

Gedragkode

*Code of
Conduct*

**LAERSKOOI
BOSVELD
PRIMARY**





Inhoudsopgawe Table of Contents

Gedragkode Code of Conduct

1. Etiekkode <i>Code of Ethics</i>	4
2. Simboliek en Etiekkode <i>Symbolism and Ethical Code</i>	3
3. Merietebeleid <i>Merit Policy</i>	14
4. Dissiplinêre kode en skoolreëls <i>Disciplinary Code and School Rules</i>	19
5. Bullebakkerie en kuberbullebakkerie <i>Bullying and Cyber Bullying</i>	34
6. Prosedure vir dissiplinêre optrede teen leerders <i>Procedure for Disciplinary action against learners</i>	43
7. Gedragkode vir ouers en besoekers <i>Code of conduct for parents and visitors</i>	53
8. Vorms & dokumentasie vir Gedragkode <i>Forms & Documentation for Code of Conduct</i>	60

*Simboliek &
Etiekkode
Symbolism &
Ethical Code*

**LAERSKOOŁ
BOSVELD
PRIMARU**





Laerskool Bosveld Primary

Etiekkode / *Code of ethics*

Ek verbind my plegtig tot die Grondwet van die Republiek van Suid-Afrika, en ek onderneem om die reg en die regstelsel te respekteer, te onderhou en te bevorder.

I, hereby solemnly commit myself to the Constitution of the Republic of South Africa, and undertake to respect, comply with and promote the law and the legal system.

Ek verbind my daartoe om: / *I commit myself to:*

- hierdie gedragkode en al die reëls, regulasies en waardes van Laerskool Bosveld Primary getrou na te kom; / *adhere faithfully to this code of conduct and all the rules, regulations and values of Laerskool Bosveld Primary;*
- hoë morele en etiese standaarde te handhaaf; / *maintain high moral and ethical standards;*
- daarna te streef dat my optrede altyd verantwoordelik en ter bevordering van die skool se goeie naam sal wees; / *strive for conduct that is responsible at all times and does the school credit;*
- my skoolwerk met ywer, pligsgetrouheid en toewyding te doen; en / *do my school work diligently, conscientiously and with dedication; and*
- die nodige hoflikheid en respek teenoor alle personeel, mede-leerders en besoekers te betoon. / *display the necessary courtesy and respect towards all staff, fellow learners and visitors.*

Ek onderwerp my aan enige dissiplinêre maatreël indien ek sou versuim om enige bepaling of maatreël in die skool se gedragkode en waardestelsel na te kom.

I subject myself to any disciplinary measure should I fail to comply with any provision or measure contained in the school's code of conduct and values.

LEERDER: NAAM & VAN: _____

LEARNER: NAME & SURNAME:

OUER/VOOG: NAAM & VAN: _____

PARENT/GUARDIAN: NAME & SURNAME:

GRAAD / GRADE: 2019 _____

GETEKEN TE _____ OP HIERDIE _____ DAG
SIGNED AT _____ ON THIS DAY

VAN / OF _____ 20_____

HANDTEKENING/SIGNATURE

LEERDER
LEARNER

OUER
PARENT



Inhoudsopgawe Table of Contents

Simboliek en Etiekkode **Symbolism and Ethical Code**

1.	Visie / <i>Vision</i>	6
2.	Missie / <i>Mission</i>	6
3.	Etiekkode / <i>Code of Ethics</i>	6
3.1	Ons strewe na leerders <i>We strive towards learners</i>	6
3.2	Ons strewe na personeel <i>We strive towards staff members</i>	7
3.3	Ons strewe na ouers <i>We strive towards parents</i>	7
3.4	Ons strewe na 'n skool <i>We strive towards a school</i>	7
4.	Waardes / <i>Values</i>	8
5.	Bossiegedrag / <i>Bossie behaviour</i>	8
6.	Goeie maniere / <i>Good manners</i>	9
7.	Skoollied / <i>School Anthem</i>	10
8.	Skoolwapen / <i>School Badge</i>	12
9.	Skoolvlag / <i>School Flag</i>	13
10.	Skooldrag / <i>School Uniform</i>	13

Simboliek- en Ettiëkode

Symbolism and Ethical Code

1. Visie / Vision

Om elke leerder tot sy/haar volle potensiaal te ontwikkel.

To develop each learner to his/her full potential.

2. Missie / Mission

- Om opgeleide en gekwalifiseerde onderwysers aan te stel wat leerders sal aanmoedig, sodat hulle kan ontwikkel in selfdenkende en afgeronde individue. / *To appoint trained and qualified teachers who will encourage learners to develop in self-thinking and well-rounded individuals.*
- Om vir leerders 'n platform te skep wat hoë gehalte akademies bied en wat leerders toegang gee tot buitemuurse aktiwiteite waarbinne elke leerder kan groei tot sy/haar volle potensiaal. *To provide learners with a platform that offers high quality education and which gives learners access to extra-curricular activities within which they can grow to their full potential.*
- Om 'n toegewyde beheerliggaam en bestuurspan aan te stel wat daarna sal streef om besluite te neem tot voordeel van die skool en die skool se leerders, ouers en onderwysers. *To appoint a dedicated governing body and management team who will strive to make decisions for the benefit of the school and the school's learners, parents and teachers.*
- Die daarstelling en ontwikkeling van toegeruste leerders wat met entoesiasme en selfvertroue die sosiale gemeenskap sal betree en wat positief sal bydrae tot die welsyn van sy/haar direkte omgewing. / *The establish and develop well-equipped learners that will enter society with enthusiasm and self-confidence, and who will contribute positively to the well-being of his/her immediate environment.*

3. Ettiëkode / Code of Ethics

3.1 Ons strewe na: Leerders **We strive towards: Learners**

- 'n Bosveld-leerder wat trots sal wees op sy/haar skool en wat omgee vir sy/haar skool, onderwysers en mede-Bossies. / *A Bosveld learner who will be proud of his/her school and cares for his/her school, teachers and fellow Bossies.*
- 'n Bosveld-leerder wat betrokke sal wees by soveel moontlik aktiwiteite en te alle tye sy/haar beste te doen. / *A Bosveld learner who will be involved in as many activities as possible and do his/her best at all times.*
- 'n Bosveld-leerder wat te alle tye 'n netjiese, verantwoordelike en goedgemanierde Bossie sal wees. / *A Bosveld learner who will be a neat, responsible and a well-organized Bossie at all times*
- 'n Bosveld-leerder wat sy/haar onderwysers, ouers en mede-Bossies respekteer en die skoolreëls in alle opsigte eerbiedig. / *A Bosveld learner who respects his/her teachers, parents, fellow Bossies and the rules of the school.*
- 'n Bosveld-leerder wat te alle tye eerlik en opreg sal wees. / *A Bosveld learner who will be honest and sincere at all times.*

3.2 Ons strewe na: Personeel **We strive towards: Staff members**

- 'n Bosveld-personeellid wat tuis sal voel om deel te wees van die Bosveldspan. / *Bosveld staff members who feel at home and part of the Bosveld team.*
- 'n Bosveld-personeellid wat bereid sal wees om die belange van die Bosveldleerders voor sy/haar eie belang te stel. / *Bosveld staff members who will be prepared to set the interests of the Bosveld learners before his/her own interest.*
- 'n Bosveld-personeellid wat waarde heg aan die volle diversiteit van ons leerders. / *A Bosveld staff member who values the full diversity of our learners.*
- 'n Bosveld-personeellid wat waarde heg aan eerlikheid, integriteit en professionele etiek. / *A Bosveld staff member who values honesty, integrity and professional ethics.*
- 'n Bosveld-personeellid wat bereid sal wees om lojaliteit teenoor kollegas te betoon. / *A Bosveld staff member who will show loyalty to colleagues.*
- 'n Bosveld-personeellid wat sy/haar Godgegewe talente en gawes sal aanwend in die beplanning en verwesenliking van die skool se doelwitte. / *A Bosveld staff member who will use his/her God-given talents and in the planning and realization of the school's goals.*
- 'n Bosveld-personeellid wat die skool se waardes te alle tye en oral sal uitleef en so 'n goeie voorbeeld te wees vir elkeen betrokke by Laerskool Bosveld Primary. / *A Bosveld staff member who will honour the school's values at all times, and be thus be a good example for anyone involved in Laerskool Bosveld Primary.*

3.3 Ons strewe na: Ouers **We strive towards: Parents**






- 'n Bosveld-ouer wat gebalanseerd betrokke sal wees by die skool en skoolaktiwiteite. / *A Bosveld parent who will be involved in the school and school activities.*
- 'n Bosveld-ouer wat lojaal sal wees teenoor die skool se beleid en sy/haar volle samewerking te gee ten opsigte van die toepassing daarvan. / *A Bosveld parent who will be loyal to the school's policy and to give his/her full co-operation regarding its application.*
- 'n Bosveld-ouer wat 'n lojale en betroubare vennoot sal wees van die skool. / *A Bosveld parent who will be a loyal and reliable partner of the school.*
- 'n Bosveld-ouer wat te alle tye volle beheer en kontrole oor sy/haar kind sal hê. / *A Bosveld parent who will have full control and take full responsibility of his or her child at all times.*

3.4 Ons strewe na: Skool **We strive towards: A School**

- 'n Skool waarin elkeen wat ons missie en waardes onderskryf, tuis sal voel. / *A school where everyone who endorses our mission and values, will feel at home.*
- 'n Skool waarop elkeen wat verbonde is aan die skool, opreg trots sal wees. / *A school where everyone attached to our school, will be sincerely proud of the school.*
- 'n Skool waarop 'n goeie lewenstandaard gestel sal word. / *A school where a good standard of living will be established.*

- 'n Skool met sy eie besondere karakter, etos en tradisies. / *A school with its own distinctive character, ethos and traditions.*

4. Waardes/Values

	<p>Om die diversiteit in ons skool te aanvaar, want Bossies gee om. <i>To accept the diversity in our school because Bossies care.</i></p>
	<p>Om die skoolreëls na te kom en uit te leef, want Bossies toon respek teenoor onderwysers, mede-Bossies, ouers en besoekers. <i>To comply with the school rules and live by it because Bossies show respect for teachers, fellow Bossies, parents and visitors</i></p>
	<p>Om ons deel te doen in die klaskamer asook by ander aktiwiteite wat aangebied word, want Bossies is verantwoordelik. <i>To participate in the classroom, as well as other activities offered because Bossies are responsible.</i></p>
	<p>Om voorbeeldig te lewe en mekaar te konsidereer want Bossies is eerlik. <i>Living by example and contemplating each other because Bossies are honest.</i></p>
	<p>Om met ons talente te woeker want Bossies kan volhard <i>To develop talents because Bossies can persevere.</i></p>

5. Bossiegedrag / Bossie behaviour

5.1 **Ons gee om vir mekaar daarom.../We care for each other, therefore we...**

- groet ons almal / *greet everyone.*
- is ons vriendelik en glimlag ons / *are friendly and smiling.*
- sê ons asseblief en dankie / *say please and thank you.*
- toon ons respek teenoor mekaar, personeel en besoekers / *show respect towards each other, staff members and visitors.*
- hou ons die skoolterrein netjies en skoon / *keep our grounds tidy and clean.*
- is ons mededeelsaam / *are generous.*
- troos en help ons mekaar / *help and comfort each other.*
- gee ons nooit moed op nie / *never give up.*

5.2 **Ons is eerlik daarom... / We are honest, therefore we...**

- vat ons nie ander se eiendom nie / *do not take another person's belongings.*
- skryf ons nie by maats af nie / *do not copy a fellow learners' work.*
- erken ons as ons iets verkeerd gedoen het / *admit when we did something wrong.*
- praat ons altyd die waarheid / *speak the truth at all times.*

5.3 **Ons is verantwoordelik, daarom... / We are responsible, therefore we...**

- doen ons elke dag ons huiswerk / *do our homework every day.*
- werk ons hard in die klas / *work hard in class.*
- gehoorsaam ons die skool- en klasreëls / *obey all school and class rules.*

- pas ons ons handboeke, werkboeke en ander eiendom op / *look after our workbooks, text books and other belongings.*
- gee ons alle nuusbriewe aan ons ouers / *give newsletters to our parents.*
- is ons skooldrag altyd korrek, skoon en netjies / *are keeping our school uniforms neat and tidy.*
- sal ek die skool se eiendom oppas en nie beskadig nie / *look after the school's property.*
- sal ek elke dag betyds wees vir skool / *will be on time for school every day.*
- sal ek 'n voorbeeld stel vir ander deur my optrede / *will set an example to others through our deeds.*
- sal ek altyd 'n maat in nood help / *will assist our friends in need.*
- sal ek aan ten minste een aktiwiteit per kwartaal deelneem / *will participate in at least one activity per schoolterm.*
- sal ek my altyd gedra sodat my skool trots op my sal wees / *will behave so that the school can be proud of us.*

5.4 Ons kan volhard daarom ... / We can persevere, therefore we...

- gehoorsaam ons alle skoolreëls / *always obey the school rules*
- kan ander ons aan ons netjiese skoolkrag en goeie maniere uitken / *can be recognised by others through our neat school clothes and good manners.*
- betoon ons respek teenoor die personeel, skoolleiers, maats en besoekers / *respect our school leaders, staff members, friends and visitors.*
- raak ons nie agter met ons skoolwerk nie / *keep up with our school work.*
- probeer ons altyd beter doen in ons toetse en eksamens / *always strive to do better in tests and exams.*
- help ons om die skoolterrein netjies op te ruim elke dag / *help to keep the schoolgrounds neat and tidy every day.*

5.5 Ons toon respek omdat... / We show respect through...

- ons gehoorsaam is aan ons onderwysers / *obeying our teachers.*
- ons mekaar nie boelie nie / *not bullying each other.*
- ons die Skoollied en Volkslied ken en op aandag staan wanneer ons dit sing / *knowing the School Anthem and National Anthem and singing it while standing up straight and proud.*
- ons God en Sy Woord respekteer / *respecting God and His Word.*
- ons ons land se wette gehoorsaam / *obeying our county's laws.*
- ons die skoolreëls respekteer en gehoorsaam en ons waardes uitleef / *obeying and respecting our school rules and living our values.*

6. Bossies het goeie maniere want... Bossies have good manners because...

- ons vloek nie / *we don't swear.*
- ons is altyd eerlik / *we are always honest.*
- ons is altyd betyds / *we are always on time.*
- ons spot nie ander mense nie / *we don't make fun of people.*
- wag ons beurt af / *we wait our turn.*
- ons vra voordat ons iets gebruik / *we ask before using something.*
- ons klop voor ons binnegaan / *we knock before entering.*
- ons sê asseblief en dankie / *we say please and thank you.*
- ons groet almal vriendelik / *we greet everyone friendly.*
- ons hou ons hand voor ons mond as ons hoes of nies / *we cover our mouth when we cough or sneeze.*
- ons val nie ander mense in die rede nie / *we don't interrupt others.*
- ons knou mekaar nie af nie / *we are not bullies.*

7. Skoollied / School Anthem

Geskryf en getoonset deur Gisela de Villiers Written and composed by Gisela de Villiers

7.1 Lirieke van die Skoollied / Lyrics of the School Anthem

Tussen Bosveld bome, statig en wyd
Wat met krag en lewe bloei
Staan 'n skool wat sy naam in ere dra
En wat sterk soos 'n jong boom groei
Ons is trots op ons wêreld, trots op ons skool
En ons leiding is van Bo
Ons sal streef vir die beste, leef vir ons land
In ons leuse sal ons glo:

Refrein:

Perservera! Perservera!
Ons volhard in woord en daad
Want ons woord is ons eer
In ons werk en ons leer
Laerskool Bosveld is ons naam!

In our colours, light blue, royal and red
We stand up, straight and proud
For our youth is our strength with its power of love
And we work with our heads held high
We have pride in our world and pride in our school
From Above we are led to achieve
We shall strive for the best,
And live for our land
In our motto we believe:

Refrain:

Persevera! Persevera!
Perseverance in word and game
For we honour our word
In our work, play and learn
Bosveld Primary is our name!
For we honour our word
In our work, play and learn
Bosveld Primary is our name!

7.2 Betekenis van die lirieke / Meaning of the lyrics

Vers/Verse 1

Tussen Bosveld bome, statig en wyd

- Ons skool staan trots en fier tussen bosveldbome. Omdat ons respek het vir ons skool en skoollied, staan ons altyd op aandag wanneer ons die skoollied sing.
- *Our school stands proud and wide between bushveld trees. We are proud of our school and our school anthem therefore we always stand on attention while singing it.*

Wat met krag en lewe bloei

- Ons skool groei omdat die leerders met lewenslus volhard in alles wat hulle doen.
- *Our school grows because the learners are full of life and complete every task with perseverance.*

Staan 'n skool wat sy naam in ere dra

- Ons toon respek vir ons skool se naam, daarom is ons trots om Bossies te wees.
- *We show respect for our school's name and are proud to be a Bossie.*

En wat sterk soos 'n jong boom groei

- Soos 'n nuwe boom vinnig groei, so volhard elke Bossie om tot sy/haar volle potensiaal te ontwikkel.
- *Like a young tree that keeps on growing, every Bossie perseveres to develop to his/her full potential.*

Ons is trots op ons wêreld trots op ons skool

- Ons is nie net trots op ons skool nie maar ook die omgewing waarin ons skool staan. Daarom het ons respek vir ons dorp, provinsie en land.
- *We are not only proud our school, but also the world in which it is built. Therefore we also show respect to our town, province and our country.*

En ons leiding is van Bo

- Ons leerders is verantwoordelik en probeer om volgens God se wil te leef
- *Our learners are responsible and try to live according to God's will.*

Ons sal streef vir die beste, leef vir ons land

- Ons volhard om verantwoordelike landburgers te wees.
- *We persevere to be responsible citizens of South Africa.*

In ons leuse sal ons glo:

- Ons het respek vir ons leuse.
- *We have respect for our motto*

Refrein:

Persevera! Persevera!

- Volhard
- Persevere

Ons volhard in woord en daad

- Ons volhard in elke taak wat ons aanpak
- *We persevere in every task we complete.*

Want ons woord is ons eer

- Ons is eerlik en hou by ons beloftes.
- *We are honest and keep our promises.*

In ons werk en ons leer

- Omdat ons omgee vir ons skool en vir mekaar, is ons altyd eerlik in ons werk.
- *Because we care for each other and for our school, we are always honest in our work.*

Laerskool Bosveld is ons naam!

Vers/Verse 2

In our colours, light blue, royal and red

- *We have respect for our school uniform, because it makes us unique.*
- Ons het respek vir ons skooldrag wat ons uniek maak en laat uitstaan tussen ander skole.

We stand up, straight and proud

- *In everything we do, we show our respect and our pride in our school.*
- In alles wat ons doen wys ons hoe trots ons op ons skool is deur respek te betoon.

For our youth is our strength with its power of love

- *We are young and proud and care for our school and each other.*
- Ons is jonk en sterk en gee om vir mekaar en ons skool

And we work with our heads held high

- *We have respect for ourselves and we take pride in our work.*
- Ons het respek vir onself daarom is ons werk ons trots.

We have pride in our world and pride in our school

- *We show respect for our school, our town, our province and our country*
- Ons toon respek vir ons skool, ons dorp, ons provinsie en ons skool

From Above we are led to achieve

- *We are led by God to be responsible and to persevere.*
- Die Here lei ons om verantwoordelik te wees en te volhard.

We shall strive for the best,

- *We will always persevere and be responsible and do our best.*
- Ons sal altyd volhard en verantwoordelik wees, ten einde net ons beste te doen.

And live for our land

- *We have respect for our country and strive to be proud citizens.*
- Ons het respek vir ons land en volhard om trotse landsburgers te wees.

In our motto we believe:

- We believe in our motto
- *Ons glo in ons leuse*

Refrein:

Persevera! Persevera!

- *Persevere*
- *Volhard*

Perseverance in word and game

- *We persevere in every task we complete.*
- Ons volhard in elke taak wat ons aanpak

For we honour our word

- *We are honest and keep our promises.*
- Ons is eerlik en hou by ons beloftes.

