



KING EDWARD VII PREPARATORY SCHOOL

Discipline Statement
May 2017

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PART 1 School vision and discipline direction



KING EDWARD VII PREPARATORY SCHOOL



Mission Statement

To give each pupil the opportunity to develop his social, academic, cultural and sporting abilities, so that he will become a thoughtful caring and responsible member of the community.

Through his education at King Edward VII Preparatory School, we aim to develop a sense of :

- S**elf confidence, fairplay and sportsmanship in a supportive and secure environment;
- T**radition and the importance of good manners and pride in appearance;
- R**espect and responsibility for himself and others and the value of being someone who can be trusted and relied upon;
- E**nthusiasm, endeavour and enjoyment in different activities offered by the school, with the encouragement of parents and staff
- N**oteworthiness, never overlooking the needs of the ordinary individual;
- U**nderstanding that where an effort is made, there are rewards to be reaped;
- E**ducation being an essential stepping stone to whatever the future may hold.

We uphold the Vision and Mission statements of the Gauteng Department of Education- "*Ensuring every learner does well at school and leaves our institutions with the knowledge, skills and qualifications that will give them the best chance of success in adult life*" and "*To ensure quality learning and teaching take place in the classroom every day.*"

Discipline direction - To create and instil a sense of self – discipline and order within the school where all learners will have the opportunity to grow and develop in structured and positively controlled environment.

All reward and punishment issued to learners must be:

- ✓ Fair and consistent
- ✓ Reasonable
- ✓ Appropriate to the offence by the learner
- ✓ Relatively immediate
- ✓ Acceptable and humane in nature

General Discipline

All staff are responsible for all discipline in the school. They must and should assume responsibility for its maintenance and should not shirk or abrogate the responsibility of its application in favour of those in senior positions. They should support each other wherever necessary in order to establish a just and consistent system of discipline.

All staff should task themselves with the upholding of the ethos of the school.
Examples:

Students should stand to greet any adult, whether they are seated in class or anywhere else around the school buildings.

Hands in pockets are not allowed, even on cold days.

Staff should be active in maintaining corridor discipline.

Students should stand back at doorways to allow adults / seniors to pass.

PART 2 School rules

1. Follow instructions the first time they are given.
2. Please keep your hands, feet, teeth, objects and unkind words to yourself.
3. Listen while someone else is speaking.
4. Look after all property.
5. Behave appropriately.

PART 3 Strategies to promote good discipline and effective learning

3.1 The discipline network

The school is a supportive and caring environment in which an orderly and happy environment is the responsibility of all stakeholders.

Learners: The learners are expected to treat staff and fellow learners within our values at the school. They are encouraged to take an active part in maintaining their positive environment.

Parents: Parents form a vital part of the school's strategy for discipline. They are encouraged from the first contact with the school to maintain professionalism and respect when interacting with the school.

King Edward VII Preparatory School Staff: The staff are at the core of the system, and are expected to analyse and report any possible problems.

3.2 Learning environment

There is no single answer to a good learning environment. Teaching and learning are complex and there are many factors to consider. Some ideas to be considered:

- ✓ Do students ask the questions - good questions
- ✓ Questions are valued over answers
- ✓ Ideas come from divergent sources
- ✓ A variety of learning models are used
- ✓ Classroom learning “transfers” into a connected community
- ✓ Learning is personalized by a variety of criteria
- ✓ Assessment is persistent, authentic, transparent, and never punitive
- ✓ Criteria for success is balanced and transparent
- ✓ Learning habits are constantly modelled
- ✓ There are constant opportunities for practice

3.3 The social environment

As the world, we live in today is an ever-changing environment we strive to maintain an era appropriate environment. Some consideration should be:

- ✓ The students home life.
- ✓ What the learners are exposed to in social media
- ✓ How the learners interact with staff, parents and peers

3.4 The K.E.P.S. cares system

King Edward VII Preparatory School aims to have understanding not only with peers but with grades both below and above. This is to maintain the ethos and standards of the school. Some consideration should be:

- ✓ The Grade 7 group will have a K.E.P.S. cares day termly, where the ethos and morals of the school are structured into learning
- ✓ As part of our effort to effectively run our discipline system, the school reserves the right to remove any uniform from a pupil that does not meet the school’s requirements.

