

Port Shepstone Senior Primary School



Code of Conduct 2025

MISSION STATEMENT

Our school strives to develop well-balanced individuals who will realize their full potential and make a valuable contribution to the community.

We seek to achieve this by providing a balanced, thorough and dynamic education programme, based on sound moral and ethical standards.

We recognize the unique potential and dignity of each learner in their pursuit of excellence in all endeavours.

Bearing in mind the tradition of our long past, we meet the challenges of the future with confidence.

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INTRODUCTION

In terms of section 8(1) of the South African Schools Act, 1996 (Act No 84 of 1996), the Governing Body of a public school is to adopt a code of conduct for its learners after due consultation with the parents, learners and educators of the school. Once so adopted, every learner in the school will be subject to its operation and be obliged to comply with its provisions.

The Principal and Governing Body of Port Shepstone Senior Primary School have duly consulted with the parents (learners) and educators as provided in Regulation 2 of The Regulations Relating to the Conduct of Learners at, and their Suspension and Expulsion from, Public Schools, published in Provincial Notice 285 of 1997, dated 21 August 1997 (hereafter referred to as "The Regulations"). The Code of Conduct is therefore the product of a co-operative effort of all the role players in the school, aimed at establishing a disciplined and purposeful school environment, dedicated to the improvement and maintenance of the quality of the learning process.

THE PURPOSE AND CONTENT OF THE CODE OF CONDUCT

- 1. The Code of Conduct of Port Shepstone Senior Primary School highlights the rights, responsibilities and obligations of learners. It stresses the right of each learner to be educated in an orderly and disciplined environment. This implies, inter alia, that:**
 - (a) the individual has the right to develop to his/her full potential;
 - (b) learners will respect one another's convictions, religious and cultural traditions;
 - (c) learners will respect the inherent dignity of others; and
 - (d) all learners will enjoy equal treatment before the law and shall receive equal protection and benefits of the law.

- 2. The Code establishes rules for co-existence, order and interpersonal relationships in the school. The implications are that:**
 - (a) learners must behave with courtesy, tolerance and consideration towards others, including visitors to the school;

- (b) learners must refrain from aggressive and abusive behaviour. Any form of intimidation, bullying, victimization, physical or verbal abuse is unacceptable;
- (c) due respect must be shown to all persons in positions of authority;
- (d) mutual respect must be encouraged amongst learners;
- (e) learners must not absent themselves from school without valid reason; . A medical note of excuse is required on the day the pupil returns to school (a doctor's note/certificate is required for three days' absence);
- (f) learners must not absent themselves from the classroom without the permission of the authorities;
- (g) all learners will leave the school premises at a time stipulated by the Governing Body; should learners leave at any other time, permission must be sought and obtained from the authorities in conjunction with parents / guardians before leaving;
- (h) learners must be attired in accordance with the school rules; (the dress code for boys and girls is applicable);
- (i) learners must be well-mannered and respectful;
- (j) learners must complete, to the best of their ability, the work assigned to them by educators;
- (k) learners must be punctual; and
- (l) learners must adhere to the school rules and departmental regulations;

3. **The Code should guarantee protection of all available resources – human, physical, financial and material. This implies, amongst other points, that:**

- (a) learners should strive towards becoming proactive, independent, critical, disciplined and creative thinkers;
- (b) learners must actively support the effective learning process;

- (c) learners must be protected from substance abuse; smoking or the use of tobacco or any illegal substance is prohibited; consumption of alcohol is prohibited;
- (d) learners must at no time endanger the lives of others; learners must not have in their possession weapons of any nature;
- (e) learners must at all times respect school property; (graffiti, vandalism, destroying or damaging of school property is forbidden);
- (f) learners must be encouraged to keep the school environment clean and tidy; littering is forbidden;
- (g) school books must be cared for; and
- (h) learners must comply with all the safety and security measures which have been devised by the school to protect life and property.

4. The Code specifies the daily school programme:

- (a) learners must avoid doing anything that will bring themselves or their school into disrepute;
- (b) learners are to avoid anti-social behaviour;
- (c) learners must not disrupt the learning process in any way. They will actively participate in all activities as prescribed by the KZN Education Department;
- (d) learners must always observe, respect and uphold the school rules;
- (e) a positive attitude towards the school and studies must be displayed by the learners; and
- (f) wherever possible learners should be involved in school activities.

GENERAL RULES AND GUIDELINES

- (a) Learners are to arrive at school clean and neatly attired.
- (b) Between Monday and Thursday, school commences at 07:40 and on Fridays at 07:35.
- (c) The academic school day ends at 14:00 between Monday and Friday.
- (d) On arrival at school, learners proceed to the main school field where, after the bell rings, they line up in class groups. Learners are thereafter accompanied to their classrooms by their form teachers.
- (e) On rainy mornings , learners proceed directly to their classrooms.
- (f) On such rainy mornings, learners will remain in their seats and will be supervised by teachers who will be assisted by monitors, until the commencement of the academic programme.
- (g) Learners will also remain in their classrooms during breaks on rainy days, and movement to the tuckshop will be limited.
- (h) Movement of learners to and from the field and along the corridors will at all times be orderly.
- (i) Learners may not run around or play ball games before school.
- (j) Learners are permitted to play “soft” ball games in designated areas during the breaks.
- (k) Lockers are available for hire and may be used for the safe-keeping of valuables.
- (l) Learners are discouraged from bringing cell phones and other valuables to school, and if they choose to do so, will have them locked away in a locker for the full duration of the day.
- (m) Lockers may only be accessed before and after school.
- (n) Only learners who have hired lockers will be permitted to enter the school building before school in order to access the lockers.
- (o) Loitering along the corridors and in the school building before and after school, as well as at break-times is not allowed.

