

PRO ARTE ALPHEN PARK SCHOOL RULES

A. PROCEDURES

- The School Governing Body will handle all serious transgressions of school rules by applying set disciplinary procedures.
- The Principal has the discretion to add, change and implement additional internal rules at any time.
- Disciplinary action will be taken against learners with more than four (4) detentions per annum.

B. RESPONSIBLE BODY OR PERSON

- SGB = School Governing Body
- H = Principal/Deputy Principal/Disciplinary Head
- G = Grade Tutor/Register Teacher
- T = Educator

C. MAXIMUM PENALTY

- 1 = Expulsion or suspension after disciplinary procedure
- 2 = Final written warning, letter and debit points
- 3 = Debit points

D. DEFINITION OF WORDS AND TERMINOLOGY USED IN THIS DOCUMENT

- School premises = all school property (e.g. buildings, hostel, school grounds, vehicles etc.).
- Detention = a penalty and a result of the accumulation of debit points for the transgression of the rules.
- Direct detention = a further disciplinary action and is given for the recurrence of specific transgressions.
- Expulsion = the action taken by the SGB in accordance with the law, after a just disciplinary hearing.
- Suspension = a temporary action taken by the SGB, as a corrective measure, for a short period as prescribed by the SA Schools Act.
- Safekeeping = the storage of items in accordance with prescribed regulations, for a period.
- Fine = a monetary amount payable as determined by the principal and SGB.

PLEASE NOTE:

1. Learners and parents are required to accept the school's code of conduct as well as the school rules and they must sign the applicable document.
2. The non-compliance with or breach of the school rules will result in the application of disciplinary procedures and in serious cases the learner will be requested to leave the school.
3. The school will not be liable for the loss of any valuable items brought onto the school premises by learners or parents.

1	SERIOUS OFFENCES	ACTION	DEBIT POINTS	RESPONSIBLE PERSON	MAXIMUM PENALTY
1.1.	No weapons of any kind (knives, guns, bats, etc.) are allowed on the school premises.	Immediate suspension from school premises. Disciplinary procedures to be initiated. Criminal charges may be laid at SAPS.		SGB	1
1.2.	The throwing, beating or shooting with any object with the intention to harm a person or damage Property is not allowed.	Immediate suspension from school premises. Internal hearing conducted by disciplinary committee.	6 Debits	SGB H	1 2
1.3.	No learner will withhold any information required by the school authorities for the maintenance of good order and discipline at the school.	Internal disciplinary hearing.	6 Debits	SGB H	1 2
1.4.	Learners are strictly prohibited from smoking or from being in possession of smoking material, or from accompanying or being in the presence of other learners who are smoking at school, or out of school whilst dressed in school uniform or whilst in any public place whilst on a school excursion or other school business or from smelling of cigarette smoke.	Parents will be informed and a fine of R200 will be levied. After 3 transgressions/fines the learner will be suspended. The learner will have 7 days to pay the fine. If the learner is caught smoking outside the school premises, he/she will be given a fine of R300.	6 Debits	SGB H	1 2
1.5.	The use and/or possession of drugs or narcotics on the school premises or at school functions and regardless of the age of the learner is prohibited. The selling or trafficking of drugs, narcotics or alcohol on or outside of the school premises in school uniform or civilian dress, is prohibited.	Expulsion or suspension depending on the circumstances and at the discretion of the SGB following an investigation. Disciplinary action will be taken. Drug test will be conducted, if there is evidence of any substance abuse, the school will be obliged to do the drug test. Permanent expulsion.	6 Debits	SGB	1
1.6.	Any form of vandalism (including the drawing of graffiti) will be regarded as a serious transgression.	Immediate suspension from school property until the damage has been repaired by learner/parent/guardian. For multiple offences, expulsion.	6 Debits	SGB H	1 2

