



Wellington Preparatory School & College

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CODE OF CONDUCT

Date: 10 October 2019

The code of conduct is in place to enhance and extend our school's mission statement and philosophy and to ensure the smooth running of the school in an environment that benefits everyone.

Wellington Preparatory School & College pupils are expected to use common sense, to show consideration for others, to be honest and conduct themselves in such a way as to bring credit to themselves, their families and the school.

Courtesy

School members should be courteous at all times, and in particular towards staff, pupils, parents and visitors. This involves greeting in a polite and friendly manner and assisting others when they need help. Pupils should act modestly and sensibly.

General behaviour and conduct

Human beings are gregarious and individual. Let's encourage this fact but also acknowledge the need for decent conduct and respect for one another. The following negative behaviour is not acceptable:

- There shall be no disorderly behaviour such as fighting, swearing, littering, writing on desks and walls, spitting, malicious damage to property etc.
- Pupils are not allowed to bring dangerous items (or replicas) onto school premises e.g. cattles, toy guns etc. Anyone who brings a weapon or dangerous item onto the school premises will be asked to leave. If necessary the Principal or security guard will be called to escort the person off the premises.
- Hand held computer games are not allowed during school hours.
- The following behaviour is prohibited:
 - Swearing and blasphemy
 - Use of or possession of cigarettes, e-cigarettes, vaping apparatus, alcohol or drugs
 - Stealing of any nature
 - Any form of bullying or intimidation
- We do not encourage children to bring cell phones to school. Cellular phones, if brought to school must be switched off during school hours.
- Break time snacks should be healthy and along the lines of wholesome sandwiches, vegetables, fruit, biscuits, health bars, nuts and pure fruit juice, milk or water.
- The following may not be brought to school: fizzy drinks, crisps (chips), chewing gum or bubble gum, commercial sweets and chocolates.
- Under no circumstances may any form of cigarettes, alcohol or drugs be brought onto the school premises or consumed by learners whilst at school or performing a school related activity or in school uniform. WPS&C reserves the right to perform random drug testing if deemed necessary by the Principal. The Western Cape Education department has given approval for such testing.
- Parents must send a letter to the class teacher if their child needs to be administered medication during the school day.
- Learners may not play with sticks on the school grounds
- WPS&C has a 'no hat, no play' policy. All learners to wear hats when outdoors in the summer
- If the temperature is over 38° C outdoor sport is cancelled

School neatness

The school atmosphere should be pleasant and conducive to learning. The schoolrooms and surrounds should always be kept clean, neat and tidy.

Students must willingly do their duties as prescribed by the roster / teacher and should show pride in their work.

Permission from staff is required before picking fruit or flowers from the gardens.

Dress and general appearance

Wellington Preparatory School & College uniform is worn for sport matches and outings, when in play clothes, our dress code is very simply that clothing worn to school should be:

- Neat
- Clean
- Comfortable
- Conservative
- Hats in summer

The following are not allowed:

- Clothes printed with unsuitable slogans.
- Tops that do not cover the midriff (the waistband should be covered).
- Body tattoos
- Make-up or coloured nail varnish. Clear, matt varnish is allowed for nail strengthening.
- Mini skirts
- Platform shoes. Shoes must be comfortable and hold the foot firmly.
- Hair dyed any unnatural colour. Hair gel not permitted to create 'fashion' hairstyles.
- Long hair should be neatly tied back. We do not permit 'European/Neymar' hairstyles where the hair is shaved short on the sides and left long on the top.
- Hair should be kept neat and worn in an appropriate manner for a school child.
- Facial hair (beards and moustaches) is not permitted and older children must be cleanly shaven at all times.
- Jewellery. No necklaces, bangles etc are allowed. Earrings are only allowed for pierced ears where a small gold or silver stud can be used to keep the hole open (no dangling or hooped earrings allowed).
- Headgear including hats, caps, hoodies and beanies may not be worn in the classroom.

Homework

This is seen as an extremely important aspect in the education of your child / children. The purpose of homework being to:

- Establish links between school and home.
- Enable a child to master and reinforce the content of schoolwork already learnt in the classroom.
- Assist pupils to develop resourcefulness.
- Supply an additional outlet for supplementary reading, enrichment and extension.
- Allow for individual differences – allowing slower pupils an opportunity to complete work they could not finish at school and others to expand and seek advancement.
- Enable parents to note and follow their child's progress.

Homework books need to be signed by parents daily and tests signed when requested.

School hours and absence from school

Children are expected to be at school 5 minutes before their class begins and we request that parents collect them punctually after school.

Absenteeism is taken seriously and addressed accordingly. Based on our primary concern for the safety of your children, we require that the parent notify the office before 8h30 on the **first and each consecutive day** that your child is away from school. We feel this is the best way in which we can monitor the absence and safety of children on a daily basis.

Parents must submit letters of excuse for pupils for:

- Absence from school, on the day they return.
- Absence from physical education and sport activities.
- During the examinations (and formal assessments in the College), a doctor's note is required to miss school

When making appointments for the doctor or dentist etc, please make every effort to make these outside school hours.

Any request for absence from school that is not for a medical reason must be made in writing to the Principal well in advance.

If a child needs to leave school early for any reason during the school day then permission must be requested from the Principal.

Parents are requested not to take early holidays except perhaps for overseas trips when this cannot be avoided.