



Laerskool Bastion Primary School

BELEIDSDOKUMENT | POLICY DOCUMENT

CODE OF CONDUCT : BASTION PRIMARY SCHOOL Gr R - 7

The Staff held several meetings in order to ascertain uniformity regarding correct behavioural conduct and the relevant rules and regulations thereof.

The school rules which have been accepted by admission to Bastion, are still applicable. The Management Council has approved them. Copies of the school rules are available on request.

We, however, have found it necessary to identify certain behavioural patterns that are disruptive and unacceptable in maintaining good discipline.

Praise or scolding is not sufficient to a well-balanced pupil.

Pupils must be encouraged to strive towards correct conduct, thus avoiding punitive action.

All these measures are taken to instill the correct attitude towards acceptable conduct. There will also be mechanisms whereby positive conduct will be rewarded.

Disciplinary Committee of school

After acquiring more than 30 points the pupil will appear before a Disciplinary Committee. Their parents and them have to attend the meeting with the related educators. The time when the pupil will appear will be given on the previous day.

A list of all the unwanted behavioural patterns has been identified by us. Level 3 and 4 offences are serious. If the desired effect is not achieved in spite of the appropriate punishment following an interview between the principal or deputy and the parents, the following steps will be taken. (According to the law).

The pupil's name will be submitted to the Governing Body Discipline Committee, who can either:

1. Expel the pupil temporarily for one week;
2. Apply for expulsion, with the option of transferring to another school willing to enrol the pupil.

In the latter case, the Head of the WCED will have the final say.

Please note that CORPORAL PUNISHMENT is illegal.

PROCEDURE

1. Level 1 transgressions are dealt with by the class teacher.
 2. It gets loaded on D6 and then released by Ms S. Oosthuizen on that day.
 3. Level 2 transgressions are dealt with by the class educator and loaded on D6, after which Ms S. Oosthuizen will release it on the same day.
 4. Is also given through to the Grade Head so that the person can talk to the learner and if necessary, phone the parents.
 5. Level 3 and 4 transgressions are dealt with by Mr Oosthuizen (boys) and Ms Oosthuizen (girls) respectively and loaded on D6. Junior primary Mrs Fourie. Parents will also be phoned, and a letter will be sent to inform parents of when they need to come in to meet with the Disciplinary Committee.
 6. When learners reach the following totals, letters are sent to the parents:
 - 10 Letter 1: General letter that informs parents that the child transgresses regularly. (All transgressions are listed.)
 - 30 Letter 2: Informs parents that they, together with their child, need to come and see the Disciplinary Committee (all transgressions are listed).
 - 60 Letter 3: Parents are informed that they and their child need to appear before the Governing Body. (All transgressions are listed.)
- Level 3/4 Transgressions Letter 4: Parents are requested to come and see the Disciplinary Committee.
7. Every new term is a new beginning.
 8. Parents must sign D6 discipline letters and return them on Thursdays.

SERIOUS TRANSGRESSIONS:

The learner's name will be given to the Governing Body. They will, according to the Public School Regulation (PG no. 6939 dated 15 Des 2011), decide on the following methods to handle the discipline situation with temporary expulsion, permanent expulsion or transfer to another school.

The WCED has the final say. Lastly, physical punishment, in which ever form, is not allowed in schools.

POSITIVE ENCOURAGEMENT

PRAISE

1. Uplifting remarks in books
2. Certificates, good news letters
3. Pleasant tasks after good behaviour
4. Bring good news letters to the principal or deputy principals
5. Marks for House Team
6. Good behaviour badge
7. Certificate at the speech night
8. We also run a positive system where learners can get points for good behaviour. When the learner reach +10 he/she will receive a letter acknowledging their behaviour. They will be allowed to wear civvy clothes on the next Friday. These good behaviour actions can also earn them a "waardebalkie" (see "waardebalkies beleid")

POSSIBLE ACTIONS

1. Warn, discuss transgressions

2. Writing out of material where learners learn (learning material/subject material)
3. Appointment with the principal
4. Liaison with parents
5. Punishment work, homework, sitting quietly for an hour
6. Penalizing of House Team marks

