



Live, Love and Learn like Jesus

NORTHVIEW CHRISTIAN ACADEMY

SCHOOL PROSPECTUS DISCIPLINARY CODE OF CONDUCT

**PLOT 217 STERKLOOP
1 CAMPBELL STREET
STERKLOOP POLOKWANE
TEL: 081 442 4474**

Email: reception@northviewchristianacademy.co.za

1. WELCOME LETTER FROM THE DEAN

Dear Parents and learners

I am delighted to welcome you to the Northview Christian Academy family!

This information Booklet provides an overview of the philosophies, policies and general information and procedures of our school. This booklet is an easy source reference to assist you and your child to become familiar with the day to day operations of the Academy.

Mrs. Charmaine Botha

DEAN

2. HISTORY OF TRINITY PRIMARY SCHOOL NOW KNOWN AS NORTHVIEW CHRISTIAN ACADEMY

Trinity Primary School was founded by our current Dean Charmaine Botha. The original vision of Trinity was to establish a multi-racial, affordable, Biblically sound primary school which offered quality education. In 2004 parents from our Sister School Little Blessings approached the Managing Committee pleading with us to start a Primary School to allow their children, who have been in our care for 5+ years to continue schooling with us. In 2005 we started Trinity Primary School in a house situated next to Little Blessings at 56A Hoog Street, our first Grade 1 class consisted out of 16 students and we grew a Grade for each of the following years. Soon the premises became too small to accommodate the rapidly growing learner corps and we re-located to Bet-Shalom Church in Bendor Park. After 2 years we outgrew this space too and started searching for a suitable venue to house the school. In 2012 we moved into a 3-story prior hostel building adjacent to Tom Naudé High School. The facilities were in disrepair but God provided the funding needed and we were able to do the much-needed renovations. Again, we outgrew these premises and made the decision to relocate the school in January 2017 to the current premises, previously known as Christian Achievers Academy in the suburb of Sterkloop. Currently we have a learner corps of nearly 353 learners and we are still rapidly growing. Due to a request from CIPRO to enable us to register our Company we changed the name to Northview Christian Academy on the 14th of August 2015.

Throughout the years the vision of the school has had to be constantly revised as expansion brought with it, new requirements, but one thing remained steadfast – Sound quality education in small class groups.

The real achievement of Northview does not lie in the academic results nor the number of trophies obtained throughout the year. It lies in the positive learning environment that has been fostered and the “ethos of care” that learners and staff have nurtured over the years. It has become an environment where the development of each child's individual potential has centre state in all decision making. The Schools motto: “Trust in the Lord with all your heart and lean not on your own understanding” underpins all venture and ensures a steadfast spirit of commitment within the learners towards achieving their best.

This environment has not developed by chance. Northview has grown through the vision of those who first conceptualised it – the early trustees, staff and parent community who believed that a school of quality was indeed necessary in Polokwane.

Today Northview Christian Academy (**NCA**) is one of the most diverse independent schools in Limpopo. The school's demographic profile truly represents South African society. The diversity within the school is successfully managed in accordance to the guiding principles of the school's ethos: respect and regard.

3. PRINCIPLES, MISSION, VISION, INSPIRATION & CORE VALUES

Principles

Providing a safe and caring learning environment. The teaching staff and administration are committed to provide safe, friendly and caring classrooms and environment at **Northview Christian Academy**. This is provided through having a community approach in the classroom, providing clear expectations and rules, encouraging all individuals to follow the command "Love God and Love others" through all situations that arise in the classroom, accepting each other's differences and valuing the person as an integral part of the classroom.

Mission

The mission of **Northview Christian Academy** is to provide solid and sound education grounded in Christian principles and values. To holistically develop, body, soul and mind in essence to nurture each child and encourage them to reach their full potential, enabling them to become a transforming influence on the world they live in.

Vision

Northview Christian Academy is a community guided by Biblical Truth and wise stewardship, developing Christian leaders who are prepared for life. Recognising each individual's potential and encouraging them to discover, explore and pursue God-given talents and purpose. The NCA experience builds lasting relationships, enables service to others and encourages a lifelong love of learning.

Inspiration

Proverbs 3:5: Trust in the Lord with all your heart and lean not on your own understanding.

Core Values

Unity, Excellence, Christ-focused, Accountability and Integrity.

4. Christian Code of Conduct

Relationship

Matthew 22:37-38

Jesus Replied "Love the Lord your God with all your heart and with all your soul and with all your mind. This is the first and greatest command".

Love God and Love others. Encouraging students, staff and parents to follow this command will help to bring peace and unity to all that we do here.

Attitude

2 Timothy 2:15

Do your best to present yourself to God as one approved, a workman who does not need to be ashamed and who correctly handles the word of truth.

Doing your best as a workman of God. Encourage students and staff to do their best with all that has been entrusted to them, whether it be in class, on the playground, when representing the School in the community or friendship.

Character

Galatians 5:22-24

"But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control. Against such things there is no law. Those who belong to Christ Jesus have crucified the sinful nature with its passions and desires"

Developing these character traits and attributes will help us behave in a manner based on our beliefs and in a way that is pleasing to God.

Trust

Proverbs 3:5-6

"Trust in the LORD with all your heart and lean not on your own understanding; in all ways acknowledge Him, and He will make your paths straight".

Trust is earned through relationships, attitude and character. At **Northview Christian Academy** we aim to entrust all that we do to God and pray that trust will be formed between all individuals.

5. NORTHVIEW CHRISTIAN ACADEMY EMBLEM



Trinity: God the Father - The Word of God the cross bar of the Cross
God the Son - The Crucifixion the sacrifice of the Jesus Christ
God the Holy Spirit - The Dove

The Olive Branch - Gods Provision
The Arch - A New Horizon
The Pen - Knowledge
The Arrow pointing upwards - Eternal life

Colours: Purple, Blue and White
Temple colours in the Old Testament represents
Royalty, Purity and Kingship

6. SCRIPTURE VERSE AND MOTTO

Proverbs 3:5

"Trust in the Lord with all your heart and lean not on your own understanding; in all your ways acknowledge Him and He will direct your paths"

Motto: Live, Love and Learn like Jesus

7. SCHOOL DETAILS:

Postal Address:

P O Box 55276
POLOKWANE, 0700

Street Address:

1 Campbell Street
Sterkloop
Polokwane

Telephone: 081 442 4474

The names and phone numbers of individuals can be found on the website

E-mails: reception.northview@gmail.com
finances.northview@gmail.com
zirkia.northview@gmail.com

Complaints Policy:

Complaints should be lodged using the correct channels & chain of command as follows; **1st** Educators, **2nd** HOD, **3rd** Vice Principal, **4th** Principal lastly Dean.

Alternatively, complaints can be lodged via an email specifically allocated for complaints.

