

ADDENDUM A DISCIPLINARY CODE

The following rules apply to each learner:

Manners

Learners of Aerorand Primary School are expected to show respect for parents, teachers, and peers. They are to greet teachers and/or adults, always being polite. Learners to display courtesy to visitors to the school and welcome and assist them in finding their way around.

Behaviour

Learner's behaviour in and out of the school is most important. The image of our school depends on this. NO rough play or game, NO fooling around or bullying and NO foul language.

Bullying

Aerorand Primary does not tolerate bullying in any form, all members of the school community are committed to ensuring a safe and caring environment which promotes personal growth and positive esteem for all.

Definition:

Bullying is an act of aggression, causing embarrassment, pain, or discomfort to another, It may take several different forms, e.g., physical, verbal, gestures, extortion, or exclusion. It is an abuse of power and may be planned or organised or it may be unintentional. Individuals or groups may be involved.

Any form of bullying is seen as a serious offence and will be dealt with as an offence according to the School Code of Conduct.

Discipline

A happy child is a disciplined child. It is important for every learner at Aerorand Primary School to know how to behave in the classroom, on the sport fields as well as when touring.

Hair, nails and jewellery

	GIRLS	BOYS
HAIR & NAILS	<ul style="list-style-type: none"> • Hair touching the collar of the dress is to be tied up in plaits, ponytails or buns. • NO hair extensions/hairpieces. • Straight back/straight up is only allowed with natural hair. • Black wool may be used to plait hair. • A neat practical hairstyle is advised. • Ribbons, bobbles, scrunchies etc. must be in the school colours. NO beads allowed. • Hair may not be coloured or bleached. • No patterns or lines are to be cut into the hair. • If natural afro hair is longer than 2 cm in length, it needs to be tied or plaited. • Natural dreadlocks must be tied or plaited into a bun. • No styling gel or mousse is allowed • Hair should always be neat and clean. • Nails are to be kept short and clean. • No cutex/nail polish allowed. 	<ul style="list-style-type: none"> • Hair is to be kept well clear of ears and of the collar. • May not be coloured or bleached and NO gel is allowed. • NO comb over styles or waves allowed. • No patterns or lines are to be cut into the hair. • Low fade hair with the top part not longer than 5mm is allowed. • NO mohawks allowed. • No fashion haircuts allowed. • Boys' hair must be no longer than 5mm if worn natural. • Nails to be kept short and clean at all times.
MAKE-UP	<ul style="list-style-type: none"> • No extended eyelashes, mascara or any other make-up allowed. • No lip-gloss or lipstick allowed • Nails must be short and clean. NO nail extensions/Gel nails etc. No nail polish • No coloured contact lenses allowed. 	<ul style="list-style-type: none"> • No make-up allowed • No coloured contact lenses allowed • Nails must be kept short and clean at all times.

JEWELLERY	<ul style="list-style-type: none"> • Earrings – only gold or silver studs that do not exceed 4 mm in thickness. • Loop earrings that do not exceed 12mm in diameter and 2 mm in thickness. • Only silver or gold signet rings may be worn, no other earrings or jewellery are allowed. • Only black, silver, gold or white watches may be worn. NO GPS/CELLPHONE watches are allowed. 	<ul style="list-style-type: none"> • NO jewellery allowed at all. • Only black, silver, gold or white watches may be worn. • NO GPS/CELLPHONE watches are allowed.
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School Work

Learners are here to learn and are expected to pay attention during class and apply themselves. Homework must be completed, and parents/guardians must sign the homework book EVERY DAY. Failure to sign tests and homework could result in your child getting a misdemeanour. Learners must be conscientious about their studies to make a success of their school career.

Circulars and Notices

These are to be pasted in the homework diaries and parents/guardians are to sign them.

