

EMPRO ACADEMY CODE OF CONDUCT

MISSION

As the learners of Empro Academy we always strive to uphold the following values:

1. We are proud of our school, and our conduct and actions will be of such a nature that we are always ambassadors of our school.
2. We endorse Christian norms and values and put them into practice.
3. We are proud of our mother tongue and respect all learners' home language.
4. As fellow South Africans we accept each other's friendship and goodwill and respect each other's human dignity.
5. We always accept authority.
6. We believe in loyalty, honesty, integrity and self-discipline and strive towards neatness and courtesy.
7. We conduct ourselves in such a manner that the learning culture in the school is improved.
8. We undertake to be tolerant towards our co-learners.

The learners of the school are precious to us as teachers, and their well-being and happiness is of great value to us. We will therefore do everything possible to contribute towards their complete Christian maturity and to act as parents and guardians to them.

LANGUAGE/S OF INSTRUCTION

Empro Academy is an English medium school that offers English as the Home Language and Afrikaans as the First Additional Language.

ACADEMICS

Academics should be every learner's priority, and he/she must contribute towards the establishing of a healthy learning culture whereby all learners can reach his/her full potential. The following are important:

- Learners' conducts in the class should always be irreproachable. Teachers should be treated with respect and held in high esteem; no disturbance or undisciplined conduct will be tolerated within the class or any school related circumstance.
- Dedication is of cardinal importance. All homework, class work, tests and other academic tasks should be conscientiously performed. No untidy or incomplete work will be accepted.
- Learners should come to class prepared with all books, equipment or apparatus.
- Each learner must respect their co-learners' efforts to excel academically and behave in such a manner that no co-learner be hindered.
- Learners must be intensively involved in the learning activities in the classroom, therefore participate in all class activities.
- Learners must refrain from behaviour that will disrupt the learning process.
- Learners acknowledge the value of homework and will be devoted in completing it.
- Learners will be fully honest during assessments and will not stand for dishonesty of others.

ACADEMIC WORK

Work is given to learners on the basis that, in the teacher's professional opinion, it will be of educational benefit to the pupil. The expectation is that all work will be done as prescribed or, at the very least, learners will show reasonable evidence that it has been attempted. Learners are expected to take note of and respect deadlines for the handing in of work.

1. Homework

- Some subjects do not always require homework to be given; however, it will be the responsibility of the learner to ensure that homework in the Intermediate, Senior and FET Phase is written down and that it is completed on time.
- Homework will also be posted on the parent WhatsApp groups but is not a given.
- Parents are obliged to check and sign the homework record.
- Homework should always conform to the rule of reasonable expectations. These expectations may vary according to study demands. At exam times, for instance, a great deal more time should be spent on study than is spent on homework during a normal school week.
- On some days homework may be given that spans a period of two or more days. Learners need to learn to plan accordingly.
- Any problems in doing a particular homework assignment should be indicated and signed by the parent.
- Any concerns about excessive or unreasonable homework should be directed to the relevant teacher.
- If homework is not done on the day, that learner may be required to stay in during break times or may be required to stay after school for a special homework session. Demerits will also be issued.

2. Assignments

- All assignments / projects and details are recorded and monitored so that the demands on the learners are not unreasonable in terms of meeting deadlines.
- In most cases, learners will be made aware of assignments / projects from the beginning of term.
- Learners will have enough time to research and complete the assignment / project.
- Instructions should be clear and learners should follow the format given.

3. Tests and Examinations

- Comprehensive programmes of tests / examinations are produced every term.
- The test period is timetabled for every Tuesday and Thursday as set out on the test timetable.
- Each learner is given a copy of this timetable before the commencement of all tests / examinations.
- Tests take place at the end of the first and third terms (March and September).
- Examinations take place at the end of the second and fourth terms (June and November).
- Learners will be made aware of the content of the test / examination before the examinations commence.
- As a general rule, learners are not allowed to go home after a test / examination and must be at school on the days that they are not writing a test / examination (except in the case when the learner is in Grade 10 – 12 and this rule only applies for examinations, learners are to come to school during the test series).

ACADEMIC POLICY

CURRENT AREAS OF CONCERN

- Lack of responsibility of the learner, specifically with reference to **handing in portfolios on time and meeting other deadlines.**
- Learners, who do meet deadlines and hand work in on time, feel disadvantaged and this is not fair towards them.
- We are creating a culture of condoning late work, and learners know that teachers cannot turn late work away. They thus need to try to hand work in on time.
- Teachers are constantly following up on learners' late work and thus, we are wasting precious time AND we are not teaching the learners to take responsibility for their own work.

PROPOSAL AND PROCEDURE

- A doctor's note must be submitted to be given an 'absent' when an exam is missed, failing which a zero will be awarded for the exam missed.
- Any test which is missed must be written by the learner at the very next contact time and he/she must give the educator some form of doctor's note or letter from parents.
- Learners are given a due date for assignments.
- On the due date, teachers collect the work and learners sign on a class list that it has been handed in.
- If a learner fails to hand in work, a second opportunity is granted on the second contact time / lesson with the learner. However, 10% of the overall total mark is deducted.
- If a learner misses the second opportunity, a third opportunity is granted, and a further 10% is deducted.
- Thereafter, no late work will be accepted: Unless
 1. The learner was absent and has a doctor's note (in which case the learner needs to submit late work, on the day of his / her return to school)
 2. A prior arrangement has been made with the teacher concerned.
- In the case of work not being submitted, the learner will need to fill in a slip, stating that he / she acknowledges that the work was not completed.
- Teachers will need to be strict and apply the policy consistently without exceptions.
- Initially, teachers will need to award a zero mark, but learners and parents will have to realize that we will be adhering to the policy without exception.

MOTIVATION

- The department does not condone a zero, provided there is sufficient evidence that the learner has been granted sufficient time and opportunity to hand in work.
- It will alleviate a lot of time, administration and stress for teachers.
- Parents can check the timetable for SBA and assessments sent out.
- If this policy is applied in every single subject, and in every grade, then learners, parents and teachers will know what is expected. Management of work will also be consistent.
- The policy is posted each beginning of a year on the General group. For new learners enrolled later the year, it will be posted again on the General group.
- Empro Academy will not settle for tardiness, instead we should be teaching our learners responsibility.
- If they will raise the standard of education in the eyes of the community.

CONCLUSION

It is imperative that we, as a school maintain the highest standard of education possible and can compete with the “best” schools in Pretoria and the above policy will help us achieve and maintain these standards.

SPORT

Creating a healthy sporting tradition must be important to all learners. Participation and pride are the cornerstones to achieving this. Participation in sport is compulsory.

- The prescribed sportswear for each respective sport should be respected. Only the official sportswear and accessories may be worn and used.
- True sporting spirit is expected of learners on the sports field by respecting teammates, opponents, umpires and officials. No bad or unsporting conduct will be tolerated.
- Learners must support their sport teams with loyalty, opponents must be respected and no derogatory remarks be made. The following extra murals are offered at school:
 - Term 1 – Athletics
 - Term 2 – Netball & Soccer
 - Term 3 – Hockey & Chess

APPEARANCE

The foundation of our Code of Conduct is pride which our learners wear their school attire. Uniformity and neatness portray a positive image and cultivate pride in the school.

- It is required that every learner conforms to the prescribed school uniform and appearance rules and no deviation thereof shall be tolerated.
- Hair styles and general appearance portray an image of the school which every learner must respect.
- In the case of formal occasions such as academic prize giving etc. the learner must be dressed according to the compulsory school uniform as given under school uniform.

GENERAL CONDUCT

Learners of Empro Academy must, always, conduct themselves in such a manner that they portray the correct image of the school. No learner may be found guilty of any of the following offences:

- Conduct where the good name of the school, its teachers or learners is disgraced.
- Any form of dishonesty during tests or examinations, copying or unauthorised use of other people's schoolwork or homework.
- The use of electronic equipment like cellular phones, I-pods and Mp3's in the class or during school hours, will be confiscated and kept in the safe for the term.
- Any improper or indecent conduct.
- Victimisation or bullying.
- Assault.
- Vandalism.
- Be in possession of and/or use of cigarettes or any other smoking material/vape or herbal cigarettes etc., alcoholic beverages or narcotic substance, prescribed medicine or be involved in the distribution thereof. Although marijuana/dagga is legalized for adult personal use, it is still illegal for school going learners or learners under the age of 18.
- Pornographic or other prohibited material, equipment or apparatus.
- Being in the presence of rules being broken will also be viewed as an offence.
- Activity in Satanism or a cult.

- Foul-mouthed conduct towards adults or in front of other learners
- Any conduct in conflict with the order and discipline of the school and where the learners refuse or neglect to abide by the rules of this Code of Conduct/disciplinary process.
- Criminal offences within or outside the school.

