



THE PINELANDS PRIMARY SCHOOL
"The Blue School"

PRINCIPAL: Mr H Abrahams
10 Central Square, Pinelands, Cape Town, 7405
Tel: (021) 531 3674 Email: secretary@blueschool.co.za

CODE OF CONDUCT

FOR LEARNERS

INTRODUCTION

Section 9 of the Bill of Rights contained in the Constitution of the Republic of South Africa states that, inter alia, everyone is equal before the law and has the right to equal protection and benefit of the law. The Pinelands Primary School strives to adhere to all provisions as contained in the Bill of Rights. No learner may be treated unfairly or discriminated against in terms of their, inter alia, race, gender or cultural orientation. If any learner or parent(s)/guardian(s) feels that any provision of this Code of Conduct infringes on any of their rights as contained in the Constitution, then he/she is encouraged to contact the Chairperson of the School Governing Body for further discussion and/or resolution.

VISION

Our vision is to prepare responsible, considerate, confident, independent and motivated children for a successful secondary and tertiary education.

MISSION

Our school seeks, through all its activities, to promote a happy and balanced approach to education and life, based on sound values. It also acknowledges the complementary roles played by home and religion. It strives, through its varied programmes, to develop the thinking skills, physical prowess, character and potential of every child, seeking always to maintain the highest standards.

It encourages the whole-hearted co-operation of parent(s)/guardian(s) in respect of their children and school activities as well as their financial support. Recognizing that our most valued assets are our staff and children, the school seeks to provide an organized, safe and stimulating environment for all to enjoy.

LEGAL FRAMEWORK

Annexure A	Transgressions: Level 1
Annexure B	Transgressions Level 2
Annexure C	Transgressions Level 3
Annexure D	Parent-Teacher Conference form
Annexure E	Written Warning 1
Annexure F	Written Warning 2 and Daily Monitoring Tool
Annexure G	Final Written Warning
Annexure H	Notice of Disciplinary Hearing
Annexure I	Record of Disciplinary Hearing
Annexure J	Appeal Form

1. Purpose and Importance of Code of Conduct

- 1.1 To provide a set of rules to promote consistency and to guide the behaviour of learners.
- 1.2 To promote a disciplined and purposeful school environment dedicated to the improvement and maintenance of the quality of the learning process.
- 1.3 To encourage corrective action in the event where the learner's behaviour or performance proves to be unsatisfactory or contravening the code of conduct and/or any other school policy.
- 1.4 To promote civic responsibility.
- 1.5 To empower learners in terms of the school's Vision and Mission Statement.

2. Obligations and Responsibilities Of Learners

- 2.1 To adhere to the Code of Conduct, the school's rules and/or any other school policy.
- 2.2 To respect and maintain the school's resources.
- 2.3 To respect the inherent dignity of others.
- 2.4 To respect the convictions and cultural traditions of others.
- 2.5 To respect one's own property and the school's property, and the property of others.
- 2.6 To wear the prescribed uniform and to be adequately prepared for each day.

3. Uniform

- 3.1 The official uniform is to be worn as set out below. Learners must wear the PE uniform on designated PE days.
- 3.2 Learners must wear the official uniform on all other days. Learners must change into PE uniform after school, on days on which they attend extra mural sports activities at school, or during second break on days on which they attend extra mural sports activities away from school.
- 3.3 The appearance of learners in uniform must promote a good public image of the school.

3.4 All items of clothing must be marked with the learner's full name and grade. The school will not accept responsibility for lost articles of clothing.

3.5 The summer uniform must be worn during the first and last terms. The winter uniform must be worn during the second and third terms.

3.6 Hijab – Learners may wear a dark blue or black scarf.

3.7 During events that allow the wearing of casual wear, learners should wear neat, presentable clothes. Beachwear, tight fitting, ripped clothes or clothes that are revealing (sheer, revealing midriff or upper thighs etc.) are not allowed.

