



CODE OF CONDUCT FOR LEARNERS POLICY

CONTROL SHEET

POLICY TITLE	LEARNER CODE OF CONDUCT POLICY
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RESPONSIBLE MANAGER	Principal, SMT
RELATED POLICIES	The constitution of the Republic of South Africa, 1996 (Act No.108 of 1996), as amended. National Education Policy Act, 1996(Act No.27 of 1996), as amended. South African Schools Act, 1996 (Act No. 84 of 1996), as amended. BELA Act



ST MICHAEL'S SCHOOL FOR GIRLS ('SMS')

LEARNER CODE OF CONDUCT POLICY

Information Page for learners:

Name:

Surname:

Pupil ID:

Parent Information:

Mother: Name and ID:

Cell Number:

E-mail:

Father: Name and ID:

Cell Number:

E-mail:

Medical Aid and Number:



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INTRODUCTION

SCHOOL PRAYER

Almighty God, before whom we stand,
Make this school a place where Truth and Love
abound.
May St Michael and all the holy angels bless and
protect us
So that we may be instruments to Your glory;
Through Jesus Christ, our Lord,
AMEN

SCHOOL SONG

Piercing clear St Michael's eyes,
Gaze across his angel ranks,
On to mortals who give thanks,
For this warrior strong and wise.
We who proudly bear his name,
Lift our hearts in happy praise,
Joyously our voices raise,
And our saint's protection claim.

HISTORICAL BACKGROUND AND TRADITIONS

"Ante Deum Asto": I stand before God

St Michael's is a school rich in tradition, with roots going back more than a century and a quarter. From this it draws much of its strength and sense of identity. In accordance with its mission statement, SMS is committed to remaining at the forefront of education.

VISION AND MISSION STATEMENT

SMS is a successful multi-cultural English medium Christian Girls' School with a long and distinguished history in the Free State.

The **vision** is to promote the development of independent, skilled and confident young women who are able to lead happy and fulfilled lives, and to contribute constructively to South Africa and the wider world.

Our **mission** is to provide an excellent learning environment for academic, sporting and cultural achievement while nurturing the emotional development of the girls in a caring environment. Based on our Anglican foundation, SMS develops the spirituality of the girls and staff and fosters its expression in the work of the school community.

A BRIEF HISTORY

St Michael's is the oldest girls' school North of the Orange River. It was founded by Bishop Webb in 1874, and in the same year, the first Mother Superior, Sister Emma, and five volunteers arrived in Bloemfontein to become the Community of Saint Michael and all Angels. Henrietta Stockdale, who became a famous member of the nursing fraternity in this country, was among these. Her statue stands in the grounds of St Cyprian's Cathedral in Kimberley. The school was originally built on the western boundary of Bloemfontein, where the Sand du Plessis Theatre now stands, in Markgraaff Street.

The school moved to its present site in Brandwag in 1970. The foundation stone was laid by Bishop Frederick A. Moore. Many precious relics were also transferred and can be seen in the archives, in the chapel and in and around the school complex. In 1975, Rev Mother Mary Ruth and the Sisters retired from their administrative, academic and hostel duties in the school.

The school became a public school in 1977 and currently governance is vested in the school parent community represented by an elected Board of Governors as School Governing Body.

At the end of 1992, the Sisters of the Community of St Michael and All Angels decided to move off campus and their lodgings were converted into a senior boarding house, as well as an art centre, music block, and a pre-primary school. In 2003, the remaining three sisters were relocated to the school hostel, to enable the St Michael's family to take care of them.

CODE OF CONDUCT

INTRODUCTION

The following legislation serves as basis for the requirements of this Code of Conduct:

- The Constitution of the Republic of South Africa, Act 108 of 1996;
- The South African Schools Act 84 of 1996;
- The Free State School Education Act 2 of 2000.
- BELA Act of 2025

The provisions of Section 8(1) of the SA Schools Act have been complied with in drawing up this Code of Conduct.

PURPOSE OF THE CODE OF CONDUCT

According to Section 8(2) of the SA Schools Act, the purpose of the Code of Conduct lies in ‘...establishing a disciplined and purposeful school environment, dedicated to the improvement and maintenance of the quality of the learning process.’

The purpose may therefore be set out as follows:

- to promote positive discipline
- to develop self-discipline
- to establish exemplary behaviour

In order to define clearly the roles and responsibilities of the various role players in the creation and maintenance of a positive learning environment in the school, the following Code of Conduct will therefore:

- be articulated in a clear and unambiguous manner
- be communicated clearly and applied consistently
- comply with the requirements of fairness and equity
- contain a set of moral values, norms and principles which the school community wishes to maintain; i.e. setting a standard of ethical conduct
- be dynamic and flexible
- give learners the basic right and responsibility to:
- be informed about the manner in which they should behave or act
- be informed of the consequences of their actions.

RIGHTS

The Code of Conduct will make provision for the rights of the individual, while simultaneously taking into consideration the rights of the group. The learners (individuals) will have, inter alia, the following rights:

- Democratic processes
- Non-discrimination and equality
- Privacy, respect and dignity
- Non-violence and freedom and security and safety of the person
- Freedom of expression and the right to be heard
- Safe school environment
- Quality education

RESPONSIBILITIES

However, none of these rights are absolute, but are restricted by the rights of other individuals and the group. The right to privacy serves as an example. A learner may indeed be searched if the educator has due cause to suspect that the learner is in possession of a dangerous weapon. The purpose then is to protect the right to safety of the rest of the learners. Correct procedures should, however, be followed at all times.

Rights can be self-restricting, e.g. the right to education in the language of your choice (Constitution, Section 29(2)) is restricted by the condition that it should be reasonably practicable.

* Rights can be restricted by other legal rules, e.g. Section 16 of the Constitution accords every person the right to freedom of speech. However, no-one has the right to defame another person as one's good name is protected by one's right to dignity (Section 10).

It is important to note that action in the best interest of the learner is always of prime concern in every matter that pertains to a child (Section 28(2) of the Constitution). However, learners should take note of the provisions of Section 8(4) of the SA Schools' Act, which reads as follows: 'Nothing shall exempt a learner from complying with the Code of Conduct of the school.'

THE FOUNDATION OF THE CODE OF CONDUCT

St Michael's is a school rich in tradition, with roots going back up to a century and a half. From this it draws much of its strength and sense of identity. In accordance with its mission statement, St Michael's is committed to remaining at the forefront of education by supplying a consistently high quality of education for all its learners. Furthermore, it is committed to maintaining the rights of learners, parents and educators through reconciliation, teaching, learning, mutual respect and establishing a culture of tolerance, order and peace, all of which are in the interests of the learners and the St Michael's community as a whole.

Note: Although Section 5(3) of the SA School's Act stipulates that a learner may not be refused admission to a school on the grounds that his or her parent '...does not subscribe to the Mission Statement of the school...', the provisions of Article 8(4) of this Act clearly indicate that: 'Nothing contained in this Act exempts a learner from the obligation to comply with the Code of Conduct of the school attended by such a learner.' This therefore means that all learners are compelled to comply with the requirements of the Code of Conduct of the school they attend.

CODE OF CONDUCT FOR LEARNERS

Learners undertake to aim at ensuring that the traditions of excellence which have been built up over many years are fostered and enhanced and that the good name of the school is in no way undermined or brought into disrepute. Learners undertake to respect an ethos of responsibility and self-discipline, and to realise that mutual co-operation between themselves and the other persons involved in their education, can only be successful if all parties agree on the pursuit of the highest moral standards, values and principles for behaviour, as set down by the school.

Religious aspects of our school

The Policy

St Michael's School was founded in 1874 by a Community of Sisters - later to be called the Community of St Michael and All Angels - under the auspices of the Anglican Church to serve as a church school for girls with religious instruction in accordance with the principles of the Anglican Church.

When the school became a public school under the Provincial Administration of the Orange Free State in 1976, it was agreed that the school would retain its character, traditions, ethos, culture and association with the Anglican Church. This was contained in a Memorandum of Agreement between the Trustees of the School, the Anglican Diocese of Bloemfontein (now the Diocese of the Free State) and the Governing Body of the School. This Agreement was renewed and ratified when the new Governing Body came into being in terms of the South African Schools Act of 1996.

