



KOBÉ – RAMOKGADI ADVANCED LEARNING ACADEMY

“KNOWLEDGE ONLY BY EDUCATION”

Policy Title	Code of Conduct for learners
Purpose	To advise authorities on steps necessary for disciplinary action at the school.
Application:	Learner conduct, general appearance and uniform.

1. Preamble

Kobe- Ramokgadi Advanced Learning Academy (KRALA) is committed to providing an environment conducive for delivery of quality teaching and learning by:

- *Promoting the rights and safety of all learners, teachers and parents.*
- *Ensuring learners' responsibility for their own actions and behaviours.*
- *Prohibiting all forms of unfair discrimination and intolerance.*
- *Eliminating disruptive and offensive behaviour.*

This Code of Conduct spells out the rules regarding learner behaviour at the school and describes the disciplinary system to be implemented by the school concerning transgressions by learners. The school rules are intended to establish a disciplined and purposeful environment to facilitate effective teaching and learning at the school. Nothing shall exempt a learner from complying with the school rules. Ignorance of school rules is, therefore, not an acceptable excuse.

2. General principles

- 2.1. Learners are always expected to behave in a courteous and considerate manner towards one another, all members of staff and visitors to the school.
- 2.2. Learners are expected to abide by the school rules with regards to appearance and behaviour when representing the school both during school hours, after school hours, on school premises and on any school-related trips. Learners may not say or do anything that will discredit themselves or the school.

- 2.3. No learner has the right, at any time, to behave in a manner that will disrupt the learning activity of other learners or will cause another learner physical or emotional harm.
- 2.4. The school will contact parents/guardians when a learner's behaviour becomes a cause of concern and will endeavour in a spirit of constructive partnership to resolve the problem.
- 2.5. The school will not be held responsible for any misconduct of learners outside the school premises if the learners are wearing school uniform.

3. THE RIGHTS OF LEARNERS

Every learner has the right:

- 3.1. To receive education.
- 3.2. To get textbooks and stationery.
- 3.3. To live and stay in a healthy environment.
- 3.4. To be treated fairly and responsibly.
- 3.5. To be treated with respect.
- 3.6. To express opinions freely without fear of victimization.
- 3.7. To choose and participate in school sporting activities.

4. RESPONSIBILITIES OF LEARNERS

- 4.1. Come to school regularly and on time.
- 4.2. Attend all lessons and complete all schoolwork.
- 4.3. Co-operate in the class and the school as a whole.
- 4.4. To wear school uniform daily, except when allowed not to do so.
- 4.5. To keep their environment clean.
- 4.6. To take care of school property.
- 4.7. To report their absence, sickness and challenges.
- 4.8. To exercise self-discipline and always maintain a code of good behaviour.
- 4.9. Respect both teaching, non-teaching staff and other learners at school.

5. School and Class Attendance

Parents / Guardians, learners, teachers and Parents Teacher Association (PTA) members of Kobe-Ramokgadi Advanced Learning Academy are jointly responsible for ensuring that all learners attend School.

BOARD OF DIRECTORS

TSHEPANG MASIA

CHAIRMAN

VUSUMUSI DLAMINI

STRATEGY & PLANNING

THANDI MASIA

HUMAN RESOURCE

ZWELITHINI SHABANGU

LEGAL

NELISIWE SHONGWE
SOCIAL & EVENTS

JEZZY LESEYANE
ACADEMIC AFFAIRS

- 5.1. If a learner does not attend school regularly, the relevant register teacher will report the absence of the learner to the parent and the principal in writing. The register teacher must keep an accurate register of learner's attendance and must keep copies of all communication to parents when absence from the classroom is reported.
- 5.2. All learners are to arrive at school before the official starting time. Learners who are late for school will be marked absent as registers are completed at the beginning of each school day.
- 5.3. Absence from a class, without the permission of the relevant register or subject teacher, is prohibited and will lead to disciplinary action.
- 5.4. Any absence from school must be covered by an absentee note from a parent/guardian.
- 5.5. Should a learner be absent from school for a period of three (3) days or longer, this leave of absence must be supported by a letter from a medical doctor/traditional doctor, registered herbalist.
- 5.6. Any absence from a formal examination, test or task must be supported by a letter from a medical doctor/traditional doctor/registered herbalist. Learners who fail to produce a medical certificate on absenteeism during formal examinations / tests / assessment tasks will obtain a mark of "0" (zero) for the particular assessment task.
- 5.7. No learner may leave the school during school hours without a letter from a parent/guardian requesting the release of their child and the permission of the principal/deputy principal/ head of department from whom an exit note must be obtained.

