



# WHITE RIVER PRIMARY SCHOOL LAERSKOOLO WITRIVIER

✉ 276  
Witrivier / White River 1240  
Website: [www.laerskoolwitrivier.co.za](http://www.laerskoolwitrivier.co.za)

☎ (013) 751 2231/2 / 750 0338/55  
🖨 (013) 750 1064  
E-Mail: [laerwitr@myconnection.co.za](mailto:laerwitr@myconnection.co.za)

## **CODE OF CONDUCT – LEARNERS & PARENTS**

This policy applies to every learner in White River Primary, its parents and the teacher under whose control it falls.

### **REASONS FOR A CODE OF CONDUCT:**

1. To facilitate learning and instruction in the school.
2. To promote order and discipline at school.
3. For the distribution of responsibilities among the various role players to create a progressive teaching atmosphere.

### **PRIMARY RESPONSIBILITIES:**

1. The primary responsibility of a learner is to learn.
2. Parents have the responsibility to equip their children for the learning process and to support them in their endeavours.
3. Learners must make use of the opportunities available to them and must respect other learners in the process.
4. The educators' responsibility is to teach.

### **PARENTS EXPECT THE FOLLOWING FROM EDUCATORS:**

1. To create opportunities for learners both inside and outside the school.
2. To regularly monitor learners progress and to report to parents according to the assessment policy.
3. To identify learning disabilities that hamper progress and to make recommendations in collaboration with the support services inside and outside the school.
4. To have the welfare of the children at heart.
5. To stay in communication with parents telephonically, in writing and through interviews and meetings.

### **EDUCATOR/PARENT INSTRUCTION RELATIONSHIP:**

1. This should be based primarily on mutual respect.
2. Educators are appointed in a position of authority for their professionalism and competency in a learning area. This must be respected and honoured.
3. Educators have the right and responsibility to address any form of devious behaviour in and out of the classroom, in a positive manner.

### **SAFETY AT SCHOOL:**

1. This is addressed in the safety policy of the school.
2. All schools are classified as "weapon and drug free areas" according to the SA Schools Act (Law Constitution). Neither weapons nor any forbidden substances are allowed on the school grounds, nor any individual under the influence of such substances.
3. No bullying, victimisation or intimidation may take place on the school grounds.
4. No form of racism is allowed, this includes discrimination against individuals or groups.

5. Damage to school property in any form is forbidden. The transgressor's parents will be held responsible for repairs to damaged property.
6. Text books must be handled with care and returned at the end of the school year or when the learner leaves the school. Lost or badly damaged text books must be replaced by the learner. (R200)
7. Every learner is expected to adhere to the school hours.
8. The school gates are closed at the start of school and opened again at the end of the school day. No learner may leave the premises without permission from the principal, deputies or the head of Educational Guidance.
9. If a learner is suspected of possessing forbidden substances/weapons, their person will be searched in an accepted manner, without their privacy being violated. Learners under the influence of forbidden substances will be taken for drug tests. Parents will be informed.
10. The SAPS will be invited, during the course of a calendar year, to present a prevention campaign at school.

**11. CELL PHONE POLICY OF WHITE RIVER PRIMARY (Including "SMART" watches)**

WHEREAS the school experiences numerous problems with regards to cell phone theft and children who (1) do not adhere to the present cell phone policy, (2) keep illegal material – often of a pornographic or other illegal nature – on their phones, (3) take illegal videos and photos – often of an explicit nature – of fellow pupils, (4) use cell phones to crib in examinations and (5) use their cell phones for other harmful practices;

AND WHEREAS such practices meddle with quality education;

AND WHEREAS every child's best interests are of paramount importance in every matter concerning the child, as stated by the Constitution;

AND WHEREAS the School Governing Body of White River Primary has discussed this matter on several meetings;

AND WHEREAS White River Primary urgently needs the help of parents in this regard;

The School Governing Body of White River Primary has decided to draft and approve the following cell phone policy:

1. In the light of the above, the only cell phone that will be allowed on the school premises in a learner's possession at any stage will be a cell phone that does not have access to a **camera or video recorder, WhatsApp, Twitter, Instagram, Facebook or the internet**. This include occasions where learners are under the supervision of teachers of White River Primary, for instance sport games and training, tours, excursions, functions and meetings.
2. The only cell phone that will be allowed as a legitimate cell phone will be a cell phone that is only able to make and receive calls or send and receive text messages.
3. When a phone, which complies with this policy, is brought to school, it is done at the learner's own risk. The phone must be turned off for the duration of the school day and must be kept in the learner's bag. After school the phone may be switched on and used and carried on the person of the child.
4. No child will be allowed to call or send a SMS during school hours. If a child wishes to send an urgent message to a parent, he or she may go to the office for assistance.

