



## **PROSPECTUS - 2019**

### 1. **VISION**

Success through training.

### 2. **MISSION**

At Westcliff School we strive to give every learner the opportunity to discover his/her potential and develop fully by acquiring skills, in order to reach adulthood, become a worthy human being and contribute to the economy of the community.

2.1 Positive staff and learner;

2.2 Career oriented curriculum;

2.3 Partnership with the parents;

2.4 Purposeful structure;

2.5 Neat, purposeful and safe school buildings, grounds and equipment.

**PARENTS SHOULD WORK THROUGH THIS DOCUMENT WITH THEIR CHILDREN**

### 3. GENERAL

#### 3.1 COMMUNICATION : PARENTS

- Accounts : By hand via learner  
Special requests via surface mail  
Final demands by hand via learner  
Notification by SMS
- Circulars : By hand via learner
- Reports : By hand via learner
- Discipline Notice : By hand via learner (detention notice)  
Included with the report at the end of the term
- Cellphone Numbers:  
We have found that communication via SMS is very effective. We require **one** cell phone number per learner where parents can be contacted (not learners). If the school does not already have such a number, we would appreciate it if you would supply one. **Please inform us immediately if your cell phone number changes.**
- **Address Changes :**  
**Please inform us immediately if your address changes, so that we can update our records.**

#### 3.2 GUIDANCE TEACHER

- |              |   |   |
|--------------|---|---|
| Mrs Swart    | : | Admissions to school<br>Personal problems of learners (girls)<br>Guidance to parents and learners |
| Mr Rodericks | : | Personal problems of learners (boys)<br>Learner support   |

#### 3.3 YEAR GROUP HEAD

- |             |   |        |
|-------------|---|--------|
| Ms Hart     | : | Year 1 |
| Mr Le Sueur | : | Year 2 |
| Mrs Kotze   | : | Year 3 |
| Mr Le Roux  | : | Year 4 |

### 4. ENROLMENT OF LEARNERS

- 4.1 A new learner must please be accompanied by at least one parent or guardian to ensure that the correct information is provided.
- 4.2 An ID document/Birth Certificate (or copy of one) is required at enrolment.

### 5. TUITION FEES PAYABLE

The authority given to the Governing Body in terms of the law, is to handle school money, to enforce payment (taking into account parents who experience financial difficulties) and to administer affairs. The school fees will be fixed after careful consideration and will be confirmed at enrolment.

The school and hostel fees for the year are stipulated on form 1E.  
(To be supplied at enrolment)

### 6. SCHOOL UNIFORM

- 6.1 To cultivate pride regarding the neat image of our school and the appearance of our learners, we demand that learners are dressed in the prescribed summer and winter uniforms.

On the first day of school all learners must be dressed in the prescribed school uniform. Their overall appearance must be neat as stated in the school's code of conduct.

\*Neatness and correct uniforms are the responsibility of the parents.

## 6.2 SCHOOL UNIFORM

### 6.2.1 **GIRLS**

Long trousers	:	Grey school long trousers (without a belt).
Shirt	:	White short-sleeved or long-sleeved shirt (badge optional)
Socks	:	(No fashion or sport socks) Grey school socks with trousers
Shoes	:	Normal black school shoes
Jersey/pullover	:	Navy blue V-neck
Blazer	:	Navy blue blazer with school badge (optional)
Windbreaker	:	Available at school (optional)
Scarf	:	Only plain navy blue (no stripes or patterns) (optional). Not permitted in the workshop.
Tracksuit top	:	Available at school (optional)
Beanie	:	Available at school (Navy blue with school badge) (optional)
Tie	:	Available at school (optional)
Honorary colours (sport)	:	Only on Friday

### 6.2.2 **BOYS**

Long or short trousers	:	Grey with brown or black belt. (No large, ornate buckles)
Shirt	:	White short-sleeved or long-sleeved shirt (badge optional)
Socks	:	Grey school socks (other colour socks will be removed by learner)
Shoes	:	Black or dark brown school shoes, with laces or black or brown safety shoes. <b>For 1<sup>st</sup> year learners in 2019 safety shoes are compulsory</b>
Jersey/pullover	:	Navy blue V-neck
Blazer	:	Navy Blue blazer with school badge (optional)
Windbreaker	:	Available at school (optional)
Scarf	:	Only plain navy blue (no stripes or patterns) (optional). Not permitted in the workshop.
Tracksuit top	:	Available at school (optional)
Beanie	:	Available at school (Navy blue with school badge) (optional)
Tie	:	Available at school (optional)
Honorary colours (sport)	:	Only on Friday

6.2.3 Final year badge: May be purchased at the school by the 4th years. This is, however, a privilege and is subject to continuous good behaviour.

6.2.4 Overalls, aprons (Hospitality Studies and Hairdressing) and spray-masks are compulsory and may be bought at the school in order to ensure uniformity. If a learner has his own overall, it must be the same colour, WITHOUT any advertisements or slogans.

All clothing must be MARKED CLEARLY. Overalls must be washed regularly.

