

CODE OF CONDUCT

HERITAGE KNOWLEDGE GROWTH



CONSTANTIA KLOOF PRIMARY SCHOOL

CODE OF CONDUCT

Date	06 June	Date policy	7 June 2024	Date of next	2025
approved:	2024	will take		review:	
		effect:			15
Developed by:	SMT and S	School Governing	Body (SGB)		
Approved by:	School Go	verning Body			
Responsible	School Go	verning Body	= = = = = = = = = = = = = = = = = = = =		
Body:					
Supporting	Legislation (see below)				
documents,					
procedures					
and forms for					
this policy:					
References	Main legislation:				
and	The Constitution of the Republic of South Africa (1996)				
legislation:	The South African Schools Act (1996) as amended (Section 5)			5)	
ž.	National Education Policy Act (Act 27 of 1996)				
	Gauteng Schools Education Act No.6 of 1995				
	Circular 21/2010				
Scope:	SGB, School Management Team (SMT), Educator Staff, Learners				
Expiry date of	This policy remains in force until replaced by a policy revised and				
the policy:	approved by the SMT and the SGB.				

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CODE OF CONDUCT

1. INTRODUCTION

The South African Schools Act of 1996, 3 (6) states that "nothing shall exempt a learner from complying with the Code of Conduct of the school." The School, its Educator staff, and the Governing Body, recognise and accept that no person may administer corporal punishment to a learner.

It is every learner's right to receive an education and, while the school will strive to provide the educational opportunities, it is important that learners understand their responsibilities in the process.

Discipline will be applied where behaviour is inappropriate and always with a positive aim: to modify behaviour and prevent future infringement. The discipline code applies whenever a learner may be associated with Constantia Kloof Primary and not only during School hours. In all disciplinary procedures we will endeavour to be fair, consistent and impartial.

Learners may be guilty by association; those in the company of others at the time they are guilty of infringements, can be believed to be similarly culpable and may be subjected to the same or other disciplinary action.

Expulsions and suspensions will be according to the South African Schools Act, 1996, or other relevant legislation. Where applicable, counselling will be offered and the School's facilities and advice made available.

2. SAFETY REGULATIONS

- i. At breaks and before school, learners may play and run around on the field, however, no violent games should be played. As balls and toys get lost, stolen or broken, they should not be brought to school.
- ii. Learners who run on corridors are a danger to others and themselves. Pushing and shoving others is inconsiderate.
- iii. No learner is allowed to leave the school property before the end of the school day as per protocol. A learner will only be allowed off the school property if accompanied by an authorised parent.
- iv. Learners not participating in extra and co-curricular activities should leave the school Premises by 14h00. Learners participating in extra and co-curricular activities must be fetched from school at the given time.
- v. Learners must be collected from the collection point. Should your child not be collected by the given time, he/she will remain at the collection point at the parent's own risk.

3. SCHOOL ATTENDANCE

- i. It is the responsibility of the parent/guardian to ensure that the learners attend school regularly. Learners are expected to attend school on time. School starts at 07:35 daily.
- ii. The class register is the official record of learner attendance and absenteeism.
- iii. A learner is deemed "present" in class when the class register is marked (registration period), or is participating in a school activity (official, educational, cultural, recreational, or social activity of a school within or outside the school premises).
- iv. A learner is marked absent, if not present during the scheduled register period.
- v. If a learner arrives late, the register will be adjusted accordingly.
- vi. A late coming register will be kept daily. Parents will be informed accordingly if the late coming becomes a norm.

- vii. Parents are to inform the class educator, in writing, via email or phone the school when a learner is absent. A notice must also be sent to the class educator if a learner is absent due to religious or cultural observance.
- viii. If a learner is absent for a scheduled assessment, a medical certificate needs to be submitted for a re-assessment date.
- ix. Learners who have been absent for more than ten (10) consecutive school days, without a valid reason, may be de-registered. If such a learner wants to return to school, the Admission Policy of the school will apply.
- x. Learners are not permitted to leave early from school, unless in the case of a family emergency, religious reasons or a doctor's appointment that cannot be made after school hours. Any work missed is the onus of the parent and child to catch up.
- xi. Parents must sign out all learners collected during school hours in the relevant register kept in the school office.