6. School Uniform

The current branded school uniform must be worn at all times.

6.1. Uniform days:

Formal uniform	Sports Uniform	Casual formal
Monday	Wednesday	Friday
Tuesday		
Thursday		

BOARD OF DIRECTORS

TSHEPANG MASIA

CHAIRMAN

NELISIWE SHONGWE
SOCIAL & EVENTS

JEZZY LESEYANE
ACADEMIC AFFAIRS

VUSUMUSI DLAMINI
STRATEGY & PLANNING

THANDI MASIA
HUMAN RESOURCE

ZWELITHINI SHABANGU
LEGAL

6.2. Kobe- Ramokgadi Advanced Learning Academy uniform is:

Girls	Spring/Summer	Winter
	Formal uniform	
1	School skirt not shorter than four fingers from the knees and white shirt and neck tie, stockings	Long grey pants, and white shirt and neck tie
2	Black shoes and white socks.	Red KRALA jersey, tracksuit top/ blazer
3	Pullover jersey / long sleeve jersey when cold.	White socks and/or black leggings/stockings + black shoes.
		Red KRALA beanie.
	Sports uniform	
1	KRALA T-shirt with ports short pants/ tracksuit pants.	KRALA tracksuit with black or white sneakers.
2	Black school shoes, black or sneakers.	Red KRALA beanie.
	Casual formal	
1	Grey pants and school golf T- Shirt, black school shoes, Pullover jersey/ long sleeve jersey	Grey pants and school golf T- Shirt, black school shoes, Pullover jersey/ long sleeve jersey, tracksuit top/ blazer

Boys	Spring / Summer 1 September- 30 April	Winter 1 May – 30 August
	Formal Uniform	
1	Long grey pants that covers the socks	Red KRALA jersey, tracksuit top, blazer
		Long grey pants, black belt, white shirt
2	White shirt and neck tie	Red KRALA beanie, tie
3	Learners print grey socks	Grey socks
4	Black school shoes	Black school shoes

BOARD OF DIRECTORS

TSHEPANG MASIA

CHAIRMAN

NELISIWE SHONGWE
SOCIAL & EVENTS

JEZZY LESEYANE
ACADEMIC AFFAIRS

VUSUMUSI DLAMINI
STRATEGY & PLANNING

THANDI MASIA
HUMAN RESOURCE

ZWELITHINI SHABANGU
LEGAL

Sports uniform		
1	T-shirt with short pants.	KRALA tracksuit with black/white sneakers.
2	Black shoes, white or black sneakers.	Red KRALA jersey and school red beanie
Casual formal uniform		
	Grey pants and school golf T- Shirt, black school shoes, pullover jersey/ long sleeve jersey	Grey pants and school golf T- Shirt, black school shoes, pullover jersey/ long sleeve jersey, tracksuit top/ blazer

6.3. General Appearance

Learners are expected to wear the official KRALA uniform and appear neat and tidy at all times.

- 6.3.1. No additions or alterations to the uniform, which are not in accordance with the regulations, will be allowed.
- 6.3.2. No dangling earrings (only gold and silver studs for girls will be allowed), tattoos, jewellery, accessories and coloured contact lenses allowed. No colouring of hair or exotic (fibre) hairstyles are allowed.
- 6.3.3. Fingernails must always be kept trimmed, short and clean.
- 6.3.4. During events that allow the wearing of casual wear, learners should wear neat, presentable clothes. Beachwear, tight-fitting clothes, clothes that are see-through and/or too revealing are not allowed. Hair, shoes and accessories should always be neat.
- 6.3.5. Only learners that have applied and submitted relevant supporting documents and received the necessary permission from the PTA may deviate from official School uniform for religious and / or cultural reasons. Standard rules will apply with each application.

7. Valuables and Personal Belongings.

- 7.1. The school will not be held responsible for theft of or damage to personal belongings on School premises (e.g. cell phones, bags, books, clothing and any vehicles (bicycles, motorbikes, cars etc.)
- 7.2. Learners should avoid bringing cell phones, large sums of money and valuables to School.
- 7.3. Learners are discouraged from bringing computer games, iPods or similar electronic devices to School.

