



IRENE PRIMARY SCHOOL

Code of Conduct & Disciplinary Procedure 2024

Mission & Vision

Mission

- To work as a team with educators, parents and learners to make the community part of the school and the school part of the community.
- To encourage our learners to develop academically, culturally, spiritually, socially and to promote sportsmanship.
- To equip learners for a technologically competitive world and to prepare them for society.
- To instil in our learners the values of respect and sensitivity, embracing others and the environment.
- To develop a strong moral code and social responsibility.

Vision

Irene Primary School strives to empower and nurture learners, developing the full potential of every learner through quality holistic education and enabling them as citizens to assume meaningful roles in society.

CODE OF CONDUCT FOR SPORT

CODE OF CONDUCT FOR PLAYERS:

- 1 Adhere to the rules of the Sport.
- 2 Never argue with an Official. If you disagree, have your Captain, Coach, Manager or Educator on duty approach the relevant Official during a break or after the Competition.
- 3 Control your temper. Verbal abuse of Officials or other players, deliberately distracting or provoking an opponent is not acceptable or permitted.
- 4 Work equally hard for yourself and your team. The benefits will be great.
- 5 Be a good sport. Applaud all good players whether they are on your team or not.
- 6 Do not interfere with, bully or take unfair advantage of another player.
- 7 Co-operate with your Coach, fellow players and opponents. Without them there would be no game.
- 8 Play for the enjoyment of the game, not just to please parents and/or Coaches. Winning is a bonus but not the sole purpose of the game.
- 9 Give your chosen Sport and the team 100% commitment. Make every effort to attend all practices.
- 10 Ensure you wear the correct sports uniform.

CODE OF CONDUCT FOR PARENTS:

- 1 Remember that children play Sport for their enjoyment, not yours.
- 2 Encourage children to participate, do not force them.
- 3 Focus on the child's efforts and performance rather than winning or losing.
- 4 Encourage children to adhere to the rules of the game.
- 5 Never ridicule or shout at a child for making a mistake or losing a game.
- 6 Remember that children learn best by example. Applaud good play by all players.
- 7 Support all efforts to remove verbal and physical abuse from Sporting activities.
- 8 Respect the decisions of Officials and encourage your children to do likewise. Never interfere with the game or the Officials.
- 9 Show appreciation of volunteer Coaches, Officials and Administrators. Without them your child would not be able to participate.
- 10 Assist your child to honour his/her commitment to Sport.
- 11 Do not criticise Coaches in the presence of your child.
- 12 If you disagree with a decision, approach the coach, Manager or Educator on duty. DO NOT walk onto the field.

CODE OF CONDUCT FOR COACHES:

- 1 Remember that children participate for pleasure, winning is only part of the fun.
- 2 Never ridicule or shout at a child for making a mistake or losing a game.
- 3 Be reasonable in your demands on young player's time, energy and enthusiasm.
- 4 Teach your players to abide by the rules of the game. Whenever possible group players to ensure that everyone has a reasonable chance of success.
- 5 Avoid overplaying talented players. The average child needs and deserves equal time.
- 6 Develop team respect for the ability of opponents and for the judgement of Officials and opposing Coaches.
- 7 Create opportunities to teach appropriate behaviour and basic skills of the Sport.
- 8 Keep up with the latest coaching methods/ strategies of the code of sport and use the latest educational/training tools to elevate practice sessions.

CODE OF CONDUCT FOR UMPIRES/ REFEREES:

- 1 Modify rules and regulations to match the skill levels and needs of the children as agreed by the competing schools
- 2 Compliment and encourage all participants. Be consistent, objective and courteous when making decisions.
- 3 Condemn unsporting behaviour and promote respect for opponents. Emphasise the spirit of the game rather than errors.
- 4 Be a good sport yourself. Keep up with the latest trends in officiating and knowledge of the game. Take full advantage of every opportunity to achieve this.
- 5 DO NOT engage with parents/ guardians during a game, should a dispute arise. A conversation may take place after the game. Set an example, your behaviour and comments should be positive and supportive.
- 6 Be reliable and punctual at all times. Umpires have the authority to request that parents leave the field if their conduct is unacceptable.
- 7 An injured and bleeding player must leave the field for first aid. Before continuing with the game, if there is blood on the player's clothes, these should be replaced before returning to the game.
- 8 Umpires/Coaches must adhere to the dress code of Irene Primary School.

COURTESY AND MANNERS

We expect our Learners to be courteous and well-mannered at all times.