LEARNER CONDUCT

- Learners must always conduct themselves in such a manner that a good learning culture is promoted.
- Have respect for order in school.
- Maintain silence during prayer opening, conclusion and during announcements.
- In the case of a guest speaker performing at the school, respect must be shown to the person (greet, silence before, after and during the performance).
- Learners' conduct, good manners and healthy discipline, within and outside the classroom is of top priority to ensure the good name of the school is upheld.
- Learners must stand for a teacher and/or visitor and greet them cordially.
- The school grounds and buildings must be always kept neat. Learners are forbidden to litter, soil classrooms or school buildings or damage school property.
- During an excursion where public transport is used, each learner builds on the school's good name by behaving and acting impeccably.
- Participation or involvement in any mass-action is forbidden.

HUMAN RIGHTS

- While learners are aware that they have certain rights in terms of the Constitution, they acknowledge and respect the rights of others.
- Learners acknowledge the human dignity and equality of all people and undertake to apply their rights in such a manner that other people are not negatively affected by their conduct.
- Learners accept all fellow learners as individuals striving for similar ideals and objectives, but they may have their own ideals. Learner's respect other people's dissimilarity and will not act in such a manner that their human dignity is affected.

RESPECT FOR TEACHERS

- Learners are to respect the teachers as their educators and pledge their complete co-operation in all reasonable instructions they may receive from their educators.
- Learners will always respect the educators as adults and acknowledge that they could benefit from their education and experience, for that reason the learners pledge their co-operation to the educators and will always be respectful to them.

RESPECT FOR NON-TEACHING PERSONNEL AND VISITORS

- The contribution to the smooth running of the organization of the school by administrative personal and terrain workers are highly valued. Therefore, these personnel will always be regarded with respect and politeness.
- Visitors, e.g. officials, businesspeople and parents contribute to the school's welfare and will be regarded with respect and in a polite manner and will be assisted where possible.
- Learners always are to greet all visitors, staff, officials etc. on the school premises.

RESPECT FOR ENVIRONMENT AND SCHOOL FACILITIES

- The natural environment is seen as a gift and learners accept the instruction and co-responsibility for the conservation thereof.
- Learners will value the school buildings, contents of the classes and all other physical facilities available for their use.
- Learners undertake to make use thereof in a responsible manner and insofar as it is in their ability, contribute to the maintenance thereof, including encouraging parents to pay school fees and to promote activities that will extend the facilities.

BIRTHDAYS

- No parties may take place at school. If the learner wishes to celebrate their birthday, parents may send sweets, ice cream, chips and sweetie packs or cupcakes etc. for distribution to the entire class.
- No cakes to be sent to school as it is usually open and needs to be handled by the teacher continuously.
- Gifts are not to be brought to school.
- Invitations to parties may not be distributed at school unless all the children in the class are invited.
- Learners may wear casual clothes on their birthday if they wish to do so (except on a Monday); we encourage them to donate an age-appropriate book for this privilege. Casual clothes may not be worn on days when there are formal functions.

EXTRA-MURAL ACTIVITIES

- Learners realize the moulding value of sport, cultural activities and educational and social outings and strive to actively participate or be a loyal supporter.
- Suitable clothing and a neat appearance at these occasions contribute to the development of a positive image of the school.
- All learners need to be fetched 30 minutes after the activity has ended.
- If pupils have not been fetched within the allocated times, they will be sent to aftercare and the parents' account will be billed for an ADHOC payment – this applies to grade RR – 6.
- Learners must please be fetched promptly from matches, at the time given on the newsletter.
- Parents may in some circumstances be expected to grant permission for their children to attend extra-mural activities. If this is the case, these will be provided in newsletters.

Some of the activities are athletics, netball, soccer, and speech/poetry festivals etc.

SCHOOL ATTENDANCE

- School attendance is of utmost importance; therefore, learners' attendance is compulsory.
- No learner may be absent from a school day or any class without a valid reason or permission from the school.
- Parents/guardians should contact the school if their child is absent. Absenteeism of three days or longer or from an assessment, a test or exam requires a doctor's letter. Doctor's Letters are to be handed in to the registration teachers which will be placed in the learner's file.
- Learners may not be late for the beginning of the school day. Late-comers must first report to the Administration Office and are to inform their registration teachers of their late arrivals, failing to do so will result in the learner being marked absent.
- Assembly is compulsory. Speakers/visitors should be respected and silence maintained during speeches.

- Learners should be on time for classes, changing of class should be done in an orderly and timely manner.
- Learners may only make use of school territory which has been pre-approved. The other users of the school's territory must be respected and their territory not to be intruded upon.
- No learner may leave the school grounds during school hours without permission from a teacher/Administration Office.
- Learners are not allowed to leave the premises after a test period. In the case of an emergency, the Administration Office must be contacted, and the parents will be required to sign the learner out in the sign out book.
- Learners absent for more than 17 days within the year will not be promoted to the next grade.

PERMISSION TO LEAVE SCHOOL GROUNDS

- A letter requesting permission to leave school early must be sent to the register teacher from the parents.
- The learner must also give the letter of permission to the Administration Office before leaving the school premises.
- Parents must report to the office to collect their child and to complete the sign out register.
- Doctor's appointments or other appointments must, as far as possible, be scheduled in the afternoons.

REGISTRATION PERIODS

- There will be a registration period every day.
- Learners are to go to their registration teacher's classroom as soon as the morning phase meeting is done, unless otherwise stated.
- Attendance for all learners is **COMPULSORY**, and no learner may be out of class during registration period, or he/she will be marked absent or considered to be truant (bunking).
- Learners are to report to the administration office as well as the register teacher when a learner has arrived late, failing to do so will result in the learner being marked absent.
- During these periods, matters pertaining to Admin will be handled, such as money collection for civvies or charities, forms to be completed and matters of a general nature may be discussed. It is an opportunity for the registration teacher and registration class to get to know each other better, especially if the registration teacher does not teach the class.

SCHOOL SAFETY

- For the sake of the personal safety of learners, they will abide to the instructions and rules of classrooms, laboratories and workshops.
- During changing of classes, on the school grounds, on outings and the sport fields, learners will strive to act in such a manner that they do not compromise their and other people's safety.
- School gates will be locked during each school day from 07:50 to 13:00.

ILLNESS/SICKNESS

In the event of sickness during school time the following procedure must be followed:

- The teacher must write a letter to the Administration Office for the learners' parents/guardians to be contacted.
- Once this letter is obtained, the learner must report to the Administration Office so that the parent or guardian can be contacted.
- In the case of minor sickness, headache / stomach cramps etc. the learners are not allowed to be given medicine or tablets, parents will be notified, but the learner must return to class.

- In the case of serious illness, the parent / guardian is contacted to fetch the learner, and the learner will be required to return to class until they are picked up. The permission to leave school early form on page 5 must be completed in full. Learners will be fetched at their class and must be signed out by the parent / guardian.
- Learners are not allowed to phone parents / guardians from their cell phones in the event of an illness, in doing so the school reserves the right not to grant permission for the learner to leave the premises.

RECEPTION / ADMINISTRATION OFFICES

Our Administration staff is on duty from 07:10 – 15:00 from Monday to Thursday and 07:10 – 14:00 on Friday's during school terms. Learners who require items/information from the office must do so before or after school and during breaks. Learners may not walk around the school or visit the Administration Office during lesson time. In the case of learner illness/sickness, the parents will be notified by the Administration Office. Parents need to make appointments to come to the office.

SCHOOL TIMES

The school gates will officially open at 06:30. Parents are encouraged not to drop their children off too early, as the day can become very long. A teacher will be on morning duty from 07:00 every morning of the week.

- School gates will only open at 06:30; learners dropped off early will be unsupervised until a teacher arrives on duty at 07:00.
- School starts promptly at **07:50**. The school gates open at 06:30 and will close promptly at 07:50.
- Learners assemble at a designated area where phase meetings will be held at **07:50 – 07:55**. **Once the phase meeting has ended, learners are to go to their register classes for the administrative period i.e., handing in money, return-slips etc.**
- School bags are left at the registration class.
- Learners are to stay in the designated area until they are picked up after school.
- Should alternative arrangements for transport be made, please inform the Administration Office.
- Learners not in aftercare or not attending extra-mural activities need to leave the school premises at least 30 minutes after the end of the school day.
- In *loco parentis* applies half an hour before the school starts and ends half an hour after the school day ends.

School hours are as follow:

Grade	Activity	Time	Days
Gr. R	Academic day	07:50 – 13:20	Monday – Thursday
	Academic day	07:50 – 13:00	Friday
	Extra murals	13:20 – 14:00	Monday – Thursday
Gr. 1 – 2	Academic day	07:50 – 13:20	Monday – Thursday
	Academic day	07:50 – 13:00	Friday
	Extra murals	13:20 – 14:00	Monday – Thursday
Gr. 3	Academic day	07:50 – 14:00	Monday - Thursday
	Academic day	07:50 – 13:30	Friday
	Extra murals	14:00 – 15:00	Monday - Thursday

Gr. 4 – 12	Academic day	07:50 – 14:00	Monday - Thursday
	Academic day	07:50 – 14:00	Friday
	Extra murals	14:00 – 15:00	Monday - Thursday

PUNCTUALITY

- Learners are expected to arrive at least 5 minutes before the commencement of the school day. (07:45 – As gates close at 07:50).
- Late arrival parents and learners must first report to the Administration Office where the names of the learners will be recorded in a “Latecomers File”, the learner will be required to inform their registration teacher of their late arrival. Failing to do so will result in the learner being marked absent.

