

Physical Address:

No 4 Hermansburg Road, Magiesdal,
Nelspruit 1200 RSA.



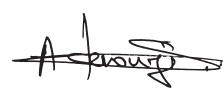
CODE OF CONDUCT AND VALUES

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A AMMENDMENT HISTORY:

Amendment Date	Version	Amendment Date	Final Approval Level

B. APPROVAL

Title	Name	Date	Signature
Director	O.D Adewuyi	12 Feb,2025	

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CODE OF CONDUCT AND VALUES

Jane Pre & Primary School Code of Conduct and Values Policy

1. Our Core Values

At Jane Pre & Primary School, we are committed to shaping learners who are not only academically prepared but also grounded in strong character and citizenship. Our core values guide every lesson, interaction, and experience:

- Integrity: We instil honesty and strong moral principles in every action.
- Excellence: We strive for the highest standards in education and care.
- Innovation: We embrace new ideas and technologies to enhance learning.
- Community: We build a supportive and inclusive environment for children, families, and staff.

2. Our Principles

These principles shape the way we teach, lead, and grow as a school community:

1. We provide a safe and nurturing environment for all children.
2. We deliver high-quality education that inspires a love for learning.
3. We support the holistic development of each learner—academically, socially, emotionally, and physically.
4. We value and encourage strong partnerships with families and the broader community.

Why We Have Rules:

School rules help create a calm, safe and happy environment where all children can focus, play, grow, and learn together.

1.1 General Rules for All Learners

- Be kind and respectful to others—no teasing, name-calling, or hurting others.
- Listen to your teachers and follow instructions the first time.
- Complete your classwork and homework to the best of your ability.
- Take care of school books, furniture, and property.
- Speak politely to all adults and fellow learners.
- Always walk quietly and safely inside school buildings.
- Report any accidents, illness, or injuries to your teacher or the school office.
- No learner may bring harmful items (e.g., sharp objects, cigarettes, matches, alcohol, or illegal substances) to school.
- Learners may not leave the school grounds without permission from a teacher or the office.
- If absent, parents must inform the school with a written note or phone call. Medical notes are required for illness longer than 3 days.
- Learners must wear the correct school uniform and keep it neat and clean.
- Bullying in any form—physical, verbal, or online—is not allowed.

1.2 Foundation Phase (Grade R–3) Additions

- Use gentle hands and kind words.
- Remember to raise your hand and wait your turn to speak.
- Pack and unpack your own schoolbag to build independence.
- Ask for help when you need it—no one is too small to ask!



1.3 Intermediate Phase (Grade 4–7) Additions

- Be a role model for younger learners.
- Use your diary every day to record homework and reminders.
- Manage your time and belongings responsibly.
- Speak up respectfully if something feels unfair or unsafe.

At Jane Pre & Primary, we believe that learning how to behave, how to relate to others, and how to handle responsibility is just as important as academic learning. With support from teachers and parents, our learners will become the leaders and change-makers of tomorrow.

1. Safety, Responsibility, and Respect

To create a safe and respectful learning environment for everyone, all learners must follow the school's safety and behaviour rules. These apply during school hours, at school events, while wearing the school uniform in public, or when representing the school.

1.1 Behaviour and Safety Guidelines

- Learners may not carry or use any weapons, toy weapons, dangerous objects, or anything that can cause harm to others or school property.
- Possession or sharing of inappropriate, offensive, or explicit material—whether printed or digital—is strictly prohibited.
- Learners must respect school property and the belongings of others. Damaging or stealing property is unacceptable. If damage is caused intentionally, the learner and their parents will be held responsible for repair or replacement.
- Textbooks and learning materials must be cared for. Vandalism of books, walls, desks, or any school property is not allowed.
- Personal belongings (uniform items, bags, lunchboxes) must be clearly marked with the learner's name. The school cannot take responsibility for lost or damaged items.
- School bags must be of good quality and able to protect schoolbooks—plastic bags may not be used.
- Firefighting and safety equipment is not for play. Misuse of safety tools will result in disciplinary action and the cost of damage will be recovered from parents.
- Gambling or betting of any form is not allowed.
- Cell phones and electronic devices (e.g., smartwatches, tablets) are not allowed for all school learners.
- No learner may leave the school grounds without written permission from school leadership. Appointments should be made for after school hours where possible.
- Eating is only allowed during break times and in designated areas. Chewing gum is not permitted on school grounds.
- No physical contact of a hurtful, aggressive, or inappropriate nature will be tolerated.
- The School Management Team (SMT) may inspect learner belongings if there is a safety concern.
- The SMT reserves the right to conduct random safety checks, including drug screenings, in line with Department of Education guidelines.

1.2 Classroom and Movement Etiquette

- Learners must be inside the school gates by 07:20. Gates close at 07:45 for safety.
- Movement between classes must be calm, quiet, and in line.
- When entering a classroom, learners must sit quietly and prepare for learning.
- Learners leave the classroom only when dismissed and must do so in an orderly manner.
- At the end of break, learners must line up quietly in their designated areas when the bell rings.



2. Discipline Approach

At Jane Pre & Primary School, discipline is a tool for learning and growth, not punishment. We teach children to understand their actions, take responsibility, and improve their choices.

The School Management Team (SMT), educators, and support staff are responsible for implementing this policy fairly and consistently.