St Michael's is thus a school with a Christian foundation and under its own Constitution and in response to the expectations of its educators, learners and parents, creates an environment for learning spiritual values that are not merely information about religion in general, but specifically Christian. It has an Anglican tradition with an Anglican Chaplain and a Chapel where worship services are conducted regularly. The Bishop of the Diocese of the Free State is also the School Visitor and serves on the School Board of Governors.

Religious Responsibility

In accordance with the Constitution of South Africa, St Michael's School respects the beliefs and cultures of all peoples and recognizes the diversity inherent in our community. Nevertheless, the staff, learners, and parents, recognizing the Christian, specifically Anglican foundation of the school, acknowledge the importance of the chapel as a place of regular worship for the school and which they attend on special occasions, including Church Festivals, Founder's Day, Valediction, Confirmation and Carol Services. Learners misbehaving in chapel will be removed by a proctor or teacher.

Presentations should be pre-approved by the chaplain, and music should be appropriate for the chapel.

The learners do the sacristy work and serve at the altar. Some are readers and others lead in the prayers. The chapel choir, which is affiliated to the Royal School of Church Music, leads the worship, while also participating

in Choir Festivals and competitions.

The Chaplain is responsible for chapel worship, and each year learners attend confirmation classes and are then confirmed by the Bishop of the Free State Diocese. The Chaplain is responsible for the day to day Christian teaching in the school.

Once a term the learners are given the opportunity to make an offering towards chapel funds - called the 'Day of Dedicated Giving'. The money is administered by a Chapel Council and used for the costs of running the chapel and for making donations to charity.

A Trust entitled The St Michael's Benevolent Fund which was established in 1991 by parents and staff donors, assists members of the St Michael's School community when they might be in need of financial assistance.

Human Rights

Learners, while being aware of the fact that they have certain rights, should also realise that others have similar rights, and they undertake to develop a culture of tolerance and respect for all people and their rights. Learners undertake to recognise in particular the dignity and equality of all persons and undertake to exercise their rights in such a manner that others are not compromised or disadvantaged by their actions.

Respect for teachers and academic responsibilities

Learners undertake to respect their educators as adults and recognise that their qualifications, training and experience can be of great benefit to them. Learners therefore undertake to give their full co-operation to the educators; give their whole-hearted co-operation in all reasonable assignments which they may receive; and act courteously towards them at all times.

Respect and consideration for non-academic staff and visitors

In fostering a respectful and responsible attitude towards all persons and property, and in acknowledging the fact that ours is a multi-cultural and diverse society, all members of the St Michael's family will be expected to:

- behave in a manner in which due respect and consideration are accorded to the needs of fellow learners, staff members, parents and members of the public, remembering always to stand and greet all senior members at all times;
- show respect for other peoples' property. Theft and vandalism will be regarded in a very serious light and due disciplinary procedures will be followed to address the offence;
- avoid violent and hurtful behaviour towards other persons and property, including crude and derogatory language, or language which could be interpreted as sacrilegious, rumour-mongering, racist and/or sexist and which is loud and unladylike;
- avoid situations which could result in danger to any person or property and to report promptly, anything which could result in such danger;
- show courtesy and offer assistance to visitors on campus.

Acknowledging diversity

The South African community consists of a number of races, cultures and religions. Learners undertake to accept all fellow learners as people who are reaching for goals and ideals similar to themselves, and that they have their own, if different, ideals. Learners undertake to respect the diversity of others and will act in such a manner that they will respect the dignity and views of others.

Respect and caring for the environment, school facilities and property

SMS is well-equipped in terms of grounds, buildings and IT educational hardware and software. In order to maintain these facilities, SMS community members will be expected to:

- co-operate in maintaining the attractive appearance of the school by avoiding littering;
- actively oppose any form of vandalism (including writing / scratching on desks or walls and / or misuse of any equipment) and report the same immediately;
- treat all school property/facilities with respect, as if they were one's own;
- treat the property of staff and strangers, e.g. their cars, with the utmost respect, and report any form of damage to them at all times
- No learner is allowed to take, or have in her possession, without the express permission of the owner, any item that does not belong to her.

Obedience to organisational and behaviour rules

Learners should understand that a school cannot function without rules which govern its organization and learner behaviour. Therefore, learners undertake to abide by the verbal and written rules of the school. Learners should undertake to honour the set timetable of the school by being present at the commencement of

the school day and for each and every period until the end of the school day. They undertake to accept the authority of those in charge of order and discipline in the school and will accept the applicable sanctions should the rules be broken. Learners undertake never to indulge in, or be tempted into, any behaviour or activity which could bring the name of the school into disrepute and always to act in accordance with the school's motto at all times: "I stand before God".

Extra-curricular Responsibilities

SMS aims at providing a broad educational experience, which implies that numerous learning activities take place outside the narrow confines of the classroom, or laboratory.

In pursuance of this aim learners are required to:

- **participate in at least one summer and one winter activity selected from the range of sporting and cultural activities offered;**
- commit themselves to the activity(ies) selected for the duration of the season or academic year, so as not to let down their team(s);
- participate in academic/cultural/sporting tours and uphold the good name of the school while on tour;
- attend regularly such practices/training sessions/rehearsals as may be scheduled;
- support other participants by attending and supporting matches/performances.
- If a learner cannot attend a practice/event, a written apology must be handed in before the practice/event.

Appearance

School uniforms contribute to a sense of unity and purpose. The school badge represents the combined goals of learners, parents and staff. Because the school uniform and rules of appearance represent traditional values of the school and the community, learners will wear the uniform, including the basher, at all times with pride, being conscious of its distinctiveness and its distinction. Furthermore, they will adhere to the rules of personal appearance, which enhance the school uniform.

Safety

For their own safety, learners will adhere to safety rules in the laboratories and practical work areas, as well as classroom rules that have been drawn up for their own safety, and the safety of all learners. While moving from one class to another, on the school grounds, on outings, and on the sports field, learners will not endanger their own safety or that of others, by their actions.

Academic Responsibilities

St Michael's is primarily an academic institution and in order for it to maintain and enhance its standards the following are required:

- Regular attendance at all classes and assemblies;
- Punctual arrival for all classes, assemblies and functions by parents, staff and learners;
- advance preparation for classes and activities including being in possession of the correct books and equipment;
- Adherence to all reasonable instructions given by those in authority and co-operation with teachers, other staff members, proctors and monitors;
- Performance of all academic tasks, assignments, tests and projects to the best of one's ability;
- Constructive participation in the academic learning environment.

Role perception

Learners are also expected to contribute to the orderly flow of events at and after school. Learners have the opportunity to make contributions on different levels that will improve school management, e.g. on the governing body, as a representative of the council of learners, class captain, team captain, chairperson of an academic or social society, etc. Irrespective of the position in which a learner serves, the interests of the school should be paramount and not for personal advancement or benefit. Learners undertake to subscribe to this principle and will at all times, through their actions, strive to uphold and strengthen the ethos of the school, even outside the formal structure.

RULES

Purpose of rules

Rules are drawn up in order to give effect to the values contained in the code.

The purpose of rules is therefore, to:

- create and maintain a positive learning environment
- define acceptable and unacceptable behaviour
- promote educational goals

School rules that define acceptable behaviour have as their aim, the safety of learners and maintenance of order. Defining unacceptable behaviour is necessary in order to maintain discipline and prevent misunderstandings. Although rules should strive to be just, fair and reasonable, learners should also remember that school rules are specific, prescriptive and enforceable.

