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ISIQALO PRIMARY SCHOOL

55 Beaconsfield Avenue, Vereeniging, 1930 | Vaal Triangle, Gauteng

LEARNER CODE OF CONDUCT

Updated for the 2026 School Year

Foundation Phase · Intersen Phase · Senior Phase (Grade R – 8)

Issued by:

Principal and Board of Governors

Version:

2026.1 (reviewed October 2026)

Applies to:

All learners, parents and guardians

Effective from:

First day of Term 1, 2026

"Knowledge is Power." — and good character is how we use it.

1. Purpose of This Code

Isiqalo Primary School is a learning community. This Code of Conduct explains how we expect every learner to behave, what learners can expect from the school in return, and how we respond fairly when things go wrong. It is written to be understood by learners and parents alike.

The Code supports our Vision — that every learner achieves strong academic outcomes while developing curiosity, confidence and character in a safe, vibrant community environment — and our Mission to nurture every child to reach their full potential.

- 1.1** The Code applies to all learners from Grade R to Grade 8 while on school premises, travelling to or from school, at school events and excursions, representing Isiqalo at any activity, and in any online behaviour that affects other learners or the school.
- 1.2** The Code is read together with the school's NPO Constitution, the South African Schools Act, the Constitution of the Republic of South Africa, and the learner's enrolment agreement.
- 1.3** Our approach is to teach and correct first. Discipline at Isiqalo is meant to help a child learn from a mistake, never to humiliate them.

2. Our Isiqalo Values

Five values sit behind every rule in this Code. When a situation is not covered by a specific rule, learners are expected to ask: what would these values require of me?

Value	What it looks like in everyday school life
Respect	Speaking and acting kindly toward every teacher, learner and visitor, and respecting differences in culture, language, religion, ability and background.
Responsibility	Arriving on time and prepared, finishing work, looking after belongings, and owning up when you get something wrong.
Integrity	Being honest in what you say, in your tests and in your schoolwork, even when nobody is watching.
Curiosity	Asking questions, trying new things in the classroom and computer lab, and helping others to learn.
Community	Looking out for one another, speaking up when someone needs help, and being proud to represent Isiqalo.

Our Isiqalo Promise (Foundation Phase version, read aloud in class)

I come to school ready to learn. I use kind words and kind hands. I listen when others speak. I look after our school and our books. I tell the truth. I ask for help when I need it. I am proud to be an Isiqalo learner.

3. What We Expect From Every Learner

3.1 Attendance and Punctuality

- 3.1.1** Learners must attend school every day, arrive by 07:15, and be in class by 07:30.
- 3.1.2** A parent or guardian must notify the school office on the morning of any absence and send a written note, or a medical certificate for an absence of three days or more, on the learner's return.
- 3.1.3** Learners may not leave the school grounds during the school day unless collected by a parent, guardian or an adult authorised in writing, who must sign the learner out at reception.
- 3.1.4** Repeated lateness or unexplained absence will be discussed with the parent or guardian, because we want to understand and help with whatever is causing it.

3.2 Learning and Classroom Behaviour

- 3.2.1** Learners must listen to their teachers, follow reasonable instructions the first time, and allow others to learn without disruption.
- 3.2.2** Learners must bring the correct books and equipment, complete homework on time, and have their homework diary signed by a parent or guardian each week (Grade 1 and up).
- 3.2.3** Learners must stay in class during lesson time unless the teacher gives permission to leave.
- 3.2.4** Learners are encouraged to ask questions and to make mistakes while learning. Effort and improvement matter as much as results.

3.3 Respect for People

- 3.3.1** Every learner has the right to feel safe, valued and respected, and the duty to treat others the same way.
- 3.3.2** Learners must address staff and visitors politely, and respect each other's belongings, personal space and privacy.
- 3.3.3** Learners must report any bullying, unsafe behaviour or harm to a teacher or the Principal. Reporting is never "dobbing"; it is how we keep each other safe.

3.4 Care of School Property

- 3.4.1** Learners must look after classrooms, furniture, books, sports equipment, the computer laboratory as shared resources.
- 3.4.2** Where property is lost or damaged through carelessness or deliberate behaviour, parents or guardians may be asked to repair or replace it. Honest accidents will be treated as accidents.

4. Expectations by Phase

Children grow in independence as they move through the school. The table shows how the same values are applied at each stage.

Area	Foundation Phase (Gr R–3)	Intersen Phase (Gr 4–6)	Senior Phase (Gr 7–8)
Behaviour focus	Learning routines, kind hands and words, sharing, taking turns, following simple rules.	Taking responsibility for actions, managing friendships, working in groups, accepting correction.	Modelling school values, leading by example, mentoring younger learners, resolving conflict maturely.
Homework and organisation	Parents help with reading and short tasks; teacher manages the class stationery.	Learners keep their own homework diary and pack their own bag, with parent checks.	Learners manage deadlines, assessments and revision independently; parents oversee via the diary.

