

**THE MORNINGSIDE VISION**

Our vision is to:

- Promote values and attitudes that contribute to responsible conduct and nation building.
- Promote educational excellence through academic, cultural, sporting and moral endeavours.
- Develop well-balanced, motivated and confident young learners ready to meet the challenges of adult life.

**THE MISSION STATEMENT**

Our mission is to:

- Provide a nurturing and supportive learning environment.
- Provide relevant, meaningful and challenging education giving attention to individual needs and differences.
- Cultivate commitment to work.
- Encourage responsibility towards themselves, the community and environment.

## **OUR CORE VALUES**

RESPONSIBILITY

TOLERANCE

HONESTY

RESPECT

uBUNTU

TABLE OF CONTENTS

1. PREAMBLE
- 1A DISCIPLINARY ACTION AND THE CODE OF CONDUCT
2. ATTENDANCE
3. DRESS AND APPEARANCE
  - Uniform for boys / girls
  - Sports uniform for boys and girls
  - Jewellery
  - School bags
4. BEHAVIOUR
  - In the classroom
  - On the sports field
  - On excursions
5. RULES AND REGULATIONS GOVERNING MISBEHAVIOUR OF PUPILS
  - Disciplinary measures and corrective action
  - Offences
    - \* Minor
    - \* Major
6. SCHOOL RULES FOR PARENTS
7. THE DETENTION POLICY
8. THE MERIT AND DEMERIT SYSTEM
9. RIGHTS, RESPONSIBILITIES AND OBLIGATIONS OF PUPILS

## **1. PREAMBLE**

### **CODE OF CONDUCT**

The following Code of Conduct has been drawn up in the spirit of Morningside Primary School's ethos, the KwaZulu Natal Education Department's expectations and with reference to the guidelines set out in Government Gazette no. 18900 of 15 May 1998. This code is also based on the South African Schools' Act No. 84 of 1996 and all relevant Provincial Acts and amendments that may apply from time to time and shall be binding on all pupils both within and without the school premises.

The staff and Governing Board of Morningside Primary School seek to promote a culture of teaching, learning and mutual respect. We strongly believe in the core values of Responsibility, Respect, Honesty, uBuntu and Tolerance.

The school is a place of safety where laws pertaining to public places are applicable.

- No dangerous objects or illegal drugs as defined in the SA Schools Act or the Safety regulations will be brought onto and/or used on the school property unless authorised by the principal for educational purposes. Dangerous objects include knives, firearms or any item that could harm a person.
- Alcohol is not permitted on school premises or during any school activity.
- The carrying of and/or consumption of illegal chemical substances and drugs is prohibited.
- If a learner is in position of prescription medication a copy of the doctor's script should be kept by the learner at all times.

**1 A. DISCIPLINARY ACTION AND THE CODE OF CONDUCT**

The Principal and Governing Board reserve the right to modify or amplify any of the clauses contained in the Code of Conduct. These amendments will be based on common sense, professional integrity and judgment, in conjunction with the policies laid out by the National Department of Basic Education.

The parent and the pupil must understand that disciplinary and / or legal action may be taken if the school's Code of Conduct has been transgressed.

The final arbiter in the application of the Code of Conduct shall be the Governing Board in conjunction with the Principal.

2. ATTENDANCE

SCHOOL HOURS

Monday – Thursday

Grade 1 and Grade 2 : 07:40 - 13:05

Grades 3 to Grade 7 : 07:40 - 14:05

Friday

Grades 1 to Grade 3 : 07:40 - 12:15

Grades 4 to Grade 7 : 07:40 - 12:35

- **Children are expected to be at school by 7:30 every morning.**
- Children arriving at school once classes have entered their classrooms, which includes a hall assembly, will receive a note requesting the parent to furnish a reason for the child's late arrival.
- A record of latecomers is kept and recorded on the child's report at the end of each term. Parents may be called in to meet with the Principal if the problem persists.
- Regular latecomers may be excluded from the first lesson.
- If a pupil is unable to attend school, the school should be notified telephonically on 0313032413.  
When the pupil returns to school he / she must produce a letter to the class teacher addressed to the Principal stating the reason for absence.
- Should a learner be absent from school for a period of three (3) days or longer, this leave of absence must be supported by a letter from a medical doctor/traditional doctor/ registered herbalist.

