



### ***Vision Statement***

*Foundations for lifelong learning, leadership and success.*

### ***Mission Statement***

*St Paul's College Namibia aims to equip and develop individuals with sound moral values and a strong academic foundation within a Christian ethos, by providing an internationally recognised education and a broad extra-curricular programme.*

## **Code of Conduct**

**Scholars Rights and Responsibilities, Rules and Positive Behaviour Support Programme**

## INTRODUCTION

The purpose of this document is to give a concise indication of the philosophies and principles as well as the rules and procedures that govern school life and expectations of the staff, the scholars and the parents. This acknowledges that a partnership between the school and the home ensures a positive environment that optimises potential.

We offer an all-round education, believing that this will best prepare scholars for a rapidly changing world. The main pillars being:

- Academics
- Sport
- Cultural
- Outreach
- Nurturing and the development of a Christ-Centred Faith

### Christian Ethos

We are a Catholic school, thus regardless of personal denomination, conviction or faith, all scholars are required to attend Chapel, Religious Education lessons or other religious programmes organised by the school and adhere to the dress and grooming requirements of the school.

### Respect and Manners

Respect and manners are expected as indicated in the ***St Paul's Behaviour Matrix*** later in this document.

### School

The school encourages self-discipline, tolerance, self-respect and respect for each other, analytical thinking and academic rigour. St Paul's offers an ordered, positive, scholar-friendly, secure and happy environment. Social and emotional development takes place through individual and group involvement in school life.

### Scholars

This booklet sets out the rights, responsibilities and behaviours expected of you, the scholar. Its purpose is to clearly describe our expectations so that everybody understands them and contributes to making our school a happy and safe place.

The rights and responsibilities of scholars describe the fair treatment you should expect, and how you should treat others. They are basic to all our rules. ***The Rules*** mostly explain how we will ensure the safety of all our scholars and are linked to our school values.

All aspects in this booklet will be discussed in class for Gr 1 - 6. Teachers will spend time making sure that you understand the ideas behind the ***Positive Behaviour Matrix***. As a scholar, you are required to listen to/read and discuss this booklet with your parents.

Certain sections of this Code of Conduct are not applicable to Grade R. The Gr R teachers will ensure that their scholars work towards achieving behaviour that meets the Positive Behaviour Matrix.

### Parents

We are working to ensure that scholars understand the contents of the ***Code of Conduct*** and your assistance will be appreciated. Please discuss and explain the content of this booklet with your child. This is more than simply a process of 'discipline'. We believe that an effective system depends on nurturing personal responsibility and the ultimate aim is to encourage the development of socially-aware and responsible members of our school community.

Parents and scholars are directed to other school codes and guidelines on School Communicator that regulate the smooth running of the school.

## SCHOOL RULES

### Safe and Healthy Environment

In order to keep scholars/your child safe and healthy, please take note of the following:

1. The driveway, car park, toilets and building structures are out of bounds as play areas.
2. Scholars need to wait for parents at the designated areas selected for each phase.
3. Scholars, with the exception of Gr R, who are collected at the High School, may only walk down the hill at 13:15.
4. While parents socialise on the grounds, Grade R, 1 and 2 scholars need to remain in the designated area until 13:05 and not disturb the teaching of other grades.
5. Prompt collection, after school and extra mural activities, is essential to safeguard the scholars.
6. Dropping or collecting scholars at the entrance of the driveway is not permitted.
7. Parents need to obey traffic markings and assist their children across the road.
8. It is preferable that children remain at home if they are ill in the morning.
9. The school will not administer medication to scholars who become ill or who are hurt. Parents will be contacted to collect them. (Refer to the **Medical Policy** on **School Communicator**)
10. Parents need to complete and send the **Medical Form**, included in the above policy, to the class teacher if a scholar has medication to take at school e.g. allergy to bees, asthma, diabetes etc. The school needs to be aware of any change of status.

### Academic Expectations and Requirements *(Certain aspects below do not pertain to Gr R)*

St Paul's College is renowned for academic rigour. Recognising that development takes place at different stages, the Primary School is divided into two phases where different aspects of school life are emphasised. The Lower Primary Section (Grades R to 3) lays the foundations in all subjects and the Upper Primary Section (Grades 4 to 6) encourages critical thinking and effective study skills.