5. The following sanctions will be applied in case of non-compliance:
  - 5.1 If a legitimate cell phone is illegally used at school, the phone will be taken and kept in the safe. The phone will only be handed back to a parent after consultation with the management of the school. The child will receive a level 3 offence.
  - 5.2 A cell phone containing explicit and other illegal material will be handed over to the SAPS for further investigation. The learner in whose possession the cell phone was found will be suspended pending the outcome of a disciplinary hearing.
  - 5.3 When a cell phone containing a **camera or video recorder, WhatsApp, Twitter, Instagram, Facebook** or the **internet** is found in the possession of a learner, the learner will be suspended pending the outcome of a disciplinary hearing.

**6. SMART WATCHES:  
SCHOOL TAKES NO RESPONSIBILITY.**

- Gr 1-3 Teachers will collect them before school and return them to the learners between 13h00-13h35.
- Gr 4-7 Remain in suitcase during school hours.

**PUNISHMENT AND CORRECTIONAL MEASURES:**

The code of conduct covers a set of acceptable rules and norms. Learners' rights as well as those of the educator will be protected by the related responsibility.

**CORRECTIONAL ACTION MAY INCLUDE THE FOLLOWING (See detention policy):**

1. Verbal or written warnings by chosen school leaders, educators or the chairman of the Governing Body.
2. Detention during or after school hours.
3. Additional academic work/writing out.
4. Exclusion from the social or sports events.
5. Service that improves the appearance of the school, e.g. picking up litter or cleaning the bathrooms.
6. Community Service with permission from the parents e.g. at the SPCA.
7. "Time out" in the care of the parents to address the problem.
8. Expulsion or permanent suspension from the school where; the transgression justifies it, prevention measures have not worked and where the correct procedures have been followed according to the SA School Act.
9. Transfer to another school with the assistance of the Education Department.

## **GENERAL SCHOOL RULES**

### **THE PURPOSE OF SCHOOL RULES:**

To set boundaries for learners within which they can operate without compromising their rights, responsibilities and safety and to create space for children to develop and grow. Rules are there to remove misunderstandings.

### **A LEARNER FROM WHITE RIVER PRIMARY:**

1. Honours his God and the Word of God.
2. Is proud of the two (2) official languages of White River Primary – Afrikaans and English.
3. Is loyal to his/her parents, educators, friends and school.
4. Is diligent in schoolwork/sport/cultural activities.
5. Is neat in appearance and in everything he/she does.
6. Is friendly.
7. Is helpful
8. Has exemplary behaviour.
9. Is obedient to school rules.
10. Accepts all rights with the accompanying responsibilities.
11. Condemns all forms of racism and discrimination.
12. Is an ambassador of White River Primary and South Africa at all times.

### **REQUEST TO PARENTS:**

1. Strive towards a school with happy learners, educators and parents.
2. Communicate ideas and problems with the school.
3. Get first hand information and do not react on hearsay – not with the media, fellow parents or other educators.
4. Make appointments with the principal and/or educators to discuss scholastic problems.
5. Parents may not interfere in any decision made by referees or umpires during sport meetings. Parents should sit in the pavilion for the duration of the game/meeting.
6. Interferences regarding practices, matches and team selection will not be tolerated. Problems should be taken to the deputy principal – Sport.
7. Parents are requested to notify the school of any change of address or telephone number.
8. No alcohol is allowed during sport meetings – only after sports meetings and during social gatherings with the necessary permission and within the policy as set up by the Governing Body.

### **PRACTICAL SCHOOL RULES:**

1. School starts for all learners at 07h20 and ends for Gr 1-2 at 13h00 and Gr 4-7 at 13h35.
2. Learners should use crossings at the traffic lights and the scholar patrol for safe road crossing.
3. No bicycles, roller skates or skateboards are allowed to be used in the school grounds.

