, is strictly prohibited.
- 5.13 A school educator shall have the same rights as a parent with regard to controlling and disciplining the learner according to the code of conduct, both during such learner's school attendance as well as at any school activity.
- 5.14 In case of a reasonable suspicion that learners have violated this code of conduct or the laws of the country, the school principal or an educator is entitled to search such learners and/or the property in their possession for any dangerous weapons, guns, tobacco products, electronic smoking devices (vapes), cigarette lighters, matches, drugs or other harmful and dangerous substances, stolen goods or pornographic material that the learners may have brought onto the school grounds. Throughout, learners' dignity, will be respected and therefore, the search will be conducted in private, by persons of the same sex, and in the presence of a senior person. The search process and outcome must be recorded in writing.
- 5.15 Any conduct that unfairly prejudices the administration, discipline or efficiency of the school shall be regarded as a violation of this code of conduct.

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- 5.16 Any inappropriate posting on social media platforms that brings the name of the school into disrepute, directly or indirectly, is prohibited.
- 5.17 A conviction of a criminal offence in a court of law shall be regarded as a violation of this code of conduct.
- 5.18 Learner cell phones must be switched off completely when on the school premises.

6 RULES TO GUARANTEE PROTECTION OF LEARNERS AND FACILITIES

- 6.1 Learners should strive to become pro-active, independent, critical, disciplined and creative thinkers.
- 6.2 Learners must strive to make the school function effectively.
- 6.3 Learners must actively support the learning process.
- 6.4 Learners must respect and look after school property and books.
- 6.5 Learners must strive to uphold and live by to the school's core values as stipulated in the Vision of the school (Pride and Loyalty; Caring and Respect; Responsibility).
- 6.6 Learners must keep the school environment clean and tidy.
- 6.7 Learners must refrain from using any addictive substances.
- 6.8 Learners must never endanger the lives and safety of others.
- 6.9 Learners must comply with all safety and security measures which have been put in place at school to protect life and property.
- 6.10 Learners may not leave the school premises without permission, which includes in the mornings after they have been dropped off at school by their parents/transport.

7 DISCIPLINARY MEASURES

- 7.1 Disciplinary steps will be taken against any learner who contravenes this Code of Conduct.
- 7.2 The disciplinary steps comply with:
 - 7.2.1 Section 8, 9 and 10 of the SA Schools Act 1996;
 - 7.2.2 Regulations relating to the Code of Conduct and Suspension and Expulsion of Learners at the Public School, as determined by the member of the Executive Council of the Western Cape Parliament;
 - 7.2.3 Definition of what constitutes serious misconduct by learners, as determined by the member of the Executive Council of the Western Cape Parliament.

8 DISCIPLINARY ACTION

- 8.1 Unacceptable conduct is defined and classified in this code of conduct within 4 levels of offences in order of severity.
- 8.2 Fast and effective disciplinary action will be taken to correct offensive behaviour. For record purposes offences will be recorded on CLASS DOJO and a notification will be sent on the application to inform the parents of the behaviour.
- 8.3 When correctional actions are considered the following aspects will be taken into account:
 - record on CLASS DOJO;
 - focus on positive change in conduct;
 - limit interruption of the normal school programme;

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- the age and independence of learner;
- time-lapse between infringements.

8.4 The following measures or manners of punishment can be applied:

8.4.1 Individual conversation

Learners are confronted by an educator, more appropriate conduct is discussed and an apology is required.

8.4.2 Withholding of privileges

Certain privileges such as participation in sport or matches, attending school functions, etc. are withdrawn and or suspended.

8.4.3 Withdrawal

This entails temporary removal of the learner from the classroom.

8.4.4 Special assignments

Meaningful written assignments in line with the learner's academic proficiency are given. An important consideration must be the time the learner should spend on the assignment.

8.4.5 Suspension of breaks

The privilege of a lunch break is temporarily revoked and the learner is denied access to the school playground for a certain time. He/she is restricted to the school building under the supervision of an educator, but will be allowed to eat their lunch and be allowed to use the bathroom.

8.4.6 Detention to perform certain duties

After school hours, the learner is compelled to do certain tasks under supervision. Learners, as well as their parents, must be informed at least 24 hours in advance.

