

Andrews Preparatory School

A division of:
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 (PTY) Ltd 2006/005688/07
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CODE OF CONDUCT

Conduct

Students are expected to behave themselves appropriately at all times, and to relate to teachers, parents and peers in an acceptable manner showing courtesy and respect.

Andrews Preparatory School is a Christian-based primary school and all students are requested to respect this. The following rules must be strictly adhered to. Any rules in **bold** that are transgressed may result in a student being **issued with a letter of warning, suspension or expulsion – depending on the actual offence and/or the severity of the matter**. Only two letters of warning are issued, and after the third transgression (whether for the same offence or another independent offence), the student will be expelled. The decision rests with the Principal and is final. **Right of admission is reserved.**

Behaviour

- **No lying – directly or indirectly. This includes withholding the truth.**
- **No stealing. This includes 'borrowing' something without permission.**
- **No cheating. This includes allowing another student to cheat using your work – either in an exam or during the term.**
- **No sexual or violent behaviour. 6-inch rule applies to all students.**
- **No fighting or intimidation of other students (including sparring).**
- **No smoking is permitted – anywhere whatsoever, at school or otherwise. Andrews Preparatory School is a non-smoking venue and visitors, parents and friends are requested to respect this as well.**
- **No students may indulge in drugs, alcohol or illegal substances WHATSOEVER – at school or otherwise. Anyone found in possession of banned/prohibited substances or trying to sell or use banned/prohibited**

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substances will be reported to the police in terms of new Government legislation requirements.

- No student may attend or remain at Andrews Preparatory School if they are found to be intoxicated.
- No theft will be tolerated, which includes using or 'borrowing' someone else's property without their permission.
- No knives, firearms or any other weapon may be brought onto the Andrews Preparatory School property.
- No breaking of any law as set out by the Government.
- No back chatting or insubordination towards any staff member will be permitted.
- No swearing or use of foul language will be permitted.
- No physical, emotional or verbal abuse.
- No lighting of fires in any form (This includes lighters and matches).
- No pea shooting.

Premises and Property

- No writing or scratching on chairs, tables, walls or any part Andrews Preparatory School premises.
- No graffiti on any part of Andrews Preparatory School or private property, whether fixed or movable (including tables and benches outside).
- No littering.
- No vandalism or damage to property. (This includes all movable and immovable property).
- **The student will be expelled if they do not own up and take responsibility for damaging the property (by accident or maliciously).**
- No rocking on chairs as this damages the walls as well as the chairs. Students caught rocking on chairs repeatedly will be fined the amount of replacing a chair.
- Should damage to the property be done accidentally, the procedure is to report the damage immediately to the principal. Thereafter, should it be of such a nature that it cannot be cleaned/fixed without incurring costs, the costs of fixing the problem will be sent to the parents and added to the school account.
- Offices and learning centres must be cleared of all litter. Books, stationery and personal belongings must be packed neatly before a student goes home. All students should tidy their classroom before leaving for the day.
- No student will be allowed to leave the property before the close of the school day, unless collected by a parent or authorised adult (please advise the Principal of people authorised to collect), and unless permission has been granted by the Principal or Vice Principal.
- No unauthorised use of computers, internet, books, recreation equipment or any other facility or property of Andrews Preparatory School.

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- No unauthorised use of any property that does not belong to the student (This includes the property of teachers, staff and fellow students).
- Any lost property must be handed in to the class teacher.
- No playing of any games in the building (board games and other indoor games will be permitted in the library area during break times should it be raining outside only).
- No playing of rigorous ball games such as soccer, rugby, stingers etc. (Approved ball games will be permitted outside in designated areas at allotted times).
- No climbing on the walls or pool fence.
- The pool area including the fence is OUT OF BOUNDS at all time besides swimming lessons. This includes the pool pump.
- The gardens are out of bounds and no student may walk through the gardens at all.
- The security sensors are never to be touched or played with at all.
- No climbing onto the school offices or desks.

Learning Centres

- The computer classroom is to be respected and no eating or drinking will be tolerated in the classroom. All students are to be accompanied by a teacher should they need to use the computers.
- The library is to be respected. No tearing of pages in the books will be tolerated. Any book that is used must be replaced when finished with.
- The kitchen is out of bounds at all times. No student may enter the kitchen.
- No eating or drinking is allowed inside the school building at all. When it is raining, students may eat their meals inside the school hall only and care must be taken so as not to mess inside.
- No wearing of headgear (including beanies) or dark glasses in class.
- No use of cell-phones or other technological devices in class or during the school day. **All devices are to be handed when the student arrives and collected when they leave.** While every effort is made to ensure the devices are not lost, stolen or broken, we do not take any responsibility should this occur – WHATSOEVER.
- No playing of radios, I-pods, CD's, MP3's (or any electronic device) in the class or classroom during the school day.
- No use of laptop computers / notebooks in class unless written permission is granted by the principal and for a specific reason. This permission is only granted for the day and in no way can be carried over.
- Students may not leave the classroom unless a staff member has given permission.
- Desks must remain neat, tidy and uncluttered at all times.