3.8 No flip-flops, heels, or socks and slippers/sandals may be worn to school or to school events, unless otherwise indicated.

GRADE R - GRADE 3 SUMMER UNIFORM	GRADE R - GRADE 3 WINTER UNIFORM
<ul style="list-style-type: none"> - Blue school shorts and blue school golfer - White or black takkies and white school socks 	<ul style="list-style-type: none"> - School tracksuit - Blue school top - White or black takkies and white school socks
GRADE 4 - 7 BOYS SUMMER UNIFORM	GRADE 4 -7 GIRLS SUMMER UNIFORM
<ul style="list-style-type: none"> - Grey shorts - White shirt (short sleeve) - Plain long grey school socks - Black school shoes - Navy blue jersey 	<ul style="list-style-type: none"> - School dress (strictly to be worn with the school belt) - White shirt (short sleeve) - White socks and black school shoes - Navy blue jersey
GRADE 4 - 7 BOYS WINTER UNIFORM	GRADE 4 -7 GIRLS WINTER UNIFORM
<ul style="list-style-type: none"> - White shirt (short or long sleeve) - Long grey pants - Grey socks and black school shoes - Navy blue jersey and/or School winter jacket - School beanie and school scarf 	<ul style="list-style-type: none"> - School dress (strictly to be worn with the school belt) with black stockings and black school shoes, or or long grey pants and grey schoolsocks and black school shoes - White shirt (short or long sleeve) - Navy blue jersey and/or School winter jacket - School beanie and school scarf
PHYSICAL EDUCATION AND EXTRA MURAL ACTIVITIES (BOYS & GIRLS)	
<ul style="list-style-type: none"> - PE shorts and PE golfer during summer - Winter tracksuit and long or short sleeve golfer during winter - White or black takkies and white school socks <p>The PE uniform as stated above will be worn for extra mural activities, unless prescribed otherwise by the coach of the relevant extra mural activity, i.e. soccer boots and soccer gear for soccer, etc.</p>	

4. Hair and Jewellery Regulations

4.1 Girls and Boys

4.1.1 Hair must be neatly presented. Longer length hair must be tied back neatly. Black and navy blue alic bands are permitted.

4.1.2 For girls only one small stud in each ear is permitted.

4.1.3 Nail polish, make-up and jerseys tied around the waist are not permitted.

4.1.4 A wristwatch may be worn. Smartwatches must be used in a responsible manner, failing which it will be confiscated by the class teacher and returned to the learner at the end of the school day.

4.1.5 No body piercings or visible tattoos are permitted.

4.1.6 Any facial hair must be neatly trimmed or shaved.

4.1.7 Dreadlocks must be neatly tied and under no circumstances may be worn loose.

5. Community/Interpersonal Conduct

5.1 Classroom Rules

5.1.1 Learners should show respect towards all staff members and each other by, inter alia:

5.1.1.1 being obedient.

5.1.1.2 exercising good manners.

5.1.1.3 speaking politely and courteously and not back-chatting.

5.1.1.4 not eating in class, unless allowed to do so by the class teacher.

5.1.2 Learners should have respect for all property in the classroom i.e. desks, textbooks, stationery, classroom equipment and property belonging to others.

5.1.3 Learners must assist in keeping the classroom clean and tidy.

5.2 Academic

5.2.1 All learners are to show commitment to the educational programme.

5.2.2 The correct books and equipment must be brought to school in accordance with the set timetable.

5.2.3 Homework must be thoroughly and timeously completed.

5.2.4 All work, projects and assignments must be completed by due date.

5.3 Arrival and late coming

5.3.1 Learners must be punctual and arrive at school before the official starting time.

5.3.2 Learners must proceed to their assembly points when the bell rings. No talking is allowed after the bell rings.

5.3.3 Learners who arrive late will be issued with a late slip.

5.3.4 On the fourth late arrival, the learner may be issued with a demerit.

5.4 Illness/absence

5.4.1 Any absence from school must be covered by an absentee note from a parent or guardian.

5.4.2 Should a learner be absent from school for a period of three (3) days or longer, this leave of absence must be supported by a medical certificate.

