

VICTORIA GIRLS' HIGH SCHOOL



SCHOOL CODE OF CONDUCT

2020 TO 2022



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1. VISION

At Victoria Girls' High School, we support and respect one another in a safe and happy environment. Our broad spectrum of activities and facilities enrich all, as we strive for excellence.

2. MISSION STATEMENT

- We provide a broad spectrum of activities and facilities.
- We encourage a balanced lifestyle without compromising academic standards.
- We encourage responsibility towards the community and the environment.
- We encourage our learners to develop, to their full potential, confidence, critical thinking skills and self-discipline.
- We encourage independent and creative thinking.
- We encourage social interaction with people from different backgrounds.
- We acknowledge effort as well as achievement.
- We value the unique qualities and talents of each learner and staff member.
- We provide opportunities for: taking initiative; building confidence and self-esteem; functioning individually and as part of a group.
- We promote helpfulness, honesty, loyalty, diligence, courtesy, commitment, consideration and respect for all.
- We encourage learners to set goals and work towards those goals. We acknowledge the uniqueness, individuality and specific needs of each learner, teacher, general staff member and parent.

3. PREAMBLE

Under the terms of the South African Schools Act, 84 of 1996, a School Governing Body, after consultation with all stakeholders, adopted the VGHS Code of Conduct aimed at establishing a disciplined and purposeful environment to facilitate effective education and learning at school.

This Code of Conduct is subject to the Constitution of the Republic of South Africa Act, 1996, the South African Schools Act, 1996 and also subordinate provincial legislation.

The Code of Conduct is also intended to reflect the constitutional democracy, regard for human rights and transparent communication, which underpin South African society.

The main stakeholders (learners, educators and parents) must take ownership of this Code of Conduct. In accordance with the South African Schools Act, 84 of 1996, a learner has an obligation to comply with the Code of Conduct (Please note that 'parents' include 'legal guardians').

The Code of Conduct aims to instil common sense ideals and concern for individuals, the community and the environment, a desire to benefit all concerned and to uphold the name of the school, while at the same time upholding respect for others and their rights and

roles in life. Any conduct, action or omission that affects the dignity of anyone will be dealt with in the severest possible terms.

Application for exemption from any of the provisions of this Code of Conduct must be made in writing to the School Governing Body.

The School Governing Body reserves the right to amend the VGHS CODE OF CONDUCT, after due consultation and notification.

4. RIGHTS AND RESPONSIBILITIES

4.1 RIGHTS

AS PARTNERS IN EDUCATION LEARNERS, TEACHERS AND GENERAL STAFF AT VGHS HAVE THE RIGHT TO:

- Protection from all forms of discrimination on the basis of race, ethnicity, gender, language sexual orientation or religion;
- Learn, educate and work in a clean, safe, supportive, caring and disciplined environment to enable all to develop to their full potential;
- A shared workload between all staff and equal learning opportunity for all learners;
- Make classroom teaching a priority in a consistently disciplined environment;
- Due process, which is fair, equitable and consistent;
- Privacy, confidentiality, mutual respect and dignity;
- Be heard about matters that affect them at school and to be part of the decision-making process, where appropriate;
- Be protected by the laws of the land and the rules of the School;
- Be informed about academic progress on a regular basis;
- Expect the co-operation of parents, colleagues and learners;
- Protection of the constitutional rights, beliefs of all learners, teachers and general staff.

PARENTS AT VGHS HAVE THE RIGHT TO:

- Take an active interest in their children's schoolwork;
- Relevant feedback from the School regarding the progress of their children;
- Communicate with the School when they feel it is necessary to do so;
- Expect a well-balanced, quality education for their children;
- Expect the School to protect the rights of their children;
- Elect parents to represent their interests;
- Participate in the decision-making processes of the Parent Body; Expect teachers to enforce the School's rules and Code of Conduct; Representation in matters of dispute.

4.2 RESPONSIBILITIES

LEARNERS AT VGHS ARE RESPONSIBLE FOR:

- Committing themselves to their schoolwork and completing assigned tasks;
- Protecting and respecting the rights of others;

- Attending School during school hours; and attending School cocurricular activities;
- Abiding by the School's standards, rules and codes of conduct;
- Protecting and caring for their School's facilities and equipment;
- Developing to their full potential in the academic, social, sporting, cultural, spiritual and occupational spheres of School life;
- Showing respect to all members of the VGHS family and the broader community.
- Supporting the development of the School as a whole.

TEACHERS AT VGHS ARE RESPONSIBLE FOR:

- Maintaining a high standard of professional ethics;
- Being well prepared for all classes;
- Encouraging learners to achieve to their full potential;
- Respecting the dignity and fundamental rights of learners, colleagues and parents;
- Disciplining learners in a fair, compassionate, dignified and appropriate manner;
- Engendering mutual respect, self-worth and caring amongst all members of the VGHS family;
- Protecting/caring for the School's facilities/ equipment;
- Assisting in the co-curricular programme;
- Refraining from any form of humiliation or abuse, physical or psychological.

PARENTS AT VGHS ARE RESPONSIBLE FOR:

- Taking an active interest in their children's schoolwork;
- Making it possible for their children to complete assigned homework tasks;
- Ensuring that their children attend school punctually and regularly;
- Ensuring that their children abide by the School's standards, rules and codes of conduct;
- Taking responsibility for ensuring appropriate behaviour from their children;
- Meeting their financial obligations to the School;
- Supporting the School's ethos in all aspects of school life.

5. SCHOOL RULES AND DISCIPLINARY PROCEDURES

The School Rules are the basic indicator of expected standards and behaviour. All learners are expected to behave in a responsible, tolerant, courteous and sensible manner, and to respect the name and dignity of themselves and of the School at all times.

Every learner must remember that she is a member of the School in public and in private. Any action that is discourteous, dishonest or destructive, or that may have a detrimental effect on the reputation of Victoria Girls' High School, will be regarded as an offence.

Notwithstanding the fact that an act or omission is not specifically covered by this Code of Conduct, any act or omission that constitutes behaviour unbecoming or not befitting a learner shall be deemed to be a contravention of the School Code of Conduct.

The school supports the concept of progressive maturity and privileges therefore a senior learner may have more privileges than a junior learner.

Similarly, more responsible behaviour will be expected from seniors.