8.4.7 Detention for study purposes

This is a compulsory class to be attended after school during which learners do special assignments related to school activities (not homework) under supervision. Detention classes are usually taken on a Friday between 13:30 and 14:00 for Foundation Phase, and between 14:00 and 16:00 for Intermediate and Senior Phases. Work done during detention classes must be given to the supervising educator at the end of the session. Learners, as well as their parents, must be informed, in writing, at least 24 hours in advance.

8.4.8 Disciplinary meeting after referral to principal, deputy principal and/or head of discipline

The learner is referred to the above-mentioned person(s) when intervention by the educator and grade head concerned has been unsuccessful. The conversation could include, but is not limited to, the learner, educator, head of discipline, deputy principal, principal, member of the School Governing Body and the parent(s). The purpose of the conversation is to stress the importance of the offence and to determine the disciplinary action and future conduct of the learner. The consequences of a possible repetition of the offence must be explained to both the parent(s) and the learner. They will have to sign an agreement to do everything in their power to ensure the positive improvement of the learner's conduct.

8.4.9 Suspension

Suspension can be immediate if the learner poses a danger to themselves or another human being at school, or after an SGB disciplinary hearing. School attendance for the learner and all other privileges at school are suspended for a maximum period of seven school days. All tests, examinations and/or other evaluation sessions could also be forfeited during the suspension.



period, and lost lessons must be caught up in the learner's own time. The school will apply professional discretion in this regard. Parents of these learners will be notified in writing (electronic and/or hard copy) and will have to attend a meeting at school.

8.4.10 Expulsion

This is the permanent removal of a learner from the school. It will be implemented only after a period of suspension, an SGB disciplinary hearing and a recommendation of expulsion to the HoD of the WCED by the SGB. It will be recommended only when the further attendance of such a learner is detrimental to the school and other learners.

Particular procedures and directions for suspension and expulsion, as well as matters concerning the learner's right to appeal, are available from the school on request.

8.5 Types of Infringements and Actions/Sanctions (also see Section 11 of this document)

8.5.1 Level 1

- Entry into forbidden areas e.g. school building before and after school hours, storerooms, etc.
- Provoking others
- Disrespect towards adults, prefects and fellow learners
- Cycling/rollerblading/skate-boarding on school grounds
- Ball games played in authorised areas
- Chewing of chewing gum
- Improperly dressed for any extra-mural activity
- Incorrect school uniform or sportswear
- Unsuitable, non-conformist hairstyles and headgear
- Wearing any jewellery that is not allowed
- Wearing make-up/nail polish/cosmetic contact lenses
- Homework incomplete or neglected
- Homework book not signed
- Playing near parked cars
- Littering
- Irrational emotional outbursts
- Noisy/unruly behaviour in school corridors or passageways
- Non-attendance of Didactics
- Late for lines
- Entry into swimming pool area without adult supervision
- Throwing of objects
- Biting
- Disruption of classes through constant talking
- Required books not at school

Action/Sanction

- Oral warning and 1 demerit
- Withholding of breaks and FP computer classes


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8.5.2 Level 2

- Disrespectful behaviour toward other people's property
- Climbing over the school fence or enclosures
- Non-attendance of any class
- Disregarding sports practice and/or matches
- Lying
- Cursing, rude signs and foul language
- Unauthorised use of a cell phone or any other electronic device (such as portable speakers) on the school premises.
- Repeatedly transgressing Level 1

Action/Sanction

- 2 Demerits
- Withholding of breaks and FP computer classes
- Confiscation of electronic device to a maximum of five (5) school days

8.5.3 Level 3

- Continuous disrespectful behaviour towards adults, monitors and fellow learners
- Continuous disruption of classes
- Leaving the school grounds without permission
- Courting/displaying inappropriate social behaviour on school premises
- Repeatedly transgressing Level 2

Action/Sanction

- Contact parents to remove learner immediately
- 3 Demerits
- Corrective measures, e.g. intervention meetings with parents
- Detention
- SGB disciplinary hearing
- Suspension (maximum of 7 days)
- Community service

