

RADLEY

PRIVATE SCHOOL



Proudly entrepreneurial

CODE OF CONDUCT

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

Radley's vision is to mould our young entrepreneurs into happy, educated, well-balanced individuals and members of society. We strive to prepare our entrepreneurs to become job creators by nurturing a spirit of entrepreneurship that is based on ethics, creativity and hard work.

3. MISSION STATEMENT

Our mission is to be a centre of educational excellence where entrepreneurs realise their full potential in a stimulating environment in order to enter society with knowledge, integrity, sincerity and life skills.

4. AIM OF CODE OF CONDUCT

Radley'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. UNIFORM AND APPEARANCE

5.1. General

- a) Entrepreneurs are expected to be neat, tidy and clean at all times, and must be dressed in the correct school uniform.

- b) The correct sized uniform must be worn, i.e. no oversized or undersized items may be worn.
- c) Only blue jeans (tears and ripped jeans are not allowed) may be worn. No ski pants or leggings are allowed.
- d) Jeans must be worn on the hip and not low on the hip, i.e. they must not be baggy.
- e) Only the regulation Radley golf shirt, obtainable from the official supplier, may be worn.
- f) Sneakers (takkies) may be worn. No sandals, Crocs, flip-flops or above-the-ankle boots may be worn.
- g) A functional, non-decorative, belt may be worn.
- h) A Radley hoodie or jacket may be worn in the winter months or when weather permits.

5.2. Uniform

- a) Radley golf shirt to be worn in summer and/or winter months.
- b) Radley long-sleeve shirt to be worn in summer and/or winter months (refer to clause 5.1 (h) above).
- c) Blue jeans (refer to clause 5.1 (c) and (d) above) and / or Radley skort and / or Radley shorts and / or Radley slacks and/or Radley tracksuit pants may be worn in summer / winter.
- d) If Radley skort or shorts are worn, they are to be worn with white ankle socks or secret socks.
- e) Sneakers – refer to clause 5.1 (f) above.
- f) Radley-branded summer cap may only be worn outdoors.
- g) Radley-branded beanie and scarf, or a plain navy beanie and scarf, may be worn in the winter months only.

5.3. Hair

- a) Hair must be clean, tidy and of a natural-looking colour. No extreme colours or unnatural tones will be permitted. No inappropriate hairstyles are permitted.
- b) Boys must be clean-shaven at all times.

5.4. Jewellery, nails and make-up

- a) Excessive jewellery is not allowed. Studs, bars or sleepers may be worn in ears only, and only one per ear.
- b) One ring and one bracelet may be worn as long as these are non-offensive and appropriate to the school environment.
- c) Skin-tone or neutral makeup may be worn, i.e. lip gloss, natural nail polish, foundation and natural-looking eyeliner.
- d) Nails are to have a neutral/natural tone. No bright/extreme nail colour is allowed. Nails are to be kept at a natural, workable length. Extremely long nails and impractical lengths and/or shapes are not allowed.

6. GENERAL

- 6.1. Entrepreneurs are expected to behave respectfully at all times. At all times, their behaviour must represent the Radley brand in a positive way.
- 6.2. Educator guides, other staff members and visitors to the school must be politely greeted.
- 6.3. Whenever the school uniform is worn in public, it must be worn in an exemplary manner and in accordance with school regulations.
- 6.4. Entrepreneurs may not assist or encourage any other entrepreneur to commit an act of misconduct.
- 6.5. Entrepreneurs may not act in a dishonest manner, which includes behaviour that may cause loss or prejudice to any other persons.
- 6.6. No entrepreneur may disrupt the learning of other entrepreneurs nor the functioning of the school.
- 6.7. No ball or rough-play activities may take place on school premises.
- 6.8. No offensive language nor obscene gestures are permitted.
- 6.9. Electronic devices may be used only upon the instruction of educator guides. No devices are permitted during assemblies, and they may not be taken into examination venues.
- 6.10. Entrepreneurs may not involve themselves in any form of bullying, harassment or any other socially unacceptable behaviour.
- 6.11. Excessive or unseemly public displays of affection between entrepreneurs are not allowed.
- 6.12. Entrepreneurs may drive onto school premises only if they are in possession of a valid driver's licence and have the permission of their parent or guardian *and* the principal.

- 6.13. Entrepreneurs need to provide the office and/or principal with updated confirmation of vehicle insurance as well as updated car licence disk when applying for permission to use their vehicle (refer to clause 6.12 above).
- 6.14. Entrepreneurs may not transport any other entrepreneurs without the written consent of both sets of parents / guardians.
- 6.15. Any vehicles entering the Radley premises are required to have the Radley sticker visible on their vehicle. If there is no Radley sticker visible, the visitor will be required to sign in at reception.
- 6.16. Principals and educator guides act *in loco parentis* to entrepreneurs while they are on school property or while participating in school activities, functions or events. Therefore, in the course of investigating any disciplinary matter, principals and educator guides may interview or question entrepreneurs or request them to provide a written report without the consent of the parent or guardian.
- 6.17. No smoking (including electronic cigarettes, vapes or hubbly bubbly) and no consumption or possession of alcohol or other intoxicating substances is permitted while on school premises, while wearing the Radley uniform or while associating with Radley Private School. This applies even if entrepreneurs are over the age of 18.
- 6.18. Entrepreneurs may not in any way damage the good name and reputation of Radley Private School. This includes, but is not limited to, inappropriate posts on social media platforms.
- 6.19. Parents and/or guardians are expected to familiarise themselves with the weekly newsletter to keep up to date with events and/or important dates regarding Radley.