Area	Foundation Phase (Gr R–3)	Intersen Phase (Gr 4–6)	Senior Phase (Gr 7–8)
Responding to misconduct	Gentle reminders, redirection, short reflection time with the teacher, and a conversation with parents.	Reflection tasks, loss of a privilege, a written behaviour note home and a meeting where needed.	Restorative conversations, loss of privileges or leadership roles, detention and formal meetings with parents.
Leadership	Class helpers and monitors.	Class monitors and club helpers.	Prefects and peer mentors, appointed on good conduct and attitude.

5. Technology, Cellphones and Online Conduct

Technology is part of what makes Isiqalo special, and we want every learner to use technology confidently and safely.

- 5.1** Computer laboratory equipment may only be used with a teacher present, for schoolwork, and according to the lab rules displayed in the room.
- 5.2** Learners may not install software, change settings, access inappropriate content or use another learner's login.
- 5.3** Cellphones and smart devices are discouraged at school. Where a parent needs a learner to carry a phone, it must be switched off and kept in the school bag from 07:15 until dismissal, unless a teacher gives permission for a learning activity. The school is not responsible for lost or stolen devices.
- 5.4** Learners may not photograph, film or record other learners or staff without permission, and may not share school images in ways that embarrass or harm anyone.
- 5.5** Cyberbullying, including hurtful messages, group-chat exclusion, fake accounts, or sharing someone's private information, is treated in the same way as bullying in person, even when it happens outside school hours, if it affects a learner's wellbeing at school.
- 5.6** Parents are encouraged to talk to their children regularly about safe and kind online behaviour and to know which apps and groups their children use.

6. Bullying, Harassment and Discrimination

Isiqalo does not tolerate bullying, harassment or discrimination of any kind.

- 6.1** Bullying means repeated behaviour intended to hurt, frighten or exclude someone. It includes name-calling, threats, hitting, pushing, spreading rumours, taking belongings, deliberate exclusion and cyberbullying.
- 6.2** Discrimination or harassment based on race, gender, religion, culture, language, disability, appearance, family circumstances or economic background is a serious breach of this Code.
- 6.3** Every report will be taken seriously, recorded, investigated promptly and handled with care. The reporting learner will be protected from retaliation.
- 6.4** Both the learner who was harmed and the learner who caused harm will be supported. Where appropriate we will use restorative steps, such as an honest conversation and an apology, alongside consequences.

7. Honesty and Academic Integrity

- 7.1** Learners must do their own work in tests, assessments and assignments. Copying, allowing others to copy, cheating in a test, and submitting work that is not their own are breaches of this Code.
- 7.2** From Grade 4, learners must not present text, images or answers generated by someone else, or by an online tool, as their own work unless the teacher has said it is allowed.

- 7.3** A learner who is caught cheating will be given a chance to redo the work in supervised conditions and will face the consequences set out in Section 11.

8. Uniform, Grooming and Appearance

- 8.1** Learners must wear the correct Isiqalo uniform neatly and take pride in their appearance, as set out in the Parent Handbook for their phase.
- 8.2** Grooming rules are practical and inclusive. Natural hairstyles are welcome, provided hair is neat, clean and does not block vision. Learners with a medical, cultural or religious reason for an exception should speak to the school office.
- 8.3** Jewellery should be limited to a watch and, where required, small plain studs or sleepers. The school is not responsible for valuables.
- 8.4** Families who are struggling with uniform costs should speak to the office in confidence. We have a second-hand uniform exchange and will always try to help a learner stay in school and in class.

9. Items and Behaviour That Are Not Allowed

The following are not allowed at school, at school events, or on school transport:

- Weapons of any kind, including knives, sharp objects, replica weapons and anything used or intended to threaten or hurt.
- Cigarettes, e-cigarettes and vapes, alcohol, illegal drugs and any other harmful substances. Prescribed medication must be handed to the office with a parent's written instructions.
- Stolen items, or items that belong to others taken without permission.
- Pornographic, violent or otherwise inappropriate material in any form.
- Gambling, fireworks and any items that are dangerous or disruptive.

The school may ask a learner to hand over an item that breaks these rules, and may search a learner's bag or belongings where there is a reasonable belief that a dangerous or prohibited item is present. A search will be carried out respectfully, by a staff member, with another staff member present, and without strip searching.

10. Learner Rights and What the School Promises

Every learner at Isiqalo has the right to:

- A safe, welcoming and well-run school where they are treated with dignity and respect.
- Quality teaching aligned with the national curriculum (CAPS) and the support they need to learn.
- Be heard, to ask questions, and to have their side of the story listened to before a decision is made about their behaviour.
- Fair, consistent and age-appropriate discipline, with a parent or guardian informed of serious matters.
- Privacy and protection from bullying, harassment, discrimination and abuse.
- Support for learning barriers, emotional difficulties or home challenges, through their teacher and the Principal.

