



斐京華僑公學

Pretoria Chinese School

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DISCIPLINARY POLICY – GRADE 8 ⇨ 12

Pretoria Chinese School reserves the right to amend this policy from time to time as and when circumstances require this. The Discipline Code is an agreement between Pretoria Chinese School, its parents and students. This code is applicable whilst students and parents/guardians are on the school's premises, at school functions or on any occasion where they are identifiable as students or parents/guardians of Pretoria Chinese School.

CREDITS, DEBITS AND DEMERITS

Positive behaviour of students will be recognised and reinforced by the awarding of credits which students accumulate to qualify them for various rewards awarded at school assemblies. Behaviour contravening the Discipline Code will result in the awarding of debits and demerits which will have the following consequences:

Four debits	=	One demerit	
Three demerits	=	One week suspension	In any one calendar year
One further debit	=	Permanent dismissal	

For students in Grade 4 – 7, a yellow dot system will be used before the issuing of debits/demerits. This enables the student to learn from his/her mistakes and rectify his/her behaviour to avoid a debit. Yellow dots are pasted into the student's diary. Parents will thus be aware of the dot/transgression and be able to discuss the matter with their child. After three yellow dots, the student will be given a debit. The yellow dot system does not apply for students in Grade 8 – 12.

-----REPLY SLIP -----

PARENT'S / GUARDIAN AGREEMENT

I, _____ Parent/Guardian of _____
in Grade _____ have read and acknowledge receipt hereof the Disciplinary Code of the Pretoria Chinese School. I will endeavour to assist my child to follow and respect the Code laid down.

Signature: _____ Date: _____

LEARNER'S AGREEMENT

Name: _____ Grade: _____ have read,
acknowledged and have understood the Disciplinary Code laid down by the school and hereby agree to abide by the rules.

Signature: _____ Date: _____



SANCTIONS TO BE IMPOSED

SUSPENSIONS AND DISMISSALS

A student is suspended for one week from Pretoria Chinese School on receipt of three demerits in a calendar year. There will be no refund of school fees. The student will assume responsibility for the missed work. After returning to school an offence worthy of a debit will result in instant dismissal of that student and that term's fees will be forfeited.

At the start of each New Year, all debits, credits and demerits are cancelled.

Only the Principal may impose demerits.

ALTERNATIVE SANCTIONS

Pretoria Chinese School reserves the right to impose alternative sanctions other than that of suspension or expulsion of a student at the sole discretion of the Principal of the School and notwithstanding that there has been no accumulation of demerits. Such discretionary sanctions include the removal of a student from a leadership position or to refuse a student re-entry in the next academic year.

DISCIPLINARY PROCESS TO RESOLVE DISPUTES

The disciplinary process to resolve disputes will be carried out by the Principal of the School and each offence will undergo thorough investigation. The decision to dismiss or suspend a student or to impose an alternative discretionary sanction will be at the discretion of the Principal of the School. As part of this disciplinary process, meetings with the student and parents will take place.

Certain serious offences on School property may bypass the suspension process and may result in immediate dismissal. This is at the discretion of the Principal.

GENERAL

All students are bound by the rules and regulations as laid out in the Disciplinary Code. Pretoria Chinese School reserves the right to search students and their property and to confiscate property if necessary. Pretoria Chinese School also reserves the right to discipline, suspend or dismiss any student at any time, whose behaviour is in contravention with this Code. Pretoria Chinese School also reserves the right to discipline any student for conduct not perpetrated on school premises, but which may reasonably be considered to bring the school into disrepute. Pretoria Chinese School is not responsible for the loss of property by students.

PARENTS/GUARDIANS

All parents and guardians of students agree to adhere to the principles enshrined in the Constitution of the Pretoria Chinese School and the Disciplinary Code. Pretoria Chinese School reserves the right to investigate and resolve any issue pertaining to the conduct of a parent/guardian which may *prima facie* transgress either the Constitution or the Code and furthermore reserves the right to impose any reasonable sanction which in the sole discretion of the Principal of the School is appropriate in the circumstances, taking into account all relevant interests, including the right to restrict and exclude access to the school premises or grounds and to refuse a student re-entry in the next academic year.