7. PUNCTUALITY AND ATTENDANCE

- 7.1. Entrepreneurs are expected to be on time for school and for all lessons. School starts promptly at 07:30, Monday to Friday.
- 7.2. Parents or guardians are required to inform the school if entrepreneurs will be absent and provide a reason for the absence.
- 7.3. Entrepreneurs who are absent from school on days that tests or examinations are scheduled must submit a doctor's certificate upon their return to school.
- 7.4. If no medical certificate is submitted, entrepreneurs will receive zero for the relevant test, examination or assignment.

- 7.5. It is the responsibility of entrepreneurs to catch up on any work that is missed during an absence.
- 7.6. Entrepreneurs who become ill while at school must report to reception before going to the sick room or leaving. Permission to leave school early owing to illness must be requested by the parent or guardian and approved by the principal.
- 7.7. Entrepreneurs may not leave school premises during school hours unless a written request for permission to do so is submitted by the parent or guardian to the school principal and this is authorised.

8. SCHOOL FEES

- 8.1. The parent or legal guardian is responsible for paying all school fees on time (by the first day of each month) for eleven months of the year, as well as enrolment fees.
- 8.2. A notice period of **three months** is required for the withdrawal of a child from Radley Private School.
- 8.3. 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 entrepreneur at home until the outstanding account has been settled.
- 8.4. If an entrepreneur is asked to leave the school, he or she will forfeit any monies paid for that month, as well as the enrolment fees for the year.

9. EXAMINATIONS AND ASSESSMENTS

- 9.1. Cheating and dishonesty of any form or type are regarded as a serious offence.
- 9.2. Any entrepreneur found to be in possession of illegal test or examination material, in part or whole and in any format, will face disciplinary action.
- 9.3. Plagiarism is regarded as cheating and will be dealt with accordingly.
- 9.4. Being found to be in possession of unauthorised notes or any form of information or unauthorised information during tests or examinations will be regarded as cheating and will result in disciplinary action.
- 9.5. Providing information or assistance to other entrepreneurs during tests or examinations will be deemed as cheating and will be dealt with accordingly.
- 9.6. Being found to be in possession of any electronic device, for example but not limited to a cell phone, smart watch, iPad etc. which can be used for the purpose of eliciting information during a test, examination or assessment, will be regarded as cheating and will result in disciplinary action.

10. SCHOOL OUTINGS

- 10.1. All entrepreneurs participating in school outings, tours or camps are considered to be ambassadors of Radley Private School and are expected to behave and dress in a manner that reflects positively on the school.
- 10.2. No smoking of any kind (including electronic cigarettes, vapes or hubbly bubbly), nor the consumption or possession of alcohol or other intoxicating substances is permitted, even when entrepreneurs are over the age of 18.
- 10.3. Courteous behaviour is required at all times.
- 10.4. Entrepreneurs are expected to comply with any rules and regulations laid out for all activities.

11. SUBSTANCE ABUSE AND DANGEROUS OBJECTS

- 11.1. Radley Private School is a drug- and dangerous-object-free zone, as defined in the Regulations Regarding Safety at Independent Schools, Government Gazette no. 26663 of 2004.
- 11.2. Entrepreneurs who are suspected of being in possession of dangerous objects or illicit substances (including tobacco, other smoking-related products, alcohol or narcotics) may be required to undergo a physical search. If found to be in possession of such items, these may be confiscated and the entrepreneur may be required to attend a disciplinary hearing.
- 11.3. The principal and his or her delegates may perform random drug tests on any entrepreneur or groups of entrepreneurs, subject to reasonable suspicion or when in the best interests of the student population of the school.
 - a) Entrepreneurs who refuse to undergo such drug tests may be required to leave the school immediately.
 - b) Any drug tests or searches will be carried out by the principal or delegate strictly in accordance with the manufacturer's directives and with due respect to the dignity and privacy of the entrepreneur.
 - c) Drug tests will be carried out preferably, but not necessarily, with the consent of the entrepreneurs' parents or guardians.
- 11.4. Should an entrepreneur test positive for an illegal substance, he or she may be required to attend a disciplinary hearing and may face expulsion from the school for a second or repeated infraction.

- 11.5. As Radley Private School is a tobacco-, alcohol- and illegal-substance-free environment, any entrepreneur found to be using any of these substances, or found to be in the presence of others who are using such substances, may be subject to disciplinary action and may be required to leave the school.