8.5.4 Level 4

- In possession of dangerous weapons or objects on the school premises
- Theft
- In possession or under the influence of alcohol, cigarettes, e-cigarettes (vapes), hookah pipes or drugs (including over the counter medication)
- Gangster-like activities
- Dishonesty during assessments
- Sexual harassment or inappropriate sexual behaviour
- In possession of any type of pornographic material from any source, including electronic devices
- Smoking on the school grounds
- Racism
- Fighting, bullying (verbal, physical, emotional or cyber), intimidation
- Vandalism of school and/or private property, including graffiti, text books, desks, IT equipment, etc.
- Tampering with or damaging the school's electronic devices

Action/Sanction

- Contact parents to remove learner immediately
- Investigation ordered
- Appointment with School Governing Body/School Principal
- Corrective measures, e.g. restorative justice, suspension (maximum of 7 days), recommend and request expulsion
- Report to MEED offices if school intervention is not sufficient.

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Continuous misconduct will be referred to the MEED office.

- 10** Demerits – Letter to parents + detention after school (usually on a Friday)
 - 20** Demerits – Letter to parents + scheduled meeting with educator and grade head
 - 30** Demerits – Scheduled formal meeting with parents, educator(s) and Head of Discipline
 - 40** Demerits – Scheduled meeting with Principal, may include SGB
- The discretion of the school may be used, considering the time-lapse between the infringements.**

9 RULES FOR EXCELSIOR PRIMARY SCHOOL

9.1 School Uniform/Wear

- 9.1.1 The prescribed school wear shall be worn during school hours as well as other school activities, as determined by the governing body.
- 9.1.2 School wear must be clean and neat at all times.
- 9.1.3 Learners who are not dressed according to the Code of Conduct, will receive a letter notifying the parents of infringement. Parents will have 5 school days after receiving the notice, to correct the uniform. After this time, if the learner's uniform is still incorrect, the learner will receive a demerit per day until the uniform has been rectified.
- 9.1.4 Clothing rules:

Grade R – 3 Boys and Girls

- Excelsior Primary navy t-shirt
- Navy PE shorts
- White school socks with takkies
- Takkies – predominately white or black. Must be trainers, no high rise, neon colours or funky styles.

When cold:

- Long sleeve Excelsior Primary navy t-shirt can be worn over the navy short sleeve t-shirt
- Excelsior school tracksuit
- Plain navy-blue windbreaker
- Plain navy-blue scarf (optional)
- Plain navy-blue beanie (optional)

Grade 4 – 7 Boys and Girls: Winter

Boys

- Grey school pants (long or short)
- White long-sleeve shirt
- Excelsior school tie
- Long plain grey school socks
- Black school shoes
- Excelsior school jersey
- Excelsior tracksuit top

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- Plain navy-blue windbreaker
- Plain navy-blue scarf (optional)
- Plain navy-blue beanie (optional)
- Learners can wear a plain white long or short sleeve vest/t-shirt (no printing) under school shirt (optional)

Girls

- Blue school tunics / Grey long school pants
- White long-sleeve shirt
- Excelsior school tie
- Long plain grey school socks or black pantyhose
- Black school shoes
- Excelsior school jersey
- Excelsior tracksuit top
- Plain navy-blue windbreaker
- Plain navy-blue scarf (optional)
- Plain navy-blue beanie (optional)
- Learners can wear a plain white long or short sleeve vest/t-shirt (no printing) under school shirt (optional), but it must not be visible.

Summer Uniform

Boys:

- Grey school pants (long or short)
- White short-sleeve shirt with open neck
- Long grey school socks
- Black school shoes
- Excelsior school jersey
- Excelsior tracksuit top (optional on colder days)

Girls:

- Blue school tunics / Grey long school pants
- White short-sleeve shirt with open neck
- White school socks with tunic / Grey school socks with long school pants
- Black school shoes
- Excelsior school jersey
- Excelsior tracksuit top (optional on colder days)

Sport Wear

PE and Sport (unless specified):

- Navy blue Excelsior sport vest
- Navy blue PT-shorts or skirts
- White school socks
- Takkies – predominately white or black. Must be trainers, no high rise, neon colours or funky styles.

Cricket:

- White Excelsior golf shirt
- Navy-blue PT-shorts
- Excelsior white socks

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- Takkies – predominately white or black. Must be trainers, no high rise, neon colours or funky styles.