1. Teachers are expected to teach accurately, and with passion, providing appropriate and quality learning opportunities and materials. Punctuality, prompt marking and monitoring of scholars' work are required.
2. Teachers need to provide support and guidance, bearing in mind that they are developing the whole child.
3. Scholars are expected to be self-disciplined in their work and should respect the learning environment and other members of the school community. Refer to the **St Paul's Behaviour Matrix** in this document.
4. Homework for Grades 1 – 6 consolidates work taught and develops responsibility, healthy learning habits and self-discipline.
5. Parents are required to monitor homework and sign the diary, tests and circular books on a daily basis.
6. Parents are encouraged to assist their children in summarising a sentence, a paragraph and finally a story, when listening to or reading a book. This is the foundation to effective comprehension, problem-solving skills, study methods and the application of knowledge. This skill is beneficial from Grade 1. **Notes with ideas on Summarising** is on **School Communicator** under Primary School Information.
7. Scholars are required to produce original work for tests, homework and projects. Plagiarism is a serious offence. Refer to the **Major Infringement Notice** in this document.
8. Should a scholar fail to complete any required work, the marks will be forfeited. Refer to the **Accept a Zero Form** in this document.
9. Grade R to 4 scholars are evaluated through continuous formal and informal assessment.
10. In addition to this Tests are written regularly in Grade 4, 5 and 6.
11. Scholars should prepare themselves adequately for tests. The pass mark is 50%.
12. Promotion to the next grade requires:
  - Grade 1 – 3:
    - A minimum mark of 50% in English and Mathematics.
  - Grade 4-6:
    - A minimum mark of 50% in English.
    - A minimum mark of 50% in two of the following subjects: Mathematics, Science or Social Studies.
    - If one subject (Mathematics, Social Studies or Science) has a mark below 50%, the aggregate of the scholar should still be above 50%.
13. Examinations are not written at the Primary School, however, a series of tests are written throughout the year.

14. Whilst formal assessments offer opportunities to measure a scholar's academic progress, other forms of assessment are also used: class engagement, class tasks, specific homework assignments, research projects, oral presentations, essays, etc.
15. Upper Primary scholars who underperform may be placed on SMS (Scholar Monitoring System) which allows for lesson-by-lesson monitoring until an improvement is shown. Refer to the **SMS** form in this document.

### **Uniform and Grooming**

The specified uniform needs to be worn at all times to create a united, neat image. By adhering to the requests, the teachers do not need to spend time addressing the matters that detract from our core role of educating. The final decision regarding uniform and grooming will be made by the school. Please refer to the **Uniform and Dress Code** on **School Communicator**.

1. Only regular digital or analogue watches may be worn. Smart, GPS or fitness watches will be confiscated.
2. Body piercing jewellery or body art for boys and girls, as well as earrings for boys, are not permitted.
3. Only girls may wear small gold or silver studs/sleepers in the lobe of each ear - only one piercing per ear. (no pearls or gems)
4. Bracelets and armbands are not part of the uniform and will be confiscated until the end of the trimester.
5. Highlighted/dyed hair is unhealthy for children and puts pressure on families who cannot afford this or do not wish their children to begin these activities at a young age. Scholars who colour their hair will be required to dye it back to their natural colour before being allowed to attend classes.
6. Beads, feathers and coloured extensions or other adornments are not permitted.
7. Boys are to have a traditional short back and sides that does not touch the ears or collar and is short on top.
8. The use of wax, gel and hairstyles with steps, spikes, shaven sections, shaven heads and a comb over, fade or any other new trend, is not permitted.
9. Girls with collar-length hair should tie or clip it up and ensure that it does not obstruct their or the vision of others.
10. Only royal blue, navy or black hair accessories are permitted (white, other colours, sparkles and beads are not allowed)
11. The school reserves the right to send a scholar home and request that the hairstyle be corrected if it is considered inappropriate.
12. Nails should be kept short and clean. Nail polish/makeup may not be worn and will need to be removed.
13. Tracksuit pants are only worn in the winter.
14. Fashion sneakers are unsafe for sport activities and are not to be worn to school.
15. Royal blue scarves, gloves and beanies may be worn to school in winter, but must be removed at the start of the first lesson.
16. The chewing of gum is not permitted in uniform, class, at sports and other school functions.
17. Intentional or repeated dress code infringements will result in the scholar being sent home until he or she has conformed to the required dress code and grooming policy. Parents are responsible for ensuring the correct dress and hair code is in place prior to their child's arrival at school.

### **Other**

1. Our terrain is multi-terraced and therefore skateboards, roller blades etc. damage school property and may not be brought to school at any time.
2. Only Grade 4 to 6 scholars may use wheelie bags. These need to be picked up when walking up and down stairs.
3. Bicycles, outside of an organised activity, may not be ridden on the property.

### **Sport** (*Sport will be concluded during school hours for Gr R*)

Please refer to the **Primary Sport Policy** on **School Communicator**

1. PE lessons, for all scholars, are compulsory unless a letter or doctor's certificate indicates a medical reason for non-participation.
2. The correct PE uniform, including socks, as well as safety equipment, is to be worn to all extra mural practices, activities and matches.
3. While not compulsory, we strongly encourage participation in a team sport from Grade 1. Interacting in teams teaches scholars important values, teamwork and socialising skills.

4. Scholars should arrive punctually and attend practices regularly.
5. Scholars are encouraged to continue an activity until the end of the season out of respect for the team, self and the coach.
6. An extra mural activity with less than 80% attendance will not be captured on the reports for Grades 3 – 6 and the child will not appear in the team photograph.