12. THEFT AND FRAUD

- 12.1. Any entrepreneur found to commit an act of theft, forgery, falsification of documents, pirating or plagiarism may be required to leave the school with immediate effect as these are considered to be criminal offences.
- 12.2. If an incidence of theft is suspected, Radley Private School reserves the right to open and inspect entrepreneurs' lockers, suitcases and bags. Criminal charges may be laid.
- 12.3. Any removal of property without authorisation, whether physical or electronic, from any person or the school is regarded as theft.

13. VICTIMISATION AND BULLYING

- 13.1. Any form of victimisation, intimidation, bullying, fighting, sexual harassment, maltreatment, verbal, emotional or physical abuse, exploitation, moral harm or any display of racism or religious intolerance, either in person or online or through any other platform, will not be tolerated and will be dealt with severely.
- 13.2. The above prohibition also applies after hours to any school-related physical or virtual groups or platforms with which the school's association may be deduced or inferred.
- 13.3. Depending on the severity of the transgression, the entrepreneur may be required to leave the school. In cases of severe transgressions, charges may be laid which may include criminal charges of defamation or hate speech.

14. INITIATION

In accordance with the Education Laws Amendment Act 50, 2002, no initiation practices are permitted or tolerated at Radley Private School.

15. VANDALISM

No acts of vandalism will be tolerated. Radley Private School reserves the right to claim compensation for loss or damage to the school as a result of vandalism from the transgressor and / or his or her parent or guardian.

16. FORBIDDEN OBJECTS

- 16.1. Entrepreneurs are not permitted to bring to school any of the following dangerous items: matches, cigarette lighters, knives, ammunition, weapons or fireworks.
- 16.2. Entrepreneurs may not be in possession of any of the following: alcoholic beverages, cigarettes, electronic cigarettes, vapes, narcotics, pornography, other inappropriate literature or images, or prescription medication unless it has been prescribed by an authorised medical practitioner.
- 16.3. Any valuable items or money that are brought to school are done so at the entrepreneur's own risk.

17. INFRINGEMENT OF CODE OF CONDUCT

- 17.1. Entrepreneurs who carry out minor infringements of the Radley Private School Code of Conduct may receive an official warning.
- 17.2. Entrepreneurs who have been issued with three official warnings are required to attend a disciplinary meeting.
- 17.3. Entrepreneurs who fail to meet the expectations of the school in terms of the effort and actions required to improve academic performance may be issued with a warning.
- 17.4. Official warnings may be in place for a period of no longer than 12 months.
- 17.5. For major infringements of the Code of Conduct, entrepreneurs may be required to attend a disciplinary hearing without first receiving an official warning, and / or may be required to leave the school premises immediately.
- 17.6. Disciplinary hearings may lead to expulsion from the school.
- 17.7. Principals may suspend entrepreneurs until formal disciplinary hearings are convened.
- 17.8. Any other transgressions that have not been included in the Code of Conduct may lead to a verbal or written warning.

18. DISCIPLINARY MEETINGS AND HEARINGS

- 18.1. When an entrepreneur receives three official warnings, a disciplinary hearing will be convened, regardless of the severity of the offences.
- 18.2. Disciplinary hearings will be convened for any major infringements of the Code of Conduct and / or any serious or criminal offence.
- 18.3. Disciplinary hearings are conducted by the Disciplinary Committee, which comprises a principal or his or her agent, one educator guide and one member of the student body.

No legal representation is permitted. Parents or guardians may attend the proceedings as witnesses, provided they do not interfere. Should they interfere with the proceedings, they will be removed and the hearing will continue in their absence.

19. DISCIPLINARY ACTION PROCESS

- 19.1. Entrepreneurs will receive written notification of the date, time and place of the hearing.
- 19.2. Entrepreneurs will receive an infringement notice for the alleged infraction.
- 19.3. Entrepreneurs will receive the opportunity to present relevant facts and their side of the incident.
- 19.4. Entrepreneurs will be heard by impartial people and will be treated with dignity.
- 19.5. Entrepreneurs will be informed about the decision of the Disciplinary Committee including the verdict and, if found guilty, the punishment.
- 19.6. A record of the proceedings will be kept.
- 19.7. Entrepreneurs may appeal the decision of the Disciplinary Committee in writing within two days of the findings being made known.

Radley Private School reserves the right to amend or make additions to the Code of Conduct from time to time.

DECLARATION BY ENTREPRENEUR / STUDENT

I, _____ (Full name and surname of entrepreneur / student), have read and understood the contents of this Code of Conduct. I understand that, should I be found to be in contravention of the Code of Conduct, any punishment meted out to me will be binding.

Signature of entrepreneur / student

Date

DECLARATION BY PARENT OR GUARDIAN

I, _____ (full name and surname), the parent / guardian of _____ (full name and surname of entrepreneur / student) have read and understood the contents of this Code of Conduct. Furthermore, I understand that should my child be found to be in contravention of the Code of Conduct, any punishment meted out to him or her will be binding.

By accepting this Code of Conduct, I also grant Radley Private School permission to carry out drug tests on _____ (full name and surname of entrepreneur / student) at any time to be determined by the school.

Signature of parent / guardian

Date