- If a pupil is aware that an assessment was due to take place on the day of absence, a detailed note written by the parent must be produced on his / her return which must be within two days of the assessment being undertaken. The parent must telephonically inform the school as well. Please take careful note of the asterisk below. Where possible, the parent should also give the school advanced notice in writing if he / she will be absent for an assessment.

Failure to comply with the above will result in;

- the pupil not being able to write the test/exam on his/her return.
- the pupil not being assessed (orals/computers/physical education) on his/her return.
- the pupil not being credited with any mark for the assessment at all.

Pupils with legitimate reasons for missing the assessment **AND HAVE FOLLOWED PROCEDURE IN NOTIFYING THE SCHOOL** can be assessed using marks already attained in the section provided the final mark is in line with either the child's average mark or the class average for the specific subject.

- If a legitimate excuse is furnished, the pupil will be expected to complete the assessment as soon as possible after his / her return provided it is not a test set by the Department.
- Pupils absent during the writing of any test set by the Department forfeit the opportunity to write the paper and cannot write it on their return.
- Pupils attending Mosque may leave at 12:15 on Fridays.
- Pupils in grades 4 - 7 who are collected by the same person who is collecting a sibling in the Foundation Phase may leave at 12:15 on Fridays provided the parent has notified the school in writing.

- Children collected by After Care facilities may leave at 12:15 on Fridays provided the parent has notified the school in writing.
- Parents are to furnish a written request for any early release of a child.
- No pupil may leave the school premises between the opening and closing of school without the permission of the Principal. The pupil may only leave in the company of a parent, authorised family member or on telephonic instruction from a parent.
- Once at school, no pupil may leave to go to the shop across the road. This applies to the times before and after school.
- No pupil may leave the school premises after school to visit a friend and then return to be collected by a parent.
- If a pupil does not attend a recognised school function, ie: gala, sports day, sports fixture etc, he / she must produce a letter of explanation to the teacher concerned on the first school day following the event. Failure to do this may result in the child receiving detention.



### 3. DRESS AND APPEARANCE

Pupils must wear the correct school uniform and sports kit at all times. **It is the responsibility of the parent to ensure that the dress code of their child / children is adhered to at all times. It is also the responsibility of the parent to see that regulations regarding jewellery and hair are complied with.**

#### 3.1. Accommodation of religious or cultural rights

*Religious practices, conduct or obligations that relate to the core values and beliefs of a recognised religion and that are in conflict with any rule contained in this Code of Conduct, will be accommodated by a deviation from this Code of Conduct by the Governing Body.*

1. The learner, assisted by the parent, must apply for a deviation from the standard school rules if such rules are in conflict with or infringe on any religious right of the learner.
2. This application must be in writing and must identify the specific rule/s that is / are offensive to the learner's religious rights as contained in the Constitution of the Republic of South Africa.
3. This application must include a reasonable interpretation of the religious rights that the learner feels are offensive and a suggestion on how the rules may be supplemented by the Governing Body / school board to accommodate such religious rights.
4. The learner must provide proof that she / he belongs to that specific religion and that the religious practices, rules and obligations that are in conflict with the school's Code of Conduct, are his / her true beliefs and commitments.