4. LEARNERS:

At Constantia Kloof Primary School, we believe that each child has the right to be educated in an environment conducive to quality teaching and learning. Our Code of Conduct has been designed to encourage our students to apply themselves to their studies. It promotes the Mission Statement of the school and basic objectives; a well-balanced, broad education for learners, a professional environment for educators and a milieu for the extension of universally accepted values and principles. This code is the product of consultation and input from the educators, learners and parents. This is a dynamic document, requiring ongoing deliberation and revision in order to satisfy the needs of the school community. We assume that learners attending this school will have been taught, by their parents, to respect the rights of others. In doing so, healthy working relationships will be created between parents, educators and learners, building relationships essential for the creation of a constructive learning environment. The staff of Constantia Kloof Primary School undertake to educate each learner in the basic rights of other individuals be they staff, parents or fellow learners. Learners are to understand that they each, through their own response and daily behaviour, must encourage the attainment of the School's objectives.

- i. Mutual respect, courtesy, and an awareness of the needs of others, will be maintained between all the role players, i.e. learners, educators, parents, support staff and visitors.
- ii. Each learner should make the most of every opportunity to achieve well in school by doing homework as required and showing commitment to academic achievement
- iii. Learners are expected to respect School property, and the property of others, at all times.
- iv. Learners are not allowed to cheat, swear, smoke, drink alcoholic beverages, use narcotics, possess pornographic material, dangerous weapons. This includes the use or inhalation of any substance that has an impact on the cognitive and emotional ability of the learner, unless medically prescribed, such as, but not limited to, vaping, e-cigarettes and hubbly bubblies.
- v. Learners represent the School in a variety of spheres and should therefore dress according to the school's dress code.
- vi. Politically inflammatory, racist remarks, fighting or bullying, unseemly or inappropriate physical contact of any nature will not be tolerated. There is a zero-tolerance of bullying at the school.
- vii. Parents are primarily responsible for the discipline of their children. Breaking of School rules will result in disciplinary measures being taken, such as:

- a) Warnings and detentions
- b) Disciplinary meetings with the Educators and SMT
- c) Disciplinary Hearing with the SGB and/or District Officials
- d) Suspension/Expulsion for serious misdemeanors pending a fair hearing.

viii. Learners are encouraged to participate in as many aspects of school life as possible.

4.1 MERITS AND WARNINGS

These actions are not acceptable at Constantia Kloof Primary School. Jurisdiction and scope of Code of Conduct: During school hours, at all school events on or off the property, at all times when the learner is dressed in the school uniform and is recogniseable as a learner from our school. The appropriate consequences are:

ACADEMIC WARNINGS

VERBAL WARNING 3 verbal = 1 warning	1 WARNING	2 WARNINGS	DEPUTY
Non return of reply slips	Copying another learner's work	Cheating in a test	
Books/homework left at home/not done	Allowing a learner to copy your work		
Diary at home	Assessment not signed		
Work not done in class			