IMPORTANT: Parents/guardians who deliver the learners late should accept that this cannot be a reason for learners concerned to be excused from attending detention. In the case of late arrival, the Administration Office must be notified. Parents/guardians need to ensure that the learners are dropped off in time for the start of day.

SCHOOL NOTICES

- Every learner is duty bound to hand over his/her parents/guardians any notices/newsletters issued to them by Empro Academy.
- Empro Academy makes use of sending emails (electronic format) as correspondence to all parents/guardians, except in the case where a notice/newsletter is issued.
- The newsletter will be communicated on the WhatsApp groups.
- The parents/guardians are responsible for **informing the school should their contact details change.**

SCHOOL UNIFORM

- Learners need to take pride in the school uniform, and it is vital that all learners and parents familiarise themselves with the school uniform requirements.
- Learners not adhering to the school code of conduct with regards to uniform will be requested to remove the incorrect uniform, it may be confiscated by the relevant teacher, demerits may be issued or the learner may be requested to go home and change.
- The list of uniform is stipulated on the next page.
- **ALLOWED TO WEAR CIVVIES:** Learners are only allowed to wear civvies for their birthdays, when merit certificates are issued and on special occasions as set out by the school. Birthday and merit certificate civvies may not be worn on a day when there is a formal event or assembly on a Monday.
- Learners in Grade 7 – 12 do not have to wear a pullover during the winter, unless they remove their fleece, jersey or blazer.
- In the case where denims may be worn (on set/allocated days), learners are required to ensure that they wear blue, long denims that are neat, that no writing is on the denim or that the denims are not torn. If the learner fails to wear the correct denims, learners will be sent home to change.
- Learners are only allowed to wear black scarves during the winter, no writing, geometric shapes, mixed colours or pictures are allowed on the scarves.
- Learners are only allowed to use black blankets.

- Warm water bottles are allowed to be brought to school if they are the set school colours (black, stone/beige or school purple). Learners with electrical water bottles will not be allowed to plug them into the school electrical sockets for charging.
- Black beanies may be worn during the school winter uniform but must be removed immediately after first break. Beanies will not be allowed to be worn in class, formal gatherings or assembly.
- Any incorrect uniform will be confiscated by a teacher, school manager or a school prefect. Should this occur, the learner will be allowed to get it back after one week.
- All uniform items, school stationery or schoolbooks are part of the school uniform and should be treated as such. Losing of items should always be limited.
- Even though the members of the staff try their utmost to ensure that theft does not occur, they cannot be liable for any lost or stolen items. It is the responsibility of all learners to ensure that items are kept in a safe place and that all items are put away in lockers or always placed in their bags, this is especially true for items that are prohibited as stipulated on our school policies and procedures.
- Any items, other than books or pencil cases left outside of a teacher's class will be taken to the lost and found.
- Please ensure that all items are clearly marked with the learner's name and surname.
- When a PT lesson for Life Skills or Life Orientation has been scheduled learners are expected to bring their PT clothes for practice. Learners will not be allowed to do PT in their school clothes, in the event where your child fails to bring their PT clothes for the lesson, they will forfeit the marks awarded in that lesson.
- When learners are going on an excursion, they will be expected to wear their Sports Empro T-shirt (which can be bought through our uniform supplier), blue denims/black shorts and tekkies. Learners will not be permitted onto the bus for an excursion if they are not wearing their sport/excursion T-shirt.

We do not keep the school uniform on site, we use *Maakpas Schoolwear*.

The uniform shop has samples of many of the uniform items; they also make personalized masks and hats etc.

MaakPas
Schoolwear
Suppliers of
quality schoolwear
at affordable prices!

Tannie Bets Lize
0725927990 0823124275
e-mail: maakpas@absamail.co.za

More services we offer:
Alterations on clothes
Customised masks
Printing on clothes
Embroidery
Sublimation
Sticker printing

Map: Mail@Rede, Rooiboskruis Avenue, Ruitmte Avenue, Gouws Street, Maskpas 17, Sport schools, Witswatersrand Street. Please hoot at gate.

Monday - Thursday
09h00 - 17h00
Friday
09h00 - 17h00
Saturday
1st and last of month
09h00 - 13h00

SCHOOL UNIFORM (GRADE R – GRADE 6)

Girls	
Summer (1st and 4th term)	Winter (2nd and 3rd term)
Empro golf t-shirt	Empro golf t-shirt
Empro black skort (skirt and short)	Empro long, tracksuit pants
Empro, short, black ankle socks	Empro, short, black ankle socks
Empro jacket	Empro jacket
Plain black tekkies or standard black school shoes	Plain black tekkies or standard black school shoes
Boys	
Summer (1st and 4th term)	Winter (2nd and 3rd term)
Empro golf t-shirt	Empro golf t-shirt
Empro black short	Empro long, tracksuit pants
Empro, short, black ankle socks	Empro, short, black ankle socks
Empro jacket	Empro jacket
Plain black tekkies or standard black school shoes	Plain black tekkies or standard black school shoes

COMPULSORY SPORTS WEAR FOR SPORT DAYS AND PHYSICAL EDUCATION PERIODS (GRADE R – 6)

GIRLS	BOYS
Empro sports t-shirt	Empro sports t-shirt
Black shorts/skorts (no tights/leggings/skirts)	Black shorts
Empro cap / bucket hat	Empro cap / bucket hat
Tekkies	Tekkies

COMPULSORY SCHOOL WEAR FOR EXCURSIONS (GRADE R - 6)

GIRLS	BOYS
Empro sports t-shirt	Empro sports t-shirt
Blue long denims (shorts are allowed, but must be just above the knee/below the knee)	Blue long denims (shorts are allowed, but must be just above the knee/below the knee)
Empro cap / bucket hat	Empro cap / bucket hat
Tekkies	Tekkies

- **No tights/leggings or skirts will be allowed for sports days and/or physical education.**

SCHOOL UNIFORM (GRADE 7 – GRADE 12)

Girls	
Summer (1st and 4th term)	Winter (2nd and 3rd term)
Empro black skirt	Empro black skirt
Short sleeve white blouse	Long sleeve white blouse
Purple tie with school crest	Purple tie with school crest
Empro jacket	Empro jacket
Empro, short, black anklet socks	Black stockings
Standard black school shoes	Standard black school shoes
Boys	
Summer (1st and 4th term)	Winter (2nd and 3rd term)
Long, black chino's	Long, black chino's
Black belt (no prominent buckles)	Black belt (no prominent buckles)
Short sleeve white blouse	Long sleeve white blouse
Purple tie with school crest	Purple tie with school crest
Empro, short, black anklet socks	Empro, short, black anklet socks
Standard black school shoes	Standard black school shoes

COMPULSORY SPORTS WEAR FOR SPORT DAYS AND PHYSICAL EDUCATION PERIODS (GRADE 7 – 12)

GIRLS	BOYS
Empro sports t-shirt	Empro sports t-shirt
Black shorts	Black shorts
Empro cap / bucket hat	Empro cap / bucket hat
Tekkies	Tekkies

- **No tights/leggings or skirts will be allowed for sports days and/or physical education.**

The following items can be purchased at any retail outlets:

- **Chino's**
- **Short sleeve and long sleeve white blouse**
- **Tekkies and/or school shoes.**
- **Black belt (no prominent buckle)**
- **Denims**
- **Black stockings**

COMPULSORY SCHOOL WEAR FOR EXCURSIONS (GRADE 7 - 12)

GIRLS	BOYS
Empro sports t-shirt	Empro sports t-shirt
Blue long denims (shorts are allowed, but must be just above the knee/below the knee)	Blue long denims (shorts are allowed, but must be just above the knee/below the knee)
Empro cap / bucket hat	Empro cap / bucket hat
Tekkies	Tekkies

COMPULSORY UNIFORM (GRADE 12)

- Tie
- Pullover
- Blazer

THE ROLE OF THE STUDENT COUNCIL

Members of the Student Council have the following roles:

- To build learner unity by encouraging student involvement in all school activities.
- To keep learners informed about events in the school and its community.
- To encourage good relationships between students, educators, non-teaching staff and parents.
- To promote a culture of learning within the school.
- To support the principal and staff in the performance of their duties.
- To assist with the development and the implementation of the school Code of conduct.
- To support the school in fundraising events.
- To facilitate cleanliness and order in the school

EMPRO
A C A D E M Y

Believe • Begin • Become

APPEARANCE GIRLS

Hair

- If the hair is worn short, it must be neat and may not hang over the lowest fold of the collar. If it is longer, it must be tied back. The fringe may not cover the forehead. No loose ends may hang over the eyes/ears.
- Braided hair or hair extensions must be neatly tied back and must be one natural colour. A brown number 30 is allowed.
- Corn rows are allowed, but fancy plaits and patterns are not permitted.
- Hair must always be clean and **may not be dyed or highlighted**.
- Extreme hairstyles are not allowed.
- Only stone, black, brown or purple elastics, ribbons, clips and Alice bands may be used. No flowers, shiny clips or other accessories are allowed.
- The above regulations will be used as a guideline and the final decision as to the acceptability of any hairstyle will rest with the school's management.

