



SCHOOL & HOSTEL

CODE OF CONDUCT

CODE OF CONDUCT

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SCHOOL CODE OF CONDUCT

1. INTRODUCTION

The following legislation serves as the 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.

2. 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

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 an 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.

3. 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

4. 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.'

5. 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 Schools 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.

6. 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.

7. RELIGIOUS ASPECTS OF OUR SCHOOL

7.1 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 learners 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.

7.2 Religious Responsibility

In accordance with the Constitution of South Africa, St Michael's School respects the beliefs and cultures of all people and recognises the diversity inherent in our community. Nevertheless, the staff, learners, and parents, recognising the Christian, specifically Anglican foundation of the school, acknowledge the importance of the chapel as a place of regular worship for the school, which they attend on special occasions, including Founder's Day, Valediction, Confirmation, and Special 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.

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Once a term, the learners are allowed 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.

8. 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.

8.1 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.

8.2 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 people's 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.

8.3 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.

8.4 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. To maintain these facilities, SMS community members will be expected to:

- cooperate 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.

8.5 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

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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".

9. 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.

10. 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.

11. 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.

12. 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.

13. SCHOOL MAGAZINE

Our annual magazine is distributed at the end of the year.

14. RULES

14.1 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 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.

14.2 Rules which define acceptable behaviour

14.2.1 School attendance / absenteeism

St Michael's is primarily an academic institution, and 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 learners 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.**

15. DAILY PROGRAMME

- Grade 1-3: Line up at Foundation Phase at 07:20 from Monday – Friday
- Grade 4-6: Line up at Intermediate Phase at 07:20 from Monday - Friday
- Grade 7-12: Line up outside the Chapel at 07:20 on Mondays, Wednesdays & Fridays.
- During "I Can" & "Proctor assembly", on Tuesdays, Grade 7-12 learners must line up in the Quad 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 sports field. All learners waiting for parents must do so at the designated area. The Rose Street House will be available after 17:00.**

16. 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.

16.1 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. Grades 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 learners) 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, and the cost 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 Grade 12s are allowed to fit gel or acrylic nails. This should be removed by the beginning of the fourth term. Attendance at 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.

16.2 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.

16.3 Hair

- 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 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, navy or black) 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.

16.4 Clothing

16.4.1 Sport clothing

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 sports 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-blue or black costume and navy-blue or white cap, navy-blue tights, 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 skorts 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; sky blue or navy panties, short ski-pants. Practice: Navy shorts, SMS sports shirt and tracksuit in winter.

Hockey: SMS navy skorts or short, 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 skorts (used for tennis and squash) SMS sports shirt, white socks, sport shoes.

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

- Gym / LO: For these classes during school hours, learners 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.

16.4.2 **Uniform stockists**

Tunika: Tel: 051 444 0173

Second-hand store uniform shop operates on the school premises.

Please note the importance of having ALL items clearly marked with printed name tapes firmly sewn into place or alternatively marked on the collar and waistband of a garment. All articles of clothing, including towels, must be marked with name tapes or an indelible marker where possible. Loss of clothing is caused mainly by bad marking and pupils leaving their clothes lying around. If clothes are bought in Bloemfontein at the beginning of term, they MUST be marked before leaving them at school with your daughter.

ALL UNMARKED LOST PROPERTY WILL BE TAKEN TO THE SECOND-HAND SHOP AND SOLD

Shoes and sports equipment must also be marked.



031 266 1738
sales@justlabels.co.za
www.justlabels.co.za



067 448 3328
info@labelsbyolivia.co.za
www.labelsbyolivia.co.za

16.4.3 ***Maintenance of clothing***

Please ensure that your daughter brings home their clothing during the holidays for repairs to buttons, tears, holes, splits, and the like.

16.4.4 ***Uniform requirements***

Grade 4-6 UNIFORM REQUIREMENTS		SENIOR UNIFORM REQUIREMENTS	
ALL YEAR		ALL YEAR	
Suggested quantity		Suggested quantity	
1	Regulation school blazer	1	Regulation school blazer
1	Black shoes with single strap over arch – or learners lace-up school shoes	1	Black shoes with single strap over arch – or learners lace-up school shoes
1	Pair of sport shoes	1	Straw basher with regulation band and badge (Grade 8 upwards)
1	Regulation navy shorts and/or skort	2	Regulation navy shorts
1	Regulation school tracksuit (also worn during exam time when it is very cold)	2	Regulation SMS golf shirt (new sport clothing at Tunika)
1	Regulation SMS golf shirt	1	Regulation school tracksuit (also worn during exam time when it is very cold).
	White, navy or black hair accessories	1	Pair of sport shoes
	School civvies: blue jeans (not ripped), navy shorts, golf shirt, school tracksuit		White, navy or black hair accessories
1	House shirt		Plain navy-blue school bag
			Blackmail stockings for formal functions