Rules which define acceptable behaviour

School attendance / Absenteeism

St Michael's is primarily an academic institution and in order for it to maintain and enhance its academic standards, the following attendance regulations apply:

- Regular attendance at all classes, assemblies and extra-mural activities;
- Absence of 3 consecutive days will be reported and investigated;
- Punctual arrival for all classes and extra-mural activities by staff and learners.
- Parents of day girls should inform the school office as early in the day as possible of absenteeism. The hostel should inform the school of boarders who are ill.
- On her return, the absentee must hand a note of explanation to her class teacher or the office from her parents, or a doctor's certificate if absent. In the event of there being no note, the parents will be contacted by telephone.
- **Boarder parents must inform the Hostel Matron and housemistress and school office in writing of unforeseen early departures or late arrivals at the end or beginning of term or over exeat weekends.**
- **This will be the exception and only allowed in emergencies, at the principal's discretion. Any arrangement must be made at least 24 hours ahead of time.**
- **A compulsory sick test must be written.**

Daily programme

- Learners must line up outside the Chapel at 07:20.
- Learners who are late must quietly enter the Chapel at the side doors. The classrooms, corridors and cloakrooms are out of bounds until Chapel is over. Late arrival for Chapel assemblies is a punishable offence.
- Changing of classes between periods, as well as moving from chapel to class, must take place quietly, quickly and in an orderly manner.
- Loitering in bathrooms and on corridors is not allowed.
- Silence must be kept at all times in the library, after the bell has gone, for lining up at Chapel or after the commencement of a period and during all Chapel services and all school functions.
- Shouting is regarded as unladylike and is unacceptable.
- **No lingering on the school premises is allowed in the afternoon. Learners who have not been fetched by parents at the end of the school day must either be in Day Care, the Homework Centre, at cultural activities or on the sport field. All learners waiting for parents must do so at the designated area. The Rose Street House will be available after 17:00.**

Appearance

School Uniform:

- The school uniform should at all times be very neat. This rule also applies to school civvies or to civvies when worn on school property or to school functions.
- When supporting a school activity, learners should wear school uniform or school sport uniform if and when permission is granted.
- A blazer must be worn in winter but need not be worn in summer. In summer, learners may wear a regulation school jersey over their dresses. A blazer must be worn to all official / formal school functions, and on the first and last day of term. Bashers must be worn by seniors outside the school grounds, but need not be worn in a car coming to school or at school. All learners must wear their blazers to school on Fridays. Grade 8-12 learners must also wear their bashers to school every Friday.
- Length of school uniform may be no shorter than 7 cm above the knee. Matric skirts must be knee-length.
- Learners may wear normal school shoes (baby doll with one strap across the foot), T-bar shoes or lace up shoes (for girls) with thin soles.
- Only official school badges may be worn on blazers, jerseys or tracksuits. **Name badges must be worn at all times. If lost/broken it must be replaced, which must be paid for by the parents of the learner concerned.**
- No studs with colourful stones may be worn.
- Pearl earrings are only allowed for Grade 12 learners.
- No jewellery is allowed except for small sleepers or studs (gold or surgical steel) and only one in each ear, in the centre of the lobe. No make-up. Clear nail varnish may be worn, but long nails are not permitted.
- An exception is made for the matric farewell, where matrices are allowed to fit gel or acrylic nails. This

should be removed by the beginning of the fourth term. The attendance of the matric farewell is a privilege which may be withheld.

- No allowance will be made for jewellery, beading or braiding worn for cultural/religious reasons.
- Boarders who travel to and from the hostel at the beginning and end of exeat weekends and school terms using public transport must wear school tracksuits. Boarders who travel to and from the hostel at the beginning and end of exeat weekends and school terms using bus transport may wear school tracksuits. When off campus, a jersey may not be worn without a blazer.
- No tattoos should be visible at any time.

Dress Code for Civvies Day

- No make-up. Dress should always be suitable for school.
- No bare midriffs or crop tops.
- Shorts / dresses / skirts must be a reasonable length and not too short.
- The same school rules for jewellery and hair apply for civvies days.

Hair

St Michael's School for girls' hair policy

- Hair and hairstyles must be secured neatly away from the face in order for the learner to see properly while working and playing sport.
- Hair worn up must be styled in such a way that it does not obscure the view of the board for a learner sitting at the back.
- Hair may not be longer than hip length when tied.
- Hair and hairstyles below the collar must be fastened and be secured neatly away from the face.
- No partially shaved heads or decorative shaved-hair patterns are allowed.
- Hair and hairstyles must be in the learner's natural hair colour.
- Matric learners may dye their hair or put braids in which are different from their natural hair colour, no earlier than ONE week before the matric farewell. Colouring, highlights or braids that is not a learner's natural hair colour must be coloured back/removed before the learner returns to school for the 4th term.
- Hair accessories of school-regulation colours (white or navy) may be functionally utilised to achieve a tidy general appearance.
- The basher must be worn by all Grade 8 –12 learners every Friday at line-up and on leaving the school premises while in school uniform.
- On basher days, a learner's hair should be styled in such a way that it facilitates the wearing of a basher.

Sports Policy

Regulation sports dress must be worn during all sports activities. Only regulation sports dress or school uniform may be worn to and from activities.

- St Michael's sport uniform must be worn during gym periods.
- Girls should be suitably dressed for their particular activity. Every sport has its own uniform; no other dress is allowed. Only SMS sports kit bags are allowed.

Swimming: Navy costume and navy-blue cap, navy blue shorts, regulation navy blue towel. Girls may not be seen outside the pool area in costumes. Tracksuits or navy shorts and SMS sports shirts are to be worn over costumes. No one may enter the pool area unless a staff member is present.

Squash: Official SMS navy skirts or shorts, SMS sports shirt, sports shoes (non-marking).

Athletics/Cross Country: Official SMS navy shorts / Ski pants, SMS athletics shirt.

Tennis: Matches: SMS navy skirt, SMS sports shirt, white socks (plain or navy trim). First team: tennis shirt with navy collar and trim; white or navy full (sky blue) panties. Practice: Navy shorts, SMS sports shirt and tracksuit in winter.

Hockey: SMS navy skirt, SMS sports shirts for all teams except first XI, sky blue hockey socks, sport shoes. First XI; special first team shirt, sky-blue socks.

Netball: SMS navy skirt (used for tennis and squash) SMS sports shirt, white socks, sport shoes.

The official SMS tracksuit to be worn to all matches away and home matches during warm-up.

- Gym / LO: For these classes during school hours, girls dress in navy shorts or school tracksuits, and sport shoes.
- No jewellery is to be worn during training sessions and matches.
- If a learner cannot attend a practice / event, a written apology must be handed in before the practice / event.

Uniform Stockists: Tunika Tel 051 444 0173
Second-hand store uniform shop operates on the premises.

Behaviour during teaching time

- Classes may not be disturbed unless in cases of emergency.
- Learners should change classes quickly and efficiently without loitering, running or shouting along corridors.
- Tuck should be eaten outside the classroom and during break. Chewing gum is not allowed.
- If the teacher is not present when the class arrives, the class must enter the room and be seated and the RCL member must report this to the office.
- Learners are expected to rise immediately when any member of staff or adult enters the room, unless an indication is given to remain seated. Learners up to and including Grade 11 should rise for a Grade 12 learner.
- Learners may not leave a classroom until the bell has rung for the end of that period and the teacher has given his/her permission. A teacher may not give a class permission to leave until the bell has rung.
- Cell phones are **not allowed** to be switched on or used during teaching time, unless permission is given by a teacher.
- Cell phones are **not allowed** to be switched on or used during change of classes.
- Learners are only allowed in passages and bathrooms with a permission card.
- No learner is allowed to take photos or video footage of another learner. Please adhere to the cell phone policy.

Areas that are out of bounds

- Staff residences and vehicles, unless by invitation.
- The staff study, the staff common room, the school hall, the swimming pool when used without adult supervision, laboratories, storerooms, computer room, art room, consumer studies centre, book room, library, vehicle garages, pavilion, grounds staff quarters, teachers' desks, drawers and cupboards - unless a teacher's permission is obtained or a teacher is present.
- Grass in front of the school office/staff room windows and eastern fence along Captain Proctor Street.
- Learners may not congregate on the corridor outside the office block at any time.
- Hostels are out of bounds for day girls at all times and to boarders during school hours.
- Permission to leave the school grounds during school hours can only be obtained from the Principal/Deputy Principal. No learner may phone a parent to fetch her under any circumstances without a permission slip.
- Girls should wait for parents at the waiting area inside the school grounds after school.
- The playing of dangerous games is not allowed.

