

1. INTRODUCTION

At Radley Private School, we believe that all children have the right to an effective, holistic education. We therefore strive to promote an educational environment that is conducive to learning.

2. OUR VISION

Our vision is that our learners become highly successful, well-rounded individuals who contribute to society, to their communities and to their families.

3. MISSION STATEMENT

We will fulfil our vision by providing our learners with an education that makes them think, makes them solve problems in an entrepreneurial way, and allows them to develop networks. We will provide our learners with a context of academic excellence and the knowledge that they are individuals.

4. THE AIM OF THE CODE OF CONDUCT

Radley Private School's code of conduct aims to maintain a disciplined and purposeful school environment by upholding the following values:

- openness
- mutual respect
- trust
- commitment
- humility
- responsibility

5. OUR LEARNERS' RIGHTS, OBLIGATIONS AND RESPONSIBILITIES

Every Radley learner has the right to:

- be treated fairly and responsibly
- be treated with respect by the whole school community and to show respect in return
- be taught in a safe and disciplined school environment and has the responsibility to uphold school security and be cooperative
- express his or her opinions politely and has the responsibility to listen to and tolerate the opinions of others

- personal security and the security of his or her possessions and has the responsibility to respect the personal safety and property of others by not damaging or stealing
- basic learning materials and has the responsibility to look after school property
- work in a clean and healthy environment and has the responsibility to ensure the school premises are kept clean and are not damaged or defaced
- proper tuition, regular feedback and promptly-marked assignments and has the responsibility to take charge of his or her work and the completion of projects and homework on time
- punctual and consistent lessons and has the responsibility to attend them on time

6. SCHOOL RULES AND REGULATIONS

To ensure the smooth running of Radley Private School, we have the following rules in place:

6.1 Punctuality

Punctuality at all times is of the utmost importance.

- If a learner is absent from school, we require notification from the parent including the reason for the absence.
- If a learner is absent from school on the day of a test or exam, he or she must bring a doctor's note upon returning to school. At the educator's discretion, the learner may be allowed to write the test or exam on his or her first day back or be given a grade based on the class average. If there is no doctor's note available, the learner will score zero.

6.2 Dress code

- The wearing of the school uniform (including a school golf shirt or jersey) is mandatory at all times.
- Hair must be kept clean and neat (no extreme colours or styles are allowed).
- No hats or caps may be worn in the classroom.
- No visible piercings – except for single ear piercings – are allowed.
- Uniforms must be neat and clean at all times.
- Suitable and comfortable shoes which complement the uniform should be worn (no slippers, flip-flops or thongs are allowed)

6.3 Reports and academic progress

- At Radley, regular tests are written and progress reports are issued monthly.
- Formal reports are handed out twice per term.
- Parent meetings are held at least once per term. During these meetings, parents have the opportunity to discuss their child's progress with their educators.

6.4 Communication

Parents will be notified by newsletter, letter, email or telephone about all events and meetings taking place at Radley Private School.

6.5 School fees

- Parents or guardians are responsible for paying all school fees on time (i.e. the first day of each month) for all 12 months of the year, as well as the enrolment fee.
- A notice period of three months is required for the withdrawal of the learner from the school.
- If payment is not made by the stipulated time and no arrangements have been made with the school, the parent or guardian will be asked to keep the learner at home until the outstanding account has been settled.
- If there has been non-payment of school fees, Radley Private School has the right to immediately cancel the contract and remove the learner from the school.

6.6 Infringement of the code of conduct

Misconduct is classified into five categories with Level 5 being the most serious.

