



GLENOAKS SCHOOL

Where learning is nurtured and
potentials are reached



**OAK HOUSE
VOCATIONAL ACADEMY**

Brightening the future of
special needs children

SCHOOL CODE OF CONDUCT

Seventh Policy Revision January 2020

*Glenoaks School is a Remedial and Special Needs School
Oak House Vocational Academy is an extension of Glenoaks School*

INTRODUCTION

At Glenoaks School and Oak House Vocational Academy, we are committed to providing quality specialized education in a safe and nurturing environment. This depends on the way in which we as a staff, board of governors, parents, guardians and learners work together as a team. Our teamwork requires a set of guidelines and common goals. It is for this reason that we have developed a Code of Conduct so that we are all aware of our rights within this environment and the responsibilities that come with them. This Code of Conduct upholds the Bill of Rights as set out in The Constitution of South Africa.

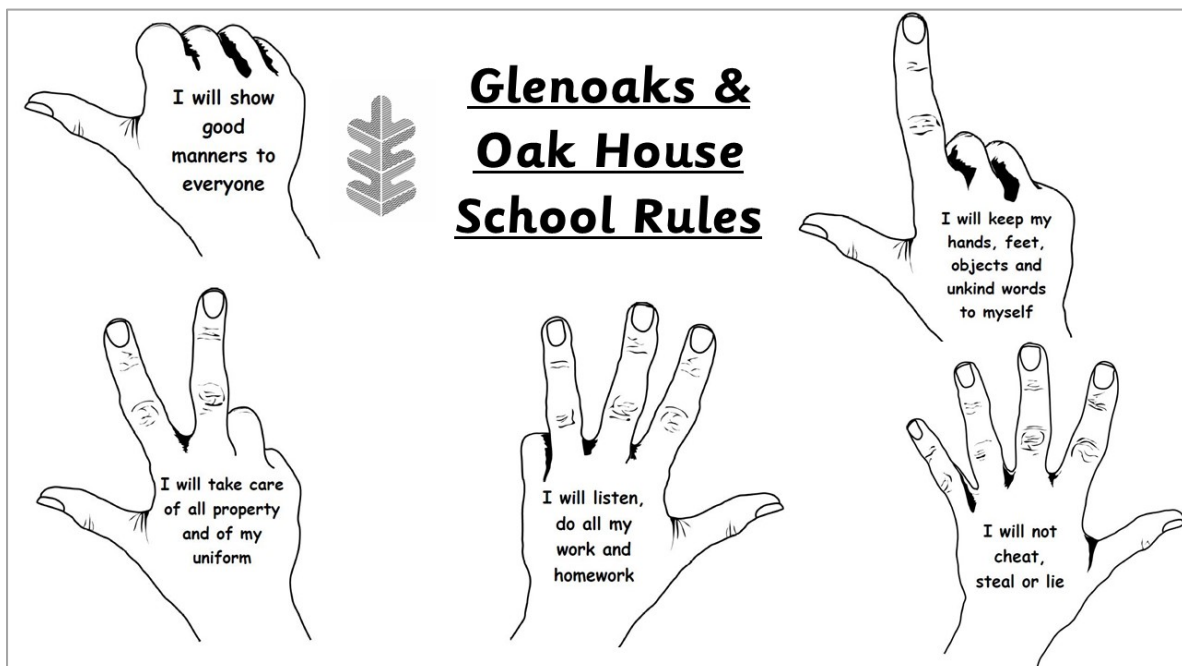
** The word 'School' in this document refers to 'Glenoaks Remedial and Special Needs School' and 'Oak House Academy.'*

