



# KGALADI PRIMARY SCHOOL

## CODE OF CONDUCT FOR LEARNERS



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# CODE OF CONDUCT FOR LEARNERS OF KGALADI PRIMARY SCHOOL

## 1 Preamble

SASA 84 of 1996 obliges the SGB of Public School to adopt a Code of Conduct for learners. This document is aimed at establishing a disciplined and purposeful environment to facilitate effective education and learning in the school. This policy affirms the democratic values of human rights, dignity, equity and freedom.

## 2 Principles and values: Rights of Learners

- 2.1. Learners have the right to privacy and confidentiality
- 2.2. They have the rights to be listened to.
- 2.3. No person may unfairly discriminate against a learner who must enjoy the equal treatment, protection and benefits before the law.
- 2.4. There shall be respect to the learner's dignity.
- 2.5. Discipline must be based on dignity and respect.
- 2.6. Corporal punishment is a taboo.
- 2.7. Learners may not be locked in solitary confinement.
- 2.8. Learners have the right to freedom of expression.
- 2.9. Learners have the right to education.

## 3 The following values of the school will be promoted through this Code of Conduct:

- 3.1. Self-discipline
- 3.2. Responsibility
- 3.3. Participation
- 3.4. Cooperation and
- 3.5. Hard work

## 4 Admission Procedures

### 4.1 Responsibilities

- (a) It is the responsibility of the School Management Team together with the teachers to ensure that learners are registered during the times set from time to time by the School.
- (b) The admission register shall be kept in the principal's office and such a register shall contain all the relevant information about the learner.

### 4.2 Admission in Grade R

- (a) In the case a learner is registering in grade R, the following will be required from the parent/guardian:
  - (i) Birth Certificate

- (ii) Clinic Card
- (iii) Application Form
- (b) If a learner does not have one of the above, such a learner will be admitted temporarily until all the required documents are submitted.
- (c) If the learner has not been immunized, the principal will advise the parent/guardian to have the child immunized as part of Primary health care.

#### **4.3 Admission of learners to other grades**

- (a) In the case a learner is admitted to other grades, the following will be required:
  - (i) The learner's latest report
  - (ii) Letter of transfer
  - (iii) Application form duly signed by the parent/guardian
- (b) The age norm for admission of learners shall be consistent with the Provincial Norms.

#### **4.4 Admission of Foreign Learners**

- (a) In case of foreigners applying for admission, the following shall be required:
  - (i) Study Permit
  - (ii) All Relevant Documents

#### **4.5 Admission of Learners with Special Needs**

- (a) Wherever reasonably possible, the School shall admit learners with special educational needs.

#### **4.6 Closing Date**

Closing date for registrations will be made known to parents every year by 31<sup>st</sup> of July.

#### **4.7 Additional Information**

- (a) Parents will be given dates for the collection of forms
- (b) Due dates for submission of such forms shall be set from time to time by the school.

### **5 Removal of learner from the admission register**

The learner's name shall be removed from the admission register when he/she:

- (a) Leaves the school after completing grade VII
- (b) Applies for a transfer to another school and the transfer is effected.
- (c) Is expelled in terms of the procedures outlined in SASA
- (d) Dies

### **6 Repetition of Learners**

- (a) A learner who has repeated one or more times at the school will be exempted from the age norm.

- (b) The school will discuss the learner's performance and progress with the parent/guardian and a record of such discussions will be kept.

## **7 Feeder Zone**

- (a) The School's Feeder Zone is Sekhukhune District in general, and, Makhuduthamaga Municipality, Mamone Village in particular.
- (b) Admission of learners from the feeder zone and/or outside the zone shall be on first come first serve basis

## **8 Right to appeal**

Any learner who has been refused admission to the school may lodge an appeal with the MEC in terms of SASA 84 of 1996 as amended.

## **9 Recruitment**

The School will take the following actions to recruit learners from the Community:

- (a) Make the application forms accessible and in time.
- (b) Have realistic Closing dates for applications.
- (c) Publish itself through its year book (Magazine)
- (d) Have regular contact with the Community through its Community involvement Programs (Projects)
- (e) Engage in intensive teaching and learning programs that produce learners envisaged in the School's Vision and Mission Statements.
- (f) Promote community ownership through different Programmes.

**DATE ADOPTED BY SGB:** \_\_\_\_\_

**SIGNATURE OF THE SGB:** \_\_\_\_\_