



## **SCHOOL RULES FOR LEARNERS**

While it is a learner's right to receive an education and while Strubenvale Primary School will strive to provide the educational opportunities this community has come to expect, it is important that learners acknowledge their responsibilities to themselves, their fellow learners, their educators and the school. The code applies not only during school hours but whenever and wherever a learner may be identified as a learner of Strubenvale Primary School.

### **A. PERSONAL APPEARANCE**

**Learners who wear inappropriate clothing will have the offending items confiscated. Parents will also be contacted to ensure their child wears the proper uniform to school.**

## 1. Hair - Girls and Boys

- Combs are not allowed - hair is combed at home.
- No extreme hairstyles. Short and neat hairstyles only. **No** patterns or strips to be cut into the hair.
- Hair extensions individual strands should not be thicker than 5mm and easily tied back in a single plait or a bun at the back of the head. No hairstyle may infringe on another learner's learning space or vision of the board.
- Extensions should be the same colour as the girl learner's hair.
- No hair colouring or bleaching is allowed.
- Hair touching the shirt collar or longer should be tied back into a ponytail, 2 ponytails or plait.
- Hair accessories must be plain brown or black.
- No decorative hair accessories to be worn at all.

### **Boys**

No extreme hairstyles of varying lengths.

Short and neat hairstyles following the shape of the head.

No tinted or bleached hair.

No decorative patterns cut into the hair.

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## **2. Shirts - Girls and Boys**

White, short sleeves. **Open neck**, no tie (summer). Shirts must have school badge on the pocket. White long sleeves with the tie (winter) Top button tied.

Shirts must be completely tucked into the culotte or trousers. Only plain white T-shirts (no motifs or slogans) may be worn underneath school shirts. The T-shirt may not show at the neckline.

## **3. School Trousers**

Trouser legs may not be altered. Length: Must touch shoes.

Girls - Brown school trousers

Boys - Grey school trousers

## **4. Belts**

Colour - Black

No studs or other fancy buckles are allowed.

## **5. School Culotte.**

School brown culotte - and it may not be altered. Length: 10 cm from the floor all round when learner kneels.

No visible ski-pants are to be worn under culottes.

## **6. Socks**

Boys: Long grey school socks - Folded just below the knee

Girls: Winter: Black tights

Summer: White ankle socks, folded over once

## **7. School Shoes**

Boys: Black leather school shoes - no boots or "slip ons"

Girls: Black leather shoes with single strap and buckle.

Black lace-ups are allowed - no boots

## **8. Ties**

Ties to be neat and worn with correct length from the collar down to the trouser belt or culotte waistband.

## **9. Blazers (not compulsory)**

The school blazer must be clean and with no buttons missing. No motifs or badges may be attached to the blazer. Only badges of achievement issued by the school will be allowed. No learner may wear another's blazer,

showing any achievements they have not received. **All items of clothing must be marked.**

## **10. Jersey / Pullover**

Jersey / Pullover with school colours may be worn at any time, jersey sleeves must reach the wrist and not be pushed up.

## **11. Tracksuits**

A **full tracksuit** can be worn **in winter** as school uniform and during extra mural activities.

Learners from grade 1 to 4 who have physical education on specific days may wear the full tracksuit over their P.E clothes.

## **13. Physical Education Clothing.**

- White Golf-shirt or house T-shirt.
- Navy blue or white shorts.
- No ski pants or civvies.
- Only plain white takkies.
- A full tracksuit may be worn for PE during winter months.

## **12. Sportswear**

- The white golf shirt or any of the House shirts (red for Vaal, green for Limpopo, blue for Tugela or

orange for Orange House) **must be worn for all sport practices.**

- These are available from the school office or Swop shop.
- White takkies are suggested for all sports practices. However, certain sports requires more specific footwear, e.g. soccer - soccer boots.

### **13. School Tours or Short Trips**

Correct School uniform must be worn. Learners to wear civvies when going on tours longer than one day, school fees should get preference before school tours. Learner must be collected promptly after returning from tours. Parents will be billed R50 for every 30 minutes that teachers have to wait for children to be collected / fetched.

### **14. Accessories**

In winter, the following are permitted:

Beanies (brown) allowed to be worn until 10h15, end of first break.

Scarves (brown only)

Gloves (brown)

## **15. Jewellery**

### Earrings - Girls

- Only one set in the bottom hole (if there is more than one hole in the ear).
- Only plain sleeper rings. Size maximum 10 mm rings or 3 mm gold ball studs, without shiny stones or patterns.
- No rings, chains, string or rubber / plastic bands allowed, except SOS tag or Medic-Alert.
- Crosses, rosaries and other cultural items may not be visible. The abovementioned is also applicable for all extra-mural activities.
- Only one wrist watch to be worn on arm. The watch must be conventional in design, i.e. no charms, attachments etc. and must have a plain plastic, leather or metal strap.
- Incorrect Jewellery will be confiscated

## **16. Nails**

No nail polish.