Nails and make-up

- The nails should not extend beyond the fingertips when the fingers are held up.
- No nail polish or French manicures will be allowed.
- The wearing of any sort of make-up is NOT allowed.
- No false eyelashes or mascara is allowed.

Jewellery

- Wrist watches and "medic alert" bracelets may be worn.
- No chains, bracelets, rings, tongue studs/rings or brooches may be worn.
- Only one small pair of standard gold or silver studs or sleepers may be worn in the lowest piercing of the ear. No dangling hearts or circles may hang in sleeper earrings, and no coloured studs or pearl earrings are allowed.
- Religious/cultural jewellery may only be worn when written requests have been provided to the school. The school still reserves the right to decline the request when the request is deemed unreasonable.

General

- Skirts may not be worn too short or be rolled up. Five (5) fingers above the knee.
- No visible piercings, except one ear piercing.
- No tattoos are allowed. In the event where learners have tattoos, they may not be visible when wearing the school uniform.
- During events that allow the wearing of casual wear, learners should wear neat, presentable clothes. Beachwear, tight-fitting clothes and clothes that are see-through and/or too revealing are not allowed.

- During Physical Educational periods the Empro sport uniform must be worn. A black short or the Empro tracksuit pants, with tekkies. No ski-pants, leggings or joggers.
- No caps, beanies, bucket hats to be worn in class. Only during break, Physical Education periods and sport practise.

APPEARANCE BOYS

Hair

- Hair must be clean and always combed.
- No. 4 cut is the norm when hair is cut, not shorter.
- Hair must not have discernible steps.
- No shaved heads are allowed.
- No unacceptable haircuts or growing of hair will be allowed (“man buns” are prohibited).
- Fringes are not allowed to touch the eyebrow, when combed forward.
- Hair on top may be a maximum length of 4 fingers.
- Hair over the ears and collar are not allowed.
- Braided hair is not allowed.
- Sideburns may not be longer than the middle of the ear and faces must always be clean-shaven.
- The above regulations will be used as a guideline and the final decision as to the acceptability of any boy’s hairstyle will rest with the school’s management.

Jewellery

- Except for watches and “medic-alert” bracelets, boys may not wear jewellery or other personal adornment.
- Religious/cultural jewellery may only be worn when written requests have been provided to the school. The school still reserves the right to decline the request when the request is deemed unreasonable.

General

- Boys’ shirts must be always tucked in.
- Black belt without a prominent buckle must be worn with their trousers.
- Trousers may not be worn on the hips.
- Boys must be proud of wearing their uniform.
- No tattoos/piercings are allowed, in the event where learners have tattoos, they may not be visible when wearing the school uniform.

FORBIDDEN TERRAIN

The following areas are out of bounds:

- Learners in each phase (Foundation phase, Intermediate phase, Senior phase and FET phase) have their own allocated areas, learners are to stay in their own allocated areas. Learners in areas other than in their own phase's allocated area will be seen as out of bounds).
- All classrooms before, during break and after school, unless break detention has been given for whatever the reason.
- All corridors before, during break and after school (only allowed in the case of rain).
- Carports where teachers park.
- Parking area in front of the premises, before, during school or during break.
- Staff room and kitchen.
- Courtyard.
- Fenced in area where the dog is kept.
- Administration Offices (unless monies are to be paid).
- Tuck shop during lesson periods.
- Field without supervision.
- Swimming pool area without supervision.
- Lockers during lesson periods.

VALUABLE AND PERSONAL BELONGINGS

The school will not be held responsible for theft of or damage to personal belongings on School premises (e.g. cell phones, bags, books, clothing etc.)

- Learners are not allowed to bring cell phones, computer games iPods, iPads or any other electronic devices to school.
- If a parent requests a learner to pay school fees on his/her behalf, such school fees should be paid before the start of the school day.
- Arrangements should be made with the teacher in charge for safekeeping of valuables, etc. during sports events.
- If a learner brings items to lend to a friend/peer and these items are not returned, the school will not be held liable.

THE ROLE OF THE PARENT/GUARDIAN

The application of discipline through a Code of Conduct to maintain an orderly co-existence among teachers, learners and parents is never without tense moments, especially when one's own child is involved. This Code of Conduct will evolve in time as teachers, learners and parents work together.

The Code of Conduct is compiled in consultation with a few other good schools and by applying our own professional experience and vision for Empro Academy, its teachers, learners and parents.

Parents are asked to assist with the following:

- Should you wish to discuss any aspects of the Code of Conduct please contact the principal.
- Support the school in their decisions to ensure that all learners accept responsibility for any misbehaviour on their part.
- If at any time you feel that your child has been treated unfairly, please approach the principal.
- Please do not criticise or undermine a teacher or Empro Academy in front of your child. The child will be the most negatively affected by this practice. Any concerns or queries must be directed towards the applicable person.
- Take an active interest in their children's schoolwork and make it possible for the learner to complete assigned homework.
- Reading and responding to all correspondence sent from Empro Academy where necessary.
- Please check and sign homework regularly. If your child claims there is no homework too often, check this with the relevant teacher.
- Be sure to inform Empro Academy of changes of address, telephone and personal details, as it is sometimes important to reach a parent quickly.
- Please be conscientious about providing a note when your child is ill. A doctor's certificate is expected if a learner is ill for more than three days or misses a task / test or examination.
- Please make appointments to see teachers before or after school; teachers may not be visited during class times. If an appointment cannot be kept, please inform the teacher timeously.
- School matters must be handled during school times. Please do not contact staff at home.
- If discussions with a teacher, where levels of frustration or the tone of the conversation becomes uncomfortable for either party, the matter should be referred to the principal, preferably in writing. Another meeting will be held to ensure that all concerns are handled efficiently.
- In the case where there is an allocated WhatsApp group, please refrain from sending any messages that could be demeaning, hurtful or mean towards others or Empro Academy staff. Approach the applicable teacher and voice your concerns where necessary. A WhatsApp group is not the platform for raising concerns.

- Parents/guardians are expected to pay school fees or other fees where necessary timeously. Failing to do so could result in the learner being excluded from school excursions and the yearly camp.
- Download the D6 communicator app for any correspondence uploaded or for notifications to be provided.
- Discipline of a learner starts at home and further enforced at school; it is not Empro Academy or staff members' responsibility to ensure that discipline is only done at school. The school and parents need to work together to ensure that the learners become well-rounded individuals.
- The school may inform you regarding something you may deem petty (for example, learner losing a pencil continuously), assisting the teachers or Empro Academy staff members ensure the smooth operation of the school.
- It is the learners' responsibility to ensure that tasks, stationery, bags, clothes and items left at home etc. are brought to school. Do not encourage the learners to not accept responsibility by bringing the items to school on their behalf. Learners will take better responsibility if this is not done by the parent.
- The responsibility still lies with the learner to ensure that they pass and hand in assignments on time. Empro Academy staff members will not be held accountable if your child fails specific subject/subjects. Staff members will do their utmost to assist the learner and intervene where necessary, but cannot do this on their own, extra practice or assistance from parents and learners will be required.

THE ROLE OF THE LEARNER IN THE CLASSROOM:

I will:

- Line up quietly in an orderly manner.
- Be prompt and on time for lessons.
- Lead in and stand quietly behind the desk.
- Wait to greet the educator before being seated.
- Listen to instructions.
- Respect my own equipment as well as that of other people.
- Make sure that I have my own equipment and stationery so that I do not have to borrow from others.
- Raise my hand when I wish to say or ask something.
- Not interrupt while someone else is speaking.
- Not be disruptive, thereby preventing the other learners from receiving quality education.
- Respect textbooks/media books and all other equipment.
- Not touch or remove anything from my educator's desk.

- Always take responsibility for my behaviour.
- Not throw any objects across the class.
- Not challenge a teacher's authority during a lesson but rather speak to him/her privately after the lesson.
- Pick up any litter around my desk and place my chair neatly under my desk before leaving the classroom.
- Complete all homework and class work assignments to the best of my ability.
- Be honest in all my work including tests and in all I say.
- Stand up and greet any adult who enters the classroom.
- Not eat or chew bubble gum in any classroom.
- Not bully

ON THE PLAYGROUND

I will:

- Avoid rough or dangerous games.
- Avoid fighting.
- Refrain from using unacceptable language.
- Play in the designated area.
- Remember that all classrooms and parking areas are strictly out of bounds before school, during break and after school.
- Move aside to allow an adult to pass.
- Include other children in my games.
- Not bully other children.
- Consider other children and not disrupt their games.
- Move quickly to class when it is the start of day and after break.
- Greet all adults who walk past.
- Pick up litter that may be close to me or in my vicinity without being told to do so.
- Always take responsibility for my behaviour.

