

---

# **GRAYSTON PREPARATORY SCHOOL**

## **CODE OF CONDUCT**

As an independent school Grayston Preparatory anticipates certain standards of behaviour and integrity.

Tolerance and respect for each individual member of our school community should be fostered by the development of socially acceptable norms.

Adherence to the Code of Conduct will establish the desired ethos. The positive work ethic and behaviour of learners is encouraged and rewarded accordingly.

Failure to comply with the school rules will result in children receiving one or more demerits / blotches and the attendant consequence.

In cases of serious infringement of the school rules and the spirit of the Grayston Mission Statement, an imposition of severe punishment will ensue with immediate effect.

---

## **GENERAL TONE OF THE SCHOOL**

1. Self-esteem is enhanced by ensuring cleanliness of body, mind and appearance.

### **2. Absenteeism**

a) Parents must write a letter to the class teacher in the event of a child's absence. If a child is absent for three days or more a doctor's certificate is required.

b) In the event of a child missing a test, examination or assessment he/she will be expected to write this immediately upon his/her return to school.

c) Bunking of days or lessons will not be tolerated.

3. Learners should show respect for people at all times. Lack of courtesy, disobedience, insolence, spitting, swearing, bullying, kicking, hitting, biting, throwing of objects, eating at inappropriate times, unacceptable behaviour in cloakrooms, on corridors, at the tuckshop, in classrooms or off the school premises, will not be tolerated. Understanding and a respect of all people is expected.

4. Dishonesty, lying and cheating are contrary to the ethos of the school and therefore this reprehensible behaviour will not be tolerated.

5. Stealing is a criminal offence and will be treated as such.

6. Learners should respect the property and possessions of all individuals and take pride in their school environment.

a) All lost, marked items can be collected from Aftercare, but unmarked items will be sent to the "Swop Shop" for resale.

b) Irresponsible storing and care of possessions is unacceptable, eg. suitcases left on corridors, etc.

c) Damage to, and destruction of property (desks, walls, text-books, library books, toilets, windows, sports and classroom equipment, computers, etc.) is prohibited.

d) Bicycles, rollerblades, roller-skates, hee-lies and scooters etc. may not be used on school premises.

- 
- e) Children may not enter or use the following areas unless accompanied by a teacher: John Sounes Hall, fishponds, tennis courts, swimming pool, computer centres, George Balios Media Centre, classrooms, all playground equipment, staff car park.
  - f) Children are expected to play in their own designated areas.
  - g) The pavement outside both entrance gates is out of bounds. Children are expected to wait inside the covered area.
7. Children are responsible for completing homework and other tasks set.
8. In the Senior Preparatory it is expected that parents will acknowledge their child's results by signing tests, examinations and assessments sent home.
9. Toys, games and electronic equipment may NOT be brought to school.
10. Balls may only be used on the Samson Malema Field and the Wilson Mashamba Field. This excludes the use of cricket, golf and rugby balls.

---

#### 4. Jewellery

- a) Only religious symbols may be worn on chains, but these must be out of sight.
- b) Only girls are permitted to wear gold or silver studs or sleepers in pierced ears (only one per ear).
- c) Watches may be worn, but no rings or bracelets.

#### 5. Hair

- a) Girls should wear their hair in a neat, conventional style. It should be tied back with red or white ribbons, elastics or alicebands.
- b) Boys should wear their hair in a neat conventional style. The back should be cut so that there is a distinct gap between hair and collar. At the sides, hair may not cover the ears.
- c) Fashion haircuts are not permitted. Shaving the head is only allowed for cultural reasons. Hair may not be coloured or bleached.
- d) In the event of a fringe being worn, eyebrows must be visible.

#### 6. Suitcases

A conventional style of suitcase with sturdy compartments is required. This precludes rucksacks and neon coloured bags.

---

## **PUNCTUALITY**

1. School begins at 07:35 (Grades 00 to 7) and 08:00 (Grade 000) by which time children should be at their line-up points.
2. Learners should arrive promptly at all lessons and afternoon activities.

## **CO-CURRICULAR ACTIVITIES**

1. Every pupil (Grades 1 to 7) is required to participate in these activities. In Grade 1 & 2 learners are expected to participate in one afternoon of sporting activity. Learners in Grades 3 to 7 must do at least 2 afternoons of activity, one of which must be of a sporting nature. If this is not possible for religious reasons, the class teacher should be informed in writing.
2. A letter of excuse from the parent to the teacher concerned is required should the pupil wish to cease the activity or miss a particular session.
3. Sportsmanship is a quality expected from every pupil - escorting guests to and from tea, fair play, greeting visitors, exemplary behaviour on and off the sportsfield is insisted upon.