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- No disruptive behaviour is permitted during a class. **This includes talking during a lesson without permission while the teacher is addressing the class. This is rude and disrespectful and will not be tolerated.**
- Students are required to complete all their homework every day as set out by their individual goals. Projects must be completed within 1 week of receiving it and before the final PACE test can be taken. Students with incomplete goals may receive detention the following day.
- **No student may copy another student's work. This is cheating and will be dealt with accordingly.**

Attendance

- **Students are not permitted to leave the premises without permission.**
- Students are required to be at Andrews Preparatory School from 08h00 until 13h00 (Grade R - Grade 2) or until 14h00 (Grade 3 – 7) from Monday to Friday during the school terms.
- Students may **NOT** leave before the time without permission from the **Vice Principal or Principal** and only once an email or written permission is handed in by the parent/guardian.
- Out of necessity, certain lessons may extend beyond these times.
- Andrews Preparatory School will close at **11h00** at the commencement of school holidays. No students are allowed to attend school during the holidays.
- Lessons start promptly at **08h00**. Please ensure students are punctual at all times.
- Assemblies are held on Monday mornings promptly at **08h00** and **attendance for all students is compulsory**. Guest speakers (Christian and motivational) are invited from time to time to address the students.
- There are two breaks during the school day, the first from 10h00 – 10h20 and the second from 12h00 – 12h30. All student are to play outside during break times, before school starts and after school.
- All students not collected at 13h30 (Grade R - 2) or 14h30 (Grade 3 – 7), will be treated as aftercare students and will be billed at the daily rate applicable.
- When a student is **absent or late**, Andrews Preparatory School must be notified by a parent or legal guardian **before 08h30**, by telephone, email, sms or in person.
- All students must make every effort to be at school every day and not to miss school unnecessarily.
- An absentee letter must be furnished on return to Andrews Preparatory School.

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Dress Code

- All students will be required to wear the **official Andrews Preparatory School uniform every day, including during exams**. Civvies may be worn on the last day of school for a fee of R10 (this will go towards our charity drives).
- When civvies days are granted, the following items of clothing are **NOT** permitted: mini-skirts, vests, low-cut tops (**no cleavage to be shown whatsoever**), see-through tops of any nature may be worn.
- Students are expected to dress in clothing which is neat and clean. Clothing which is ripped, torn or dirty is not permitted.
- Andrews Preparatory School caps & hats are to be worn during breaks and after school. No other head gear is permitted.

Hair, Piercings, Make Up & Jewellery

- Hair should be tied up and kept out of the face, so as not to distract from any work being done. We should be able to see the students' eyes at all times.
- No hair colouring will be allowed.
- Mohawks, Afro's and extreme hairstyles will NOT be permitted.
- If it is felt that a student's hair style or colouring is not suitable they will be asked to remain at home until corrected.
- Reasonable **ear** piercing is permitted, provided it is not offensive or excessive. **No other body or facial piercing is permitted this includes (but is not limited to) tongue, eyebrow and/or nose rings/studs.**
- No make-up may be worn at Andrews Preparatory School while in school uniform. Light make-up (foundation & mascara) may be worn in Grade 7 and only on civvies days.
- No jewellery is permitted. Only 1 pair of studs or sleepers (gold or silver) is allowed.
- Bags may not carry slogans or be of a nature which is offensive to any gender, religious or racial group. (No skulls or monster logos or designs of a sexual nature are permitted).
- When civvies days are granted, no clothing is permitted that has any offensive design on them.
- Students who do not adhere to the uniform code will be asked to leave Andrews Preparatory School and may return when appropriately dressed.
- Jackets, sweaters, jerseys, caps and any other clothing which is not part of the uniform, offensive or the incorrect colour will be confiscated and returned at the end of the term.

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- The management and staff of Andrews Preparatory School reserve the right to amend the dress code rules without notice and any request to attend to or correct any dress code transgression may not be challenged or refused.

Recreation / Facilities

- Facilities and equipment will be provided for the enjoyment of all students.
- Students are expected to show consideration by sharing these and not abusing them.
- Items broken are repaired or replaced at the student's or parent's expense.
- Students will only be permitted to use the equipment if they have a clear record of good work and behaviour. **Should the student be found to damage the property in any way without owning up to it & taking responsibility, they will be expelled immediately.**

Visitors

Student's guests are welcome to attend a day at Andrews Preparatory School, with a view to enrolment, provided that they do so one at a time, and are genuine prospective Andrews Preparatory School students.