SOCIAL RESPONSIBILITIES

Safety and Supervision:

- Alcohol should not be served at parties for school-goers and may not, according to the law, be served to minors in public places such as restaurants or clubs;
- If alcohol is offered by parents to their own children in their own homes, it is at their own discretion; if offered in public and/or to other children, especially to those for whom the school acts in loco parentis, it could become a school matter which might warrant disciplinary action.
- "School activity" means any educational, cultural, sporting or social activity of the school within or outside the premises;
- No educator, parent or learner, or any other person, may possess or use the following during any school activity:
 - alcohol
 - illegal drugs
 - any illegal substance, or
 - dangerous objects
 - (South African Schools Act 84 of 1996. Amendment: Regulations for Safety Measures at Public Schools)
- According to the South African Schools Act 84 of 1996 Section 8A, the principal or an authorised delegate may conduct a search of a learner's person, or their property (e.g. bags, lockers), if there is a

reasonable suspicion that a learner has a dangerous object or illegal drug. Searches will be carried out by a person of the same gender as the learner, and in the presence of at least one other person of the same gender.

- No learner may leave the campus without a permission slip from the office. Parents must send an e-mail before a permission slip will be issued.

General

- No unauthorised use of speakers are allowed. This includes during break time and sporting events.
- There is a strict ban on initiation practices at school or at the hostel at any time.
- Smoking, the consumption of alcohol, and the consumption of forbidden or illegal substances, whether on the school campus or off, are regarded as extremely serious offences. Learners found in the possession of these, will be subjected to disciplinary procedures which may include suspension / expulsion.
- Hitch-hiking is forbidden, since it is simply too dangerous;
- Driving without a valid licence is forbidden; should your daughter have a learner's licence, she must be accompanied by a licensed driver. Equally, no girl may be a passenger to a driver who is not in possession of a valid driver's licence.
- No girl may accept a lift as a passenger on a motorcycle, unless the driver is a parent who provides a helmet.

School Balls/Socials:

- Only girls in Grades 9 - 12 may attend a senior ball/social.
- In the last term of the year, the Grade 8's may attend a Senior Social if the management of the school feels that they deserve the privilege.
- Each SMS girl may invite one friend to the social. The friend must be a learner from a designated school. No other 'outsiders' may be invited. Each girl must sign her friend in on a class list at the door.
- The following supervision and security arrangements will be in effect:
- One SMT member and at least two teachers will be on duty at the function per session.
- The organisers must arrange for at least 4 (four) parents to be present per session.
- At least two additional security guards must be hired to patrol the area in and around the school buildings.
- The doors will close 30 minutes after the start of the function and re-open 30 minutes before the end of the function. Anyone leaving the function will not be allowed to return.
- Searches of persons and property may be carried out before, during or after the function, in accordance with the requirements of the South African Schools Act.
- A teacher will be required to remain at the venue until all girls and visitors have been collected.
- The start and end of socials will be at the discretion of the SMT.
- Girls and visitors must ensure that they are collected within 30 minutes of the end of the function.
- The Regulations for Safety Measures at Public Schools will be strictly applied. viz. "No educator, parent or learner, and no other person, may possess or use alcohol, illegal drugs, any illegal substance or dangerous objects during any school activity."
- Use of the school's facilities is at own risk.
- The school reserves the right of access to the premises.
- The attendance of a social is a privilege which may be withheld.

Injuries or illness during school hours.

- If a learner is injured or becomes ill during school hours, it should be reported to the office immediately.
- An injured or ill learner may be collected from school only by the parents or with the permission of the parents.
- Any learner leaving the school premises during school hours due to illness, appointments etc. must be signed out at the office.

Announcements

- These are made at early morning assembly, just before school.
- Over the intercom just before break and before the end of school
- No learner is allowed to make announcements without prior arrangements with a teacher or member of the SMT.

SANCTIONS

The purpose of sanctions is to:

- educate learners to make responsible, independent decisions.
- to discourage a repetition of unacceptable behaviour.
- inculcate a strong sense of duty in learners.

Sanctions will be administered with the following objectives in mind:

- Fairness: Punishment must discipline the learner and be corrective not punitive.
- Justice: The type of punishment must fit the offence
- Reasonableness: The type of punishment must not be unreasonable
- Legality: Corporal punishment is illegal. This implies, inter alia, that the learner or parent may not give permission for corporal punishment to be used as punishment

Unacceptable behaviour will be defined as follows:

- behaviour of a learner which constitutes a contravention of one or more of the rules contained in the Code of Conduct;
- behaviour which has a negative effect on the learner herself or on other learners;
- behaviour which has an adverse effect on the success of educational goals, as well as on the general discipline in the school;
- behaviour which is directly linked to sanctions.

Offences that may lead to such suspension include, but are not limited to the following:

- conduct which endangers the safety and violates the rights of others;
- possession, threat or use of a dangerous weapon;
- possession, use, transmission or visible evidence of narcotic or unauthorized drugs, alcohol or noxious substances of any kind;
- fighting, assault or battery;
- immoral behaviour or profanity;
- falsely identifying oneself or falsely implicating others;
- harmful graffiti, hate speech, sexism, racism;
- theft or possession of stolen property including test or examination papers prior to the writing of tests or examinations;
- unlawful action, vandalism, or destroying or defacing school property;
- disrespect, objectionable behaviour and verbal abuse directed at educators or other school employees or learners;
- repeated violations of school rules or the Code of Conduct;
- criminal and oppressive behaviour such as rape and any harassment;
- victimization, bullying and intimidation of other learners;
- infringement of examination rules;
- knowingly and wilfully supplying false information or falsifying documentation to gain an unfair advantage at school.

(South African Schools Act 84 of 1996)

Disciplinary system

Sanctions will be applied according to the following system:

- Proctors and teachers will operate a points system for offences, which will be linked to specific forms of sanction such as detention, suspension or expulsion.

Sanctions will meet the following criteria:

- Educational grounding: The system must be in accordance with educational principles. The relevant system must be seen as an educational instrument which is used to further the development of the learners. The learners must, therefore, have leave to appeal should they be dissatisfied with the application of the system.
- Transparency: Learners and their parents must be properly informed regarding the functioning of the system and all parties must be prepared to share co-responsibility for the success of its implementation.
- Teacher-friendliness: In order for the system to function effectively all teachers must apply it uniformly and consistently. The system should not, however, place an undue burden on the time of the teachers.
- Partnership with parents: As primary educators, parents should, on a continual basis, be properly informed or enquire with regard to the progress and possible problems of their children, e.g. the level of debit or credit points.
- Comprehensive investigation which will include: paying proper attention to inputs; adhering to the rules of natural justice; allowing learners and educators the opportunity to state their side of the case.

Points system

The following system, which makes provision for awarding demerit points as well as merit points to learners, will be used by both proctors as well as educators and will be recorded on the Central Learner Data Base by the school secretary who will also keep a supply of the required entry forms.

DEMERIT SYSTEM SMS

The following document describes the minimum sanctions that can be given for a transgression

Code	Transgression	Demerits	
LEVEL 1			
01:00	Books not at school	5	
01:02	Failing to attend class on time	5	
01:03	Cheating in a class test	10	
01:04	Failing to complete homework or hand in an assignment	5	
01:05	Cheating in a formal test	15	Disciplinary meeting Learner will not be allowed to stand for the Proctor body for the next year. Re-application will be considered after a year, Based on behaviour. If the learner is a Proctor-member, she will forfeit her position immediately and will not be electable for the next term. Learner will get zero for test
01:06	Books, equipment, sport clothes not at school	5	
01:07	Disruptive behaviour	5	
01:08	Use of cell phone without permission	5	
01:09	Bunking class/bunking chapel	5	
01:10	Refusing to sign and acknowledge demerit slip	10	
01:11	Littering	5	
01:12	Dishonesty	10	
01:13	Eating or sleeping in class	5	
01:14	Having earphones at school	5	
01:15	Ignoring specific instructions	10	
01:17	Failing to attend meals in hostel	5	
01:18	Unauthorized visitors at hostel	5	
01:19	Unauthorized visitors in rooms at hostel	5	
01:20	Ordering food without permission	5	
01:21	Entering hostel without permission	5	
01:22	Sleeping in another room in the hostel without permission	5	
LEVEL 2			
02:03	Truancy or bunking more than one period per day	20	
02:05	Bullying	20	
02:06	Breaking rules regarding uniform, hair, nails, Chewing gum, jewellery	10	
02:07	Graffiti, slogans, symbols on bags or diaries, desks etc.	10	
02:08	Embracing/caressing in public	10	
02:09	Being disrespectful, cheeky towards a teacher, discriminatory language.	10	
02:10	Use of coarse language	10	
02:11	Fighting and/or physical violence	20	
02:12	Late for school	5	
02:13	Absenteeism and missing extra-murals without excuse	5	
02:14	Rowdiness/shouting	5	