5.4.3 In the event that a learner is absent on the day of an assessment for no valid reason, the learner will not be permitted to complete the assessment.

5.4.4 After ten (10) consecutive school days of unexplained absence, the learner may be deregistered.

5.5 General

- 5.5.1 Learners must speak courteously and be considerate towards each other at all times.
- 5.5.2 No chewing of gum is allowed on the school premises or when representing the school.
- 5.5.3 Learners must be quiet and attentive during lessons, assemblies and during reading of messages/notices over the intercom.
- 5.5.4 No toys or weapons or harmful objects may be brought to school or be in the possession of a learner.
- 5.5.5 Learners may not ride their bicycles, rollerblades or skateboards on the school grounds, unless permitted during a school event.
- 5.5.6 No learner may injure or endanger the physical welfare of another learner or staff member.
- 5.5.7 Learners are not allowed into the classrooms before school, during breaks or after school, unless with permission from the class teacher and under the supervision of the class leader or class monitor. They are to place their bags and/or sporting equipment at their respective classrooms and immediately leave the class.
- 5.5.8 School property, including textbooks, or anything which is the property of someone else, may not be damaged, defaced or removed.
- 5.5.9 Learners are expected to keep the toilets clean and respect all facilities. No loitering is permitted in and around the toilet area.
- 5.5.10 Learners must place all papers and rubbish in the bins provided.
- 5.5.11 Learners may not loiter in the parking areas.
- 5.5.12 Learners may not leave the school grounds during school hours without permission of the principal.
- 5.5.13 No circular, notice, pamphlet or poster may be distributed on the school or be displayed on any notice board or anywhere in the building without the permission of the principal.
- 5.5.14 No electronic devices are allowed on the school premises. Any cellphones brought to school must be handed to the front office before school starts and collected after school ends.

6. Sanctions and/or Corrective Measures for transgression of the Code of Conduct

- 6.1 Should a learner be guilty of any transgression as mentioned in this policy and/or in either of Annexure A, B or C of this policy, various disciplinary measures may be applied, based on the principles of lawfulness, fairness and reasonableness, including the following:
 - 6.1.1 **Intervention:** A meeting will be held with the learner being present, and either the teacher(s) the parent(s)/guardian(s) , the head of department, the deputy principal and/or the principal. The seriousness of the matter will decide who will be present and the sanctions and/or corrective measures that will be imposed.
 - 6.1.2 **Demerit:** A demerit may be issued when a learner commits a transgression. Transgressions are categorised according to the severity of the incident. After receiving four (4) demerits the learner will be issued with a detention.
 - 6.1.3 **Detention:** A learner may be issued with break detention and/or Friday after school detention when a learner commits a transgression. The parent(s)/guardian(s) will be given twenty four (24) hour notice of the after school detention. The detention will be supervised by a teacher.
 - 6.1.4 **Penalisation:** The continuous evaluation mark of learners, who hand in tasks late or not at all, without valid reason, may be influenced negatively.
 - 6.1.5 **Special Tasks:** Special Tasks, which may include research and letters of apology, may be used as a corrective measure.
 - 6.1.6 **Withdrawal:** A learner who is consistently and/or continuously disruptive, may be temporarily removed from class. The learner will be placed in a supervised area. This may only be done with the permission of the principal or deputy principal. The parent(s)/guardian(s) will be advised in writing of such disruptive behaviour and the corrective action taken.

6.1.7 Withholding of Privileges: Certain privileges like civvies, going on excursions, special events, and taking part in extra-mural activities may be withheld from a learner. The Disciplinary Committee will make the final decision on this matter.