BEHAVIOURAL WARNINGS

VERBAL WARNING 3 verbal = 1 warning	1 WARNING	2 WARNINGS	DEPUTY
Chewing gum	Misbehaviour on corridors	Graffiti Vandalism	Malicious damage to school property or property not belonging to the person
	Foul language	Inappropriate displays of affection	Indecent behaviour / Sexually harasses another learner
	Deliberate disruption of lessons	Intimidation/teasing	Confirmed bullying/hate speech
	Cheekiness / insolence	Rudeness or disrespect to fellow learners or adults.	
CONFISCATION:	Out of bounds areas e.g. car park areas	Aggressive behaviour	Possession of a weapon or similarly dangerous object
Incorrect garment accessories i.e scarves, beanies	Disobeying a reasonable instruction	Bringing school's name in disrepute	Transgressions as per Learner Code of conduct, point 4
Cellphone use on school property	Dangerous play	Forging signature / Document / fraud Parents to be emailed	Continuous dangerous play
	Dishonesty	Truancy	Theft
	Late for class	Endangering the safety of self and others	Continued truancy
	Incorrect uniform/ repeated uniform infringements	Verbal Fighting / Verbal Assault	Assaults another person/ physical fighting

-X	Tampering with other learners' lockers/bags	Throwing stones or other dangerous / heavy objects	
		Deliberate disregard of educator's punishment	

4.2. DISCIPLINE PROCEDURES

4.2.1 ISSUING OF MERITS:

Merits are awarded, at the educators' discretion, for academic performance, good work, acts of kindness, good and improved behaviour etc. Learners who earn 10 merits will receive a tuckshop voucher, from their respective Grade Head, that can be spent at the tuckshop.

4.2.2 ISSUING OF WARNINGS:

i. Academic Warnings:

First offences are awarded as verbal warnings. Academic warnings are only issued from the third transgression (for things like homework not done, assessments not returned etc.) After a third verbal warning, a formal warning will be logged. These formal warnings will contribute to the issuing of detention/sanctions.

ii.4.2.2 Behavioural Warnings:

Behavioural transgressions will be dealt with immediately, according to the warning system (refer to the School Code of Conduct in the learner diary.) Where warranted the learner in question may be sent to a Deputy Principal for further intervention. When a warning is logged on the system, you should receive an SMS to inform you. Should you not get an SMS, please let your child's register teacher know. Be sure that the school has your current cell phone number.

On the last Friday of each month, or as needed, the Grade Heads will print out the warning analysis for each child who has 4 or more warnings issued. This will go home for signing and be returned, so that you, as the parent/guardian, are kept informed. Parents/guardians will also receive an email regarding this for transparency. The broken down process is as follows:

- > 1st warning
- ➤ 2nd warning
- > 3rd warning
- 4th warning Analysis report sent home for signing
- ▶ 5th warning Detention #1
- ▶ 6th warning
- > 7th warning
- > 8th warning Email/Meeting with parents/guardians
- > 9th warning
- > 10th warning Detention #2. All privileges revoked
- ➤ 11th warning
- ▶ 12th warning
- 13th warning Detention #3 (Principal will hand out a notice of a formal Disciplinary Meeting with the Principal, Deputy Principals and respective Grade Head of the school.)

Learners who receive no warnings will be rewarded monthly with a special treat/activity/jeans and t-shirt day.

4.2.3. DETENTION:

Detention will be scheduled for a Friday afternoon from 14:00 – 15:00 and managed by the Grade Heads. Parents/guardians will be informed timeously in order to make the necessary transport arrangements.

Learners who do not attend the detention, without prior arrangement, in writing, from the parents/guardians, will have to make up the detention. Those names will be forwarded to the SMT for further monitoring and a parent/guardian meeting will also be scheduled with the relevant Grade Head and HOD. Should your child not attend a second detention, a parent/guardian meeting will be scheduled with the Deputy Principal.

We rely on the full co-operation of our learners and parents/guardians in order to keep CKPS a well-functioning school. Your assistance with the above will be most appreciated to maintain the discipline at CKPS.

4.2.4. DISCILPINARY MEETINGS:

Disciplinary meetings will be held with the Exco (Principal and Deputies) and Grade Head at the discretion of the Deputy Principals and Grade Heads for behavioural offences that fall into the Deputy Principal's jurisdiction, as per the warning table indicated in 4.1, as well as for ongoing behavioural warnings being received as well as , but not limited to, detentions being missed. This includes bringing the school's name into disrepute during school hours, at all school events on or off the property, at all times when the learner is dressed in the school uniform and is recogniseable as a learner from our school. Each Disciplinary Meeting will be held in the presence of a parent/guardian as well as the learner. The offence/s will be worded in accordance with he GDE policy stated below in 4.3 and 4.4.