Length: Nails must not be visible when palm is turned upwards.

## **17. Make-up**

NONE! - including lip-gloss. This is also applicable to extra-mural activities and on civvies days.

## **B. BEHAVIOUR**

**In the school building, including hall, Office block, classrooms, corridors and any part of the building which learners have normal access:**

1. All movement is to be on the left and in single file.
2. There is to be no running, climbing onto the railings or furniture, or any such irregular behaviour.
3. Learners must vacate the building during breaks, and before or after normal school hours unless instructed or permitted to do otherwise.
4. Learners who wish to deposit their cases or bags outside their next class after break must do so within the first five minutes of that break. Similarly, learners leaving cases at or in their classrooms before school must not loiter in the classrooms or on the corridors, but go to their respective playgrounds. Learners may not



be in the hall or a classroom without teacher supervision.

5. No learners shall fight or play unofficial games liable to cause injury to others or damage to property. No learners shall behave in a rowdy manner or in such a way as to provoke other learners or teachers. A learner may not behave in such a way in class that other learners are prevented from being educated.
6. Educators and fellow learners will be treated with **respect at all times**.
7. **Fighting and bullying will not be tolerated.**
8. **No litter** is to be dropped by any learner.
9. **Chewing gum** is not allowed in this school.
10. Learners may not sit on, climb over or stand on any boundary fences, gates or railings.
11. Cyclist may not ride in the school grounds and bicycles are to be parked in the bicycle shed.
12. **Cell phones** are to be switched off while learner is on school property. Cell phones will be confiscated if they are switched on, ring or are used during a lesson. Confiscated cell phones will have to be collected by **parents**.

The school will not be held responsible if confiscated phones are stolen during a burglary.

### **13. Substance Abuse.**

- No smoking, or the use of illegal substances by learners is permitted, with or without the parent's knowledge or consent.
- The Principal or Deputy Principal will conduct a Drug or Alcohol Test if there is suspicion that a learner may be under the influence of such substances.
- Parents will be notified immediately and have the right to be present when the test is conducted.
- If the test is Positive, the parents of the learner will be liable for the cost of the test. (about R85- R95) The learner will then be referred to Social Development for an anti-drug course.
- If the test is Negative, the school will be liable for the cost.

## **C. USING SCHOOL FACILITIES AND EQUIPMENT**

**No learner may use any item of school equipment without permission: though permission need not be given for the use and enjoyment of equipment and facilities obviously put out for general use subject to the rules below:**

1. No learner shall wilfully misuse any item of school equipment, mark or deface it.
2. No notices may be put up without permission from the Principal or the responsible member of staff.
3. Learners shall not loiter in the toilets
4. Certain areas are out of bounds:
  - (i) The area around the staff room
  - (ii) Only Gr.R and Gr.1 learners are allowed to play on their respective Jungle gyms. No throwing of sandpit sand will be tolerated.
  - (iii) The area around the container.
  - (iv) All rockeries and flower beds
  - (v) The parking area for teachers

- (vi) Any area proclaimed out of bounds by the Principal or a member of staff.
  - (vii) All sporting equipment must be handled with due care, and may not be removed or handled without the permission of the educator in charge. Teachers will be held accountable for sports equipment and sports kits.
5. Proper sports clothing shall be worn for the sport concerned. Sports Kits must be returned immediately or the day after the match. It will then be washed at school.
  6. Learners must adhere to the recognised code of conduct regarding the use of equipment and the facilities provided in the Media Centre and in the Computer Centre. Learners may be prevented from using these facilities if they do not adhere to the rules.
  7. Learners may not be in a classroom or the hall without a teacher.

## **D. OUTSIDE SCHOOL**

**No learner of this school shall bring discredit on the school by any unseemly behaviour in any public place or at school.**

1. No hugging or kissing another learner is permitted.
2. Learners using buses or taxis shall behave in accordance with the instructions of the driver, or a person officially in charge. No littering or shouting from such a vehicle.
3. While representing the school at school or on an excursion, whether or not in school uniform, no learner may be in possession of alcohol, cigarettes or any illegal substance or be in the company of a person in possession of these substances.

## **D.HOMEWORK POLICY**

### **1. What is homework?**

It is definitely work that should be done at home. It should be encouraged to be done at home - then it becomes more meaningful. At home pupils have time to reflect on the day's work, they have time to test their recollection of what

was done in the class. They have time to consolidate what they have been taught.

## **2. The salient points about homework**

- It should be relevant and meaningful.
- It should test pupils' understanding of the work done in school.
- It should not involve too much research, but it should be thought provoking.
- It must be application work - typical test and exam type questions.
- It must not be laborious and boring
- Do not overburden pupils with too much homework
- It should be CONSISTENT and continuous. Try to avoid long lapses of not giving homework.
- Projects and Assignments must have printed instructions and a due date.
- Try not to give homework during school holidays and weekends.
- Homework should be done entirely by the pupil. It must include their thoughts and

thinking processes - not their father's brothers or sisters or friend's.