02:15	Absent from detention after signing acknowledgement (may postpone once with permission)	25	
LEVEL 3			
03:02	Using alcohol or any illegal narcotic substance, smoking or vaping, in possession of prohibited substances, reading material, obscene items, or witnessing anyone doing the above without reporting it.	10	Learner will not be allowed to stand for the Proctor body for the next year. Re-application will be considered after a year, based on behaviour. If the learner is a Proctor-Member, she will forfeit her position immediately and will not be electable for the next term. Learner will get zero for test. SBST meeting
03:04	Severely disruptive behaviour	20	Phase head informs parents Demerits
03:05	Possession of dangerous weapon	30	Disciplinary hearing Immediate suspension pending A disciplinary hearing
03:06	Vandalism/breakages	25	Disciplinary meeting Demerits and pay for damages
03:07	Deliberate damage to property of others	25	Disciplinary meeting Demerits
03:08	Cheating during exams	20	Disciplinary meeting Learner will not be allowed to stand For the Proctor body for the next year. Re-application will be considered after a year, Based on behaviour. If the learner is a Proctor-Member, she will forfeit her position immediately and will not be electable for the next term. Learner will get zero for exam
LEVEL 4			
04:02	Threatening with a dangerous weapon		Disciplinary hearing Immediate suspension pending A disciplinary hearing
LEVEL 5			
05:02	Possession and peddling of narcotic substances		Disciplinary hearing Immediate suspension pending a disciplinary hearing

MERITS

- Initiative / honesty
- Leadership / achievement / attended course
- Academic – Good progress and attentive in class
- Rendering services: Help after school etc.
- Regular Attendance
- Culture, sports: exceptional achievement
- Behaviour / attitude / perseverance

Modus operandi

These demerit and merit points have no influence on a learner's academic marks and cannot be added to or deducted from her marks achieved in tests or examinations. Positive actions do not cancel negative actions. Should a learner think that she has been treated unfairly, she may appeal. This appeal must be lodged in writing within 24 hours.

Demerit points

A learner receives a number of demerit points for an offence. All demerit points indicated on the prescribed form are signed by the learner, thereby acknowledging that what has been noted is the truth and has been established after a thorough investigation during which the learner has had a fair chance to put her case. A short description of the event(s) is also noted. Should a learner refuse to sign and her appeal fails, her parents will be contacted immediately (telephonically / letter).

Teachers fill in the prescribed form in respect of the offence and hand it to the school secretary who will enter it

into the Central Learner Data Base. Every teacher should have a supply of these forms.

As soon as a learner has accumulated 60 demerit points the parents are contacted. This is done in order that the parents and the school can plan how to improve the learner's behaviour or address the problems. **Should a learner have accumulated 100 demerit points the learner and her parents are to appear before a disciplinary committee.** The learner and her parents will have the opportunity to put their side of the case. If the learner is found guilty, her parents will receive a letter with the sanctions indicated. Any further offences may lead to expulsion.

Merit points

A learner receives a number of merit points for positive behaviour and academic achievement.

DISCIPLINE

Disciplinary Committee

The Disciplinary Committee can consist of the Deputy Principal as Presiding officer, Phase heads, and at least two other members, one being a Board Member and the other an HOD. Other members of this committee will be determined by the needs of the school. The Disciplinary Committee hears charges brought against learners. The School Governing Body may in its sole discretion appoint an independent Chairperson and/or any other person to prosecute in any disciplinary hearing, if it is of the opinion that the circumstances permit same. Such person/persons do not need to be a member or members of the School Governing Body.

Learners can appeal against the decision of the Disciplinary Committee to the Appeal Board. The Appeal Board consists of three members appointed by the chairperson of the Governing Body. No member of the Disciplinary Committee may serve on the Appeal Board. The School Governing Body may in its sole discretion appoint an independent Appeal Board if it is of the opinion that the circumstances permit same. Person(s) appointed as such, do not need to be members of the School Governing Body.

Appeals will only be heard on papers and written submissions on what has transpired at the initial disciplinary hearing, according to procedure set by the Appeal Board, and furthermore according to the following rules:

- An appeal against the finding of the Disciplinary Committee must be lodged at the office of the Principal within 5 school days after such a finding, in writing, fully setting out the grounds for the appeal. The onus to prove that an appeal was lodged, lies with the Appellant and the school and/or School Governing Body bears no onus relating to the receipt thereof, or not.
- The Appellant must then, within a further 15 school days, file a transcribed or typed record of the Disciplinary Hearing at the office of the Principal, which record must be transcribed or typed at the costs of the Appellant, and must be certified under oath as a true reflection of the proceedings at the Disciplinary Hearing. The original and two copies of the transcribed record must be filed at the office of the Principal at no costs for the school and/or the School Governing Body. The onus to prove that the record was filed, lies with the Appellant and the school and/or School Governing Body bears no onus relating to the receipt thereof, or not. The School Governing Body must make available to the Appellant any electronic record of the disciplinary hearing, if it has such a record, on request thereto by the Appellant.
- If an Appellant fails to comply with the any of above rules, the appeal will lapse immediately, and without any further right of an internal appeal.
- The Appeal Board must, as soon as it is reasonable/possible after receipt of the record, convene at a place and on a date and time suitable for all, with the School Governing Body and the Appellant and/or his/her legal representative to set dates for the filing of further papers and/or Heads of Argument, upon which the Appeal Board will then take a decision.

Discipline will be dealt with according to the following line of authority: Proctors / Matrics, Teachers, SMT, Deputy Principal, Principal, Governing Body. Teachers, SMT and the Deputy Principal will function up to and including the Disciplinary Committee, and the Principal and Governing Body will be the respective bodies of appeal.

Disciplinary Procedure:

Serious behavioural offences that justify immediate action by the school will be undertaken under the school's legal right to act in loco parentis and in the best interests of the school.

Therefore, the school reserves the right to:

- refer behaviour that constitutes a criminal offence to SAPS for further action
- take the necessary steps to find alternative placement or treatment for said learner, if the learner's behaviour is a threat to herself or other learners
- refer a learner for counselling if her behaviour is deemed to be socially unacceptable. In the case of

expulsion from the school, the board (SGB) will submit its recommendations to the Head of Department at the Education Department for consideration and action. In the case of expulsion from the hostel, the disciplinary appeal committee will submit its recommendation to the board (SGB) for consideration and action.

Any disciplinary committee is a sub-committee of the Board of Governors (SGB) and therefore has the Board's sanction to act on its behalf; however, all disciplinary actions will be submitted to the Board for notification. Notice of a disciplinary hearing will be given in writing, with a minimum of 5 working days' notice.

An Appeal Committee will have a hearing within 14 days of receipt of the written notice of appeal from the offender. A special hearing procedure will be followed in this regard (see above).

SUSPENSION AND EXPULSION

Suspension

In terms of Section 9(1) of the SA Schools Act the Governing Body of a public school may, after a fair hearing, suspend a learner from attending the **school**.

- as a correctional measure for a period of no longer than one week; or
- pending a decision as to whether the learner is to be expelled from the school by the Head of Department.

Section 34 (1) of the Free State School Education Act contains similar provisions concerning suspension from a public **school**.

In terms of Section 34 (6) of the Free State School Education Act, the Governing Body of a public school may, after a fair hearing, suspend a learner from a **hostel** of the school as correctional measure for a period of no longer than five school days.