(a) Level 1

- Failing to attend class on time
- Leaving class without permission
- Failing to complete homework
- Dishonesty with minor consequences
- Disruptive behaviour in class
- Use of earphones, cell phones or electronic devices in an inappropriate manner, either in class when instructed not to or in areas of the school where such devices are banned
- Vulgarity on campus in front of educators and other learners
- Not wearing the school uniform
- Littering
- Being caught in out-of-bound areas
- Possession of cigarettes on campus

Disciplinary action for Level 1 misconduct may take the form of:

- Detention on a date and time stipulated by Radley
- De-merits
- Menial task such as cleaning classrooms
- Extra work
- Littering – a spot-fine of R5 and the learner must pick up the litter
- Vulgarity – the learner must write a letter of apology to the victim and/or a letter to the school explaining why such behaviour and language are unacceptable

(b) Level 2

- Any two misdemeanours that fall within Level 1
- Possession or the use of tobacco on school grounds or away from the school grounds while in uniform or where the learner is identifiable as a Radley Private School learner
- Truancy of one or more classes

- Failure to complete homework on two recorded occasions
- Cheating during examinations or class tests
- Verbally threatening the safety of another person
- Tardiness (late coming)
- Absenteeism (without a doctor's note)

Disciplinary action may take the form of:

- Any of the actions described under Level 1
- Disciplinary talk with the learner
- Issuing of a warning letter and/or a consultation with the parent or guardian
- Behavioural contract with the learner
- Tardiness – learner will be made to stay the equivalent time after school
- Absenteeism – talk with the parent or guardian and a score of zero on any missed tests or examinations

(c) Level 3

- Any two misdemeanours that fall under Level 2
- Continued failure to complete homework
- Severely disruptive behaviour
- Inappropriate use of the internet on school property
- Minor vandalism
- Minor injury to another person
- Intimidation of fellow learners or educators
- Use of an alcoholic or narcotic substance (testing positive for drug use)
- Possession of a dangerous weapon

Disciplinary action for Level 3 misdemeanours may take the form of:

- Any of the actions described under Level 2
- Referral to a counsellor, social worker or other professional
- Disciplinary hearing
- Final written warning
- A period of suspension
- Severely disruptive behaviour – removal from class and working in isolation for remainder of class period
- Rehabilitation for drug offenders may take the form of regular drug testing over a four-week period which must be arranged and paid for by the parent or guardian

(d) Level 4

- Any two misdemeanours falling within Level 3
- Continued failure to complete homework despite actions taken at levels 1, 2 and 3

- Possession of a weapon (including all sharp or heavy objects which could potentially cause trauma)
- Threatening a fellow learner, educator or other person either on or off school property with a weapon (including all sharp or heavy objects which could potentially cause trauma)
- Intentionally causing physical harm to another person
- Extortion of another person's property
- Verbal abuse of fellow learners, educators or any other person either on or off school property
- Cyber-bullying on any social media platforms
- Reckless driving on school property
- Derogatory behaviour towards fellow learners, educators or any other person either on or off school property
- Gross insubordination

Disciplinary action for Level 4 misdemeanours may include:

- Any of the disciplinary actions described under Level 3
- Banned from bringing vehicle on to school property
- Referral to relevant outside agency
- Disciplinary hearing with the Radley Advisory Committee
- Immediate two-week suspension

(e) Level 5

- Any two misdemeanours within Level 4
- Failure to work on assigned tasks or complete homework (gross insubordination to instructions)
- Possession of and/or peddling of narcotic substances
- Assault
- Sexual harassment or abuse
- Theft
- Serious vandalism
- Intentional use of a dangerous weapon

Disciplinary actions for Level 5 misdemeanours may include:

- Any of the disciplinary measures described under Level 4
- Immediate deregistration of learner in consultation with the parent or guardian*
- Law-enforcement authority involvement

7. JURISDICTION OF THE CODE OF CONDUCT

This code of conduct shall be in force:

- On school property (prior to, during and following regular school hours)
- At all school events within and outside regular school hours
- At all school events held outside school property
- At all times that the learner is in Radley Private School uniform

Radley Private School reserves the right to amend or include addenda to this code of conduct at any time.

*Should a learner be deregistered for a Level 5 infraction, Radley Private School is not obliged to refund any part of the school or enrolment fees that have been paid for the current year.