Email: communicate.nca@gmail.com

Appointments:

Appointments to see either the principal can be arranged with her assistant: Mrs. Elize Bothma **081 442 4474**

School Hours:

GRADE R	GRADE 1-2	GRADE 3	GRADE 4-7	Remedial
Mon - Thursday 07:15 to 14:00 Includes Sport Fridays 13:00	Mon - Thursday 07:15 to 14:00 Includes Sport Fridays 13:00	Mon - Thursday 07:15 to 14:00 Includes Sport Fridays 13:00	Mon – Thursday 07:15 to 15:00 Includes sport Friday – 13:00	Remedial classes will take place every Wednesday for Grades R to 3 from 14:00- 15:00 Grade 4 to 7 13:45 – 14:55 (Except last Wednesday of every month)

8. NORTHVIEW CHRISTIAN ACADEMY - SCHOOL FEES STRUCTURE

School fees are set annually. No new applications will be processed if the Registration fee and Admin fees have not been paid.

9. SCHOOL FEES:

PLEASE SEE **INSIDE** THE ENVELOPE FOR **SCHOOL FEES & BOOK FEES**

STATIONARY should be purchased by Parent/Guardian (*request a stationary list from the office*)

FINANCIAL POLICY:

- School fees are **payable over 12 months**
- **STRATCOL** Debit Orders are preferred, please ensure you sign your Debit Order when you enrol your child/children
- Financial Arrangements need to be made with our **Financial Officer**
- **Note we are members from TPN that forms part of TransUnion & Experian and we do credit checks as report to the credit bureau.**
- Penalty fees: If the accounts office must correspond constantly re: outstanding fees.
 - 1, R 50,00 Phone call
 - 2, R 20,00 Per WhatsApp/SMS
 - 3, R 150,00 Per E-mail
 - 4, R 150,00 Returned Unpaid Debit Order
 - 5, R 100,00 Service Fee on all Refunds
 - R 300,00 Notice of Termination
- Curriculum book fees is payable from July 2024 until March 2025 should you prefer to start with a down payment in advance please contact the financial office for arrangement
- Northview Christian Academy is associated with TPN credit bureau, our client, who subscribes to our services. Please take the time to review the following information which will advise you of our relationship with TPN.
- Who is TPN credit bureau? TPN is a registered credit bureau. TPN collects account information on debtors and maintains a history of their account payment behaviour. Importantly, this means that TPN credit bureau collects not only adverse information but also positive credit information. A positive credit record is extremely advantageous to you as it increases your ability to access credit in the market place
- How does it work? Our client has agreed to update your account payment record as per your contractual obligations with them. What if I pay my account late? Your account is due and expected on the due date as per your agreement with our client. It is important that accounts payments are paid promptly. Please note that payment received after due date will result in your payment record being updated accordingly. What if I do not pay my account?
Payment of your account with our client is not a matter of choice, it is an essential part of your agreement.

- Failure to pay any account or other monies due, could result in a negative credit record (or "blacklisting") which will severely restrict your access to further credit.

FINANCIAL OFFICE HOURS: Note that the finance office works on appointments only

Monday's to Thursday's 07:15 - 15:00

Friday's 07:17 -13:00

NOTICES:

If you wish to give notice the following rules apply:

1. 1x Months **written** notice (Not via WhatsApp or SMS)
2. Notice should not be given orally to any staff member
3. Reminder: Cancel your Stratcol Debit Order in Writing
4. Notice cannot be given in November for December as school fees are payable over 12 months, unless you are relocating.
5. Access to the school may be prohibited or deregistration with notice if your account is in arrears and you have not followed protocol.

BANKING DETAILS

STANDARD BANK -	Northview Christian Academy
Branch Code:	051001 Polokwane
Reference:	Reminder use your child's name & surname or Student number as reference
Account no:	372 499 775

9. FUNDS AND FUNDRAISING

The committees are responsible for raising of funds to finance projects. These should be structured and acceptable to the school. A written proposal of any such intention should be presented to the Principal. Parents might be asked to assist with physically aiding the staff with making food sorts, selling merchandise etc. If you are willing to assist please add your name to the list provided on your application form or inform the school secretary or your register class teacher

10. ACADEMIC INFORMATION

NB! Parents are strictly prohibited from visiting an educator during school hours without an appointment **AND** reporting to the office **first** (1st). It is extremely disruptive and interferes with the conducting of the curriculum effectively.

10.1 SYLLABI / CURRICULUM

Syllabi, as laid down by the Department of Basic Education CAPS Curriculum, CAPS aligned curriculum.

10.1.1 FOUNDATION PHASE

GRADE R

***CAPS aligned curriculum, and tested and tried Christian Curriculums
As well as Revised National Curriculum.***

1. English Home Language
2. Mathematics
3. Life Skills
4. Bible
5. Robotics & Coding
6. FAST Heroes Program (Term 2)

10.1.2 GRADE 1 to GRADE 3

CAPS aligned curriculum.

1. English Home Language
2. Mathematics
3. Life Orientation
4. Bible
5. Afrikaans First Additional Language
6. Robotics & Coding
7. FAST Hero Project (Term 2)

10.1.3 Intermediary and Senior Phase

GRADE 4-6

CAPS aligned curriculum.

1. English Home Language
2. Afrikaans 1st Additional Language
3. Mathematics
4. Social Sciences – History and Geography

Training the Leaders of Tomorrow, Today.

5. Life Orientation, Health and Sex Education
6. Natural Science
7. Bible Education
8. Robotics & Coding
9. FAST Heroes Project (Term 2)

10.1.4 SENIOR PHASE

GRADE 7

CAPS aligned curriculum

1. English Home Language
2. Afrikaans 1st Additional Language
3. Mathematics
4. Social Sciences – History and Geography
5. Life Orientation, Health and Sex Education
6. Natural Science
7. Bible Education
8. Economic and Management Sciences
9. Technology
10. Creative Arts
11. Robotics & Coding
12. FAST Heroes Project (Term 2)

10.2 PROGRESS AND ASSESSMENT

Assessment from Grade 1 to 3 takes place weekly according to a pre-set timetable for each term.

10.2.1 GRADE R to GRADE 3

Parents will be kept informed about the progress of their child by means of 4 quarterly reports.

Continuous assessment will take place throughout the year and parents will be informed as soon as problems arise, and referrals will be suggested if deemed important by an educator. Each learner will have a POA (Portfolio of assessment) for Parent teacher conferences.

10.2.2 GRADE 4-7

In order to encourage and enhance regular study habits by the learners, a system of tests, combined with the examination system, will be used. Continuous evaluation will also take place throughout the year. Parents will receive a progress report at the end of each term. Continuous evaluation might include projects and

practical assignments. Please ensure all projects are submitted on time and adhere to the protocol required - (Rubrics).

Test and exam study allocations are always provided in writing and all test schedules and exam schedules are also provided in writing.

Should they be misplaced, please contact the teacher concerned or check your "What's **App**" group.

10.2.3 FORMAL ASSESSMENT TASKS – (FAT's)

FAT's form a crucial part of the promotional requirements making up a certain percentage (%) of the term marks; therefore, they are extremely important and essential that they are completed and submitted timeously on the due dates given. Failure to do so will result in a 0% for the task.