## **4. Sports Uniform**

- a) For Physical Education and sports practices learners wear the Grayston golf shirt and blue shorts with red flash. Only white takkies / track shoes are permitted.
- b) Regulation swimming costume and red cap must be worn for all these lessons, when applicable.
- c) Specific team uniforms are to be worn for inter-school fixtures.
- d) The red sun hat or Grayston baseball cap must be worn for all outdoor activities as well as sunblock.
- e) The school tracksuit is part of the sports uniform and may be worn over the Physical Education uniform when necessary.
- f) Children must leave the school premises dressed in the complete sports kit and with appropriate footwear. (Leaving only in a swimming costume is not permitted.)

## **5. Cultural Activities**

Children who join one of Grayston's choirs or instrumental groups must commit themselves to this activity for a full year.

---

## **MOTIVATION**

Grayston prides itself on its ethos of continual positive, caring motivation. The building of self-confidence and self-esteem is of crucial importance in the education process.

## **JUNIOR PREPARATORY**

1. Children earn 'smiles' for the following:
  - Honesty
  - Taking responsibility for, and pride in, the school environment (eg. turn off dripping taps, picking up litter, etc.)
  - Interest in, and enthusiasm for, the learning experience
  - Personal care (appearance, uniform, etc.)
  - Sharing
  - Being a friend
  - Kind and considerate behaviour
  - Responsibility and courtesy
  - Conscientious and diligent effort in the classroom and/or on the sportsfield
2. Every time a child accumulates five 'smiles' he/she will receive a 'happygram' from the teacher which he/she will take to the Headmaster for his signature and congratulations.
3. Children will also earn house points as there is a positive implication of working for points as a team.
4. Each teacher will also run his/her own classroom motivational scheme which will recognise all of the above as well as academic achievement.
5. The 'happygram' and the Code of Conduct will run in tandem so that children recognise that there are positive and negative consequences for behaviour displayed.

---

## SENIOR PREPARATORY

1. Children will earn 'merits' for the following:
  - Academic effort, improvement and initiative
  - Showing interest (bringing books, newspaper articles, enthusiasm, general knowledge, etc.)
  - Responsibility, accountability, organisation and homework
  - Co-curricular involvement, etiquette and improvement in performance.
  - Commitment to cultural and sporting activities
  - Social skills interaction, helpfulness, caring, honesty, willingness, etc.
2. Every time a child accumulates five 'merits' he/she will receive a letter of recognition signed by the Class teacher and Headmaster to take home to his/her parents.
3. Every 10 'merits' accumulated will be rewarded with a Merit Certificate, presented at Assembly.
4. The Merit System and Code of Conduct will work in tandem.
5. Children will also earn house points and each teacher runs his/her own classroom motivational scheme.

---

## **CONSEQUENCES**

### **Junior Preparatory**

1. Minor misdemeanours will incur one 'blotch'.
2. Five such 'blotches' will result in a letter to the parent requiring acknowledgement.
3. Ten 'blotches' will incur a summons requesting an interview with the parent and child.
4. Fifteen 'blotches' will result in a letter to parents, the withdrawal of break privileges for a week and the introduction of daily report.
5. Twenty 'blotches' will result in referral to the Deputy Head, and a serious misdemeanours letter.
6. Twenty-five 'blotches' will result in a serious misdemeanours letter, referral to the Headmaster and possible suspension.
7. A major misdemeanour will incur five 'blotches' immediately and will result in a parent, teacher and child interview.
8. The second major misdemeanour will incur referral to the Deputy Head, withdrawal of break privileges, the institution of daily report, and an interview with the parents.
9. The third major misdemeanour will incur referral to the Headmaster and possible suspension.
10. Any further major misdemeanour could incur expulsion.

---

## **Senior Preparatory**

1. Minor misdemeanours will incur one 'demerit'.
2. Major misdemeanours will incur five 'demerits'.
3. Once a pupil has accumulated five 'demerits' his/her parents will receive a letter asking them to address this behaviour at home.
4. Ten 'demerits' will result in an interview with the parents, teacher and child. The pupil is eligible for detention.
5. When fifteen 'demerits' have been incurred the pupil will be put on daily report and break privileges suspended.
6. Twenty 'demerits' will result in referral to the Deputy Head and an interview with parents, teacher, child and Deputy Head.
7. Twenty-five 'demerits' will result in an interview with the parent, child and Headmaster and possible suspension.
8. A major misdemeanour will immediately incur five 'demerits' and referral to the Deputy Head.
9. A second major misdemeanour will result in referral to the Deputy Head, suspension of break privileges, pupil on daily report and possible suspension.
10. A third major misdemeanour will result in immediate referral to the Headmaster and possible suspension.
11. Any further major misdemeanour may warrant expulsion.