PHYSICAL TASKS

1. Clean school grounds, sweep class rooms, pick up papers, clean tennis courts
2. Inform parents.

TABOOS

1. No learner stands outside the class
2. VERY CAREFUL with encircling the tennis courts
3. Keeping in at break without supervision (learner must eat lunch and be allowed to use ablution blocks)

PUNISHMENT APPLICABLE – HINTS

1. Warning, heart to heart talk, admonishing
2. Writing out
 - Can be answering of a set of questions, (especially Junior Primary)
 - Translation of prose or poetry into English or Afrikaans (the two languages of our Parallel Medium School)
 - Writing of compositions and letters
 - Studying of a content subject chapter and composing e.g. 20 questions and answers drawings, decorations
3. Staying in class during breaks or after school, with the necessary precautions and supervision.
4. Cleaning of the school by
 - Sweeping corridors or classes
 - Picking up papers
 - Washing dirty walls
 - Renovating desks
5. Plus!
 - If you break something, you must either repair or replace it
 - If you have messed somewhere – you clean it
 - If you stole something, you either pay for it, give it back, or replace it
 - If you were rude, you apologize
6. Any other appropriate educational measure taken by the teacher
7. Taking away of privileges like participating in extra-mural activities
8. Parents will be contacted whenever the teacher or headmaster will deem it appropriate or necessary. (Round table discussion)
9. Expulsion
 - Temporarily
 - Permanently

D6-disciplinary system

Disciplinary recognitions, transgressions, levels and procedures to be followed.

Recognitions		
Description	Category	Points
Did exceptionally well in his/her test	Academic	1
Showed vast improvement in work over time	Academic	2
Showed vast improvement in behaviour over time	Behaviour	2
Is exemplary in dress and behaviour	Behaviour	3
Deliver consistently good work	Academic	2
Constantly produces neat work	Academic	2
Always give his/her best	Academic	1
Was very helpful and diligent today	General	1
Having integrity in class	Behaviour	5
Standing up for a friend	Behaviour	5
Has good manners	Behaviour	3
Act responsibly	Behaviour	2
Is a caring learner	Behaviour	2
Shows respect	Behaviour	2

Foundation Phase – Transgressions		
FP - Bully behaviour	Foundation phase	-5
FP - Hurting/Hitting/Kicking/Pushing friends intentionally	Foundation phase	-5
FP - Disrespectful towards teacher/intern	Foundation phase	-3
FP - Stealing/taking other's belongings	Foundation phase	-10
FP - Not following instructions	Foundation phase	-1
FP - Disrupting the class while being taught	Foundation phase	-1
FP - Breaking toys	Foundation phase	-5
FP - Breaking equipment – outside play area	Foundation phase	-5
FP - Damaging school property	Foundation phase	-5
FP - Running in class/passage	Foundation phase	-1
FP - Messing in bathroom	Foundation phase	-3
FP - Playing in bathroom	Foundation phase	-3
FP - Using foul language	Foundation phase	-5
FP - Being dishonest/lying	Foundation phase	-5
FP - Incomplete homework	Foundation phase	-1
FP - Playing too rough on the playground	Foundation phase	-1
FP - Anger tantrum during school time	Foundation phase	-3
FP - Unacceptable behaviour (sexual)	Foundation phase	-5
FP – Unacceptable behaviour in class	Foundation phase	-2
FP – Unacceptable behaviour during break/before school	Foundation phase	-2
FP – Get to rows late	Foundation phase	-1
FP – Books not at school	Foundation phase	-1

FP - Completion of tasks is a problem in class	Foundation phase	-1
FP - Repeatedly dishonest in accepting responsibility for actions	Foundation phase	-5