6.1.8 Suspension (including precautionary suspension): If the learner commits a transgression as stipulated in Annexure C to this policy, then the principal may (if he/she is of the view that the learner is a danger to another learner, staff member or to the school in general, or that there is a chance of the learner interfering with any witness or investigation), motivate to the School Governing Body to impose a precautionary suspension on the learner, which may not exceed a period of seven (7) school days. If the School Governing Body consents to the imposing of the precautionary suspension, then the principal will contact the parent(s)/guardian(s), to inform them that a precautionary suspension has been imposed on the learner, and request the parent(s)/guardian(s), to immediately collect the learner from school, pending an investigation into the transgression. A disciplinary hearing will be held within seven (7) school days of the precautionary suspension of the learner. A notification letter will be sent by the Chairperson of the School Governing Body to the parent(s)/guardian(s) containing the full details of the charge(s), the evidence that will be used, and advising when and where the hearing will be held, together with the process to be followed. The School Governing Body may elect not to impose a precautionary suspension on the learner. In such an instance, the learner may return to class and continue with their school activities, pending the investigation into the transgression. Once the investigation is completed, the Chairperson of the School Governing Body will send a notification letter to the parent(s)/guardian(s) advising that a disciplinary hearing will be held. The notification letter will contain the full details of the charge(s), the evidence that will be used, and advising when and where the hearing will be held, together with the process to be followed. At the hearing the charges will be read out to the parent(s)/guardian(s), and learner, and all evidence and witness statements will be presented. The learner will be afforded a chance to give their version of events, state their argument and/or defence and to produce evidence and witness statements. The learner may be represented at the hearing referred to above, by a designated person appointed by the parent(s)/guardian(s). The disciplinary committee may also appoint a competent person to act as an intermediary who will then facilitate the giving of evidence. Should a representative or intermediary be appointed, all examination, cross examination and re-examination will be conducted through the representative or intermediary. Once the disciplinary hearing is held, the disciplinary committee will deliberate and may recommend a finding of guilty to the School Governing Body. The School Governing Body will thereafter deliberate on the recommendation received from the Disciplinary Committee. Should the School Governing Body find the learner guilty of the transgression, then the School Governing Body will communicate the finding to the parent(s)/guardian(s). The School Governing Body will decide on the sanction to be imposed, which may include, inter alia, suspension for a period of no longer than seven (7) school days. During any suspension period, the learner's academic work must stay up to date. He/she may not take part in any extra-mural activity or school event during the suspension period.

6.1.9 Expulsion: Expulsion is preceded by suspension and the learner will be removed from the school permanently. This will happen when the transgression is classified as serious misconduct or of such a nature that the continued presence of the learner is not in the best interest of the school and the other learners. A learner who is found guilty of serious misconduct or a transgression as stipulated in Annexure C to this policy, may be requested by the Principal, on behalf of the School Governing Body, to leave the school premises immediately for a maximum of seven (7) school days. The parent(s)/guardian(s) will be notified immediately in writing and the nature of the transgression will be stated. A recommendation for expulsion will be the only alternative in most cases, provided that it has been classed as serious misconduct according to the guidelines set out by the MEC. A recommendation for expulsion will be referred to the Provincial Head of Education and will be implemented once approval for the expulsion is received in writing. If the Provincial Head of Education decides not to expel a learner, then the Provincial Head of Education may, in consultation with the disciplinary committee, impose a suitable sanction on the learner, alternatively, the Provincial Head of Education may refer the matter back to the disciplinary committee to deliberate on the matter, who

will then refer the matter back to the School Governing Body to impose an appropriate sanction on the learner.

7. Appeal

- 7.1 Should a learner be expelled from school, either the learner or their parent(s)/guardian(s) may appeal against the decision of the Provincial Head of Education or the disciplinary committee, as the case may be. An appeal of this nature must be done within fourteen (14) days of receiving the notice of expulsion and must be made to the MEC.
- 7.2 Where an appeal is pending, the learner must be given access to education by the Provincial Head of Education. The Provincial Head of Education must take reasonable measures to protect the rights of the other learners at the school and consider alternative methods of providing education to the learner.
- 7.4 Should the MEC overturn the decision of the Provincial Head of Education, then the MEC must ensure that a suitable sanction is then imposed on the learner within fourteen (14) days of the date on which the appeal was upheld.