DURING SPORT ACTIVITIES

I will:

- Dress appropriately and neatly as prescribed.
- Display sportsmanship whether winning or losing.
- Respect the umpire's/referee/teacher at the end of the match/practice.
- Listen to instructions.
- Assist the teacher in accounting for all the equipment and packing it away neatly.
- Attend every practice / match or make my apologies to the teacher / coach.
- Always take responsibility for my behaviour.

DURING CULTURAL ACTIVITIES

I will:

- Listen to instructions.
- Respect the venue/area I am using and not touch anything that does not belong to me in the venue.
- Neatly pack all equipment away.
- Leave the venue/area in a neat, orderly and acceptable condition.
- Always take responsibility for my behaviour.

AT SCHOOL

I will:

- Not run or play on the corridors.
- Keep left and walk briskly.
- Not tamper with safety equipment.
- Not leave the school ground or classroom during school hours without the permission of the any teachers or staff.
- Not bring pets, toys or valuables to school.
- Obey any lawful instructions of prefects, media monitors without complaint.
- Not involve in any form of initiation and unmannerly farewell celebrations.
- Not be guilty of any form of rowdiness or loud behaviour.
- Not bring or distribute undesirable reading matter/visual material.
- Enter and exit the school premises in an orderly and disciplined manner.
- Report any accidental breakages to the office immediately.
- Not climb over any school fence.
- Not go into the school building during break unless I am visiting the office or the library.
- Not rollerblade or skateboard on school premises.
- Keep my hair neat, clean and in an appropriate style suitable for school learners.
- Keep my nails short, clean and free from nail varnish/polish.
- Exercise exemplary behaviour when making use of public transport.
- Always behave as an ambassador for my school.
- Bring a note written and signed by my parent's or doctor's note upon my return to school after I have been absent.
- Bring a doctor's certificate if I have been absent from an assessment, examination or test.
- Catch up any work missed after I have been absent.
- Pay all monies in at the office and receive a receipt.
- Not to lose personal belongings or items belonging to the school.
- Always respect my peers and the leaders of the school.

- Respect my teachers or visitors entering the school premises.
- Always take responsibility for my behaviour.

GENERAL MANNERS

I will:

- Arrive on time for school.
- Say 'please' and 'thank you'.
- Always greet all adults.
- Refrain from throwing objects on the playground or in the classrooms.
- Not use unacceptable language.
- Not deface any desks or school property.
- Not remove or tamper with anything that does not belong to me.
- Refrain from any form of challenge of a teacher's authority whatsoever.
- Speak to the teacher personally at an appropriate time after the lesson if I have a problem.
- Use the toilets clean after I have used them.



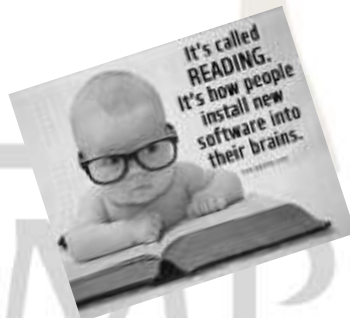
EMPRO

A C A D E M Y

Believe • Begin • Become

LIBRARY POLICY

- All books borrowed/issued and all school equipment will be kept in good order. Failure in doing so will result in the learner/parent paying for the replacement.
- Learners are always to be quiet when visiting the library.
- Learners are allowed to borrow two books for two weeks.
- Learners are not allowed to visit the library without their teacher during school time, the only times that learners are allowed to go to the library are: **Before school, first break or after school. The library will not be open during second break.**



Library Poem

by Julia Donaldson

Everyone is welcome to walk through the door.
It really doesn't matter if you're rich or poor.
There are books in boxes and books on shelves.
They're free for you to borrow, so help yourselves.

Come and meet your heroes, old and new,
From William the Conqueror to Winnie the Pooh.
You can look into the Mirror or read The Times,
Or bring along a toddler to chant some rhymes.

The librarian's a friend who loves to lend,
So see if there's a book that she can recommend.
Read that book, and if you're bitten
You can borrow all the other ones the author's written.

Are you into battles or biography?
Are you keen on gerbils or geography?
Gardening or ghosts? Sharks or science fiction?
There's something here for everyone, whatever your addiction.

There are students revising, deep in concentration,
And school kids doing projects, finding inspiration.
Over in the corner there's a table with seating,
So come along and join in the Book Club meeting.

Yes, come to the library! Browse and borrow,
And help make sure it'll still be here tomorrow.

Learners need to return library books by the end of the term, failing to do so will result in report cards being kept back until the books are returned.

Any books lost need to be replaced with the same book or an age-appropriate book of the same value.

TEXTBOOKS AND STATIONERY

Empro Academy sends out the required textbook and stationery lists in October/November of the year. This gives the parents ample time to purchase any required items.

- Textbooks and stationery items are expensive; learners need to look after the items.
- If you would like to purchase books from a learner that has already passed the grade (i.e., previously loved textbooks), parents are welcome to meet with each other and arrange it accordingly, Empro Academy will not do this on the parents' behalf.
- Textbooks can be bought through various suppliers (information regarding this is sent out with the lists), Singapore textbooks must be purchased by the allocated supplier.
- All grade R – 12 learners will be issued with a stationery list, posted on the group.
- All stationery items must be clearly marked and returned to school for safekeeping, if an item is finished, the teacher will communicate with the relevant parents, parents will then be required to purchase the item.
- Learners are to refrain from writing in the textbooks, if you would like to sell them to other learners.
- Textbooks need to be purchased by the parents, there is usually a 4 -8 week delivery time on textbooks, therefore we highly recommend parents to purchase the books early to avoid disappointment.
- Staff will no longer photocopy any pages of books for learners without textbooks, it disrupts academic time and results in educators leaving their classes unattended, which is not allowed.

SCHOLAR PATROL AND ROAD SAFETY POLICY

Scholar Patrol is an important part of road safety education and essential to enhancing the safety of our scholars at our school. Not only does it regulate traffic, improve speed calming and facilitate safe crossing of the road but it also instils in the minds of our young pedestrians an awareness of the importance of road safety.

- Each year, children travel to and from school almost 200 times.
- Dangerous traffic congestion occurs around schools with so many parents dropping their children off in the morning and picking them up after school.
- Traffic Authorities, educators and principals recognise that this congestion creates the most dangerous location on a child's journey to and from school.
- Scholar Patrol performs a very important and responsible public service by controlling traffic and safeguarding scholar pedestrians. Learner patrollers guide fellow learners and prevent them from entering traffic when it is unsafe.
- The intention is also that they set a good example and encourage all learners to observe the safety rules. They need to report for duty on time correctly attired and with the proper equipment. They must report to all infractions of the rules to their superiors. They must also provide assistance to other Patrol members when

necessary. Know and enforce all safety walking and crossing rules. Lastly, they need to attend regular meetings and discuss problem areas of traffic and street crossings.

BENEFITS OF SCHOLAR PATROL

- The Scholar Patrol program benefits the school, the community and the learner safety patrollers.
- The program provides quality training and recognition for the learner safety patrollers' efforts.
- Apart from providing safer access to schools at nearby crossings, this program inspires patrollers to develop positive relationships with peers and authority figures and develop leadership skills, teamwork, maturity and a sense of responsibility.
- The Scholar Patrol helps foster closer ties with the community and increases the school's visibility in the community.
- Learner patrollers are visible ambassadors for their school and assist both parents and their children at school crossings.

CHARACTERISTICS OF MEMBERS OF SCHOLAR PATROL

- Scholar Patrol is a call for unselfish service to fellow pupils and the community. It requires the efforts of individuals with the following characteristics:
- **Responsibility:** A focus on the safety of pedestrians is of paramount importance.
- **Punctuality:** The team and their fellow pedestrian scholars depend on the team to be on duty at the correct time.
- **Dedication:** These scholars are prepared to offer up their free time and to endure all kinds of weather conditions. Their training is ongoing and they need to maintain their enthusiasm for the task. They need to be committed to teamwork and develop character traits like dependability, attention to detail, honesty, seriousness, etc.

OBLIGATIONS ON ROAD USERS

To benefit from the Scholar Patrol and enhance the effectiveness thereof for road safety, road users (such as motorists) need to oblige with responsible behaviour.

ALL LEARNERS AND PARENTS MUST:

- Obey the rules of the road.
- Adhere to the given speed limit.
- Learners and parents may only cross the road by the white demarcated area (painted zebra crossing).
- Do not stop and park across the white demarcated areas outside school gates (painted zebra crossing).
- Do not obstruct the scholars' view of oncoming traffic, thereby endangering the lives of pedestrians.

- When scholar patrol team members politely ask parents to move their vehicles and record the registration numbers (as they have been instructed), accept these directives!
- Do not abuse the team members or teachers by shouting at them or making rude gestures.

PARKING / ENTERING AND EXITING THE SCHOOL PREMISES

- Parents/guardians or transport services are expected to drive through the main gate and drop off their learners in the designated parking area, the same applies to fetching their learner after school.
- Please adhere to the 10 km/h speed limit.
- Learners are to cross the road safely and at the scholar patrol point where applicable.
- Parents/guardians or transport are required to enter the school area through the main gate and exit through the other allocated gate.
- After 08:00 in the mornings, the parents/guardians and transport services will be expected to drop off the learners in the front parking area and learners to report to reception for late coming.
- After 15:00 in the afternoons the parents/guardians and transport services are expected to collect their children in the front parking area and exit through the main gate.