4.2.5. DISCIPLINARY HEARINGS;

Ongoing transgressions following the Disciplinary Meeting will result in a Disciplinary Hearing which will be held with members of the School Governing Body Discipline Committee members, the learner and their respective parent/guardian. Sanctions imposed at such a hearing are at the discretion of the Committee once all evidence has been presented and discussed.

4.3. <u>SCHEDULE 1 (OFFENCES ON GDE POLICY WHICH MAY LEAD TO SUSPENSION)</u> Please note that these are from the GDE policy and suspension may only be implemented at school level at the discretion of the SGB pending or following a fair hearing.

A learner will be guilty of serious misconduct if he or she, intentionally and without just excuse:-

a) seriously threatens, disrupts or frustrates teaching or learning in a class;

b) engages in a conspiracy to disrupt the proper functioning of the school through collective action.

c) insults the dignity of or defames any learner or any other person, which includes racist remarks

- d) distributes, or is in the possession of any test or examination material that may enable another person to gain an unfair advantage in a test or examination.
- e) cheats in test or examination or any other form of assessment such as assignments.
- f) engages any act of public indecency.
- g) sexually harasses another person;

h) is found in possession of or distributes pornographic material; or

i) is under the influence or in the possession of alcohol, narcotics or any other substance that has an impact on the cognitive and emotional ability of the learner, unless medically prescribed, such as, but not limited to, vaping, e-cigarettes and hubbly bubblies.

4.4 <u>SCHEDULE 2 (OFFENCES ON GDE POLICY WHICH MAY LEAD TO EXPULSION)</u> Please note that these are from the GDE policy and expulsion may not be implemented at school level without consent from the HOD.

A learner will be guilty of serious misconduct if he or she:-

 a) is found guilty of misconduct as contemplated in Schedule 1 after having been found guilty of the same or similar misconduct on two previous occasions;

b) fails to comply with a punishment of suspension as a correctional measure; or

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- c) intentionally and without just excuse
 - i. forges any document or signature to the potential or actual prejudice of the school;
 - ii. trades in any test or examination question paper or in any test or examination material;
 - iii. attempts to bribe or bribes any person in respect of any test or examination to enable himself or herself or another person to gain an unfair advantage therein;
 - iv. engages in fraud;
 - v. engages in theft, or otherwise acts dishonestly to the prejudice of another person;
 - vi. is in possession, of, consumes or deals in any illegal substance or other harmful substance;
 - vii. is in possession of, uses or transmits narcotic or unauthorized drugs or on visible evidence of such possession, use or transmission;
 - viii. assaults or threatens to assault another person;
 - ix. holds any person hostage;
 - x. murders any person;
 - xi. rapes any person, or engages in any sexual activity which amount to an offence in law; or
 - xii. maliciously damages property

4.5. SCHOOL UNIFORM

It is imperative that learners wear the complete summer and winter uniforms, as this promotes a sense of pride in the child. No variation to the uniform, as specified, will be permitted, if not applied for via the school office in writing, to info@ckps.co.za, prior to the variation being implemented. For religious observances, where a variation is required, parents are to inform the school timeously, as per our Religion Policy. It is requested that the colour black be worn in such cases so as to blend in with the school colours. Sloppy or untidy appearance will not be tolerated. Any item not listed may be confiscated if worn by a learner. Serious or repeated infringements of the uniform code will result in disciplinary measures according to the school Code of Conduct.