No corporal punishment, and no shaming

Corporal punishment is unlawful and will never be used at Isiqalo. Learners will never be humiliated, verbally abused, denied food or toilet breaks, or singled out in front of others as a form of discipline. Matters of school fees are handled between the school and parents or guardians. A learner will not be shamed, called out or disciplined in class because of fees.

11. Responding to Misconduct

Misconduct is handled in proportion to its seriousness, the learner's age and the circumstances. The table gives examples; it is a guide and not a complete list.

Level	Examples	Typical response
Level 1 Minor	Talking out of turn, being late, forgetting equipment, untidy uniform, running in corridors, minor disruption.	Verbal reminder, redirection, a quiet word, short reflection time. Recorded by the teacher if it becomes a pattern.
Level 2 Repeated or moderate	Repeated Level 1 behaviour, rudeness to staff or learners, leaving class without permission, minor property damage, unkind teasing, misusing technology, copying homework.	Reflection task, loss of a privilege, written note home, meeting with parent or guardian, a behaviour agreement.
Level 3 Serious	Bullying, physical fighting, deliberate damage, theft, cheating in a formal test, cyberbullying, discrimination, bringing prohibited items, serious defiance or disrespect to staff.	Referral to the Principal, parents called in, detention or removal of privileges, written warning, a behaviour support plan, and where needed counselling or outside support.
Level 4 Very serious	Weapons, drugs or alcohol, serious violence or threats, sexual misconduct, repeated Level 3 behaviour, behaviour that puts others in danger.	Immediate protection of those affected, parents informed the same day, formal disciplinary hearing, possible suspension, and in the most serious cases recommendation of expulsion. Criminal matters are reported to the SAPS.

12. Fair Process

- 12.1** Before a learner is disciplined for a Level 3 or 4 matter, the school will tell the learner and parent or guardian what is alleged, give the learner a chance to respond, and consider all the facts.
- 12.2** A suspension or expulsion will only follow a formal disciplinary hearing chaired by a person who was not involved in the incident. Parents or guardians will be given written notice, may attend, and may bring a support person.
- 12.3** A parent or guardian who disagrees with a disciplinary decision may appeal in writing to the Chairperson of the Board of Governors within seven days of receiving the decision.
- 12.4** Records of disciplinary matters are kept confidentially in the learner's file and are shared only with those who need to know.
- 12.5** Where a learner's behaviour may be linked to hardship, learning difficulty or distress, the school will first look for ways to support the learner, not only to punish.

13. Recognising Good Behaviour

Most Isiqalo learners behave well most of the time, and we want to notice it. Good conduct will be recognised through:

- Praise, class points and certificates for kindness, effort, improvement and helpfulness.
- Weekly and termly recognition in assembly.
- Opportunities for leadership, such as class monitors, club helpers, prefects and peer mentors.
- Awards for good conduct and citizenship at the end-of-year prize-giving.

14. The Role of Parents and Guardians

Children behave best when home and school work together. We ask parents and guardians to:

- Make sure their child arrives on time, in the correct uniform, and with the right materials.

- Read this Code with their child and talk about it at home.
- Notify the school early of absences, changes to contact details, or anything affecting their child's wellbeing.
- Respond promptly when the school asks for a meeting, and support agreed behaviour plans.
- Raise concerns respectfully and through the right channels, first with the teacher, then the Principal, then the Board.
- Speak respectfully to and about staff and other families, including on social media and parent groups.

Parents and guardians are expected to treat staff with courtesy at all times. Abusive or threatening behaviour towards staff or learners will not be tolerated.

15. Review of This Code

The Board of Governors will review this Code every year, together with learners, parents and staff, and update it when the law or the needs of the school change. Parents will be told about any significant changes in writing.

Acknowledgement and Agreement

Please read this Code with your child, sign below, and return this page to the school office by the end of the first week of Term 1. A copy of the full Code stays with the family.

Learner

I have read, or had read to me, the Isiqalo Learner Code of Conduct. I understand what is expected of me and I promise to do my best to follow it.

_____ Learner's name and grade

_____ Learner's signature (Grade 4 and up) / Date

Parent or Guardian

I have read the Isiqalo Learner Code of Conduct and discussed it with my child. I understand the expectations and the process the school will follow, and I agree to support my child and the school in upholding it.

_____ Parent or guardian's full name

_____ Signature / Date

_____ Contact number

For School Use

Received by	Date received	Filed in learner file
		Yes / No

Adopted by the Board of Governors

_____ Chairperson, Board of Governors / Date of adoption

_____ Principal, Dr Nilford Hove / Date