BOARD OF DIRECTORS

TSHEPANG MASIA

CHAIRMAN

NELISIWE SHONGWE
SOCIAL & EVENTS

JEZZY LESEYANE
ACADEMIC AFFAIRS

VUSUMUSI DLAMINI
STRATEGY & PLANNING

THANDI MASIA
HUMAN RESOURCE

ZWELITHINI SHABANGU
LEGAL

8. General Rules

- 8.1. Loitering and/or playing in and around the corridors, stairwells and toilets are forbidden.
- 8.2. All litter must be placed in refuse bins or wastepaper baskets.
- 8.3. Wilful damaging, vandalising or neglect of school property and the property of others, either by writing or by a physical act, is prohibited. Theft of school and private property is also prohibited.
- 8.4. Any act of cheating in class work, homework, informal and formal tests or internal or external examination is prohibited. Furthermore, copying of and/or borrowing another learner's work is prohibited.
- 8.5. The timeous handing in of work is the responsibility of each learner.
- 8.6. The learners will respect the beliefs, culture, dignity and rights of other learners, as well as their right to privacy and confidentiality.
- 8.7. Disruptive, unruly, rude and/or offensive behaviour will not be tolerated.
- 8.8. Language that is seen as inappropriate, discriminatory or racist is prohibited.
- 8.9. Any act that belittles, demeans or humiliates another learner's culture, race or religion is prohibited.
- 8.10. All learners have the right to an education free of interference, intimidation and/or physical abuse: (INCITING A FIGHT / REACTING TO A FIGHT).
- 8.11. The learner will respect the property and safety of other learners. Fighting or threatening of other learners is forbidden.
- 8.12. The learner will respect those learners in positions of authority. A learner who is in a position of authority will conduct him/herself in a manner befitting someone in authority.
- 8.13. The carrying, copying and/or reading of offensive material is prohibited.
- 8.14. Learners must keep clear of areas that are indicated as out of bounds unless supervised by a teacher.

These include:

- Areas beyond the middle hall.
- Main Hall, playgrounds, etc.
- Electrical mains, distribution boxes, fire extinguishers etc.
- Parking lots.
- Close to school fence and gates.
- The primary section.
- Other places away from the teachers' and or prefects' view

BOARD OF DIRECTORS

TSHEPANG MASIA

CHAIRMAN

VUSUMUSI DLAMINI

STRATEGY & PLANNING

THANDI MASIA

HUMAN RESOURCE

ZWELITHINI SHABANGU

LEGAL

NELISIWE SHONGWE
SOCIAL & EVENTS

JEZZY LESEYANE
ACADEMIC AFFAIRS

9. Rules Governing school premises

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

- 9.1. No dangerous objects or illegal drugs will be brought into and/or used on the school premises unless authorised by the principal for educational purposes.
Dangerous objects include:
knives, firearms or any items that could harm a person.
- 9.2. The carrying or smoking of cigarettes and/or vapes are prohibited.
- 9.3. Alcohol is not permitted on school premises or during any school activity.
- 9.4. The carrying of and/or consumption of illegal chemical substances and drugs is prohibited.

10. School Enrichment Programme

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

- 10.1. The learners are expected to adopt the correct etiquette pertaining to the specific activity at all times.
- 10.2. Once a learner has committed him/herself to an activity, she/he will be bound to meet the rules and obligations related to that activity.
- 10.3. Involvement in a particular activity will span the entire season/duration in which that activity takes place.
- 10.4. Attendance of all practices are compulsory. Missing a practice without a valid excuse in writing from the learner's parents may result in the learner being suspended from participation in one (1) inter- school league fixture if applicable.
- 10.5. Appropriate kit/uniform will be worn to practices and in inter-school fixtures.
- 10.6. Learners travelling to an away fixture will travel in full school uniform, unless other arrangements have been made.
- 10.7. Sports and other kits must be carried in an appropriate bag.

