



VAALPARK PRIMARY DISCIPLINARY PROCEDURE

The Education Act, no 84 of 1996, Articles 8 and 9, stipulates that a governing body must have a disciplinary procedure in place. Subject to the Act and any applicable provincial law and regulation, the governing body of a public school may apply the following to a learner:-

- Suspend from attending school as a corrective measure
- Remove from school
- Disciplinary punishment as determined by the disciplinary procedure

EXPLANATION OF PROCEDURE:

- The system is based on a point system.
- Each offence is awarded a specific point (see attached form).
- If a learner has accumulated 50 points, he/she is referred to detention class.
- Points are cancelled after a detention class. Where misconduct occurs during detention or failure to attend detention, the points will not be cancelled. (Further detention classes follow)
- When learners are addressed, the teacher records the offences. The learner signs at the offence.
- The disciplinary forms will be placed in the register and submitted on Fridays. It is processed and filed on SASAMS.
- Detention class forms are given to the learners. The attached reply slip should be returned on or before a Tuesday. (Detention classes continue regardless)
- No excuse of extra-curricular activities will be accepted. Learners must attend the relevant detention class. If a parent has a problem, the deputy principal can be approached.

GENERAL GUIDELINES REGARDING PENALTIES:

- The punishment is based on the attached point system.
- Learner's violations are addressed and recorded.
- Learners have the right to defend themselves. Appeal may be reported to a higher authority, if the parents are present.

HIGHER AUTHORITY MEANS THAT THE FOLLOWING CHANNEL MUST BE FOLLOWED:-

Teacher → Head of Department → Deputy Principal → Principal → Governing body

MISSION

BY MEANS OF QUALITY TUITION AND
EDUCATION PAR EXCELLENCE WE WILL
BUILD A FUTURE FOR OUR YOUTH

MISSIE

KWALITEIT ONDERRIG EN OPVOEDING
BY UITNEMENDHEID, BOU VIR ONSE JEUG
'N TOEKOMS

- After a learner has accumulated 50 points, the parents will be notified via a letter that the learner will be punished with detention class.
- Detention class is on Wednesdays from 13:45-15:45 (2 hours)
- Misconduct or failure to attend detention class will be punished with detention classes.
- Learners sit in silence in the hall for the duration of detention.
- After two sessions of detention classes, a meeting with the parents will be arranged.
- If no improvement in behaviour occurs, it will be referred to a higher authority.
- Severe cases of violations or misconduct can lead to suspension or expulsion.

GUIDELINES FOR CONDUCT DURING SCHOOL HOURS:

➤ **LINING UP BEFORE SCHOOL**

- Suitcases are put at register classes.
- When bell rings, line up at number as indicated. Register teacher stands in front.
- Listen to announcement and then walk to class in an orderly manner.
- Learners are not allowed on the corridors.

➤ **BREAKS**

- When the bell rings, suitcases must be placed in a neat row in front of the next class.
- No learner may then be on the corridor.
- Learners must be in their designated play areas.
- Staff on playground duty may not be in the staffroom (unless requested by the principal).
- Offences that occur during breaks, are handled by the staff on duty.
- Using toilets, washing hands etc. Must be done during break, not after the bell has rung for the end of break.

➤ **GENERAL**

- Learners must report to the secretary to see the principal or deputy principal.

➤ **CHANGING OF CLASSES**

- During changing of classes, teachers stand outside their classrooms.
- Learners walk in single file. Girls walk first and then the boys.

- No talking while changing classes.
- Learners walk directly to the next class. Here, they line up and wait for instructions from the teacher before they may enter.
- The correct flight of stairs for going up and down must be used at all times.

➤ **IN THE CLASS**

- The classroom is entered in silence. Learners put suitcases next to their desk and stand behind their chairs.
- The teacher is greeted and learners sit, without talking.
- Books and stationery are immediately taken out.
- When the principal or deputy principal enters the class, learners stand without talking to greet.
- At the end of the period learners, on instruction of the teacher, pack their books away, stand and leave the classroom.
- When learners leave classes at the end of the day, the chairs are put on the desks and the litter is picked up.



VAALPARK

PRIMÊRE SKOOL/PRIMARY SCHOOL

AANMELDING VAN OORTREDING/REPORTING OF OFFENCE

Class/Klas:		Surname of Learner/ Van van Leerder:	
Vak/Subject:		Name of Learner/ Naam van Leerder:	
Date/Datum:		Reported by/ Aangemeld deur:	

Level	No	Description	Beskrywing	Points
1	02	Homework copied	Huiswerk afskryf	10
1	03	Poor behaviour	Swak gedrag	10
1	04	Eating in class	Eet in klas	10
2	05	Ignore instructions	Opdrag ignoreer	20
2	06	Dishonesty	Oneerlik	20
1	07	Books continually left at home	Boeke herhaaldelik vergeet	10
1	08	Test not signed	Toets nie geteken nie	10
1	09	Fighting	Baklei	20
1	1-00	Homework not done	Huiswerk nie gedoen nie	10
1	1-01	Failing to attend class on time/school	Laat in klas/skool	10
1	1-02	Leaving class without permission	Verlaat klas sonder toestemming	10
1	1-03	Cheating in class test	Oneerlik in klastoets	20
1	1-04	Failing to complete homework	Huiswerk nie voltooi nie	10
1	1-05	Dishonesty with minor consequences	Oneerlikheid met geringe gevolge	20
1	1-06	Other - 10 Points	Ander - 10 Punte	10
2	14	Disobedient	Ongehoorsaam	20
2	17	Swearing	Vloek	20
2	2-00	Poor Language	Onweloweglike taal	20
2	2-01	Frequent repetition Level 1 infringement	Herhaalde oortreding van gedrag in Vlak 1	20
2	2-02	Possession or use of tobacco	In besit of gebruik van tabak	50
2	2-03	Truancy of several classes	Herhaalde nie-bywoning van Klasse	20
2	2-04	Cheating during examinations	Oneerlik tydens eksamen	20
2	2-05	Verbally threatening safety of another person	Verbale bedreiging van persone se veiligheid	20
2	2-06	Vandalism	Vandalisme	20
2	2-07	Other - 20 Points	Ander - 20 Punte	20
3	3-07	Other - 50 Points	Ander - 50 Punte	50

Reason/Rede:

Signature of learner/ Handtekening van leerder: _____

Signature of teacher/ Handtekening van onderwyser: _____