### **School Attendance**

1. A doctor's certificate is required if scholars are absent in excess of 2 consecutive school days.
2. Scholars in Grades 4 - 6 who are absent when tests for English, 2nd/Foreign Language, Social Studies and Science are written, need to submit medical certificates or a letter from a National sport/cultural organisation. Where these are not submitted, scholars will receive 0% for the test.
3. Grade 4 – 6 scholars absent with a valid reason, will write their assessment at 13:10 on Tuesday or Thursday on their return. This will allow teaching to continue uninterrupted. Failure to attend the sessions as arranged, results in 0%.
4. While we are not in a position to forbid absence from school for holidays/family celebrations, they are disruptive and impact negatively on the scholar.
5. Absence from school, sport practices and school functions needs to be submitted in writing to the register class teacher or coach, where applicable.
6. Appointments with medical practitioners need to be made in the afternoon.
7. It is the responsibility of the scholar to enquire about, obtain and complete work missed.

### **Beyond the School Grounds**

The behaviour and dress of pupils is a direct reflection on our school.

8. Scholars should remember to stand aside for, or offer adults their seats if there are none available in public places.
9. Scholars should remain neatly dressed while in their school uniform and refrain from eating and drinking in school uniform while walking in a public place.
10. Off-campus behaviour that brings the school's reputation into question will be investigated and acted upon according to the level of the offence.

### **Communication**

The most success is achieved when staff, parents and scholars communicate in an open and supportive manner. The ***Line of Communication Document*** can be found on ***School Communicator*** and includes staff's contact information.

#### *Channels of Communication*

In the case of a grievance or a concern held by a parent, the following procedure is to be followed:

1. Address the matter directly with the class, subject teacher or person in charge of the activity.
2. Thereafter, the Grade Head, the Lower Primary Head of Grade R-3 or the Subject Heads of Grade 4-6.
3. From there, the Head of Primary.
4. Finally, the Principal can be approached if the matter is not satisfactorily addressed.
5. Matters of a general nature (and not a personal issue) may be raised at the PTFA, but only if it is first discussed with the Head of Primary and, if necessary, the chairperson. Prior to the meeting, the matter should be placed on the agenda for the next meeting.
6. If all avenues have been addressed and the matter is of such a serious nature, then the Chairman of the Board can be contacted in writing. All correspondence must be copied to the Head of Primary and the Principal.

### **Payment of School Fees**

All fees are payable in advance, starting 1 January. Any query regarding fee payment can be directed to the Bursar. If school fees fall into arrears, your child will receive a letter indicating that they may not attend school until payments have been updated. In addition, progress reports will not be issued until school fees are settled.

## **Damages or Losses**

Scholars who lose books or damage school property will be required to reimburse the school. The parent's school account will be invoiced in such an event.

## **General**

1. Gr 1 - Gr 6 scholars should be at school by 06:50 to start at 07:00 and Gr R scholars at 07:05 to start at 07:15 and be punctual for events.
2. Collecting scholars on time, from late night events and venues other than the school, indicates a respect for the staff's private time.
3. Phone calls to parents from the office or teacher's phones are only permitted in emergencies.
4. All possessions need to be clearly labelled.
5. The use of a cell phone, smartwatch, sports watch, GPS watch or any electronic or digital devices are not permitted during school hours. They will be confiscated and the parent will be required to collect them at the end of the week. The school will not investigate the alleged theft of such items and will not take responsibility if they are lost or allegedly stolen.
6. Posting via the internet or other electronic, interactive or printed media of undignified or humiliating material pertaining to any member of staff, scholar of St Paul's College and scholars of other schools or any material that brings the name of the school into disrepute is a Zero Tolerance offence. Refer to the **Major Infringement Notice** in this document.

## **ST PAUL'S COLLEGE PRIMARY SCHOOL DISCIPLINE VALUES**

The '**Scholar Rights, Responsibilities and Positive Behaviour Support System**' reflects the values of the St Paul's Primary School community:

### **Our Disciplinary Values**

These are taken from Biblical principles and the teachings of Jesus and are based on the following:

#### **Protection**

- Ensuring the safety and wellbeing of ourselves and others
- Keeping a safe environment

#### **Respect**

- Treating others with empathy, compassion and dignity
- Valuing yourself and the environment

#### **Integrity**

- Being honest and trustworthy
- Taking responsibility for actions and words

#### **Dedication**

- Being organised
- Demonstrating commitment and perseverance

#### **Excellence**

- Taking pride in the efforts and achievements of ourselves and others
- Accepting the challenge to realise our full potential
- Challenging yourself to go above and beyond

Raise up a child in the way  
he should go, and when he  
is old he will not depart  
from it. Proverbs 22:6



## RIGHTS OF SCHOLARS

A 'right' is something to which you are entitled; bearing in mind that your fellow scholars and adults have rights too.

You have a right to:

1. a friendly and happy school environment that provides you with the opportunity to learn
2. feel safe and secure at all times
3. not be physically, verbally or cyber bullied at school
4. be an individual and be treated with respect
5. be treated equally and fairly at school

## RESPONSIBILITIES OF SCHOLARS

You have a responsibility to:

1. work or play without spoiling the activities of others
2. be courteous to others
3. be honest and thoughtful of the needs of others
4. take care of your belongings, as well as the property of other people, including school property
5. wear the correct school uniform and be neat in appearance
6. complete your schoolwork to the very best of your ability
7. follow school rules and accept the consequences of any poor behaviour
8. tell an adult if you notice unfair or bad behaviour by others
9. report any form of physical, verbal or cyber bullying to a teacher

## POSITIVE BEHAVIOUR SUPPORT SYSTEM

The Primary school has adopted the **Positive Behaviour Support System** (PBS) to promote and maximise academic achievement and behavioural competence. These are school-wide strategies for helping all scholars achieve important social and learning goals. We know that when exemplary behaviour complements excellent teaching, scholars excel in all areas.