Expulsion

In terms of Section 9(2) of the SA Schools Act a learner at a public school may be expelled from a **school** only,

- by the Head of the Department of Education, and,
 - if found guilty of serious misconduct after a fair hearing.
- Furthermore, Section 9(3) of the said Act provides that the Member of the Executive Council must determine by notice in the Provincial Gazette
- the behaviour by a learner at a public school which may constitute serious misconduct;
 - disciplinary proceedings to be followed in such cases;
 - provisions of due process safeguarding the interests of the learner and any other party involved in disciplinary proceedings.

In terms of Section 9(4) of the same Act a learner, or the parent of a learner who was expelled from a public **school**, may appeal against the decision of the Head of Department to the Member of the Executive Council.

Lastly, Section 9(5) of this Act provides that if a learner who is subject to compulsory attendance in terms of Section 3 of this Act, is expelled from a public **school**, the Head of Department must make an alternative arrangement for her placement at a public school.

In terms of Section 34(7) of the Free State Education Act, the Governing Body of a public school may expel a learner from a **hostel** of the school if she is found guilty of serious misconduct after a fair hearing.

Section 34(8) of this Act provides that a learner or a parent who has been expelled from a hostel of a public school may appeal against the decision of the Governing Body of the school to the Head of Education.

In terms of Section 34(9) of this Act a learner who is suspended or expelled from a **hostel** is not necessarily suspended or expelled from the school concerned.

COMMUNICATION OF THE CODE OF CONDUCT

The following methods will be used to make the Code of Conduct known:

- Each learner will receive a copy of the Code of Conduct at the commencement of a new year.
- The Code of Conduct will be explained at the commencement of the school year. It should be discussed from time to time in the register periods. Regular sessions should be held with the younger learners to discuss the code with them.
- The Code of Conduct will be available to any person belonging to the St Michael's Community on request.

COMPLAINTS/GRIEVANCES

Complaints/concerns/incidents should be reported in writing to the relevant staff member or phase head.

Grievances (unresolved complaints) must be submitted in writing, either by e-mail or on a grievance pro forma at the school office.

SUMMARY

This document specifically fulfils the needs of St Michael's School. In the drafting of this document, legal prescriptions have been complied with as far as possible and the management team has been careful in ensuring that all requirements for proper procedures have been met and will be followed consistently.

HOSTEL CODE OF CONDUCT

In order for any community to function effectively and exist in harmony, all members of the community need to be aware of and to abide by the rules governing that community.

The rules of the hostels of St Michael's School for Girls aim:

- To provide a safe, orderly and caring environment;
- To promote the development of self-discipline;
- To give individuals the opportunity to achieve academically and participate extra-murally;
- To foster a culture of respect for and acceptance of others.

The onus is on each hostel girl to familiarise herself with these rules and to ensure that she abides by them. The rules are regularly revised to ensure that they remain fair and relevant. A system of punishments for the infringement of rules will be utilized to maintain the aims of the rules of the hostel.

Close-gating

When a boarder is close-gated, the following measures apply:

- She may not be signed out by anybody other than a parent or **legal** guardian.
- She may not attend any social functions at school or outside the school.
- She may not leave the premises for shopping.
- She must wear school uniform every day, with the exception of a Saturday when her uniform is washed. On a Saturday, she must be dressed in a tracksuit or PET attire.

HOSTEL RULES

SIGNING IN AND OUT

LEARNERS MUST SIGN OUT ON LEAVING THE HOSTEL AND SIGN IN IMMEDIATELY UPON RETURN. NO EXCUSES WILL BE ACCEPTED FOR FAILURE TO SIGN IN AND OUT.

- **Signing in and out:** Each learner leaving the hostel must be signed out by her parents or legal guardian, at the front desk of the hostel. Also, either the student or house mistress on duty MUST sign the learner out. The parent must be seen by the students or house mistress. Identity document should be produced on request.
- **Standard e-mails:** Parents must send any standard e-mails in the first week of the new school year with ALL the relevant and necessary information. This must include any churches learners may attend, any extra classes learners must attend, information regarding who may fetch the learner from the hostel etc. These e-mails will be kept in a separate file, and NO learner will be allowed out without one.
- An e-mail is also required from any external tutor learners wish to make use of.
- Learners must have a completed signing-out pro forma from their parents which must be e-mailed to hostel@stms.co.za. The pro forma must be filled in completely and signed, with all the relevant information, otherwise the request will be regarded as incomplete and will be disregarded.
- Learners going home via **bus, aeroplane or any other form of transportation** must have an e-mail stating

the form of transport being used.

- Parents must complete an official learner information and wellness centre forms when boarders arrive at the hostel on the first day of the year

SIGNING OUT TIMES:

- ON campus from 14:00–17:00: sign out in file, no permission needed.
- OFF campus from 14:00–17:00: sign out in file, student on duty must sign; permission must be given by house mistress on duty.
- ON and OFF campus after 18:00: permission required from house mistress - arrangements to be made a day in advance.
- Only matrics may visit another hostel after 18:00 (with permission from house mistress on duty)
- Special permission slips must be signed by the house mistress on duty.
- All requests must be made in writing
- **NO-ONE MAY SIGN OUT FOR A FRIEND**

WEEKENDS, SLEEP OUTS

- Only a parent or guardian may give permission for a learner to be signed out of the hostel by the person whose name appears on the fax form.
- **If a parent or guardian cannot be present they must send an official pro forma to the hostel before 12:00 on Thursdays with the name and contact details of the person who will be assuming responsibility for their child, giving permission for their child to accompany or visit this person. It is the responsibility of the parent or guardian to determine the suitability of the host family. The house mistress reserves the right to reject any e-mail.**
- All girls should return by 17:00 on Sunday unless they have special permission from the superintendent of the hostel return on Monday morning. They have to be signed back by the person who signed them out.
- All girls must leave in school uniform and return in school uniform Girls who are signed out for day visits must also have a pro forma from their parents and must return by 17:00. School uniform is to be worn when leaving and returning.
- **If a girl is going to return later than expected she must let the house mistress know. This is only good manners and will avoid unnecessary concern.**
- Girls may not sleep in hostels or rooms other than their own.
- Over compulsory exeats and at the beginning of term, the hostel will only be open from 13:00 for returning learners and hostel transport will also only be available from 13:00
- Over compulsory exeats and at the end of term, the hostel will be locked at 17:00. Parents should please make timeous arrangements for learners to be fetched.

MEALS: ATTENDANCE OF ALL MEALS IS COMPULSORY

- Girls must be dressed in school uniform for breakfast during the week. No pyjamas or slippers will be allowed. Neat dress is required for all other meals. No see-through and revealing outfits are acceptable, including crop tops or bare midriffs.
- NO unnecessary walking around and visiting at other tables is allowed.
- During the week each girl is required to dine at her specific place, no changing is permitted.
- If there is unnecessary noise, meals will be held in silence.
- Silence must be kept immediately after the bell has been rung for grace. Girls must remain seated until after grace before clearing tables.
- Until grace has been said no girl may leave the dining hall without the permission of the student on duty.
- Please do not disturb the students and house mistress unnecessarily during the meal. Wait until after grace.
- **NO girl may go to Mimosa during meal times over the weekends.**
- **NO girl is allowed upstairs during mealtimes.**
- During the week, girls may make sandwiches to take to school. Containers should be provided by learners.
- Girls are required to line up in silence for all meals except before lunch during the week.

Meal times:	Weekdays	Saturday	Sunday
Wake-up bell 1	05:30	07:30	07:30
Wake-up bell 2	06:00	08:00	08:00
Inspection bell	06:15		
Breakfast bell 1	06:20	08:20	Brunch bell1 11:20
Breakfast Line-up bell 2	06:25	08:25	Brunch line-up 11:25
Lunch bell 1		12:50	Brunch 11:30
Lunch Line-up bell 2		12:55	

Lunch	13:50	13:00	
Supper bell 1	17:20	17:20	17:20
Supper line-up bell	17:25	17:25	17:25

Learners reporting late to any meals must first tender an apology to the house mistress on duty before joining the queue.

