

DINWIDDIE PRIMARY SCHOOL



# DINWIDDIE PRIMARY SCHOOL

## LEARNER DIARY

my 2023

**PERSONAL DETAILS**

Name of Learner:	
Name of Mother:	Name of Father:
Contact Tel: (H)	Contact Tel: (H)
Contact Tel: (W)	Contact Tel:(W)
Contact Tel: (C)	Contact Tel: (C)
E-mail Address:	E-mail Address:
Physical Address:	
Postal Address:	
<b>Next of kin or person in charge in case of Emergency, when parent cannot be contacted:</b>	
Contact Name:	Contact Name:
Contact Tel: (H)	Contact Tel: (H)
Contact Tel: (C)	Contact Tel:(C)
Doctor's Name:	Contact Tel: (W)
Medical Aid:	Medical Aid Number:
Allergies:	Medication:
Transport Name:	Aftercare Name:
Contact Name:	Contact Name:
Contact Number:	Contact Number:



# DINWIDDIE PRIMARY SCHOOL

## Vision Statement

Dinwiddie Primary School will endeavour to equip all learners with a solid foundation of knowledge and life skills to enable them to realize their goals in becoming successful citizens of the future.

## Mission Statement

The mission of Dinwiddie Primary School is to provide a primary educational institution that strives towards academic excellence within the bounds of a safe and secure environment.

We aim to provide development for each learner to attain his or her own potential and so encourage competent, free thinking, well-adjusted citizens in an ever-changing society. This will be achieved through quality teaching supported by all stakeholders.

## Dinwiddie Primary School Song

Set your voices ringing  
Sing with pride our song.  
Sing of work accomplished  
And the goal of things well done.  
Brown is our colour  
Orange is our fame  
Year by year bring honour  
To our proud school's name.

We aim to be courteous  
Faithful, kind and true.  
Sincere, loyal and honest  
In all that we do.  
With our sun and sheaves  
Always faithful stay.  
Giving of our best  
In our work and play.

## The School Emblem

### The Vertical Lines

The light and dark lines forming the background to the sun symbolize night and day, or the passing of time, which is necessary for gaining knowledge.

### The Sun

The sun is a symbol of learning, bringing the light of knowledge to the darkness of ignorance.

### Sheaves of Wheat

The bound sheaves of wheat are symbolic of the immature and ignorant child who through the light of education is brought to maturity, or ripeness, making him ready to become a useful member of society.

### Moto

“Always Faithful” is taken from the Latin hymn “Semper Fidelis” – to strive always to be faithful to God and His teachings.

## General Information

### School Management Team

Principal	Mr. E. Pretorius
Deputy Principal	Mrs. A. van Winkel
HOD Foundation Phase	Mrs. D. Scheepers
HOD SBST	Mrs. L. Gouws
HOD Intermediate Phase (Grade 4 & 5)	Miss J. Thenga
HOD InterSen Phase (Grade 6 & 7)	Miss A. de Ru

### Administrative Staff

Mrs. T. de Klerk	Bursar
Mrs. G. Howard	Accounts
Miss L. Nkosi	Enrolments / Administration
Mrs. A. Massyn	Reception / Administration

### Postal Address

Dinwiddie Primary School  
P. O. Box 7056  
Albemarle  
1410

**Telephone:** 011 902 2310  
011 902 4615

**Website:** [www.dps.org.za](http://www.dps.org.za)

**Aftercare:** 011 902 7520

**Email address:** [mail@dps.org.za](mailto:mail@dps.org.za)  
[principal@dps.org.za](mailto:principal@dps.org.za)  
[deputy@dps.org.za](mailto:deputy@dps.org.za)

[admissions@dps.org.za](mailto:admissions@dps.org.za)  
[finance@dps.org.za](mailto:finance@dps.org.za)

### Office Hours

Monday – Thursday: 07:30 – 15:00  
Friday : 07:30 – 14:00

### School Hours

Monday – Friday: 07:45 – 14:00

## Code of Conduct

### Preamble

The Governing Body of Dinwiddie Primary School, after consultation with the learners, parents and educators:

- recognizes that the history of segregation of schools requires conscious efforts to promote integration, reconciliation and culture of tolerance, mutual respect and peace at the school. The school will achieve this by respecting and adhering to the Constitutional Bill of Rights and compliance with the South African Schools Act, 1996 (Act No. 84 of 1996) and other relevant provincial legislation.
- believes that all learners must be provided with high quality education and in so doing lay a strong foundation for the development of all people's talents and capabilities, advance of the democratic transformation of society and contribute to the eradication of poverty and the economic well-being of society, protect the advancement of learner's diverse cultures and languages.
- acknowledges that while the state has the obligation to make education available and accessible, this must be complemented by the commitment and acceptance of responsibility by the learners, educators and parents; that discipline is paramount for the creation and sustenance of a culture of learning.

It therefore adopts this Code of Conduct and together with learners, parents and educators commits itself to uphold, promote and where necessary, enforce this code of conduct amongst learners.

The aim of this Code of Conduct is to establish a disciplined and purposeful school environment, dedicated to the improvement and maintenance of the quality of the learning process.

### Rights and responsibilities

#### *Rights of learners*

1. To learn and be taught in a safe environment.
2. To attend classes free from verbal and physical interference by any other person.
3. To receive tuition according to the core curriculum.
4. To receive regular feedback reflecting academic progress.
5. To make use of all school facilities.
6. To receive appropriate counselling for personal and educational problems.
7. To express their opinions in a reasonable manner.
8. To attend a school free of drugs, weapons, drunkenness, bullying, intimidation or victimization of any kind.

#### Responsibilities of learners

1. *Learners should undertake to learn.*
2. *Attend all classes daily and on time.*
3. *To do all class work, assignments and homework.*
4. *To be in possession of appropriate working materials.*
5. *To be responsible for their own work.*
6. *To respect all persons and property.*
7. *To refrain from abusive language and inflammatory actions.*
8. *To conform to normal, acceptable standards of cleanliness and neatness.*
9. *To protect school property.*

10. *To refrain from and report the use of drugs, assault, carrying of dangerous weapons, criminal or illegal activities, intimidations, bullying, drunkenness, smoking or being in the possession of pornographic material.*

### **Rights of parents**

*Parents expect from the school :*

1. *Educators who are well qualified and competent to teach their subjects of instruction.*
2. *A school that respects cultural diversities and which is non-discriminatory.*
3. *Educators who are professional in their approach to their work and who set and maintain correct standards.*
4. *The promotion of high moral standards and good ethics, with learners being taught in a disciplined environment that is conducive to learning.*
5. *That they will be treated fairly and as individuals.*
6. *Support from approachable educators who communicate with parents on work and behaviour problems.*

### **Responsibilities of parents**

*Parents should :*

1. *Support and encourage their children in their involvement in all spheres of school life.*
2. *Ensure that learners attend school regularly, that they are correctly dressed, are properly equipped and are punctual.*
3. *Support the school, the staff, the Code of Conduct and school rules, and ensure that their children do likewise.*
4. *Inform the school of any problem areas and communicate with individual educators where this is necessary and desirable.*
5. *Pay school fees on time*
6. *Fetch their children on time after school functions, and attend official school functions such as parents' evenings, concerts and PSRC functions.*

## School Rules

The school has an extensive list of rules to ensure the safety and well-being of all learners.

These rules are periodically discussed with learners during lessons and assemblies. Learners who disobey the rules will be dealt with according to the Code of Conduct for learners. Parents are also referred to the specific rules included in the Enrolment Criteria and Agreement of Dinwiddie Primary School.

### **1. Lining up when the bell goes**

Before school and after arriving at school in the morning, learners must put their cases down on the quad and go to the field. Learners must remain in the school grounds.

The bell rings at the start of the school day. When the bell rings, all learners must line up in the quad. When the educator making the announcements dismisses the learners, they must enter the classroom in a well behaved manner.

### **2. Assembly/Hall**

The hall is out of bounds unless an educator is present.

At the line up for assembly, the learners move into the hall in an orderly manner.