As part of the PBS system, we will establish several clear rules for expected behaviour in all areas of our school. We will explicitly teach those expectations to the scholars. The expectations for all scholar behaviour will be clearly displayed in the classrooms.

Our school rules will specifically address bullying behaviour, although not all behaviour is considered bullying. Please refer to our **Bullying Policy** on **School Communicator**. Our discipline system provides for a safer school environment and allows more time for teaching. We will apply consistent consequences and positive reinforcement for all scholars. By detailing expected behaviour and teaching these to the scholars in a positive way, we will provide a common language for everyone, including scholars, teachers, office, ground and security staff, as well as part-time professionals on our campus.

We believe that by helping scholars practise exemplary behaviour, we build a school community where all scholars have an environment where they are able to succeed and flourish because self-respect translates into self-discipline.

The following pages outline the expected behaviour in all key areas of the school.

# St Paul's Behaviour Matrix

	<b>P</b> rotection	<b>R</b> espect	<b>I</b> ntegrity	<b>D</b> edication	<b>E</b> xcellence
<b>Classroom &amp; Specialist Teaching Areas</b>	<ul style="list-style-type: none"> <li>• Keep hands, feet &amp; objects to yourself</li> <li>• Keep "4" on the floor (chair)</li> <li>• Follow instructions</li> <li>• Ask permission to leave class</li> <li>• Use equipment properly</li> <li>• Walk not run</li> <li>• Keep classroom neat and tidy</li> <li>• Follow emergency safety procedures</li> <li>• Sit still while awaiting instructions</li> <li>• Wear hat and sport protection as required</li> </ul>	<ul style="list-style-type: none"> <li>• Line up outside the class</li> <li>• Raise hand to speak</li> <li>• Wait your turn</li> <li>• Speak respectfully</li> <li>• Use good manners</li> <li>• Use an inside voice</li> <li>• Respect elders</li> <li>• Use kind words and actions</li> <li>• Care for school and personal property</li> <li>• Keep classroom tidy</li> <li>• Recognise other people's right to learn</li> <li>• Celebrate diversity</li> <li>• Listen to instructions</li> <li>• Respect personal space</li> </ul>	<ul style="list-style-type: none"> <li>• Be prepared to work</li> <li>• Work promptly and use your time wisely</li> <li>• Follow instructions</li> <li>• Accept consequences without arguing</li> <li>• Be helpful and tolerant</li> <li>• Ask for assistance when needed</li> <li>• Complete daily assignments / homework</li> <li>• Use positive statements</li> <li>• Be truthful, own up and report an incident truthfully</li> </ul>	<ul style="list-style-type: none"> <li>• Arrive on time</li> <li>• Be prepared</li> <li>• Maintain order</li> <li>• Label belongings</li> <li>• Copy homework into diary promptly</li> <li>• Have diary signed daily</li> </ul>	<ul style="list-style-type: none"> <li>• Set and work toward goals</li> <li>• Employ active listening and participate</li> <li>• Complete assignments to the best of your ability</li> <li>• Study for tests</li> <li>• Make wise choices</li> <li>• Do your best and be proud of what you have achieved</li> <li>• Always give of your best</li> <li>• Participate with enthusiasm</li> <li>• Use your time appropriately</li> </ul>
<b>Common Areas &amp; Transitions</b>	<ul style="list-style-type: none"> <li>• Walk in single file on the left</li> <li>• Keep hands, feet and objects to yourself</li> <li>• Maintain personal space</li> <li>• Follow emergency procedures</li> <li>• Find adult help if needed</li> </ul>	<ul style="list-style-type: none"> <li>• Greet visitors and offer assistance</li> <li>• Use inside voices</li> <li>• Wait your turn</li> <li>• Walk quietly past classes</li> <li>• Use kind words and actions</li> <li>• Pick up wheelie bags when on the steps</li> </ul>	<ul style="list-style-type: none"> <li>• Follow school rules</li> <li>• Move directly to class</li> <li>• Contribute to a clean environment</li> </ul>	<ul style="list-style-type: none"> <li>☐ Take care of personal belongings and school equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Use time wisely</li> <li>• Arrive at class on time</li> </ul>
<b>Playground</b>	<ul style="list-style-type: none"> <li>• Wear and keep hat on</li> <li>• Sit when eating</li> <li>• Walk, not run</li> <li>• Stay within boundaries</li> <li>• Keep hands, feet &amp; objects to yourself</li> <li>• Balls in specific areas</li> <li>• Use equipment correctly</li> <li>• Play approved games</li> </ul>	<ul style="list-style-type: none"> <li>• Play fairly, include everyone and take turns</li> <li>• Use kind words and actions</li> <li>• Begging is bullying</li> </ul>	<ul style="list-style-type: none"> <li>• Move directly to class</li> <li>• Solve problems with words</li> <li>• Share equipment</li> <li>• Include others in activities</li> <li>• Follow instructions</li> <li>• Accept responsibility for accidents</li> </ul>	<ul style="list-style-type: none"> <li>• Be on time for class</li> <li>• Put litter in the bin</li> <li>• Label lunch boxes / bottles</li> <li>• Gather belongings</li> <li>• Put playground equipment away when done</li> <li>• Place lost items in correct containers</li> </ul>	<ul style="list-style-type: none"> <li>• Enjoy a well-earned rest</li> <li>• Rid yourself of excess energy</li> <li>• Eat and drink before the end of break</li> <li>• Go to the toilet before the end of break</li> </ul>



