



LEARNER CODE OF CONDUCT

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INTRODUCTION

This School is committed to providing an environment for the delivery of quality teaching and learning by:

- Promoting the rights and safety of all learners and teachers and parents.
- Ensuring learners' responsibility for their own actions and behaviours.
- Prohibiting all forms of unfair discrimination and intolerance.
- Eliminating disruptive and offensive conduct.
- Teaching time is protected.

The Code of Conduct spells out the rules regarding learner behaviour at Randpark Ridge Montessori (RRM) and describes the disciplinary system to be implemented by the School concerning transgressions by learners. The Code of Conduct applies to all learners while they are on the School premises or when they are away from the School representing it or attending a School function.

Section 8(4) of the SA Schools Act provides that all learners attending a School are bound by the Code of Conduct of that School. All learners attending the School are expected to sign a statement of commitment to the Code of Conduct (Annexure B). The administration of the Code of Conduct is the responsibility of the Management of the School.

SCHOOL RULES

The School rules are intended to establish a disciplined and purposeful environment to facilitate effective teaching and learning at RRM. Nothing shall exempt a learner from complying with the School rules. Ignorance of School rules is, therefore, not an acceptable excuse.

General Principles

- Learners are always expected to behave in a courteous and considerate manner towards each other, all members of staff and visitors to RRM.
- Learners are expected to abide by the School rules regarding appearance and behaviour when representing RRM both during School hours and after School hours, at School and away from School. Learners may not say or do anything that will discredit themselves or the School. This applies to both verbal and written actions and includes comments on any social media platform.
- No learner has the right at any time to behave in a manner that will disrupt the learning activity of other learners or will cause another learner physical or emotional harm.
- The School will contact parents/guardians when a learner's behaviour becomes a cause of concern and will endeavour, in a spirit of constructive partnership, to resolve the problem.

School and Class Attendance

Parents/guardians, learners, teachers, and the Board are jointly responsible for ensuring that all learners attend School.

- If a learner does not attend School regularly, the relevant register teacher will report the absence of the learner to the parent and the Principal in writing.
- The register teacher must keep an accurate register of learner attendance and must keep copies of all communication to parents when absence from the classroom is reported.

- All learners are to arrive at School before the official starting time. Learners who are late for School will be marked "late" as registers are completed at the beginning of each School day.
- Absence from a class, without the permission of the relevant register or subject teacher, is prohibited.
- Any absence from School must be covered by an absentee note from a parent/guardian.
- 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.
- Any absence from a formal examination, test or task must be supported by a letter from a medical doctor/traditional doctor/registered herbalist.
- No learner may leave the School during School hours without a letter from a parent/guardian requesting the release of their child and the permission of the Principal from whom an exit note (Annexure I) must be obtained.
- Truancy from School is prohibited.
- All learners will attend assembly for the full duration thereof.

General Appearance

RRM do not have a prescribed uniform at present. Learners may wear what they choose however they should appear neat, tidy, and presentable at all times. Learners are expected to abide by the general guidelines described in the Learner Dress Code. Specific guidelines are outlined as follows:

Hair

- Any hair colour is allowed.
- Any hair style is allowed, however, for practical reasons, hair should be tied away from the face.
- Hair should be clean.

Makeup

No make-up is allowed with the following exceptions:

- Learners suffering from skin problems are allowed to lightly cover blemishes.
- Clear lip gloss is allowed.
- Nail polish is allowed provided it appears neat and unchipped. No synthetic nails or nail applications are allowed. Excessive nail length is not permitted.

Upper body clothing

- All tops must touch the top of the skirt or pants.
- Low-cut necklines are not allowed.
- Underwear should not be visible either by being exposed or by means of transparent clothing.

Lower body clothing

- In learners from grade R and older, short length should be mid-thigh or longer.
- Underwear should not be visible either by being exposed or by means of transparent clothing.
- Tights should be worn under a skirt or dress.

Shoes

- No restrictions are placed on shoes.
- Shoes are not compulsory.

Valuable and Personal Belongings

The School will not be held responsible for theft of or damage to personal belongings on School premises (e.g., cell phones, bags, books, and clothing).

