



# Broadlands Private School

20 Morris Rd, Meyerton, 1961  
reception@broadlands-schools.co.za  
016 362 0024

## LEARNER'S CODE OF CONDUCT

### INTRODUCTION

While it is a learner's right to receive an education and while Broadlands Pre & Primary School will strive to provide the top quality educational opportunities our community has come to expect, it is important that learners acknowledge their responsibilities to themselves, their fellow learner's, their teachers, other staff members and the School.

Effective discipline is directly dependent upon the limits set by a code of acceptable behaviour.

The School's Code of Conduct for Learners is based on fostering a culture of mutual respect in an orderly, clean and safe environment. The school rules are straightforward and we expect both parents and learners to be familiar with them.

This Code of Conduct for Learners serves as a general guide for the standards of behaviour expected of Broadlands learners. (Refer to School Uniform Policy with regard to standards of appearance and Playground Duty Policy).

Each learner is expected not only to conform to these standards, but also to assist the staff in ensuring that all learners conform to them. Learners are expected at all times to be loyal and to uphold the honour of our school.

Our School aims to provide a warm, supportive environment, conducive to the attainment of academic excellence, high moral standards, spiritual growth, social and cultural awareness and good physical health. We will provide a vibrant academic atmosphere, in which every learner is valued as an individual, challenged as a learner and inspired to contribute to society.

### PURPOSE

A Code of Conduct is necessary in our school community to realise the educational objectives of the school. The Code of Conduct for Learners is to promote positive discipline, self-discipline and exemplary conduct, as learners learn by observation and experience.

The Code of Conduct for Learners must inform the learners of the way in which they should conduct themselves at a school in preparation for their conduct and safety in civil society. It must set a standard of moral behaviour for learners and equip them with the expertise, knowledge and skills they would be expected

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to display as worthy and responsible citizens. It must promote the civic responsibilities of the school and it must develop leadership.

The main focus of the Code of Conduct for learners must reflect positive discipline. It must not be punitive and punishment oriented, but helps bring about constructive learning and ways in which to modify behaviour.

Pledge of behaviour from each Broadlands learner which will promote healthy relationships:

I belong to Broadlands Private School. I am proud of my school and I take care of my school.

## MY MANNERS ARE OUTSTANDING.

1. I greet my Principal, teachers, secretaries and visitors to our school.
2. I help them carry baskets and books.
3. I am polite to my classmates.
4. I keep quiet while my teacher is talking.
5. I remember to say "Please and Thank you".
6. I do not interrupt a conversation.
7. I speak politely to all teachers at all times.
8. I am polite to prefects and I am polite to and greet maintenance staff.
9. I only speak kind words to others.
10. I keep quiet in assembly.
11. I display the necessary respect towards the prefects.
12. I take pride in my uniform, actions and thoughts.
13. I am friendly, courteous and tolerant towards others.
14. I refuse to engage in any form of bullying.
15. I shall report all incidents of bullying that I might witness or know of.

## IN THE CLASSROOM

1. I listen to my teacher.
2. I raise my hand if I need attention, I don't shout out, I work quietly.
3. I keep my classroom neat and pick up all litter. I place all litter in refuse bins.
4. I respect books, learning material and furniture e.g. computers, radios, TVs,

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may not be used without permission and/or supervision.

5. I don't touch other people's property.
6. I bring my own stationery to school.
7. I am punctual for all classes because it avoids disruptions and protects the right of others to learn without being disturbed.
8. I bring a note explaining why I was absent from school on returning to School.
9. I accept responsibility for my actions.
10. I know that I may not bring any toys to school, e.g. water pistols, fireworks, electronic games, etc.
11. If I need to go to the toilet I have to ask the teacher and I know that one person at a time is allowed to leave the classroom to go to the toilet.
12. I obey the classroom rules on display in every classroom

## MY CLASSWORK AND BOOKS

1. I have pride in the presentation of each piece of work I complete.
2. I treat all books with care and consideration.
3. My exercise books are treated with respect and are kept in a good condition.
4. All my books are labelled and covered in plastic.
5. I aim to produce the highest standards of work.

### My books

1. I always try to complete my work neatly and legibly.
2. I don't doodle, scribble or deface any book.
3. I produce pleasing work to get a credit in my Behaviour Bank and try to be a positive role model.
4. I use all the pages consecutively in exercise books to avoid blank pages being visible.
5. I rule off after each piece of work. I make sure that half pages in exercise books should not be left.
6. When I hand in my books I make sure that they are laid flat on a shelf or the desk, as this avoids curling/bending.
7. I know that I must not to bend the pages/corners of my exercise books.
8. I must cover all my exercise books textbooks in transparent plastic. Label them neatly with my first name and then surname, my Grade and or subject.

