

1. AIGEMENE INLIGTING/ GENERAL INFORMATION

LEERDER/ LEARNER:	
NAAM & VAN/ NAME & SURNAME	
ID-NOMMER/ ID-NUMBER	
TOELATINGS NR./ ADMISSION NO.	
GRAAD 7 KLAS/ GRADE 7 CLASS	
PA SE NAAM FATHER'S NAME	
TEL(W): SEL/ CELL:	
NAASTEBESTAANDE: INDIEN OUERS NIE GEKONTAK KAN WORD NIE: RELATIVES: IF PARENTS/ GUARDIANS IS NOT AVAILABLE	
NAAM & VAN NAME & SURNAME	
TEL(W): SEL/ CELL:	
SKOOL/ SCHOOL	LAERSKOOI BOSVELD PRIMARY
ADRES/ ADDRESS	RIETSPRUITSTRAAT/ RIETSPRUIT STREET ONVERWACHT, 0057
POSADRES/ POSTAL ADDRESS	PRIVAAATSAK/ PRIVATE BAG X219, ELLISRAS, 0555
TEL	014 763 2860
FAKS/ FAX	086 716 5001
E-POS/ E-MAIL	hoof@laerskoolbosveld.co.za
WEBBLADSY/ WEB SITE	www.laerskoolbosveld.co.za
'FACEBOOK'	Laerskool Bosveld
'INSTAGRAM'	Laerskool Bosveld Primary
BANKBESONDERHEDE BANKING DETAILS	NEDBANK LEPHALALE NOMMER/ NUMBER: 144 509 3472 TAKKODE/ BRANCH CODE: 144 547

2. SKOOLSIMBOLE/ SCHOOL SYMBOLS

2.1 Skoollied / School Anthem

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

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:

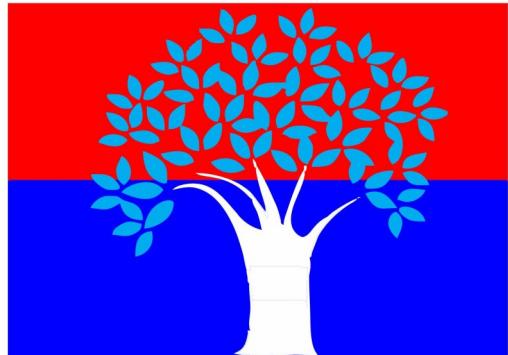
Refrain: *Persevera! Persevera!*
 Ons volhard in woord en daad
 Want ons woord is ons eer
 In ons werk en ons leer
 Laerskool Bosveld is ons naam!

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!

2.3 Skoolvlag/ School flag

In gebruik geneem: Januarie 2016
Put into service: January 2016



2.2 Skoolwapen / School Badge

In gebruik geneem: 25 Februarie 1987/ Put into service: 25 February 1987



Leuse en betekenis / Motto and meaning : Persevera

Die Latynse woord vir 'Volhard' /The Latin word for 'Perseverance'

Drieblad/ Clove:

Simboliseer 'n boom wat die naam van ons skool 'Bosveld' verteenwoordig.
Verder simboliseer dit ook die vennootskap tussen die ouers, onderwysers
en leerders./Symbolizes a tree that represents the name of our school 'Bosveld'. It also
symbolizes the partner-ship 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/ White cooler sign:

Stel die elektrisiteit voor wat in ons dorp opgewek word en simboliseer krag./ Suggests the
electricity generated in our town and symbolizes power.



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 Gedrasgskode 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 standarde 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, pligsgetrouwheid 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 Gedrasgskode 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.

LEERDER: NAAM & VAN:

LEARNER: NAME & SURNAME: _____

OUER/VOOG: NAAM & VAN:

PARENT/GUARDIAN: NAME & SURNAME: _____

GRAAD / GRADE: _____

GETEKEN TE OP HIERDIE DAG

SIGNED AT _____ **ON THIS** _____ **DAY**

VAN / OF _____ **20** _____

HANDTEKENING/SIGNATURE

3. Etiekkode / 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 sal 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 netjies, verantwoordelik en goedgemanierd sal wees. / *A Bosveld learner who will be neat, responsible and well-organized at all times*
- 'n Bosveld-leerder wat sy/haar onderwysers, ouers en mede-Bossies respekteer en die skoolreëls te alle tye 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: Owers

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 for his or her child at all times.*