- Learners should avoid bringing cell phones, large sums of money and valuables to School. Cell phones and other devices may not be switched on during a normal School day unless instructed for educational purposes.
- Learners may not bring computer games, iPods, or similar electronic devices to School.

General Rules

- Loitering and/or playing in and around the school premises and toilets are forbidden.
- All litter must be placed in refuse bins or wastepaper baskets.
- Wilful damaging, vandalising or neglect of School property and the property of others, either by writing or by a physical act, is prohibited. Theft of School and private property is also prohibited.
- Any act of cheating in class work, homework, informal and formal tests or internal or external examination is prohibited. Furthermore, copying of and/or borrowing another learner's work is forbidden.
- Disruptive, unruly, rude and/or offensive behaviour will not be tolerated.
- The timeous handing in of work is the responsibility of each learner.
- Learners who fail to produce a medical certificate on absenteeism during formal examinations/tests/assessment tasks will obtain a mark of "0" (nought) for the particular examination/test/assessment task.
- The learner will respect the beliefs, culture, dignity, and rights of other learners, as well as their right to privacy and confidentiality.
- Language that is seen as pejorative, discriminatory or racist is prohibited.
- Any act that belittles, demeans, or humiliates another learner's culture, race or religion is prohibited.
- All learners have the right to an education free of interference, intimidation and/or physical abuse. The learner will respect the property and safety of other learners. Fighting or threatening of other learners is forbidden.
- The learner will respect those learners in positions of authority. A learner who is in a position of authority will conduct him/herself in a manner befitting someone in authority. S/he will respect the rights of other learners and will not abuse such authority bestowed upon him/her through his/her position.
- The carrying, copying and/or reading of offensive material are prohibited.
- Learners must keep clear of areas that are indicated as out of bounds. These include:
 - Electrical mains distribution boxes, fire extinguishers and hoses.
 - Outside security gates e.g., parking lots, except while accessing their own vehicles.
 - Inside closed-off area used for refuse or maintenance storage.
 - Staff toilets and offices
 - Main buildings during break times.
 - Play areas allocated to a different age group e.g., baby playground.

Rules Governing Public Places

The School is a place of safety where laws pertaining to public spaces 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.
- The carrying and/or smoking of cigarettes, vapes, hubbly-bubbly or other smoking devices are prohibited.
- Alcohol is not permitted on School premises or during any School activity by any learner.
- The carrying of and/or consumption of illegal chemical substances and drugs is prohibited.

School Enrichment Programme

Involvement in activities making up the School Enrichment Programme forms a valuable and integral part of the holistic education of every learner.

- Participation in extra-curricular is optional however participation in co-curricular activities is compulsory. Extra-curricular activities are offered in the mornings from 7:15 – 7:55. Once a learner has committed him/herself to an extra-curricular activity, s/he will be bound to meet the rules and obligations related to that activity. A learner will commit to an activity for a minimum period of one month. Should s/he wish to discontinue the activity, a written resignation with adequate reasoning should be provided. The purpose of this rule is to teach learners a sense of responsibility and teamwork. Attendance of all practices is therefore compulsory.
- The learner is expected to adopt the correct etiquette pertaining to the specific activity at all times.
- Appropriate clothing will be worn to practices e.g., girls must wear shorts/pants to sport or dance, appropriate shoes etc.

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 conflict with any rule contained in this Code of Conduct will be accommodated by a deviation from this Code of Conduct by the Board under the following conditions:

- The learner, assisted by the parent, must apply for a deviation from the standard School rules if such rules conflict with or infringe on any religious right of the learner.
- This application must be in writing and must identify the specific rule/s that is/are offensive to the learner's religious right/s as contained in the Constitution of the Republic of South Africa.
- This application must include a reasonable interpretation of the religious rights that the learner feels are offended and a suggestion on how the rules may be supplemented by the Board to accommodate such religious rights.
- The learner must provide proof that s/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.
- The religious conduct or practice must be lawful.
- The Board 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.

- When the Board 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.
- The deviation must specify the extent of the exemption from the normal rules and must clearly identify the conduct that will be allowed and the conditions under which such deviation will be applicable to the learner.
- 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 the subparagraphs above.