** Mention of school hours or activities include those where Academy students are at work sites.*

** Child may refer to children as necessary. The words child and learner may be used interchangeably.*

** Please note: The term parent/guardian is used interchangeably*

SCHOOL RULES



COMMITMENTS OF OUR SCHOOL MEMBERS

1. Our Commitment of Staff

- To provide education geared to each learner's individual needs so that they may reach their full educational, emotional, social and physical potential. Our ultimate objective is to develop their self-esteem to enable them to become responsible and caring members of society.
- To act in a professional, ethical and accountable manner.
- To be honest enough to realise when we need to consult others for help and to own and acknowledge our mistakes.
- To be transparent, open and inclusive in our agendas and actions.
- To take responsibility for conducting ourselves; understanding that we are the face of the school and, as such, are the make-up of the school's corporate responsibility.
- To continue to keep up with the latest trends in education and to be dynamic, innovative and flexible in our approach.
- To emotionally and practically support other members of the team, provide constructive feedback, share our knowledge and work together towards the best interest of the learners.
- To be creative and prepared in an enthusiastic and energetic manner.
- To assist learners to accept the principles of fairness, equity and participation in their own learning.
- To model policies and procedures according to legislation on those which govern our society.
- To abide by school policies (such as; teaching and therapy, leave, code of conduct, communication and technology, discipline).
- To be alert, aware, interested and to act proactively to prevent discipline issues arising with children.
- To act consistently in discipline matters, as a staff.

2. The Commitment of Parents

- Through parenting; to support the school in providing education geared to my child's individual needs so that they may reach their full educational, emotional, social and physical potential. As a team, our ultimate objective is to develop each child's self-esteem to enable them to become responsible and caring members of society.
- To abide by school policies for example the Discipline Policy, Code of Conduct, Communication and Technology Policy.
- To recognise your role as members of a team, and the necessity of working with the school and keeping us informed of factors which may affect your child's learning, safety, social development and emotional stability.
- To support your child in their difficulties by providing them with routines and structures within which they feel safe and organized.
- To ensure that your child has the necessary equipment needed to perform their academic/functional/vocational tasks.

- To ensure that all necessary medications are routinely and timeously provided.
- To recognise that you have your child's best interests at heart and that we welcome your input. You have the right and the responsibility to air your views regarding school matters in a constructive manner.
- If you wish to address any concerns, please follow the communications protocol demonstrated below:
 Communicate directly to the teacher/therapist involved via e-mail
 Should the resulting intervention not be satisfactory and in line with the school's code of conduct, the parent should then communicate directly with the relevant head of department. Should the concerns not be resolved, the parent should forward previous emails to the principal, and please arrange a meeting with the principal to discuss the matter further.
- To treat the staff of Glenoaks and Oak House in a respectful and professional manner. Understand that should a staff member be bullied, intimidated, abused or threatened; action may be taken against the parent and may impact on your child's ability to attend the school.
- To give 24 hours' notice should you not be able to attend a scheduled meeting or parent interview. Parent interviews are scheduled in advance and these cannot be rescheduled due to late notice or non-attendance.
- To recognise that your children have a right to a safe and secure environment and it is therefore your duty as a parent to make sure that they abide by the school rules and support and assist us in decisions and discipline measures where needed.
- To ensure that your child is at school regularly and timeously and that he/she is collected timeously. Please use the reception gate should your child arrive at school during teaching hours. Please sign your child in/out during school hours should he/she be late or need to leave early. Furthermore, please inform the school should you need to drop or collect your child during school time.
- To provide a doctor's certificate should your child be absent from school for more than two consecutive days.

3. The Commitment Required of Learners

- To conform to the Code of Conduct of the School
- To follow the School Rules
- To accept and work within the school policies (Merit and Demerit, Discipline, Communication and Technology, etc.).
- To wear the correct uniform and show respect for myself, fellow learners and for the name of Glenoaks and Oak House at all times (tabulated below):