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			School civvies: blue jeans (not ripped), navy shorts, golf shirt, school tracksuit
		1	House shirt
SUMMER		SUMMER	
4	Regulation blue-and-white check dress	4	Regulation blue-and-white check dress
1	Regulation FULL navy bathing costume	1	Regulation FULL navy bathing costume
1	Regulation swimming cap	1	Regulation swimming cap
1	Regulation navy swimming towel	1	Regulation navy swimming towel
5	Pairs of white ankle socks (marked with name tags)	5	Pairs of white ankle socks (marked with name-tags)
WINTER		WINTER	
2	Regulation blue skirts	2	Regulation blue skirts
2	Pairs of navy regulation slacks (optional)	2	Pairs of navy regulation slacks (optional)
5	White regulation long-sleeved shirts	5	Regulation long-sleeved white shirts
1	Regulation school tie	1	Regulation school tie
6	Pairs regulation blue bobby socks or navy tights (not ribbed)	6	Pairs regulation blue bobby socks or navy tights (not ribbed)
	Navy scarf and gloves (optional)	3	Pairs of Blackmail Cameo stockings – sheer
	Regulation navy tights or blue bobby socks		Navy scarf and gloves (optional)
			Navy tights for winter or regulation blue bobby socks

17. SCHOOL HOUSES



At SMS we have several School Houses that participate in competitions throughout the year. Every aspect of school life is covered in these inter-house challenges. Learners compete in sports as well as in cultural and service activities earning points to determine the winning house for the year **The Queen Cup** is awarded to the winning house.

The competitions include the following challenges:

- Inter-House Quiz; Current Awareness Quiz; Inter-House plays; Inter-House singing competition; Inter-House dancing; Inter-House hockey, netball, tennis, swimming, and athletics

18. 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 diary signed by a teacher.
- No learner is allowed to take unauthorised photos or video footage of another learner unless permission is granted by the Media Club staff. Please adhere to the cell phone policy.

19. 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 learners at all times and to boarders during school hours, unless permission was given by the Hostel matron.
- 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.

20. SOCIAL RESPONSIBILITIES

20.1 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 substance. 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.

20.2 General

- Parents need to take responsibility for messages / apps / pictures that learners have on their phones. Parents can download an app to track what learners do on their phones.
- No unauthorised use of speakers is 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, vaping, the consumption of alcohol, and the consumption of illegal substances, whether on the school campus or off, are regarded as extremely serious offences. Learners found in 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 learner may be a passenger to a driver who is not in possession of a valid driver's licence.
- No learner may accept a lift as a passenger on a motorcycle, unless the driver is a parent who provides a helmet.
- No learner may be in the possession of obscene / pornographic material.

20.3 School Balls/Socials

- Only learners in Grades 9 - 12 may attend a senior ball/social.
- Each SMS learner may invite one friend to the social. The friend must be a learner from a designated school. No

other 'outsiders' may be invited. Each learner 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 learners 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.
- Attendance at a social is a privilege which may be withheld.

20.4 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.

20.5 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.

21. SANCTIONS / DISCIPLINE

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

21.1 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 intoxicants of any kind; obscene / pornographic material;

- 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)

21.2 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.

21.3 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 and educators and will be recorded on the Central Learner Database by the school secretary, who will also keep a supply of the required entry forms.

DEMERIT SYSTEM			
The following document describes the minimum sanctions that can be given for a transgression			
Code	Transgression	Demerits	
LEVEL 1			
1-00	Books not at school, Bags left in incorrect areas, Books uncovered	5	
1-01	Failing to attend class on time	5	
1-02	Leaving class without permission	5	
1-03	Cheating in a test / plagiarism	10	
1-04	Failing to complete homework or hand in an assignment	5	
1-05	Dishonesty with minor consequences	10	
1-06	Books, equipment, sports clothes not at school	5	
1-07	Disruptive behaviour in class	10	
1-08	Use of cell phones / other electronic devices without permission	10	Hand in at office till end of day
1-09	Bunking class / chapel	5	
1-10	Refusing to sign and acknowledge	10	

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	demerit slip		
1-11	Littering	5	
1-12	Incorrect uniform	10	
1-13	Eating or sleeping in class	5	
1-14	Having earphones at school	5	
1-15	Ignoring specific instructions	10	
1-16	Late for school / chapel	5	
1-17	Failing to attend meals in hostel	5	
1-18	Unauthorized visitors	5	
1-19	Unauthorized visitors in rooms at hostel	10	
1-20	Ordering food without permission	10	
1-21	Entering hostel without permission	10	
1-22	Sleeping in another room in the hostel without permission	20	
LEVEL 2			
2-01	Frequent repetition of Level 1 infringement	20	Letter to parents
2-02	Possession or use of tobacco/vaping	10	
2-03	Truancy or bunking class	20	
2-04	Copying homework	10	
2-05	Verbally threatening the safety of another person	10	
2-06	Breaking rules regarding hair, nails, chewing gum, jewellery	10	
2-07	Graffiti, slogans, symbols on bags or diaries, desks etc.	10	
2-08	Embracing/caressing in public	10	
2-09	Being disrespectful, cheeky towards a teacher, insulting or using discriminatory language.	10	
2-10	Use of coarse language	10	
2-11	Fighting and/or physical violence	20	
2-12	Late for school	5	
2-13	Absenteeism and missing extra-murals without excuse	10	
2-14	Rowdiness / shouting	5	
2-15	Absent from detention after signing acknowledgement (may postpone once with permission)	25	
2-16	Bullying	20	
2-17	Cheating in a formal test / assessment	20	Disciplinary meeting The 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. SBST meeting.
LEVEL 3			
3-01	Frequent repetition Level 2 infringement	30	
3-02	Minor injury to another person	10	
3-03	Possession or use of alcohol or any illegal narcotic substance, smoking or vaping, possession of prohibited substances, reading material, obscene items, pornography, or witnessing anyone doing the above without reporting it.	30	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
3-04	Severely disruptive behaviour	20	Phase head informs parents Demerits
3-05	Possession of dangerous weapon	20	Disciplinary hearing Immediate suspension pending A disciplinary hearing