Greet members of staff and adults with "Good morning, Sir" or "Good morning, Ma'am". All members of staff should be greeted at all times. Please remember that our Maintenance Manager and General Assistants also form part of the staff. "Hi!" and "Hello!" are suitable for greeting friends but certainly not for greeting adults.

Boys should remember to raise their caps/hats and never greet adults with their hands in their pockets.

When any staff member visits your class, it is not always practical to get up and greet them every time, but you can show your respect by being quiet while the visiting member of staff is talking to your Educator.

You have been taught not to talk to strangers, however, remember an adult who comes onto the school property during normal hours, is probably a Parent or someone who has some connection with the school. Greet this person courteously and offer to show them where they need to go.

When teams from other schools visit our School, they should be met and greeted politely. Visiting members of staff should be welcomed and directed to the relevant area. Remember to thank the Umpires/Referees at the end of sport matches and to say goodbye to the visiting teams and their Coaches. The same basic courtesy rules apply when you visit other schools.

Never forget to say "please" and "thank you" in your dealings with other people, for example, in the classroom, at the Tuck Shop, in the Office Block, especially Administration, Reception and Finance.

Remember the rules of basic courtesy mentioned above as they also apply when you find yourself in circumstances such as being transported to and from School by bus, taxi or lift club. Bad language is unacceptable at all times. Not only does it reflect badly on your upbringing, but it also displays disrespect for the people in whose company the bad language is used.

When you need to interrupt an adult conversation, begin by saying "excuse me for interrupting". Do not walk through a circle of people, or even just two people having a discussion. Always walk around the group of people.

DO NOT rummage through other people's school bags; pencil cases, kit bags or a teacher's classroom space. One must have the utmost respect for other people's property. Remember: There is no such thing as "finder's keepers". If you find or pick up something that does not belong to you, it is your duty to hand it in at Reception.

NB:

All Irene Primary School Learners are expected to behave in the manner mentioned above whenever they are on the school grounds. The same applies when you are not on the school grounds but still in School Uniform or at School sporting events. You must display courteous behaviour in your dealing with all people at times.

**IRENE PRIMARY SCHOOL
CODE OF CONDUCT**

Irene Primary has a zero tolerance towards bullying. All Learners at Irene Primary School are expected to uphold the name and honour of their school at all times.

VALUES: RESPECT, KINDNESS, RESPONSIBILITY, EMPATHY & INTEGRITY

Respect for all people e.g., all members of staff including administration staff and support staff, parents, visitors to the school and fellow learners during school hours as well as during extra mural activities.

Respect for your own property and that of others.
No stealing. (i.e., Taking anything, no matter how small or valuable, which belongs to someone else).

Respect for the School buildings, furniture, vehicles, equipment, apparatus, books, playing fields, garden areas, sporting facilities, etc. (i.e., no graffiti, vandalism etc.)

Respect for your own body and the bodies and privacy of others.
No indecent touching or indecent exposure. (i.e. of any "red" areas of the body – as the children have been taught)
No fighting or hitting each other.
No writing on your own OR other learner's bodies or clothes

Respect for all races as well as beliefs, cultures and customs that may be different from your own.
No swearing. No 'dissing'(insulting). No obscene letters, drawings, SMS's, emails. No cyberbullying or any form of disrespect on social media platforms.

Kindness Give compliments, hold doors open, express concern and offer help.
Encourage kindness and BE supportive of one another.

Responsibility - take responsibility for your actions. We need to understand that everyone makes mistakes. Acknowledge your mistakes and learn from them. When you know better, then you can do better.

Empathy: the ability to UNDERSTAND what others feel. **Let us always try to show empathy.**
When we feel another person's emotions (e.g., if you feel scared, it makes me feel scared)
When we reason about another person's perspective (e.g., you "put yourself in my shoes," and try to imagine what I am thinking or feeling)
When we want to help — feeling sympathy and concern for someone who is vulnerable or distressed.

Integrity: Integrity is the ability to act consistently with the values, beliefs, and principles that we hold. It is about courage, honesty, and respect in our daily interactions and doing the right thing **Especially** when no one is watching
Be strong enough to do what you know is right.
Know the difference between right and wrong
Make SMART choices even when it is difficult.

BASIC RULES: This will ensure the effective functioning of the school on a daily basis:

No contact games, e.g., rugby, stingers, running red rovers etc. are allowed to be played before or after school or during breaks.

No dangerous weapons may be brought onto the school premises. Learners may not use any object with the intent to cause bodily harm.

No alcohol, drugs, cigarettes, vapes, pornographic material, matches or lighters are allowed on the school premises.