In our work, play and learn

- *Because we care for each other and for our school, we are always honest in our work.*
- Omdat ons omgee vir ons skool en vir mekaar, is ons altyd eerlik in ons werk.

Bosveld Primary is our name!

8. Skoolwapen / School Badge

In gebruik geneem: 25 Februarie 1987

Leuse en betekenis / Motto and meaning

Persevera

Die Latynse woord vir 'Volhard'

The Latin word for 'Perseverance'

Drieblad:

Simboliseer 'n boom wat die naam van ons skool 'Bosveld' verteenwoordig. Verder simboliseer dit ook die vennootskap tussen die ouers, onderwysers en leerders.

Clove:

Symbolizes a tree that represents the name of our school 'Bosveld'. It also symbolizes the partnership between the parents, teachers and learners.

Ingeboë rooi ruit:

Stel die gloeiende steenkool voor wat in ons dorp ontgin word en energie simboliseer.

Red grid:

Represent the glowing coal mined in our town and symbolizes energy

Wit verkoelingsteken:

Stel die elektrisiteit voor wat in ons dorp opgewek word en simboliseer krag.

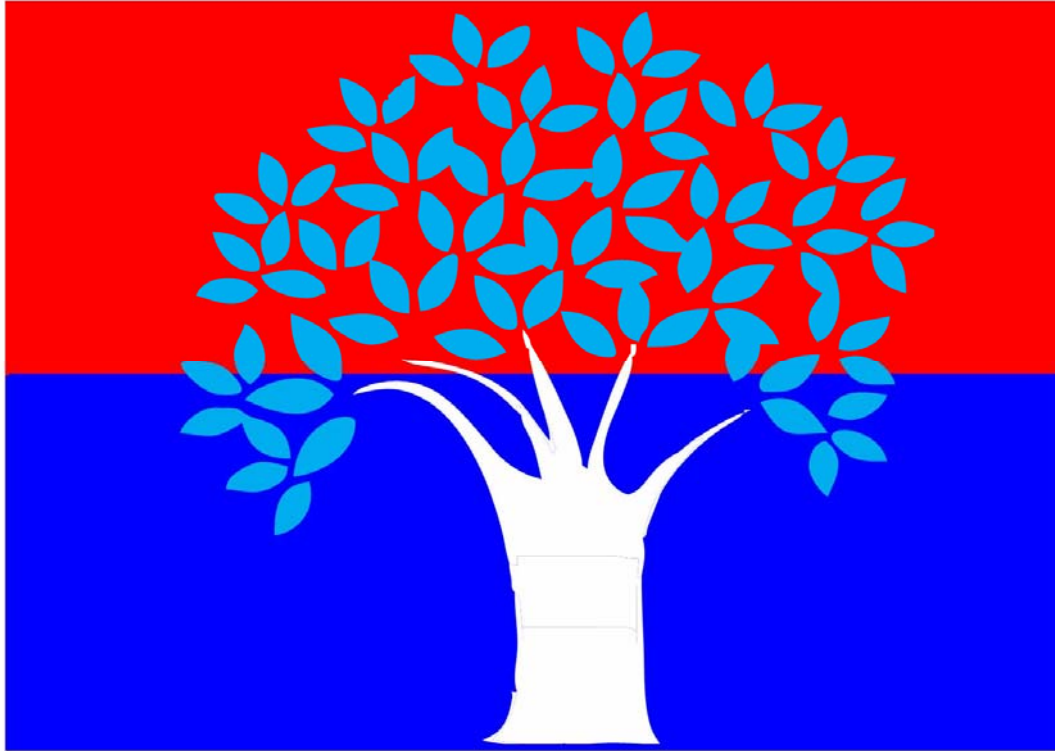
White cooler sign:

Suggests the electricity generated in our town and symbolizes power.



9. Skoolvlag / School Flag

In gebruik geneem: Januarie 2016
Used for the first time: January 2016



10. Skooldrag / School uniform

Raadpleeg asseblief Dissiplinêre kode en Skoolreëls, punt 5, bladsy 24
Please see Disciplinary Code and School rules, point 5, page 24.

SIGNED AT ONVERWACHT ON THIS 30TH DAY OF NOVEMBER 2018
GETEKEN TE ONVERWACHT OP HIERDIE 30STE DAG VAN NOVEMBER 2018

Governing body chairperson
Beheerliggaamvoorsitter

School principal
Skoolhoof

Merietebeleid

Merit Policy

**LERSKOOI
BOSVELD
PRIMARY**





Inhoudsopgawe Table of Contents

Merietebeleid

Merit Policy

1. Waarom 'n Merietestelsel?
Why a Merit system? 16
2. Hoe verdien 'n leerder 'n meriete-inskrywing?
How does a learner earn a merit entry? 16
3. Meriete-beloning
Merit-rewards 17
4. Waardes en gedrag
Values and behaviour 18

Merietestelsel / Merit system

1. Waarom 'n Merietestelsel? / Why a merit system?

By Laerskool Bosveld Primary: / At Laerskool Bosveld Primary:

- is dit ons missie om elke leerder tot sy/haar volle potensiaal te ontwikkel, / *it is our mission to develop every learner to his / her full potential.*
- wil ons leerders ontwikkel en toerus om met entoesiasme en selfvertroue die sosiale gemeenskap te betree, / *we want to develop and equip our learners to enter the social community with enthusiasm and confidence.*
- is dit ons strewe om elke Bossie-leerder aan te moedig om by soveel moontlik aktiwiteite betrokke te raak en te alle tye sy/haar beste te lewer, / *is it our aim to encourage every Bossie learner to get involved in as many activities as possible and to deliver his / her best efforts at all times.*
- wil ons leerders aanmoedig om hul skoolwerk ernstig op te neem en goeie studiegewoontes en huiswerkroetines aan te leer, / *we want to encourage our learners to take their schoolwork seriously and to obtain good study habits and homework routines.*
- wil ons Bossie-leerders leer om te alle tye eerlik te wees, / *we want to teach our Bossie learners to be honest at all times,*
- om elke taak met verantwoordelikheid aan te pak en te volhard tot die einde, / *we want our learners to approach each task with responsibly and to persevere to the end,*
- om vir ons medemens en vir mekaar om te gee, / *to care for our fellow human beings and each other*
- en om ons onderwysers, mede-bossies, ouers en besoeker te respekteer. / *we want to encourage our learners to respect our teachers, co-workers, parents and visitors.*

2. Hoe verdien 'n leerder 'n Meriete-inskrywing? / How does a learner earn a Merit entry?

- Enige personeellid kan vir enige leerder in die skool 'n positiewe inskrywing op sy/haar merietekaart gee indien die personeellid voel die leerder verdien dit. / *Any staff member can give a positive entry on the merit card for any learner in the school, if the staff member feels that the learner deserves it.*
- Leerlingraadslede en Skoolleiers kry aan die einde van elke kwartaal 'n meriete-inskrywing vir leierskap mits die skoolleier sy/haar diens getrou gedoen het. / *The Student Council and School Leaders receive a leadership entry at the end of each term, provided that the school leader has done his / her service faithfully.*

Ander meriete-inskrywings. / Other merit entries.

2.1 Hulpverlening / Assistance

- Vir personeellid, OOV, Beheerliggaam (bv. Help gereeld om boeke te dra) / *For staff member, PTA, Governing Body (describe assistance, eg help to carry book)*
- Help om die skoolterrein, sportterrein, stoepe en klas skoon te hou. / *Help to keep the school grounds, sports grounds, stoep / corridor and classrooms clean.*

- Klasvee (as kind 3 x klas gevee het, teken 1 x) / *If a child swept the class on 3 different occasions = 1 entry.*
- Hulp tydens 'n funksie (bv. leerderbeampte/uitdeel van beampte-koeldranke, ens) / *Assistance during a function (eg. student council / dispensing of official cold drinks, etc.)*

2.2 Deelname aan akademie / Achievement in Academics

- 80% of meer vir geskeduleerde toets/eksamen / *80% or more for scheduled test / exam.*
- Top 10/20-prestasie / *Top 10/20 performance.*
- Netjiese/uitstekende werk in 'n spesifieke vak / *Neat / excellent work in a specific subject*

2.3 Deelname aan sport/kultuur / Participation in Sports / Cultural activities

- Kultuur: Wanneer die kind deelgeneem het aan 'n kultuuraktiwiteit vir die skool (Bv *Revue tree op by kerk*) / *Cultural activities: When the child participated in a cultural activity for the school (eg. Revue performed at church fete)*
- Sport: Wanneer die kind aan sport deelgeneem het vir die skool en presteer het (Bv Rugby 0/10 wen teen Warmbad of Boogskiet: Brons medaljewenner) / *Sports: When the child participated in sport and performed accordingly(eg. Rugby U/10-team wins against Laerskool Ellisras or Archery: Bronze medal winner)*

2.4 Uitleef van ons waardes / Displaying good values

- Respek / *Respect*
- Eerlik / *Honest*
- Omgee / *Caring*
- Verantwoordelik / *Responsible*
- Volhard / *Persevere*

2.5 Goeie gedrag / Good behaviour

3. Merietebeloning / Merit rewards

- 3.1 Na 6 inskrywings ontvang die ouer 'n brief wat deur die klasonderwyser onderteken is. / *After 6 entries, the parent receives a letter signed by the class teacher*
- 3.2 Na 12 inskrywings ontvang die ouer 'n brief wat deur die DPO onderteken is. / *After 12 entries; the parent receives a letter signed by the HOD.*
- 3.3 Na 18 inskrywings gaan spog die leerder by die hoof en ontvang 'n merietesertifikaat. / *After 18 entries, the learner visits the principal and receives a merit certificate.*
- 3.4 3.1, 3.2 en 3.3 word dan elke keer herhaal en so kan die leerder dan 4 verskillende merietesertifikate deur die jaar bymekaar maak. / *After the above mentioned rewards, 3.1, 3.2 and 3.3 were repeated, the learner can collect 4 different merit certificates throughout the year.*

4. Waardes & Gedrag / Values & Behaviour

- 4.1 Wanneer daar vir 'n leerder 'n inskrywing gegee word vir die uitleef van die waardes, kry die kind dadelik 'n plakker op sy/haar waardehand. / *When a learner receives an entry for displaying one/more of our values, he/she receives a sticker on his / her value hand immediately.*
- 4.2 Wanneer 'n leerder 'n plakker vir al vyf die waardes ontvang het, word sy/haar waarde-hand ingestuur en ontvang die leerders 'n waardeknopie in die saal. / *When a learner received stickers for all five values, his / her value hand is handed in and the learners receive a Value button during Assembly in the hall.*
- 4.3 Vir die eerste inskrywing wat 'n leerder daarna ontvang vir 'n waarde, sal so 'n leerder die spesifieke waarde se waardeknopie kry. So moet elke leerder dus poog om al vyf die waardeknopies deur die jaar te verdien.) / *The first value entry that a learner subsequently receives for a specific value, he/she will receive the badge for that specific value. Every learner must try to earn all five value buttons throughout the year.)*

GETEKEN TE **ONVERWACHT** OP HIERDIE **30STE** DAG VAN **NOVEMBER 2018**
SIGNED AT **ONVERWACHT** ON THIS **30TH** DAY OF **NOVEMBER 2018**

Beheerliggaamvoorsitter
Governing body chairperson

Skoolhoof
School principal

*Dissiplinêre
kode en
Skoolreëls
Disciplinary Code
and School Rules*

**LAKERSKOOI
BOSVELD
PRIMARY**





Inhoudsopgawe Table of Contents

Dissiplinêre kode en skoolreëls Disciplinary Code and School Rules

1.	Inleiding / <i>Introduction</i>	21
2.	Doel / <i>Objective</i>	21
3.	Algemene reëls / <i>General rules</i>	22
4.	Klasreëls / <i>Class rules</i>	24
5.	Reëls met betrekking tot voorkoms en skooldrag <i>Rules regarding appearance and school uniform</i>	24
6.	Sport- en buitemuurse aktiwiteite <i>Sports and extracurricular activities</i>	28
7.	Skooleiendom / <i>School property</i>	29
8.	Die Leerlingraad en Skoolleiers <i>The Student Council and School leaders</i>	30
9.	Skoolkennisgewings / <i>School notices</i>	30
10.	Skoolwerk en huiswerk / <i>School work and homework</i>	30
11.	Toetse en Eksamen / <i>Tests and examinations</i>	31
12.	Motorvoertuie en motorfietse <i>Motor vehicles and motorcycles</i>	31
13.	Stiptelikheid en skooltye / <i>Punctuality and School times</i>	31
14.	Afwesigheid van skool / <i>Absence from school</i>	32
15.	Omgewing / <i>Environment</i>	32
16.	Vrystelling van die bepalings van die Gedragskode <i>Exemption from regulations of the Code of Conduct</i>	33

Dissiplinêre kode en Skoolreëls Disciplinary code and School rules

1. Inleiding / Introduction

Hierdie dokument is die gedragkode van **Laerskool Bosveld Primay** soos die beheerliggaam dit op **30 November 2018** goedgekeur het. Die beheerliggaam het die ouers, leerders en onderwysers van die skool oor die inhoud van die gedragkode geraadpleeg. Die gedragkode is opgestel in ooreenstemming met die toepaslike bepalings van die Grondwet van die Republiek van Suid Afrika, Wet 108 van 1996; die Suid-Afrikaanse Skolewet, Wet 84 van 1996 ('die Skolewet'); die Wet op Nasionale Onderwysbeleid, Wet 27 van 1996; Riglyne vir Gedragkode vir Leerders (Algemene Kennisgewing 776 in Staatskoerant 18900 van 15 Mei 1998); die Regulasies met betrekking tot Apparate vir Dwelmtoetsing en die Prosedure wat gevolg moet word (GK 1140 in Staatskoerant 31417 van 19 September 2008); Regulasies vir Veiligheidsmaatreëls by Openbare Skole (GK 1040 in Staatskoerant 22754 van Oktober 2001, soos gewysig) en toepaslike provinsiale wetgewing.

*This document is the code of conduct of **Laerskool Bosveld Primary** as approved by the governing body on **30 November 2018**. The governing body has consulted the school's parents, learners and teachers on the content of the code of conduct. The code of conduct has been drafted in accordance with the relevant provisions of the Constitution of the Republic of South Africa, Act 108 of 1996; the South African Schools Act, Act 84 of 1996 ('SASA'); the National Education Policy Act, Act 27 of 1996; Guidelines for a Code of Conduct for Learners (General Notice 776 in Government Gazette 18900 dated 15 May 1998); the Regulations on Devices to be used for Drug Testing and the Procedure to be followed (GN 1140 in Government Gazette 31417 dated 19 September 2008); Regulations for Safety Measures at Public Schools (GN 1040 in Government Gazette dated October 2001, as amended) and relevant provincial legislation*

2. DOEL / OBJECTIVE

- Hoewel die Staat verplig bly om opvoeding beskikbaar en toeganklik te maak, moet dit aangevul word met die toewyding en verbintenis van verantwoordelike rolspelers, naamlik onderwysers, leerders en ouers. Hierdie Gedragkode is bedoel om sodanige toewyding en verbintenis te bevorder. / *Although the Government is obligated to make education available and accessible, this must be enhanced by the dedication and commitment of responsible role players, namely teachers, learners and parents. This Code of Conduct is intended to promote such dedication and commitment.*
- Die doel van hierdie Gedragkode is om 'n gedissiplineerde en doelgerigte skoolomgewing te vestig wat toegewyd is aan die bevordering en handhawing van die gehalte van die leerproses. / *This Code of Conduct aims to establish a disciplined and purposeful school environment, which is dedicated to promoting and maintaining the quality of the learning process.*
- Die Gedragkode onderskryf die skool se missiestelling. / *The Code of Conduct endorses the school's mission statement.*
- Leerders en hul ouers/voogde moet hulself van die skool se Gedragkode en die bepalings daarvan vergewis. Sodra leerders by die skool ingeskryf is, is hulle onderworpe aan die Gedragkode, en moet hulle dit stiptelik nakom. Indien leerders die Gedragkode oortree of minag, sal daar ooreenkomstig die dissiplinêre prosedure vir leerders teen hulle opgetree word. / *Learners and their parents/guardians are expected to acquaint themselves with the school's Code of Conduct and its provisions. As soon as learners are enrolled at the school, they are subjected to the Code of Conduct, and must strictly adhere to it. Should learners transgress or violate the Code of Conduct, they will be acted against in accordance with the disciplinary procedure for learners.*

3. ALGEMENE REËLS / GENERAL RULES

- Leerders sal hulle te alle tye as goeie ambassadeurs van die skool en ooreenkomstig die etiekkode van die skool gedra. / *Learners should be good ambassadors of the school, and should conduct themselves in accordance with the school's code of ethics at all times.*
- Terwyl leerders in die skool se drag of enige gedeelte daarvan geklee is wat voldoende is om hulle in die oë van die publiek met die skool te verbind, of terwyl leerders die skool verteenwoordig, hetsy direk of indirek, hetsy as deelnemers, ondersteuners, helpers, toeskouers of andersins, sal hulle hulself van enige gedrag weerhou wat die skool, personeel of hul medeleerders in 'n slegte lig kan stel. / *While wearing the school uniform, or any part there-of that is sufficient to establish a link with the school in the public eye, or while representing the school, either directly or indirectly, as participants, supporters, assistants, spectators or otherwise, learners should refrain from any conduct that could bring the school, staff or their fellow learners into disrepute.*
- In hul wisselwerking met die skoolhoof, adjunkhoof, onderwysers en ander skoolpersoneel, moet leerders te alle tye die nodige hoflikheid en respek betoon en hulle weerhou van optrede wat op oneerbiedigheid of opstandigheid neerkom. / *In their interaction with the principal, vice-principal, teachers and other staff of the school, learners should be courteous and respectful at all times and should refrain from any action that constitutes disrespectfulness or rebelliousness.*
- In hul wisselwerking met mekaar, moet leerders sover moontlik selfbeheersing aan die dag lê en wedersydse respek en verdraagsaamheid betoon. In die besonder moet leerders hulle weerhou van enige gedrag wat daarop gemik is om die fisiese, geestelike en morele welstand van enige ander leerder te skend, of wat daartoe kan aanleiding gee. Enige seksuele of onbehoorlike fisiese kontak tussen leerders op die skoolterrein of enige ander plek waar hulle as leerders van die skool uitgeken kan word, is streng verbode. / *In their interaction with one another, learners should practise self-restraint as far as possible, and should display mutual respect and tolerance. In particular, learners shall refrain from any action aimed at harming, or that could possibly cause harm to, any other learner's physical, spiritual and moral well-being. Any sexual or improper physical contact between learners on school grounds, or in any other place where they could be identified as learners of the school, is strictly prohibited.*
- 'n Onderwyser van die skool sal oor dieselfde regte as 'n ouer beskik wat betref die beheer en dissipline van die leerder volgens die Gedragkode, sowel gedurende die leerder se skoolbywoning as gedurende enige skoolaktiwiteit. / *School teachers should have the same rights as a parent with regard to controlling and disciplining the learner according to the Code of Conduct, both during such learner's school attendance as well as at any school activity.*
- Leerders mag nie in die klaskamer of saal eet of drink nie. Die kou van kougom gedurende skoolaktiwiteite is streng verbode. / *Learners may not eat or drink in the classroom or school hall. The chewing of gum during school activities is strictly prohibited.*
- Selfoongebruik gedurende skoolaktiwiteite is streng verbode. Oproepe mag slegs in noodgevallen en met die toestemming van die skoolhoof gemaak word. / *The use of cell phones during school activities is strictly prohibited. Calls may be made in emergencies only and only with the school principal's permission.*
- Die rook, besit en/of gebruik van tabakmiddels, drank, ander alkoholiese middels of dwelmmiddels gedurende enige skoolaktiwiteit of wanneer leerders in skooldrag geklee is, is verbode. / *The smoking, possession and/or use of tobacco products, liquor, other alcoholic substances or drugs during any school activity, or when learners are dressed in school uniform, is strictly prohibited.*
- In geval van 'n redelike vermoede dat leerders hulself aan 'n oortreding van hierdie Gedragkode of die landswette skuldig gemaak het, het die skoolhoof of 'n onderwyser die reg om sodanige leerders en/of die eiendom in hul besit vir enige gevaarlike wapens, gewere,

dwelms of ander skadelike en gevaarlike middels, gesteelde goedere of pornografiese materiaal te deursoek wat die leerders moontlik op die skoolterrein kon bring. Sodanige leerders se menswaardigheid sal deurentyd gerespekteer word, en dus sal die deursoeking privaat, deur persone van die-selfde geslag, en in die teenwoordigheid van nóg 'n persoon geskied. Die deursoekingsproses en -uitkoms moet opgeteken word. / *In case of a reasonable suspicion that learners have violated this Code of Conduct or the laws of the country, the school principal or an teacher is entitled to search such learners and/or the property in their possession for any dangerous weapons, guns, drugs or other harmful and dangerous substances, stolen goods or pornographic material that the learners may have brought onto the school grounds. Throughout, learners' dignity will be respected, and therefore, the search will be conducted in private, by persons of the same sex, and in the presence of another person. The search process and outcome must be recorded.*