1.7.	No form of gambling whatsoever, notwithstanding whether or not money or any other form of advantage changes hands, may take place on school property or while the learner is attired in school uniform; similarly, possession of any implements used for gambling is prohibited.	Money and gambling items will be forfeited. A final written warning will be given to the learner.	6 Debits	SGB H	1 2
1.8.	Theft of any kind is prohibited.	Immediate suspension from school premises until the learner/parent/guardian has paid for the damages. External hearing.	6 Debits	SGB	1
1.9.	Fighting, pushing, elbowing, bullying (emotional bullying, cyber bullying) assault or threatening to assault any person. Similarly, no form of intimidation on school premises (including outside of school premises) is permitted.	Immediate temporary suspension from school premises. External hearing.	6 Debits	SGB H	1 2
1.10.	Depriving another learner of the right to an education and dignity is prohibited.	Immediate suspension from class. Educator must contact parents.	6 Debits	SGB H T	1 2
1.11.	Sexual transgressions (physical and/or verbal), sexual acts and pornography on school or hostel premises or in school uniform is prohibited.	Parent/guardian will immediately be informed. Suspension from school premises. Internal and / or legal (SAPS) procedures to be followed.	6 Debits	SGB H	1 2
1.12	Derogatory remarks/ racial/ xenophobic remarks or acts, also insults the dignity of or defames any learner or other person, which includes racist remarks is prohibited.	Depending on the severity, the case will be referred to the SAPS. Disciplinary action will be taken. Internal and legal procedures, where applicable, will be followed.	6 Debits	SGB H	1 2
1.13	The use or possession of any beverage or substance containing alcohol, in whatever concentration and regardless of the age of the learner whilst at Pro Arte Alphen Park or whilst attired in school uniform or on any school business, is strictly forbidden.	Disciplinary action will be taken. Breathalyzer test will be conducted.	6 Debits	SGB H	1 2

1.14	Any behaviour that brings the school into disrepute –or any acts of public indecency are prohibited.	Disciplinary hearing-schedule 1 possible suspension.	6 Debits	SGB H	1 2
1.15	Buying/selling of personal items and trading are strictly prohibited.	Goods being sold will be confiscated.	6 Debits	H	2
2	GANG VIOLENCE	ACTION	DEBIT POINTS	RESPONSIBLE PERSON	MAXIMUM PENALTY
2.1.	Gang-related activities, intimidation, blackmail, or violence is prohibited.	Immediate suspension from school, internal and legal (SAPS) procedures will be followed.	6 Debits	SGB	1
3	REGULARITY RULES	ACTION	DEBIT POINTS	RESPONSIBLE PERSON	MAXIMUM PENALTY
3.1.	No learner will be allowed to leave the school premises during school hours without prior written authorisation of the principal or deputy principal. See 5.2	Parent/guardian will be informed immediately and the learner will Receive a direct detention.	6 Debits	G	3
3.2.	No learner will be allowed to drive or park any motor vehicle/motorcycle on the school or hostel premises without prior authorisation.	Vehicle keys will be handed to the principal for safe keeping. Learners with motor vehicles must hand in a copy of their driver's licence.	6 Debits	G H	3 2
3.3.	No cellular phones, radios, MP3 players, iPods, iPads, tablets, or any similar electronic or audiovisual equipment may be used at school. No bluetooth speakers of any kind are allowed. Cellphones may be brought onto the school premises with the following restrictions: Cellphones may not be visible to the educator whilst in the classroom. Cellphones may not be activated (switched on) whilst a learner is in a classroom or whilst moving between classes. A cellphone activated in the silent or meeting mode is deemed as an active device. Pro Arte Alphen Park shall not bear any responsibility for the theft, damage or any other consequences arising from possession of such device; learners introduce such device to the school at	The item will immediately be taken into safe-keeping by the educator, placed in an envelope with the learner's name and signature on the envelope and will be kept in the safe for three months. Cellular phones will be handled in a similar manner, except that the SIM card will be removed from the instrument and handed back to the learner. Such items may only be claimed with proof of identification. Recurring transgressions will be handled at the discretion of the principal. Debits and direct detention will be given. If the learner's item is confiscated for the second time in a year that item will be kept for six months.	6 Debits	T H	2