Swimming costume:

Boys

- Plain navy-blue speedo
- White or navy-blue silicone or Latex swimming cap

Girls

- Full plain navy-blue costume
- White or navy-blue silicone or Latex swimming cap

PLEASE NOTE:

- Civilian clothing may never be worn with school uniform.
- Any caps or headgear other than those prescribed in the clothing rules are prohibited.
- The SMT and SGB may use its own discretion to grant permission for learners to wear civilian clothes to certain events. Such clothes must be neat and proper.
- No sleepwear, pyjamas, onesies, slippers or swimwear may be worn to school as civilian clothes, unless specifically instructed.
- Civilian clothes must always be appropriate for a learning environment. No crop-tops, hot pants, or other clothing with lots of skin exposure is allowed.

9.2 General appearance of learners

9.2.1 Hair

Girls

- Hair colour must appear natural at all times
- No unnatural highlights/lowlights/streaks are allowed
- Hair that extends over the collar must be tied
- Only navy-blue, black or clear hair accessories (ribbons, combs and bobbles) may be worn
- Hair clips may be silver
- Hair must be properly tied
- All of the above rules also apply for false hairpieces, weaves or braids
- No dreadlocks
- No strange hairstyles or shapes cut into the hair

Boys

- Hair colour must appear natural at all times
- No unnatural highlights/lowlights/streaks are allowed
- Hair may not extend over the collar or ears and must be short and neat
- No side burns
- No dreadlocks
- No strange hairstyles or shapes cut into the hair
- Hair may not be cut in levels (with a prominent step)

9.2.3 Jewellery

Girls

- All jewellery items, such as rings, bracelets (of any material) or chains, are prohibited
- Only wristwatches are allowed

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- The wearing of body jewellery (piercing), such as nose, tongue and eyebrow jewellery, is strictly prohibited
- As for girls' earrings - only one gold or silver stud or standard gold or silver sleeper (maximum diameter of 5mm) are allowed per ear, worn in the bottom hole if the ears have been pierced more than once
- No other studs or gems are allowed

Boys

- Only wrist watches are allowed
- No body piercings are allowed

9.2.4 Nails

- Nails may not extend beyond fingertips
- No nail polish may be worn
- Nails to be clean at all times

9.2.5 Make-up

- No foundation, mascara, eyeliner, blusher, lipstick, colour lip gloss or any other make-up are allowed

9.3 Behaviour and conduct of learners, parents and visitors

9.3.1 School attendance

- All children of school going age are expected to attend school regularly.
- Parents must phone, email, Whatsapp or use CLASS DOJO to state the reason for absence.
- Learners who are absent must, on their return, present a letter to the relevant educator.
- Learners who are late in the morning must first report to reception accompanied by an adult (parent, driver, caretaker, etc.).
- Learners may only be excused from a class by the supervising educator, and may only leave the school premises with signed permission from the principal or the duly appointed official.

9.3.2 Physical well-being

- All fighting is regarded in a serious light and will promptly be dealt with.
- No dangerous toys or objects which can injure learners are allowed on the school premises or in the building.
- The emergency plan of the school to ensure the learners' safety, is practised regularly and all learners are compelled to take part in these practises and to regard them in deadly earnest.

9.3.3 Spiritual well-being

- Foul language, swearing or profanity does not become a well-mannered learner and is not allowed.
- Religious, political or morally corrupting indoctrination is not allowed.

9.3.4 Harmful substances and reading matter

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- Pornographic or other offensive literature and/or objects will be confiscated. Parents will be notified when necessary.
- No habit-forming substances and/or medicines may be brought to school or distributed by learners.
- A specific parental consent form is available from the administrative offices for learners needing to administer prescribed medicine(s). Parents need to complete this form and hand in to the relevant educator in order to notify educators of any prescribed medicines to be taken during school hours.

9.3.5 Respect for property

- Departmental, School Governing Body or private property of the school, educators and learners must be treated with respect.
- Parents/guardians will be held liable and payment will be required in cases of purposeful damaging or loss of school or personal property, e.g. books, buildings, windows, furniture, equipment, teachers' cars, etc.
- All garments must be clearly marked with the learner's first name and surname.
- During practices and matches, money and valuable possessions remain the responsibility of the learner and is brought to school at own risk.