- Enige optrede wat die administrasie, dissipline of doeltreffendheid van die skool onbillik benadeel, sal as 'n oortreding van hierdie Gedragkode beskou word. / *Any conduct that unfairly prejudices the administration, discipline or efficiency of the school shall be regarded as a violation of this Code of Conduct.*
- Skuldigbevinding deur 'n hof aan 'n strafregtelike oortreding sal as 'n oortreding van hierdie Gedragkode beskou word. / *A conviction of a criminal offence in a court of law shall be regarded as a violation of this Code of Conduct.*
- **Oortredings wat tot skorsing en/of uitsetting kan lei, sluit in, maar is nie beperk nie tot: / *Transgressions that may lead to suspension and/or expulsion include but are not limited to:***
- optrede wat ander se veiligheid bedreig en wat die regte van ander skend; / *conduct that poses a threat to others' safety and infringes upon others' rights;*
- die besit, dreigement of gebruik van gevaarlike wapens; / *possessing, threatening with or using dangerous weapons;*
- die besit, gebruik, verhandeling of sigbare bewys van narkotiese of ongemagtigde dwelms, alkohol en bedwelvende middels van enige aard; / *the possession, use, trading or any visible sign of narcotic or unauthorised drugs, alcohol and intoxicating substances of any nature;*
- bakleiery, aanranding of mishandeling van leerders of skoolpersoneel; / *fighting, assault or abuse of learners or school staff;*
- onsedelike gedrag of 'n gevloek; / *indecent behaviour or swearing;*
- die aanneem of voorhou van 'n vals identiteit; / *adopting or assuming a false identity;*
- enige vorm van haatspraak, seksisme, rassisme of ander antisosiale gedrag; / *harmful graffiti, hate speech, sex-ism or racism;*
- diefstal of die besit van gesteelde goedere, wat die diefstal of besit van toets- of eksamenvraestelle voor sodanige toets of eksamen insluit; / *theft, or the possession of stolen goods, including the theft or possession of test or ex-amination papers before such test or examination has been conducted;*
- onregmatige optrede teenoor en/of vandalisme, die vernietiging of beskadiging van skoleiendom wat die aan-bring van graffiti sou insluit; / *unlawful conduct towards and/or vandalising, destroying or damaging school property;*
- oneerbiedigheid, aanstootlike gedrag en verbale mishandeling gerig teen onderwysers of ander skoolpersoneel of
- leerders; / *disrespectfulness, offensive behaviour and verbal abuse aimed at teachers or other school staff or learners;*
- herhaalde oortredings van skoolreëls of hierdie Gedragkode; / *repeated violations of school rules or this Code of Conduct;*
- strafregtelike en onderdrukkende gedrag, soos verkragting en geslagsgebaseerde teistering; / *criminal and op-pressive behaviour, such as rape and gender-based harassment;*
- viktimisasie, afknouery en intimidasie van ander leerders; / *victimisation, bullying and intimidation of other learners;*
- die oortreding van eksamenreëls; en / *the transgression of examination rules; and*
- opsetlike en bewuste verstrekking van vals inligting, of die vervalsing van dokumente, ten einde onbehoorlike voordeel te bekom. / *intentionally and knowingly providing false information, or forging documents, in order to obtain an unfair advantage.*

4 KLASREËLS / CLASS RULES

- Elke klasonderwyser sal, ná oorleg met die klasleerders, klasreëls opstel wanneer hierdie Gedragkode aanvaar word, en aan die begin van elke daaropvolgende skooljaar. / *The class teacher should formulate class rules upon the adoption of this Code of Conduct, and at the beginning of each ensuing school year, after having consulted the learners in the class.*
- Die klasreëls moet skriftelik opgestel word en onmiddellik by die Dissiplinehoof ingedien word; in duidelik leesbare skrif op 'n prominente plek in die klaskamer aangebring word; en aan alle leerders en hul ouers beskikbaar gestel word. / *The class rules must be compiled in writing and immediately be tabled to the Head of Discipline; be displayed in a legible format in a prominent spot in the classroom; and be made available to all learners and their parents.*
- Leerders moet stiptelik en volledig voldoen aan die klasreëls sowel as enige mondelinge opdragte wat die klasonderwyser of enige personeellid gee, en wat redelikerwys noodsaaklik is om hierdie Gedragkode uit te voer en om die skool behoorlik en professioneel te bestuur. / *Learners are expected to fully and promptly comply with the class rules as well as any verbal instruction, given by the class teacher or any staff member, that is reasonably essential to give effect to this Code of Conduct and professional management of the school.*
- Enige oortreding van die klasreëls sal as 'n oortreding van hierdie Gedragkode en skoolreëls beskou word. / *Any violation of the class rules shall be regarded as a violation of this code of conduct and school rules.*

5. REËLS MET BETREKKING TOT VOORKOMS EN SKOOLDRAG / RULES REGARDING APPEARANCE AND SCHOOL UNIFORM.

SKOOLDRAG / SCHOOL UNIFORM

- * Die voorgeskrewe skooldrag moet gedurende skoolure én ander skoolaktiwiteite soos wat die Beheerliggaam bepaal, gedra word. / *The prescribed school uniform shall be worn during school hours as well as other school activities, as determined by the Governing Body.*
- * Skooldrag moet altyd heel, skoon en netjies wees. Wat onderhemde betref, mag seuns slegs 'n effekleurige, wit onderhemp dra wat onder geen omstandighede sigbaar mag wees nie. / *School uniform must be clean and neat at all times. As for vests, boys may only wear plain white vests, which may not be visible under any circumstances.*
- * Skoelshoene moet netjies en poleerbaar wees of kaalvoet in die Somer. Tekkies mag slegs by Bossiedrag gedra word. / *School shoes must be neat and polished, alternatively learners may be barefoot in summer. Tekkies may only be worn with Bossie clothes.*
- * Skooltruie / windbrekers mag nie om die middellyf vasgebind word nie. / *School jerseys/dri-macs may not be tied around the waist.*
- * Bossiedrag mag slegs op die volgende dae gedra word: / Bossie clothes may only be worn on the following days:
 - ⇒ Die dag as die leerder verjaar of die Vrydag indien hy/sy oor die naweek verjaar. / *The day on which the learner has his/her birthday or on Friday if he/she is celebrating his/her birthday on the weekend.*
 - ⇒ Die Vrydag indien hy/sy tydens die saalopening gestaan het vir 80% of meer in 'n toets behaal. / *The Friday if he/she stood during assembly for scoring 80% or more in a test*
 - ⇒ Die Vrydag nadat 'n sportspan gewen het gedurende die week. / *The Friday after a sports team has won during the week*
 - ⇒ Die dag waarop die graadgroep Liggaamlike Opvoeding het. / *The day the grade group has Physical Education.*
 - ⇒ Soos vooraf gereël met die hoof. / *As arranged with the school principal*

⇒ Die Leerlingraad mag elke Vrydag Bossiedrag dra. / *The Student Council may wear Bossie clothes every Friday.*

* Provinsiale- en Nasionale klere / Provincial and National clothing

⇒ Leerders wat provinsiale- of nasionale kleure verwerf het, mag die sweetpak op 'n Vrydag dra, **slegs in die jaar waarin die kleure verwerf is**. Geen oefendrag of onvanpaste kleredrag sal toegelaat word nie. / *Learners who obtained Provincial or national colours may wear a track suit on a Friday, **only during the year in which the colours were obtained. No practise or inappropriate clothes will be allowed.***

⇒ Sweetpakbaadjies mag nie by skooldrag gedra word nie. / *Track suit tops may not be worn with school uniform.*

* Kleredragreëls / Clothing rules

<u>Seuns / Boys</u>	
Winter	Ligblou skoolhemp, grys skoollangbroek, donkerblou skoolkouse, swart skoolskoene, donkerblou windbreker, skooltrui/oortrektrui / <i>Light blue school shirt, grey school trousers, dark blue school socks, black school shoes, dark blue windbreaker, school jersey / pull-over</i>
Winter: Bossiedrag <i>Winter: Bossie clothes</i>	Donkerblou bossiehemp, donkerblou sweetpакbroek, netjiese tekkies, donkerblou kouse, donkerblou windbreker / <i>Dark blue Bossie shirt, dark blue sweatpants, neat tackies, dark blue socks, dark blue windbreaker</i>
Somer / <i>Summer</i>	Ligblou skoolhemp, donkerblou skoolbroek, donkerblou skoolkouse, swart skoolskoene of kaalvoet / <i>Light blue school shirt, dark blue school pants, dark blue school socks, black school shoes or be barefoot</i>
Somer: Bossiedrag <i>Summer: Bossie clothes</i>	Donkerblou bossiehemp, donkerblou bossiebroek of donkerblou rugbybroek, netjiese tekkies, donkerblou kouse of kaalvoet / <i>Dark blue Bossie shirt, dark blue Bossie pants or dark blue rugby shorts, neat tackies, dark blue socks or be bare feet</i>
<u>Dogters / Girls</u>	
Winter	Ligblou skoolhemp, grys skoollangbroek, donkerblou skoolkouse, swart skoolskoene, donkerblou windbreker, skooltrui / oortrektrui. / <i>Light blue school shirt, grey school trousers, dark blue school socks, black school shoes, dark blue windbreaker, school jersey / pull-over.</i> OF / OR Geruite skoolrok met belt, lang donkerblou skoolkouse, swart skoolskoene, donkerblou windbreker, skooltrui / oortrektrui / <i>Checkered school dress with belt, long dark blue school socks, black school shoes, dark blue windbreaker, school jersey / pull-over.</i>
Winter: Bossiedrag <i>Winter: Bossie clothes</i>	Donkerblou bossiehemp, donkerblou sweetpакbroek, netjiese tekkies, donkerblou kouse, donkerblou windbreker / <i>Dark blue Bossie shirt, dark blue sweatpants, neat tekkies, dark blue socks, dark blue windbreaker</i>
Somer / <i>Summer</i>	Geruite skoolrok met belt, kort donkerblou skoolsokkies, swart skoolskoene of kaalvoet / <i>Checkered dress with belt, short dark blue school socks, black school shoes or be bare feet</i>
Somer: Bossiedrag <i>Summer: Bossie clothes</i>	Donkerblou bossiehemp, donkerblou bossiebroek, netjiese tekkies, donkerblou kouse of kaalvoet (dogters mag nie rugbybroeke dra nie) / <i>Dark blue Bossie shirt, dark blue Bossie shorts, neat tackies, dark blue socks or be bare feet (girls are not allowed to wear rugby shorts)</i>

* Algemeen / General

- ⇒ Geen musse of hoofbedekkings buiten dié wat in die kleredragreëls voorgeskryf word, mag gedra word nie. / *Any caps or headgear other than those prescribed in the clothing rules are prohibited.*
- ⇒ Die skoolhoof kan na goeë dunde toestemming verleen dat leerders by sekere geleenthede gewone drag dra. So-danigedrag moet netjies en welvoeglik wees. / *The school principal may use his/her own discretion to grant per-mission for learners to wear casual clothes to certain events. Such clothes must be neat and proper.*
- ⇒ **Wanneer 'n leerder enige sportbyeenkoms of enige ander byeenkoms, as 'n toeskouer bywoon, moet hy/sy in Bossiedrag of Skooldrag geklee wees. / *When a learner attends any sports event or any other event presented by the school, as a spectator, he/she must be dressed in Bossie clothes or School uniform.***

• VOORKOMS: HARE / APPEARANCE HAIR

Dogters / Girls

- Haarkleur moet te alle tye natuurlik vertoon. Geen onnatuurlike strepe word toegelaat nie. / *Hair colour must seem natural at all times. No unnatural highlights or lowlights are allowed.*
- Hare wat oor die kraag hang, moet vasgemaak word. / *Hair that extends over the collar must be tied.*
- Slegs haarbykomstighede (linte, kammetjies en rekkies) wat by die skool se kleure pas, mag gedra word. (Blou, rooi en wit) / *Only hair accessories (ribbons, combs and bobbles) that fit in with the school's colours may be worn. (Blue, red and white)*
- Hare moet stewig vasgemaak wees. Geen slierte mag loshang nie. / *Hair must be properly tied, with no loose ends.*
- Vals haarstukke: Slegs halfkop, gevleg en vasgemaak/weggebind / *False hairpieces: Only half-head, flattened and tied/welded*

Seuns / Boys

- Hare moet kort en netjies geknip wees. / *Hair must be short and neatly cut.*
- Die gedeelte om die ore moet skoon geknip wees. Hare mag nie aan die ore raak wanneer die hare regaf gekam word nie. / *There may be no hair in the section around the ears. Hair may not touch the ears when it is combed straight down.*
- Wanneer die hare afgekam word, mag dit nie die wenkbroue raak nie. / *When hair is combed down/ forward, it may not touch the eyebrows.*
- Wangbaard ("sideburns") kan tot by die middel van die oor strek. / *Sideburns may extend up to the middle of the ear.*
- Hare moet agter reëlmatig opgesny word. / *Hair at the back must be gradually layered.*
- Hare mag nie uitermate van die kop wegstaan nie. Geen vreemde haarstyle word toegelaat nie. / *Hair may not bush out excessively. No foreign hairstyles are allowed.*
- Haarstyle wat onder uitgeskeer of geknip word, oftewel "undercuts", is verbode. / *No undercuts will be allowed.*
- Geen haarprodukte soos 'mousse', 'gel' waks, haarsproei, ens is toelaatbaar nie. / *No hair sculpting products allowed.*
- Haarkleur moet te alle tye natuurlik vertoon. Geen onnatuurlike strepe word toegelaat nie. / *Hair colour must seem natural at all times. No unnatural highlights or lowlights are allowed.*

- **Ouers word dringend versoek om seker te maak dat hul kinders se hare skoon en netjies sal wees en deur gereeld te kyk vir luise/nete, wat hoogs aansteeklik is. Die skool kan nie verantwoordelik te gehou word nie. Enige ander kopvelsiekte is ook nadelig vir ander kinders. / *Parents are urgently requested to make sure that their children's hair is clean and neat. Make sure to look for lice regularly, which are highly contagious. The school can not be held responsible. Please note that any other head skin disease may also be harmful and contagious.***

- **Ouers word verder versoek om voorkomend op te tree en hul kinders se hare te behandel met voorkomende luisprodukte. Luise/nete verskyn gewoonlik sodra seisoensverandering plaasvind. / *Parents are further requested to act preventively to protect their children against hair lice and preventive products are recommended. Lice usually appear as soon as the season starts changing.***
- **VOORKOMS: JUWELE / APPEARANCE: JEWELRY**
 - Geen juwele, soos ringe, armbande (rekkies óf leer) of kettings, word toegelaat nie. / *All jewellery items, such as rings, bracelets (elastic or leather) or chains, are prohibited.*
 - Slegs gewone polshorlosies word toegelaat. Geen e-horlosies of enige ander toestel/apparaat is toelaatbaar nie / *Only wristwatches are allowed. No e-watches or other devices.*
 - Die dra van liggaamsjuwele, soos neus-, tong- en wenkbroujuwele, is verbode. / *The wearing of body jewellery, such as nose, tongue and eyebrow jewellery, is strictly prohibited.*
 - Wat ooringe vir dogters betref, mag slegs een goue of silwer knoppie of standard goue of silwer ringetjie per oor gedra word, en wel in die onderste gaatjie indien daar meer as een is. Geen steentjies van enige aard word toe-gelaat nie. / *As for girls' earrings, only one gold or silver stud or standard gold or silver ring will be allowed per ear, worn in the bottom hole if the ears had been pierced more than once. No other studs or gems will be allowed.*
 - Seuns mag geen juwele behalwe 'n gewone polshorlosie dra nie. / *Boys are not allowed to wear any jewellery accept a wristwatch.*
 - Medic-Alert en Crisis-on-call bandjies mag wel gedra word. / *Medic-Alert and Crisis-on-call bands may be worn.*
 - Gebedsbandjies moet vooraf met die hoof gereël word. / *Prayer-bands may be pre-arranged with the principal*
- **VOORKOMS: NAELS / APPEARANCE: NAILS**
 - Naels mag nie oor die vingerpunte steek nie. Naels moet kort geknip en skoon wees. / *Nails may not extend be-yond fingertips. Nails must be cut short and kept clean at all times*
 - Geen naellak/-gel mag gedra word nie. / *No nail polish/gel may be worn.*
- **VOORKOMS: GRIMERING / APPEARANCE: MAKE-UP**
 - Geen onderlaag, maskara, oogomlyner of blosser word toegelaat nie. / *No foundation, mascara, eyeliner or blush-er will be allowed.*
 - Geen lipglans / *No lip gloss*

6. SPORT- EN BUITEMUURSE AKTIWITEITE / SPORTS AND EXTRA CURRICULAR ACTIVITIES.

- Deelnemers aan sport- en buitemuurse aktiwiteite: / *Participants in sports and extracurricular activities:*
 - * Leerders wat gekies word om die skool as deelnemers in enige sport- of ander buitemuurse aktiwiteite te verteenwoordig, moet gedurende en ná deelname aan sodanige aktiwiteit in die sportdrag, skooldrag of ander voorgeskrewe drag geklee wees soos wat die onderwyser wat vir daardie aktiwiteit verantwoordelik is, bepaal. / *Learners who are selected to represent the school as participants in any sports or other extra curricular activities must be dressed in the sport uniform, school uniform or other prescribed clothing as determined by the teacher responsible for the activity concerned, both during and after participation in such activity.*
 - * Alle leerders wat aan voormelde aktiwiteite deelneem, sal lojaal wees teenoor die skool en mededeelnemers. In die besonder moet deelnemers betyds en stiptelik by die plek aanmeld waar die aktiwiteit plaasvind of van waar deelnemers na die betrokke plek van deelname vertrek. Leerders wat gekies is om die skool in 'n aktiwiteit te verteenwoordig kan slegs van bywoning verskoon word indien 'n skriftelike verskoning vooraf aan die sport- of kultuurhoof oorhandig word. Onvermydelike afwesigheid van 'n aktiwiteit sal slegs verskoon word indien die sport- of kultuurhoof nie later nie as drie dae na afloop van die betrokke aktiwiteit 'n skriftelike verskoning ontvang. / *All learners who participate in the aforementioned activities shall be loyal to the school and fellow participants. In particular, participants must report promptly and on time at the venue of the activity or the venue from where participants depart to the activity. Learners who have been selected to represent the school in an activity may only be excused from attendance if a written apology is handed to the sports or cultural head in advance. Unforeseen absence from an activity will only be excused if the sports or cultural head receives a written apology no later than three days following the relevant activity.*
 - * Leerders wat die skool by sportaktiwiteite verteenwoordig, sal te alle tye hofflik optree teenoor, en aan die beslissings, voorskrifte en opdragte voldoen van die sporthoof en die onderwyser wat by die bepaalde sport betrokke is; die skeidsregter of beoordelaar ten aansien van die betrokke aktiwiteit; en die spankaptein. / *Learners who represent the school at sports activities will at all times be courteous towards, and comply with the rulings, prescripts and instructions of: the sports head and the teacher involved in the relevant sports code; the referee or adjudicator with regard to the relevant activity; and the team captain.*
 - * Alhoewel daar aanvaar word dat leerders wat aan sportaktiwiteite deelneem dit met oorgawe en volle inspanning doen, moet sodanige leerders steeds selfbeheersing en dissipline aan die dag lê. In die besonder moet leerders hulle van enige onsportiewe gedrag, vuil of beledigende taal, betrokkenheid in gevegte of voorvalle, of enige vuil of onbehoorlike spel weerhou. / *Although it is assumed that learners who participate in sports activities shall do so with commitment and dedication, such learners are expected also to practise self-restraint and self-discipline. In particular, no learner may display bad sportsmanship, use foul or offensive language, get involved in fights or incidents, or engage in any foul or improper play.*
- Toeskouers en ondersteuners by sport- en ander buitemuurse aktiwiteite / *Spectators and supporters at sports and other extracurricular activities*
 - * Alle leerders wat enige skoolaktiwiteit as toeskouers of ondersteuners bywoon, sal, benewens die nakoming van die bepalings van hierdie Gedragkode, hulle van ontwrigtende, onbehoorlike, opstandige, onnodig opruiende of onbetaamlike gedrag weerhou. In die besonder mag leerders nie negatief op die beslissings van beoordelaars of skeidsregters reageer nie. / *Apart from their duty to comply with the provisions of this*

Code of Conduct, all learners attending any school activity as spectators or supporters shall also refrain from any disruptive, improper, rebellious, unnecessarily inciting or indecent behaviour. In particular, learners may not respond negatively to any ruling by an adjudicator or referee.