	their own risk.				
4	 GROUNDS	 ACTION	 DEBIT POINTS	 RESPONSIBLE PERSON	 MAXIMUM PENALTY
4.1.	Parking areas are out of bounds to learners.	Staff/learner council members on duty will give immediate debits to learners found loitering in car parks.	1 Debit	T G	3
4.2.	Littering will not be tolerated. Dustbins must be used.	Learners caught must pick up all litter near where it was thrown and put it in a rubbish bin. Debits are given.	1 Debit	T	
4.3.	No hostel learner may visit the hostel during school hours except in the case of illness. Hostel learners who feel ill must report to the school administration office to obtain permission from the senior hostel teacher to return to the hostel.	Receive debits.	1 Debit	T	
4.4.	Learners may not be in a classroom at break, before or after school without a permission of a teacher	Loiterers in unauthorised areas will be admonished and receive debits.	1 Debit	T	
5	 TARDINESS AND LEAVING OF SCHOOL GROUNDS DURING SCHOOL HOURS	 ACTION	 DEBIT POINTS	 RESPONSIBLE PERSON	 MAXIMUM PENALTY
5.1.	Learners who are late for school must report to the office before joining their next class. Also, see 9.3	Late comers will not be allowed in a class without a letter signed by the receptionist. Should a learner be late from a previous period, she/he must provide a signed letter from the teacher.	1 Debit	H T	3
5.2.	No learner will be allowed to leave the school premises without a permission letter from the office. Learners with the necessary permission must be collected by their parent/guardian in the foyer.	Immediate detention. Parents will be contacted.	6 Debits	H	
5.3.	Doctors', dentists' and drivers' licence appointments should preferably be made after 14:10.				

5.4.	Only learners with signed diaries (or a teacher's pass) in their possession will be allowed on the corridors during class time.	Debits will be given if no diary or teacher's pass can be presented by the learner.	1 Debit	G/T	
5.5.	Changing classes must be executed in an orderly fashion within 5 minutes of the ringing of the bell.	Names of late-comers must be recorded on Smart+. 6 debits will be issued for every 3 lates.	3 Lates = 6 Debits	T/H	
5.6	Learners have 5 minutes to get to class after break. A second bell will indicate the end of the 5-minute period after which educators will not allow any learners into class.	Learners outside class will be asked to check that the school grounds are neat and tidy. They will then be allowed back into class provided they have a note from the deputy principal.	3 Lates = 6 Debits		
5.7	Learners should visit the toilet preferably during break. In an emergency during class periods the toilet may only be visited if the teacher gives permission and his/her signature, the date and time is written in the learner's diary or the learner carries the teacher's pass.		1 Debit		
6	CLASS ROOMS	ACTION	DEBIT POINTS	RESPONSIBLE PERSON	MAXIMUM PENALTY
6.1	Food and drink may not be consumed in classrooms or in the hall.	All food and drink (including water), will be taken from learner and thrown away.	1 Debit	T	
6.2	Chewing of gum is forbidden.	Debits will be issued.	1 Debit	T	
6.3	Classrooms must be kept neat and tidy always. Teachers will see to it that learners keep classes neat and tidy before leaving the class.	Learners who make a mess in classrooms must clean up under the supervision of the teacher and will receive debits.	1 Debit	T	
6.4	All books must be cared for. Only school bags which provide the necessary support may be used. No offensive writing, scratching or slogans may appear on school bags - the Principal's discretion will be applied in cases of doubt.	Learners must replace books which they have ruined. The school reserves the right to take back books until a suitable school bag has been provided. School bags must be cleaned or replaced at own cost.	1 Debit	T G	3

