



POLICY	CODE OF CONDUCT
APPROVED	MAY 2018
REVIEWED	MAY 2021
VERSION	2
SCHOOLS	PRESCHOOL AND PREPARATORY

BACKGROUND

At Broadacres Academy we believe that learning is:

A journey of exploration

A collaboration between learner and teacher

Inspired by curiosity

Guided by professional insight and commitment

Grounded in community values

And focused on the natural development of each child's potential

LEGISLATION

- 1.1. The principles enshrined in this Code of Conduct are based on the Rights contained in the Bill of Rights, as set out in the Constitution of the Republic of South Africa, Act 108 of 1996, ("the Constitution") including but not limited to:
 - 1.1.1. the right to Democracy;
 - 1.1.2. the right to non-discrimination and equality;
 - 1.1.3. the right to privacy, respect and human dignity;
 - 1.1.4. the right to non-violence and the freedom and security of a person;
 - 1.1.5. the right to freedom of expression;

- 1.1.6. the right to a safe school environment; and
 - 1.1.7. the right to education.
- 1.2. The Parents and Pupils accept that whilst these rights are paramount, they are not absolute and can be limited in accordance with the Constitution.

GENERAL

2. GUIDING PRINCIPLES

2.1. The aim of this Code of Conduct is to ensure that Broadacres Academy's Guiding Principles are upheld. Broadacres Academy's Guiding Principles are:

- 2.1.1. to assist Pupils in building strength of character and an appropriate value system;
- 2.1.2. to encourage Pupils to make informed choices, and to accept responsibility for those decisions and their consequences; and
- 2.1.3. to provide a flexible approach to discipline with the aim of developing Pupils as self-disciplined individuals.

3. DISTRIBUTION PROCEDURES

- 3.1. The Code of Conduct is displayed on our school website.
- 3.2. By reading and signing this Code of Conduct, Pupils acknowledge that they have been informed of what they may not do or should do and what action will be taken against them if they contravene this Code of Conduct.

4. JURISDICTION AND SCOPE

- 4.1. The Code of Conduct is in force:
 - 4.1.1. on the School's premises, prior to, during, and following regular School hours;
 - 4.1.2. at all official School events, both within and outside the regular School hours and whether on or off the School's Premises;
 - 4.1.3. at all times when the Pupil is dressed in the school uniform or the Pupil/Parent/Educator is reasonably identifiable as a member of Broadacres Academy, both on the School Premises, or outside of same, even if he/she is online at the time.

5. GENERAL EXPECTED STANDARDS OF BEHAVIOUR

5.1. Educators

5.1.1. Educators at the School subscribe to this Code of Conduct and undertake (inter alia) as follows:

- 5.1.1.1. to be punctual, well-prepared and professional in their approach to education;
- 5.1.1.2. to manage Pupil performance effectively and motivate Pupils to achieve realistic and meaningful personal goals;
- 5.1.1.3. to be sensitive to the needs of their Pupils and to address learning difficulties in a positive manner;
- 5.1.1.4. to praise, encourage, recognize and reward Pupils who strive to achieve;
- 5.1.1.5. to create a classroom environment that is based on a learning partnership that makes education both relevant and stimulating;
- 5.1.1.6. to set a positive example for their Pupils;
- 5.1.1.7. not to disparage the School in public or on social media, and to approach the School directly should they have any grievances or issues with the School or its educators; and
- 5.1.1.8. to administer discipline correctively and with dignity, when and if necessary.

5.2. Parents

5.2.1. Whilst parents should expect the School to provide their children with the best education possible with its available resources, and within reason, taking into account the specific circumstances of the School and their child: parents also accept that they have a responsibility to assist the School in achieving this goal.

5.2.2. The enrolment of Pupils at the School is subject to the parent's acceptance of this Code of Conduct and the School Rules.

