



CAMPS BAY PRIMARY SCHOOL

Code of Conduct

2026

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CODE OF CONDUCT FOR LEARNERS

Guiding principles

Every learner must act with respect towards others at all times. Respect for property and for the good name, and traditions, of the school must be shown.

Every learner should strive always to be polite, friendly, conscientious, honest, peace-loving, and loyal.

To give effect to these guiding principles, the school has adopted rules setting out conduct that is prohibited (things that no learner may do), conduct that is required (things that every learner must do) and conduct that is desired (things that every learner should strive to do). To get learners to follow these rules the school has adopted measures to encourage and reward good conduct, and measures to correct and discourage misconduct. Primary responsibility for the implementation of these measures lies with the learner's class teacher, grade head, head of discipline, deputy-principal and principal.

Rules

No learner may:

- engage in any form of bullying
- physically or verbally abuse another
- engage in racial, gender, religious, cultural or any other form of discrimination
- steal or deliberately destroy or damage another's property
- be absent from school without permission
- be outside the school grounds during school hours without permission
- be outside his or her classroom during class time without permission
- chew bubble gum in the classroom or on the school grounds
- eat or drink in class without permission
- miss a sports practice, sports match, or any event at which he or she is representing the school, without a valid reason
- cheat in a test or examination
- bring a dangerous object to school
- litter on the school grounds
- Graffiti on desks, toilet doors, walls or in any textbooks belonging to the school

Every learner should strive always to:

- be punctual (learners are expected to be on campus by 07:50)
- wear their uniform with pride
- Be considerate when moving from class to class
- look after the school's property (textbooks, classroom aids, iPads, computers, sports equipment)

- be helpful to new learners and visitors
- act as a loyal ambassador for the school by treating others with respect
- support the school's sports teams and players

Measures to reward and encourage good conduct

For good conduct, a learner may be issued a merit. These are cumulative and will result in certificates being handed out in assembly.

Managing misconduct

In order to manage less serious misconduct, a learner may be:

- given time out
- issued a demerit.

In order to manage serious misconduct, or persistent less serious misconduct, a learner may be:

- placed in a Behaviour Reflection (BR) session
- put on daily report
- moved in class to work separately where they can no longer disrupt others
- required to do school service

A learner who is issued a *demerit* is given a demerit slip which must be signed by his or her parent(s) and returned the next day.

A learner who is placed in Behaviour Reflection (BR) is required to remain in a designated class room for a period of one hour after school. The fact that a learner has been placed in BR will be recorded in the school's BR register. A learner will automatically be placed in BR if he or she has received three demerits in one term.

A learner who is put on Daily Report (DR) is issued with a sheet for recording behaviour and work patterns in each lesson. The period of time will depend on each case. The learner must get the sheet signed every morning by his or her teacher and every afternoon by either the principal or deputy principal. It must be signed every evening by his or her parent(s).

A learner who is required to do school service may be given a duty to perform within the school grounds and in line with the nature of the misconduct:

Procedures

Demerit or Time Out

A learner may be given time out, or issued a demerit by any teacher, the deputy principal, or the principal.

Behaviour Reflection

A learner may be placed in BR by any teacher acting in consultation with the deputy principal or principal, by the deputy principal, or the principal.

A learner who is to be placed in BR must be given a BR form. The BR form must state the reason for the session. It must be signed by the learner's teacher, the deputy principal or the principal. It must be placed in the learner's homework book.

If a parent of a learner who has been placed in BR feels that it is an inappropriate punishment, he or she may make an appointment to discuss the matter with the head of discipline or the principal.

BR will be held on two days a week so as to avoid clashes with sport matches as this negatively affects peers.

On report:

A learner may be placed on report by the principal or the deputy principal at request of, and in consultation with, the class teacher.

Before a learner is placed on report, the teacher, deputy principal or principal must contact the learner's parent(s) in order to explain why the learner is being put on report.

The objectives of putting the learner on daily report must be discussed with the learner concerned.