PART 4 Discipline procedure flow diagram

Discipline Procedures

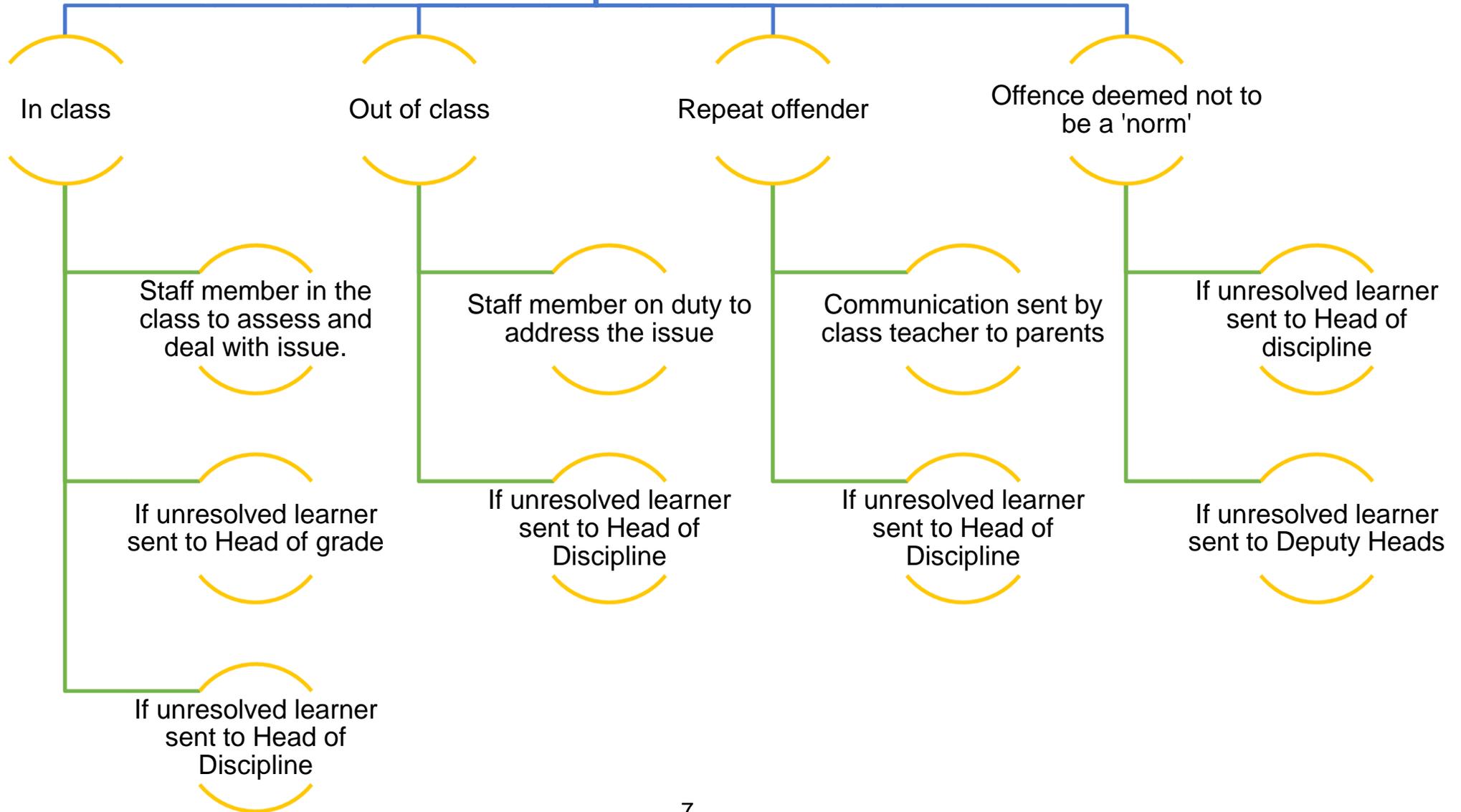
The following flow chart provides guidelines for the application of sanctions related to the breaking of school rules. Depending on circumstances, the sanctions imposed may vary per the seriousness of the behaviour, the age and the prior record of the student. For serious breaches where a suspension or expulsion is a possible consequence, there must be a process following the principles of procedural fairness including a right of appeal.