Learners are not allowed to leave the school premises during school hours without the permission of the principal

When changing classes, learners should move in single file on the pathways and should refrain

from unnecessary talking.
Learners are only allowed to enter the hall, the swimming pool enclosure and stockrooms in the presence of an adult and are, at all times, only allowed into a classroom with the permission of a staff member.
Learners are not allowed to take short cuts through the Hall, Office Block (the Reception foyer or Staffroom foyer) or flower beds.
The staffroom is out of bounds for all learners and parents at all times.
Learners are expected to respond promptly to all bells, i.e. at the start of the school day, during lesson changeovers and at the end of breaks
Learners are not allowed to run on any hard surfaces, neither during school hours, nor in the afternoons i.e. no running on tarred, slated, paved or cemented areas.
Rollerblades and/or skateboards are not allowed on the school grounds. Dustbins may not be used as part of any game.
Learners should stop working, talking or moving around when announcements are being made.
Learners are not allowed near staff vehicles or in the staff parking area unless they are assisting a member of the staff
Learners should not loiter in the toilets, should keep the noise level down and should keep the toilets clean and tidy at all times
Learners may not stand or wait around (without purpose) on the school premises after 14:30 Learners at school after 14:30 who are waiting for/participating in an extra-mural activity OR waiting for transport, must do so quietly.
Learners may not leave school bags, sports bags or any other bags unattended after school. Learners are to take their bags to their extra-mural activity. Bags are left at the learner's risk and the school cannot be held responsible for loss or theft.
Should a learner rent a locker, it may only be accessed during breaks and before and after school.

MERIT AND DE-MERIT SYSTEM:

Grades R-7

MERITS: Each learner receives a reward chart at the beginning of each term. Stamps are awarded, by teachers throughout the term. Stamps are awarded for:

1. Good results in an assessment
2. Good behaviour
3. Exemplary manners
4. Showing initiative
5. Setting an outstanding example to others
6. Any other outstanding behaviour, at the teachers' discretion.

A full reward chart is handed to the class teacher. The learner receives a Merit sticker at assembly. The reward chart is also entered into a lucky draw. Prizes include a tuckshop voucher, soccer ball etc.

DEMERIT/ DEBITS: 5x debits = 1 detention 2x detentions = Exco Hearing 2x Exco Hearings = SGB Hearing

Category 1: Debits

Code	Transgression	Examples
1.1	Absence	• Break detention

		<ul style="list-style-type: none"> • Extra-mural / sporting activity without a valid reason
1.2	Administrative	<ul style="list-style-type: none"> • Assessments/ reply slips not signed/not returned X2
1.3	Appearance	<ul style="list-style-type: none"> • Hair and Uniform not in accordance with Code of Conduct • Wearing torn items of school uniform/ or uniform in a very poor condition • Wearing makeup/nail polish
1.4	Books	<ul style="list-style-type: none"> • Damaged/Not covered • Not at school • Overdue (Library)
1.5	Classroom Behaviour	<ul style="list-style-type: none"> • Being out of class without permission • Continuously talking / Disrupting lessons • Neglect of work (not working during class time)
1.6	Conduct	<ul style="list-style-type: none"> • Chewing gum/ eating in class • Littering / • Not following instructions
1.7	Disrespectful behaviour	<ul style="list-style-type: none"> • Towards all staff/peers/visitors
1.8	Graffiti	<ul style="list-style-type: none"> • Drawing on your own or others 'belongings
1.9	Homework	<ul style="list-style-type: none"> • Copying someone else's homework • Incomplete / Not done • Not at school
1.10	Chronic Lateness	<ul style="list-style-type: none"> • At Extra-mural Practice • Late Arrival at school without a valid reason • Late arrival to class(chronic) • Not being collected timeously (Chronic)
1.11	Physical contact	<ul style="list-style-type: none"> • Hugging • Inappropriate holding hands • Pushing & Shoving
1.12	School Facilities	<ul style="list-style-type: none"> • Entering out of bounds/prohibited areas • Misuse of school property/facilities

Category 2: Straight Detentions

Code	Transgression	Examples
2.1	Absent without a valid reason	<ul style="list-style-type: none"> • Failure to attend afternoon detention
2.2	Assessments	<ul style="list-style-type: none"> • Copying during an assessment
2.3	Cell phone or any electronic device	<ul style="list-style-type: none"> • Use, without permission, on the school property. As per cell phone / electronic device policy
2.4	Classroom Behaviour	<ul style="list-style-type: none"> • Continuous disruption of the learning environment
2.5	Conduct	<ul style="list-style-type: none"> • Attempting to leave school without permission • Dishonesty • Improper conduct at a school event/fixture • Vandalism or tampering with property of others • General rudeness