Learners and Parents should acknowledge that the School reserves the right to raise its concerns with learners and parents when any action that is discourteous, dishonest or destructive or that may have a detrimental effect on the reputation of Victoria Girls' High School occurs. Such concerns may be raised by, or, before the Governing Body when appropriate and relevant.

Learners and Parents should be aware that the standards, rules and codes are not intended to cover all cases. The School's Governing Body reserves the right to use its discretion as guided by the principles set out below when judging any case claimed to be behaviour unbecoming or not befitting a learner at VGHS.

5.1 STANDARDS

At VGHS merits and de-merits are issued for breaching the Code of Conduct. We believe, however, in positive and progressive discipline, as indicated by the Merit System. However, continued breach of these Codes and Standards is unacceptable and will be reviewed with the Learner's parents / guardians.

The following guidelines cannot cover all eventualities but do indicate the spirit in which we expect girls to behave and conduct themselves.

5.2 MERITS: there is no ceiling to excellence

	Level 1	
1-01	Exceptional test performance / project	20
1-02	Extra academic work (only subject teacher) per 2 sides	5
1-03	Teacher's discretion	10
1-04	Punishment completed	10
	Level 2	
2-01	RCL, House Executive, Team Captain, Society Captain	20
2-02	Librarian badge received	10
2-03	Vice-Captain, Class Captain	10
2-04	Service given to the school	20
2-05	Written punishment (per 2 sides completed)	5
2-06	Bi Colour (per 2 sides completed)	10
	Level 3	
3-01	Dedicated service for example season/term	50
3-02	Praiseworthy attitude to academic work (per term)	50
3-03	Outstanding performance / match	30
3-04	Academic Enhancement: Weekly attended per term	40

3-05	Academic Enhancement: Improved considerably	40
Level 4 Intervention		
4-01	Warning by Class Teacher/Subject Teacher	
4-02	Meeting with the Grade Head	
4-03	Meeting with SMT/Principal	
4-04	Internal Disciplinary Meeting (including parents/guardians)	
4-05	Formal Disciplinary Hearing: School Governing Body	

5.3 DE-MERITS

No blanket punishment may be handed out.

Level 1 MINOR VIOLATIONS -2	
1-01	Late
1-02	Littering
1-03	Work not complete/Books at home
1-04	Eating in the building
1-05	Uniform untidy
1-06	Noisy
Level 2 MINOR VIOLATIONS -10	
2-01	Repeated misdemeanours
2-02	Punishment not done
2-03	Disobeying classroom rules
Level 3 SERIOUS VIOLATIONS -20 Details to the Grade Head and Class Teacher.	
3-01	Bunking class
3-02	Inappropriate behaviour towards peers
3-03	Disobedience (for example back-chatting)
3-04	Disruptive behaviour
3-05	Swearing / using vulgar language
Level 4 VERY SERIOUS VIOLATIONS -50 to -100 Intervention, possible hearing, possible suspension. Details to the Grade Head and Class Teacher.	
4-01	Wilful destruction school property
4-02	Leaving the school grounds without permission
4-03	Fraudulent behaviour
4-04	Debit accumulation
4-05	Teacher's discretion (-50) Details to Grade Head
Level 5 CRIMINAL-SERIOUS VIOLATIONS of Code of Conduct -100 Intervention, possible hearing, possible suspension. Details to the Grade Head and Class Teacher.	
5-01	Deliberate flouting of system
5-02	In possession of alcohol, drugs, weapon, pornographic material

5-03	Fighting, intimidation, threatening behaviour, bullying
5-04	Insolence towards any staff member
5-05	Any criminal transgression
5-06	Under the influence of alcohol / drugs
5-07	Dishonesty during exam/test. Lying
5-08	Plagiarism
5-09	Smoking, drinking, drugs
5-10	Hindering an Investigation

5.4 PROHIBITED SUBSTANCES

No learner may drink alcohol, take drugs or smoke, (or be under the influence of alcohol or drugs), in a public place; or be in a place which serves alcohol without being accompanied by her parent(s)/legal guardian(s).

The School has the right to administer breathalyser tests, drug tests and/or request a blood test should there be a reasonable suspicion that the learner is under the influence of alcohol or drugs, or as a prerequisite for entrance to a social function.

The School reserves the Right of Admission to the premises of the School.

5.5 SEARCHES

The Principal, or any other senior teacher, upon reasonable suspicion (sufficient information), has the legal authority to conduct a search of any learner or property in the possession of the learner for dangerous weapons, firearms, drugs, harmful or dangerous substances, stolen property, or pornographic material brought onto the school property.

The School has/reserves the right to access any information sent or received by any learner or employee via the School's information network.

During a search, human dignity shall be observed, and learners shall be searched by persons of their own sex, preferably in the presence of at least one other person of the same sex. A record must be kept of the search proceeding and of the outcome. (Government Gazette no. 22545 of 2001 – Regulations for Safety Measures at Public Schools.)

NOTE: Learners and guests attending social functions could be searched prior to and during the function. The school reserves the right to administer breathalyser tests.

NOTE: It is the School Governing Body's prerogative, in consultation with the Principal, to suspend a learner from attending school for a period of time if he/she deems this necessary for the safety, or in the interests of other learners, as provided in the South African Schools Act.

5.6 CONSEQUENCES OF OFFENCES

Grade Heads or Teachers, assisted by learners serving on the Discipline Committee and the Head of the Discipline Committee, will resolve disciplinary problems that are not serious enough to be referred to the Principal or the School's Governing Body.

When punishment is necessary it will be related to the nature of the offence, where possible. In no circumstances will the person in authority exploit a learner or gain any personal benefit from the punishment.

Possible Consequences:

- 1 Counselling.
- 2 Verbal / written warnings.
- 3 Actions to build up merit points.
- 4 Assignments and posters relevant to offence.
- 5 Daily and Weekly report system.
- 6 Calling in of parents by Grade Head or Management Team (Formal Meetings).
- 7 Exclusion from class (only if good cause shown, and only with approval of the Deputy Principal or the Principal).
- 8 Detention after school hours.
- 9 Performing tasks that will assist the offended person and/or the School.
- 10 Agreed affordable compensation, or the replacement of damaged property.
- 11 Suspension from one or more school activities and privileges.
- 12 Disciplinary hearings.
- 13 Criminal charges.

The learner is innocent until proven guilty on a balance of probabilities.