5.2.3. Parents also accept that they have the responsibility to at the very least:

- 5.2.3.1. actively support the efforts of the School and its educators to teach their children;
- 5.2.3.2. involve themselves fully in School activities;
- 5.2.3.3. always display appropriate and dignified behaviour;

- 5.2.3.4. not disparage the School in public or on social media, and to approach the School directly should they have any grievances or issues with the School or its educators;
- 5.2.3.5. make positive suggestions and contributions to improve the School's educational processes and the learning environment;
- 5.2.3.6. support the School's disciplinary structures and procedures;
- 5.2.3.7. encourage their children to participate in School extra-murals and activities;
- 5.2.3.8. ensure that their children attend School regularly (as is required by law) and attend all compulsory functions and activities;
- 5.2.3.9. be and ensure that they and their children are punctual; and
- 5.2.3.10. ensure that their accounts are always up to date as set out in the School's Financial and Payment Policy.

5.3. **Pupils**

- 5.3.1. Whilst the School strives to provide the educational opportunities that its Pupils deserve, the Pupils recognize that they have a responsibility to their parents, the School itself, its educators, their fellow Pupils and themselves to comply with this Code of Conduct and the School Rules.
- 5.3.2. In addition to the specific rules set out in the School Rules, the Pupils undertake to (inter alia):
 - 5.3.2.1. adhere to the School Rules;
 - 5.3.2.2. comply with instructions from teachers;
 - 5.3.2.3. behave responsibly and not endanger the safety, welfare or rights of others;
 - 5.3.2.4. respect and care for the property of the School;
 - 5.3.2.5. maintain sound relations with others, be courteous and respect the dignity and self-worth of others;
 - 5.3.2.6. be punctual for school and all school related activities;
 - 5.3.2.7. demonstrate a positive attitude towards learning;
 - 5.3.2.8. be diligent in their efforts;
 - 5.3.2.9. behave honestly and conduct themselves with integrity;
 - 5.3.2.10. to accept the consequences of their actions and any disciplinary action that arises therefrom with dignity; and

- 5.3.2.11. not to disparage the School in public or on social media, and to approach the School directly should they have any grievances or issues with the School or its educators.

6. SPECIFIC SCHOOL RULES

6.1. Intention:

- 6.1.1. The School Rules are intended to establish a disciplined and purposeful environment to facilitate effective teaching and learning at the School. Nothing shall exempt a Pupil from complying with the School Rules. Ignorance of the School Rules is, therefore, not an acceptable excuse. To this end, the School Rules are available to every Pupil as they are displayed at prominent places in the School and are emailed to each Parent upon enrolling at the School.

6.2. Principles:

- 6.2.1. Pupils are expected at all times to behave in a courteous and considerate manner towards each other, all members of staff and visitors to the School;
- 6.2.2. Pupils are expected to abide by the School Rules with regard to appearance and behaviour when representing the School both during school hours and after school hours, at School and away from School;
- 6.2.3. Pupils may not say or do anything that will discredit themselves or the School;
- 6.2.4. no Pupil has the right at any time to behave in a manner that will disrupt the learning activity of other Pupils or will cause another Pupil physical or emotional harm.

6.3. School Policies:

- 6.3.1. Each Pupil agrees to adhere to the School Policies, as amended from time to time, including but not limited to:
 - 6.3.1.1. the Bullying Policy;
 - 6.3.1.2. the Discipline Policy
 - 6.3.1.3. Sports Policy.