5. The religious conduct or practice must be lawful.
6. The Governing Body must consider the application, and if it is satisfied that the application is justified in terms of Constitutional principles, the application will be granted in writing within fourteen days.
7. When the Governing Body allows for deviations from the standard rules, such deviations must be based on core religious beliefs inherent to the religion, and it must be compulsory for the learner to comply with such beliefs.
8. The deviation must specify the exemption from the normal rules and must clearly identify the conduct that will be allowed – e.g. the wearing of a headscarf, including colours and details of design; the growing of a beard; or the wearing of a specific hairstyle, or jewellery – and the conditions under which such deviation will be applicable to the learner.
9. Cultural rights will be considered in the event that they do not relate to a religion, if such cultural rights manifest in conduct of a permanent nature that is compulsory for the cultural group. This refers to cases where the removal of the cultural jewellery or mark will cause considerable pain to the learner. Normally cultural rights are exercised through marks and expressions of a temporary nature that are justified for a specific cultural gathering. The learner must convince the Governing Body that his / her cultural rights can be exercised only through a permanent intervention.

Any request for a deviation from the Code of Conduct based on cultural rights must be in writing and must be based on a process similar to that contained in subparagraphs 1 to 8 above.

### 3.2 THE UNIFORM FOR BOYS

- A white short sleeved V- neck shirt with the school badge screen printed on the pocket.
- Regulation black schoolboy shorts with zip and clasp.
- Regulation Morningside Primary School socks must always be pulled up and folded with the coloured lines equal and parallel below the knee.
- Standard black school shoes – preferably lace up – must have a heel and not a wedge.
- School tracksuit. - pants may not be worn without the jacket.
- The tracksuit top must be zipped up at all times.
- Tracksuit or jersey sleeves may not be pushed up.
- A black long sleeved regulation school jersey. Tracksuit pants may not be worn with a jersey.
- Shoes must always be clean and polished with no writing or objects visible on the sole.
- Boys playing cricket must wear predominantly white takkies or cricket boots.
- T- shirts or vests worn under the shirt must not be visible above the collar.
- Long sleeved T-shirts may not be worn under the shirt. This includes the sports kit.
- No T-shirts with logos or insignia may be worn under the shirt.

### 3.3 THE UNIFORM FOR GIRLS

- A red and white Morningside Primary School checked princess style dress obtainable from a recognised supplier. (GEM)
- Short white ankle socks folded over once.
- Regulation girls' black school shoe with buckle.
- School tracksuit. - pants may not be worn without the jacket. The dress is then substituted for the house shirt.
- The tracksuit top must be zipped up at all times.
- Regulation black long sleeved school jersey. Tracksuit pants may not be worn with a jersey.
- Tracksuit or jersey sleeves may not be pushed up.
- Stockings or leggings are not permitted.
- T-shirts or vests worn under the dress must not be visible above the collar.
- No T-shirts with logos or insignia may be worn under the shirt.

### 3.4 THE SPORTS UNIFORM FOR BOYS AND GIRLS

- The appropriate house shirt is worn for all PE lessons and all sports practices except for cricket.
- Boys wear black boxer shorts for PE and all activities except for cricket where white boxer shorts must be worn for both practices and matches.
- As PE is a sporting activity, any footwear worn must be specifically designed for sport and must not be footwear that would be worn socially on a regular basis.
- Girls wear black skorts, (shorts that resemble a skirt) for all activities.
- The red school representative shirt must only be worn if a pupil is participating in an activity against another school. It may not be worn for any practices or P.E. lessons
- Long sleeved sweat shirts may not be worn underneath the regulation sports shirt
- Boys wear a regulation black “Speedo” costume for swimming and a cap in the colour of his house.
- Girls wear a regulation black “Speedo” costume for swimming and a cap in the colour of her house.
- There are alternative costumes available for boys and girls obtainable from the school only.  
Boys - A two piece costume consisting of a rash vest with short sleeves and thigh length tights.  
Girls - A full body costume with short sleeves and thigh length tights.
- Grade seven boys and girls may wear plain black baggies over their Speedo costumes for PE lessons. If learners are representing the school or their house in a gala, the alternative costumes may not be worn.

The following will be strictly enforced.