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9. I must always have my own stationery and equipment. Lending from my classmates disrupt the lessons.
10. I write a heading in my book next to the margin in the next line. I underline the heading and date with a ruler.
11. I always date my work next to the margin on the left hand side. In English and all the other subjects I write the date out in full: 10th May 2014.
12. In Mathematics I write the numerical short date. 10/05/2014. I make sure that the Exercise and Page number is also written. I number my sums and sentences at the beginning of the line, next to the margin.
13. All my written work must be done in blue pen
14. Diagrams, tables and graphs should be drawn/ completed in pencil unless I am told otherwise. When labelling diagrams, lines must be drawn straight using a ruler.
15. I punctuate correctly. I don't forget my capital letters and full stop.
16. I don't keep changing your handwriting. Keep the same shape and size. (I Practise cursive).
17. A pencil may be used for drawings or for rough work in the jotters.
18. I miss a line to indicate a new paragraph.
19. If I make errors they should be crossed out using a pencil/ruler.
20. I will take care and look after all my books. If I damage or lose it, I will have to replace or pay for it. R10 per workbook and R150 for a text book.
21. My books will always be at school according to the daily time table

## HOMEWORK

1. I must have my diary with me at all times.
2. I must do my homework with my parents/or responsible adult and they must sign.
3. All my homework and assignments will be completed on time.
4. I spend the required time reading every day.
5. I complete all the homework plan activities recommended for my grade.

## On the corridors, in the Hall and the TLC

1. I do not run overtake or push my class mates.
2. I apply the rule to "keep to the left" on all corridors/stairs.
3. I walk quietly in a row with my hands behind my back.

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4. I stand back for teachers and adults.
5. I wait for my teacher to give instructions and not run off without permission.
6. I wait and sit quietly for my teacher.
7. I make sure I am always a good example on how to behave outside the classroom.
8. I participate enthusiastically at all school functions because I am part of the team that helps to „grow“ school spirit.
9. I do not enter the staffroom without permission. I know it is out of bounds for learners.
10. I know that the computer room may only be used under the supervision of a teacher.

## On the playground and at the gate and outside the school grounds

1. I know that I may not leave the school grounds during school hours without the Principal's permission.
2. I queue in an orderly fashion at the Tuck-shop to facilitate efficient service.
3. I play carefully and sensibly in the playground.
4. I do not throw stones or objects at anyone.
5. I obey the teacher on duty.
6. I play on the correct playground/area.
7. I care for the other children.
8. I avoid fighting and or other violent behaviour.
9. I look after my environment and the plants.
10. I keep my playground clean at all times.
11. I know that toilets must be kept clean and neat.
12. I may not meet visitors at school without permission.
13. I am kind and respectful to other learners.
14. I promise to keep my school neat and tidy.
15. When I am in school uniform outside of school, I still keep the same standards of behaviour expected from me when at school.
16. I wait for transport after school in an orderly manner inside the school grounds..
17. I practice safety at all times.
18. I will not endanger others or myself.
19. I remain silent when entering other venues for formal occasions.
20. I know that all school rules apply whether on school property, or public transport, or when part of a school group on tour, or any other excursion, whether in school uniform or civilian dress.

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21. I am a good ambassador to Broadlands Pre & Primary School.

## MERIT/DEMERIT FILE

1. I want to collect as many merits (in the form of elastics |) as possible.
2. I have one merit sheet where my teacher records all the good work I do and all my helpful and cooperative behaviour.
3. When I have TEN CREDITS I stand up in the hall and receive a civvie slip.
4. I visit the Principal for a Principal's Award after 25 credits and I receive my second civvie slip. This process continues until I reach 75 Credits after which I will be awarded a Super Broadlands Pin
5. I am proud of myself and everyone is proud of me too.

## Demerits

1. I know that I am asked to behave in the way the Code of Conduct for Learners asks me to.
2. If I don't behave as we have agreed an entry (Code) will be made on a demerit sheet of the Merit/Demerit File. I understand that with certain serious transgressions I will have to sign to acknowledge the transgression. If I refuse to sign, a witness of the incident will sign to acknowledge the transgression.
3. After 6 entries I will receive a Green letter informing my parents of my unacceptable behaviour.  
After a further 4 demerits, I will receive a Yellow letter instructing my parents to make an appointment with the deputy principal.
4. My parents and deputy principal may decide and agree on a plan of action to correct my behaviour.

Some examples might be:

5. I may not be allowed to go out to break for a certain time. I will stay outside the staffroom/principal's office instead or in the class.
6. After another 4 demerits I will receive a Red letter instructing my parents and myself to attend a disciplinary meeting with the principal and Executive Principal

## Actions that may be taken

1. I may not be allowed to go on an outing planned for my particular grade.

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2. I may be isolated from my peers and class for an agreed period, usually no more than one day.
3. I will be given the opportunity to reflect on my behaviour and complete the *How to Correct My Behaviour Form*.
4. There may be temporary withdrawal of privileges such as a fun activity or playground games.
5. My parents might be requested to remove me from the school grounds for a certain period of time.
6. If I am in a leadership position I could have my badge and/or title removed for a period of time.
7. My parents and principal may agree on any other sanction that fits the series of transgressions.
8. My parents will be interviewed and, if I am not able to show an immediate improvement in my behaviour, (if I get further demerits), my parents will be seen again. On this occasion my parents will be given a transfer card because I am unable to follow the Code of Conduct for Learners agreed by all at Broadlands Primary school.

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