6.4. General Rules:

- 6.4.1. The following are rules that need to be followed to ensure the good running of the School and the safety of all Pupils, staff and visitors.
 - 6.4.1.1. When arriving at School or leaving the School, please walk in the designated areas, use the pedestrian crossings and be vigilant of moving cars. Be sure to listen to the security guard and obey any instruction.
 - 6.4.1.2. Access to the School buildings and sports field is only allowed through the main entrance next to the Administration building.
 - 6.4.1.3. All visitors must report to reception and there they will be issued with a visitor's badge that needs to be displayed always.
 - 6.4.1.4. Lost property is kept at reception and anything found lying around should be handed to the receptionist.
 - 6.4.1.5. Do not enter any of the animal enclosures without staff supervision.
 - 6.4.1.6. No chewing gum is allowed on the School property.
 - 6.4.1.7. Please respect the trees, gardens and natural vegetation.
 - 6.4.1.8. No access to the swimming pool area is allowed without the proper supervision.
 - 6.4.1.9. Pupils are not allowed in the classrooms or the Hall without the teacher being present.
 - 6.4.1.10. Please stay undercover when there is lightning in the area.
 - 6.4.1.11. Please do not damage any of the School property.
 - 6.4.1.12. Please use the dustbins provided around the School to prevent litter on the School property.
 - 6.4.1.13. Please keep the bathrooms clean and tidy.
 - 6.4.1.14. Please be sure to close any tap you open – be water wise.
 - 6.4.1.15. Be kind, respectful and courteous at all times.

6.5. Classroom Conduct

- 6.5.1. The general class rules and etiquette for each teacher must be followed. This ensures a fair education environment for all;
- 6.5.2. Classrooms must be kept tidy and in a respectable condition. Please use the bins provided and take pride in your surroundings;

- 6.5.3. Pupils are not allowed in the classrooms before School, during breaks and after School, unless under teacher supervision. If it is raining, teachers must be in the classroom with the children;
- 6.5.4. Classroom equipment needs to be respected and treated well. No electronic equipment may be operated by Pupils.

6.6. Playground Conduct

- 6.6.1. Pupils on the playground need to follow the prescribed rules:
 - 6.6.1.1. No hard contact of physical games may be played.
 - 6.6.1.2. No hard ball games are allowed on the playground.
 - 6.6.1.3. No unsupervised play is allowed.
 - 6.6.1.4. No bullying will be tolerated at any time – please read the Bullying Policy.
 - 6.6.1.5. Respect the playground equipment.
 - 6.6.1.6. Wear a hat and sunblock always.
 - 6.6.1.7. Be courteous to visitors and always greet.
 - 6.6.1.8. Make sure you wear your uniform with pride always.

6.7. Sports Policy:

- 6.7.1. Practices: Attend all practices for the full duration. Leaving a Sport practice early is only allowed without permission from the coach.
- 6.7.2. Be punctual for your practices and your matches. Away fixture buses cannot wait for you – be on time.
- 6.7.3. Always have the correct sports kit with you. Be sure to pack this the night before. Dress in appropriate sport' clothing for practice and matches; even on civvies days.
- 6.7.4. Excuse yourself personally from your coach if there is a problem. If sick, a parent must telephone the administration office.
- 6.7.5. Display a positive attitude and be committed as you are part of a team even if you are not selected to play a match. Some of the world's greatest players learned valuable lessons on the bench.
- 6.7.6. All transport for matches will depart from the Waiting Area.

- 6.7.7. Discipline issues will not be tolerated on the sports field. Be a sportsman always – win or lose. Language: Any swearing/insults will result in a disciplinary inquiry and a possible two-week suspension from matches.
- 6.7.8. Parent behaviour on the side of the field is to be appropriate always. Poor behaviour from parents will result in their suspension from further sporting events.
- 6.7.9. We play sport for participation. Winning is great, but losing is a lesson well-learnt and gracefully accepted. We are always humble in victory.

6.8. Outings and Events:

- 6.8.1. Outings are a privilege and pupils are expected to always behave appropriately.
- 6.8.2. Please dress in the correct formal uniform for all outings and events.
- 6.8.3. The consent forms need to be returned for pupils to attend outings.
- 6.8.4. Behaviour on the bus must be at its very best.
- 6.8.5. Manners and courtesy are expected when on outings.
- 6.8.6. Be safe, responsible and respectful always.

