

 HeronBridge COLLEGE <i>Educating young South Africans with Heart</i>	All Schools
	Operations
	CODE OF BEHAVIOUR

The Code of Behaviour has been drawn up for the benefit of all. Obedience to the rules will result in the safety, well-being and happiness of every person on the property.

MOVEMENT

1. Running along corridors, on the stairs or elsewhere in the school buildings is forbidden.
2. Pupils must proceed in an orderly way at all times.
3. Movement to and from classes must be quick and quiet.
4. Pupils may not wander around the school during school time.
5. No pupil is allowed in the auditorium, computer centre, hub, art room, science laboratory, swimming pool area or classroom at any time unless a teacher is present.

GROUNDS

1. Pupils must keep the grounds free of litter. The dustbins must be used for all food wrappers, cans and other litter.
2. Pupils may not play roughly in the playgrounds. Dangerous games are not permitted. Any form of fighting or bullying is absolutely forbidden.
3. The car park area, auditorium, staffroom and offices are out of bounds at all times.
4. Pupils are not permitted on the tennis courts unless they are wearing white soled tennis or athletic shoes
5. Unless visiting the tuckshop, media centre or going to the toilets, pupils must remain in their allocated play areas.
6. No bicycles, roller skates, roller blades or skate-boards may be ridden through the school buildings or grounds.
7. No Prep pupils are allowed through the gates to the river without teacher supervision.

CLASSROOMS

1. Rooms must be kept clean and left litter free at the end of the day.
2. Windows must be closed at the end of each day.
3. Chairs are to be placed upright on desks where possible before the classroom is vacated at the end of the day.

ABSENTEEISM

1. Pupils who are away from school must bring a letter from their parents explaining their absence on the day they return to school.
2. Pupils are expected to make every effort to catch up on missing work caused by absence from school.
3. If a child is absent for more than a day, the school must be notified. Absence in excess of three days must be justified by a medical certificate or a letter from the parent.
4. A medical certificate is required if a cycle test or examination is missed. Failing to do so will result in receiving 0% for the test or exam.

BEHAVIOUR

HBC Policies and Procedures

1. Pupils may not disrupt the schools' organisation or damage its image in any way, through inappropriate behaviour.
2. Pupils may not handle or take the possessions of another pupil without that pupil's permission or unless instructed to do so by a teacher.
3. No pupil may leave the school grounds during school hours without the permission of the Headmaster, Deputy or relevant Grade Tutor.
4. Pupils should be at school at 07h30. Pupils that are late for school must first report to the office for a late slip.
5. Once a pupil has committed to an extra-mural, this must be followed through until the end of term.
6. Pupils must give and return all important communications between the school and parents.
7. Pupils are to wear the correct school uniform during school hours. School uniform or a recognised sports uniform must be worn when pupils leave school. The school uniform must not be mixed with the sports uniform.
8. The correct sports uniform is to be worn at practices and for matches.
9. Pupils will behave in an orderly manner during assemblies and whilst using the auditorium.
10. Pupils must co-operate with their teachers at all times, and not interrupt lessons unnecessarily.
11. Pupils may not eat, drink or chew gum during a lesson.
12. Pupils may not talk or move around the classroom without permission.
13. Pupils must allocate sufficient time to their studies and homework and always remember to hand in their work on time.
14. Teachers and all visitors to the school must be greeted politely at all times.

CLOAKROOMS

1. Cloakrooms are to be left clean and tidy at all times.
2. No foodstuffs or cold drinks may be taken into the cloakrooms.
3. No school or togbags may be left in the cloakrooms.
4. No pupil may play in or around the cloakrooms.
5. Graffiti is strictly forbidden.

SUITCASES, TOGBAGS AND OTHER POSSESSIONS

1. No togbags are to be used as suitcases.
2. If cases are left outside the classrooms, hub or auditorium, pupils must place them neatly in rows against the wall out of the way of pedestrian traffic.
3. No suitcases may be left in front of the office area.
4. All suitcases, togbags and other personal property must be clearly marked.

GENERAL

1. All items which are school property should be carefully used and looked after. Anything that is damaged must be reported to the office without delay.
2. Pupils must take care of their text books, these should be covered and labelled carefully. Pupils must not leave their iPads unattended.
3. School property, such as sports equipment, may only be taken and used with the permission of the teacher in charge.
4. After school, and after extra murals, pupils must wait inside the school grounds for their transport to arrive.
5. No pupils may sell items at school without permission from the school.
6. The office telephones may only be used, with permission, in an emergency.