	<b>P</b> rotection	<b>R</b> espect	<b>I</b> ntegrity	<b>D</b> edication	<b>E</b> xcellence
<b>Admin areas</b>	<ul style="list-style-type: none"> <li>• Walk</li> <li>• Open and close doors carefully</li> </ul>	<ul style="list-style-type: none"> <li>• Greet first</li> <li>• Use inside voices</li> <li>• Stand aside for adults</li> <li>• Wait your turn</li> </ul>	<ul style="list-style-type: none"> <li>• State your needs politely</li> </ul>	<ul style="list-style-type: none"> <li>• Wait to be helped</li> <li>• Staffroom is for staff only</li> </ul>	<ul style="list-style-type: none"> <li>• Deliver message clearly</li> <li>• Report incidents and breakages</li> </ul>
<b>Toilets</b>	<ul style="list-style-type: none"> <li>• Flush each time</li> <li>• Wash hands with soap and water</li> <li>• Report problems to the office</li> </ul>	<ul style="list-style-type: none"> <li>• Respect privacy of others</li> <li>• Leave area clean</li> <li>• Use inside voices</li> </ul>	<ul style="list-style-type: none"> <li>• We don't play in the bathrooms</li> <li>• Return to class promptly</li> </ul>	<ul style="list-style-type: none"> <li>• Place paper towels in the bin</li> <li>• Replace empty toilet rolls</li> </ul>	<ul style="list-style-type: none"> <li>• Practise proper hygiene</li> <li>• Save water</li> <li>• Save paper</li> </ul>
<b>Hall / Chapel</b>	<ul style="list-style-type: none"> <li>• Enter and leave in an orderly manner</li> <li>• Walk</li> <li>• Keep hands, feet and objects to yourself</li> <li>• Stand behind the pew</li> </ul>	<ul style="list-style-type: none"> <li>• Remove hat</li> <li>• Applaud suitably</li> <li>• Use audience manners</li> <li>• Be quiet</li> <li>• Celebrate diversity</li> <li>• Stand aside for adults / seniors / girls</li> </ul>	<ul style="list-style-type: none"> <li>• Participate appropriately (hand raising)</li> <li>• Employ active listening</li> </ul>	<ul style="list-style-type: none"> <li>• Distribute and collect books quickly and quietly</li> <li>• Take all your belongings with you</li> </ul>	<ul style="list-style-type: none"> <li>• Participate with enthusiasm</li> <li>• Remember the message</li> </ul>
<b>Bus</b>	<ul style="list-style-type: none"> <li>• Remain seated facing forward</li> <li>• Buckle up</li> <li>• Keep hands, feet and objects to yourself</li> <li>• Keep your hands, feet and objects inside the bus</li> <li>• Keep the aisle clear</li> <li>• Use inside voices</li> <li>• Report problems</li> </ul>	<ul style="list-style-type: none"> <li>• Wait in line</li> <li>• Use inside voices</li> <li>• Be polite</li> <li>• Care for school and personal property</li> <li>• Follow the staff's directions</li> <li>• Offer your seat to adults / seniors / girls</li> </ul>	<ul style="list-style-type: none"> <li>• Behave appropriately</li> <li>• Encourage others to do the same</li> <li>• Accept consequences without arguing</li> <li>• Leave no litter</li> </ul>	<ul style="list-style-type: none"> <li>• Arrive on time</li> <li>• Climb on and off the bus quickly and quietly</li> <li>• Take all your belongings with you</li> <li>• Fill up from the back</li> <li>• Sit in your assigned seat</li> </ul>	<ul style="list-style-type: none"> <li>• Be a fine example of a St Paul's scholar</li> </ul>
<b>Outings</b>	<ul style="list-style-type: none"> <li>• Keep your hands, feet and objects to yourself</li> <li>• Walk carefully</li> <li>• Stay with your group</li> <li>• Listen carefully to and follow directions</li> <li>• Report problems to staff</li> </ul>	<ul style="list-style-type: none"> <li>• Follow adult directions</li> <li>• Listen politely and speak respectfully</li> <li>• Be patient and polite</li> <li>• Respect property</li> <li>• Be kind</li> <li>• Dress appropriately</li> <li>• Stand aside for adults / seniors / girls</li> <li>• Offer your seat to adults / seniors / girls</li> </ul>	<ul style="list-style-type: none"> <li>• Be tolerant and helpful</li> <li>• Ask for assistance when needed</li> <li>• Show gratitude</li> </ul>	<ul style="list-style-type: none"> <li>• Arrive on time</li> <li>• Be prepared</li> <li>• Take all your belongings with you</li> <li>• Label belongings</li> </ul>	<ul style="list-style-type: none"> <li>• Complete tasks to the best of your ability</li> <li>• Make it a valuable learning experience</li> <li>• Be a fine example of a St Paul's scholar</li> </ul>

## SUMMARY

The intention of the discipline system is to guide scholars to respect themselves and others through positive interaction. The home and the school should ideally work together at creating the correct environment to support this objective.

