



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

Fifth Policy Revision February 2019

INTRODUCTION

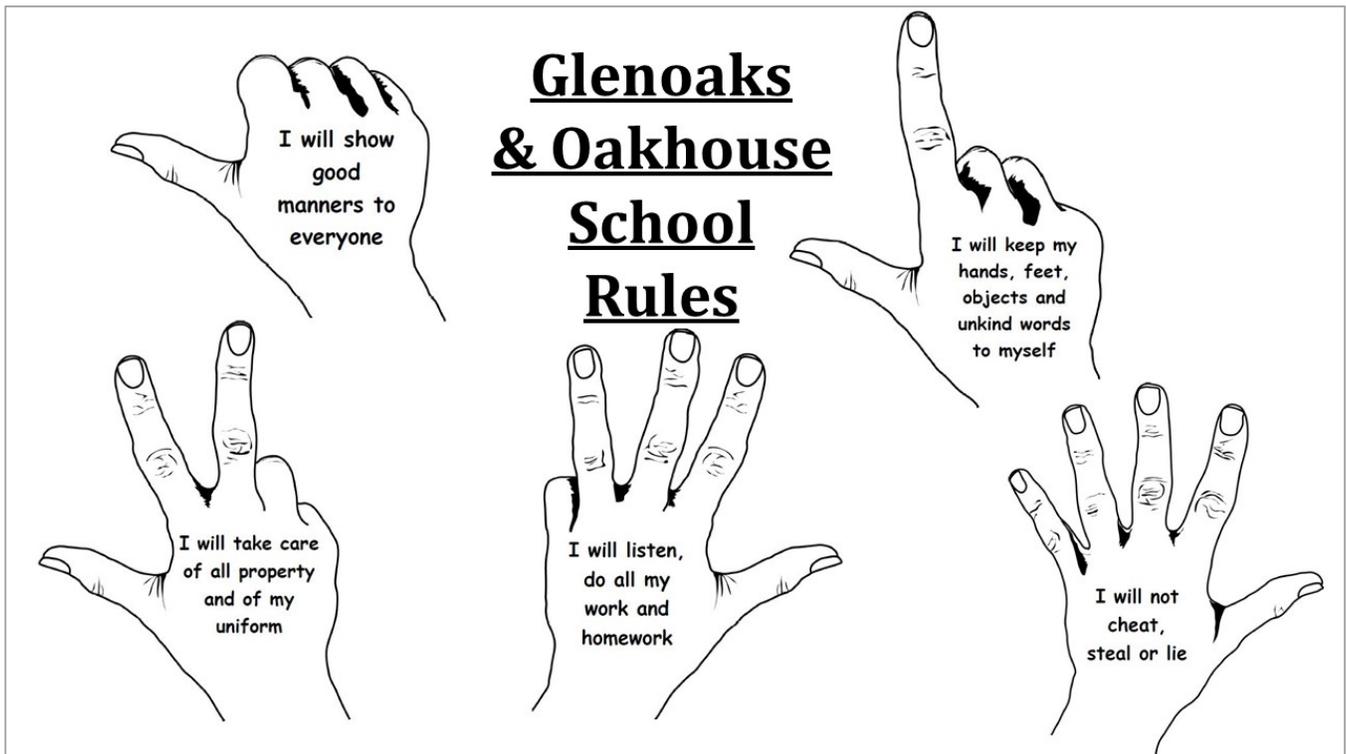
At Glenoaks School and Oakhouse Vocational Academy, we are committed to providing quality specialized education in a safe and nurturing environment. This depends on the way in which we as a staff, board of governors, parents, guardians and learners work together as a team. Our teamwork requires a set 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.*

SCHOOL RULES



COMMITMENTS OF OUR SCHOOL MEMBERS

1. Our Commitment as a 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 actions; 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 to take risks 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 on those which govern our society.
- To abide by school policies (teaching and therapy, leave, code of conduct, communication and technology, discipline ...).
- To be alert, aware and interested, and to act proactively to prevent discipline issues arising.
- To act consistently in discipline matters, as a staff.

2. The Commitment of Our Parents

- Through parenting; to support the school in providing provide 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 tasks.
- To ensure that all necessary medications are routinely and timeously provided.
- To recognise that we 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.
- To follow the correct communication channel should I wish to raise my concerns. Any concern should please be dealt with directly between parents and the teacher/therapist involved, preferably via email. Should the resulting intervention not be satisfactory and in line with our Code of Conduct, the parent should contact the Head of Department via e-mail. Should the concern still not be addressed, the parent should forward previous emails to the Principal, Kerry Caldeira.
- To treat the staff of Glenoaks and Oakhouse in a respectful and professional manner. I understand that should I bully, intimidate, abuse or threaten a staff member; action may be taken against me and may impact on my child's ability to attend the school.
- To give 24 hours' notice should I not be able to attend a previously scheduled meeting or parent interview. I understand that parent interviews are scheduled in advance and that these cannot be rescheduled due to my late notice of non-attendance.
- To recognise that our children have a right to a safe and secure environment and it is therefore your duty 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 my child is at school regularly and timeously and that he/she is collected timeously. I will use the reception gate should I arrive at school during teaching hours. I will sign my child in/out during school hours should he/she be late or need to leave early. Furthermore, I will give the teacher notice should I need to drop or collect my child during school time.
- To provide a doctor's certificate should my 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 ...).
- To wear the correct uniform and show respect for myself and for the name of Glenoaks and Oakhouse 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 • Grey skirt or grey pants • White socks • Black leather school shoes • Grey button-up or V-necked jersey • Navy blue Dri-Mac <p>OR</p> <ul style="list-style-type: none"> • White golf shirt with • Glenoaks Tracksuit • White socks • Black, white or navy blue takkies. • Grey button-up jersey <ul style="list-style-type: none"> • Earrings may be worn in one lobe hole. Only sleepers or plain studs may be worn | <p>SUMMER:</p> <ul style="list-style-type: none"> • Plain white button up school shirt or white 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) • School Tracksuit Top <p>OR</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 • School Tracksuit • Black, white or navy takkies • Navy blue beanies, scarves and gloves <p>OR</p> <ul style="list-style-type: none"> • Normal school uniform listed for girls and boys above with the prescribed jersey and jacket for girls and boys. The girls may wear black or navy blue tights with a skirt. | |
| <p><u>Oakhouse 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) | |
| <p><u>Sports Uniform (for PE lessons)</u></p> <ul style="list-style-type: none"> • White 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 • School Tracksuit | |
| <ul style="list-style-type: none"> • Hair must at all times be neat, respectfully groomed and not hinder or distract self/others from work or school purposes. • Jewelry may not be worn. Religious necklaces or the like may be worn, concealed under the uniform. | |

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. This, coupled with individual circumstances makes it very difficult to have a set procedure for discipline as many cases will require sensitive and specific handling for each case. 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 Merit and Demerit 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) |