- Pupils may not appear in any public place at any time unless they are dressed in the correct school uniform.  
This will include the end of year prize-giving ceremonies. If the pupil is wearing the PE kit, he / she must be wearing his / her school shoes and socks.
- Hairstyles may not represent any fashion style or cut. It is at the Principal and staff's discretion as to whether the hairstyle is deemed to be "fashionable." Children whose hair does not conform to the regulations detailed in the Code of Conduct will be prohibited from attending any class outing, tour etc. and will not be allowed to attend the end of year prize-giving ceremonies. Refer to 3.1 for dispensation on religious or cultural reasons
- The hair must not appear untidy or unkempt by its length.
- Dyes, bleaches, colourings, gels, lotions, oils, beads, wigs or any fashion accessories may not be worn in the hair of both boys and girls.
- Children whose hairstyle is in contravention of the above will be required to remain away from school until such time that the hairstyle conforms with the school policy.

- 3.5 GIRLS: Hair
- If long, hair must be tied back.
  - Only clips or bands in one of the school colours may be worn in the hair. A regulation red, black and white checked band is available.
  - No hair may drape across the face.
  - Fringe must be above the eyebrows.
  - Hair may not be buffed up.
  - Hair tied in a Pony Tail must be tied at the base of the head just above the neck and may not be on the top of the head or on one, or both sides of the head.
  - Any style of hair must be worn with respect to the other learners in the classroom.
  - Hair extensions – maximum length is onto the shoulders.
  - Braids – only braid from front to back, 5mm in thickness, no beads are allowed in the braid at all.
  - No Rasta extensions are permitted.
  - The school management and governing body reserves the right to ban any other variation after consultation with the parent and the child.
- Nails
- Nails must be cut short. (If viewed from the palm, nails must not be visible)
  - No nail polish / clear varnish on fingernails or toenails is permitted.
- Lips
- Lip gloss / coloured lip balm may not be worn.
- Eyes
- No eye make-up may be worn.

- 3.6 BOYS: Hair
- There should be no evidence of a distinguishable ‘step’ and/or lines resulting in two contrasting lengths in a haircut.
  - There must be no pattern cut into the hair.
  - There may not be an exaggerated “comb over” where the hair on the side of the head is clearly cut shorter than the top, separated by an exaggerated side parting.
  - Hair must be off the collar and off the ear.
  - Sideburns must not be longer than the middle of the ear.
  - Fringe must be above the eyebrows.
  - No Rasta extensions are permitted
  - The school reserves the right to ban any other variation after consultation with the parent and the child
- Nails
- Must be clean and cut short.



### 3.7 JEWELLERY

- **GIRLS** - One pair of gold coloured sleepers or studs may be worn in the lower earlobe.
  - Diamante, or any coloured stone or irregular shaped earring, may not be worn.
  - No studs or other jewellery may be worn in the nose, tongue or eyebrow.
- **BOYS** - No earrings may be worn at any time.
  - Boys may not have their ears pierced.
  
- **GENERAL** - Only designated class captains may wear lanyards with keys around their necks if required to do so by the teacher.
  - Only recognised “medical emergency” bracelets may be worn.
  - No rubber bands or bracelets of any sort may be worn on the arm or leg without the permission of the Principal
  - Neck chains worn for any specific reason must not be visible.  
Anything required to be worn for religious purposes must be sanctioned by the Governing Body and the Principal.
  - Designer / fashionable / bright coloured watches may not be worn.
  - Smart watches may not be worn

### 3.8 SCHOOL BAGS

- Only the crested black school bag may be used and this must have the child's name on it. This includes the school bags on wheels.
- The school bag must have an inexpensive tag on it for quick recognition.
- Additional bags for sport, with the exception of the large cricket bags must be predominately black in colour.
- Every child must have a waterproof bag for their swimming kit during the swimming months.
- The parent must monitor the school bag regularly to see that only the essential books and stationery are being carried to and from school daily.
- School bags - straps should be adjusted accordingly and should always be carried using the two straps.
- School bags on wheels must be carried up and down the stairways. Children may not bounce the bag down the stairs.
- School bags on wheels must not be ridden on or used as a seat.
- The school lunch bag is recommended as it deters monkeys from removing food from lunch boxes.  
A combination lock is also advisable for the lunch bag.