- * *Leerders wat enige skoolaktiwiteit as toeskouers of ondersteuners bywoon, sal hulle onderwerp aan en neerlê by enige opdragte en aanwysings wat hulle voor, gedurende én na afloop van die betrokke aktiwiteit ontvang van die skoolhoof, enige onderwyser, lid van die Leerlingraad, ander skoolleiers, of ouers wat die skoolhoof aangestel het om met die vervoer, toesig of beheer van leerders te help wat na of van die betrokke aktiwiteit vervoer word, of dit bywoon. / Learners who attend any school activity as spectators or supporters shall abide by and obey any instructions and directives they receive prior to, during and after the activity concerned from the principal, any teacher, member of the Student Council other school leaders, or parents appointed by the principal to assist with the transport, supervision or control of learners who need to be transported to and from the activity concerned, or who attend the activity.*
- * **Leerders wat enige skoolaktiwiteit as toeskouers of ondersteuners bywoon moet te alle tye netjies geklee wees in skooldrag of Bossiedrag. / Learners who attend any school activity as spectators or supporters must be neatly dressed in school uniform or Bossie uniform.**
- * *Bostaande reëls geld ook enige deelname aan enige ander buitemuurse aktiwiteite buiten sport, behalwe waar dit ooglopend nie van toepassing is nie. / The abovementioned rules equally apply to any participation in any extracurricular activity apart from sports activities, except cases on which the rules obviously have no bearing.*

7. Skooleiendom / School property

‘Skooleiendom’ sluit die volgende in: / ‘School property’ includes the following:

- *Die grond en geboue wat deur die skool beset word sowel as enige permanente aanhegting aan sodanige grond en geboue. Alle ander eiendom, wat toerusting, boeke, voorraad, motorvoertuie en dies meer insluit, wat die skool besit, huur of berg, of vir die beskadiging of verlies waarvan die skool wetlik aanspreeklik gehou kan word / The grounds and buildings occupied by the school, as well as any permanent addition to such grounds and buildings. All other property, including equipment, books, stock, motor vehicles and the like that the school owns, rents or stores, or with regard to which the school could be held legally liable in case of any damage or loss*
- *Aangesien die skool ontwikkel en opgerig is vir gebruik deur alle leerders wat daar skoolgaan, is alle leerders verplig om alles in hul vermoë te doen om die skool se eiendom te bewaar, so dat dit tot voordeel van alle huidige en toekomstige leerders van die skool gebruik kan word. / As the school has been developed and erected for the use of all learners who attend it, all learners are obligated to do everything in their power to protect the school’s property in order for it to be utilised to the benefit of all current and future learners of the school.*
- *Geen leerder mag enige skooleiendom van die skoolperseel verwyder sonder die vooraftoestemming van die skoolhoof of ’n onderwyser van die skool nie. / No learner may remove any school property from the school grounds without the prior consent of the principal or a teacher of the school.*
- *Leerders mag nie enige eiendom van die personeel van die skool, medeleerders, besoekers aan die skool, of lede van die publiek hanteer, beskadig, merk, skend of vernietig nie. Hierdie reël geld eiendom op die skoolterrein, in die onmiddellike omgewing van die skool, by of naby die plek van enige skoolaktiwiteit, sowel as enige voertuig waarmee leerders vervoer word en die eiendom daarop. / Learners may not handle, damage, mark, deface or destroy any property of the staff of the school, fellow learners, visitors to the school, or members of the public.*

This rule applies to property on the school grounds, in the immediate vicinity of the school, at or near the venue of any school activity, as well as any vehicle with which learners are transported, and the property contained therein.

- Leerdere mag nie enige skool eiendom beskadig, skend of vernietig nie. Enige leerder wat enige skool eiendom opsetlik misbruik, beskadig of verniel, moet dit vervang of daarvoor betaal. Vernietiging en/of beskadiging van eiendom is 'n strafbare oortreding. / *Learners may not damage, deface or destroy any school property. Any learner who deliberately misuses, damages or vandalises any school property shall replace or pay for such property. Destruction of and/or damage to property is a criminal offence.*

8. Die Leerlingraad en skoolleiers / The Student Council and school leaders

- Die Leerlingraad en skoolleiers is saam met die personeel van die skool verantwoordelik vir algemene skooldisipline. / *The Student Council and school leaders, in conjunction with the staff of the school, are responsible for general school discipline.*
- Leerlingraadslede en ander skoolleiers moet leerders wat oortree na die personeel van die skool bring, waarna die nodige stappe gevolg sal word. / *Student Council members and other school leaders shall bring learners that have transgressed to a staff member of the school, where after line functions will be followed.*
- Alle leerders moet enige redelike voorskrif van 'n lid van die Leerlingraad of 'n ander skoolleier gehoorsaam, en moet die Leerlingraad en ander skoolleiers ondersteun en samewerking verleen in die behoorlike uitvoering van hul pligte. / *All learners shall obey any reasonable instruction from a member of the Student Council or another school leader, and shall support and cooperate with the Student Council and other school leaders in order to execute their duties.*
- Leerlingraadslede en skoolleiers moet te alle tye 'n voorbeeld wees vir die res van die leerders en die skoolreëls te alle tye gehoorsaam en die skool se waardes uitleef.

9. Skoolkennisgewings / School notices

Alle leerders is verplig om alle kennisgewings wat die Beheerliggaam, skoolhoof of 'n onderwyser van die skool vir dié doel aan leerders uitreik, aan hul ouers te oorhandig, en om enige ontvangserkenning wat die ouers moet voltooi, stiptelik aan die klasonderwyser te voorsien. / *All learners are obligated to hand all school notices that were distributed to learners for such purpose by the Governing Body, principal or a teacher of the school, to their parents or guardians, as well as promptly return to the class teacher any acknowledgement of receipt that was to be completed by the parents.*

10. Skoolwerk en huiswerk / School work and homework

- Daar sal te alle tye 'n ordelike atmosfeer in die klaskamer heers. Leerdere mag nie onderrig versteur of verhinder nie. / *There shall be an orderly atmosphere in the classroom at all times. Learners may not disrupt or hinder teaching.*
- Leerdere moet klasopdragte stiptelik nakom. / *Learners must promptly carry out instructions in class.*
- Alle leerders sal 'n skoolhuiswerkboek hou en bywerk. / *All learners must have and maintain such homework book as may be required by the principal or class teacher.*
- Leerdere moet die voorgeskrewe huiswerk doen en dit stiptelik teen die bepaalde spertyd by die betrokke onderwyser indien. Versuim om aan hierdie reël te voldoen kan slegs verskoon word indien die leerder op die dag waarop die huiswerk voltooi moes gewees het, 'n skriftelike nota van sy/haar ouers met 'n aanvaarbare verduideliking vir die versuim aan die onderwyser oorhandig. / *All learners must do their prescribed homework and promptly return it to the relevant teacher by the due date. Failure to comply with this rule shall be excused*

only if, on the day on which the homework was to be completed, the learner hands a written note from his/her parent, with an acceptable excuse for such failure – to the class teacher.

- Alle leerders moet hul voorgeskrewe skoolwerk met ywer, pligsgetrouheid en toewyding doen om sodoende 'n deurlopende werksetiek te ontwikkel. Versuim om aan hierdie reël te voldoen, sonder 'n aanvaarbare verskoning, sal as 'n oortreding van hierdie reël beskou word. / *All learners are expected to complete their prescribed homework enthusiastically, diligently and with dedication in order to develop a consistent work ethic. Failure to comply with this rule without an acceptable excuse shall be regarded as a transgression of this rule.*
- Leerders is verplig om enige werk wat hulle misgeloop het, so spoedig moontlik in te haal. / *Learners are obligated to complete any work that they have missed as soon as possible.*
- Leerders beweeg vinnig in enkelgelid van die een klas na die volgende. Gesels in groepe of kledkamerbesoeke gedurende klasruilings is nie toelaatbaar nie. / *Learners shall move swiftly and in single file from one class to the next. Chatting in groups or visits to the restroom between classes are not allowed.*

11. Toetse en eksamens / Tests and examinations

- Alle leerders is verplig om hulle aan die toetse en eksamens wat deur die onderwysers aan hulle opgedra word, te onderwerp. Versuim om aan hierdie reël te voldoen sal slegs in uitsonderlike gevalle verskoon word, mits die ouers van die betrokke leerder op die vroeë moontlike geleentheid 'n volledige en aanvaarbare skriftelike verduideliking aan die skoolhoof oorhandig. / *All learners are obligated to abide by the tests and examinations that teachers may require. Failure to comply with this rule shall be excused in exceptional cases only, provided that the parents of the learner concerned supply the principal with a full and acceptable written explanation at the earliest possible opportunity.*
- Leerders moet hulle met die afneem van toetse of eksamens van enige vorm van oneerlikheid weerhou. / *Learners shall refrain from any form of dishonesty when tests and examinations are conducted.*

12. Motorvoertuie en motorfiets / Motor vehicles and motorcycles

Geen leerder word toegelaat om self met 'n motorvoertuig of motorfiets skool toe te ry of enige aktiwiteit by te woon nie. / *No learner is allowed to drive a motor vehicle or motorcycle to school, on school premises or to any extra curricular activity.*

13. Stiptelikheid en Skooltye / Punctuality and School times

- Leerders sal op die bestemde tyd aan die begin van die skooldag en met die aanvang van enige ander skoolaktiwiteit opdaag. Wanneer leerders laat kom, moet hulle 'n skriftelike verskoning van hul ouers verskaf. Leerders wat laat opdaag, moet eers by die kantoor aanmeld voordat hulle na hul betrokke klas gaan. / *Learners are expected to arrive on the appointed time at the beginning of the school day and the start of any other school activity. When learners arrive late, they must provide a written apology from their parents. Learners who arrive late must first report to the office before proceeding to their particular class.*

Skooltye / School Times

Graad R & 1: 12:00 tot die einde van Februarie / <i>Grade R & 1: 12:00 till end of February</i>		
Graad / <i>Grade R</i>	07:20 - 12:45	Maandae tot Vrydae / <i>Mondays to Fridays</i>
Graad / <i>Grade 1 & 2</i>	07:20 - 13:00	Maandae tot Vrydae / <i>Mondays to Fridays</i>
Graad / <i>Grade 3</i>	07:20 - 13:15	Maandae tot Vrydae / <i>Mondays to Thursdays</i>
Graad / <i>Grade 4 - 7</i>	07:20 - 13:45	Maandae tot Vrydae / <i>Mondays to Thursdays</i>
Graad / <i>Grade 3 - 7</i>	07:20 - 13:00	Vrydae / <i>Fridays</i>

14. Afwesigheid van skool / Absence from school

- Leerders mag slegs in uitsonderlike gevalle afwesig wees van die skool, en dan ook slegs met die skriftelike kennisgewing aan die skoolhoof, of sy/haar verteenwoordiger indien die skoolhoof nie beskikbaar is nie. / *Learners may be absent from school in exceptional cases only, and only with the written consent of the principal, or his/her representative if the principal is not available.*
- Afwesigheid van die skool sonder 'n aanvaarbare verskoning word as stokkiesdraaiery beskou, wat streng verbode is. / *When any learner is absent from school without an acceptable excuse, it shall be regarded as truancy, which is strictly prohibited.*
- Leerders wat vir een tot drie agtereenvolgende dae van die skool afwesig is, moet met hul terugkeer 'n skriftelike verduideliking van hul ouers voorlê. Afwesigheid vir meer as drie agtereenvolgende dae sal slegs verskoon word indien 'n brief deur 'n geregistreerde mediese praktisyn voorgelê word, buiten in die geval van dood of trauma in die leerder se gesin of om 'n ander rede wat deur die skoolhoof goedgekeur word. / *Learners who are absent from school for one to three consecutive days must upon their return to school submit a written explanation by their parents. Absence for more than three consecutive days shall be excused only if a certificate from a registered medical practitioner is submitted, except in the case of death or trauma in the learner's family, or another reason approved by the principal.*
- **Die Suid-Afrikaanse Skole Wet, artikel 3(1) bepaal dat onderwys verpligtend is en dat ouers (artikel 3, 6a) wat nalaat om hul kind/ers skool toe te stuur vervolgt kan word en dat skuldigbevinding kan lei tot 'n boete of selfs tronkstraf. As ouer moet u dus toesien dat u kind die skool getrou bywoon. Volgens die Skole Wet kan 'n kind wat meer as twintig (20) dae afwesig is sonder 'n geldige verskoning, nie na die volgende graad bevorder word nie. / *According to the South African Law for schools, section 3 (1) it is compulsory for children to go to school (Act 3, 6a). Parents / Guardians who neglect to send their children to school may be found guilty and be charged with a fine or even go to jail. The act states further that if a child is absent for more than ten (10) days he/she will not be promoted to the next grade. Parents or Guardians, should see to it that their child attends school regularly.***

15. Omgewing / Environment

- Leerders het die reg op 'n veilige omgewing en skool wat bevorderlik is vir opvoeding. / *Learners have the right to a safe environment and school that are conducive to education.*
- Leerders mag nie die skoolgronde of -geboue bemors nie. / *Learners may not litter on school grounds or in school buildings.*
- Leerders wat toeskouers of ondersteuners by enige skoolaktiwiteit is, moet die terrein wat hulle beset netjies en skoon agterlaat, en moet seker maak dat alle rommel opgeruim en in vullishouers geplaas word. / *Learners who attend any school activity as spectators or supporters are expected to leave the grounds they have occupied in a neat and clean condition, and must ensure that all litter is picked up and placed in garbage bins*
- Leerders moet toilette skoon agterlaat. / *Learners must leave restrooms in a clean condition.*
- Enige optrede of versuim deur leerders wat 'n gesondheidsgevaar vir ander leerders veroorsaak of moontlik kan veroorsaak, moet vermy word. / *Any action or failure by learners that constitutes or could constitute a health risk to other learners must be avoided.*
- Geen slagspreuke (graffiti), plakkers, plakkate en dergelike dinge mag sonder die toestemming van die skoolhoof op enige oppervlak by die skool aangebring word nie. / *The application of slogans (graffiti), stickers, posters and the like to any surface at the school is strictly prohibited, unless it is done with the principal's consent.*

- Leerders moet gehoor gee aan die redelike opdragte van die skoolhoof, enige onderwyser, lid van die Leerlingraad of 'n ander skoolleier met betrekking tot die handhawing van 'n skoon en higiëniese skoolomgewing. / *Learners shall comply with any reasonable instruction from the principal, any teacher, Student Council or another school leader with regard to maintaining a clean and hygienic school environment.*

16. Vrystelling van bepalinge van die gedragkode
Exemption from provisions of the code of conduct

- Leerders kan op kulturele, godsdienstige of mediese gronde skriftelik by die beheerliggaam aansoek doen om algehele of gedeeltelike vrystelling van een of meer van die items wat in die gedragkode vervat is. / *Learners may submit a written application to the governing body for total or partial exemption from one or more of the items contained in the code of conduct based on cultural, religious or medical grounds.*
- Sodanige aansoek moet volledige redes én stawende bewyse insluit. Die bewyslas rus dus op die leerder om die aansoek om vrystelling te staaf. / *Such application must include full reasons as well as confirmative evidence. Therefore, the onus of proof still lies with the learner to substantiate the application for exemption.*
- Aansoeke om vrystelling sal slegs aan die begin van elke skooljaar oorweeg word, tensy dringendheid of veranderende omstandighede aangevoer kan word. / *Applications for exemption will be considered at the start of the school year only, unless the applicant can prove that the matter is urgent or necessitated by a change in circumstances.*
- In die oorweging van 'n aansoek om vrystelling sal die beheerliggaam geregtig wees om enige inligting in te win wat hy vir 'n regverdige beoordeling van die aansoek kan nodig ag. / *In considering an application for exemption, the governing body shall be entitled to obtain any information that it deems necessary for a fair adjudication of the application.*
- Die beheerliggaam sal die aansoek om vrystelling met die nodige erns en verantwoordelikheid, en binne die raamwerk van die Grondwet en hofuitsprake oorweeg, en die leerder skriftelik van sy besluit inlig. / *The governing body shall consider the application for exemption with the necessary earnestness and responsibility, and within the framework of the Constitution and court judgements, and will inform the learner of its decision in writing.*

In geval van die oortreding van enige bepaling in hierdie dissiplinêre kode sal die voorgeskrewe dissiplinêre prosedure gevolg word. / In case of a violation of any provision in this code of conduct the prescribed disciplinary procedure shall be followed.

GETEKEN TE **ONVERWACHT** OP HIERDIE **30STE** DAG VAN **NOVEMBER 2018**
 SIGNED AT **ONVERWACHT** ON THIS **30TH** DAY OF **NOVEMBER 2018**

Beheerliggaamvoorsitter
Governing body chairperson

Skoolhoof
School principal

*Bullebakkery &
Kuber-
bullebakkery
Bullying & Cyber
Bullying*

**LAKERSKOOI
BOSVELD
PRIMARU**





Inhoudsopgawe Table of Contents



Bullebakkery en Kuberbullebakkery

Bullying and Cyber bullying

1.	Inleiding <i>Introduction</i>	36
2.	Woordoms krywing <i>Definitions</i>	36
3.	Toepassing <i>Application</i>	39
4.	Verbode aktiwiteite of gedrag <i>Prohibited activities or behaviour</i>	40
5.	Aanmelding <i>Reporting</i>	40

Bullebakkery en Kuberbullebakery

Bullying and Cyber Bullying

Hierdie beleid moet saam met die skool se Gedragskode vir Leerders gelees word, en maak ook 'n integrale deel daarvan uit. / This policy must be read in conjunction with the school's Code of Conduct for Learners, of which it forms an integral part.