BEDTIMES

Weeknights and Sundays

Grade 4 – 7:	Lights out	21:30
Gr 8 & 9:	Silence and upstairs	21:30
	Lights out	22:00
Gr 10:	Silence and upstairs	21:30
	Lights out	22:00
Gr 11:	Silence and upstairs	22:00
	Lights out	22:00
Gr 12:	Silence and upstairs	22:00
	Lights out	22:00

Weekends

- Lights out at 23:00 on Fridays and Saturdays or at the discretion of the house mistress on duty
- No phone calls after 22:00.
- Girls may watch the 20:00 movie on Sunday if it is suitable.
- Must go to bed quietly straight after the movie.

During silence

NO visiting between rooms; NO running around, NO cell phones. NO radios. Will be confiscated if found.

PREP

Mon – Thurs: 18:30 – 21:00

Grade 4 – 6: 18:30 - 19:30

Grade 7 – 12 18:30 - 21:00

Grade 11 and 12 silence and optional prep till 22:00.

Saturday: 09:00 – 11:00 for all Grades

Additional prep will be arranged if necessary.

Boarders doing prep in their rooms MAY NOT LOCK their doors.

Normal prep arrangements

- Gr 11 and 12: prep in rooms. Under-achievers will do prep in dining room.
- Gr 4 – 10: prep in the dining room. Top achievers may prep in their rooms at housemistress's discretion.
- Gr 10: prep in rooms. Under-achievers will do prep in dining room.
- NO moving around.
- NO noise, e.g. NO radios or cell phones
- Gr 9 to do front door duty, gate must be closed (grade 9 on duty in Hildegard, and a grade 11 in community)
- There must be absolute silence in the hostel during prep time. Girls leaving for and returning from activities outside the hostel must do so in silence.
- Learners who are doing prep, whether downstairs or in their rooms upstairs, must occupy themselves with schoolwork only. They are not permitted to use social media on their phones or laptops, watch movies, sort laundry, or engage in any other activity unrelated to test preparation or homework.

Late prep arrangements as arranged with dorm proctor

- Time: 21:00 – 23:00 for Gr 8 - 11
- Gr 8 - 10 in pyjamas in the dining hall.
- Gr 11 and 12 in their rooms, doors closed. NO radios/cell phones/electronic devices.
- NO later than 23:00
- NO late prep on Sundays
- Girls who abuse the privilege of doing prep in their rooms will be moved down into the dining hall.

Exams and test week arrangements

- Additional prep one week before and during the exam period
- 14:00 – 16:00. No girl may go out of the hostel during these times without house mistress's permission. This applies to all Grades.
- Normal prep rules apply.
- Evening prep: normal times.
- Silence at all times.
- Over weekends, extra prep times will be organised as necessary.
- Girls who have block days must attend breakfast and morning assembly and then remain in their rooms until 11:00. NO television. Silence must be kept. NO visiting other hostels. Art girls may have permission to work in the art room. If girls need to see a teacher, they may do so at 11:00 and in school uniform

SILENCE

- SUNDAY 09:00 – 11:00 and 13:00 – 15:00 compulsory silence – All Grades
- NO television, radios, phone calls, visiting between rooms or cell phones.
- NO girl is allowed to leave or enter the hostel during this time.
- NO girl may disturb the house mistress or student unless for an emergency.
- NO girl is allowed to go to the movies unless signed out for the day.
- NO visitors

VISITORS

Visiting hours:

Wednesday: 16:00 – 17:00 (Grade 12 only)

Saturdays: 13:30 – 17:00

Sundays: 15:00 – 17:00

- NO visitors are allowed during the week. Permission to be asked for a special occasion.
- NO visitors in the foyer or congregating at the front door.
- NO congregating at the school gate.
- NO public show of affection, especially not while in school uniform; learners are expected to behave as ladies at all times.
- Decent behaviour at all times is expected. Girls are expected to take responsibility for friends' behaviour.
- Visiting may not take place in front of the hostel, but away from the front door.
- Visitors are only allowed on the lawn in front of the chapel and the matric garden for matric students.
- No visiting may not take place in a vehicle.
- The area behind the chapel and pre-primary are out of bounds.
- The noise levels must be kept to a minimum.

WEEKEND ARRANGEMENTS

- ONLY the hostel matron or Hostel Matron may sign a girl off campus.
- Special permission is needed from Hostel Matron if a girl wishes to go anywhere other than Mimosa. A written request or e-mail is required from the parent as well, to be sent before 12:00 on the Thursday before the weekend otherwise permission may be withheld.

Girls may only visit Mimosa during the following times:

- All Grades: Friday between 14:30 – 15:30 and 16:45 in school uniform
- All Grades: Saturday between 13:45 – 15:30 and 16:45 in school uniform
- Wednesday between 14:30 – 16:00 in school uniform for school projects.
- Evening arrangements to be made with House Mistress.
- Boarders are allowed to go to the Waterfront Mall once per term on a pre-determined date by the hostel staff.
- Girls may attend a church of their choice on a Sunday evening. Parents must send a special e-mail at the beginning of the year giving permission and stating who will transport their daughter. **No hostel transport will be provided.** Girls are to wear school uniform.
- Take-away meal orders will be allowed on a Sunday between 15:00 and 17:00. No learners will be allowed to order food outside these times and will forfeit the money paid if ordered without permission.
- No walking alone in the mall allowed.
- Bathers must be worn to the mall on a Friday.
- Bathers do not have to be worn on a Saturday

SWIMMING

- No bikinis allowed, only regulation school costume.
- Boarders may use the pool on a Saturday and Sunday. The house mistress must give permission and a student/responsible adult must accompany the learners at all times.
- Swimming pool is out of bounds to boarders for recreational swimming during the week unless house mistress gives special permission.

TELEVISION

- Girls may watch TV only after 16:00 until 17:30 on weekdays.
- Friday from 16:00 till Sunday after movie.
- NOBODY may touch the video machine or the M-Net / DSTV, except the hostel prefects and the students.
- The common rooms will be locked if they are left in a mess.

FRONT DOOR

- Punished girls will be required to do front door duty over the weekends. Proctor on duty will arrange times.
- The front door will be locked during school hours, prep, meals, chapel and silence.

TRANSPORT

- All transport must be written in the book before grace is said on the previous evening.
- Girls must specify where they are going, what time they wish to leave and return.
- NO private transport will be provided.
- Girls must wait at the entrance to Hildegard House for their transport. The driver will not look for learners.
- Transport for takeaways or group entertainment by arrangement only.

INSPECTION

- Girls are expected to keep their room tidy and clean at all times.
- Proctors will do room inspection every morning before breakfast/school.
- **Spot checks can be done at any time by the proctors, students, Hostel Matron or House Mistress**
- Cupboard inspection is done every Sunday. Girls MUST be in their room during this inspection.

LUGGAGE

- NO empty bags or trunks may be left in bedrooms – they must be put in the trunk room by the first Friday of the term.
- ONLY overnight bags are allowed in bedrooms or passages.
- Any bags that are left downstairs are done so at the owner's risk. Bags should be left in bedrooms; this includes school bags and gym bags.
- Trunk room must be kept tidy at all times. ALL items must be in a bag or a trunk. NO loose items may be left in the trunk room.
- The trunk rooms will be locked during the term.
- All school bags must be removed from the foyer by 14:00 every weekday.

LAUNDRY

- NO laundry may be done in the bathrooms. Please use the laundry room.
- Laundry must be handed in to and fetched from the laundry lady after completing and signing the laundry list.
- The laundry room must be always kept tidy.
- No washing may be removed from the washing lines by anyone other than the owner of the clothes
- Unclaimed clothing will be given to charity at the end of every term.

WHEN A PUPIL IS SICK

- EMERGENCIES ONLY: See Hostel Matron or Housemistress on duty.
- If you are unable to do gym you must hand in a medical certificate.
- If you stay in the Wellness Centre during school hours, you must stay there for the afternoon. If you have been admitted to the Wellness Centre on a Thursday / Friday, you may only go home with your parents.

