



## Topolino Private School Code of Conduct for learners and general rules

Topolino Private School is a Christian school. The school's values and goals are indelibly from the Christian faith. We recognise the inherent value and individuality of each learner. If there is religious diversity, it is the parent's duty to inform the school.

### 1. Discipline regarding learners

*"I must always look immaculate in my school uniform! I am an advert for the school even when I leave school grounds." The rules when you are at school also apply when you are in the public eye. Children with good manners make our school proud.*

#### General

- short, clean nails [only colourless nail polish for the girls]
- no make-up
- only girls may wear studs or small sleepers in their ears [1 in each ear]; no coloured gemstones
- uniforms must be in a good condition: not faded, untidy, too big or too small
- no jewelry like rings, bracelets or chains
- only 1 Christian arm band may be worn around the wrist
- hands may never be kept in pockets
- chewing gum is banned
- sturdy navy, brown or black school bags
- school cases on wheels are allowed
- no graffiti is allowed on private or school property, e.g. suitcases, space cases, desks, walls
- all property and clothing must be marked clearly

#### Hair

##### **Boys:**

- may not touch collar, ears or brows
- minimum gel
- no coloured hair or highlights
- short and very neat
- hairstyle suited to primary school learners
- no hairstyles with distinct "steps" or lines
- length of hair maximum of 4cm

##### **Girls:**

- fringe may not touch brows
- if hair touches collar, it must be tied up
- no dyed hair or highlights
- plain red/navy/orange ribbons
- navy/ brown/black hair elastics or clips
- Alice bands/headbands may not have flowers or other decorations

### **Summer uniforms for boys and girls**

- skorts (skirt-shorts) and shorts not more than four fingers from knee
- bottom of school shirt is buttoned
- tracksuit top may be worn - zip must always be closed and shirt collar must be out, and the string is fastened
- bare feet/Topolino flip flops/ white, grey, navy or black running shoes with laces; markings on shoes may only be white, grey, navy or black
- white socks must always be visible: no secret socks
- wear sport shirts to school on sports days
- wearing of a school cap as well as sun block is strongly recommended

### **Winter uniform for boys and girls**

- full school tracksuit
- school shirt/ round-necked navy long- sleeved top
- white socks and trainers as for the summer
- a navy windbreaker may be worn over the tracksuit, with a navy scarf
- navy gloves and beanies may be worn before school, but must be taken off during school hours

## **2. Discipline regarding the teaching staff**

*God appoints people in positions of authority*

- greet the staff with words like please, thank you and excuse me
- always be obedient
- be of service - offer to carry books, etc.
- body language when talking to adults must always be respectful
- disruption of lessons will not be tolerated
- children may not be in a school building without permission or supervision
- when any adult enters your classroom, you should stand and greet as a sign of respect

## **3. Discipline w.r.t. school grounds**

*The school grounds, buildings, tables, books, readers, etc. are private property. If damaged, learners will have to pay for replacement. Report vandalism or inappropriate behaviour to the teacher on duty.*

### **General**

- no dangerous or undesirable objects, inappropriate reading material, banned substances or electronic games may be in a learner's possession at school or at any school event
- a learner who has entered the school grounds may not leave without permission
- no learner may cross the road in front of the school without assistance; learners wait for their parents *inside* the school grounds
- no climbing of trees, rails or walls
- the jungle gym may only be used during breaks under supervision; play safely – no pushing, shoving or tag games – and no shoes allowed
- obey the prefects and follow their lead
- keep the playgrounds, classrooms and cloakrooms neat
- littering is taboo
- don't throw unauthorised items into the animal pen – animals may not be hurt and children may only enter the pen under supervision
- swearing and crude language is banned
- discrimination, teasing and bullying will not be tolerated

### **Cloakrooms**

- Gr. 1 – 3 learners use the Junior cloakrooms
- Gr. 4 – 7 learners use the Senior cloakrooms
- Cloakrooms may be used before school and during breaks
- The cloakrooms are cleaned daily and learners must leave them clean
- Learners are not to take food into the cloakrooms
- Games may not be played there and no more than one child may be in a toilet at one time
- Vandalism will be punished

