



UPDATED DEC 2022

WYNBERG BOYS' JUNIOR SCHOOL CODE OF CONDUCT

1. BACKGROUND AND INTRODUCTION

The need for the formalisation of the school's code of conduct arises as a result of the obligation imposed on the Governing Body in terms of Section 21(d) of the South African Schools Act No. 84 of 1996.

The Governing Body has elected to use the opportunity to record and consolidate the system of discipline and the guidelines of conduct existing at the school through history and tradition and to endeavour to record a code of conduct reflective of the various contributory components to the smooth functioning of the school together with the disciplinary code for serious offences as promulgated by the Director General of the Department of Education of the Western Cape Government in Provincial Notice PN372 dated 31 October 1997 and subsequent updates.

Where not indicated in the school's Code of Conduct any serious offences which constitute what would be regarded as a criminal act in terms of legislation pertaining to adults, will be dealt with under the departmental guidelines and manual for dealing with serious offences.

2. PURPOSE, FUNCTION AND EDUCATIONAL APPROACH

2.1 The underlying purpose of the code of conduct is designed to maintain a balanced, disciplined and purposeful school environment creating optimal opportunities for learners to develop personally.

2.2 The philosophical approach is that each learner is a unique individual who should be afforded the opportunity to develop his potential in an environment which is orderly, well-managed and encourages positive contribution, and minimising the effect of negative influences, to facilitate consistency and an even-handed fairness in disciplinary matters, by ensuring clear and unambiguous rules of conduct, using restorative and not punitive approaches.

2.3 WBJS code of conduct is designed to create an orderly and disciplined school environment which brings reward through participation at all levels. To this end recognition of good behaviour will be provided via positive reinforcement and a merit award system, with a constant drive to prevent the development of negative characteristics.

2.4 The school's historical and traditional determination to allow each learner to take responsibility for himself and for his conduct within society, is intended to be strongly reflected throughout this code of conduct.

2.5 The code of conduct is designed to identify learners with serious deviation and/or behavioural problems, to remedy the situation and, in appropriate cases, to suspend or expel the Learner concerned to minimise his influence on other learners.



3. THE PARTIES INVOLVED

3.1 Educators - The primary creators of the code of conduct are the teachers, past and present, who have built up the school's traditions and systems of discipline and who will continue to apply and develop this code of conduct.

3.2 Parents - The involvement of parents in the code of conduct is essential in various respects including their appreciation and support for their children to accept and participate in the development process afforded by a disciplined, constructive and positive environment as envisaged by the code of conduct. This includes ensuring their children attend school daily, adhere to school rules in all respects and particularly in relation to personal hygiene, appearance and participation, and generally in supporting the school in its endeavours to develop their children personally.

3.3 Learners - The learners or Learners must obey the school rules, and uphold and develop the school's historic traditions and values.

3.4 School Governing Body - The SGB must establish a disciplinary Committee to oversee the application of the code of conduct and to conduct disciplinary hearings in terms of applicable regulations and guidelines. The SGB must also involve itself in updates of the code of conduct when required.

4. GENERAL

The achievement of democracy in South Africa has consigned to history the past system of education which was based on racial inequality and segregation, and this code of conduct records and embraces the principles, philosophy and ethos contained in the preamble to the South African Schools' Act No. 84 of 1996.

However, whilst the State has the obligation to make education available and accessible in accordance with its commitment, as recorded in the said preamble, the commitment and acceptance of responsibility by the educators, parents and learners is essential to the achievements of the goals therein set out.

The school is committed to a culture of reconciliation, teaching, learning and mutual respect and the establishment of a culture of tolerance and peace and this code of conduct must be accepted and read in that respect.

5. VARIOUS APPLICABLE SETS OF RULES

School Rules - These rules are applicable when published and are subject to change by Principal and teaching staff.

5.1 Manners, behaviour & Attitude - Learners must at all times:

- a. Behave in such a way as to bring credit to themselves and the school.
 - b. Show respect towards adults, greeting and assisting them where needed.
The following mode of greeting is to be adhered to:
 - Female Adults - 'Mam' or Surname, Male Adults: 'Sir' or Surname.
 - c. Follow instructions of teachers, prefects and parents in charge.
 - d. Report disputes or injuries on the playground to staff or teachers on duty.
 - e. Display a positive attitude towards all aspects of their school life.
 - f. Show respect towards fellow Learners.
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- g. When approached by an adult, all Learners are to stand up and to greet them appropriately