5.7 DISCIPLINARY HEARINGS

5.7.1 Formal Meeting

- Will be conducted by relevant members of the School's Grade Heads and Management Team, Counsellor and appropriate teacher(s) who will constitute the Committee.
- A Formal Meeting would result from the learner's transgressions.
- A Formal Meeting could result in the Learner signing an
- Acknowledgement of Guilt, or a referral to a Disciplinary Hearing. The sanctions imposed at a Formal Meeting are as binding as those of a Disciplinary Hearing.
- The Committee will submit its findings to the Principal.
- The Principal will report the outcome to the School Governing Body, in confidence, if necessary.

5.7.2 Disciplinary Hearings

The procedure followed must comply with the prescribed regulations, as printed in the Provincial Notice no. 10 of 2003 – Provincial Gazette no 978 (extraordinary), 21 February 2003.

A Disciplinary Hearing will be held where the offence is one of serious misconduct, which can be referred or recommended by a Formal Meeting Committee, or where the learner is in defiance of the Formal Meeting, or where the misconduct is deemed serious enough.

Police intervention may be solicited by the school for serious misconduct that constitutes a breach of the law. In the event of an arrest by the South African Police Services, there is no obligation on the school to intervene.

5.8 SUMMARY OF THE PROCEDURE

In accordance with the prescribed regulations – Provincial Notice No. 10 of 2003 – Provincial Gazette No 978 (Extraordinary), 21 February 2003. A copy of the regulations will be attached to the Notice of a Disciplinary Hearing.

6. COMPLAINTS AND GRIEVANCES AGAINST ANY MEMBER OF VGHS: PROCEDURE TO BE FOLLOWED BY LEARNERS, STAFF AND PARENTS

- 6.1 No complaints regarding a staff member, a learner or a department should be dealt with in a public forum.
- 6.2 First try to deal face to face with the person and resolve the problem amicably. Listen attentively.
- 6.3 Complaint against a learner:
 - 3.1 Listen
 - 3.2 Advise / Mediate / Refer
 - 3.3 Should problem persist, or no apparent action* be taken within ten school days, learner may take matter to another staff member or could write to the Principal.
 - 3.4 Should the Principal take no action* within ten school days, learners may report the matter to the SGB; there-after to District Office who will investigate the matter and take appropriate action.
 - 3.5 Investigations with regard to the behaviour of a learner will be dealt with by the Grade Head or Investigating Officer, in accordance with the Code of Conduct.
- 6.4 Complaint against a staff member:
 - 4.1 Parents and learners must be advised that they should put the complaint in writing and address it to the Principal, and that the listener will also inform the Principal.
 - 4.2 Complaints will be handled by the Principal, on an inclusive basis, i.e. the staff member concerned, the Principal and the Management Team, if necessary, will determine the terms of reference and the course of action together.
 - 4.3 If no action* has been taken within 10 school days, the matter must be reported to the SGB or District Office.
 - 4.4 Disciplinary procedures as per Labour Law.

6.5 Complaint against the Principal:

- 5.1 Parents and learners must be advised that they should put the complaint in writing and address it to the Counsellor, the Management Team or the SGB.
- 5.2 Complaints will be handled by the SGB or District Office on an inclusive basis, i.e. the staff member concerned, the Principal and the Management Team if necessary, will determine the terms of reference and the course of action together.
- 5.3 If no action* has been taken within ten school days, the matter must be reported to the SGB or District Office.
- 5.4 Disciplinary procedures as per Labour Law.

6.6 Complaint against a department:

- 6.1 Parents and learners must be advised that they should put the complaint in writing and address it to the Principal who will refer the matter to the HOD of Academics or Superintendent of Hostels or handle the matter herself/himself. The complainant must be asked what she/he wishes to come out of the complaint and the extent of investigation he/she expects.
- 6.2 Complaints will be handled by the Principal on an inclusive basis, i.e. the staff member concerned, the Principal and the Management Team if necessary will determine the terms of reference and the course of action together.
- 6.3 If no action* has been taken within ten school days, the matter must be reported to the SGB or District Office.
- 6.4 Disciplinary procedures as per Labour Law.

NOTE: *action: The response may be to say how the investigation is progressing, not necessarily that the matter is resolved.

NOTE: Deliberately false claims, complaints and accusations will be dealt with in terms of the disciplinary procedures.

7. SCHOOL RULES AND STANDARDS

7.1 COURTESY

Behave with consideration and respect to all and everything at all times.

- 7.1.1 Girls are punctual for lessons, functions and co-curricular activities. A bell is rung three minutes after the start of every lesson and if girls arrive late for the lesson they will not be allowed inside immediately.
- 7.1.2 Girls do not run or shout in the passages. Girls walk in single file on the left-hand side of the passage when changing class.
- 7.1.3 Girls do not cause a disturbance or make excessive, unnecessary noise in front of the school and near work areas.
- 7.1.4 Girls do not sit in the passages (unless the weather is unpleasant).
- 7.1.5 Girls spend break times outside (unless the weather is unpleasant).
- 7.1.6 When girls wait in the passages they make way for any passerby and line up in single file outside the venues.

- 7.1.7 Girls stand back, within reason, for elders e.g. teachers and senior learners.
- 7.1.8 Girls remain silent (before, during or after assembly) during Assembly and other formal occasions and do not cause a disturbance or embarrass a performer.
- 7.1.9 For their safety, girls use pedestrian crossings when crossing the streets. Girls thank motorists who stop for them.
- 7.1.10 Staff may only be disturbed during breaks if the matter is urgent.
- 7.1.11 Girls are not allowed in the staff room or the secretary's office, nor may they be unsupervised inside the building after 17:00.
- 7.1.12 Girls do not eat inside the building. During lessons only water in see-through water bottles are allowed.
- 7.1.13 Girls do not leave bags lying about the building.

7.2 RESPONSIBILITIES (Other than the learner responsibilities in the Code of Conduct)

We respect the rights of others and make use of the opportunities available to us.