4. Learners leaving the school grounds during school hours must be signed out by their parents or a responsible person appointed by the parent. Hostel learners need the permission of the hostel father.
5. Under no circumstances may one learner interfere with the property of another learner.  
Changing of classes:
  - When the bell rings before school and after breaks, learners must move swiftly and without unnecessary noise to the assembly block or next class.
  - Routes to be followed:
    - i. The long corridor is a one-way – keep left.
    - ii. To move back, use the walkway behind the long corridor's classes on the tuck-shop's side.
    - iii. Boys and girls walk one behind the other.
6. Learners not participating in sport must be collected by 13h45.
7. NO fighting is allowed at school.
8. No borrowing or lending of money is allowed.
9. No dangerous games to be played at school, e.g. stone-throwing!
10. Indecent language, signs or behaviour is not allowed.
11. Sexual harassment will not be tolerated.
12. Any kind of pornographic material is strictly prohibited.
13. No smoking.
14. Learner must report any irrational behaviour at school to an educator.
15. Chewing of gum and eating or drinking in class is not allowed.
16. Sick learners must report to the office with a note from the educator before going into the sick bay.
17. Learners should respect the authority of educators, the leader council, task council and scholar patrol.
18. Boys and girls, juniors and seniors, play separately during break times.

### **CLASSROOM PRACTICE:**

1. Learners may not be prevented from learning and working.
2. Assignments and homework must be done timeously and diligently.
3. Learners may not leave the classroom without permission.
4. Learners must alert the educator if he/she does not understand the work.
5. Learners must prepare timeously for tests and exams.
6. Textbooks, books, media books and files must be covered neatly.
7. Media books, textbooks & workbooks must be handed in when a learner leaves the school or is promoted to the next class.
8. Dishonesty will not be tolerated – such as the copying of homework or test/exam answers.
9. A doctor's certificate is required if the learner has been absent during a test or an exam.
10. Absenteeism must be validated with the necessary documentation.
11. If a learner has been absent, it is the learner's responsibility to catch up the lost work.

### **SCHOOL DRESS:**

Learners must adhere to the prescribed school uniform policy. Consult the school uniform policy for more details.

### **PERSONAL NEATNESS:**

1. Consult the attached school uniform policy for more information.
2. Parents must check for head lice on a regular basis. Learners with head lice will be sent home until the problem is solved.
3. Learners with contagious illnesses or sores must stay at home and get the necessary doctor's treatment before returning to school.
4. Allergies must be made known to the school and the necessary medication made available.
5. All learners with blood injuries will be treated as if they are HIV-positive.

### **CHANGING OF CLASSES:**

1. Changing takes place swiftly and orderly in lines.
2. Always keep left – girls first followed by the boys.
3. No running in the corridors.
4. Suitcases must be carried or pulled on the right-hand-side by hand, and preferably not be carried on the back.
5. Learners line up quietly next to the classes – boys and girls separately.
6. When the bell rings before school and after breaks, learners must move swiftly and without unnecessary noise to the assembly block or next class.
7. Routes to be followed:
  - i. The long corridor is a one-way – keep left.
  - ii. To move back, use the walkway behind the long corridor's classes on the tuck-shop's side.
  - iii. Boys and girls walk one behind the other.

### **BREAK-TIME:**

1. Breaks are used to go to the toilet, wash hands, eat sandwiches and to relax.
2. No learners are allowed in classrooms, on the corridors or between classrooms.
3. Learners are not allowed near staff vehicles.
4. Learners play in the designated areas. From Gr.1-7, boys and girls play separately.

### **ASSEMBLIES: OPENING AND CSA:**

1. Register teachers accompany learners to the hall. Pupils proceed in single file with girls in front followed by the boys.
2. Follow the black lines quietly.
3. Jehovah Witness pupils gather in a classroom for instruction. All other religions will go to the hall unless arrangements have been made.
4. Dismissal from the hall is in the same manner as the arrival.
5. Bags are left at classrooms and collected afterwards.
6. The hall must be left neat and tidy.
7. No learners are allowed in the hall without supervision of an educator.

### **EXTRA-CURRICULAR ACTIVITIES – SPORT AND CULTURE:**

1. All learners of the school may participate in any of the activities.
2. Learners participate in the correct age group as indicated on the birth certificate.