9.3.6 Vehicles on school premises

- Parents' vehicles are not allowed on the school premises without permission.
- Bicycles must be secured and be locked securely in the quad of the school. Permission for bicycles must first be obtained from the principal or duly appointed official.
- As a safety precaution, no learner(s) are allowed to ride on their bicycle, skateboard or rollerblades on the school premises.
- For their own safety learner(s) are not allowed to play in the parking area in front of the school.
- As a further safety precaution, no parent(s) are allowed to enter and drop their child(ren) off at the main gate of Excelsior Primary School. Gates in Van Dyck Street are unlocked daily for children to enter and leave the school premises. The scholar patrol is on duty (mornings and afternoons) to assist learners to cross the road safely.

9.4 Participation in school programme

9.4.1 Educational programmes

- Learners are required to participate in all educational programmes presented by the school.
- Written explanations from parents/guardians are required if a learner is not able to participate.

9.4.2 Extra and Co-Curricular activities

- Participation in the extra-mural programme of the school is strongly recommended.
- For the sake of total development, participation in at least one summer and one winter sport activity is strongly recommended.
- During matches the prescribed sport wear must be worn. Formal school uniform is not suitable for practices. Suitable sport wear is required.



- Sporting facilities at the school may only be used with the principal's permission and never without supervision.
- Impeccable behaviour which brings honour to the school is essential, especially during outings, sports meetings, bus trips and visits to public places.
- Learners must be collected directly after extra-mural activities have concluded and no adult supervision will be available after this time.

9.4.3 School fees

- Parents of learners must undertake to meet their financial obligations to the school punctually as determined by the School Governing Body. School fee payments must be made electronically. The bank account details of the school are printed on school fee statements, and can be accessed via the RISE School Communicator application.

9.4.4 Loyalty

- Every learner must submit him-/herself willingly to the school rules and discipline.
- Respect for the good name of the school, respect for the school uniform and colours and symbols of the school, is essential for good relationship in and outside the school.
- The school community must always regard the national emblems of the Republic of South Africa with respect.

9.5 General Safety

9.5.1 Parents and Visitors

- Parents and visitors are not permitted on the school grounds at any time unless permission has been granted by the principal or the duly appointed official.
- Parents and visitors may only enter the school premises through the main gate in Van Dyck Street and must report to reception immediately.
- Should the parents and/or visitors be required to wander the school grounds or building, a visitor's register must be completed and signed at reception and the necessary identification label will be issued which must be visible at all times.
- Parents are responsible for collecting their children directly after school and/or extra-mural activities, and the school does not take responsibility for the supervision of learners thereafter.

9.5.2 Learners

- Learners may not converse with any person outside the school fence at any time.
- Learners must use the specified gates to enter and exit the school.
- Any suspicious activities/persons must be reported to an educator, principal or duly appointed official immediately.

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10 UNDERTAKING

Excelsior Primary School has adopted a policy concerning the conduct and discipline of learners. This policy is contained in the **CODE OF CONDUCT AND PROSPECTUS** and applies to all learners. It can be legally enforced.

The **CODE OF CONDUCT** of **EXCELSIOR PRIMARY SCHOOL** is the result of a combined effort by the Learners, Educators, Parents (School Governing Body) and Departmental directions, and consists of 10 permanent sections.

On enrolment of a child, an email is sent containing our Code of Conduct and Prospectus. An Indemnification and Obligation agreement, together with the Protection of Personal Information form is signed and is part of the Application for Admission form. By signing these documents, you state that your child will always adhere to and respects the Code of Conduct, School Uniform, Mission and Vision of this school.

This document may be amended by the compiling parties as and when deemed necessary.

Revised and approved by the School Governing Body of Excelsior Primary School.

Signed at **BELLVILLE** on this **28th** day of **MAY 2024**.

Chairperson:

Mrs L. Taylor

School principal:

Mr E. Pio

Educator:

Mrs M. Rose

Educator:

Mrs C. Fourie

Non-educator:

Mrs M. Crous

Parent:

Mrs C. Broughton

Parent:

Mrs V. Gilbert

Parent:

Mr R. Maphike

Parent:

Mr W. Stark

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