1. Inleiding / Introduction

Hierdie dokument is die beleid oor bullebakery en kuberbullebakery van **Laerskool Bosveld Primary** wat die skoolbeheerliggaam op **30 November 2018** goedgekeur het. Die beleid is opgestel ooreenkomstig die bepalings van die Grondwet van Suid-Afrika, 1996; die Suid-Afrikaanse Skolewet 84 van 1996 ('die Skolewet'); die Wet op Nasionale Onderwysbeleid 27 van 1996; toepaslike provinsiale wetgewing oor skoolonderwys; die Wet op Beskerming teen Teistering 17 van 2011; die Wysigingswet op die Strafwet (Seksuele Misdrywe en Verwante Aangeleenthede), 2007, en die Verenigde Nasies se Konvensie oor die Regte van die Kind, 1989. / *This document is the bullying and cyberbullying policy of **Laerskool Bosveld Primary** as approved by the school governing body on **30 November 2018**. The policy has been drafted in accordance with the provisions of the Constitution of South Africa, 1996; the South African Schools Act 84 of 1996 ('SASA'); the National Education Policy Act 27 of 1996; applicable provincial legislation on school education; the Protection from Harassment Act 17 of 2011; the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007, and the United Nations Convention on the Rights of the Child, 1989.*

Alle leerders is geregtig om skool te gaan in 'n openbare skool wat 'n veilige en geborge leeromgewing daarstel **Laerskool Bosveld Primary** se voornemens is om alle leerders van 'n billike leergeleentheid te voorsien. Daarvoor het die skool 'n beduidende belang daarby om 'n veilige, ordelike en beleefde skoolomgewing te skep wat onderrig en leer bevorder. / *All learners have the right to attend a public school that is a safe and secure learning environment. It is the intent of **Laerskool Bosveld Primary** to provide all learners with an equitable opportunity to learn. To that end, the school has a significant interest in providing a safe, orderly and respectful school environment, which is conducive to teaching and learning.*

Bullebakkery is nadelig vir die skoolomgewing en leerders se leer, prestasie en welstand. Dit meng in met die missie van die skool om leerders te onderrig, en ontwrig skoolbedrywighede. Bullebakery raak nie net die leerders teen wie dit gerig word nie, maar ook diegene wat aan sodanige gedrag deelneem of dit aanskou. Dit moet dus die hoof-gebied word om leerderveiligheid en 'n inklusiewe leeromgewing te verseker. / *Bullying is detrimental to the school environment and to learners' learning, achievement and well-being. It interferes with the mission of the school to educate learners, and disrupts school operations. Bullying affects not only learners who are targets, but also those who participate in and witness such behaviour. It must be addressed to ensure learner safety and an inclusive learning environment.*

2. Woordoms krywing / Definitions

- **Afpersing** is wanneer 'n persoon onregmatig en opsetlik een of ander materiële of nie-

materiële voordeel van 'n ander bekom, deur daardie persoon aan druk te onderwerp wat hom/haar dwing om die voordeel af te staan. / **Extortion** means when a person unlawfully and intentionally obtains some advantage, which may be of either a patrimonial or non-patrimonial nature, from another by subjecting the latter to pressure, which induces him or her to hand over the advantage.

- **Bullebakkery** beteken die stelselmatige en aanhoudende oplegging van fisiese pyn of sielkundige nood aan een of meer leerders, onderwysers, nie-onderwysers of besoekers aan die skoolperseel. Dit word voorts omskryf as onwelkome en herhaalde skriftelike, verbale of fisiese gedrag, met inbegrip van enige dreigende, beledigende of vernederende gebaar, deur 'n leerder of volwassene, wat ernstig of omvattend genoeg is om 'n intimiderende, vyandige of aanstootlike opvoedkundige omgewing te skep, ongemak of vernedering te veroorsaak, of op onredelike wyse met die leerder se skoolprestasie of -deelname in te meng, en kan onder meer insluit: / **Bullying** means systematically and chronically inflicting physical hurt or psychological distress on one or more learners, teachers, non-teachers or visitors to the school premises. It is further defined as unwanted and repeated written, verbal or physical behaviour, including any threatening, insulting or dehumanising gesture, by a learner or adult, which is severe or pervasive enough to create an intimidating, hostile or offensive educational environment, cause discomfort or humiliation, or unreasonably interfere with the learner's school performance or participation, and may involve, but is not limited to:
 - * Opsetlike skending van persoon se waardigheid/privaatheid / *Intentional violation of a person's dignity/privacy;*
 - * Sosiale uitsluiting / Tergery; / *Social exclusion / Teasing;*
 - * Verbale bedreiging van 'n ander persoon se veiligheid / Intimidasie; / *Verbal threat to another person's safety / Intimidation;*
 - * Bekruipery / Afpersing / Openbre vernedering; / *Stalking / Extortion / Public humiliation;*
 - * Fisiese geweld; / *Physical violence;*
 - * Diefstal / Vernietiging van eiendom / Steek tas / eiendom weg; / *Theft / Destruction of property / Hiding bag / property;*
 - * Seksuele / Godsdienstige / Raseteistering; en / *Sexual / Religious / Racial harassment; and*
 - * Kuberbullebakery / *Cyber bullying*
- **Crimea injuria** beteken die onregmatige, opsetlike en ernstige skending van 'n ander persoon se waardigheid of privaatheid. / **Crimea injuria** means the unlawful, intentional and serious violation of the dignity or privacy of another person.
- **Elektroniese kommunikasie** beteken enige kommunikasie deur 'n elektroniese toestel, wat onder meer insluit 'n telefoon, selfoon, rekenaar of roepradio, welke kommunikasie onder meer insluit e-pos, kitsboodskappe, teksboodskappe, blogs, selfone, roepradio's, aanlynspelletjies en webtuistes. / **Electronic communication** means any communication through an electronic device, including, but not limited to, a telephone, cellular phone, computer or pager, which communication includes, but is not limited to, e-mail, instant messaging, text messages, blogs, cell phones, pagers, online games and websites.
- **Kuberbullebakery** beteken bullebakery met behulp van tegnologie of enige elektroniese kommunikasie, wat onder meer insluit die versending van tekens, seine, geskifte, beelde, klanke, data of intelligensie van enige aard deur middel van enige elektroniese toestel, wat onder meer insluit 'n rekenaar, telefoon, selfoon, teksboodskaptoestel en persoonlike digitale assistent. / **Cyberbullying** means bullying through the use of technology or any electronic communication, including, but not limited to, the transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted by the use of any electronic device, including, but not limited to, a computer, telephone, cellular telephone, text messaging device and personal digital assistant.

- * **Voorbeelde van gedrag wat kuberbullebaktery kan uitmaak, sluit onder meer in: / Examples of conduct that may constitute cyberbullying include, but are not limited to:**
- ⇒ die publikasie van lelike aanmerkings of gerugte of enige lasterlike, onakkurate, verkleinerende, gewelddadige, neerhalende, aanstootlike of seksueel gerigte materiaal oor 'n leerder op 'n webtuiste of 'n ander aanlyntoepassing; / *posting slurs or rumours or displaying any defamatory, inaccurate, disparaging, violent, abusive, profane or sexually oriented material about a learner on a website or other online application;*
 - ⇒ die publikasie van misleidende of vervalste foto's of digitale videomateriaal van 'n leerder op webtuistes, of die skep van vals webtuistes of sosiale netwerkprofile asof dit die slagoffer s'n is; / *posting misleading or fake photographs or digital video footage of a learner on websites, or creating fake websites or social networking profiles in the guise of posing as the target;*
 - ⇒ die nabootsing of voorstelling van 'n ander leerder deur daardie ander leerder se elektroniese toestel of rekening te gebruik om e-pos, teksboodskappe en kits boodskappe te stuur of foonoproepe te maak; / *impersonating or representing another learner through use of that other learner's electronic device or account to send e-mail, text messages and instant messages (IMs) or make phone calls;*
 - ⇒ die versending van e-pos, teksboodskappe of kitsboodskappe of die laat van stemboodskappe wat gemeen of dreigend is, of so oorfloedig is dat dit die slagoffer se e-posrekening, kitsboodskaprekening of selfoon bombardeer; en / *sending e-mail, text messages and IMs or leaving voicemail messages that are mean or threatening, or too much as to bombard the target's e-mail account, IM account or cell phone; and*
 - ⇒ die gebruik van 'n kamerafoon of digitale videokamera om beskamende of seksgebaseerde foto's van ander leerders te neem en/of te stuur. / *using a camera phone or digital video camera to take and/or send embarrassing or 'sexting' photographs of other learners.*
- **Seksboodskappe** is kaal of halfkaal foto's of video's en/of seksueel suggestiewe boodskappe wat met behulp van selfone of kitsboodskappe na en van ander leerders gestuur word. / **Sexting** means sending and sharing nude or semi-nude photos or videos and/or sexually suggestive messages via cell phone texting or instant messaging to and from other learners.
 - **Strafregtelike naamskending** beteken die onregmatige en opsetlike publikasie van 'n aangeleentheid met betrekking tot iemand anders wat daarop uit is om daardie persoon se reputasie ernstige skade aan te doen. / **Retaliation** means an act or gesture against a person for asserting or alleging an act of bullying. 'Retaliation' also includes reporting an act of bullying when it is not made in good faith.
 - **Teistering** beteken die direkte of indirekte deelname aan gedrag wat die plegger weet of behoort te weet: / **Harassment** means directly or indirectly engaging in conduct that the perpetrator knows or ought to know:
 - * skade doen, of die redelike oortuiging laat posvat dat skade gedoen kan word, aan die klaer of 'n verwante persoon, deur op onredelike wyse; / *causes harm or inspires the reasonable belief that harm may be caused to the complainant or a related person by unreasonably;*
 - * die klaer of 'n verwante persoon te agtervolg, dop te hou of by te dam, of buite of naby die gebou of plek rond te hang waar die klaer of 'n verwante persoon woon, werk, sake doen, studeer of toevallig is; / *following, watching, pursuing or accosting of the complainant or a related person, or loitering outside or near the building or place where the complainant or a related person resides, works, carries on business, studies or happens to be;*
 - * verbaal, elektronies of op enige ander wyse en deur middel van enige ander middel met die klaer of 'n verwante persoon te probeer kommunikeer, ongeag of 'n gesprek

gevoer word of nie; of / *engaging in verbal, electronic or any other communication aimed at the complainant or a related person, by any means, whether or not conversation ensues; or*

- * briewe, telegramme, pakkies, fakse, e-pos of ander voorwerpe aan die klaer of 'n verwante persoon te stuur, daar af te lewer of te laat aflewer, of sodanige items daar te laat waar dit gevind sal word deur, oorhandig sal word aan of onder die aandag sal kom van die klaer of 'n verwante persoon; of / *sending, delivering or causing the delivery of letters, telegrams, packages, facsimiles, electronic mail or other objects to the complainant or a related person, or leaving them where they will be found by, given to or brought to the attention of the complainant or a related person; or*
- * op die seksuele teistering van die klaer of 'n verwante persoon neerkom. / *amounts to sexual harassment of the complainant or a related person.*

- **Vergelding** is 'n handeling of gebaar teen 'n persoon wat bullebakkerie of beweerde bullebakkerie aanmeld. 'Vergelding' sluit ook in die aanmelding van bullebakkerie wanneer dit nie te goeder trou gedoen word nie. // **Criminal defamation** means the unlawful and intentional publication of a matter concerning another, which tends to seriously injure his or her reputation.

3. Toepassing / Application

- Hierdie beleid geld vir enige leerder, onderwyser en nie-onderwyser by die skool sowel as enige besoeker of vrywilliger wat gedrag openbaar wat op bullebakkerie, kuberbullebakkerie of vergelding neerkom. Al voormelde persone is verantwoordelik om aan hierdie beleid te voldoen. / *This policy applies to any learner, teacher and non-teacher employed at the school as well as any visitor or volunteer who engages in conduct that constitutes bullying, cyberbullying or retaliation, all of whom have the responsibility to comply with this policy.*
- Hierdie beleid geld vir bullebakkerie wat: / This policy applies to bullying that:
 - * plaasvind by die skool of op die skoolterrein, synde 'n skoolgebou; op die eiendom waarop 'n skoolgebou of -fasiliteit geleë is, en op/in eiendom wat 'n skool vir 'n skoolgeborgde aktiwiteit, geleentheid, program, onderrig of opleiding besit, huur of gebruik, en 'skoolterrein' sluit ook voertuie in wat vir skoolverwante vervoer gebruik word; / *takes place at the school or on school grounds, meaning a school building; on property on which a school building or facility is located, and in/on property that is owned, leased or used by a school for a school-sponsored activity, function, programme, instruction or training, with 'school grounds' also including vehicles used for school-related transport;*
 - * plaasvind terwyl leerders na of van skole of skoolgeborgde geleenthede vervoer word; / *takes place while learners are being transported to or from schools or school-sponsored events;*
 - * plaasvind by enige skoolgeborgde geleentheid, aktiwiteit, program, onderrig of opleiding; / *takes place at any school-sponsored event, activity, function, programme, instruction or training;*
 - * plaasvind deur die gebruik van data, telefone, rekenaarsagteware of tegnologie wat deur 'n rekenaar, rekenaarsstelsel of rekenaarnetwerk van die skool bekom word; of / *takes place through the use of data, telephone, computer software or technology that is accessed through a computer, computer system or computer network of the school; or*
 - * elders plaasvind, maar slegs indien die bullebakkerie ook die regte van die leerder by die skool skend of indien die skool self op enige manier betrokke is of betrek word. / *takes*

place elsewhere, but only if the bullying also infringes on the rights of the learner at school, or if the school itself is in any way involved or implicated.

4. Verbode aktiwiteite of gedrag / Prohibited activities or behaviour

• Die volgende gedrag is verbode: / The following behaviour is prohibited:

- * Bullebakkerij / *Bullying*
- * Kuberbullebakkerij / *Cyberbullying*
- * Teistering / *Harassment*
- * Vergelding teen enigeen wat sodanig omskrewe gedrag aanmeld / *Retaliation against those reporting such defined behaviour*
- * Vals beskuldigings van bullebakkerij / *False accusations of bullying behaviour*
- * Skending van die skool se goeie naam / *Defamation of the school's good name*

Enigeen wat enige van hierdie verbode gedrag openbaar, sal die gevolge daarvan moet dra. Any person who engages in any of these prohibited behaviour shall be subject to consequences.

- Wat kuberbullebakkerij betref, kom die volgende handeling sowel as teistering en seksboodskappe op strafregtelike oortredings neer en sal dus ook as wangedrag ingevolge die skool se Gedragkode beskou word: / *With regard to cyberbullying, the following acts as well as harassment and sexting constitute criminal offences, and shall therefore also be regarded as misconduct in terms of the school's Code of Conduct:*

- * *Crimea injuria – Enige handeling wat die waardigheid van 'n ander persoon aantast, wat ook kan plaasvind deur aan iemand anders 'n boodskap te stuur wat hetsy 'n uitdruklike of implisiete uitnodiging tot, of voorstel van, seksuele immoraliteit of onbetaamlikheid bevat, of deur onweloweglike foto's te versend. / Crimea injuria – Any act that violates the dignity of another person, which may also be committed by communicating to somebody else a message containing, expressly or implicitly, an invitation to, or a suggestion of, sexual immorality or impropriety, or by sending indecent photos.*
- * *Strafregtelike naamskending – Lasterlike aanmerkings teenoor derde partye in kletskamers, op sosiale netwerke, of in e-posse, teksboodskappe of kitsboodskappe is onder meer vorme van kuberbullebakkerij. / Criminal defamation – Defamatory remarks in chat rooms, on social networking sites, or in e-mails, text messages or instant messages to third parties are some methods of committing cyberbullying.*
- * *Afpersing – Waar 'n persoon opsetlik en onregmatig dreig om inligting oor, of kompromitterende beelde van, 'n ander persoon elektronies te versprei. / Extortion – Where a person intentionally and unlawfully threatens to electronically distribute information or compromising images about another person.*

5. Aanmelding / Reporting

- *Bullebakkerij, vermoedelike bullebakkerij of enige ander verbode handeling kan persoonlik of skriftelik (waaronder naamloos) by skoolpersoneel aangemeld word. Enige persoon wat bewus is van enige bullebakkerij, vermoedelike bullebakkerij of enige ander verbode handeling moet sodanige voorvalle by die skoolhoof of ander personeel wat deur die hoof aangewys word, aanmeld. / Bullying, suspected bullying or any other prohibited action is reportable in person or in writing (including anonymously) to school staff. Any person aware of any bullying, suspected bullying or any other prohibited action is required to report incidents to the school principal or other school staff designated by the principal.*
- *Indien enigeen kuberbullebakkerij vermoed of daarvan ingelig word, moet die volgende protokol gevolg word: / If any person suspects or is told about a cyberbullying incident, follow*

the protocol outlined below:

* Selfone / Cell phones

- ⇒ *Vra die leerder om die betrokke selfoon aan jou te wys. / Ask the learner to show you the cell phone in question.*
- ⇒ *Let deeglik op alles op die skerm wat met 'n onvanpaste teksboodskap of beeld verband hou, wat die datum, tyd en name insluit. / Note clearly everything on the screen relating to an inappropriate text message or image, including the date, time and names.*
- ⇒ *Transkribeer 'n stemboodskap en teken weer die datum, tye en name aan. / Make a transcript of a spoken message, and again record the date, times and names.*
- ⇒ *Gee die leerder opdrag om die boodskap/beeld te stoor. / Instruct the learner to save the message/image.*
- ⇒ *Vergesel die leerder na die skoolhoof of persoon aangewys deur die hoof. / Accompany the learner to the principal or the person designated by the principal.*

* Rekenaars / Computers

- ⇒ *Vra die leerder om die betrokke materiaal op die skerm te vertoon. / Ask the learner to pull up the material in question on the screen.*
- ⇒ *Vra die leerder om die materiaal te stoor. / Ask the learner to save the material.*
- ⇒ *Druk onmiddellik die aanstootlike materiaal uit. / Immediately make a printout of the offending material.*
- ⇒ *Maak seker dat jy alle bladsye en inligting in die regte volgorde het, en dat niks wegge laat word nie. / Ensure that you have all the pages and information in the right order and that there are no omissions.*
- ⇒ *Vergesel die leerder na die skoolhoof of persoon aangewys deur die hoof, en neem die aanstootlike materiaal saam. / Accompany the learner, taking the offending material along, to the principal or the person designated by the principal.*
- ⇒ *Gewone prosedures word dan gevolg om onderhoude met leerders te voer en verklarings af te neem. / Normal procedures to interview learners and to take statements will then be followed.*

- *Ouers en ander volwassenes wat van voorvalle van bullebakkerie bewus is, word aangemoedig om hierdie gedrag by 'n personeellid aan te meld. / Parents and other adults who are aware of incidents of bullying are encouraged to report this behaviour to a staff member.*
- *Alle ander lede van die skoolgemeenskap, wat leerders, ouers/voogde, vrywilligers en besoekers insluit, word aangemoedig om enige handeling wat hierdie beleid oortree, hetsy persoonlik of naamloos by die skoolhoof of persoon aangewys deur die hoof aan te meld. / All other members of the school community, including learners, parents/legal guardians, volunteers and visitors, are encouraged to report any act that may be a violation of this policy anonymously or in person to the principal or principal's designee.*
- *Weerwraak of vergelding teen enigeen wat 'n voorval van bullebakkerie aanmeld, is verbode. Indien daar vasgestel word dat 'n leerder iemand anders valslik van bullebakkerie beskuldig het, sal sodanige leerder die dissiplinêre gevolge moet dra. / Acts of reprisal or retaliation against any person who reports an incident of bullying are prohibited. If it is determined that a learner has falsely accused another of bullying, such learner shall be subject to disciplinary consequences.*
- *Ingevolge artikel 54 van die Wysigingswet op die Strafwet (Seksuele Misdrywe en Verwante Aangeleenthede), 2007, moet enigeen wat van 'n seksuele oortreding teen 'n kind kennis dra sodanige inligting onmiddellik by 'n polisiebeampte aanmeld. Versuim om sodanige inligting aan te meld is 'n misdryf. Dus is enigeen wat betrokke is by seksboodskappe of seksuele teistering, of wat van sodanige handeling bewus is, verplig om dit aan te meld. / In terms of*

section 54 of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007, any person who knows that a sexual offence has been committed against a child must report such knowledge immediately to a police official. Failure to report such information is an offence. Therefore, any person involved in sexting or sexual harassment, or who has knowledge of such acts, is obliged to report such knowledge.