## 7. SCHOOL ACTIVITIES

### 7.1 DAILY TIME-TABLE

7.1.1 School hours: Mondays to Thursdays 07:50 – 14:30  
Fridays 07:50 – 13:40.

NB: Learners, who are guilty of serious or repeated misconducts, will be placed on detention.

7.1.2 Detention : Tuesday and Thursday : 14:30 - 15:30  
Saturdays : 09:00 – 12:00 (Headmaster's detention)

7.1.3 Office hours: 07:30 – 15:30

## 7.2 COURSES

Education is in accordance to the principles of Curriculum Assessment Policy. Adaptations are made to suit the learners' needs and abilities. Learners follow a learning programme with a technical component. **The course is four years.**

First year: Skills education on rotation basis

Second year: Skills Education

Third year: Skills Education

Fourth Year: Skills Education

## 7.3 MEDIUM OF TEACHING

Learners are educated as far as possible in parallel medium classes. Afrikaans and English speaking learners are thus educated in separate academic classes. We do, however, have some double medium classes.

In the technical classes, learners of both language groups are taught together, but language preference is maintained throughout.

Continuous evaluation is used, therefore all the assignments of the learner form part of the learner's year mark. Formal examinations will also be written during the 2<sup>nd</sup> and 4<sup>th</sup> term. At the end of each term progress reports will be given.

## 7.4 SUBJECTS

The following subject form part of an integrated learning programme:

### ACADEMIC

	1 <sup>st</sup> Year	2 <sup>nd</sup> – 4 <sup>th</sup> year
1	English	English, Afrikaans, Mathematics, Natural Sciences and Technology, Life Skills, Creative Arts
2	Afrikaans	
3	Mathematics	
4	Life Skills	
5	Creative Arts	

### TECHNICAL SKILLS: (PRACTICAL AND TRADE THEORY)

Woodworking	Hairdressing
Basic Welding and Metalwork	Food Production
Automotive Body Repair	Office Administration
Automotive Spray-painting	Early Childhood Development (Only Y1, Y2 and Y3)
Maintenance	

## 8. SCHOOL BOOKS

Books/ notes are supplied to learners by the school free of charge.

When books/notes are lost or damaged, the parent will be held responsible for the cost price.

**Every learner must provide his/her own A4 Ring File, homework book, calculator, mathematical set and stationary.**

## 9. SCHOOL CASES

A school case is part of the school uniform and must be neat at all times. Only firm cases or bags with firm inside support are acceptable. Only the learner's name on the exterior – no scratching, stickers or slogans allowed.

## 10. SPORT

We recommend that learners, who are physically healthy, take part in at least one winter and one summer sport.

### 10.1 The following sports/skills are offered:

Summer (Competitive) – athletics, cricket, tennis, chess and tug-of-war  
(Sport period) – soccer, darts, music group, drama, handwork and art

Winter (Competitive) – rugby, netball, soccer and cross country and chess  
(Sport period) – tennis, darts, drama, handwork and art

### 10.2 SPORTWEAR

SPORT	BOYS	GIRLS
ATHLETICS	<ul style="list-style-type: none"> <li>▪ Navy blue shorts</li> <li>▪ Blue T-shirt/vest (borrowed from school)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Navy blue shorts</li> <li>▪ Blue T-shirt/vest (borrowed from school)</li> </ul>
NETBALL		<ul style="list-style-type: none"> <li>▪ Netball skirt : matches (borrowed from school)</li> <li>▪ Netball shirt (borrowed from school)</li> <li>▪ White socks</li> <li>▪ Sport shoes</li> </ul>
RUGBY	<ul style="list-style-type: none"> <li>▪ Rugby jersey : matches (borrowed from school)</li> <li>▪ Rugby socks (purchase at school)</li> <li>▪ Navy blue shorts</li> <li>▪ Rugby togs</li> </ul>	
CRICKET	<ul style="list-style-type: none"> <li>▪ White golf shirt (borrowed from school)</li> <li>▪ White trousers and white socks or</li> <li>▪ White shorts and school rugby socks</li> <li>▪ Sport shoes</li> </ul>	
TENNIS	<ul style="list-style-type: none"> <li>▪ Tennis outfit : matches (borrowed from the school)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Tennis outfit : matches (borrowed from the school)</li> </ul>
TUG-OF-WAR	<ul style="list-style-type: none"> <li>▪ Tug-of-war jersey : competitions (borrowed from school)</li> <li>▪ Tug-of-war boots</li> <li>▪ Navy blue shorts</li> <li>▪ Rugby socks</li> </ul>	<ul style="list-style-type: none"> <li>▪ Tug-of-war jersey : competitions (borrowed from school)</li> <li>▪ Tug-of-war boots</li> <li>▪ Navy blue shorts</li> <li>▪ Rugby socks</li> </ul>
SOCCER	<ul style="list-style-type: none"> <li>▪ Soccer jersey and shorts : matches (borrowed from school)</li> <li>▪ Soccer boots (learners must have their own)</li> <li>▪ Soccer socks (purchase at school)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Soccer jersey and shorts : matches (borrowed from school)</li> <li>▪ Soccer boots (learners must have their own)</li> <li>▪ Soccer socks (purchase at school)</li> </ul>
CROSS COUNTRY All clothes borrowed from school for cross country	<ul style="list-style-type: none"> <li>▪ Vest</li> <li>▪ Navy blue shorts</li> <li>▪ Warm-up T-shirt</li> <li>▪ Running shoes (learners must have their own)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Vest</li> <li>▪ Navy blue shorts</li> <li>▪ Warm-up T-shirt</li> <li>▪ Running shoes (learner must have their own)</li> </ul>

### 10.3 SOCIETIES AND ACTIVITIES

To make provision for the individual capabilities, interests and personal development of our learners, the school caters for the following: D4J, Outdoor Club, Art, Nail Care, Culture, Chess, Handwork, Reading and Music group.