11. Accommodation of Religious and / or Cultural Rights

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

BOARD OF DIRECTORS

TSHEPANG MASIA

CHAIRMAN

NELISIWE SHONGWE
SOCIAL & EVENTS

JEZZY LESEYANE
ACADEMIC AFFAIRS

VUSUMUSI DLAMINI
STRATEGY & PLANNING

THANDI MASIA
HUMAN RESOURCE

ZWELITHINI SHABANGU
LEGAL

- 11.1. The learner, assisted by the parent, must apply for a deviation from the standard School rules if such rules are in conflict with or infringe on any religious right of the learner.
- 11.2. This application must be in writing and must identify the specific rule/s that is/are offensive to the learner's religious right/s.
- 11.3. This application must include reasonable interpretation of the religious rights that the learner feels are offended and a suggestion on how the rules may be supplemented by the PTA to accommodate such religious rights.
- 11.4. The learner must provide proof that she/he belongs to that specific religion and that the religious practices, rules and obligations that are in conflict with the school's Code of Conduct are his/her true beliefs and commitments.
- 11.5. The religious conduct or practice must be lawful.
- 11.6. The PTA must consider the application and, if it is satisfied that the application is justified, the application will be granted in writing.
- 11.7. When the PTA allows for deviations from the standard rules, such deviations must be based on core religious beliefs inherent to the religion, and it must be compulsory for the learner to comply with such beliefs.
- 11.8. The deviation must specify the extent of the exemption from the normal rules and must clearly identify the conduct that will be allowed – e.g. The wearing of a head scarf, including colours and details of design, the growing of a beard, or the wearing of a specific hairstyle or jewellery, and the conditions under which such deviation will be applicable to the learner.
- 11.9. Cultural rights will be considered in the event that they do not relate to a religion, if such cultural rights manifest in conduct of a permanent nature that is compulsory for the cultural group. This refers to cases where the removal of the cultural jewellery or mark will cause considerable pain to the learner.
- 11.10. Normally, cultural rights are exercised through mark and expression of a temporary nature that are justified for a specific cultural gathering. The learner must convince the PTA that his / her cultural rights can be exercised only through a permanent intervention.
- 11.11. Any request for a deviation from the Code of Conduct based on cultural rights must be in writing and must be based on a process similar to that contained in subparagraphs 1 to 8 above.

BOARD OF DIRECTORS

TSHEPANG MASIA

CHAIRMAN

NELISIWE SHONGWE
SOCIAL & EVENTS

JEZZY LESEYANE
ACADEMIC AFFAIRS

VUSUMUSI DLAMINI
STRATEGY & PLANNING

THANDI MASIA
HUMAN RESOURCE

ZWELITHINI SHABANGU
LEGAL

12. Drug Testing (SASA Section 8A)

The principal or a delegate may at random administer a urine or non-invasive test to any group of learners/ individual on fair and reasonable grounds suspected of using illegal drugs. Parents will be informed of the outcome of the test. Parents are liable for the cost of the test should they request for such a test to be done and when a test result is positive.

13. Search and Seizure

The principal or a delegate may at random, search learner or any group of learners, or the property of a learner or group of learners, for any dangerous objects or illegal drugs/substances or alcohol.

14. Disciplinary procedure

Every teacher is responsible for discipline and has the full authority and responsibility to correct the behaviour of learners whenever such correction is necessary. Any corrective measure or disciplinary action will correspond with and be appropriate to the offence. All learners will abide by the discipline system that has been developed to assist and guide learner behaviour in the school.

14.1. Grading of offences

Offences are graded according to the nature and degree of seriousness of the offences, of which Grade 4 offences are the most serious. See Table 1 for a list of the offences making up each of the Grades 1, 2, 3 and 4.

TABLE 1			
List of Offences per grade of offence			
Level 1	Level 2	Level 3	Level 4
<ul style="list-style-type: none"> Littering Excessive noise Unruly behaviour Eating, chewing gum, drinking during contact time/ assembly Entering out-of-bounds area 	<ul style="list-style-type: none"> vandalism 	Possession of weapons that could cause physical harm	Use of weapons that cause physical injury Possession and use of firearm, firearm magazine, ammunition, dangerous or lethal weapon
	<ul style="list-style-type: none"> Interfering with another person's possession 	Entering school premises while	Possession, using or dealing in drugs or