10.2.4 TESTS AND EXAMINATIONS

The correct examination atmosphere and dedicated study is a prerequisite. Any form of misbehaviour and disregard for examinations rules and cheating will not be tolerated and will be dealt with the utmost severity and may lead to disciplinary actions depending on the severity of the misconduct.

Learners may not leave the examination room at all until the final paper has been retrieved.

Should a learner be found cheating their paper will be confiscated and a new one given to complete. The examiner will report the incident to the Disciplinary Head.

With each examination process a timetable schedule will be provided indicating exam and/or study times. There after learners may go home. Please note that

students may not leave the premises on foot without permission from parent in the form of a letter which will be kept in their file.

Please ensure that **ENOUGH** stationary is provided and in working condition before examinations start.

10.3 ENTREPRENEURS

Entrepreneur's Days are held once a year for the Grade 7's. Learners are given the opportunity to sell products or present activities. This will be evaluated as it is a FAT required for EMS. Dates will be stipulated on the Schools What's When. **NB!** No Technological play/ entertainment apparatus is permitted.

10.4 PROMOTION REQUIREMENTS

In order to be promoted to the next grade the learner must meet the minimum requirements as stipulated by the Department of Education. These subject % keys are present on each progress report card.

VERY IMPORTANT

IT IS IMPERITIVE THAT PARENTS UNDERSTAND THE POLICY OF PROMOTION TO GRADE 1.

It is **COMPULSORY** for a learner to **complete Grade R** and **pass** all curriculum requirements to be promoted to Grade 1.

CHILDREN 15 YEARS AND OLDER

In the year that a learner turns 15 years old, it is required that he/she leaves the school/be de-registered with sufficient notice as they will be too old for Junior school.

10.5 BIBLE EDUCATION

Bible Education is taught during the course of each Term, if a parent objects to this they will be referred to the school policy and assisted to find an alternative placement.

10.6 TEACHER REMEDIAL ASSISTANCE

The school will contact parents regarding extra academic assistance should any learning barriers be identified. Parents should also contact the school if they are concerned about a learner's progress. Good communication will allow us to act swiftly and in the interest of each child.

In the event that a referral was suggested, it is in the best interest of the child and school that a specialist letter or report be submitted to the office ASAP.

10.7 IMPORTANCE OF ATTENDANCE

It is absolutely essential that each learner attends school regularly. Should the learner be absent for an extended period this might lead to the said learner not **completing the curriculum and the basic promotion criteria**.

Please contact the office or educator to report learner's absence.
(PLEASE SEE 18.4 FOR PROCEDURES)

10.8 HOMEWORK / ENRICHMENT

Parental involvement is the key to your child's success. Therefore we urge each parent/caregiver to be actively involved and to regularly **MONITOR** their child's work.

A set study routine is recommended. Revision should form an integral part of each day's study session. Classwork not completed timeously will need to be completed as for homework.

Reading and projects will form part of enrichment, please ensure you send project supplies accordingly when allocated so.

Studying in the afternoon at home and in the evenings before FAT's, Tests and Exams is vitally crucial.

11. **POLICY FOR SPORT AND CULTURAL ACTIVITIES**

Aim:

The aim of our Sport and Cultural Activity Policy for the school is to provide guidelines according to which all extra-curricular activities will be conducted in order to ensure a fair and balanced approach. This policy should not be viewed as being rigid or prescriptive, rather as a guide to matters of policy. The management of the Sport and Cultural activities will remain in the hands of the individual sport and cultural committees.

Vision:

Our Sport and Culture vision is:

That every child will find expression in some form of sport and/or cultural activity.

That each child will derive maximum enjoyment.

That each child should develop his talents fully.

That the spirit of sportsmanship should be inhabited and upheld.

Mission:

That we will encourage the participation of each child to the best of our ability to enable them to fulfil and reach unique aspirations and dreams.

Sport Activities:

Cross Country

Athletics - Field and Track

Netball

Soccer

Hockey

Cricket

Action Frizz bee

Cultural Activities

Arts & Craft

Bible Olympiad

Speech Choir

Chess

Spelling Bee

Worship Leaders Choir

Choir

Several options should be available to the learners. The learner and his parents should study these choices carefully and choose those activities in which he is most interested.

Extra Mural Activities:

Gymstars

Swimrite

Little Chef's

Monkey Nastix

Soccer Stars

Music Lessons

BrainGain

– For further information please enquire at the school office.

11.2 MOTIVATION FOR SPORT CULTURAL POLICY

Sport is primarily designed to provide healthy exercise and recreation but it should also be enjoyable. It is an integral part of the entire education process. Not only does it promote physical fitness and wellbeing but also fosters mental health and character-building.

11.3 MANAGEMENT STRUCTURE

- Each sporting or cultural activity will be managed by an educator
- Parents will receive written correspondence or notification of events
- A break-down, budget and transportation arrangements will be provided for each event.
- Registers will be held and permission slips need to be completed and signed. If not signed it could lead to exclusion from the team.
- Pupils who partake in an extra-mural activity and for whatever reason cannot attend, should notify their instructors. Likewise, instructors should notify pupils in advance if they themselves cannot attend.
- **Uniform:** Learners should wear the appropriate attire for sports practice and events. The parents need to acquire the uniform if their child has made the team. This also counts for Cultural activities, events and participation.
- Parents might be asked to assist to obtain relevant equipment if it is in the interest of their child.
- **Timetable:** The coaches and sports/cultural co-ordinators should provide a set timetable.

11.4 TOURS/CULTURAL/ACADEMIC EVENTS/SPORT TRIPS

All requests for tours or special matches will be channelled to the Principal through the Sport and Culture Committees. All the requests should be accompanied by a clearly motivated memorandum. After due consideration, the Principal will inform the Committees on the merits/demerits of the proposal. All costs of each tour should be stipulated in detail including tour, transport, accommodation, meals and daily allowances.

ACADEMIC EVENTS

- Eisteddfod
- Math Quiz
- Spelling Bee
- Conquesta
- Prize Giving & Grade R Graduation
- Prefects Pledge Ceremony

- Entrepreneurs Day

OLYMPIADS

- Bible Olympiad
- Spelling Olympiad

TOURS, CAMPS AND FIELD TRIPS

- Grade 6 & 7 Leadership Camp (Account to be up to date or arrangement made)
- Leadership Training – Prefects
- Educational Tour

SPECIAL EVENTS

- Grade R Graduation
- Grade 7 Farewell
- Merit Evening
- Parent Meetings
- Mr & Ms NCA
-

OUTREACHES

- Grade R to Grade 7
A special field trip focussed on instilling the ethos of “What you sow you shall Reap.”

FIELDTRIPS

Numerous fieldtrips will be arranged through out the academic year, take note if there is outstanding schoolfee' the parent/guardian should ensure the account is brought to date or arrangements have been made as this could influence the learner attending the fieldtrip.

11.5 GUIDELINES, BEHAVIOUR AND CONDUCT DURING TRIPS

Pupils are expected to display good sportsmanship at all times. Adhere to rules, give your best, abide by the decisions of the referee, exercise self-control, be polite, and always be neat, and accept the outcome.