SELECTION PROCEDURES

Learners in Grade 6 get identified and chosen; parents receive a letter informing them of such a choice. However, parents need to provide written permission by completing an indemnity form.

PROCEDURE

The principal appoints a Scholar Patrol Organiser to organise the Scholar Patrol on behalf of Empro Academy

RESPONSIBILITY OF THE SCHOLAR PATROL ORGANISER:

- Plan and manage duty list and Scholar Patrol members.
- Co-ordinate training.
- Ensure that all equipment is available and in good working condition.
- Ensure that all safety clothing (rain suits, bibs, caps) is available, clean, in good working order and used correctly by members.
- Ensure that all members are punctual and on duty daily.
- Be responsible for all communication between principal, teachers, learners and parents when required.

LOCKER POLICY

All lockers are made available for learner use on the school premises, located in the school hallway/corridor and are the property of Empro Academy.

These lockers are made available for learner use in storing school supplies and personal items necessary for use at school, but the lockers are not used to store items which cause or can reasonably be foreseen to cause an interference with school purposes or an educational function, or which is forbidden by state law or school rules and regulations.

A learner's use of the locker does not diminish Empro Academy's ownership or control of the locker. The school retains the right to inspect the locker and its contents to ensure that the locker is being used in accordance with its intended purpose, and to eliminate fire or other hazards, maintain sanitary condition, attempt to locate lost or stolen materials or for the prevention of storing weapons, illegal drugs or alcohol or any other material forbidden by the school rules.

Lockers can be rented from Empro Academy, forms received and payment can be made at the front office.

LOCKER RULES

The following rules and regulations should be followed pertaining to school lockers.

1. Locks

- The learner is responsible for bringing their own locks and keys to gain access to the lockers once the lockers have been paid for / rented.
- The learner is responsible for ensuring that this key is always in their possession, and that the key is kept safe. Empro Academy will not be held responsible for keys getting lost or stolen.
- Should the learner forget their key and books need to be accessed from the lockers, the lock will be cut, and the parent will be held liable for the cost thereof.
- Learners are to keep a spare key at home in the case of a lost or stolen master key.

2. Use of lockers

- Lockers are only to be used to store school supplies and personal items necessary for use at school.
- Lockers shall not be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules and regulations, such as drugs, drug paraphernalia, beverages containing alcohol, alcohol, weapons, any flammable substance, bomb or explosive device, any pungent acid or nauseous chemical, any library books not properly checked out or

overdue, any stolen items, any obscene material, or tobacco products that are banned by school rules or regulations.

- Lockers may only be accessed before school, during breaks and after school. Learners may not leave classes to fetch forgotten books/assignments/projects etc. from their lockers during class periods.

3. Authority to inspect

- Empro Academy retains the right to inspect lockers to ensure that they are being maintained in accordance with the conditions of Rule Number 2.
- All inspections of learner lockers shall be conducted by the principal, her designee, or a member of administration staff designated by the principal.
- The inspection of a particular learner's locker will not be conducted unless the principal or her designee has a reasonable suspicion to believe that the locker to be inspected contains items which cause, or can reasonably be foreseen to cause, an interference with the school purpose or an education function, which are forbidden by state law or school rules and regulations, or pose an imminent and serious threat to health and safety necessitating the general search of part or all of the lockers.
- Before a particular learner's locker is inspected, the learner will be given the opportunity to be present during the conduct of inspection unless circumstances require that the inspection be conducted without delay to protect the health and safety of others present on school premises. Whenever a locker has been inspected under this rule without the learner present, the principal or her designee shall notify the learner of such inspection as soon as practicable thereafter.
- If a general inspection of locker/s is necessary, then ALL lockers in the defined inspection area will be examined. Learners will not necessarily be given the opportunity to be present while a general inspection is being conducted.

4. Locker cleaning

- Learners will be expected to keep their lockers in a clean and orderly manner. Failing to do so can result in the learner forfeiting their right to a locker.
- Lockers will not be damaged or defaced, should a learner be caught doing so, it is considered a serious offence and disciplinary action may be taken against the learner.
- It is the learner's responsibility to ensure that should they no longer be enrolled in the school, that all their belongings have been removed and that the locker is clean and tidy.

CELLPHONE POLICY

- Should a learner bring a mobile phone to school it must be switched off during classroom lessons and other educational activities, such as assembly, excursions, phase meetings etc.
- Virtual identities that are embedded in any mobile technology (Bluetooth names, etc.) and accessed by any means are expected to conform to acceptable naming standards.
- Mobile phones or other mobile technology should never be used to take photographs or video material in classrooms, change rooms, toilets or in any situation that may cause embarrassment or discomfort to staff, their fellow learners or visitors to the school.
- If a device is used during academic time or is visible on a learner walking around on the school premises, the device will be confiscated and given to the school administrator in the front office to be stored in a safe place.
- No music or videos may be played or listened to during school time.
- Learners may NOT use their mobile device to contact a parent to fetch them or to bring lunch, an assignment or something that the learner may have left at home.
- If confiscated, learners may collect the device:
 - a) First offence after five (5) school days.
 - b) Second offence after ten (10) school days.
 - c) Third offence at the end of the term.

In the case of emergency, the school office will contact you, if the office fails to reach you, we will contact the number of the next of kin that you have provided to us. Please note that if your child is in the aftercare, and there may be an emergency the aftercare teacher will contact you.

Empro Academy shall not bear any responsibility for theft, damage or any other consequences arising from the possession of any mobile devices.

Believe • Begin • Become

COMMUNICATION

Should a problem arise at school, the channels of communication to be followed are outlined below:

Dealing with general concerns

- Firstly, parents should approach their **child's teacher or sports coach** and discuss the problem in an open manner. In our experience, many difficulties can be solved at this level.
- However, should the problem not be solved or addressed in an acceptable manner, parents are welcome to approach the Head of Departments, Deputy Principal or Principal.
- Following the correct channels of communication facilitates the efficient and effective resolution of problems. Empro Academy staff is all approachable and welcome open communication. The principal certainly welcomes being approached directly to help solve problems; however, the first question would be, "Have you approached the member of staff or coach concerned?"
- It is difficult to solve problems when generalisations are made. It helps a great deal if all the details are provided, including dates and times, individuals involved and the outcomes of any intervention. We can be able to address issues efficiently if they are addressed promptly. It is incumbent upon every member of staff to give feedback as to what progress is made during the process.
- Experience has shown that very few problems are solved by parents on the side of the sports field, at dinner parties or in the car park. Problems need to be addressed directly with the staff concerned where first-hand knowledge is available.

Emails and WhatsApp messages

- The school makes use of emails, WhatsApp broadcasts and messages. It is the parents' responsibility to ensure any change of email address or cell phone number is updated at the administration office.
- Although we try as far as possible to return with any feedback, feedback turn-around time is usually 2- 3 days at most (usually faster, depending on the situation and the seriousness thereof).
- Please try and be courteous when communicating with staff, usually it will be acceptable to send a message between 14:00 – 17:00, weekdays only. Staff not replying to any messages during school hours is because that they are in the class teaching, any emergency messages must be sent to the administration office.

- The email contact list for staff will be provided during the first term, please keep the contact list and direct your messages to the relevant staff member.

Newsletters or google links

- Empro Academy tries as far as possible not to hand out too many newsletters, but in some cases, newsletters will be sent out on the WhatsApp groups or via email/D6. Please read through the newsletters and familiarize yourself with the details, any changes to dates etc. already provided on newsletters will be communicated to the applicable people/persons involved.
- Permission is usually granted for excursions, extra-murals, staying at school later than usual etc. Empro Academy will try as far as possible try and refrain from expecting parents to complete permission slips and/or documents to be returned to school, we would much rather prefer to eliminate paper wastage and expect parents to complete a google form or follow a link to a google document etc. These links will be sent out on the WhatsApp groups, please adhere to the deadlines as on the messages, this eliminates frustration in planning, sorting out, finalizing etc.

THE SCHOOL WHATSAPP OR SOCIAL MEDIA POLICY

Learners may be loaded onto a WhatsApp group for a specific group or class. The learners will be expected to follow the following procedures regarding the use of WhatsApp OR Social media platforms.

- The WhatsApp group will only be generated by a staff member, and this staff member will be present on the group. Learners creating a group amongst themselves will be done so at their own discretion and Empro Academy staff members etc. will not be held responsible for the behaviour/actions taking place on this group.
- Staff member's contact details or other personal information may not be distributed for whatever the reason without the permission granted from the applicable staff member.
- No other Empro Academy staff members contact details will be made available to the learners/parents or other members not on the WhatsApp group.
- No other learners contact details, or other personal information may be distributed or obtained for malicious reasons whatsoever. This includes, but is not limited to cyberbullying, "catfishing", verbal bullying etc.
- Learners are to refrain from sending messages/pictures or information that is not relevant to the group generated.
- Learners are only expected to send applicable information or requests during general office hours and limited to weekdays only. Learners to refrain from

sending things on the group during weekends, public holidays and school holidays. Special WhatsApp groups will be created for purposes pertaining to school holidays (holiday schools or excursions etc.) by the relevant staff member.

