

POLICY: SCHOOL RULES POLICY

POLICY REF. NO. S2/08/2008 (Rev No. 0)

DATE: 7 AUGUST 2008

SCHOOL RULES

Every Rondebosch learner should behave in a manner which will uphold the name of the school with pride. He must behave in a responsible and sensible manner and maintain a standard which is expected of a learner of RBPS, whether in public or in private. Any behaviour which is destructive, discourteous or dishonest will be considered a serious offence. The following guidelines and rules have the full support of the Governing Body, parents, learners and staff of RBPS.

1. SCHOOL DRESS CODE

1.1 Learners are required to wear the official school uniform as stipulated by the Governing Body. The school uniform must be worn with pride and should be clean and presentable (e.g. no missing buttons) at all times. Shoes must be polished and all items of clothing should be clearly marked.

1.2 When wearing the school uniform, learners should not:

- Place their hands in their pockets.
- Display jewellery except if permission has been granted by the Headmaster.
- Chew gum at any time.
- Wear any form of casual clothes.

1.3 A neatly shaped hairstyle, off the collar and ears is considered part of the uniform. The hair should be clean and never cut in a way that will attract attention by being too long, too short, tinted or treated in any way. Learners may not:

- Use gel or wax.
- Wear unusual styles or steps in hair.
- Shave their hair completely.

2. SCHOOL PROPERTY

Learners must not negligently or willfully damage, deface or soil school property of any form, including textbooks, musical instruments, computer equipment and library books. Learners may not borrow school property without permission.

3. USE OF SCHOOL FACILITIES

3.1 A learner shall not use any of the school's facilities or equipment, including sports equipment, except when specified by the Headmaster or a teacher.

3.2 A learner may not enter the school's premises outside normal school hours without permission.

3.3 A learner may only occupy the following areas when engaged in a planned activity or if he is granted permission by the Headmaster or a teacher:

- Lilacs building
- Foundation Phase / atrium
- The school hall
- Front entrance to the school
- Swimming pool area
- Staff room and kitchen

- Cleaners' quarters
- Administration block.
- Computer room

3.4 Classrooms and library may not be occupied during breaks, before school or after school.

4 SCHOOL ATTENDANCE

4.1 Learners are expected to attend school every day during the school terms prescribed by the Western Cape Education Department. If a learner is absent, a letter must be submitted to the school on the day of return to explain the reason for absence. This letter must be signed by a parent or guardian of the learner.

4.2 Learners are to arrive at school in the morning before the first bell and are to line up as required. The first bell rings at 08:10. Learners may not leave the school before closing time without written request by the parent and permission of the Headmaster. Learners may not leave the school grounds during breaks.

4.3 Learners who arrive late must report to the school office and be accompanied by a parent/guardian or have a note written by a parent/guardian explaining the reason for the late arrival.

5 EXTRA-MURAL ACTIVITIES

5.1 Each learner is required to participate in the extra-mural program offered at the school.

5.2 When a learner has committed himself to an extra-mural activity he must fulfill all obligations and responsibilities in this regard to the satisfaction of the Headmaster or master-in-charge.

5.3 Learners must wear the correct attire when participating in sporting activities.

5.4 Learners must wear their school uniform or tracksuit when attending school functions or sporting activities.

6 EDUCATION PROGRAMMES

Learners shall participate in all education programmes and curricula as prescribed by the Western Cape Education Department, unless exemption has been granted by the Headmaster.

7 LITTER

7.1 No littering in the grounds, gardens, buildings, or around the lockers. Use must be made of the dustbins provided.

7.2 Any litter that can be identified must be picked up and placed in the nearest bin.

7.3 All litter should be cleared before leaving any function or sports event, whether away or at school.

8 GENERAL MANNERS AND RESPECT

Learners are expected to:

- Greet staff and all visitors to the school.
- Respect other members of the school community, regardless of personal, religious or cultural differences.
- Stand when staff or visitors enter the classroom, or meet/speak to them in the playground.
- Remain silent before, during or after assembly.
- Always be courteous, friendly, and helpful.
- Be respectful to staff members at all times.
- Stand quietly at lines.
- Be honest and act with integrity.

9 GENERAL BEHAVIOUR

9.1 Learners must adhere to the following general rules:

- No bad language will be tolerated.
- No skateboarding or rollerblading is permitted on school grounds, including during organised functions or activities held at the school.
- Bicycles may not be ridden in the school grounds.
- Learners may not run in the school buildings.
- Learners should not bring items of value to school.
- Learners may not play in the areas designated for staff parking.
- Learners may not tamper with any other learner's suitcase, tog bag or other possession without permission of the owner.

9.2 The following are recognized as serious offences and will not be tolerated from any RBPS learner:

- Theft
- Vandalism
- Bullying
- Substance abuse
- Possessing dangerous weapons at school
- Cheating and/or lying
- Playing truant.
- Discrimination.
- Possessing a cell phone at school.

10 HOMEWORK

10.1 RBPS homework books are compulsory and are to be with learners at all times during the academic day.

10.2 Learners are to ensure that homework is completed on a daily basis and that homework books are signed by the learner's parent or guardian every day.

10.3 Learners are to ensure that reply slips to school circulars are returned by the due date.

SIGNED:

Chairman RBPS Governing Body