12. TRANSPORT / TRAFFIC

Due to the risk of road accidents and the possibility of costly claims against the school, the transporting of learners is a highly sensitive and difficult issue. All learners need to be covered by the necessary indemnity.

Parents might be requested to provide own transportation, because adequate transport could not be arranged. The school does not take any responsibility whatsoever.

12.1 Taxi's and Taxi Rules:

Transporting another's child comes with risks and putting your faith in another driver's ability. It is therefore essential that parents/caregivers do the necessary research for the best available transport.

- Drivers have to be in possession of a **PUBLIC DRIVERS LICENCE** and a copy thereof should accompany the Application form. Please ensure that the section on transport in the Application is correctly completed and must be signed.
- Hooting is prohibited.
- Loitering of children from other schools is prohibited, they need to remain seated in their taxi.
- Littering is **STRONGLY** Prohibited. Culprits will be dealt with if caught.
- No speeding at any time.
- No leaving vehicle on or unattended by driver or co-driver.
- Loud music within or close proximity to the school grounds is prohibited.

12.2 Drop Off and Pick Up Zones:

The area outside the school has been flattened and made more accessible for drop off and pick up.

Vehicles are prohibited from dropping children off or picking them up in the office parking area.

Please ensure free flow of traffic and keep left and pass right rules.

13. CIRCULARS AND COMMUNICATION

(Update any changes to your personal information in the office)

CIRCULARS

To ensure that all circulars and information leaflets reach you, they are dispatched to all classes. Here they are distributed among the learners. General circulars are usually given to the eldest learner of a family, as far as possible.

Newsletters containing relevant information are usually dispatched on Monday's.

Please read the circulars and ensure you react to what was requested **ASAP**.

Reminders or the circular itself is also posted on the class What's App groups.

“WHAT’S WHEN”

The School’s **“What’s When”** will be provided every Term and is also posted on the What’s App groups.

NOTICE BOARDS

Please check the notice boards for important information and ask your children daily if they have any important correspondence from the School.

“WHAT’S APP”

What’s App and SMS’s may be used.

Please Note: Each class has a **What’s App group** where each parent is added as well as the Dean, Principal and educators. Please check messages regularly as vital

information is always posted here. Any concerns or questions raised should be communicated privately with the educator as it will be a closed group.

RULES CONCERNING “WHAT’S APP”

Please be considerate of privacy and family time and follow the following times:

Monday – Friday: **07h00 – 18h00**

Saturdays: **10h00 – 13h00**

Sundays: **None allowed**

NB!!! Please note that these times also apply to **telephone calls to Educator**.

FACEBOOK & INSTAGRAM

Join us on FACEBOOK Northview Christian Academy as we post relevant details and fun facts and photos.

14. THE TUCK SHOP (The Munch box)

The tuck shop has been privatized and is open during recess times.

A variety of sweets, chips and drinks are available.

The tuck shop will also be open during major school events.

15. RESPONSIBILITIES AND RIGHTS

15.1 RIGHTS OF LEARNERS

Each learner has the right to:

- Be educated
- Democratic processes.
- No- discrimination no bias or prejudice
- Privacy, respect and dignity.

- No-violence
- Achieve their potential
- Security and a safe and clean school environment.
- Freedom of speech and the right to demonstrate lawful order.
- Be treated with courtesy, respect & dignity
- Learn without disruption

15.2 RESPONSIBILITIES OF LEARNERS

Each learner has the responsibility to:

- Follow and obey the Code of Conduct of the School.
- Actively engage in all learning activities and always try their best.
- Adhere to instructions and rules and follow through with them.
- Treat other children, teachers, staff and parents with courtesy, respect & dignity.
- Listen to others and respect their views and opinions.
- Respect personal and property rights of others.
- Respect, help and look after the environment.
- Ensure there is no disruption to the learning environment.
- Act in a responsible manner at all times, on or off campus.
- Look after themselves and their property and the environment.
- Protect and foster the intellectual, academic, research, cultural, and social missions of the school.
- Observe the laws of local and state of South Africa and make sure their actions do not discredit the school.

16. THE ROLE OF THE PARENTS

The final responsibility for the behaviour of each learner rests with the parent.

It is expected from each parent to:

- Support the school rules and regulations and ensure the learners adhere to them.
- Follow protocol and the correct channels and chain of command.
- Ensure children attend school on time with the correct resources & stationary.
- Support their children's learning at home.
- Have an interest in the learner's schoolwork and to ensure they do their homework that has been assigned them and study for tests and exams.
- Support and uphold the Vision, Mission, values and ethos of the School.
- Attend parent meetings or conferences or consultation meetings and cultural events to support the school in enabling their children to reach their learning potential wherever possible.

- Listen to other's point of view and ensure everyone acts responsibly and conducts themselves in an orderly respectful manner during meetings and conferences.
- Be actively involved in the school and the lives of their children thus staying informed of their child's progress.
- Be responsible, respectful, courteous towards NCA staff and the school.
- This goes without saying that NO racial, discrimination of any kind, unbiased behaviour or remarks or slandering, verbally, written or via Social media will be accepted nor tolerated at all and that if so, could lead to disciplinary measures and hearing with the SGB board.

NB!! *Parents are responsible to sign this code of conduct agreement with the children and return it to the school for filing.*

17. THE TEACHERS AS CLASSROOM MANAGER WILL GIVE ATTENTION TO THE FOLLOWING:

- Upholding the Mission, Vision, values and ethos of the school
- Effective planning and providing engaging and interesting lessons whenever possible.
- Notion, trust and authority.
- Healthy teacher and learner relationships.
- Create a safe and secure learning environment.
- Healthy conflict handling.
- Model healthy and respectful relationships between each other
- Healthy classroom routine.
- Educational responsibility of the disciplinary system.
- The knowledge of each learner's family situation, interests, ability, talent and learning tempo and learning barriers.
- Recognition of learner's basic human rights.
- Listen to other's point of view and ensure everyone acts responsibly and conducts themselves in an orderly respectful manner during meetings and conferences.
- Keep parents and caregivers informed of their children's progresses.
- Provide early warning signs of problems associated with work, relationships, health or discipline and inform parents.
- Avoid sarcasm, negative remarks, yelling on children.
- Corporal punishment is not permitted.

18. GENERAL INFORMATION AND PROCEDURES

18.1 SCHOOL COMPLIANCE: (General School rules)

- Learners must follow instructions of staff.