3.3 Ons strewe na: Skool

We strive towards: A School

- 'n Skool waarin elkeen wat ons missie en waardes onderskryf, huis 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 waar 'n goeie lewenstandaard gestel sal word. / *A school where a good standard of living will be established.*

4. Waardes/ Values

	Om die diversiteit in ons skool te aanvaar, want Bossies gee om. <i>To accept the diversity in our school, because Bossies care.</i>
	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>
	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>
	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>
	Om met ons talente te woeker, want Bossies kan volhard <i>To develop talents, because Bossies can persevere.</i>

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 skooldrag en goeie maniere uitken / *can be recognised by others through our neat school uniform 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 tidy up the schoolgrounds 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. Dissiplinêre kode en Skoolreëls/ *Disciplinary code and School rules*

7.1 DOEL / PURPOSE

- 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 Gedragskode 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 Gedragskode 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 Gedragskode 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 Gedragskode en die bepalings daarvan vergewis. Sodra leerders by die skool ingeskryf is, is hulle onderworpe aan die Gedragskode, en moet hulle dit stiptelik nakom. Indien leerders die Gedragskode oortree of minag, sal daar ooreenkomsdig 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 not adhere to the Code of Conduct, they will be acted against in accordance with the disciplinary procedure for learners.*

7.2 ALGEMENE REËLS / GENERAL RULES

- Leerders sal hulle te alle tye as goeie ambassadeurs van die skool en ooreenkomsdig 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 thereof 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, deputy-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 Gedrasgskode, 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 any school activity.*
- Leerders mag nie in die klaskamer of saal eet of drink nie. Die kou van kougom gedurende skool 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 noodgevalle 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, vape, 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, are 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 gevaaarlike wapens, gewere, dwelms of ander skadelike en gevaaarlike 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 deursoekproses 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 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 gevaaarlike wapens; / *possessing, threatening with or using dangerous weapons;*
 - die besit, gebruik, verhandeling of sigbare bewys van narkotiese of ongemagtigde dwelms, alkohol en bedwelmende middels van enige aard; / *the possession, use, trading or any visible sign of narcotic or unauthorised drugs, alcohol and intoxicating substances of any nature;*

- bakteiery, 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, sexism 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 examination papers before such test or examination has been conducted*;
- onregmatige optrede teenoor en/of vandalisme, die vernietiging of beskadiging van skooleiendom 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*;
- herhaaldelike oortredings van skoolreëls of hierdie Gedragskode; / *repeated violations of school rules or this Code of Conduct*;
- strafregtelike en onderdrukkende gedrag, soos verkragting en geslagsgebaseerde teistering; / *criminal and oppressive 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 violation 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*.

7.3 KLASREËLS / CLASS RULES

- Elke klasonderwyser sal, ná oorleg met die klasleerders, klasreëls opstel wanneer hierdie Gedragskode 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 noodsaklik is om hierdie Gedragskode 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 Gedragskode en skoolreëls beskou word. / *Any violation of the class rules shall be regarded as a violation of this code of conduct and school rules*.

SKOOLDRAG / SCHOOL UNIFORM

- * Die voorgeskrewe skooldrag moet gedurende skoolure én ander skoolaktiwiteite soos wat die Beheerliggaam bepaal, gedra word. / *The prescribed school uniform must be worn during school hours as well as other school activities, as determined by the Governing Body.*
- * Skooldrag moet altyd 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.*
- * Skoolskoene moet netjies en poleerbaar wees. Kaalvoet is toelaatbaar in die Somer. Tekkies mag slegs by Bossiedrag gedra word. / *School shoes must be neat and polished, alternatively learners may be barefoot in summer. Tackies may only be worn with Bossie clothes.*
- * Skooltruië / 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 during 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 the 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.*

7.4 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 Winter: Bossie clothes	Donkerblou bossiehemp, donkerblou sweetpakbroek, netjiese tekkies, donkerblou kouse, donkerblou windbreker / <i>Dark blue Bossie shirt, dark blue sweatpants, neat tackies, dark blue socks, dark blue windbreaker</i>
Somer / Summer	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 Summer: Bossie clothes	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 gordel, 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 Winter: Bossie clothes	Donkerblou bossiehemp, donkerblou sweetpakbroek, netjiese tekkies, donkerblou kouse, donkerblou windbreker / <i>Dark blue Bossie shirt, dark blue sweatpants, neat tackies, dark blue socks, dark blue windbreaker</i>
Somer / Summer	Geruite skoolrok met gordel, 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 Summer: Bossie clothes	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 bare feet (girls are not allowed to wear rugby shorts)</i>