School Bags and Textbooks

A suitable school bag **with partitions** that will protect books from being damaged must be used. ONLY dark blue or black school bags are allowed. **NO** haversacks or Caddies will be allowed under ANY circumstances. If you are not sure if a school bag is correct, before purchasing, confirm with the office. Lost textbooks and books damaged through carelessness will have to be replaced and/or a fine paid

Cell Phones

NO CELL PHONES ARE ALLOWED AT SCHOOL. If a child must be in contact with parents, and they have their phone at school, it must be handed in to their Register Teacher, where it will be labelled and locked away until after school. If a child is found with a cell phone, **it will be confiscated for three months.** We will not take any responsibility for phones.

School Uniform

Learners must be dressed properly, **AT ALL TIMES.** An official school uniform list is listed in the school diary and on the school's website. No learner will be allowed to leave the school grounds incorrectly dressed.

School Attendance

Learners are expected to attend school regularly. Only **SERIOUS** cases of **ILLNESS** are allowed to stay away and a note from the parent/guardian must be produced upon returning to school. If a pupil is absent for more than three (3) consecutive days, a doctor's note is required. No pupil may attend school if suffering from any contagious disease i.e., mumps, chicken pox, measles, head lice and pink eye (conjunctivitis). **IF a learner is absent when any FAT or test is written, ONLY a doctor's note will be accepted. Without a doctor's note, the learner will get a 0.**

Punctuality

The school gates lock at 7:20 and school starts at 07:25.

- Learners must be punctual for school, for their classes and for all functions.
- Parents of learners that are late must first report to Reception.
- The names of all learners who arrive late for school will be recorded in the "Latecomer's file".
- If a learner has arrived late for three times, a letter will be sent to the parents, indicating the date and time when the child will sit detention.

School Grounds

Learners may not litter and must keep our school grounds clean.

Cloakrooms / Toilets

Learners may not play or loiter in the toilets. Toilets are to always be kept clean and hygienic.

Out of Bounds

The Front Office and Parking areas of the school grounds are out of bounds for learners. No learner will be allowed to leave the school grounds under ANY CIRCUMSTANCES without the necessary permission.

Extra-Mural Activities

Every learner of Aerorand Primary School is expected to participate in at least one school activity. Provision is made for all tastes and talents. All learners are expected to support all school functions. Learners must help build a healthy spirit and tradition. We would like to emphasize the importance of wearing the correct school clothing. Your child will be reprimanded if not dressed correctly.

PARENTS SIGNATURE: _____

Parent's Initials _____

UNDERTAKING BY PARENTS / GUARDIANS

1. We hereby confirm that the child, whose name appears on this form, is a learner at Aerorand Primary School and that he/she complies with the basic criteria.
2. I/We hereby certify that I/we have legal custody and/or guardianship in respect of the above-named learner.
3. I/We undertake to adhere to the school rules and disciplinary code and to the various alterations in the rules and disciplinary code that may be made from time to time.
4. I/We accept the conditions and stipulations as set out in this document.
5. I/We understand and confirm that the principal or any person duly authorised, will act in *loco parentis* in any matter and at any time during which I/we have entrusted our child to the care of the school.
6. I give herewith my consent and have no objection to my child's reasonable participation in extra-mural activities of the school and/or educational tours and excursions which may be necessary in the practising of these extra-mural activities. I assume that all reasonable precautions will be taken for the safety and welfare of my child and that I will be responsible for the paying of the medical bills which cannot be ascribed to the negligence of the responsible staff.
7. I herewith give my consent and have no objection to the school using a photograph/photographs of my child/children to be published on the school's official Facebook page, local newspaper, or school website.
8. I/We undertake to reimburse the school for any damage to school property that may be caused by our child.
9. I/We undertake to give notice in writing of any intention to remove my/our child/children from the school and furthermore to return any books and/or equipment belonging to the school which my/our child/children may have.
10. I/We agree that my/our child/children be permitted to undertake group Eudiometric and psychometric tests which have been approved by the director of Education.
11. I/We understand that the school reserves the right to verify all information supplied to them via this application. In the event of fraudulent documents submitted, the school reserves the right to lay a criminal charge of fraud against any of the parties to this application.
12. I/We accept the responsibility for immunizing my/our child/children against contagious diseases and normal infections and shall produce proof thereof if required to do so.
13. I/We accept the responsibility of the learner's transport to and from the school.
14. I/We undertake to inform the principal of my/our child's/children's absence from school. Parents / guardians declare that they are prepared to produce a doctor's certificate, when, it is required.
15. I/We undertake to support the school's constitution and policy of admission, as defined, and implemented by the Governing Body of the school.
16. The signatory hereto hereby chooses *domicillium citandi et executandi* as indicated below. In the event of a change of address, parents are to notify the school in writing.
17. This commitment in its entirety will be valid from the day on which it is signed by the parent / guardian, to the day on which the learner officially leaves the school.
18. Grade R is not compulsory. Should parents/guardians not pay school fees, the child/children will be asked to leave the school.
19. This Admission does not guarantee automatic admission to the next grade in the following year.