# JUNIOR PREPARATORY

## MISDEMEANOURS

<b>Minor = One 'blotch'</b>	<b>Major = Five 'blotches'</b>
<ul style="list-style-type: none"> <li>• All aspects of school and sports uniform</li> <li>• Teasing</li> <li>• Swearing/Foul Language</li> <li>• Punctuality</li> <li>• Hitting/Kicking</li> <li>• Littering</li> <li>• Non-arrival at afternoon activities</li> <li>• Chewing and eating in class/at line-up</li> <li>• Riding bicycles, scooters etc. on school premises</li> <li>• Inappropriate behaviour</li> <li>• Removal of grass from Lapa</li> <li>• Lying</li> <li>• Maltreating sports equipment</li> <li>• Graffiti</li> <li>• Unsigned homework/reading</li> <li>• Playing in 'out of bounds' areas</li> <li>• Incomplete/undone homework</li> <li>• Bunking/Late for lessons</li> <li>• Overdue books</li> <li>• Lack of courtesy</li> <li>• Dangerous objects on playground</li> <li>• Rollerskating/blading on school premises</li> <li>• Inappropriate behaviour in hall/on playgrounds/Media Centre/classrooms etc.</li> <li>• Lost property</li> <li>• Bringing toys to school</li> </ul>	<ul style="list-style-type: none"> <li>• Stealing/Theft</li> <li>• Cheating</li> <li>• Destruction of property (eg. Books, apparatus, furniture etc.)</li> <li>• Truancy</li> <li>• Substance abuse</li> <li>• Bullying</li> <li>• Misbehaving on school transport</li> <li>• Leaving school premises</li> <li>• Biting, scratching, spitting etc.</li> <li>• Use of non-school software</li> <li>• Computer 'hacking'</li> <li>• Dangerous weapons/tools/objects at school</li> </ul>

**NOTE:**

The above are guidelines. Staff will often use their discretion in dealing with misdemeanours, depending upon the severity of the situation.

## SENIOR PREPARATORY

### MISDEMEANOURS

Minor =	One 'Demerit'	Major = Five 'Demerits'
<ul style="list-style-type: none"> <li>• All aspects of school and sports uniform</li> <li>• Punctuality</li> <li>• Littering</li> <li>• Chewing and eating in class/line-up</li> <li>• Bringing toys to school</li> <li>• Inappropriate behaviour</li> <li>• Removal of grass from Lapa</li> <li>• Maltreating sports equipment eg. Bats, posts, nets etc.</li> <li>• Unsigned tests/assessments</li> <li>• Incomplete/undone homework</li> <li>• Overdue books</li> <li>• Failing to bring books/equipment to lessons</li> <li>• Return to owner of Lost Property</li> </ul>	<ul style="list-style-type: none"> <li>• Swearing/Foul language</li> <li>• Teasing</li> <li>• Hitting</li> <li>• Kicking</li> <li>• Cellphone abuse</li> <li>• Lying</li> <li>• Graffiti</li> <li>• Playing in 'out of bounds' areas eg. Hall, fishponds etc.</li> <li>• Bunking/late for lessons</li> <li>• Lack of courtesy</li> <li>• Rollerskating/blading, cycling, scooters etc. on school premises</li> <li>• Non-arrival at co-curricular activities</li> <li>• Cricket, Rugby &amp; Golf balls on playground</li> </ul>	<ul style="list-style-type: none"> <li>• Stealing/Theft</li> <li>• Cheating</li> <li>• Destruction of property eg. books, apparatus, furniture</li> <li>• Truancy</li> <li>• Substance abuse</li> <li>• Use of non-school software</li> <li>• Computer "hacking"</li> <li>• Bullying</li> <li>• Misbehaving on school transport</li> <li>• Leaving school premises</li> <li>• Biting, scratching, spitting etc.</li> <li>• Dangerous weapons/tools/objects at school</li> </ul>

**NOTE:**

The above are guidelines. Staff will often use their discretion in dealing with misdemeanours, depending upon the severity of the situation