* Algemeen / General

- ⇒ Geen musse of hoofbedekkings, buiten dié wat in die kleredragreels voorgeskryf word, mag gedra word nie. / *Any caps or headgear, other than those prescribed in the rules, are prohibited.*
- ⇒ Die skoolhoof kan na goeddunke toestemming verleen dat leerders by sekere geleenthede gewone drag dra. Sodanige drag moet netjies en welvoeglik wees. / *The school principal may use his/her own discretion to grant permission 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 netjies 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 neatly 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, haarsbande en rekkies) wat by die skool se kleure pas, mag gedra word. (Blou, rooi en wit) / *Only hair accessories (ribbons, head band 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.*
- Geen haarlyne mag gesny word nie/ No hairlines may be cut.

Seuns / Boys

- Hare moet kort en netjies geknip wees. / *Hair must be short and neatly cut.*
- Die gedeelte om die ore moet skoongeknip 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 reëlmatrik 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 spike out excessively. No weird 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, like mouse, gel, wax or hairspray.*
- 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.*
- Geen haarlyne mag gesny word nie/ No hairlines may be cut.

- **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 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 cannot 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 appropriate products are recommended. Lice usually appear as soon as the season change.**
- **VOORKOMS: JUWELE / APPEARANCE: JEWELLERY**
 - Geen juwele, soos ringe, armbande (rekkies óf leer) of kettings, word toegelaat nie. / *Jewellery items, such as rings, bracelets (elastic or leather) or chains, are prohibited.*
 - *Slegs seëlringe is toelaatbaar by dogters/ Only signet rings are permissible for girls.*
 - 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 oorringe vir dogters betref, mag slegs een goue of silwer knoppie of standaard 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 toegelaat 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.*
 - Dra vn gebedsbandjies moet vooraf met die hoof gereël word. / *Wearing of prayer-bands must 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 the 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, oogomlynner of blusher word toegelaat nie. / *No foundation, mascara, eyeliner or blusher will be allowed.*
 - Geen lipglans / *No lip gloss*

7.5 SPORT- EN BUIITEMUURSE AKTIWITEITE / SPORTS AND EXTRA CURRICULAR ACTIVITIES.

- Deelnemers aan sport- en buitemuurse aktiwiteite: / *Participants in sports and extra curricular 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 bepaal deur die onderwyser wat vir daardie aktiwiteit verantwoordelik is. / *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, both during and after participation in such activity.*
 - * Alle leerders wat aan skool-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 school activities must 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 Head of Sports or Cultural activities in advance. Unforeseen absence from an activity will only be excused if the Head of Sports or Cultural activities received a written apology no later than three days following the relevant activity.*
 - * Leerders wat die skool by sportaktiwiteite verteenwoordig, sal te alle tye hoflik 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 beleidigende 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 Gedragskode, 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 rules 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.*

7.6 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, sodat 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 verwijder sonder die voorafsteteming 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 nabij die plek van enige skoolaktiwiteit, sowel as enige voertuig waarmee leerders vervoer word en die eiendom daarop. / *Learners may not handle, damage, mark or destroy any property of the staff, fellow learners, visitors at 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.

- Leerders mag nie enige skooleiendom beskadig, skend of vernietig nie. Enige leerder wat enige skooleiendom 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 or destroy any school property. Learners who deliberately misuse, damage or vandalise any school property shall replace or pay for such property. Destruction of and/or damage to property is a criminal offence.*

7.7 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 skooldissipline. / *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 procedures 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 any other 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.

7.8 Skolkennisgewings / 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 ontvangsterkennung wat die ouers moet voltooi, stiptelik aan die klasonderwyser te voorsien. / All learners are obligated to hand all school notices that were distributed by the Governing Body, Principal or a teacher to their parents or guardians

7.9. Skoolwerk en huiswerk / School work and homework

- Daar sal te alle tye 'n ordelike atmosfeer in die klaskamer heers. Leerders mag nie onderrig versteur of verhinder nie. / *There shall be an orderly atmosphere in the classroom at all times. Learners may not disrupt teaching.*
- Leerders moet klasopdragte stiptelik voltooi. / *Learners must promptly carry out instructions in class.*
- Alle leerders sal 'n gedragskodeboekie ontvang. / *All learners will receive a Code of Conduct booklet.*
- Leerders moet die voorgeskrewe huiswerk doen en dit stiptelik teen die bepaalde spertyd by die betrokke onderwyser indien. Versuim om aan hierdie reël te voldoen sal slegs verskoon word indien die leerder op die dag waarop die huiswerk voltooi moes wees, '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 hand it in at 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 – to the class teacher.