The right to learn and removal from class

A learner may be removed from class in the event that the disruption caused has a negative impact on the rest of the class. The learner may sit just outside with the door open so that they continue to benefit from the lesson. This action is not intended to humiliate, but rather stop the wasting of teaching time.

Suspension:

A learner may only be suspended after a disciplinary hearing has been conducted by the governing body.

At least five working days prior to a disciplinary hearing being conducted by the governing body, the learner concerned and his or her parent(s) must be notified thereof in writing. The notice

must state the date of the hearing, and list the reason(s) for it, in particular the misconduct that the learner is alleged to have committed. In addition, the notice must inform the learner and his or her parent(s) of their right to make representations at the hearing as to why the learner should not be suspended. A decision of the governing body to suspend a learner will be conveyed to the learner's parents within 48 hours of the Disciplinary Hearing.

Expulsion:

A learner may only be expelled by the Head of the Western Cape Education Department acting on the recommendation of the governing body.

The governing body may recommend the expulsion of a learner only after it has conducted a disciplinary hearing. At least five working days prior to a disciplinary hearing being conducted by the governing body, the learner concerned and his or her parent(s) must be notified thereof in writing. The notice must state the date of the hearing, and list the reason(s) for it, in particular the misconduct that the learner is alleged to have committed. In addition, the notice must inform the learner and his or her parent(s) of their right to make representations at the hearing as to why the learner should not be suspended. A decision of the governing body to recommend the expulsion of a learner will be conveyed to the learner's parents within 48 hours of the Disciplinary Hearing.

A learner whose expulsion has been recommended by the governing body will be suspended, pending the decision by the Head of the Western Cape Education Department.

After receiving a recommendation from the governing body that a learner be expelled, the Head of the Western Cape Education Department will make a decision within fourteen days, and will notify the parents and the governing body of his or her decision as soon as possible thereafter.

The parent(s) of a learner who is expelled by the Head of the Western Cape Education Department may appeal to the Provincial Minister of Education.

UNIFORM, HAIR & JEWELLERY POLICY

INTRODUCTION AND PURPOSE

The school uniform is an important part of the Camps Bay Primary culture, serving to unite and create a common school identity. Wearing the school uniform is about a sense of belonging and a chance to show pride in our school.

The principles underpinning the development of the uniform policy include respect, pride, gender neutrality, affordability, durability, comfort and simplicity.

POLICY

This policy is in line with the values upheld by the Constitution of South Africa (1996) and aligned with the South African Schools Act (1996) and Government Notice No. 173 of 23 February 2006 – National Guidelines on School Uniforms.

UNIFORM CONTEXT

The uniform serves to unite learners as a Camps Bay community. It is thus required that parents who enrol their children at Camps Bay Primary will ensure that their child/children's uniforms comply with the policy and are complete, clean and tidy.

1. In order to reduce costs, items of uniform specific to the school, are available for purchase from the school shop as well as other retail outlets. Quality second hand uniforms are also sold from the school shop.
2. Children attending school incorrectly dressed are expected to produce a letter of explanation from their parents. This applies only to temporary situations with a short fixed term.
3. The school acknowledges the right of families to request alternatives to the uniform policy to comply with their religious or cultural beliefs. This is a constitutional right and in line with the values of the school, seeking to be inclusive and to promote diversity. Parents can make such requests in writing to the principal who involves the SGB in such decisions when necessary.
4. Non-compliance will be managed in terms of the school Code of Conduct.

HAIR

The hair policy is intended to ensure that our learners look tidy and neat, and that the way hair is worn does not detract from the good reputation of our school.

As a school we celebrate diversity, and as such, this policy is cognisant of the fact that people have different hair types which has an impact on how hair is styled, managed or cut. This policy is intended to accommodate these differences in the spirit of inclusivity.

Learners should strive to have hair that is:

- If hair is shoulder length or longer it should be kept out of the face with clips, an alic band or suitably tied up.
- No unnatural colouring of hair or styles
- Braids should match natural hair colour as closely as possible.
- Alic bands, headbands and ribbons must be bottle green, white or black.
- Decorative shaved patterns or hair cut or worn in a manner that is intended to seek attention is not permitted.