When they line up absolute silence must prevail. On no account will there ever be booing or jeering in the hall. There is to be no unnecessary clapping. At times clapping can be in bad taste. Learners are to stand to attention when the National Anthem or School Song is sung - hands at the sides, feet together. Learners are to leave the hall silently and in an orderly manner.

### **3. Maintenance and neatness of the school environment**

Just as one is proud of oneself, so should one be proud of the neatness and tidiness of the environment. Each learner must take pride in the tidiness of the school grounds, the buildings, the sports fields, the garden and the classes. It is not just the duty of the general assistants to clean up the school grounds, but it is the duty of all learners to help in this regard. Litter is to be thrown into the dustbins provided.

### **4. Announcements**

When announcements are made over the intercom, all learners must be quiet and should pay attention to what is being said.

### **5. Absence**

Learners may only be absent from school by reason of illness. All other absence must be limited, and all appointments with doctors must, wherever possible, be scheduled for the afternoons.

Learners who have been absent, must on the first day of return to school, provide a letter from the parents stating the reason for the absence. Absentee letters must be handed in at register class at the start of the school day.

Learners who have been absent for two or more days must submit a doctor's certificate on their return explaining the reason for their absence.

All parents wishing to collect their children from school during school hours must first obtain the necessary permission from the office. No learner has the authority to leave the school grounds during school hours. A register must be signed when collecting a learner early from school.

Learners who are absent during a test or exam must hand in a medical certificate upon their return, otherwise a zero will be allocated for that particular test or exam.

Irregular school attendance influences the learner's progress. Continuous evaluation cannot take place and this will affect the learner's progress. If a learner is ill, the office will contact the parent. The learner may not phone the parent to fetch him/her.

- 6. Ball games/Dangerous games**

No ball games are allowed under any roof, on any passage, against any wall or on the field or the quad. No dangerous games may be played. Stone throwing will be regarded as a serious offence.
- 7. Injury or illness during school hours**

If a learner gets hurt during school hours or becomes ill, it must be immediately reported to the office. A third party, with the parent's permission, may fetch such a learner from the school.
- 8. Breakage and damage**

No breakage or damage of private or school property will be allowed. Any such occurrences must be reported to the office or to the educator on playground duty.  
The guilty person will be expected to make good the damage by paying the account for the necessary repair work.
- 9. Eating during lesson hours**

No learner will be allowed to eat during lessons. The educator may confiscate all food items.
- 10. Electrical installations**

No learner will have permission to tamper or play with any electrical installation or open any distribution board. Light switches may only be utilized for the proper purpose.
- 11. Cycling on the school grounds**

Before entering the school grounds, learners must get off their bicycles and push the bicycle to wherever they go within the school grounds. In the afternoons, the same procedure must be followed until they reach the school's exits. During school hours, all bicycles will be locked in the bicycle shed. No learners are allowed into the bicycle shed other than to lock up or fetch their own bicycle.
- 12. Behaviour in the classroom**

No learner is allowed in a classroom before the bell rings in the morning, during lunch breaks or after school unless an educator is present.  
Inside the classroom, each learner must help to create an orderly atmosphere in which learning can be optimized. Learners should work as rapidly as possible to obtain the best results.  
The educator will confiscate all toys. All toys will be given back to learners at the end of the term.  
Upon entering the classroom, learners will stand next to their desks and wait for the educator's instruction to take their seats.  
All litter must be collected before leaving the classroom.  
No writing or scratching is allowed on any of the furniture.  
No learners will be allowed outside the classroom during lesson hours, except when formal work is to be done outside the classroom.  
Learners may not change seats without the educator's permission.  
The learners must respect visitors to the classroom by standing up if the Principal or any adult enters the classroom.  
No cellular phones are allowed at school.
- 13. Behaviour on the school grounds**

The school grounds and buildings are out of bounds in the afternoons, during weekends and holidays unless an educator is present. This could constitute an offence of trespassing.



Learners are expected to greet their educators in a friendly manner in the school grounds. Learners may not play or run on the corridors in the mornings, during breaks or after school. Access to the school grounds may only be through the gates. No learner may climb over a fence or make a hole in it to get through.