### 11. HELP AND GUIDANCE TO LEARNERS

The guidance teachers are available, by appointment, to assist learners with personal problems, study and job opportunities.

- Mrs Swart
- Mrs Carstens

### 12. PARENT INVOLVEMENT

Westcliff School has a Parent-Teacher Association (PTA) which organises different activities. Fund raising is done to help those less fortunate learners. As parents, we expect you to be involved in your child's education.

### 13. SCHOOL HOSTEL (Boys only)

Boarding fees: See the 1E form, marked hostel. (To be supplied at enrolment)

Telephone numbers:	Boarders:	(021) 9481077 / 9481140
	Matron:	(021) 9483367
	Superintendent:	(021) 948 3367

## CODE OF CONDUCT FOR LEARNERS : WESTCLIFF SCHOOL OF SKILLS

### INTRODUCTION

This School is committed to providing an environment for the delivery of quality teaching and learning by:

- Promoting the rights and safety of all learners, teachers and parents.
- Ensuring learners' responsibility for their own actions and behaviours.
- Prohibiting all forms of unfair discrimination and intolerance.
- Eliminating disruptive and offensive conduct and so ensuring a pleasant atmosphere.
- Creating opportunities for self-development.
- Observing Christian principles, but other religions are accommodated.

The Code of Conduct spells out the rules regarding learner behaviour at the School and describes the disciplinary system to be implemented by the School concerning transgressions by learners. The Code of Conduct applies to all learners while they are on the School premises in school uniform or when they are away from the School representing it or attending a School function.

Section 8(4) of the SA Schools Act provides that all learners attending a School are bound by the Code of Conduct of that School. All learners attending the School are expected to sign a statement of commitment to the Code of Conduct. The administration of the Code of Conduct is the responsibility of the Disciplinary Committee of the School

### SCHOOL RULES

The School rules are intended to establish a disciplined and purposeful environment to facilitate effective teaching and learning at the School. Nothing will exempt a learner from complying with the School rules. Ignorance of School rules is, therefore, not an acceptable excuse.

- A. General Principles
- B. School and Class Attendance
- C. School uniform and general appearance
- D. Valuables and Personal Belongings
- E. General Rules
- F. Rules Governing Public Places
- G. Transport
- H. School Enrichment Programme
- I. Accommodation of Religious or Cultural Rights
- J. Disciplinary System

#### A. GENERAL PRINCIPLES

1. Learners are expected at all times to behave in a courteous and considerate manner towards each other, the Learner Representative Council (LRC), all members of staff and visitors to the School.
2. Learners are expected to abide by the School rules with regard to appearance and behaviour when representing the School both during School hours and after School hours, at School and away from School. Learners may not say or do anything that will discredit themselves or the School.
3. No learner has the right at any time to behave in a manner that will disrupt the learning activity of other learners, or will cause another learner physical or emotional harm.

- The School will contact parents/guardians when a learner's behaviour becomes a cause of concern and will endeavour, in a spirit of constructive partnership, to resolve the problem.

## **B. SCHOOL AND CLASS ATTENDANCE**

Parents/guardians, learners, teachers and School Governing Body (SGB) members are jointly responsible for ensuring that all learners attend School.

- If a learner does not attend school regularly, parents will be informed daily, via our SMS system. The register teacher keeps an accurate register of learner attendance.
- All learners are to arrive at school before the official starting time. Learners who are late for school will be marked absent as registers are completed at the beginning of each school day. Late learners must report at reception. These learners will be marked late on the system and an sms will be sent to the parents/guardian.
- Absence from a class, without the permission of the relevant register or subject teacher, is prohibited.
- Any absence from school must be covered by an absentee note from a parent/guardian.
- Should a learner be absent from school for a period of three (3) days or longer, this leave of absence must be supported by a letter from a medical doctor.
- Any absence from a formal examination, test or task must be supported by a letter from a medical doctor. Learners who fail to produce a medical certificate on absenteeism during formal examinations/tests/assessment tasks will obtain a mark of "0" (nought) for the particular examination/test/assessment task.
- No learner may leave the school grounds during school hours unless the parent/guardian has made a special request. The Principal, Deputy Principal, guardian teacher or First Aid Teacher may give permission, only if parents have been contacted. Learners must be signed out at reception.
- Truancy from School is prohibited.
- All learners will attend assembly for the full duration thereof unless permission on grounds of religion has been granted.