4.5.1.BOYS UNIFORM - GENERAL:

- i. Hair should take the shape of the head, be cut above the eyebrows, be off the collar and above the ears. No under-cuts or steps. Hair should be neat and tidy at all times and no longer than 1,5cm. No mohawks. No patterns may be cut into the hair. Where possible hair should be the same length all the way round. Gel/wax/hair food/hairspray/any other similar hair products/ peroxide/ dye/ braids/dreadlocks/hi-lights are not allowed.
- ii. No jewellery except for watches. No earrings, nose rings or tongue rings allowed.
- iii. No make-up, nor dyed eyelashes.
- iv. No nail polish, false nails or long nails.
- v. No tattoos.
- vi. No Smart watches.

4.5.2. BOYS' SUMMER UNIFORM

- i. White regulation short-sleeve open neck shirt with badge on pocket. Vests may not "stick out" of school shirt.
- ii. Grey shorts (Grade 7 boys to earn 15 merits before they convert to longs in summer).
- iii. Long grey socks with red and white stripes, with black lace-up regulation school shoes laced tightly.

iv. Cherry-red Drimac with red zip and cuffs - Hoodies to be worn down.

4.5.3 Winter

- v. Grey untailored longs.
- vi. White long sleeve shirt with a striped school tie.
- vii. Grey jersey with red and white stripes around the neck and the ribbing on the cuffs and bottom of jersey.
- viii. Cherry-red Drimac with red zip and cuffs Hoodies to be worn down.
- ix. Long grey socks with red and white stripes with black lace-up regulation school shoes laced tightly.
- x. CKPS scarf and beanie grey with red and white stripe are optional.

GIRLS

- xi. Hair must be tied back using red or white elastics/ bands or plain red/white alice bands. Girls who wear braids must wear a colour that is the same as their natural colour, not longer than 40cm strands. No variations in the braids' colours. No beads allowed. Gel/ peroxide/ dye/ dreadlocks/ hi-lights are not allowed.
- xii. No jewellery is allowed, other than plain gold or silver surgical studs or sleepers and watches. Earrings one per ear in the lower hole only. No diamanté type earrings. No nose nor tongue rings are allowed.
- xiii. No make-up, nor dyed eyelashes.
- xiv. No nail polish, false nails or long nails.
- xv. No tattoos.
- xvi. No Smart watches.

Summer

- xvii. Red culottes -Length: 4 fingers above the knee. Not more than 8 cm when standing up straight.
- xviii. White regulation short sleeve open neck shirt with badge. Vests may not "stick out" of school shirt.
- xix. Short white socks-anklets with black regulation school shoes laced tightly.
- xx. Cherry-red Drimac with red zip and cuffs.

Winter

- xxi. Red culottes Length: 4 fingers above the knee. No more than 8 cm when standing up straight. No grey tights or stockings. Grey slacks are optional.
- xxii. White long-sleeve shirt with striped school tie.
- xxiii. Jersey with red and white stripe around the neck and the ribbing on the cuffs and bottom of jersey.
- xxiv. Cherry-red Drimac with red zip and cuffs Hoodies to be worn down.
- xxv. Long grey socks with red and white stripes with black regulation school shoes laced tightly.
- xxvi. CKPS scarf and beanie, grey with red and white stripe are optional.

4.6. JEANS AND T-SHIRT DAYS

Jeans and T-shirt day is optional and is viewed as a privilege. Learners who do not adhere to the rules will forfeit this privilege. All basic school rules will apply. <u>ONLY</u> clothing changes.

4.6.1 Clothing

- i. Full length, plain blue/black jeans and a standard long or short sleeved, crew neck, T-shirt. Jeans may not be torn.
- ii. Jackets or hoodies may only be worn on cold days, over the standard t-shirt.
- iii. Clothing should be neat and tidy with no underwear revealed.
- iv. No high-heeled shoes.
- v. No jeggings or leggings allowed.
- 2. Accessories and/ or other:
 - i. Girls' hair tied up as per school regulations.
 - ii. Boys' hair as per school regulations.
 - iii. Jewellery as per school regulations.
- iv. Shoes are to be laced up.
- v. No make-up.