- Learners must at all times respect the authority of staff.
- Learners must respect the authority of prefects
- Learners should demonstrate an attitude of courtesy and consideration to visitors, adults, teachers and other students at all times.
- Learners must be on time for school in the morning as well as picked up on time in the afternoon.
- The following areas are **out of bounds** unless given permission by an Educator:
 - Classrooms during morning assembly
 - Classrooms during break time
 - Copy area's
 - Reception
 - In front of the School yard drop off and collection zone
 - School Hall
 - Educators Parking area
 - Staff toilets
 - Cricket pitch/net

18.2 TECHNOLOGY: CELL PHONE/ TABLETS/SMART WATCHES:

- Cell phones are permitted at school under own risk, but must be switched off and in their school bags. Should a learner be found using a cell phone other than for educational purposes (ITSI) at any other time whilst at school, the cell phone will be confiscated. The cell phone will be placed in a clearly marked envelope and kept in the school safe till the parents themselves come and collect it. NO photos or videos are allowed to be taken at school unless for educational purposes. (The POPPI Act prohibits any form of photos that are posted on media)

If your child attends a school function that is not at NCA, cell phones may accompany them but should be kept in their bags.

- NB!** The school will not be held responsible for any loss or damage of any property at any time.

18.3 LEAVING SCHOOL EARLY:

- Should a learner leave school early, the Administration Office must receive a letter of explanation from the parent/guardian.
- Please report at reception to sign in the "Sign-Out-Register" The receptionist will notify the class teacher to send the child to the office.
- No parent, guardian may take a learner out of a class without having first reported to the office & receiving permission.

18.4 ABSENTEEISM:

- It is mandatory for learners who are absent from school to submit a letter of explanation from a parent, guardian or doctor when they return to school. The register teacher will file this note in the learners POA file.
 - Should a learner repeatedly be absent (more than 2) two days, the school office needs to be notified by the parents/guardian
 - A doctor's letter or Clinical letter is compulsory after 3 days of absences due to any illness and is also requested by law.
 - A letter must be brought to school on the first day a learner returns to school.
 - If a learner is **absent on the day of a test, exam or class assessment**, the learner will not be permitted to write the test, exam or class assessment when he/she returns to school without producing a doctor's note.
- NB!** Neglecting to produce a doctor's note will result in the learner will receiving zero for the test, exam or assessment task.
- It remains the learner's responsibility to ensure that he/she has caught up and submitted any work that was missed.

The morning of your child's absenteeism

A phone call to the administration office or educator notifying the school that your child will not be present, would be appreciated. For administrative purposes, communication must please be done before 08h30 on the day that your child is absent.

When your child returns to school

The explanation for your child's absence must be presented **in writing** on the day that the child returns to school; even when a phone call has been made or an email sent. If your child is absent from school for more than three (3) consecutive days, a doctor/specialist's sick note is required. Both these documents must be handed in to your child's register teacher, who will circulate them amongst your child's subject teachers and thereafter they, will be placed in your child's school file.

Absenteeism due to special reasons

If your child is required to be absent for a day or part of a day e.g. for appointments, this request must be put in writing and given to your child's register teacher prior to the requested day.

Please avoid making appointments for your child during school hours, as this interrupts the child's school day and leaves him/her having to catch up work unnecessarily.

18.5 SICK BAY:

- Sick bay is situated at the office.
- Learners who need to leave class to go to sick bay must be given a sick note by the teacher whose class they are attending at that time. This note is given to the receptionist. This note must be signed by the first aider on duty before the learner to classroom or his/her parents are contacted.

NB!! Should your child be diagnosed with a contagious disease please notify the school. The child may not attend school if diagnosed with a contagious illness as well as diarrhoea or head lice. A doctor's letter of confirmation of the contagious illness must be submitted to the school.

Illness

Do not send your child to school when he/she will not benefit from being at school. Rather keep your child at home to recover quickly.

Medication Rules:

It is against the law to administer medication without the **written consent** of the parent/caregiver/guardian.

Please complete the medication register with your class teacher stipulating dosage and times to be administered.

18.6 SICKNESSES, INFECTIONS AND PROCEDURES:

Vomiting and Diarrhoea:

Do not send your child to school.

Antibiotics:

Children who have been prescribed antibiotics must stay off school for 48 hours after which they may return as long as they are no longer feverish.

Mucus/Phlegm:

If your child is coughing with a lot of phlegm or thick nasal mucus, please keep him/her at home.

Fever:

Do not send your child to school if he/she has a fever.

Chickenpox:

As Chickenpox is contagious, please keep your child at home until the spots have dried up and no new spots are developing. We allow for your child to be absent for two weeks or until the sores have healed.

Rashes:

Should you suspect your child has any form of rash / spots, consult a doctor or clinic sister before sending your child to school. Some rashes may be indicative of a serious illness which may be contagious.

Ringworm:

Ringworm must be treated with an anti-fungal ointment and covered if your child is at school.

Nits/Lice:

Your child may not come to school when he/she has nits or lice. Please consult with your pharmacist for treatment.

Conjunctivitis/Pink eye:

Highly contagious. Treat immediately and effectively. May not attend school. When your child returns to school, the eyes must contain no discharge and must not be pink or swollen.

Impetigo:

A contagious infection of the skin, characterized by blisters that form yellow-brown scabs. Consult your doctor when these symptoms appear and do not send your child to school as it is highly contagious.

Mumps:

Mumps is an infection caused by a virus. If you suspect that your child has Mumps, seek medical help and keep your child at home for at least five days, limiting contact with other people.

Hand, Foot & Mouth Disease:

HFMD is a highly contagious disease that is caused by a virus. Symptoms include painful ulcers/blisters/sores, inside or around the mouth, and a rash or blisters on the hands, feet, legs, or buttocks, sore throat, fever, poor appetite, headaches and / or irritability. **A fever and sore throat are usually the first symptoms** of hand, foot, and mouth disease. The characteristic blisters and rashes show up later, usually one or two days after the fever begins.

Should your child have any symptoms you should seek medical advice immediately and follow protocol concerning contagious period.

Allergies

- It is the responsibility of the parent/guardian, to inform the school of any, and all allergies that your child may suffer from and procedures to follow.
- This notification must be **in writing** upon enrolment or soon after diagnosis. This information is recorded on your child's school file
- A list of all children with allergies is displayed in each classroom, in case of emergency. Please ensure that your contact details are correct and updated, in case of an emergency due to an allergic reaction.

Special medical needs

For special medical needs e.g. Bee stings, asthma or diabetes, please communicate with your child's register teacher regarding specific requirements. This communication must be done annually as register teachers or whenever there is a change in teacher.

19. Accommodation of religious or cultural rights

Religious practices, conduct or obligation that relate to the core values and beliefs of a recognised religion and that are in conflict with any rule contained in this code of conduct will be accommodated by a deviation from this Coded of Conduct by the Governing body.

1. The learner, assisted by the parent, must apply for a deviation from the standard school rules if such rules are in conflict with or infringe on any religious right of the learner.
2. This application must be in writing and must identify the specific rule/s that is/are offensive to the learner's religious rights as contained in the Constitution of the Republic of South Africa.
3. This application must include a reasonable interpretation of the religious rights that the learner feels are offensive and a suggestion on how the rules may be supplemented by the Governing body/school board to accommodate such religious rights.
4. The learner must provide proof that she/he belongs to that specific religion and that the religious practices, rules and obligations that are in conflict with the school's Code of Conduct are his/her true beliefs and commitments.
5. The religious conduct or practice must be lawful.
6. The Governing body must consider the application and, if it is satisfied that the application is justified in terms of Constitutional principles, the application will be granted in writing within 14 days.