## **C. SCHOOL UNIFORM AND GENERAL APPEARANCE**

- Learners are expected to wear the official, prescribed School uniform and appear neat and tidy at all times.
- No additions to the uniform that are not in accordance with the regulations will be allowed. Forbidden articles/clothing/jewellery will be removed immediately and may be kept till the end of the term. **Learners who refuse to comply may be sent home once the parents have been contacted.**
- Personal hygiene is expected of each learner every day.

## **GIRLS**

- Hair**  
Hair-length (back) may not be longer than the lower edge of the collar. If longer, hair must be tied or fastened – with one type of clip. Long hair must be tied to the scalp. Loose-hanging pony-tails are not allowed. If hair is shorter than the required length and appears untidy, it must be tied up. Braided hair must match the original hair colour and be neatly tied up. **No Hairdressing learners may have braided hair.**  
Hair must be clean, neat and or tidy at all times. Way-out hair styles are forbidden. Short hair must be neatly cut. Unnaturally dyed hair must be returned to normal.

### **Hair-decorations**

- Plain hair clips or combs, alic bands.
- No glitters, flowers, butterflies, of any such decorations are permitted.
- Braided hair may not include any form of beads.



Under no circumstances may a girl loosen her hair before or after school, while dressed in the school uniform. (Exception: Hairdressing girls on a Friday only).

2. Jewellery  
No jewellery, like rings, bracelets (elastic or leather) or chains are allowed. Only Medic Alert discs and wristwatches are permitted. Tongue rings, eyebrow studs, nose studs etc. are not allowed to be worn. Girls may wear **one** standard stud or ring of silver or gold only in the bottom section of the earlobe if there is more than one hole.
3. Nails and make-up  
No learner may arrive at school with make-up and/or nail polish on. Only nail polish and/or make up that was applied in the hairdressing class may be worn for that specific day.  
Nails may not extend over the finger- tip.  
No mascara, eyeliner, blusher or base may be worn.  
No permanent or semi-permanent make up may be applied.  
Colourless nail polish may be worn.

## BOYS

1. Hair  
At all times hair must be clean, short, neat and appear natural. No extraordinary tendencies, trends, fashions or colouring will be allowed. Religion/life style is not necessarily a valid reason for a different hair style.
2. Beards and moustaches  
Beards, moustaches and side-burns are prohibited. Transgressors will be asked to shave at the school. The school supplies shavers at R5,00 each.
3. Jewellery  
No jewellery of any kind will be allowed for boys.  
Only Medic Alert discs and wrist-watches are permitted.  
Forbidden articles will be confiscated.
4. Nails  
Fingernails must be kept trimmed short and clean at all times.  
A long nail on the little finger is not part of a religious practice.
5. During events that allow the wearing of casual wear, learners should wear neat, presentable clothes. Beachwear, tight-fitting clothes, clothes that are see-through and/or too revealing are not allowed. Hair, shoes and accessories should be neat at all times.
6. Coloured contact lenses or visible tattoos are not allowed.
7. Wet school clothes: No learner will be sent home to put on dry clothes. Wet clothes cannot be dried at school.
8. Only learners that have applied, submitted relevant supporting documents and received the necessary permission from the School Governing Body, may deviate from official School uniform for religious and cultural reasons as contemplated in Section I of this Code of Conduct

## D. VALUABLES AND PERSONAL BELONGINGS

The School will not be held responsible for theft of or damage to personal belongings on School premises (e.g. cell phones, money, valuable articles, bags, books and clothing). Personal articles and clothing must be clearly marked and may be handed in for safe-keeping during the day at the register teacher or deputy principal.

1. Learners should avoid bringing cell phones, large sums of money and valuables to School.
2. Cell phone
  - 2.1 **Cell phones may not be switched on during the school day.**

- 2.2 If the learner brings a cell phone to School, he/she should hand it in to the register teacher, who will lock it away in a safe. It will be returned at the end of the day. Cell phones must be clearly marked.
- 2.3 If a cell phone is not handed in, the school cannot accept any responsibility for it.
- 2.4 Cell phones that are seen/or heard ringing will be confiscated immediately. The confiscated phones will be recorded in a register and locked away in the safe. Learners may sign for and collect the cell phone after 5 school days.
- 2.5 Stolen cell phones must, according to the law, be reported to the police.
- 2.6 The use of cell phones to take pictures or make videos on the school premises are prohibited. Learners are not allowed to post and or publish videos or photos on social media. Cyber bullying is strictly forbidden.
3. If a parent requests a learner to pay School fees, or any other monies, on his/her behalf, this money should be paid to the Financial Officer before the start of the School day or during register period.
4. Arrangements should be made with the teacher in charge for safekeeping of valuables, etc. during sports practices.
5. Forbidden Articles: Bubble gum, tippex, smoking material, drugs, alcohol, sharp objects, weapons, jewellery, make-up, cell phones, computer games, iPods, walkman's or any other electronic articles. Forbidden articles will be confiscated.