- The school rules and regulations will still be expected to be adhered to on the WhatsApp group or other social media platforms. Failing to comply will result in disciplinary action.
- Learners are not to criticise or undermine a teacher or Empro Academy on the WhatsApp or social media platform.
- Learners are not allowed to use inappropriate language or send provocative photographs etc. on the WhatsApp group or any other social media platform.
- No images or screenshots of conversations taking place on the specific group will be allowed to be sent to other people other than those people already on the group.
- Profile pictures and statuses etc. must be appropriate.
- Where levels of frustration or the tone of the conversation becomes uncomfortable for any members of the group, the applicable person will be removed and will be dealt with accordingly.
- In the case where there is an allocated WhatsApp group, please refrain from sending any messages that could be demeaning, hurtful or mean towards others or Empro Academy staff. **WhatsApp groups or social media is not the platform for raising concerns.**
- Direct all queries or concerns directly to the staff member on the group, posting grievances on a social platform for all to see are not acceptable.
- The staff member that generated the WhatsApp group may at any time remove, add or delete groups or participants where necessary or change the settings where only information is provided as an *admin*. Applicable staff members may remove learners or reprimand learners where any behaviour is seen as inappropriate.
- Data usage etc. will be at the expense of the learner/parent and applicable staff member/s only. Empro Academy will not be held responsible for any costs incurred.
- No videos or photos may be shared amongst any member of Empro Academy or learners/parents without the permission from all applicable parties.
- The contact details of the relevant teacher generating the group may not be used other than on the WhatsApp group platform (telephonically or via messaging).
- Although Empro Academy cannot be held responsible for learners creating WhatsApp groups, Empro Academy will intervene and will not allow learners to create groups with the intent of being hurtful towards others. This will not be taken lightly:

NO VICTIMISATION, VERBAL BULLYING, CYBER BULLYING OR OTHER MALICIOUS INTENTIONS WILL BE ALLOWED ON A WHATSAPP PLATFORM, WHATSAPP GROUP OR SOCIAL MEDIA PLATFORM.

- This will be seen as a serious offence and all guilty parties will be subjective to disciplinary action being taken against them, which could result in suspension or expulsion.

PARENT INFORMATION MEETINGS

Parent information meetings are held and are vital early in the year where parents will meet their child's teacher/s. Practical advice on how best to manage academic, social and emotional issues that may arise throughout the year will be provided. Homework requirements and work ethic expectations are also explained.

- Parent information meetings usually take place in the first term outlining all the expectations and done so either per phase or per grade.
- Thereafter, parent information meetings will take place after the issuing of report cards in term 1, 2 and term 3. We will as far as possibly try and communicate with parents regarding their children's progress throughout the term, it is imperative that there is always open communication amongst staff and parents.
- Parents need to attend the information evenings, from experience; parents are shocked when their children fail a term but have not attended scheduled meetings or have communicated to staff regarding their children's progress.
- Parents are welcome to schedule meetings throughout the course of the term.

THE DISCIPLINE POLICY

The purpose of disciplinary measures is to:

- Educate learners to make responsible, independent decisions—
- Instil a strong sense of duty in learners
- To guide learners to self-discipline

The disciplinary process is intended to be expeditious, fair, just, reasonable, corrective, consistent and educative. Where possible the parents are informed and involved in the correction of a learner's behaviour. Learners are protected from abuse by adults and other learners.

Teachers must bear in mind that if they don't do anything when a learner commits a transgression / misdemeanour / offence, they are in the wrong, **so always do something, but do no harm** in accordance with the Learner Code of Conduct and respect for the Constitutional rights of learners. Do not let one learner feel more punished than another for the same offence. Watch out for favouritism. Parents and learners must read, know and sign the control sheet in their diaries.

Disciplining is not a vendetta or a vengeful act, but a corrective measure. The most important principles are fairness, justness and consistency. The school rules, as well as those measures which are morally and socially acceptable to the staff will be enforced by a merit and demerit system. To ensure that every learner is afforded the best opportunity to work and play without hindrance, the following rules and disciplinary measures will apply.

DISCIPLINARY STRUCTURE RESPONSIBILITIES

The administering of disciplinary order and the disciplinary process is managed by prefects, teachers, management team and the school Principal.

A disciplinary committee will consist of a prefect, one member of the management team and one member of the staff. Any learner that does not adhere to the Code of Conduct is susceptible to disciplinary action and may be punished in terms of the Code of Conduct. Should learners be found guilty of serious offences, the offence will be referred to the disciplinary committee by the school Principal.

It remains the teachers' duty to manage problems, specifically in the classroom, in a responsible manner. Personal involvement is of the utmost importance and staff members should not focus only on the Code of Conduct to address problems. Staff should manage problems in a consistent and fair manner.

Discipline should always be taught at home, however enforced at school. It is imperative that the staff members, parents and learners work in partnership with one another to ensure that the school code of conduct is enforced and adhered to.

MANAGING OFFENCES

Any punishment deemed appropriate may be dealt out for a specific offence. Each case will be managed according to the merits thereof.

CLASSROOM RELATED

1. Staff will manage the offence according to their discretion.
2. Should there be no improvement; the offence will be recorded in writing, usually in the Empro diary or as correspondence directly to the parents/guardians.
3. Should a similar offence be repeated, parents will be notified, either telephonically or via email.
4. Temporary suspension could occur.

SERIOUS OFFENCES

1. Parents will be contacted.
2. Final warning / temporary suspension could occur.
3. Disciplinary hearing.
4. Temporary suspension or permanent expulsion could occur.

PUNISHMENT ACTIONS

The following punishment may be handed down to learners:

- Warnings (verbal, written).
- School related tasks.
- Detention during breaks or after school.
- Loss of privileges, e.g., birthday civvies wear, leadership positions, non-attendance of excursions, colours awarded may not be worn, badges received taken away, loss of using the tuck shop etc.
- Temporary suspension from attending class.
- Reduction or loss of academic marks (if tasks are submitted after the deadline or not at all).
- Disciplinary hearing (dependant on seriousness of offence).
- Suspension from school (dependant on seriousness of offence).
- Expulsion from school (dependant on seriousness of offence).

The school is authorised to search any learner at any time or may request a urine sample should there be any suspicion of the learner partaking in the drinking of alcohol and/or any other substances.

DISCIPLINARY HEARING PROCEDURES

1. The hearing must be chaired by a senior school official or a suitably qualified or experienced third party.
2. The hearing chairperson will be responsible for leading and managing the hearing process and making critical decisions as to:
 - i) The guilt or innocence of the learner relative to the allegations made.

- ii) The appropriate penalty / action to be taken, ONLY after due consideration of mitigating and aggravating factors.
- iii) The hearing needs to be conducted properly and fairly to ensure that the rules of natural justice are complied with. In this regard the following criteria must be met:

Learner and parent must:

- a) Properly understand the allegations being made before the hearing starts (this must be spelt out in the notification letter).
- b) Be presented with all the relevant facts and information provided and evidence led.
- c) Be given the opportunity to question information provided and evidence led.
- d) Be entitled to present their own perspective and explain / defend the learner's actions, and if appropriate, lead evidence (or call witnesses) in support of the learner's defence.
 - If witnesses are to be called the learners parents/guardians shall inform the school not less than twenty-four hours (1 working day) before the hearing that the witness is to be called so that the school can make appropriate arrangements.
 - If learners are to be called as witnesses, parental/guardian permission must be granted and parents are to be present in such cases, an allocated teacher attends the hearing on behalf of the parent/guardian and permission has been granted by the applicable parents/guardians.
- e) Be treated with dignity and respect throughout the hearing.
- f) Be allowed and encouraged to present mitigating factors.
- g) Be assured of the greatest confidentiality possible.
- h) Be advised of the outcome [verdict] of the hearing, the decision made regarding penalty, and the reasons for such decisions
 - Within forty-eight (48) hours of the hearing.
 - In writing (should they deem necessary to do so).
 - Be advised that they do have the right to appeal against any decision made by the chairperson within five (5) days of the hearing's outcome being communicated to them.

THE APPEAL PROCESS

1. Appeals must be lodged in writing with the chairman of the Disciplinary Hearing.
2. And must detail the grounds for appeal in full.
3. Lodged appeals result in an appeal review during which the decisions made at the hearing are reviewed based on the grounds and motivations set out in the appeal.