PRINCIPAL: Mr Haadie Abrahams

CHAIRPERSON: Mr Nazier Isaacs

DEPUTY CHAIRPERSON: Mrs Feroza Mowzer

SECRETARY: Mrs Wardiya Essack

TREASURER: Mr Aneez Ebrahim

Mrs Michelle Morghan

Mr Saul October

Miss Lalagen Joubert

Mrs Karen Vigne

SIGNATURE:

SIGNATURE:

SIGNATURE:

SIGNATURE:

SIGNATURE:

SIGNATURE:

SIGNATURE:

SIGNATURE:

SIGNATURE:

DATE:

16 September 2024

ANNEXURE A

TRANSGRESSIONS: LEVEL 1		FIRST OFFENCE		SECOND OFFENCE		THIRD OFFENCE	
1	Back chatting educators.						
2	Homework books/diaries not signed by parents.						
3	Leaving books at home.						
4	Failure to complete daily work.						
5	Not complying with school dress code.						
6	Homework not completed.						
7	Lack of co-operation in class.						
8	Late arrival at school and in lines.						
9	Leaving classroom without permission.						
10	Littering in corridors and classrooms, and on any other area of the school.						
11	Misbehaving in lines, passages, classrooms, hall and on any other area of the school.						
12	No letter or valid reason for absenteeism.						
13	Disobeying the monitors/prefects.						
14	Playing in the toilets, passages and classrooms.						
15	Being in out of bound areas.						
16	Refusing to listen to educator's instructions.						
17	Leaving sport clothes at home continuously.						
18	Continuous talking in Class						
19	Demerit notice or any other notice not signed by parent						

Sanctions / Corrective Measures

First Offence - The learner will be verbally reprimanded.

Second Offence - A written warning may be issued to the learner.

Third Offence - The learner will be required to do research or write a letter of apology (25/50/100 lines). Privileges such as excursions, free civvies days, etc, may be withheld from the learner. A letter will be sent to the parent(s)/guardian(s) and will be put on the learners file.

Any other sanctions/corrective measures as contained in the Code of Conduct and as deemed fit by the Student Governing Body, will be imposed.

Repeated level 1 offences become level 2 offences with corresponding corrective measures.

ANNEXURE B

TRANSGRESSIONS: LEVEL 2		1 st Offence		2nd Offence		3rd Offence	
1	Repeated Level One Transgressions						
2	Disruptive behaviour in class.						
3	Refusing to obey and carry out educators instructions.						
4	Deliberately distracting other learners in class.						
5	Fighting						
6	Using foul language.						
7	Unacceptable behaviour during assembly.						
8	Vandalising fellow learner's property.						
9	Rude and disrespectful towards peers and adults.						
10	Unsportmanlike behaviour.						
11	Unacceptable behaviour during school outings/excursions.						
12	Telling lies to escape punishment.						
13	Telling deliberate lies and causing conflict.						
14	Theft						
15	Bullying (refer to the anti- bullying policy)						
16	Sexual harassment (verbal or physical)						

Sanctions / Corrective Measures

Step 1: The Teacher/ HOD / Deputy Principal will contact the learner's parent(s)/guardian(s). A red letter will be issued to the learner for the parent(s)/guardian(s) to sign. The parent(s)/guardian(s) will have to meet with the relevant educator/ deputy principal/ principal.

Step 2: The learner may be required to render appropriate services to the school.

Other sanctions / corrective measures:

1. Suspension from extra mural and co-curricular activities.
2. Break Detention / Friday Detention
3. Any other sanctions/ corrective measures as contained in the Code of Conduct and as deemed fit by the School Governing Body, will be imposed.

Repeated level 2 offences become level 3 offences with corresponding corrective measures.