- *In geval van 'n skending van enige bepaling in hierdie beleid moet die dissiplinêre prosedure ingevolge deel 3, artikel 2 tot 5, van die skool se Gedragkode gevolg word. / In case of a violation of any provision prescribed in this policy, the disciplinary procedure as set out in part 3, section 2 to 5, of the school's Code of Conduct is to be followed.*
- **Alternatiewe dissiplinêre maatreëls sluit onder meer in: / Alternative disciplinary measures include, but are not limited to:**
 - * *'n ontmoeting met die leerder en die leerder se ouers; / meeting with the learner and the learner's parents;*
 - * *besinningsaktiwiteite, soos om die leerder opdrag te gee om 'n opstel oor sy/haar wangedrag te skryf; / reflective activities, such as requiring the learner to write an essay about the learner's misbehaviour;*
 - * *berading; / counselling;*
 - * *woedebestuur; / anger management;*
 - * *gesondheidsvoorligting of -intervensie; / health counselling or intervention;*
 - * *geestesgesondheidsvoorligting; / mental health counselling;*
 - * *deelname aan vaardigheidsbou- en geskilbeslegtingsaktiwiteite, soos sosiaal-emosionele kognitiewe vaardigheidsbou, beslegtingskringe en herstelkonferensies; / participation in skills-building and dispute resolution activities, such as social-emotional cognitive skills building, dispute resolution circles and restorative conferencing;*
 - * *gemeenskapsdiens; en / community service; and*
 - * *interne detensie of skorsing, wat in middagetes, ná skool of oor naweke kan geskied. / in-school detention or suspension, which may take place during lunchtime, after school or on weekends.*

GETEKEN TE **ONVERWACHT** OP HIERDIE **30STE** DAG VAN **NOVEMBER 2018**
SIGNED AT **ONVERWACHT** ON THIS **30TH** DAY OF **NOVEMBER 2018**

Beheerliggaamvoorsitter
Governing body chairperson

Skoolhoof
School principal

*Prosedure vir
Dissiplinêre optrede
teen leenders
Procedure for disciplinary
action against learners*

**LAKERSKOOI
BOSVELD
PRIMARY**





Inhoudsopgawe Table of Contents

1. Prosedure vir dissiplinere optrede teen leerders

Procedure for disciplinary action against learners

1.1	Dissiplinêre oortredings / <i>Disciplinary indemnities</i>	45
1.2	Kategorie 1-wangedrag / <i>Category 1-misconduct</i>	45
	A. Grondslagfase / <i>Foundation Phase</i>	45
	B. Intermediêre- en Seniorfase / <i>Intermediate and Senior Phase</i>	46
1.3	Kategorie 2-wangedrag / <i>Category 2-misconduct</i>	47
1.4	Kategorie 3-wangedrag / <i>Category 3-misconduct</i>	47
1.5	Kategorie 4-wangedrag / <i>Category 4-misconduct</i>	48

2. Dissiplinêre optrede / *Disciplinary action*

2.1	Eerste gesprek met ouers en leerder <i>First action/interview/discussion with parent and learner</i>	49
2.2	Detensie / <i>Detention</i>	49
2.3	Tweede gesprek met ouers en leerder <i>Second action/interview/discussion with parent and learner</i>	50
2.4	Derde gesprek met ouers en leerder <i>Third action/interview/discussion with parent and learner</i>	51
2.5	Voorkomende skorsing en Intervensie-program <i>Preventative suspension and Intervention programme</i>	51

1. PROSEDURE VIR DISSIPLINÊRE OPTREDE TEEN LEERDERS / PROCEDURE FOR DISCIPLINARY ACTION AGAINST LEARNERS.

- In geval van die oortreding van enige bepaling wat in die Gedragkode vir leerders voorgeskryf word, moet hierdie dissiplinêre prosedure gevolg word. / *In case of violation of any stipulation contained in the Code of Conduct prescribed for learners, this disciplinary procedure must be followed.* Vir die toepassing van hierdie dissiplinêre prosedure word oortredings in vier kategorieë verdeel. / *For the purposes of this disciplinary procedure, violations are divided into four categories.*
- Dit stem ooreen met die verskillende dissiplinêre stappe wat uitgeoefen kan word en die verskillende prosedures wat gevolg kan word in die hantering van wangedrag. / *It complies with the different disciplinary steps that can be taken and the different procedures that can be followed in dealing with misconduct.*
- Enige verwysing na die Beheerliggaam in hierdie dissiplinêre prosedure, sluit die dissiplinêre komitee van die Beheerliggaam in. / *Any reference to the Governing Body in this disciplinary procedure includes the disciplinary committee of the Governing Body.*

1.1 Dissiplinêre oortredings / Disciplinary offences

- Die doel van dissiplinêre optrede, teenoor leerders wat die skool- en klasreëls oortree, is om die **waardes van die skool uit te leef: eerlikheid, omgee, verantwoordelikheid, volharding, respek** / *The purpose of disciplinary action against learners violating school and class rules is to live up to the values of the school: honesty, caring, responsibility, perseverance, respect*
- Wanneer 'n leerder gewaarsku word, moet dit dus dien as aansporing om sy/haar **gedrag te verbeter**. / *A warning to a learner, should act as a motivation to improve his / her behaviour.*
- 'n Dissiplinebrief (LB007) wat vir die ouer gestuur word, moet gesien word as die skool wat **die ouer vra om te help** met sy/haar kind se toepassing van die skool se waardes en nie as 'n vingerwysing na die ouer nie. / *A disciplinary letter (LB007) sent to the parent should be seen as a request from the school to the parent to assist with the child's adherence to the school's values and not as criticism for parenting skills.*
- **Die skool wil graag, saam met die ouer, in vennootskap werk om volwaardige, gedissiplineerde kinders die wêreld in te stuur.** / *The school would like to work together with the parent to send fully-disciplined children into the world.*

1.2 Kategorie 1-oortredings (LB007 B & C) / Category 1 Offences (BP007 B & C)

A. Grondslagfase: / Foundation Phase:

- Leerders word gewaarsku deur sy / haar pennetjie af te skuif op pennetjebord. Wanneer die pennetjie **drie keer** afgeskuif het vir **enige drie oortredings**, teken die onderwyser dit aan op die **vorm LB007C**. / *Learners are warned by moving a peg on the behaviour chart allocated on a peg board. When the peg has been moved **three times** for any violation, it is written on the form labelled **LB007C**.*
- **Na drie inskrywings op LB007C**, ontvang die leerder 'n wit dissiplinebrief **LB007**, wat gepaard gaan met **10 strafpunte**. / *After **three entries on LB007C**, the learner receives a white discipline letter labelled **LB007**, which is **10 penalty points**.*
- Die geel afskrif word dadelik ingestuur na die verantwoordelike persoon om die punte in te lees, waarna die ouer ook 'n sms ontvang. / *The yellow copy is promptly sent to the responsible person to record the points. The parent will also receive a notification via sms.*
- **Die ouer moet die brief teken en dadelik terugstuur skool toe (binne twee dae)** / *The parent must sign the letter and send it back to school immediately (within two days)*
Die onderwyser liasseer elke getekende dissiplinebrief in sy/haar vooglêer as **bewys dat die ouer in kennis gestel is van die leerder se oortreding(s)**. / *The teacher files each signed disciplinary note in his / her guardian file as **proof that parents have been informed of the***

• **learner's offence(s).**

Grondslagfase: Kategorie 1-oortredings / Foundation Phase: Category 1 offences

- ⇒ Boek/huiswerkboek by die huis / Nie geteken nie / *Book / homework book / diary at home / Not signed*
- ⇒ Doen nie huiswerk nie / *Homework not done*
- ⇒ Gesels wanneer moet werk / *Talking whilst working*
- ⇒ Maak geluide in die klas / *Make sounds in class*
- ⇒ Stout in die saal / *Disrupting assembly*
- ⇒ Voorkoms nie volgens voorskrifte / *Appearance not according to school rules*
- ⇒ Pas nie besittings op nie / *Do not look after own property*
- ⇒ Speel in die badkamer / *Playing in the bathroom*
- ⇒ Loop rond /hardloop in die klas / *Walking around / running in class*
- ⇒ Skreeu uit en steek nie hand op nie / *Shouting out and not putting up hands*
- ⇒ Praat saam met juffrou / *Interrupting the teacher*
- ⇒ Kyk agtertoe en pla maats / *Hindering classmates from learning*
- ⇒ Speel terwyl moet werk / *Play while working*
- ⇒ Luister nie na opdragte nie / *Do not listen to instructions*
- ⇒ Ry op stoel / *Rocking the chair*
- ⇒ Stout in die rye / *Disobedient in the lines*

B. Intermediêre- en Seniorfase: / Intermediate and Senior Phase:

- Vorm LB007B word, **per vak**, voor in elke leerder se werkboek geplak. / *Form LB007B is pasted in the front of each subject's workbook of the learner.*
- Wanneer 'n leerder enige oortreding begaan, word hy/sy gewaarsku en die waarskuwing word aangeteken op vorm **LB007B** (in die geval van boeke, ens wat by die huis is, teken die onderwyser dit in sy/haar byderhandboek aan) / *When a learner transgresses, he / she is warned and the warning is recorded on form LB007B (in the case of books, etc. at home, the teacher signs it in his / her discipline manual)*
- **Na enige drie inskrywings op LB007B vir enige drie oortredings in die vak**, ontvang die leerder 'n dissiplinebrief **LB007**, wat gepaard gaan met **10 strafpunte**. / **After any three transgressions recorded on LB007B for any three violations in the subject, the learner receives a discipline letter marked LB007, which is accompanied by 10 de-merits points.**
- Die geel afskrif word ingestuur na die verantwoordelike persoon om die punte in te lees en die ouer 'n sms sal ontvang. / *The yellow copy is submitted to the person responsible for recording the de-merits points. The parents will receive a notification via sms.*
- **Die ouer moet die brief teken en dadelik terugstuur skool toe (binne twee dae) / The parent must sign the letter and send it back to school immediately (within two days)**
- Die onderwyser kan die getekende brief vaskram aan die blou afskrif in sy/haar dissiplineboek of dit in die leerder se boek plak, **as bewys dat die ouer in kennis gestel is van die leerder se oortreding(s)**. / *The teacher can attach the signed letter to the blue copy in his / her discipline book or in the learner's book, as proof that parent s have been informed of the learner's offence(s).*

Intermediêre- en Seniorfase: Kategorie 1-oortredings: / Intermediate and Senior Phase: Category 1 offences:

- ⇒ Huiswerk onvoltooid/ontbreek / *Homework incomplete / not done*
- ⇒ Boeke/handboek/huiswerkboek/skryfbehoeftes ontbreek / *Books / textbook / homework book / stationery/ diary not at school*
- ⇒ Toets/FAT/Kennisgewings is nie geteken nie/Vir ouers gegee nie / *Test / FAT / Notifications reply slips not completed or signed/Given to parents*
- ⇒ Skryf nie huiswerk af nie / *Do not write homework in diary*

- ⇒ Gesels/speel/maak geluide/loop rond in die klas / *Talking/ playing/ making sounds/ walking around/ disrupting class*
- ⇒ Kom laat in die klas/Vir skool / *Late for class/ school*
- ⇒ Verlaat die klas sonder toestemming / *Leave the class without permission*
- ⇒ Eet/drink in die klas/kou kougom / *Eat / drink in class / chewing gum*
- ⇒ Respekteer nie die klasleier nie / *Do not show respect to the class leader*
- ⇒ Respekteer nie die volkslied/skoollied/gewyde liedere nie / *Do not show respect to the anthem / school anthem / or sacred hymns*
- ⇒ Ongehoorsaam in die saal / *Disobedience during assembly in the hall*
- ⇒ Kom nie kleredragreëls na nie / *Do not adhere to uniform rules*

1.3 Kategorie 2-wangedrag / Category 2 misconduct

A. Kategorie 2-oortredings / Category 2 Offences

- Kategorie 2-oortredings word as meer ernstige oortredings beskou en sal die leerder **dadelik 'n dissiplinebrief (LB007) en 10-strafpunte ontvang.** / *Category 2 offences are considered to be more serious violations and the learner will immediately receive a discipline letter (LB007) and 10 penalty points.*
- Die geel afskrif word dadelik ingestuur vir die verantwoordelike persoon om die punte in te lees, waarna die ouer ook 'n sms ontvang. / *The yellow copy is promptly sent to the responsible person to record the points. The parent will also receive a notification via sms.*
- **Die ouer moet die brief teken en dadelik terugstuur skool toe (binne twee dae) / The parent must sign the letter and send it back to school immediately (within two days)**
- Die onderwyser kan die getekende brief vaskram aan die blou afskrif in sy/haar dissiplineboek of dit in die leerder se boek plak, **as bewys dat die ouer in kennis gestel is van die leerder se oortreding(s).** / *The teacher can attach the signed letter to the blue copy in his / her discipline book or in the learner's book, as proof that parents have been informed of the learner's offence (s).*

B. Kategorie 2-oortredings sluit die volgende in: Category 2 violations include the following:

- ⇒ Herhaaldelike oortreding van Kategorie 1-oortredings / *Repeated violation of Category 1 offences*
- ⇒ Respekteer nie leerlingraadslid nie / *Do not respect member of Student Council*
- ⇒ Gebruik van selfoon sonder toestemming / *Use of cell phone without permission*
- ⇒ Is nie 'n goeie ambassadeur van ons skool nie / Ongehoorsaam (Noem) / *Is not a good ambassador of our school / Disobedient (Name disobedience clearly)*
- ⇒ Disrespekvol / ongeskik / opstandig teenoor personeellid / *Disrespectful / rude / rebellious behaviour directed at a staff member*
- ⇒ Teken van onvanpaste prentjies / skryf vulgêre woorde / briefies / *Draw inappropriate pictures / write vulgar words / letters*
- ⇒ Vloek / Onweloweglike taal / *Curse / Use of unacceptable language*
- ⇒ Oneerlikheid met geringe gevolge / Vervals handtekening / *Dishonesty with minor consequences / Falsify signature*
- ⇒ Hardloop op die stoepe / Speel op die verkeerde speelterrein / *Run on the stoep / Playing in forbidden areas*
- ⇒ Bemors klas / skoleiendom / Weier om te help skoonmaak / *Deface or dirties class / school property / Refuse to clean up*
- ⇒ Gereeld laat / daag nie op vir oefening / diens / detensie / skool / *Often late for practice / duties / detention / school*

1.4 Kategorie 3-wangedrag / Category 3 misconduct

A. Kategorie 3-oortredings / Category 3 offences

Kategorie 3-oortredings is dienooreenkomstig met skool se beleid rakende **bullebakkerij (boelies) en oneerlikheid**, waarvolgens die skool dit in 'n ernstige lig sien en 'n "geen

- verdraagsaamheid” beleid volg. Die leerder sal, na ‘n deeglike ondersoek, **dadelik ‘n dissiplinebrief (LB007) en 15-strafpunte ontvang.** / *Category 3 offences are stipulated according to the school's policy on **bullying and dishonesty**, in which the school stipulates the seriousness of the offence and follow a zero tolerance policy. After a thorough investigation, the learner will receive a disciplinary letter (LB007) as well as 15 de-merit points immediately.*
- Die geel afskrif word dadelik ingestuur na die verantwoordelike persoon om die punte in te lees, waarna die ouer ook ‘n sms ontvang. / *The yellow copy is promptly sent to the responsible person to record the points. The parent will also receive a notification via sms.*
- **Die ouer moet die brief teken en dadelik terugstuur skool toe (binne twee dae).** / *The parent must sign the letter and return it to school immediately (within two days).*
- Die onderwyser kan die getekende brief vaskram aan die blou afskrif in sy/haar dissiplineboek of dit in die leerder se boek plak, **as bewys dat die ouer in kennis gestel is van die leerder se oortreding(s).** / *The teacher can attach the signed letter to the blue copy in his / her discipline book or attach it to the learner's book, as proof that parents have been informed of the learner's offence(s).*

B. Kategorie 3-oortredings sluit die volgende in:

Category 3 offences include the following:

- ⇒ Herhaaldelike oortreding van Kategorie 2-oortredings / *Repeated violation of Category 2 offences*
- ⇒ Wangedrag / Oneerlik in Toets / FAT / Eksamen / *Misconduct / dishonest in Test / FAT / Exams*
- ⇒ Tergery / Openbare vernedering / *Teasing / Public humiliation*
- ⇒ Sosiale uitsluiting / *Social exclusion*
- ⇒ Verbale bedreiging van ‘n ander persoon se veiligheid / Intimidasie / Bekruipery / *Verbal threat with regards to another person's safety / Intimidation*
- ⇒ Fisiese geweld / *Physical violence*
- ⇒ Diefstal / Vernietiging van eiendom / Steek tas / eiendom weg / *Theft / Destruction of property / Hiding of school bag or property*
- ⇒ Seksuele / Godsdienstige / Rasseteistering / *Sexual / Religious / Racial harassment*
- ⇒ Afpersing / *Extortion*
- ⇒ Opsetlike skending van persoon se waardigheid / privaatheid / *Intentional violation of person's dignity / privacy*
- ⇒ Kuberbullebakkerij / *Cyberbullying*

1.5 Kategorie 4-wangedrag / Category 4 misconduct

A. Kategorie 4-oortredings / Category 4 Offences

- Kategorie 4-oortredings word as kriminele oortredings beskou en kan lei tot onmiddellike uitsetting. Die leerder sal, na ‘n deeglike ondersoek, **dadelik ‘n dissiplinebrief (LB007) en 20-strafpunte ontvang.** / *Category 4 offences are regarded as criminal offences and can lead to immediate expulsion. After a thorough investigation, the learner will immediately receive a disciplinary letter (LB007) and 20 penalties.*
- Die geel afskrif word dadelik ingestuur vir die verantwoordelike persoon om die punte in te lees, waarna die ouer ook ‘n sms ontvang. / *The yellow copy is promptly sent to the responsible person to record the points. The parent will also receive a notification via sms.*
- **Die ouer moet die brief teken en dadelik terug stuur skool toe (binne twee dae)** / *The parent must sign the letter and send it back to school immediately (within two days)*
- Die onderwyser kan die getekende brief vaskram aan aan die blou afskrif in sy/haar dissiplineboek of dit in die leerder se boek plak, **as bewys dat die ouer in kennis gestel is van die leerder se oortreding(s).** / *The teacher can attach the signed letter to the blue copy in his / her discipline book or it in the learner's book, as proof that parents have been*

informed of the learner's offences (s).

**B. Kategorie 4-oortredings sluit die volgende in:
Category 4 offences include the following:**

- ⇒ Herhaaldelike oortreding van Kategorie 3-oortredings / *Repeated violation of Category 3 offences*
- ⇒ Ernstige aanranding / *Serious assault*
- ⇒ In besit van / gebruik van / verkoop van alkohol / narkotiese middels / sigarette / *In possession of / using / selling alcohol / narcotic drugs / cigarettes*
- ⇒ In besit / verspreiding van pornografie / *In possession / distribution of pornography*
- ⇒ Gebruik van / dreig met / in besit van 'n gevaarlike wapen / *Use / threatening with / in possession of a dangerous weapon*
- ⇒ Ernstige ontwrigtende gedrag wat leer belemmer / *Serious disruptive behavior that impedes learning*
- ⇒ Roof / Ernstige diefstal / *Stealing / Robbery*
- ⇒ Seksuele teistering / Misbruik / *Sexual harassment / Abuse*

2. DISSIPLINÊRE OPTREDE / DISCIPLINARY ACTION

- Daar sal opgetree word teen 'n leerder wat aanhoudend die skoolreëls oortree. / *There will be action against a learner who continuously violates the school rules.*
- Tydens hierdie optrede sal die skool se waardes steeds gehandhaaf word en **regstellende gedrag** eerder aangemoedig word. / *During this action, the school's values will still be kept in mind and **corrective behavior** will be encouraged.*

2.1 Eerste gesprek met ouers en leerder: / First action/ interview/ discussion

- Die leerder wat **30 strafpunte** allokeer, se ouers sal ontbied word vir 'n gesprek met: / *The parents of the learner with 30 de-merit points will be contacted for an interview / discussion with:*
 - * DPO (Fasiliteerder) / *HOD (Facilitator)*
 - * GF: Klasonderwyser / SPF: Voogonderwyser / *FP: Class teacher / SPP: Guardian Teacher*
 - * Ouer / Voog / *Parent / Guardian*
 - * Kind / *Child*
- Die ouer sal skriftelik van die gesprek in kennis gestel word twee dae voor die gesprek om vir die ouer genoeg tyd te gee om reëlings te tref. Die ouer moet die brief teken en die volgende dag terugstuur skool toe. / *The parent will be notified in writing of the interview / discussion two days before the conversation will take place to give the parent enough time to make the necessary arrangements. The parent must sign the letter and return to school the next day.*
- Daarna sal die kind se klas- / voogonderwyser / sekretaresse telefonies met die ouer in aanraking kom om die afspraak te bevestig. / *Thereafter the child's class / guardian teacher / secretary will contact the parent to confirm the appointment.*

2.2 Detensie / Detention

- 'n Leerder wat, na die eerste gesprek, **40-strafpunte** teen hom/haar het, sal vir twee ure detensie sit op 'n Vrydagmiddag soos deur die skool bepaal. Detensie sal plaasvind onder toesig van 'n personeellid. / *A learner who has 40 de-merit points against him / her will be*

detained for two hours on a Friday afternoon as determined by the school. Detention will take place under the supervision of a staff member.