Gr 4 – 7 – Transgressions		
Failed to return letters to school	Responsibility L1	-1
Coming late for school, class, sport or assembly	Responsibility L1	-1
Homework not done or forgotten	Responsibility L1	-1
Forgotten PT clothes	Responsibility L1	-1
Books not at school	Responsibility L1	-1
Unwilling to participate/take part in class	Responsibility L1	-1
Walking around without permission	Responsibility L1	-1
Completion of tasks is a problem in class	Responsibility L1	-1
Often comes to school without stationary	Responsibility L1	-1
Leave books at school on a regular basis	Responsibility L1	-1
Books/Test not given to sign	Responsibility L1	-1
Speaking continuously in class	Respect L1	-1
Playing during class time	Respect L1	-1
Shouting out	Respect L1	-1
Incorrect jewelry with school uniform	Respect L1	-1
Disturbance to classmates/educator	Respect L1	-1
Back chat	Respect L1	-1
Poor discipline in rows	Integrity L1	-1
Lack of self-control	Integrity L1	-1
Misconduct during assembly	Integrity L1	-1
Chewing bubblegum	Integrity L1	-1
Nail polish on nails	Integrity L1	-1
Sliding down banisters	Integrity L1	-1
Spilling water on floors	Integrity L1	-2
Disobedient and does not listen to assignments	Integrity L1	-5
Poor behavior on school grounds	Integrity L1	-2
Tormenting educators	Respect L2	-2
Littering	Respect L2	-2
Not listening to prefects	Respect L2	-2
Cribbing of homework	Respect L2	-2
Swearing, bad language	Respect L3	-2
Bullying of learners	Respect L3	-5
Threatens the safety of others	Respect L3	-5
Violation of human rights (Right to education)	Respect L3	-5
Written punishment not done	Responsibility L2	-2
Incorrect uniform	Responsibility L2	-2
Does not show up for match/meeting or competition	Responsibility L2	-3
Staying away from school without permission	Responsibility L4	-15

Inappropriate sexual behavior, language or gestures	Responsibility L4	-5
Throwing toilet rolls in toilets	Integrity L2	-2
Throwing toilet paper against roof	Integrity L2	-2
Writing/scratching on desks/walls/doors	Integrity L3	-5
Leave school premises without permission	Integrity L3	-5
Fighting on school grounds	Integrity L3	-5
Dishonest during test	Integrity L3	-5
Lie to teachers	Integrity L3	-5
Climbing over fences	Integrity L3	-5
Using cell phone/"smart watch" during school time	Integrity L3	-5
Unacceptable social skills towards learners/educators	Integrity L3	-3
Damaging school property	Integrity L3	-5
Vaping/smoking at school	Integrity L4	-15
Drugs or alcohol possession/usage at school	Integrity L4	-15
Taking videos/photos with a cell phone without permission	Integrity L4	-15
Sharp objects/knives at school	Integrity L4	-15
Theft	Integrity L4	-15

Procedures

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- It is also given through to the Grade Head so that the person can talk to the learner and if necessary, phone the parents.
- Level 3 and 4 transgressions are dealt with by Mr Oosthuizen (boys) and Ms Oosthuizen (girls) respectively and loaded on D6. Parents will also be phoned and a letter will be sent to inform parents of when they need to come in to meet with the Disciplinary Committee.

When learners reach the following totals, letters are sent to the parents:

- +10 Letter 1: General letter that informs the parents that the child has been doing well at school. The learner will also visit Mr H van den Bergh to receive a small reward.
- 10 Letter 1: General letter that informs parents that the child transgresses regularly. (All transgressions are listed.)
- 30 Letter 2: Informs parents that they, together with their child, need to come and see the Disciplinary Committee (all transgressions are listed).
- 60 Letter 3: Parents are informed that they and their child need to appear before the

Governing Body. (All transgressions are listed.)

BASTION PRIMARY SCHOOL

DATE: _____

_____ earned praise, encouragement, reward because he/she

1	did exceptionally well in his/her test/module/work	
2	was very helpful and diligent today	
3	is exemplary in dress and behaviour	
4	showed vast improvement in work and behaviour over time	
5	distinguished himself/herself as class leader this week	
6		

LAERSKOOL **BASTION** PRIMARY SCHOOL

DAAGLIKSE VERSLAG /DAILY REPORT

LEERLING: _____ VAN: _____ TOT: _____

PUPIL: _____

FROM: _____

TO: _____

Weeksdae / Week days	<i>Mo / Ma</i>	<i>Tu / Di</i>	<i>Wed / Wo</i>	<i>Thu / Do</i>	<i>Fri / Vry</i>
Period/e 1					
Period/e 2					
Period/e 3					
Period/e 4					
Period/e 5					
Period/e 6					
Period/e 7					
Period/e 8					
Period/e 9					
Period/e 10					
Period/e 11					

BASTION PRIMARY SCHOOL: SCHOOL WORK/BEHAVIOUR

Your child, _____ refuses to

- | | | | |
|-----------------------|--|--|-------|
| - do speak oral | | | _____ |
| - hand in a task | | | _____ |
| - do his/her homework | | | _____ |
| - work in class | | | _____ |
| - behave in class | | | _____ |
| - respect educators | | | _____ |

ACADEMIC:

Continuous evaluation requires consistent working throughout the year. If your child does not co-operate I cannot give him/her any marks for the specific task/work.

