



HELDERBERG PRIMARY SCHOOL  
Newsflash: 4 February 2019

Dear Parents and Learners

I would like to reaffirm the school's current code of conduct so that both parents and learners are aware of it. It is imperative that you familiarize yourself with this current code of conduct, as we will not be deviating from implementing this code of conduct in any way. Learners who repeatedly transgress will be dealt with according to the punitive measures as outlined in the code of conduct. I have included the school's code of conduct on the reverse side of this newsflash for your attention.

Bullying, in whatever form it may be, will not be tolerated and we will take appropriate action against those who are bullies. Remember that bullying is manifested not only in the form of physical bullying but also emotional and cyber bullying. We will actively protect and support those who are bullied at our school. Reporting of bullying is vital. Learners, please also remember to use our "bully box", situated in the entrance foyer.

Parents, please assist us by reinforcing what we are inculcating at school. If we work together and stand as a united front, we can and will make Helderberg Primary School a school where children can be happier and safe, where learning, interacting and socialising is effective due to our common values and goals

Kind regards

**WM SPARROW**  
Principal

## HELDERBERG PRIMARY SCHOOL CODE OF CONDUCT

### TYPICAL OFFENCE

### PROGRESSIVE ACTION TAKEN (Always at teacher's discretion)

CODE	LEVEL 1 Minor; non-wilful; dealt with at teacher's discretion	PROGRESSIVE ACTION TAKEN (Always at teacher's discretion)
1.1 1.2 1.3 1.4 1.5 1.6 1.7 1.8 1.9 1.10 1.11 1.12 1.13 1.14 1.15 1.16 1.17	Talking in class Running in building In building before, after, during breaks <i>except if raining</i> Ignoring announcements or reply slips Poor attitude Jostling Arrogance Homework not done Books/work left at home Disruptive behaviour Gross untidiness/slovenliness Littering Cycling on school property Missing sport practice/match without notice Poor sportsmanship Chewing gum Eating/ drinking in class	1 Verbal reprimand and, if necessary, a note in the homework book. 2 After 3 indiscretions, a behavioural report is sent to the parents and detention is given. 3 If this pattern continues, the parents will be called in for a meeting with the principal and teacher. 4 If there is still no change in the learner's behaviour, an entry will be made on the blue behavioural form, and parents will be informed. 5 If this situation still does not improve, the learner could be suspended and ultimately expelled.
2.1 2.2 2.3 2.4 2.5 2.6 2.7 2.8 2.9 2.10 2.11 2.12 2.13	<b>LEVEL 2</b> Wilful; defiant or dishonest in nature; serious action taken Backchatting Insolence Wilful disruption Intimidation Copying homework Foul language or behaviour among peers Verbal assault Destruction of property (minor) Fighting/physical assault Tampering with others' possessions General dishonesty Leaving school premises without principal's permission Inappropriate practices and/ or reading literature/ material	1 Parents are either notified of the incident or called in for a meeting with the principal and teacher. A suitable punishment is meted out for the specific incident. 2 If this type of incident recurs, the parents will be called in again and an entry will be made on the blue behavioural forms. 3 If a pattern of negative behaviour is seen, the learner could be suspended and ultimately expelled.
3.1 3.2 3.3 3.4 3.5 3.6 3.7	<b>LEVEL 3</b> Very serious offence; School Board informed Bullying/victimization Racist or degrading remarks Graffiti Vandalism Destruction of property (major) Foul language or behaviour towards adults Sexual harassment (verbal)	1 There is an immediate entry on the blue behavioural form and parents are called in for a meeting. Appropriate action is decided upon, and when an extremely serious offence is committed, this might even lead to expulsion.
4.1 4.2 4.3 4.4 4.5 4.6 4.7 4.8	<b>LEVEL 4</b> Extremely serious offence; School Board informed Dishonesty in tests and exams Theft Improper behaviour in public in school uniform In possession of pornography Sexual misconduct or harassment (physical) Racism Drug/alcohol usage or smoking Firearms / dangerous objects brought to school	Possible remediation of the causes of the problem will also be considered e.g. approach psychological services, SAPS or others.