### **Playgrounds**

- Learners may only enter school grounds from 07h00
- Take note of the prescribed arrival schedule
- Members of staff are on duty from 07h30
- Learners line up at 08h00
- During breaks staff members and prefects on duty supervise and maintain order
- Learners are encouraged to keep to the paths when moving between classrooms

### **After school**

- Learners wait for parents inside school grounds.
- Learners who ride to school by bicycle fetch them from the bicycle-rack and push them out through the gate.
- All cyclists must wear helmets.
- Learners who wait for a bus or older brothers and sisters wait at the “waiting class”.
- Parents may telephone the school secretary if they would like their child to attend aftercare for that particular day; she will let the learner know.
- Parents may enter the schoolyard (entrance black gates) only to drop off or collect learners. Parents may not park there.
- No-one may park opposite the school or in Sporrie Close.
- Aftercare learners and bus children are transported by school bus to sport.

#### **4. Discipline w.r.t. friends**

*Every learner is considered very special and may not be deprived of the right to be happy here.*

- no discrimination
- no teasing
- no swearing
- no stealing or scratching in another child's property
- no physical fighting of any kind
- no verbal or physical bullying
- no copying of another child's work

#### **5. Discipline at home**

*Parents are expected to lay down these rules at home:*

- homework must be completed and checked
- newsletters must be signed
- punctuality is important: if the learner is late, he/she must report to the principal with the reason
- parents must support the school's code of conduct
- discipline at school must flow over into the home: Topolino expects children to rise in the presence of adults, and to greet them. Boys are expected to stand aside at doorways for their sister and mother.

### Absenteeism

- Please contact the office if your child is absent.
- If a child is absent for longer than one day, please send a doctor's note to school the day he/she returns.
- Please keep your child at home if he/she has a contagious disease.
- Foundation Phase learners' work that is missed will be sent to parents so that it can be done at home. Grade 4 to 7 learners who are absent are expected to make arrangements with a fellow learner to collect notes and convey the homework to him/her. Learners are responsible for catching up work missed within 5 days of returning to school.

### 6. Channels of communication

#### *Bullying incidents amongst children*

- learners must place bully letters in the bully box/chat to bully buddy
- responsible staff members will refer bully letters to the register teacher
- register teachers address the incident
- incidents referred to leadership team

#### *Communication between parents and staff*

- message written in homework book on communication pages.
- contact with register- or subject teacher will be arranged
- in the event that a satisfactory resolution cannot be reached, contact the Principal through the office.

### 7. Electronics

No electronic equipment or device may be used at school or during school-related events. Parents are responsible for monitoring their child/children's cell phone to prevent bully behaviour, connection with Satanism and other cults, and access to pornography in any form.

*In closing, we believe that emotional growth and intelligence lead discipline to a dimension where respect, self-discipline and good manners become a way of life. Policing children's every move makes them feel insecure and sceptical. We spend much time guiding children to behave in an acceptable manner through discussion and constantly accentuating positive behaviour. If your child's behaviour is not in step with the school's ethos, you will, no doubt, want to be informed immediately so that the situation can be remedied. The nature and degree of seriousness of the behaviour will determine what steps are taken.*

### **Disciplinary Steps at Topolino Private School for Gr. 4-7:**

1. Written notice to parents after offence
2. Three offences – detention results
3. In the event of a level 3 offence, parents will be contacted on the day of the offence
4. Temporary suspension
5. Permanent suspension resulting from seriousness of offence
6. Offences by prefects will result in temporary/permanent removal of badge

Visit [www.topolino.co.za](http://www.topolino.co.za) to view Topolino policies.

I, \_\_\_\_\_, parent/guardian of \_\_\_\_\_,

acknowledge that we have read through the Code of Conduct and support it.

Signature of Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_