<u>Glenoaks Girl's Dress Code for Summer</u>	<u>Glenoaks Boy's Dress Code for Summer</u>
<ul style="list-style-type: none"> • Plain white button up school shirt or white golf shirt or Glenoaks Golf Shirt • Grey skirt, shorts or grey pants • White socks • Black leather school shoes • Grey button-up or V-necked jersey • Navy blue Dri-Mac or School Tracksuit Top <p>OR (For PC, G1-3, Younger Functional classes)</p> <ul style="list-style-type: none"> • Glenoaks Short-Sleeved Golf Shirt • Glenoaks Shorts • White socks • Black, white or navy blue takkies. • Grey button-up jersey or School Tracksuit Top 	<p>SUMMER:</p> <ul style="list-style-type: none"> • Plain white button up school shirt or white golf shirt or Glenoaks Golf Shirt • Grey shorts or trousers • Grey socks • Black leather school shoes • Grey V-neck Jersey • Navy blue Dri-Mac (no other colour will be permitted) or School Tracksuit Top <p>OR (For PC, G1-3, Younger Functional classes)</p> <ul style="list-style-type: none"> • White golf shirt with: • Glenoaks Tracksuit • Grey socks • Black, white or navy blue takkies. • Grey V-neck Jersey
<p><u>Glenoaks Winter Uniform</u></p> <ul style="list-style-type: none"> • Plain white button up school shirt or white golf shirt or Glenoaks Shirt • School Tracksuit • Black, white or navy takkies • Navy blue beanies, scarves and gloves <p>OR</p> <ul style="list-style-type: none"> • Summer school uniform listed for girls and boys above with the prescribed jersey and jacket / School Tracksuit Top for girls and boys. The girls may wear black or navy blue tights with a skirt. 	
<p><u>Oak House Dress Code</u></p> <ul style="list-style-type: none"> • Dark blue denims or a dark blue denim skirt (girls) – no frayed edges / patches / tears • Black takkies • Black V-neck jersey • Navy or black Dri Mac / windbreaker • Golf Shirt (Induction White, Year 1 Light Blue, Year 2 Red, Year 3 Navy Blue, Year 4 Charcoal Grey) • School Tracksuits 	
<p><u>Sports Uniform (for PE lessons)</u></p> <ul style="list-style-type: none"> • White golf shirt or School Golf Shirt (for sports day and walkathon learners must please wear their house colour – yellow (Topaz), red (Ruby) or green (Emerald)) • Navy, white or black sports shorts • White socks • Sports takkies or navy, white or black Tommy Takkies (Children may come to school dressed for PE when they have PE on that day) • School Tracksuit 	
<p>continued ...</p>	

Uniform Other

- Hair must at all times be neat, respectfully groomed and not hinder or distract self/others from work or school purposes. Ties must be navy, black, clear or white
- Religious attire may be worn. Please consult with the school in this regard.
- Jewelry may not be worn. Wrist watches are permitted (not smart watches). Medic-alert bracelets are permitted. Watches for seizure or other medical safety reasons must be brought to the school's attention. Jewellery with a religious significance may be worn inconspicuously.
- Girls may wear plain studs or sleepers, only one earring in each ear lobe
- No other body piercings will be permitted
- No tattoos are permitted. If a learner already has a tattoo it must be concealed
- No make-up, permanent make up or eyelash extensions are permitted
- Nails must be kept manageable (not protruding beyond the flesh of fingertips). Clear nail varnish is permitted

CONCLUSION

This Code of Conduct needs to be maintained and it is our pleasure when we are able to utilise our merit system in this regard.

Conversely, the discipline portfolio is a difficult one that requires careful consideration. The nature of the learners at this school requires case by case solutions to various behavioural difficulties. However, the demerit policy will be enforced equally amongst learners as to avoid discrimination of any kind. It is important that learners are dealt with equally when it comes to rewards and consequences. The role players in each situation will be trusted to make an informed decision in order to deal decisively but effectively with each child.

The Discipline Policy follows onto this Code of Conduct.

POLICY: REVISION HISTORY

<i>Version</i>	<i>Date</i>	<i>Comments</i>
1	2010	First draft
2	January 2011	First Revision
3	March 2012	Second Revision
4	February 2014	Third Revision to include Oakhouse, Merit and Demerit Points and 5 Rules Revision
5	February 2019	Fourth Revision
6	February 2019	Fifth Revision (Spelling, editing)

7	May 2019	6 th Revision (Spelling and Grammar)
8	October - January 2020	Editing uniform, editing the school rules spelling error, editing the conclusion to make the discipline code applicable to all.