- 7.2.1 Co-curricular involvement is compulsory for all. Girls must do at least 3 hours per week. Either they do two hours of sport and one hour of a cultural activity/service *or* one hour of sport and two hours of a cultural activity/service. Grade 12s may choose. Non-attendance results in detention. If girls want to resign, they must speak to the HOD of Co-Curriculars. Resigning is not an option within a team/group during the season. If a meeting/function/practice cannot be attended, girls need to ask to be excused from the activity beforehand as far as possible.
- 7.2.2 Girls take pride in their school and sports uniform and only wear casual clothes at school after 16:00. When they attend an activity where the public will be present, girls wear the correct school or sports uniform unless other arrangements have been made. Formal wear is expected at some functions e.g. Prize Giving.
- 7.2.3 When girls have been absent from school, a letter, signed by a parent or legal guardian, must be handed to the class teacher during class teacher's time on the day of return. When girls are absent for longer than three days, a medical certificate is requested.
- 7.2.4 When girls are absent from exam they are expected to provide the school with a doctor's certificate before the ending time of the exam paper in question. If they are unable to provide such a certificate, then 0 may be given for the missed paper.
- 7.2.5 If absent from co-curricular activities, girls hand in letters for each of the activities missed to their coach or the HOD in charge of Co-curriculars. Staff must be informed in advance as far as is possible if girls will be absent.
- 7.2.6 When girls miss school for any other reason than illness they may be required to make up double time in the afternoons.
- 7.2.7 Any lost property must be handed in at the office.
- 7.2.8 Any irregularities must be reported to a staff member.
- 7.2.9 Girls are required to report any serious infringement of rules to a staff member.

7.3 BEHAVIOUR

- 7.3.1 Girls must greet adults.
- 7.3.2 Girls do not use bad language or swear.
- 7.3.3 Girls know that any physical display of anger or bullying is not tolerated and will be dealt with severely.
- 7.3.4 Girls pay attention to their deportment – they sit, stand and walk in a polite manner.
- 7.3.5 Girls do not chew gum at any time.
- 7.3.6 Girls appreciate courteous behaviour and effort and thank staff, parents and members of public when appropriate, e.g. at zebra crossings or after a school function, a lesson or co-curricular activity.

7.4 SECURITY MEASURES

- 7.4.1 Girls do not leave their school bags lying around the school.
- 7.4.2 When they go to Art, girls do not leave their bags on or close to the steps and only use the Library front door. They cross Beaufort Street at the pedestrian crossing.
- 7.4.3 Money, watches and other valuables should not be left in the passages, classrooms or changing rooms. These should be handed in at the office for safekeeping. The school cannot be held responsible for property.
- 7.4.4 Lockers and cell phone lockers are available at a nominal fee per annum. Girls bring their own locks and hand a spare key/combo in at the office.
- 7.4.5 Girls do not receive visitors during school hours (including break times) unless the matter is urgent. ALL visitors to the school must report to the reception office before seeing learners.
- 7.4.6 Girls may not own keys to any part of the school buildings.
- 7.4.7 For safety reasons girls should not accept lifts offered by strangers or other learners.
- 7.4.8 Girls inform their parents/guardians at what time they are to be collected after functions and ensure that transport arrangements have been made. If transport is not on time, girls must be fetched from Eleanor Brown House after evening functions.
- 7.4.9 Learners should be careful walking alone after dusk or hitchhiking at any time.
- 7.4.10 The School is locked at 18:00 every day (EB side). Girls must ensure that their schoolbag/sports equipment is not locked in. Teachers on duty will have keys for functions/meetings after this time. The School has an alarm system and beams and girls must not enter secured areas once the alarms are set.
- 7.4.11 Girls report any strangers not wearing a proper Visitor's badge in the building to a staff member or at the office.
- 7.4.12 There is an emergency procedure for evacuation of the School building in each venue. Girls must acquaint themselves with the procedures.

- 7.4.13 Cell phones are not allowed during the school day. They must be locked in cell phone lockers at the office. Phones may be accessed in certain areas at 14:30 onwards. No phones may be taken to co-curricular activities. Earphones may be worn inside Computer labs and the Fitness Centre only.
- 7.4.14 No learner may park or drive her own vehicle inside the school grounds without prior permission. During school time learners with cars will park off campus due to space constraints. Scooters may be parked on the pavement at the back of the Music School. No learner may give lifts to another learner without written consent from the parents.

7.5 CARE OF SCHOOL & ITS BELONGINGS

- 7.5.1 Girls care for what they have and assist in keeping the school clean by not littering and by picking up litter and by recycling. Girls strive to save water and electricity.
- 7.5.2 Girls take care of school property and report any vandalism/damage, e.g. writing on desks, to teachers.
- 7.5.3 Toilets that run continuously or do not flush properly, lights that are not working, dripping taps, etc. are reported to the school office.
- 7.5.4 Girls walk on the left side of the passage, carrying their bags on the right-hand side to protect the walls from unnecessary damage.
- 7.5.5 Girls walk on the paths provided in the school grounds – it saves the lawns from showing worn footpaths. Girls do not run up and down grass embankments.
- 7.5.6 The toilets and changing rooms are kept tidy and clean at all times. Dawdling in these facilities is unacceptable.
- 7.5.7 Girls do not eat or drink in the school buildings unless the weather is unpleasant. At evening functions, eating and drinking is allowed in the lower foyer.
- 7.5.8 Girls do not write in their textbooks.
- 7.5.9 Bags must be sturdy and must protect books.
- 7.5.10 Textbooks are the property of the school and must be returned no later than the end of the November examinations, otherwise girls will pay for them to be replaced.
- 7.5.11 Girls do not climb through/over fences and walls.
- 7.5.12 Sports facilities/sports equipment:
- Tennis nets are slackened after play – the tension of the wire is liable to pull the supporting poles out of the ground in time.
 - Swimming caps are worn when using the swimming pool. Hair clogs the filters and repairs are very expensive.
 - No litter should be left near the pool as this can be blown into the water and damage the filter system.

7.6 TRADING ON THE VGHS SCHOOL GROUNDS

Girls may apply in writing for permission to trade in home-made produce on the school grounds, to the staff member in charge of Trading. The written application should outline the nature and a proposal of how the business will be run.

- 7.6.1 The proposed activity may in no way interfere with the teaching or co-curricular programme of the School, or the progress of a learner.
- 7.6.2 It may not encroach upon the standards of neatness, cleanliness and good order as upheld by the School.
- 7.6.3 The trading activity may not cause the trader to be absent from any required meeting or activity during the course of a school day.
- 7.6.4 Advertising space on the notice board near the Deputy Principal's office may be used. No other notice boards may be used for advertising. All notices must be approved and signed by the teacher in charge of Trading.
- 7.6.5 Any violation of these regulations can lead to the trading permission being withdrawn by the Deputy Principal.
- 7.6.6 Items that are traded must be home made and not commercially bought to sell. They may only be sold on a Monday, during breaks and lunch time. Permission must be received.