5.2 School Work

- a. Learners must show pride in their work and try their best at all times.
- b. All incomplete class work and tasks become homework, unless otherwise specified.
- c. Work must be revised on an on-going basis.
- d. Homework diaries must be used effectively on a daily basis.
- e. Learners must adhere to hand-in dates.
- f. Learners not collected immediately after school are to attend the Homework Class from 15:00 until 16:30

5.3 School Uniform/Appearance

- a. Learners are to be proud of their school uniform as prescribed in the school prospectus and be neatly and correctly dressed at all times.
 - b. School uniforms must, at all times, be maintained in good condition e.g. all buttons on, shoes polished, etc.
 - c. All clothing must be clearly marked with the owner's name.
 - d. During winter terms blazers must be worn to and from school, to assembly, for outings and to school functions. During summer blazers must be worn on outings and to school functions.
 - e. During cold weather the following clothing combinations are permitted:
 - Jerseys may only be worn under blazers.
 - However, a jersey may be worn without a blazer during class and break (NOT to and from school).
 - Tracksuit tops may not be worn with the school uniform.
 - The wearing of "beanies" with the school uniform is not permitted.
 - f. In summer the official school peak cap OR wide brimmed school hat may be worn for protection during breaks.
 - g. With the exception of wrist watches and medic alert bracelets, no jewellery may be worn. With acknowledgement from the headmaster, bracelets and jewellery may be worn for religious or cultural reasons.
 - h. Only plain white T-shirts or vests may be worn under school shirts.
 - i. Learners attending school sports events as spectators are to be dressed in school uniform or
WBJS sports clothing
 - j. The raincoat worn by Learners must either be :
 - The official school rain jacket or,
 - A navy blue raincoat, which may include reflective material.
 - A raincoat may only be worn to and from school and not during the school day.
 - k. The school bag must be the branded WBJS bag.
 - l. The tog bag must be the branded WBJS bag
 - m. No graffiti or stickers may appear on school bags.
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5.4 **Sport/Extramurals**

- a. Participation in an 'A' category summer and winter team sport is compulsory.
- b. Attendance of all official practices and matches of a chosen sport is compulsory.
- c. Learners must be punctual for practices and matches.
- d. An advance letter of explanation is required for non-attendance at practices and matches.
- e. Learners must be neatly dressed in the correct clothing for each sport.
- f. If a tracksuit is worn, it must be a Wynberg school tracksuit.
- g. Once a pupil has chosen an extra-mural activity he must remain committed to that group/ team for the entire season/year.
- h. After sports practices and matches, the FULL school uniform is to be worn if public transport is used or if Learners walk home.
- i. School bags and tog bags are to be left in the designated, locked areas during official sport practices.

5.5 **Buildings**

- a. Learners may not be in the school building during break or after school without permission. Before school Learners may only enter the building to place their bags outside their classrooms - bags in - Learners out!
 - b. Wet Weather:
 - Before school - Learners are to stay under sheltered areas immediately outside the building.
 - During break - all classes, with the exception of Grade 7's, are to remain in their classrooms under supervision of class teachers.
 - Grade 7 classes are to be supervised by their teachers in the main hall.
 - No Learners are to be on the fields, at any time, if they are wet or if it is raining.
 - c. Before school and during breaks Learners may only enter the building through the slatted doors to use the toilet.
 - d. No running or ball games may be played inside the building.
 - e. The staffroom is out of bounds to Learners.
 - f. Eating inside the building is not allowed unless under supervision.
 - g. No running/shouting is permitted in the school building.
 - h. When moving between classes or to and from break, Learners must do so in silence, walking in single file and keeping to the left.
 - i. Unless under teacher supervision, the following are out of bounds: the hall, gymnasium, recycling area, music block, library, astroturf, swimming pool, sick bay, Technology room, photocopying room, computer room, Smart Board rooms, Astro, Astro Practice Area and the upstairs section of the Pavilion.
 - j. Buildings in general and especially classrooms are to be kept tidy.
 - k. Learners will be responsible for repairing/replacing breakages resulting from their own negligence.
 - l. Learners will be responsible for the tidying of their own classrooms at the end/beginning of the day (all litter, books and stationery to be picked up off the floor)
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5.6 **Playground**

- a. Hard ball and rough games are not permitted.
- b. Socks and shoes must be worn during break (running shoes are allowed).
- c. Learners may not play in the vicinity of cars, school gardens or other demarcated areas.
- d. No running is permitted on any paved or tarred areas.
- e. Learners may not purchase tuck from outside vendors selling on or near the school grounds. Purchases may only be made from the school tuck shop.

5.7 **Before school**

- a. Only Grade 1-4 Learners may be in the front quad.
- b. No Learners may be in the car park - Learners may stand on the car park pavements.
- c. With the exception of hand tennis, no ball games may be played before school.