- (p) The Sport / Extra-Mural / Co-Curricular Programme takes place between 14:00 and 15:00 from Monday to Thursday.

LATECOMING

The Code of Conduct of P.S.S.P. establishes rules for co-existence, order and interpersonal relationships in the school. The implications are that:

... learners must be punctual.

1. All learners who arrive late to school must report directly to the Deputy Principal's office. A record of the late coming is kept and a permission slip is issued.
2. If late coming persists, parents are contacted / informed.
3. All late coming is recorded and parents are contacted should this problem persist.
4. Learners who use taxis and buses are encouraged to inform their parents if such transport is often late or if they encounter problems with the arrangements.
5. The school aims at attaining a high percentage of attendance as this has a positive impact on the overall discipline and positive attitudes of the learners at the school, as is contained in the Code of Conduct.

ABSENTEEISM

The right of learners to basic education places the obligation on them to attend school regularly during school hours. Should a learner be absent, his/her parent or legal guardian must notify the school to explain the absence.

1. All absentees are recorded in the register every day.
2. An absentee note is required for each occasion that a learner is absent, stating the date and reason for such absence.
3. Should a pattern of absenteeism emerge, e.g. Mondays or Fridays, or a learner who is absent is seen in town, this is reported to the Principal and the parent is contacted and an official letter is sent to the parents.

COLLECTION OF LEARNERS

- Learners must be collected promptly after school each day. This also applies to extra-mural activities and evening functions. Learners may not linger on the school grounds or on Mitchell Drive without a valid reason.
- The main school entrance is the dedicated waiting area for learners after school and is guarded by staff / security.
- Learners not collected by 16h00 will be escorted to the private aftercare facility on the school premises (below the hostel), or alternatively to the nearest aftercare facility, whereupon parents will be billed for the aftercare service.

EXTRA-MURAL ACTIVITIES

Participation in extra-mural activities is strongly recommended. Learners may be excluded from a particular activity due to medical or religious reasons. Evidence to this effect must be produced and discussed with the principal. If a learner commits himself/herself to an activity, then all practices, matches and rehearsals are compulsory. We emphasise responsible commitment.

OUT - OF- BOUNDS AREAS

The Boarding Establishment and surrounding area (including swings and climbing apparatus) are out-of-bounds to all learners, other than resident boarders.

DISCIPLINARY PROCEDURES

Learners must understand that action may be taken against them if they contravene the Code of Conduct.

Disciplinary action will be in accordance with the provisions of the Kwa-Zulu Natal School Education Act no 3 of 1996 and Section 9 of the South African Schools Act, No 84 of 1996, as amended.

THE DISCIPLINARY CODE

As a means of dealing with minor disciplinary problems such as persistently disturbing the class through noisy or talkative behaviour, minor disobedience, neglect of duty (leaving books at home, etc), late arrival at school and various other minor offences, the offence will be recorded and dealt with by class teachers. Should such offences persist, learners will be sent to a break detention, held twice a week, at second break. The problem will also be referred to the H.O.D. of that grade. For more serious behavioural problems/offences, learners may be sent to a Wednesday Afternoon detention held from 14:00 to 15:00. Should a learner be sent to three break detentions, he may be sent to an Afternoon Detention. Parents are informed in advance.

If the misdemeanour is of a more serious nature, this procedure may be circumvented and the learner may be sent directly to an Afternoon Detention, or the necessary warnings may be issued.

Should this prove ineffective, and a learner has three Afternoon Detention classes, parents will be called in by the authority in charge of discipline and the learner will receive a "warning of suspension" letter. This should be taken 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.

After a first warning of suspension, if the problem persists, a final warning of suspension will be issued. Should a learner's behaviour remain unsatisfactory after this process has been followed, parents will again be called in to the school. The Chairperson of the Governing Body or the Principal, acting on his/her request, may order the suspension of the learner, pending the hearing of charges against such learner by the disciplinary tribunal of the Governing Body.

SERIOUS MISCONDUCT

A learner may be suspended only if found guilty (of serious misconduct) by the Governing Body. The grounds for suspension from a public school are set out in Regulation 4 of The Regulations which provides that::

Suspension:

A learner may be suspended from a school if he/she:

- (a) intentionally violates any regulation in terms of the Act or any provision of the Code of Conduct framed in terms of Regulation 2 and which may be grounds for suspension.
- (b) in or outside of the building or on or off the premises of the school and under the control of school authorities, intentionally conducts himself/herself in a manner which is or could be seriously detrimental to the maintenance of order or discipline at the school;
- (c) intentionally damages, destroys, uses or appropriates property of the school or any other person or body;
- (d) intentionally contravenes any regulation or instruction pertaining to examinations/tests;
- (e) wilfully disobeys a legitimate instruction given by the principal or by an educator authorised to do so by the principal;
- (f) intentionally gives false information to the principal or any educator;
- (g) incites or instigates or procures a fellow learner to contravene or to fail to comply with any regulation or instruction made in terms of this Act, or any rule of such school;
- (h) refuses without good reason, to attend classes or to receive tuition, or without sound reason deliberately absents him or herself from school or classes;
- (i) violates the rights of other learners to receive education by disrupting classes, preventing other learners from attending classes, preventing educators from providing classes, or in any other manner;
- (j) commits an act of insubordination towards an educator or other person who occupies a position of authority over him/her at such school;
- (k) conducts him or herself in a disgraceful, improper or unbecoming manner.
- (l) insults the dignity of another person, who occupies a position of authority over him/her at such school;
- (m) unlawfully and intentionally assaults another person;
- (n) learners must understand that serious misconduct is not restricted to those acts which take place on the premises of the School. Misconduct which takes place elsewhere, but whilst the learner is under the control of the School, is punishable if it is, or could be detrimental to the maintenance of order or discipline at the school.

LEARNER CODE OF CONDUCT : DISCIPLINARY STEPS

<u>OFFENCE</u>	<u>FIRST OFFENCE</u>	<u>SECOND OFFENCE</u>	<u>THIRD OFFENCE</u>
1. HOMEWORK	Counselling Warning Withdrawal of privileges	Counselling Warning Detention	Detention Letter to parents Meeting with parents
2. LATECOMING	Warning Recorded	Warning Recorded	Warning Letter to parents Contact parents
3. CHEATING IN TEST / EXAMINATION OR CLASS ACTIVITY	Warning Letter to parents Mark Adjustment	Letter to parents Mark Adjustment Disciplinary Tribunal	Letter to parents Mark Adjustment Disciplinary Tribunal
4. ABSENTEEISM	Warning	Warning Letter to parents	Counselling Letter to parents Interview with parents
5. UNIFORM	Warning to correct	Letter to parents	Letter to parents Interview with parents
6. TRUANCY	Counselling Contact parents	Letter to parents	Letter to parents Interview with parents Report to Department
7. GRAFFITI/ DEFACING SCHOOL PROPERTY	Warning Clean up/Repair	Letter to parents Clean up	Letter to parents Interview with parents Clean up
8. PETTY THEFT	Counselling Warning	Counselling Warning Letter to parents	Letter to parents Interview with parents Disciplinary Tribunal
9. ARROGANT / DISRUPTIVE BEHAVIOUR	Counselling Warning	Warning Letter to parents	Letter to parents Interview with parents Withdrawal of privileges Disciplinary Tribunal
10. UNDISCIPLINED BEHAVIOUR/ FIGHTING	Counselling Warning	Warning Letter to parents Interview with parent	Psychological Intervention Disciplinary Tribunal
11. VANDALISM TO PROPERTY	Warning Letter to parent	Letter to parent Withdrawal of privileges	Interview with parents Disciplinary Tribunal
12. CARRYING OF DANGEROUS WEAPON-	Counselling Warning Letter to parents	Inform parent Disciplinary Tribunal Psychological Intervention	Disciplinary Tribunal Psychological Intervention Inform relevant authority
13. POSSESSION OF PORN OR OFFENSIVE MATERIAL	Counselling and warning Letter to parents	Inform parents Disciplinary Tribunal	Disciplinary Tribunal Psychological Intervention
14. STEALING	Disciplinary Tribunal	Disciplinary Tribunal Psychological Intervention	Disciplinary Tribunal Relevant authority notified
15. SUBSTANCE ABUSE	Counselling Warning Psychological Intervention	Letter to parent Psychological Intervention Disciplinary Tribunal	Disciplinary Tribunal Psychological Intervention
16. INSUBORDINATION / INSULTING THE RIGHTS AND DIGNITY OF OTHERS	Counselling Warning Letter to parents	Warning Letter to parents Disciplinary Tribunal	Letter to parents Disciplinary Tribunal
17. BULLYING	Counselling Warning Letter to parents	Disciplinary Tribunal	Disciplinary Tribunal
18. ANY CRIMINAL OFFENCE	Disciplinary Tribunal Notification of authority	Disciplinary Tribunal Notification of authority	Disciplinary Tribunal Notification of authority

DISCIPLINARY HEARINGS

The Governing Body will appoint a tribunal to conduct an enquiry into allegations of serious misconduct against a learner. Such learner and his/her parents will be given at least 5 days written notification of the time, day and place of the hearing as well as of the charges brought against the learner.

The learner so charged, and his/her parent/s, have the right to place evidence before the tribunal in order to refute the allegations and/or to make representations why the learner should not be suspended from the school.

The Governing Body may impose one or more of the following penalties if the learner is found guilty:

- i) a warning
- ii) any penalty provided for in the code of conduct
- iii) require of the learner a written undertaking of good conduct
- iv) suspension for a period of up to 7 days which may be extended to 14 days subject to the approval of the Head of Department (Education)
- v) a recommendation to the Head of Department (Education) that the learner be expelled from the school
- vi) the expulsion of a learner from the hostel.

PENALTIES:

Apart from those forms of punishment referred to in the preceding chapters, one or more of the following penalties may be imposed on a learner by the Governing Body of the school:

- i) probation
- ii) service without remuneration for the benefit of the school or the community
- iii) the performance of a reasonable task
- iv) participation in a programme approved by the Governing Body

MAJOR OFFENCES

These include theft, assault, possession of offensive material at school , such as pornography, alcohol, cigarettes, drugs, weapons and other articles that endanger the safety of other pupils, consistent truancy and vandalising of school property.