7.7 AT FUNCTIONS

- 7.7.1 Girls understand and accept that admission to Socials, Dances and Co-Curricular Functions is reserved. Admission rules may be changed from time to time.
- 7.7.2 Searches and breathalyser tests could be conducted.
- 7.7.3 Smoking, drinking of alcoholic beverages and the taking of drugs are forbidden in the school by any learner or her partner(s) at any time. No learner or guest will be allowed at a function if under the influence or in the possession of any such substance. Parent/Guardian and/or schools will be contacted to fetch their learners who are in possession of or under the influence of alcohol or any substance.
- 7.7.4 A public show of affection is inappropriate.
- 7.7.5 Girls must introduce their partners to the host/hostess at dances or socials.
- 7.7.6 Attendance at dances:
Grade 8s may not attend dances at VGHS or any other schools, except Valentine's Dances and the Graeme College and Kingswood College Junior Dances, or junior dances at schools that agree to the VGHS Rules of Functions and VGHS Boarders' Function.
Grade 9s May not attend VG Senior dances.
- 7.7.7 Dance Partners:
Grade 8-10s must ask partners who are still at school.
Grade 11s and 12s may ask anyone to dances.
- 7.7.8 Girls are to ensure that they (including their partners) are correctly and appropriately dressed so that neither is refused admission (See Dress Code).
- 7.7.9 Girls must attend dress checks for dances.
- 7.7.10 Girls are responsible for the behaviour of partners and will report problems and/or seek assistance when needed.
- 7.7.11 Times: In general, 19:00 – 22:30. Late comers will spend the first hour in seclusion.
- 7.7.12 No tog bags, bulky clothing or other "containers" may be taken into a social function or dance, it will be locked away.

- 7.7.13 School-going visitors only from schools invited and that have accepted the VGHS Rules for Functions, may be allowed at Social Functions at the school. Right of Admission is strictly reserved.
- 7.7.14 Girls may invite male or female guests (of schools supporting our Social Functions) to Social Functions and male or female partners to Dances, as per the rules. They may also attend all dances (incl. formal Matric Dance) without a partner.
- 7.7.15 Girls may invite a maximum of two learners to Social Functions. Guests must enter the Function with the girl who has invited them.
- 7.7.16 Refreshments may be on sale.
- 7.7.17 During and after a function, girls keep the school clean and tidy. The venue must be cleaned and set up as required before the girls leave.
- 7.7.18 If girls have to arrive late or leave early, they are to provide a letter from their parents requesting this, and girls will be permitted to leave only when their parents come to the foyer to collect them. Once girls have left the school, they will not be permitted to re-enter.
- 7.7.19 Any misbehaviour must be reported to the staff co-ordinator of the school of the learner who has misbehaved, as soon as possible. If necessary, the staff co-ordinator may be requested to remove the learners from the Social, if the offence is of such a nature that this action is deemed necessary.
- 7.7.20 Once girls have entered the school, they must remain in the stipulated venue, and may not go outside or wander around.
- 7.7.21 Girls are not allowed onto the stage during the social, nor may they speak to the DJs. Only the learners in charge have the authority to do so.
- 7.7.22 Waitresses may not dance at a Function.
- 7.7.23 These rules must be read in conjunction with the Social Rules and Dance Policy.

7.8 IN TOWN

Girls take pride in themselves and their courtesy and consideration for others.

- 7.8.1 When girls are in uniform, girls are neat and correctly dressed (see Uniform Rules).
- 7.8.2 Girls may not be on the Rhodes Campus without special permission.
- 7.8.3 A public show of affection while in school uniform is not acceptable.
- 7.8.4 Girls do not drink alcohol in a public place. Girls are aware of the law in connection with licensed premises. Girls do not smoke in public or on the school campus.
- 7.8.5 Girls do not talk loudly, and when in uniform do not eat, drink or chew gum while walking in the streets.
- 7.8.6 Girls always stand back for members of the public and make way for them.

7.9 SCHOOL UNIFORM

If girls draw attention to themselves in a negative way while in school uniform, or while involved in a school activity, due to their appearance or disposition, it will be regarded as dressed outside the dress rules of the school.

STOCKISTS OF SCHOOL AND SPORTS UNIFORM

Messrs T. Birch & Co, High Street, Grahamstown (Birch's).

Extreme Embroidery, Allen Street, Grahamstown.

The School has a Clothing Exchange on the campus.

CARE AND MAINTENANCE: All items of school wear and outfits worn to school functions and activities must be clean and worn correctly, fit well (not tight or too short) and are in good repair at all times. Personal hygiene is important.

LABELS: All items of clothing must be marked clearly with the current owner's name.

BLAZERS: Navy VGHS blazer with the school badge and braiding. Sleeves may not be pushed up and hands may not be in pockets. Blazers are part of the formal school uniform and must be worn to all Formal Functions. Blazers (or a VG Jacket or a VG Coat) must be worn with winter uniform.

BADGES: Girls must wear a name badge (just below the knot of the tie when not wearing a blazer or on the blazer lapel) while in school uniform. Name badges are ordered for new learners to the school. Only official school badges may be worn with the school uniform. If girls lose any school or name badges, they will have to pay for the badge to be replaced.

SKIRTS: Navy, VGHS skirt, worn not more than 4 fingers above the kneecap.

Skirts may not be rolled up at the waist.

(To remove the ugly shine mark that is left when hemlines are made longer, rub the mark with dark vinegar and brush with a firm-bristled brush to lift the pile of the fabric. Press with a damp cloth or steam iron).

JERSEYS & PULLOVERS: A navy V-necked, sleeveless (with VG Badge) or long-sleeved pullover (no badge). Grade 12s may wear plain white jerseys or pullovers.

A jersey may be worn without a blazer, during school hours on school premises, together with a tie. This includes going to the Art School. Jerseys may not be worn without a blazer to assemblies, in town or on the way to and from school. Sleeveless pullovers may be worn with the summer uniform in town. Pullovers may not be worn over jerseys.