3. The necessary indemnity forms must be filled in for each activity.
4. Learners who are indicated or are chosen for an activity must attend practices on a regular basis. Poor attendance can lead to learners not being chosen for a team. Apologies must be in writing.
5. Bad language, remarks and foul-play is not allowed.
6. Referees'/umpires' decisions are final and must be respected.
7. Players must be dressed appropriately as indicated by the coach.
8. When matches are played away, players must be dressed neatly in sports attire and the transport arrangements must be adhered to. In cold weather, a school tracksuit may be worn over the sports attire. Step-outs is recommended for uniformity.

### **TOILETS:**

1. Different grades use different toilets – boys and girls. Gr. 1-4 use the toilets near the netball courts, and Gr. 5-7 use the toilets at the end of the long corridor.
2. Toilets are not an assembly/playing point and should be kept neat and clean.
3. Close all taps to avoid water wastage.
4. Flush the toilet after use.
5. Do not waste toilet paper – use it for what it is intended to.
6. Do not throw unwanted items into the toilets, basins or urinals. Use dustbins for these items.
7. Food is not allowed in the bathrooms.
8. Clothes and sports bags must not be left in the bathrooms.

### **SCHOOL GROUNDS:**

1. The damaging of trees, plants or shrubs is not allowed.
2. Do not tamper with lights or switchboards.
3. Graffiti on walls, doors, windows, floors or furniture is not allowed.
4. Spilled cool drink, sweets or food must be cleaned up immediately.
5. Papers and rubbish must be thrown into the bins.
6. Parents' loading zones must be kept clean by all learners.
7. Learners are not allowed to wander around on the school premises after school hours.
8. Sports activities that are not co-ordinated by an educator are not allowed after hours on the sport grounds.

### **OUTINGS – SPORT AND EDUCATIONAL:**

1. All outings take place in school uniform.
2. Rules and regulations of the transport company must be adhered to.
3. Parents must complete the necessary indemnity forms before the outing.
4. Buses must be left clean after use.
5. Behaviour must be irreproachable. Strict measures will be taken against learners who are guilty of misbehaving.
6. Learners must be fetched not later than 20 min after completion of outing – educators will not take responsibility afterwards as parents must be on time.

### **ABSENTEES:**

1. Learners are not allowed to stay at home without a written, legal excuse.
2. Doctor's letters, funeral, proof of dentist appointments, etc. must be shown to the class teacher to verify absenteeism.
3. Learners are not allowed to leave the school grounds earlier than stipulated. Parents must sign out their children at reception in these instances. Religious meetings on Fridays follow the same rules.

### **MEDIA CENTRE:**

1. Media books must be cared for and handed in on time.
2. The media centre should be used as reference centre.
3. The media centre guidelines regarding taking out of books must be followed.

### **COMPUTER CENTRE:**

1. This is a private service to the school.
2. All interested Gr. 1-7 learners will be accommodated during LO periods.
3. Parents whose children make use of this service sign a contract with the service provider.

### **REMEDIAL SERVICE:**

1. Learners who have been identified with a learning difficulty must attend the remedial classes as from the second term – Afrikaans, English and mathematics.
2. Parents must contact therapists if their child needs specialized therapy, e.g. language or occupational therapy, to arrange a time in school hours.

### **GENERAL:**

1. Valuable, private property may not be brought to school.
2. Lost clothes are kept in the "Lost Property Cupboard" at reception. Ensure that all clothes are clearly marked.
3. School fees must be paid in by the parents or the child directly at the office. All other monies brought to school must be paid into the register teacher. Stress the importance of a receipt.
4. Telephone calls to parents are only allowed in emergencies. Private calls may be made from the Pay Phone or cell phone **after** school.
5. The tuck shop on the school grounds operates **before** school, during breaks and after school.
6. Parents Evenings are held once a term and attendance should be considered compulsory.
7. Learners are not allowed to peddle goods during school hours.
8. Children may not support hawkers outside the school grounds.
9. Newsletters go out every second Friday. Parents must ensure that they receive them. Important information and or announcements appear in them, that should reach every household.
10. The school follows a zero-tolerance policy concerning drugs, alcohol, cigarettes and dangerous weapons on the school grounds or on the person.



**DECLARATION:**

I, \_\_\_\_\_, parent/guardian of  
\_\_\_\_\_ do solemnly declare that I  
will abide by the letter and spirit of this code of conduct for the benefit of my child,  
the fellow learners and the wider school community of White River Primary.

**Signed:** \_\_\_\_\_ **(Parent)**

**Signed:** \_\_\_\_\_ **(Learner)**

**Date:** \_\_\_\_\_