7	BUSES	ACTION	DEBIT POINTS	RESPONSIBLE PERSON	MAXIMUM PENALTY
7.1.	Appropriate and orderly behaviour is expected of learners on buses. Bus prefects will exercise discretion regarding offences and will report all offences to the bus driver and to the teacher responsible for buses. Bus prefects must act according to the prescribed Code of Conduct for bus prefects always.	The misbehaviour will be reported to the Deputy Principal for Discipline , who will sign the debit form.	3 Debits	Teacher in charge of buses	
8	ABSENTEEISM	ACTION	DEBIT POINTS	RESPONSIBLE PERSON	MAXIMUM PENALTY
8.1.1	Absenteeism from tests and exams require a medical certificate. A valid medical certificate issued on the day of absence must be presented to the subject teacher on the day that a learner returns after an illness.	No marks will be given for tests/exams and/or portfolio work done if a learner was absent without a medical certificate.		T	
8.1.2	Other forms of absenteeism demand a letter from a parent/ guardian.		1 Debit	T	
8.2.	Learners who feel ill or are injured at school must report to the office. The secretaries or a teacher will call the parents/guardian. Learners are not allowed to phone parents/ guardians directly in this instance. Parents/ guardians may only be called directly by the learner with the permission of said staff member.		3 Debit	H	
9	NEGLECT OF DUTY	ACTION	DEBIT POINTS	RESPONSIBLE PERSON	MAXIMUM PENALTY
9.1.	Truancy.	The parent/guardian will be informed immediately. Direct detention.	6 Debits	G	3 2
9.2.	Disregarding of instructions.	Debit will be issued. Serious cases will result in 6 debits.	1 - 6 Debits	T G	3 2

9.3.	Late-comers Learners must be at school at 07:35. Entering premises after 7:35 will be considered as late.	The gate will be closed as soon as at 07:45. Late-comers' names are recorded. If a learner is late more than once in a week, he/she will attend a break detention on a Monday morning. If the learner does not attend the detention, he/she will receive debits. If the learner must attend two or more break detentions, parents will be informed that their child could be suspended.	1 Debit 6 Debits	T G	
10	MISBEHAVIOUR	IMMEDIATE CONTACT WITH PARENTS/ GUARDIANS	DEBIT POINTS	RESPONSIBLE PERSON	MAXIMUM PENALTY
10.1	Serious misbehaviour that denies other learners the opportunity to learn.	The learner will be removed from the class until the learner and parent/guardian have signed an undertaking that the same or a similar transgression will not take place in the future. The document will be placed in the learner's file for future reference. The relevant teacher must record the incident on Smart+.	6 Debits	SGB H T	1 2 3
10.2	Disrupting an assembly.	The learner stands during assembly. Debits will be given.	2 Debits	G	
10.3	Unacceptable use of language.	Debits are given.	6 Debits	T G H	3 2
10.4	Aggressive behaviour towards teachers, workers and other learners.	The learner is referred to the principal and is immediately removed from the school grounds. Parents will be contacted immediately. Disciplinary and legal action (where applicable) will be taken.		H SGB	2 1
10.5	Dishonesty in exams/ tests.	No marks are given. The incident is recorded on the learner's file. Disciplinary steps to be taken.	6 Debits	H SGB	2 1
10.6	Undermining authority.	The learner is referred to the counsellor. Debits are given. The incident is recorded on the learner's file.	6 Debits 6 Debits 3 Debits	G H T	3 2