The guest should be accompanied by a parent or guardian at an initial meeting, or they should present a letter from a parent or guardian stating that they wish to spend a day at the school.

Visitors will be required to follow the same rules as existing Andrews Preparatory School students, and will be required to complete and submit any work which may be given to them by the staff a staff member.

Disciplinary Measures

Appropriate disciplinary measures will be taken against students who do not abide by the rules as set out by the Code of Conduct. The type of action taken will be at the discretion of the teachers and staff at Andrews Preparatory School and may not be challenged or refused.

As a guideline, the following will apply:

Talking in class, leaving the class without permission, walking around without permission, chewing gum, leaving flag up, leaving chair out and getting out of their offices with permission carry a penalty of 1 demerit. Homework not

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completed (incomplete goals) and collecting 3 demerits in one day carry a penalty of detention the following day – a detention slip will be sent home in the homework book. Transgression of any rule found in this code of conduct will result a demerit/s the number of which depends on the severity of the offence. Three detentions in a week will result in a letter of warning issued by the Principal.

Damaged or stolen property must be replaced or re-imbursed by the transgressor or their parents.

In all cases, parents may be contacted to discuss the action of the child and if necessitated, to remove the child from Andrews Preparatory School for the remainder of the day/week (suspension) or permanently (expulsion).

Any offence which is constantly repeated despite the issuing of detentions and/or other disciplinary measures, will be considered a serious offence, and the student may not only be issued with a letter or warning, but may be suspended or expelled from the school.

Only two letters of warning are issued, and after the third transgression (whether for the same offence or another independent offense), the student will be expelled. The decision rests with the Principal and is final.

Cell Phones

Students may **not** use their cell phones during the school day whatsoever. This includes making calls to, or receiving calls from a parent, using the phone as a calculator, to listen to music or to make or receive messages via sms, WhatsApp or the like. Cell phones are a **major distraction at schools and learning institutions**. These should preferably be left at home, or if this is not possible, **to be switched off and handed in to the office by 8:00 and collected at 14:00. No use of cell phones are permitted during exam times, or during break times.**

Cell phones will be confiscated and returned to the student's parent only and a fine of R300 will be levied to the school account – no exceptions. Any emergency or change of arrangements must be communicated to the Principal or Vice Principal. Only when the fine is paid, will the phone be given back to the student.

Cell phones are not permitted during aftercare.

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SERIOUS OFFENCES

Alcohol / Drugs / Gambling / Vandalism / Bullying

Alcohol, Drugs and banned substances are prohibited at Andrews Preparatory School. Students found to be indulging in any of these substances, or who are found to have any of these substances on their person, will face suspension, expulsion and will be reported to the South African Police Services (SAPS) and the Department of Education. Students found to be intoxicated or under the influence of any of these substances, whether or not these were used on Andrews Preparatory School property, will face the same penalties.

Random drug tests may be carried out at any time, and body and bag searches will also be conducted at random. Students will not be given warning prior to a search of their bags being conducted, if there is good reason to believe that a bag may contain a banned substance or a stolen item.

Other severe and major offences, such as vandalism, bullying, intimidation and gambling will result in a suspension and/or expulsion. Repeated and ongoing offences of a minor nature will eventually be regarded as a serious offence and appropriate action taken, should this be believed to be in the best interests of other students.

Smoking

Smoking of tobacco products of any kind and in any form is not permitted – whether on school premises or otherwise. Students who smoke tobacco products as a student of Andrews Preparatory School will face expulsion.

Suspension / Expulsion

Any student, who is suspended or expelled from Andrews Preparatory School, will not be exempt from fees during the term of their suspension or expulsion.

Should fees be outstanding for more than one month, the student will be suspended from attending school. This, however, will not go on their school record.

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INFORMATION REGARDING THE BACKGROUND OF ANDREWS ACADEMY / ANDREWS PREPARATORY SCHOOL MAY BE FOUND ON THE WEBSITE www.andrewsacademy.co.za. COPIES OF THE TERMS AND CONDITIONS AND ENROLMENT FORMS ARE ALSO AVAILABLE ON OUR WEBSITE OR ON REQUEST.

One Month's Notice is required to terminate this enrolment from February – September. One Term's Notice is required to terminate this enrolment from October – January. We honour and respect that Andrews Academy is run on Christian principles and doctrine is Biblically-based.

I HEREBY ACKNOWLEDGE THAT I HAVE READ AND UNDERSTOOD THE ABOVE, AND ACCEPT THAT THESE POLICIES FORM PART OF THE ANDREWS PREPARATORY SCHOOL CODE OF CONDUCT, WHICH I AGREE TO.

SIGNED: _____

DATE: _____

NAME: _____

(PARENT/ GUARDIAN)

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