Please note that should any of the above occur in a situation in which the learner is not at school, but may bring disrepute to the school such as on outings, excursions or travelling to or from school, the consequences will be similar. All of the above major offences involve a criminal act and as such could result in the school calling in the relevant authorities to institute a criminal investigation.

Please note that all of the above is in accordance with the Provincial Directive on discipline and will result in the immediate suspension of a learner pending the appointment of a tribunal to hear the case and make a decision as to whether a request should be made to the HOD asking for the expulsion of a learner.

N.B. It is obvious that all possible situations have not been stated here, but these will be dealt with in a similar manner according to the severity of the situation.

DRESS CODE

Personal neatness and grooming are the basis of the dress code.

- *All items of uniform must be kept clean.
- *All items of uniform must be clearly marked with the learner's name
- *Where items of uniform are worn, torn or tattered, they must be mended or replaced
- *When the tracksuit top is worn, it must be zipped up at all times
- NB:** Tracksuit pants may only be worn for sport or school outings and must be worn with the PE top and matching top

GIRLS

REGULAR UNIFORM

** Obtainable from PSSP uniform shop (on site), as well as Uniform Outlets in the Port Shepstone CBD*

- Grey long pants (girls' design)
- Grey ankle socks (to worn with pants)
- Light (powder blue) shirt (unisex), with PSSP monogram
- *The traditional blue dress, with PSSP monogram, may be worn in place of the pants and shirt option. (only available at uniform outlets in Port Shepstone CBD) *White ankle socks to be worn with dress option. *Navy blue leggings / stockings allowed with dress option (without ankle socks) in the winter months (June – August). **No sheer stockings allowed***
- Standard girls' black school shoe (lace up or buckle) - **no suede shoes allowed**
- Grey jersey with blue stripe / Long or short sleeve (with PSSP monogram)
- Tracksuit top (with PSSP monogram) - may be worn in place of school jersey
- **Full tracksuit - worn only for sport or school outings - *not as a winter uniform**

NB> The school will provide kits for learners selected to represent school teams.

NAILS

Nails must be kept short and clean. Nail polish is not permitted.

HAIR

1. Hair must be clean, neat and tidy.
2. Plaits and braids / braid extensions are permitted – these should not be excessively long and must be neatly tied or twirled into a 'bun'.
3. Plain navy blue or black hair accessories may be used to tie hair.
4. **Fancy / fashion hairstyles are not permitted.**
5. No gel, hair dye or fashion 'highlights' permitted. *Where extensions are used, these must blend with the natural hair colour of an individual.*

** Deviations from the above guidelines may be considered for religious / cultural reasons (upon request)*

JEWELLERY

NO JEWELLERY IS PERMITTED EXCEPT:

1. A plain / standard wrist watch for the sole purpose of keeping time.
2. *** Smart watches with connectivity are not allowed.**
3. A medic alert bracelet may be worn for emergency cases.
4. **EAR-RINGS – ONLY ONE SET OF PLAIN STUDS OR REGULAR-SIZED SLEEPERS IN PLAIN GOLD OR SILVER. NO SHAPES, PATTERNS OR 'STONES' ALLOWED.**

MAKE-UP

No make-up is allowed.

BOYS

REGULAR UNIFORM

** Obtainable from PSSP uniform shop (on site), as well as Uniform Outlets in the Port Shepstone CBD*

- Grey pants - Standard (Long or short).
- Plain black 'leather' belt, with silver buckle.
- Light (powder blue) shirt (unisex), with PSSP monogram.
- Long grey socks (standard).
- Standard boys' black school shoe (lace up) - **no suede shoes allowed.**
- Grey jersey with blue stripe / Long or short sleeve (with PSSP monogram) .
- Tracksuit top (with PSSP monogram) - may be worn in place of school jersey.
- **Full tracksuit - worn only for sport or school outings - *not as a winter uniform.**

NB> The school will provide kits for learners selected to represent school teams.

HAIR

1. Hair must be clean, neat and tidy (brushed / combed).
2. Hair should be regularly cut / trimmed and should not be overgrown.
3. Hair should be, as far as possible, **evenly** cut or trimmed.
4. **Fancy / fashion haircuts are not be allowed** eg. shaved sides, designs / patterns cut into hair.
5. No gel, hair dye or fashion 'highlights' permitted.

** Deviations from the above guidelines may be considered for religious / cultural reasons (upon request)*

JEWELLERY

NO JEWELLERY IS PERMITTED EXCEPT:

1. A plain / standard wrist watch for the sole purpose of keeping time.
2. * **Smart watches with connectivity are not allowed.**
3. A medic alert bracelet may be worn for emergency cases.

NAILS

Nails must be kept clean and short.