- Alle leerders moet hul voorgeskrewe skoolwerk met ywer, pligsgetrouwheid 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 kleekamerbesoeke 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.*

7.10 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 vroegs 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.*

7.11 Motorvoertuie en motorfietse / 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.*

7.12. Fietse/ Bicycles

- Elke leerder is verantwoordelik vir sy/haar eie fiets se veiligheid en seker te maak dat sy/haar fiets vas gesluit is by die fietsloots met 'n kombinasie slot/ Each learner is responsible for his/her own bicycle safety and to make sure that it's lock at the bicycle parking lot with a combination lock.

7.13 Stiptelikheid en Skooltye / Punctuality and School times

- Leerders moet 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 at the office before proceeding to their particular class.*

• Skooltye / School

Graad / Grade R & 1	07:15 - 13:15	Maandae tot Donderdae / Mondays to Thursdays
Graad / Grade 2	07:15 - 13:30	Maandae tot Donderdae / Mondays to Thursdays
Graad / Grade 3	07:15 - 13:45	Maandae tot Donderdae / Mondays to Thursdays
Graad / Grade 4 - 7	07:15 - 14:00	Maandae tot Donderdae / Mondays to Thursdays
Graad / Grade R - 7	07:15 - 13:00	Vrydae / Fridays

7.14. Afwasigheid van skool / Absence from school

- Leerders mag slegs in uitsonderlike gevalle afwasig 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.*
- Afwasigheid 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 afwasig is, moet met hul terugkeer 'n skriftelike verduideliking van hul ouers voorlê. Afwasigheid vir meer as drie agtereenvolgende dae sal slegs verskoon word indien 'n brief deur 'n geregistreerde mediese praktisyne 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 submit a written explanation by their parents when they return to school. 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 vervolg 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 afwasig 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.*

7.15 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 bermors 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 any surface at the school is strictly prohibited, unless it is done with the Principal's consent.*
- Leerders moet gehoor gee aan 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 must 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.*

7.16 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.

8. BULLEBAKERY EN KUBERBULLEBAKKERY/ BULLYING AND CYBER BULLYING

8.1 Inleiding / Introduction

- Alle leerders is geregty 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, the school has a significant interest in providing a safe, orderly and respectful school environment, which is conducive to teaching and learning.*
- Bullebakery 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 skoolbedrywigheede. 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 belangrikste aspek wees om leerderveiligheid en 'n inklusiewe leeromgewing te verseker. / *Bullying is adverse 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 activities. 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.*

8.2 Woord-omskrywing / 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 material or non-material nature, from another by subjecting the latter to pressure, which induces him or her to hand over the advantage.*

- **Bullebakery** 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 onwelkomme 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 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 / Intimidatie; / *Verbal threat to another person's safety / Intimidation;*
 - * Bekruipery / Afpersing / Openbare 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 / Rasseteistering; en / *Sexual / Religious / Racial harassment; and*
 - * Kuber-bullebakery / *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 roepadio, welke kommunikasie onder meer insluit e-pos, kitsboodskappe, teksboodskappe, blogs, selfone, roepadio's, aanlynspeletjies 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.*
- **Kuber-bullebakery** beteken bullebakery met behulp van tegnologie of enige elektroniese kommunikasie, wat onder meer insluit die versending van tekens, seine, geskrifte, 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.*
- * **Voorbeeld van gedrag wat kuberbullebakery 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 rumours or displaying any defamatory, inaccurate, 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 netwerkprofiel 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 if it is the target's;*
 - ⇒ 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 foonoproep te maak; / *impersonating or representing another learner through usage of that other learner's electronic device or account to send e-mails, text messages or instant messages (IMs) or to make phone calls;*
 - ⇒ die versending van e-pos, teksboodskappe of kitsboodskappe of die laat van stemboodskappe wat gemeen of dreigend is, of so oorvloedig is dat dit die slagoffer se e-posrekening, kitsboodskap rekening 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 naamkending** 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 persoon wat dit pleeg 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 hitting 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, pakkies, 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, packages, e-mails 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. / *comes down to sexual harassment of the complainant or a related person.*