DISCIPLINARY SYSTEM

Every teacher is responsible for discipline and has the full authority and responsibility to correct the behaviour of learners whenever such correction is necessary. Any corrective measure or disciplinary action will correspond with and be appropriate to the offence. All learners will abide by the discipline system that has been developed to assist and guide learner behaviour in the School.

Disciplinary Procedures

The grade of an offence will determine the procedure to be followed.

1. Grade 1 offence – verbal reprimand, chosen intervention, a written warning.
2. Grade 2 offence – a final written warning followed by a disciplinary hearing, then a tribunal hearing.
3. Grade 3 offence – a disciplinary hearing or a tribunal hearing (depending on the severity of the offence).
4. Grade 4 offence – offence immediately reported to the South African Police Service (SAPS) and a tribunal hearing.

Disciplinary Interventions

1. The following list of interventions and corrective measures used by the School are aimed at correcting behaviour before suspension and expulsion:
 - A reprimand to express disapproval.
 - A demerit combined with break detention during which the learner will do writing out work.
 - Written warning.
 - Final written warning.
 - Removal from classes.
 - Written punishment.
 - Community service to improve the physical environment within and around the School property.
 - Homework detention.
 - Supervised schoolwork.
 - Referral for counselling.
 - Attendance of a relevant life skills programme.

- Fines to compensate for damages, to cover the cost of repair or replacement of the lost or damaged item, and/or the accumulated fine.
 - Temporary suspension of School-related privileges
 - Exclusion from School activities and functions, e.g., academic award ceremony.
 - Withdrawal of recognition, e.g., award.
 - Temporary suspension from class or School, pending disciplinary hearing.
 - Disciplinary hearing.
 - Tribunal hearing.
2. Failure to comply with interventions and corrective measures will lead to further interventions and may lead to the offence being categorised at a higher grade. Expulsion may be recommended for a Grade 3 and a Grade 4 offence. See Annexure A, Table 2 for a list of the possible disciplinary measures to be applied for Grade 1, 2, 3 and 4 offences, respectively.
 3. Conduct that may lead to suspension/exclusion includes, but is not limited to, the following:
 - Conduct that violates the rights or safety of others.
 - Criminal behaviour of any kind.
 - Defacing or destroying School property.
 - Disrespectful or objectionable conduct and verbal abuse directed at teachers, other School employees or fellow learners.
 - Outright defiance of lawful requests or instructions issued by persons in authority.
 - Indulging in harmful graffiti, racism or “hate speech.”
 - Sexual harassment or sexual assault.
 - Immoral behaviour or profanity.
 - Possessing, using, or displaying evidence of use of any narcotics, unauthorised drugs, alcohol, or any other intoxicant.
 - Repeated infringements of the School rules or the Code of Conduct.
 - Possession of dangerous weapons (guns, knives and other objects which may threaten the lives of learners/teachers).
 4. Should a learner be found guilty by a court of law for breaking the law of the Republic of South Africa, the School has the right, after a fair hearing through the Board, to expel the learner.
 5. A tribunal hearing will be convened with a view to recommending expulsion.
 6. Where approval for expulsion is not granted, learners will attend counselling or the relevant life skills programme before they may return to class.

Suspension of a Learner

The Board authorises the Principal to institute suspension, as a precautionary measure, regarding a learner who is charged with a serious misconduct offence as contemplated in section 8 of the SA Schools Act.

1. Before a learner is suspended, the learner and his/her parents must be given an opportunity to indicate why the suspension should not be considered.
2. The disciplinary proceedings must commence within one (1) week after the suspension. If the proceedings do not commence within one (1) week, approval for the continuation of the suspension must be obtained from the Director.
3. This suspension will be applicable until a finding of not guilty is made or, in the case of a finding of guilty, until the appropriate sanction is announced.