- Homework should be supervised by parents or caregivers.

### **3. Checking of homework.**

- Parents must check that the homework has been done, then sign the book and the diary.
- Parents should check all the books at least once a month and sign the Parental Perusal sheet in the front of the book.
- Teacher should spend about 5 minutes to check if every pupil has **ATTEMPTED** homework. There should be **WRITTEN PROOF** that homework was attempted.
- Reprimand or punish children who have made no attempts at doing the homework.
- Reward - praise the children who have done the homework.
- Encourage pupils to make an attempt (written) even if homework is difficult.
- **EMPHASIZE** it is not important to get every question correct but it is important to attempt every question. Their minds are

working, thinking as they make the attempt and that is the idea behind giving homework.

#### **4. Why is homework necessary?**

Encourage, motivate pupils to do homework. Emphasize that when you do homework they are actually studying the relevant work. They must not do it for the sake of showing the teacher they have made an attempt. When they do begin studying for a test - all the homework they have done will make their studying easier.

#### **5. The homework timetable**

Encourage pupils to draw up a homework timetable. The teacher should also have a homework timetable for the different grades he / she is teaching.

#### **6. Disciplinary measure for noncompliance of school rules**

1. Calling parents for a meeting
2. Detention on a Friday 13:45 - 15:00
3. Warning Letters
4. Behaviour or Academic modification files



5. Appearance before School Governing Body
6. Suspension

**ALLOCATE TWENTY (20) MINUTES EVERY DAY FOR READING..... Reading story books, magazines (educational), newspapers, textbooks, notes etc.**

**NB:** Homework should include all STUDYING time for tests, exams etc. it should include reading time, doing assignments etc.

Subject teachers should decide on days to choose for their subjects so that there is no clash and pupils are not overburdened.

**7. The parents role - READ newsletters and return reply slips promptly.**

- Every parent must have:
  - (i) A copy of their child's class timetable.
  - (ii) A copy of the term program pasted on the fridge at home so that it is easily visible for the parent to remind their child of their daily responsibilities. This

must also serve as a reminder for the parent's role in monitoring their child.

- The parent must also physically check every day that the relevant schoolwork for that day is done before the child goes to bed.
- The parent must SIGN the child's diary acknowledging that the relevant days homework has been done.
- By checking the term program the parent must also remind the child to study well in advance for an exam or test, not just speak to them about this, but must sit down with them and see that they are studying schoolwork and not some kind of magazine etc.
- Parents are to check and sign all exercise books every month and assist learners where needed.
- Educators will be checking homework on a regular basis by putting a stamp in the learner's book. Parents will also have a space to sign. It is expected of parents to check the homework daily and to check the homework daily and to check books regularly and to sign

the Parent Perusal document pasted in the front of the book on a monthly basis.

- Parents are to ensure that learners arrive at school on time to avoid disruption to other learners in the class.

## **8. The learner's role**

- The learner **MUST** have the school's specific homework diary that has enough space to enter relevant information about daily school activities that overlap with working at home.
- The diary must be in the learner's bag every day....**PARENT** to check this.
- The diary must be **DATED**... Learner and parent have to check the diary every day before the learner goes to bed to make certain that all schoolwork for that day has been done / attempted and also to pack the relevant books, Lunch and PE clothing for the following day.
- Phone calls will not be made to request parents to bring forgotten items.

- Parents are **not to** bring forgotten items or lunch to the office we are trying to teach learners to be organized and responsible.

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I \_\_\_\_\_ parent of  
\_\_\_\_\_ in Grade \_\_\_\_\_

*have read the code of conduct and commit myself and to my child to adhering to it.*

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*Signature*

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*Date*

# **SUCCESSFUL STUDY**

**Studying towards matric starts in Grade R.**

## **AN APPROACH TO SUCCESSFUL STUDY**

1. Preparation for the final examinations starts on the very first school day of the year.
2. Cultivate an attitude that work is pleasant.
3. Create the right atmosphere for studying at home: no visiting during the week, silence and dedication for set periods of time during the day.
4. Be motivated and work towards a goal.
5. Real concentration requires harmony and peace of mind. Organise your life in such a way that it is free from conflict.
6. Perseverance, self-discipline, conscientiousness and motivation are all essential elements of success.
7. Work and study on a daily basis.
8. Have a set routine eg. Lunch, change, homework, play.

## **A PROVEN METHOD OF STUDY**

1. Get a general idea by quickly reading through the material.
2. Put questions to yourself about the material and write down main points.
3. Now read through the work with concentration, taking in detail. Find the answers to your questions and write them down. Write down the most important facts under the main points.
4. First memorise the main points and repeat them out loud to yourself.
5. Now learn each main point with its most important facts.
6. As soon as you are able to repeat the facts to yourself, write them down and check for correctness.
7. Check whether you know the answers to your questions.
8. Revise all the material again to get an overall picture.
9. If you find that you still do not know the work, repeat steps 1 - 8.