Judgement

We understand that judgement involving hair is subjective. The intention of the school is to ensure that learners have the space to choose how they wear their hair while not detracting from the reputation of the school. The decision of the school in these circumstances is final.

JEWELLERY

The only jewellery that may be worn is medic-alert discs, watches and a single pair of small gold or silver ear studs or small thin sleepers(rings).

There may only be one earring in each ear lobe.

Nail varnish or cosmetics are not allowed.

All the above regulations and requirements apply when a learner is representing the school, in school uniform and sports' uniform at practices and matches, events and functions.

Parents are requested to support the school in implementation of this policy in an effort to uphold and maintain the good reputation of Camps Bay Primary.

PROCESS FOR REVIEW OF THIS POLICY

The School shall review the existing policy at least one year into the term of each new School Governing Body. If the policy is changed, it will be done in such a way that the rights and views of pupils already learning at the school will be considered and protected. If significant changes are to be made to the policy these changes will be negotiated and phased in over an agreed and reasonable time frame.

CODE OF CONDUCT MATRIX

BEHAVIOUR MANAGEMENT

LEVEL 1

	TRANSGRESSION	CONSEQUENCES
1	Uniform and Appearance including hair. No Physical Education Kit	Uniform letter Demerit
2.	Regular late coming	Contact parents when necessary
3.	Inappropriate behaviour: • General disobedience and not following instructions. Impolite/ disrespectful/ withholding information • Disruptive behaviour in class e.g. talking, shouting out • Disruptive behaviour in school e.g. running in corridors, pushing, tripping others.	Warning / demerit Warning / demerit Teacher talk / demerit

LEVEL 2

	TRANSGRESSION	CONSEQUENCES
1.	Intentional Rudeness / Disrespect: • Insolence (back chatting, rolling eyes, body language etc) • Rude or nasty words, comments, name calling, teasing • Inappropriate language • Dishonesty (lies, half-truth) • Exclusion / alienating	Demerit or BR depending on situation or severity
2.	Cellphones: • There will be absolutely no use of cellphones before, during or after school without permission. • W Cell Phone policy (CBPS).docx	See Cell Phone/Device Policy
3.	Petty theft – stationery, clothing items etc	Counselling with Principal. Inform parents and BR
4.	Rumours, gossiping etc Inappropriate displays of affection	Counselling and/or BR
5.	Fighting incidents e.g. on playground disputes Purposeful Aggression	Counselling. Possible Demerit or BR Principal and counselling BR
6.	Classroom disruption • Initial action • Ongoing disruptive behaviour	Moved in class to limit negative impact. Demerit Referred to Principal for Daily Report / BR - Parents informed
7.	Poor sportsmanship / bad language e.g. at a match	Immediate suspension from the match and taken off the field of play. Counselling with HOD Sport or Principal / Deputy Principal

LEVEL 3

	TRANSGRESSION	CONSEQUENCES
1.	3 Demerits in a Term	BR
2.	Bullying: - Verbal - Physical - Repeated verbal or physical bullying - Cyber-bullying - Intimidation Definition of Bullying Bullying is the use of force, coercion, hurtful teasing or threat, body shaming, to abuse, aggressively dominate or intimidate. The behaviour is often repeated and habitual. Cyber bullying is any of the above which occur online or digitally. One essential prerequisite is the perception (by the bully or by others) of an imbalance of physical or social power. This imbalance distinguishes bullying from conflict. w Bullying Policy 2026.docx	- All incidents of bullying are registered. Can be dealt with by teacher first or straight to Principal. - Each incident is dealt with as the specific case requires. Intervention is put in place and must be followed up on. - Progressive discipline to be applied. Options: - Counselling - Restorative Process - Daily Behaviour Report - Written Warning / Suspension - Disciplinary Hearing
3.	Suggestive comments. Inappropriate touching. (sexual nature) Pornographic inappropriate material at school or on a device	- All incidents are registered. - Counselling - Principal involvement - Parents informed
4.	Theft e.g. small amounts of money (R50 or less) and school property	- Counselling with principal and BR - Parents informed - Repeat offence will be a DC
5.	Repeated swearing and foul language. Bad language on sports field or any public area	- Counselling with Principal - BR - Parents informed - Immediate suspension from playing field
6.	Truancy	- DC - BR - Inform parents 2nd DH and Safe Schools

