



CODE OF CONDUCT FOR LEARNERS

Parents are required to ensure that their children understand the content of this document.

1. Preamble:

Middelburg Preparatory School is committed to the holistic development of its learners within the values honesty, respect and compassion.

The principle of dignity of each individual is fundamental in all areas of school life.

This requires that the above values are lived out in behaviour and conduct of each learner.

2. Rights and Obligations of learners:

All learners will enjoy equal treatment and protection and no learner may be unfairly discriminated against.

Every learner has the right to have his/her dignity respected and the right not to be treated in a cruel or degrading manner. Corporal punishment cannot be employed by educators and learners are to seek non-violent solutions to conflict and differences.

Every learner has the right to privacy. However, the principal or educator may search a learner and seize his/her possessions, on the grounds of reasonable suspicions.

All learners have the freedom of expression. This, however, will be limited to freedom of speech and freedom to present petitions. Freedom of speech is not absolute and vulgarity, insubordination and insults will not be tolerated.

All learners have the right to agreed procedures for expressing and resolving school-related grievances, including an appeal method. Problems or issues should, as far as possible, be resolved at the school.

Learners have the right to a clean and safe environment conducive to sound education.

Learners are expected to know the Code of Conduct. **Ignorance will not be accepted as an excuse.**

Learners must at all times abide by the rules set out in the Code of Conduct, whether at school, school outings or outside of school grounds.

Learners have a responsibility to learn and develop their full potential.

3. Responsibilities of Parents/Guardians with respect to the Code of Conduct:

The ultimate responsibility for learners' behaviour rests with the parents or guardians. To this end the parents/guardians will:

- Sign a document as evidence that they have knowledge of the Code of Conduct and agree to abide by its content.
- Support the school, require learners to comply with the Code of Conduct and accept responsibility for any misbehaviour by their children.
- Replace or pay for any property or damage caused through the intentional misuse of property by their children.
- Take an active interest in their children's schoolwork.

4. The legal authority for the control and discipline of learners:

The South African School's Act, Act No. 84 of 1996 section 8 (1) empowers the Board of Governors to maintain discipline.

The Code of Conduct will be displayed at the school and must be given to each learner on enrolment and/or annually.

Learners must understand that action may be taken against them if they contravene the Code of Conduct. The punishment will suit the offense.

An educator at the school has the same rights as a parent to control and discipline the learner according to the Code of Conduct during the time the learner is in attendance at the school i.e. in a classroom, at a school function, on a school excursion or during school related activities.

5. Behaviour goals of the school:

The following points form the Code of Conduct:

Learners must attend school regularly.

Learners must be punctual.

Learners are to treat educators, peers and visitors with dignity and respect.

Learners are expected to be honest and truthful in all matters.

Learners are expected to work diligently and conscientiously, to complete homework as required, including special projects. **All work submitted must be the learners' original work.**

Learners are expected to participate in at least one sport per term. (Gr 1 – Gr 3 are expected to participate in Integrated Day).

Learners are to wear correct uniform at the correct time and in the correct place. When the school uniform is worn outside of school, it must be worn correctly.

Learners should show good sportsmanship.

As the school has been developed for the use of all learners attending the school, it is the privilege and obligation of every learner to protect and carefully use all the facilities and equipment so that others who come after them can also enjoy the privilege.

Learners will respect the environment.

Inappropriate displays of affection are unacceptable.

6. Misconduct – Categories & Disciplinary Measures:

Discipline must be maintained in the school and in the classroom to ensure that the education of learners proceeds without disruptive behaviour and offences. Its goal is to teach and to lead children to self-discipline.

CATEGORY 1 / LEVEL 1 VIOLATION -1 POINT:

- Late arrival at school and to classes.
- Fighting – Parents will be phoned immediately and the learner will go home.

- Negligent behavior :
 - Not completing homework
 - Tests not signed
 - Not returning reply slips
 - Books not at school
 - Leaving suitcase at the wrong location
 - Copying of homework
 - Corrections not done
 - Chewing gum
 - Talking when silence is requested.
 - Keeps on talking in class and shouts out.

- Bad manners displayed in public, during assembly, school activities and when lining up
- Disobedient
- Blatantly disobedient
- Backchat teachers and leaders
- Trying to be funny
- Playing the fool in the classroom
- Leave the class without permission
- Arrogant / bad mannered

- Inappropriate displays of affection.
- Eating/drinking in class (except water).