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

8.3 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 bullebakery, kuberbullebakery of vergelding neerkom. Al voormalde 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 bullebakery 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, geleenthed, 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 geleenthed, 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, rekenaarstelsel 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 bullebakery 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.*

8.4 Verbode aktiwiteite of gedrag / Prohibited activities or behaviour

- Die volgende gedrag is verbode: / *The following behaviour is prohibited:*

- * Bullebakery / *Bullying*
- * Kuberbullebakery / *Cyberbullying*
- * Teistering / *Harassment*
- * Vergelding teen enigeen wat sodanig omskreve gedrag aanmeld / *Retaliation against those reporting such defined behaviour*
- * Vals beskuldigings van bullebakery / *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 will be subject to consequences.*

- Wat kuber-bullebakery betref, kom die volgende handelinge sowel as teistering en seksboodskappe op strafregtelike oortredings neer en sal dus ook as wangedrag ingevolge die skool se Gedrasgskode beskou word: / *With regard to cyber bullying, 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 aantas, wat ook kan plaasvind deur aan iemand anders 'n boodskap te stuur wat hetsy 'n uitdruklike of implisiële uitnodiging tot, of voorstel van, seksuele immoraliteit of onbetaamlikeheid bevat, of deur onwelvoeglike 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, expressly or implicitly, an invitation to, or a suggestion of, sexual immorality or impropriety, or by sending indecent photos.*
- * Strafregtelike naamkending – Lasterlike aanmerkings teenoor derde partye in kletskamers, op sosiale netwerke, of in e-posse, teksboodskappe of kitsboodskappe is onder meer vorme van kuber-bullebakery. / *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 beeld van, 'n ander persoon elektronies te versprei. / *Extortion – Where a person intentionally and unlawfully threatens to electronically distribute information or images about another person.*

8.5 Aanmelding / Reporting

- Bullebakery, vermoedelike bullebakery of enige ander verbode handeling kan persoonlik of skriftelik (waaronder naamloos) by skoolpersoneel aangemeld word. Enige persoon wat bewus is van enige bullebakery, vermoedelike bullebakery of enige ander verbode handeling moet sodanige voorvalle by die skoolhoof of ander personeellid 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 member designated by the principal.*
- Indien enigeen kuber-bullebakery vermoed of daarvan ingelig word, moet die volgende protokol gevolg word: / *If any person suspects or is told about a cyberbullying incident, the following protocol will be followed:*
- **Selfone / Cell phones**
 - ⇒ Vra die leerder om die betrokke selffoon 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, time 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 toon. / *Ask the learner to show 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 weggelaat word nie. / *Ensure that you have all the pages and information in the right order and that there are nothing left out.*
 - ⇒ 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 procedures 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 bullebakery 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 bullebakery aanmeld, is verbode. Indien daar vasgestel word dat 'n leerder iemand anders valslik van bullebakery 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 Strafreg (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 handelinge 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 Gedragskode 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:***
 - * '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 gedurende pouse, ná skool of oor naweke kan geskied. / *in-school detention or suspension, which may take place during breaktime, after school or on weekends.*

9. PROSEDURE VIR DISSIPILINÊRE OPTREDE TEEN LEERDERS / PROCEDURE FOR DISCIPLINARY ACTION AGAINST LEARNERS.

- In geval van die oortreding van enige bepaling wat in die Gedragskode 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 kategorieën 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 procedures 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.*

9.1 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 by 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 motivation to improve his / her behaviour.*
- Dissiplinêre optrede teenoor 'n leerder 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 action towards a learner 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.*
- Die doel van die beleid is om teen 'n leerder wat aanhoudend die skoolreëls oortree op te tree. Tydens hierdie optrede sal die skool se waardes steeds gehandhaaf word en **regstellende gedrag** eerder aangemoedig word. / *The purpose of the policy is to take action against a learner who persistently violates the school rules. During these actions, the school's values will continue to be upheld and affirmative action will be encouraged.*

9.2 Kategorie 1-oortredings / Category 1 Offences

- Elke personeellid het 'n byderhandboek waarin die waarskuwings-datums aangeteken word. / *Each staff member has a book in which dates are recorded where warnings were given.*
- Na 3 waarskuwings vir enige kategorie 1-oortreding, lees die personeellid die oortredings in op SASPAC en spesifiseer die datums waarop die kind gewaarsku is / *After three warnings against any Category 1 offences, the staff member read the offenses in on SASPAC and specify the dates on which the learner was warned.*
- Die disciplinehoof gaan deur die inskrywings en keur goed / keur af / *The head of discipline goes through the entries and approves / disapproves*
- Sodra 'n oortreding goedkeur is, sal daar 'n sms na die ouer gestuur word. / *As soon as the offense is approved, an SMS is sent to the parent.*