- i) Copies of all disciplinary documentation must be retained by the school for record and safekeeping purposes.
- ii) Appeals do not generally result in a reconvening of the Disciplinary Hearing.
- iii) If the review finds that the hearing was materially defective or that substantial new evidence has come to light the Disciplinary Hearing may be reconvened under the auspices of a new chairperson.
- iv) Reconvened hearings must take place within five (5) days of the review.
- v) Learners suspended pending the outcome of the disciplinary process shall remain so until the appeal process is concluded.
- vi) Once the appeal process is concluded the pupil and his/her parents/guardians shall be informed, in writing, of the outcome within five (5) days of the conclusion. The findings need to deal with the items specified in the appeal motivation in depth.
- (vii) The Disciplinary Hearing and its outcome shall be noted on the learner's permanent record.
- (viii) The school reserves the right to refer learners involved in the disciplinary hearings to:
 - a) The criminal justice system.
 - b) Appropriate counsellors / Department of Social Services
 - c) Parents / guardians shall be notified of these referrals.

DISCIPLINE SYSTEM

The system is used to coach learners into responsibility and accountability and encourages self-discipline. Recognition is given to learners who are doing more than what is expected from them. Encouragement is given to those who do not take part in events, but who are there for support, as spectators. Good qualities are encouraged while the ideal is to lessen or eliminate negative and passive behaviour. Empro Academy cannot create well-rounded individuals without the support and co-operation of parents; it is imperative that all parties work in unison towards the same goal and always in the best interest of the learner or learners involved.

MERIT PROCEDURES

Herewith a guideline which may be used to manage and reward merits achieved:

- Learners' merits will be recorded on a merit slip and placed in a box in the staff room by the applicable staff member.
- The merits will be recorded on the system by the administration personnel on a bi-weekly basis and parents will be informed regarding the merits received.

- Should the learner accumulate 300 merits, a 'stone' certificate will be issued during assembly, and the learner will be allowed to wear 'civvies' on a day scheduled by the register teacher.
- Should the learner accumulate 600 merits, a 'purple' certificate will be issued in assembly, and the learner will be allowed to wear 'civvies' on a day scheduled by the register teacher. The learner will also be rewarded with a voucher.
- Should the learner accumulate 900 merits, a 'silver' certificate will be issued in assembly. The learner may wear 'civvies' for a week and the learner will be rewarded with a voucher.

The voucher provided is not limited and will be decided upon by the management team. The voucher received can be for stationery items, more books to be taken out at the library, tuck shop, permission to leave school earlier, permission to arrive at school later, exemption from receiving demerits for a day/week or month. This voucher will be provided to the learner in writing and for the receiving of the gift/reward the voucher must be displayed or it will be forfeited. A new one will not be issued until the next accumulated merit points. The same rule applies for learners that may have lost their voucher.

Before merit certificates or rewards are given the learners, the merit allocations will be compared to the demerits accumulated. The demerits achieved will cancel out the number of merits. It defeats the purpose if the learner achieved 300 merits, but the learner has accumulated 200 demerits. The sole purpose is for the encouraging and enforcing of exemplary behaviour.

DEMERIT PROCEDURES

Herewith a guideline which may be used to manage and punish identified offences:

- Learners' demerits will be recorded on a demerit slip and placed in a box in the staff room by the applicable staff member.
- The demerits will be recorded on the system by the administration personnel on a bi-weekly basis and will be indicated on the report card at the end of each term.
- For every 50 demerits that the learner accumulates, the learner's parents/guardians will be notified either via SMS, telephone or email and the learner will be expected to follow the actions to be taken that are provided below.

The dates for detention or action to be taken will be indicated in the notification to parents/guardians.

- Should the learner be a continuous offender, more serious action will be taken.
- The learner's demerits will be recorded quarterly on the report cards.
- The demerits are not cancelled out when the learners have completed the actions stipulated below:

The following punishment actions can be taken to ensure that the accumulation of demerits does not occur:

1. Warnings (verbal, written).
2. Completing school related tasks.
3. Break detention or staying later after school.
4. Loss of privileges, e.g., birthday civvies wear, leadership positions, non-attendance of excursions, colours awarded may not be worn, badges received taken away, loss of using the tuck shop etc.
5. Temporary suspension from attending class OR sitting in the principal's office.
6. Reduction or loss of academic marks (if tasks are submitted after the deadline or not at all).
7. Disciplinary hearing (dependant on seriousness of offence).
8. Suspension from school (dependant on seriousness of offence).
9. Expulsion from school (dependant on seriousness of offence).

The punishment provided is not limited and will be decided upon by the management team; however, the parents/guardians will be notified as to the action that will be taken.

The demerits achieved will cancel out the number of merits that the learner may have achieved. It defeats the purpose if the learner achieved 300 merits, but the learner has accumulated 200 demerits. The sole purpose is for the encouraging and enforcing of exemplary behaviour in our learners as well as the encouraging of accountability and responsibility for actions when behaviour is inappropriate.

DETENTION POLICY

PURPOSE

The detention program is designed to provide constructive learning experiences for learners who have violated our school code of conduct/behavioural standard. The primary purpose of the program is to dole out consequences of unacceptable behaviour. We have de-emphasized the punitive aspect and stressed the learner experience for learners. We believe that learners need to think about how their actions affect other people and how other learners feel when they become subjects of disrespect.

By emphasizing the feelings and rights of others, we attempt to lead the learners to a more empathetic and social understanding of the effects of their actions and the fact that their behaviour impacts on the whole school community. Causes, consequences, prevention and goal setting are aspects that the learner will consider during the detention period.

The detention policy is put in place to deter inappropriate behaviour and have an immediate response to behaviour. This policy will also serve as an alternative to suspension, help to eliminate disruptive behaviour and preserve the high standard of behaviour at Empro Academy. The detention policy is devised to address all issues that are most disruptive to the teaching and the learner environment. These issues include, but are not limited to; tardiness, excessive talking, disobedience, disrespect, failure to complete work, lack of class materials, poor attitude, disturbing class, mischief, littering, eating in class etc.

MISSION STATEMENT

The mission of the Detention program is to provide a sense of importance to the rules and regulations which govern the learners at Empro Academy. Through the collaborative effort of staff, parents and learners we will bring about improved conduct. We will empower and unify the staff to have a stronger and more purposeful learner management program toward and improved learning environment for all learners.

GOALS

- Provide an alternative measure for corrective behaviour for disruptive learners.
- Foster learner behaviour that emphasized understanding of the effects of their actions and the fact that their behaviour impacts on the whole community.
- Guide the learner to setting goals for behavioural improvement.
- Encourage respect for the school code of conduct.

DETENTION

After receiving 20 demerits a learner may be required to attend detention. Any other serious breach of the school code of conduct may also be penalised with a detention at the request of the applicable teacher. A detention may take place outside of school hours on allocated days (usually on a Friday afternoon) or break time. During the detention, the learner is expected to work, and this work should be meaningful. The date and allocated teacher will be placed on a list in the staffroom/allocated room. Parents will be notified via SMS, telephone or email when a learner is to sit for detention. Parents are welcome to discuss any issues with the learner's teacher/s.

The detention policy applies to all learners in Grade 4 – 12. Detention can be accumulative, after 50 demerits or in the case of serious offences.

Accumulative offences are for example:

- Homework not done
- Disruptive behaviour
- Late coming
- Books/materials left at home
- This list is not comprehensive; it is also at the teacher's discretion to decide whether an offence warrants detention.

Serious offences are for example:

- Assault
- Smoking
- Cheating in an examination/test
- Cruelty to animals
- Defacing/damaging property
- This list is not comprehensive; it is also at the teacher's discretion to decide whether an offence warrants a detention slip.

Detention is considered effective if it results in a change of behaviour in the learner detained. A change of behaviour is evident if the learner is not detained repeatedly. If no change of behaviour becomes evident, the school must consider further disciplinary action. Among these is suspension or expulsion.

If a learner has received three detention days during one school term, the awarding of the 4th detention day will generally be regarded as a possible indicator of the education measure having failed. Therefore, a teacher/parent and all applicable staff

meeting/intervention needs to take place. All meetings will be put in writing and minutes will be taken.

GENERAL

- Detention is held by a group of teachers allocated Fridays from 13:30 – 15:30, usually in a teacher/s allocated for detention's class/es. The venue will be provided when parents are notified.
- Any homework not complete may be done during the detention. Should the learner not have any homework, resources are provided in the detention file that could be issued to learners. Learners may not do any other work other than homework or allocated work. No reading, playing games etc. will be allowed. Remedial work – All educators involved providing remedial work in subjects to be done.

SCHOOL CODE OF CONDUCT

This School is committed to providing an environment for the delivery of quality teacher and learning by:

- Promoting the rights and safety of all learners and teachers and parents.
- Ensuring learners' responsibility for their own actions and behaviours.
- Prohibiting all forms of unfair discrimination and intolerance.
- Eliminating disruptive and offensive conduct.

The Code of Conduct spells out the rules regarding learner behaviour at the school and describes the disciplinary system to be implemented by the school concerning transgressions by learners. The Code of Conduct applies to all learners while they are on the school premises or when they are away from the school representing it or attending a school function.

Section 8(4) of the SA Schools Act provides that all learners attending a School are bound by the Code of Conduct of that School. All learners attending the school are expected to sign a statement of commitment to the Code of Conduct. The administration of the Code of Conduct is the responsibility of the Disciplinary Committee of that School.