BOARD OF DIRECTORS

TSHEPANG MASIA

CHAIRMAN

NELISIWE SHONGWE
SOCIAL & EVENTS

JEZZY LESEYANE
ACADEMIC AFFAIRS

VUSUMUSI DLAMINI
STRATEGY & PLANNING

THANDI MASIA
HUMAN RESOURCE

ZWELITHINI SHABANGU
LEGAL

<ul style="list-style-type: none"> • Loitering in the passage, at the tuck shop, at the toilets • Misconduct or poor sportsmanship during extramural activities • Failure to: <ul style="list-style-type: none"> -submit an absentee note, or exit notes by stipulated deadline -wear school uniform <ul style="list-style-type: none"> ✓ any minor infringement ✓ Arriving late at school without a valid reason. ✓ Use of offensive material to cover books or files ✓ Possession and use of cellphone, computer game, iPod and any similar electronic device 		under alcohol influence	any intoxicating substance
	• Damage to property	Possessing and distributing pornographic material	Poisoning or attempting to poison another person
	• Racism remarks or insults	Truancy or leaving school without permission	Malicious damage to property belonging to school or any other person.
	• Intimidation / Bullying	Violating the rights of other learners	Rape, attempted rape, or indecent assault
	• Swearing, lying or using obscene language	Taking part in any form of illegal strike	Physical assault resulting in bodily harm
	• Any act of disrespect		Sedition or inciting any form of illegal strike
	• Forgery, fraud and copying		Any offence punishable under common law
	• Verbal and non-verbal abuse		
	• Ignoring or failing to carry out instructions		
	• Fighting, common assault		
• Unacceptable hairstyles			

BOARD OF DIRECTORS
TSHEPANG MASIA

CHAIRMAN

NELISIWE SHONGWE
 SOCIAL & EVENTS

JEZZY LESEYANE
 ACADEMIC AFFAIRS

VUSUMUSI DLAMINI
 STRATEGY & PLANNING

THANDI MASIA
 HUMAN RESOURCE

ZWELITHINI SHABANGU
 LEGAL

14.2. DISCIPLINARY INTERVENTIONS

The school will employ the following interventions as a corrective measure to change behaviour before suspension and expulsion:

- ✚ A verbal warning/reprimand to express disapproval
- ✚ Written warning
- ✚ Final written warning
- ✚ Written correctional measures
- ✚ Community service to improve the physical environment within and around the school premises
- ✚ Homework detention during break
- ✚ Supervised schoolwork
- ✚ De-merit detention during break
- ✚ Referral for counseling
- ✚ Attendance of a relevant skills programme
- ✚ Fines to compensate for damages
- ✚ Temporary suspension of school privileges
- ✚ Exclusion from school activities and functions, e.g., academic award ceremony
- ✚ Withdrawal of recognition, e.g., award
- ✚ Temporary suspension from class or school, pending disciplinary hearing
- ✚ Disciplinary hearing
- ✚ Tribunal hearing

Failure to comply with interventions and corrective measures will lead to further interventions and may lead to offence being categorized at a higher grade. Expulsion may be recommended for a Grade 3 and a Grade 4 offence.

14.2.1. DISCIPLINARY CONSEQUENCES – CODE LIST

Offences per level of seriousness

Level of misconduct	Description of Action Taken
<u>Level 1</u> Minor violation of general classroom discipline	Verbal warning
	Detention
	Demerits
	Menial tasks e.g. cleaning classroom
	Extra work
<u>Level 2</u>	Any level 1 disciplinary action

BOARD OF DIRECTORS

TSHEPANG MASIA

CHAIRMAN

NELISIWE SHONGWE
SOCIAL & EVENTS

JEZZY LESEYANE
ACADEMIC AFFAIRS

VUSUMUSI DLAMINI
STRATEGY & PLANNING

THANDI MASIA
HUMAN RESOURCE

ZWELITHINI SHABANGU
LEGAL

Minor violations of school code of conduct or rules	Disciplinary talk with learner
	Talk with parent/guardian
<u>Level 3</u> Serious violations of school code of conduct or rules	Any level 2 disciplinary action
	Referral to counsellor/social worker etc.
	Suspension from extramural activities, trips
	Written final warning
<u>Level 4</u> Very serious violations of school code of conduct or rules	Any level 3 disciplinary action
	Referral to relevant outside agency
	Application to department for limited suspension
<u>Level 5</u> Criminal-serious violations of school code of conduct or rules but also of civil law	Note: to be carried out by higher school authority, PTA, SMT and the Board
	Application to the Board for expulsion or transfer from the school after a tribunal hearing
	LAW ENFORCEMENT AUTHORITY involvement

14.2.2. SUSPENSION OF A LEARNER BY THE PRINCIPAL OR DEPUTY PRINCIPAL AS A PRE-CAUTIONARY MEASURE

The PTA authorizes the Principal or Deputy Principal to institute suspension, as a pre-cautionary measure, with regard to a learner who is charged with a serious misconduct offence.