SPORTS KIT : BOYS AND GIRLS

- **PE KIT : NAVY BLUE COLLARED TOP (with monogram) AND SHORTS OBTAINABLE FROM SCHOOL UNIFORM SHOP**

<u>PHYSICAL EDUCATION</u>	<u>ALL FIELD CODES</u>		<u>SWIMMING</u>	
	GIRLS	BOYS	GIRLS	BOYS
PE KIT	PE KIT Short white socks and takkies	PE KIT Long grey socks and takkies	<u>Training / Galas:</u> Plain black costume Black or navy blue cap <u>PE:</u> Plain black or blue 'baggies' may be worn over costume	<u>Training / Galas</u> Plain black 'speedo' type costume Plain black or blue cap <u>PE:</u> Plain black or blue 'baggies' may be worn over costume

GENERAL INFORMATION

THE GOVERNING BODY

The powers and duties of the Governing Body is outlined in the S_A Schools Act No. 84 of 1996 and the subsequent Education Laws Amendment Acts.

OBJECTIVES

The objectives of the Governing Body:

1. This school aims to develop well-balanced learners who realise their full potential. Education will be provided at the highest possible level and will be based on accepted educational principles. Parents will assist the school in achieving these objectives. The English speaking and God-fearing character and values, that have traditionally been the framework within which the school has operated, are seen as essential to its ethos.
2. To represent the Parents of Port Shepstone Senior Primary in any consultations which may take place within and on any advisory boards or councils of education which exist or may be appointed.
3. To assist, in any way possible, in the improvement of education at Port Shepstone Senior Primary School.
4. To make representations to the Department of Education and any other interested bodies, on matters affecting education and the interests of learners and parents.
5. To establish working links with School Regional Committees, Teachers' Associations and any other bodies active in education and school matters.
6. To take whatever action is necessary to achieve the aforesaid objectives in the interest of the school.

ACADEMIC POLICY **ABRIDGED VERSION**

1. It is the policy of the PSSP School to strive for academic excellence at all levels of the school. It is believed that the child should be encouraged to achieve at the highest level of which he/she is capable.
2. The academic policy of the school is built upon the guidelines as set out by the KZN Education Department with modifications being made to preserve the ethos and academic direction best suited to the community. The principal and management of the school shall be responsible for deciding on the academic policies as prescribed by the Department of Education.
3. Children shall be respected as individuals and, where possible, we will try to satisfy their individual needs.
4. Reports on progress will be submitted to parents as per DOE requirements. Parents have the opportunity to discuss learner performance with class teachers at regular parent meetings.
5. The school will annually use the updated Assessment Protocol and Promotion Requirements supplied by the Dept. of Education

HOMEWORK POLICY **ABRIDGED VERSION**

1. Homework is given daily from Monday to Thursday. No homework is given on a Friday, however, when the need arises, senior classes may be required to complete assignments / projects etc. over week-ends.
2. Children are encouraged to develop positive study and homework habits.
3. All homework must be written down in the homework book each day.
The parent/guardian or person responsible for overseeing
4. **Homework books must be signed DAILY.** No homework books may be signed by children, e.g. brothers or sisters, unless these are adults.
5. The S.A. Schools Act states: The ultimate responsibility for learners' behaviour rests with their parents or guardians. "It is expected that

parents will: support the school, “*Take an active interest in their children’s schoolwork and make it possible for the children to complete assigned homework.*”

5. Should the learner have left books at school and so be unable to complete the homework assigned for a particular item, parents must write next to the item – *unable to complete, no books*. If the learner assures the parents that the work was completed at school and they cannot produce it, write – *completed at school*.

Learners are expected to take this completed homework home for the parent to check.

6. Homework books are a means of communication between the educator and parent. Educators and parents respond to requests for appointments or take note of matters needing attention. Both parties are to initial to acknowledge receipt. All detention notices must be signed. Matters of a more confidential nature must be placed in a sealed envelope.
7. Learners must be encouraged by both parents and educators to work independently on their homework, especially in Grade 6 and 7. Younger learners need guidance to complete the work carefully and correctly and need to develop sound study habits.
8. Homework guideline:
 - Grade 4: 20 – 30 minutes per day
 - Grade 5: 30 – 40 minutes per day
 - Grade 6: 40 – 45 minutes per day
 - Grade 7: 45 – 60 minutes per day
9. Learners will be required to catch up work missed due to absence. At the discretion of the teacher, when absent for tests they may be required to write these on return to school.
10. **Homework not done:**
 - a. Homework not completed at home must be done in the learner’s free time at school, i.e. breaks. Learners must attend the relevant break detentions and do the work. This will also be indicated in the homework book. At times, a learner will be required to complete work at home.
 - b. Should this problem persist, parents must be notified and a meeting arranged.

- c. Parents must be made aware of the fact that their support is vital and that homework forms part of the discipline and progress of the learner.

SPORT POLICY **ABRIDGED VERSION**

1. To expose learners to a wide variety of sporting activities as determined from time to time by the Governing Body.
2. To strive to provide basic sporting facilities and equipment required to enable our pupils to participate in such sporting activities.
3. To provide, where possible, basic instruction and coaching to enable our pupils to partake in such sporting activities.
4. To achieve a healthy balance between academics and sport.
5. To promote friendly competition at inter-house and inter-school level.
6. To promote good sportsmanship.
7. The school will provide, on a term basis, a calendar for sporting activities.

SWIMMING POLICY **ABRIDGED VERSION**

AIM

- Promote a healthy lifestyle.
- To create an awareness of safety in swimming.
- Equip all learners with basic swimming skills.
- Provide an opportunity for advanced swimming skills.