4.7. SPORTS UNIFORM

An extra-mural timetable is sent out at the beginning of each term, indicating the dates, times, venue, attire and educator responsible for each activity.

4.8. EXTRA AND CO-CURRICULAR ACTIVITIES

- i. An extra-mural timetable is sent out at the beginning of each term, indicating the dates, times, venue, attire and educator responsible for each activity.
- ii. Learners are encouraged to participate in at least one extra-mural or sporting activity per term.
- iii. Commitment and loyalty are expected from our learners. Please do not allow your child to "quit" an activity during the season.
- iv. Learners are to attend every practice session and all matches, unless a letter with a valid reason is personally given to respective coach.
- v. Learners are to be dressed in the correct sporting attire for both practices and matches as specified on the extra-mural timetable.
- vi. Coaches/management reserve the right to withhold any learner from participating in a sporting code for reasons pertaining to the school's code of conduct.
- vii. No correspondence will be entered into with any parent/guardian regarding team selection. The coach's decision is final.
- viii. Parent are encouraged to attend sports meetings whenever possible, however, whilst it is important to be competitive and to perform well, it is just as important to understand that the primary role of the extra-mural teacher is to create opportunities for the children to play. Educators will coach, referee and umpire as best they can and will encourage good sportsmanship. Learners with exceptional abilities, wanting to specialise in their various sports, may well require additional coaching.
- ix. The principals and staff of the schools in our district have spent many years building on the healthy, happy and respectful relationships that exist between the schools, and this cannot be jeopardised by poor behaviour of spectators alongside the fields.

x. If, during a match, and in the opinion of the referee/umpire/school management, any spectator is deemed to be behaving in a manner which is detrimental to the spirit of the game, the spectator will be requested to leave the field/event.

4.9. BULLYING

4.10. CYBER BULLYING

i. Cyber bullying is described as "a constant and hate-filled attack on a person using the internet or other means of electronic communication."

ii. Can be found on social networking sites, in blogs, wikis and other shared communication tools. Forms of Cyber Bullying include threats, humiliating remarks, embarrassing photographs, and phony stories.

iii. Perpetrators can exploit the secrecy of the internet to conceal their identity whilst abusing

their victims.

iv. Constantia Kloof Primary School can prohibit learners' speech if that speech "would substantially interfere with the work of the school or impose upon the rights of learners and educators including the right to be secure".

v. If parents are going to provide internet/social network access to their children, they will be

held accountable for their child's online activities, including cyber bullying.

4.11. CYBER SAFETY PLEDGE

M	Cyber Safety Pledge
0	I will avoid giving out any personal details, such as my name, address, phone number, email, password or school name
2	I will avoid opening emails , thes of web pages from people I don't know or trust
(3)	I) will always check with an adult before dewnloading
(4)	I will never respond to strangers online
5	I will tell an adult if something or someone online makes me, feel unconfortable, scared or confised
6	I will tell an adult if anyone online asks to meet me in person
7	I will block unwanted communication
8	I will remember that posted information cannot be deleted
9	I will think before I poss
10	I will use privacy settings on sovial media sites
111	It will avoid sending any prictures of myself to a stranger
12)	I will ask permission before posting photos of other people.





Signature:	Date:
orginatar or	

4.12. ELECTRONIC DEVICES

- i. All electronic devices are banned from school. If found at school, the device will be confiscated and returned at the end of the term. No exceptions will be made.
- ii. Should a learner be found disseminating undesirable material from any device on school grounds be it music, photos or videos, the device will be confiscated.
- iii. Should a learner's cell phone or electronic device be stolen/go missing at school, the school will not accept any responsibility or get involved in retrieving such a device.