SHIRTS: Long-sleeved white shirt (with sleeves folded to just above the elbow) or short-sleeved white shirt with a top button (tie).

TIES: Ties are part of the summer and winter uniform and must be worn at all times. Ties may only be removed during school hours and on the School's grounds on hot days when permission has been given by a staff member to do so.

PANTS: Navy blue VGHS pants are part of the winter and summer uniform and are always worn with long navy VGHS socks. In summer uniform it must be worn with a pullover when the learner leaves campus.

SOCKS: Short plain white socks are worn with the summer uniform. Long navy VGHS socks are worn with the winter uniform.

PANTIHOSE: Opaque black tights (not shiny) may be worn with winter uniform. Black, non-shiny pantyhose are worn with the formal school uniform to functions.

UNDERWEAR: Underwear must not be visible at any time. Underwear must not draw attention e.g. coloured bra under a white shirt.

SHOES: Black lace-up school shoes (those normally accepted as school wear) must be worn.

DRIMACS/ANORAKS: VGHS dri-macs may be worn with the School's uniform **when it is raining and as part of the sports uniform. It may not be worn inside the school.**

COLOURED HOUSE T-SHIRTS: VGHS coloured House T-shirts may be purchased from the supplier and forms part of the sports uniform.

SCARVES: The official VGHS scarf may be worn during the winter terms only when it is cold. A scarf may not be worn with the formal uniform or with sports uniform. It may also not be worn in Assembly.

TRENCH COATS: Navy blue, mid-calf length trench coats may be worn during winter.

VG JACKET. The VG jacket may be worn with uniform inside the building. May be worn in Assembly. It may not be worn with the Sports uniform.

NAILS: No long nails or coloured nail polish may be worn with our uniform. Grade 12 learners may grow their nails a bit longer for the Matric Dance but must cut immediately after Matric Dance.

JEWELLERY: No visible jewellery of any kind may be worn with the school uniform, except Medic-Alert bracelets/necklaces, one matching pair of gold/silver sleeper rings or plain gold/silver studs in the ears, in matching holes at the centre bottom of the lobes, and a wristwatch. Should incorrect jewellery be worn, it may be confiscated by staff/uniform committee for a period of a week. It remains the responsibility of the learner to collect it again.

MAKE-UP: No make-up of any kind may be worn when in uniform.

CONTACT LENSES: No coloured lenses may be worn in the eyes. Contact lenses must be clear.

BAGS: Bags must support books and must be neat and presentable with no handwritten graffiti except for the learner's name. No handbags while in school uniform.

ART SCHOOL: Girls should wear some form of protective clothing over uniforms. This may be an old shirt.

FORMAL UNIFORM: Blazer, tie, white shirt, jerseys (optional), black pantyhose (not shiny kind) and black lace-up shoes or low heeled plain black court shoes. No scarves. Should pants be preferred, it must, as always, be very neat and worn with blue VG navy school socks.

7.10 SPORTS UNIFORM

No jewellery may be worn at any time, (except a Medic Alert bracelet or watch in certain circumstances).

PRACTICES: White golf shirt / plain white T-shirt/coloured House T-shirt/VG team shirt and navy VGHS shorts, VGHS sport skirt or VGHS tracksuit top and pants. No jerseys, pullovers, blazers, or VG jackets may be worn. The long-sleeved VG sport shirt may be worn. VGHS dri-mac may be worn. Cycling shorts may be worn by runners and athletes.

SWIMMING: A standard school/sport type black costume and a green silicone cap. Only white, black or navy slops or sports' takkies may be worn at the pool. Team swimmers have a VGHS costume.

MATCHES & TRAVELLING: The most important thing to remember is that the girls are representing the school and so must dress appropriately.

- It is up to the coach to tell the girls what to wear before a match.
- The coach (or someone appointed by the coach) must check that the girls are appropriately and neatly dressed before they go onto the court/field.
- Basic sports uniform:
 - VGHS sport shirt (or VGHS First team shirt);
 - Navy VGHS skirt/VGHS shorts
 - Sport takkies
 - White or skin-coloured bras (preferably sports bras)
 - VGHS peak/hat or white/navy peak/hat
 - Hockey: navy hockey socks or green VGHS First team socks
 - Other sport: short white socks
 - Swimming: VGHS costume; white/navy/black sports' slops; green silicone swimming cap
- NB: Sport matches are not fashion shows

SPORTS BAG: Learners may carry a navy or black sports bag while in their uniform.

GENERAL:

Kitbags: All team members must use a VGHS kitbag.

Shoes: No "fashion takkies". Only sport takkies are allowed.

Tracksuits: Only VGHS tracksuits or a VGHS dri-mac may be worn with the sports uniform. All zips must be fastened.

Hats: VGHS or navy blue peaked caps or navy blue wide brimmed hats should be worn as part of the sports uniform. Caps and hats may not have any logos.

Shirts: Clean and neat team shirts or white practice shirts.

Skirts/Shorts: These may not be rolled up or down and must be worn in the waist.

Cycling shorts or hot pants may be worn under the VGHS skirt/shorts,

but may not be visible.

SPECTATORS: When supporting our school or learners from Grahamstown schools, full school uniform is worn, unless girls have just finished playing a match on behalf of the School. In that case full sports uniform may be worn.

7.11 CASUAL WEAR TO SCHOOL FUNCTIONS (See 7.13 too)

- 7.11.1 Casual wear, as per dress code for Socials, may be worn to meetings after hours that are attended by VGHS learners only. When functions are attended by outsiders (including the parent body), girls wear appropriate school uniform unless otherwise indicated.
- 7.11.2 Dress code for Socials is applicable to Civvies Days.

7.12 HAIR CODE

- 7.12.1 Hair must always be neat and clean. It must be out of the eyes and face.
- 7.12.2 Hair must be a human colour.
- 7.12.3 Accessories: simple, black, or navy blue not lighter than the school blazer.
- 7.12.4 Hair must not infringe on other learners' comfort/ability to learn.

7.13 FORMAL / SEMI-FORMAL DRESS

No feature that brings negative attention to itself is allowed. The basic rules for social dress (including Civvies Days) are referred to as the "3 Bs and four fingers". (Breasts, belly and bum may not be uncovered, and skirt/shorts must not be shorter than 4 fingers above the knee cap.)