10.7	No unacceptable physical contact is allowed.	Learner(s) will be referred to the counsellor and the head of the Life Orientation department.	6 Debits 6 Debits	G H	3 2
10.8	Only one (1) learner is allowed per toilet cubicle. No forced entry to a toilet cubicle will be allowed.		3 Debits	G H	3 2
11	APPEARANCE	ACTION	DEBIT POINTS	RESPONSIBLE PERSON	MAXIMUM PENALTY
11.1.	BOYS				
11.1.1.	No make-up may be worn.	Debits will be given. Make-up will be removed by the learner at the administration office under supervision of one of the administrative staff.	1 Debit	T G	3
11.1.2	No jewellery may be worn - this includes nose rings, tongue rings and earrings.	Items will be handed in for safe-keeping until the end of the term. Debits will be given.	1 Debit	T G	3
11.1.3	Hair should at all times be neat and befitting of the school uniform. Hair must not hang in the eyes: the fringe may not touch or extend past the eyebrows. Hair Colour Hair must be a natural hair colour. No dye may be used on the hair Shaving of the hair into patterns is not allowed.	A learner should fix his inappropriate hair style by the following week. Where there is any dispute about appearance (hair or uniform) a committee consisting of the Principal, a Deputy Principal, the Grade Tutor and the President of the ELRC will make the final decision. A majority decision of the committee will be binding.	1 Debit		
11.1.4.	Boys must be clean-shaven.	Debits will be issued. The boy will report to the office to rectify the problem. Repeat-offenders' parents will be contacted.	1 Debit	O G	3

11.2.	<p>SCHOOL UNIFORM: BOYS</p> <p>Clothes must be neat and clean and should be worn according to the season. School uniform rules must at all times be adhered to. Only grade 12's may wear white shirts and agreed upon pull-over (white).</p>	<p>Any dispute over the application of uniform rules will be resolved at the discretion of the principal. If clothing regulations are not adhered to, the parent/guardian will be contacted to rectify the situation.</p>		<p>T/O G H</p>	<p>3 2</p>
	<p>Untidy, torn or incorrect items of clothing are inadmissible.</p>	<p>Untidy, torn or incorrect items of clothing will be replaced from the school clothing bank at the parent/guardian's expense. The parent/guardian will be informed accordingly. Items taken into safe-keeping will be returned at the end of the day. Debits will be given.</p>	<p>1 Debit</p>	<p>T G H O G H</p>	<p>3 2 3 2</p>
11.2.1.	<p>TROUSERS:</p> <p>Grey long or short pants with 20mm black belt and 50x50mm buckle without decorations/ logos.</p>		<p>1 Debit</p>	<p>T/O G</p>	<p>3</p>
11.2.2.	<p>SHIRT</p>				
	<p>SUMMER:</p> <p>Prescribed light blue short-sleeved open collar shirt. If a long-sleeved shirt is worn, the school tie must be worn as well. No T-shirt or vest may be visible under the school shirt.</p>		<p>1 Debit</p>	<p>T/O G</p>	<p>3</p>
	<p>WINTER:</p> <p>Prescribed light blue long-sleeved shirt and compulsory tie.</p>		<p>1 Debit</p>	<p>T/O G</p>	<p>3</p>
11.2.3.	<p>SOCKS:</p> <p>Grey long socks with grey short pants or short grey socks with long pants.</p>		<p>1 Debit</p>	<p>T/O G</p>	<p>3</p>
11.2.4.	<p>SHOES:</p> <p>Black, polishable shoes not higher than 1cm are permitted. School shoes that are worn down at the back or unacceptable shoes, such as sneakers or "tekkies" are not allowed.</p>		<p>1 Debit</p>	<p>T/O G</p>	<p>3</p>