- Appearance : Not wearing the correct uniform
 - Blue school socks with black school shoes for InterSen phase and white socks with white tekkies for sport or P.E.
 - White socks and tekkies for Foundation phase
 - Navy stockings or wearing stockings with the summer uniform.
 - No tie worn with winter uniform.
 - Not wearing the correct jersey, jacket or blazer.
 - Only plain navy blue beanies permitted.
 - Wearing hats/ peaks in class or on the corridors.
 - Incorrect earrings, wearing of other jewelry and armbands.
 - Hair and nails not according to school regulations.

- Not participating in PT and Integrated Days without a valid reason (e.g. doctor's letter).
- Littering.
- Throwing of objects, inside the classroom and on the school grounds
- Running on the passages
- Being in prohibited areas
- Riding on chair

Category 1 offences will result in the disciplinary measures listed below.

The educator will take care of these misbehaviours and may apply one or a combination of the following corrective measures:

6.1.1 Counselling:

The learner can be verbally counselled and corrected by any designated authority.

6.1.2 Detention (Gr 4 – Gr 7 only):

A learner can be given detention. Detention will be on Friday from 13:00 – 17:00 with the parent accompanying the learner. If Friday is not possible, arrangements will be made for a Saturday morning from 8:00 – 12:00.

6.1.3 Loss of privileges:

A learner can have privileges removed such as sport, tuckshop, school outing, etc.

Repetition of category 1 offences may lead to categorisation of a “Category 2 or Category 3 Offence.” The Educator will be required to keep records of all punishment meted out.

CATEGORY 2 / LEVEL 2 VIOLATION -3 POINTS:

(Punishable with possible immediate suspension)

- Disruptive of classes.
- Use of cellphones and other electronic devices during school hours. (These items must be handed into the front office before school starts and then collected at the end of the school day)
- Absence from compulsory school events.
- Throwing of objects from the balcony
- Spitting
- Mocking learners
- Interrupt lessons
- Dishonoring
- Swearing or abusive language
- Dishonesty in general

The following disciplinary measures may be enforced at the discretion of the HOD/Principal, who may refer the matter back to the educator to be dealt with as a Category 1 offence, ensuring fairness and that the punishment fits the offence. These may include (and are not listed in sequential order):

6.2.1 Counselling.

6.2.2 Parental Intervention – requested by the school authorities.

6.2.3 Detention.

Repetition of Category 2 offences may lead to categorization as a “Category 3 offence”.

CATEGORY 3 / LEVEL 3 VIOLATION -5 POINTS:

(Punishable with possible immediate expulsion)

- Truancy (Leaving the school premises without permission).
- Inappropriate behaviour (including offensive language).
- Dishonesty (including cheating in tests and exams, plagiarism, lying, cheating and fraud).
- Possession of and dealing in and taking of drugs.
- Possession of and drinking alcohol.
- Smoking or possession of cigarettes on school premises or in school uniform.
- Possessions of weapons.
- Arson, burglary and theft.
- Inappropriate behavior, material, possession, viewing and distribution of pornography.
- Bullying/ harassment (verbal, virtual, physical).
- Intimidation/ threatening behaviour.
- Racism
- Assault, fighting and intention to cause grievous bodily harm.
- Rape, attempted rape, physical or sexual abuse, indecent assault and indecent exposure.
- Constant repetition of Category 1 and 2 offences.
- Vandalism – misuse / abuse of school property.

The Disciplinary Team at its discretion and depending on the severity of the misconduct may proceed as follows:

6.3.1 Refer back to the Principal for punishment as a Category 2 offence.

6.3.2 Call a Disciplinary Hearing which could result in one of the following:

6.3.2.1 Suspension:

A learner can be suspended from school for a period of up to 5 school days. Although the suspension can be a penalty in itself, it can also be appropriate under the following circumstances:

- ❖ Protection of learner(s).
- ❖ Protection of school property.
- ❖ Isolation pending further enquiry.
- ❖ Protection of witness.

A learner may be required to complete community service whilst on suspension.

6.3.2.2 Issue Final Writing Warning:

A Final Writing Warning will be on school stationery and kept on the learner's file. A copy will be sent to the parents. The warning will include the following:

- ❖ Personal details,
- ❖ misconduct details,
- ❖ reason(s) why behaviour is unacceptable,
- ❖ possible consequences of any further unacceptable behaviour.