ANNEXURE C

TRANSGRESSIONS: LEVEL 3 (Serious misconduct)		First Offence		Suspension		Expulsion	
1	Repeated Level Two Transgressions						
2	Abusive / aggressive behaviour.						
3	Assault and Abuse.(physical, verbal and sexual)						
4	Concealing and carrying dangerous weapons.						
5	Vandalism(defacing or destroying school property.)						
6	Falsely identifies himself or herself.						
7	Knowingly and willfully supplies false information/ Falsifies documentation.						
8	Consuming and dealing with addictive substances.(alcohol or illegal drugs.)						
9	Dishonesty during assessments.						
10	Possession/sells or distributes illicit material.						
11	Endangers the safety or threatens fellow learners or educators.						
12	Use of hate speech or racist remarks.						
13	Bullying						
14	Assault						
15	Arson						
16	Theft						
17	Gang related activity. Threatening or Recruiting of a learner. Intimidation or any act which may be connected to gang activities						
18	Threats and/or false alarms						
19	Any other form of serious misconduct, such as behavior which is contrary to the accepted norms and moral convictions of society and may prove to be detrimental to the learner and the image of the school, i.e. satanic rituals, graffiti, etc.						

Sanctions / Corrective Measures

Step1: The transgression will be reported to management or to the SMT. Written reports will be obtained from the concerned parties. A letter will be sent to the parent(s)/guardian(s). The principal may motivate to the the School Governing Body that a precautionary suspension should be issued.

Step 2: The disciplinary committee will be informed of the transgression.

Step 3: The matter will appear before the disciplinary committee. The matter may be reported to the Provincial Head of Education and the learner may face possible suspension and/or expulsion.

Any other sanctions/corrective measures as contained in the Code of Conduct and as deemed fit by the School governing Body, will be imposed.

THE PINELANDS PRIMARY SCHOOL



Student Name: _____ Date: _____

Grade: _____ Parent/Guardian present: _____

Parent Contact Information (telephone #): _____

Teacher(s) participating in conference (name and subject taught):

1) _____

2) _____

3) Strengths	Concerns	Suggestions for parent
<input type="checkbox"/> Asks for help <input type="checkbox"/> Attends class every day <input type="checkbox"/> Comes prepared with materials <input type="checkbox"/> Comes to class on time <input type="checkbox"/> Completes homework <input type="checkbox"/> Does well on tests <input type="checkbox"/> Gets along with other students <input type="checkbox"/> Has positive attitude <input type="checkbox"/> Is respectful towards adults <input type="checkbox"/> Listens well <input type="checkbox"/> Participates in class <input type="checkbox"/> Solves problems <input type="checkbox"/> Thinks creatively <input type="checkbox"/> Other: _____ _____	<p>Student needs to:</p> <input type="checkbox"/> Attend school every day <input type="checkbox"/> Be on time to class <input type="checkbox"/> Bring all materials <input type="checkbox"/> Remain seated during class <input type="checkbox"/> Complete class work <input type="checkbox"/> Participate appropriately <input type="checkbox"/> Communicate respectfully <input type="checkbox"/> Help others as needed <input type="checkbox"/> Be positive towards learning <input type="checkbox"/> Pay attention, focus <input type="checkbox"/> Complete homework <input type="checkbox"/> Other: _____ _____ _____	<input type="checkbox"/> 8-10 hrs of sleep; alarm clock <input type="checkbox"/> Attend After-School lessons <input type="checkbox"/> Check homework daily <input type="checkbox"/> Daily Progress Report <input type="checkbox"/> Get health check-up & follow up <input type="checkbox"/> Healthy breakfast & lunch daily <input type="checkbox"/> Obtain counseling: academic/ social/emotional <input type="checkbox"/> Reward small improvements <input type="checkbox"/> Weekly Progress Report <input type="checkbox"/> Other: _____ _____ _____

Comments/Notes

Signatures

Parent/Guardian: _____ Teacher(s): _____

THE PINELANDS PRIMARY SCHOOL



Name of Learner: _____ Grade: _____ Date: _____

The above learner has breached the School's Code of Conduct.