Disciplinary and Tribunal Hearings

1. The following official forms will be used for misconduct and disciplinary hearings:
 - Demerit form
 - Written warning (disciplinary warning form) (Annexure D)
 - Final written warning (Annexure E)
 - Notice of disciplinary hearing (Annexure F)
 - Record of disciplinary hearing (Annexure G)
 - Review form (lodging of appeal) (Annexure H)
2. Written notice of a disciplinary or tribunal hearing will be given at least five (5) School days before the hearing, which could imply temporary suspension from classes, excluding formal scheduled tests and examinations which count towards the year mark.
3. When a notice is issued to a learner the learner must acknowledge receipt of notice by signing for it. This is not an admission of guilt.
4. If a learner does not appear at a hearing, the hearing will be conducted in his/her absence.
5. A written verdict of the hearing will be issued to the offender. The offender must acknowledge the content by signing the document.
6. A learner has the right to request a review of the disciplinary action taken against him/her if sufficient grounds exist. Disregard of punishment of the Disciplinary Committee will lead to temporary suspension pending a hearing.
7. The Disciplinary Hearing Commission will consist of the following members:
 - a Board representative.
 - the School Principal or Discipline Officer delegated to oversee this function.
 - the register teacher.
8. The hearing will also be attended by the learner, and any other learner s/he may need for his/her defence.
9. Disciplinary measures that a Disciplinary Hearing Committee may impose include:
 - Demerits.
 - Suspension from School for a minimum of two days up to a maximum of five (5) days, ratified by the Board, to be effective immediately. This will be put in writing and a copy kept on record.
 - Recommendation with respect to counselling/attendance of a life skills programme.
 - Progress monitoring process initiated for a minimum of two (2) weeks, followed up with a progress report.
 - A written conduct and behaviour warning issued. A signed copy of acknowledgement will be kept on record.
 - Payment to cover the cost of repair or replacement of the damaged, lost, or stolen item.
10. The Tribunal Hearing Commission will consist of the following members:
 - the Board Chairperson.
 - the School Principal or Discipline Officer delegated to oversee this function; and
 - the register teacher.
11. The Principal/Discipline Officer will keep on record copies of all documentation relating to the offence, the conducting and findings of the hearing, and the disciplinary measures imposed.
12. The Principal/Discipline Officer will furnish the relevant register teacher with all the information necessary for their records.

Procedure during Hearings

1. The Chairperson of The Committee must lead the proceedings and:
 - Introduce those present and state their functions.
 - Ensure that witnesses are present only while giving their evidence.
2. The Chairperson must inform the learner of his/her rights:
 - The right to a formal hearing.
 - The right to be present at the hearing.
 - The right to be given time to prepare for the hearing case.
 - The right to be given advance notice of the charges.
 - The right to be represented at the hearing by one (1) internal representative.
 - The right to be accompanied at the hearing by parents/guardian if the learner is a minor.
 - The right to ask questions on any evidence produced, or on statements of witnesses.
 - The right to call witnesses to testify on his/her behalf.
 - The right to an interpreter, to be requested 24 hours prior to the hearing.
 - The right to appeal within five (5) days against any penalty imposed by the
 - If the learner does not attend, the hearing will be conducted in his/her absence.
3. The Chairperson is to explain the nature of the alleged breach or misconduct to those present at the hearing.
4. The procedure of enquiry is to be explained by The Chairperson. The evidence of the complainant and his/her witnesses will be heard first. The learner and panel may ask questions about the evidence. The learner and his/her witnesses may then give evidence and the complainant and Committee may ask them questions.
5. When all the evidence has been heard, The Chairperson must close the enquiry, dismiss the complainant, the accused, their representatives, the parent/guardian and all the witnesses.
6. The Disciplinary Committee must discuss and weigh the evidence and come to a decision.
7. The Chairperson must reconvene all interested parties.
8. The Chairperson is to communicate the decision of The Committee.
9. The Chairperson must explain the decision of The Committee and the reasons for the penalty (if any) that has been imposed.
10. The learner must be advised of his right to appeal (Annexure F).
11. The complainant and learner must sign the disciplinary form and a copy must be handed to the learner. (If the learner refuses, a witness must sign in the presence of the learner).
12. The signing of the document by the learner does not imply an acknowledgement of guilt.

Grading of Offences

Offences are graded according to the nature and degree of seriousness of the offences, of which Grade 4 offences are the most serious. See Annexure A, Table 1 for a list of the offences making up each of the Grades 1, 2, 3 and 4.

Grade 1 Offences

- All Grade 1 offences will be dealt with by the staff member who must keep a written record of such offences and the disciplinary measure taken.
- When a **third** Grade 1 offence occurs, the matter is referred to the Principal along with the record of all three (3) offences and the Principal will issue a written warning. A signed copy of

acknowledgement will be kept on record by the Principal and communicated to the parent/guardian.