9.3 Kategorie 2 / 3-oortredings / Category 2 / 3 misdemeanors.

- Personeellid voltooi Vlak 2 / 3 / 4-oortreding op SASPAC. / *Staff member completes Level 2 / 3 / 4 violation on SASPAC*
- Personeellid voltooi LB007 (in drievoud) waarop die leerder erken / ontken en stuur die oorspronlike brief huis toe. 'n Afskrif word na die disciplinehoof gestuur. / *Staff member completes LB007 on which the learner acknowledges / denies and send the original home to the parent. A copy is sent to the head of discipline*
- Die disciplinehoof gaan deur die inskrywings en keur dit goed / keur dit af. In die geval waar die leerder die oortreding ontken, sal die disciplinehoof in gesprek tree met die onderskeie partye om die saak te ondersoek en die finale besluit neem. / *The head of discipline goes through the entries and approves / disapproves them. In the event that the learner denies the offense, the head of discipline will enter into discussions with the various parties to investigate the matter and make the final decision.*
- Sodra die oortreding goedgekeur is, word daar 'n sms na die ouer gestuur. / *As soon as the offence is approved, an SMS will be sent to the parents.*

9.4 Kategorie 4-oortredings / Category 4 Offences

- Kategorie 4-oortredings word as kriminele oortredings beskou en kan lei tot onmiddelike skorsing. Die leerder sal, na 'n deeglike ondersoek voor die disciplinekomitee van die beheerliggaam verskyn vir 'n verhoor. / *Category 4 offenses are considered criminal offenses and may result in immediate expulsion. The learner will, after a thorough examination, appear before the disciplinary committee of the governing body for a hearing.*

10. Dissiplinêre optrede / Disciplinary action

10.1 Sodra 'n leerder 30 strafpunte het: Gesperk en mondelinge waarskuwing

As soon as a learner has 30 penalty points: Conversation and verbal warning

- * Disciplinehoof voer gesprek met leerder / *Head of discipline talks to learner*
- * SMS word aan ouer gestuur. / *SMS is sent to parent.*

10.2 Sodra 'n leerder 40 strafpunte het: Detensie 1

As soon as a learner has 40 penalty points: Detention 1

- * Leerder ontvang 'n detensiebrief wat ouers moet teken en binne 2 dae terugstuur. / *Learner receives a detention Letter which parents must sign and send back within 2 days*
- * Voog- / klasonderwysers stuur getekende brieve na disciplinehoof. / *Guardian / class teachers send signed letters the head of discipline*
- * SMS word aan ouer gestuur. / *SMS is sent to parent.*

10.3 Sodra 'n leerder 60 strafpunte het: Detensie 2

As soon as a learner has 60 penalty points: Detention 2

- * Leerder ontvang 'n detensiebrief wat ouers moet teken en binne 2 dae terugstuur. / *Learner receives a detention letter which parents must sign and send back within 2 days.*
- * Voog- / klasonderwysers stuur getekende brieve na disciplinehoof. / *Guardian / class teachers send signed letters the head of discipline*
- * Leerders met 60 en meer strafpunte sal nie toegelaat word om 'n toer / uitstappie mee te maak nie. Leerders kan ook nie in aanmerking kom vir skoolleiers of leerlingraad vir die daaropvolgende jaar nie. Leerders ontvang 'n skriftelike kennis gewing. / *Learners with 60 and more penalty points will not be allowed to take part in a tour / outing. Learners also may not be eligible for school leaders or student council for the following year*
- * SMS word aan ouer gestuur. / *SMS is sent to parent.*

10.4 Sodra 'n leerder 80 strafpunte het: Detensie 3

As soon as a learner has 80 penalty points: Detention 3

- * Leerder ontvang 'n detensiebrief wat ouers moet teken en binne 2 dae terugstuur. / Learner receives a detention letter which parents must sign and send back within 2 days
- * Voog- / klasonderwysers stuur getekende brieve na disciplinehoof. / Guardian / class teachers send signed letters the head of discipline
- * SMS word aan ouer gestuur. / SMS is sent to parent.