3-06	Theft / Vandalism / Breakages	20	Disciplinary meeting Demerits and pay for damages
3-07	Deliberate damage to property of others	25	Disciplinary meeting Demerits
3-08	Cheating during exams	30	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
3-09	Taking and distributing videos on social media without permission	25	
LEVEL 4			
4-01	Frequent repetition Level 2 or 3 infringement	30	
4-02	Threatening with a dangerous weapon	40	Disciplinary hearing Immediate suspension pending A disciplinary hearing
4-03	Intentionally causing physical injury to somebody	40	
4-04	Extortion of another person's property	40	
4-05	Use of or under the influence alcohol / drugs, narcotic substances	40	
LEVEL 5			
5-01	Frequent repetition Level 4 infringement	40	
5-02	Possession and peddling of narcotic substances and pornographic material	50	Disciplinary hearing Immediate suspension pending a disciplinary hearing
5-03	Assault	50	
5-04	Sexual harassment or abuse	50	
5-05	Robbery or major theft	50	
5-06	Intentionally using a dangerous weapon	50	

21.4 Merits

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

LEVEL 1			
6-01	Exemplary behaviour	5	
6-02	Top 10 Exams	5	
6-03	Handed in money / cellphone / valuables	10	
6-04	Assisting a teacher	5	
6-05	Assisting beyond the call of duty / rendering services	10	
6-06	Attended detention	30	
6-07	Cancelling a demerit	5	

21.5 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.

21.6 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 Database. 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 so 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.

21.7 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 according to the following rules:

- An appeal against the finding of the Disciplinary Committee must be lodged at the office of the Principal within five 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 cost to 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 any of the 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.

21.8 Disciplinary procedure

Serious behavioural offences that justify immediate action by the school will be dealt with 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).

21.9 Suspension and expulsion

21.9.1 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 a correctional measure for a period of no longer than five school days.

21.9.2 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.

22. 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.

23. 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.

24. 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

25. PURPOSE

The hostel is an extension of St Michael's School for Girls. The Code provides a safe, orderly and caring environment; promotes self-discipline; allows learners to achieve academically and participate in extra-mural activities; and fosters respect for and acceptance of others. Every hostel learner must familiarise herself with these rules and comply with them. Rules and routines may be reviewed to ensure that they remain fair, relevant and effective. Disciplinary measures may be applied when rules are infringed.

The Code of Conduct is available to any member of the St Michael's community on request.

26. COMPLAINTS

Complaints, concerns or incidents must be reported in writing to the Hostel Matron.

27. SIGNING IN AND OUT

- Learners **MUST** sign out whenever they leave the hostel and sign in immediately on return. Failure to follow this procedure is a serious safety matter and might result in the learner being closed-gated.
- Each learner leaving the hostel must be signed out by her parent/legal guardian at the front desk, or by the Housemistress/student on duty in accordance with hostel procedure. The collecting adult must be seen by the responsible person on duty, and identification may be requested.
- No learner may sign out for a friend.
- Parents must submit standard permissions and recurring arrangements on the official hostel pro forma. This includes approved churches, extra classes, collection arrangements and other standing permissions.
- External tutors must be approved in advance.
- A completed signing-out pro forma must be submitted for planned leave. Incomplete requests may be disregarded.
- Learners travelling by bus, aeroplane or any other form of transport must have written confirmation of the transport arrangement.
- Parents must complete the official learner-information and Wellness Centre forms on arrival at the hostel at the beginning of the year.
- All requests and exceptions must be made in writing.
- Derby days must be included in the Learner Information Pack. Permission to attend or participate will be granted at the **Housemistress's discretion**.

27.1 Signing-out times

Situation	Time / Requirement
On campus	14:00-17:00 — sign out as required; no special permission normally needed.
Off campus	14:00-17:00 — sign out; student on duty signs and permission from the Housemistress is required.
On or off campus after 18:00	Permission from the Housemistress is required; arrangements should be made a day in advance.
Day/public-holiday leave	Learner MUST be back in the hostel by 21:00 unless specific permission has been granted.