- Should the particular Grade 1 offence recur after disciplinary intervention has occurred and a written warning has been issued, the staff member will, in consultation with the Principal, arrange an interview with the learner. A final written warning will be issued. A signed copy of acknowledgement will be kept on record by the Principal and communicated to the parent/guardian.
- The Principal will keep on record copies of all relevant documentation relating to the offences and the disciplinary measures imposed and provide copies thereof to the learner's register teacher.

Grade 2 Offences

- All Grade 2 offences will immediately be referred to the Principal. The staff member will, in consultation with the Principal, arrange an interview with the learner.
- A *final* written warning will be issued, and disciplinary action applied. A signed copy of acknowledgement will be kept on record by the Principal and communicated to the parent/guardian.
- When a **second** Grade 2 offence occurs after a final written warning has been issued for the first offence, the Principal will refer the matter to the Board for a disciplinary hearing. The parent/guardian will be advised in writing, a minimum of five (5) days before the designated date that an internal disciplinary hearing has been convened.
- Should the particular Grade 2 offence recur after the issuing of a final written warning and a disciplinary hearing has occurred, the Board will refer the matter to a tribunal hearing. The parent/guardian will be advised in writing, a minimum of five (5) days before the designated date that a tribunal hearing has been convened.
- The Principal will keep on record copies of all relevant documentation relating to the offences and the disciplinary measures imposed and provide copies thereof to the learner's register teacher.

Grade 3 Offences

- All Grade 3 offences will immediately be reported to the Principal. The Principal will refer the matter to the Board who will, depending on the severity of the offence, determine whether to convene a disciplinary hearing or a tribunal hearing. The parent/guardian will be advised in writing, a minimum of five (5) days before the designated date that a hearing has been convened.

Grade 4 Offences

- All Grade 4 offences will immediately be reported to the Principal. The Principal will refer the matter to the Board who will immediately file a report with the SAPS and convene a tribunal hearing. The parent/guardian will be informed immediately of the offence and be advised in writing, a minimum of five (5) days before the designated date that a hearing has been convened.