6.0 **General**

6.1 All belongings must be clearly marked with the pupil's full name and must be free of graffiti.

6.2 No littering is allowed.

6.3 The property of others must be treated with respect.

6.4 Learners are to arrive at school on time.

6.5 Learners may not leave the school grounds during school hours unless permission has been given by a staff member. Learners may not leave the grounds after they have arrived or been dropped off at school, even if the morning bell has not yet gone.

6.6 The following areas are out of bounds:

- Wynberg Girls' grounds are out of bounds at all times.
- The tuck shop is out of bounds during class time.
- The driveway immediately adjacent to the WBHS Hostel is out of bounds during WBHS exam periods.
- The area around the Astro, tennis courts and the Cavan Close and Littlewood parking areas are out of bounds at break time
- Learners may not buy refreshments or play games at shops on the way to school.

6.7 The following items may not be brought to school.

- Pornographic material
- Knives or other dangerous weapons or articles
- Chewing gum
- Obscene articles or pictures



- Expensive/valuable items, unless permission has been given

6.8 The following behaviours are not permitted:

- Stealing, bullying, name-calling, spitting, negative religious/racial remarks.
- Obscene language
- Defacing of school property/graffiti
- Any behaviour which would be regarded as a criminal act in terms of SA law
- Throwing, or use of hard balls other than during an official practice or game
- Throwing of sticks and stones or any items which may cause injury of any kind

6.9 The following are not permitted:

- Smoking
- Drug taking
- Consumption of alcoholic drink

6.10 Toilets

- Toilets are to be left in a tidy state after use. (flushed and free of litter)
- Learners may not visit the toilet during the first half an hour after a teaching session has begun (Periods 1, 6 and 10) , unless the teacher deems it an emergency.
- Playing in toilets or changing rooms, or more than one person in a cubicle is not permitted

6.11 Eating and drinking will be confined to break times unless special permission is given.

6.12 Computers: See separate policy on computer, internet and e-mail use.

6.13 Cell Phones: See separate policy on cell phones

- Only basic **non-smart** cell phones are allowed.
- Learners bring cellphones to school at their own risk.
- Cellphones are to be handed in to the class teacher at the beginning of the day to be locked in the class safe for the school day.
- Cellphones handed in must be clearly marked with the pupil's name.
- If a pupil is found with a cellphone in his possession during the school day, it will be confiscated and may only be collected, from the principal, by a parent, at the end of that term.
- Cellphones in a pupil's possession before or after school may not be used to play music , games or ringtones on school premises.
- Cellphones may not be used for any purpose which is threatening, abusive or obscene

6.14 Haircuts:

- Hair must be neat and tidily presented at all times. Hair must not attract unfavourable attention or make a fashion statement.
- All hair types and styles must be kept above the eyebrows, ears and collar.
- Hair should always be kept combed, neat and tidy.



- Hair should be tapered so that the difference between the length of the top and sides is not excessive.
- Short dreads and short afros are allowed.
- The following are not permitted:
 - Step cuts
 - Mushroom cuts
 - Cut patterns or lines
 - Extensions
 - Dyes
 - Highlights
 - Gelled or moussed hair
 - Spikes
- A learner with a non-conforming hairstyle, will have a maximum of **five days** to rectify his hair in accordance with the WBJs hair policy.
- All parents are asked to support the WBJs hair policy and to ensure that their child's hair meets the requirements of the policy.
- Only exemptions on bona fide medical, religious or cultural grounds will be considered. Parents may apply, in writing and with suitable accompanying verification documents.
- For those learners to whom it applies, faces are to be clean-shaven.
- The WBJs hair policy applies to all learners from Grade R to Grade 7.
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7. In relation to serious offences and disciplinary procedures, the guidelines for the substantive and procedural aspects thereof shall be the general manual for the suspension and expulsion of learners from public schools as promulgated by the Western Cape Education Department in Circular 0077/98 as supplemented from time to time.

7.1 **Disciplinary Measures**

- a. The following disciplinary procedures may be implemented at the discretion of teachers, and/or school management and/or school governing body:
 - Temporary suspension from the classroom (time-out)
 - Short-term detention during break times
 - Writing-out of lines
 - Order Marks
 - Demerits
 - Detention on Mondays, Fridays or Saturdays
 - Disciplinary hearings
 - Suspension from all school activities
 - Suspension from school
 - Expulsion
- b. First offenders will be treated more leniently than repeat offenders, unless the offence is serious or a danger to others. Regular repetition of an apparently minor offence may be treated as a serious offence.