28. WEEKENDS, SLEEP-OUTS AND EXEAT WEEKENDS

- Only a parent/legal guardian may authorise a weekend or sleep-out.
- If a parent/legal guardian cannot collect the learner, an official pro forma must be submitted by 12:00 on Thursday, giving the name and contact details of the responsible adult and permission for the learner to accompany or visit that person. The parent/legal guardian remains responsible for determining the suitability of the host family. The Housemistress may refuse an arrangement considered unsuitable or unsafe.
- All learners must return by 17:00 on Sunday unless special permission has been granted for a different return time.
- If a learner will return later than expected, she must inform the Housemistress.
- Learners may not sleep in rooms other than their own.
- During compulsory exeats and at the beginning of term, the hostel opens from 13:00 for returning learners; hostel transport is available only from 13:00 where arranged.
- At the end of term/compulsory exeats, parents must collect learners within the communicated closing arrangements.
- On an official exeat weekend, school closes at 12:00 on the first day of the exeat weekend. School activities/league fixtures may affect departure. The hostel will close at 14:00.
- Grade 4-12 learners must wear full school uniform when leaving and returning to the hostel unless the Housemistress

gives different instructions.

- No learner may leave for a play date, party or sleep-over without parental consent.

29. CLOSE-GATING

- A close-gated learner may be signed out only by a parent/legal guardian unless the hostel expressly approves another arrangement.
- She may not attend social functions at or outside school.
- She may not leave the premises for shopping unless specifically authorised.
- She must comply with the dress restrictions set by the hostel. School uniform Monday – Friday and Sunday. Saturday, she can wear her school tracksuit.
- She may attend necessary extra classes with permission.

30. MEALS AND DINING HALL CONDUCT

- Attendance at all hostel meals is compulsory unless a learner has been excused.
- School uniform must be worn for breakfast during the week. No pyjamas, bonnets or slippers are allowed.
- At other meals, learners must be neatly and appropriately dressed. Revealing clothing, including crop tops/bare midriffs, is not acceptable.
- No unnecessary walking around or visiting at other tables.
- Learners line up in silence for meals, except before weekday lunch where otherwise directed.
- After the bell for grace, silence must be observed. Learners remain seated until grace has been said and permission is given to leave.
- No learner may go upstairs during mealtimes.
- Do not disturb the Housemistress or students unnecessarily during meals. Wait until after grace.
- No learner may go to Mimosa Mall during hostel mealtimes over weekends.
- During the week, learners may make sandwiches to take to school; learners must provide suitable containers.
- Learners arriving late for a meal must first apologise to the Housemistress on duty before joining the queue.
- Technology must be switched off and put away during meals.

Special dietary requirements due to medical conditions, religious reasons, or food allergies must be supported by a medical certificate or a written letter from a parent/guardian for approval.

31. DAILY SCHEDULE AND MEALTIMES

Activity	Weekdays	Saturday	Sunday
Wake-up bell 1	05:30	07:30	07:30
Wake-up bell 2	06:00	08:00	10:30
Inspection bell	06:15	—	—
Breakfast bell 1	06:20	08:20	Brunch bell 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 who are late for any meal must apologise to the Housemistress on duty before joining the queue.

31.1 Bedtimes, silence and technology at night

Weeknights and Sundays

Grade	Silence / Upstairs	Lights out
Grades 4-7	—	21:00
Grades 7-9	21:30	22:00
Grade 10	21:30	22:00
Grade 11	22:00	22:00
Grade 12	22:00	22:00

Weekends

- Friday and Saturday: lights out at 23:00, or at the discretion of the Housemistress on duty.
- No phone calls after 22:00.

- Learners may watch the 20:00 Sunday movie if it is suitable and must go quietly to bed immediately afterwards.

During silence

- No visiting between rooms, running around, technology, or laundry.
- Technology used during prohibited times may be confiscated.

Sunday compulsory silence

Requirement	Time
Compulsory silence — all grades	13:00-15:00

- No technology and no visiting between rooms.
- No learner may leave or enter the hostel during this time unless permission has been granted.
- No learner may disturb the Housemistress/student on duty except in an emergency.
- No visitors.
- No speakers.

31.2 Prep and academic routine

	Grade	Prep time
Monday - Thursday	Grades 4-6	18:30-19:30
	Grades 7-12	18:30-21:00
	Grades 11-12	Silence / optional prep may continue until 22:00
Saturday	All grades	09:00-11:00

- Additional prep may be arranged when necessary.