COURTESY AND MANNERS

We expect our learners to be courteous and well-mannered at all times.

Greet members of staff and adults of the school ground with “Good Morning, Sir” or “Good Morning Ma’am”. All members of staff should be greeted at all times. Please remember that our Maintenance Manager and general Assistants also form part of the staff. “Hi” and “Hello” might be suitable for greeting friends but certainly not for greeting adults.

Do get up and stand up straight when greeting an adult. Boys should remember to raise their caps/hats and never greet adults with their hands in their pockets.

As other members of staff will be coming into your classroom frequently, it is not practical to get up and greet them every time, but you can show your respect by being quiet or by whispering while the visiting member of staff is talking to your educator. You are expected, though, as a sign of respect, to stand up and greet when the Principal or Deputy Principal enters your classroom.

You have been taught not to talk to strangers, but remember an adult who comes into the School property during normal hours, is probably a Parent or someone who has some connection with the school. Greet this person courteously and offer to show them where they need to go.

When teams from other schools’ visit our School, they should be met and greeted politely. Visiting members of staff should be welcomed and directed to our members of staff. Remember to thank the Umpires/Referees at the end of sport matches and say goodbye to the visiting teams and their coaches. The same basic courtesy applies when you visit other schools.

Never forget to say “Please” and “Thank You” in your dealings with other people, for example, in the classroom, at the Tuck Shop, in the Office Block, especially Administration, Reception and Finance. When speaking to people never answer with a simple “yes” or “no”. Respond with a “yes, sir”, “no Mr Smith”, “I am not sure, Ma’am”. “It is three o’ clock, Mrs Jones” etc.

Do not greet the same member of staff repeatedly on the same day. It is a personal gesture that means “may you have a good morning” or “may you have a good afternoon”. If you say it repeatedly to the same person on the same day, it becomes meaningless.

Remember the rules of basic courtesy mentioned above as they also apply when you find yourself in circumstances such as being transported to and from School by bus, taxi or lift club. Bad language is unacceptable at ALL times. Not only does it reflect badly on your upbringing, but it also displays disrespect for the people in whose company the bad language is used.

When you need to interrupt an adult conversation, begin by saying, “excuse me for interrupting”. Do not walk through a circle of people, or even just two people having a discussion. Always walk around the group of people.

Remember the rule “ladies first” when it comes to doors, gates, etc and remember: schoolgirls are also ladies.

Never rummage through other people’s school bags, pencil cases, kit bags or drawers. One must have the utmost respect for other people’s property. Remember: there is no such thing as “finder’s keepers”. If you find or pick up something that does not belong to you, it is your duty to find the owner, or hand it in at Reception.

At Pretoria Chinese School learners are expected to behave in the manner mentioned above whenever they are on the School grounds. The same applies when you are not on the School grounds but still in School Uniform or in the School sporting outfits. One would in fact hope that you would display courteous behaviour in your dealings with all people at all times.



for Parents

- ♥ I will always love and respect my child for who he / she is and not who I want him / her to be.
- ♥ I will give my child space – to grow, to dream, to succeed and even sometimes to fail.
- ♥ I will create a loving home environment and show my child that he / she is loved, whenever and however I can.
- ♥ I will, when discipline is necessary, let my child know that I disapprove of what he / she does, not who he / she is.
- ♥ I will set limits for my child and help him / her find security in the knowledge of what is expected of him / her.
- ♥ I will make time for my child and cherish our moments together, realising how important – and – fleeting – they are.
- ♥ I will not burden my child with emotions and problems he / she is not equipped to deal with, remembering that I am the parent and he / she is the child.
- ♥ I will encourage my child to experience the world and all its possibilities, guiding him / her in its ways and taking pains to leave him / her careful but not fearful.
- ♥ I will take care of myself physically and emotionally, so that I can be there for my child when he / she needs me.
- ♥ I will try to be the kind of person I want my child to grow up to be – loving, fair-minded, moral, giving and hopeful.