Learners must respect each other and by no means will bad language or inappropriate/dangerous games be allowed in the school grounds.

The embankments are strictly out of bounds.

Fighting is not allowed. Enticing learners to fight will also be regarded as an offence.

#### **14. Behaviour of our learners towards our educators**

Our educators must be considered as our instructors and counsellors who are willing and prepared to give us guidance in our development. Learners are expected to be courteous and amicable towards their educators at all times.

When speaking to an adult stand up straight, hands at sides and not in the pockets.

After a special lesson, demonstration or trip, thank the person concerned or in charge.

Never walk between people having a conversation.

Do not interrupt while people are having a conversation. Stand quietly, you will be noticed.

Help educators carry books, parcels etc.

When sent to another class with a message, knock properly, open and wait for the educator to address you – greet the educator and state your business.

When boarding a bus, permit adults to get on first.

Treat all staff in a courteous manner.

Visitors should be welcomed and greeted in a friendly manner.

#### **15. Behaviour of our learners towards each other**

It is expected of all the learners to support each other mutually and to help where assistance is needed.

Learners must be gentle and polite towards each other.

Learners must be tolerant and should help to create a tranquil atmosphere.

Learners must believe in teamwork and do their best if they participate in sport or other team events.

Learners, everywhere they go in school uniform, must always behave and be a good example for the school.

New learners must be welcomed to our school and should be included into the friendship circles.

Girls are to behave in such a way that boys respect them. Boys are to be gentlemanly at all times.

Under no circumstances may a learner take stationery, clothing, money or anything else belonging to another learner.

Racial discrimination or disparaging remarks made by one learner in respect of another will be regarded as a breach of the school rules.

No teasing is allowed. The rights, dignity and privacy of every learner must be respected. The use of nicknames is also forbidden.

#### **16. Academic**

All books and stationery required for Subjects each day must be brought to school.

Learners must ensure that they do not damage, misplace or lose media books, text books and exercise books. Parents will replace all damaged or lost books at replacement value.

Media books must be returned within the period laid down. Fines will be issued for late return of books.

Listen to instructions.

Do not disturb other learners during lessons. Listen to what others have to say.

Do not interrupt or shout out, wait for your turn.

No toys, weapons, dangerous objects or any kind of electronic game/equipment or cell phones are allowed at school. These will be confiscated.

**17. Homework**

Here the learner is allowed the opportunity to work independently.

Homework is not restricted to written work only.

Study and memorizing are just as important.

Conscientious learners will never allege that they have no homework.

Daily revision of the work done in the class is to every learner's advantage.

Learners will each be issued with a Homework Diary. Should this diary be lost, it will have to be replaced at the learner's own cost.

All homework must be written down in the homework diary on the day it is given.

Learners are advised to read wider than the suggested material. Here the Resource Centre plays an important role.

Mark off each item of homework once it has been completed.

Parents must sign the homework diary every day.

The educator can also make use of the learner's homework diary to communicate with the parents.

It is also important that the learners should not misplace their homework diaries.

**18. Changing of classes**

During changing of classes, the learners should move as quickly as possible to the next class. No learner plays during changing of classes. No one is allowed to visit the toilets during changing of classes.

Line up at the following class until the educator gives the sign for the class to enter the room.

Movement between classes - the minimum of noise is to be caused and no excessive noise will be tolerated.

Always keep to the left, especially on staircases where learners can easily get hurt.

Learners will at all times be issued with a "pass out" card when leaving the class.

**19. Cloakroom**

Permission to go to the cloakroom must be granted by the educator.

The educator in charge of the key will write down the time and the name of the learner going to the cloakroom.

Cloakrooms are to be kept tidy and clean.

Taps must at all times be properly closed.

No foodstuffs are to be taken into the cloakrooms.

No playing will be allowed in the cloakrooms.

Only one learner at a time is allowed to leave the class to go to the cloakrooms.

Always flush the toilet after use.

Report any blockages/damage to the class educator immediately.

**20. Administration block**

No learners may enter the staffroom.