6.3.3 Call a Board of Governors Disciplinary Hearing which could result in:

6.3.3.1 Expulsion:

A learner can be expelled from the school for the following reasons:

- ❖ Any behaviour where the continued presence of the learner becomes unacceptable.
- ❖ Any repeated and unacceptable behaviours, although of a less serious nature, if it has become clear that a lesser penalty will not prevent further negative behaviour.

6.3.3.2 Police Intervention (in case of an unlawful act)

DISCIPLINARY HEARINGS:

Any learner who has committed an extremely serious offence, has to appear before the disciplinary committee.

The committee will hear the evidence and then decide on the action to be taken.

The action must include the following:

- The parents must be informed in writing of the proposed action.
- A Disciplinary Committee will be formed; the offender will receive a fair hearing.
- The parents will be informed of the outcome (in writing) within 48 hours.

For the hearing the learner must:

6.4.1 Be informed of and understand the charges.

6.4.2 Get the opportunity to tell his/her side of the story.

6.4.3 Be treated with dignity.

6.4.4 Be informed in writing of the decision on whether or not he/she is guilty of the serious misconduct and of the penalty that is being imposed on him/her.

The above disciplinary procedure will be followed in all cases where there has been unacceptable conduct by a learner or group of learners. Any behaviour off school property

that can be associated with the school or has the potential to harm the school image will also be covered by the Code.

7. Appeals against discipline:

Counselling, Work Assignment, Loss of Privilege, Detention (Gr 4 – Gr 7 only)

In all cases where a learner feels that a punishment has been unjust, the learner has the right to query the penalty and to put forward his/her side of the story. This must be done with the person applying the discipline, but the final decision of the authority figure is binding and must be complied with by the learner. The learner may, however, if still aggrieved, seek an appointment with the principal to discuss his/her point of view.

Written Warning, Suspension and Expulsion

Learners, with the aid of their parents, may formally lodge an appeal against any disciplinary action of this nature. This appeal must be in writing and signed by the parent. It must include the reason for the appeal.

Any appeal will result in a full hearing presided over by a member of the Governing Body and will include the following people:

- The appellant (learner)
- The Principal
- The parent or guardian
- A scribe

No legal representation will be permitted.

The chairperson, together with the principal, will make the final decision in this matter. All parties will abide by this decision.

Note: The process of an appeal, the leading of witnesses and the rights and duties of the various parties must be spelled out at the beginning of a hearing.

8. Cellphone Policy:

Middelburg Preparatory School is not prepared to tolerate the misuse of the phone by some learners at the expense of the moral values we uphold, the following policy has been implemented:

- If learners bring their cellphones to school, they must be switched off (not on silent) and handed in at the school office during school hours, i.e. from 7:25 – 13:50 (including breaks), and may be collected at the end of the school day. Neither may the phones be activated during sport sessions.

- If a learner is caught breaking this rule, teachers, staff members and/or prefects have the right and the duty to confiscate the cellphone and to take it to the office.
- The sim card and memory card may not be removed or exchanged before handing over to a teacher.
- The confiscated cellphone can only be collected after three weeks.
- Under no circumstances will the confiscated cellphone be exchanged for another cellphone.
- The school will not take responsibility for a lost or stolen cellphone.

This policy also applies to earphones and other electronic equipment (e.g. i-Pods, MP3 players, tablets, ipads, hand held gaming devices, etc.)

9. Confiscated jewelry Policy:

- Jewelry which is not allowed but worn to school will be removed without warning.
- jewelry must be collected by the learner at the end of the day.

10. Primary School Test Policy (Grade 4 – Grade 7):

- At least 1 weeks' notice must be given to the learners.
- No more than 1 test may be written per day no more than 3 per week (Excl. dictation, spelling & mental maths tests).
- Formal test timetables are provided by the HOD.
- Exam timetable for term 2 & term 4 will be provided by the HOD.
- Gr 4 – Gr 7 learners will write their tests in specified periods.
- There must be absolute silence.
- Bags to be left at the front of the classroom.
- Teachers are free to do random checks of pencil cases & calculators.
- Calculators may not have their covers on.
- Learners may not have any notes/books/incriminating evidence in their possession.
- A doctor's letter must be provided if a test is missed.
- It is the learner's responsibility to see the teacher early in the morning on the day that he/she returns to school to arrange to write the test.
- The test will be written on the day the learner returns to school.
- In the case of planned absenteeism, the learner will write the test the following day after school.
- Corrections will be done verbally by the teacher and learners must record the correct answers in pencil.