31.3 Normal prep arrangements

- Grades 11-12 normally prep in their rooms. Under-achievers may be required to prep in the dining room.
- Grades 4-10 normally prep in the dining room. Top achievers may be allowed to prep in their rooms at the Housemistress's discretion.
- There must be absolute silence during prep.
- Learners leaving for and returning from activities during prep must do so silently.
- Learners must focus only on schoolwork. Social media, movies, laundry, and unrelated activities are prohibited.
- Learners may not leave prep during the first or last 30 minutes and must bring all required documents/materials.
- Learners doing prep in their rooms may not lock their doors.
- Special permission is required to use a cell phone or the computer lab during prep time. **Cell phones may be used during designated break times only.**

31.4 Late Prep

Grade	Time / Place
Grades 8-11	21:00-23:00, by arrangement with the Housemistress
Grades 8-10	Dining hall; pyjamas permitted
Grades 11-12	In rooms, doors closed, as directed

- No late prep after 23:00.
- No late prep on Sundays.
- The privilege of room prep may be withdrawn if abused.

31.5 Tests and examinations

- Additional prep may be introduced one week before and during examinations.
- Compulsory study may run from 14:00-16:00 for all grades. Learners may not leave the hostel during this period without the Housemistress's permission.
- Normal evening prep times continue.
- Silence must be maintained.
- Extra weekend prep may be arranged.
- Learners with block days must attend breakfast and morning assembly and then remain in their rooms until 11:00. Silence must be kept and television is not permitted. Permission may be granted to work in the art room. A learner

needing to see a teacher may do so at 11:00 in school uniform.

32. HOSTEL DUTIES

- Grade 8 learners sit afternoon duty and Grade 9 learners sit evening duty.
- Duty must be done in full school uniform or school tracksuit. Learners must look presentable.
- Learners assigned front-door or other duties must be there punctually.

33. VISITORS

Day	Visiting hours
Wednesday	16:00-17:00 — Grade 12 only
Saturday	14:00-17:00
Sunday	15:00-17:00

- No visitors are permitted during the week outside approved visiting times unless special permission has been granted.
- No visitors in the foyer or congregating at the front door or school gate.
- No public displays of affection; learners are expected to behave appropriately.
- Learners are responsible for their visitors' behaviour.
- Visiting may not take place in vehicles.
- Visitors are allowed only in approved areas, including the lawn in front of the Chapel and the matric garden for matric learners.
- The area behind the Chapel and pre-primary is out of bounds.
- Noise must be kept to a minimum.

34. WEEKEND SHOPPING, TOWN AND SUNDAY ARRANGEMENTS

Mimosa Mall or shopping

Day / Group	Permitted time/condition
Friday — all grades	14:30-15:30; 15:30 – 17:00
Saturday — Grades 10 – 12 (other grades at the Housemistress's discretion)	13:45-15:30; 15:30 – 17:00
Wednesday — school projects	15:30-16:00, with special permission

- Evening arrangements must be made with the Housemistress.
- Learners may go to Waterfront Mall or Northridge Mall once per term on a predetermined date set by hostel staff.
- No learner may walk alone in a mall.
- No learner may go to Mimosa Mall during mealtimes.

Church on Sunday

- A learner may attend a church of her choice on Sunday evening with prior parental permission.
- School uniform must be worn.

Sunday take-away orders

Arrangement	Time
Take-away orders	15:00-17:00 on Sunday, subject to the Housemistress's discretion.

- Orders outside the permitted arrangement may be denied.

Going to town/appointments

- A learner may leave campus for a doctor, relative visit or other approved reason only after permission has been granted.
- She must be accompanied by an adult where required.
- She must sign out and sign back in on return.
- Grade 4-11 learners leaving campus for anything other than sport must be in full school uniform, including blazer.

35. FUNCTIONS

- Learners attending a function at another school must be back by 22:00 unless the hostel has approved a different arrangement.

- Parents are encouraged to attend school functions and participate in the wider St Michael's community.

36. TECHNOLOGY

- All technology must be switched off during meals, prep, meetings, compulsory silence and after lights out unless expressly permitted for academic work.
- Technology used after lights out or contrary to hostel rules may be confiscated.
- Learners are responsible for the safekeeping of their technology; the school is not responsible for loss or damage.
- Speakers are strictly prohibited in the hostel and may be confiscated and sent home.
- If a parent needs to contact a learner urgently while technology is restricted, contact may be made through the Housemistress.

37. CHAPEL, CIVVIES, COURTESY AND COMMUNITY LIFE

- Hostel learners attend school Chapel and Sunday Chapel when staying in the hostel for the weekend.
- Full school uniform must be worn to Chapel and formal functions.
- Appropriate civvies may be worn inside the hostel at permitted times.
- School civvies days have the same restrictions as for the day learners, as per the school's code of conduct.
- Full school uniform is required when travelling to and from school on leave-out weekends and when leaving/returning with friends or family, unless otherwise directed.
- Learners must be polite, greet adults, show respect and treat other people's property with care.
- The common room is a shared recreation area and must be used responsibly.

38. ROOMS, CUPBOARDS, INSPECTIONS AND PERSONAL PROPERTY

38.1 Rooms

- There are two beds in a room. Each learner has her own desk, bookshelf and chair.
- Blinds are installed. One blow heater per room may be used when permitted.
- No fans, toasters, kettles, electric blankets or other unauthorised electrical equipment.
- Posters and plants require Housemistress approval and may not damage walls/surfaces.
- Learners should bring a bedside lamp and bedside mat.
- Do not overcrowd rooms with unnecessary belongings.
- During school hours, no learners are allowed in the hostel. When downstairs, learners must be appropriately dressed and have neat hair.
- No learner may lock herself in her room.
- Candles, incense, lighters and matches are strictly prohibited.
- Prestik and Sellotape may not be used on walls or cupboard doors.