Annexure A

LIST OF OFFENCES PER GRADE OF OFFENCE & LIST OF THE POSSIBLE DISCIPLINARY SANCTIONS TO BE APPLIED

TABLE 1: LIST OF OFFENCES PER GRADE OF OFFENCE

Grade 1: Offences	Grade 2: Offences	Grade 3: Offences	Grade 4: Offences
<ul style="list-style-type: none"> • late coming • littering • excessively noisy or unruly behavior in any setting • misconduct in any school setting • entering an out of bounds area, classroom, or passage without permission • loitering on the premises, or at the toilets • misconduct or poor sportsmanship • failure to: <ul style="list-style-type: none"> ○ attend an extramural activity's practice session without excusing him/herself ○ attend a compulsory activity without submitting a written excuse letter prior to the event ○ attend detention • continual interference with another learner which causes minor physical or mental discomfort • minor infringements of clothing regulations • disruptive behaviour in class • loosing school textbooks/property • spitting in public • use of inappropriate words • telling white lies • failure to: <ul style="list-style-type: none"> ○ do classwork and submit homework ○ bring the required textbooks, notes, stationery, or equipment to a lesson ○ hand work in on time • copying another learner's classwork or homework • defacing School property • reporting late for class • use of offensive material to cover books or files • possession and/or unauthorized use of a cell phone, computer game, iPod, and similar electronic devices, during all contact time • failure to participate in any co-curricular activity 	<ul style="list-style-type: none"> • vandalism/attempted vandalism • interfering with others' possessions/ property without the owner's consent • damaging others' possessions /property because of interfering or using said possession or property without the owner's consent • racism: remarks/insults • forgery: altering of official documents such as medical certificates and qualifications and fraudulent use thereof • intimidation or threatening behaviour (verbal/physical)-threat to harm the person or his property (bullying) • swearing, lying, or using obscene gestures • deliberate conduct that causes distress in other learners • verbal or non-verbal abuse • disrespect or insolence • insubordination • fighting, common assault or attempted assault • public disturbance and public indecency • gambling • failure to attend detention without prior submission of a written excuse or note • using a cell phone as a means of communication during formal testing • cheating, attempting to cheat, or having forbidden material or information in a test venue during controlled testing (class tests, term tests, internal exams). This includes any form of communication, verbal or non-verbal, with another learner • copying of computer exercises, projects or any other work intended for the year mark • truancy from any contact time • possession or use of firecrackers • any action which brings the School's name into disrepute • possession of offensive material, excluding pornographic material • tampering with safety and other equipment on School premises • unreasonable repetition of a Grade 1 offence 	<ul style="list-style-type: none"> • public indecency • possession of weapons that can cause physical injury (knives, etc.) • entering the School premises while under the influence of alcohol/drugs • possession, copying, distribution, use or displaying of pornographic material • assault with the intent to do grievous bodily harm • truancy from School or leaving School grounds without the necessary permission • taking part in any form of illegal strike action/meeting/campaign on School premises • any learner who, in or outside of the buildings, or on or off the premises of the School, whilst under the control of the School authorities, intentionally conducts him/herself in a manner which is or could be seriously detrimental to the maintenance of order or discipline at the School • violating the rights of other learners to receive education by disrupting classes, preventing other learners from attending classes, preventing teachers from providing teaching, or in any other manner • violating the rights of the teacher to carry out his/her tasks, to the detriment of the School, the staff, the teacher, or fellow learners • Damage/attempted damage of School property • unreasonable repetition of a Grade 2 offence 	<ul style="list-style-type: none"> • use of weapons that cause physical injury (knives, etc.) • possession and/or use of a firearm, firearm magazine, ammunition, dangerous or lethal weapon • possession, using and/or dealing in drugs, or alcohol, or any other intoxicating substance • poisoning, or attempting to poison another person • theft, robbery, breaking and entering • malicious damage/ injury to property of the School, staff members, fellow learners or any other person or body • rape, attempted rape, or indecent assault • physical assault that results in bodily harm • sedition or inciting any form of illegal strike action/meeting/campaign on School premises • Any offence punishable under common law

Annexure B
RANDPARK RIDGE MONTESSORI
LEARNER COMMITMENT

I, _____, a learner at Randpark Ridge Montessori, understand the rules and their implications and hereby commit to:

- Abide by the Code of Conduct and Disciplinary System.
- Behave in a courteous and considerate manner and respect other learners, the LRC, all members of staff and visitors to the School.
- Treat everyone with respect regardless of differences in culture, religion, ability, race, gender, age, sexual orientation, or social class.
- Take responsibility for my learning by attending regularly and punctually and completing all my assessment tasks on time.
- Cooperate with my teachers and other School staff.
- Assist in making the School a safe place for all.
- Seek help if I need it.
- Let the School know if I feel my rights have been infringed, or if I experience any other difficulty.

Learner

Parent/Guardian

Date

Annexure C
RANDPARK RIDGE MONTESSORI
DEMERIT FORM

Name of learner: _____

Setting: Playground

Class

Aftercare

Teacher: _____

The above learner has breached the disciplinary code.

Date of offence: _____

Date of detention/action: _____

Grade of offence: _____

Nature of offence: _____

Action: Break detention and writing out Other _____

Learner

Teacher

Parent

Annexure C
RANDPARK RIDGE MONTESSORI
DEMERIT FORM

Name of learner: _____

Setting: Playground

Class

Aftercare

Teacher: _____

The above learner has breached the disciplinary code.

Date of offence: _____

Date of detention/action: _____

Grade of offence: _____

Nature of offence: _____

Action: Break detention and writing out Other _____

Learner

Teacher

Parent

Annexure D
RANDPARK RIDGE MONTESSORI
WRITTEN WARNING

Name of learner: _____

Learner ID number: _____

Setting: Playground

Class

Aftercare

Teacher: _____

The above learner has breached the disciplinary code.