- Learners are required to have tests signed.
- The following procedure will be followed when cheating is suspected:
 - i. The test will be taken from the learner & the time recorded.
 - ii. The learner must start again (either from the beginning or continue where the left off).
 - iii. No additional time is given.
- The HOD will investigate the matter.

11. Work not handed in time:

If the learner fails to submit work on time (for reasons other than absenteeism), marks will be deducted as follows:

- 1 Day late: 5% is deducted.
- More than 1 day late: 10% of the possible total is deducted.
- More than 3 days late: NO marks are awarded.

12. Appearance of primary school learners:

The appearance of the learners must be in line with the guidelines set out in the school uniform policy. The school reserves the right to contact parents in the event of any infringements.

Hair:

Girls:

- 1 Hair should be clean and neatly styled and out of her eyes. Only navy, black or red round bobbles, hair ties and clips may be worn. No fancy clips (with diamonds) may be worn. Plain "alice" bands without bows may be worn. No gel or false hair pieces are permitted. Once a girl's hair touches the bottom edge of her collar, it must be tied up. Girls may plait their hair. No ornaments may be braided into the hair. If wool is used, it may not be visible. Long elaborate braids must be neat and tied up. **No extensions or hair pieces are allowed in the primary school.** Hair may not be bleached, coloured or high-lighted.

Boys:

- 1 Hair must be clean, short and tidy. No tracks may be shaved into the hair. No steps in hair. Hair must be the same length all over the head. Sides may not touch the ears; backs may not touch the collars. The fringe must be at least one finger above

the eyebrow. Hair may not be bleached, coloured or high-lighted. Gel may not be used. No 'mohawks' allowed. No dreads are allowed.

- 2 No tracks may be shaved into eye-brows.
- 3 Boys must be clean shaved.
- 4 Sideburns may not grow past the half way mark of your ear.

Nails, Make-up & Jewellery:

Girls:

- Nails may not be visible from the inside of the palm. Nails must be clean at all times.
- No make-up may be worn.
- Eyelashes and eyebrows may not be tinted. False eyelashes and false nails are not permitted.
- The only earrings permitted are either a small silver or gold stud or small gold or silver sleeper. They must be worn in the lowest hole in the ear. Only one earring per ear. No diamantes, pearls or coloured stones.
- No rings are permitted.
- Toenails may not be painted with coloured nail polish.

Boys:

- No rings or earrings are permitted.
- Nails must be short and clean.

Boys & Girls:

- Watches: only plain watches with plain gold, silver, black or navy straps may be worn. No elaborate or ornate links or straps. No diamantes, fashion watches or large face watches (no larger than a R5 coin).
- Only Medic Alert bracelets may be worn.
- No armbands, bracelets or bangles are permitted.
- No tongue rings or nose studs are permitted.

School Uniform:

All uniforms must be neat and clean. Garments which are too small or short may not be worn to school. Damaged or torn garments may not be worn to school.

FULL UNIFORM AND HAIR INSPECTION WILL BE HELD REGULARLY

JUNIOR UNIFORMS (GRADE 1 – GRADE 3)

All Grade 1 – Grade 3 Uniforms can be bought directly from the school.

Summer Dress Code Girls:

- Short hair must be neat.
- If long hair touches the shoulders it must be tied up neatly.
- Hair accessories correct colour (red, white, navy blue).
- No big braids / big hair.
- Earrings – Only studs or small sleepers.
- Nails – Short, clean and no polish.
- **Uniforms:** Red Golf Shirt with badge, navy blue school skorts / shorts, white takkies, white socks.
- **Friday Uniform:** Red Friday T-shirt, navy school skorts / shorts, white takkies, white socks.
- **NO DENIMS.**

Winter Dress Code Girls:

- Short hair must be neat, if long hair touches the shoulders it must be tied up neatly.
- Hair accessories correct colour (red, white, navy blue).
- No big braids / big hair.
- Earrings – Only studs or small sleepers.
- Nails – Short, clean and no nail polish.
- **Uniform:** No long sleeve vests under school shirts (vests must not be visible), no shorts / skorts during Winter (ONLY TRACKSUITS), navy blue school jackets and V-neck jerseys to be worn, no other colour jackets may be worn.
- Gloves, beanies, scarves only in school colours.
- White takkies with white socks.
- **NO DENIMS**

Summer Dress Code Boys:

- Hair must be shaved all one length.
- No patterns to be shaved in hair.
- Earrings – No earrings at all.
- Nails – Short, clean and no long pinkie nails.
- **Uniform:** Red Golf shirt with badge, navy blue school shorts, white takkies, white socks.
- **Friday Uniform:** Red Friday T-shirt, navy school shorts, white takkies, white socks.
- **NO DENIMS**

Winter Dress Code Boys:

- Hair must be shaved all one length.
- No patterns to be shaved in hair.
- Earrings – No earrings at all.
- Nails – Short, clean and no long pinkie nails.
- **Uniform:** No long sleeve vests under school shirts (vests must not be visible), no shorts / skorts during Winter (ONLY TRACKSUITS), navy blue school jackets and V-neck jerseys to be worn, no other colour jackets may be worn.
- Gloves, beanies, scarves only in school colours.
- White takkies with white socks.
- **NO DENIMS**

SENIOR UNIFORMS (GRADE 4 – GRADE 7)

All Grade 4 – Grade 7 uniforms must be ordered and bought from Die Lapa 013 282 5794

Summer Dress Code Girls:

- Short hair must be neat, if long hair touches the shoulders it must be tied up neatly.
- Hair accessories correct colour (red, white, navy blue).
- No big braids / big hair.
- Earrings – Only studs or small sleepers.
- Nails – Short, clean and no nail polish.
- **Uniform:**
- White, short sleeve open neck school shirt with school badge.
- Red tartan school skirt.
- Skirt: not shorter than 4 fingers above the knee.
- Short blue socks (white and red stripe)
- Navy blue ski-pants under skirts.

- Red school pullover with badge.
- Black school shoes.
- **NO DENIMS**

Winter Dress Code Girls:

- Short hair must be neat, if long hair touches the shoulders it must be tied up neatly.
- Hair accessories correct colour (red, white, navy blue).
- No big braids / big hair.
- Earrings – Only studs or small sleepers.
- Nails – Short, clean and no nail polish.

Uniform:

- Red tartan skirt with blue tights OR grey trousers.
- Long sleeve white school shirt (no badge)
- Red school jersey with badge.
- A school bow tie is compulsory with long sleeve shirt.
- Blue blazer with badge.
- Black school shoes.
- ANY vest underneath must be white only!
- **NO DENIMS**

Summer Dress Code Boys:

- Hair must be shaved all one length.
- No patterns to be shaved in hair.
- Earrings – No earrings at all.
- Nails – Short, clean and no long pinkie nails.

Uniform:

- Short sleeve white shirt with school badge.
- Khaki shorts to the knee, with turn-up.
- Long blue school socks (white & red stripe).
- NO SHORT SOCKS.
- Black school shoes.
- Red school pullover with badge (not compulsory)
- Only navy-blue school cap allowed. Not to be worn inside the classrooms.
- **NO DENIMS**

Winter Dress Code Boys:

- Hair must be shaved all one length.
- No patterns to be shaved in hair.
- Earrings – No earrings at all.
- Nails – Short, clean and no long pinkie nails.

Uniform:

- Long sleeve white school shirt (no badge).
- Long beige pants with turn-up e.g. Chinno's.
- Red school jersey with badge.
- Long blue school socks (white and red stripe).
- A school tie is compulsory with long sleeve shirt.
- ANY vest underneath must be white only!
- **NO DENIMS**

Civvies Days:

Girls:

- Girls with long hair must tie it up.
- Clothing must be tasteful and not revealing.
- Underwear may not show.
- Jewellery may be worn.
- Make-up is not permitted.
- No tops with thin straps. (Shoulders should be covered)
- Necklines may not be too low. (cleavage may not show)
- Very short skirts and very short shorts are not permitted.
- No high heels.

Boys:

- Clothing must be tasteful.
- Hair gel may be worn.
- Earrings are **NOT** permitted.
- Underwear may not stick out above the pants.