2.1 The School's Responsibilities:

- Teach and explain the school rules and behavioural expectations clearly.
- Reinforce positive behaviour through rewards, praise, and a merit system.
- Apply fair consequences for unacceptable behaviour using a structured demerit system.
- Inform parents promptly about serious behaviour issues or repeated rule-breaking.
- Ensure consequences are age-appropriate, constructive, and respectful.
- Provide ongoing support to learners who struggle with behaviour.

2.2 The Parents/Guardians' Responsibilities:

- Support the school's behaviour and discipline policies.
- Encourage their children to follow rules and behave respectfully at school.
- Ensure learners attend school and participate in extra mural activities.
- Communicate honestly and promptly with the school regarding behavioural matters or incidents.

3.3 Learners Are Expected To:

- Know and follow school rules.
- Treat others with kindness and respect.
- Be on time and ready to learn each day.
- Behave in a way that reflects the school's values—especially when in uniform or attending events.
- Accept the consequences of their actions and learn from them.

4.4 Consequences of Breaking Rules

Consequences are chosen carefully to guide learners toward better behaviour. These never include corporal punishment, and may include:

- A verbal or written warning
- Demerit entries in the learner's record
- Time-out or reflective activities (age-appropriate)
- Detention for intermediate phase learners
- A behaviour meeting with parents
- Temporary suspension (for serious or repeated violations)
- Referral to a disciplinary hearing (in severe cases)
- Expulsion (only as a last resort, based on policy and legal procedures)

Jane Pre & Primary School is committed to developing responsible, confident learners. By working together—learners, parents, and staff—we create a positive, structured environment where every child can thrive.



Jane Pre & Primary School – Uniform Guidelines (Grades RR – 7)

Grade Level	Summer Uniform (Terms 1 & 4)	Winter Uniform (Terms 2 & 3)	Additional Notes
Grade RR – R	School-branded t-shirt or golf shirt School shorts/Skirts or tracksuit bottoms Velcro shoes or takkies	School tracksuit top and bottom Long Sleeved shirt underneath if needed Beanie or scarf (optional)	Full change of clothes required daily Clearly marked hat for outdoor play ("No hat, no play")
Grades 1–3	- Girls: School dress or golf shirt with Skirts/shorts - Boys: Golf shirt with school shorts Black shoes with white socks	- Girls: Long-sleeved shirt + tunic or trousers - Boys: Long trousers + long-sleeved shirt Jersey or tracksuit	Black school shoes or clean black takkies No coloured shoes or accessories
Grades 4–7	Same as Grades 1–3 Golf shirt with shorts (boys) or Skirts (girls) Hat or cap required outdoors	Formal shirt and trousers (boys) Tunic or trousers (girls) Jersey or school tracksuit	Worn for exams, outings, and events School beanie and scarf allowed in winter (school colours)

1. SCHOOL UNIFORM AND APPEARANCE

At Jane Pre & Primary School, we believe a learner's appearance reflects their self-respect and pride in their school. Our learners are expected to always look neat and presentable. Uniform rules are not subject to changing fashion trends.

1.1 General Grooming Rules (Applies to All Learners)

Category	Expectations
Hair	- Hair must be neat, clean, and off the face. - No hair dye, bleach, artificial colours, or extreme hairstyles. - Natural dreadlocks, braids, cornrows, and Afros are allowed if neat and well-maintained. - Hair may not obstruct other learners' view in class. Learners with non-compliant hairstyles will be given time to correct them.
Nails	Nails must be short and clean. No nail polish, acrylics, or tips allowed. Only Grade 7 girls may wear clear polish for special occasions (with school permission).
Jewellery & Accessories	Only one small pair of stud earrings (girls only). No other jewellery or body piercings are allowed. Watches must be plain and not disruptive. Medical bracelets are allowed. Cultural/religious necklaces may be worn under clothing (not visible). All unauthorized jewellery will be confiscated and returned at term-end.
Make-up & Tattoos	- No make-up, including permanent or semi-permanent cosmetics. - No visible tattoos or body piercings.
Category	No coloured contact lenses
- Clothing Fit & Style	- Uniform must be worn modestly, clean, and properly fitted. - No tight, revealing, torn, or branded clothes with inappropriate language. - No open tummy or low necklines allowed. - Undergarments should never be visible.



1.3 Appearance Rules: Boys

- Hair must be short, clean, and combed neatly—off the collar, ears, and eyebrows.
- No dyed, bleached, or patterned hairstyles.
- Boys must be clean-shaven at all times (from Grade 6–7). No stubble or moustaches.
- Learners unable to shave due to skin conditions must submit a doctor's note.
- Standard brown or black school shoes must be worn with the uniform.
- Shirts must be tucked in and ties (where applicable) neatly tied and positioned.

1.4 Appearance Rules: Girls

- Hair longer than shoulder-length must be tied back neatly with black, navy, or white elastics.
- No bright or fancy clips, ribbons, or accessories.
- Braids or cornrows are allowed if they are tidy, the same length, and a natural hair colour.
- Hair must not hang in the face or cover the eyes.
- Stone tights must not be worn with stone socks in winter.
- Girls may wear only small gold/silver studs or small hoops (one per ear).

2. **SCHOOL UNIFORM RULES APPLY:**

All uniform and grooming rules apply:

- During school hours
- During extra-mural activities and school functions
- When learners are wearing the school uniform in public (e.g., on transport, excursions, sports events)