Date of offence: _____

Grade of offence: _____

Nature of offence:

Learner's statement:

Learner

Teacher

Witness

Principal

Date

Date

- | |
|--|
| <ul style="list-style-type: none">• One (1) copy to learner, original to be kept by Principal.• Learner's signature does not signify admission of guilt, but that charges and action taken have been explained. |
|--|

Annexure E
RANDPARK RIDGE MONTESSORI
FINAL WRITTEN WARNING

Name of learner: _____

Learner ID number: _____

Setting: Playground

Class

Aftercare

Teacher: _____

Please take note that this is a final warning. If the disciplinary code is breached again, in any way, it will lead to a disciplinary hearing.

Date of offence: _____

Dates of previous warnings: _____

Grade of offence: _____

Nature of offence:

Learner's statement:

Learner

Teacher

Witness

Principal

Date

Date

- One (1) copy to learner, original to be kept by Principal.
- Learner's signature does not signify admission of guilt, but that charges and action taken have been explained.

Annexure F
RANDPARK RIDGE MONTESSORI
NOTICE OF DISCIPLINARY HEARING

Name of learner: _____

Learner ID number: _____

Setting: Playground

Class

Aftercare

Teacher: _____

A formal disciplinary hearing will be held and you are obliged to be present:

Date of hearing: _____

Venue of hearing: _____

Time of hearing: _____

Date served: _____

The charge against you is as follows:

Date of offence: _____

Nature of offense:

Suspension from class

You are further advised that you have been suspended from class from:

Time: _____ Date: ___ / ___ / _____ **until** Time: _____ Date: ___ / ___ / _____

During your period of suspension, you will not be permitted on the School premises unless written permission has been given to you by a senior member of management, or for attending this hearing.

Note: Learner receives one (1) copy, and the signed copy must be kept and filed.

RIGHTS OF LEARNER FACING DISCIPLINARY ACTION

Learner's rights (to be read by Server)

- The right to a formal hearing.
- The right to be present at the hearing.
- The right to be given time to prepare your case.
- The right to be given advance notice of the charges.
- The right to be represented at the hearing by an internal representative.
- The right to be assisted at the hearing by parents/guardian if underage.
- The right to ask questions on any evidence produced, or on statements of witnesses.
- The right to call witnesses to testify on your behalf.
- The right to an interpreter (to be requested in writing by yourself, the learner, 24 hours prior to the hearing).
- The right to appeal within five (5) School days against any penalty by the Disciplinary Committee.
- If you do not attend, the hearing will be conducted in your absence.

I certify that the above rights have been read and explained to the learner.

Learner

Teacher

Witness

Principal

Date

Date

Annexure G
RANDPARK RIDGE MONTESSORI
RECORD OF DISCIPLINARY HEARING

Venue: _____

Date: _____

Capacity	Name

Complainant (if applicable):	Learner:
Witnesses for complainant	Witnesses for learner
1.	1.
2.	2.
3.	3.

Nature of alleged breach or misconduct (charge, date, place, and brief description of the incident/s)

Nature of offense:

Learner

Teacher

Witness

Principal

Date

Date

Annexure H
RANDPARK RIDGE MONTESSORI
LODGING OF APPEAL (REVIEW FORM)

In terms of the School's disciplinary procedures, I wish to lodge an appeal against the decision of the Disciplinary Committee (within five (5) School days).

Name of Appellant: _____

The appeal is made on the following grounds (the appropriate areas to be marked with an X).

- The disciplinary measure imposed was not in line with the grade of offence.
- Disciplinary procedures were not followed.
- New or further evidence or witnesses are available, which could bring new facts to light and affect the result of the previous hearing

Nature of offense:

The following reasons are submitted in support of this appeal:

Date appeal lodged

Appellant

Annexure I
RANDPARK RIDGE MONTESSORI

Exit Note

EXIT NOTE

Hereby I, **ANANJA DE LANGE (Principal)**, give the following learner permission to leave the school premises:

Name of Learner: _____

Date: _____

Time leaving school: _____

A request was received from the parent via:

Cell phone text

E-mail

Letter

Other: _____

Ananja de Lange (Principal)

Date

EXIT NOTE

Hereby I, **ANANJA DE LANGE (Principal)**, give the following learner permission to leave the school premises:

Name of Learner: _____

Date: _____

Time leaving school: _____

A request was received from the parent via:

Cell phone text

E-mail

Letter

Other: _____

Ananja de Lange (Principal)

Date