



**Campus Address**  
359 Pretoria Ave, Ferndale, Randburg, 2194

**Phone:** 011 056 9744

**WhatsApp:** +27 73 212 7905

**Email:** [admin@amazinggraceschool.co.za](mailto:admin@amazinggraceschool.co.za)

### **Code of Conduct**

The Student Code of Conduct of **Amazing Grace Private School**, is written for you with Enko Education mission and values in mind. Enko Education strives to nurture and teach learners to be:

- Caring
- Committed
- Pathmakers
- Team Spirited

It is underpinned by Constitution of the Republic of South Africa (Act 108 of 1996) and the South African Schools' Act (no 84 of 1996) strives to uphold and protect the rights of the learners as individuals and as a group. It is always applicable to all learners not only when at school but and places for as long as the learner is enrolled at the school. This code of conduct seeks to establish and maintain an attitude of respect, tolerance and reconciliation amongst you, your peers and the adults in the service of the school.

### **School and class attendance**

Parents or guardians, learners, teachers and the Enko Education Group are jointly responsible for ensuring that all learners attend school. The following rules must be adhered to:

1. School hours: school starts at 7:20am and finish at 14:00pm from Monday to Thursday.
2. School finishes at 13:00pm on Friday.
3. Report to the front office if you arrive late for school so that your name can be recorded in the attendance register.
4. If you are absent for 20 days or more, you may be in danger of not being promoted. This is a Dept of Education stipulation.
5. You and your parents/guardian need to take responsibility for absence from school. The school needs to be informed, lessons missed must be covered and project and homework due dates must be adhered to.
6. You are not permitted to leave the school grounds during school hours without permission.
7. Any absence during a formal examination, test or task must be justified by a letter from a medical doctor or tradition doctor or registered herbalist.

### **Behaviour: You are required to:**

**Be punctual:** Arrive at class on time, so that they are ready to start the lesson.

Lateness is inconsiderate – it disrupts the efforts of both the teacher and the other learners.

You may enter or stay in classrooms before school, during breaks and after school only with the express permission of a staff member.

**Be prepared:** Bring to the lesson what is needed for it, which includes the books, stationery and writing implement necessary, and the completed homework. It is important to be ready to learn and to contribute to the lesson.

**Be respectful:** Respect for self, for others and for environment. Do not disrupt lessons, contribute in a meaningful way. Show respect for the property of peers and of the school. Keep your classrooms neat and clean. Litter and paper scraps should be put in the dustbin and recycling bin respectively, not on the floor. No one likes to work in a dirty or untidy environment. Eating and drinking during lessons is forbidden. Chewing gum is strictly forbidden. Use the toilets properly.

**Be responsible:** Take responsibility for yourself and your own behaviour first, then encourage your peers to do the same.

**Be supportive:** You should do what you can to make everyone in your class feel happy and accepted, and always be willing to widen their circle of friends to make sure that no-one is left out. Offer to help anyone who may be having difficulty with the work or social interactions.

**School uniform and general appearance**

The complete school uniform must be worn with pride.

Please do not spend money on ornate, exotic and colourful hairstyles, socks, earrings and nail varnish during term time. You will simply be asked to remove before returning to school

**Valuables and personal belongings:** The school will not need you to bring in expensive cell phones, headphones and so forth. Therefore, we are not to be held responsible for theft or damage.

A member of staff has the right to search the contents of a cell phone in terms of the searching procedures as described in the South African Schools Act.

**Restricted areas:** The following areas are out of bounds:

1. The staffroom, teachers' workrooms.
2. Any area where examinations are being written.
3. Areas where vehicles are parked.
4. No ball games are allowed near the school buildings during school hours.

**Detention**

1. You may be put on Friday detention by the grade head for a transgression that warrants it.
- 2 Detention usually takes place on a Friday from 13:30 to 15:00.
3. Detention for repeated or serious misconduct or repeated academic negligence may be extended to Saturdays and may include physical labour or tasks.

**Bullying Policy**

1. All forms of bullying should be reported. you may report a case of bullying to any member of staff, peer helper or parent. You may also place a note in the box at Reception but it must contain the name of the writer.
2. All information will be treated confidentially.
3. All reports of bullying will be investigated, at the very least, by a grade Head. The school will keep records of any bullying.
4. Action to be taken against a perpetrator. This may lead to expulsion or informing the Police.

*All Disciplinary processes will follow the proper procedure and will be explained to you if and when the need arises.*

I have read and understood the contents of this Code of Conduct and understand that any transgression may lead to consequences as stipulated above.

Signature of Learner

Signature of Parent

Signature of School Representative