- Tydens detensie sal van die leerder verwag word om uitskryfwerk te doen / stil te sit. / *During detention, the learner will be required work / sit still*
- Die ouer sal per brief in kennis gestel word van die detensie. (Dinsdag voor die Vrydag-detensie) asook 'n sms ontvang. Ouers moet die brief teken en terugstuur skool toe (Op die laaste die Donderdag voor die Vrydag-detensie). / *The parent will be notified of the detention by letter. (Tuesday before the Friday detention) as well as by text message. Parents must sign the letter and return to school (Last day: Thursday before Friday detention).*
- Indien 'n leerder om 'n geldige rede (bv moet vroeër die Vrydag vertrek saam met ouers), moet die ouer steeds die brief invul en die rede verskaf waarom die kind die spesifieke dag nie die detensie kan bywoon nie. Dit sal dan aangeteken word en die detensie sal na die volgende week geskuif word waarvoor die kind 'n nuwe brief sal ontvang. / *If a learner has a valid reason (such as leaving earlier on Friday with parents), the parent must still fill in the letter and provide the reason why the child cannot attend the detention on the particular day. It will then be recorded and the detention will take place the next week, for which the child will receive a new letter.*
- Wanneer 'n leerder nie opdaag vir detensie nie en ook geen skriftelike verskoning van sy / haar ouer ingegee het nie, sal so 'n kind 'n dissiplinebrief en 10 strafpunte ontvang. / *When a learner does not pitch for detention and has not submitted a written apology from his / her parent, such a child will receive a disciplinary letter and 10 de-merits.*

2.3 Tweede gesprek met ouers en leerder: / Second interview / discussion with parent:

- Indien die leerder se gedrag steeds nie verbeter nie (**60 strafpunte**), sal die ouers/voogde weer ontbied word vir 'n gesprek met: / *The parents of the learner who, after detention, still accumulates (60 de-merit points), will be summoned for a conversation with:*
 - * Hoof / Adjunkhoof / *Principal / Deputy Principal*
 - * DPO / HOD
 - * Ouer / Voog / *Parent / Guardian*
 - * Kind / *Child*
- Die ouer sal skriftelik van die gesprek in kennis gestel word twee dae voor die gesprek om vir die ouer genoeg tyd te gee om reëlings te tref. Die ouer moet die brief teken en die volgende dag terugstuur skool toe. Daarna sal die kind se klas- / voogonderwyser / sekretaresse telefonies met die ouer in aanraking kom om die afspraak te bevestig. / *The parent will be notified in writing of the conversation two days before the conversation to give the parent enough time to make arrangements. The parent must sign the letter and send it back to school the next day. Thereafter the child's class / guardian teacher / secretary will contact the parent to confirm the appointment*
- Die kind sal ook 'n skriftelike finale waarskuwing ontvang, wat deur die ouer geteken moet word en teruggestuur word skool toe. / *The child will also receive a written final warning, which must be signed by the parent and returned to school.*
- Verder sal daar 'n brief aan die Departement van onderwys gerig word waarin die kind se gedrag gerapporteer sal word. / *In addition, a letter will be addressed to the Department of Education in which the child's behaviour will be reported.*

Spesifieke sanksies: / Specific sanctions:

- * Graad 7: Leerders met **60-strafpunte** word die voorreg ontnem om die Graad 7-uitstappie & afskeid by te woon.

- Grade 7: Learners with 60 de-merits will be deprived of the privilege to attend the Grade 7 excursion and farewell.*
- * *Graad 6: Leerders met **60 en meer strafpunte** word die voorreg ontnem om die Graad 6-kamp/uitstappies by te woon en kan nie in aanmerking kom vir die leierskapverskiesing nie.*
Grade 6: Learners with 60 and more de-merits are deprived of the privilege to attend the Grade 6 camp / excursion and may not be eligible for the student council selection.
 - * *Graad 5: Leerders met **60 en meer strafpunte** word die voorreg ontnem om as rekenaarleiers, klasleiers of skolierpatrollie verkies te word/uitstappies by te woon.*
Grade 5: Learners with 60 and more de-meritss are deprived of the privilege to be elected as computer leaders, class leaders or scholar patrol, and may not attend excursions.
 - * **Enige leerlingraadslid of skoolleier met 60 of meer strafpunte kan tydelik / permanent onthef word van sy / haar plek as leerlingraadslid / skoolleier.**
Any student council member or school leader with 60 or more de-merits may be temporarily / permanently relieved of his / her duty as a student council member / school leader.

2.4 Derde gesprek: Beheerliggaam, ouers en kind: / Third interview/ discussion: SGB, parents and child

- Indien die leerder se gedrag steeds nie verbeter nie (**80 strafpunte**), sal die ouers/voogde weer ontbied word vir 'n gesprek met: / *If the learner's behavior still does not improve (80 de-merits), the parents / guardians will be required to attend an interview/ discussion together with:*
 - * *Dissiplinêre komitee van Beheerliggaam / Disciplinary Committee of Governing Body*
 - * *Ouer / Voog / Parent / Guardian*
 - * *Kind / Child*
- Die ouer sal skriftelik van die gesprek in kennis gestel word vier dae voor die gesprek om vir die ouer genoeg tyd te gee om reëlings te tref. Die ouer moet die brief teken en die volgende dag terugstuur skool toe. Daarna sal die kind se klas- / voogonderwyser / sekretaresse telefonies met die ouer in aanraking kom om die afspraak te bevestig. / *The parent will be notified in writing four days before the conversation to give the parent enough time to make arrangements. The parent must sign the letter and send it back to school the next day. Thereafter the child's class / guardian teacher / secretary will contact the parent to confirm the appointment.*
- Die Beheerliggaam sal na die gesprek met die ouer en kind en die in agneming van die vorige optredes dan soos volg optree: / *After the conversation with the parent and child, the Governing Body will act as follows:*

2.5 Voorkomende skorsing en Intervensie-program / Preventative suspension and Intervention programme

- Wanneer al bogenoemde stappe gevolg is, of in die geval van ernstige oortredings (Kategorie 4) kan die Dissiplinêre komitee van die Beheerliggaam, op redelike gronde 'n leerder vir tot sewe skooldae van skoolbywoning skors hangende sy / haar dissiplinêre verhoor wat permanente uitsetting tot gevolg kan hê. / *When all the above steps have been followed, or in case of serious offences (Category 4), the Disciplinary Committee of the SGB may reasonably suspend a learner for seven school days due to his / her disciplinary hearing which may result in permanent suspension*

- Tydens die skorsing sal die leerder verplig word om 'n intervensie-program te volg. Die program sal aangebied word deur: / *During the suspension, the learner will be required to follow an intervention programme. The programme will be grounded by:*
 - * Polisie / *Police*
 - * Maatskaplike werkers / *Social workers*
 - * Bravo Jeug Terapeute / *Bravo Youth Therapists*
 - * Beraders / *Counselors*
 - * Predikante en / *Ministers and*
 - * Ander rolspelers uit die gemeenskap / *Other roleplayers from the Community*
- Die ouer sal skriftelik kennis kry van die program (aanvangstyd, tyd wat ouer kind moet oplaai, plek, sprekers, ens) een week voor die tyd. Die ouer moet die brief teken en die volgende dag terugstuur skool toe. Die intervensie sal ook telefonies met die ouer bevestig word. / *The parent will receive a written notice of the programme (starting time, location, speakers, etc.) one week prior in time. The parent must sign the letter and send back to school the next day. The intervention will also be confirmed by telephone with the parent.*

GETEKEN TE **ONVERWACHT** OP HIERDIE **30STE** DAG VAN **NOVEMBER 2018**
SIGNED AT **ONVERWACHT** ON THIS **30TH** DAY OF **NOVEMBER 2018**

Beheerliggaamvoorsitter
Governing body chairperson

Skoolhoof
School principal

*Gedragkode vir
ouers en besoekers
Code of conduct for
parents and visitors*

**LAERSKOOŁ
BOSVELD
PRIMARU**





Inhoudsopgawe Table of Contents



Gedragkode vir ouers en besoekers

Code of conduct for parents and visitors

1. Inleiding / <i>Introduction</i>	55
2. Ouers en besoekers <i>Parents and Visitors</i>	55
3. Vereenselwiging met die skool <i>Associating with the school</i>	56
4. Gedrag gedurende skoolbesoeke of skoolaktiwiteite <i>Conduct during school visits or school activities</i>	56
5. Gedrag by kultuur- en sportoefeninge <i>Conduct at Culture and Sports practice sessions</i>	57
6. Kommunikasie / <i>Communication</i>	58
7. Nie-nakoming van die gedragkode <i>Non-compliance with the code of conduct</i>	58

Gedragkode vir ouers en besoekers **Code of conduct for parents and visitors**

1. Inleiding / Introduction

Hierdie dokument is die gedragkode vir ouers en besoekers van **Laerskool Bosveld Primary**, soos die beheerliggaam dit op **30 November 2018** goedgekeur het. Die beheerliggaam het die ouers, leerders en onderwysers van die skool oor die inhoud van hierdie gedragkode geraadpleeg. Die gedragkode is opgestel in ooreenstemming met die toepaslike bepalinge van die Grondwet van die Republiek van Suid-Afrika, Wet 108 van 1996; die Suid-Afrikaanse Skolewet, Wet 84 van 1996 ('die Skolewet'); die Regulasies vir Veiligheidsmaatreëls by Openbare Skole (GK 1040 in Staatskoerant 22754 van 12 Oktober 2001, soos gewysig) en toepaslike provinsiale wetgewing. / *This document is the code of conduct for parents and visitors of **Laerskool Bosveld Primary** as approved by the governing body on **30 November 2018**. The governing body has duly consulted the parents, learners and teachers of the school on the content of this code of conduct. The code of conduct has been drafted in accordance with the applicable provisions of the Constitution of the Republic of South Africa, Act 108 of 1996; the South African Schools Act 84 of 1996 ('SASA'); the Regulations for Safety Measures at Public Schools (GN 1040 in Government Gazette 22754 of 12 October 2001, as amended) and applicable provincial legislation.*

Die gedragkode is gerig op die skep van 'n harmonieuse en gedissiplineerde skoolomgewing waarin leerders deur middel van onderwysers, afrigters, ouers en ondersteuners hulle volle potensiaal kan bereik. Voorts skep dit 'n maatstaf aan die hand waarvan die gedrag van leerders, ouers, onderwysers, afrigters en die bestuur gemeet kan word. / *The code of conduct is aimed to create a harmonious and disciplined school environment in which teachers, coaches, parents and supporters enable learners to reach their full potential. In addition, it creates criteria by which the conduct of learners, parents, teachers, coaches and management can be measured.*

Uit hoofde van die Suid-Afrikaanse Skolewet het die beheerliggaam en die skoolhoof die reg om toegang tot die skoolterrein en skoolaktiwiteite te reguleer. Die beheerliggaam en die skoolhoof is verplig om toe te sien dat niemand wat 'n gevaar vir die leerders, skoolpersoneel of enige ander besoeker aan die skool inhou, toegang tot die terrein verkry nie. Enige besoeker aan die skoolterrein kan vir enige onwettige dwelmmiddels of gevaarlike voorwerpe deursoek word. Die beheerliggaam behou die reg van toegang tot die skoolterrein, en kan 'n persoon toegang belet indien dit in die skool en die leerders se belang is. / *In terms of the South African Schools Act, the governing body and school principal have the right to regulate access to the school grounds and school activities. The governing body and school principal have a duty to ensure that no-one who poses a risk to learners, school staff or any other visitor to the school, gain access to the premises. Any visitor to the school grounds may be searched for any illegal drugs or dangerous objects. The governing body reserves the right of access to the school grounds, and may refuse a person entry should this be in the best interest of the school and the learners.*

2. Elke ouer en/of besoeker aan die skoolterrein verbind hom/haar daartoe om: **Every parent and/or visitor to the school grounds commits him/herself**

- hierdie gedragkode en al die reëls en regulasies van **Laerskool Bosveld Primary** getrou na te kom; / *faithfully adhere to this code of conduct and all the rules and regulations of **Laerskool Bosveld Primary**.*
- hoë morele en etiese standaarde te handhaaf wanneer hy/sy die skoolgrond besoek of skoolaktiwiteite bywoon; / *maintain high moral and ethical standards when visiting the school grounds or attending school activities;*

- daarna te streef dat sy/haar optrede altyd verantwoordelik en ter bevordering van die skool se goeie naam sal wees; / *at all times strive for conduct that is responsible and that promotes the school's reputation;*
- die skool en die leerders met ywer te ondersteun; en / *support the school and the learners with enthusiasm; and*
- die nodige hoflikheid en respek teenoor alle personeel, leerders, besoekers en veral skeidsregters te betoon. / *show courtesy and respect towards all staff, learners, visitors and particularly referees*

3. Vereenselwiging met die skool / Associating with the school

Ouers en toeskouers moet hulleself as verteenwoordigers van die skool beskou wanneer hulle wedstryde, byeenkomste, optredes of enige ander skoolaktiwiteite bywoon of hulle kinders by sodanige aktiwiteite ondersteun. Ouers en toeskouers word aangemoedig om die span waarin hulle kinders speel, sowel as soveel moontlik ander skoolspanne, te ondersteun. / *Parents and spectators should regard themselves as representatives of the school when attending or supporting their children during matches, gatherings, performances or any other school activity. Parents and spectators are encouraged to support both their children's and as many other school teams as possible.*

4. Gedrag gedurende skoolbesoeke of skoolaktiwiteite **Conduct during school visits or school activities**

- 4.1 Ouers en/of besoekers moet so optree dat hulle nie die skool se naam oneer aandoen of personeel of leerders in die verleentheid stel nie, en hulle gedrag moet van so 'n aard wees dat hulle altyd 'n goeie beeld van die skool na buite uitdra en uitbou. / *Parents and/or visitors shall conduct themselves in a way that does not harm the school's reputation or embarrass staff members or learners, and should through their conduct portray and build a positive image of the school at all times.*
- 4.2 Ouers en/of besoekers moet selfbeheersing toepas en respek, hoflikheid en verdraagsaamheid teenoor mekaar, onderwysers, leerders, mede-toeskouers, afrigters, skeidsregters, beoordelaars en teenstanders betoon. / *Parents and/or visitors shall apply self-restraint and show respect, courtesy and tolerance towards each other, teachers, learners, fellow spectators, coaches, referees, judges and opponents.*
- 4.3 Onderwysers, deelnemers, afrigters, skeidsregters of beoordelaars mag nie geïntimideer word nie. / *Teachers, participants, coaches, referees or judges may not be intimidated.*
- 4.4 Ouers en/of besoekers moet optree volgens die etiekkode wat 'n bepaalde kultuur- en sportsoort vereis. / *Parents and/or visitors are expected to conduct themselves in accordance with the code of ethics required by a particular cultural activity or sporting code.*
- 4.5 Fisiese geweld, lasterlike en beledigende taal of onweloweglike tekens gedurende sportwedstryde of ander aktiwiteite is streng verbode. / *Physical violence, defamatory and offensive language or indecent signs during sport matches or other activities are strictly prohibited.*
- 4.6 Ouers en ondersteuners word voorts versoek om hulle van negatiewe opmerkings of ongehoorde taalgebruik teenoor skeidsregters, ander beamptes, beoordelaars, spelers of hulle teenstanders se ondersteuners te weerhou. / *In addition, parents and supporters are requested to refrain from making negative remarks or using improper language when interacting with referees, other officials, judges, players or their opponents' supporters.*

- 4.7 Ouers wat enige aktiwiteit van die skool bywoon, moet aan die versoeke en reëlings van die betrokke skool en/of organiseerders gehoor gee. / *Parents attending any activity of the school shall comply with the requests and arrangements of the school concerned and/or the organisers.*
- 4.8 Enige vorm van geweld of ontwrigting wat 'n negatiewe uitwerking op enige skoolaktiwiteite kan hê, word verbied. / *Any form of violence or disruption that may have a negative effect on any school activities is prohibited.*
- 4.9 Geen ouer sal toegelaat word om 'n ander leerder te dissiplineer; op hom/haar te skree of fisies te slaan namens sy/haar eie kind nie. Oortreding van hierdie reël sal as 'n kriminele saak hanteer word. Enige klagtes of probleme met leerders in die skool, moet by die hoof of dissiplinehoof aangemeld word. / *No parent will be allowed to 'discipline' (shouting or hitting) another child (other than their own) on behalf of his/her child. Actions in this regard will be treated as a criminal offence. Any problems should be reported to the Principal or the Head of Discipline.*
- 4.10 Die gebruik van alkohol en onwettige dwelmmiddels gedurende enige skoolaktiwiteit is streng verbode / *The use of alcohol and illegal drugs during any school activity is strictly prohibited.*
- 4.11 Geen wapens of gevaarlike voorwerpe mag op die skoolterrein gebring word nie, tensy vir amptelike werksdoeleindes, soos in die geval van lede van die SAPD. / *No weapons or dangerous objects may be brought onto the school grounds, unless intended for official work purposes, such as in the case of SAPS officers.*
- 4.12 Besoekers mag slegs buite die skoolterrein rook. Raadpleeg die skool se rookbeleid, waarin die aangewese rookgebiede uiteengesit word. / *Visitors are not allowed to smoke on the school grounds. Consult the school's smoking policy, which stipulates the designated smoking areas.*
- 4.13 Ouers, ondersteuners en toeskouers word versoek om die aangeduide afstand vanaf die kant lyne van die bepaalde sportveld of -baan te handhaaf en nie binne die speelveld of enige ander afgebakende areas op die skoolterrein of gedurende 'n aktiwiteit te gaan nie. / *Parents, supporters and spectators are requested to maintain the indicated distance from the side lines of any particular sports field or court, and not to go into the play area or any other demarcated areas on the school grounds or during an activity.*
- 4.14 Ouers en/of besoekers word versoek om die skoolterrein netjies en skoon te hou, en niemand mag rommel strooi nie. / *Parents and/or visitors are requested to keep the school grounds neat and tidy, and littering is prohibited.*
- 4.15 Ouers en toeskouers word versoek om nie op die veld of baan te gaan wanneer 'n speler 'n besering opdoen nie. Indien die afrigter/spanbestuurder of noodhulpper soneel dit nodig ag, sal die betrokke ouers nader geroep word. / *Parents and visitors are requested not to go onto the field or court when a player sustains an injury. If deemed necessary, by the coach/team manager or first-aid workers, the player's parents will be held responsible and requested to leave the premises immediately.*

5. Gedrag by kultuur- en sportoefeninge **Conduct at culture and sports practice sessions**

- 5.1 Afrigters mag nie gedurende kultuur- en sportoefeninge onderbreek word nie, al is dit om raad te gee, reëlings te tref, terugvoering te vra of klagtes en probleme te bespreek. / *Coaches may not be interrupted during culture and sports practice sessions, even if it is to give advice, make arrangements, request feedback or discuss complaints or problems.*