11.2.5.	SCHOOL BLAZER: Prescribed royal blue blazer.				
11.2.6.	JERSEY: Prescribed long-sleeved jersey or pullover in the correct size.		1 Debit	G T/O	3
11.2.7.	SCARF (only in winter): Only prescribed school scarves may be worn. Tassels may not be cut off.		1 Debit	G T/O	3
11.2.8	BEANIE (only in winter): Only prescribed beanie may be worn with school badge and name clearly visible. No hoods may be worn in class.		1 Debit	G T/O	3
11.2.9	Skinny trousers and baggy pants are not allowed.	Debits will be given daily until the problem is rectified	1 Debit	T/O G	3
12	APPEARANCE	ACTION	DEBIT POINTS	RESPONSIBLE PERSON	MAXIMUM PENALTY
12.1.	GIRLS				
12.1.1	No make-up may be worn.	Debits. Make-up will be removed by the learner at the administration office under supervision of one of the administrative staff.	1 Debit	T G	3
12.1.2.	No lip gloss or lipstick of any colour is allowed.	Lip gloss or lipstick must be removed immediately. Debits are given.	1 Debit	T	3
12.1.3.	Nails must be neat and short. No false nails are allowed. Only clear nail polish may be used.	Debits. Nails must be cut and nail polish removed at the office under supervision of one of the administrative staff.	1 Debit	T G	3
12.1.4.	No jewellery may be worn except two thin identical, standard gold/silver sleeper earrings or studs (no bigger than 3mm and 8mm in diameter) - ONE per earlobe. No nose rings or tongue rings may be worn. No other facial piercing is allowed. No stones, gems or pearls are allowed.	Item(s) will be handed in for safe keeping until the end of the term.	1 Debit	T G	3

12.1.5.	<p>Clips must tone in with the hair colour. Ribbons/scrunchie must be plain royal blue, burgundy or black. Only Grade 12 girls may wear white hair accessories. Flowers or bows are not allowed. Hair accessories may not be glossy or shiny.</p>	Debits.	1 Debit	T	3
12.1.6	<p>Hair should at all times be neat and befitting of the school uniform.</p> <p>If hair (in any style) touches the shoulders, it should be tied back in a ponytail, a neat bun or a plait. The fringe may not touch or extend past the eyebrows.</p> <p>Hair accessories should be limited to headbands, elastic or ribbon in plain royal blue, burgundy, black or white (in the case of Grade 12 girls). No ornamental hair accessories such as flowers, colourful or diamante clips will be allowed.</p> <p>Hair Colour Hair must be a natural hair colour. No dye may be used on the hair.</p> <p>Hair styles Braids must be in one colour (either colour 1, 2 or 4). If the hair is long, ponytails, a neat bun or plaits are allowed. Hair may not extend to the waist when tied up. Hair must be tied up if it touches the shoulders.</p> <p>Cornrows and plaits are allowed. The colour of the plait must match the hair at the point of attachment.</p> <p>Weaves should only be one colour. Only straight hair pieces will be allowed. The fringe must not touch the eyebrows. The weave must match the hair colour at the point of attachment.</p> <p>Dreadlocks must be neat at all times. Long dreadlocks must be tied back.</p>	<p>Learners will have to fix incorrect hair by the following day. Debits will be issued daily, after three times, disciplinary action will be taken if hair is not fixed.</p> <p>Where there is any dispute about appearance (hair or uniform) a committee consisting of the Principal, a Deputy Principal, one other educator and the President of the ELRC will make the final decision. A majority decision of the committee will be binding.</p>	1Debit	T	3

	<p>Afros/natural hair must be neat and kept away from the face with a hair band (if necessary).</p> <p>Shaving of the hair into patterns is not allowed.</p>				
12.2.	SCHOOL UNIFORM: GIRLS				
	<p>Clothes must be neat and clean and should be worn according to the season. School uniform rules must be adhered to. Only grade 12 learners may wear white shirts and agreed upon pull-over (white).</p>	<p>Any dispute over the application of uniform rules will be resolved at the discretion of the principal. If clothing regulations are not adhered to, the parent/guardian will be contacted to rectify the situation.</p>		T/O G H	3 2
	<p>Untidy, torn or incorrect items of clothing are in admissible.</p>	<p>Untidy, torn or incorrect items of clothing will be exchanged from the school clothing bank at the parent/guardian's expense. The parent/guardian will be informed accordingly. Items taken into safe-keeping will be returned at the end of the day. Debits will be given.</p>		T/O G	3
12.2.1	SKIRT or TROUSERS				
	<p>SUMMER: Prescribed 6-panel royal blue skirt (no shorter than 4 fingers above the knee when standing on knees) or prescribed royal blue girls' trouser. Skirts may NOT be worn as hip-skirts.</p>	<p>Rectify immediately for the next school day.</p>	1 Debit	T/O G	3
	<p>WINTER: Prescribed 6-panel royal blue skirt (no shorter than 4 fingers above the knee when standing on knees) or prescribed royal blue girls' trouser.</p>		1 Debit	T/O G	3
12.2.2	SHIRT				
	<p>SUMMER: Prescribed light blue short-sleeved shirt without a tie. No visible T-shirt or vest is allowed under the school shirt. In the event where a learner has a shirt without a tie the button may not be buttoned. The button may only be buttoned if learner has a tie.</p>		1 Debit	T/O G	3