1. Attire:

- Girls are required to wear a plain full black costume. Grade 6 and 7 girls may wear plain black or blue baggies over the costume during PE lessons. Baggies are not allowed during galas.
- Boys are required to wear a plain black “speedo”. Grade 6 and 7 boys are allowed to wear plain black or blue baggies over the “speedo” during PE lessons. Baggies are not allowed during galas.
- All learners must swim with a swimming cap (blue or black)
- Learners may wear goggles.

2. Conduct:

- There will be no running around the swimming pool area.
- There will be no shouting or screaming.
- No learner is allowed in or around the pool area without a teacher present.
- No uncontrolled diving. Once the learner is in the pool he/she will remain there unless instructed to get out and dive in again in a controlled manner.
- To get in the pool the learner must jump in feet first.
- Never dive into the shallow end.
- A doctor's certificate or letter from the parent/guardian will excuse the learner from participating in the lesson.
- All swimmers stay in the shallow end. The swimming teacher will decide whether a swimmer is competent to swim in the deep end. The learner must be tested first.
- Nobody is to swim past the white pipes on the wall of the pool.
- All teachers/coaches taking swimming must have a whistle.
- When the whistle is blown, all learners must stop what they are doing immediately and obey the instruction given to them.
- The swimming teacher/coach must ensure that ALL learners exit the pool once the whistle is blown to end the lesson. The teacher/coach remains on duty until ALL learners are correctly dressed and will be dismissed as a class/group.
- No learner must be left unattended in the pool or change room area.
- The condition of the pool must be checked for safety – the teacher/coach who takes the lesson must consult with management if the need arises.
- All learners will be assessed to provide a mark for Life Orientation.
- No tubes are allowed in the pool.
- Kickboards and bones are for the practicing of skills in the pool and are not to be used to hit anything or anyone. They may not be stood on or thrown around.

3. Programme:

3.1 PE:

○ Time:

- All learners have a 60 minute lesson per week.
- Ten minutes are spent changing for swimming.
- 30 - 40 minutes are spent in the pool.
- 10 minutes are spent changing back into their school uniform.

3.2 Extra-Mural:

- **Time:**
 - Lesson begins at 14:10 with roll call.
 - Ends at 14:55 by clearing the pool.
 - 15:00 dismissal of all learners with a roll call. Teacher/coach to remain on duty until all learners are dressed in full school uniform and all learners have left the area, including the change rooms.

4. Teachers on Duty:

- Learners will be accompanied by a minimum of two educators when attending swimming sessions.
- At least two educators will escort swimmers to any galas held away from the school.
- All or most educators will assist with galas held at school.
- Teachers on duty must have a knowledge of basic First Aid and be competent swimmers.

CELLPHONE POLICY

CELL PHONE AND OTHER ELECTRONIC DEVICES (excluding calculators)

Learners are not allowed to carry cell phones or other electronic devices into the classroom. For academic reasons, when required, special consent will be granted by the Principal for these devices to be carried into the classroom.

A learner who has his/ her parent's consent to bring a cell phone / electronic device to school must deposit this item in a locker immediately upon entry to school. This item may only be removed from the locker when the learner is leaving the school premises. No learner may have this item in their possession for the duration of the academic day.

A locker can be hired from the school and the learner will provide his/her own lock. Sharing of lockers is not permitted.

The school will not investigate any theft, damage or loss to cell phones/ electronic devices. These items are brought to school at one's own risk and the school bears no responsibility for loss or damage.

A note to defaulters:

- The first time a learner is found with a cell phone / electronic device in class or during breaks, this will be confiscated and you, the parent, will be contacted to collect the phone personally.
- For second time offenders, the phone will be confiscated and handed to the parent at the end of the term.

SAFETY AND SECURITY POLICY **ABRIDGED VERSION**

AIM:

To be sufficiently prepared to act in the best interest and safety of our learners, educators and non-educating staff, in the case of any unforeseen emergency.

Port Shepstone Senior Primary School has various measures in place to achieve the above-mentioned aim.

- a) An effective system of yard duty, carried out by educators and monitors, is in place to safeguard the learners before the start of the school day and during breaks.
- b) Care will be taken that learners are under reasonable supervision during sporting events. At each sporting event a First-Aid kit will be available.
- c) Use will only be made of reliable and reputable transport when learners have to travel to sporting venues. All drivers of School Kombi's must be in the possession of a Public Drivers Permit.
- d) Educators are encouraged to attend First-Aid courses.
- e) The school will have a well-equipped First-Aid kit. This is kept in the front office and a portable First-Aid kit with the Head of Sport.
- f) An effective Emergency Plan is in place to cater for fire, bomb-scare and terrorist emergencies. These evacuation procedures will be practiced at least once a term.
- g) Talks to make educators and learners more safety conscious will be held on a regular basis.
- h) Learners with violent inclinations should be identified early. Pro-active intervention by means of therapeutic treatment must be followed. In this way, unnecessary injuries of other learners will be avoided.
- i) Learners are prohibited from leaving the school during breaks.
- j) Learners will be cautioned to be careful on their way to and from school, especially when crossing the road outside the school.

- k) Any form of corporal punishment is prohibited, as stated in the School's Act.
- l) With regards to HIV/AIDS, all necessary precautions will be taken to safeguard the learners at school from possible infection on the sports field, due to open wounds etc. Please consult the HIV/AIDS Poli

POLICY ON RELIGIOUS EDUCATION **ABRIDGED VERSION**

A. INTRODUCTION

The National Policy on Religious Education advocates a broad base range of religious activities in a school which provides a framework for schools to develop its internal policy. Spirit of the policy is to embrace the religious diversity in SA.