10.5 Sodra 'n leerder 90 strafpunte het: Gesprek met ouer en skriftelike waarskuwing

As soon as a learner has 90 penalty points: Conversation with parent and written warning.

- * Leerder ontvang 'n finale skriftelike waarskuwing waarin die ouer uitgenooi word om die leerder se gedrag te bespreek. / Learner receives a final written warning in which the parent is invited to discuss the learner's behaviour.
- * Die ouer moet binne 2 dae reageer op die uitnodiging deur 'n afspraak met die disciplinehoof te maak. / The parent must respond within 2 days to the invitation by making and appointment with the head of discipline
- * SMS word aan ouers gestuur / SMS is sent to parents

10.6 Sodra 'n leerder 100 strafpunte het: Dissiplinêre verhoor

As soon as a learner has 100 penalty points: Disciplinary hearing

- * Leerder ontvang 'n Dissiplinêreverhoor-brief wat ouers moet teken en binne 2 dae terugstuur. / Learner receives a Disciplinary Hearing letter which parents must sign and send back within 2 days
- * SMS word aan ouers gestuur. / SMS is sent to parents

10.7 Voorkomende skorsing en Intervensie-program

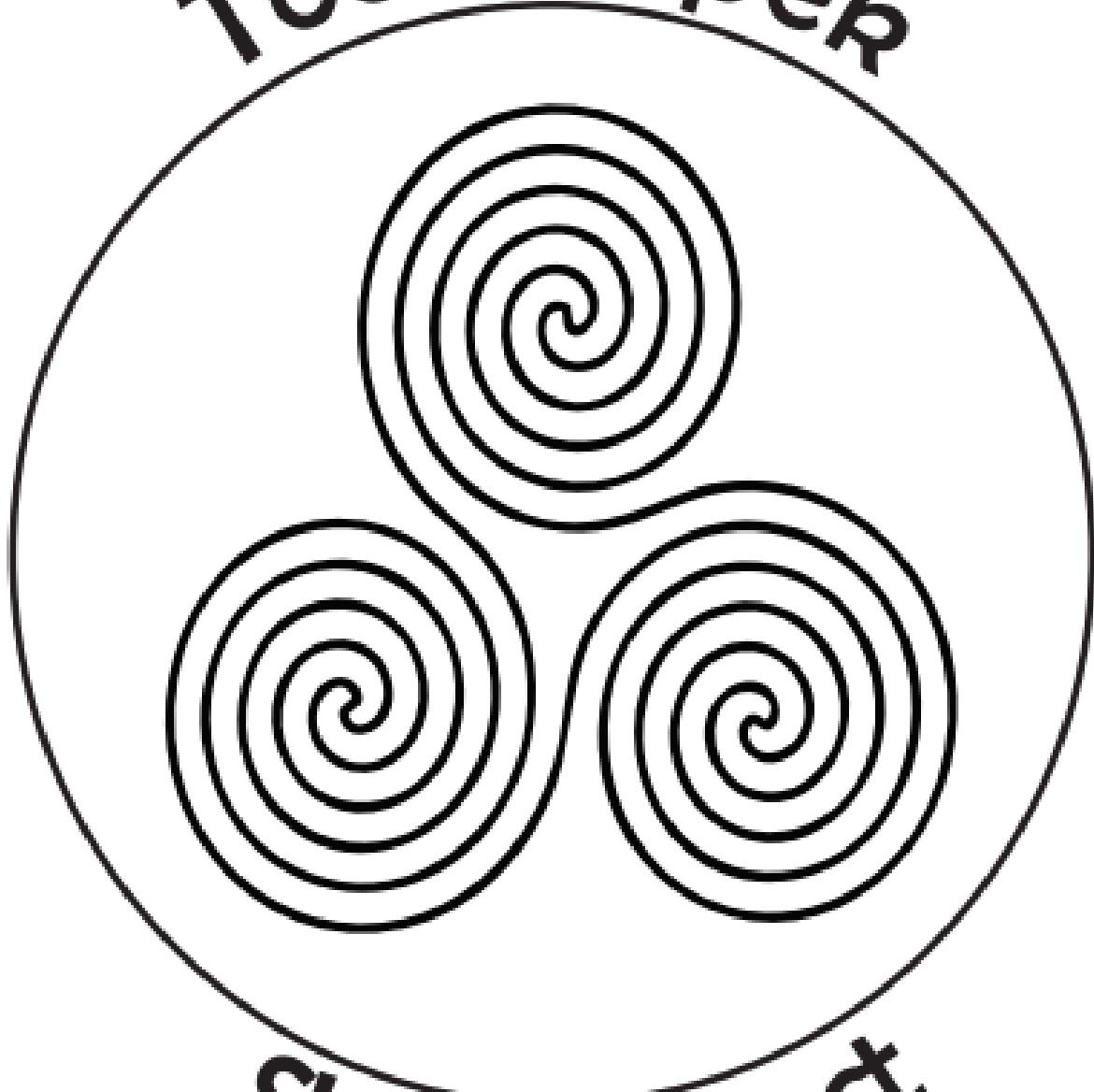
Preventative suspension and Intervention programme