POSITIVE POINT SYSTEM

LEVEL 1 MERRIT: (1 Point):

Academic Achieved 60 – 69% for an assessment

LEVEL 2 MERRIT: (2 Points):

Academic Achieved 70 – 79% for an assessment

LEVEL 3 MERRIT: (3 Points):

Academic Achieved 80 – 89% for an assessment
Continuous hard work (Academically)

Academic Participation Spelling Bee
English evening

Culture Participation Debating
Art Festival
Choir
Chess

Sport Participation Soccer
Netball
Athletics
Cross country
Hockey

General School leader
Peace maker
Humbleness
Showing patience
Self-control
Politeness
Loving behaviour
Sense of duty
Helpfulness

Good exemplary conduct
Honesty
Handed in lost goods/ money
Reporting of negative behaviour of other learners

LEVEL 4 MERRIT: (4 Points):

Academic Achieved 90 – 100% for an assessment

PRIMARY SCHOOL LEARNER'S CONTRACTUAL AGREEMENT 2020

1. I will not disrupt any teacher or learning activities, or distract others while they are engaged in these activities.
2. I will be punctual for all activities and classes and in completing assignments and homework.
3. I will strive to improve my personal organization and management skills (e.g. having the correct books and equipment for classes and activities) in respect of academics and sporting activities.
4. I will make new members of the community and visitors welcome by being polite and helpful towards them.
5. I will display good manners towards all members of the school community.
6. I will avoid uncouth and rowdy behaviour, and in particular avoid foul language.
7. I understand that graffiti of any kind will not be tolerated.
8. I understand that **different areas and rooms within the school are governed by their own sets of rules** and I will **familiarize myself** with these and **comply with them**.
9. I understand that smoking, the use of alcohol, possession and/or use of illegal drugs, bullying, obscenity, theft, dishonesty and vandalism are all serious, punishable offences which could result in expulsion from the school.
10. I will adhere to the dress code.
11. I will not chew gum.
12. I will remain within bounds at all times unless I have special permission to break bounds.
13. I will not have any weapons or dangerous objects in my possession at any time.
14. I will recognise the authority of the Educators and the Leaders
15. I will recognise the authority of the Discipline Committee and ultimately the Head to hear and judge cases of serious misconduct (those which may lead to expulsion) and to assign punishments of offenders.
16. I will not engage in any physical contact which others might regard offensive or sexual in nature.
17. I will not make myself guilty of racial discrimination.
18. I will not make myself guilty of plagiarism or forgery.
19. I will report any contravention of school rules to an educator.

The "Primary School Learner Information Form & Contractual Agreement" must be completed and signed by the learner and both parents to indicate that you have read and understood the school's Code of Conduct and rules.

In signing the form, learners and parents indicate their willingness to abide by the rules laid out in this document. The completed form must be returned to the register teacher within ONE week.



Middelburg Preparatory School

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Kanonkop
Middelburg, 1050

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www.midprepschool.co.za

Suite MW13
Private Bag X1838
Middelburg, 1050

PRIMARY SCHOOL LEARNER INFORMATION FORM & CONTRACTUAL AGREEMENT 2020

I have read and understand the information laid out in the Code of Conduct and Contractual Agreement and agree that it is my responsibility as a learner of Middelburg Preparatory School to adhere to these rules at all times. Should I not adhere to the Code of conduct I will accept the disciplinary measures applied to the consequence of my actions.

Learner's details:

Name: _____ Class/Grade: _____
Date of birth: _____ Sports House: Lion / Rhino /Elephant
Signature: _____ Date: _____
Contact Number: _____
Who do you live with? (E.g. Mom & Dad/Mom only, guardian, etc.) _____
Are you the youngest / only member of your family attending Middelburg Preparatory School?