6.9. Uniform:

- 6.9.1. General:
 - 6.9.1.1. All uniforms and other belongings are to be clearly marked with the Pupil's name. Lost items that are not marked will be sold at the second-hand clothing shop.
- 6.9.2. Preschool:
 - 6.9.2.1. The preschool children do not have an official uniform. They may wear any appropriate clothing. Please be sure to pack a warm item on cold days, as well as a change of clothing in case of 'accidents' (like a child getting wet).
 - 6.9.2.2. There is a Broadacres hat for the preschool, and they are encouraged to wear it daily.
 - 6.9.2.3. The Broadacres preschool T-shirt is worn on a Friday, and for outings.

6.9.3. Preparatory School:

6.9.3.1. Grade 0 – 3: Boys and Girls

- 6.9.3.1.1. Broadacres Golf Shirt;
- 6.9.3.1.2. Short blue pants;
- 6.9.3.1.3. Broadacres Floppy hat or Peak Cap;
- 6.9.3.1.4. White socks;
- 6.9.3.1.5. White Takkies;
- 6.9.3.1.6. Broadacres Fleece; and
- 6.9.3.1.7. Broadacres Tracksuit.

6.9.3.2. Grade 4 – 7: Boys (Not yet finalised)

- 6.9.3.2.1. Blue Shorts;
- 6.9.3.2.2. White branded Shirt;
- 6.9.3.2.3. Broadacres Cap or Floppy;
- 6.9.3.2.4. Broadacres socks;
- 6.9.3.2.5. Black shoes;
- 6.9.3.2.6. Broadacres Fleece;
- 6.9.3.2.7. Broadacres Tracksuit; and
- 6.9.3.2.8. White takkies for sport.

6.9.3.3. Gr 4 – 7: Girls (Not yet finalised):

- 6.9.3.3.1. Broadacres tartan skirt;
- 6.9.3.3.2. White branded shirt;
- 6.9.3.3.3. Long pants for winter;
- 6.9.3.3.4. Broadacres Cap or Floppy;
- 6.9.3.3.5. Broadacres socks;
- 6.9.3.3.6. Black shoes;
- 6.9.3.3.7. Broadacres Fleece;
- 6.9.3.3.8. Broadacres Tracksuit;
- 6.9.3.3.9. White takkies for sport.

6.10. Hair and Jewellery:

6.10.1. Girls:

- 6.10.1.1. Hair touching the shoulders must be neatly tied back and away from the face.
- 6.10.1.2. Only navy blue, white or neutral (clear/black/brown) hair accessories may be worn.
- 6.10.1.3. No artificial colours are allowed.
- 6.10.1.4. No makeup or coloured nail polish is allowed.
- 6.10.1.5. Earrings must be studs or small loops.
- 6.10.2. **Boys:**
 - 6.10.2.1. Hair must be cut in a suitable, neat and conventional style.
 - 6.10.2.2. Hair may not touch the shirt collar or hang in eyes and face.
 - 6.10.2.3. The use of gel is discouraged.
 - 6.10.2.4. Man buns are not allowed on top of the head. These must be tied on the back of the head, at a 90-to-120-degree angle from the top of the head.
 - 6.10.2.5. No outlandish hairstyles are permitted.
 - 6.10.2.6. No ear or body piercings are allowed; and
 - 6.10.2.7. No cosmetic jewellery can be worn.

6.11. **Sports Uniform:**

- 6.11.1. The school golf shirt, blue pants and tracksuit is the general uniform worn to sports' practices and during intra-mural sports.
- 6.11.2. Sport specific uniforms must be worn for all matches.

