

# **RUSTENBURG JUNIOR SCHOOL FOR GIRLS**

## **MOTTO**

***Palnam qui meruit ferat:*** Let the one who deserves it have the honour.

## **VISION**

*Rustenburg Girls' Junior is a school leading the way in preparing girls to embrace the challenges of the present confidently and courageously and to excel in a continuously changing world.*

## **MISSION**

*Our mission is to:*

- ❖ *provide opportunities for learning the values of independence, critical thinking, innovation, self-belief, honesty, integrity, commitment, respect, pride and loyalty.*
- ❖ *ensure that each girl is exposed to a wide variety of inspirational opportunities so that she may explore her unique, individual and special talents.*
- ❖ *provide a well-balanced, up to date programme and advanced resources to ensure excellence in academics, sport, cultural and socially responsible activities, so that our girls learn to become contributing and compassionate citizens of South Africa and the world.*
- ❖ *provide a stimulating, neat, tidy and well-maintained caring environment which is safe for learning and playing.*

## **DISCIPLINE POLICY**

Rustenburg aims to provide a caring environment in which learning, working and playing together is important and where respect for people and property is encouraged

We wish to emphasise a positive and consistent approach and encourage pupils to take responsibility for their part in the smooth running of the school.

Every staff member is responsible for discipline and has the full authority and responsibility to correct the behaviour of learners whenever such correction is necessary.

The practical framework for correcting inappropriate work habits or behaviour is provided in the Code of Conduct, which seeks to set out clear expectations of behaviour, recognition and sanctions. Any corrective measure or disciplinary action will correspond with and be appropriate to the offence. The School will contact parents/guardians when a learner's behaviour becomes a cause for concern and will endeavour, in a spirit of constructive partnership, to resolve the problem.

The Code of Conduct applies to all learners while they are on the School premises or when they are away from the School representing it or attending a School function. Section 8(4) of the SA Schools Act provides that all learners attending a School are bound by the Code of Conduct of that School.

All parents are expected to sign a statement of commitment to the Code of Conduct found in the Conduct Declaration paragraph in the Appendix C of the Application process. Learners and parents in Grades 3-7 also sign their commitment to the Code of Conduct - School Rules found in the Homework Diary.

The administration of the Code of Conduct is the responsibility of the Disciplinary Committee of the School and the Code of Conduct must be read in conjunction with relevant school policies.

## CODE OF CONDUCT

### **Learners at Rustenburg have the right to:**

- basic education
- the freedom to express views about matters affecting them at school
- non-discrimination and equality
- safety
- privacy
- acceptance
- freedom of association
- protection from maltreatment, neglect, abuse or degradation, including the use of corporal punishment.

The above rights are limited by the Code of Conduct.

### **Learners at Rustenburg have the responsibility to:**

- Be well-behaved, polite, courteous and kind at all times,
- Uphold the honour and traditions of our school wherever we may be.
- Respect and embrace the uniqueness diversity, beliefs, culture, rights, property and privacy of others.
- Strive for excellence in all that we do.
- Honour our commitments.
- Be responsible for our own actions and accept the consequences.
- Stand up for what is right and true.
- Respect our environment.
- Practise good sportsmanship.
- Reach out to our community to help those who are less privileged than we are.

### **Excellent conduct is recognised by:**

- House points
- Bug stickers
- Commendation

### **School rules**

- Girls in uniform outside school represent Rustenburg, and must uphold the Code of Conduct
- Girls may not interfere with or damage the possessions/property of others.
- No racist language may be used.
- No discriminatory or inappropriate language may be used.
- Bullying in any form will not be tolerated.
- The learning activity of any girl may not be disrupted by another girl at any time.
- Possession or use of dangerous objects, illegal substances, alcohol or cigarettes is prohibited.
- Cheating and plagiarism are forbidden.
- No inappropriate notes and use of social media is allowed during school hours or at any school activity.
- The school day begins at 07:50. Girls must be at school by this time.
- No girl may leave the school during the school day unless she has been signed out at the office or written permission has been received.
- Truancy from class ("bunking") is not allowed.
- No girl may be in the buildings outside class time unless a teacher is present or by arrangement.

- For safety reasons:
    - a) Girls must wait inside the school grounds while waiting to be fetched after school
    - b) Girls may not play in or walk through “out of bounds areas” – these include the basement, all storage areas, the car park, driveway gates or any other temporary out-of-bounds areas.
    - c) Girls may not walk to or from Grotto, the UCT fields, RGHS or other venues unless accompanied by a teacher or coach, or another adult by arrangement.
  - Girls must behave considerately and walk quietly and keep left in the school buildings.
  - Girls must keep the school free of litter.
  - Toilets must be properly and hygienically used.
  - No food may be taken into the library, science room, computer room, hall, changing room or eaten in the passages unless permission has been given by a teacher.
  - Girls may not chew gum while on school premises, in school uniform or at any school activity.
  - Girls are expected to be dressed neatly in the regulation school uniform, at all times.
  - All items of clothing and equipment must be clearly marked. No clothing or equipment may be borrowed without permission.
  - School uniform must be worn to all school functions, including those held out of school hours unless otherwise advised.
  - Regulation bags are required and these must be taken on outings.
  - Girls must dress in full uniform or full regulation sports clothes before leaving the grounds.
  - No jewellery other than a watch, medical alert bracelet, and 1 set of small plain round gold or silver stud earrings may be worn.
  - No finger or toe nail varnish or colourings on arms, hands or feet is allowed, unless prior permission has been granted by the Headmistress.
  - Hair touching the collar or long fringes must be tied back away from the face with navy or black accessories. The dyeing of hair is not permitted. Braids and extensions must be in the natural hair colour.
  - After any absence from school the parent/guardian must inform the teacher of the reason in writing.
  - If a girl is absent from a sports match/music performance etc the parent/guardian must inform the teacher concerned first thing in the morning by email or phone call
  - Cellphones or other electronic devices etc. may not be brought to school unless prior permission has been granted by the Headmistress following a letter from the parents, and must be handed to the teacher by 08:00.
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