7.	Discrimination (racial, religious or ethnicity) w Ant-Racism Policy 2026.docx	• All incidents of racism are registered. • Each incident is dealt with as the specific case requires. Intervention is put in place and must be followed up on. • Progressive discipline to be applied. Options: • Daily Behaviour Report • Counselling • Written Warning / Suspension • Disciplinary Hearing • Restorative Process
8.	Vandalism: • Graffiti on desks, walls, scuffing of floors. • Breakage • Damage to school property or private property.	• DC and restorative action
9.	Serious dishonesty: • Blatant lies • Devious • Deliberate defiance	• DC • Parents informed

LEVEL 4

Disciplinary Hearing (DH): is a hearing by the Disciplinary sub-committee of the School Governing Body which comprises SGB parents and teachers and principal. A DH is a fair hearing whereby the Disciplinary Committee establishes the facts and the truth pertaining to the incident. After careful deliberation, and with the interests of the learner as well as all other learners in the school, will impose sanction(s) pending the nature of the offence. The sanctions imposed by the Disciplinary Committee will need to be ratified by the full School Governing Body.

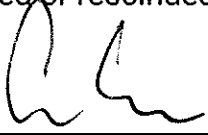
	TRANSGRESSION	CONSEQUENCES
1.	Serious theft and repeat offence of the theft i.e. money (R50+), cell phones	Disciplinary Hearing (SGB Disciplinary Committee)
2.	Bullying: Repeat and serious incidents or in cases in which consequences of Level 3 bullying	Disciplinary Hearing (SGB Disciplinary Committee)

	have not been successful at correcting / remediating behaviour	
3.	Sexual harassment / assault of a serious nature / lewd behaviour and comments	Disciplinary Hearing (SGB DH)
4.	The possession of matches, lighters and possession or smoking of cigarettes, vapes or ecigarettes etc. is prohibited.	1st DC 2nd SGB DH
5.	Drug use. The carrying, consumption and/or selling of illegal chemical substances and drugs is prohibited, as is the selling of prescription and non-prescription medication.	Parents informed Disciplinary Hearing (SGB Disciplinary Committee)
6.	<i>Serious misconduct in terms of section 63(1)(cE) of the Western Cape Provincial School Education Act, 1997 (Act 12 of 1997), read with section 9(3) of the South African Schools Act 1996 (Act 84 of 1996)</i> <i>Serious Misconduct:</i> Subject to the provisions of the Act, a learner at a school who - a. Used or had in his or her possession or sells or distributes a dangerous object, alcoholic liquor or illegal drugs; b. Commits an act of bullying, assault, theft, arson or malicious damage to property; c. Commits an act of gross insubordination or engages in immoral conduct;	Disciplinary Hearing (SGB Disciplinary Committee) Subject to the provisions of the Act, a learner at a school may be suspended by the governing body or expelled by the Head of Department if, after a fair hearing, he or she is found guilty of serious misconduct as contemplated in sub-regulation above

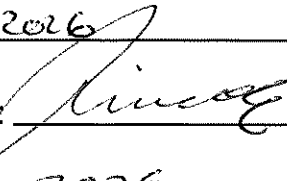
EFFECTIVE DATE

This policy shall take effect upon approval by the School Governing Body and shall remain in force until duly amended or rescinded.

Approved by:

School Principal:  _____

Date of Approval: 23 Feb 2026

School Governing Body Chairperson:  _____

Date of Approval: 23 Feb 2026