- * 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 **vyf** 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 **five** 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 Preachers
 - * Ander rolspelers uit die gemeenskap / Other role players 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.

'n Volledige Gedragskode, asook die Gedragskode vir ouers en besoekers is beskikbaar op die skool se webwerf: www.laerskoolbosveld.co.za of op die skool se d6-Communicator.

For a full version of the code of conduct, as well as the code of conduct for parents and visitors, go to: www.laerskoolbosveld.co.za or on the d6-Communicator.

Toon respek

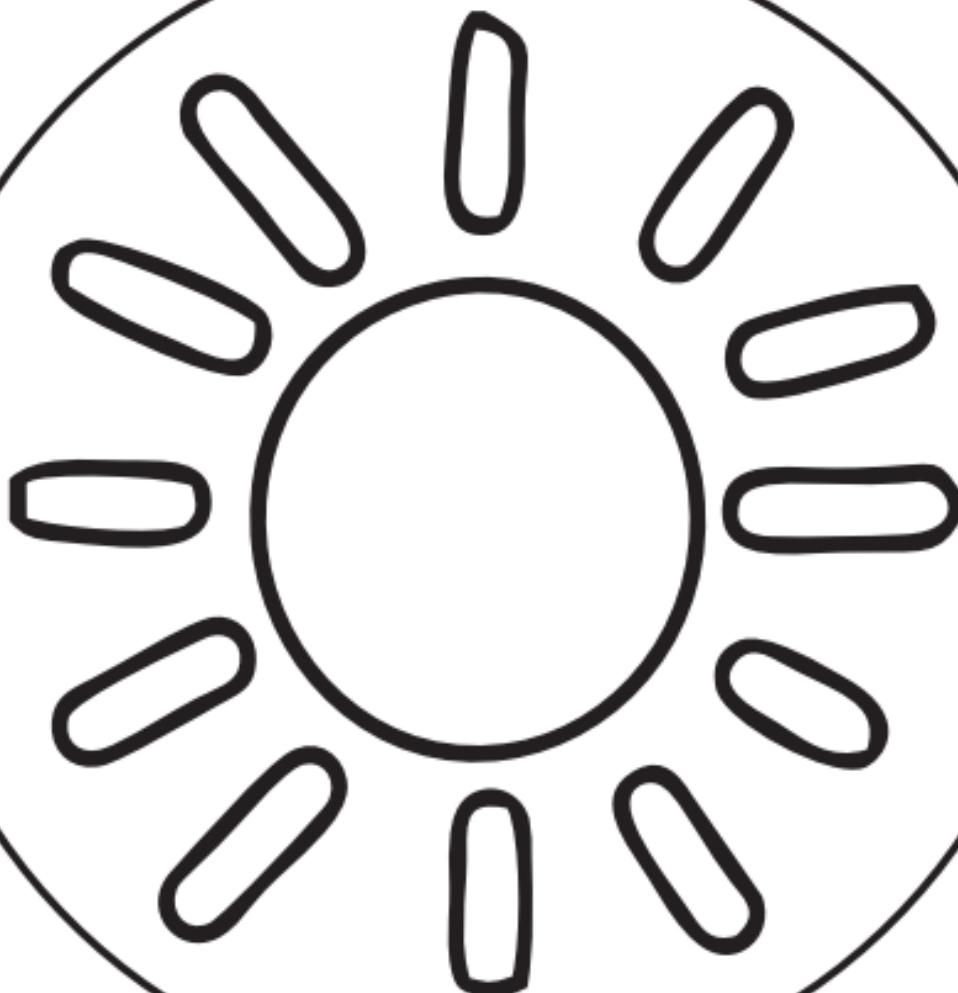


Show respect





Is eerlik



Are honest

Gee om



Care