



# WHITE RIVER PRIMARY SCHOOL LAERSKOOI WITRIVIER

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## ***DISCIPLINARY POLICY***

### **Foundation phase**

The implementation of the disciplinary policy differs from class to class in the foundation phase. Each teacher works according to her own system.

### **Senior phase**

Demerits are divided into two sections:

There is one for homework not done and books left at home. The other is for behavioural indiscretions.

#### **Section 1: Homework not done and books left at home.**

- Homework and books are monitored daily by teachers using a class list. Once a learner has transgressed 3 times, an sms/e-mail will be sent by the teacher to the parents informing them of the situation. The teacher will keep record of the message and also inform the HOD once 5 e-mail's/sms messages have been sent to the parents. The parent is fully responsible for the discipline in these matters.
- If the tendency, not to do homework and/or forgetting books at home, continues then the parent will be informed via sms/e-mail that the teacher will no longer mark the homework or books left at home for the rest of the year. In this case the 5<sup>th</sup> sms or email will serve as the final notification. The HOD will keep record of this.

#### **Section 2: Demerits for poor behaviour (Type A and B transgressions).**

- Demerits are noted in the homework book/Inbox/Mailbox book.
- Parents should check for demerits on a daily basis and sign the book.
- The teacher is responsible for keeping record of the demerits.
- Demerits can't be cancelled.
- Once a learner has 10 demerits, his/her parents will be informed by sms/e-mail that the learner will have to attend a detention session. The detention will take place on the following Monday. The notification will be sent by the HOD who will also record and ensure that the learner attends the detention.
- Should a learner refuse to attend the detention the parents will be notified by sms/e-mail. The parents must then attend a meeting with the HOD where a suitable punishment will be discussed. The following may be decided upon:
  - more than one detention,
  - withdrawal of privileges,
  - suspension of between 1-5 days.

- Once the punishment has been completed the matter will be regarded as being dealt with and the learner will no longer have demerits. Although the matter is concluded, a record of the matter will remain on the learners ed-lab. All detention sessions will be recorded and once a term the Disciplinary Committee will convene to discuss all learners who have received Behavioural Cards or who have been placed on detention. During this meeting the committee will make recommendations regarding learners with serious behavioural problems. The recommendations may be one or more of the following:
  - the learner is referred to a psychologist,
  - the parents are invited to an interview/meeting with the teacher/HOD/Principal.
  - the parents and the learner will have to attend an internal disciplinary hearing.

### **Demerits for poor behaviour (Type C transgression):**

Once a learner is suspected of being guilty of a Type C transgression the following will happen:

- the teacher involved will inform the parents and the HOD,
- the HOD and the teacher will investigate the matter thoroughly,
- the parents will be informed of the outcome of the investigation by sms/e-mail,
- if the learner is guilty the HOD will invite the parents to a meeting,
- if it is impossible for the parents to attend the meeting a telephonic meeting will then take place,
- during the meeting the HOD may decide on one or more of the following sanctions:
  - 1<sup>st</sup> written warning,
  - 2<sup>nd</sup> written warning,
  - suspension of between 1-5 days,
  - refer the matter to the principal,
  - internal disciplinary hearing with the disciplinary committee,
  - the matter is referred to the Department of Education to be handled.

### **Recognition**

At the end of every term all learners, who do not have any demerits will receive a merit button. These learners will be allowed to attend school in civvies on approval from the principal.

### **ADDENDUM**

Seen in the light of the present COVID-19 pandemic, the following will be attached to White River Primary's Disciplinary policy.

*All transgressions which counteract against the national COVID-19 regulations and guidelines will be handled as a Type C transgression.*