Mother's details:

Title: _____ Initials: _____
Surname: _____
Signature: _____
Cell No: _____
Work No: _____
WhatsApp No: _____
e-mail: _____

Signature: _____

Father's details:

Title: _____ Initials: _____
Surname: _____
Signature: _____
Cell No: _____
Work No: _____
WhatsApp No: _____
e-mail: _____

Signature: _____

Guardian's details:

Title: _____ Initials: _____

Surname: _____

Signature: _____

Cell No: _____

Work No: _____

WhatsApp No: _____

e-mail: _____

Signature: _____

Guardian's details:

Title: _____ Initials: _____

Surname: _____

Signature: _____

Cell No: _____

Work No: _____

WhatsApp No: _____

e-mail: _____

Signature: _____

Residential address:

Postal address:

Preferred Cell No to receive sms messages from the school:

Preferred e-mail address to receive correspondence from the school:



Middelburg Preparatory School

Springbok Avenue
Kanonkop
Middelburg, 1050

midprepschool2013@gmail.com
School Office: 013 243 1597
www.midprepschool.co.za

Suite MW13
Private Bag X1838
Middelburg, 1050

Grade 1 – Grade 7 Merit System 2020

1. Each register teacher will have a flip file for Positive and Negative Points tracking purposes. This file must be sent to the Grade Head on the last Friday of each month. The “communication with parents” form as well as any incident slips must be in this file. The Grade Head will send the files to the HOD.
2. All learners start the year on a total of zero. Each term the learners start on zero again.
3. Adherence to important school and classroom rules will be tracked. The tracking sheet will be signed regularly by parents and teachers. Grade 1 - 3 learners only will be given 3 “free chances” to help them get used to the system. **If these free chances remain unused, they may be converted to Merits at the end of Term 1.**
4. **Up to 3** merits will be awarded for good work; good test results; projects or assignments which have been well done and well presented; correct layout of work; handing in of projects/assignments on/or before the due date.
5. Merits will also be awarded for actions which promote pride and positive spirit in our school. Examples of behaviour worthy of such marks include: good manners; kindness; dependability; helpfulness; persistence/determination; loyalty; attentiveness; enthusiasm; friendliness; self-reliance; sharing and honesty.
6. Negative Points for offences such as homework not done; disruptive or inappropriate behaviour during a lesson; wearing the incorrect uniform; not wearing blazers for compulsory events; repeated incidents of not having tests signed not doing corrections; late arrival; not having PT togs or not wearing the correct uniform for integrated day. Demerits will also be given to learners who without a **doctor’s** letter and prior permission miss **compulsory** sport commitments. An incident slip must be completed by the teacher and sent to the register teacher.
7. More serious offences such as bullying, truancy, stealing, etc. will result in a parent conference with one or more staff members and the HOD. Appropriate action will be taken.
8. A learner must be sent to the HOD for a more serious offence. The learner must bring a **written** note from the teacher explaining the offence. The HOD will then take appropriate action.

9. In the case of repeated Negative Points, the following actions will be taken:
- a. 10 Negative Points - a pink slip will be sent home for parents to sign and this must be returned to the register teacher.
 - b. 20 Negative Points - a phone call to the parents by Grade Head and a pink slip will be sent home for parents to sign, followed by sitting for detention.
 - c. 30 Negative Points - parent interview with subject teacher and HOD and a pink slip will be sent home for parents to sign, followed by sitting for detention.
 - d. 40 Negative Points - an interview with the Principal, followed by a disciplinary hearing

10. Merits and positive points earned will be rewarded as follows:

- a. 100 Merits - Civvies may be worn and a visit to the Phase HOD/Principal.
- b. 200 Merits - Civvies may be worn and a visit to the Phase HOD/Principal.
- c. 300 Merits - Civvies may be worn and a visit to the Phase HOD/Principal.

I, _____ parent of _____
acknowledge that I have read and understand the information about the Merit System for
2020.

Parent Signature: _____



Middelburg Preparatory School

Honesty Respect Compassion

MERIT SYSTEM

Date: _____

Dear _____

I would like you to know I am experiencing the following recurring problem/
problems with your child _____ in Grade _____.

Details are listed below:

As a result, negative points have been given. Please discuss this matter with your
child, then sign and return this form tomorrow or on the next school day. I would
appreciate your co-operation in this matter.

Please note that this letter will be filed for future reference.

Yours sincerely

Signature of parent/guardian

Date: _____



Middelburg Preparatory School

Honesty Respect Compassion

MERIT SYSTEM

Date: _____

Dear _____

I would like you to know I am experiencing the following recurring problem/
problems with your child _____ in Grade _____.

Details are listed below:

As a result, negative points have been given. Please discuss this matter with your
child, then sign and return this form tomorrow or on the next school day. I would
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Please note that this letter will be filed for future reference.

Yours sincerely

Signature of parent/guardian

Date: _____