## **E GENERAL RULES**

1. Changing of classes must occur quickly, orderly and quietly. Loitering and/or playing in and around the corridors, stairwells and toilets is forbidden. During the SKILLS PERIODS, no learners may move around inside the school buildings. Only the learners participating in sport may be outside.
2. All litter must be placed in refuse bins or wastepaper baskets.
3. Malicious damage, vandalising or neglect of school property and the property of others, either by writing or by a physical act, is prohibited. Theft of school and private property is also prohibited. The loss of any or intentional damage to school property will be recovered from the learner and/or parent.
4. Any act of cheating in class, homework, assessment or examination is prohibited. This includes copying of and/or borrowing another learner's work.
5. Disruptive, unruly, rude and/or offensive behaviour will not be tolerated. A learner who disrupts a class may be placed outside the classroom for a "cool down" period. The learner will be placed in such a position that the lesson can still be followed.
6. The timeous handing in of work is the responsibility of each learner. Work that is not handed in cannot be marked and will therefore receive a "0".
7. The learner will respect the beliefs, culture, dignity and rights of other learners, as well as their right to privacy and confidentiality.
8. Safety rules must be strictly adhered to in both the classrooms as well as in the workshops.
9. SECURITY: Members of staff are on duty on the grounds from 07:40 in the mornings. Three teachers are on duty in the morning and during breaks. The teachers on duty are assisted by members of the council of learners. The school grounds and buildings are partly covered by security cameras (CCTV).
10. Unacceptable language use, discrimination and racism are prohibited.
11. Any act that belittles, demeans or humiliates another learner's culture, race or religion is prohibited.
12. All learners have the right to an education free of interference, intimidation and/or physical abuse. The learner will respect the property and safety of other learners. Fighting, bullying or threatening of other learners is forbidden. Teachers may physically intervene in order to prevent or stop physical violence between learners.

13. Learners may not instigate, encourage or participate in any act of violence. Transgressors will be sent home after the parents are notified and the disciplinary procedure will be put into motion. This procedure may lead to suspension.
14. No gang related activities, forming or participation in gangs is permitted on the school grounds.
15. The learner will respect those learners in positions of authority. A learner who is in a position of authority will conduct him/herself in a manner befitting someone in authority. S/he will respect the rights of other learners and will not abuse such authority bestowed upon him/her through his/her position.
16. The possession of, copying and/or reading of offensive material (e.g. pornography) is prohibited.
17. Trading on school premises: Nothing may be bought or sold on the school grounds, without permission from the principal.
18. Learners must keep clear of areas that are indicated as out of bounds. These include:
  - 18.1 Staff vehicles.
  - 18.2 The tennis courts, netball courts, swimming pool, except while attending official sports practice and matches or during a lesson while under the supervision of a teacher.
  - 18.3 Electrical mains distribution boxes, fire extinguishers and hoses may not be tampered with.
  - 18.4 Parking areas, except when accessing their own vehicles.
  - 18.5 No learner is allowed in the staff room.

#### **F. RULES GOVERNING PUBLIC SPACES**

The School is a place of safety where laws pertaining to public spaces are applicable.

1. No dangerous objects or illegal drugs as defined in the SA Schools Act or the Safety Regulations will be brought onto and/or used on the school property unless authorised by the Principal for educational purposes. Dangerous objects include knives, firearms or any item that could harm a person.
2. Dangerous objects/weapons will be confiscated immediately. They will not be returned. Parents will be notified, if necessary. The learner may also be sent home immediately.
3. The possession of, and/or smoking of cigarettes/smoking materials is prohibited.
4. Alcohol is not permitted on school premises or during any school activity.
5. The carrying of and/or consumption of illegal chemical substances and drugs is prohibited.
6. No learner who is under the influence of an illegal substance (drugs or alcohol) will be allowed on the school premises.

#### **G. TRANSPORT**

Learners wishing to park motorcycles or vehicles on the school grounds must first obtain permission from the principal and use the specific areas allocated for this purpose. Proof of the licence must accompany the application.

1. All learners park their vehicles and bikes (pedal or motorised) at their own risk.
2. Specific areas are provided for the safekeeping of bikes and must be used by learners. Bicycles must be locked and parked inside the demarcated area.
3. Learners who have a drivers' licence may ride or drive a vehicle to school provided the learner has a license to drive such vehicle and provided extreme caution is exercised. Reckless behaviour is forbidden. Only licensed motor cycles/cars will be allowed.

4. Bicycles/motorbikes/motor vehicles may not be ridden/driven on the school grounds. Motor vehicles must be parked outside the school premises.
5. The Code of Conduct is applicable when making use of public transport to and from school.
6. Learners may not hitchhike while in school uniform/sport clothes.

#### **H. SCHOOL ENRICHMENT PROGRAMME**

Involvement in activities making up the School Enrichment Programme (sport and culture) forms a valuable and integral part of the holistic education of every learner. All learners are, therefore, expected to become actively involved in at least one (1) sport, cultural and/or service activity per term.

1. The learner is expected to adopt the correct etiquette pertaining to the specific activity at all times.
2. Once a learner has committed him/herself to an activity, he/she will be bound to meet the rules and obligations related to that activity.
3. Involvement in a particular activity will span the entire season/duration in which that activity takes place.
4. Attendance of all practices is compulsory. Missing a practice without a valid excuse in writing from the learner's parents may result in the learner being suspended from the specific team.
5. Appropriate kit/uniform will be worn to practices.
6. The correct match kit/uniform will be worn to inter-school league fixtures.
7. Learners travelling to a fixture will travel in sports clothes or school uniform, depending on the arrangements made by the coach.
8. Sports and other kit must be carried in an appropriate bag.
9. Learners playing in home league fixtures may arrive at the field in the appropriate sportswear.