This policy covers aspects of Religious Education, Religious Instruction and Religious Observances.

B. RELIGIOUS EDUCATION

1. This pertains to teaching at school and in the classroom.
2. It is to be undertaken by educators employed at the school.
3. Representatives from religious organisations may be guests, provided it is done on an equitable basis under the direct supervision of the educator.
4. This aspect of teaching forms part of the formal, examinable learning area of the curriculum.
5. The National Curriculum Statement advocates literacy to include cultural literacy, ethical literacy and religion literacy.
6. Religious Education provides a programmatic focus for these educational outcomes.

C. RELIGIOUS INSTRUCTION

1. Pertains to instruction in a particular faith or belief, with a view to the inculcation of adherence to that faith or belief.
2. It is primarily the responsibility of the home, family and religious community.
3. This does not constitute part of the formal school programme.
4. The school makes provision for holy days, in regard to setting of examinations and tests to ensure that learners are not prejudiced by their attendance at religious observances.

5. “ Release Time “ may also be negotiated to allow reasonable time for learners to leave the property to attend religious observances.

D. RELIGIOUS OBSERVANCES

1. The school facilities are available for use on an equitable basis to the community.
2. The school community (teachers / learners) may gather for worship, provided there is no disruption to the core function of teaching and learning and staff duties and responsibilities.
3. Where a religious observance is organized as part of the formal day, it must accommodate and reflect the multi-religious nature of the school and country.
4. The school assembly should affirm and celebrate the unity in diversity and should be used for this purpose.
5. There will be no imposition on learners to attend an assembly that has a religious bias; learners may be excused, on grounds of conscience, from attending a religious observance component.
6. A written request must be made to the principal, by the parent / guardian, for a learner to wear any religious item / attire that is outside of the formal school uniform.

E. CONCLUSION

1. This policy establishes a broad, religion-friendly basis for Religious Education taken care of by professional teachers.
2. It also encourages the equitable practice of religious observances at schools and the involvement of religious teachers and guest facilitators.
3. It establishes ground rules for religious instruction.

ADMISSION POLICY AND CRITERIA **ABRIDGED VERSION**

AGE

No learner shall be more than two (2) years above the average age of the grade. Age must be verified against a birth certificate.

LANGUAGE

The medium of instruction shall be English and it is recommended that learners must be sufficiently proficient in order to be able to actively participate in all lessons and maintain academic progress.

HEALTH

Proof of immunisation against polio, measles, TB, diphtheria, tetanus and Hepatitis B.

ADMISSION DOCUMENTATION

All documentation pertaining to the admission of a learner, including those of an informative nature, will have to be collected and upon completion, be returned to the school by the parent of the prospective learner, before the learner can be enrolled.

The learner's most recent, original school report, as well as a certified copy of the birth certificate, must be presented together with the application for admission form.

ACCEPTANCE

The final decision on acceptance of admission of any learner into this school rests with the Governing Body of Port Shepstone Senior Primary School. Contingencies not covered in this policy document will be left to the discretion of the Governing Body, who will make a final ruling based on the merits of each case.

RULES

Learners and parents will be required to sign an acceptance of the school Code of Conduct. It will also be expected that the parents and learners will respect, nurture and promote the ethos of this school.

FINANCIAL GUIDELINES

Principles:

In keeping with the School Education Act No. 3 of 1996, and the S.A. Schools Act No. 84 of 1996 (Chapter 4: Funding of Public Schools), the Governing Body has the following financial responsibilities :

1. To **collect** school funds to supplement resources and funds made available by the State to cover operating expenses of the school.
2. To **manage** school funds, subject to the requirements of the provincial department of education, and in consultation with the broad membership of the school community.
3. To **keep records of all money** received or spent by the school and of the assets, liabilities and financial transactions of the school.
4. To **prepare a financial statement** annually which reflects the income and expenditure as well as the assets and liabilities of the school as at the end of the school year.
5. To have the above **financial statements audited** by a suitably qualified person who is duly registered in terms of the Public Accountants' and Auditors Act of 1991.
6. To **send a copy** of the audited financial statements to the provincial department of education as soon as possible or within six months after the end of the school year and to make copies available to the parents at the Annual General Meeting of the parents.
7. To **prepare an annual school budget** which also proposes the amount of fees to be paid by each learner for the following year. This budget will be tabled and approved by a majority vote by the parent body at the Annual General Meeting of the Governing Body.
8. **General operating principles:**
 - 8.1. On admission, a parent is expected to pay a deposit as stipulated by the Governing Body. Such a deposit will be credited to the school fee on admission or refunded to unsuccessful applicants.
 - 8.2. Fees may be paid annually, per term or monthly, all of which shall be in advance. Fees are to be paid in full by 30 October each year.
 - 8.3. In terms of Section 39 of SASA, the parent/legal guardian is liable to pay school fees. In terms of Section 40 of SASA, the school may enforce this payment by taking legal action against the parent / guardian.
 - 8.4. Parents are required to register to re-admit learners annually for the year ahead. The registration process shall take place in the month of November each year. Upon registration, a parent is expected to pay a deposit for the year ahead, as stipulated by the SGB. Such a deposit will be credited to the school fee.