38.2 Cupboards and locks

- Each learner has a double-door cupboard and must provide a padlock. Hangers are necessary.
- Three suitable padlocks with a code or two keys each should be provided: one in use and two spares.
- Lost hostel keys must be reported immediately. A **R100** replacement charge for lost keys.
- Cupboards must remain locked. Keys remain the responsibility of the learner.

38.3 Inspection

- Rooms must be neat and clean at all times.
- Proctors conduct room inspections every morning before breakfast/school.
- Spot checks may be carried out at any time by authorised hostel staff/student leaders.
- Cupboard inspection is conducted every Sunday; learners must be present in their rooms.
- Learners must open rooms, cupboards, trunks and bags when requested by authorised hostel personnel.

38.4 Safeguarding possessions

- All belongings must be clearly marked.
- Cell phones must not be left unattended.
- Large amounts of money and valuable items should not be kept at the hostel where avoidable.
- Theft is treated as a serious disciplinary offence.

39. BEDDING, TOILETRIES AND PERSONAL HYGIENE, CLEANING AND LAUNDRY

39.1 Bedding

Learners supply their own sheets, pillows, pillowcases and a duvet with two covers for a single bed. Blankets are recommended for winter. All items must be clearly marked.

39.2 Toiletries and personal hygiene

Each learner is responsible for maintaining good personal hygiene and must bring sufficient toiletries for her own use. All toiletries and personal-care items should be **clearly marked with the learner's name** where practical.

Learners should have the following:

Toothbrush, toothpaste and dental floss
A supply of marked clothes pegs and a small bucket for soaking 'smalls'
A supply of toiletry necessities
A toiletry bag or shower caddy for carrying toiletries to and from the bathroom
Also allowed to bring: scatter cushions, soft toys, a little carpet for next to bed
An alarm clock and wristwatch
Bath/shower towel and face cloth
Bed lamp with LED bulb (optional)
Bible (Good News Edition is recommended)
Body lotion/moisturiser
Civvies e.g. dresses, jeans, shorts, blouses (should be limited as space is limited)
Cutlery and mug (beverages), lunch tin (Tupperware) & water bottles
Deodorant/antiperspirant
Dressing gown and suitable slippers/shower shoes
Face wash and other basic skincare products
Hair accessories required for school
Hair dryers and hot brushes are allowed
Hairbrush and/or comb
Hot water bottle - no electric blankets - only fan heaters (one per room) allowed
Laundry bag (50cm x 1m) – coat hangers
Magneto LED light (rechargeable for load shedding)
Mop, broom, dustpan with brush, cleaning materials, automatic washing machine powder.
Nail clippers and basic personal grooming items
Own duvet and linen, base cover and mattress protector (single bed)
Pyjamas, dressing gown and slippers
Portable radio is allowed, but will be confiscated if misused
Printed name tags – to mark all clothing
Sanitary products appropriate to the learner's needs
School civvies: blue school shorts, golf shirt, school tracksuit
Sewing kit, shoe polishing kit
Shampoo and conditioner
Shower cap, if required
Snacks/Tuck for in between meals
Soap or body wash
Sufficient & school-appropriate underwear
Sunscreen
Tissues
Towels
Vests (optional)
White, navy, or tortoise-shell hair accessories (if needed)

40. GENERAL RULES

- Learners must shower/bathe regularly and maintain an appropriate standard of personal hygiene.
- Toiletries must be stored neatly in the learner's designated area and may not be left lying around communal

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bathrooms.

- Bathrooms and showers must be left **clean, neat and dry** after use.
- Learners may not use another learner's toiletries or personal items without permission.
- Aerosols, perfumes and other strongly scented products must be used considerably and may not be sprayed excessively in bedrooms or communal areas.
- Razors and other personal grooming items must be stored safely and may not be shared.
- Parents are responsible for ensuring that toiletries are replenished when necessary.
- Learners should bring sufficient sanitary products and keep an appropriate personal supply available at all times.

41. CLEANING

- Each learner must have a shoe-polish kit.
- A bucket-sized open-top dustbin is required for the room.
- Basic bathroom-cleaning materials should be available so bathrooms can be left clean after use.

42. LAUNDRY

- No laundry may be done in bathrooms; washing must be done through the designated laundry facility.
- Laundry must be handed in and collected after completing and signing the laundry list.
- The laundry room must be kept tidy, and washing may be removed only by its owner.
- Each learner is allocated specific laundry days.
- No laundry may be done during compulsory silence or prep.
- Unclaimed clothing may be donated at the end of term according to hostel arrangements.