#### **I. ACCOMMODATION OF RELIGIOUS OR CULTURAL RIGHTS**

Religious practices, conduct or obligations that relate to the core values and beliefs of a recognised religion and that are in conflict with any rule contained in this Code of Conduct will be accommodated by a deviation from this Code of Conduct by the Governing Body under the following conditions:

1. The learner, assisted by the parent, must apply for a deviation from the standard School rules if such rules are in conflict with or infringe on any religious right of the learner.
2. This application must be in writing and must identify the specific rule/s that is/are offensive to the learner's religious right/s as contained in the Constitution of the Republic of South Africa.
3. This application must include a reasonable interpretation of the religious rights that the learner feels are offended and a suggestion on how the rules may be supplemented by the Governing Body to accommodate such religious rights.
4. The learner must provide proof that she/he belongs to that specific religion and that the religious practices, rules and obligations that are in conflict with the School's Code of Conduct are his/her true beliefs and commitments.
5. The religious conduct or practice must comply with National Laws.
6. The Governing Body must consider the application and, if it is satisfied that the application is justified in terms of Constitutional principles, the application will be granted in writing.
7. When the Governing Body allows for deviations from the standard rules, such deviations must be based on core religious beliefs inherent to the religion, and it must be compulsory for the learner to comply with such beliefs.

8. The deviation must specify the extent of the exemption from the normal rules and must clearly identify the conduct that will be allowed – e.g. the wearing of a head scarf, including colours and details of design; the growing of a beard; or the wearing of a specific hairstyle or jewellery – and the conditions under which such deviation will be applicable to the learner.
9. Cultural rights will be considered in the event that they do not relate to a religion, if such cultural rights manifest in conduct of a permanent nature that is compulsory for the cultural group. This refers to cases where the removal of the cultural jewellery or mark will cause considerable pain to the learner. Normally, cultural rights are exercised through marks and expressions of a temporary nature that are justified for a specific cultural gathering. The learner must convince the Governing Body that his/her cultural rights can be exercised only through a permanent intervention.
10. Any request for a deviation from the Code of Conduct based on cultural rights must be in writing and must be based on the above.

## J. DISCIPLINARY SYSTEM

At Westcliff we like to ensure good order at all times.

### CODE OF ETHICS -GOOD ORDER

Character Building Principles on which the system is established:

RESPECT	HONESTY
TRUSTWORTHY	RESPONSIBILITY
CARE	LOYALTY
FAIRNESS	CITIZENSHIP

When any one of these principles is violated, good order is disrupted. The school has the child's interests at heart and we rely on the full co-operation of the parents/guardians.

## 1. MISCONDUCT

### Category A: Less serious

Educator in class/workshop attends to the problem. Educator will decide whether it is necessary to contact parent/guardian.

### Category B: More serious

The educator will attend to the problem. Parents will be contacted if the problem is serious, or in cases when certain problems are repeated.

### Category C: Very serious

Guardian teacher/deputy principal/principal will attend to the problem. Parent will be contacted. Principal will, in conjunction with the guardian teacher and the School Based Support Team (SBST) decide which learners' names will be given to the disciplinary committee for discussion during an informal hearing. If necessary the committee will refer learners to the Governing Body or therapy. They will then decide which cases will require a formal disciplinary hearing.

## 2. PROCEDURE

Step 1: For minor offences, the educator deals with the problem ensuring that the learner understands what he/she has done wrong and what the alternative is.

Teachers may physically intervene in order to prevent or stop physical violence between learners.

Step 2: For more serious or repeated offences, the educator concerned can complete the code of conduct form. He/she will ensure that the learner understands why the situation is a problem. The learner then signs his name to confirm that he/she understands the content of the form. The form may be signed by a witness, if the learner refuses to sign. Educator will apply an appropriate punishment.

A learner who disrupts a class may be placed outside the classroom for a "cooldown" period. The learner will be placed in such a position that the lesson can still be followed.

Step 3: The information is captured on computer. The computer will adjust the learner's marks automatically and the form will be filed in the learner's file.

Step 4: The parents of learners whose conduct causes problems at school and whose points are -50 or more, will receive a detention letter. This detention letter must be handed in on the day of the detention. If misconduct continues, parents will be requested to come to the school to discuss the problem.

Step 5: Parents of all learners will receive a report of conduct at the end of each term.

Step 6: Positive marks (+15) may be earned for good, improved behaviour as well as for positive reactions to the 8 Character Building pillars, which we try to encourage in our learners.