Whilst the school will do its best to work with parents to help their child overcome problems, we will not have the security, innocence and learning of other scholars threatened, nor the discipline, instruction and wellbeing of staff undermined. Repeated antisocial behaviour will result in the full disciplinary system being implemented and may jeopardise a scholar's place at St Paul's Primary School.

We trust that you too, will view this policy as being in the best interest of all the stakeholders of the School.

## DISCIPLINARY PROCEDURES

**Grade R** Conversations with children and / or parents.

**Grade 1 - 3** have a **NOTE to Parent** and at times a **Reflection Sheet**, which is issued when children misbehave. Should the behaviours not improve, the formal disciplinary procedure, as listed below, is followed.

**Grade 4 - 6** will follow the formal disciplinary procedure, as listed below:

### 1. Incomplete Homework and Assignments

- a. Scholars, who fail to do their homework will receive break detention. Repeated offences will result in a **Minor Infringement Notice** and a **Reflection Sheet** being sent home.
- b. Scholars who fail to submit assignments which are for marks or present orals on the due date, will receive 0% and an **Accept a Zero Form**. Repeated offences will result in a **Minor Infringement Notice** and a **Reflection Sheet** being sent home.

### 2. Classroom Management Plan

- c. The 1<sup>st</sup> time a class rule is broken, the scholar will be warned.
- d. The 2<sup>nd</sup> time a class rule is broken, the scholar will receive notification to take home for parents to sign.
- e. The pupil begins each day afresh with the daily plan, but should the same behaviour pattern continue, the **Minor Infringement Notice** together with the **Reflection Sheet** will then be sent home. Parents are required to work through the documents with their child, sign and return them to school the following day.
- f. **Serious offences** may skip the above plan and be addressed as indicated in **points 4 and 5 below**.

### 3. The Outdoor Slip

- a. There is no warning system for outdoor misdemeanours as the teacher on duty rotate and it is difficult to verify if there are past offences.
- b. The slip will be sent to the class teacher.
- c. Hats are worn for protection from the sun at break. It is time-consuming for staff to manage scholars without hats. Scholars, who are repeatedly found without hats, will have break detention.
- d. Break detention will be held the following day for less serious offences.
- e. The **Minor/Major Infringement Notice** will be used for serious outdoor offences.

### 4. The Minor Infringement Notice

- a. This serves to notify parents of minor incidents that occur regularly, despite procedures of **point 2 & 3 above**.
- b. It also addresses incidents of a potentially serious nature.
- c. Parents are requested to address the issue at home using the **Reflection Sheet** which needs to be signed and returned together with the **Minor Infringement Notice**.
- d. To protect staff and scholars, the information is kept on file should further serious incidents follow.

## 5. The Major Infringement Notice

- a. Should misbehaviour continue, disrupt teaching and learning or a serious offence transpires, a detailed investigation into the matter will be conducted by the teacher, Head of Grade and/or Head of Primary.
- b. Parents are requested to address the issue at home using the **Reflection Sheet** which needs to be signed and returned together with the **Major Infringement Notice** detailing the nature of the incident and the appropriate intervention taken. This record will be kept on the scholar's file.
- c. Parents will also be called in to discuss the incident and consequences.
- d. The Principal of the College will automatically become involved with a Zero Tolerance offence where one or more of the following steps may be instituted: a final written warning, a suspension or expulsion.
- e. Where a Zero Tolerance incident has occurred, no verbal or written warning is required prior to expulsion.

## 6. The SMS (Scholar Monitoring System)

This is applicable for scholars between Grade 4 to Grade 6 unless deemed necessary for younger scholars.

- a. Should completion of homework, effort, preparedness and attitude not improve after discussions with parents, scholars will be placed on **SMS**.
- b. This entails the scholar being monitored on a daily basis by each teacher, the Grade Head and parents.
- c. Scholars are placed on **SMS** after a meeting with the parents.
- d. **SMS** remains in place for a minimum of a month unless significant improvement has been noted.
- e. If improvement is not noted, the placement of the scholar at St Paul's, will be under question.

## DEFINITIONS

- **Break detention**

To be in isolation during school break either in a classroom or on the grounds. Scholars are given 5 minutes to go to the bathroom, and to eat their break snack. This may be applied for one to five days.

- **In-house suspension**

The scholar is suspended from the class, but given community service within the school between 07:00 and 13:05. The scholar may also be placed in isolation and given tasks to complete. This may be applied for one to five days.

- **PPSG**

Primary Parent Support Group - the focus of this body is to provide support to the staff of the Primary School with regard to projects and events.

- **PTFA**

Parents, Teachers and Friends Association – this is the fundraising arm of the school.