43. LUGGAGE AND STORAGE

- Empty bags/trunks may not be kept in bedrooms and must be placed in the trunk room by the first Friday of term.
- Only overnight bags are permitted in bedrooms or passages.
- Bags left downstairs are at the owner's risk.
- School and gym bags should be kept in bedrooms.
- The trunk room must be kept tidy; all items must be inside a bag or trunk, and no loose items are allowed.
- School bags must be removed from the foyer by 14:00 on weekdays.
- All bags and suitcases must be clearly marked.

44. TRANSPORT

- All transport arrangements must be written in the transport book before grace on the previous evening.
- Learners must specify where they are going and the departure and return times.
- No private transport is provided by the hostel.
- Learners must wait at the entrance to Hildegard House five minutes before the arranged transport time. Drivers will not search for learners.

45. DELIVERIES

Courier parcels must be addressed to: St Michael's School Main Office, 111 Klerck Road, Brandwag, Bloemfontein. The learner's full name and surname must appear clearly on the parcel.

46. LUNCH BOXES, TUCK AND MONEY

- Parents of learners who go home most weekends may provide lunch boxes and water bottles that can be pre-packed with suitable non-perishable food/snacks for school.
- All food containers must be clearly marked.
- Tuck must be stored in the learner's tuck box inside her cupboard.
- Healthy snacks are encouraged.
- Parents should limit cash.

47. MARKING AND MAINTENANCE OF POSSESSIONS

ALL items brought to the hostel must be clearly marked with the learner's name, including linen, shoes, sports equipment, suitcases, lamps, cutlery, towels and clothing.

Unmarked lost property may be taken to the second-hand shop and sold.

Clothing needing repairs should be taken home during holidays. Uniform and sports clothing must be marked before leaving items at school.

48. LEARNER INFORMATION

Learner-information forms must be completed accurately and updated whenever information changes. Correct details for both parents/guardians and the learner are essential for emergency communication.

49. HEALTH, MEDICATION AND MEDICAL APPOINTMENTS

49.1 Medication

- Medical-aid and emergency-contact information must be kept up to date.
- All medication, including vitamins, must be handed to the Hostel Matron/Wellness Centre/Housemistress and kept under controlled access. Learners may not keep medication in their rooms unless specifically authorised.
- Emergency medication such as an asthma inhaler/pump or bee-sting medication may be kept by the learner where authorised.
- Learners returning after receiving medication at home must report this to the Hostel Matron/Housemistress.
- Prescribed medication must be handed in on the first full school day after return, in a clearly marked container.
- Failure to hand in medication may result in disciplinary action.

49.2 Medical kit

- Learners must have their own clearly marked medical kit. Medication must be replaced when used or expired. Learners may not keep medication in their rooms unless specifically authorised.
- Each learner must have her **own clearly marked medical kit**, which should be handed in to the Hostel Matron.

The kit should contain:

Paracetamol – e.g. Panado	Antiseptic solution
Ibuprofen – e.g. Nurofen	Plasters – assorted sizes
Antihistamine for allergies	Sterile gauze
Medication for nausea	Bandage
Medication for diarrhoea	Micropore/medical tape
Medication for stomach cramps	Cotton wool
Rehydration sachets	Insect-bite cream
Throat lozenges	Burn gel/cream
Cough mixture	Any personal prescribed medication required by the learner
Nasal spray	
Antiseptic cream	

49.3 Doctor and dentist appointments

- All doctor-related appointments require parental approval.
- Appointments should be made after school hours where possible.
- Medical-aid details/card must accompany the learner where required.
- If medical aid is not available, parents must ensure that payment arrangements are in place. Co-payments may apply.
- All doctor and dentist appointments must be arranged through or communicated to hostel staff on duty.
- Transport for doctor appointments is available subject to hostel arrangements.
- Emergency illness must be reported to the Hostel Matron or Housemistress on duty.
- A learner unable to participate in gym must provide a medical certificate.
- No leave-of-absence letters are issued for minor ailments.
- No visitors or radios are allowed in the Wellness Centre.

50. SPORT AND SWIMMING

- Sport is compulsory for learners except where a doctor's note/exemption applies.
- Afternoon 'out of dorms' time encourages learners to be active.
- Swimming: only regulation school costume may be worn; no bikinis.
- Boarders may use the pool on Saturday and Sunday only with permission and appropriate adult supervision.
- The swimming pool is out of bounds for recreational swimming during the week unless the Housemistress grants special permission.

51. FRONT DOOR AND LOADSHEDDING

- Learners assigned front-door duty must perform it as directed. Punished learners may be assigned front-door duty over weekends; the proctor on duty arranges the times.
- The front door is locked during school hours, prep, meals, Chapel and silence.
- During loadshedding, learners must have a suitable light for studying. A rechargeable LED lantern in addition to a bedside lamp.