**Trust   Respect   Responsibility   Fairness   Caring**  
**Citizenship   Honesty   Loyalty**

### 3. **DETENTION**

- Parents must take note that learners, who are guilty of serious or repeated misconducts, will be placed on detention on Tuesdays and Thursdays 14:30 – 15:30. Possibly on Saturdays from 9:00 – 12:00 (Headmaster's detention))
- Learner's whose detention marks are -50 or more, will be placed on detention.
- Parents/guardian will be notified in writing beforehand. The letter should be signed by the parent/guardian and returned to the school on the detention day. It is the learner's responsibility to ensure that the notice is returned to school, signed. Learner's transport home will be the responsibility of the parents/guardians. Learners who are absent or do not arrive for detention, will have to sit detention on the following detention day.
- If a learner "bunks" detentions, an extra -50 marks will be added to his/her disciplinary record (an extra detention).
- If "bunking" of detention is repeated, prescribed procedure will be set in motion by the principal. This process will involve the learners, as well as his/her parents and may result in suspension.
- Disciplinary marks must be worked off (-50 or more) before examinations begin. Learners, who transgress, will be punished by taking away the privilege of leaving school earlier during examinations. They will therefore write examinations after the other learners have gone home. Parents will be notified by letter.
- If a learner attends a detention class, 50 marks will be deducted from his/her disciplinary record.
- A further 20 marks will be deducted if the learner:
  - reports on time for detention;
  - completes the detention task neatly;
  - behaves during detention;
  - returns the signed detention letter.
  - A headmaster's discretion (+50 marks) can be earned for positive behaviour.
  - Positive marks can also be earned through good and/or improved behaviour.

### 14. **DRUG AND ALCOHOL**

#### Definition - Drugs

Any substance, which changes the normal way in which the body or mind functions. These include prescribed and over the counter medicines; tobacco and alcohol solvents and other chemical agents; illegal drugs such as cannabis, "tik", LSD, heroin, cocaine, etc.

#### Dealing

Selling, exchanging, swapping, supplying etc.

## 15. **POLICY REGARDING ALCOHOL AND OTHER DRUGS**

It is the aim of the school's policy on drugs and alcohol that all members of the school community show by their actions and teachings that they do not condone the inappropriate use of alcohol and other drugs. **Parents must support the school in the regard.**

This policy applies while a learner is in school uniform or participating in an activity sanctioned by the school, and when he/she is in any public place where he/she is likely to be identified by the public as a learner of the school:

The school does not permit learners:

- The use of prohibited substances at school or at home;
- The inappropriate use of prescribed and/or non-prescribed medicines; solvents and/or other chemical agents;
- The consumption of alcoholic beverages or the smoking of tobacco and other drugs;
- The possession of drug related paraphernalia such as cigarette papers, pipes etc.;
- To be under the influence of alcohol and/or other drugs.

### **POLICY**

Our goal is to ensure that what we do should be to our Learners' advantage, and we wish to keep our approach to drug/drink related issues supportive.

The school takes the point of view that chemical dependency is a primary, chronic and progressive illness, that substance misuse is unacceptable and that a healthy drug free life will be encouraged at all times.

In cases where the learner and parents do not wish to make use of the help offered, the school will take whatever action it feels necessary, including suspension/expulsion.

We understand that:

- We are in partnership with parents/guardians to ensure the best for their children.
- A wide variety of habit forming substances, both legal and illegal, are available within our community and our children are exposed to these.
- Substance misuse is detrimental to humans on various levels (social, psychological, physical, mental etc.)
- We have to equip our young people so that they are less vulnerable to substance misuse and better equipped to deal with life and its challenges.

### 15.1 **PREVENTION**

The School undertakes to do the following:

- Present prevention and information sessions to all learners, parent/guardians and educators. Parents will be expected to contribute financially to these.
- Involve outside organisations and individuals as part of a team approach.
- Support a healthy, drug free life through word and deed.

### 15.2 **SUBSTANCE USE**

The use of any mood altering or habit forming substance, without a doctor's certificate, is strictly forbidden.

### 15.3 **DEALING IN DRUGS**

Dealing in drugs is a criminal offence. If any learner is suspected of, or caught dealing in, illegal drugs, the school will investigate and if necessary will refer to the SAPD.

### 15.4 **STEPS WHICH THE SCHOOL WILL TAKE IF A LEARNER TRANSGRESSES THE DRUG POLICY**

Every case will be considered individually and handled confidentially.

- The school has the right to search and/or test a learner in accordance to the SA School Law (as amended in section 8A of Act 31 of 2007).
- If a learner uses drugs, tests positive or is caught with drugs in his/her possession, the police may be notified.

- For a first offence, parents will be notified immediately and the learner will be sent home.
- The learner may only return to school if his/her parents accompany him/her and an appointment is made with the Disciplinary Head.
- The learner will be given 22 days to clean up and must provide a doctor's certificate to the school as proof that he/she is clean. Learners will also be tested at school.
- If the learner tests positive again after 22 days or admits that he/she has used drugs again, parents will be notified and the learner will be sent home on 5 days suspension. On his/her return, the learner must hand in a task concerning the dangers of drug abuse.
- If he/she tests positive again during his/her time at Westcliff School, he/she would be sent home immediately. He/She may only return to school on submission of a negative test result issued by a **rehabilitation center**.
- If after rehabilitation, a learner tests positive at any other stage during his Westcliff School career, he/she will be sent home and referred to the Governing Body for suspension.
- Westcliff School has the right to have such a learner tested at any time if there is a suspicion that he/she is involved with drugs again.
- Parents are responsible for the cost arising from testing and/or rehabilitation, if the learner test positive. Dagga tests cost R15.00, multi drug tests R50.00.
- The school maintains the right to recommend that, if it is in the best interests of the learner and/or the school, he/she can be referred elsewhere to complete his/her school career.