- You MAY NOT be signed out to friends, or be allowed to go to the mall.
- NO VISITORS OR RADIOS ALLOWED IN THE WELLNESS CENTRE.
- No leave of absence letters will be given for minor ailments.
- All doctor and dentist appointments must be made through the Hostel Staff on duty.
- If parents make an appointment, they must please contact the Hostel Staff on duty.
- Any learner who has seen a doctor or received medication whilst at home must report to the House Matron or Housemistress on returning to the hostel.
- MEDICINE: All hostel learners MUST hand in the prescribed medication on the first full school day to the Hostel Matron or Housemistress in a marked container.
- Transport is available for doctors' appointments.
- High risk learners (including, but not limited to those with suicidal thoughts / ideation / attempts) must be collected by their parents/legal guardians and will only be allowed back with a clearance letter from a psychologist / psychiatrist.

CELL PHONES/LAPTOPS/ELECTRONIC DEVICES

- All cell phones must be switched off during mealtimes, prep, meetings and after lights out. Cell phones will be confiscated if a girl is found using it after lights out.
- Hostel Matron, Housemistresses and students reserve the right to confiscate any learner's cell phone when deemed necessary, as an appropriate form of punishment.

SAFEGUARDING YOUR POSSESSIONS

- All items must be clearly marked.
- Carry your cell phone with you at all times. Never leave it unattended.
- Always keep your cupboard locked, even if you are out of your room only for a short while.
- Keep your cupboard keys with you at all times. Do not hide them in your room.
- Do not keep large amounts of money with you.
- It is advisable to leave valuable items at home.

KEYS

- A lost key will cost R100.00 to replace. Lost keys must be reported to the Hostel Matron immediately.

GENERAL

- No girls will be allowed in the hostel during school hours.
- When downstairs, girls are to be appropriately dressed and hair should be neat.
- NO girl may lock her room when she is inside.
- No bar heaters or electric blankets are allowed in room. One blow heater per room is allowed. No candles and/or incense, lighters or matches allowed in rooms.
- Girls must open rooms, cupboards, trunks, bags when requested to do so by student or the house mistress.
- Nobody is allowed to leave the campus in groups of less than five or without permission.
- If a learner is going to leave the hostel, her parent / guardian must give a term's notice in writing to the office.
- There is a strict ban on any initiation practices at schools and hostels.
- According to the South African Schools Act 84 of 1996 Section 8A, the principal or an authorised delegate may conduct a search of a learner's person, or their property (e.g. bags, lockers), if there is a reasonable suspicion that a learner has a dangerous object or illegal drug. Searches will be carried out by a person of the same gender as the learner, and in the presence of at least one other person of the same gender.
- **Learners who bunk out of the hostel could be suspended immediately pending a disciplinary hearing at which permanent hostel suspension may be considered.**

Academic Criteria for Speech Night

Grade 11 – 12	Grade 10	Grade 7 – 9	Awards
Nominated (Academic Effort, Sport and Cultural, Neatness, Character)	None	None	Laureates
Average of T1, 2 & 3 +85%	None	None	Honours Gr 11 &12
Average of T1, 2 & 3 (80% - 84.9%)	Average of T1, 2 & 3 (+80%)	Average of T1, 2 & 3 (+80%)	Full Colours Gr 10 – 12 Full Colours Certificate Gr 7 – 9
Average of T1, 2 & 3 (75% - 79.9%)	Average of T1, 2 & 3 (75% - 79.9%)	Average of T1, 2 & 3 (75% - 79.9%)	Half Colours Gr 10 – 12 Half Colours Certificate Gr 7 – 9
Ratio T1:1, T2:2, T3:2 (Gr 12) Ratio T1:1, T2:2, T3:1(Gr 11)	Ratio T1:1, T2:2, T3:1	Ratio T1:1, T2:2, T3:1	1 st , 2 nd or 3 rd on Year Average
1 st on Average (must be +70%) Gr 12 only R100 per subject	1 st on Average (must be +70%)	1 st on Average (must be +75%)	Subject Prize
Subject +80% on Average (LO excluded)	Subject +80% on Average (LO excluded)	Subject +85% on Average (LO excluded)	Subject Certificate
Most Progress based on Average	Most Progress based on Average	Most Progress based on Average	Progress Certificate

Award Grade 10 - 12	Service Certificate; Handed out at Speech Night	Merit Certificate; Handed out at Speech Night	Half Colours	Full Colours	Honours	Laureates (Gr 12)
Grade 10 – 12 Olympiads / Competitions			Top 3 Regional or included in Provincial Team	Top 3 Provincial or included in National Team	Top individual, overall 1 st ,2 nd , or 3 rd National	Academic effort,
Expo		Provincial bronze, silver, or gold	Bronze at National competition	Silver at National competition	Gold at National competition	sport and cultural,
Matriculant of the year competitions			Top 30	Top 14	Winner	
Award Gr 7 - 9	Provided valuable service to activity	Consistent commitment	Half Colours Certificate	Full Colours Certificate	Honours Certificate Honours Badge may be considered in special cases	neatness, character
Art	Provided valuable service to activity	Consistent commitment	Exceptional dedication and skill, nominated and motivated by coach / teacher; 2 nd prize: Bloem Show	Outstanding skill and consistent excellence, nominated and motivated by coach / teacher: 1 st prize: Bloem Show	National recognition: Written motivation with proof to Committee	
Chess	Provided valuable service to activity	FS C or Consistent commitment	FS B	FS A	SA Team or 1 st , 2 nd or 3 rd placing at Nationals	
Choir	Provided valuable service to activity	Consistent commitment	Provincial: gold (ATKV);5 yrs (Gr 8 – 12);dedication and skill nominated and motivated by coach / teacher	National: gold (ATKV);	SA Choir / International Choir	

Award Grade 10 - 12	Service Certificate; Handed out at Speech Night	Merit Certificate; Handed out at Speech Night	Half Colours	Full Colours	Honours	Laureates (Gr 12)
Drama	Provided valuable service to activity	Consistent commitment	Exceptional actresses and / or backstage crew member(s) nominated and motivated by coach / teacher; 2 or more A+: Drama Festival / Kunswedstryd	Outstanding actresses and / or backstage crew member(s) nominated and motivated by coach / teacher; 2 or more A++: Drama Festival / Kunswedstryd	National recognition: Written motivation with proof to Committee	Academic effort sport and cultural,
Public Speaking			District Winner	Provincial Winner	SA Team or 1 st , 2 nd or 3 rd placing at Nationals;	neatness,
UN Debating / Moot Court			Provincial 2 nd or 3 rd placement	Provincial Winners	SA Team or 1 st , 2 nd or 3 rd placing at Nationals;	character
SAASTA Debating			Provincial 2 nd or 3 rd placement	Provincial Winners	SA Team or 1 st , 2 nd or 3 rd placing at Nationals;	
Hockey	Provided valuable service to activity	SFS C or consistent commitment	SFS B	SFS A	SA Team	Academic effort
Athletics and Cross Country	Provided valuable service to activity	Consistent commitment	SF (Selection)	FS Champs final 1 st , 2 nd or 3 rd or FS team	SA Team or 1 st , 2 nd or 3 rd placing at Nationals	
Netball	Provided valuable service to activity	Consistent Commitment	FS B / Motheo	FS A	SA Team	sport and cultural,
Other	Provided valuable service to activity	Consistent Commitment	FS B	FS A	SA Team or (individual) 1 st , 2 nd or 3 rd placing	
Squash	Provided valuable service to activity	Consistent Commitment	FS B or Country Festival Team	Inter-Provincial FS A	SA Team or 1 st , 2 nd or 3 rd placing at Nationals;	neatness,
Swimming / Midmar	Provided valuable service to activity	Consistent Commitment	Inter-high 1 st , 2 nd or 3 rd placement;	FS A; Top 10% of Positions	SA Team or 1 st , 2 nd or 3 rd placing at	

			5 yrs Midmar (Gr 8 – 12) Top 11% - 20% of Positions in Age Group (Midmar)	in Age Group (Midmar)	Nationals; Top 3 Positions of Age Group (Midmar)	character
Tennis	Provided valuable service to activity	Consistent Commitment	FS B	FS A	SA Team or 1 st , 2 nd or 3 rd placing at Nationals	
Other Activities	<p>All outside activities to be accompanied by proof of participation and achievement. Interview with Speech Night Committee to establish the merits of National Placement. Colours only awarded if learner participates in the event. Special cases (clashes) will be discussed with sports committee before speech night.</p>					