Category 3: Exco Hearing

Code	Transgression	Examples
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3.1	Administrative	<ul style="list-style-type: none"> • Falsifying information • Fraud in a formal statement
3.2	Alcohol / Cigarettes / e-Cigarettes / Illegal Substances, Vaping	<ul style="list-style-type: none"> • Accompanying smokers/those in possession of alcohol/illegal substances • Possession/use of cigarettes/e-cigarettes/matches/lighters, vapes
3.4	Bullying	<ul style="list-style-type: none"> • Intimidation • Threats and / or victimisation
3.5	Bunking	<ul style="list-style-type: none"> • Any form of bunking
3.6	Conduct	<ul style="list-style-type: none"> • Disruption of a school event/show • Disruption of schooling • Inciting in any physical/verbal form
3.7	Disrespectful behaviour	<ul style="list-style-type: none"> • Defamation of character • Discourtesy to staff/visitors • Writing/distributing obscene letters/electronic messages including on social media platforms
3.8	Physical contact	<ul style="list-style-type: none"> • Inappropriate physical contact at school/in school uniform
3.9	School facilities	<ul style="list-style-type: none"> • Vandalism of school property/facilities

Category 4: Straight SGB Hearing

Code	Transgression	Examples
4.1	Absence	<ul style="list-style-type: none"> • Failure to attend an Exco hearing
4.2	Alcohol / Cigarettes / e-Cigarettes / Illegal substances, vaping	<ul style="list-style-type: none"> • Accompanying users of alcohol/illegal substances • Being under the influence of alcohol/illegal substances • Distribution of alcohol/illegal substances/tobacco/e-cigarette liquid • Possession of alcohol/illegal substances • Testing positive for any illegal substance • Using alcohol/cigarettes/illegal substances on school grounds/in school uniform
4.3	Assault	<ul style="list-style-type: none"> • Assault resulting in grievous bodily harm with or without an object • Sexual Assault • Assault with weapon or possession of a weapon on the school premises. At school events
4.4	Assessment	<ul style="list-style-type: none"> • Cheating in an Exam
4.5	Conduct	<ul style="list-style-type: none"> • Bringing a weapon to school • Dangerous & Reckless behaviour • Disruption of school day through illegal activity • Endangering the safety of others • Inciting violence • Involvement in fighting • Theft
4.7	Intimate contact	<ul style="list-style-type: none"> • Intimate physical contact at school/in uniform
4.8	Physical contact	<ul style="list-style-type: none"> • Being the aggressor in a fight
4.9	Pornography	<ul style="list-style-type: none"> • Creation • Distribution • Possession
4.10	Sexual misconduct	<ul style="list-style-type: none"> • Sexual harassment

Process of queries: Parents are encouraged to follow these protocols to raise concerns/queries

1. To the relevant educator
2. Dept Head
3. Only escalate to the Deputy Principal when the other 2 steps have provided no ineffective results.

Appointments with educators: No parent may disrupt an educator during contact time with the learners. Appointments may be made to see educators before the school day begins and / or at the end of the school day. Please call the office to set up the appointment and /or contact the educator directly via email.

An interview with the school management team: When a learner does not respond positively to the merit/demerit system, the learner will be interviewed by the School Management Team. Parents will be contacted.

Referral to the School Governing body: In the case of severe infringements, learners are referred to the School Governing Body. Parents will be informed of such action in advance. In some instances, short term suspension and counselling (at the parents' expense) may be used as a corrective measure. In the case of serious infringements, expulsion may be recommended by the School Governing Body, after a disciplinary hearing.

IPS SCHOOL UNIFORM:

Learners are expected to wear full school uniform with pride at all times.

Please ensure that every item of clothing, including shoes and socks, is clearly marked with your child's name. Clothes that are lost and are not labelled will be donated to the second hand shop. Learners are encouraged to wear their uniform with PRIDE.

Learners must be well-groomed (neat and tidy) at all times.

Learners MAY NOT wear uniform which is in a state of poor condition/ torn clothes, as this will result in the learner receiving a demerit/debit.

Swimming

- ❑ Black costumes only (one-piece costume).
- ❑ Gold-yellow Lycra cap available from the Sports Shop at school.

Physical Education (PE)

GIRLS

- ❑ House T-shirt, brown shorts, white socks and white takkies.
- ❑ School cap - compulsory during sporting activities.
- ❑ Winter – a school tracksuit pants may be worn during PE.

BOYS

- ❑ House T-shirt, brown shorts, white socks and white takkies.
- ❑ School cap - compulsory during sporting activities.
- ❑ Winter – a school tracksuit pants may be worn during PE.