In all instances, teachers are to enter the incidents onto our system. Failure to do so will mean that the Head of Discipline will be unable to follow due process.

Staff are to deal with problems as they arise. If any issue remains unresolved, the arrows in the flow diagram will show the necessary path to follow.

Note: Any case that is dealt with by a staff member needs to be imputed into the Ed admin system. Any action taken against a learner must be communicated to the parents.

Discipline Offence



PART 5 School discipline code

5.1 School rules

1. Follow instructions the first time they are given.
2. Please keep your hands, feet, teeth, objects and unkind words to yourself.
3. Listen while someone else is speaking.
4. Look after all property.
5. Behave appropriately.

5.2 School values

- ✓ Respect
- ✓ Tolerance
- ✓ Integrity
- ✓ Perseverance
- ✓ Responsibility
- ✓ Trustworthiness

5.3 Classroom and School routines

Start of day line up

Sit in your class
Stand when asked to greet
School creed with hands at sides
All teachers to be with their class

Entering the classroom

Line up outside the classroom in one or two lines (space dependent)
Lead in one line at a time on the teacher's instruction
Greet the teacher after being greeted
Follow instructions
Meet the class at the door and supervise routine

Leaving the classroom

Tidy your work area
Stand behind your chair
Greet the teacher
Lead off quietly, walk one behind the other in rows
Be on time and accompany class out of the classroom into the passage

End of the lesson or day

Pack your suitcase and get diary signed
Stand
Place chairs on the tables and tidy your work area
Line up
Greet the teacher and leave as per instructions in full uniform.
Stand in front, provide clear instructions. Ensure that classroom is left in an orderly manner. Remind learners about homework and ensure uniform is tidy and appropriate. If homework is not written correctly, the learner may not leave until it is correct.

Going to the toilet

- Ask permission
- Move quietly and quickly to the toilet
- Flush the chain
- Wash and dry your hands
- Return to class immediately
- Enforce the rules: One at a time.*

Tests

- Prepare your work area
- Listen to the instructions carefully
- Write your name on the sheet
- No talking allowed during the test
- Place tests in allocated place when finished
- Circulate the room and invigilate.*

Assembly

- As per leaving the class routine
- Line up in one line in designated area
- Lead in on the teacher's instruction
- Be seated
- Focus/listen carefully
- Supervise your class through the duration of assembly*

Visitors come to the classroom

- Stand when a visitor enters the classroom
- Greet the visitor
- Continue with your work
- Introduce the visitor. Avoid interrupting each other as much as possible*

On the corridor

- Walk in lines- keep left and pass right
- Quietly follow the teacher (Foundation).
- Greet all adults
- Move quickly and quietly
- Stand on the corridor during change over's and supervise the learners passing your classroom*

Intercom

- When the buzzer sounds-fold your arms (grades 6-7), hands on heads (grades 0-5)
- Listen carefully to all the announcements
- When finished, continue with your work
- Lead by example. Repeat necessary information.*

Wet weather break

- When a wet weather break occurs, the learners are to stay in the class they have before break.
- A monitor will be assigned to that class to able the teacher to get refreshed. The teacher is ultimately responsible for the class with them during break.

5.4 Class rules

Each class teacher is to set his or her own classroom rules. These rules will not overrun the school rules but assist the teacher in their own class.

5.5 Homework policy

- ✓ See Homework policy on D6 communicator

5.6 Anti-Bullying policy

- ✓ See Anti-Bullying policy on D6 communicator

5.7 Uniform and hair policy

- ✓ See Uniform and hair policy on D6 communicator

5.8 Cell phone policy

- ✓ See Cell phone policy on D6 communicator

PART 6 Practices to recognize and reward student achievement

6.1 Merits

The merit system should provide learners who have shown an outstanding effort, a reward to be proud of. The merit system will be graded termly on the following areas.

- ✓ Academic merit
 - ✓ Behaviour merit
 - ✓ Sport and culture merit
 - ✓ School merit
- ✓ Please see a breakdown of each section on the last pages.

