



斐京華僑公學

Pretoria Chinese School

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DISCIPLINE POLICY – JUNIOR PREPARATORY

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.

Aim:

- To develop self-discipline
- To encourage appropriate behaviour
- To reduce negative behaviour

The system works as follows:

- Every class works on a ladder chart
- Learners move up/down on the ladder according to rewards and consequences

POSITIVE

Reaching top of ladder = 5 house points

Move up 3:

- 100% attendance per term
- Consistent polite and positive behaviour
- Bringing theme-related information to school

Move up 2:

- Honesty
- Consistent helpfulness
- Picking up litter
- Consistent kindness
- Good behaviour in Music, Chinese and Computers

Move up 1:

- Smileys/stickers in books – teacher's discretion and class system

NEGATIVE

Yellow dot = 2- house points

Move down 2:

- Homework not done or left at home
- Homework partially incomplete
- Books/diary at home
- Reading card not signed
- Reply slips not returned
- Discipline entries (diary) not signed
- Uniform, hair infringements
- Late arrival in morning or after breaks
- Being in unauthorized places
- Disruptive behaviour in class
- Eating/drinking in class or line-up
- Misbehaving during line-up

Yellow dot:

- Fighting, bullying, dangerous play
- Writing on school property
- Swearing and unacceptable language
- Disrespect
- Any infringement from negative section and removed from ladder chart
- 3 break detentions

Break detention

- Any infringement from negative section and removed from ladder chart

REWARDS

- Reaching the top 3 times: Blue certificate
- Reaching the top 6 times: Red certificate + 1 day civvies
- Reaching the top 10 times: White certificate + 2 days civvies

CONSEQUENCES

- 2 yellow dots: Visit to Deputy Principal – Junior Preparatory
- 3 yellow dots: Visit to Principal
- 4 yellow dots: Interview with parents, Deputy principal and Principal

Rewards: Reaching top of ladder

| 3 times | 6 times | 10 times |
|----------------|----------------|-------------------|
| Date: | Date: | Date: |
| Voucher given: | Civvies on: | Civvies from: to: |
| Teacher: | Teacher: | Teacher: |
| Parent: | Parent: | Parent: |

Consequences: Yellow dots

| Date | | Reason | School | Parent |
|------|--|--------|--|--------|
| 1 | | | Teacher: | |
| 2 | | | Deputy Principal: | |
| 3 | | | Principal: | |
| 4 | | | Deputy Principal/Principal and Parents | |

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

PARENT'S / GUARDIAN AGREEMENT

I, _____ Parent/Guardian of _____

in Grade _____ have read and acknowledge receipt of the Disciplinary Code of the Pretoria Chinese School. I will assist my child to follow and respect the Code.

Signature: _____

Date: _____

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 Steur” 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, hand it in at Lost Property 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.