7.2 Positive Reinforcement:

a. Merit System

- Merits are awarded to Learners on a "one-at-a-time" basis.
 - Merits are awarded for - good academic work & improvement in academic work
 - After receiving ten merits, a pupil will receive a Blue Merit certificate at an assembly
 - Merits are not cleared at the end of a term, but can accumulate right through the year.
 - Learners receiving 4 or more Blue certificates in a school year become members of the schools' "Smart Club"
 - Merits are not awarded for sporting achievements or for assisting teachers
 - Learners who receive no order marks in a term, will be awarded a Yellow Certificate at the term's final assembly.
- b. House points are awarded for good behaviour, general helpfulness and for other special achievements, at the discretion of teachers, and for achievement in specific sports events, recycling competitions etc.

WYNBERG BOYS' JUNIOR ANTI-BULLYING SCHOOL POLICY (Addendum to the Code of Conduct)

Introduction

Wynberg Boys' Junior School condemns bullying in all of its forms. The following measures are to be read in conjunction with the School's Code of Conduct, the WCED Manual on suspension and expulsion of Learners, the South African School's Act and regulations promulgated therefrom.

1. The following actions are regarded as bullying:

1.1 An older/physically larger learner acting against a younger/physically smaller learner involving:

- Physical violence
- Name-calling
- Taking of property
- Pushing-in in lines etc.
- Any activity that may cause undue physical and or emotional distress, particularly where this continues over a period of time.
- Any activity of a nature that deliberately creates ongoing emotional distress in a learner.

1.2 A group of learners acting against an individual in one of the above-mentioned ways.



2. The following action will be taken against a learner found guilty of bullying:

2.1 First offence:

- A Demerit signed by the Headmaster and a Saturday Detention.
- Counseling regarding the undesirability of bullying.

2.2 Second or subsequent offence:

- Governing Body hearing and punishment decided upon at the hearing.
- Restorative conference

2.3 Remediation/Counseling:

- Repeat offenders will, in addition to being dealt with as detailed above, be referred to the Wynberg Boys' Junior School Teacher Support Team for evaluation and for the team's recommendation of remedial action, which may be applied in conjunction with any disciplinary action.

3. Exemption Based on Religious or Cultural reasons

The school has developed a Code of Conduct for its learners to manage/regulate behaviour and promote orderly interaction conducive to an environment for learning, the school also promotes and supports diversity that is inherent in such an environment. To this end, the school recognises that there may be religious and/or cultural circumstances that necessitate an exemption from particular provision/s of the Code of Conduct. A parent or a learner who, on religious and/or cultural basis wishes to apply for an exemption, must follow the following procedure:

3.1 Application for an exemption

- a. The parent shall apply in writing to the Principal
- b. The application must be in a form of an affidavit duly sworn before a Commissioner of Oaths setting out the following:
 - i. The provisions of the code that the learner wished to be exempted from
 - ii. The religious and/or cultural basis of the application
 - iii. The proposed exemption (whether partial or total and how it should apply)
- c. The application may be made at any time of the academic year

4. Adjudication

4.1 The Principal and the SMTs must consider the application and respond within 7 school days from the date of the application.

4.2 The response must be in writing and must detail reason/s of the decision



5. Appeal

5.1 The parent may, if she/he feels aggrieved by the decision of the SMT and lodge an appeal with the Governing Body.

5.2 The appeal must be lodged within 7 school days from the date of receipt of the decision. The appeal must be submitted to the Secretary of the Governing Body at the school administrative offices.

5.3 The Chairperson of the Governing Body must either convene a hoc Governing Body Meeting or refer the appeal to a duly authorised sub-committee of the Governing Body.

5.4 The parent must submit his/her appeal in writing and any other supporting documents that may be relevant.

5.5 The Principal must within 3 school days from the date of lodgement of the appeal submit all relevant documentation that was used to arrive at a decision.

5.6 The Governing Body or the duly authorised committee must convene a sitting within 7 school days from the date of receipt of the appeal.

5.7 The parent and learner and the Principal must appear in person to make oral submissions to the Governing Body or sub-committee.

5.8 The Governing Body or sub-committee must make a decision within 5 school days from the date of the sitting.

5.9 The decision must be communicated in writing to the parent.

6. Advisory Arbitration

6.1 In the event where the parent is not satisfied with the decision of the Governing Body or sub-committee, the parties may, if they both agree, refer the matter to an advisory arbitration for an advisory award.

6.2 The advisory arbitration must be chaired by a legal person nominated by the Governing Body and agreed to by both parties.

6.3 The advisory award is not binding to the parties but may be used to reconsider one's position.

6.4 The parties will share the cost of the advisory arbitration in equal proportions.