All learners receiving achievements need to be sent to the Head of Discipline for a reward. The rewards will be broken down in the following manner per area.

- ✓ 3 merit points - merit stamp in diary
- ✓ 5 merit points – Certificate and email to parents
- ✓ 10 merit points – Certificate and note on the school communicator
- ✓ 15 merit points – Certificate in assembly and reward at the end of term
- ✓ 20 merit points – Certificate and free civvies at the end of term

6.2 Class rewards

Each teacher should have a reward system in the class that runs in conjunction with the merit system and house points.

PART 7 Strategies for dealing with unacceptable behaviour

7.1 The level system

- ✓ See flow diagram

7.2 Demerit system

A demerit will be issued when a school rule is broken. The rules have been broken into sub categories for easy reference when determining the demerit. Each demerit will be allocated a point. The demerit system will be graded termly on the following areas:

- ✓ Academic demerit
- ✓ Behaviour demerit
- ✓ Sport and culture demerit
- ✓ Attendance demerit
- ✓ Uniform demerit

The following steps will take place for enforcing the demerit system per term.

3 demerit points – communication to parents by class teacher

5 demerit points – communication with parents by head of discipline

6 demerit points – 2-hour detention

8 demerit points – Parent meeting with Head of discipline

10 demerit points – Internal hearing

12 demerit points – Disciplinary hearing

- ✓ A break detention is allowed for **only** the individual that is concerned and **must** be allowed to have their lunch. If a break detention is given then the teacher must stay with the learner at all times.
- ✓ The school reserves the right to fast track any learner to a disciplinary point due to the severity of the action or past infractions.

7.3 Compulsory Detention

When a learner reaches his 6th demerit, the parents will be informed by the Grade leader. The learner will attend his detention on the closest day given a minimum of 24hrs notice. The learner will be supervised for that time by the staff member on duty.

This is a compulsory detention.

Detention will run on Tuesday and Thursday from 2pm – 4pm.

7.4 Loss of privileges

Loss of privileges will only be issued by SMT when applicable.

7.5 Breach of uniform and hair

Any breach of uniform or hair will be dealt with directly by the Head of Discipline. After the grade head has given a warning and a day's grace to rectify the problem.

7.6 Suspension and expulsion

The process prescribed by the GDE will be followed.

7.7 Guideline summary of merits and demerits

Merit - Academic

Diligence, effort and perseverance	Excellent academic achievement
Excellent preparation for project	Achievement above normal standard
Provided extra content for theme	

Merit - Behaviour Merit

Impeccable behaviour	Continuous school required behaviour
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Merit - School Merit

Impeccable school uniform appearance	Strenue Award
Cleaning school grounds	Respect
Tolerance	Integrity
Perseverance	Responsibility
Trustworthiness	Support of an event

Merit - Sport and Culture Merit

Sportsmanship	Outstanding achievement - Sport
Participation in Interhouse event - Sport	Participation in Interhouse event - Culture
Outstanding achievement - Culture	Support of school event

Demerit - Sport and Culture Demerit

Not attending practice	Not attending match
Incorrect dress	Not attending performance
Unsportsmanlike Behaviour	Improper conduct

Demerit - Academic Demerit

Books forgotten at home	Cheating in a formal assessment
Homework not done	Homework incomplete
Not returning a test signed	No homework diary
Talking during an assessment	Research not done
No practical equipment	

Demerit - Attendance Demerit

Bunking
Late for School

Bunking Detention
Late for class

Demerit - Behaviour Demerit

Assembly Disruption
Bullying - Physical
Chewing Gum
Dangerous weapon
Disruptive behaviour
Eating in class
Fighting - Aggressor
Fighting - Pushing without a punch
Insolence or rudeness
Profanity
Spitting
Theft
Vandalism

Backchat in class
Bullying - Verbal
Continuous talking
Dishonesty
Disrupts the function of a lesson
Electronics banned
Fighting - Involvement
Habitual offender
Inappropriate language
Selling of non-permitted goods
Harassment
Threatening behaviour
Repeatedly not listening

Demerit - Uniform Demerit

Untidiness
Incorrect Socks
No Tie
Missing Blazer Buttons

Hair Violation
Incorrect Shoes
No Blazer