#### 4. **BEHAVIOUR**

- Pupils must behave with courtesy, tolerance, respect and consideration towards each other.
- A high standard of behaviour is expected at all times. This includes times when a pupil is off the premises.
- Insubordination and disrespect to any authority figure will not be tolerated and warrants punishment.
- Disorderly behaviour will not be tolerated. This includes inter alia; fighting, bullying, littering, defacing property, damaging property, chewing gum, swearing, theft, victimization, hate speech and intimidation of peers.
- Pupils may not loiter on any corridor before 07:25. Between 07:25 and 07:35, pupils may proceed onto a corridor to hang their school bag outside their classroom. They must then return to the tarmac immediately.
- No pupil may be in a classroom before or after school or during a break unless the teacher has notified the Principal of his / her intent to detain the child / children.
- Running on any corridor, stairway, or in any area other than on the sports field is totally forbidden.
- Stairs are to be taken one at a time.
- There may be no eating, talking or playing on the corridors.
- The school has a no touching policy. Pupils may not greet each other on arrival or departure with a hug.
- No open food may be taken into a toilet area or change room.
- Skateboards, scooters and the like may not be brought to school.

- Pupils may only play on the sub-assembly area and on the field. No ball games are allowed unless under the direction of a teacher.
- Pupils may not go up or down any bank and must adhere to using the designated walkways.
- All banks are out of bounds, particularly;
  - at the hall entrance
  - adjacent to the sports field
  - at the tennis courts
- The passageway outside the caretakers' quarters is out of bounds to children at all times.
- The following are not allowed at school
  - spinning tops / pocket knives / catapults sharp pointed objects (other than regulation school scissors), expensive games, laser pointers, guns of **any** sort including plastic toy guns and water pistols.
- The Principal and Management reserve the right to ban any game.
- Cellphones, Ipads, tablets and any other electronic games or devices are not allowed at school and will be confiscated. The parent will be required to collect the item from the office.
- The Principal, Staff, and the Governing Board will not be held responsible for any loss or damage to personal property brought onto the school's premises by children and / or visitors.
- Books – all textbooks, media centre books are on loan to the pupil and remain the property of the school. If they are lost or damaged, they must be replaced at the parent's expense – a minimum payment of R150 will be required.
- All books must be covered with an appropriate cover for primary school children. The teacher can instruct a child to remove a cover / picture if he / she deem it to be inappropriate.

- Pupils crossing Peter Mokaba Road with or without their parents / child minders must cross at the pedestrian crossing only.
- Children must be collected as soon as possible after school closes.  
Monday – Thursday 13:05 for grades 1-2 and 14:05 for grades 3-7  
Fridays 12:15 for grades 1 - 3 and 12:35 grades 4 - 7
  - Any child not collected after 15 minutes of the above times must report to the security guard who will direct him / her to the secretaries' office to phone a parent, thereafter he / she must wait at the tennis court gate.
  - At the completion of any extra-curricular activity, the child must be collected within 15 minutes of the finishing time.(Refer to extra-curricular programme.) If a child is not collected, he / she must report to the secretaries' office, or if it is after 16:00, the teacher supervising Homework Centre.