Grades R-7:

On days when learners have PE classes, they are permitted to wear their PE uniform (with the school tracksuit in winter) as their school uniform for that day. This will be reviewed during the year if necessary.

NB: all learners must wear a WHITE sports shoe. Branded sport items are discouraged.

School Bags

School bags must be made of firm materials and must contain divisions in order to ensure that books are not bent or damaged. **If parents purchase cadiis, broken handles etc. must be repaired asap to avoid injuries. Broken / damaged bags/ cadiis will NOT be permitted at school.**

Summer uniform for GIRLS

- ❑ Gold-yellow princess style dress, dress should measure **not more than five** centimetres above the knee.
- ❑ Matching gold-yellow/brown short tights may be worn, which must not be visible.
- ❑ Brown sleeveless V-neck pullover with school crest.
- ❑ Brown shoes, NO sandals. Conventionally tied if the shoes are lace-ups
- ❑ Blazer optional for Gr 6 and 7

Summer uniform for BOYS

- ❑ Khaki shirt with crest (iron-on crests available from the front office).
- ❑ Shirts must be tucked in at all times.
- ❑ Bermuda shorts, brown shoes, laced and tied
- ❑ Medium khaki socks with gold-yellow stripes
- ❑ Brown sleeveless V-neck pullover with school crest
- ❑ Blazer optional for Gr 6 and 7

Note: Boys and Girls may wear the brown all-weather jacket with crest Only when it is raining. THIS JACKET IS PART OF THE WINTER UNIFORM AND SHOULD NOT BE WORN DURING SUMMER, UNLESS IT IS RAINING.

Winter uniform for Girls

- ❑ Six-panelled/ four-panelled grey skirt/tunic/OR girls' long trousers
- ❑ Long-sleeved white shirt with school tie.
- ❑ Grey socks, or grey woollen tights
- ❑ Brown long-sleeved V-neck pullover with school crest

Winter uniform for Boys

- ❑ Long grey trousers and grey socks
- ❑ Long-sleeved white shirt with school tie, the shirt must be tucked in at all times
- ❑ Brown long-sleeved V-neck pullover with school crest

BOYS and GIRLS: ONLY Dark brown gloves, BROWN scarves and school beanies are Allowed as additional items.

Brown shoes as in Summer, Brown all weather jacket and Blazer optional for Gr 6 and 7

NB: No towels or blankets may be brought to school or draped/wrapped around the waist.

SPORT UNIFORM: Open sports teams, 1st teams and soccer teams have a specific Uniform – players will be advised on selection to the team.

Girls

- ❑ Golf shirt with school crest
- ❑ Brown skorts/ or Brown shorts
- ❑ Only white sport takkies, NO fashion/ branded takkies
- ❑ School cap

Boys

- ❑ Short-sleeved golf shirt with school crest
- ❑ Brown shorts
- ❑ Only suitable white sport takkies, NO fashion/ branded takkies
- ❑ School cap

Hair:

Girls

- ❑ Neatly groomed hairstyles.
- ❑ Hair which is shoulder length and/or longer **must** be tied back neatly.
- ❑ Braided hair is permissible provided that shoulder length braids or longer are tied back neatly.
- ❑ No high-on-the –head styles which obstruct the view of the teacher or board.
- ❑ Braids may not be done in such a way that they form a mohawk or fall as a fringe across the face.
- ❑ **No hair gel and no form of colourants or highlights are permissible including coloured braids**
- ❑ No beads or jewellery braided into the hair.
- ❑ Hair accessories – brown, white, black or in the same material as the school dress

Boys

- ❑ Neatly groomed **SHORT** hairstyles not touching the collars, eyebrows or covering Ears and face and **NOT TIED UP.**
- ❑ No fashion hairstyles- no Mohawks, lines or patterns shaved into the hair.
- ❑ **No hair gel and no form of colourants of highlights are permissible.**

Jewellery: SMART WATCHES ARE NOT PERMISSIBLE

GIRLS: No jewellery may be worn at any time, with the exception of a watch and small sleeper or plain stud earrings (without stones). Officially registered Medic alert / allergy bracelets may be worn. Cultural and religious symbols may be worn with permission from the School Management Team. For permission, please send a request, School Management Team.

No makeup may be worn to school. This includes lip gloss, coloured lip ice, mascara, nail polish, etc.

BOYS: No jewellery may be worn at any time, with the exception of a Watch. Officially registered medical alert / allergy bracelets may be worn. Cultural and religious symbols may be worn with written permission from the School Management Team. For permission, please send a request to the School Management Team.