(The decision by staff / dance dress-check committee is final.) Any outfit that is too tight or revealing will be seen to be unsuitable. Outfits should be chosen with the figure type in mind. Learners and guests who transgress the dress rules, will not be allowed into the function.

The Grade 12 Matric Dance is a formal occasion. The other school dances are considered to be smart casual. We strongly discourage excessive spending on outfits and accessories for these functions.

- 7.13.1 A dress committee will be appointed each year to check all outfits of VGHS learners before all dances/social functions (both at VGHS and at other schools). Hostel learners may only have dresses checked at the hostel, if the educator in charge of the dress checks gives permission, and if the hostels agree to do so. Dress patterns may be discussed with the committee, before the outfit is made.
- 7.13.2 Underwear must not be visible at any stage.
- 7.13.3 Strapless style dresses may only be worn at Matric Dance.
- 7.13.4 Hair rules set by the Hair and Uniform committee apply.
- 7.13.5 Hats may not be worn.
- 7.13.6 Hair accessories are acceptable.

- 7.13.7 No sunglasses or shades may be worn.
- 7.13.8 Partners are expected to be appropriately dressed for functions and must be informed of the dress rules that apply.
- Learners are responsible for their partners' dress.
- Partners must wear a jacket or a blazer at **Formal** Functions. Ties, socks, suitable shoes, etc. are expected. Takkies, veldskoene, jeans, sneakers, etc. will not be allowed.
 - A tie is not necessary if the partner's shirt is designed in such a way that it suits the occasion and does not require a tie.
 - Partners' outfits must not draw negative attention.

7.14 CELL PHONES AND ELECTRONIC DEVICES

Cell phones and electronic devices such as MP3 players and iPods (excluding calculators):

- 7.14.1 Girls may not have an electronic device on their person during school hours. If found by a staff member, it is confiscated for a period of a week. The device will be put in the strong room. It remains the responsibility of the learner to collect from the secretary.
- 7.14.2 If a cell phone or electronic device is brought to school, it must be put in a cell phone locker before the start of the school day and fetched again at the end of school. (The school accepts no responsibility for any items belonging to learners unless it has been signed in at the office).
- 7.14.3 Reasonable use of cell phones and electronic devices will be allowed in the afternoons or at any school activity. Usage is at the discretion of the teacher in charge. During a co-curricular activity cell phones and electronic devices are out of sight.
- 7.14.4 Having a cell phone or electronic device on their person, or within close proximity, during tests and exams or within venues is seen as cheating.

7.15 VOTING PROCEDURE

- 7.15.1 All voting must be done according to the procedure below.
- 7.15.2 Class captain's votes are done at the beginning of each term.
- 7.15.3 Sport, cultural and other society positions are voted for as needed e.g. at the beginning of the hockey season.
- 7.15.4 In general, committees change hands before grade 12 Trial exams so that Grade 12 learners may focus on their academic work.
- 7.15.5 Any vetoes must go to the Principal in writing with the reasons for the veto.
- 7.15.6 Positions that are ambassadorial in nature e.g. Junior City Council, must be approved by the staff and principal. An interview may be necessary.
- 7.15.7 RCL voting is done as indicated in the departmental guidelines. The teacher in charge will organize this in the first term. Grade 8 learners do not vote until the beginning of Term 2.
- 7.15.8 Prize Giving voting is organized by the teacher in charge (Good Fellowship, Diligence, Neatness).
- 7.15.9 Applications – Interact, etc.:
- Learners apply on the relevant forms after being invited to do so.

- The votes are discussed and vetoed by a selection panel – staff members involved and outgoing committee heads.
- Names are given to the Principal in writing and are then announced in assembly.

7.15.10 Other votes and applications: this will be announced by the teacher in charge.

Any other voting procedure must be approved by the Principal and the Heads of Department.

7.16 ASSESSMENT

7.16.1 CASS marks consist of various forms of assessment (at least 3 per term/as per portfolio requirements whichever is more Except for LO in FET, which is a half subject).

7.16.2 Grade 9 Term 3 marks consist of cumulative mark for the year.

7.16.3 Less homework should be given in the two weeks prior to exams.

7.16.4 CASS work is kept in a portfolio.

7.16.5 GROUP WORK:

- Individuals may not be disadvantaged by group work. Individual girls' marks should be adjusted up or down if they are much better or worse than the group, depending on their contribution.
- Individual marks must be at least 50% of the group activity.
- Different types of assessment will be used for the total of the assignment.
- Group work marks may not exceed 50% of term work.

7.16.6 TESTS:

- No more than two control tests to be written in all subjects per day.

7.16.7 ABSENCE DURING ASSESSMENT ACTIVITIES:

- Girls must hand in a valid note, immediately upon our return to school, from a parent or a doctor's certificate in order to do assessment at a later stage. See Policy for details (7.17).

7.16.8 LATE SUBMISSION OF WORK:

- If the work is late, marks are deducted as follows: One day late – 25%, two days late – 50%, later 0%, but the assignment must still be done that afternoon. Teachers have discretion.

7.16.9 PLAGIARISM:

- VGHS has a zero tolerance to plagiarism. Plagiarism in an assignment is regarded as serious misconduct. The learner will receive zero for the assignment and could attend a Disciplinary Hearing.

7.17. BEING ABSENT ON THE DAY OF FORMAL TESTS, ORALS, PRESENTATIONS, PROJECTS DUE

From 2019 onwards the Procedure regarding Absentees is extended to include a section on assessment. This has become necessary in order to be fair towards all and to ensure that the values of commitment, responsibility and accountability are taught.

Tests: Should a learner be absent on the day of a class test, cycle test, or Test Week test, a medical certificate will be required to be made available to the school office on the

day of the particular test. Failure to comply will result in the learner getting 0 for the test. The test will however still be written when the learner returns.

Orals/Presentations: Should a learner be absent on the day of an oral or a presentation, a medical certificate will be required to be made available to the the subject teacher on the day of the learner returning to school. Failure to comply will result in the learner getting 0. The oral/presentation will however still be done at a time arranged by the teacher.

Projects: Should a learner be absent on the day of a project due, a medical certificate will be required to be attached to the project. The project with the attached medical certificate must be handed directly to the subject teacher on the day of return. (The learner cannot wait for the next lesson when the particular subject is taught, but must hand in to the teacher on the day of return.) Failure to comply will result in the learner losing 25% per day submitted late of the allocated project mark. The project will have to be handed in even in the event of a learner receiving -100%.