Date of offence: _____

Level of Offence: _____

Nature of offence:

Learner's statement:

Learner

Teacher

Witness

Grade Head/ Principal

- One copy to learner, original to be placed in learner's profile
- Learner's signature does not signify admission of guilt, but that charges and action taken has been explained.

THE PINELANDS PRIMARY SCHOOL



Name of Learner: _____ Grade: _____ Date: _____

The above learner has breached the School's Code of Conduct.

Date of previous offence: _____

Date of current offence: _____

Level of Offence: _____

Nature of offence:

Learner's statement:

Learner

Teacher

Witness

Grade Head/ Principal

[Handwritten signatures and initials]

THE PINELANDS PRIMARY SCHOOL



Name of Learner: _____ Grade: _____ Date: _____

The above learner has breached the School's Code of Conduct. Please take note that this is a final warning. If the Code of Conduct is breached again, in any way, it will lead to a Disciplinary Hearing.

Date of previous offence/s: _____

Date of offence: _____

Level of offence: _____

Nature of offence:

Learner's statement:

Learner

Teacher

Witness

Grade Head/ Principal

- One copy to learner, original to be placed in learner's profile
- Learner's signature does not signify admission of guilt, but that charges and action taken has been explained.

THE PINELANDS PRIMARY SCHOOL



Name of Learner: _____ Grade: _____ Date: _____

A formal disciplinary hearing will be held against your child and you and/or your child and/or a representative appointed by you, is/are obliged to be present:

Date of hearing: _____

Venue of hearing: _____

Time of hearing: _____

Date served: _____

The charge against your child is as follows:

Date of offence: _____

Nature of offence:

Rights of Learner facing Disciplinary Action (to be read by server)

- The right to a formal hearing.
- The right to be present at the hearing.
- The right to be represented at the hearing by an internal representative.
- The right to be assisted at the hearing by a parent/guardian.
- The right to ask questions on evidence produced, or on statements of witnesses.
- The right to call witnesses on your behalf.
- The right to an interpreter (to be requested in writing by yourself within 24 hours prior to hearing).
- The right to appeal within five school days against any sanction imposed by the School Governing Body.

Kindly note as follows:

1. It is very important that you prepare yourself and that you and/or your child and/or a representative attend the scheduled hearing.
2. You are advised to inform the Chairperson of the Governing Body within 24 hours if you and/or your child and/or a representative is/are unable to attend the date specified above so that a mutually convenient date and time can be arranged for the hearing.

SA
MAF
[Handwritten signatures and initials]

Annexure I – RECORD OF DISCIPLINARY HEARING

THE PINELANDS PRIMARY SCHOOL



Name of Learner: _____ Grade: _____ Date: _____

Present		
Capacity	Name	Designation

Witnesses for learner

Nature of alleged breach or misconduct (charge, date, place and brief description of the incident/s)

Plea: The learner admits/denies the charges (appropriate plea to be underlined)

Learner

Chairperson of the Disciplinary Committee

Parent or representative

Witness

(Handwritten signatures and initials)

THE PINELANDS PRIMARY SCHOOL



Name of Learner: _____ Grade: _____ Date: _____

In terms of the School's disciplinary procedures, I wish to lodge an appeal against the decision of the Disciplinary Committee (within five School days)

The appeal is made on the following grounds (please mark the appropriate areas with an X)
<input type="checkbox"/> The disciplinary measure imposed was not in line with the level of offence.
<input type="checkbox"/> Disciplinary procedures were not allowed.
<input type="checkbox"/> New or further evidence or witnesses are available, which could bring new facts to light and affect the result of the previous hearing.

The following reasons are submitted in support of this appeal:

Learner

Date appeal lodged

[Handwritten signatures and initials]