- 14.2.2.1. Before a learner is suspended, the learner and his/her parents must be given an opportunity to indicate why the suspension should not be considered.
- 14.2.2.2. The disciplinary proceedings must commence within one week of the suspension.
- 14.2.2.3. Suspension do not exceed 14 school days.

BOARD OF DIRECTORS

TSHEPANG MASIA

CHAIRMAN

VUSUMUSI DLAMINI

STRATEGY & PLANNING

THANDI MASIA

HUMAN RESOURCE

ZWELITHINI SHABANGU

LEGAL

NELISIWE SHONGWE
SOCIAL & EVENTS

JEZZY LESEYANE
ACADEMIC AFFAIRS

14.2.3. DISCIPLINARY AND TRIBUNAL HEARINGS

The following official forms will be used for misconduct and disciplinary hearings:

- Written warning
- Final written warning
- Notice of disciplinary hearing
- Record of disciplinary hearing
- Review form

14.2.3.1. Written notice of a disciplinary or tribunal hearing will be given at least five (5) School days before the hearing, which could imply temporary suspension from classes, excluding formal scheduled tests and examinations which count towards the year mark.

14.2.3.2. When a notice is issued to a learner the learner must acknowledge receipt of notice by signing for it. This is not an admission of guilt.

14.2.3.3. If a learner does not appear at a hearing, the hearing will be conducted in his/her absence.

14.2.3.4. A written verdict of the hearing will be issued to the offender. The offender must acknowledge the content by signing the document.

14.2.3.5. A learner has the right to request a review of the disciplinary action taken against him/her if sufficient grounds exist. Disregard of punishment of the Disciplinary Committee will lead to temporary suspension pending a hearing.

14.2.4. Disciplinary Hearing Committee may consist of the following:

- PTA member
- School Principal or Disciplinary Officer
- Head of Department
- Register Teacher or relevant teacher

14.2.5. COMPOSITION OF TRIBUNAL HEARING COMMITTEE

- PTA Chairperson
- Two parent reps from PTA
- The School Principal or Discipline Officer
- Head of Department

BOARD OF DIRECTORS

TSHEPANG MASIA

CHAIRMAN

VUSUMUSI DLAMINI

STRATEGY & PLANNING

THANDI MASIA

HUMAN RESOURCE

ZWELITHINI SHABANGU

LEGAL

NELISIWE SHONGWE
SOCIAL & EVENTS

JEZZY LESEYANE
ACADEMIC AFFAIRS

14.3. RECORDING MISCONDUCT

14.3.1. Individual Record of Learner Misconduct

Each time a disciplinary action is taken against a learner, an individual record of learner misconduct should be completed for relevant learner. It provides details of misconduct by providing a description of the misbehaviour and rating it in terms of seriousness. The disciplinary consequences and actions taken are also recorded and the parent/guardian should sign the form as acknowledgement of misconduct and consequent disciplinary action. The learner's disciplinary record should be attached to the profile which can motivate specific support interventions for the learner. A copy of the documents will also be given to the parents as proof of misconduct.

14.3.2. School Register of Misconduct

Once the individual learner misconduct record has been completed, the details of misconduct and disciplinary action must be transcribed by designated member of SMT on a composite School Register of Misconduct.

This record provides an overall picture of all disciplinary measures instituted by the school. The register must be updated each time a disciplinary action is taken against a learner and should be kept in the principal's office.

14.3.3. Incident Report

This report has to be completed by the SMT. In it all unforeseen incidents that might take place in the school will be recorded e.g. child abuse, rape, physical injuries and threats by individuals from a broader public.

Due to the confidentiality of some incidents, it is necessary for the Principal and SMT to be discreet. The report may be shared on a discretionary basis with the relevant parties i.e. Child Protection Unit, PTA or Eswatini Police.

Each incident should get a code number like the year and number of the incident in chronological order. For example, the tenth incident in 2005 would be 2005/10.

This Policy is subject to amendments to suit disaster management.

Date of next Review : August 2028

Date of latest review: 28 September

BOARD OF DIRECTORS

TSHEPANG MASIA

CHAIRMAN

VUSUMUSI DLAMINI

STRATEGY & PLANNING

THANDI MASIA

HUMAN RESOURCE

ZWELITHINI SHABANGU

LEGAL

NELISIWE SHONGWE
SOCIAL & EVENTS

JEZZY LESEYANE
ACADEMIC AFFAIRS