5. PARENTS:

5.1. PARENT CODE OF CONDUCT

- 1. Parents should make appointments to discuss educational matters with educators and communicate timeously regarding issues of concern before they become major issues.
- 2. Parents need to realise that the role of the educator differs from that of a parent and should entrust all educational matters to the Principal and the staff.
- 3. Parents should respect the educators' right to privacy, and should therefore refrain from contacting educators at home after hours. Areas such as the staffroom, staff bathrooms, etc. are also considered private. Educators' telephone numbers may not be given to parents.
- 4. When the Governing Body, Fundraising Committee or general parent body expects educator involvement in functions/activities organised by them, prior consultation is expected.
- 5. Parents are expected to instill the desired values, norms and behavioral patterns in their children. This responsibility is still primarily that of the parent, and may not be abrogated.
- 6. Parents should reinforce the School rules, and co-operate with the educators in order to maintain and improve discipline at the School.
- 7. Support educators in their efforts to teach the children by monitoring homework, checking test results, help set goals. Regularly consult the diary for educator's comments or correspondence.
- 8. The authority of the educator may not be undermined and care should be taken to address problems through the correct channels.
- 9. When there is a problem between a learner and an educator, parents should make every effort to get both points of view before reacting.
- 10. Parental involvement in all spheres of School life is necessary to create a well-balanced School environment.
- 11. Written communication with an educator should be correctly addressed to the educator, on acceptable stationery, and sent to the educator in a sealed envelope.
- 12. Parents may not accost/reprimand other children on or off the school grounds. Kindly approach the Admin office for assistance.
- 13. Parents should respect the educator's time by attending all scheduled and confirmed meetings as requested. Notice of non-attendance is requested/expected.
- 14. Parents should ensure that learners are collected promptly after school/extra mural activities. The use of the collection point is at own risk.

5.2. INTERVIEW PROTOCOL

- i. Academic, personal/emotional, extra mural or cultural activity issues should be discussed with the class teacher/coach as the first step in resolving matters of concern.
- ii. Should the matter not be resolved, the next step would be to set up an appointment with the HOD in charge of that phase/activity, through the office. **Please note** that it is our policy that the educator/coach, initially approached, **has** to be present at such a meeting.
- iii. Should the matter still not be resolved, an appointment should be made with the Deputy Principal, the HOD and the educator/coach, through the office.
- iv. As a last resort, an appointment with the Principal and the above parties may be requested. However, should you not have followed the above steps; you will be referred back to the responsible member of staff. Please note that **all** the parties previously consulted, **have** to be present at this meeting. Under no circumstances will any of the parties previously consulted, be excluded from this meeting.
- v. If the matter under discussion is still not resolved to your satisfaction, you may contact our IDSO, at District Office D12 on (011) 831-5300. **Please note** that the IDSO will not entertain grievances that have not been taken through steps 1 4.
- vi. For any other matters you wish to discuss with the Principal, or any other member of staff, it is imperative that you contact the front office to assist you in setting up an appointment kindly refrain from confronting educators in their classrooms, on the sports field, or on the corridors. Please note that discussion of actions of members of staff will only be done in their presence.

Please remember: Your child's welfare and progress is our primary concern. Please follow our professional advice when it is given. Should we deem it necessary, we will refer you for professional advice outside the school environment, and together we will work towards a solution to the problem. At no stage need any of our learners or parents, who have voiced a problem/concern, be afraid that they will be victimised or discriminated against by any of the staff. It is imperative that we establish a working **partnership** in the best interests of your child/ren.

APPROVED BY	NAME & SURNAME	SIGNATURE	DATE
SGB Chairperson:	Karen Gush	Van	06/06/2024
SGB Secretary:	Joline Smuts	mus	06/06/2024
Principal:	KAREN BERGSMA	Cheyrns	2024-06-06

RATIFIED BY GDE	NAME & SURNAME	SIGNATURE	DATE
District Official:		G	AUTENG DEPT OF EDUCATI
			JOHANNESBURG WEST D12
	GAUTENG DEPT. OF EDUCA	TION	2024 -09- 0 4
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