BEHAVIOUR:

A school/class is a place to be educated. We as educators are fighting a losing battle without your help. Your child needs to be disciplined in a manner so that everyone in our school accepts him/her.

I feel it is my duty to let you know when things are not going as they should be.

FINAL WARNING

Dear Parent/Guardian

I, _____, an enrolled learner in grade _____

at the abovementioned school hereby officially state that I still do not wish to comply with the School Rules, the School Code of Conduct and the South African School's Act.

I am still guilty of:

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

- 1) disrupting class activities with my poor behaviour and conduct;
- 2) not complying with the instructions and authority of any class teacher;
- 3) walking out of classrooms and walking in the passages when I feel like it;
- 4) not trying to behave in such a way that academic work can be done in an orderly way.

I state that I still act in this way willfully and that I am still not willing to behave according to accepted civil norms. I also admit that I am still guilty of the above-mentioned offences.

SIGNATURE: LEARNER

I hereby request that you meet with me as soon as possible in order to find a final solution. The matter will be handed to a Tribunal for further disciplinary measures if co-operation lacks thereafter.

I thank you for your co-operation.



INTERVENTION GRADE HEARING

Dear Parent/Guardian

Your child, _____ has continually been guilty of poor behaviour. His/her transgressions have been recorded on the d6 discipline system and it has had no positive effect on his/her behaviour.

It is necessary for him/her and you as parents to appear before an Intervention Committee (educators in his/her grade) on Tuesday.

Date: _____

Time: _____

GRADE HEAD

H. van den Berg
(PRINCIPAL)



The above-mentioned learner appeared before the Grade Intervention Committee today.

The following was discussed with him/her and the following arrangements were made:

GRADE HEAD

PRINCIPAL



SENT OUT OF CLASS

Your child, _____, was sent out of class today because he/she disrupted the class.

No child has the right to deprive another learner of the learning process.

CLASS EDUCATOR

DATE

HEAD OF DISCIPLINE

PRINCIPAL/DEPUTY PRINCIPAL

DATE

.....

I, _____, parent of _____ (learner),

acknowledge receipt of the letter SENT OUT OF CLASS dated _____

Parent signature

Date

DISCIPLINARY HEARING

Dear Parent/Guardian

Your child, _____ has continually been guilty of bad behaviour. He/She has been put on detention three times and it has had no positive effect on his/her behaviour.

It is necessary for him/her to appear before a Disciplinary Committee (educators in his/her grade) on Thursday.

Date: _____

Time: _____

Disciplinary Committee

H. van den Berg
(PRINCIPAL)

DISCIPLINARY HEARING

NAME _____

GR. _____

DATE _____

The above-mentioned learner appeared before the Disciplinary Committee today.

The following was discussed with him/her and the following arrangements were made.

DISCIPLINARY COMMITTEE

PRINCIPAL

VOORSITTER: BEHEERLIGGAAM

SKOOLHOOF / ADJUNKHOOF

DATUM

Dear Parents/Guardians

We are delighted to announce that <name> has not only met but **exceeded** our high standards.

His/Her exceptional efforts, eagerness to learn, and unwavering dedication have earned him/her points above the norm.

We want to express our gratitude to you for your invaluable support and the strong values you have instilled in <name>.

Your influence has undoubtedly contributed to his/her success.

If you have any questions about this letter or need additional information, please don't hesitate to reach out to Mrs Suné Oosthuizen at [Mrs Oosthuizen's contact information].

Sincerely

CLASS EDUCATOR

DATE

HEAD OF DISCIPLINE

PRINCIPAL/DEPUTY PRINCIPAL

DATE

Nagesien deur: Sune Oosthuizen
Datum gewysig: 11 February 2026