EXEMPTION POLICY **ABRIDGED VERSION**

Should you be eligible for an exemption of the above school fees, an application for concession must be personally done annually on the prescribed application form. The formulae for the calculation of exemptions is determined by the Minister of Education.

The current formula is :

$$E = \frac{100 (F + A)}{C}$$

Where:

E = Exemption level.

F = annual school fee.

A = additional monetary contributions explicitly demanded by the school.

C = combined gross annual income of parents.

100 = the answer arrived at on the right-hand side of the equation is multiplied by 100 so as to convert it into a percentage.

Therefore:

If E is equal to or more than 10%, then the parent qualifies for total exemption.

If E is less than 10%, then the parent may qualify for partial exemption.

If E is equal to or less than 2%, then the parent does not qualify for an exemption.

The degree of assistance will be in accordance with that laid down by the applicable regulation.

AMENDMENTS TO THE CONSTITUTION

The constitution of Port Shepstone Senior Primary School may only be amended at a special general meeting at which there is a 60% vote in favour of the amendments.

AMENDMENTS TO THE CODE OF CONDUCT

Any amendment to the Code of Conduct may be effected by the Governing Body after consultation with the parents and educators.

SCHOOL TIMES

LEARNERS MUST REPORT BY 07H30 TO AVOID BEING LATE FOR CLASS.

<u>MONDAY - THURSDAY</u>		<u>FRIDAYS</u>	
07:40:	REGISTRATION	07:35 – 07:50	REG. /ASSEMBLY
07:45 - 08:15	FIRST PERIOD	07:50 - 08:20	FIRST PERIOD
08:15 - 08:45	SECOND PERIOD	08:20 - 08:50	SECOND PERIOD
08:45 - 09:15	THIRD PERIOD	08:50 - 09:20	THIRD PERIOD
09:15 - 09:45	FOURTH PERIOD	09:20 – 09:50	FOURTH PERIOD
09:45 - 10:05	BREAK	09:50 – 10:10	BREAK
10:05 - 10:35	FIFTH PERIOD	10:10 - 10:40	FIFTH PERIOD
10:35 - 11:05	SIXTH PERIOD	10:40 - 11:10	SIXTH PERIOD
11:05 - 11:35	SEVENTH PERIOD	11:10 - 11:40	SEVENTH PERIOD
11:35 - 12:05	EIGHTH PERIOD	11:40 – 12:10	EIGHTH PERIOD
12:05 - 12:30	SECOND BREAK	12:10 – 12:30	BREAK
12:30 - 13:00	NINTH PERIOD	12:30 - 13:00	NINTH PERIOD
13:00 - 13:30	TENTH PERIOD	13:00 – 13:30	TENTH PERIOD
13:30 – 14:00	ELEVENTH PERIOD	13 :30 – 14:00	ELEVENTH PERIOD
14:00	END OF DAY	14:00	END OF DAY

Muslim learners must return to school upon completion of mid- day prayer on Fridays.

SUBJECT ALLOCATION : GR 4 TO 6

GRADE 7

1.	Home Language	6 hours		1.	Home Language	5 hours
2.	First Additional Language	5 hours		2.	First Additional Language	4 hours
3.	Mathematics	6 hours		3.	Mathematics	4.5 hours
4.	Natural Sciences and Technology	3.5 hours		4.	Natural Sciences	3 hours
5.	Social Sciences	3 hours		5.	Social Sciences	3 hours
6.	Life Skills ❖ Creative Arts ❖ Physical Education ❖ Personal and Social Well-being	4 hours (1.5) (1) (1.5)		6.	Technology	2 hours
				7.	Economics Management Science	2 hours
				8.	Life Orientation	2 hours
				9.	Creative Arts	2 hours
	TOTAL	27.5 hours per week.		TOTAL	27.5 hours per week.	

SCHOOL CONTACT DETAILS

For your convenience the following contact details are provided.

Phone Numbers: 039 6822029
039 6821095

Email Address:	admin@pssp.org.za	-	Reception
	finance1@pssp.org.za	-	Finance
	hostel@pssp.org.za	-	Hostel
	principal@pssp.org.za	-	Principal
	deputy@pssp.org.za	-	Deputy Principal
	admission@pssp.org.za	-	Admission Committee
	grade4@pssp.org.za	-	Departmental Head (Gr 4)
	grade5@pssp.org.za	-	Departmental Head (Gr 5)
	grade 6@pssp.org.za	-	Departmental Head (Gr 6)
	grade7@pssp.org.za	-	Departmental Head (Gr 7)

Hostel 039 6820241

Postal Address: Private Bag 834
Port Shepstone
4240

Physical Address: 41 Mitchell Drive
Port Shepstone
4240

PRINCIPAL SIGNATURE:



SGB CHAIRPERSON



School Prayer

Most gracious God
We come before You in peace,
To ask for our blessings and guidance.
On behalf of ourselves, our community
And our nation.

We ask Your presence amongst us today
And also the strength and courage to
make a difference
In this school and community.

Dear Lord.
We thank You for the gift of life
Bless us with the ability to praise Your
name,
In good and bad times.

Remind us the Lord to be thankful of all
that You have blessed us with.
Teach us to be humble, charitable,
Obedient and responsible.

May Peace begin with us

AMEN