- **Suspension**

The suspended scholar is required to remain at home under the care of the parents/the guardians. No participation in school events is permitted. No contact with St Paul's or fellow scholars is permitted. This may be applied for one to five days.

- **SRC**

Student Representative Council – all Grade 6 scholars are on the SRC, therefore all Grade 6s need to be respected accordingly.

# NOTE

to parents

Student Name: -----

Date: -----

I was reprimanded today because:

- I was irresponsible with property
- I did not follow instructions
- I was disrespectful towards my teacher / others
- My manners were lacking
- I was disruptive

-----  
*oops!*

Teacher Note:

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Please discuss responsibility with your child. Your support is greatly appreciated.

*Sign and return to school.*

\_\_\_\_\_  
**Parent Signature**

\_\_\_\_\_  
**Child Signature**

Comment:

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# Reflection Sheet

Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_

Description of my behaviour:

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Reasons for my behaviour (before, respect, attention, values, self-discipline ...)

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How did my behaviour affect me? (reputation, integrity ...)

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How has my behaviour affected others? (peers, class, teachers, parents ...)

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Plan for Improvement:

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_

Other consequences of my behaviour: (time, facilities ...) \_\_\_\_\_

---

This is what I will do to make amends for this incident.

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Signature Scholar: \_\_\_\_\_


Signature Teacher: \_\_\_\_\_

Signature Parent: \_\_\_\_\_

<b>Classroom Management Plan</b>			
 ST PAUL'S COLLEGE PRIMARY NAMIBIA <i>our foundation your success</i>	Scholar's Name: _____		Grade: _____
	Subject: _____		Date: _____
	<b>1<sup>st</sup> Warning</b>	<b>2<sup>nd</sup> Time Out</b>	<b>3<sup>rd</sup> Incident</b> <small>This notice is sent home.</small>
Homework not written down, , Letter not signed, Failing to bring books / Stationery not at school			
Diary, letters, tests not signed / returned			
Failing to bring books / stationery			
Incorrect dress code			
Late for class			
Not listening or following instructions			
Leaving a seat without permission			
Shouting out / not putting up a hand before speaking			
Disrespecting peers / teacher			
Disruptive			
Leaving a mess			

A recurrence of the above will result in a **Minor Infringement Notice** and a **Reflection Sheet** being issued.

Referring Teacher: \_\_\_\_\_ Parent's Signature: \_\_\_\_\_

<b>Outdoor Slip</b>		
<input type="checkbox"/> Referred to the office	 Name: _____ Gr: _____ Duty Teacher: _____ Date: _____	
<b>The section below is for severe misconduct only.</b>	<b>Other Incidents</b>	
<input type="checkbox"/> Fighting	<input type="checkbox"/> Running in non-designated areas	<input type="checkbox"/> Leaving assigned play area
<input type="checkbox"/> Bullying	<input type="checkbox"/> Pushing / Hitting	<input type="checkbox"/> Playing an inappropriate game
<input type="checkbox"/> Intent to injure	<input type="checkbox"/> Bad Language	<input type="checkbox"/> Unsafe behaviour
<input type="checkbox"/> Intent to damage	<input type="checkbox"/> Disrespect	<input type="checkbox"/> Improper use of equipment
<input type="checkbox"/> Leaving campus	<input type="checkbox"/> No hat	<input type="checkbox"/> Littering
<input type="checkbox"/> Stealing	<input type="checkbox"/> Not listening to teacher, SRC	<input type="checkbox"/>
<b>Consequences:</b> Scholar stays with duty teacher for break once a serious offence occurs.  Minor / Major Offence procedure is implemented for a serious offence.	<b>Notes</b> _____ _____ <b>Consequence:</b> Break detention tomorrow: _____ Scholar's Signature: _____	

Repeated incidents will result in a **Minor Infringement Notice** and a **Reflection Sheet** being issued.

Referring Teacher: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_



### Minor Infringement Notice

Scholar's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Referring Person: \_\_\_\_\_ Date of incident: \_\_\_\_\_

Others involved: \_\_\_\_\_

#### Location:

Classroom: \_\_\_\_\_

Media Centre

Specialist room: \_\_\_\_\_

Chapel / Assembly

Bathroom

Field

Playground

Bus

Outing: \_\_\_\_\_

Special event: \_\_\_\_\_

#### Type of Minor Offence:

Inappropriate language

Homework not written down

Chewing gum

Disrespect to others

Diary, letters, tests not signed / returned

Littering

Disruptive transitions

Homework not done

Repeatedly not wearing a hat

Incorrect dress code

Late for school / class

Running in unassigned areas

Unsafe / rough play

Dishonesty

Out of an assigned area

Failing to bring books / material

Failure to follow group agreements

Writing / sending notes in class

Tampering with other's property

\_\_\_\_\_

#### Consequence:

Essay / written work

Removal from class

Removal from break

Loss of privileges

Positive practice

In-house suspension

Parent conference

\_\_\_\_\_

\_\_\_\_\_

Referring Teacher: \_\_\_\_\_

Class Teacher: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

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

This form needs to be signed and returned together with the **Reflection Sheet tomorrow**.