## 16. HIV/AIDS POLICY

### 16.1 INTRODUCTION

All learners, educators and parents of this school undertake to support the HIV/AIDS policy document. It is the policy of this school to implement an effective, preventative program and to maintain a supportive attitude in respect of the school community.

### 16.2 NON DISCRIMINATION

There will be no discrimination towards learners and educators who have HIV/AIDS.

### 16.3 HIV/AIDS TESTING

The school does not require or demand testing in respect of HIV/AIDS for admission as a learner to the school or appointment as a staff member to the school.

### 16.4 SCHOOL ATTENDANCE OF LEARNERS WITH HIV/AIDS

This school will accommodate learners with HIV/AIDS as practically as possible, for as long as the learner benefits from the teaching.

### 16.5 EXEMPTION OF COMPULSORY SCHOOL ATTENDANCE DUE TO HIV/AIDS

Parents or legal guardian(s) have to notify the principal in writing in respect of a request to exempt a learner from compulsory school attendance. (Section 4 (1) Schools Act 1996) This request must be accompanied by a valid medical certificate. The request will be handled in accordance with current legislation and the rules based upon it.

### 16.6 HOME TEACHING

Should a learner with HIV/AIDS become unfit to attend school, the school will make the school work available, to be collected at school, to enable the learner to be taught at home. (Section 51 Schools Act 1996)

### 16.7 SCHOOLS FOR LEARNERS WITH SPECIAL EDUCATIONAL NEEDS

The HIV/AIDS status of a learner may not be presented as a reason for admission to a class or school for learners with special educational needs.



**16.8 DISCLOSURE OF HIV/AIDS STATUS**

No learner, or parent of a learner, or educator can be compelled to disclose their HIV/AIDS status. It can, voluntarily and at own risk, be disclosed to the principal. The principal will regard it as confidential and will only disclose it to the educators with the written consent of the parents. If these steps are not complied with by the parents or guardians, the school and staff cannot be held legally liable.

**16.9 SECURITY MEASURES**

In general, all security measures, in accordance with current medical practice in respect of HIV/AIDS, have to be applied by all educators and learners.

**16.10 PRECAUTIONARY MEASURES**

In respect of sport and other risk bearing activities, the practice of sport and such activities must take place in accordance with current medical practice in respect of HIV/AIDS. Learners with HIV/AIDS can be allowed, for example to participate in sport and possible risk bearing activities such as workshop activities, if a valid medical certificate recommending such participation is obtained from a medical doctor.

**16.11 EDUCATION IN RESPECT OF HIV/AIDS**

Learners, parents and educators will continually be exposed to education in respect of HIV/AIDS. This education will, as far as possible, be based upon the most current knowledge available on HIV/AIDS.

**16.12 SCHOOL ATTENDANCE OF LEARNERS OF HIV/AIDS**

Learners with HIV/AIDS have to attend school. Learners refusing to attend school because of their HIV/AIDS status, will initially be referred for counselling and should such counselling not result in the normalisation of school attendance, the normal disciplinary steps of the school will be applied.

**16.13 IMPLEMENTATION IN THE SCHOOL**

The implementation of the HIV/AIDS sexuality and life skills program will take place in the school in the manner approved by the governing body of the school.

**16.14 HEALTH ADVISORY COMMITTEE**

The governing body will specifically appoint one of its members as health advisor in respect of all health aspects and specifically in respect of aspects relating to HIV/AIDS. The designated member will appoint a health committee, constituted by educators, parents, community members and learners. The chairperson of the health committee should preferably be someone from a medical background. This committee shall accept responsibility for the HIV/AIDS policy of the school, as well as for the implementation thereof.

**16.15 CONCLUSION**

This policy document is immediately applicable and will be made known to all learners, educators, other staff members and parents. This document does not discriminate in any way and is in accordance with general human rights and in the interest of all people, including those with HIV/AIDS.

17. **PERSONAL ACCIDENT INSURANCE FOR LEARNERS**

It is possible that a learner may be injured during school hours and more specifically, during sporting activities. The governing body has decided that the school must join an insurance scheme. Personal Accident Insurance refers to compensation of such medical costs encountered as a result of injury to learners. The learners are covered while they are on the school grounds.

NB: The above insurance does not replace any medical schemes.

1	Death	R5 000
2	Permanent disability shall mean:  Loss by physical separation at or above the wrist or an ankle of one or more limbs. Permanent loss of one eye or total loss of sight in one eye.  Any loss of fingers and toes is assessed according to a continental scale which is fully described in the policy:  Loss of thumb of both phalanges 25 % of  Loss of one phalange 10 % of	R5 000          R5 000
3	Medical costs	R3 000

Learners are only covered during school hours or when they are participating in sport or other activities arranged by the school.

Travelling to and from school is not covered.

Medical Aid: Parents belonging to a recognised medical aid must first claim from that fund.

**IMPORTANT:** Any claim must be discussed with the principal within 30 days of an accident.