**IN THE CLASSROOM**

- It is the right of every Morningside Primary School pupil to receive the highest quality of education. Therefore, no pupil may do anything to inhibit another learner's chances of taking full advantage of the educational opportunities offered.
- Pupils should commit themselves to working constructively during lessons and completing all assigned tasks including homework.
- Plagiarism is strictly forbidden. Where there is sufficient evidence to believe that the pupil has not produced his / her own work, the teacher may deduct marks to the point that the child could receive zero for the assessment.
- The onus is on the child to copy down the correct homework and to complete the work in the given time frame.
- All orals must be ready and at school the day before the designated day. Children not able to present their oral when called upon to do so will not receive any marks and may receive detention.
- Disruptive behavior which infringes on the rights of others to learn and teach is unacceptable and will not be tolerated at Morningside Primary School.
- It is the responsibility of every pupil to help keep the classrooms, toilets and other learning and recreational areas clean and tidy.
- Furniture and any school equipment, including sports equipment, must be treated with care and never be damaged.
- Parents will be held liable for damages to school property where their child is found guilty.
- Classrooms, the hall and its surrounds, the swimming pool, the tennis courts and media centres are out of bounds at all times unless a teacher is present.

**ON THE SPORTS FIELD**

- The spirit of good sportsmanship must prevail at all times. Fair play is expected of every Morningside Primary School child. Pupils should be mindful not to boast or celebrate elaborately when success is achieved and should be gracious in defeat. The decision or action of any referee, umpire or any officiating person may never be questioned by any person other than the Morningside Primary School teacher in charge or by the Principal.
- Behaviour en route to playing sport at another school or venue must be exemplary at all times.
- Spitting or swearing is not accepted at all in the school and the coach may remove the child from the practice or match if a warning has not been adhered to.
- Visitors must be treated courteously at all times. Morningside Primary children must always stand back for their visitors when refreshments are served.
- No child is allowed around the refreshment table put out for visiting parents unless they are on duty and under a teacher's supervision.
- Aggressive / retaliatory behaviour / temper tantrums are not acceptable. Any child engaging in any form of aggressive behaviour contrary to the spirit of good sportsmanship will be removed immediately by the coach.
- Children not dressed in the required uniform may not participate in any school activity.

**ON EXCURSIONS / SPORTING TRIPS**

- Whilst on an excursion, pupils must remember that they are representatives of Morningside Primary School and should take care that their actions bring only honour to themselves, their parents and the school. Their actions are often seen as a reflection of the school and the child's parents.
- Children will be expected to contribute financially towards class excursions.
- The Principal reserves the right to forbid any child to participate in any excursion if he feels the child's behaviour will dishonour the school.
- Children are responsible to secure themselves with seat belts in any vehicle transporting them to and from an activity or outing.



**5. RULES AND REGULATIONS GOVERNING MISBEHAVIOUR, DISCIPLINARY MEASURES AND CORRECTIVE ACTION**

The school is under 24 hour CCTV surveillance. Video evidence may be used to prove any action which is not in keeping with the school's Code of Conduct.

Serious breaches of discipline may result in one or more of the following courses of action being taken.

- Parental notification – (telephonic or written)
- Record of offence being noted in the pupil's personal file.
- Police involvement in the case of illegal / criminal activities.
- The intervention of Social Services.
- A meeting of parents and child with the Superintendent for Education: Management.(SEM)
- Suspension for a period of up to five school days.

## OFFENCES

These have been categorised as “minor” and “major”. The classifications should however, be viewed as a guide and offences may be interpreted and dealt with by a disciplinary panel where particular circumstances warrant this.

### MINOR OFFENCES

These include the failure to comply with the Code of Conduct as specified previously in this document, except where these are detailed under “major offences.”

In the case of minor offences, corrective measures may be applied where parental notification or permission may not always be sought. These actions could include one or more of the following;

- the pupil being sent to the phase H.O.D. for constant disciplinary contraventions with the Prospect of the parent being contacted to discuss the matter.
- the issuing of demerits, the accumulation of which over a limited period of time, may lead to stronger disciplinary actions.
- written work.
- work that contributes to the improvement of the school’s environment, including supervised light manual labour and litter pick-up duties.
- performing tasks to assist an offended person.
- after-hours detention . (Parents will receive a minimum of 24 hours notice of detention.)
- replacement of damaged property and / or reasonable financial compensation for losses which may have been incurred.
- suspension for a period of time from some school activities, e.g. sport.