# Major Infringement Notice

Scholar's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Referring Person: \_\_\_\_\_ Date of incident: \_\_\_\_\_

Others involved: \_\_\_\_\_

### Location:

- Classroom: \_\_\_\_\_
- Media Centre
- Specialist room: \_\_\_\_\_
- Chapel / Assembly
- Bathroom  Field
- Playground  Outing
- Bus  Special event
- \_\_\_\_\_

### Major Offence:

- 3 X Minor offences  Insubordination
- Property Damage  Bunking Lessons
- Vulgar Gestures  Cheating
- Defiance  Physical Contact
- Swearing  Intimidation
- Cyber Bullying  Disrespectful act
- Plagiarism  \_\_\_\_\_

### Comments:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Possible Motivation:

- Obtain Peer attention  Avoid peer attention
- Obtain Teacher Attention  Avoid teacher attention
- Obtain items / activities  Avoid tasks
- Take revenge on others  Wants to be sent home
- Wanted to be in control  Don't know
- Wanted to cause problems with others
- \_\_\_\_\_

### Zero Tolerance Behaviour:

- Harassment / Bullying  Discrimination
- Theft  Illegal Substances
- Vandalism  Weapons
- Assault  Obscene Material
- Cyber obscenity  Forgery
- Attempted / Actual Arson  Bomb / Safety Threats
- Dealing in Stolen Goods  \_\_\_\_\_

### Intervention:

- Verbal warning  Loss of privileges
- Time out  Opportunity to overcorrect
- Positive practice  SMS
- Parent notification
- Teacher / Parent conference
- Removal from school for a day (not suspension)
- In-house suspension  Out of school suspension
- Expulsion
- \_\_\_\_\_

Full Report Attached:  Yes  N/A

Head of Primary: \_\_\_\_\_

Referring Teacher: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

Class Teacher: \_\_\_\_\_

This form needs to be signed and returned together with the **Reflection Sheet tomorrow**.



### Missed Tests *(official documentation not received)*



Scholar's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

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

Dear \_\_\_\_\_

We wrote a test on \_\_\_\_\_. Unfortunately, \_\_\_\_\_ was not present and we did not receive the necessary correspondence as indicated in the Code of Conduct,

“Scholars who are absent when tests are written, need to submit medical certificates or a letter from a National sport / National cultural organisation. Where these are not submitted, scholars will receive 0% for the test.”

Please note the consequences thereof.

Teacher's Signature: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Accept a Zero



Scholar's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

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

I understand that:

it is my responsibility to complete my homework and class tasks: \_\_\_\_\_ (scholar initials)

as I have not brought my homework / handed in my project / presented my oral / ... on the due date, I will forfeit the marks and will receive a ZERO: \_\_\_\_\_ (scholar initials)

Topics covered in the work / project I did not complete are:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I have agreed that I will improve my work ethic and understand that I am still required to complete and submit the work tomorrow.

Signature of the scholar: \_\_\_\_\_ Date: \_\_\_\_\_

Repeated incidents will result in a **Minor Infringement Notice** and a **Reflection Sheet** being issued.

Teacher's Signature: \_\_\_\_\_ Parent's Signature: \_\_\_\_\_



### SMS (Scholar Monitoring System)

Scholar's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Week Starting From: \_\_\_\_\_ to \_\_\_\_\_ To be signed daily by: \_\_\_\_\_

#### Instructions

1. Fill in your timetable in the block marked "Subject" for the entire week.
2. Hand your **SMS** form to the teacher at the **BEGINNING** of the period; collect it at the **END** of the period.
3. Hand your **SMS** form to your **Head of Grade** at the end of each day for a **signature**.
4. The **SMS** form must be taken home each day for parents to sign.
5. On Friday your Head of Grade will make comments which must be taken home to be read by your parents.
6. Your parent(s) must sign, and may comment in the space provided.
7. Your **SMS** form must be returned to your Head of Grade **WITHOUT FAIL** at the start of Monday morning, when you will receive a new form.

#### HEADS OF GRADE

Grade 4: \_\_\_\_\_ Grade 5: \_\_\_\_\_ Grade 6: \_\_\_\_\_

**Homework:** d = done    i = incomplete    n = not done    **Participation / attentiveness:** A to E  
**Equipment and Books:** Y = yes    N = no    **Behaviour Scale:** A = excellent to E = poor

DAY \_\_\_\_\_ DATE \_\_\_\_\_ HEAD OF GRADE \_\_\_\_\_ PARENT \_\_\_\_\_

Period	Subject	Home Work	Participation	Equipment & books	Behaviour	Comment	Teacher
1		d i n	A B C D E	Y N	A B C D E		
2		d i n	A B C D E	Y N	A B C D E		
3		d i n	A B C D E	Y N	A B C D E		
4		d i n	A B C D E	Y N	A B C D E		
5		d i n	A B C D E	Y N	A B C D E		
6		d i n	A B C D E	Y N	A B C D E		
7		d i n	A B C D E	Y N	A B C D E		
8		d i n	A B C D E	Y N	A B C D E		
9		d i n	A B C D E	Y N	A B C D E		

**Head of Grade:** (comments) \_\_\_\_\_

**Parent:** (comments) \_\_\_\_\_