7.18 RULES FOR EXAMINATIONS AND OTHER FORMS OF ASSESSMENT

7.18.1 In line with departmental policy, the following may be regarded as cheating, and the consequences are severe:

- Turning around; making eye contact with anyone other than a staff member
- Notes or letters in pockets or near the learner. Books in, around or under the learner's desk
- Writing or scribbling on the learner's clothes, body, calculator, pencil bags, etc.
- Cell phone or any electronic devices, incl. smart watches, except prescribed calculators, anywhere close to the learner or on her, even if it is switched off
- Pencil bag belonging to the learner containing anything other than stationery
- Communicating in any way whatsoever

Consequences: Girls will get zero for the assessment and will have a Disciplinary Hearing.

7.18.2 Study sessions

- If girls (Gr 8, 9) do not obtain a 65% aggregate in Term 1, they will study at school/in the hostel in the afternoons in the week prior to the June examinations, from 14:30-16:30.
- The June aggregate will determine whether girls will have compulsory afternoon study at school/hostel in November.
- Boarders will study at hostel – this will be in addition to their normal study hours during examinations.

7.18.3 During the examinations (or periods which would normally have been regarded as examinations):

- Girls respect the rights of other learners who will be writing in venues all over the school. Silence to be maintained throughout the exam period.
- Notes and textbooks are left outside in a passage (class rooms) or the foyer (Hall), in the storeroom (Gym Hall).
- Girls may bring a piece of cardboard or file to press on, but it may have absolutely no writing or marks on it, except for her name and grade.
- Stationery is placed in clear plastic bags only.
- Girls must read the Examination Timetable carefully.
- Late arrival: girls will only be allowed to enter the venue once the rest of the group has started. Girls will forfeit the right to extra time.
- Girls must staple or pin their answer sheets together at the end of the exam. Paper clips may not be used.
- Girls may not borrow staplers, staples or pins, pens, calculators, erasers, etc.
- Girls must bring their own tissues if girls have a cold.
- Gr 8-9 must be seated in their venue at 8:15, unless the examination starts early.
- Starting and ending times will be determined by the clocks in the exam venues.
- Girls must display their name card on their desk.
 - Gr 10-12 girls must be seated in their venue twenty (20) minutes before the start of the exam at which time the door to the venue will close. The time will be taken as per venue clock or, if there is no clock, the watch of the staff member on duty.
 - If a girl is late, she will only be allowed into the venue once the others have started writing, thus losing valuable reading time.
- November: Textbooks are handed in as per the timetable.
- Water and eats: Water bottles may only contain water. No eating inside the school building.
- Extra time for learners with departmental permission will be given before the start of the examination.
- Out of Bounds areas during examinations: the small and the big quad; carpeted areas except immediately before and after an examination.
- Absence on day of an examination: Girls will be given zero, unless a certificate from a medical practitioner or a health clinic is submitted, before the ending time of the missed exam. Girls could be requested to write the paper on their return to school.

7.19. EXAMINATION CONCESSION RULES AND REGULATIONS

1. A learner only qualifies for a concession once there is official documentation from the Department of Education in writing and it is made available to VGHS.
2. Learners with extra time must liaise with their Grade Head once the examination timetable is available. This will allow the Grade Head sufficient time to make the necessary arrangements.
3. Extra time is taken at the start of every examination paper.

4. Should there not be an invigilator for the early start, the responsibility lies with the learner to make this known so that the problem can be solved as quickly as possible and the extra time can commence.
5. Due to the practical problem of lessons ending and teachers and learners having a next lesson, term tests cannot have extra time added on. The learner may at the start of a test, request the teacher to collect their test last to allow a bit of extra time.
6. We cannot accommodate learners in a separate examination venue, unless there is a temporary reason to do so and it is detrimental for the other learners to have that individual in the venue. An example will be a child with a contagious disease like measles.
7. Since the Department of Education in Grahamstown does not make available Readers/Scribes, the cost of appointing a suitable person, falls to the parent(s)/guardian(s). The cost is determined per examination paper.
8. The school will be willing to source an appropriate Reader/Scribe and do their training, as well as all the arrangements for every examination. The school will make available a suitable venue. VGHS cannot carry the cost to employ the Reader/Scribe for the individual learner. The cost is carried by the parent(s)/guardian(s). The parent(s)/guardian(s) pay(s) the Reader/Scribe directly and in cash. VGHS does not receive any money to facilitate the services of a Reader/Scribe.
9. The Department of Education indicates on the documentation the period of time for which a concession is granted. In order to do a reapplication, the parent(s)/guardian(s) must make available to VGHS a recent, relevant psychologist report reflecting and making reference to the battery of tests done in order to make suggestions regarding examination concessions. This cost is carried by the parent(s)/guardian(s). All these arrangements are made by the family concerned and VGHS is not involved in this process.
10. VGHS may request of a family to have a learner tested if there is sufficient reason to be concerned. As the family bears the cost of the testing, the school will accept if a family refuses to have the suggested testing done.

8. EXEMPTIONS FROM PROVISIONS: PROCEDURAL REQUIREMENTS

Prior application for exemption from any school rule or standard must be made in writing to the School Governing Body. Learners may apply personally but must enclose written parental endorsement. If a learner is unable to apply, the parent(s) must apply on the learner's behalf.

If the exemption is based on a cultural or religious practice, the written application must address the following aspects:

- The specific cultural or religious practice;
- The importance of that practice to the learner;
- Whether the practice is mandatory or voluntary;
- Whether the cultural or religious community concerned regards it as a practice that would normally warrant exemption from school rules;
- The extent of the exemption required (or how great the required departure from school rules will be).

Learners and their parents must be prepared to attend a meeting with the Governing Body (or a Governing Body committee) in order to discuss the exemption.

Possible conditions linked to the exemption will be discussed with the learners/parents so as to limit the exemption's impact on the code of conduct as far as possible.

The Governing Body may consult experts of the religion or culture concerning the nature of the relevant practice. The Governing Body will consider the effect of the granting of an exemption on the achievement of a “disciplined and purposeful school environment, dedicated to the improvement and maintenance of the quality of the learning process”. Learners/parents will receive written notification of the Governing Body's decision and any conditions relating to the exemption.

WELCOME
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