MAJOR OFFENCES

These include conduct which endangers the safety and / or violates the rights of others. Parents will be notified of such offences either telephonically or in writing.

- Insolence or disobedience.
- Absence from lessons or other compulsory school activities without permission.
- Lying and deceit.
- Cheating and forgery.
- Plagiarism
- Theft or possession of stolen property.
- Vandalism.
- Fighting, assault or battery.
- Bullying, including aggressive behavior and psychological / emotional abuse.
- The use of vulgar, offensive, insulting or blasphemous language.
- Indecent behaviour.
- Racism.
- Distribution or possession of pornographic material.
- Possession of fireworks.
- Possession, threat or use of dangerous weapons.
- Possession, use or transmission of tobacco, E-cigarette, unauthorised drugs, alcohol, intoxicants, or any other kind of potentially harmful substances.

**6. SCHOOL RULES FOR PARENTS**

- It is the parent's responsibility to ensure that the child is at school on time and collected from school within fifteen minutes of school or an extra-curricular activity finishing.
- Parents may not allow siblings to wait at school for each other if the children are in different phases.
- Only in extreme circumstances will a child be called out of the classroom to speak to a parent.
- No parent may proceed to a classroom without first reporting to the secretaries' office.
- No parent / family relative may address any child other than their own in a negative manner with regards to their behaviour. Any incident where the parent / family member feels the need to address a child other than their own must be done in the presence of the Principal or a member of management
- A parent must sign a register at the front office before requesting to take a child from school during the school day. Permission to release a child will only be granted by the Principal or a member of Management.
- Any request for a child to leave school early must be in writing and presented to the Principal in good time.
- At the start of each year, the parent must communicate in writing to the Principal why a child must have a cell phone in his / her possession at school. If permission is granted, it is the child's responsibility to hand the phone in to the secretary for safe-keeping on his / her arrival at school and collect it on departure. This must be viewed in extreme cases only. Even though the school accepts to look after the device, it takes no responsibility should there be a theft from the office or place of safe keeping.

- Any child whose cell phone or item of value has been handed over to the educator or management member may never personally receive it back. The parent of the child must collect it from the secretaries' office.
- Pupils will only be allowed to phone parents from the secretaries' office if unforeseen circumstances arise.  
A charge of R2 per phone call is expected to be paid on the day, or the first school day thereafter
- Secretaries will receive and pass on messages to children in emergency situations only.
- There is a collection and distribution system of notes / messages / sports kit / lunches etc. in place. There is no guarantee that anything dropped off with the secretaries will reach the child before the required time / lesson.
- Parents are requested to consult the weekly newsletter or extra-curricular programme before phoning the school for information.
- Parents are urged to load the d6 Communicator onto their cell phones or computer so as to receive immediate communication from the school.
- Parents are to ensure that their child's information sheet which is kept by the school is always up to date. Telephone numbers must be written legibly and updated when necessary.
- The parent will be notified if their child is sent to the sickroom. It is the parent's decision as to whether the child must remain in the sickroom or be collected and taken home.
- The parents of a pupil suspected of having lice / nits will be asked to remove the child from school immediately and produce a letter of confirmation that treatment has been effective before the child is clear to resume school.

- Parents are requested to adhere to the municipal bylaws and not park on red or yellow lines. Metro Police will be called to fine or remove the vehicles.
- Parents may not ask the security guard to leave his post to deliver a message for them.
- Parents may not drive their cars further into the school than the sliding gate at the tennis court entrance.
- Parents are not to wait on the corridors for their children after school.
- Morningside Primary School is a fee paying school. School fees are compulsory and should be kept up to date.
- Failure to honour school fee obligations without consultation with the Bursar will result in legal action being taken against the parent
- A term's notice is required if a child is leaving the school with the exception of children leaving at the conclusion of grade seven. Unforeseen circumstances will be entertained provided the parent consults with the Principal and all fee payments are in good standing.
- A transfer card will not be issued if school fees are outstanding or unless a written explanation is furnished as to why the financial obligation cannot be met.