	WINTER: Prescribed light blue long-sleeved shirt with compulsory tie. No visible T-shirt or vest is allowed under the school shirt.		1 Debit	T/O G	3
12.2.3	SOCKS				
	SUMMER: Royal blue, turned over approximately 4 cm.		1 Debit	T/O G	3
	WINTER: Prescribed royal blue pantyhose without holes.	Pantyhose with holes, tears or ladders must be replaced immediately.	1 Debit	T/O G	3
12.2.4.	SHOES: Black, polishable, acceptable school shoes. Unacceptable shoes such as sneakers, tekkies, etc. are not allowed.		1 Debit	T/O G 3	3
12.2.5.	SCHOOL BLAZER: Prescribed royal blue blazer.				3
12.2.6.	JERSEY: Prescribed long-sleeved jersey or pullover of the correct size.		1 Debit	T/O G	3
12.2.7.	SCARF (only in winter): Only prescribed school scarf may be worn. Tassels may not be cut off. Scarfs may only be worn in winter.		1 Debit	T/O G	3
12.2.8	BEANIE (only in winter): Only prescribed beanie may be worn with school badge and name clearly visible. No hoods may be worn in class.		1 Debit	G T/O	3
12.2.9	Skinny trousers and baggy pants are not allowed.	Debits will be given daily until the problem is rectified	1 Debit	T/O G	3
13	OTHER CLOTHING	ACTION	DEBIT POINTS	RESPONSIBLE PERSON	MAXIMUM PENALTY
13.1.	Tracksuit maybe worn during winter on Fridays with a golf shirt. The golf shirt may only be worn on a Friday and only with tracksuit pants. No tracksuits or golf shirts may be worn during ANY of the examination periods. (June or Nov)	Learners will receive debits for incorrect uniform. Parents will be contacted.	3 Debits	T G	3

13.2	Learners are not allowed to wear civilian dress during school hours (including examinations) unless it is an official school "civvie" day.	Learners will not be allowed on school premises. Parents will be contacted and learners will be sent home to dress in correct school uniform. Debits will be given.	3 Debits 6 Debits	G H	3 2
14	LOCKERS		DEBIT POINTS	RESPONSIBLE PERSON	MAXIMUM PENALTY
14.1.	Must be locked at all times, and may not be used during and between class periods.	Debits.	1 Debit	G T/O	3



1. D6 School communicator

Getting our messages and information to parents and learners has never been easier. The School Communicator is an integrated communications solution that allows us to communicate with all of you using a variety of tools such as News, Calendar events, Resources, Photos, Homework, Exam time tables, etc. No matter where you are, we'll make sure you stay informed. Please ensure you download this application on your smart phone or onto your computer. **Go to www.schoolcommunicator.com and click on "Downloads"**



2. My School

MySchool is one of South Africa's biggest fundraising programmes and allows you to make a difference to our school, just by shopping. Every time you use your card at any of the partner stores they'll give back a percentage of your purchase value, on your behalf, to the school you choose at absolutely no cost to you! Get your free card today. Every swipe counts so please help support our school. **Go to www.myschool.co.za and click on "Get a Card"**

Parent/Guardian: _____ Learner: _____

Date: _____ Date: _____