7. When the Governing body allows for deviations from the standard rules, such deviations must be based on core religious beliefs inherent to the religion, and it must be compulsory for the learner to comply with such beliefs.
 8. The deviation must specify of the exemption from the normal rules and must clearly identify the conduct that will be allowed – e.g. the wearing of a head scarf, including colours and details of design; the growing of a beard; or the wearing of a specific hairstyle or jewellery – and the conditions under which such deviation will be applicable to the learner.
 9. Cultural rights will be considered in the event that they do not relate to a religion, is such cultural rights manifest in conduct of a permanent nature that is compulsory for the cultural group. This refers to cases where the removal of the cultural jewellery or mark will cause considerable pain to the learner. Normally, cultural rights are exercised through marks and expressions of a temporary nature that are justified for a specific cultural gathering. The learner must convince the Governing body that his/her cultural rights can be exercised only through a permanent intervention.
- Any request for a deviation from the Code of Conduct based on cultural rights must be in writing and must be based on a process similar to that contained in subparagraphs 1 to 8 above.

20. DISCIPLINARY MEASURES

Please Read through your Code of Conduct, inform your child/children of the content, seniors can read with parent and sign on the space provided.

Tips for Parents on Discipline, Consequences and Behaviour:

The effective use of consequences can be a powerful parenting tool. When our children break a rule or fail to act responsibly, we can implement a consequence or allow the natural outcome of their behaviour to take effect. Over time, these results act as a teacher, helping our kids to learn how things operate in the real world.

Unfortunately, far too many parents short-circuit this process, either failing to implement appropriate consequences or “bailing” their children out - shielding them from the slightest discomfort. These parents believe they are expressing love by sparing their children from consequences; in reality, they are setting up their kids for frustration and possible failure later on in life.

The book of Proverbs reminds us that God designed the world to function in specific ways. Our actions have ramifications, and more often than not, we reap what we sow (Galatians 6:7). Our children benefit when they learn that life is made

up of these cause-and-effect relationships - even though the effects they experience may sometimes be unpleasant.

If a toddler touches a hot stove, he gets burned — that is a natural consequence. However, when a child's actions do not lead to an obvious result, a parent can still employ a consequence that is logically suited to the behaviour. For example, a child is instructed to put away his toy train and doesn't follow through; a logical consequence would be that he is not allowed to play with his train the next day.

Pray for guidance daily and train up your children in the way they should go, God clearly says in Proverbs that they will never depart from this teaching.

See Attachment for Code of Conduct & Merit and Demerit Criteria

DISCIPLINARY CODE OF CONDUCT:

1. GENERAL RULES

- The school day starts at 7:15 am. Anybody late after that, must report to the office to explain the reason for the late arrival preferably with a parent.
- Late without an excuse will lead to negative marks.
- While a pupil is at school he may not endanger or otherwise harm another pupil, educator or visitor. Learners may not be in possession of weapons, which might cause bodily harm.
- Any property, or belongings may not be damaged or defaced. If school property has been damaged, the incident must be reported to the Principal. Deliberate damage must be repaired or paid by the culprit, his/her parents or guardians.
- No littering is permitted.
- No learner is permitted to chew gum during school hours.
- Greeting your peers are good manners and expected from all learners. "*Morning Ma'am, Morning Sir.*"
- Parents must make an appointment if they need to see an educator.

2. ABSENCE

- Should a learner be absent due to an illness, an excuse letter from the parent must be handed in at the office the next day. Should a learner be absent for more than 2 days or missed a formal test, a medical certificate or doctor's letter must be handed in.
- Absence that is not due to an illness must be arranged before the day of absence, in writing.

3. TAXI/BUS TRAVELLING

- When a learner makes use of taxi/bus travelling their behaviour must be reproachable at all times.
- Complaints from the driver will be handled in the same manner as the school rule marks.

4. BEHAVIOUR OUTSIDE OF SCHOOL

- According to the jurisdiction of the code of conduct all school rules apply to the learners outside of the school grounds when they are dressed in school uniform.
- You are a representative of the school, and your conduct should be becoming of this fact always showing good discipleship.
- School uniform must ALWAYS look neat, tidy and worn correctly when worn after school hours.

5. RESPONSIBILITY

- Teachers will not be responsible for the loss of any learners clothing or personal items. Items should be clearly marked or labelled.
- All money must be paid in early in the mornings and receipts supplied by teachers. Staff members will not be responsible for the loss of any monies. Your receipt will be your only proof of payment for any monies paid towards the school. Keep it in a safe place.

6. SCHOOL BAGS

- A school bag should accompany your child to school daily and clearly marked.
- Only the learners name, school are allowed to be written on the school bags and telephone number on the inside of the bag.

7. LEAVING DURING SCHOOL HOURS

- No learner should leave the school grounds without the permission of the teacher.
- Doctors and Dentist's appointments must be made after 11:00 if possible. Appointments during school hours are very disruptive.
- If a learner gets sick at school the teacher will contact the parents.
- Please sign the sign out register when you leave.
- Depending on the sickness the school will get the help that is needed if necessary, the parents will be contacted to come and fetch the child. A learner needs to be signed out by the person collecting him/her at the office

8. TEXT BOOKS AND EXERCISE BOOKS

- The neatness of the books is a requirement, books should accompany the pupil to school and be kept in a proper schoolbag
- Scratching in the books will not be tolerated.
- Tearing out pages will not be tolerated
- All lost work in the exercise books must be caught up in a weeks' time.
- Lost exercise or text books must be replaced by the parents.

9. NEATNESS OF THE SCHOOL GROUNDS

- Our school grounds are our pride, littering will not be tolerated on the school grounds, prevention is better than cure, do not throw papers on the ground, throw directly into the trash.

10. APPEARENCES and UNIFORM

10.1 Learners must wear the correct school uniform at all times.

SUMMER UNIFORM: Girls wear school skirt, school shirt, short socks, school shoes and a pull over (optional). Boys wear grey short pants, school shirt, school shoes and a pull over (optional).

NB! Skirts may not be shorter than the measurement of 4 fingers above the knees.

WINTER UNIFORM: Boys wear long grey pants, school shirt and school jersey. Girls wear skirts or the long school pants, long socks or stockings (black), school shirt and school jersey.

SPORT UNIFORM: Short pants and golf shirt with sport trainers. A school cap/hat is also available. Winter: Learners may use their Tracksuit on Tuesdays & Thursdays. Learners must come to school on a Tuesday and Thursday already dressed in their sports uniform.

CASUAL CLOTHES: A learner is permitted to wear casual clothes on his/her birthday. Learners are required to cover up where necessary. Learners may not wear net stockings, very short shorts or skirts or see through clothing. Girls may not wear low tops that reveal any cleavages. Under-wear should be well concealed. If a learner is not dressed according to the Code of Conduct the learner will be sent home to go dress appropriately before coming back to school that day.