- 5.2 Ouers mag geensins met 'n afrigter se spankeuses inmeng nie. / *Parents may **not** interfere with a coach's team selection in any way.*
- 5.3 Ouers mag die hoof/'n afrigter/spanbestuurders versoek om op 'n gepaste tyd en plek enige navrae, klagtes en voorstelle te bespreek. / *Parents may request to speak to the principal/coach/ or team managers to discuss any enquiries, complaints and proposals, at a suitable time and place.*
- 5.4 Gesprekke tussen ouers en personeel/afrigters behoort wedersyds op 'n konstruktiewe, hoflike, beheerste en eerbiedige wyse te geskied. / *Discussions between parents and staff/coaches should occur in a mutually constructive, courteous, composed and respectful way.*
- 5.5 Skooleiendom wat gedurende 'n oefening gebruik word, mag nie sonder vooraftoestemming van die skoolhoof, en in oorleg met die personeellid wat daarvoor verantwoordelik is, van die skoolterrein verwyder word nie. Indien enige toerusting aan enigiemand geleen word, moet dit behoorlik in 'n register aangeteken word, en moet die persoon in kennis gestel word dat hy/sy vir enige skade of verlies aanspreeklik sal wees. / *School property used during practice may not be removed from the school grounds/ premises without obtaining prior permission from the school principal, in consultation with the staff member responsible for the property. Equipment on loan should be recorded in the loan register, all parties involved should be notified that he/ she/ they will be held liable for any loss or damages.*

6. Kommunikasie / Communication

Ouers en ondersteuners kan enige navrae of probleme ten opsigte van 'n spesifieke aktiwiteit met die organiseerder of skoolhoof bespreek. Indien die skoolhoof of organiseerder dit nodig ag, sal die kwessie met die betrokke afrigter bespreek word. Ouers en/of besoekers word versoek om enige ongeregtighede of klagtes met die skoolhoof of beheerliggaamvoorsitter, eerder as met enige ander personeellid of die media te bespreek. / *Parents and supporters may discuss any enquiries or problems in respect of a specific activity with the organiser or school principal. The issue will be taken up with the relevant coach where deemed fit by the principal or organiser. Parents and/or visitors are requested to discuss any irregularities or complaints with the principal or Chairman of the School Governing Body, and not with any other staff member or the media.*

Die beheerliggaam en skoolpersoneel is daartoe verbind om te alle tye die belange van die skool te bevorder en die ontwikkeling van die skool te probeer verseker deur die voorsiening van onderwys van gehalte aan alle leerders in die skool. Hierdie verbintenis geld ook ten opsigte van die organisasie en aanbieding van alle skoolaktiwiteite. Ouers en/of besoekers word dus versoek om die beheerliggaam in dié taak te ondersteun. / *The governing body and employees of the school are committed to promote the school's interests at all times and to try to ensure the development of the school by providing quality education to all learners in the school. This commitment equally applies in respect of the organisation and conducting of all school activities. Therefore, parents and/or visitors are requested to support the governing body in this endeavour.*

7. Niekonformasie van die gedragskode **Non-compliance with the code of conduct**

In geval van nie-konformasie van die gedragskode sal die oortreder vriendelik versoek word om die ongewenste gedrag onmiddellik te staak. Indien 'n ouer/besoeker se gedrag enige skoolaktiwiteit ontwrig, en die persoon nie wil gehoor gee aan die skoolhoof of beheerliggaam se versoek om die gedrag te staak nie, is die beheerliggaam by magte om die persoon toegang tot die terrein te weier en, indien nodig, van die terrein te verwyder of te laat verwyder. / *In case of non-compliance with the code of conduct, the transgressor will be kindly requested to immediately cease the conduct in question. Should parents/visitors' conduct disrupt any school activity, and said persons fail*

to comply with the principal or governing body's request for the conduct to be ceased, the governing body shall be entitled not to allow them onto the school grounds, as well as to remove them or have them removed, if necessary.

GETEKEN TE ONVERWACHT OP HIERDIE 30STE DAG VAN NOVEMBER 2018

SIGNED AT ONVERWACHT ON THIS 30TH DAY OF NOVEMBER 2018

Beheerliggaamvoorsitter

Governing body chairperson

Skoolhoof

School principal

*Vorms
Forms*

*LAERSKOOI
BOSVELD
PRIMARY*





Inhoudsopgawe Table of Contents

Gedragkode Code of Conduct

1. Etiekkode
Code of Ethics
2. Simboliek en Etiekkode
Symbolism and Ethical Code
3. Merietebeleid
Merit Policy
4. Dissiplinêre kode en skoolreëls
Disciplinary Code and School Rules
5. Bullebakery en kuberbullebakery
Bullying and Cyber Bullying
6. Prosedure vir dissiplinêre optrede teen leerders
Procedure for Disciplinary action against learners
7. Gedragkode vir ouers en besoekers
Code of conduct for parents and visitors
8. Vorms & dokumentasie vir Gedragkode
Forms & Documentation for Code of Conduct



Laerskool Bosveld Primary

Etiekkode / *Code of ethics*

Ek verbind my plegtig tot die Grondwet van die Republiek van Suid-Afrika, en ek onderneem om die reg en die regstelsel te respekteer, te onderhou en te bevorder. / *I, hereby solemnly commit myself to the Constitution of the Republic of South Africa, and undertake to respect, comply with and promote the law and the legal system.*

Ek verbind my daartoe om: / *I commit myself to:*

- * hierdie gedragskode en al die reëls, regulasies en waardes van Laerskool Bosveld Primary getrou na te kom; / *adhere faithfully to this code of conduct and all the rules, regulations and values of Laerskool Bosveld Primary*
- * hoë morele en etiese standaarde te handhaaf; / *maintain high moral and ethical standards;*
- * daarna te streef dat my optrede altyd verantwoordelik en ter bevordering van die skool se goeie naam sal wees; / *strive for conduct that is responsible at all times and does the school credit;*
- * my skoolwerk met ywer, pligsgetrouheid en toewyding te doen; en / *do my school work diligently, conscientiously and with dedication; and*
- * die nodige hoflikheid en respek teenoor alle personeel, mede-leerders en besoekers te betoon / *display the necessary courtesy and respect towards all staff, fellow learners and visitors.*

Ek onderwerp my aan enige dissiplinêre maatreël indien ek sou versuim om enige bepaling of maatreël in die skool se gedragskode en waardestelsel na te kom. / *I subject myself to any disciplinary measure should I fail to comply with any provision or measure contained in the school's code of conduct and values.*

LEERDER: NAAM & VAN: _____

LEARNER: NAME & SURNAME:

OUER/VOOG: NAAM & VAN: _____

PARENT/GUARDIAN: NAME & SURNAME:

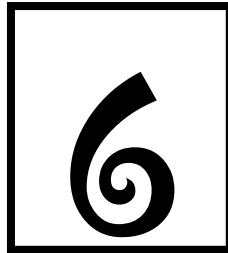


3RD Positive letter

Dear Parents

POSITIVE BEHAVIOUR IN ACCORDANCE WITH
THE SCHOOL'S CODE OF CONDUCT

Your child _____ in Grade ____ has received
positive inscriptions in accordance with the school's
Code of Conduct.



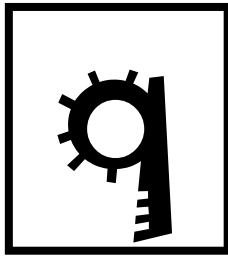
6TH Positive letter



Dear Parents

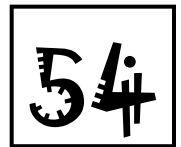
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BP102 (C)

9TH Positive letter



Dear Parents

POSITIVE BEHAVIOUR IN ACCORDANCE WITH
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Your child _____ in Grade _____ has
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The school is proud of him/her and his/her positive contribution
in the school.



12TH Positive letter

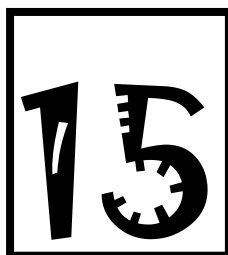


Dear Parents

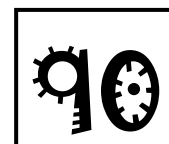
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15TH Positive letter

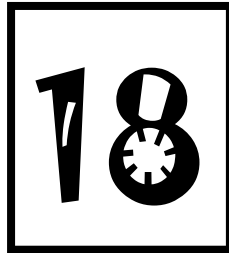


Dear Parents

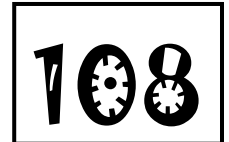
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Code of Conduct.

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18TH Positive letter



Dear Parents

POSITIVE BEHAVIOUR IN ACCORDANCE WITH
THE SCHOOL'S CODE OF CONDUCT.

Your child _____ in Grade ___ has
received positive inscriptions in accordance with the school's Code of
Conduct.

The school is proud of him/her and of his/her positive contribution
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21st Positive letter



Dear Parents

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Your child _____ in Grade ___ has received
positive inscriptions in accordance with the school's
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The school is proud of him/her and of his/her positive contribution
in the school.



24TH Positive letter



Dear Parents

POSITIVE BEHAVIOUR IN ACCORDANCE WITH
THE SCHOOL'S CODE OF CONDUCT.

Your child _____ in Grade ___ has
received positive inscriptions in accordance with the school's Code of
Conduct.

Positiewe brief

	7	10	13	16	19	22
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Positiewe Gedragskode vir Leerders

_____ in Graad _____ het

42	60	78	96	114	132
----	----	----	----	-----	-----

skrywings van die skool se Gedragskode vir leerders ontvang.

trots op u kind en sy/haar positiewe bydrae in die klas!

_____ **Teacher**



Positive letter

1	4	7	10	13	16	19
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Dear Parents

Positive behavior in accordance with the school's Code of Conduct

Your child _____ in Grade _____

6	24	42	60	78	96	114
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positive inscriptions in accordance with the school's Code of Conduct.

The school is proud of him/her and his/hers contribution in the class

_____ **Guardian Teacher**



Positiewe brief

5	8	11	14	17	20	23
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Positiewe Gedragkode vir Leerders

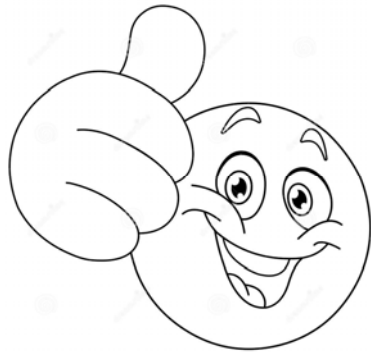
_____ in Graad _____ het

48	66	84	102	120	138
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_____ se skrywings van die skool se Gedragkode vir leerders ontvang.

_____ is trots op u kind en sy/haar positiewe bydrae in die klas!

_____ - DPO



Positive letter

2	5	8	11	14	17	20
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Dear Parents

Positive behavior in accordance with the school's Code of Conduct

Your child _____ in Grade _____

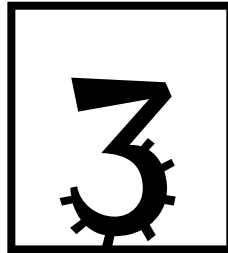
12	30	48	66	84	102	120
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_____ has submitted _____ positive inscriptions in accordance with the school's Code of Conduct.

The school is proud of him/her and his/her contribution in the class

_____ Ms Karin Meyers - HOD



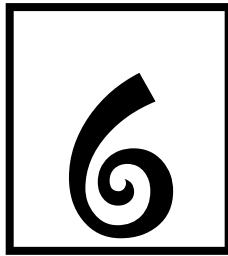


Positief Brief 3

Beste ouers

Positiewe gedragkode vir leerders.

U kind _____ in Graad _____ het



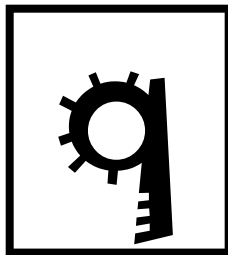
Positief Brief 6



Beste Ouers

Positiewe gedragkode vir leerders

U kind _____ in Graad _____ het
positiewe inskrywings van die skool se
Gedragkode vir leerders ontvang.



Positief Brief 9



Beste Ouers

Positiewe gedragkode vir leerders

U kind _____ in Graad _____ het
positiewe inskrywings van die skool se
Gedragkode vir leerders ontvang.



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Positief Brief 12

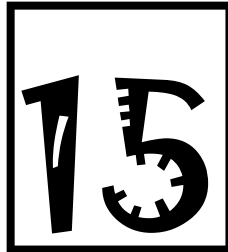


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Positiewe gedragkode vir leerders

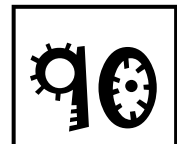
U kind _____ in Graad ____ het
positiewe inskrywings van die skool se
Gedragkode vir leerders ontvang.

Die skool is trots op u kind en sy/haar positiewe bydrae in die skool!



LB102 (E)

Positief Brief 15

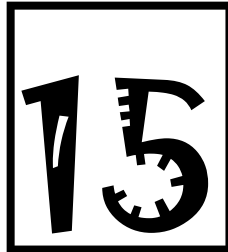


Beste ouers

Positiewe gedragkode vir leerders

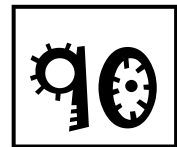
U kind _____ in Graad ____ het
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Die skool is trots op u kind en sy/haar positiewe bydrae in die skool!



LB102 (E)

Positief Brief 15

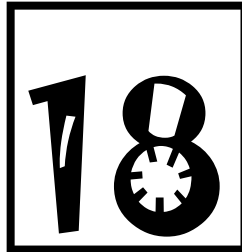


Beste ouers

Positiewe gedragkode vir leerders

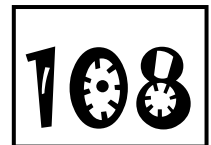
U kind _____ in Graad ____ het
positiewe inskrywings van die skool se
Gedragkode vir leerders ontvang.

Die skool is trots op u kind en sy/haar positiewe bydrae in die skool!



LB102 (F)

Positief Brief 18



Beste ouers

Positiewe gedragkode vir leerders

U kind _____ in Graad ____ het
positiewe inskrywings van die skool se
Gedragkode vir leerders ontvang.

Die skool is trots op u kind en sy/haar positiewe bydrae in die skool!



LB102 (G)

Positief Brief 21



Beste ouers

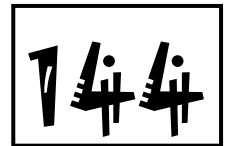
Positiewe gedragkode vir leerders

U kind _____ in Graad ____ het
positiewe inskrywings van die skool se
Gedragkode vir leerders ontvang.

Die skool is trots op u kind en sy/haar positiewe bydrae in die skool!



Positief Brief 24



Beste ouers

Positiewe gedragkode vir leerders

U kind _____ in Graad ____ het
positiewe inskrywings van die skool se
Gedragkode vir leerders ontvang.

Die skool is trots op u kind en sy/haar positiewe bydrae in die skool!



GEDRAGSKODELÊER / CODE OF CONDUCT FILE

INHOUD / TABLE OF CONTENTS

- 1. LB/BP001**

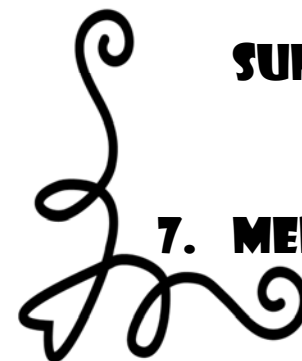
 - 2. VERSLAE: MERIETE LEER**
REPORTS: MERIT FILE

 - 3. BELEID: GEDRAGSKODE**
POLICY: CODE OF CONDUCT

 - 4. NOTULES: GEDRAGSKODEVERGADERINGS**
MINUTES: CODE OF CONDUCT MEETINGS

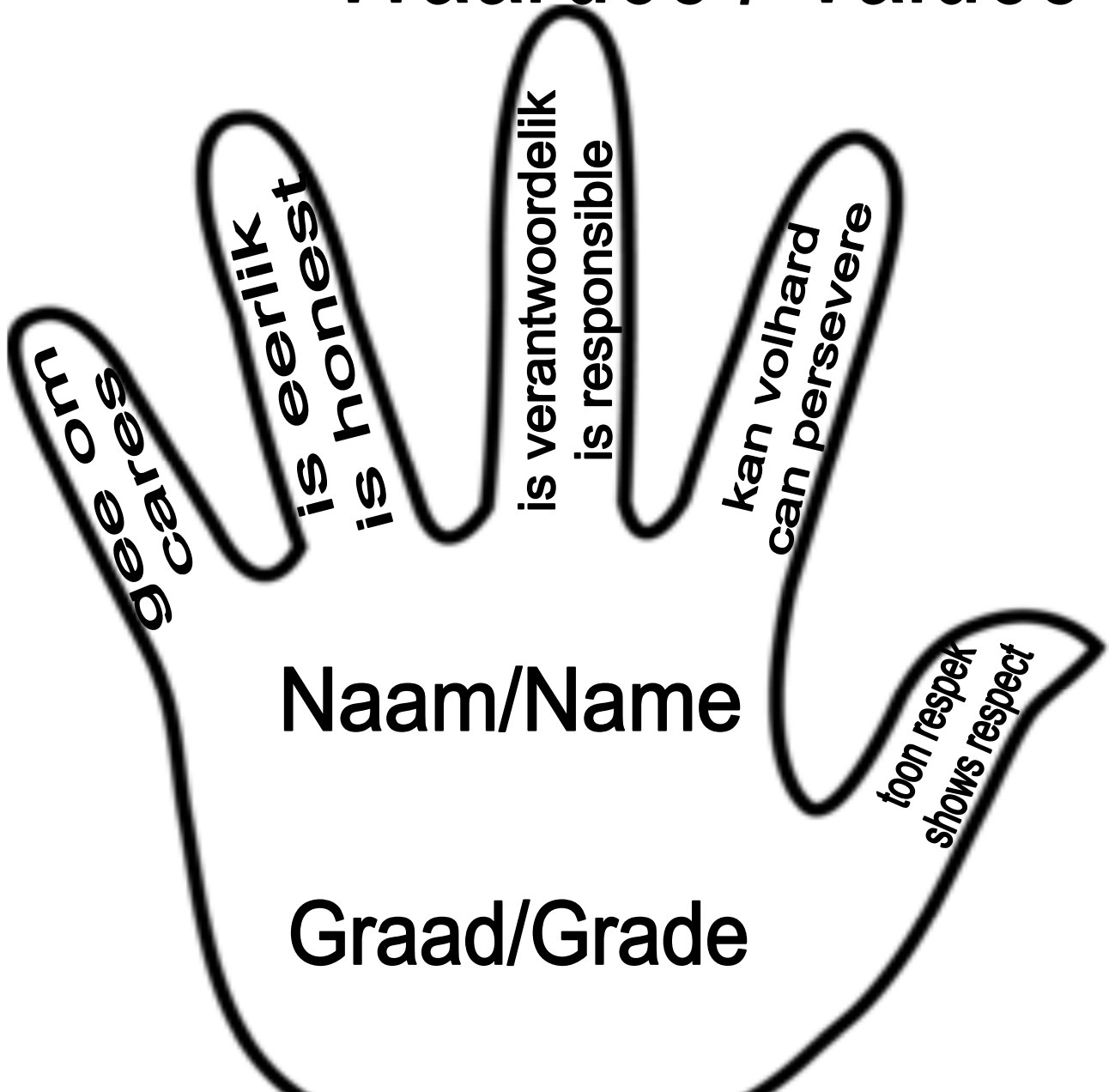
 - 5. KONTROLELYSTE: POSITIEWE BRIEWE**
CONTROL LISTS: POSITIVE LETTERS

 - 6. OPSOMMINGS: MERIETESERTIFIKATE**
SUMMARIES: MERIT CERTIFICATES

 - 7. MERIETEKAAARTE & BOSSIEWAARDES**
- 



Laerskool Bosveld Primary Waardes / Values



<u>Waarde/Value</u>	<u>Datum ontvang</u> <u>Date received</u>	<u>DPO/HEG</u>
Vol hand/ Full hand		
Respek/Respect		
Omgee/Caring		
Eerlikheid/Honesty		
Verantwoordelikheid/Responsibility		
Volharding/Perseverance		