No learners are allowed to play in the area around the administration block or between the buildings or in the car parks.

No learners are allowed in the administration block unless on an errand or when injured/ill. No learners may use the call box without the secretary's permission.

## 21. Break

During break, all learners will play on the allocated parts of the playground. No rough games are allowed and the older learners must stay away from the younger learners. No fighting will be allowed on the school grounds and swearing is totally forbidden. No learner may play near any motor vehicles. No stones may be thrown. All litter must be placed in the dustbins provided. Learners should eat their lunch, visit the cloakrooms and enjoy the company of their friends during break. When visiting the tuck-shop, learners must wait in an orderly fashion and remember to say please and thank you. Any problems at break must be reported to the educator on duty. When the bell goes, learners must move immediately to the quad and line up.

## 22. Scholar patrol

Learners must obey the scholar patrol at all times. These members are trained by the Traffic Department and must be respected. Learners shall cross the road only if necessary and only at designated places. Learners must encourage their parents/transporters to obey traffic rules around the school premises. In particular, parents/transporters are not to drop children off in "No Parking" areas.

## 23. Extra Mural Activities

The school offers a wide range of extra mural activities of both a sporting and cultural nature. These activities will be extended as and when facilities become available. Regular attendance at practices is essential. A player who does not attend practices regularly who does not have a valid, written reason, shall be excluded from the team at the discretion of the educator in charge of the activity or at the Principal's discretion. Learners participating in sporting and extra mural activities must do so in a dignified and proper manner, and rules of good sportsmanship shall be observed at all times. The fact that a player is good at a particular sport does not guarantee selection. Learners must report to practice on time. Learners participating in sporting activities are expected to wear the proper sport clothing as laid down. A player shall be refused permission to play if not correctly attired. It is very important that learners wear the correct type of tennis shoes on the tennis/netball courts. **Shoes with hard soles will damage the surface of the tennis courts.** The tennis courts may not be used without permission.

## 24. Late coming

Learners must be at school at 07:45. Gates are locked at 07:48. All latecomers must report to the office where their names will be taken down. Parents will be notified if their children continually arrive late. Thereafter, should the learner continue to be late on a regular basis, the procedure will be as follows :

- a. The learner will be given a Detention for late coming.
- b. If the problem of late coming continues, the learner will be suspended from class.
- c. If the problem still continues, the learner and his/her parent/guardian will be called to a meeting with the Disciplinary Committee.

- d. Should the problem still not be resolved the matter will be referred to the Department of Education.

**25. Dismissal**

School is dismissed at 14:00 for grades one to seven.

On dismissal at the end of the school day, learners shall ensure that they are neatly dressed in the correct attire, and then proceed quietly, without shouting, whistling or running, to await collection.

All learners are to wait in an orderly manner just inside the school grounds until fetched.

Learners may not congregate outside offices or classrooms or roam around the school.

Learners awaiting transport such as buses or taxis must wait at the allocated venues in an orderly fashion.

To ensure the safety of all learners, all gates, other than the one at the waiting area next to the grandstand, will be locked at 14:15. Any learner not collected before said time must be collected at the waiting area. This ruling also applies to those learners who stay for extra mural activities.

Learners who walk or cycle must go straight home. Learners who use the Aftercare Facility must go directly there. NO LOITERING ALLOWED.

**26. Stolen goods/cigarettes/alcohol/weapons/drugs/pornography/erotic material**

The possession or distribution of any of the above is a very serious offence and the strictest possible measures will be implemented against any learner who transgresses this rule.

**27. Appearance**

**Uniform:** It is essential that learners should wear the correct official uniform at all times as it enhances the image of the school.