- If it for some reason should anything lead to a learner wearing something different from the correct school uniform, **a letter from the parents notifying the educator is required.**

- It is the parent's responsibility to **mark all uniform items** with the learner's name AND surname. If any item lies around with no name the educator cannot ensure it back to the owner and will thus be stored at "Lost Property".

10.2 HAIR

10.2.1 Girls

- Hair should always be neat and tidy.
- Hair that is longer than the collar should be neatly tied back with the appropriate coloured elastics and/or ribbons of the NCA's school colours, (blue/purple/white) OR the colour of the natural hair.
- All accessories must be small and according to school colours.
- Fringes may not cover the eyebrows or the eyes.
- Hairstyles must not obstruct another learner's view in the classroom. (high braided hair)
- No beads what-so-ever are permitted.
- No shaven heads, patterns or "dreadlocks" are permitted.
- Braided hair should not exceed 1 cm in width.
- Long braided hair must be neatly tied back with no "loose" braids hanging.
- No colouring of hair is permitted.

NB! First warning will result in negative merits as well the second warning. In the event of the second (2nd) warning, parents will be notified telephonically on the correct measures of discipline.

10.2.2 Boys

- Hair should always be short, neat and tidy.
- No form of "fashion cuts" "mullet" "comb-over" or "afro" or any form of shaven patterns are permitted.
- "Dreadlocks" must at all times be tied back neatly using the school colours as prescribed in 10.2.1 as per girl's rules.
 - o form of gelling or relaxing of hair is permitted.
- Hair must be the **same length on the entire head**. A maximum of 1 cm is permissible.
- Length of hair on neck must not be longer than the start of the collar.
- No colouring of hair is permitted.

NB! First warning will result in negative merits as well the second warning. In the event of the second (2nd) warning, parents will be notified telephonically on the correct measures of discipline.

10.3 JEWELRY:

- Girls are only permitted to wear small button earrings or small and thin ring earrings. **PLAIN GOLD or SILVER only.**
- Learners are permitted to wear a watch with a plain armband (no charms).
- No necklaces and bangles/bracelets are permitted.

10.4 NAILS:

- Learners nails must be short and clean every day.
- Nail polish is not permitted.

10.5 MAKE UP

Make-up is not permitted when wearing school uniform or casual clothing.

NB! OVERALL APPEARANCE

Learners need to behave as a Northview Christian Academy learner at all times when they have the school uniform on. They are the “windows” to our school when they are in public. Always show respect and behave in a Christian manner.

10.6 SCHOOL ITEMS

BOOKS AND STATIONARY

- Learners must have their school books / homework books and diaries (Grade 3-7) at school each day.
- Learners must have their stationary at school every day in a pencil case.
- It is the parent's responsibility to mark all stationary.
- Lost stationary cannot be found if it's not marked and will not be the educator's responsibility to find it.
- It's the learner's/parent's responsibility to replace stationary when it's used up.
- Learners must work neatly at all times in their books.
- If a book is lost it's the learner's responsibility to buy a new book and the educator will help retrieve all lost work.
- A learner will be held responsible for the replacement of any damaged property done to school and other's property within 10 days.
Scratching and tearing out of books will not be tolerated.
All lost work due to absenteeism or any other reasons must be caught up within a week. This is the sole responsibility of the student and parent.

11. RECESS AND RECESS TIMES

- Juniors and seniors must play at their allocated areas during break times.
- If a learner has a complaint of any kind, they should report it to the educator on duty. We cannot help if they do not speak up. No complaint is too little or too big to handle by an educator.
- A Camera is installed at school and will assist in maintaining behaviour of learners.

- **1st Recess** takes place at **09:00 – 09:30** for Seniors and **10:15 – 10:45** for Juniors.
- **2nd Recess** takes place at **11:45 – 12:30** for both juniors and seniors.
- No learners are permitted in classes during recess without the teacher's authority.
- Holding hands and caressing is not allowed. Boys / Girls are not allowed to get closer than 30cm from the opposite gender.
- During Rainy season learners are to keep to register classes or unless otherwise instructed by an educator. (GUMBOOTS are not permitted and not part of the uniform)
- Should learners break or vandalize any of the schools property a letter will be sent to parents with quotations and the incident form completed and repairs or replacement cost will be at the expense of the parents/guardians.

13. FORBIDDEN TERRITORIES

- Learners are not permitted to play inside the school buildings during recess.
- No Learners are permitted to play ball near buildings or windows.
- No learner may enter the parking areas. (They are to keep to the designated waiting zones for “pick-up”)
- Learners are not permitted on the sports field without an educator.
- Learners are not permitted near the tuck shop area after school.
- Learners are not permitted in the Halls or Educator offices without permission or unless for weather purposes.
- Learners are not permitted near or within the cricket nets unless accompanied by a Teacher or when playing cricket.

14. GRAFFITI

No form of Graffiti is permissible in the school or on the school furniture, walls, toilets, gates or trees.

15. BULLING WILL NOT BE TOLLERATED!!!

Some examples of the main forms of bullying:

- Learners are not permitted to ask/beg for other children's food, sweets or money.
- Insulting
- Spreading rumours
- Intimidation
- Forcing someone to do or say something
 - Verbal
 - Cyber / social Media
- Emotional
- Physical (it is strongly prohibited and drastic measures according to demerits will be Taken)

NB!!! PHYSICALLY harming or THREATENING any staff member will lead to IMMEDIATE **SUSPENSION** and may lead to **EXPULSION** pending an investigation.

16. **MERIT AND DEMERIT SYSTEM**

DETENTION

Detention is a 2-hour session and because remedial takes precedence over detention, it will now take place on Tuesday's and Thursday's from 14h00 -15h00 or as the need arises. A statement and letter will be emailed to parents and the original in an envelope for parent's attention.

In the event that a child cannot for some reason attend, a two (2) day notice before detention date should be corresponded with the Head of Discipline to make other arrangements. Detention must be taken seriously and therefor transportation should be arranged as necessary and learners collected on time.

NB! Please remind your child to attend as their absence without a letter will result in DOUBLE Detention.

Detention will also take precedence over sport.

Detention works as follows:

1. First minus 50 marks:

Learner will sit detention

2. Second minus 50:

Learner will sit detention

3. Third minus 50:

Learner will sit detention **AND** will receive BREAKTIME detention for period of one week. Learner will be suspended from the right to have recess, however, will be granted 10 minutes to visit the bathroom and eat.

4. Fourth minus 50:

Learner will receive a **3 Days Suspension**. It will be the learner's responsibility to collect all work that the educator will present during those days and complete it on his/her suspension and hand in to the educator on the first day of attending classes for marking.

5. Fifth minus 50:

A **Disciplinary meeting** will be held with the parents and the Principal, Vice Principal and Head of Discipline. Discussions and decisions in lieu of the discipline of the learner and the way forward will be deliberated in this meeting.

MERIT POINTS (Positive behaviour)

To reward good behaviour, we have merits/positive (plus) marks.
The learners will be rewarded in the following ways at the end of each term.