7. DISCIPLINARY MEASURES

7.1. **Serious Offences that Could Lead to Suspension**

- 7.1.1. The Pupil accepts, and the Parent authorises the Principal to institute suspension, as a precautionary measure, with regard to a Pupil who is charged with serious misconduct, as contemplated in the South African Schools Act. These offences include but are not limited to:
 - 7.1.1.1. conduct which endangers the safety and violates the rights of others;
 - 7.1.1.2. possession or threat of use of a dangerous weapon;
 - 7.1.1.3. possession, use, transmission or visible evidence of narcotic or unauthorized drugs, alcohol or intoxicants of any kind;

- 7.1.1.4. fighting, assault or battery;
 - 7.1.1.5. immoral behaviour or profanity;
 - 7.1.1.6. falsely identifying oneself;
 - 7.1.1.7. harmful graffiti, hate speech, sexism or racism;
 - 7.1.1.8. theft or possession of stolen property including test or examination papers prior to the writing of tests or examinations;
 - 7.1.1.9. unlawful action, vandalism, or destroying or defacing of School property;
 - 7.1.1.10. disrespect, objectionable behavior and verbal abuse directed at educators, other School employees or Pupils;
 - 7.1.1.11. repeated violations of School Rules, the Code of Conduct or School Policies;
 - 7.1.1.12. criminal or oppressive behavior such as rape or gender-based harassment;
 - 7.1.1.13. victimization, bullying and intimidation of other Pupils;
 - 7.1.1.14. infringement of examination rules; and
 - 7.1.1.15. knowingly and willfully supplying false information or falsifying documentation to gain an unfair advantage at School.
- 7.1.2. Before a Pupil is suspended, the Pupil and his/her Parents must be given an opportunity to indicate why the suspension should not be considered.
- 7.1.3. If suspension is decided upon, it may be for a maximum period of 1 (One) week or any other such reasonable period not exceeding 1 (One) week, pending a decision by the Principal as to whether or not the Pupil is to be expelled from the School.

7.2. **Expulsion**

- 7.2.1. Serious Misconduct or repeat offences could lead to the expulsion of the Pupil.
- 7.2.2. The process to be followed in this regard is set out hereunder.

7.3. **Criminal Proceedings**

- 7.3.1. Serious Misconduct which may include offences according to the law must be investigated by the police and referred to a Court, if necessary.

8. DUE PROCESS

8.1. The Right to a Fair Hearing:

- 8.1.1. Every Pupil accused of Serious Misconduct which could lead to suspension or expulsion is entitled to a fair hearing before such action is taken.
- 8.1.2. Any Pupil accused of Serious Misconduct must first be brought to the Principal to explain same (“the Initial Meeting”). At this Initial Meeting the Principal must hear any evidence he/she deems necessary BEFORE deciding on the action to be taken.
- 8.1.3. Once reaching a decision which entails either the proposed suspension or expulsion of the Pupil, the Principal must inform the Parents in writing of the proposed action and must convene a disciplinary tribunal, to hold a hearing (“the Hearing”). In the case of very young Pupils, special arrangements must be made for the Hearing and the Parents of the Pupil could represent him/her if necessary.
- 8.1.4. For the Hearing the Pupil must:
 - 8.1.4.1. receive notification of the charges against him/her, which notification explains the offence and sets out the details of the Hearing to be held, at least 2 (Two) days prior to the Hearing;
 - 8.1.4.2. understand the charges against him/her;
 - 8.1.4.3. get the opportunity to be heard and tell his/her side of the story and to represent the relevant facts;
 - 8.1.4.4. not be prohibited from being represented by legal counsel, or their Parents, in which case, written explanation of the charges must be given;
 - 8.1.4.5. be heard by an impartial person;
 - 8.1.4.6. be treated with dignity during the process;
 - 8.1.4.7. be informed in writing of the decision of the tribunal on whether or not he/she has been found guilty of Serious Misconduct and the penalty to be imposed in respect of same; and
 - 8.1.4.8. have the right to appeal the decision to the MEC for Education.

COMMITMENT:

By enrolling at Broadacres Academy and signing the enrolment document, the pupil and parent/s agree to having read and accepted the conditions stipulated in this Code of Conduct.