52. DISCIPLINE, SAFETY AND PROHIBITED CONDUCT

- Learners must obey reasonable instructions and treat people and property with respect.
- Initiation practices are strictly prohibited.
- No learner may leave the hostel/campus without permission and the required sign-out procedure.
- A learner may not leave campus in a group of fewer than five without permission.
- Where there is reasonable suspicion of a dangerous object or illegal substance, searches may be conducted in accordance with applicable school policy and law, with appropriate dignity and supervision.
- Unauthorised absence/bunking out may result in immediate suspension pending a disciplinary hearing and may lead to permanent suspension from the hostel.
- If a learner intends to leave the hostel permanently, a full term's written notice must be given by the parent/legal guardian to the office.

53. UNIFORM AND APPEARANCE

- All uniform items must be clearly marked with firmly sewn name tapes or indelible marking where appropriate.
- Full school uniform must be worn for Chapel, formal functions and other occasions prescribed by the school/hostel.
- Make-up and jewellery must comply with the school's uniform regulations. This includes all piercings. **Only one pair of earrings may be worn, and second or additional piercings are not permitted.**
- School uniform/tracksuit must be worn for hostel duty as directed.

54. MONEY MATTERS

- Learners are encouraged not to keep large amounts of cash in the hostel.
- The school tuck shop and other small purchases operate on a card/cashless system where applicable.
- Parents are requested to exercise discretion when providing spending money and to set reasonable limits.
- Learners are encouraged to make responsible and healthy choices when purchasing snacks and food.
- The school and hostel cannot accept responsibility for money that is lost, stolen, or misplaced.

55. PARENT – HOUSEMISTRESS COMMUNICATION

If you need to contact a Housemistress regarding any hostel-related matters, please email hostel@stms.co.za.

56. TOYS AND PERSONAL BELONGINGS

- Learners may bring a limited number of appropriate toys or recreational items for use in their rooms during designated free time.
- Expensive, valuable, or highly sentimental items should not be brought to the hostel.
- All personal belongings must be clearly marked with the learner's name.
- Learners are responsible for taking reasonable care of their belongings.
- The school and hostel cannot accept responsibility for personal belongings that are lost, stolen or damaged.
- Toys and personal items may not interfere with study time, hostel routines, meals, bedtime or other organised activities.

57. TUCK / SNACK

- Snacks brought from home must be stored neatly in the learner's designated cupboard or tuck container.
- Only reasonable quantities of snacks may be kept in the hostel.
- Parents are encouraged to provide healthy and appropriate snack options.
- Learners may not share or exchange food where allergies or dietary restrictions may pose a risk.
- All food must be stored appropriately to maintain hygiene and prevent insects or pests.
- Hostel staff reserve the right to remove food that is spoiled, unhygienic, or stored inappropriately.

58. ACKNOWLEDGEMENT

- Learners and parents/guardians are expected to read this Code together and support its consistent application.
- Term-specific routines, rosters and updated operational arrangements communicated by the hostel form part of the hostel's procedures.

Learner name	
Learner signature / Date	
Parent/Guardian name	
Parent/Guardian signature / Date	

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	
Expo		Provincial bronze, silver, or gold	Bronze at National competition	Silver at National competition	Gold at National competition	
Matriculant of the year competitions			Top 30	Top 14	Winner	
Award Grade 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	Academic effort, sport and cultural, neatness, character
Music; Music Competitions	Provided valuable service to activity	Consistent commitment	Gr 4 – 6 Practical (UNISA, ABRSM or TCL) with Merit or Distinction; 1 or more A+: Music Festival / Kunswedstryd Gr 1 – 3 Theory Merit / Distinction	Gr 7 or 8 Practical (UNISA, ABRSM or TSL) with Merit or Distinction; Final Round; 1 or more A++: Music Festival / Kunswedstryd Gr 4 – 6 Theory Merit / Distinction	Invited to play at bursary competition; 1 st , 2 nd or 3 rd Placing at National Competition	
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 1 or more A+	National: Gold (ATKV) 1 or more A++	SA Choir / International Choir	
Marimbas	Provided valuable service to activity motivated by coach / teacher	Consistent Commitment motivated by coach / teacher	1 x A+ Music Festival / Kunswedstryd	1 x A++ Music Festival / Kunswedstryd		

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, neatness, character
Public Speaking			District Winner	Provincial Winner	SA Team or 1 st , 2 nd or 3 rd placing at Nationals;	
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;	
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 sport and cultural, neatness, character
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	
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;	
Swimming / Midmar	Provided valuable service to activity	Consistent Commitment	Inter-high 1 st , 2 nd or 3 rd placement; 5 yrs Midmar (Gr 8 – 12) Top 11% - 20% of Positions in Age Group	FS A; Top 10% of Positions in Age Group (Midmar)	SA Team or 1 st , 2 nd or 3 rd placing at Nationals; Top 3 Positions of Age Group (Midmar)	

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)
			(Midmar)			
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	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 & arts committee before Speech Night. Clubs must have official registration certificate and be recognised by a National Body in order for achievements to be recognised at Prize-giving / Speech Night.					
Note:	<i>Grade 7-9 learners can not receive Half or Full Colours scrolls or Honours badges. They will be awarded Half or Full Colours Certificates or Honours Certificates for achievements.</i>					