Plus 100 marks: Learner will be permitted to wear plain clothes for a period of one month every Friday.

Plus 200 marks: Depending on fundraiser funds or donations, learner will be awarded a gift or gift coupon.

We implore parents to encourage their children to always be on their best behaviour, to adhere to the rules and regulations at school and to strive to increase their positive (plus) marks.

SEE MERIT & DEMERIT LIST ATTACHED



Disciplinary Code of Conduct

Merit & Demerit System

DEMERITS

CODE	LEVEL OF MISCONDUCT	DESCRIPTIONS OF MISCONDUCT
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LEVEL	DISCRIPTION OF MISCONDUCT	POINTS
A-01	Failing to attend class on time.	-5
A-02	Leaving class without permission.	-10
A-03	Cheating in a class test.	-10
A-04	Failing to complete work/homework/late submission of assignments.	-2
A-05	Dishonesty with minor consequences.	-10
A-06	Late for school	-1
A-07	Letters not returned to school	-5
A-08	Test/FAT not signed by parent.	-5
A-09	Test/FAT not brought back from home.	-5
A-10	Walking around in the classroom.	-2
A-11	Books not handed in to be marked.	-5

A-12	Late for assembly.	-5
A-13	Untidy and messy work.	-5
A-14	School books not at school (text books/Study Guides)	-5
A-15	Borrowing stationary from other learners (process is disruptive/time wasting).	-5
A-16	Littering of school grounds.	-10
A-17	No stationary at school.	-1
A-18	Disruption in class, assembly, at function, during excursions, at assembly point or during changing of classes.	-10
A-19	Eating during class.	-10
A-20	Uniform/hair accessories incorrect.	-10
A-21	Talking continuously.	-10
A-22	Hurting other children (physical/emotional/cyber).	-10
A-23	Playing in prohibited areas.	-10
A-24	Minor incidents of disrespect towards fellow learners or educators.	-10
A-25	Swearing - verbal or written.	-10
A-26	Chewing of gum.	-10
A-27	Minor incidents of bullying.	-10
A-28	Asking for food from another learner, where the learner is forced to give his/her food.	-10
A-29	Disrespectful towards visitors.	-10
A-30	Continuous late arrival at school.	-5
A-31	Cheating in a test	-20
A-33	Loosing school books.	-10
A-34	Not completing assessment task.	-20
A-35	Disruptive classroom behaviour.	-20
A-36	Touching or interfering with others' properties.	-20
A-37	Theft with minor consequences.	-20
A-38	Soiling of bathrooms/school ground/classroom.	-50
A-39	Continuous bullying.	-50
A-40	Truancy (Slip class).	-50
A-41	Provocation leading to fighting.	-50
A-42	Retaliation against provocation.	-50
A-43	Truancy (Slip school).	-100

LEVEL	DISCRIPTION OF MISCONDUCT	POINTS
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BEHAVIOUR		
B-01	Frequent repetition of Level A transgression.	-50
B-02	Cheating during examinations.	-100
B-03	Severely disruptive behaviour.	-100
B-04	Telling lies to avoid punishment.	-100
B-05	Fighting - less severe.	-100
B-06	Arrogance/defiance towards educators.	-200
B-07	Verbally threatening safety of another person.	-200
B-08	Harassment.	-200
B-09	Defamation of character: Educators, staff or fellow learners.	-200
B-10	Serious incidents of bullying: verbal, physical or emotional.	-200
B-11	Discrimination: culture, gender, race.	-200
LEVEL	DESCRIPTION OF MISCONDUCT	POINTS
C-01	Frequent repetition Level 2 infringement.	-200
C-02	Fraud - signatures, sponsorship forms, letters or any other formal school documentation.	-200
C-03	Stealing.	-200
C-04	In possession of stolen goods.	-200
C-05	Fighting - more severe.	-200
C-06	Extortion of another person's property.	-300
C-07	Intentionally causing physical injury to somebody.	-300
C-08	Threatening teachers or learners.	-300
C-09	Bringing the name of the school into disrepute.	-300
C-10	Assault.	-300
C-11	Sexual harassment or abuse.	-300
C-12	Alcohol/Tobacco/Drugs/Weapons/Pornography - possession, distribution, use or under the influence of at school or in school uniform.	-300
C-13	Smoking on school grounds or in public, in school uniform.	-300
C-14	In possession of cigarettes or any smoking device, including, but not limited to e-cigarettes, vapes, hubbly, or any other smoking device or products to use in smoking devices.	-300
C-15	Bomb scare or false alarms.	-300
C-16	Threatening with a dangerous object or weapon.	-300

C-17	Vandalism and the intentional damage to school property.	-300
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IMPORTANT NOTICE

Should a learner be found guilty in any of the offences in **LEVEL 4 / 5, immediate suspension** will take place. Parents will be notified immediately of the incident and to fetch the learner.

Pending an investigation and the outcome at the Disciplinary Hearing, this suspension could lead to expulsion.

MERITS

Positive behaviour of School Code of Conduct or rules

Code	Description	Points
M-1	Continual active participation in class.	5
M-2	Helpful in class.	5
M-3	Continually punctual for class routine.	5
M-4	Promoting the class routine.	5
M-5	Books handed in regularly.	5
M-6	Being neat.	5
M-7	Wearing correct school uniform.	5
M-8	Neat work in books.	5
M-9	Helping a fellow learner.	10
M-10	Assignments continually complete.	10
M-11	Continuous good achievement.	5
M-12	Disciplined behaviour.	5
M-13	Always obedient.	5
M-14	Good co-operation.	5
M-15	Class monitor or Prefect duties performed well.	5
M-16	Taking care of school property.	5
M-17	Picking up litter without being asked.	5
M-18	Always obeying school's code of conduct (rules).	20
M-19	Honesty	5
M-20	Achieving good results in tests.	15
M-21	Kindness displayed to others.	5
M-22	Promotes the ethos of the school.	5
M-23	Reports serious illegal activities and transgression of rules.	10

M-24	Initiative in problem solving.	5
M-25	Continuous good conduct.	5
M-26	Above average dedication.	5

COMMITMENT FORM

I, _____ a learner **at NORTVIEW CHRISTIAN ACADEMY SCHOOL**, understand the rules and regulations as stipulated in the CODE OF CONDUCT and their implications and hereby commit to:

- Abide by the Code of Conduct and Disciplinary System.
- Behave in a courteous and considerate manner at all times and respect other learners, Prefects and leaders, all members of staff and visitors to the School.
- Treat everyone with respect regardless of differences in culture, religion, ability, race, gender, age, looks, sexual orientation and social class.
- Take responsibility for my learning by attending regularly and punctually all classes and completing all my work and assessment tasks (FAT's) on time.
- Cooperate with all my educators and other School staff.
- Assist in making the School a safe place for all.
- Seek help if I need it.
- Let the School know if I feel my rights have been violated, or if I feel any other difficulty.

Learner

Parent / Guardian

Class Teacher / HOD

_____/_____/20_____
Date