**Summer:**

Girls:

Regulation summer dress (suitable length). NO ski pants or shorts/boxer shorts to be worn under the school dress

Plain white ankle socks (folded, not rolled down)

Black School shoes

School Pullover (cool weather)

Boys:

Grey shorts or trousers. No boxer shorts to be worn

White short sleeved shirt with school badge

Grey school socks with school colour stripes

Black School shoes

School Pullover (cool weather)

**Winter:**

Girls:

Regulation grey trousers (available at Ebsons)

White long sleeved shirt

School tie

Grey school socks with school colour stripes

Black School shoes

School jersey  
Drimac (Compulsory)

Boys:

Grey trousers  
White long sleeved shirt  
School tie  
School socks  
Black School shoes  
School jersey  
Drimac (Compulsory)

**ALL ITEMS OF CLOTHING MUST BE CLEARLY MARKED WITH THE LEARNER'S NAME.**

**Jewellery:** No jewellery is to be worn with school uniform with the exception of:

Girls:

A wrist watch  
One pair of stud earrings OR sleepers (earrings containing a stone and clip on type are not allowed)  
One signet ring bearing her name  
Medic Alert discs  
Note: Girls may not wear nail varnish, make up, neck chains or any arm decorations at all .

Boys:

A wrist watch  
Medic Alert discs  
Note: Boys may not wear earrings or studs.

**General:**

Under no circumstances may any form of body piercing jewellery be worn to school.  
No T-shirts, sweat shirts or jerseys to be worn under school uniform (shirt/dress).

**Hair:** Hair shall be clean, neat and free from lice at all times

Girls:

Long hair (shoulder length or longer) must be tied back.  
Only 1 or 2 plaits and ponytails allowed..  
Hair extensions must match natural hair colour.  
Hair can also be held in place with a brown, orange or white Alice band. No wide material head bands are allowed.  
Only plain brown, black, white or orange ribbons, bobbles or elastic bands are allowed (no mixed colours).  
No colouring or gel is allowed.

Boys:

Fringes shall be well above their eyebrows.  
Hair shall be neatly cut as not to hang over their collars or ears.  
Sideburns shall be cut short.  
Steps, undercuts and comb-over will not be allowed.

No shaved-in patterns are allowed  
No colouring or gel is allowed.

**28. School bags**

Juniors (Gr. 1 to 3) : Box cases (410mm x 295mm x 160mm) in Black or Blue .  
Seniors ( Gr. 4 to 7) : Compulsory “Dinwiddie Primary School” branded bookcases (approved by the principal) – can be purchased from Ebsons Stockists.  
No stickers or graffiti allowed on school bags.  
No trolley bags, sling bags or kitbags allowed.  
All learners are issued with a blue Media bag. Media books will not be allowed to be taken out without the Media bag.

**29. Physical Activities**

School T-shirt and branded school shorts (Summer) and branded tracksuit pants (Winter) NO ski-pants/cycling shorts/oversized shorts/tights of any type or colour are allowed. All learners are to dress properly during and after physical education lessons at school. Cloakrooms must be left clean and tidy at all times.

**30. General**

No chewing gum is allowed to be brought to school or chewed by any learner under any circumstances.  
Initiation in any form is strictly forbidden.  
Reply slips must be signed by the parents and sent to the class educator the following day.  
Every learner is responsible for his/her property. Lost articles must be handed in at the office.  
Learners may enquire at the office if they have lost any item.  
Any money brought to the school should be placed in a purse and kept around the learner’s neck.  
Cold drinks in glass bottles or cans may not be brought to school.  
Behaviour at all times should be such that you bring honour to your school, especially when learners go on excursions or at sporting events.  
Learners may not sell anything on the school property.  
Swearing and bad language is not allowed at school. To swear at any learner constitutes defamation of character.

**ALL LEARNERS'S PROPERTY MUST BE CLEARLY MARKED WITH THEIR NAMES**

**31. Merit and warning system**

**Recognition of good conduct and performance**

Educators must record names of learners on the register for any exceptionally good conduct or performance by a learner as a merit.  
All class educators must keep a written record of the number of merits and the reason for the issue thereof..

Graded coloured badges/stickers must be issued to learners for merits achieved.

The graded badges/stickers are to be classified as follows:

- green badges/stickers: 10 merits
- red badges/stickers: 20 merits
- gold badges/stickers: 30 merits
- championship gold badges/stickers : 40 merits
- merit with honours : 50 merits

Merit badges/stickers will be issued and presented during assemblies.