## **7. THE DETENTION POLICY**

Detention is the highest form of discipline at Morningside, bar suspension or expulsion. If your child is placed into detention you need to acknowledge that he or she has transgressed a school rule. Your child may have also accumulated a number of lesser transgressions that have added up to a detention. In this case the child will be aware of his / her status if “black” dots or demerits are being used. If your child is in detention, please view it in a serious light and discuss it with him / her.

Detention should be viewed by the parent as a warning of their child’s consistent poor behaviour / work record and parents should do their best to remedy this situation in an appropriate manner. Where a pupil has been placed in detention three or more times in one term, parents will be notified in writing with a view to an interview with the Principal should this be repeated later in the same year.

It is important that parents know how the detention system works and your full support would be appreciated to ensure its effectiveness.

- \* Your child will bring home a detention note stating the offence, the date he / she is due to attend the detention class, the signature of the educator issuing the detention and the date issued.
- \* All detentions must give the child / parent at least 24 hours notice.
- \* The child must have the detention slip signed by a parent or guardian. (Full signature required)

- \* The child presents the signed detention slip to the teacher responsible for issuing the detention and also to the teacher conducting the detention class. Tuesday or Thursday at 14:05 grades 3 - 7 and 13:05 on a Wednesday grades 1 - 2.
- \* The child must take a learning subject book or a dictionary to the detention class.
- \* Detention times. Grades 1 - 2 13:05 – 14:05  
Grades 3 - 7 14:05 – 15:30  
(Please do not request an earlier release.)
- \* If the detention slip is 'forgotten' or presented to the detention teacher unsigned, the child may produce it first thing the following morning to the relevant teacher. If this is not done, another detention will be issued for the next available detention class.
- \* A Friday afternoon or Saturday morning detention could be invoked for repeat offenders.
- \* If the child was absent on the day of his / her detention, he / she will be expected to attend a detention class on the first registered detention class his / her return. You, as the parent would be aware of this as you would have seen the original detention slip and been aware that your child was missing the detention due to his / her absence from school.
- \* A child may only be excused from detention if he / she is representing the school in a match and the team will be affected by his / her absence.
- \* Any request for a postponement of detention by a parent must be done in writing to the Principal or Deputy Principal giving an undertaking that the child will attend the next available detention.
- \* Being part of a lift club or being collected by an after-care facility is not an excuse for a child to miss detention or having to leave detention early. The onus is on the parent to make the necessary transport arrangements.



## **8. THE MERIT AND DEMERIT SYSTEM**

A system of rewarding good traits with “Merits” and admonishing the opposite with “Demerits” is applied in all grades throughout the year. These scores are tallied weekly and at the end of each term the children in the house with the best score are rewarded. At the end of the year, all the points are added up and the house with the best score receives the MERIT CUP at the annual prize-giving ceremony.

Merits are issued for a range of positive actions. A maximum of three merits can be issued by a staff member at any one time to a pupil.

Demerits are given for minor offences such as;

- disruptive behaviour
- lack of diligence
- homework not done (first offence)
- rowdy behaviour on the corridors after the bell has rung.

Should a pupil receive 3 or more demerits in one week, he / she may be summoned for an explanation by the teacher in charge of the particular house.

**9. THE RIGHTS, RESPONSIBILITIES AND OBLIGATIONS OF PUPILS**

It is the right of each pupil to be educated in an orderly and disciplined environment and also the right of the teacher to teach in such an environment. This implies inter alia that;

- the individual has the right to develop to his / her full potential.
- pupils will respect one another's convictions and cultural traditions and diversities.
- pupils will respect the inherent dignity of others.
- pupils will enjoy equal treatment in respect of the school rules and will receive equal protection and benefits of the school rules.
- the pupils will uphold the core values of the school viz: Responsibility, Respect, Honesty, Tolerance and uBuntu.