PARENTS SIGNATURE: _____

Parent's Initials _____

PAYMENT OF SCHOOL FEES CRITERIA / SCALE / PROCEDURE
South African Schools Act (84 of 1996); Mpumalanga School Education Act (8 of 1995)

I/We jointly and severally undertake to pay school fees and I/we understand the following:

1. The annual school fees are compulsory. The sum of which is adopted by the majority of parents at the AGM which will be held before the end of November every year.
2. **School fees are payable in advance and the 1st payment is due on acceptance at the school. The 2nd payment on or before the 5th of February and thereafter on or before every 5th day of March to October.**
If any parent should fail to make payment as set out above without contacting the Financial Department, the full outstanding amount will immediately become due and payable, and steps will be taken as prescribed by law to recover this amount.
3. As the school has running costs, we expect monthly payments. If a once-off payment for the full amount is paid before the end of February a 10% discount will be awarded.
4. A once-off Administration fee of **R500** will be payable on admission of the child to Aerorand Primary School.
5. **The first month's school fees are to accompany this agreement.** This payment will be deducted from the compulsory annual fees.
6. In terms of family law, parents are jointly and severally liable for the payment of the school fees irrespective of their marital status.
7. In the event of non-payment of school fees, the school will sue both parents irrespective of maintenance and court orders which may exist between the parties.
8. In terms of Section 39 of the South African Schools Act, the parties to this form are liable to pay compulsory school fees.
9. In terms of Section 40 and 41 of the South African Schools Act, the school may enforce the payment of these compulsory fees.
10. The parties to this application undertake to pay all legal costs, including attorney / client fees and collection costs incurred by the school in the event of the school having to take legal action for the recovery of school fees.
11. The school may hold and process by computer or otherwise any information obtained about the parents as a result of their liability for school fees.
12. The school may conduct a credit enquiry and/or credit information search about the parents with a credit information bureau, persons acting as their agents and/or
13. The school may transmit details of how the parent/s have performed in meeting their obligations in terms of their school fee obligations and share such information with other credit grantors for the purpose of making any credit risk management related decisions.
14. If parents fail to meet their school fee obligations, the school may record the parent/s non-performance with a credit information bureau. Any information conveyed to a credit information bureau will be available to other credit grantor's and used in making credit risk management.
15. Should there be a dispute on your statement of account, please notify the Finance department.
16. This agreement falls under the definition of Incidental Credit agreement of the National Credit act. The school thus follows this legal framework in handling credit and consumers.

The parent / guardian declares that he/she is the legal guardian of the child and is entitled to sign this document and shall be bound hereto both as parent / guardian, and in his/her ADDRESS. The signatory hereto hereby chooses *domicillium citandi et executandi* (official address) as:

NB: The undersigned hereby accepts the conditions of this document

Signed on this _____ day of _____ 2021

Signature: Parent 1 / Guardian _____

Signature: Parent 2 / Guardian _____

Parent's Initials _____