Learners receiving Merit with Honours will receive a medal (which may be kept).

This will be awarded and presented at the final assembly only.

All coloured badges must be returned to the educator responsible for merits once the next merit level has been achieved. Lost tokens are to be replaced at the parent's cost.

### **32. Warning procedures for misconduct**

Educators shall record minor misconduct by a learner in the register as a warning. The educator may exercise discretion not to do so if there are strong mitigating factors for the misconduct.

Class educators must keep records of all warnings.

After a third warning, the learner will be referred to the Disciplinary Committee.

The committee will decide on a break detention, Friday afternoon detention and in some cases community service.

In the event of an impending detention, parents of a learner will be notified in advance.

The detention notice must be signed by the class educator and the Principal or deputy principal, and must be signed by the parent or guardian of a learner.

In certain instances, a learner may be placed on a "Principals detention" if the offence is of a more serious nature. This detention will be at the discretion of the Principal.

Second detention will be for two (2) hours on a Friday afternoon. Third detention will be for three (3) hours on a Friday afternoon.

If a learner becomes due for detention for the third time, the learner will be referred to the School Based Support Team and an appointment with the parents will be made.

A plan of action will be instituted (i.e. counselling or referral to DBST).

If behaviour of learner continues the matter will be referred to the school's Disciplinary Committee where a formal hearing will be held.

**Consequences of not attending detention class:** Under no circumstances will any learner be permitted to skip scheduled detention classes. If the learner does not attend detention classes, it will be seen as a direct breach of the Code of Conduct and the matter will be referred to the Disciplinary Committee. Should a learner not be able to attend detention due to illness, he/she will have to produce a letter from the parents. The learner will however still have to attend detention on a Friday of the same week of his/her return to school.

Any criminal offence committed by a learner will be referred to the South African Police Services in addition to any internal measures taken by the school in terms of disciplinary procedures.

Serious misconduct (i.e. schedule 1 and schedule 2) will be dealt with according to the Schools Act 1996 (Act No. 84) and may lead to suspension and/or expulsion.

- 33.** The continuous breach of the Code of Conduct by a learner will result in the learner being removed from participation in any extra-curricular or fun event such as; Sport, shows, tours, excursions, outings, concerts, fun days, civvies, etc.

### **34. Annual review**

The Code of Conduct as well as the school rules will be reviewed and updated (if necessary) to keep abreast of the changes in society and the educational environments in which the school operates.

### **35. Conclusion**

The success, implementation and maintenance of this Code of Conduct relies and depends heavily on the cooperation received from learners, parents and educators alike.

## General Information

### Appointments with the Principal

An “open door” policy exists at Dinwiddie Primary School where a parent is welcome to come and discuss a problem with the Principal. Please make prior arrangements with Mrs. Conradie regarding an appropriate time and date.

### Appointments with Educators

Parents are requested to make appointments with educators through the secretaries. Please note that educators will only be able to see parents before or after school. Once an appointment has been confirmed, please arrive for it. If for some reason you are not able to keep the appointment, please inform the school as soon as possible.

### After Care Centre

“Kidz Village Adventure Centre”

We offer a very comprehensive and well-structured after school care centre. Should you wish to find out about the facilities, telephone the office for details.

### Extra Mural Activities

#### **Introduction**

The school offers a wide range of extra mural activities of both sporting and cultural nature. These activities will be extended as and when facilities become available. All learners should be encouraged to enjoy and participate in both team and individual sport regardless of individual ability.

<b><u>Sport:</u></b>	Athletics	Cross-Country
	Netball	Mini Netball (Grades 1 and 2)
	Soccer	Mini Soccer (Grades 1 and 2)
	Cricket	Mini Cricket
	Tennis	Mini Tennis

<b><u>Cultural:</u></b>	Chess
	Junior Choir
	Music
	Drama Club

<b><u>General:</u></b>	Computer Club
	Ballet
	Modern Dancing
	LEP (Language Enrichment Programme)

### Facilities

The school has some of the finest facilities available in the area, comprising of:

- all weather tennis courts
- all weather netball courts
- all weather cricket pitch
- spacious playing fields